



Delaware Emergency Management Agency
State Homeland Security Grant Program

DE Information Bulletin Number 19
May 16, 2007

TO: All Delaware Homeland Security Grant Partners

FROM: James E. Turner, III
Director

SUBJECT: Vehicle Procurement Procedures

This Information Bulletin applies to all vehicles procured using State Homeland Security Grant Program funds. This bulletin provides additional clarification of the Grant Procurement Process outlined in Information Bulletin 8, (published April 2005) as it pertains to vehicles:

- Vehicles may be procured only after specific written authorization is provided by DEMA representatives to the requesting agency/organization.
- Several factors will be evaluated by DEMA staff (time constraints of the grant or project, cost efficiency, and capability of contract development, etc.) to make a determination on the most efficient procurement method to employ (existing or development of a State Contract, use of Sole Source, or Sub-recipient grant).
- DEMA staff will review all vehicle requirements and coordinate across disciplines to identify agencies with similar needs (ex: three emergency response disciplines or agencies within a discipline have a requirement for an Incident Command Vehicle). This process will allow DEMA to procure the vehicles in bulk for existing State contract vehicles; and ensure the effective creation of new State contracts that encompass all end user needs and provide justification for a volume discount.
- Sub-granting of vehicle procurement is allowable on a case by case basis, in accordance with Information Bulletin 10, Sub-grant Process (dated May 2005). The end user/customer must demonstrate the ability to procure the vehicle with an existing local jurisdiction contract or specialization need that is outside the scope of a state contract.
- The purpose of this policy on procuring vehicles for end users/customers is to ensure purchases can be made in a timely manner, following state and local procurement guidelines and to receive the best vehicles at the best prices—i.e. to get more bang for the buck. This will not only benefit the end user/customer, but will also benefit the Disciplines, Investments and ultimately, Delaware, as we will be in a better position to recognize cost savings that can be applied toward unfunded projects and equipment.

If there are additional questions regarding this policy, please contact the appropriate discipline planner:

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