



## Procuring IEM Services through the HGACBuy Program

The Houston-Galveston Area Council Buy (HGACBuy) program connects local government agencies and certain non-profits to essential products and services. HGACBuy strives to make the government procurement process more efficient by establishing competitively priced contracts for goods and services and making them widely accessible to eligible end users. All contracts available through HGACBuy are awarded by virtue of a public, competitive procurement process compliant with state statutes.

As an HGACBuy contractor, IEM offers All-Hazards Preparedness, Planning, Consulting and Recovery Services through HGACBuy **Contract No. HP08-21**.

**It has never been so easy to tap into IEM's expertise.**

### Who can use it?

HGACBuy is available to local and state entities nationwide, including:

- Municipalities, cities, counties, and state agencies
- Councils of Government
- Schools, school districts, colleges, universities
- Hospitals and hospital districts
- Emergency medical services and service districts
- Volunteer fire departments and rural fire prevention districts
- Special law enforcement jurisdictions
- Judicial courts and districts
- Emergency communications districts
- Utility districts (e.g., MUDs, WCIDs, Irrigation.)
- Special districts
- Authorities (e.g., Airport, Port, River, Water)
- Non-profit organizations that provide government function or service

### What services can my jurisdiction acquire from IEM through HGACBuy?

- Recovery services, including disaster housing planning, Post Disaster Needs Assessments (PDNAs), and FEMA Public Assistance (PA) and Individual Assistance (IA) support
- Hazard mitigation assistance, from planning to program implementation
- Full-range emergency management and homeland security planning
- Training services that include design and delivery of on-site or remote training solutions
- Discussion-based or operations-based exercise services that follow HSEEP guidelines
- Response services to help enhance capacity

### QUICK FACTS

#### Founded

1985

Woman- and Minority-Founded and Owned

#### Headquarters

Research Triangle Park, NC

#### Physical Offices

Washington, D.C. • Baton Rouge, LA • Tallahassee, FL • Bel Air, MD • Richmond, KY • Guaynabo, PR • Aguadilla, PR

#### Our Experts

The expansive IEM team includes emergency management, homeland security, disaster recovery, national security, and digital service professionals, former executives, and senior leaders from FEMA, DHS, HUD, DoD, as well as senior state and local officials from across the country.

#### Key Service Areas

- Disaster Recovery and Management
- Emergency Management and Homeland Security
- Resiliency and Hazard Mitigation Plans
- Mass Evacuee Support Assistance
- National Disaster Recovery Framework (NDRF), Recovery Support Functions (RSFs)
- Information and Emerging Technologies

#### IEM Contracts Management

(919) 990-8191

[contracts@iem.com](mailto:contracts@iem.com)

## Disaster/Emergency Letters of Intent

Disaster/Emergency Letters of Intent (DLOI) can be used by government units and non-profit associations (performing governmental functions) in need of procuring products or services to facilitate recovery from a major disaster.

The DLOI may be used for 180 days and will grant the end user access to the entire list of contracts available through the HGACBuy Program.

## What are the benefits?

HGACBuy offers many benefits, including:

- **Expedited procurement services.** With HGACBuy, you save time and resources by accelerating the bid and proposal process.
- Access to **volume purchasing discounts.**
- On-duty **professional staff assistance.** Members of the HGACBuy staff have more than 200 combined years of purchasing experience.
- **Research and development of technical specifications.** There is no need to use internal resources or hire consultants to prepare specifications.
- **Contract administration** by seasoned HGACBuy professionals.
- **No annual membership fees.** HGACBuy is self-funded through administrative fees to the contractor, not the buyer.

## How do I get started?

It's easy to join and use HGACBuy.

- Complete an interlocal contract to join the program. This contract will detail the terms, conditions, and processes used to make and process orders.
- Find details for specific services you would like to procure. The HGACBuy website lists official contractors and the specific products they offer through the program.
- When you find what you need, contact a contractor representative to get more information and an official price quotation.
- Once you are satisfied with your order, submit a purchase order directly to the contractor and send a copy to HGACBuy.
- HGACBuy will send an order confirmation to both you and the contractor to verify and administer the contract.
- Payment will be sent directly to the contractor, and the goods or services will be transferred directly to you. Ownership is not at any time assigned to HGACBuy.

Use of HGACBuy for purchases by any End Users is strictly at the discretion of that entity. End Users issue their purchase orders to and pay directly the HGACBuy Contractor.

**NOTE:** To comply with a funding source, OMB Uniform Guidance or other requirements, some contracts require an additional competitive step. When applicable, you will need to submit your specification/product description or scope of work to a minimum of 3 contractors listed to obtain a detailed quotation based on the pricing and products/services awarded in the HGACBuy contract. You can make your selection/award contingent on your own criteria which must be included in your request for quote.

## Need more information?

To learn more about accessing IEM via the HGACBuy process or about other products that can be procured, please visit their website at [www.hgacbuy.com](http://www.hgacbuy.com).

## LICENSING

IEM is qualified to conduct business in all 50 states, the District of Columbia, the U.S. Virgin Islands, and Puerto Rico. Additionally, IEM maintains the following licenses:

- General Contracting License, State of North Carolina, Licensing Board for General Contractors
- Building Construction Contractor License, State of Louisiana, Licensing Board for Contractors
- Residential Building Contractor License, State of Louisiana, Licensing Board for Contractors
- Professional Engineering Contractor License, State of Louisiana, Professional Engineering and Land Surveying Board
- Home Improvement Contractor License, State of New Jersey, Office of the Attorney General, Division of Consumer Affairs
- Consultant Prequalification, State of New Jersey, Department of the Treasury, Division of Property Management and Construction
- Consultant Prequalification, State of North Carolina, Department of Transportation
- Certified Building Contractor, State of Florida, Department of Business and Professional Regulation, Construction Industry Licensing Board
- Registered Engineering Firm, State of Texas, Board of Professional Engineers
- Authorized Engineering Business, State of Florida, Board of Professional Engineers
- Public Works Contractor License, State of New Jersey, Department of Labor and Workforce Development, Division of Wage and Hour Compliance
- General Building Contractor License, State of California, Contractors State License Board