

**Georgia Statewide Contract for
Stabilization and Recovery of Damaged Records**
Frequently Asked Questions

What is the Statewide Disaster Recovery Contract and why would I want to use it?

The “Emergency Records Recovery and Facility Mitigation Services” contract provides stabilization and recovery services for records (including documents, books, manuscripts, photographs, microfilm, videos and other library and archival materials) that may be damaged in a local or widespread disaster. If your library is flooded, your courthouse experiences a fire, or if any disaster affects your records, this contract will:

- ensure that your records are stabilized and recovered by a *qualified* vendor who has the experience and skills to recover damaged materials without doing further harm;
- secure the best price possible for these services;
- allow you to respond in a timely manner—during the critical period of the first 48 hours—without a lengthy and cumbersome bidding process;
- provide pack out and removal of damaged materials, tracking of items removed, and transportation from and back to the disaster site; and,
- provide mold removal, freezing, and drying services

Who can use the contract?

You are eligible to use the contract if you are a:

- state government agency
- local government agency
- public or private university
- public library
- a not-for-profit that meets the guidelines issued by FEMA
 - FEMA Disaster Assistance Policy 9521.3
Private Nonprofit Facility Eligibility, http://www.fema.gov/government/grant/pa/9521_3.shtm
 - FEMA Disaster Assistance Policy 9521.2
Private Nonprofit Museum Eligibility, http://www.fema.gov/government/grant/pa/9521_2.shtm
 - FEMA Disaster Assistance Policy 9524.6
Collections and Individual Objects, http://www.fema.gov/government/grant/pa/9524_6.shtm
- a state or territorial government in the United States

How do I find the contract?

Go to http://ssl.doas.state.ga.us/PRSapp/PR_StateWide_contract_list_alpha.jsp and find contract #S-090822, titled “Emergency Records Recovery and Facility Mitigation Service.”

How do I invoke the contract?

When it is determined that recovery services are going to be required, we *strongly* advise you to call the Georgia Archives Preservation Office (678-364-3760) before invoking the contract. The Georgia Archives Preservation staff may be able to assist you in determining whether not these services are truly necessary. If the Georgia Archives Preservation staff has determined that these services are necessary, contact any one of the contracted suppliers to initiate a response. All contracted services providers will respond to any call within 2 hours to gather all the required information from the end user and begin their mobilization efforts. The selected service provider(s) will be onsite within 24-48 hours of the initial call to stabilization and recovery effort. Note: The 24-48 hour response window will depend upon when

Federal, State or Local Authorities have determined when the impacted areas are secure and safe to enter.

How do I invoke the contract if I am a government outside of Georgia?

Any state or local entity outside of Georgia looking to secure these contracted services will be able to 'piggyback' off the State of Georgia contract by initiating their own contract with the supplier utilizing the scope of work detailed within. Since a 'piggyback' contract may require time to execute and these services are time sensitive, the State of Georgia recommends that any pursuing state entity be proactive and initiate the piggyback contracting process prior to any critical event or natural disaster occurrence. The 'Piggyback' contract is solely between the pursuing entity and the supplier. The State of Georgia will not be a part of that process. Any questions surrounding the piggybacking process, please call the State of Georgia Issuing Officer.