

**INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK
(NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2)
CHAPTER 40-INCIDENT BUSINESS MANAGEMENT COORDINATION**

43 – Exhibit 01

BUYING TEAM PERFORMANCE EVALUATION

Instruction: The Designated Agency Representative completes the performance evaluation prior to release of the Buying Team. The Buying Team Leader shall forward a copy of the rating to the Buying Team Coordinator.

Incident Name: _____ Date: _____

Incident Agency: _____

Buying Team Name: _____

Evaluator's Name & Position: _____

Evaluator's Phone No.: _____

1) Was the Leader an effective manager of the Buying Team and its activities?

Above Satisfactory *Satisfactory* *Below Satisfactory*

2) Was it obvious that the Leader was in charge?

Above Satisfactory *Satisfactory* *Below Satisfactory*

3) Did the Buying Team adhere to the Interagency Incident Business Management Handbook rules and policy?

Above Satisfactory *Satisfactory* *Below Satisfactory*

4) Did the Buying Team evaluate the availability of goods and services, prices, and delivery costs, and did the team select the source best meeting incident needs?

Above Satisfactory *Satisfactory* *Below Satisfactory*

5) Did the Buying Team make sound cost management decisions and provide documentation to support their decision?

Above Satisfactory *Satisfactory* *Below Satisfactory*

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43 – Exhibit 01—Continued

6) Was the Buying Team prompt in supplying goods and services for the incident?

Above Satisfactory Satisfactory Below Satisfactory

7) Was the Buying Team sensitive to local community issues, local businesses, local contractors, and local land owners?

Above Satisfactory Satisfactory Below Satisfactory

8) Was the Buying Team effective in negotiating and issuing Incident Only EERAs and Emergency Facilities and Land Use Agreements?

Above Satisfactory Satisfactory Below Satisfactory

9) How well did the Buying Team manage accountable property?

Above Satisfactory Satisfactory Below Satisfactory

10) How was the Buying Team's performance in settling claims (if applicable)?

Above Satisfactory Satisfactory Below Satisfactory

11) How was the Buying Team's ability to anticipate and respond to changing conditions, such as additional incidents and/or workloads?

Above Satisfactory Satisfactory Below Satisfactory

12) How was the Buying Team's coordination and cooperation with the incident agency?

Above Satisfactory Satisfactory Below Satisfactory

13) How was the Buying Team's coordination and cooperation with expanded dispatch?

Above Satisfactory Satisfactory Below Satisfactory

14) How was the Buying Team's coordination and cooperation with the IMT?

Above Satisfactory Satisfactory Below Satisfactory

15) How was the Buying Team's coordination and cooperation with the Agency Rep. or IBA?

Above Satisfactory Satisfactory Below Satisfactory

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16) Was the Buying Team's documentation package complete and submitted appropriately?

Above Satisfactory *Satisfactory* *Below Satisfactory*

17) Did the Buying Team present a positive attitude and work in a professional manner?

Above Satisfactory *Satisfactory* *Below Satisfactory*

18) What one thing would you recommend for this Buying Team to concentrate on improving?

19) Describe how the Buying Team exceeded your expectations.

This evaluation has been discussed by and between the following Designated Agency Representative and the Buying Team Leader.

Agency Representative Name: _____ Contact #: _____
Print

Signature: _____ Date: _____

Buying Team Leader Signature: _____ Date: _____

For any Below Satisfactory rating, please include an explanation.

Forward copy of evaluation to Tom Underwood

(tunderwood@fs.fed.us or Fax to 801-625-5365)