



2023
SEASON

Procurement & Property Services (PPS)
Incident Procurement Operations (IPO)
At-Incident Management Support Branch:
(AIMS)



PROCUREMENT AND PROPERTY SERVICES (PPS)

Field (FPO), National (NPO) & Incident (IPO) Procurement Operations

National organization supporting Forest Service's procurement and property management needs.

INCIDENT PROCUREMENT OPERATIONS (IPO) BRANCHES

Aviation, Logistics, Equipment & Services (ESB),
Incident System Analysis (ISA), Incident Procurement Administration (IPA) &
At Incident Management Support (AIMS)

At-Incident Management Support Branch

Designed to offer Warranted Support to incidents during Initial Attack when there is no Buying Team, or once it is been turned back to the Forest to manage and the Buying Team leaves. Also supporting I-BPA's as prioritized by FAM.





AIMS: At-Incident Management Support Branch

- Staff will serve as the initial points of contact for new, emerging, and initial attack incidents when warranted procurement support **exceeding the micro-purchase threshold** is needed.
- AIMS is intended to capitalize on strategic source options that will allow preseason procurement tools to be established and utilized by dispatchers, micro-purchasers, and designated incident ordering officials as applicable.
- Staff will work closely with all IPO Branches and FAM Incident Business to develop new business practices for incident procurement support.
- **AIMS is a work in progress; for the foreseeable future heavy reliance on Buying Team and surge capacity support will continue.**





Staffing Coverage at National Preparedness Levels:



PL 3 & Above:

- Operational Hours 0700-1900 PT
- Staffed 7 Days a Week



PL 2

- Operational Hours 0700-1900 PT Mon-Fri
- Staffed as needed with on-call phone and email being monitored
- Evening, weekend and holiday needs to be requested 72 Hours in advance
- Call when orders are submitted



PL 1

- Staffed Mon-Fri, during normal office hours
- On-call phone being monitored
- Extended hours requested 72 hours in advance
- Call when orders are submitted



AIMS Process & Workflow:

2023 SEASON



Determines Need for AIMS Warranted Support

AIMS is only able to accept requests for **Forest Service Incidents**
 Warranted support for: **EERA's, LUA's and Commercial Agreements**
 AIMS cannot accept requests for micro-purchases
 Micro-purchase = Supplies \$10k or less - Service \$2500 or less - Construction \$2000 or less

Submit Request to AIMS

Submit appropriate requests **RO, GM and LUA Intake Form** to AIMS inbox:
SM.FS.WOAIMS@USDA.GOV and/or Call Duty Phone **(720) 473-4105**
 No work will be assigned or started until a valid Resource Order is received via AIMS inbox

GENERAL MESSAGE (ICS 213)

AIMS Duty Officer Assigns to a Team Member

During normal hours AIMS Lead will assign requests to a team member.
 -After normal hours – Contact AIMS Duty Phone for support.
 -Requests will be added to the AIMS Workload Tracker for status & personnel assigned

| | | | | | |
|-------------------------|------------------------|---------------------------|-----|----------|--|
| RESOURCE ORDER | Initial Date/Time | 2.Incident / Project Name | | | |
| EQUIPMENT | 04-06-2022 1651 MST | INCIDENT 000 | | | |
| 5. Descriptive Location | 6. TWN | RNG | SEC | Base MDN | |

Team Member will execute agreement and/or fill order

AIMS Personnel will negotiate and execute assignments once resource orders are received.
EERA's/LUA's - Initial Contact within 3 hours
Commercial - Initial Contact within 2 hours



Request Status, Documents and Fill information will be kept in AIMS Tracker

AIMS Personnel **ONLY** will update tracker with the status as the procurement evolves

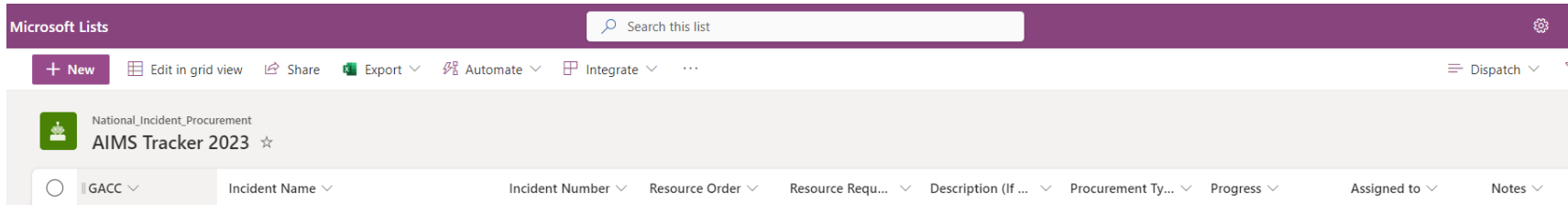
| EMERGENCY EQUIPMENT RENTAL AGREEMENT | | PAGE |
|--------------------------------------|--|------|
| 1. & address | 2. Agreement # (must appear on all documents relating to agreement): | |

Records will be in AIMS Tracker once complete

Completed Agreements can be downloaded from the Tracker



AIMS 2023 TRACKER



The Tracker should be “real time” updated with any information that we think is helpful for the field:

- Search by GACC, Incident Name & #, or Resource Order
- Progress should be updated “real time” with any information on delays or other concerns kept in the NOTES column.
- AIMS points of contacts if you have any questions or need to share updated information
- Once the Agreement has been executed you can search by Agreement Numbers and download a copy for your records
- Also includes Vendor name and their expected ETA at the time the agreement was executed. Dispatch will receive an email when CO marks the transaction "Complete"

If you need access to the AIMS 2023 Tracker, please send an email to the AIMS inbox: SM.FS.WOAIMS@USDA.GOV If you have a FireNet.gov account, you have access.

2023
SEASON





AIMS & BUYING TEAM TRANSITIONS

- AIMS Duty Officer will coordinate with incoming Buying Team Lead & INBA for workload cut off and workload transition.
- AIMS will **rely on Buying Team Leads and INBA's** for notification of assignment and departure information.
- When Buying Team leaves and another Team is not going to be assigned, current **Buying Team Lead and INBA will need to set up Transition Meeting** with AIMS Duty Officer for any assignments AIMS will become responsible for.

Non-Forest Service Incident changes to Forest Service Incident

- Regional IAC will coordinate with AIMS Duty Officer and Dispatch to notify if a Non-Forest Service incident transitions to a Forest Service Incident and will need AIMS participation and assistance.
- Until AIMS Duty Officer is formally notified by the required POC, AIMS will be unable to offer any assistance and warranted support to the incident, as it will still be considered a Non-Forest Service Incident.



2023
SEASON



Pre-Season Incident Blanket Purchase Agreements

Pre-Season need for AIMS I-BPA Categories are determined by the National FAM team

AIMS 2022 Awarded I-BPA's and Available on AIMS Website:

Portable Toilets & Handwash Stations

UTV's/ATV's

Current AIMS 2023 Priority Category Goals:

Rapid Extraction Module Support (REMS)

Medical Trailers

Media Production Services & Kits

Meals – Type 3 Caterers

Tents (Coming over from 2022 due to Solicitation cancelation)

** For the 2023 Season all orders supporting **Forest Service** incidents for **REMS & Med Trailers**, along with **Clerical Support Units and Tents** will be required to be requested through AIMS.*



Helpful Tips

LAND USE AGREEMENT REQUESTS:

-Do not wait for all of the information, such as the LUA intake form to be completed before you submit a request for an S# and warrant support. This has caused delays ending in UAC's. If you are in progress of getting more information to complete the LUA intake form, just note that on the General Message, that way the communication with your warranted support has started and the chance of it being considered a UAC is significantly less.

IMT MEMBERS SIGNING NON-AGENCY OR OTHER AGREEMENTS:

- Even if the Non-Agency Agreement does not require the exchange of funds, please do not sign if you are not a warranted staff member.

IMT PRE-ORDERS:

- The need for IMT Pre-Orders existed due to the amount of time it "could" take to get procurement support to the incident. With the creation of AIMS, this need no longer exists and now causes a lot of problems as AIMS immediately begins the procurement process when the request comes in.
- Pre-Orders will be placed in the AIMS Tracker, but the procurement process will not start until AIMS gets verification of the need from the IMT POC.

2023
SEASON





AIMS Inbox email:
SM.FS.WOAIMS@USDA.GOV

AIMS Duty Officer Phone:
(720) 473-4105

AIMS Leadership Team

Branch Chief: **Ron Schilz**

East Zone Supervisor: **Brian Wharton**

East Zone Team Lead: **Kelvin Jackson**

West Zone Supervisor: **Michael Lucas**

West Zone Team Lead: **Annie Prout-Garcia**

Supervisor: **Edward McKee**

2023
SEASON

