



**NORTHERN ROCKIES COORDINATING GROUP (NRCG)
NWCG STANDARDS FOR INTERAGENCY INCIDENT BUSINESS MANAGEMENT
SUPPLEMENT**

CHAPTER 40 – INCIDENT BUSINESS MANAGEMENT COORDINATION

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Approved:

/s/ Josh Harvey

JOSH HARVEY

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Superseded Document(s) by Issuance Number and Effective Date	NR-2020-5 (4/1/2020)	3 Pages

Digest:

- Updated year and phone number for Buying Team Coordinator.

1 **BUYING TEAM COORDINATION**

2 Authorized individuals with delegated procurement authority shall make all purchases. Buying
3 Teams shall follow standard operating procedures set forth in the NWCG Standards for
4 Interagency Incident Business Management (SIIBM), the Mobilization Guide, agency
5 acquisition handbooks and guides (e.g., agency purchase card procedures) and the National
6 Interagency Buying Team Guide. Geographic Area Buying Teams shall comply with the
7 operating procedures section of the National Interagency Buying Team Guide.

- 8 • The Buying Team Guide can be found at:
9 [https://www.nwcg.gov/sites/default/files/committee/docs/ibc-interagency-buying-team-](https://www.nwcg.gov/sites/default/files/committee/docs/ibc-interagency-buying-team-guide.pdf)
10 [guide.pdf](https://www.nwcg.gov/sites/default/files/committee/docs/ibc-interagency-buying-team-guide.pdf)
- 11 • The Northern Rockies Coordinating Group (NRCG) information, including the Northern
12 Rockies SIIBM supplements can be found at:
13 https://gacc.nifc.gov/nrcc/nrcg/committees/business_committee.htm

14 1. Buying Team Coordinator

15 The agency leads from the NRCG Business Committee shall be responsible for Buying
16 Team coordination. For 2021 the Buying Team point of contact shall be Tracey Nimlos
17 at tracey.nimlos@usda.gov, (406) 370-7152.

- 18 a. Certify team leaders and members are qualified and meet training standards.
- 19 b. Ensure effective communication flow between the national level and the local
20 level.

21 2. Buying Team configuration

- 22 a. Northern Rockies National Buying Teams will comply with the National Buying
23 Team Guide configuration. The Northern Rockies has one National Buying Team.
- 24 b. A list of the alternate buying team members will be maintained by the Buying
25 Team Leaders.

26 3. Mobilization

- 27 a. Buying Teams are ordered by the incident agency, as needed.
- 28 b. National Buying Teams are prioritized for large incidents and are available for
29 dispatch nationally.

30 4. Responsibilities

31 The responsibilities and authorities for the Buying Team and its members are detailed in
32 the National Interagency Buying Team Guide dated April 2019. If contradictions occur,
33 the NWCG Standards for Interagency Incident Business Management and the National
34 Interagency Mobilization Guide take precedence.

- 35 a. The Buying Team works for the incident Agency Administrator or other
36 designated personnel and must abide by the incident business operating guidelines
37 provided them by the incident Agency Administrator.
- 38 b. The Agency Administrator or other designated personnel shall complete the
39 Buying Team performance evaluation for all incidents within their jurisdiction.

- 1 One copy of the completed performance evaluation will be given to the Buying
2 Team Leader and one copy will be forwarded to the Buying Team Coordinator.
- 3 c. The Buying Team Leader should be in communication with the Incident Business
4 Advisor and Incident Management Teams (especially the Finance and Logistics
5 Sections).
- 6 d. The Buying Team is expected to handle all EERA and LUA requests.
7 Procurement Unit Leaders (PROC) may be able to assist with LUAs or EERAs
8 (or modifications) for equipment already assigned to the incident but may or may
9 not have procurement authority. The primary duty of the PROC is to manage
10 their unit, so consideration should be taken before expecting additional
11 contracting support to the Buying Team.
- 12 e. Incident email addresses shall be in accordance with the following guidelines:
- 13 i. One email address shall be created by the host unit through FireNet and
14 utilized by Buying Teams throughout the course of the incident in order to
15 maintain continuity of records and minimize confusion. Email address and
16 passwords will be transitioned to any subsequent buying teams and/or the
17 host unit.