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

CHAPTER 40 – INCIDENT BUSINESS MANAGEMENT COORDINATION

Supplement No: NR-2020-5

Effective Date: April 1, 2020

Duration: Effective until superseded or removed

Approved:
/s/ Michael T. DeGrosky
MICHAEL T. DEGROSKY
Chair

Posting Instructions: Post by document, remove entire document, and replace with this supplement. Retain this transmittal as first page of document.

<table>
<thead>
<tr>
<th>New Document</th>
<th>NR-2020-5</th>
<th>3 Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superseded Document(s) by Issuance Number and Effective Date</td>
<td>NR-2019-5 (4/1/2019)</td>
<td>3 Pages</td>
</tr>
</tbody>
</table>

Digest:

- Updated reference to the NWCG Standards for Interagency Incident Business Management
- Updated the link and references to the National Interagency Buying Team Guide
- Updated contact information for NR Buying Team Coordinator.
BUYING TEAM COORDINATION

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

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

1. **Buying Team Coordinator**

   The agency leads from the NRCG Business Committee shall be responsible for Buying Team coordination. For 2020 the Buying Team point of contact shall be Tracey Nimlos at tracey.nimlos@usda.gov, (406) 329-3331.

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

2. **Buying Team configuration**

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

3. **Mobilization**

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

4. **Responsibilities**

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

   a. The Buying Team works for the incident Agency Administrator or other designated personnel, and must abide by the incident business operating guidelines provided them by the incident Agency Administrator.
   b. The Agency Administrator or other designated personnel shall complete the Buying Team performance evaluation for all incidents within their jurisdiction.
One copy of the completed performance evaluation will be given to the Buying Team Leader and one copy will be forwarded to the Buying Team Coordinator.

c. The Buying Team Leader should be in communication with the Incident Business Advisor and Incident Management Teams (especially the Finance and Logistics Sections).

d. The Buying Team is expected to handle all EERA and LUA requests. Procurement Unit Leaders (PROC) may be able to assist with LUAs or EERAs (or modifications) for equipment already assigned to the incident but may or may not have procurement authority. The primary duty of the PROC is to manage their unit, so consideration should be taken before expecting additional contracting support to the Buying Team.

e. Incident email addresses shall be in accordance with the following guidelines:

i. One email address shall be created by the host unit through FireNet and utilized by Buying Teams throughout the course of the incident in order to maintain continuity of records and minimize confusion. Email address and passwords will be transitioned to any subsequent buying teams and/or the host unit.