



NORTHERN ROCKIES

PROCUREMENT UNIT REVIEW CHECKLIST

SHIFT TICKETS:

Review Shift Tickets for completion and accuracy:

- Shift Ticket for each day is dated and signed by government rep and contractor/operator
- Clock hours worked are shown for work/rest compliance
- Downtime is documented in remarks showing clock hours out-of-service
- Breakdown time is calculated according to contract specifications
- Potties and hand wash stations: numbers indicated on the shift ticket match the resource orders.
- Mileage is indicated if applicable and not duplicated.
- Units being demobed are accurately counted.
- All operators are listed - including engine crew members
- Heavy equipment with a second operator for a transport: shift ticket reflects both names

INSPECTIONS:

Review inspection form for:

- The equipment VIN on the inspection form matches the equipment on the agreement and the shift tickets.
- The inspection form is complete and signed.
- The equipment passed the pre-use inspection.
- The inspector has signed the form, and initialled / dated any remarks.
- The inspection form indicates the possibility for a pending claim.
- If there is an indication of a pending claim, the information has been forwarded to a contracting officer and/or the host agency incident business representative.

AGREEMENTS and VENDORS:

Review agreements for:

- Verification of the Administrative Office for Payment for each vendor
- Verification of the vendor name, address, phone number, DUNS and equipment schedule of items
- Check the vendor agreement number, effective dates and location city/state
- On the OF286: check the Fire Code/charge number, Release date and time, additions or deductions, rates and units of payment. **Assure that the contractor OF-286 set-up info is complete, correct and matches the name and business address shown on the front page of the agreement.**
- Downtime from the shift tickets is posted correctly to the OF286 per agreement specifications
- For medical, fallers and others: assure that the operators on the shift ticket match the approved operators indicated on the agreement.
- Transports: verify mob in and mob out only, single operator or two operators, operations request to release or stay, attached to specific heavy equipment or checked in with a separate agreement and "E" number.

CONTRACT CREWS (national or state/local):

Review contract crew documentation for:

- All hours on the CTRs have been calculated and posted correctly as one lump sum of labor for the day
- The correct hourly rate has been selected from the agreement and captured in e-ISuite
- Payment packages for national contracts to be paid by ASC-IF must have the original CTRs attached.
All national contract crews are paid by the USFS ASC-IF regardless of incident jurisdiction

COOPERATORS: Overhead, engines and other suppression apparatus:

Review co-operator documentation for:

- Verification of Operated or Unoperated rate. Need both OF288 and OF286 or just an OF286
- If hired operated: create a single OF286 for all hours worked.
- If hired unoperated: create an OF286 for apparatus time and OF288s for crew member time

All original documents go to the crew leader upon demob. Keep only copies in the Finance Package.

VENDOR PACKAGE REVIEW CHECKLIST:

Review vendor packages per payment agency direction.

- Commercial Invoices: assure they are correct with regard to date and time of hire and release, and that the appropriate rate is reflected. Include a government representative signature and date.
- Include any General Message forms or other documentation to explain any rate differences from the standard rate on the agreement
- Assure that the appropriate agreement is included and that it is current for the dates of the incident
- OF286 is complete and signed with original signatures in other-than-black ink. Submit per agency direction. See the Northern Rockies Vendor Payment Direction document in the NRCG Business Committee website toolbox for details. Other sources include the USFS ASC-IF annual incident business direction, and the states of Montana and Idaho Incident Business Operating Guides for state payment packages.

<https://gacc.nifc.gov/nrcc/nrcg/committees/business/toolbox/toolbox.htm>