



# 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 handwash 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
- Double shift is reflected on the resource order and verified in the contract line items.

### 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, UEI (replaces DUNS) and equipment schedule of items
- Check the vendor agreement number, effective dates and location city/state. Ensure the schedule of items (pricing) is the current year. VIPR agreements can be found at [https://www.fs.fed.us/business/incident/vipr.php?tab=tab\\_d](https://www.fs.fed.us/business/incident/vipr.php?tab=tab_d).
- 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 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 and documentation for additions and deductions 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, contract number and appropriate rate are 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>