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.
- ☐ Shift ticket shows Resource Order number in the upper right corner.
- ☐ Clock hours (in military time) are shown for operator hours worked, in compliance with work/rest.
- ☐ Downtime is documented in the remarks section, showing the clock hours out-of-service.
    - ☐ EQTR to calculate breakdown time according to contract specifications.
- ☐ All operators are listed by name – including all engine crew members and transport operators.
- ☐ If shift ticket reflects a double shift, it must match the resource order and be within contract line items.
- ☐ Portable toilets and handwash stations: numbers indicated on the shift ticket match the resource orders and requests by logistics for any new units, moved units or demobed units.
- ☐ Units demobed are accurately counted.
- ☐ Mileage, if applicable, is indicated and not duplicated.

INSPECTIONS:

Review pre-use inspection form for:

- ☐ Date: The inspector has signed and dated the inspection. Compare date/time with Resource Order date/time needed and start time reflected on the first shift ticket.
- ☐ Completion: The form is complete, fully signed and remarks are legible.
- ☐ Accept/Reject: The checkbox for Accept or Reject is checked by the inspector – and the equipment has been accepted.
- ☐ The equipment Vehicle Identification Number (VIN), or serial number, on the inspection form matches the equipment identification numbers on the agreement and the shift tickets. Assure that the inspector physically saw the VIN or serial number plate on the equipment.

Review post-use inspection form for:

- ☐ Any indication of a pending claim or any damages indicated in the remarks section.
- ☐ If there is an indication of a pending claim, the information shall be forwarded to a contracting officer and/or the host agency incident business representative.

VENDOR AGREEMENTS and OF286 EQUIPMENT USE INVOICE:

Review vendor documentation for:

- ☐ Verification of the vendor's name, address, phone number, Unique Entity Identifier (UEI) and equipment schedule of items.

- ☐ Verification of the Administrative Office for Payment for each vendor.

- ☐ The vendor agreement number, effective dates, and location city/state. Ensure the schedule of items (pricing) is the current year. Always pull the Finance Copy of Virtual Incident Procurement (VIPR) Incident Blanket Purchase Agreements (I-BPAs) from the website rather than the paper copy that a vendor may bring to assure the most current, effective agreement is used. I-BPAs can be found at: https://www.fs.usda.gov/business/incident/viprfinance.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 OF286 set-up information is correct in e-ISuite and matches the name and business address shown on the front page of the agreement. Do not use mailing addresses unless they are the same as the front page of the I-BPA.

- ☐ Check that any downtime reflected on a shift ticket is posted correctly by using the Adjustments page on the OF286.

- ☐ For contract Fallers and Faller Modules: assure that the operators on the shift ticket match the approved operators indicated on the agreement.

- ☐ For Transports: verify single operator or two operators, use of mob-in and mob-out only, or operations' request to stay has been properly documented. Verify if the transport is "attached" to the heavy equipment, or if it was hired independently on the Transport I-BPA or individually on an EERA. Assure "E" numbers are applied correctly depending on the transport's status.

CONTRACT CREWS (national or state/local):

Review contract crew documentation for:

- ☐ All hours on a daily Crew Time Report (CTR) have been calculated and posted correctly as one lump sum of labor hours.

- ☐ The correct hourly rate has been selected from the agreement and captured as an "EACH" in e-ISuite.

- ☐ Any per diem or lodging additions are posted correctly per the terms and conditions of the agreement.

- ☐ Start time for the crew bosses reflect attendance at an operational briefing (no more than 4 personnel with the appropriate qualifications) while the remainder of crew reflects a start time following the operational briefing, per the applicable agreement. (State contract crew modules may all attend briefing if requested by operations, per applicable agreement.)

- ☐ Payment packages must have original CTRs/signed OF288 Incident Time Report, signature page of the agreement, rate sheet and documentation for any additions or deductions attached, including lodging receipts.

    - ☐ Payment packages for national **Type 2 IA crews** will be processed by US Forest Service Albuquerque Service Center -Incident Finance (ASC-IF) regardless of incident jurisdiction.

- ☐ Payment packages for national **Type 2 crews** will be processed by the appropriate jurisdictional or protecting agency for the incident.

☐ Crews hired on state agreements may only be used on state-jurisdiction incidents.

COOPERATORS (overhead, engines, and other suppression apparatus):

Review cooperator documentation for:

☐ Verification of "operated" or "unoperated" rate.

☐ If hired operated, need only an OF286 for the apparatus. Rate will include the crew.

☐ If hired unoperated, will need both an OF286 for the apparatus and OF288s for crew members' time.

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

VENDOR PACKAGE REVIEW:

Review the final vendor payment package per payment-agency direction:

☐ US Forest Service payment packages shall be 100% electronic with all documents scanned and uploaded to a vendor folder in FireNet Teams.

☐ US Forest Service payment package contents required for payment can be found in the annual ASC-IF incident payment direction located at https://www.fs.usda.gov/managing-land/fire/ibp/payments

☐ States and other federal agencies will provide information regarding the status of payment package delivery: paper, electronic or a combination of both, and the contents required for payment.

☐ Commercial Invoices: assure they are correct regarding date and time of hire and release, contract number, UEI, Resource Order Number, Job Code and appropriate rate(s) reflected. Include a government representative signature and date on each invoice.

☐ Explain any rate differences from the standard rate on the agreement by including a General Message form- or other documentation with payment package.

☐ 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 – wet or electronic. Submit per agency direction. Refer to the Northern Rockies Vendor Payment Direction document: extension://elhekieabhbkpmcefcoobjddigjcaadp/https://gacc.nifc.gov/nrcc/nrcg/committees/business/toolbox/BusinessMatrix.pdf

☐ For state payments, refer to the appropriate state website for their Incident Business Operating Guidelines or details for state payment packages.

- ☐ Montana DNRC Fire Business: https://dnrc.mt.gov/Forestry/Wildfire/fire-business
- ☐ Idaho Department of Lands Incident Business: https://www.idl.idaho.gov/fire-management/incident-business/

☐ South Dakota Wildland Fire Business Management:
https://wildlandfire.sd.gov/admin/firebusinessmanagement.aspx