

e-ISuite Unoperated Equipment and Support Cost Worksheet

Incident Name and Number:				
e-ISuite ITEM Code	Item/Service	Vendor / Supplier	NOTES Resource Order # or description for estimates.	Methodology for Rate Estimates
MEALS: If not posted from ACTUAL – estimate based on number of personnel from Daily 209 Report				
MFSU	Meals			<input type="checkbox"/> National Caterer <input type="checkbox"/> State Kitchen <input type="checkbox"/> TY3 Caterer
SPT	Meals			<input type="checkbox"/> Local Vendor
SPT	Shift Provisions			<input type="checkbox"/> Local Vendor
UTILITIES & SERVICES: If not posted from ACTUAL- SPT or MISC both indicate Supply, Facilities, Camp Support item				
MISC	Potable Water Source			
SGRY	Gray Water Disposal Source			
MISC	Communications / Phones/Satellite Internet			
SGRB	Garbage/Trash collection or Dumpsters			
SPT	Fuel			
RENTED COMMERCIAL ITEMS: (paid via credit card and NOT invoiced on an OF-286) Include Porta Potties and Handwash Units if they are not on pre-season agreements. Include these items if they do not appear on a Buying Team Spreadsheet – see notes below				
GENR	Generators			
REF1/2/3	Refrigerated Trailer			
MISC	Tables & Chairs			
LITE	Lighting Systems & Light Towers			
MISC	Rented Office Equipment i.e. Copier/Printer/Scanner <input type="checkbox"/> Computers <input type="checkbox"/>			
MISC	Message Boards & Signs			
SAVE	Audio/Visual Equipment			
SPPT/SHWS	Porta Potty/Handwash			When invoiced on an OF286, ensure daily estimates are captured until actuals are posted.
SUPPLIES: Paid in Full upon Delivery or Receipt – NOT RENTED. Includes Consumables from Vendors & Caches				
SUP	Local Supplies			Local Procurements - Consumables
SUP	CACHE Supplies			Methodology for Daily Estimate: Ex: \$75/day per non-contracted person via 209
SUP	BUYT Supply Spreadsheet			Daily Sum

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FACILITIES or LAND USE AGREEMENTS – If not posted from ACTUAL and not included on Buying Team Spreadsheet				
SCON	Conference/Meeting Room			
FAC	Facilities on Government Ground (Fed or State)			
SLND	Land Use Agreement			
MSFU/SSHW	Showers			<input type="checkbox"/> NATIONAL CONTRACT <input type="checkbox"/> Local Vendor
SUPPORT COST ESTIMATES: Important - Document the methodology used for Support Cost Estimates. If using e-ISuite enter amount in "Other Costs" Tab. A Resource Order number is not required for these estimates.				
PERD	Per Diem			Methodology for Daily Estimate: Ex: Use resource reports & 209 \$5/day each non-contracted, on-incident person When no meals are provided, based on GSA rates for location, average of \$55/day for mob/demob people \$74/day full per diem people
LODG	Lodging			Methodology for Daily Estimate: Ex: Based on GSA rates for location, average of \$210/person per day
OS	Buying Team			Methodology for Daily Estimate: Ex: \$800/person per day (\$800 = full per diem + salary)
OS	Expanded Dispatch			Methodology for Daily Estimate: Ex: \$800/person per day (\$800 = full per diem + salary)
TRAN	Transportation IN/OUT - Air			Methodology for Daily Estimate: Ex: Use resource reports to tally Air, A/R for non-contracted resources \$1000/person on mob and demob days or \$2000 roundtrip
TRAN	Transportation IN/OUT - Ground			Methodology for Daily Estimate: Ex: Use resource reports to tally AOV/POV for non-contracted resources \$500 per person roundtrip
SUV/PUP/GOLF/VAN	Rental Vehicles:			Includes: NERV, SUV, PUP, GOLF CART, or VAN \$175 per unit per day

Additional Considerations:

- **DOCUMENT** your methodology for Support Estimates: TRAN (ground/air/agency), Cache, Buying Team and Expanded Dispatch.
 - It is important to have this methodology on file, so adjustments make sense to the next COST and Host Unit during transitions.
- **UNK** Item Code will **NOT** be picked up on Cost Reports.
 - IROC Imports **may** show items with a Kind Code of "UNK", ex: Yurts, Internet Service, Dumpsters, etc.
 - Research from procurement/payment method and then edit to reflect correct actual Item Code.
- **Verify** the method of procurement and payment for Support Items such as: Porta Potties, Handwash Stations, etc.
- **CLSU** is a Clerical Support Unit (no e-ISuite Cost estimate)

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- **OS** is for Overhead Support (a person).
- **SPT** is for Support General (widget/thing)
- **NATIONAL CONTRACTS:**
 - National Caterer, National Shower, TY2 IA Crew, TY1 Retardant Batch Plant, etc. are PAID by FS-ASC regardless of incident jurisdiction.
- Include **COMMERCIAL ITEMS** on this list.
 - These are items not paid as supplies on the BUYT spreadsheet.
 - Generally, they are rented items or services that are paid at the end of the incident via CC.
 - These Commercial Items should have a \$0 (zero) value on the BUYT spreadsheet but need to be captured in e-ISuite cost with an accurate estimate.
 - Commercial items could include rental of office equipment, utility services, fuel from a local vendor, refrigerated trailer, garbage removal/dumpsters, etc.