

R-6 ROSS Contracting SOP
How to Order and Fill Best Value Contract Resources

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How to Order and Fill Best Value Contract Resources

Introduction

The intent of this document is to provide guidance to the Pacific Northwest Initial Attack and Expanded Dispatch Centers on ordering and filling Regional Agreement resources in ROSS. The Bureau of Indian Affairs (BIA), Washington State Department of Natural Resources (DNR), and Oregon Department of Forestry (ODF), may have their own EERA's for some of the resources listed below and are not required to use the most recent Regional agreements.

When an incident is located on US Forest Service or Bureau of Land Management jurisdiction the following procedures will be followed even if the dispatching agency is not US Forest Service or Bureau of Land Management.

These resources are rated on "Best Value" and should be listed from top to bottom per host site. It is crucial to follow the call down list and provide documentation when it appears that a vendor down the list is utilized over a vendor higher up the list such as Initial Attack using closest resource.

ENGINE, TENDER & CREW

Contract Engine, Tender and Crew resources are statused in ROSS and assigned to host sites. The resources will be filled using the resource items that are pre-loaded into ROSS by each host. **Do not use the "Fill w/Agreement"** when filling these resources. Each host unit will use the "Best Value" dispatch list that is posted in VIPR.

The screenshot shows the ROSS interface for a pending request. The top bar indicates the user is JUANITA JOHNSON @OR-CC. The main window is titled 'Pending Request for [OR-OCF-000120] 0123 Geneva 6'. It features several sections:

- Select Incident:** Shows the incident ID [OR-OCF-000120] 0123 Geneva 6 and Host Dispatch OR-COC.
- Set Filter Criteria for Pending Requests:** Includes dropdowns for Request # (E) and Catalog Category, and checkboxes for Return UTF Only and Placed Status-Only or External.
- Select Pending Request(s):** A table with one entry:

S	G	SN	NR	Req #	Qty	Requested Item	Requesting Unit	Need Date/Time	Last Action	Exclusions	Inclusion
				E-20	1	Tender, Water, Suppo...	OR-COC	08/17/2009 09:00 PST	New		None
- Select Action for Pending Request [E-20 - Tender, Water, Supp...]:** Includes a 'Show Resource Cour' checkbox and a table of available resources:

Available	Reserved	Mob In Route	At Incident	Demob En Route	Contracts / Agreements	Other Resources
Resource Name	Available To	Contract #	Type	Begin Date		
WATER TENDER - SUPPORT - T2 - 004 - All Terrain Firewater - 70 (David W C...	National	AG-04H1-C-07-8007	CWN	07/05/2007		
WATER TENDER - SUPPORT - T2 - 011 - Cascade Water Supply LLC - 99 (Jo...	GACC	AG-04H1-C-07-8132	CWN	07/05/2007		
WATER TENDER - SUPPORT - T2 - 003 - Sasquatch Hi Mt Water INC - 03 (Cr...	National	AG-04H1-C-07-8193	CWN	07/05/2007		
WATER TENDER - SUPPORT - T2 - 007 - K & M Contracting - 21 (Michelle M M...	National	AG-04H1-C-07-8189	CWN	07/05/2007		

GIS TRAILERS

The GIS trailers are under Federal Regional Agreement have been assigned to host dispatch units. These resource items **are statused in ROSS** and attached to the contract. Each host unit will use the “Best Value” dispatch list that is posted in VIPR.

Creating the Request:

Select Item to Request

Catalog | Preorders

Catalog: Equipment

Category: Trailer

Item Name:

Item Code: Keyword:

Catalog Item	Code
Trailer - GIS	
Trailer - Logistics	

Catalog: Equipment
 Category: Trailer
 Item Name: Trailer - GIS

SPECIAL NEEDS: Be sure to document the Type (Type 1 or Type 2) that the incident is requesting.

If the requesting unit is not a host of a GIS Trailer the order will be placed with the closest host unit through standard dispatch procedures such as placing it with your neighbor or to your GACC.

Select Pending Request(s)

S	G	SN	NR	Req #	Qty	Requested Item	Requesting Unit	Need Date/Time	Last Action	Ex
				E-15	1	Trailer - GIS	OR-COC	08/17/2009 09:00 PST	New	

Requested Item | Claim | Action | Go To | Note | Pri

Select Action for Pending Request [E-15 - Trailer - GIS]

Available | Reserved | Mob In Route | At Incident | Demob In Route | **Contracts / Agreements** | Other Resources

Resource Name	Available To	Contract #	Type	Begin Date	End Date
TRAILER - GIS - Gizmo Incid...	Local	AG-04H1-C-08-8008	CWVN	07/11/2008	09/30/2010

Clear Search | Query | Fill | View | Local Reso

When filling a GIS Trailer the resource will show up in the Contracts/Agreements tab. **The GIS vendors do not web status their resource items.** The host unit is responsible for maintaining availability in ROSS. The GIS units have a best value call down by Region.

Host sites for GIS trailers:

OR-COC OR-KFC WA-CCC OR-NOC

FALLER MODULES

The Faller/Modules under Federal Regional Agreement have been assigned to host sites. The agreements have been entered into ROSS with the appropriate modules attached to the agreement. The modules **are stasured in ROSS** and have the capability to self status. The majority of the faller module vendors **do not web status** their resources, unless they also have engine or crew resources and have a web status account

When the need arises for fallers, the incident may request, for example, six fallers; (modules consist of two people and their equipment), this can be accomplished by creating three faller modules, as an O#. Once the requests are created, the dispatcher can fill with the resource items stasured in ROSS. When the vendor agrees to the assignment, names must be provided. The names provided must be on the assigned list for that host unit. The vendor **cannot** swap names that are hosted by other dispatch centers. (See the screen prints relating to modules/manifests).

Host sites for Faller Modules:

OR-COC OR-EIC OR-JDCC OR-KFC OR-LFC OR-NOC
OR-SFC OR-UPC WA-CWC OR-MIC


The following are examples of “ordering and filling” falling modules displaying the appropriate screens in ROSS.

FALLER MODULES (2 Professional Fallers & Equipment)
Status the modules as available.

The screenshot shows the ROSS interface for resource status. At the top, there are filter options for 'Select Filter For Resources' including 'Select Resource Type' (Aircraft, Crew, Equipment, Overhead, Supply), 'Select Status To View' (set to **ALL**), 'Select Provider' (CWN / Agreement), 'Select Vendor' (**ALL**), and 'Select Incident' (**ALL**). Below this is the 'Set Resource Status' section with 'Select Status' (Available), 'Select Area' (National), and 'Display' (Home Unit). A table below lists 11 faller modules with columns for Resource Name, Home Unit, Status, Last Stasured, Prep, and Available To.

Resource Name	Home Unit	Status	Last Stasured	Prep	Available To
MODULE - FALLER - NW Timber Fallers - UPC - 01	Pacific Northw...	Available	08/09/2008 09:0...		National
MODULE - FALLER - NW Timber Fallers - UPC - 02	Pacific Northw...	Available	08/09/2008 09:0...		National
MODULE - FALLER - NW Timber Fallers - UPC - 03	Pacific Northw...	Available	08/09/2008 09:0...		National
MODULE - FALLER - NW Timber Fallers - UPC - 04	Pacific Northw...	Available	08/09/2008 09:0...		National
MODULE - FALLER - NW Timber Fallers - UPC - 05	Pacific Northw...	Available	08/09/2008 09:0...		National
MODULE - FALLER - NW Timber Fallers - UPC - 06	Pacific Northw...	Available	08/09/2008 09:0...		National
MODULE - FALLER - NW Timber Fallers - UPC - 07	Pacific Northw...	Available	08/09/2008 09:0...		National
MODULE - FALLER - NW Timber Fallers - UPC - 08	Pacific Northw...	Available	08/10/2008 16:2...		National
MODULE - FALLER - NW Timber Fallers - UPC - 09	Pacific Northw...	Unavailable	06/18/2008 10:3...		National
MODULE - FALLER - NW Timber Fallers - UPC - 10	Pacific Northw...	Unavailable	10/25/2007 10:2...		Local
MODULE - FALLER - Timber Tipper Ent. Inc. - UPC - 11	Pacific Northw...	Available	08/10/2008 17:5...		Local

Ordering falling Modules

 [OR-UPF-008003] UPF ABC LIGHTNING
New Request - [OR-UPF-008003] UPF ABC LIGHTNING

Select Item to Request
 Catalog | Preorders |

Catalog: Overhead
 Category: Groups
 Item Name:
 Item Code: Keyword:

Catalog Item	Code
Module, Faller	
Module, Fire Use	
Module, Fuels	
Module, Suppression	
Squad	
Team, Administrative Payment	
Team, All Risk NPS	

Catalog: Overhead
 Category: Groups
 Catalog Item: Module, Faller

Filling a Faller Module

Pending requests...go to the contracts/agreements tab. Make sure to select the available, priority module. They have a dispatch priority order, just like the engines and tenders. See the UPC - 01 thru 4...they must go in that order according to who is available.

See Example Below

(Part 1 of 4)

Select Incident
 [OR-UPF-008003] UPF ABC LIGHTNING
 Host Dispatch: OR-UPC
 Manage Financial Codes

Set Filter Criteria for Pending Requests
 Request # 0 Catalog Category
 Return UTF Only Requested Item
 Placed Status-Only or External

Select Pending Request(s)

S	G	SN	NR	Req #	Qty	Requested Item	Requesting Unit	Need Date/Time	Last Action	Exclusions	Inclusion	No
	WC			O-93	1	Module, Faller	OR-UPC	08/10/2008 19:40 PST	New		None	

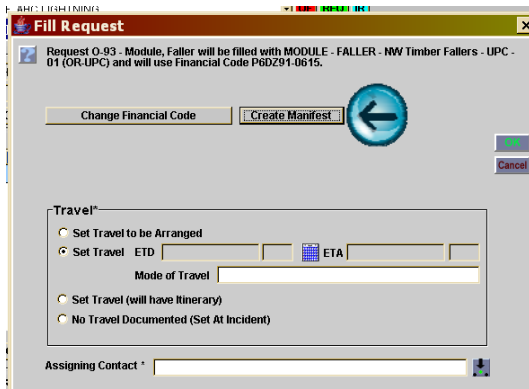
Requested Item
 Named Request

Claim Action Go To Note Print

Select Action for Pending Request [O-93 - Module, Faller]

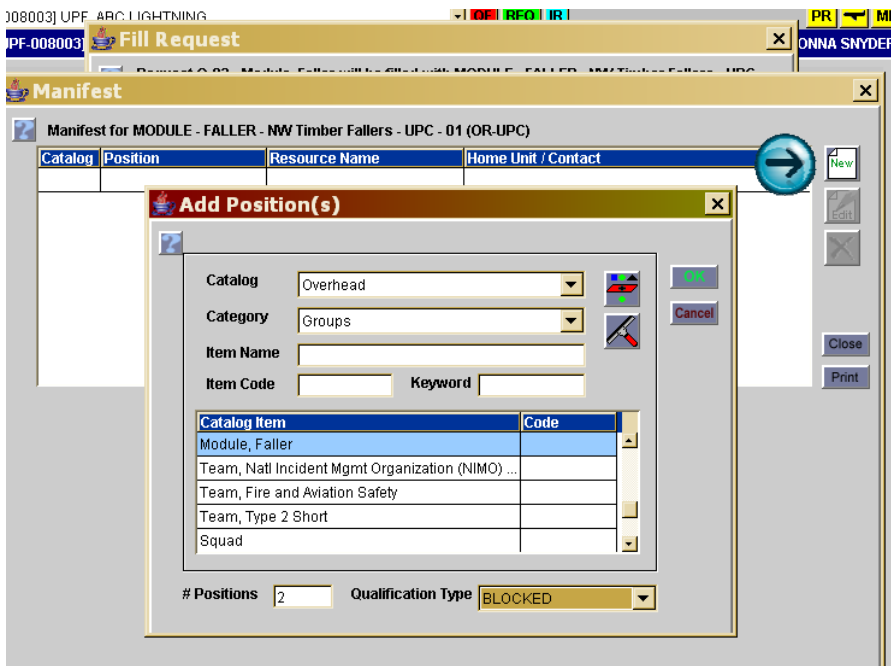
Show Resource Counts

Resource Name >	Available To	Contract #	Type	Begin Date	En
MODULE - FALLER - NW Timber Fallers - UPC - 01 (OR-UPC)	National	AG-04H1-B-08-7045	CWN	08/08/2008	11
MODULE - FALLER - NW Timber Fallers - UPC - 02 (OR-UPC)	National	AG-04H1-B-08-7045	CWN	08/08/2008	11
MODULE - FALLER - NW Timber Fallers - UPC - 03 (OR-UPC)	National	AG-04H1-B-08-7045	CWN	08/08/2008	11
MODULE - FALLER - NW Timber Fallers - UPC - 04 (OR-UPC)	National	AG-04H1-B-08-7045	CWN	08/08/2008	11



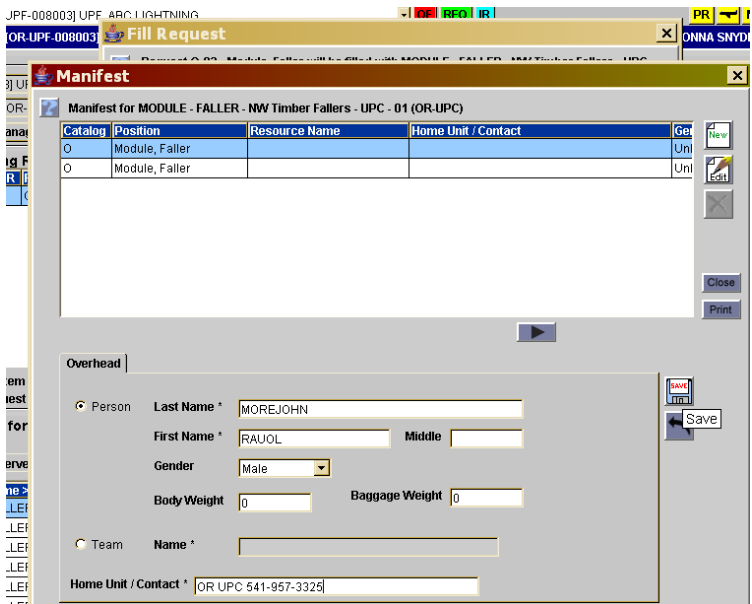
Select your module, fill, when the travel screen pops up, **CLICK THE CREATE MANIFEST BUTTON** before setting travel.

(Part 2 of 4)



Click the new button, the add positions box will come up, pick overhead in the catalog, and groups in the category, FILTER, pick Module, faller. In the # positions box put 2, click OK.

(Part 3 of 4)



Highlight the first Module, Faller position - Ask the contractor who the fallers will be and make sure they are on the Best Price Value List. You are able to type in the names, a query is not needed. Names that are not on the list **can not be used**; they must be on the list given to each host unit. Save when done.

(Part 4 of 4)

Printing the Request

Catalog	Position	Resource Name	Home Unit / Contact	Ge
O	Module, Faller	MOREJOHN, RAOUL	OR UPC 541-957-3325	Mal
O	Module, Faller	KRAUSS, GARY	ORUPC 541-957-3325	Mal

Overhead

Person

Last Name *

First Name * Middle

Gender

Body Weight Baggage Weight

Team

Name *

Home Unit / Contact *

Highlight the next faller and type the second name in, save. Print the manifest NOW; attach it to the resource order when you print it. Close this screen.

Congratulations!! Once you have completed the travel information you've successfully filled a Faller Module

SINGLE FALLERS (Contract)

Creating the Request:

Catalog Item	Code
Faller, Single	
Module, Faller	
Module, Fuels	
Module, Suppression	
Module, Wildland Fire	
Squad	
Team, Administrative Payment	

Catalog: Overhead
Category: Groups
Catalog Item: Faller, Single

When the request is created as an O#, you fill with a contractor (not an agency resource)
When filling this request, **use the “Fill w/Agreement”** feature under the action tab
DO NOT USE THE QUERY TAB.

Request O-11 - Faller, Single will be filled with:

Resource Name * FALLER - SINGLE - Broken Top Reforestation

Description Faller - Christopher Linsley

Agreement Number AG-04H1-B-08-7057

Provider * Pacific Northwest Region - FS

Vendor Broken Top Reforestation

Fill Information Required:

- **Resource Name:** Fill as shown above
- **Description:** The name of the faller
- **Provider:** **OR-R06** – when chosen it appears as Pacific Northwest Region – FS
- **VENDOR:** It is not necessary to use the pull down option, type in the vendors name as it appears on there agreement

Single contract fallers are **not stasued in ROSS**. There is a Best Price Value list that is assigned to each host unit and that is the list that will be used for dispatching of this resource.

* If an agency faller is needed, create the request as an O# (FALC).

Host sites for Faller - Single:

OR-BIC OR-COC OR-MIC OR-EIC OR-JDCC OR-KFC
OR-LFC OR-NOC OR-SFC OR-UPC WA-CWC

BUSES

Request E-21 - Transportation, Bus, Crew Carrier will be filled with:

Resource Name * BUS - CREW CARRIER - Pelican Charter #59

Description VIN # 1234567890 Redmond, OR

Agreement Number AG-04H1-B-08-8278

Provider * Pacific Northwest Region - FS

Vendor Pelican Charter Inc.

Pacific Northwest Region does **NOT** status Buses in ROSS, they must be filled with the **"Fill with Agreement"** feature in ROSS

Fill Information Required:

- **Resource Name:** Fill as shown above
- **Description:** Required to have the VIN # and location of the bus assigned
NOTE: The VIN # must match what is assigned to the host unit. Request the VIN# from the vendor and ensure that it is one assigned to your unit. The vendor **cannot** swap buses. Many of these companies have agreements elsewhere and we must ensure that they are using the buses that have been assigned to the host unit.
- **Provider: OR-R06** – when chosen it appears as Pacific Northwest Region - FS
- **Vendor:** It is not necessary to use the pull down option, type in the Vendor name as it appears on the agreement.

The PNW does not status buses in ROSS, but uses the assigned list that has been established by the contracting office. The host dispatch center will establish contact with the Best Value resources. The call down list is based on best value and is ranked from top to bottom. If a unit is not a host of bus vendors, follow the established dispatch procedures of placing the order with neighbors that host buses or if that is not available, placing the order up to the GACC.

- Bus vendors do not web status in ROSS

Host sites for Buses:

OR-COC	OR-PIC	OR-VAC	OR-KFC	WA-CCC
OR-MIC	WA-CFC	OR-NOC	WA-CWC	WA-NEC

SERVICE TRUCK w/MECHANIC

Creating the Request:

Select Item to Request

Catalog: Supply

Category: Service, Miscellaneous

Item Name:

Item Code: Keyword:

Catalog Item	Code
Service - Dust Abatement	
Service - Equipment Inspection	
Service - Excavation	
Service - Laundry	
Service - Medical	
Service - Mobile Mechanic	
Service - Mobilization Center	

There are no reminders for this

Catalog: Supply
Category: Miscellaneous
Catalog Item: Service – Mobile Mechanic

SPECIAL NEEDS: Be sure to request the proper Type that was requested by the incident - T1 – T2 – T3

Request S-38 - Service - Mobile Mechanic will be filled with:

Resource Name * SERVICE TRUCK - T2 - Garry Seay and Son

Description VIN# 1234567890LL Redmond, OR

Agreement Number AG-04H1-B-08-7006

Provider * Pacific Northwest Region - FS

Vendor Garry Seay and Son LLC

Pacific Northwest Region does NOT status Service Trucks in ROSS, they must be filled with the "Fill with Agreement" feature in ROSS

Fill Information Required:

- **Resource Name:** Fill as shown above
- **Description:** Required to have the VIN # and location of the Service Truck assigned
- **Provider: OR-R06** – when chosen it appears as Pacific Northwest Region - FS
- **Vendor:** It is not necessary to use the pull down option, type in the Vendor name as it appears on the agreement.

The Service Truck w/Mechanic agreement resources have been assigned to host units. They are listed in best value order per host site. If a unit is not a host of Service Truck vendor, follow the established dispatch procedures of placing the order with neighbors that host Service Trucks or if that is not available, placing the order up to the GACC.

The data entry standards are posted on the ROSS webpage (<http://ross.nwcg.gov>) under the link titled "Document Library."

Host sites for service truck w/mechanic:

OR-COC OR-NOC OR-JDCC OR-PIC WA-CWC OR-EIC

REFRIGERATION TRAILERS

Creating the Request:

Catalog Item	Code
Skidgine, Type 5	
Skidgine, Type Any	
Tender, Fuel	
Tent	
Terra Torch	
Truck/Trailer, Refrigeration	
Truck, Dump	

Catalog: Supply
Category: Miscellaneous
Catalog Item: Truck/Trailer, Refrigeration

SPECIAL NEEDS: Be sure to request the proper Type that was requested by the incident - T1 – T2 – T3

Pacific Northwest Region does NOT status REFRIGERATOR TRUCKS in ROSS, they must be filled with the "Fill with Agreement" feature in ROSS

Fill Information Required:

- **Resource Name:** Fill as shown above
- **Description:** Nothing required
- **Provider:** OR-R06 – when chosen it appears as Pacific Northwest Region - FS
- **Vendor:** It is not necessary to use the pull down option, type in the Vendor name as it appears on the agreement.

The Refrigeration Trailers Federal Agreement resources have been assigned to host units. They are listed in best value order per host site. If a unit is not a host of Refrigeration Trailer vendor, follow the established dispatch procedures of placing the order with neighbors that host Refrigeration Trailers or if that is not available, placing the order up to the GACC.

The data entry standards are posted on the ROSS webpage (<http://ross.nwcg.gov>) under the link titled "Document Library."

Host sites for Refrigeration Trailers:

OR-COC OR-NOC OR-VAC WA-CWC

TENTS

Tents are only to be ordered from the Federal Regional Agreement when the agency owned tents from the cache system are exhausted.

Creating the Request:

Catalog Item	Code
Skidgine, Type 5	
Skidgine, Type Any	
Tender, Fuel	
Tent	
Terra Torch	
Truck / Trailer, Refrigeration	
Truck, Dump	

Catalog: Supply
Category: Miscellaneous
Catalog Item: Tent

SPECIAL NEEDS: Be sure to request the proper Type that was requested by the incident- Type 1, 2, 3, 4

Request E-17 - Tent will be filled with:

Resource Name * TENT - T3 - Braseth Trucking

Description

Agreement Number AG-04H1-B-08-7063

Provider * Pacific Northwest Region - FS

Vendor Braseth Trucking

Pacific Northwest Region does NOT status TENTS in ROSS, they must be filled with the **"Fill with Agreement"** feature in ROSS

Fill Information Required:

- **Resource Name:** Fill as shown above
- **Description:** Nothing required
- **Provider:** **OR-R06** – when chosen it appears as Pacific Northwest Region - FS
- **Vendor:** It is not necessary to use the pull down option, type in the Vendor name as it appears on the agreement.

The Tent Federal Agreement resources have been assigned to host units. They are listed in best value order per host site. If a unit is not a host of Tent vendor, follow the established dispatch procedures of placing the order with neighbors that host Tents or if that is not available, placing the order up to the GACC.

The data entry standards are posted on the ROSS webpage (<http://ross.nwgc.gov>) under the link titled "Document Library"

Host sites for tents:

OR-COC OR-NOC OR-PIC WA-CWC

OFFICE CLERICAL TRAILERS

Creating the Request:

Catalog Item	Code
Trailer - Finance	
Trailer - GIS	
Trailer - Helicopter Operations Support	
Trailer - Logistics	
Trailer - Mobile Office	
Trailer - Operations	
Trailer - Planning	

Catalog: Equipment
Category: Trailer
Catalog Item: Trailer – Mobile Office

These are not to be name requested and are not tied to any IMT on pre cut orders

Request E-18 - Trailer - Mobile Office will be filled with:

Resource Name * TRAILER - MOBILE OFFICE - Act Mess

Description

Agreement Number AG-04H1-B-08-7036

Provider * Pacific Northwest Region - FS

Vendor Act Mess

Pacific Northwest Region does NOT status MOBILE OFFICES (CLERICAL) TRAILERS in ROSS, they must be filled with the "Fill with Agreement" feature in ROSS

Fill Information Required:

- **Resource Name:** Fill as shown above
- **Description:** Nothing required
- **Provider:** OR-R06 – when chosen it appears as Pacific Northwest Region - FS
- **Vendor:** It is not necessary to use the pull down option, type in the Vendor name as it appears on the agreement.

The Mobile Office (Clerical)Trailers Federal Agreement resources have been assigned to host units. They are listed in best value order per host site. If a unit is not a host of Mobile Office (Clerical)Trailer vendor, follow the established dispatch procedures of placing the order with neighbors that host Mobile Office (Clerical)Trailers or if that is not available, placing the order up to the GACC.

The data entry standards are posted on the ROSS webpage (<http://ross.nwcg.gov>) under the link titled "Document Library"

Host sites for Mobile Office (Clerical):

OR-COC OR-EIC OR-JDCC OR-KFC OR-NOC OR-SFC