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.

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:

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.

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 statused 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 statused 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**.

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 # O - ☐   **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   Claim   Action   Go To   Note   Print   ►
○ Named Request

Select Action for Pending Request [O-93 - Module, Faller]   ☐ Show Resource Counts

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

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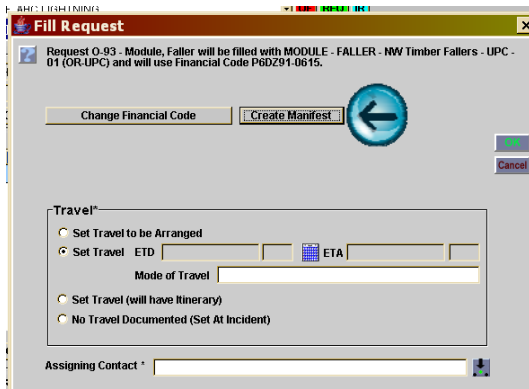
Select your module, fill, when the travel screen pops up, CLICK THE CREATE MANIFEST BUTTON before setting travel.

(Part 2 of 4)
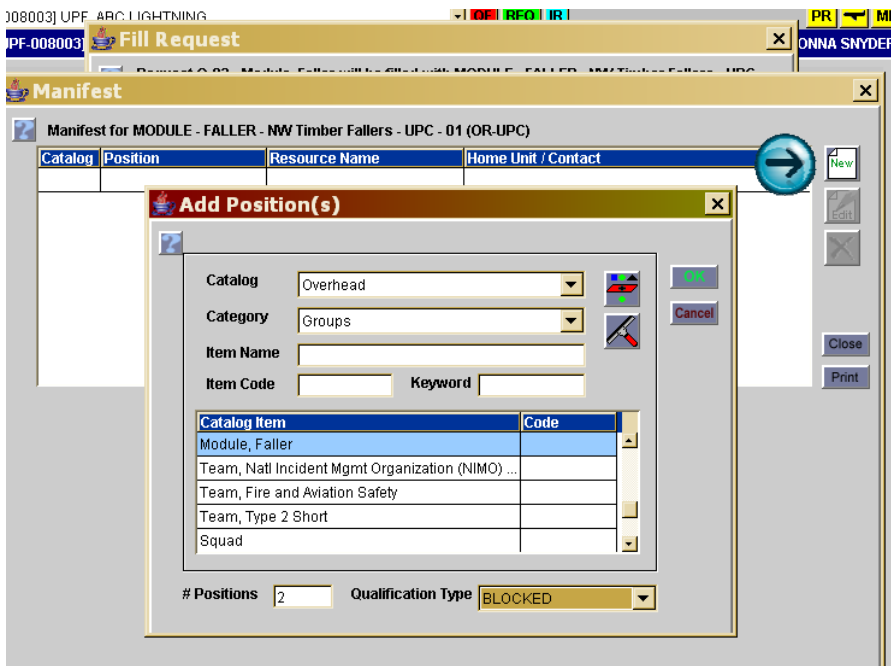
Click the new button, the add positions box will come up, pick overhead in the catalog, and groups in the category, FILTER, pick Module, faller. In the # positions box put 2, click OK.

(Part 3 of 4)
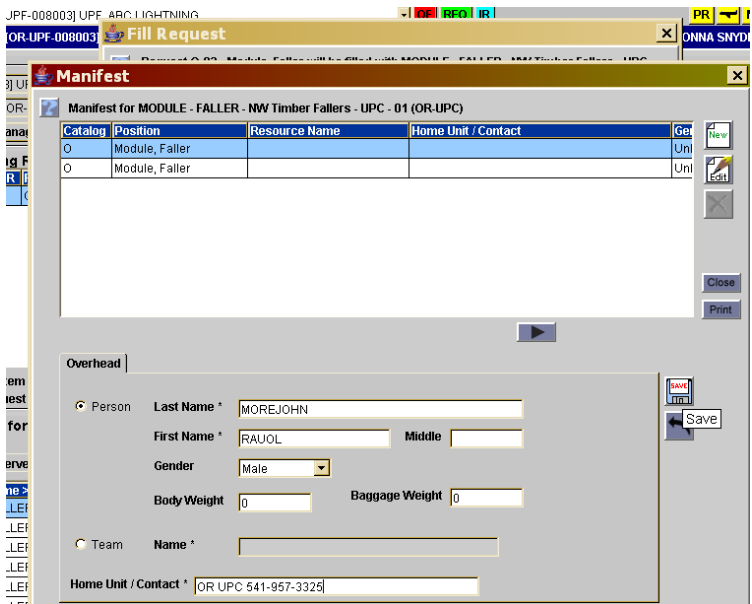
Highlight the first Module, Faller position - Ask the contractor who the fallers will be and make sure they are on the Best Price Value List. You are able to type in the names, a query is not needed. Names that are not on the list **can not** be **used**; they must be on the list given to each host unit.
Save when done.
(Part 4 of 4)

Printing the Request

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: 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.

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 statused 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

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:

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

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: 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: 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

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.nwcg.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: 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

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