

R-5 Regional Incident Business Management



VIPR Program, National
contracts and general
program dates

Organization



- **FAM Assistant Director-Incident Business**

Yolie Thomas

Supervisory Incident Business Spec.

Judy Reynolds



Incident Business Specialists

Rachel Esquivel

Kris Armstrong

Wendy Flannery

Heidi Barajas

Supervisory Contract Ops Program Mgr.

Susan Zahn



Incident Business Specialist

Cheryl Raines - **Lead ICPI**

Rita Burkhalter-Broadnax-

Trainee ICPI /Admin support

Larry Lee - **Lead Admin**

Region 5 Incident Procurement



- **Region 5 Incident Procurement**
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- Maria Sage - Incident Business Management Specialist
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- Kevin Pereira - Resource Specialist - **Contact for General VIPR Information**
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R5 VIPR Agreements and Total Resources

Awards	Awards	Type	Solicitation	Resource Total
94		MHE	AG-9J61-S-16-7001	235
107		MHE	129J118Q7006	Pending awards
43		Chippers	129J6118Q7009	52
74		Potable/Gray/TMHWS	129J6118Q2010	276
11		Refrigerated Trailer	AG-9J61-S-16-7006	18
27		Weed Washing	AG-9J61-S-16-7007	95
15		Fuel Tender	AG-9J61-S-17-7002	85
204		Vehicle /Driver	AG-9J61-S-17-7003	404
13		Tents	AG-9J61-S-17-7004	405
263		HE	AG-9J61-S-17-7001	1452
29		Toilets	129J6118Q7004	127
63		Fallers	AG-9J61-S-17-7000	379
262		Water Handeling	AG-9J61-S-16-7000	660
2		Mobile Sleepers	129J6118Q7005	50
15		Chainsaw Repair	129J6118Q7008	20
5		Air Traffic	129J6118Q7011	12
52		Mechanics	AG-9J61-S-17-7005	117
Total Agreements				1279
Resource Total				4387

2019 Solicitations



- Weed Wash Solicitation-Tentative award July 2019
- Refrigerated Trailer Units Solicitation-Tentative award July 2019
- Water Handling Solicitation-Tentative Award by end of Feb 2020-Inspections will start this summer
- OUTSIDE of VIPR:
- Rental Vehicles
- Hartford, currently expired, available using EERA (process in ordering)

2019 VIPR Template Changes

6

No template changes for Weed Wash or Refrigerated trailers.

Water Handling:

D.2.1.2 (h) - Multiple tanks, tank partitions or other means for varying the amount of water carried in order to meet multiple type requirements is not allowed.



Furlough



- Extension modifications until December 2019 to agreements for--
- Water Handling
- Weed Washing

If a vendor did not sign their extension modification, their agreement will expire in June 2019 and should not be on the DPL.

Hartford Ordering Process



- Dispatch receives request from Incident and creates resource order.
- Dispatch will send resource order to Buying Team or Procurement Unit Leader. If not available, by emailing to designated AQM Incident Procurement contact and following up with phone call.
- Order form and EERA terms and conditions are listed at the website link below:
- <https://www.fs.usda.gov/detail/r5/fire-aviation/management/?cid=stelprdb5303034>
- This process is available in the 2019 VIPR/EERA Guide

2018 Agreement Use Concerns



- EERA's used in lieu of a vendor's suspended VIPR agreement.

It's a bad business practice to hire a suspended VIPR vendor/agreement using EERA, when active VIPR vendors available.

Common suspension issues-

- Safety concerns, RT-130/WCT certs not provided
- Mechanical issues with equipment
- Unprofessional behavior or actions
- Vendor has let their SAM account lapse

VIPR Concerns Continued



- Fallers- (1) 3 years' experience in the commercial logging industry as a timber faller and/or 3 years' experience as a faller on wildfire incidents (1,000 hours of timber falling is equal to 1 year of experience).
 - VIPR vendors go through a resume review and reference checks that support they can meet minimum requirements of their agreement.
- (2) RT-130 Annual Fireline Refresher including fire shelter. (3) Arduous Work Capacity Fitness Test.

How will these requirements be verified using EERA?

VIPR Concerns Continued



- Heavy Equipment and Misc. Heavy Equipment, e.g. masticators/mulchers, feller bunchers-
Safety requirement, *ROPS/FOPS Polycarbonate windows, RT-130, PPE*
- Heavy Equipment and *Excavator-ROPS/FOPS, RT-130, PPE*
- Potable water- Operational Requirements and *Bacterial Testing, tank construction- meet all State requirements for certification compliance*, pumps shall be made of food-grade materials or materials meeting NSF International Standard

VIPR concerns continued



- **Mechanics- (1) Mechanic Types**
- (i) Mechanic with Service Truck, Type 1 - Heavy Equipment (Heavy Construction/Logging Equipment): Minimum 3 yrs. experience at the journeyman level on field repairs of heavy construction or logging equipment.
- (ii) Mechanic with Service Truck, Type 2 - Automotive, Light and Heavy Truck: Minimum 3 yrs. experience at the journeyman level on all classes of light and medium trucks. DOT air

VIPR Concerns Continued



Mechanic's continued....

- brake qualifications (FMVCSA 49CFR 396.25)
- RT-130 Annual Fireline Refresher including fire shelter.
- Most importantly.....

Concerns Continued



- (a) Mechanic with Service Truck, Type 1 - Heavy Equipment, Heavy Construction/Logging Equipment (dozer, grader, excavator); Automotive, Light and Heavy Truck (Class 1-8); and Inspection and Diagnostic Services
- (1) Charging/Starting System Analyzer
- (2) Arc welder - minimum 225 amp with air arc capability and industry acceptable repair electrodes
- (3) Code Reader (generic)
- (4) Oxy/Acetylene torch set with appropriate cutting and welding tips
- (5) Air Compressor - minimum of 120 PSI at 20 CFM with tank and appropriate accessories
- (6) 1/2", 3/4", & 1" drive impact wrenches and impact sockets to 3"
- (7) Hand tool set to accomplish normal field repairs on heavy construction equipment.
- (8) Jack stands - (2) 12 ton
- (9) Hydraulic Jacks - (2) 12 ton
- (10) Vehicle or auxiliary powered portable lighting for field work
- (11) Jumper Cables - 20 ft. heavy duty
- (12) Hazardous Material spill kit capable of containing and collecting a minimum of 10 gallons of spill
- (13) Miscellaneous drain pans
- (14) Combination Vise - minimum 4 1/2" jaw
- Updated as of: 02/04/2019 12:26 AM UTC Page: 16
- (15) Battery Tester
- (16) Volt/Ohm meter
- (17) 1/2" drill w/bits to 3/4"
- (18) Fuel pressure testing kit
- (19) Tap & Die set to 1"
- (20) Electric Grinder 4"
- (21) Hydraulic pressure Testing kit
- (22) Knowledge and skills to perform hydraulic system repairs
- (23) Mechanics Service Crane - Mounted to truck as required by manufacturers instructions. Crane shall have a minimum allowable lift of 1,000 lbs. measured 10 horizontal from the pivot verified by manufacturer documentation or the crane capacity chart. An example of a crane capacity load chart is included in Exhibit K.
- (24) Consumable goods (listed below)

Portable Toilets



Portable Toilet Additional Information:

- All units shall arrive, and be maintained in a clean and serviceable condition this is NOT considered a service call
- Government is NOT responsible for any associated dumping fees.
- Government WILL provide potable water for hand washing units
- Service(s) is determined by the Government (i.e. service frequency and service schedule)
- **Service Mileage:** Will include all “on incident” miles for servicing units, and also be to and from the closest acceptable dump station from the incident, verified by Incident Logistics and documented on shift ticket. It is recommended to map out a service route for consistent mileage application (e.g. location city to Incident location(s) to dump site back to Incident). Service Mileage shall be entered on the shift ticket and verified by logistics. If there are any discrepancies or issues, notify the agreement COR, and annotate on the company performance ratings.
- The intent of this agreement is that ALL units ordered for servicing would be serviced in the same service call trip, and the vendor will be paid for one round trip of mileage

Enterprise R5 IBPA Rental Vehicles



- **2018 Concerns**
- Vehicles returned with less than a full tank of fuel (2,667 gallons of gas at \$6.00 per gallon = \$16,000.00)
- One way fee is \$1.00 per plus daily rate until returned to correct location.
- \$581.00 was the most expensive One Way Fee
- Operation Section Chief authorizing Local Government employee a rental.

Rental Concerns Continued



- Driving vehicles to multiple fire incidents with no approval or without updating Resource Order/P-code
- Several vehicles were driven to 4 separate fires outside scope
- Incomplete packages from the Incident slows down payment process

Vendor Work Rest Awareness



- **D.6.7 WORK/REST, LENGTH OF ASSIGNMENTS, AND CREW CHANGE OUT**
- Work/rest and length of assignment guidelines are in place to ensure the health and safety of employees. Contractors shall ensure that their personnel adhere to the work/rest guidelines (minimum 2:1 work to rest ratio (for every 2 hours of work or travel, provide 1 hour of sleep and/or rest within a 24 hour period)).
- Hours worked that exceed 16 hours in a 24-hour period must be approved by the IC or Agency Administrator. Documentation shall include mitigation measures used to reduce fatigue.
- D.21.8.3(d). No payment will accrue when the contractor is off shift in compliance with the mandatory “Work/Rest” and “Length of Assignment” provisions.

Vendor Work Rest Awareness

D.6.7 WORK/REST, LENGTH OF ASSIGNMENTS, AND CREW CHANGE OUT



- Equipment does not need a break in assignment, only the operators do. Contractors can replace qualified operators to keep the equipment operational and on shift as long as they coordinate with Finance, Plans, etc., therefore, can be assigned to an incident beyond 30 days, but shall not exceed the dollar limitation for any individual order as stated in B.2 of the Agreement.

D6.7 (d) The Incident Management Team has the sole responsibility to maintain accurate accounting records while ensuring no VIPR vendor's invoice exceed the maximum dollar limitation pursuant to B.2.(a).

- A Mechanic with Service Truck may NOT swap or replace mechanics while assigned to an incident. A mechanic may be extended in accordance with length of assignment guidelines stated in the NWCG Interagency Standards for Incident Business Management.

Vendor Work Rest Awareness

VIPR equipment with intermittent operator service or oversight



Recommended Incident Management Team to ensure the vendor/company mitigates work rest length for their personnel as stated in their agreement.

- Trailer mounted hand wash Type 1 and 2
- Mobile Sleeper Unit
- Portable Air Traffic Control Tower
- Incident Base Units (Camp in the box) Type 1 and 2
- Clerical units
- Tents Type 1 through 4
- GIS Unit Type 1 and 2
- Helicopter Support Trailer
- Communication Trailer
- Laundry Unit Types 1-2
- Portable Toilets

Work Rest Continued

Incident Management Team work rest oversight for VIPR equipment



- Support water tenders
- Single Faller and Faller Modules
- Mechanic with Service Truck
- Gray Water Truck
- Potable Water Truck
- Heavy Equipment-Dozers, Transport stand-alone, Excavators
- Mobile Chainsaw Repair
- Misc. Heavy Equipment-Skidder, Masticators, Road Grader, Feller Bunchers
- Vehicle with Driver
- Contract Engines
- Weed Washing Unit
- Fuel Tenders
- Chippers

National Greening Fire Team



- On-site Incident Recycling BPA – A *New* Resource for Fire Season 2019
- Scope: Northwest (NWCC), Northern California (ONCC), Southern California (OSCC), and Southwest (SWCC) Geographic Area Coordination Centers (GACCs)
- Timeframe: The BPA will be awarded May 2019, with contractors available to provide incident recycling by June. It will be a 3-year agreement covering Fire Seasons 2019, 2020, and 2021.
- *More information available during Logistics breakout*

National Greening Fire Team



- Greening Fire Team & On-site Incident Recycling BPA Overview
- Objective: To familiarize Incident Management Team personnel with the mission and priorities of the Greening Fire Team and to highlight the Multi-GACC On-site Incident Recycling Blanket Purchase Agreement (BPA), a new resource for Fire Season 2019.

2018 VIPR Numbering Change

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- New Procurement Instrument Identifier (PIID) Numbering Scheme to adhere to Federal Acquisition Regulation requirements
 - Solicitation Example: 129J6118**Q**7001
 - Agreement Example: 129J6118**T**7082

National Contracts and Agreements

National Mobile Shower Facilities Units



- New contract awarded February 2019.
- New requirements under this contract are larger shower stall sizes, requirement that documentation is kept with pumps specifying compliance with potable water standards.

National Mobile Food Service Units (MSFU)

- New solicitation for MFSU will be posted in 2019, awarding new contracts around start of 2020.
- We plan to continue the use of EERAs when resources are exhausted.
- Releasing resources when there is no longer a need so we can allow NICC to prioritize resources. i.e if there are multiple units on incident and there is a need for a unit on another incident.

National Updates Continued



- **Helicopter Operations Support Trailer (HOS):**
- Internet is no longer an optional line item and is factored into the CBA calculation for DPL placement.
- Vendors have been encouraged to take steps to mitigate unauthorized usage of internet resources provided by their units. This may include changes to WiFi passwords on a regular basis or direct monitoring of IP addresses connected to particular internet routers.
- **GIS Units:**
- Due to the Government shutdown the GIS agreements have been extended through 12/31/2019. GIS will be re-solicited in 2020.

National Updates Continued



Clerical Units:

- The original plan was to re-solicit Clerical in 2019 but due to Government shutdown the current Clerical agreements that are good through 2020 will be utilized and new solicitation will be in 2020.

National Updates Continued



- Other brief talking points or areas of concern are as follows:
- 1. IMT's need to ensure they are not requesting additional performance capabilities of contractors that is not covered by the contractors contract/agreement with the Government. Numerous reports from contractors include IMT's stating that they would like certain characteristics of resources and comforts that are not supported by the contracts/agreements. Contractors, in an attempt to satisfy the IMT's, implement such characteristics and expect a price premium to be paid but under these contracts/agreements there is not a way to pay for work outside of the specification requirements.

National Updates Continued



- If there are issues with a contractors performance in the field the IMT's should contact the Contracting Officer to ensure direct coordination of efforts. Contact with the Contracting Officer should be made prior to demobilizing the resource to ensure compliance with terms and conditions of the contract/agreements and help mitigate the Governments risk of claims.

Logistics and Finance Agreement Compliance Support



D6.7 (d) The Incident Management Team has the sole responsibility to maintain accurate accounting records.

Logistics and Finance Compliance Support Cont.



- All equipment should have a mechanical inspection
- Track Vendors who have not checked in
- Check vendors length of assignment, especially when transitioning with another team
- Communicate with other local area incidents for vendor work/rest compliance
- Ensure vendors understand what items they can get from the Supply Unit

Reassignment Guidelines of VIPR Resources on Federal Incidents



Any Reassignments will be on a case-by-case basis

When this guideline was first developed, the intent was to consider a one time reassignment of vendor equipment/services, not multiple re-assignments.

Multiple reassignments of single resources make it difficult for the Finance Sections on many incidents, especially those that start out as Lightning and eventually are rolled into a Complex.

If a pattern of multiple reassignments of VIPR resources is noted, please contact Incident Business and VIPR Managers.

Reassignment Guidelines of VIPR Resources



- Work with VIPR and Incident Business Specialists
- In order to consider the reassignment from one Incident to another; the following information should be confirmed and documented:
 - Is equipment assigned remaining at the original locations with only the accounting code being changed?
 - Are ICP's within a reasonable distance of each other?
 - Are VIPR resources assigned to the various ICP's located on the same or adjacent Forest?
 - Is the reassignment advantageous to the Government?

Incidents transitioning from State Hem's to Federal VIPR agreement



- Keep VIPR program and Incident Business Managers informed
- Determine which vendors have both State and VIPR agreements
- Be aware of vendor length of assignment
- Vendors being reassigned are to close out the use invoice for payment on the current state assignment prior to the reassignment.

State to Federal Transition



- Coordination with local expanded dispatch is most important
- Check to ensure mechanical inspection (OF-296) has been completed
- Any equipment under a National Contract would need to be placed by National Interagency Coordination Center (NICC)

Ordering and role of ICPI's (Incident Contract Project Inspectors)



- ICPI's work under the Finance Section and are available to other sections to provide support. This includes the dispatch community.
- ICPI's serve an important role in contract support and compliance Inspections.
- No other personnel (unqualified) at an Incident should do ICPI-level inspection work.
- Coordinate with VIPR Program staff when ordering ICPI's

Resource Orders



- Very important to ensure VIN and unique ID numbers are recorded on Resource Orders so they can be verified at the incident
- **Mechanics** is an example of a resource that need actual mechanic's name not the service vehicle VIN or unique ID on Resource Order
- **Tents** need to be ordered independently and show an individual E# for each tent on the resource order

D.20 PERFORMANCE EVALUATIONS



- Changes are coming on current form!
- More user friendly, Pass/Fail and Yes/No type form
- The evaluation will be completed at the incident by the government representative supervising the work.
- Most important, the agreement number and the evaluator's name needs be legible and printed on the form. Use performance rating guidelines in agreement

National Emergency Rental Agreement (NERV)




The NERV BPA is intended to be utilized by personnel from the federal NWCG agencies which include: Bureau of Indian Affairs, Bureau of Land Management, U.S. Fish & Wildlife Service, National Park Service, and the USDA - Forest Service.

California SOP (Different from other Regions)

Be sure to review and understand specific CA Ordering protocol

NERV – Overview

Where/when can this be used?



An INCIDENT when...

- The vehicle is anticipated to be traveling off road or used for shuttling personnel or cargo.
- Each vehicle rented through the NERV BPA must be requested through the home unit dispatch with a valid p-code and Resource Order (C#, E# or O#).

The vehicle needed is:

- 4x4 $\frac{3}{4}$ or 1 Ton Pickup
- Van (Mini/Cargo)
- Box/Stake Truck
- Sedan

NERV Continued



Who can use the agreement?

- Administratively Determined (AD) personnel or Federal Crews have obtained approval to order a vehicle on their resource order.

The vehicles needed at the incident will be managed by ground support and utilized by multiple resources.

NERV Ordering Protocols



- All information from the resource order must be filled out on the New Request form before a reservation will be accepted.
- Individual Order: Confirmation will be delivered electronically.
- Multiple Vehicles: Once the request has been submitted an associate from Enterprise will contact the requester/logistics via the contact number provided on the form to confirm the reservation.
- Fill information must be provided by requestor/logistics to dispatch once vehicles are delivered to the incident.

NERV – Operator/host requirements



- Each operator must have a valid drivers license and required training (per the operators hiring agency) to operate the vehicle being requested.
- If the vehicle is damaged or in an accident ensure all required documentation is filled out for the host incident agency and provided with the NERV Payment Cover Sheet when submitted to NERV.
- Accidents/Damages – notify rental location of all accidents immediately.

Driver And Ground Support Responsibility

NERV (National Emergency Rental Vehicle) Payment Cover Sheet

This sheet must be filled out and submitted for EACH vehicle rented under the NERV BPA

REMIT COMPLETED PACKET TO:
NERV @ Redmond Air Center
Attn: Juanita Dickson
1740 SE Ochoco Way
Redmond, OR 97756

OR – Scan and Email entire package to: NERV@fs.fed.us

- This cover sheet is to REMAIN WITH THE VEHICLE until it is ready to be returned to Enterprise.
- It is the responsibility of each operator/host to ensure this sheet is filled out for each incident.

ORDERING DISPATCHING OFFICE & PHONE #:

ENTERPRISE RENTAL AGREEMENT REFERENCE # (example: 5K910V):

VEHICLE LICENSE #, MAKE & MODEL:

INCIDENT NAME	INCIDENT NUMBER <small>(ex: OR-DEF-000146)</small>	RESOURCE ORDER # <small>(ER/OE - on resource order)</small>	START DATE ON INCIDENT	END DATE ON INCIDENT	PAY CODE <small>(on resource order)</small>	OPERATOR/GROUND SUPPORT PRINT NAME & SIGNATURE

REQUIRED SUPPORTING DOCUMENTS TO INCLUDE IN THIS PACKAGE

- Resource Order(s) for EACH Incident (for vehicle – E#)
- Enterprise Rental Agreement (From Enterprise when vehicle is picked up)
- Copy of Inspection from Ground Support (Only if there was inspection done – not required)
- ALL Documentation of Damage (include pictures, damage report, accident report and contact names/numbers for all involved)

Questions? Contact Juanita Dickson: (541) 419-5173 or NERV@fs.fed.us

For additional copies of this sheet or guidance of this BPA visit the NERV website: <https://sites.google.com/a/firenet.gov/nerv/>

This form is required to be turned in by driver/ground support when rental vehicle is demobed at the end of assignment.

NERV Payment cover sheet



For each vehicle ordered off the NERV BPA a NERV Payment Cover Sheet must be filled out and maintained by the operator and provided to the host incident managing official.

Required Documentation to be attached to the NERV Payment Cover Sheet:

A Copy of each resource order the vehicle was assigned to.

The original Enterprise Rental Agreement (Provided by Enterprise when the vehicle is pick up).

Copy of any inspections from Ground Support (if inspection is done – Not required). Suggest R5 removes this....

Copy of any and all damage documentation.

NERV Payment Continued



Submitting NERV Payment Cover sheet:

- Entire package is to remain with the vehicle if it is being reassigned to another overhead resource or new E#. Document the new assignment on the Payment Cover Sheet and include the resource orders in the package.
- Once the vehicle has been returned to Enterprise the NERV Payment Cover Sheet and required associated documents must be submitted to NERV either by email or mail.

Scan & Email to:

NERV@fs.fed.us

NEW Mailing Address coming Soon...

NERV – Common Q & A



TIRES

- The host incident is responsible for replacing all damaged tires. A TIRE Replacement Guide is available on the NERV site.
- 10 Ply E Rated tires are ONLY guaranteed on HD pickups (3/4 ton and 1 ton)

FUEL

- The operator or host incident is responsible for ensuring the vehicle is full of fuel at the time of return to Enterprise or it will be charged on the invoice
- Operators who put fuel on travel cards and claim the fuel on a travel voucher will need to put in “NERV rental provided” as justification

Drop Off

- Once the vehicles have been picked up they may be driven and dropped off at any Enterprise within the US (**Exception: Truck must be dropped off at Truck locations**). There is a negotiated drop fee based on mileage. The cost will be added to the invoice.

NERV – Common Q & A



Oil Change Needed on Vehicle

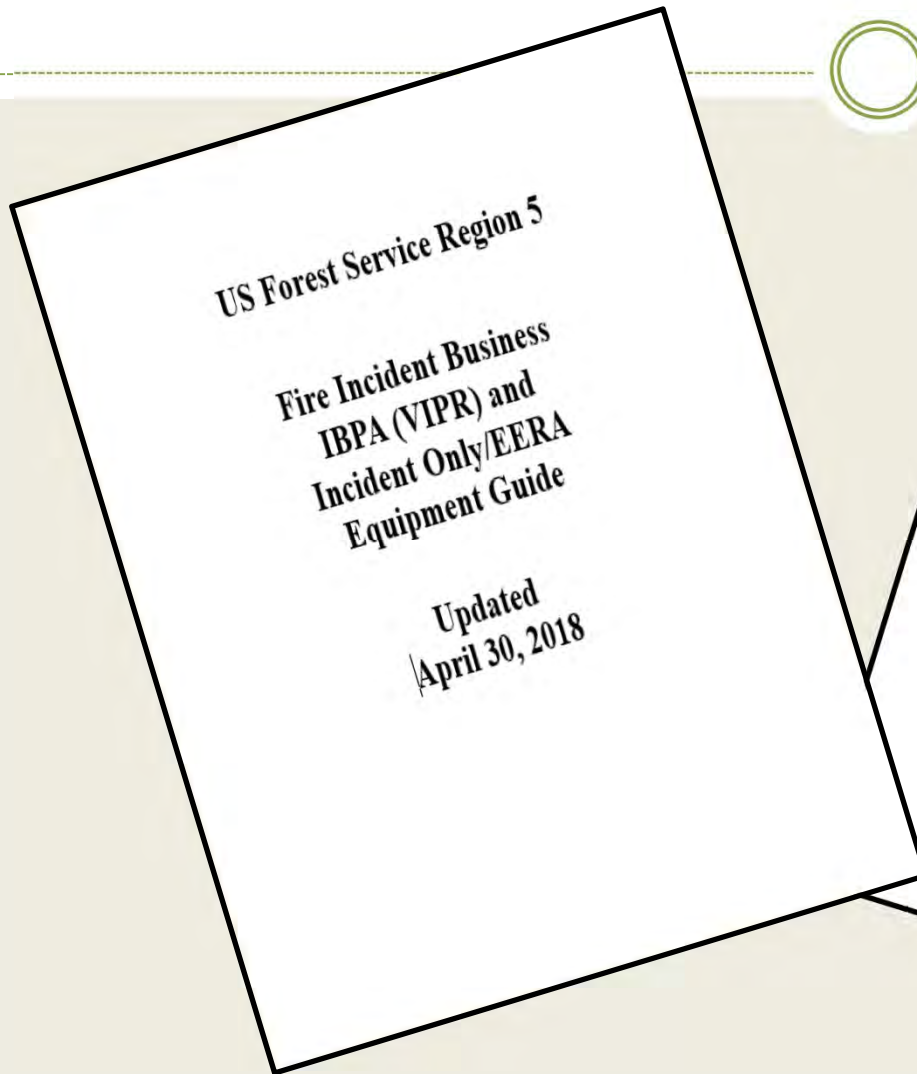
- Contact Enterprise and they will tell you the closest place to you to take the vehicle and will also pay for the cost of the service

Who is Paying for the Rentals

- NERV Personnel will process and reconcile each invoice. Renters should NOT ever be asked to give a credit card for a NERV rental.
- Ordering Agency will pay for rentals.

Dispatching Support

VIPR and Expanded Guides are updated annually with the GACC's



<https://www.fs.usda.gov/detail/r5/fire-aviation/management/?cid=stelprdb5303034>

Logistics Discussion Topics



- IBU Feedback-Surveys were provided at Type 1 and 2 incidents for IBU (Camp-in-the Box) feedback (improvements) for next solicitation.
 - Very little response was provided
- As a group, please provide suggestions on content needed on the NWCG (national) website.

QUESTIONS?



VIPR Contracting Officers

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- Lydia Moore-Ward
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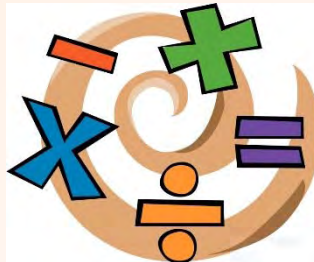
2018 VIPR Season in Review

CY 2018 Spending Under R5 Incident Procurement Agreements

January	5,242,862
February	2,438,285
March	439,956
April	332,651
May	243,408
June	1,568,352
July	1,818,669
August	32,172,699
September	38,591,764
October	21,441,086
November	2,933,161
December	1,164,486
Grand Total	108,387,384

2018 VIPR Season in Review

- Hot Topics: Incident Finance Payments
 - Errors Common on Payment Documents in 2018:
 - Errors on invoices due to incorrect number of days worked or using agreement's previous year rates
 - Missing backup documentation to support rates and calculations
 - Calculations incorrect for equipment breakdowns
 - Calculations incorrect for double shifts
 - Calculations incorrect for night shift and R&R
 - EERAs/LUAs: Missing signatures, DUNS, dates, and rates; incorrect PIID formats; incorrect Fed Strip IDs



2019 VIPR Season

- Reference Materials

<http://www.fs.fed.us/business/incident/>

- FAQs
- CO Tips
- Online help feature for COs
- Online help feature for vendors in the Vendor App
- Recorded Webinars
- Vendor Brochure
- VIPR Solicitations
- VIPR Agreements
- Dispatch Priority Lists

Region 5

<http://www.fs.usda.gov/detail/r5/fire-aviation/management/?cid=stelprdb5303034>

Questions?