NATIONAL WILDFIRE COORDINATING GROUP (NWCG) HANDBOOK 2
ROCKY MOUNTAIN COORDINATING GROUP

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INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK

CHAPTER 40 – INCIDENT BUSINESS MANAGEMENT COORDINATION

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Digest:
Clarifies buying team coordination for RM/GB Geographic Areas

BUYING TEAM COORDINATION

Interagency Buying Teams are established by the Rocky Mountain/Great Basin Incident Business Committee (RBIBC) to provide acquisition support to the incident agency.

BUYING TEAM COORDINATOR - The Buying Team Coordinator manages the program and participates as a subject matter expert with the RBIBC. The Buying Team Coordinator for the Rocky Mountain/Great Basin Geographic Area is listed in section 64.1.6 of the Rocky Mountain and Great Basin Mobilization Guides.

- Coordinates Buying Team Workshop for the Rocky Mountain and Great Basin Geographic Areas.
- Works with National Buying Team Coordinator maintaining and disseminating information beneficial to the Buying Teams.
- Maintains contact with all Rocky Mountain/Great Basin Buying Team leaders to ensure effective communications between teams.
- Coordinates with Leader to assign personnel to fill vacancies on established teams and/or fill vacancies at mobilization.
- Monitors trainee's progress and manage assignments to assure qualification standards are met in a timely manner.
- Coordinates with RBIBC representatives when sharing opportunities arise.
- Yearly reports Buying Team performance and utilization to the RBIBC.

APPLICATION PROCESS - Team commitment is for 3-years; however, nominations will be solicited yearly for job-share, trainees, and vacant positions.

Yearly announcement for Buying Team Leader and Member nominations along with the IMT positions will be issued by the RM and GB Coordinating Groups with direction on where to submit applications.

Nominations which meet the training qualification are forwarded to the agency representative and then GACC who will forward onto the Buying Team Coordinator.

TRAINING - The following is required for all buying team members or leaders, including alternates and trainees:

- Buying Team Member (BUYM) Position Task Book. www.nwcg.gov/pms/taskbook/taskbook.htm under Agency Specific Task Books.

- Buying Team Leader (BUYL) Position Task Book. www.nwcg.gov/pms/taskbook/taskbook.htm under Agency Specific Task Books.
- I-100, Introduction to Incident Command System
- S-110, Wildland Fire Suppression Orientation.
- S-260, Interagency Incident Business Management.
- IS-700.a, NIMS Multiagency Coordination System (MACS) course.

The following training is recommended for all Buying Team members, including alternates and trainees:

- Buying Team Workshop.
- Incident Procurement Training.
- D-110, Dispatch Recorder.
- I-200, Basic Incident Command System.
- S-261, Applied Interagency Incident Business Management.
- Local familiarity with ROSS.

TEAM CONFIGURATION - The Rocky Mountain and Great Basin Geographic Areas have established two (2) National and four (4) Geographic Area Buying Teams. Primary team members must be from these Geographic Areas. Support personnel from the incident agency may be used. Casual hires may only be assigned to a team if they have been delegated procurement authority.

- Refer to National Mobilization Guide for National Buying Team configuration.
- Refer to Rocky Mountain and Great Basin Mobilization Guides for the Geographic Area Buying Team configuration.

TEAM SELECTION - Teams will be configured aiming for an interagency mix. Team members will commit for a three-year period.

Buying Team Coordinator will:

- Recommend Buying Team Leaders to the Rocky Mountain and Great Basin IBCs from applications.
- Contact Leaders to confirm availability and to get input on preference for team members.
- Develop a prioritized list of trainees.
- Submit Buying Team rosters and prioritized list of trainees to RM and GB IBCs for approval. Once approved the teams will be submitted to the GACCs for publication in the Mobilization Guides.

Individuals may be assigned to only one team at a time.

Nothing in this plan or in Zone plans will prohibit individuals committed to teams from responding to incidents within their local area, provided they respond to the normal team call-up, except in cases

of extreme emergencies. Trainees who become qualified and are available to commit to a team will be given the opportunity to fill vacant positions on teams.

Trainees will be placed on teams to maximize the opportunity to fulfill qualification requirements.

ROLES AND RESPONSIBILITIES - Responsibilities of the Buying Team and its members are detailed in the National Interagency Buying Team Guide, PMS 315 at www.nwcg.gov/pms/pubs/buying_guide.pdf, the Interagency Incident Business Management Handbook, the National Interagency Mobilization Guide, and the Rocky Mountain and Great Basin Mobilization Guides.

Additional responsibilities include:

Team Leader will:

- Provide training to team members.
- Ensure that the appropriate Coordination Center has a current roster prior to the on-call date.

Team Members will:

- Know and adhere to the on-call schedule and be available when called.
- Notify the leader and Dispatch Center of availability or unavailability prior to each alert period. This notification should occur sufficiently in advance for the coordinator to provide a substitute. Substitutes will be for the entire on-call period.

ROTATION, MOBILIZATION, AND SUBSTITUTION – Team rotation, mobilization and substitution procedures are outlined in the Rocky Mountain and Great Basin Geographic Area Interagency Mobilization Guides.

PERFORMANCE - The Agency Administrator or other designated personnel shall complete the Buying Team Performance Evaluation (Exhibit 01) for all incidents within their jurisdiction. One copy of the completed performance evaluation will be given to the Buying Team Leader and one copy will be forwarded to the Buying Team Coordinator.

43 – Exhibit 01

BUYING TEAM PERFORMANCE EVALUATION

Instruction: The Designated Agency Representative completes the performance evaluation prior to release of the Buying Team. The Buying Team Leader shall forward a copy of the rating to the Buying Team Coordinator.

Incident Name: Date:

Incident Agency:

Buying Team Name:

Evaluator's Name & Position:

Evaluator's Phone No.:

1) Was the Leader an effective manager of the Buying Team and its activities?
Above Satisfactory *Satisfactory* *Below Satisfactory*

2) Was it obvious that the Leader was in charge?
Above Satisfactory *Satisfactory* *Below Satisfactory*

3) Did the Buying Team adhere to the Interagency Incident Business Management Handbook rules and policy?
Above Satisfactory *Satisfactory* *Below Satisfactory*

4) Did the Buying Team evaluate the availability of goods and services, prices, and delivery costs, and did the team select the source best meeting incident needs?
Above Satisfactory *Satisfactory* *Below Satisfactory*

5) Did the Buying Team make sound cost management decisions and provide documentation to support their decision?
Above Satisfactory *Satisfactory* *Below Satisfactory*

43 – Exhibit 01—Continued

6) Was the Buying Team prompt in supplying goods and services for the incident?
Above Satisfactory *Satisfactory* *Below Satisfactory*

7) Was the Buying Team sensitive to local community issues, local businesses, local contractors, and local land owners?
Above Satisfactory *Satisfactory* *Below Satisfactory*

8) Was the Buying Team effective in negotiating and issuing Incident Only EERAs and Emergency Facilities and Land Use Agreements?
Above Satisfactory *Satisfactory* *Below Satisfactory*

9) How well did the Buying Team manage accountable property?
Above Satisfactory *Satisfactory* *Below Satisfactory*

10) How was the Buying Team's performance in settling claims (if applicable)?
Above Satisfactory *Satisfactory* *Below Satisfactory*

11) How was the Buying Team's ability to anticipate and respond to changing conditions, such as additional incidents and/or workloads?
Above Satisfactory *Satisfactory* *Below Satisfactory*

12) How was the Buying Team's coordination and cooperation with the incident agency?
Above Satisfactory *Satisfactory* *Below Satisfactory*

13) How was the Buying Team's coordination and cooperation with expanded dispatch?
Above Satisfactory *Satisfactory* *Below Satisfactory*

14) How was the Buying Team's coordination and cooperation with the IMT?
Above Satisfactory *Satisfactory* *Below Satisfactory*

15) How was the Buying Team's coordination and cooperation with the Agency Rep. or IBA?
Above Satisfactory *Satisfactory* *Below Satisfactory*

43 – Exhibit 01—Continued

16) Was the Buying Team's documentation package complete and submitted appropriately?
Above Satisfactory *Satisfactory* *Below Satisfactory*

17) Did the Buying Team present a positive attitude and work in a professional manner?
Above Satisfactory *Satisfactory* *Below Satisfactory*

18) What one thing would you recommend for this Buying Team to concentrate on improving?

19) Describe how the Buying Team exceeded your expectations.

This evaluation has been discussed by and between the following Designated Agency Representative and the Buying Team Leader.

Agency Representative Name:_____ Contact #:
Print

Signature: Date:

Buying Team Leader Signature: Date:

For any Below Satisfactory rating, please include an explanation.

Forward copy of evaluation to Sierra Hellstrom, shellstrom@fs.fed.us, Fax: (801) 635-5365

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INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK

CHAPTER 70 – CLAIMS

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Digest:
Clarification of claim categories

1 **Claims Matrix**
2 Reference Appendix B Tool Kit.