

VIPR/I-BPA FAQs / July 2012

The USFS intends to dispatch the Best Value to the Government equipment resources to Extended Attack / Project incidents regardless of the Provider Organization (Federal, State, Fire Department, Volunteer Fire Department, or contracted/vendor-owned).

- **Best Value** is not a proper synonym for contracted equipment resources that are procured through US Forest Service (USFS) Incident Blanket Purchase Agreements (I-BPA). In answering the FAQs in this document, contracted equipment resources that have successfully navigated the Virtual Incident Procurement (VIPR) system and have secured an I-BPA will be referred to as Dispatch Priority List (DPL) resources.

How did the word get out to the vendors in the first place? All Contracting Offices in the Region sent letters to all of the vendors they already had on EERAs in the past and to other interested vendors. It was also advertised on the web at FedBizOpps for several months to provide maximum opportunity for vendors to participate.

Many of these questions do not deal with dispatch, but dispatchers are always the ones called when a contractor thinks something isn't correct in the way they have been treated. Please help us get them answered so we understand the process. I-BPA contractors should **only** contact the Host Dispatch Center that “holds” their contract in ROSS or the appropriate USFS Contracting Officer. In talking with contractors, it is important that any contractor questions about the USFS dispatch process for contracted equipment resources be queried against the SWA – DPL SOP and/or the specific I-BPA for the resource question at hand.

- Section D of the I-BPAs contains contract language that provides excellent guidance concerning contracting equipment.
- Ask for guidance when necessary. Contact the Regional Contracting Officer or the SWCC Equipment Coordinator.

Who will be the Regional “go-to person contracting officer” for answers on DPL resources and will their telephone number be posted somewhere so when we have questions we can call them or are we going to run it thru SWCC and deal with the time delay? Questions can be directed to the SWCC Equipment Coordinator; local Forest Contracting Officer; or, the Regional Contracting Officer. Contact SWCC first and they will be able to either answer questions, or direct the call to the appropriate subject matter expert.

Is there a Regional rotation for DPL resources? No. DPL priority rankings are based on the contracts that are assigned to a single Host Dispatch Center (Zone).

Is this Contract for three years with costs going up every year? Reference: I-BPA; C.3 Agreement and Performance Periods. The Agreement period is for one year from the date of award with annual review and possible renewal and extensions thereafter. Rates in future years may be adjusted prior to issuance of the renewal Agreement.

How will DPL protocols be communicated to Type 3 IMTs? The Host Dispatch Center needs to maintain communication and clear guidance to ICT3s when they are deciding what resources to retain, replace, or release. In 2013, the delegation of authority for Type 3 IMT will include direction on expectations about managing DPL resources.

- Specific direction must be translated into policy/direction that comes from the Regional Office, Host Dispatch Center, and local Forest with jurisdiction for the incident.
- In 2013, the Delegation of Authority for ICT3s will include performance expectations and criteria for managing DPL resources.

How are IMTs going to deal with understanding the rotation of DPL resources and the release of the resources? The USFS Regional Office and SWCC need to provide adequate training and guidance to IMTs on how to properly manage equipment resources during the transition from Initial Attack to Extended Attack. In 2013, the Delegation of Authority for ICT3s will include language addressing management's expectation that ICT3s will adhere to DPL protocols. In addition, the USFS Regional Office intends to:

- Provide both training and clearer guidance to the SWA established T1 and T2 IMTs at their annual meeting
- Provide training and clearer guidance to Zone Dispatch Offices on how to manage Mutual Aid, Incident Only/EERA, and lower ranked DPL resources during the difficult transition from Initial Attack to Extended Attack

The IMTs are tasked with cost containment, yet they are directed to retain more expensive equipment when there are Incident Only/EERA resources on the incident. When an incident transitions from Initial Attack to Extended Attack, ICs have the discretion to retain the equipment resources that are the best value to the government in order to meet incident objectives. However, the IC's justification to retain an Incident Only/EERA resource must be documented on the resource order.

- To add a point of clarification, DPL rankings are not based solely on price. The rankings are the result of a ratio of price and points assigned from equipment advantages that were identified by the Fire Community. The DPL equipment resources meet high equipment and performance standards that integrated all the advantages that an incident requires.

Are DPL resources required to follow SWA Mob Guide length of assignment rules? Is this addressed in I-BPA? Yes. DPL resources are required to follow length of assignment rules as outlined in the SWA Mob Guide 20-6. Section D.6.6 addresses work/rest guidelines for driving and length of assignments. It also specifies that resources may be released after a 14-day assignment.

When DPL resources extend for an additional 14 days, are they paid for 2 days of R&R? No. I-BPA vendor resources are not compensated for “R&R” days off at an incident, or after being released.

- DPL resources are allowed to extend for an additional 14 day assignment, but they are not compensated for the traditional 2 days of R&R in between 14 day assignments. Reference: Water Handling Equipment I-BPA; D.6.7 Length of Assignment and Crew Change Out; (c). With the Government’s agreement, the contractor may choose to have their personnel remain at the incident base camp and not be placed on shift to allow proper rest. The time is not compensable when the Contractor is off shift in compliance with the length of assignment provisions. Refer to D.21.8.3 (d).

SWA Dispatch Centers are interagency. Are USFS DPL rules/guidelines to be imposed on other cooperators (BIA, BLM, NPS, NPS, and USFWS) on non-USFS fires managed by a Host Dispatch Center? No.

- USFS jurisdictional incidents are required to follow DPL protocols.
- For multi-jurisdictional incidents, even when the incident began on USFS jurisdiction, deviation from USFS DPL protocols may be necessary. DOI and State agencies may request equipment resources hired on non-FS agreements, such as DOI/State EERAs or Fire Departments. In these cases, documentation on the resource order justifying why the DPL was not followed is required. Reference: SWA – DPL SOP; 2.2 Agency Protocols.
- **However**, DPL protocols **must** be followed when USFS contracted equipment resources are mobilized to an incident regardless of jurisdiction. Reference: SWA – DPL SOP; 1. Equipment Agreements in the Southwest Area

If the fire is on BLM jurisdiction but a FS employee is dispatching, is the FS employee required to use DPL resources? When an incident is on BLM jurisdiction, the FS employee must follow BLM rules. Reference: SWA – DPL SOP; 2.2 Agency Protocols.

- **However**, DPL protocols **must** be followed when USFS contracted equipment resources are mobilized to an incident regardless of jurisdiction. Reference: SWA – DPL SOP; 1. Equipment Agreements in the Southwest Area.

What are the rules on multi-jurisdiction fires? How are DPL resources managed when considering established cost share agreements when they are more expensive most of the time? When equipment resources hired through USFS I-BPAs, the Host Dispatch Center **must** follow established DPL procedures.

- To add a point of clarification, DPL rankings are not based solely on price. The rankings are the result of a ratio of price and points assigned from equipment advantages that were identified by the Fire Community. The DPL equipment resources meet high equipment and performance standards that integrated all the advantages that an incident requires.

Where does closest resource play into this? During Initial Attack, dispatch centers should utilize the closest forces concept. When an incident transitions to Extended Attack, DPL protocols should be followed. Reference: I-BPA; D.6 Ordering Protocol for Resources & D.6.1 Dispatch Priority. When following the DPL protocols, it is important that contracted resources agree to meet the requested Date/Time needed. Failure to meet Date/Time needed is potential grounds for noncompliance.

- At times, there will be critical private equipment resources already on scene at an incident that does not have an established I-BPA with the USFS. ICs are responsible for requesting Incident Only/EERA to be established for these equipment resources if it is deemed necessary to retain them. The IC should coordinate with the Host Dispatch Center about the feasibility of replacing Incident Only/EERA equipment resources, or retaining Incident Only/EERA equipment resource.

How does the R1/R3 ordering agreement fit in? The USFS R1/R3 is a good example of the USFS following established ordering procedures for resources. Reference: I-BPA; D.6.1; Dispatch Priority. The USFS always retains the option to mobilize Agency and/or Federal resources prior to ordering DPL resources during both Initial Attack and Extended Attack/Project Incidents.

All available USFS engines are committed on incidents, and the USFS requests the Host Dispatch Center to mobilize additional engines to be preposition on the Forest. Is the Host Dispatch Center required to mobilize all Zone DPL engines before requesting an USFS engine from a sister/adjacent Forest? TRUE or FALSE

This question as written is FALSE. The USFS can mobilize any/all Agency, Federal, and State owned (AZ/NM State Forestry owned, **not** including Fire Department or Volunteer Fire Department) resources, regardless of location, prior to considering local DPL resources.

- If no Agency, Federal, or State owned resources are available, and DPL resources are being considered, the Host Dispatch Center **must** deplete its local DPL prior to considering another dispatch center's DPL resources. In this case, the dispatch center receiving the request may opt to mobilize Agency, Federal, or State owned resources in lieu of DPL resources.

When an incident transitions from Initial Attack to Extended Attack, are IMTs required to replace Mutual Aid resources with DPL resources? No. ICs are not required to replace Mutual Aid resources with DPL resources.

- Mutual Aid resources that respond to incidents in their local area of response are not permitted to charge the Federal Government for their initial response (Arizona/2-hours; New Mexico/4-hours).
- If the IC wants to retain the Mutual Aid resources, the IC must secure approval from the appropriate State Agency FMO/Manager and document the approved request on a resource order.
- When an incident exceeds Initial Attack, the IC must determine the incident needs, duration, and the best value to the Government in calculating whether or

not to retain a Mutual Aid resource, versus replacing it with a Federal, State Forestry, or DPL resource. Considerations include, but are not limited to:

- ✓ Draw down impact on local Fire Department/Volunteer Fire Department resources for additional Initial Attack.
- ✓ Availability of replacement resources: Federal, State owned, or DPL resources.
- ✓ Regardless of the decision, to retain or replace resources, document the decision on the appropriate resource order.

Once we've ordered DPL resources from two or more neighbors how are the releases to be handled if there is no Regional rotation? Reference: I-BPA; D.6.8

Demobilization; and D.6.9 Release.

- Demobilization. The IC will determine the priority of demobilization.
- Release. Once released to the Host Dispatch Center, the Contractor shall not accept new resource orders directly, nor seek out reassignments. Any new orders will originate from the Host Dispatch Center.
- Reference: SWA – DPL SOP; 3.7 Reassignment and Release of DPL/I-BPA Resources provides additional guidance.

Once the Host Dispatch Center exhaust DPLs for engines and/or water tenders, do we need to check with our neighbors for their best value engines and/or water tenders, before considering a local Incident Only/EERA resource? Yes.

- Reference: Water Handling Equipment I-BPA; D.6.3.2. If all contractor resources on the dispatch priority list are depleted within the Host Dispatch Zone or Geographic Area, orders will be placed utilizing established dispatch procedures.
- In consulting with the Regional Contracting Officer, dispatch centers or local Forests, should **not** hire Incident Only/EERA water handling equipment (engines and water tenders) prior to contacting the Regional Contracting Officer.
- At times, there will be critical private equipment resources already on scene at an incident that does not have an established I-BPA with the USFS. ICs are responsible for requesting Incident Only/EERA to be established for these equipment resources if it is deemed necessary to retain them. The IC should coordinate with the Host Dispatch Center about the feasibility of replacing Incident Only/EERA equipment resources, or retaining Incident Only/EERA equipment resource.

Does "Call DPL Resources First" apply ONLY to local (within-zone) equipment?

Yes and no.

- I-BPA contract language for water handling equipment (engines and water tenders) requires the Host Dispatch Center to consider DPL resources outside the local Dispatch Zone (Neighborhood and GACC) prior to hiring Incident Only/EERA resources.
- For all other DPL resources, the Host Dispatch Center is not obligated to utilize other dispatch center's DPL resources. However, it is often easier to mobilize another dispatch center's DPL resource than hire an Incident Only/EERA

resource. Consult with the SWCC Equipment Coordinator prior to considering the option to hire an Incident Only/EERA resource.

How soon after initial attack are you required to order DPL resources? Initial Attack is defined as the first operational period (SWA Mob Guide 10-4). Extended Attack, by definition of Initial Attack, is defined as the second operational period and beyond.

- The USFS is never required to order DPL resources. The Incident Host Dispatch Center, in coordination with the IC, must evaluate each individual resource on-scene at an emerging incident, document and justify whether to retain, replace or release Mutual Aid, low ranked DPL resources, and Incident Only/EERA resources that were dispatched during Initial Attack. Reference: SWA – DPL SOP; 3. Dispatch Priority Lists (DPLs).
- Consult the SWCC Equipment Coordinator, local Forest Contracting Officer, and/or the Regional Contracting Officer in making difficult resource determinations.

Do USFS DPL protocols apply for only USFS incidents, all Federal incidents, and/or State incidents? What about all risk incidents (hurricanes etc.)? The use of DPL protocols is applicable for all USFS incidents, including all risk. Any agency, both Federal and State jurisdiction incidents, that requests resources that are dispatched under a USFS I-BPA must follow established DPL protocols.

Is there a standard form to document each phone call? Or do you just document it on the resource order? Document everything on the resource order.

Can the USFS, or their cooperating agencies, request resources to have certain overhead qualifications over and above those in the contract? No. Additional qualifications for DPL resources are not required by the I-BPA contract language.

Do DPL tactical water tenders meet the staffing levels required for tactical water-tenders in the Redbook? Yes. DPL Tactical Water Tenders are staffed according to NWCG guidance. See response to Question No. 3.

What happens when certain overhead qualifications are asked for and are not met on the 1st out engine or 2nd out engine but are by the 3rd out engine? The USFS cannot request additional qualifications that were not specified in the current solicitation. A higher ranked DPL resource may not be passed over for a lower ranked resource if an incident requests an equipment resource with different overhead qualifications than what are stated in the current I-BPA.

Example: The Incident Management Team (IMT) requests an engine that has an ENGB that is also ICT4 qualified. In this case, DPL resources should not be considered for this specific assignment due to the Special Need that exceed I-BPA contract language.

When the highest ranked # 1 DPL resource is released from the incident, is he available at that moment for re-dispatch? Or not until he gets home and takes R&R? DPL resources may be reassigned to another incident but they must follow NWCG work/rest guidelines as outlined in the SWA Mob Guide.

- Reference: SWA – DPL SOP; 3.7 Reassignment and Release of DPL/I-BPA Resources. The reassignment of DPL resources must follow DPL protocols.
 - DPL resource is assigned outside their home dispatch center: All local DPL resource must be exhausted before reassigned a non-local DPL resource to another incident. This must be documented on the resource order.
 - An exception to the above exists when a DPL resource is assigned to a Proposition. The resource can be mobilized to local incidents in the same fashion as Federal and State resources.
 - DPL resource is assigned to an incident within their local Host Dispatch Center: A reassignment must follow local DPL protocols. An assigned local DPL resource is not given priority over a higher ranked local DPL resource simply because it is currently assigned.

What about reassignment to another incident in a different zone than his home? Do local DPL resources need to be called first? Yes.

Given that each DPL resource is dispatched out of only one dispatch center, is there ever a time when it is appropriate to use "Fill with Agreement" for these resources? DPL resources that are Stated as Resource Items in ROSS should never be dispatched using "Fill with Agreement." Reference: SWA – DPL SOP; Appendix A: Spreadsheet of Stated Resource Items & Fill with Agreement.

One of our vendors has been called directly by another dispatch center, ordered, and filled without our knowledge. This should not happen. If it happens, it should be immediately reported to the SWCC Equipment Coordinator.

How does the USFS enforce this on interagency incidents (and almost every fire has multiple agencies these days)? No rules for multi-jurisdiction fires are addressed in the solicitation. But if USFS I-BPAs are being used, DPL contract language applies. To add a point of clarification, DPL ranking is not based solely on price. It is based on a ratio of price to points gained from equipment advantages that were identified by the Fire Community. DPL equipment meets high standards, is safe, and contains all the advantages that Fire Managers requested.

Who is authorized to hire Incident Only/EERA resources? The local Forest Contracting Officer, Regional Contracting Officer, Procurement Unit Leader, or an assigned Buying Team may hire Incident Only/EERA resources when the Host Dispatch Center DPL resource list is exhausted and all appropriate DPL ordering procedures for seeking other SWA dispatch center DPLs resources prior to hiring Incident Only/EERA resources have been followed.

When the Host Dispatch Center receives a request for an equipment resource from an incident, how does the dispatcher decide whether to mobilize a Federal, State owned, DPL, or local Fire Department/Volunteer Fire Department resource?

Initial Attack: All Initial Attack responses should be based upon the traditional closest-forces concept. The Host Dispatch Center is not required to honor their local DPL during Initial Attack. Reference: SWA – DPL SOP; 3.4 Initial Attack Response.

Extended Attack/Project Incidents:

Reference: SWA – DPL SOP; 3.5 Extended Attack/Project Incidents: In compliance with the USFS Office of Inspector General (OIG) audit of Extended Attack fires on USFS jurisdictional lands, the USFS will use contracted resources under USFS competitive I-BPAs (SWA Mob Guide 20-26). When DPL resources are kept at an incident beyond Initial Attack, these DPL resources **must** be examined as to their ranking on the Host Dispatch Center DPL.

- If a lower ranked DPL resource was used during Initial Attack, the Host Dispatch Center **must** contact the incident and inquire about the estimated duration of the incident.
- When the incident need is projected to be of longer duration, the Incident Commander, in coordination with the Host Dispatch Center, **must** evaluate the feasibility of replacing lower ranked DPL resources with available higher ranked DPL resources.
- If the IC elects to keep a lower ranked resource Host Dispatch Center **must** document the justification on the resource order.

Utilization of the Host Dispatch Center's DPL is **required** during Extended Attack (Reference: SWA – DPL SOP; 5.1 Specific USFS Protocols for Engines and Water Tenders). When an incident is managed under Unified Command, each agency will mobilize resources according to their respective procedures for their specific jurisdictional needs and/or as defined under a cost-share agreement. After an incident under USFS jurisdiction exceeds Initial Attack, the Host Dispatch Center will dispatch DPL Engines and Water Tenders according the following priorities:

1. All available Federal Agency resources
2. All available State owned AZ & NM State Forestry resources
3. All available USFS contracted I-BPA resources on the Host Dispatch Center DPL
4. Available Fire Department, Volunteer Fire Department, and State-contracted resources

If the incident goes from Initial Attack to an Extended Attack / Project Incident, do we contractually have to release and replace Incident Only/EERA resources with DPL resources? The decision to replace, or not to replace Mutual Aid resources with DPL resources requires a thoughtful discussion between the IC and the Host Dispatch Center Manager, or Coordinator on Duty. Regardless of what is decided, the justification to retain or release and replace a Mutual Aid or Incident Only/EERA resource must be documented on the resource order. If the decision is made to retain Mutual Aid resources beyond Initial Attack, approval must be authorized by the appropriate State Fire Management Officer and documented on a resource order.

In compliance with the USFS Office of Inspector General (OIG) audit of Extended Attack fires on USFS jurisdictional lands, the USFS will use contracted resources under USFS competitive I-BPAs (SWA Mob Guide 20-26). When DPL resources are kept at an incident beyond Initial Attack, these DPL resources **must** be examined as to their ranking on the Host Dispatch Center DPL. Reference: SWA – DPL SOP; 3.5 Extended Attack/Project Incidents.

- If a lower ranked DPL resource was used during Initial Attack, the Host Dispatch Center **must** contact the incident and inquire about the estimated duration of the incident.
- When the incident need is projected to be of longer duration, the Incident Commander, in coordination with the Host Dispatch Center, **must** evaluate the feasibility of replacing lower ranked DPL resources with available higher ranked DPL resources.
- If the IC elects to keep a lower ranked resource Host Dispatch Center **must** document the justification on the resource order.
- **Are there timelines in which we have to accomplish this?** The decision to retain or release and replace a Mutual Aid, or lower ranked DPL resource, must be made and documented on a resource order when the fire exceeds Initial Attack (SWA Mob Guide 10-4: the second operational period of an incident).

Whose responsibility is it to make sure DPL resources are statused correctly? If the vendor has been granted the ability to self status, the vendor is ultimately responsible to ensure that the DPL resource is properly statused. In reality, the Host Dispatch Center should patiently work with vendors in accurately statusing their equipment.

ROSS Tip: To determine the most accurate status of local DPL resources that are Statused as Resource Items in ROSS, perform a Search for Resources for the appropriate resources in the Host Dispatch Center. For example, to search for all in-Zone DPL Engines, go to the Search for Resources screen in ROSS:

- Resource Name: enter *engine*
- Catalog: Equipment
- Home Dispatch: example – NM ADC
- Provider: NM R03

See the screen shot on the next page. From this, the dispatcher can determine the actual status of resources and where they are currently assigned.

Resource Ordering and Status System (ROSS)

File Administration Resource Incident Request Travel Status Window Help

[NM-R03-000010] 2012 R03 Regional Office Support QF REQ IR PR MP RS TL RE ! Ø

Search For Resources Robert Williams @NM-SWC R ? X

Set Filter Criteria For Resources

Last Name *
 First Name
 Resource Name *

Catalog: Equipment

Home Dispatch nm - adc

Provider nm - r03

Current Dispatch -

Select Resource

Resource Name	Status >	Incident	Request #	Current Dispatch	Home Dispatch
ENGINE - T3 - NMADC001 - American ...	At Incident	[CO-SJF-000133] LITTLE SA...	E-100	CO-DRC	NM-ADC
ENGINE - T4 - NMADC001 - Roc-N-R W...	At Incident	[UT-SCS-000155] Clay Springs	E-79	UT-RFC	NM-ADC
ENGINE - T4 - NMADC002 - Roc-N-R W...	Unavailable	NONE		NONE (CWN/Agree...	NM-ADC
ENGINE - T6 - NMADC001 - Southern R...	At Incident	[WY-CPS-012137] Oil Creek	E-34	WY-CPC	NM-ADC
ENGINE - T6 - NMADC002 - Southern R...	Reserved	[NM-CIF-000242] Cibola NF F...	E-8	NM-ADC	NM-ADC
ENGINE - T6 - NMADC003 - Lane Enter...	At Incident	[CO-PSF-000636] Waldo Can...	E-5	CO-PBC	NM-ADC
ENGINE - T6 - NMADC004 - Lane Enter...	At Incident	[CO-SJD-000271] WEBER	E-61	CO-DRC	NM-ADC
ENGINE - T6 - NMADC005 - Don J Ford...	Available	[NM-CIF-000242] Cibola NF F...	E-7	NM-ABC	NM-ADC
ENGINE - T6 - NMADC006 - Chihuahua...	Unavailable (Remov...	NONE		NM-ADC	NM-ADC
ENGINE - T6 - NMADC007 - American ...	At Incident	[CO-SJD-000271] WEBER	E-60	CO-DRC	NM-ADC
ENGINE - T6 - NMADC008 - Shiloh Wild...	At Incident	[AZ-NAA-000121] Toadlena L...	E-1	AZ-NAOC	NM-ADC
ENGINE - T6 - NMADC009 - Mescalero ...	Returned From Assi...	NONE		NONE (CWN/Agree...	NM-ADC
ENGINE - T6 - NMADC010 - Mescalero ...	Returned From Assi...	NONE		NONE (CWN/Agree...	NM-ADC

View Resource Name Assignment Resource Name

When a Host Dispatch Center exhausts its DPL for a specific resource, are the Zones required to forward the request to Neighborhood Dispatch Centers? If a Neighborhood dispatch center or another SWA dispatch center has an available DPL resource that can meet the requested Date/Time needed, the preferred option is to place the request to a Neighborhood Dispatch Center or SWCC.

Reference: Southwest Area Standard Operating Procedures for Dispatching Contracted Resources (SWA – DPL SOP); 3.2 Ordering Procedures for Resources.

Ordering procedures for DPL resources fall into two categories:

- Water Handling Equipment I-BPAs (Engines, Support Water Tenders, and Tactical Water Tenders).
- All other equipment resource I-BPAs.

Ordering Procedures for Water Handling Equipment I-BPAs:

- If all resources on the Host Dispatch Center DPL are depleted within the Host Dispatch Zone or Geographic Area, orders will be placed utilizing established dispatch procedures. (Reference: Water Handling Equipment I-BPA; D.6.3.2 Ordering Procedures for Resources)
- After exhausting the Host Dispatch Center DPL either forward the request(s) to Neighborhood dispatch centers or forward the request to SWCC.
- Host Dispatch Centers **must** consult with the Regional I-BPA Contracting Officer (Anne Weirskircher) before hiring Incident Only/EERA Engines or Water Tenders (Support and Tactical).

Ordering procedures for **all other** I-BPAs:

- Orders will be placed with the first vendor on the DPL until that vendor cannot fill the order or meet the date and time needed. If all contractor resources on the DPL are depleted with the selection made at D.6.2 (Ranking of Awarded Resources for Dispatch Priority), orders will be placed utilizing established dispatch procedures. (D.6.3 Ordering Procedures for Resources)
- After exhausting the Host Dispatch Center DPL there are three options:
 1. forward the request(s) to Neighborhood dispatch centers
 2. Forward the order to SWCC
 3. Hire an Incident Only/EERA resource
- It is recommended that the Host Dispatch Center consult with the SWCC Equipment Coordinator before ordering Incident Only/EERA resources.

How does dispatch weigh rotations in Initial Attack vs. Extended Attack vs. Project fires vs. date and time needed and be supported if claims are filed? The Host Dispatch Center's DPL is not a rotation. Requests for DPL resources must always first be offered to the # 1 ranked equipment resource on the DPL. If the # 1 resource can not meet the Date/Time needed, or is unavailable for any reason, dispatch will document the pertinent information on the resource order, and then offer the assignment to the # 2 resource on the DPL. The Host Dispatch Center will continue this process, following the current DPL list, until a resource accepts the assignment or the list is exhausted.

The key to resolving issues concerning vendor generated claims is **thorough** documentation on the resource order. An equipment dispatcher must diligently document all conversations, instructions, requests, decisions, and actions. Dispatchers often document their actions in a notebook, but fail to include both critical and routine handwritten information on the ROSS resource order. Documentation is critical.

RE: Date/Time Needed. DPL resources should weigh two primary considerations when deciding to accept an order. Is the resource available? Is the resource able to meet the Date/Time needed on the resource order request? Depending on the circumstances, failure to meet the Date/Time needed is potentially a non-compliance violation of the I-BPA. Reference: SWA – DPL SOP; 5.2 Date/Time Needed Considerations.

RE: Vendor claims. Claims are not handled any differently than in the past. Claims must be settled by the Contracting Officer who signed the agreement.

Initial Attack: All Initial Attack responses should be based upon the traditional closest-forces concept. The Host Dispatch Center is not required to honor their local DPL during Initial Attack. Reference: SWA – DPL SOP; 3.4 Initial Attack Response.

Extended Attack/Project Incidents:

Reference: SWA – DPL SOP; 3.5 Extended Attack/Project Incidents: In compliance with the USFS Office of Inspector General (OIG) audit of Extended Attack fires on USFS jurisdictional lands, the USFS will use contracted resources under USFS competitive I-BPAs (SWA Mob Guide 20-26). When DPL resources are kept at an incident beyond Initial Attack, these DPL resources **must** be examined as to their ranking on the Host Dispatch Center DPL.

- If a lower ranked DPL resource was used during Initial Attack, the Host Dispatch Center **must** contact the incident and inquire about the estimated duration of the incident.
- When the incident need is projected to be of longer duration, the Incident Commander, in coordination with the Host Dispatch Center, **must** evaluate the feasibility of replacing lower ranked DPL resources with available higher ranked DPL resources. If the IC elects to keep a lower ranked resource Host Dispatch Center **must** document the justification on the resource order.

Utilization of the Host Dispatch Center's DPL is **required** during Extended Attack (Reference: SWA – DPL SOP; 5.1 Specific USFS Protocols for Engines and Water Tenders). When an incident is managed under Unified Command, each agency will mobilize resources according to their respective procedures for their specific jurisdictional needs and/or as defined under a cost-share agreement. After an incident under USFS jurisdiction exceeds Initial Attack, the Host Dispatch Center will dispatch DPL Engines and Water Tenders according the following priorities:

1. All available Federal Agency resources
2. All available State owned AZ & NM State Forestry resources
3. All available USFS contracted I-BPA resources on the Host Dispatch Center DPL
4. Available Fire Department, Volunteer Fire Department, and State-contracted resources

What are the overhead qualifications specified for I-BPA engines? Support water-tenders? Tactical water-tenders? Qualifications are addressed in the Water Handling Equipment I-BPA. Reference: D.3.1 Training/Experience. All Contractor personnel shall be trained in accordance with NWCG Wildland Fire Qualifications System Guide PMS 310-1; Exhibit N.III Qualifications. The government reserves the right to verify training at any time.

- Each person employed by the Contractor under this Agreement shall meet the following minimum requirements:
 1. RT-130 Annual Fireline Refresher including fire shelter.
 2. All Tactical Water Tender and Engine personnel shall be trained in accordance with NWCG Wildland Fire Qualifications System Guide PMS 310-1 and qualifications carded in accordance with Exhibit N and Exhibit O, Training and Positions Qualifications Requirements. This does not apply to Support Water Tender personnel.
 3. Commercial Drivers License, when required.
 4. All operators shall be able to operate the equipment safely up to the manufacturer's limitations.

Engine staffing requirements are addressed in the Water Handling Equipment I-BPA. Reference: D.3.1.1 Engine Staffing Requirements. Training requirements, in addition to D.3.1, are listed in Exhibit N and Exhibit O. The Contractor shall furnish type 3-6 wildland fire engine(s), consisting of a crew of three (3) to include:

- Number of Personnel Title Engine Types
 1. 1 each, Single Resource Boss Engine (ENGB) All Types
 2. 2 each Firefighter Types 1 or 2 (FFT1 or FFT2) All Types
- Additional crew members ordered at the time of dispatch will be compensated at the daily rate of \$300 each.
- Standard staffing requirements for all engines are three (3) crew members as outlined in the bullets above.
- If two (2) crew members are ordered and documented on the resource order, T6 engine only, \$300 will be deducted from the daily rate.

Water tender staffing requirements are addressed in the Water Handling Equipment I-BPA. Reference: D.3.1.2 Water Tender Staffing Requirement. These personnel will meet the requirements of D.3.1 and Exhibit N.

- The Contractor shall furnish wildland Water Tenders (Support), consisting of one (1) person to include:
 1. One (1) each Support Water Tender Operator (All Types: T1; T2; T3). Operator is required to have attended an Annual Fireline Safety Refresher (RT-130).
- The Contractor shall furnish wildland Water Tenders (Tactical), consisting of two (2) personnel to include:
 1. One (1) each FFT1 (All Types: T1; T2)
 2. One (1) each FFT1 or FFT2 (All Types: T1; T2)

How about performance? Reference: I-BPA; D.20 Performance Evaluations. However, Modification 1 changed the specific form to be used:

- The Contractor's performance will be documented on the Standard Contractor Performance Report (Exhibit E) which will be completed at the incident by the government representative supervising the work. This form is the only performance evaluation form that will be accepted by the Contracting Officer. The evaluator's signature shall be legible or printed on the form. If the supervising Government representative is released from the incident prior to the release of the resource, the government representative shall complete a performance evaluation prior to demobilization, for work the resource performed under their supervision. A copy of the evaluation form(s) will be given to the Contractor at the incident, one forwarded to the CO, and one copy retained in the Host unit incident file.
- The evaluation forms, in addition to other performance information will be utilized to facilitate the compilation of the Contractor's performance report for each Agreement year and may be used in past performance evaluations for future procurements.
- The evaluation forms, in addition to other performance information will be utilized to facilitate the compilation of the Contractor's performance report for each Agreement year and may be used in past performance evaluations for future procurements.
- Reference: I-BPA; D.18 Noncompliance after Acceptance at the Incident & Reference: I-BPA; D.19 Workmanship. The IC/Duty Officer may release from an incident assignment any Contractor employee deemed incompetent, careless, or otherwise objectionable including violation of Harassment Free Workplace Policy. It is the discretion of the IC/Duty Officer to demobilize an entire resource or to allow replacement of the noncompliant personnel. Documentation is required in order for a CO to take corrective action in dealing with the Contractor.

Are performance ratings mandatory? Where are they shipped? What corrective measures are available if performance is lacking? DPL resources should receive a performance evaluation for every assignment. Ideally, DPL resources will receive performance evaluations from each individual supervisor during an assignment. There is no language in the I-BPA that makes performance evaluations. Reference: I-BPA; D.20 Performance Evaluations.

- Performance evaluations will be performed at the incident using the form in Exhibit E. The evaluation will be completed at the incident by the government representative supervising the work. This form is the only performance evaluation that will be accepted by the Contracting Officer. The evaluator's signature shall be legible and printed on the form. If the supervising Government representative is released from the incident prior to the release of the resource, the government representative will complete a performance evaluation prior to demobilization, for work the resource performed under their supervision. The Government representative will review the performance evaluation with the Contractor, record Contractor comments, and obtain Contractor signature acknowledging completion of the evaluation. The Government evaluator will then give a copy of the evaluation form(s) to the Contractor at the incident and submit a copy to the incident Finance Section (for distribution to the Contracting Office and the Host unit incident file).

Modification # 1 in the I-BPA changed the form to be used:

- The Contractor's performance will be documented on the Standard Contractor Performance Report (Exhibit E) which will be completed at the incident by the government representative supervising the work. This form is the only performance evaluation form that will be accepted by the Contracting Officer. The evaluator's signature shall be legible or printed on the form. If the supervising Government representative is released from the incident prior to the release of the resource, the government representative shall complete a performance evaluation prior to demobilization, for work the resource performed under their supervision. A copy of the evaluation form(s) will be given to the Contractor at the incident, one forwarded to the CO, and one copy retained in the Host unit incident file.
- The evaluation forms, in addition to other performance information will be utilized to facilitate the compilation of the Contractor's performance report for each Agreement year and may be used in past performance evaluations for future procurements.

Corrective measures are addressed in the I-BPA; D.18; Noncompliance after Acceptance at the Incident. If the resource is released due to noncompliance, documentation shall be immediately forwarded, by the Incident Management Team to the Contracting Officer; and the resource will be removed from the dispatch priority list until such time that the resource is brought into compliance and re-inspected at the government's convenience (See D.21.8.3(c)). Repeated notices of noncompliance may be grounds for cancellation of the Agreement. Documentation is **required** in order for a CO to take corrective action in dealing with the Contractor. Reference: I-BPA; D.19; Workmanship.

Is self-sufficiency an I-BPA requirement? Yes. Reference: SWA – DPL SOP; D.21.5 Remain Overnight Allowance (RON).

- This is not applicable to travel to and from the incident. Contractors are not paid per diem or lodging expenses to and from incidents.
- When the Government cannot provide a campsite or meals, and if pre-approved by the user unit and properly receipted and invoiced, actual lodging expenses incurred by Contractors providing services under an Agreement whether for severity or incident responses are reimbursable. Food and drink would be based on maximum CONUS per diem rates minus any Government-provided meals. The maximum allowable rates, excluding taxes, are referenced in the Continental United States (CONUS) rates in the Federal Travel Regulations (FTR). The standard CONUS single occupancy lodging rate is referenced in CONUS. Double occupancy of hotel rooms may be required. Any associated lodging taxes are reimbursable as documented on the lodging invoice. If the resource is allowed to return to its dispatch location during off-shift time, RON allowance is not authorized.
- The maximum RON that shall be allowed is based on the number of crewmembers shown on the shift ticket. Payment shall be included as an addition on the OF-286 Emergency Equipment Use Invoice. Documentation of authorization shall be included.

If we use DPL resources on severity do we need to figure per diem and lodging on top of the daily cost or is it included in the daily rate? Yes. Severity assignments are addressed in the I-BPA; Section D.21; Payments.

- Severity is paid at 75% of the daily rate for 10 hours or less, excluding meal breaks. For greater than 10 hours, including travel time, the full daily rate applies. If a resource is mobilized to an incident within the 10 hour severity period the payment will revert to the full daily rate. If the mobilization occurs outside the 10 hour severity period they will be released from their severity assignment and the suppression rates will be applied under the first and last day language of the Agreement. In no case shall the daily rate be exceeded.
- Severity assignments are at the discretion of the Contractor to accept or reject. Rejecting a severity assignment will not effect placement on the priority list or preclude a Contractor from being offered a suppression assignment at full daily rate.
- Severity assignments often are not associated with a formal incident base camp or have meals and lodging provided. If a base camp is not established, RON (see D.21.5) may or may not be authorized and is at the Government's discretion.

On severity orders for USFS do we select a local DPL resource before going to SWCC or neighbors? If the request includes an Agency or Federal only restriction, the answer is **no**, dispatch does not have to consider a local DPL resource. If the original request does not exclude DPL resources, and no Agency or Federal resources are available, contact the requesting FMO/Duty Officer and inquire if a DPL resource is acceptable. If the FMO/Duty Officer requests an Agency or Federal resource, document this information on the resource order; include the appropriate inclusion/exclusion on the resource order before forwarding to SWCC or your Neighborhood dispatch centers.

Do DPL engines and water tenders have to be re-inspected and re-certified every year? To a certain extent they are re-inspected, but not to the extent they were prior to award. According to Exhibit H-2 in the I-BPA for Water Handling Equipment, “The US Forest Service and the Federal Motor Carrier Safety Administration will require an annual Department of Transportation (DOT) Safety Inspection.” Agency pre-award inspections are only conducted before the initial award. However, the usual pre-incident inspections utilizing Form OF-296 are still required.

Vehicle breakdowns: who pays for fixes? What if the incident deems it necessary to order a resource to backfill; who pays mobilization costs for the new resource?

- Reference: D.21.3 Repairs. “Repairs shall be made and paid for by the Contractor. The Government may, at its option, elect to make such repairs when necessary to keep the resource operating. The cost of such repairs will be \$75 per hour, plus parts and will be deducted from payment to the contractor.”
- If a DPL resource becomes unavailable on an incident, for any reason, the vendor is not responsible for the cost of ordering a replacement resource. There is no language in the I-BPA to justify attempting to bill the vendor for the cost of a replacement resource. General Clauses to EERA Form OF-294 were made a part of the Agreement. The rules have not changed for Condition of Equipment, Operating Supplies, Repairs, Withdrawal, etc.

Who is responsible for Contractor equipment resupply on T4 / T3 small fires? The local Contracting Officer is the primary person responsible. In some instances, there might be a designated Procurement Unit Leader that has been assigned to the team/incident.

How do we deal with fire replacement issues with BV resources? Do we issue S#'s? Does normal wear and tear fit in the mix just like with FS resources? Do not issue fire replacement S #'s to contractors. Property is addressed in The Water Handling Equipment I-BPA; Section D.7 Property. The Government may loan Accountable Property or Durable Property to the Contractor for use at the incident. The Contractor shall maintain it and return it prior to demobilization to their designated dispatch point. Federal Acquisition Regulations prohibit the Government from exchanging or replacing Accountable Property or Durable Property. The Contractor may be liable for loss, damage or destruction of government property.

Reference: Water Handling Equipment I-BPA; D.7.2; Accountable, Durable, and Consumable Goods. Contractor will be charged for Consumable Goods supplied by the Government and used by the resource while Under Hire. The cost of all Consumable Goods, with the exception of those specifically listed below, shall be deducted from payment to the Contractor. At the Government's discretion, the Government may provide the following incidental consumable goods at no cost, if available: one-quart plastic canteens, plastic sheeting, replacement radio batteries and replacement headlamp batteries, as required while under hire.

Contractors are required to arrive at an incident equipped with hose. Reference: Water Handling Equipment I-BPA; D.7.1.3 Government Furnished Hose and Complements. The Contractor is required to arrive at an incident equipped with hose as required in Exhibit M. The Government may require that Contractor-owned hose and complements be left at the incident and the Contractor equipment be reassigned or demobilized without picking up that hose and/or complement. In these cases the following procedure shall be followed:

- a.) When the Government requires the Contractor to leave Contractor- owned hose and/or complements on an incident, the Government will provide the Contractor with Form AD-107 Report of Transfer of Property (or equivalent) to transfer the Contractor's property to the Government.
- b.) In the case of reassignments, the Contractor shall present the form to the supply unit at the incident who will loan the Contractor Government-furnished hose and/or complement. This will be done to ensure that the Contractor maintains viability (the ability to continue operations) at the reassigned incident. At the time of demobilization to the Designated Dispatch Point, all accountable/durable property shall be returned to the government.
- c.) If the resource is being demobilized, no government hose or complement is issued. The Contractor may present a signed AD-107 form and a receipt for their Contractor-owned hose and complements left during performance of the work to the Incident Procurement Unit Leader or Contracting Officer. The amount of reimbursement will be negotiated and may be paid as an adjustment to the invoice.

Reference: Water Handling Equipment; D.8 Information to be Provided by Contractor at Check-in: If the Government requires that Contractor-owned hose and complements be left at the incident and the Contractor equipment be reassigned or demobilized then the following procedures apply:

- a.) The Government will provide the Contractor with Form AD-107 Report of Transfer of Property (or equivalent) to transfer the Contractor's property to the Government.
- b.) In the case of reassignments, the supply unit at the incident will loan the Contractor Government-furnished hose and/or complement while must be returned to the Government upon demobilization.
- c.) If the DPL resource is demobilized, no government hose or complement is issued. The Contractor may present a signed AD-107 and a receipt for their Contractor-owned hose and complements left at the incident to the Incident Procurement Leader or Contracting Officer. The amount of reimbursement will be negotiated and may be paid as an adjustment to the invoice.