

# DOI INCIDENT PROCUREMENT PLAN

May 2025

## 1. Overview

Dispatch operations will send all DOI fire incident resource orders to the NIFC Fire & Aviation (FAD) buying team support inbox (see attached flow chart). NIFC contracting has a team of 8 warranted Contracting Officers (COs) and 6 micro purchasers that will be supplemented by a list of 55 volunteer COs and numerous credit card micro purchasers from across DOI that will fill all DOI fire incident orders.

## 2. Staffing

Contracting leadership from DOI NIFC will set up a weekly rotating group of on-call buying team members to ensure coverage. When setting up the coverage team, efforts will be made to try and have an experienced CO from each agency available to assist with interagency communications and unique policy differences. Efforts will be made to not use existing national buying team CO's or micro purchasers to avoid interfering with team assignments. Buying team members will be given access to the Teams e-file folder system so they can access the required forms, vendor supply plans, and e-file folders.

## 3. Operational Process Steps

When orders are received, the designated NIFC contracting leads will enter the order into the tracker system that is being developed by the NPS. The tracker will generate the PIID and a buyer will be assigned in the system. The assigned buyer will fill the order, complete the required DOI Acquisition paperwork, build the e-file, and send the fill information back to dispatch. Our paperwork administrator will pull the procurement information from the e-file, complete the tracker detailed fill information (for FPDS-NG reporting) and fill out the buying team spreadsheet information.

## 4. Training & Development

The list of interagency volunteer COs has been updated to identify those with experience and those without. As orders come in, the NIFC lead will assign inexperienced buyers to shadow experienced buyers as they work the orders for on-the-job training. As buyers become proficient, the list will be updated to reflect their ability to work independently.

## 5. Finance & Claims

Claims will be handled by the assigned finance team claims rep and/or the obligating CO, depending on the unique circumstances.

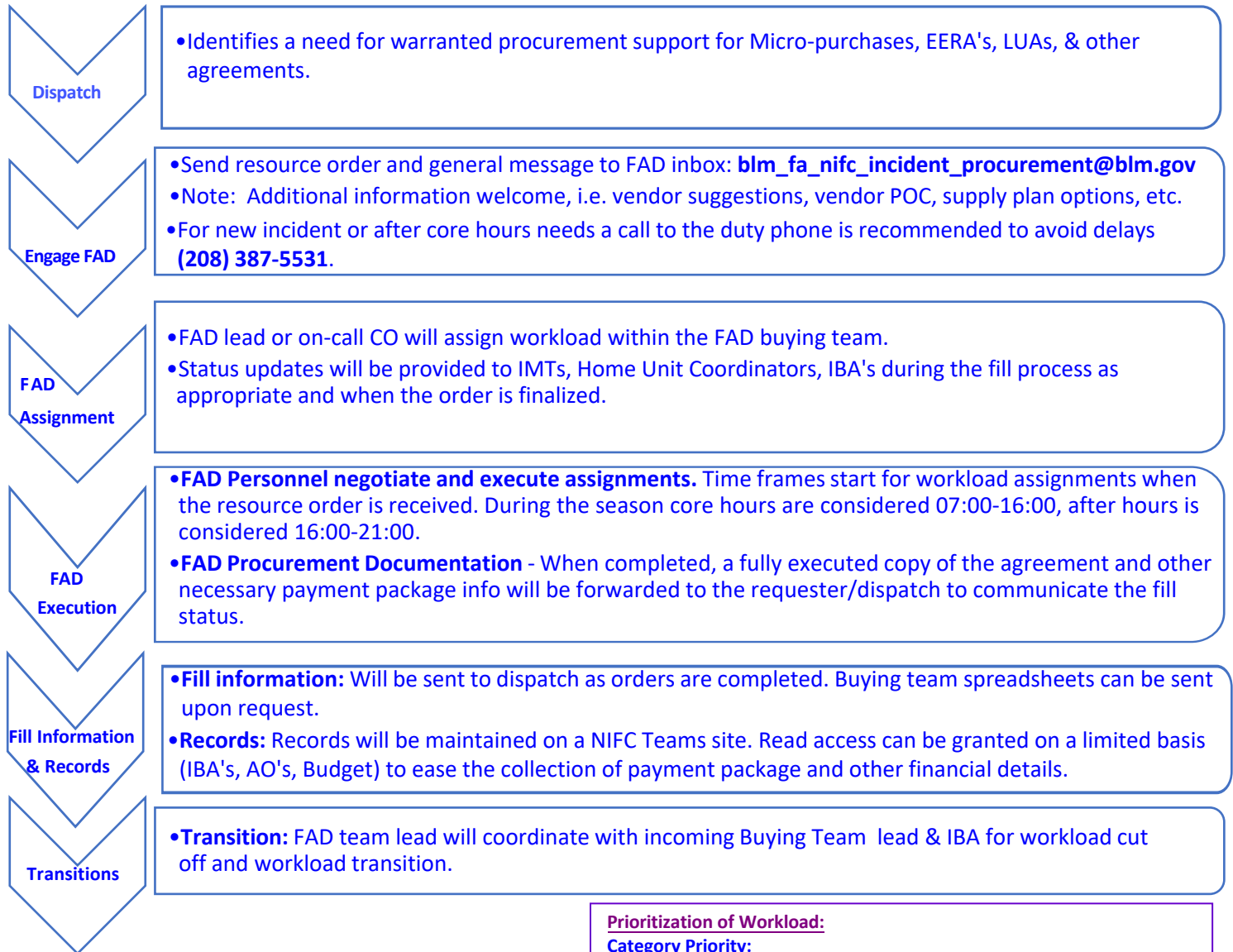
## 6. Operational Status

The operation is up and running now with all the pieces of the operation (email inbox, 24/7 phone line, list of resources, document template folder, e-file system, etc.) in place. The only exception is the PIID generator / tracking program, which NPS is working on now and should be ready to go live soon.

## 7. Dispatch Communications

See attached flow chart that will be shared with all dispatch operations as a quick reference guide as to how to place orders for all DOI fires.

## DOI Fire & Aviation Directorate (FAD) -Procurement Support



### Incident Unit Responsibilities:

- \* Processing of OF-286 invoices for EERA and LUA's
- \* Providing documentation to CO for credit card purchases.
- \* Coordinate with CO for commercial agreement equipment pickup and close out.
- \*Coordinating with vendors on release/pickup of EERA and LUA resources only.

### Prioritization of Workload:

#### **Category Priority:**

- 1) Sanitation services (Toilets, handwash, dumpster)
- 2) LUA's for ICP locations
- 3) Critical Supplies over the Micro- Purchase threshold (i.e. hydration)
- 4) EERA/LUA's
- 5) Supplies over the Micro-purchase threshold

#### **Incident Priority:**

- 1) Initial Attack
- 2) Extended Attack

NOTE: If a conflict occurs it will be left to the CO's discretion.