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Subject: VIPR Deployment - Data Migration, Training and Deployment
Preseason Incident BPAs

To: Regional Foresters, Station Directors, Area Director, IITF Director and Deputy Chiefs

The Virtual Incident Procurement (VIPR) System is scheduled to deploy in November with functionality to solicit, award, and manage preseason incident agreements. As with any new system, deploying VIPR will have an impact; anticipated impacts on Regional AQM staffs include:

Data migration: Existing preseason incident agreements that do not terminate this year will need to be migrated to VIPR. This includes agreements in EaTIS and in the old EERA database. This process will be automated as much as possible, however, close oversight and manual data entry will also be required of regional personnel. Migration is scheduled to occur July – September (functionality of existing systems will continue during this period).

Training and Deployment: Training and deployment will be phased-in by Region from December 2008 – February 2009. This will allow us to better pace ourselves and assess progress while building confidence in the system and maintaining flexibility to accelerate or slow down as necessary.

The enclosed slides illustrate the timelines associated with each of these tasks along with a break-out of the regional delivery schedule. Teams are in place to identify issues and develop detailed plans for implementation. Contacts are Laurie Sonju/ WO/USDAFS – data migration, and Sarah C Clore/WO/USDAFS– training and deployment.

The OF-294 - Emergency Equipment Rental Agreement (EERA) has been used in the past for both preseason incident agreements as well as those agreements entered into at the incident during emergency situations. The EERA form is appropriate for use in emergency situations; however, preparing agreements prior to an incident is not an emergency. Therefore, in order to comply with Federal Acquisition Regulations (FAR) and OIG findings (Report No. 08601-40-SF, July 2005), preseason incident agreements will be issued on the SF-1449, a form that is approved by OMB and required by the FAR when commercial item procedures are used. In order to distinguish between the two different types of agreements, preseason incident agreements will be known as preseason incident BPAs or I-BPAs. The Forest Service Acquisition Regulations (FSAR) are being revised to reflect this change. This distinction will also assist ASC in resolving any payment issues. To summarize:

I-BPA:	EERA:
Preseason	At-incident
Non-emergency	Emergency
SF-1449	OF-294
VIPR	No automation



Through regular communication, we hope to adequately prepare not only your AQM staff, but also your FAM staff, for the tasks associated with rolling out VIPR. As a reminder, bi-weekly calls with regional AQM and Fire Operations personnel continue to be held by WO AQM, as they have for the past two years. A listing of regional representatives can be found at: <http://fsweb.wo.fs.fed.us/aqm/incident/contacts.php>. As deployment of VIPR nears, these calls will become more vital for the regions to remain engaged in the process. Additionally, finance and incident business specialists have recently been included on the invitation list to ensure that they are kept apprised of and involved in changes affecting incident finance. Notes are filed after each call at: <http://fsweb.wo.fs.fed.us/aqm/incident/eatis/meetings.php>.

A new website for Incident Procurement has been created to assist in communication efforts. The external site is geared toward communicating with the commercial vendor community and our interagency partners, such as the Department of Interior and the states. Please visit the site and send us your feedback: <http://www.fs.fed.us/business/incident/>.

As always we appreciate your cooperation and input. Please contact Cheryl Emch/WO/USDAFS@FSNOTES or Larry D Bowser/WO/USDAFS with any questions or concerns. If there is anything I can do for you, please let me know.

/s/Ronald E Hooper for
JESSE L. KING
Chief Financial Officer

Enclosure

cc: pdl wo ops aqm directors, pdl wo spf fam regional fire directors, Ronald Wester, Susan A Prentiss, Mary A Szymoniak, pdl wo ops aqm eatis vipr liaisons, Barbara Loving, Ronald Hooper