



# VIPR Vendor Solution

## Quick Reference Guide

Version 1.0  
December 2008

### Contents

|   |                    |   |                    |
|---|--------------------|---|--------------------|
| Using the VIPR Vendor Solution                              | <a href="#">2</a>  | Responding to an Amended Solicitation           | <a href="#">16</a> |
| Business Requirements                                       | <a href="#">2</a>  | Working with Agreements                         | <a href="#">17</a> |
| System Requirements   | <a href="#">2</a>  | Printing Agreements                             | <a href="#">17</a> |
| Key Resources   | <a href="#">2</a>  | Replacing Equipment on an Agreement             | <a href="#">17</a> |
| High-level View of the VIPR Vendor Solution Process         | <a href="#">3</a>  | Withdrawing Equipment on an Agreement           | <a href="#">17</a> |
| Locating Solicitations at FedBizOpps (FBO)                  | <a href="#">4</a>  | Responding to a Modified Agreement              | <a href="#">18</a> |
| Responding to a Solicitation                                | <a href="#">4</a>  | Printing Packages                               | <a href="#">20</a> |
| Downloading a Solicitation Package from FedBizOpps (FBO)    | <a href="#">4</a>  | Accessing the Dispatch Priority Lists (DPLs)    | <a href="#">20</a> |
| Viewing the Contract Requirements and Exhibits              | <a href="#">5</a>  | Comprehensive List of All of the Business Rules | <a href="#">21</a> |
| Completing the Vendor Company Information                   | <a href="#">6</a>  | Checking for the System Requirements            | <a href="#">22</a> |
| Completing the Resource (Equipment) Information             | <a href="#">8</a>  | Key Terms to Know                               | <a href="#">23</a> |
| Completing the Representations-Certifications -FAR 52.212-3 | <a href="#">10</a> |   |                    |
| Signing and Submitting an Offer                             | <a href="#">11</a> |   |                    |
| Submitting a Revised Offer                                  | <a href="#">14</a> |   |                    |
| Submitting a Revised Offer on an Open Solicitation          | <a href="#">14</a> |   |                    |
| Submitting a Revised Offer After a Solicitation Has Closed  | <a href="#">15</a> |   |                    |
| Withdrawing an Offer  | <a href="#">15</a> |   |                    |

### Getting Help

*If you have questions about the VIPR Vendor Solution, contact the **Interagency Incident Systems Helpdesk**:*

- *E-mail: [helpdesk@dms.nwcg.gov](mailto:helpdesk@dms.nwcg.gov)*
- *Telephone: (866) 224-7677; press Option 3 for VIPR / eAuth*
- *Hours: 12:00 p.m. - 8:00 p.m. Eastern Time (Monday – Saturday)*

## Using the VIPR Vendor Solution

The Forest Service Virtual Incident Procurement (VIPR) system is a web-based incident procurement system. Contracting Officers (COs) use VIPR to create and manage solicitations and award agreements, encompassing the entire business process. Vendors (a.k.a. Contractors) will not directly access VIPR to respond to a solicitation. When COs post their solicitation packages to FedBizOpps (FBO), Vendors download the packages from FBO, and then use the **VIPR Vendor Solution**, a forms-based tool connected to the VIPR system, to respond to solicitations by completing the forms provided as attachments to the solicitation (i.e. Vendor company form and resource data entry forms) and submitting the completed forms as attachments to the SF 1449 when responding to the solicitation. VIPR will populate the SF 1449 form when an award is made. Vendors need only respond to the latest amendment by submitting the entire package (all forms) with any necessary revisions.

All Vendors who wish to obtain a preseason incident agreement (a.k.a. Incident Blanket Purchase Agreement [I-BPA]) with the Forest Service **MUST** use the VIPR Vendor Solution.

The VIPR Vendor Solution provides these key functions:

- Automated forms for submission of Vendor offers
- Automated confirmation that Vendor submissions are received
- Secure, electronic signatures on awarded agreements



**TIP:** This VIPR Vendor Solution Quick Reference Guide provides a high-level view of the instructions needed for completing the different phases of the procurement process. For more detailed instructions, which include sample graphics of what the Vendor would see during the procurement process, refer to the VIPR Vendor Solution User Guide, which is located at <http://www.fs.fed.us/business/incident/vendorsupport.php>.

## Business Requirements

To obtain an I-BPA with the Forest Service, you must meet the business requirements described on the Incident Procurement Web site at <http://www.fs.fed.us/business/incident/vendors.php>.

## System Requirements

Before you begin, ensure you meet the following system requirements:

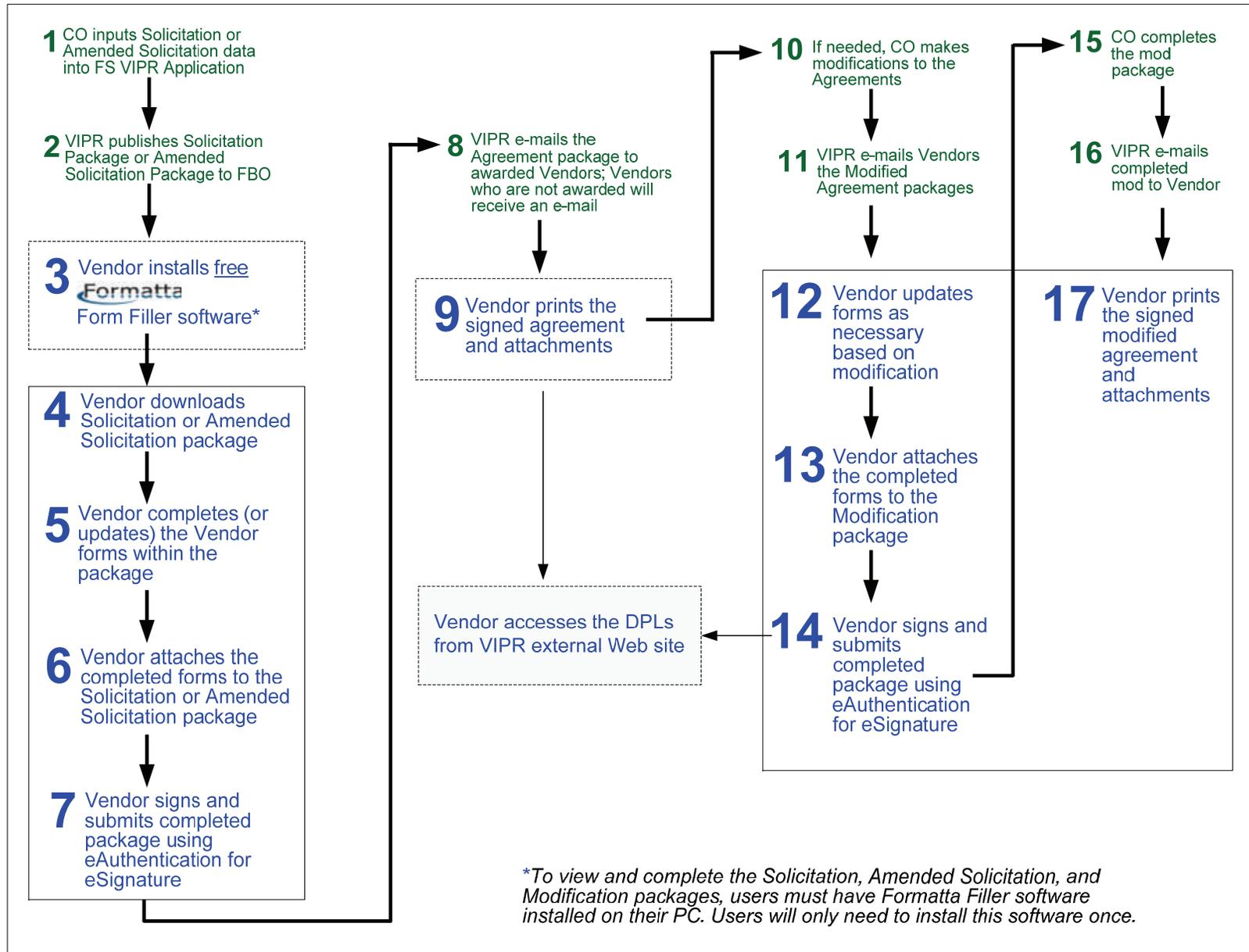
- ✓ Windows® NT, 2000, XP, or VISTA
- ✓ Free Formatta Filler® software
- ✓ 1 MB space available for downloading the free Formatta Filler software
- ✓ Internet Explorer® 6.0 or better, with Java script enabled
- ✓ Popup blocker turned off

Instructions for how to check this information are located on [page 22](#).

## Key Resources

- **VIPR Vendor Solution User Guide.** Provides detailed instructions and information for the Vendor to use during the complete procurement process. <http://www.fs.fed.us/business/incident/vendorsupport.php>
- **Vendor Support.** Provides access to user documentation, training tools (i.e. tutorials), and links to additional information for Vendors to use to assist them with using the VIPR Vendor Solution. <http://www.fs.fed.us/business/incident/vendorsupport.php>
- **Forest Service Incident Procurement VIPR Web site.** Provides incident procurement information and tools to current and potential Vendors. <http://www.fs.fed.us/business/incident/vipr.php>
- **Frequently Asked Questions.** Lists common questions and answers regarding all aspects of VIPR and the VIPR Vendor Solution. <http://www.fs.fed.us/business/incident/faq.php>

## High-level View of the VIPR Vendor Solution Process



## Locating Solicitations at FedBizOpps (FBO)

- 1 Access the FBO Web site at <http://www.fbo.gov/> and in the center of the page under Find Opportunities, click on **Advanced Search**.
- 2 From the Opportunities screen, in the Keywords/SOL# field, type the solicitation number or type "**VIPR I-BPA**."
- 3 In the Posted Date field, select the appropriate date range, and then click the **Go** button. A list of all of the solicitations that match your search criteria appears.
- 4 Click on the link from the search results to view the Notice Details for the solicitation.



**TIP:** The Forest Service solicitation packages (.pff files) can only be viewed, completed, and submitted using the free Formatta Filler software; other applications that are used to view and fill in forms (e.g., Adobe Reader) will NOT WORK with the VIPR Vendor Solution. For instructions on how to install Formatta Filler, go to the Incident Procurement VIPR Web site at <http://www.fs.fed.us/business/incident/vendorsupport.php>.

## Responding to a Solicitation

To respond to a solicitation, you will need to do the following: (1) download the solicitation package, (2) view the contract requirements and exhibits, (3) complete the Vendor Company Information, (4) complete the Resource (Equipment) Information, (5) completing the Representations/Certifications (FAR 52.212-3), and (6) sign and submit your offer. **NOTE:** Tasks 3 through 5 can be performed in any order.

## Downloading a Solicitation Package from FedBizOpps (FBO)

- 1 Access the FBO Web site at <http://www.fbo.gov/>.
- 2 From the Opportunity List, find the solicitation you wish to respond to, and then click on the solicitation link within the list.
- 3 From the ALL FILES section on the right side of the screen, click on the **http** link for the solicitation package.
- 4 From the File Download dialog box, click the **Save** button.
- 5 From the Save As dialog box, in the Save in: field, open the **My Documents | My Forms** folder.
- 6 Within the My Documents | My Forms folder, create a new "**Solicitations | <solicitation number>**" folder and save the <solicitation number>.pff in the <solicitation number> folder.
- 7 From the File Download dialog box, click the **Open Folder** button.
- 8 Make a copy of the solicitation package and rename the copy as "Original-<solicitation number>." This saves an original version of the solicitation package should you ever need to refer to it. For example, if you inadvertently deleted a form from your working version of the solicitation, then you can retrieve a blank form from the original version of the solicitation and would not need to download the solicitation package again.

**The download is complete.** You have an original version of the solicitation and a working version of the solicitation saved to your local hard drive.



**TIP:** You will need to respond to the **latest version of the package**, which is always in the **ALL FILES** list. If the solicitation has amendments, then you will only need to respond to the latest amendment package for that solicitation—you will not need to respond to both the solicitation package and the amendment package for that solicitation.

If you have responded to a solicitation and it has been amended since you first responded, then VIPR will notify you of the amendment and you will need to follow the instructions in "[Responding to an Amended Solicitation](#)."

## Responding to a Solicitation (Continued)

### Viewing the Contract Requirements and Exhibits

Before you start completing the forms within a solicitation or amendment package, you should first review the contract requirements and exhibits for that specific solicitation. The contract requirements and exhibits are included as "attachments" to the SF 1449 form, which is visible when the package is opened.

#### To view the contract requires and exhibits for a solicitation:

- 1 From Windows Explorer, open the **Solicitations | <solicitation number>** folder.
- 2 Double-click on the **<solicitation number>.pff** file or the **<solicitation number\_Amendment #>.pff** file. The SF 1449 form for that solicitation opens.
- 3 From the Form menu, select **Attachments**. (You can also click on the paper clip icon to access the Attachments.) A list of Attachments appears.
- 4 From the list of Attachments, double-click on the **ContractRequirements.pdf** file, which will vary depending on the type of solicitation.

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**NOTE:** If a message appears warning you that attachments may contain viruses, you can ignore it because the attachment is a valid document. Click **Yes** to open the attachment.

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- 5 Review the solicitation to ensure that you understand and can comply with the contract requirements, and then close the document.
- 6 From the list of Attachments, double-click on an Exhibits document, which will vary depending on the type of solicitation.
- 7 Review the Exhibits document to ensure that you understand and can comply with the requirements, and then close the document.
- 8 Repeat Steps 6-7 for each Exhibits document within the package.

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#### To set up the main "Solicitations" folder as the default location for your form files and attachments:

- 1 Open any Formatta form (SF 1449, company form, etc.).
- 2 From the Tools menu, select **Options...**
- 3 From the General tab, click the **Browse** button.
- 4 From Browse for Folder, find the Solicitations folder, and then click the **OK** button.

Unless you wish to change the default file location again, you will only need to do this once.

## Responding to a Solicitation (Continued)

### Completing the Vendor Company Information

- 1 From Windows Explorer, open the **Solicitations** | <solicitation number> folder.
- 2 Double-click on the <solicitation number>.pff file or the <solicitation number\_Amendment #>.pff file. The SF 1449 form for that solicitation opens.
- 3 From the Form menu, select **Attachments**. (You can also click on the paper clip icon to access the Attachments.) A list of Attachments appears.
- 4 Depending on your situation, do one of the following:
  - If you have submitted responses to previous solicitations and already have a completed Vendor Company Information form, then proceed to Step 5.
  - If this is the first time you have responded to a solicitation, then do the following:

- a. From the Attachments list, double-click on the **VendorCompany.pff** file. The Vendor Company Information Form appears.

**IMPORTANT:** When you double-click on a form from within the Attachments list, the work you do in that form will NOT automatically replace the blank form that is currently attached to the SF 1449 form. The process required to replace the blank attachment with your completed form is described later in the steps below.

- b. From the File menu, select **Save As**.

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**NOTE:** The first time you save a form that you opened through the Attachments list, you must do a File | Save As or click the Save button at the bottom of the form to save the form to the Solicitations folder. After the initial save, then you can use the Save icon from the toolbar.

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- c. From the Save in: field, find the **Solicitations** folder.
- d. In the File name: field, highlight "**VendorCompany[#]**," type your company name, and then click the **Save** button.
- e. Complete the form.

**IMPORTANT:** You MUST complete all of the required fields, which are indicated by an asterisk and yellow background on the form. Also, the company name you use in the form MUST match the company name you use in CCR.

- f. Once you have entered all of your data, click the **Validate Form** button (located at the bottom of the form) to ensure you have completed all of the required fields and entered data correctly. If you receive have questions about the validation errors, contact the Interagency Incident Systems Helpdesk at helpdesk@dms.nwgc.gov or (866) 224-7677 (press Option 3 for VIPR).
- h. Once your changes are complete, click the **Save** button (located at the top in the Form toolbar and at the bottom of the form). Your completed company form is saved in the Solicitations folder.
- i. Click the Close button in the upper right corner of the Vendor Company Information form. The company form closes and the Attachments list appears.



**Business Rule:**  
You MUST attach a completed Vendor Company Information form to EVERY offer you submit.



**TIP:** When completing the Vendor Company Information form, you MUST:

- Complete all of the required fields, which are indicated by an asterisk and yellow background on the form.
- For "Company Name," use the same company name you use for Central Contractor Registration (CCR).
- Ensure your e-mail address is correct. Award confirmation is provided electronically; an incorrect e-mail address may result in no delivery of the award notification.

## Responding to a Solicitation (Continued)

### Completing the Vendor Company Information (Cont'd)

In the following steps, you will ensure the version of your completed company form is current, add your completed company form to the SF 1449 form, and delete the blank Vendor Company Information form that is still attached to the SF 1449 form.

- 5 From the Attachments list, double-click on the **VendorCompany.pff** form within the solicitation (or amendment package).
- 6 Scroll to the bottom of the form and check the **Version #** on the form.
- 7 Depending on the version of the form, do one of the following:
  - If the Version # on the form matches the Version # of the form that you had previously completed for other solicitations, then close the form, and proceed to Step 8.
  - If the Version # on the form is a newer Version than the form you had previously completed, go back to Step 4b, complete Steps 4b-4i to complete and save the newer version of the company form, and then proceed to Step 8.
- 8 From the Attachments list, click the **Add** button. The Open dialog box appears.
- 9 From the Solicitations folder, select your completed **<companyname>.pff** form, and then click the **Open** button. Your completed company form attaches to the solicitation package and you can see your company form is now in the list of Attachments.
- 10 From the Attachments list, select the **VendorCompany.pff** file, and then click the **Delete** button.

The original blank Vendor company form is removed from the solicitation package.

### Example of the Vendor Company Information Form

You only need to fill out the Vendor Company Information form **once** and then you can use the one completed company form for all of your solicitation responses. You can make updates to this form at any time.

Use the same company name that you use in Central Contractor Registration (CCR).

Provide contact information for at least one company representative; this representative will be signing solicitation responses, so the person must have an eAuthentication Level 2 account.

Use your payment address.

Enter the Mailing Address only if it is different than the Company Address.

Your "Small Business Status" selection must match your Small Business Status in ORCA or as certified in FAR Clause 52-212.3.

Use this to ensure you have entered data in all of the required fields.

**VIPR** Virtual Incident Procurement  
Acquisition Management  
USDA Forest Service

**Vendor Company Information Form**  
Please complete the required fields, which are indicated by an asterisk (\*) and highlighted in yellow.

**1. Company Identification** Your company name must match the company name you use for the Central Contractor Registration (CCR).  
Company Name\* [ ] DUNS\* [ ]

**2. Contact Information** Please verify the accuracy of your e-mail address. Award confirmation is provided electronically and an incorrect e-mail address will result in failure to deliver the award notification.  
First Name\* [ ] Last Name\* [ ]  
Daytime Phone\* ( ) - [ ] Cell Phone ( ) - [ ] Evening Phone ( ) - [ ] FAX ( ) - [ ]  
E-mail Address\* [ ]

**3. Company Address** Be sure to use the company address where you wish to receive payment for your services.  
Street Address\* [ ] City\* [ ] State\* [ ] Zip Code\* [ ] - [ ]

**4. Mailing Address**  
 Select this check box if the Mailing Address is different than the Company Address, and then complete the required address fields listed below.  
Street Address\* [ ] City\* [ ] State\* [ ] Zip Code\* [ ] - [ ]

**5. Small Business Status** Any selection you make for "Small Business Status" must match the Small Business Status in ORCA or FAR Clause 52.212.3.  
Select any of the following that represent your small business status.  
 Small Business  Service-Disabled Veteran-Owned Small Business  
 HUBZone  8(a)

**6. Discount Terms**  
If you are offering a discount, please enter the percentage of payment reduction and the number of days that the payment must be made prior to the due date (for example: 1% 20 Net 30)  
[ ]

**7. Supporting Documentation**  
"I certify that I have all required insurance, workers' compensation (or exemption), and DOT inspections, as required by the solicitation or Federal, State, or local laws." \*  
Yes No  
If you have workers' compensation, then the Workers Compensation Expiration Date is Required  
Workers' Compensation Expiration Date [ / / ]

"I will have a sufficient number of employees and those employees will meet the training and qualifications required by the solicitation." \*  
Yes No  
"I am registered in the Contractor Central Registration (CCR) system (http://www.ccr.gov)." \*  
Yes No  
"I have completed my representations and certifications on-line via the Online Representations and Certifications Application (ORCA) website (https://orca.bpn.gov)." \*  
Yes No

Validate Form Clear Form Save Print

Version 1

This is your 9-digit DUNS number.

Verify the accuracy of your e-mail address. Award confirmation is provided electronically and an incorrect e-mail address may result in failure to deliver the award notification.

Ensure you are using the latest version of the form. The packages you download from FBO will always have the latest version of this form.

## Responding to a Solicitation (Continued)

### Completing the Resource (Equipment) Information

- 1 From Windows Explorer, open the **Solicitations | <solicitation number>** folder.
- 2 Double-click on the <solicitation number>.pff file or the <solicitation number\_Amendment #>.pff file. The SF 1449 form for that solicitation opens.
- 3 From the Form menu, select **Attachments**. (You can also click on the paper clip icon to access the Attachments.) A list of Attachments appears.
- 4 Depending on your situation, do one of the following:
  - If you have gone through this response process before and have already completed your resource data entry forms, proceed to Step 5.
  - If you are going through this response process for the first time, then do the following:

**a.** From the Attachments list, double-click on a **<resource data entry form>.pff** file. The specific resource data entry form appears. In this example, the Dozer, Type 1 form appears.

**IMPORTANT:** When you double-click on a form from within the Attachments list, the work you do in that form will NOT automatically replace the blank form that is currently attached to the SF 1449 form. The process required to replace the blank attachment with your completed form is described later in the steps below.

**b.** From the File menu, select **Save As**. The Save As dialog box appears.

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**NOTE:** The first time you save a form that you opened through the Attachments list, you must do a File | Save As or click the Save button at the bottom of the form to save the form to the Solicitations folder. After the initial save, then you can use the Save icon from the Form toolbar.

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**c.** From the Save in: field, find the **Solicitations** folder if it is not already selected.

**d.** In the File name: field, highlight the **<resource name [#]>**, type the name of your resource, and then click the **Save** button. The resource data entry form is saved in the Solicitations folder.

**e.** Complete the form.

**IMPORTANT:** You must complete all of the required fields, which are indicated by an asterisk and yellow background on the form. When selecting a dispatch center, visit the Incident Procurement Web site at <http://www.fs.fed.us/business/incident/vipr.php>.

**g.** Once you have entered all of your data, click the **Validate Form** button (located at the bottom of the form) to ensure you have completed all of the required fields and entered data correctly. If you receive a validation error and have questions or need assistance, contact the Interagency Incident Systems Helpdesk at [helpdesk@dms.nwcg.gov](mailto:helpdesk@dms.nwcg.gov) or (866) 224-7677 (press Option 3 for VIPR).

**h.** Once your changes are complete, click the **Save** button (located at the top in the Form toolbar and at the bottom of the form). Your completed resource data entry form is saved in the Solicitations folder.

**i.** Repeat Steps 4a – 4h for every resource that you wish to include in your solicitation response.

**IMPORTANT:** You must complete a resource data entry form for every resource that will be in your solicitation response. For example, if your response will include two Dozer Type 1s, then you will need to complete two Dozer Type 1 forms; you CANNOT use one form for both Dozers. You can copy one completed Dozer form, rename the file, and then complete the information specific to the other Dozer.

**j.** Click the Close button in the upper right corner of the form. The resource data entry form closes and the Attachments list appears. Proceed to Step 5.



#### Business Rule:

You **MUST** complete a resource data entry form for every resource that will be in your solicitation response. For example, if your response will include two Dozer Type 1s, then you will need to complete two Dozer Type 1 forms; you **CANNOT** use one form for both Dozers. You can copy one completed Dozer form, rename the file, and then complete the information specific to the other Dozer.



#### TIPS:

- When changing the name of the file for your resource, you may want to use a name specific to the piece of equipment, e.g., VIN number, Equipment ID, etc.
- The Attachments list contains a resource data entry form for each type of resource (equipment) included in the solicitation; however, you only need to complete the resource data entry forms for the type of equipment that you wish to include with your offer.
- Be sure to delete ALL of the blank forms from the package, including the resource data entry forms that you do not use, otherwise, when you submit your offer, you will get an error because there are blank forms in your solicitation package.

## Responding to a Solicitation (Continued)

### Completing the Resource (Equipment) Information (Cont'd)

In the following steps, you will ensure the version of your resource data entry form is current, add your completed resource data entry form(s) to the SF 1449 form and then delete the blank resource data entry forms that are still attached to the SF 1449 form.

- 5 From the Attachments list, double-click on the <resource data entry form>.pff form.
- 6 Scroll to the bottom of the form and check the Version # on the form.
- 7 Depending on the version of the form, do one of the following:
  - If the Version # on the form matches the Version # of the form that you had previously completed for other solicitations, then close the form, and proceed to Step 8.
  - If the Version # on the form is a newer Version than the form you had previously completed, go back to Step 4b, complete Steps 4b-4i to complete and save the newer version of the company form, and then close the form and proceed to Step 8.
- 8 From the Attachments list, click the **Add** button. The Open file dialog box appears.
- 9 From the Solicitations folder, select your completed resource data entry form, and then click the **Open** button. Your completed resource form is now attached to the solicitation package.
- 10 From the Attachments list, select the <resource data entry form>.pff file, and then click the **Delete** button. The original blank resource form is deleted from the package.
- 11 Repeat Steps 5-10 for all resource data entry forms that will be included in your solicitation response and to delete ALL of the blank resource data entry forms.

**IMPORTANT:** If a solicitation requires additional information to be submitted with the offer, i.e. resumes, certifications, etc., use the Add button in the Attachments list to add those documents to the solicitation package.

Be sure to delete ALL of the blank forms from the package, including the resource data entry forms that you do not use, otherwise, when you submit your offer, you will get an error because there are blank forms in your solicitation package.

### Example of a Resource Data Entry Form

Below is an example of a resource data entry form. The data fields on each resource data entry form will vary depending on the type of information needed for that resource.

**VIPR** Virtual Incident Procurement  
Acquisition Management  
USDA Forest Service

**Resource Category**  
**Engine, Type 3**

*Please complete the required fields, which are indicated by an asterisk (\*) and highlighted in yellow.*

**1. Equipment Description**  
 License #\* [ ] State\* [ ] (Where the license was issued)  
 VIN Number\* [ ] Equipment ID\* [ ]  
 Make\* [ ] Model\* [ ]  
 Year\* [ ] DOT Inspection Issue Date\* [ / ] Insurance Policy Expiration Date\* [ / ]

**2. Equipment Location**  
 City\* [ ] State\* [ ] Zip Code\* [ ] - [ ]  
 Dispatch Center\* [ ] Latitude [ ] Longitude [ ]  
*Latitude and Longitude are for future use.*

**3. Equipment Attributes**  
 Capacity\* [ ] gallons hauled (water) All-Wheel Drive\* [ ] CAFS\*  Yes  No  
 Foam Capability\*  Yes  No *If you have Foam Capability, then Foam Application System Type is Required.* Foam Application System Type\* [ ]

**4. Rates**  
 Daily Rate\* \$ [ ]

**5. Contact Information**  
*Complete this section ONLY if the contact information is different than what is listed on the Vendor Company Information form.*  
 First Name [ ] Last Name [ ]  
 Daytime Phone ( ) - [ ] Cell Phone ( ) - [ ] Evening Phone ( ) - [ ] FAX ( ) - [ ]  
 E-mail Address [ ]

First Name [ ] Last Name [ ]  
 Daytime Phone ( ) - [ ] Cell Phone ( ) - [ ] Evening Phone ( ) - [ ] FAX ( ) - [ ]  
 E-mail Address [ ]

**Validate Form** **Clear Form** **Save** **Print**

Version 1

For instructions on how to select the appropriate Dispatch Center, view <http://www.fs.fed.us/business/incident/vipr.php>

The rate value(s) must be greater than zero (0).

Use this to ensure you have entered data in all of the required fields.

For forms that have this box, only use it during the Agreement Phase, if needed.

## Responding to a Solicitation (Continued)

### Completing Representations-Certifications (FAR 52.212-3)

You are required to complete FAR 52.212-3, Offeror Representations and Certifications – Commercial Items (Section E-3) with your offer. To complete this submission, you can do any of the following:

- Use the Online Representations and Certifications Application (ORCA) at <http://orca.bpn.gov> to electronically complete the annual representations and certifications in accordance with FAR 52.212-3.

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**NOTE:** If you use ORCA, you are not required to submit your representations and certifications with your offer.

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- Download the FAR 52.212-3 clause from <http://www.acquisition.gov/comp/far/index.html>, complete and save the document and then print and mail the hardcopy document to the Issued By office, which is in Box 9 on the SF 1449 form.
- Download the FAR 52.212-3 clause from the solicitation package, complete and save the document, and then attach the document to your offer (as described below).

- From Windows Explorer, open the **Solicitations | <solicitation number>** folder.
- Double-click on the **<solicitation number>.pff** file. The SF 1449 form opens.
- From the Form menu, select **Attachments**. (You can also click on the paper clip icon to access the Attachments.) A list of Attachments appears.
- From the list of Attachments, double-click on the **Representations-Certifications -FAR 52.212-3.doc** file. The document opens.

---

**NOTE:** If a message appears warning you that attachments may contain viruses, you can ignore it because the attachment is a valid document. Click **Yes** to open the attachment.

---

- Within the document, from the File menu, select **Save As**. The Save As dialog box appears.

---

**NOTE:** The first time you save a document that you opened through the Attachments list, you must do a **File | Save As** to save the document to the Solicitations folder. Otherwise, your document will be saved to C:\Documents and Settings\\Local Settings\Temp\.

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- In the Save in: field, open the **Solicitations | <solicitation number>** folder, and click the **Save** button.
- In the document, complete all of the editable areas that are specific to your solicitation response.

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**NOTE:** Editable areas within the document are indicated by highlighted brackets. All other information with the document is non-editable.

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- Save your changes, and then close the document.
- From the Attachments list, select the original Representations-Certifications -FAR 52.212-3.doc, and then click the **Delete** button. The original document is removed from the solicitation package.
- From the Attachments list, click the **Add** button. The Open dialog box appears.
- Access the Solicitations folder, select your completed Representations-Certifications FAR 52.212-3 document, and then click the **Open** button. Your completed document attaches to the solicitation package.
- If have completed and attached all of the required documents/forms, then close the Attachments box and return to the SF 1449 form where you can sign and submit your offer.



#### Business Rules:

- UNLESS you have completed the information electronically using ORCA, you must submit this information for each solicitation you respond to. However, you will only need to provide the representations and certifications once for a solicitation unless that specific information has been modified, which will be specified on the SF 30 form of an amendment package.
- Unless you have completed the information electronically using ORCA, you MUST submit this information for each solicitation you respond to. However, you will only need to provide the representations and certifications once for a solicitation unless that specific information has been modified, which will be specified on the SF 30 form of an amendment package. If you respond to different packages for a specific solicitation (amendment package, agreement package, and modification package), you do not need to re-submit your representations and certifications again for those packages.
- If you choose to submit a hardcopy of the representations and certifications document, the CO **must receive** the hardcopy document by the solicitation close date and time.

## Responding to a Solicitation (Continued)

### Signing and Submitting an Offer

- 1 From Windows Explorer, open the **Solicitations** | <solicitation number> folder.
- 2 Double-click on the <solicitation number>.pff file or if the solicitation has an amendment, then double-click on the <solicitation number\_Amendment #>.pff file. The SF 1449 form opens.
- 3 At the bottom of the SF 1449 form, click the **Sign Response** button. A message appears explaining what it means when you use your eAuthentication UserID and password to sign a response.
- 4 Click **Yes** to proceed.
 

**IMPORTANT:** Once you complete the steps for the eAuthentication process for a specific solicitation (Steps 5-11 below), you might not be required to perform those steps again the next time you click the "Sign Response" button on the SF 1449 form for that solicitation. If this occurs, it means your eAuthentication login information is already in the system and you can go from Step 4 to Step 12.
- 5 If an authorization message appears, click the **Continue** button once and wait a few seconds for this window to be replaced with the eAuthentication Web site warning message.
 

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**NOTE:** You may need to drag the window edges to re-size the window in order to view the entire message.

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- 6 From the eAuthentication Warning message box, click the **Continue** button. The eAuthentication Login screen appears.
 

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**NOTE:** You may need to drag the window edges to re-size the window in order to view the entire message.

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- 7 Enter your eAuthentication username and password, and then click the **Login** button.
 

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**NOTE:** If you do not remember your eAuthentication username or password, contact the ITS Service Desk at [eAuthHelpDesk@ftc.usda.gov](mailto:eAuthHelpDesk@ftc.usda.gov) or 800-457-3642.

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A Security Alert message appears. You can ignore this message because the VIPR site is secure.
- 8 Click **Yes** to continue. A message informing you that you are authorized to submit your response appears.
- 9 Click on the **Close** button to close the message window. The SF 1449 form re-appears.
- 10 From the SF 1449 form, click the **Sign Response** button again. The message explaining what it means when you use your eAuthentication UserID and password to sign a response re-appears.
- 11 Click **Yes** to proceed.
- 12 VIPR conducts a validation test to check for the following:
  - For every solicitation response, your company information form and at least one resource data entry form specific to the solicitation are attached to the SF 1449 form. However, VIPR cannot ensure that all resource data entry forms specific to your equipment are attached.
  - Each resource data entry form has a unique Vendor-provided identifier (e.g., VIN number, Equipment ID, etc.). The same identifier cannot be used for the same resource type for the same solicitation.
  - The forms attached to the solicitation response are the correct version of the forms. If the forms are the incorrect version due to a change in the form or an amendment, VIPR will notify you and you will need to download the latest version of the solicitation package from FBO, complete the solicitation package with the new version of the forms, and re-submit your offer.



#### Business Rules:

- You can continue to update your company and resource information and re-submit a solicitation package until the solicitation close date. After the close date, VIPR will NOT accept a response unless the CO has notified you of a problem and allows you to re-submit your response or has entered into negotiations and requested a revised offer.
- VIPR will use the Vendor's last response as the response on record; VIPR will NOT try to determine the difference between multiple packages for the same solicitation sent by the same Vendor.

You will receive either a successful submittal message or an error message. Details about each type of message are explained in the "[Types of Submittal Response Messages](#)."

## Responding to a Solicitation (Continued)

### Signing and Submitting an Offer: Types of Submittal Response Messages

**Your response was successfully submitted. Your response is in the VIPR system and will be evaluated by the Contracting Officer assigned to the Solicitation. You can now close this window.**

**Successful submittal:** Your offer has been received in the VIPR system. If there are amendments to this solicitation, then VIPR will notify you. Otherwise, you will not be notified about the status of your offer for this solicitation until after the solicitation close date. **NOTE:** When your response is successfully submitted, you have met the requirement described in Box 28 of the SF 1449 form which is to provide a signature and a copy of the form.

**No Vendor Information was attached to the response**

**Your completed Vendor Information form was not attached to the solicitation:** Ensure you have attached your completed company form AND deleted the blank Vendor Company Information form.

**At least one valid resource (equipment) must be attached.**

**Your completed resource data entry form was not attached to the solicitation:** Ensure you have attached your completed resource data entry forms that are specific to the solicitation AND deleted all blank resource data entry forms.

**The Resource form Mobile Laundry Type 1 attached to your submission is missing Equipment Location information.**

**You have an incomplete form within the package. Required fields on either the Vendor Company form and/or a resource data entry form may be incomplete OR blank forms have not been deleted from the package:** This message is just one example for an attached data entry form (Mobile Laundry Type 1) that has an incomplete field that is required for the form. Check your forms to ensure all required fields are

completed and then add the completed forms to the solicitation (or amendment) package and sign and submit your response. **NOTE:** Ensure you have deleted all blank resource data entry forms from the package; otherwise, you will get error messages similar to this one for all of the required fields for every blank form that is still attached to the package.

## Responding to a Solicitation (Continued)

### Signing and Submitting an Offer: Types of Submittal Response Messages (Continued)

**The package being used to respond to an amended solicitation is invalid or outdated. (ID:null) Check FedBizOpps for a new amended Solicitation package.**

**You have not responded to the latest amendment package:** You may not be working with the most current amendment package that was posted to FBO. If a solicitation has been amended after you have downloaded the solicitation or another amendment package, but before you have submitted an offer, then you may get this error message. Access the FBO Web site and download the latest amendment package for the solicitation, attach your completed forms to the amendment package, and sign and submit your response.

**All amendments to this solicitation must be attached.**

**All of the amendment files are not attached to the amendment package:** Ensure you have not deleted an Amendment#.pff file from the amendment package. If an Amendment file is not in the package, then you may have inadvertently deleted an Amendment#.pff file.

Use the "original" <solicitation number\_Amendment#>.pff file that you saved to your local drive to find the missing Amendment files, re-attached the missing Amendment#.pff files to the "working" amendment package, and then sign and submit your response again.

*If you have questions about an error message and/or need assistance, contact the Interagency Incident Systems Helpdesk at [helpdesk@dms.nwcg.gov](mailto:helpdesk@dms.nwcg.gov) or (866) 224-7677. Press Option 3 for VIPR / eAuth. If an error message has a reference number in it, make a note of the number and provide the reference number to the Helpdesk.*

## Submitting a Revised Offer

### Submitting a Revised Offer on an Open Solicitation

- 1 From Windows Explorer, open the **Solicitations** folder.
- 2 Double-click on your company form or the resource data entry form that you wish to update.
- 3 Make any necessary changes to the company information form and/or the resource forms.
- 4 Once you have entered all of your data, click the **Validate Form** button (at the bottom of each form) to ensure you have completed all of the required fields and entered data correctly.
- 5 Once your updates are complete, click the **Save** button (located at the top in the Form toolbar and at the bottom of the form).
- 6 Repeat Steps 2-5 for every form you wish to update.
- 7 From Windows Explorer, open the **Solicitations | <solicitation number>** folder.
- 8 Double-click on the **<solicitation number>.pff** file or if the solicitation has an amendment, double-click on the **<solicitation number\_Amendment #>.pff** file. The SF 1449 form appears.
- 9 From the Form menu, select **Attachments**. (You can also click on the paper clip icon to access the Attachments.)
- 10 From the Attachments list, select the **.pff** file that you are going to replace, and then click the **Delete** button. Your old form is deleted from the package.
- 11 From the Attachments list, click the **Add** button.
- 12 From the Solicitations folder, select your updated form, and then click the **Open** button. Your updated form is now attached to the solicitation package.
- 13 Repeat Steps 10-12 for every form that you wish to replace with an updated form.
- 14 Click the **Close** button to close the Attachments list.
- 15 Click the **Save** button to save your updated solicitation package.
- 16 Once the updated information is attached to the SF 1449 form, go to "[Signing and Submitting an Offer](#)," to sign and submit your offer.



#### Business Rules:

- You can update your company and resource information and re-submit a revised offer at any time until the solicitation close date.
- VIPR will use the Vendor's last response as the response on record; VIPR will NOT try to determine the difference between multiple packages for the same solicitation sent by the same Vendor.
- If the information you have updated applies to other solicitations you have responded to, then you must repeat this process for each solicitation you responded to.

## Submitting a Revised Offer (Continued)

### Submitting a Revised Offer After a Solicitation Has Closed

If the CO has notified you of a problem and allows you to re-submit your response or has entered into negotiations with you and has requested a revised offer, you can update the information in your offer by following the procedures described in "[Submitting a Revised Offer on an Open Solicitation](#)."



**Business Rule:**

After a solicitation is closed, you CANNOT update your information and submit a revised offer for that solicitation UNLESS the CO has notified you of a problem and allows you to re-submit your response or the CO has entered into negotiations with you and has requested a revised offer.

### Withdrawing an Offer

To withdraw an offer, telephone or e-mail the CO that you wish to withdraw your offer. The CO will ensure your solicitation response is withdrawn from the VIPR system.

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**NOTE:** The "Withdraw Offer" button on the SF 1449 form is intended for future functionality and is NOT currently enabled.

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**Business Rules:**

- You can withdraw your offer on a solicitation anytime before the solicitation closes.
- If you have submitted offers to other solicitations, those solicitation responses will NOT be affected by the withdrawal request for a specific solicitation.

## Responding to an Amended Solicitation

If you are going to submit an offer for the first time on an amended solicitation, follow the same procedures described "[Responding to a Solicitation](#)," but download the amendment package from FBO.

If you have already submitted an offer on a solicitation and that solicitation has been amended since you submitted your offer, VIPR will send you an e-mail notice informing you of the amendment and providing a link to the amended solicitation package. You will need to follow the procedures described below.

- 1 In the e-mail message you receive from VIPR, double-click on the amendment solicitation package file. A Save As dialog box appears.
- 2 Save the amendment package in the appropriate **Solicitations | <solicitation number>** folder.



### Business Rules:

- When responding to an amendment, you can update any of your company information or information on specific resources, if needed, before you attach your forms to the amendment package.
- When responding to an amendment, you **MUST** submit a complete package, which means you **MUST ATTACH ALL** of the resource forms that you want to include with your offer and that still apply to the amended solicitation.

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**NOTE:** Before working with the amendment package, you may want to save a copy of the amendment package and rename it as "Original-<solicitation number\_ Amendment 1>.pff."

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- 3 Open the amendment package and from the Form menu, select **Attachments**. A list of Attachments appears.
  - 4 From the Attachments list, click the **Add** button.
  - 5 From the Solicitations folder, select your company form, and then click the **Open** button. Your company form is now attached to the amendment package.
  - 6 From the Attachments list, select the **VendorCompany.pff** file, and then click the **Delete** button. The blank VendorCompany form is deleted from the package.
  - 7 From the Attachments list, click the **Add** button.
  - 8 From the Solicitations folder, select your resource form, and then click the **Open** button. Your resource form is now attached to the amendment package.
  - 9 Repeat Steps 7-8 for every resource data entry form you want to add to the package.
- 
- NOTE:** Be sure to attach the Representations-Certifications document and any other submittals required by the solicitation.
- 
- 10 From the Attachments list, select the **<resource data entry form>.pff** file, and then click the **Delete** button. The blank form is deleted from the package.
  - 11 Repeat Step 10 to delete all of the blank forms within the amendment package.
  - 12 Click the **Close** button to close the Attachments list.
  - 13 Click the **Save** button to save the amendment package with your company and resource data entry forms attached.
  - 14 Once your forms are attached to the amendment package, follow the instructions in "[Signing and Submitting an Offer](#)."

## Working with Agreements

Once a CO is done awarding agreements for a solicitation, VIPR notifies Vendors whether or not they have received the award.

**If you are NOT AWARDED an agreement,** VIPR will send you an e-mail informing you that you did not receive an award for a specific solicitation. If you have questions about the award decision, contact the CO.

**If you ARE AWARDED an agreement,** VIPR will send you an e-mail informing you that you have received an award; the e-mail will include the complete agreement package.

The agreement package includes the following:

- SF 1449 (with your eSignature and the CO's eSignature)
- SF 30 (if there were any amendments during the solicitation process)
- Schedule of Items
- Table of Contents
- Your completed company information form
- Your completed data entry forms for each resource
- All of the contract requirements

Once you receive an award, you can do the following:

- Print the Agreement
- Replace equipment on an agreement
- Withdraw equipment on an agreement

### Printing an Agreement

When you receive notification of award of an agreement, you MUST print the agreement, and as required by the agreement, when dispatched, bring to the incident a minimum of two copies of the complete agreement for each resource.

To print the complete agreement, you must print the following: (1) SF 1449, (2) SF 30 (if there are any), (3) Schedule of Items, (4) Table of Contents, (5) Contract Requirements and Exhibits, (6) Vendor Company Information Form, and (7) Resource Data Entry Form. The agreement accompanying the resource to the incident may include only the resource data entry form associated with that specific resource.

For instructions on how to print the agreement and its attachments, refer to "[Printing Packages.](#)"

### Replacing Equipment on an Agreement

If you wish to replace equipment on an agreement, you can do so as long as the equipment is equal or better.

To replace equipment on an agreement, you will need to telephone or e-mail the CO on the agreement and request a modification to the agreement. The CO will issue a modification and the modification package will be e-mailed to you. Once you receive the modification package, you will use the "Replace" functionality at the top of the resource data entry form by following the procedures in "[Responding to a Modified Agreement.](#)"



#### Business Rules:

- If you replace equipment, it must be with equal or better equipment. VIPR will create a new DPL with the new equipment detail, but will NOT re-sort the order of the Vendors on the DPL.
- You cannot change the price or the Dispatch Center for the replacement equipment.

### Withdrawing Equipment on an Agreement

If you wish to withdraw equipment on an agreement, you will need to telephone or e-mail the CO on the agreement and request a modification to the agreement. The CO will issue a modification and the modification package will be e-mailed to you. Once you receive the modification package, you will use the "Withdraw this Resource" functionality at the top of the resource data entry form by following the procedures in "[Responding to a Modified Agreement.](#)"

## Responding to a Modified Agreement

After you accept an awarded agreement, if the agreement is modified by the CO, VIPR will send you an e-mail notice informing you of the modification and providing a link to the modification package. You **MUST** respond to the modification by taking actions described on page 19 for the specific type of modification.

When you receive notification of a modification to an agreement, you **MUST** print the modified agreement, and as required by the agreement, you **MUST** carry with you to the incident a minimum of two copies of the complete modified agreement for each resource. To print the complete agreement, you must print (1) SF 1449, (2) SF 30, (3) Schedule of Items, (4) Table of Contents, (5) Contract Requirements and Exhibits, (6) Vendor Company Information Form, and (7) Resource Data Entry Form. The agreement accompanying the resource to the incident may include only the resource data entry form associated with that specific resource.

- 1** In the e-mail message you receive from VIPR, double-click on the modification package.
- 2** Save the modification package to the **Solicitations | <solicitation number>** folder.
- 3** Open the package and from the Form menu, select **Attachments**. A list of Attachments appears.
- 4** From the Attachments list, double-click on the **Modification#.pff** file. The modification form (also known as the SF 30 form) appears.
- 5** In Box 14 on the form, view the **Description of the Amendment/Modification**.
- 6** Close the SF 30 form and based on the type of modification, follow the appropriate procedures listed in the "[Types of Modifications](#)" table.

## Responding to a Modified Agreement (Continued)

### Types of Modifications

| For this type of modification                                  | Do this...  |
|--|---|
| <b>CO has modified the contract requirements</b>               | <ul style="list-style-type: none"> <li>a. From the Attachments list, double-click on the <b>ContractRequirements.pdf</b> file.</li> <li>b. View the contract requirements, and then close the document.</li> <li>c. Go to Step 3 in "<a href="#">Signing and Submitting an Offer</a>" to sign and submit your response to the modification.</li> </ul>  |
| <b>CO has modified their CO information</b>                    | No action is required, except to sign the response (go to Step 3 in " <a href="#">Signing and Submitting an Offer</a> " to sign and submit your response to the modification).  |
| <b>Vendor needs to modify their Vendor company information</b> | <ul style="list-style-type: none"> <li>a. From the Attachments list, double-click on the <b>VendorCompany.pff</b> form or use your existing form.</li> <li>b. Make your updates to the form.</li> <li>c. From the File menu, select <b>Save As</b> and save the updated VendorCompany.pff form to your Solicitations folder, and then close the form.</li> <li>d. From the Attachments list, click the <b>Add</b> button and select your updated company form.</li> <li>e. From the Attachments list, select the old VendorCompany.pff form, and then click the <b>Delete</b> button.</li> <li>f. Go to Step 3 in "<a href="#">Signing and Submitting an Offer</a>" to sign and submit your response to the modification.</li> </ul>  |
| <b>Vendor needs to withdraw a resource</b>                     | <p><b>NOTE:</b> There is a "withdraw" function on each resource data entry form; however, each form may vary slightly.</p> <ul style="list-style-type: none"> <li>a. From the Attachments list, double-click on the <b>&lt;resource data entry form&gt;.pff</b> form.</li> <li>b. In the Agreement Phase Only box (at the top of the form), select the <b>Withdraw this resource</b> check box.</li> <li>c. From the drop-down list, select the VIN/Serial Number that you wish to withdraw. (Some forms will not have this drop-down list because certain types of resources cannot be individually withdrawn [e.g., tents]. You may need to contact the CO about canceling the agreement.)</li> <li>d. From the File menu, select <b>Save As</b> and save the updated &lt;resource data entry form&gt;.pff form to your <b>Solicitations   solicitation number</b> folder, and then close the form.</li> <li>e. From the Attachments list, click the <b>Add</b> button and select your updated &lt;resource data entry form&gt;.pff.</li> <li>f. From the Attachments list, select the blank &lt;resource data entry form&gt;, and then click the <b>Delete</b> button.</li> <li>g. Go to Step 3 in "<a href="#">Signing and Submitting an Offer</a>" to sign and submit your response to the modification.</li> </ul>  |
| <b>Vendor needs to replace a resource</b>                      | <p><b>NOTE:</b> Not all resource data entry forms will have the "replace" function.</p> <ul style="list-style-type: none"> <li>a. From the Attachments list, double-click on the <b>&lt;resource data entry form&gt;.pff</b> form.</li> <li>b. In the Agreement Phase Only box (at the top of the form), select the <b>Replace this VIN/Serial Number</b> check box.</li> <li>c. From the drop-down list, select the VIN/Serial Number that you wish to replace. (Some forms will not have this drop-down list because certain types of resources cannot be individually replaced [e.g., tents]. You may need to contact the CO about canceling the agreement.)</li> <li>d. Complete <b>ALL of the required fields</b> on the form with the new equipment information.</li> </ul> <p><b>NOTE:</b> In order to successfully submit a response, you must select a Dispatch Center (DC) and enter data into the rate fields for the new resource data entry form since these fields are required; however, the data you enter into these fields will be ignored and will NOT replace the original DC and pricing information you submitted with your original offer.</p> <ul style="list-style-type: none"> <li>e. From the File menu, select <b>Save As</b> and save the updated &lt;resource data entry form&gt;.pff form to your <b>Solicitations   solicitation number</b> folder, and then close the form.</li> <li>f. From the Attachments list, click the <b>Add</b> button and select your updated &lt;resource data entry form&gt;.pff.</li> <li>g. From the Attachments list, select the blank &lt;resource data entry form&gt;, and then click the <b>Delete</b> button.</li> <li>h. Go to Step 3 in "<a href="#">Signing and Submitting an Offer</a>" to sign and submit your response to the modification.</li> </ul> |
| <b>CO has terminated the agreement</b>                         | No action is required.  |
| <b>Vendor needs to cancel the agreement</b>                    | Go to Step 3 in " <a href="#">Signing and Submitting an Offer</a> " to sign and submit your cancellation.   |

## Printing Packages

At any point in the process, you can print the forms and other documents within a solicitation, amendment, agreement, or modification package. Since the forms are separate documents, you will need to print one document at a time. Also, the procedures listed below for printing the forms within a package are the same regardless of the type of package you are printing; the only difference will be the file you open in Step 2.

When you receive notification of award of an agreement, you **MUST** print the agreement, and as required by the agreement, you **MUST** carry with you to the incident a minimum of two copies of the complete agreement for each resource. To print the complete agreement, you must print (1) SF 1449, (2) SF 30 (if there are any), (3) Schedule of Items, (4) Table of Contents, (5) Contract Requirements and Exhibits, (6) Vendor Company Information Form, and (7) Resource Data Entry Form. The agreement accompanying the resource to the incident may include only the resource data entry form associated with that specific resource.

- 1 From Windows Explorer, open the **Solicitations | <solicitation number>** folder.
- 2 Double-click on the **<solicitation number>.pff** form. The SF 1449 form opens.
- 3 From the File menu, select **Print**. The Print screen opens.
- 4 Select your print options, and then click the **OK** button. The form prints.
- 5 On the SF 1449 form, from the Form menu, select **Attachments**. The list of the attachments associated with the solicitation opens.
- 6 Double-click on the .pff form you wish to print. The form opens.
- 7 In the form, from the File menu, select **Print**. The Print screen opens.
- 8 Select your print options, and then click the **OK** button. The form prints.
- 9 Close the form. The list of Attachments re-appears.
- 10 Repeat Steps 6 - 9 for all of the attachments.
- 11 Once all of the documents are printed, click the Close button on the Attachments box and close the SF 1449 form.

## Accessing the Dispatch Priority Lists (DPLs)

You can access the Dispatch Priority List (DPL) from the Incident Procurement Web site at <http://www.fs.fed.us/business/incident/vipr.php>.

## Comprehensive List of All of the Business Rules

Below is a comprehensive list of all of the business rules highlighted throughout the user guide.

### Completing the Vendor Company Information

- You MUST attach a completed Vendor Company Information form to EVERY offer you submit.

### Completing the Resource (Equipment/Crew) Information

- You MUST always attach at least one completed resource data entry form for each piece of equipment to EVERY offer you submit.
- You MUST attach one completed resource data entry form for every resource that will be in your solicitation response. For example, if your response will include two Engine Type 3s, then you will need to attach two Engine Type 3 forms; you CANNOT attach one form for both Engines. Another example is the Tent resource, where you must have one form for each Tent type.

### Signing and Submitting an Offer

- You can continue to update your company and resource information and re-submit an offer (solicitation package) until the solicitation close date. After the close date, VIPR will not accept a response unless the CO has notified you of a problem and allows you to re-submit your response or has entered into negotiations and requested a revised offer.
- VIPR will use the Vendor's last response as the response on record; VIPR will NOT try to determine the difference between multiple packages for the same solicitation sent by the same Vendor.

### Submitting a Revised Offer on an Open Solicitation

- You can update your company and resource information and re-submit a revised offer at any time until the solicitation close date.
- VIPR will use the Vendor's last response as the response on record; VIPR will NOT try to determine the difference between multiple packages for the same solicitation sent by the same Vendor.
- If the information you have updated applies to other solicitations you have responded to, then you must repeat this process for those solicitation responses as well.

### Submitting a Revised Offer After the Solicitation Has Closed

After a solicitation is closed, you CANNOT update your information for that solicitation UNLESS the CO has notified you of a problem and allows you to re-submit your response or has entered into negotiations and requested a revised offer.

### Withdrawing an Offer

- You can withdraw your offer on a solicitation UNTIL either the CO has indicated that the CO is done awarding for that solicitation or you are selected as a Vendor to receive an agreement for the solicitation.
- If you have submitted offers to other solicitations, those solicitation responses will NOT be affected by the withdrawal request for a specific solicitation.

### Responding to an Amendment

- When responding to an amendment, you can update any of your company information or information on specific resources, if needed, before you attach your forms to the amendment package.
- When responding to an amended solicitation, you MUST submit a complete package, which means you MUST ATTACH ALL of the resource forms that you want to include with your offer and that still apply to the amended solicitation.

### Replacing Equipment on an Agreement

- If you replace equipment, it must be with equal or better equipment. VIPR will create a new DPL with the new equipment detail, but will NOT re-sort the order of the Vendors on the DPL.
- You cannot change the price or the Dispatch Center for the replacement equipment.

## Checking for the System Requirements

| You should have...  | To find out if you have what you need...   |
|---|--|
| <p>Administrator rights to the PC you will use for the VIPR Vendor Solution.</p> <p><b>NOTE:</b> You will need administrator rights to your PC to install Formatta Filler software.</p>   | <p>If you can install software onto the PC, then you have administrator rights to the PC.</p>  |
| <p>Windows® NT, 2000, XP, or VISTA</p> <p><b>NOTE:</b> The Macintosh version of Formatta Filler will NOT work with the forms used in the VIPR Vendor Solution. In order to preview a VIPR package, you will need a PC that you can run Filler on.</p> | <ol style="list-style-type: none"> <li>1. From the your desktop, right-click on <b>My Computer</b> and select <b>Properties</b>.</li> <li>2. Under the System heading, note the type of system you have.</li> </ol>  |
| <p>Free Formatta Filler® software</p> <p><b>NOTE:</b> You will need this software to be able to work with the forms used in the VIPR Vendor Solution.</p>   | <p>Formatta Filler installation instructions are located at the Incident Procurement VIPR Web site: <a href="http://www.fs.fed.us/business/incident/vipr.php">http://www.fs.fed.us/business/incident/vipr.php</a></p>  |
| <p>Internet Explorer® 6.0 or better, with Java script enabled</p>   | <ol style="list-style-type: none"> <li>1. Open <b>Internet Explorer</b>.</li> <li>2. From the Help menu, select <b>About Internet Explorer</b>.</li> <li>3. Ensure you have Internet Explorer 6.0 or better.</li> <li>4. From the Tools menu, select <b>Internet Options</b>.</li> <li>5. Click the <b>Advanced</b> tab.</li> <li>6. Scroll down to the Java (Sun) heading and ensure the "Use JRE..." check box is selected.</li> </ol> |
| <p>Turn off Pop-up Blocker</p>  | <p>In Internet Explorer, you will need to either disable the pop-up blocker.</p> <p>To disable the pop-up blocker:</p> <ol style="list-style-type: none"> <li>1. Open <b>Internet Explorer</b>.</li> <li>2. From the Tools menu, select <b>Pop-up Blocker &gt; Turn Off Pop-up Blocker</b>. This will turn off the pop-up blocker for all sites.</li> </ol>  |

Key Terms to Know

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| <b>Agreement Package</b>                     | The documents that make up a complete awarded agreement including the SF-1449, the contract requirements, the schedule of items, the vendor company form, and all applicable resource data entry forms.  |
| <b>Amendment</b>                             | Changes to a published solicitation.   |
| <b>Award</b>                                 | Offer accepted by CO.  |
| <b>CO</b>                                    | Contracting Officer.   |
| <b>Contract Requirements</b>                 | The paragraphs included in the contract. Contract requirements include clauses, provisions, and the specifications included in Sections B, C, D, and E.  |
| <b>DPL</b>                                   | Dispatch Priority List. The DPL is the list of Vendors that dispatchers will use to fill orders for equipment on an incident.  |
| <b>FBO</b>                                   | FedBizOpps.  |
| <b>Formatta</b>                              | Forms tool used for the VIPR Vendor Solution.  |
| <b>I-BPA</b>                                 | Incident Blanket Purchase Agreement. The document resulting from the award of a pre-season agreement, using the SF-1449.   |
| <b>Interagency Incident Systems Helpdesk</b> | Helpdesk supporting VIPR.  |
| <b>Modification</b>                          | A change to an awarded agreement; multiple modifications can be associated with an award.  |
| <b>PFF</b>                                   | Formatta forms file type.  |
| <b>Resource Category</b>                     | A class of equipment. Example: Dozer, Engine, GIS Unit.  |
| <b>Solicitation Package</b>                  | The documents that are processed during the solicitation stage including the SF-1449 top sheet, the contract requirements, and the Vendor’s response including the company information and resource forms.   |
| <b>Synopsis</b>                              | The notice published to FedBizOpps, notifying vendors that a solicitation will be issued with a summary of the requirements.   |
| <b>Vendor</b>                                | Third-party company offering equipment and services to the Forest Service. Also known as Contractor.   |
| <b>VIPR</b>                                  | Virtual Incident Procurement; a Web-based incident procurement system that will replace and expand the Equipment and Training Inventory (EaTIS) prototype. COs will use VIPR to create and manage solicitations and agreements through the entire procurement process. |
| <b>VIPR Vendor Solution</b>                  | A forms-based tool that Vendors use to respond to solicitations, acknowledge amendments, receive awarded agreements, and respond to any agreement modifications.   |