



VIPR Vendor Solution User Guide

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Version Log

The *VIPR Vendor Solution User Guide* is subject to version control. This Version Log records all substantive changes made to the document.

Version #	Description	Release Date	Owner
1.0	Initial document	12/2008	Laurie Sonju
1.1	<p>Added text: Supporting documentation that is required by the solicitation that contains Personally identifiable Information (PII), e.g., resumes, must NOT be submitted through VIPR. Vendors should contact their Contracting Officer (CO) to determine how to submit those documents.</p> <p>Added text in sections: Working with Agreements and Responding to Modified Agreements</p> <p>Added new Appendix: Appendix A: Changing the Default Folder Location for Packages</p>	3/2009	Laurie Sonju
1.1.a	Added text: When renaming the forms, vendors should use a short (less than 40 characters), descriptive file name that is meaningful to them.	3/2009	Laurie Sonju
1.2	<p>Modified text: The Schedule of Items document was moved from the second page of the SF-1449 form to an attachment in the Attachments List.</p> <p>Added text: Responding to a Modified Agreement section—procedures for a canceled agreement and a terminated agreement.</p> <p>Added new Appendix: Appendix B: Using a Thumb Drive with Formatta Forms and a Public Computer.</p>	4/2009	Laurie Sonju
1.3.5	<p>Added text: Responding to a Modified Agreement section—procedures for responding to a suspended/resume modification and procedures for responding to a terminated/reinstated modification.</p> <p>Added new section: “Section 8.2, Requesting a Novation Agreement.”</p> <p>Added text: Throughout the guide, added comments regarding two issues: (1) Issue with using Internet Explorer 8.0 when trying to sign and submit a response, and (2) Issue with sending packages to vendors using AOL e-mail accounts.</p>	6/2009	Laurie Sonju
1.4	No changes, so this was not published.		
1.5	<p>Modified text: Responding to an Amended Solicitation section – vendors do not have to respond to all amendment packages.</p> <p>Modified text: in multiple sections – a vendor’s latest response to a solicitation will override any previous responses submitted by the vendor for that solicitation and will be the only response on record in the VIPR system.</p> <p>Modified text: in multiple sections – solicitation, amendment, and some modification packages (modifications that require a vendor response) are in a PFF file format. Agreements and signed, modified agreements (modifications that do not require a vendor response) are now in a PDF file format.</p> <p>Modified text: Printing Packages section– added instructions about printing PDF files.</p> <p>Added new Appendix D: Using Notepad to Copy and Paste Text into Formatta Forms</p> <p>Added new Appendix E: Examples of the Vendor Company Information Form</p>	10/2009	Laurie Sonju

	<p>and Resource Data Entry Forms</p> <p>Added new Appendix F: Examples of VIPR E-mails Sent to Vendors</p>		
2.0	<p>Edited text in Section 3, "Understanding How the VIPR Vendor Solution Works."</p> <p>Added text: in multiple sections – The resource data entry forms used for 2007 solicitations cannot be used for the same type of resource categories used for 2010 solicitations, because the resource data entry forms have been modified.</p> <p>Updated Appendix E: Examples of the Vendor Company Information Form and Resource Data Entry Forms - added new Vendor Company Information form, which has a new note regarding the Small Business Status check box— vendors MUST select at least Small Business.</p>	01/2010	Terry Kiele
2.1	<p>Edited text in Section 5.2.2, "Completing the Representations-Certifications -FAR 52.212-3" – The only option for completing the annual representations and certifications is to use the Online Representations and Certifications Application (ORCA) at http://orca.bpn.gov.</p> <p>Added text: in multiple sections – Added additional information about withdrawing or replacing resources in an offer and when to use the Withdraw/Replace check boxes on the resource data entry forms versus just re-submitting a new offer.</p> <p>Added text: Responding to a Modified Agreement section – Added information about changing the Number of Fallers/Faller Modules value with a modification.</p> <p>Added text: Responding to a Modified Agreement section – Added information about the changing a mechanic's name using a modification.</p>	02/2010	Terry Kiele
2.2	<p>Throughout the guide – removed references to the issue with using Internet Explorer 8.0 when trying to sign and submit a response – this issue is now resolved.</p> <p>Added text: System Requirements – Added information about using WinZip software to open the InspectionForms.zip file.</p> <p>Added text: Responding to a Modified Agreement section – Added information about responding to an Inspection Correction modification and responding to an Expired Agreement modification.</p> <p>Added text: Signing and Submitting a Response - provided explanation about the new InspectionForms.zip files that are included in some of the VIPR e-mail confirmation messages sent to vendors.</p> <p>Added e-mail examples to Appendix F: Examples of VIPR E-mails Sent to Vendors.</p>	03/2010	Terry Kiele
2.5	<p>Added text: Responding to Modified Agreements section - provided an explanation of how VIPR handles changes to a vendor's set asides, i.e. when the vendor had one set aside status at the time of agreement, but a different set aside status at the time of a modification to that agreement.</p> <p>Added Section 9.12, "Responding to an Extended Agreement Modification"</p> <p>Added Section 9.13, "Responding to a Novation Agreement Modification."</p> <p>Added text: Appendix C: Comprehensive List of Business Rules – added rules regarding Inspection Correction Modifications and Novation Modifications</p>	6/2010	Terry Kiele
2.5.1	<p>Throughout the guide – updated the Helpdesk information, which is now available 24 hours a day, 7 days a week, has a new Web site, and an additional e-mail contact address. NOTE: The original phone number and e-mail address have not changed.</p>	8/2010	Terry Kiele

2.6	Updated Appendix E: Example of the Resource Data Entry Forms – highlighted the new required Equipment ID field that is on every resource data entry form and provided suggestions on what data to put into that field.	8/2010	Terry Kiele
3.0	<p>Throughout the guide – changed the text regarding what to enter in the Company Name field on the Vendor Company Information form.</p> <p>Throughout the guide – highlighted the new change that vendors will be unable to re-use their resource data entry forms because the list of dispatch centers that vendors select on the resource forms may have changed based on the regions used for the solicitation.</p>	10/2010	Terry Kiele
3.1	<p>Added text: Section 1.1, User Guide Layout – added a note that this user guide is not intended for use by vendors who are using the pilot vendor application.</p> <p>Removed text: Section 1.2, Additional Resources – removed reference to the VIPR Vendor Solution tutorials.</p> <p>Added text: in multiple sections – added an example of the e-mail message a vendor receives when they get an award that has been changed due to national changes, but those changes were not in the vendor's last submittal for that solicitation.</p> <p>Added text: in multiple sections – If a vendor is using both the pilot vendor application (for Communications Trailer or Mechanic with Service Truck solicitations) and the Formatta forms (all other solicitations), they need to be aware that any changes they make to their vendor company information using one solution will NOT appear in the other solution. These two tools are used independently of each other; this means that if a vendor makes changes to their company information in the pilot vendor application, their Vendor Company Information form (Formatta) will NOT be current. So, they need to ensure their company information is current whenever they submit a response regardless of the tool they use.</p>	11/2010	Terry Kiele
3.2	Throughout the guide – changed the text regarding rollover modifications, which now allow vendors to change their dispatch centers and will re-calculate CBA score for updates to resource attributes.	1/2011	Terry Kiele
3.3	<p>Throughout the guide – VIPR will automatically remove expired and canceled agreements one year from the expiration date or cancellation date, respectively.</p> <p>Throughout the guide – After receiving an award, vendors can change their Small Business and LSA status during the annual rollover process, but vendors will need to contact the CO to request the change.</p> <p>Edited text: Section 9.13, Responding to a Novation Modification – once a novation modification is signed by the CO, the purchasing vendor's Small Business and LSA statuses is used when determining the ranking on the DPL.</p> <p>Edited text – Resource details are now in the last page of the agreement PDF package.</p> <p>Edited text: Section 12.9, Appendix I, List of Host Dispatch Centers – for Region 6, OR-NOC was changed to OR-BMC and OR-SFC was changed to OR-CVC. If you have any questions about the changes, contact your Contracting Officer.</p>	4/2011	Terry Kiele

4.0	<p>Throughout the guide – VIPR has combined the standard modification functionality with the extend agreement modification functionality, so the modification type is now known as “Standard and/or Extend Modification.”</p> <p>Throughout the guide – depending on when the agreements are made, the vendor company information sheet will be after the Schedule of Items and the Schedule of Items will now include resource details (attributes).</p> <p>Edits to Appendix E, Examples of Vendor Company Information Form – a DBA field and two set-asides have been added; the secondary contact information has been removed; phone labels have changed.</p>	10/2011	Terry Kiele
4.1	<p>The changes to the guide are minimal and address the conversion of several resource categories from Formatta to the vendor application.</p> <p>For vendors who have agreements for Clerical Support Units, Crew Carrier Buses, Fallers (Single and Faller Modules), GIS Units, Heavy Equipment, and Tents, those agreements and the resources on those agreements have been converted from Formatta into the vendor application.</p> <p>What this conversion means is that vendors will now use the vendor application to respond to any subsequent modifications made to those agreements. Also, vendors will manage these resources through the vendor application and will no longer use the Formatta forms for these specific resources.</p> <p>NOTE: In this guide, ignore any references to resources that have been converted, especially in the screenshots. The intent of the screenshots is to display examples of how to perform the instructions—the focus should not be the type of resource that may be in the screenshot.</p>	1/2012	Terry Kiele

NOTE: The latest version of the *VIPR Vendor Solution User Guide* is available in the Forest Service Incident Procurement VIPR Web site at <http://www.fs.fed.us/business/incident/vendorsupport.php>.

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1 Overview

(This guide is not intended for use by vendors who are using the pilot vendor application.)

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

1.1 User Guide Layout

This user guide provides step-by-step instructions for using the VIPR Vendor Solution through the entire procurement process. (This guide is not intended for use by vendors who are using the pilot vendor application.)

Each section explains a specific function of the VIPR Vendor Solution:

Section 1, "Overview" - Explains the purpose of the VIPR Vendor Solution and how to use this guide, provides contact information, and lists additional resources.

Section 2, “Getting Started” - Lists the business and system requirements needed for using the VIPR Vendor Solution, as well as a “getting ready” checklist.

Section 3, “Understanding How the VIPR Vendor Solution Works” – Describes how to use the VIPR Vendor Solution, defines what a “solicitation package” is, and provides suggestions on how to manage the solicitation packages.

Section 4, “Locating Solicitations at FedBizOpps (FBO)” – Provides instructions on how to find a VIPR I-BPA solicitation in the FBO list of opportunities.

Section 5, “Responding to a Solicitation” – Provides instructions on how to download a VIPR I-BPA solicitation package from FBO, how to complete the forms within a solicitation package, and how to sign and submit an offer.

Section 6, “Submitting a Revised Offer” – Explains how to update information on an offer and re-submit the offer.

Section 7, “Responding to an Amended Solicitation” – Provides instructions on how to respond to a solicitation that has been amended (a.k.a. amendment package).

Section 8, “Working with Agreements” – Explains what happens when a Forest Service CO awards agreements, how to print agreements, and how to request a modification to an agreement.

Section 9, “Responding to a Modified Agreement” – Explains the process for responding to different types of modifications of an agreement.

Section 10, “Printing Packages” – Provides instructions for how to print a PDF package (agreement and signed, modification packages) and how to print a PFF package (solicitation, amendment, and some modification packages [those that require a vendor response]).

Section 11, “Accessing the Dispatch Priority Lists” – Provides instructions for accessing a dispatch priority list (DPL).

Section 12, “Appendices” – Provides supplemental information, such as instructions for changing the Formatta Filler default folder location (Appendix A), instructions for using a thumb drive with Formatta Forms and a public computer (Appendix B), a comprehensive list of the business rules (Appendix C), instructions for using Notepad to copy and paste text into Formatta forms (Appendix D), examples of a Vendor Company Information form and a Resource Data Entry form (Appendix E), a list of examples of e-mail messages sent to vendors (Appendix F), a list of key links and resources (Appendix G), a checklist for the vendor procurement process (Appendix H), and a list of host dispatch centers (Appendix I).

Section 13, “Glossary” – Lists terms and definitions used in this guide.

1.2 Additional Resources

In addition to this user guide, you can use the following resources to assist you in understanding VIPR and the VIPR Vendor Solution.

- **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.
<http://www.fs.fed.us/business/incident/faq.php>
- **VIPR Vendor Solution Quick Reference Guide.** Provides a quick reference to key information that is used throughout the procurement process when using the VIPR Vendor Solution.
<http://www.fs.fed.us/business/incident/vendorsupport.php>

1.3 Getting Help



If you have questions about the VIPR Vendor Solution, contact the Interagency Incident Systems Helpdesk at helpdesk@dms.nwcg.gov or (866) 224-7677. Press Option 3 for VIPR / eAuth.

NOTE: The Helpdesk is available 24 hours a day/ 7 days a week. For more information about the Interagency Incident Systems Helpdesk, visit <http://www.interagencyhelpdesk.com/>.

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2 Getting Started

To get started, you must meet specific requirements for doing business with the Forest Service and for using the VIPR Vendor Solution. In addition, you may want to gather together your company and resource information to help you get ready for responding to solicitations.

2.1 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>.

2.2 System Requirements

The system requirements for using the VIPR Vendor Solution are listed in the following table.

IMPORTANT

As part of the VIPR Vendor Solution, vendors are required to provide electronic signatures when signing and submitting their offers on solicitations. The electronic signature functionality works with *PC computers only*. You CANNOT use Mac computers with the VIPR Vendor Solution. If this is an issue, please contact the Interagency Incident Systems Helpdesk at helpdesk@dms.nwcg.gov or (866) 224-7677. Press Option 3 for VIPR / eAuth.

You must have...	To find out if you have what you need
Administrator rights to the PC you will use for the VIPR Vendor Solution (or you can use a thumb drive)	If you can install software onto the PC, then you have administrator rights to the PC.
Windows® NT, 2000, XP, or VISTA NOTE: The Macintosh version of Formatta Filler will NOT work with the forms used in the VIPR Vendor Solution, so you MUST use a PC with a Windows operating system.	NOTE: The following instructions are written for Windows XP. The directions for other systems may vary slightly. 1. From your desktop, right-click on My Computer and select Properties . 2. Under the System heading, note the type of system you have.
Free Formatta Filler® software	Formatta Filler installation instructions are located at the Incident Procurement VIPR Web site: http://www.fs.fed.us/business/incident/vendorsupport.php
1 MB space available for downloading the Formatta Filler software	NOTE: The following instructions are written for Windows XP. The directions for other systems may vary slightly. 1. From the Start menu, select My Computer . 2. Right-click on the drive where you install and use Formatta Filler, and then select Properties . 3. Access the General tab. 4. In the Free space area, note the amount of free space you have available.
Turn off Pop-up Blocker in your Web browser	For example, in Internet Explorer 6.0 or 7.0: 1. Open Internet Explorer . 2. From the Tools menu, select Pop-up Blocker Turn Off Pop-up Blocker .
Free Adobe Reader® software	Instructions for downloading the free Adobe Reader are located at http://get.adobe.com/reader/ .
Free WinZip® software	Download the free WinZip utility program, which is available at http://www.winzip.com/downwz.htm .

2.3 Getting Ready

When you are responding to a solicitation, you will be asked to provide specific company and resource (equipment) information. You may find it helpful to gather the following information before you begin.

Company Information

- ✓ Company name
- ✓ DUNS number

- ✓ Contact information (first and last name, evening\after hours phone, daytime phone, cell\alternate phone, and e-mail address for company representative who will be signing solicitation responses)

NOTES: The company representative who will be signing solicitation responses MUST have a USDA eAuthentication Level 2 account, as described on the Incident Procurement VIPR Web site at <http://www.fs.fed.us/business/incident/eauth.php>.

When determining the e-mail address you wish to use, note that problems have been reported with the VIPR Vendor Solution packages sent to vendors with AOL e-mail accounts.

- ✓ Company address – street address, city, state, and zip code
- ✓ Mailing address, if different than company address
- ✓ Small business status
- ✓ Labor surplus area (LSA) status

NOTE: The LSA is a field added to the Vendor Company Information form and will be used by the Forest Service to help break tie rankings between vendors on the Dispatch Priority List (DPL). To determine if you are in an LSA, go to the Department of Labor Web site at <http://www.doleta.gov/programs/lsa.cfm>.

- ✓ Supporting documentation (you will need to certify that you meet the requirements and provide applicable dates)
 - Required insurance, workers' compensation (or exemption) and DOT inspections, as required by the solicitation
 - Workers' compensation expiration date, if applicable
 - Sufficient number of employees and those employees meet the training and qualifications required by the solicitation
 - Registered in the Contractor Central Registration (CCR) system
 - Completed certifications via the Online Representations and Certifications Application (ORCA)

Resource (Equipment) Information

Specific information will be required for each resource. However, some common types of information that are required for many resources are

- ✓ License #
- ✓ State (where the license was issued)
- ✓ VIN or Unique ID
- ✓ Equipment ID

- ✓ Make
- ✓ Model
- ✓ Year
- ✓ Insurance policy expiration date
- ✓ DOT inspection issue date
- ✓ Equipment location (city, state, zip code, and dispatch center)
- ✓ Capacity (i.e. gallons of water)
- ✓ Daily rate
- ✓ Contact information, if different than what is on the Vendor Company Information form

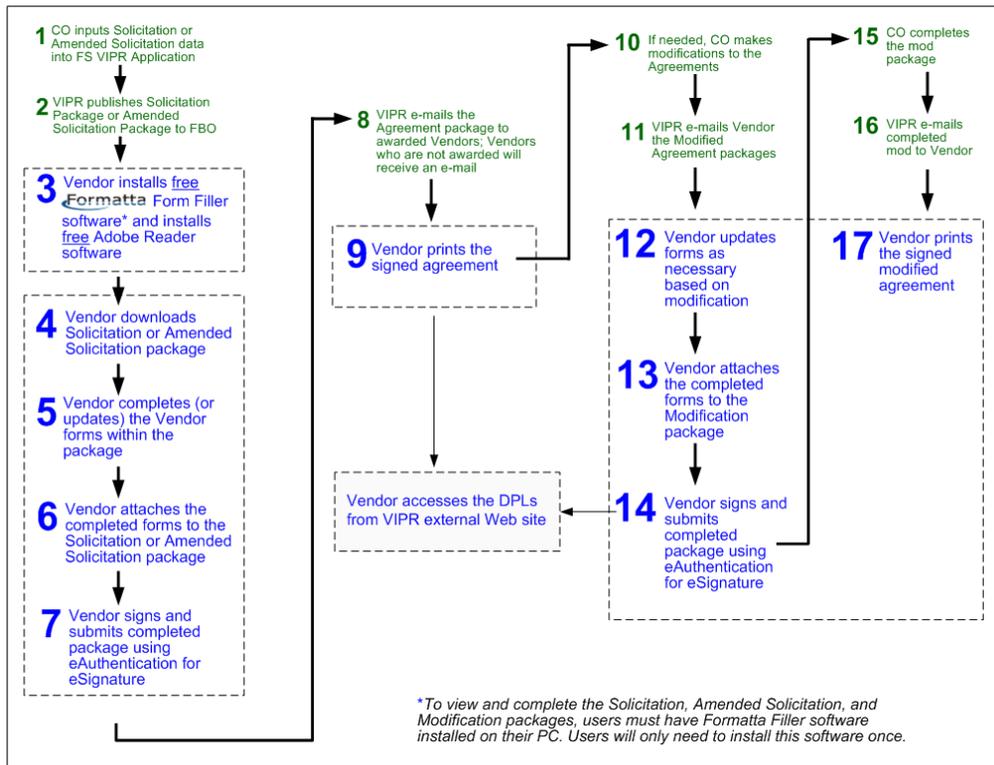
3 Understanding How the VIPR Vendor Solution Works

This section describes how vendors will use the VIPR Vendor Solution, defines what a “solicitation package” is, and provides suggestions on how to manage the solicitation packages.

3.1 Using the VIPR Vendor Solution

VIPR is the application that Forest Service COs use to create and manage solicitations through the entire procurement process. Vendors (a.k.a. Contractors) will not directly access VIPR to respond to a solicitation. When COs post their solicitation packages to 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, acknowledge amendments, receive awards, and respond to agreement modifications.

Below is a high-level diagram of how a vendor will use the VIPR Vendor Solution during the procurement process. The vendor steps are described in detail throughout this user guide.



3.2 What is a Solicitation Package?

A solicitation packages consists of the official government forms, contract requirements, and vendor resource forms required for a competitive solicitation. Depending on where you are in the procurement process, you may be working with one of the following types of packages:

- Solicitation package – used for new solicitations and posted to FBO
- Amendment package – used for solicitations that have been amended and posted to FBO
- Agreement package – sent to vendors who have received an award on the solicitation
- Modified agreement package – used for agreements that are modified and sent to vendors who received the original agreement package

COs ensure each package contains the required forms specific to that solicitation. Vendors responding to a solicitation, amendment, agreement, or modified agreement use the VIPR Vendor Solution to complete and submit the required forms within the specific package.

The following table provides a brief description of each of the forms and documents within a package and how you will use them.

Form	Description	Actions By Vendor
SF-1449 (Solicitation/Contract/ Order for Commercial Use)	In all four types of packages: Official form used for the solicitation and award of competitive solicitations	View only. Do NOT fill in this form; it will be auto-populated by VIPR based on Solicitation and Award information.
Table of Contents (Page 2 of the SF-1449 form in the PFF package)	In all four types of packages: Official form used for the solicitation and award of competitive solicitations.	View only.
Schedule of Items <i>The information in this document varies slightly depending on whether this document is part of a solicitation/amendment package or an agreement/modified agreement package.</i>	In solicitation and amendment packages: List of all of the resources included in a specific solicitation. In agreement and modified agreement packages: List of all of the resources that the CO has awarded on the agreement.	View only.
SF-30 (Amendment of Solicitation/ Modification of Contract)	In amendment and modified agreement packages: Official form used for amending solicitations and modifying agreements.	View only.
Instructions for Responding to a Modified Agreement (Page 2 of the SF-30 form in the PFF package)	In modified agreement packages: Instructions sheet for how to respond to a modified agreement. (NOTE: The same instructions are in this user guide.)	View only.
Contract Requirements and Exhibits	In all four types of packages: Contract requirements and exhibits specific to the solicitation.	View only.
Representations-Certifications-FAR 52.212-3 (a.k.a. Section E)	In solicitation packages and in some cases, amendment packages: Official document required with your offer.	Complete online at ORCA: http://orca.bpn.gov
Vendor Company Information Form	In solicitation and amendment and modification packages: Vendor-specific form used to capture company identification, contact information, company address, small business status, labor surplus area status, discount terms, and company insurance and special certification requirements. In agreement and signed modification packages: Depending on when the agreement was issued, the vendor company information is displayed on the second page of the agreement PDF package.	Complete this form and include in every response.
Resource Data Entry Form	In solicitation, amendment, and modification packages: Data entry forms for each resource that are needed for the solicitation; used to capture equipment description, location, attributes, rates, and contact information specific to the resource. In agreement and signed modification packages: Depending on when the	Complete the resource data entry forms specific to your company resources and include in every response.

Form	Description	Actions By Vendor
	agreement was issued, the resource details may be included on the Schedule of Items.	

3.3 Managing the PFF Package Files

Each solicitation, amendment, and modification package consists of forms and other types of documents (e.g., contract requirements and exhibits) that are attached to the SF-1449.

NOTE: The agreement packages and signed, modified agreement packages that do not require a vendor response are no longer in a PFF format, but are now in a PDF format that consists of the SF-1449 form; Schedule of Items; vendor company information; SF-30 forms for amendments and modifications, as applicable; Table of Contents; and contract requirements and exhibits.

Because of the different states of a package throughout the procurement process, you may need to manage multiple versions of a package (e.g., the original solicitation, amendment 1, amendment 2, modification 1, etc.).

When you respond to a solicitation or amended solicitation, you will need to submit a complete package with all of the appropriate forms and documents included in the package. Therefore, it is important that you keep track of your different packages. When you respond to a modified agreement, you will only need to submit the resource forms you are changing and your vendor company form.

In this user guide, [Section 5.1, “Downloading a Solicitation Package from FBO”](#) provides suggestions on how to keep track of the different packages and their forms by setting up a folder structure that has one main “Solicitations” folder with “solicitation number” subfolders (e.g., AG-1234-S-09-7011 folder). You can keep your company form in the Solicitations main folder. In a solicitation number subfolder, you can keep the different versions of the solicitation package along with the resource forms that will be specific only to that particular solicitation package.

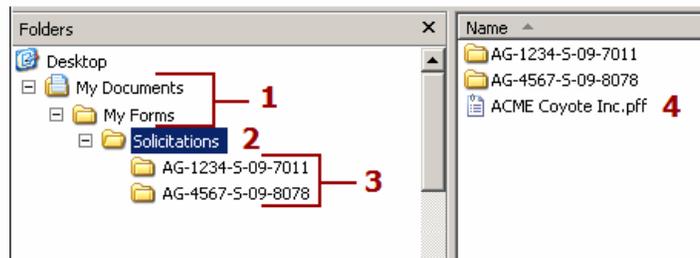
Below are examples of how the recommended folder structure might look.

NOTE: When using a thumb drive, you will still follow all of the steps listed for each of the tasks described in this user manual, except you will open and save your work to the folders on your thumb drive instead of the folders on the local drive.

If you need to use a public computer to respond to solicitations, amendments, awards, or modified agreements, you can install Formatta Filler software onto a thumb drive and use the thumb drive to save and work with the packages (Formatta forms) throughout the VIPR Vendor Solution. Although you would be

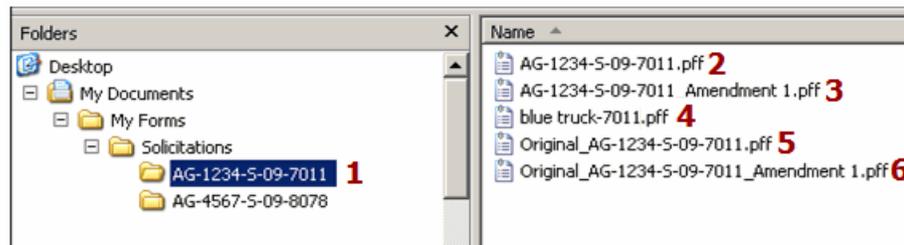
using the Formatta Filler software off of your thumb drive, the public computer you use will probably need to associate the Formatta Filler .PFF file type with the computer. For instructions on how to do this, refer to [Appendix B. "Using a Thumb Drive with Formatta Forms and a Public Computer."](#)

Example of a Solicitations Folder



- 1** The default folder location for Formatta forms is My Documents | My Forms.
- 2** Solicitations is the main folder where vendors keep the solicitation number subfolders and their completed company form that vendors use as templates.
- 3** Solicitation number subfolders are where vendors keep the solicitation, amendment, agreement, and modification packages for specific solicitations, as well as the resource forms that are specific to the solicitation.
- 4** An example of a vendor's completed company information form that can be used as a template for all of that vendor's responses.

Example of a Solicitation Number Subfolder



- 1** Example of a solicitation number subfolder where the vendor keeps the solicitation, amendment, agreement, and modification packages and resource forms that are specific to only that solicitation.
- 2** Example of a solicitation package file.
- 3** Example of an amendment package file.
- 4** Example of a resource form specific to the solicitation.
- 5** Solicitation package file renamed with "Original" tag in case the vendor needs to refer to the original solicitation package.
- 6** Amendment package file renamed with "Original" tag in case the vendor needs to refer to the original amendment package.

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4 Locating Solicitations at FedBizOpps (FBO)

This section provides instructions for locating a solicitation package that has been posted to FBO through VIPR.



For detailed instructions on how to use the many features of the FBO Web site, access the FBO Vendor Guide at https://www.fbo.gov/downloads/FBO_Vendor_Guide.PDF.

To search for a solicitation posted by VIPR:

- 1 Access the FBO Web site at <http://www.fbo.gov/> and at the top of the page in the Keywords/SOL# field, type the solicitation number or type “VIPR I-BPA”, including the quotation marks.

The screenshot shows the FedBizOpps.gov search interface. The search bar contains the text "VIPR I-BPA" with quotation marks. A red arrow points to the search bar with a text box that reads: "If you know the specific solicitation number, enter it in this field OR enter 'VIPR I-BPA' in this field to search for all of the Forest Service VIPR solicitations." The search bar also includes a "Search" button and a "Reset" button. The page header includes the FedBizOpps.gov logo and navigation tabs for Home, Getting Started, General Info, Opportunities, Agencies, and Privacy. The search results area shows "Search more than 39,900* active federal opportunities." and various filters for Posted Date, Place of Performance, and Keyword / Solicitation #.

NOTE: The "VIPR I-BPA" keywords are NOT case sensitive, but you must include the quotation marks to ensure you only get the VIPR I-BPA solicitations.

- 2 Complete other search fields, if preferred, to narrow your search, and then click the **Search** button. A list of all of the solicitations that match your search criteria appears.

Click on a link to view details about the solicitation

Opportunity	Agency/Office/Location	Type
VIPR I-BPA for Engine Type 3 AG-1234-S-09-7007 68 -- Chemicals & chemical products	AGRICULTURE, DEPARTMENT OF FOREST SERVICE GOP341081	Solicitation (Modified)
VIPR I-BPA for Engine Type 3 AG-1234-S-09-7009 68 -- Chemicals & chemical products	AGRICULTURE, DEPARTMENT OF FOREST SERVICE GOP341081	Presolicitation
VIPR I-BPA for Testing Friday 1 AG-FR11-S-09-7008 83 -- Textiles, leather, furs, apparel & shoes	AGRICULTURE, DEPARTMENT OF FOREST SERVICE GOP341081	Presolicitation

3 Click on the link from the search results to view the Notice Details for the solicitation.

VIPR I-BPA for Engine Type 3
Solicitation Number: AG-1234-S-09-7007
Agency: AGRICULTURE, DEPARTMENT OF FOREST SERVICE
Office: FOREST SERVICE
Location: GOP341081

[Print](#) [Link](#)

Notice Details Packages Interested Vendors List

Note: There have been modifications to this notice. To view the most recent modification/amendment, [click here](#)

Complete View

[Original Synopsis](#)
Presolicitation
Oct 24, 2008
7:00 pm

[Changed](#)
Oct 24, 2008
1:30 pm

Solicitation Number: AG-1234-S-09-7007

Notice Type: Solicitation

Synopsis:
Added: Oct 24, 2008 12:30 pm Modified: Oct 27, 2008 3:00 pm [Track](#)

ALL FILES

[Solicitation 1](#)
Oct 24, 2008
<http://pciblkclpt/p...>

[Amendment 1](#)
Oct 24, 2008
<http://pciblkclpt/p...>

IMPORTANT

The Forest Service solicitation, amendment, and modification packages that are in .PFF format can only be viewed, completed, and submitted using the [free](#) Formatta Filler software. 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>.

Agreement and signed modification packages are in PDF format and can only be viewed using PDF reader software. For instructions on how to install Adobe Reader, go to the Adobe Web site at <http://get.adobe.com/reader/>. Solicitations and amendments for 2011 and 2012 solicitations use the vendor application (not Formatta) and are in a PDF format, as well.

Once you find the VIPR solicitation you want to respond to, follow the procedures in [Section 5, "Responding to a Solicitation."](#)

5 Responding to a Solicitation

To respond to a solicitation, you will need to

- Download the solicitation package or amendment package from the FBO Web site to your local drive or a thumb drive
- Complete the forms within the solicitation package or amendment package
- Sign and submit your offer

NOTE: You can perform all of these procedures during the same working session or in stages as long as you save your work. If you are completing the solicitation package in stages and it has been a while since you first downloaded the solicitation package, you may want to check FBO to see if amendments have been posted to that solicitation.



For instructions on how to find a solicitation, refer to [Section 4, "Locating Solicitations in FedBizOpps \(FBO\)."](#)

5.1 Downloading a Solicitation Package from FedBizOpps (FBO)

This section describes how to download a solicitation (or amendment) package from the FBO Web site and save the package to your local hard drive.

NOTE: The steps described below are the same whether you are downloading a solicitation package or an amendment package. 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.

IMPORTANT

You can download a solicitation package (in PFF format) at any time from FBO; HOWEVER, you must have the [free](#) Formatta Filler software installed on your computer to be able to view and complete the forms within the package. 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>.

You cannot respond to a solicitation package in PDF format using the Formatta vendor solution. If a solicitation or amended solicitation is in a PDF format and you wish to submit a quote, you must use the VIPR Vendor Application. For more information about the VIPR Vendor Application, go to <http://www.fs.fed.us/business/incident/vendorapp.php>. (This document describes how to use the VIPR Vendor Solution with Formatta; it does not address the VIPR Vendor Application.)

To download a solicitation package:

- 1 Access the FBO Web site at <http://www.fbo.gov/>.
- 2 Search and find the solicitation you wish to respond to, and then click on the solicitation link within the list.

Search Tip: Use the [Advanced Search Form](#) for a wide array of search fields. To view opportunities by agency, go to [Agency Search](#). Search can be conducted using the fields below.

Keywords/SOL #: [Tips](#) Posted Date:

[More Search Fields](#) [Search by Classification, NAICS code, and more](#)

1 - 20 of 30 Showing

Opportunity	Agency/Office/Location	Type
VIPR I-BPA for Northern Rockies Potable Water AG-0343-S-09-7135 F -- Natural resources & conservation services	AGRICULTURE, DEPARTMENT OF FOREST SERVICE GOP341081	Solicitation
VIPR I-BPA for Heavy Equipment for Eastern Region AG-SME1-S-09-7034 68 -- Chemicals & chemical products	AGRICULTURE, DEPARTMENT OF FOREST SERVICE GOP341081	Presolicitation
VIPR I-BPA for testing amendment AG-AMD1-S-09-7134 V -- Transportation, travel, & relocation services	AGRICULTURE, DEPARTMENT OF FOREST SERVICE GOP341081	Solicitation
VIPR I-BPA for Eastern Area Dozers AG-1234-S-09-7011 F -- Natural resources & conservation services	AGRICULTURE, DEPARTMENT OF FOREST SERVICE GOP341081	Solicitation
VIPR I-BPA for Albuquerque Training AG-0343-S-09-7055	AGRICULTURE, DEPARTMENT OF FOREST SERVICE GOP341081	Solicitation

Click on a link to view details about the solicitation

The solicitation details screen appears.

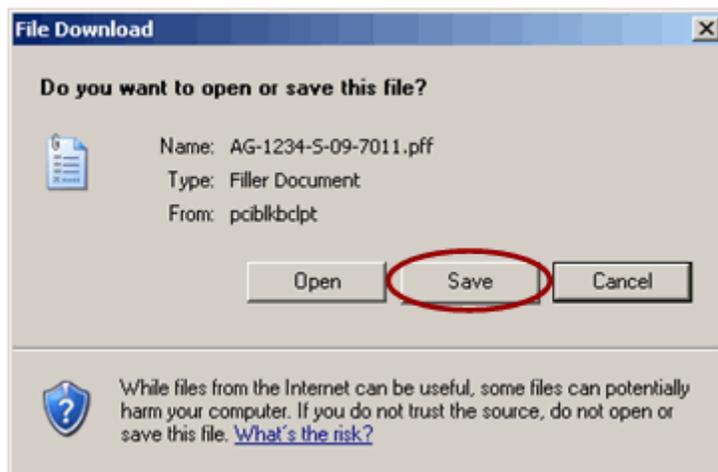


Click on this link to access the solicitation package

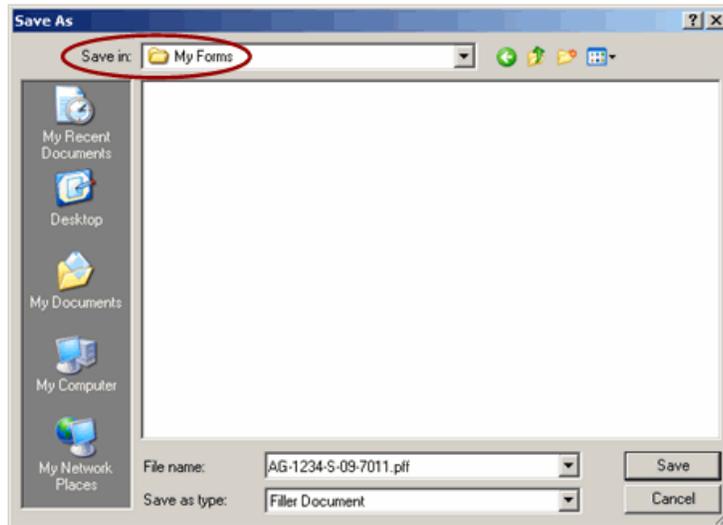
- 3 From the *ALL FILES* section on the right side of the screen, click on the **http** link for the solicitation package. A File Download dialog box appears.

IMPORTANT

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 can follow the instructions in [Section 7, "Responding to an Amended Solicitation."](#)



- 4 Click the **Save** button. A Save As dialog box appears.



- 5 In the Save in: field, open the **My Documents | My Forms** folder.



tip

If you are using a thumb drive to save your solicitation packages and want to use the My Documents | My Forms | Solicitations | <solicitation number> folder structure to manage your multiple packages, then you will need to create those folders on your thumb drive BEFORE you can save the package in the <solicitation number> folder. You can still follow steps 6-13 with the only difference being that you are creating folders and saving packages to your thumb drive and not the computer's local drive.

NOTE: The My Documents | My Forms folder is automatically created by Formatta if you installed Formatta Filler on your local drive. (For most user, the local drive is the C:drive.)

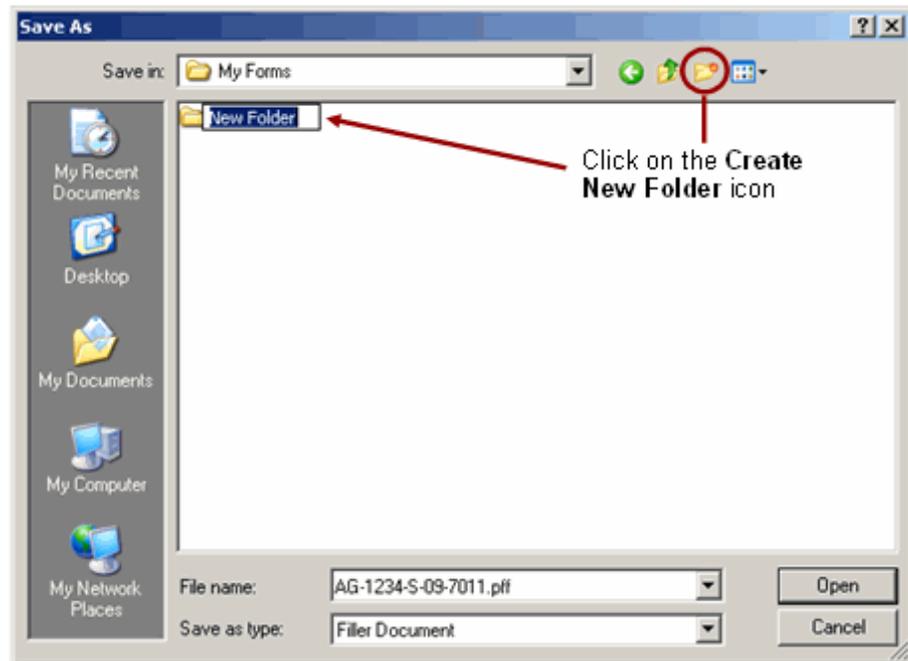
IMPORTANT

You can save the solicitation package using any folder structure you prefer; however, to assist you with managing multiple solicitation packages, it is recommended you use the folder structure described in the steps below.

- 6 From the My Forms folder, create the **"Solicitations"** folder by doing the following:

NOTE: If you have already created the Solicitations folder, then open the Solicitations folder and go to Step 7.

- a. At the top of the Save As dialog box, click on the **Create New Folder**  icon. A new folder appears with the default name, New Folder, highlighted.

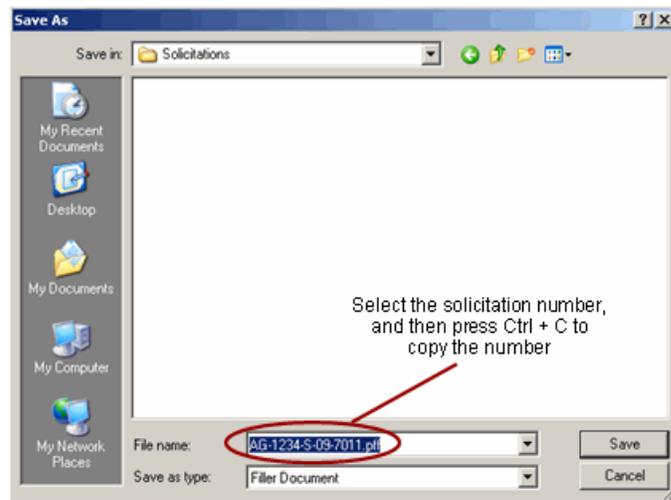


- b. Ensure the New Folder is highlighted, type **Solicitations** as the name for the new folder, and then press **Enter**.
- c. Double-click on the **Solicitations** folder to open it, and then go to Step 7.

- 7** From the Solicitations folder, create a folder for the solicitation number by doing the following:

NOTE: If you have downloaded a solicitation or amendment package for this specific solicitation number before, then you may have already created a folder for this solicitation number. If that is the case, open the <solicitation number> folder and go to Step 8.

- a. From the Solicitations folder, in the File name field, select the solicitation number, and then press **Ctrl + C** to copy the solicitation number.

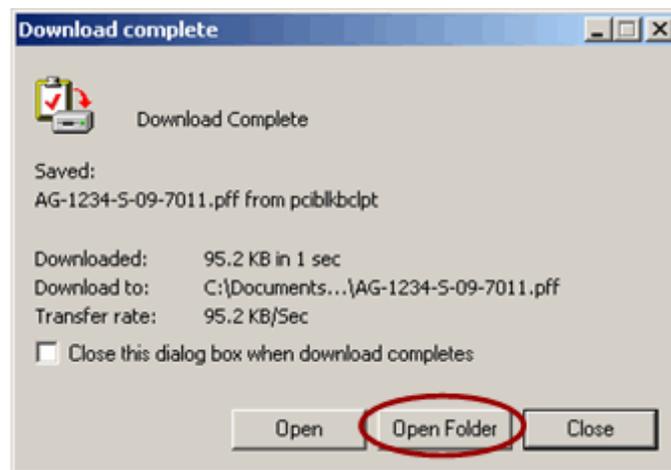


- b. At the top of the Save As dialog box, click the **Create New Folder**  icon. A new folder appears with the default name, New Folder, highlighted.
 - c. Ensure the New Folder is highlighted, press **Ctrl + V** to paste the solicitation number as the new folder name, and then press **Enter**.
 - d. Double-click on the solicitation number folder to open it, and then proceed to Step 8.
- 8 Click the **Save** button. The <solicitation number>.PFF is saved in the **My Documents | My Forms | Solicitations | <solicitation number>** folder on your local hard drive.
 - 9 From the Download complete dialog box, click the **Open Folder** button.

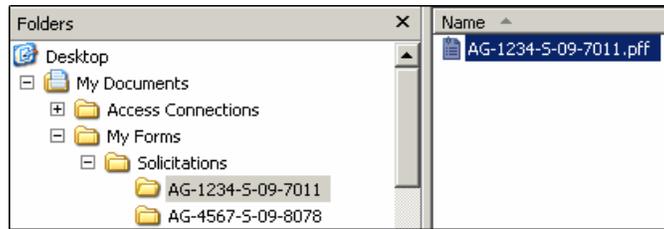


tip

If you are using a thumb drive, you would open the solicitation number folder from the thumb drive and not the local drive, as described in this section.



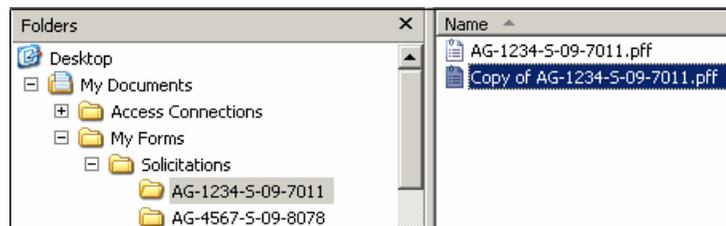
The solicitation number folder opens with the <solicitation number>.PFF file highlighted.



The remaining steps explain how to copy the solicitation package so you have an “original” version and working version of the solicitation package.

10 Press **Ctrl + C** to copy the <solicitation number>.PFF.

11 Click off of the highlighted file and press **Ctrl + V** to paste a copy of the <solicitation number>.PFF file in the same folder.

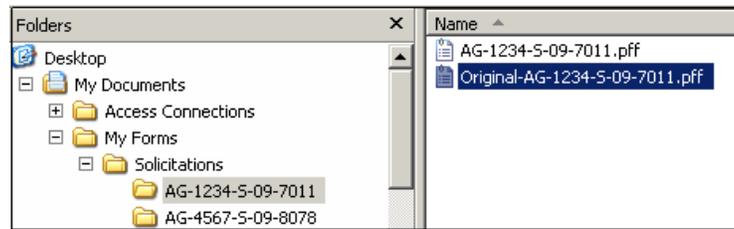


12 Right click on the copied file and select **Rename**.



13 Type **Original-** before the solicitation number, and then press **Enter**. 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 (or a thumb drive).



What's next? You can change the default folder location for Formatta to be your "Solicitations" folder (see Appendix A), or you can go directly to [Section 5.2, "Completing the Solicitation Package."](#)

5.2 Completing the Solicitation Package

Once you have downloaded the solicitation package (or amendment package) from FBO, you will need to view the contract requirements and exhibits; complete the Representations/Certifications (FAR 52.212-3) in the Online Representations and Certifications Application (ORCA); complete the Vendor Company Information form; and complete the appropriate Resource Data Entry forms for every resource you wish to include with your offer.

This section provides instructions for the following:

- Viewing the contract requirements and exhibits for a solicitation
- Completing the Representations-Certifications -FAR 52.212-3 for a solicitation in ORCA
- Completing Vendor Company Information form, which includes
 - Adding the completed company form to the solicitation package
 - Deleting the blank Vendor Company Information form from the solicitation package
- Completing resource data entry forms for your resources, which includes
 - Selecting the appropriate Dispatch Centers for your resources
 - Adding completed resource data entry forms for each piece of equipment to the solicitation package
 - Deleting blank resource data entry forms from the solicitation package

5.2.1 Viewing the Contract Requirements and Exhibits for a Solicitation

Before you start completing the forms within a solicitation 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 solicitation package is first opened.

To view the contract requirements and exhibits for a solicitation:

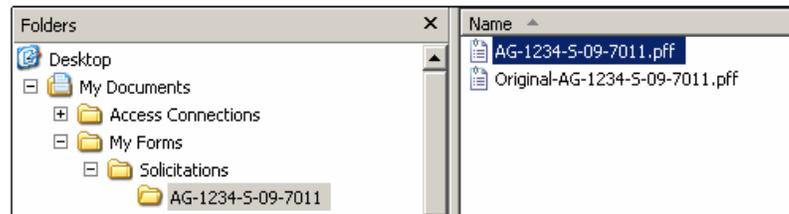


tip

If you are using a thumb drive, you would open the Solicitations | <solicitation number> folder from the thumb drive and not the local drive, as describe in this section.

- 1 From Windows Explorer, open the **Solicitations | <solicitation number>** folder.

NOTE: You would have set up the Solicitations and solicitation number folder when you downloaded the solicitation or amendment package ([Section 5.1, “Downloading the Solicitation Package from FedBizOpps \(FBO\)”](#)).



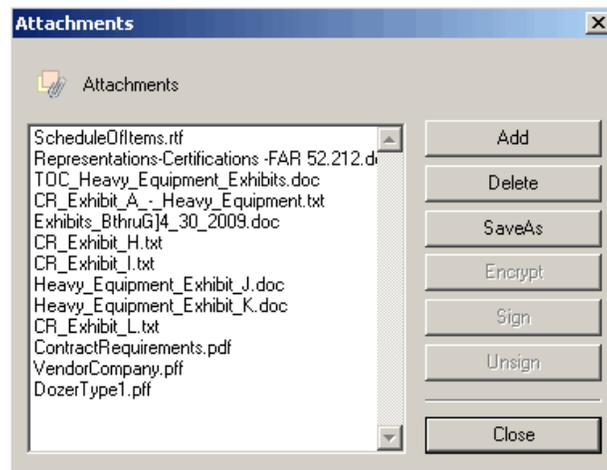
- 2 Double-click on the **<solicitation number>.PFF** file or the **<solicitation number_Amendment #>.PFF** file. The SF-1449 form for that solicitation opens.

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30			
2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER AG-1234-S
7. FOR SOLICITATION INFORMATION CALL:	a. NAME John Doe		b. TELEPHONE NUMBER (No collect calls) 970-123-45
9. ISSUED BY	CODE	10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR	
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED	12. DISCOUNT TERMS	13a. THIS CONTRACT IS A	

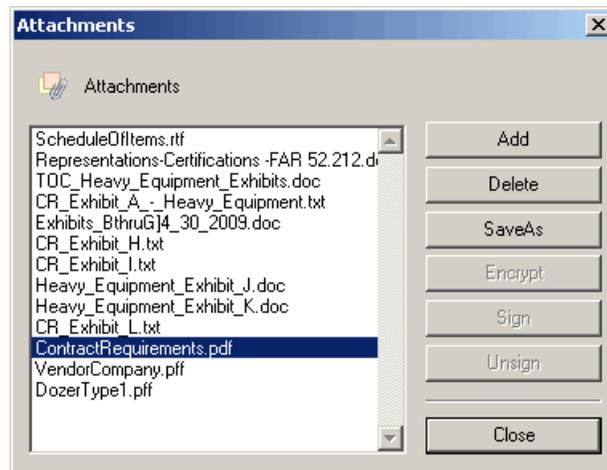
3 From the Form menu, select **Attachments**. (You can also click on the paper clip icon to access the Attachments.)

There are two ways to access the attachments: you can either select **Form | Attachments** or click on the paper clip icon

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.

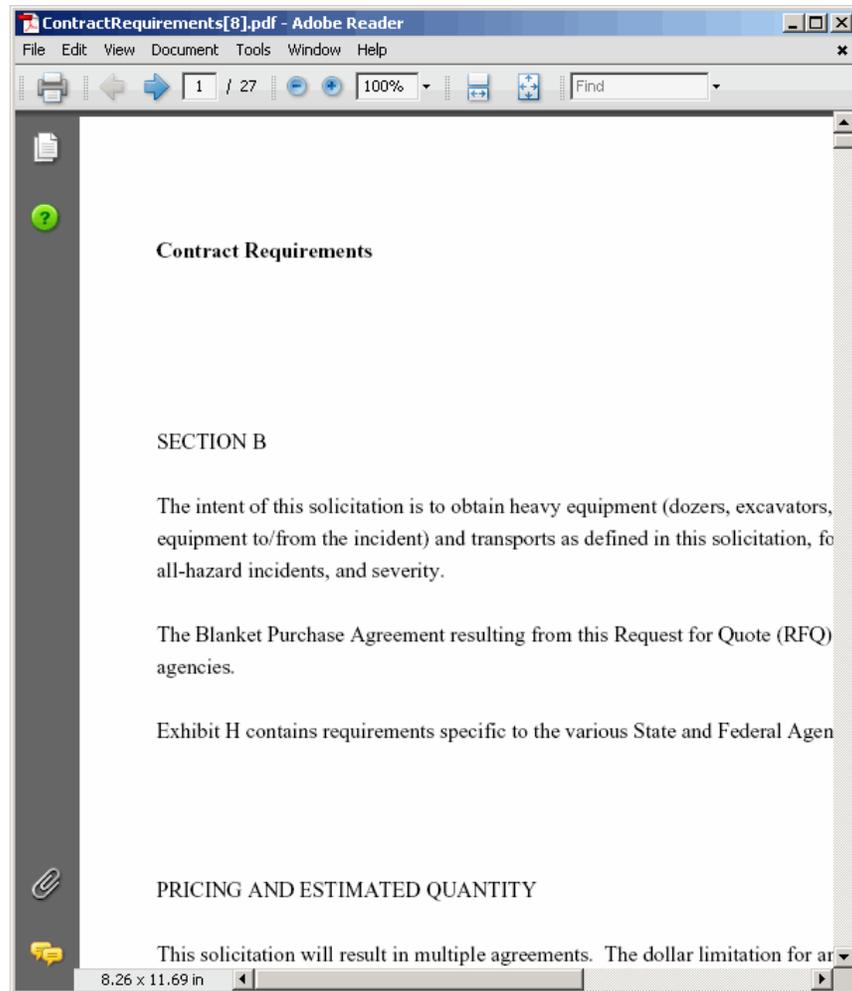


NOTES: If a message appears warning you that the attachment may contain viruses, you can ignore it because the attachment is a valid document. Click **Yes** to open the attachment.

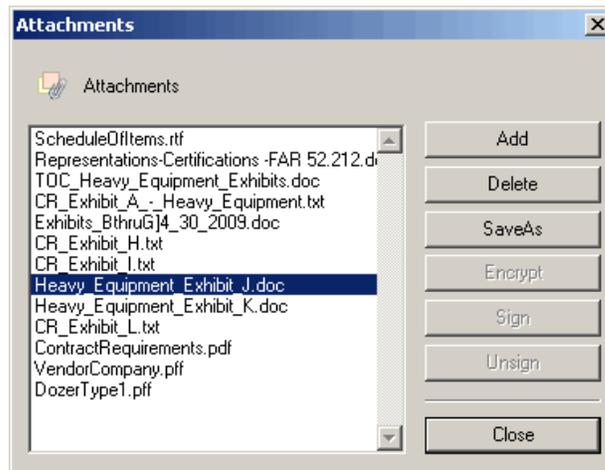


For some users: If you get a Save As box instead of the above warning message, you will be unable to open the document directly from the list of Attachments. You will need to save the document to your local drive (or thumb drive) and then open the document from where you saved the document.

Below is an excerpt from an example of a contract requirements document for a solicitation.



- 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.



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

For some users: If you get a Save As box instead of the above warning message, you will be unable to open the document directly from the list of Attachments. You will need to save the document to your local drive (or thumb drive) and then open the document from where you saved the document.

Below is an excerpt from a sample Exhibits document for a solicitation.

Heavy_Equipment_Exhibit_J[2].doc - Microsoft Word

File Edit View Insert Format Tools Table Window Help Adobe PDF
Acrobat Comments

Times New Roman 12 B

EXHIBIT J –ADVANTAGES

Type 3 Dozer/Tractor I

<u>Factors</u>	<u>Attributes</u>	<u>Value</u>
Horsepower	50-74	1
	75-99	2
Winch	No	0
	Yes	1
Blade Type	Straight	0
	Manual Angle	1
	6-Way Hydraulic	3

- 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.



What's next? You must complete the Representations-Certifications -FAR 52.212-3 in the ORCA application. For more information, go to [Section 5.2.2, "Completing the Representations-Certifications -FAR 52.212-3."](#)

5.2.2 Completing the Representations-Certifications -FAR 52.212-3

You are required to complete FAR 52.212-3, Offeror Representations and Certifications – Commercial Items (Section E-3). You **MUST** 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.

NOTE: By providing your information in ORCA, you will not need to submit your representations and certifications with your offer.

If you have any questions regarding the representations and certifications, contact your Contracting Officer.



What's next? You are ready to complete the forms within the solicitation package, so follow the steps in [Section 5.2.3, "Completing the Vendor Company Information."](#)

5.2.3 Completing the Vendor Company Information

You only need to fill out the Vendor Company Information form **once** and then you can use the completed company form for all of your solicitation responses **as long as the form is not outdated and your information is still correct.**

IMPORTANT

If you are using both the VIPR vendor application (for 2011 and 2012 solicitations) and the Formatta forms (all other solicitations), please be aware that any changes you make to your vendor company information using one solution will NOT appear in the other solution. These two tools are used independently of each other; this means that if you make changes to your company information in the vendor application, your Vendor Company Information form (Formatta) will NOT include those changes. So, ensure your company information is current whenever you submit a response regardless of the tool you use.

You can make updates to this form at any time. For an example of a Vendor Company Information form, refer to [Appendix E, "Examples of the Vendor Company Information Form and Resource Data Entry Form."](#)



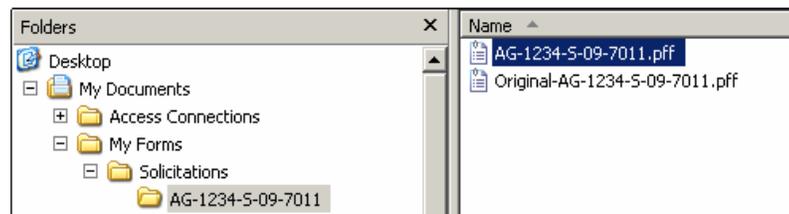
Business Rule: You MUST attach a completed Vendor Company Information form to EVERY offer you submit.



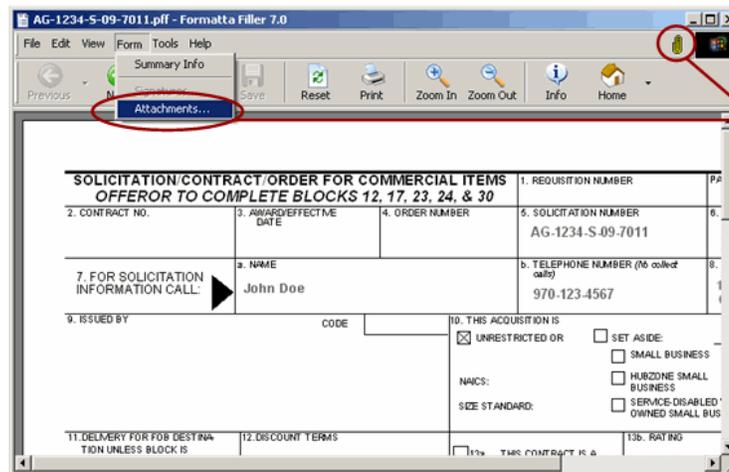
tip
If you are using a thumb drive, you would open the Solicitations | <solicitation number> folder from the thumb drive and not the local drive, as describe in this section.

- 1 From Windows Explorer, open the **Solicitations | <solicitation number>** folder.

NOTE: You would have set up the Solicitations and solicitation number folder when you downloaded the solicitation or amendment package ([Section 5.1, "Downloading the Solicitation Package from FedBizOpps \(FBO\)"](#)).

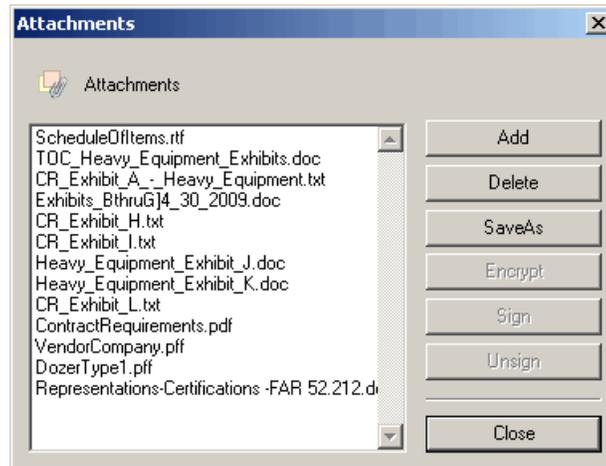


- 2 Double-click on the **<solicitation number>.PFF** file or the **<solicitation number_Amendment #>.PFF** file. The SF-1449 form for that solicitation opens.
- 3 From the Form menu, select **Attachments**. (You can also click on the paper clip icon to access the Attachments.)



There are two ways to access the attachments: you can either select **Form | Attachments** or click on the paper clip icon

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.

IMPORTANT

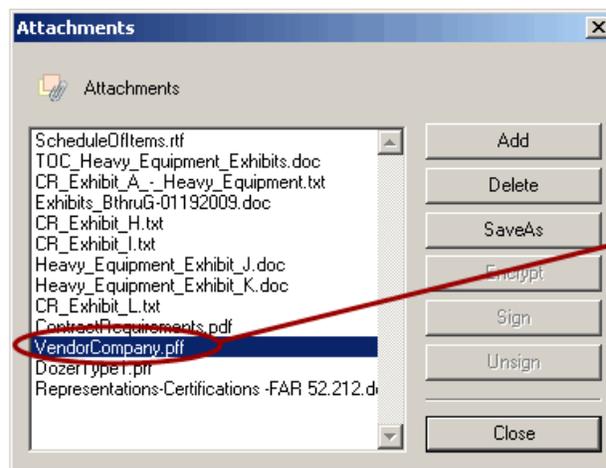
The form must be current; if you are using an outdated version of the form, you will receive an error message when you submit a response and will need to use the form that is included in the package.

- 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.

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.



Double-click on the VendorCompany.pff file to open the form

The Vendor Company Information form appears.



tip

If you are using a thumb drive, you would save the Vendor Company Information form to the Solicitations folder on your thumb drive and not the local drive.

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*
DBA

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.
The Daytime Phone, Evening/After Hours Phone, and Cell/Alternate Phone numbers will be listed on the DPL.

First Name* Last Name*
Daytime Phone* () - Evening/After Hours Phone* () -
Cell/Alternate Phone () - FAX () -

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



tip

If you click on the Save icon on the toolbar before doing a Save As action, then your form will be saved to C:\Documents and Settings\\Local Settings\Temp and not the Solicitations folder you set up.

NOTE: Whenever you save a document that you open 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.



Do not use this Save icon until you have first done a **File | Save As** to save the form into the Solicitations folder.

The Save As dialog box appears.

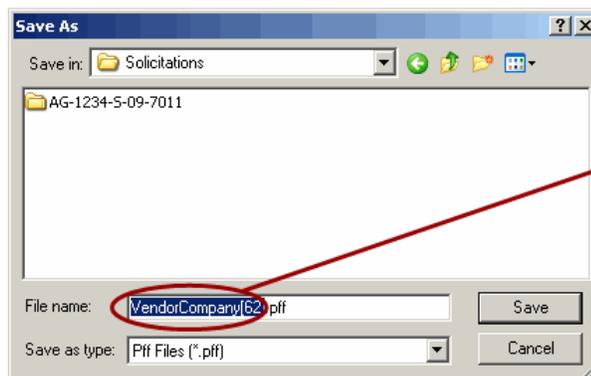


tip

If you will use your completed company information form for all of your solicitation responses, then you should save the form in one central location—the Solicitations folder—rather than in one specific solicitation number folder.



- 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.



Replace the generic vendor company name with your company name

- 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. Although the Small Business Status is not highlighted as a required field on the form, you **MUST** select all that apply to ensure proper ranking on the Dispatch Priority List. All VIPR I-BPAs are set-aside for Small Businesses, so you **MUST** have at least a Small Business status to submit an offer on the VIPR I-BPAs.
- Note that the Labor Surplus Area (LSA) field is a required field and could affect your ranking on the Dispatch Priority List.
- The company name you enter on the form **MUST** match the company name that is in the Central Contractor Registration (CCR), which in turn should match your legal business name as registered with the IRS.
- Be sure to enter your DUNS number correctly on the form; VIPR uses the DUNS number as the company identifier through the entire procurement process.
- DBA is a new, optional field.
- When determining the e-mail address you wish to use with the VIPR Vendor Solution, note that problems have been reported with receiving the solicitation packages from AOL e-mail accounts.
- When completing the form, if you are copying and pasting text into the form, you **MUST** (1) copy and paste the text into Notepad and then (2) copy the text from Notepad and paste the text into the form. The reason for this is that some software programs, such as Microsoft Word, add strange text characters to text that is copied from their programs and pasted into other programs. These characters are not converting correctly when entered into the VIPR system, which may affect how the text appears on the form. For example, a comma (,) might convert to a trademark symbol (™) and add some additional characters. Pasting the text from Notepad into the form will eliminate this conversion issue. For more information about using Notepad, see [Appendix D](#).

- 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.

IMPORTANT

Although you can attach this form to the package without validating the form, it will help eliminate issues with your response and save you time in the long run to validate your form **BEFORE** you attach it to the package.

- g. If you receive a validation error, please refer to the validation message and check the following:
- You are using the most recent version of the vendor company form (note that for the 4.0 release, the vendor form now has a DBA field and only one contact information section (secondary contact was removed). Also, on page two of the form, two new Small Business statuses have been added (Women-owned Small Business and Economically Disadvantaged Small Business).
 - All of the required fields have data entries.
 - The appropriate type of information is provided in the fields, e.g., the first Zip Code box has five (5) digits.
 - In some cases, if one field in a group of fields has a data entry, then the other fields in the group become required.



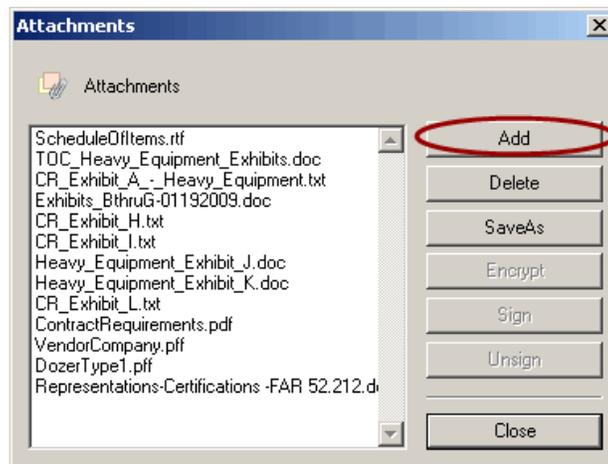
If you have questions about the validation errors, contact the Interagency Incident Systems Helpdesk at helpdesk@dms.nwcg.gov or (866) 224-7677 (press Option 3 for VIPR).

- 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 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. Proceed to Step 5.

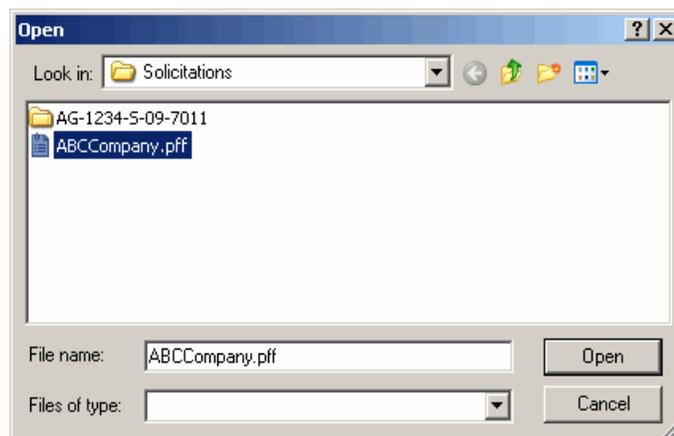
In the following steps, you will ensure the version of your completed company form is current, add your completed company form to the SF-1449 form, and delete the blank Vendor Company Information form that is still attached to the SF-1449 form.

- 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, you should see Version 4.0 on the bottom right corner of the form.
- 7 Depending on the version of the form, do one of the following:
 - If the form matches the form that you had previously completed for other solicitations, then close the form, and proceed to Step 8.
 - If the form is a newer version than the form you had previously completed, go back to Step 4b, perform 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.



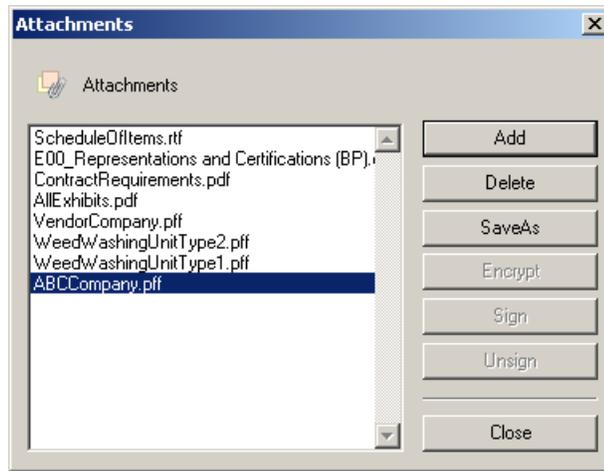
The Open dialog box appears.



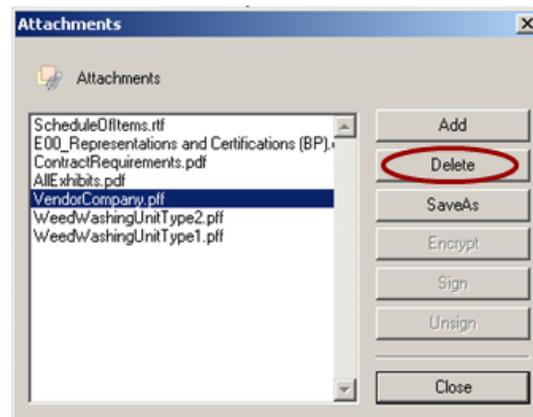
tip
If you are using a thumb drive, you would open the Solicitations folder from the thumb drive and not the local drive to find your completed company form.

- 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.

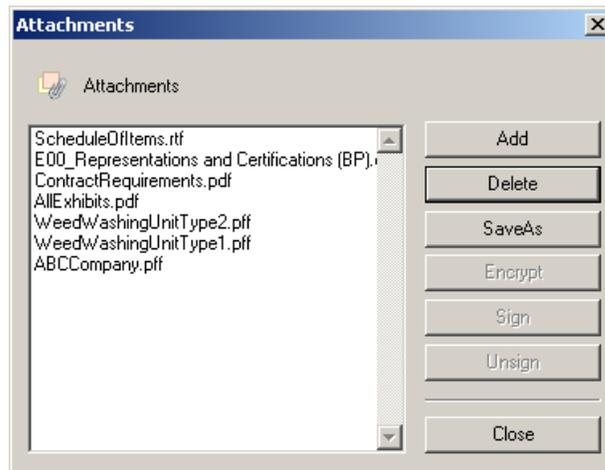


10 From the Attachments list, select the **VendorCompany.PFF** file, and then click the **Delete** button.



Ensure the correct form is highlighted, and then click the Delete button to remove it from the solicitation package.

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



What's next? Depending on where you are in the process for responding to a solicitation process, do the following:

- If you have not yet completed the resource data entry forms for the package, then keep the Attachments list open and follow the steps in [Section 5.2.4, "Completing the Resource \(Equipment\) Information,"](#) (begin at Step 4).
- If your solicitation package has all of the completed forms required for your offer, i.e. your completed company form AND a completed resource data entry form for each piece of equipment, then from the Attachments list, click the **Close** button, and then from the SF-1449 form, click the **Save** button to save your solicitation package. You are now ready to proceed to [Section 5.3, "Signing and Submitting an Offer."](#)

5.2.4 Completing the Resource (Equipment) Information



tip

If you are using a thumb drive, you would open the Solicitations | <solicitation number> folder from the thumb drive and not the local drive.

NOTE: Each type of equipment has its own unique resource data entry information form. However, for the purpose of this documentation, the Weed Washing Unit Type 1 resource data entry form will be used as the example form in the following steps.

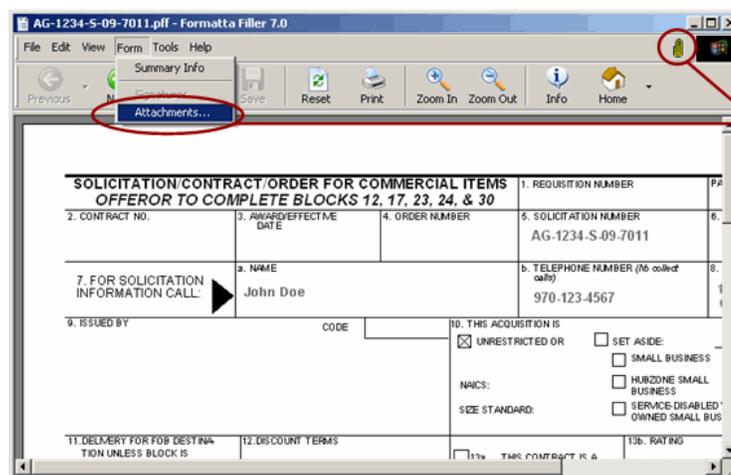
You should always use the resource data entry forms that are in a specific solicitation package. You can no longer use the same resource forms for multiple solicitations, because the list of dispatch centers that you select on the forms may be different for each solicitation.

For an example of a resource data entry form, refer to [Appendix E, "Examples of the Vendor Company Information Form and Resource Data Entry Form."](#)

- 1 From Windows Explorer, open the **Solicitations | <solicitation number>** folder.

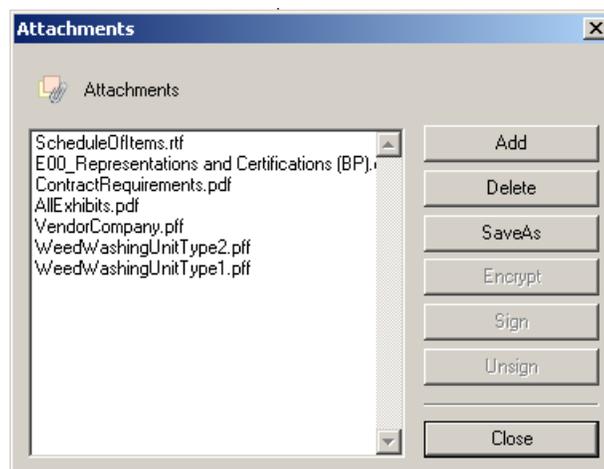
NOTE: You would have set up the Solicitations and solicitation number folder when you downloaded the solicitation or amendment package ([Section 5.1, "Downloading the Solicitation Package from FedBizOpps \(FBO\)"](#)).

- 2 Double-click on the <**solicitation number**>.PFF or if the solicitation has an amendment, then double-click on the <**solicitation number_Amendment #**>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.)



There are two ways to access the attachments: you can either select **Form | Attachments** or click on the paper clip icon

A list of Attachments appears.



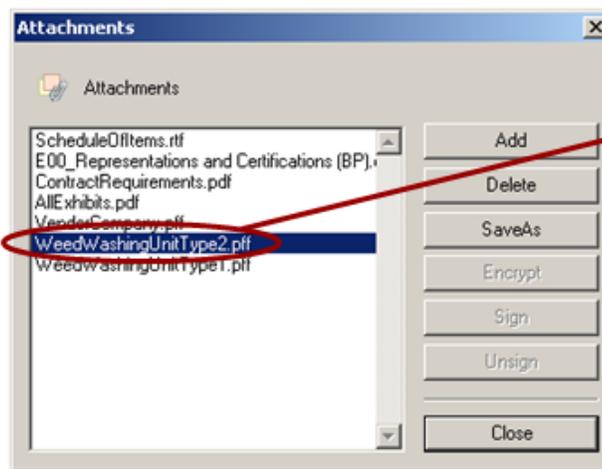
IMPORTANT

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.

- 4 From the Attachments list, double-click on a <resource data entry form>.PFF file.

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.



Double-click on the resource data entry form .pff file (e.g., WeedWashingUnitType2.pff) to open the form

The specific resource data entry form appears. In this example, the Weed Washing Unit, Type 2 form appears.

VIPR Virtual Incident Procurement
Acquisition Management
USDA Forest Service

Solicitation Year: 2011
Resource Category
Weed Washing Unit, Type 2

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

For Agreement Phase Only: Withdraw this resource Replace this VIN or Serial Number
From this drop-down list, select the VIN or Serial Number that you wish to withdraw or select the VIN or Serial Number that you wish to replace with the new VIN or Serial Number that you provide on this form.

Company Name*

1. Equipment Description

VIN or Serial Number*
For letters, use uppercase

Equipment ID*
For letters, use uppercase

License #* State* (Where the license was issued)

Make* Model*

Year* Insurance Policy Expiration Date* / /

2. Equipment Location

City* State* Zip Code* -

5 From the File menu, select **Save As**.

tip
If you are using a thumb drive, you would save the resource data entry form to the Solicitations folder on your thumb drive and not the local drive.

WeedWashingUnitType2[5].pff - Formatta Filler 7.0

File Edit View Form Tools Help

- Open... Ctrl+O
- Close
- Save Ctrl+S
- Save As...**
- Export
- Send...
- Print... Ctrl+P
- Print Preview
- 1 WeedWashingUnitType2[5].pff
- 2 WeedWashingUnitType2[4].pff
- 3 AG-4146-5-12-7000[1].pff
- 4 VendorCompany[119].pff
- Exit

Reset Print Zoom In Zoom Out

VIPR Virtual Incident Procurement

Solicitation Year: 2011
Resource Category
Weed Washing Unit, Type 2

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

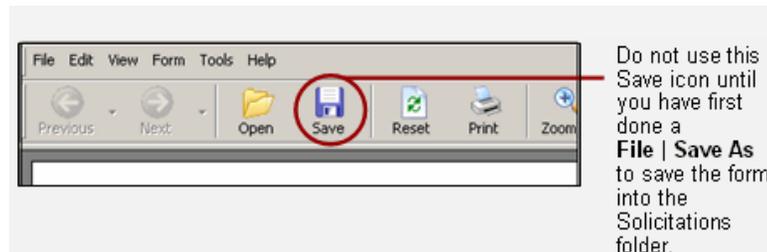
Company Name*

1. Equipment Description

VIN or Serial Number*
For letters, use uppercase

tip
If you click on the Save icon on the toolbar before doing a Save As action, then your form will be saved to C:\Documents and Settings\

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.



The Save As dialog box appears.

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



tip

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.

- 7 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.
- 8 Complete the form.

IMPORTANT

- You **MUST** complete all of the required fields, which are indicated by an asterisk and yellow background on the form.
- You **MUST** ensure that each resource has its own unique identifier, which should be a VIN number, Serial Number, or Unique Resource Descriptor ID.
- When selecting a dispatch center, note that you will be **UNABLE** to change the dispatch center later in the award process or during the agreement period, unless the Contracting Officer issues a Rollover modification, so make sure you have selected the correct dispatch center when you complete your resource data entry form.
- If you are offering resources in multiple dispatch centers within the area covered by the solicitation, ensure that the applicable dispatch center is identified on the resource data entry form(s) and attach all forms to the solicitation package. **DO NOT** submit separate responses for each dispatch center as your latest response will override all other responses.
- For a list of dispatch centers, refer to [Appendix H, "List of Host Dispatch Centers."](#) For additional information about dispatch centers, visit the Incident Procurement Web site at <http://www.fs.fed.us/business/incident/vipr.php>.

IMPORTANT

When completing the form, if you are copying and pasting text into the form, you **MUST** (1) copy and paste the text into Notepad and then (2) copy the text from Notepad and paste the text into the form. The reason for this is that some software programs, such as Microsoft Word, add strange text characters to text that is copied from their programs and pasted into other programs. These characters are not converting correctly when entered into the VIPR system, which may affect how the text appears on the form. For example, a comma (,) might convert to a trademark symbol (™) and add some additional characters. Pasting the text from Notepad into the form will eliminate this conversion issue. For more information about using Notepad, see [Appendix D](#).

- 9 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.

IMPORTANT

Although you can attach your completed form to the package without validating the form, it will help eliminate issues with your response and save you time in the long run to validate your form **BEFORE** you attach it to the package.

- 10 If you receive a validation error, please refer to the validation message and check the following:

- All of the required fields have data entries.
- The appropriate type of information is provided in the fields, e.g., the first Zip Code box has five (5) digits.
- In some cases, if one field in a group of fields has a data entry, then the other fields in the group become required.



If you have questions about the validation errors, contact the Interagency Incident Systems Helpdesk at helpdesk@dms.nwcg.gov or (866) 224-7677 (press Option 3 for VIPR).

- 11 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.

- 12** Repeat Steps 4 – 11 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 Weed Washing Unit Type 1s, then you will need to complete two Weed Washing Unit Type 1 forms; you CANNOT use one form for both Weed Washing Units. **EXCEPTION:** When completing resource data entry forms for Refrigerated Trailer Units, only one form should be completed for each dispatch center. The number of resources being offered is entered on the form to illustrate the number of resources available within that specific dispatch center.

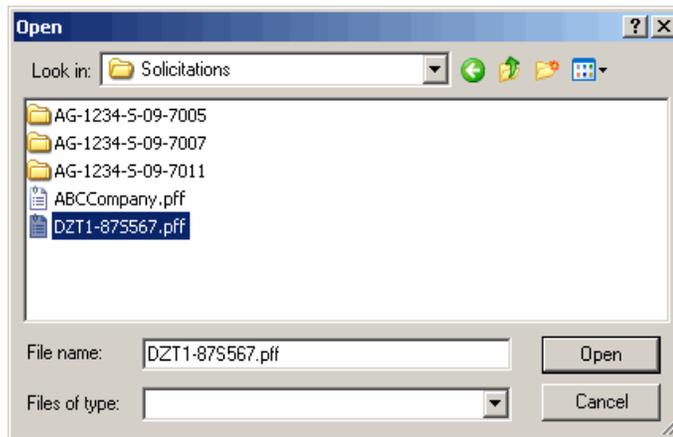
NOTE: Ensure you select the correct dispatch center when completing the form, because you will be UNABLE to change the dispatch center later in the award process or during the agreement period, except during the Rollover modification process.

- 13** 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 14.

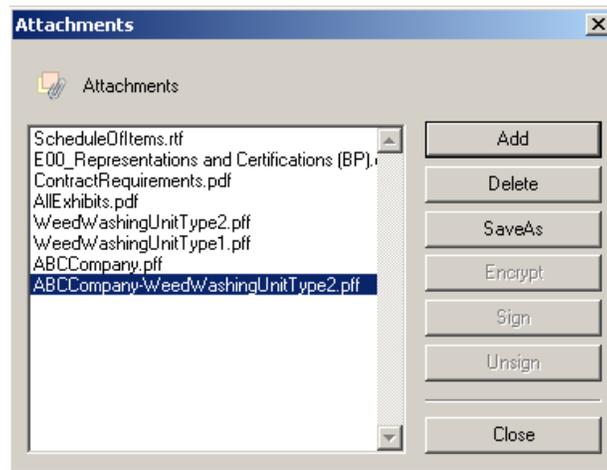
In the following steps, you will add your completed resource data entry form(s) to the SF-1449 form and then delete the blank resource data entry forms that are still attached to the SF-1449 form.

- 14** From the Attachments list, click the **Add** button. The Open file dialog box appears.
- 15** From the Solicitations folder, select your completed resource data entry form, and then click the **Open** button.

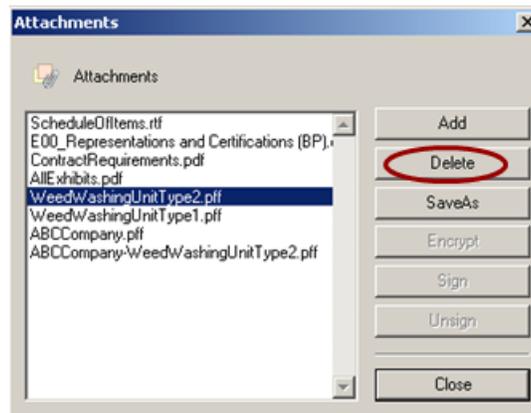
tip
If you are using a thumb drive, you would open the Solicitations folder from the thumb drive and not the local drive to find your completed resource data entry form.



Your completed resource form is now attached to the solicitation package.



16 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.



Ensure the correct form is highlighted, and then click the Delete button to remove it from the solicitation package.

- 17** Repeat Steps 14-19 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 you are offering resources in multiple dispatch centers within the area covered by the solicitation, ensure that the applicable dispatch center is identified on the resource data entry form(s) and attach ALL forms to the solicitation package. DO NOT submit separate responses for each dispatch center, as your latest response will override all other responses.
- Resource forms for Refrigerated Trailer Units are *unique in that only one form is submitted in response to a solicitation for each resource type per dispatch center*. The number of resources being offered is entered on the form to illustrate the number of resources available within that specific dispatch center, and a separate form can be attached to your response for each dispatch center. DO NOT submit multiple offers in response to a single solicitation; VIPR will use the vendor's last response submitted as the response on record, and will override any previous responses.
- If a solicitation requires additional information (resumes, certifications, etc.) to be submitted with the offer, do NOT submit in VIPR any supporting documentation that contains Personally identifiable Information (PII). Please contact your Contracting Officer (CO) to determine how to submit those documents.
- 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.
- For every response you submit, ensure ALL of your resource data entry forms that you want to be evaluated with that response are included (attached) in your submittal. The latest response you submit will override any previous responses you submitted, which means only the forms included in your latest response will be processed and will be treated as the response on record in the VIPR system.



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 Weed Washing Unit Type 1s, then you will need to complete two Weed Washing Unit Type 1 forms; you CANNOT use one form for both Weed Washing Units. EXCEPTION: When completing resource data entry forms for Refrigerated Trailer Units, only one form should be completed for each dispatch center. The number of resources being offered is entered on the form to illustrate the number of resources available within that specific dispatch center.



What's next? Based on where you are in the process for responding to the solicitation, do one of the following:

- If you have not completed the Vendor Company Information form for the solicitation or amendment package, then keep the Attachments list open and follow the steps in [Section 5.2.3, "Completing the Vendor Company Information,"](#) (begin with Step 4).
- If your solicitation or amendment package has all of the completed forms required for your offer, i.e. your completed company form AND your completed resource data entry forms, then from the Attachments list, click the **Close** button, and then from the SF-1449 form, click the **Save** button to save your solicitation package. You are now ready to follow the steps in [Section 5.3, "Signing and Submitting an Offer,"](#) (begin with Step 3).

5.3 Signing and Submitting an Offer

When you submit an offer, your solicitation response package must be complete, which means it must

- Include all of the standard forms that were part of the original package, i.e. SF-1449 form, Schedule of Items, Contract Requirements and Exhibits, Representations-Certifications -FAR 52.212-3, and SF-30 (when applicable)
- Include your completed company information form

IMPORTANT

If you are using both the VIPR Vendor Application (for 2011 and 2012 solicitations) and the Formatta forms (all other solicitations), please be aware that any changes you make to your vendor company information using one solution will NOT appear in the other solution. These two tools are used independently of each other; this means that if you make changes to your company information in the vendor application, your Vendor Company Information form (Formatta) will NOT include those changes. So, ensure your company information is current whenever you submit a response regardless of the tool you use.

- Include your completed resource data entry forms for ALL of the resources you wish to include in your offer
- Exclude any blank or old versions of the Vendor company information form and resource data entry forms

IMPORTANT

For every response you submit, ensure ALL of your resource data entry forms that you want to be evaluated with that response are included (attached) in your submittal. The latest response you submit will override any previous responses you submitted, which means only the forms included in your latest response will be processed and will be treated as the response on record in the VIPR system.

When you are ready to submit an offer, you will be legally signing your offer and will be required to provide your eAuthentication username and password.



Business Rules:

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 by putting you "In Negotiations."

Only one response can be submitted for a solicitation. VIPR will use the vendor's last response submitted as the response on record and will override any previous responses; VIPR will NOT try to determine the difference between multiple packages for the same solicitation sent by the same vendor.

To sign and submit an offer:

- 1 From Windows Explorer, open the **Solicitations | <solicitation number>** folder.
- 2 Double-click on the **<solicitation number>.PFF** file. (If the solicitation has an amendment, then double-click on the **<solicitation number_Amendment #>** file. If the solicitation has a modification package, then double-click on the **<MOD_modification #>** file.) The SF-1449 form opens.
- 3 Ensure all of your completed forms are in the list of Attachments and all of the blank or old versions of the forms have been deleted from the package.
- 4 At the bottom of the SF-1449 form, click the **Sign Response** button.



tip

If you are using a thumb drive, you would open the Solicitations | <solicitation number> folder from the thumb drive and not the local drive to find your completed package.

25. ACCOUNTING AND APPROPRIATION DATA		26. TOTAL AWARD AMOUNT (For Govt. Use Only)	
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA		<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED	
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA		<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED	
<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED		<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____ YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: _____	
30a. SIGNATURE OF OFFEROR/CONTRACTOR		31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)	
30b. NAME AND TITLE OF SIGNER (Type or print)	30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER (Type or print)	31c. DATE SIGNED
AUTHORIZED FOR LOCAL REPRODUCTION PREVIOUS EDITION IS NOT USABLE		Sign Response	
		STANDARD FORM 1449 (REV. 3/2005) Prescribed by GSA - FAR (48 CFR) 53.212	

A message appears explaining what it means when you use your eAuthentication UserID and password to sign a response.

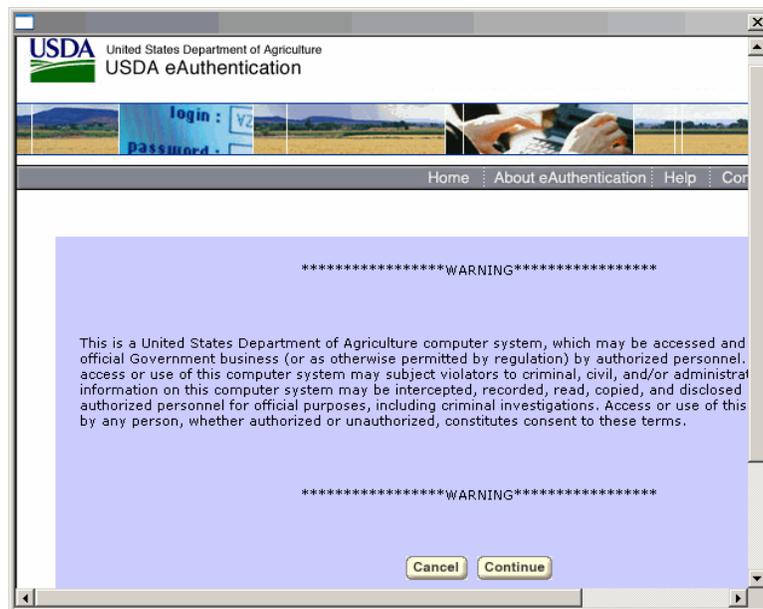
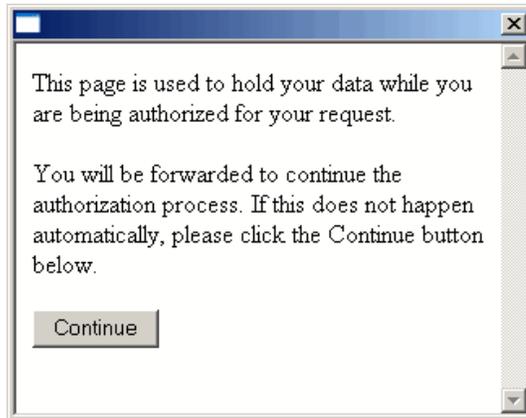


5 Click **Yes** to proceed.

IMPORTANT

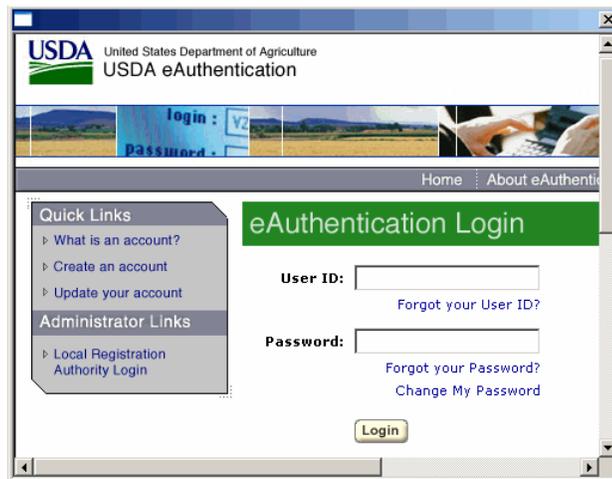
Once you complete the steps for the eAuthentication process for a specific solicitation (described in Steps 6-11 below), you might not be required to perform those steps again the next time you click the “Sign Response” button on the SF-1449 form for that solicitation. When this occurs, it means your eAuthentication login information is already in the system for that solicitation and you can jump from Step 4 to Step 12.

6 If an authorization message appears, click the **Continue** button once. Wait a few seconds for this window to be replaced with the eAuthentication Web site warning message.



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

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

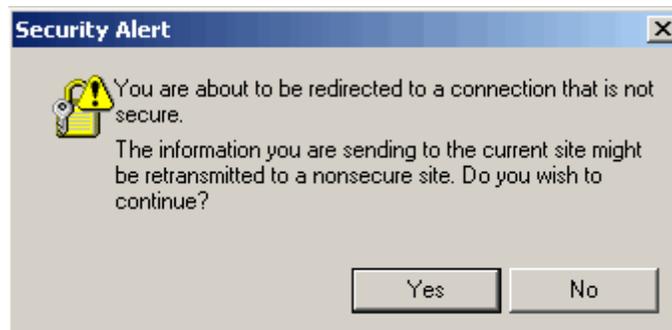


NOTE: You may need to drag the window edges to re-size the window in order to view the entire message.

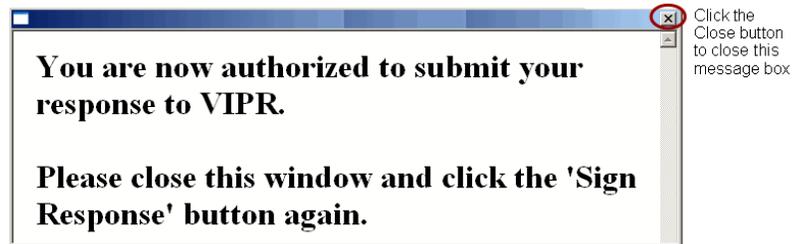
- 8 Enter your eAuthentication username and password, and then click the **Login** button.

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

A Security Alert message appears. You can ignore this message because the VIPR site is secure.



- 9 Click **Yes** to continue. A message informing you that you are authorized to submit your response appears.



10 Click on the Close button to close the message window. The SF-1449 form re-appears.

25. ACCOUNTING AND APPROPRIATION DATA		26. TOTAL AWARD AMOUNT (For Govt. Use Only)	
<input type="checkbox"/> 27a. SOLICITATION INCORPORATED BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA		<input type="checkbox"/> ARE	<input type="checkbox"/> ARE NOT ATTACHED
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATED BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA		<input type="checkbox"/> ARE	<input type="checkbox"/> ARE NOT ATTACHED
<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED		<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. OFFER DATED _____ YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:	
30a. SIGNATURE OF OFFEROR/CONTRACTOR		31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)	
30b. NAME AND TITLE OF SIGNER (Type or print)	30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER (Type or print)	31c. DATE SIGNED
AUTHORIZED FOR LOCAL REPRODUCTION PREVIOUS EDITION IS NOT USABLE		Sign Response	
		STANDARD FORM 1449 (REV. 3/2005) Prescribed by GSA - FAR (48 CFR) 53.212	

11 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.



12 Click **Yes** to proceed.

13 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.

IMPORTANT

For every response you submit, ensure ALL of your resource data entry forms that you want to be evaluated with that response are included (attached) in your submittal. The latest response you submit will override any previous responses you submitted, which means only the forms included in your latest response will be processed and will be treated as the response on record in the VIPR system.

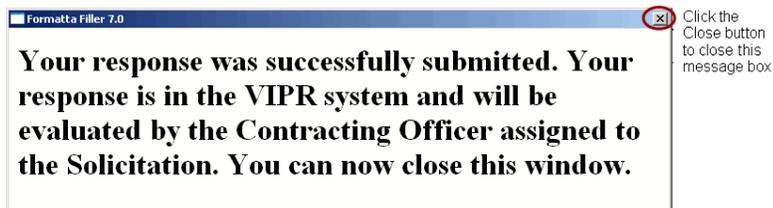
- Each resource data entry form has a unique vendor-provided identifier (e.g., VIN number, Equipment ID, etc.). The same identifier cannot be used for the same resource type for the same solicitation.
- The forms attached to the solicitation response are the correct version of the forms. If the forms 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.

You will receive either a successful submittal message or an error message. Details about each type of message are explained below in the “Types of Submittal Validation Messages.”

Types of Submittal Validation Messages

Based on the results of the validation check, you may get one of the following messages:

(1) Successful submittal:



If you get this message, you can close this window. 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.

(2) Your completed Vendor Company Information form was not attached to the solicitation:



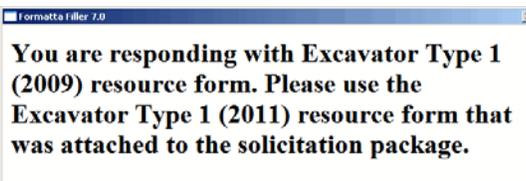
If you get this message, you can close this window. Access the Attachments list and ensure you have attached your completed company form to the solicitation package AND deleted the blank Vendor Company Information form.

(3) Your completed resource data entry form was not attached to the solicitation:



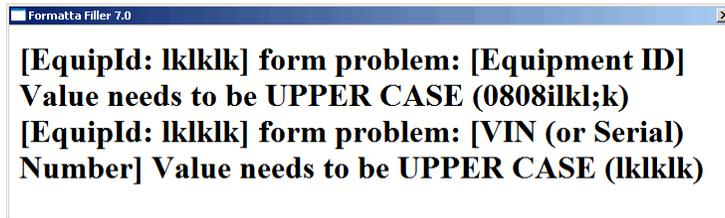
If you get this message, you can close this window. Access the Attachments list and ensure you have attached your completed resource data entry forms that are specific to the solicitation AND deleted all blank resource data entry forms from the solicitation package.

(4) You are using an invalid/outdated resource form:



If you get this message, you can close this window. You are using an outdated or invalid form. Access the Attachments list and use the resource forms that are in the package and complete them and re-attach them to your submittal.

(5) In the resource forms you submitted, you are not using uppercase for either the VIN/Unique ID or Equipment ID or both:



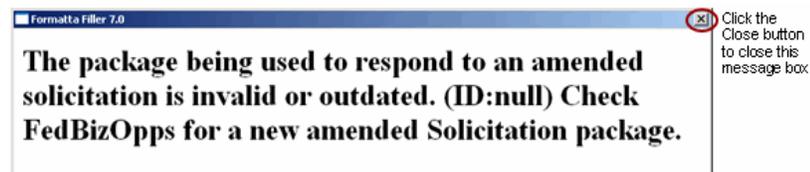
(6) You have an incomplete form within the package.



If you get this message, you can close this window. 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 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.

(7) You have not responded to the latest amendment package:



You are not 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.

(8) All of the amendment files are not attached to the solicitation:



If you get this message, you can close this window. Access the Attachments list and ensure you have not deleted any of the **Amendment #.PFF** files from the amendment package. If the Amendment file is not in the package, then 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 amendment package, but before you have submitted an offer, then you may get this message. Check FBO to ensure you have the most current amendment package (refer to [Section 5.1, "Downloading a Solicitation Package from FedBizOpps \(FBO\)"](#)).

(9) Serious server error message that does NOT include a reference number.

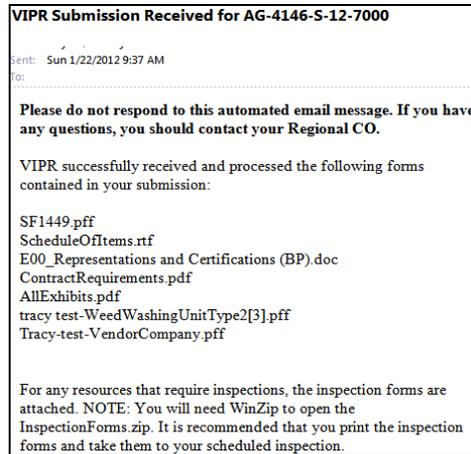
If you get this message and it does not include a reference number, then chances are your system has timed out. You can wait a while and try again. If you continue to get this error, you might need a faster network connection, in which case you would need to contact your Internet Service Provider to determine the network options that are available to you. If you need assistance, then contact the Interagency Incident Systems Helpdesk at helpdesk@dms.nwcg.gov or (866) 224-7677. Press Option 3 for VIPR/eAuth.desk.

IMPORTANT

If you get an error message that you have questions about, make a note of the reference number (if there is one) and contact the **Interagency Incident Systems Helpdesk** at helpdesk@dms.nwcg.gov or (866) 224-7677. Press Option 3 for VIPR / eAuth. (You will need to provide the reference number to the Helpdesk.)

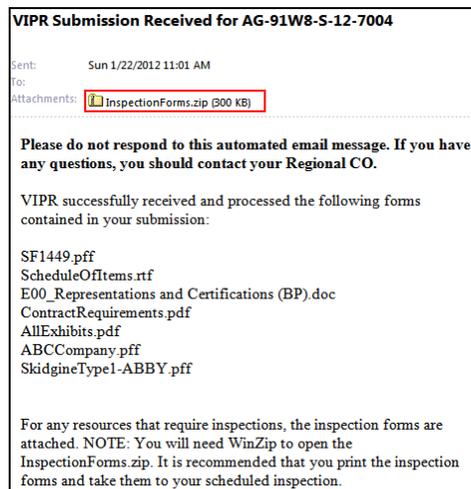
Once you have a successful submittal, VIPR will send you an e-mail message to confirm that your response is now in VIPR. Depending on the resource categories associated with the solicitation, you will get one of the following e-mail messages:

If you have resources that do not require inspections, your e-mail confirmation message will look similar to the e-mail example below:



If you have resources that require inspections, your e-mail confirmation will include a zip file with inspection forms for your resources. It is recommended that you print the inspection forms and take them to your scheduled inspection. The inspection forms are for your scheduled inspection only (conducted in-person by an FS inspector); therefore, you do NOT attach your inspection forms to any responses you submit to VIPR.

NOTE: If you are unable to open the .zip file, then you will need to download the free WinZip utility program, which is available at <http://www.winzip.com/downwz.htm>.



6 Submitting a Revised Offer

This section describes the procedures for revising your offer for an open solicitation, responding to a request from the Contracting Officer for a revised offer for a closed solicitation, and withdrawing your offer on a solicitation.

6.1 Submitting a Revised Offer on an Open Solicitation

To update information or revise an offer you have already submitted, you will need to make any necessary changes to the forms; attach the updated forms to the solicitation (or amendment package if the solicitation has been amended), as well as attach the forms you have not updated, but want included in your response; delete the old forms; and then re-submit your offer.

IMPORTANT

If you wish to withdraw or replace a resource, submit a new offer that does not include the resource data entry form for the resource you wish to withdraw or for the resource you wish to replace with a different resource. Only include the resource data entry forms for the resources you wish to be considered in your offer. Your latest response will override any previous responses, so if those resource forms are not included in your offer, then they will NOT be considered in your offer. DO NOT use the Withdraw or Replace check boxes that appear at the top of the resource data entry forms; those fields are used during the agreement phase only.



Business Rules:

You can update your company and resource information and re-submit a revised offer at any time until the solicitation close date.

Only one response can be submitted for a solicitation. VIPR will use the vendor's last response submitted as the response on record and will override any previous responses; VIPR will NOT try to determine the difference between multiple packages for the same solicitation sent by the same vendor.



tip

If you are using a thumb drive, you would open the Solicitations folder from the thumb drive and not the local drive to find your forms to update.

To update your information and submit 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 you wish to update.
- 3 Make any necessary changes to the company information form and/or the resource forms.

IMPORTANT

Problems have been reported with vendors using AOL e-mail accounts for the VIPR Vendor Solution. If you are using an AOL e-mail account, you will need to obtain a non-AOL e-mail address and update your Vendor Company Information form with the new e-mail address.

IMPORTANT

You must ensure you complete all of the required fields, which are indicated by an asterisk and yellow background on the form.

Also, when completing the form, if you are copying and pasting text into the form, you **MUST** (1) copy and paste the text into Notepad and (2) paste the text from Notepad into the form. The reason for this is that some software programs, such as Microsoft Word, add strange text characters to text that is copied from their programs and pasted into other programs. These characters are not converting correctly when entered into the VIPR system, which may affect how the text appears on the form. For example, a comma (,) might convert to a trademark symbol (™) and add some additional characters. Pasting the text from Notepad into the form will eliminate this conversion issue. For more information about Notepad, see [Appendix D](#).

- 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.

If you receive a validation error, please refer to the validation message and check the following:

- All of the required fields have data entries.
- The appropriate type of information is provided in the fields, e.g., the first Zip Code box has five (5) digits.
- In some cases, if one field in a group of fields has a data entry, then the other fields in the group become required. For example, for the Contact Information, if a First Name is entered, then the Last Name, Daytime Phone, and E-mail Address fields are then required.



If you have questions about the validation errors, contact the Interagency Incident Systems Helpdesk at helpdesk@dms.nwcg.gov or (866) 224-7677. Press Option 3 for VIPR.

- 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.

Once you have finished updating your forms, follow the steps listed below to open the solicitation package that you wish to re-submit with your updated information, delete your old forms from the package, and add your updated forms to the package.

IMPORTANT

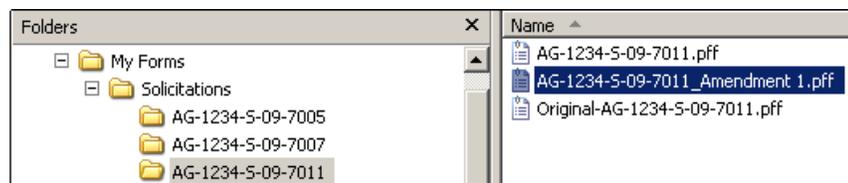
You may want to check the FBO site to ensure you are working off of the latest version of the solicitation package; there may have been amendments posted to the solicitation since your last response was submitted. If you need to download a new amendment package, follow the steps described in [Section 5.1, "Downloading a Solicitation from FedBizOpps \(FBO\),"](#) otherwise, proceed to Step 7.



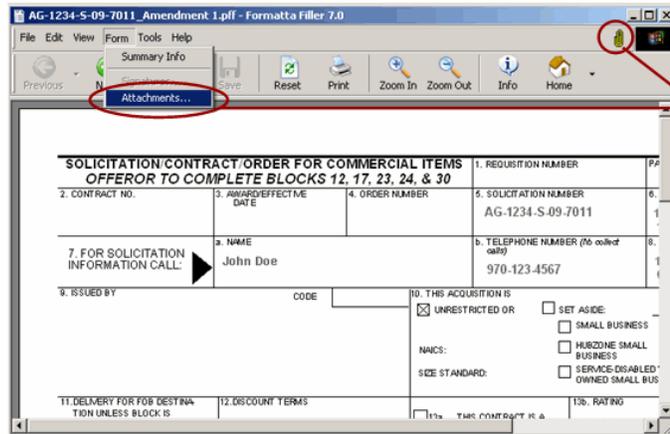
tip

If you are using a thumb drive, you would open the Solicitations | <solicitation number> folder from the thumb drive and not the local drive to find your package.

- 7 From Windows Explorer, open the **Solicitations | <solicitation number>** folder.

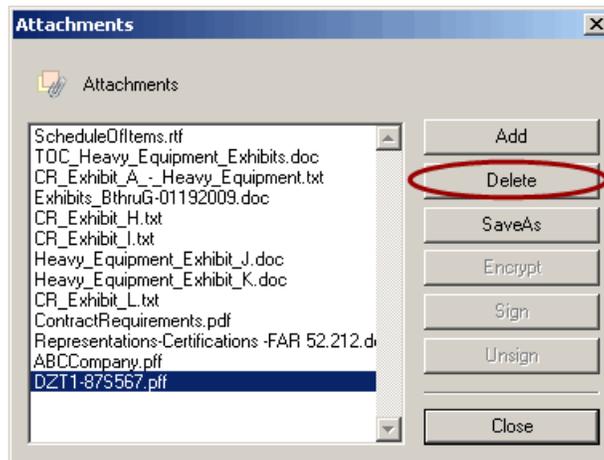


- 8 Double-click on the **<solicitation number>.PFF** file or if the solicitation has an amendment, double-click on the **<solicitation number_Amendment #>.PFF** file. The SF-1449 form appears.
- 9 From the Form menu, select **Attachments**. (You can also click on the paper clip icon to access the Attachments.)



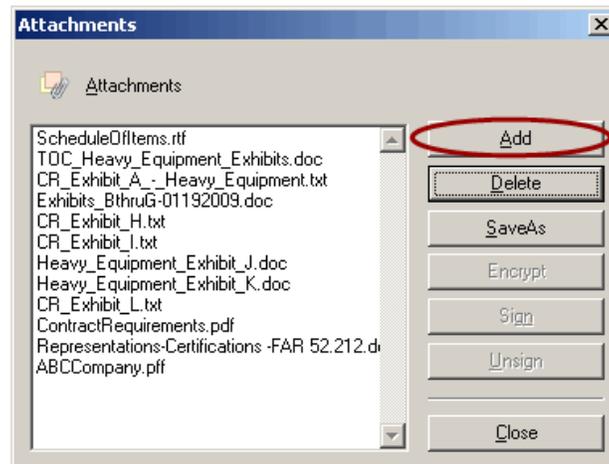
There are two ways to access the attachments: you can either select **Form | Attachments** or click on the paper clip icon

- 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.



Ensure the correct form is highlighted, and then click the Delete button to remove it from the package.

- From the Attachments list, click the **Add** button.

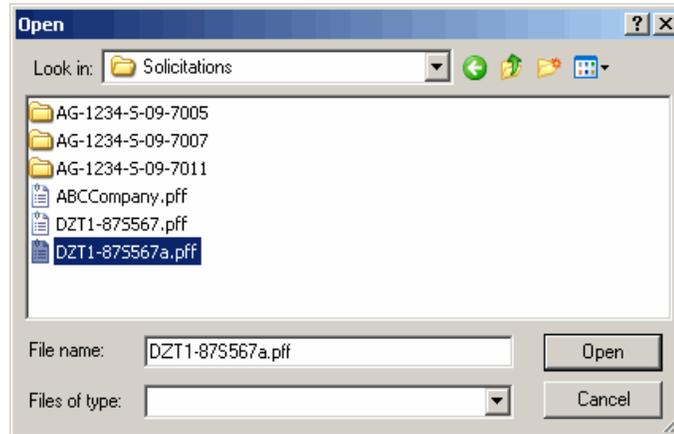




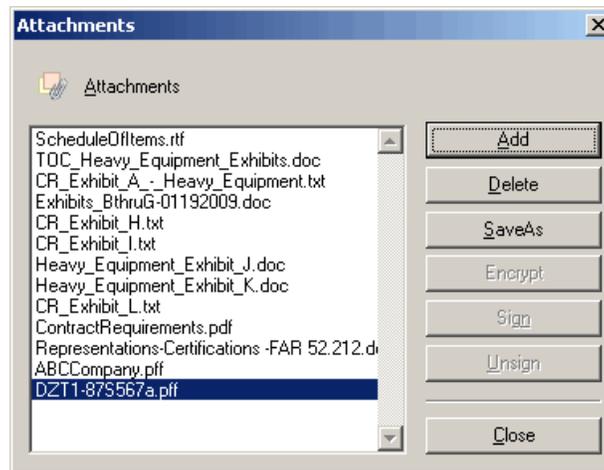
tip

If you are using a thumb drive, you would open the Solicitations folder from the thumb drive and not the local drive to find your completed forms.

- 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, as well as other resource data entry forms that you are not updating, but you want included in your offer.

IMPORTANT

For every response you submit, ensure ALL of your resource data entry forms that you want to be evaluated with that response are included (attached) in your submittal. The latest response you submit will override any previous responses you submitted, which means only the forms included in your latest response will be processed and will be treated as the response on record in the VIPR system.

- 14** Click the **Close** button to close the Attachments list.

15 Click the **Save** button to save your updated solicitation package to the SF-1449 form.

16 Once the updated information is attached to the SF-1449 form, go to [Section 5.3, "Signing and Submitting an Offer,"](#) to sign and submit your offer.



Business Rule: 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.

6.2 Submitting a Revised Offer After the Solicitation Has Closed



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 by re-opening the closed solicitation or by entering into negotiations with you and requesting a revised offer.

In this case, you can update the information and submit a revised offer by following the procedures described in [Section 6.1, "Submitting a Revised Offer on an Open Solicitation."](#)

6.3 Withdrawing an Offer or Resources in an Offer



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.

To withdraw an offer:

Telephone or e-mail the CO that you wish to withdraw your offer. The CO will not award an agreement on the offer you have withdrawn.

To withdraw resources in an offer:

If you wish to withdraw a resource from your offer, then you will need to submit a new offer without that specific resource data entry form(s) included in the package you submit. When you submit a new response, your latest response will overwrite your previous response, so if that resource data entry form is no longer in the package, then it is "withdrawn" from your offer.

7 Responding to an Amended Solicitation

The procedures for responding to an amended solicitation vary slightly depending on whether or not you have submitted a response to the solicitation before it was amended. Depending on your situation, do one of the following:

- **If you are going to submit an offer for the first time on an amended solicitation**, follow the same procedures described in [Section 5, "Responding to a Solicitation,"](#) but download the latest 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. If you wish to respond to the amendment, follow the procedures described below.

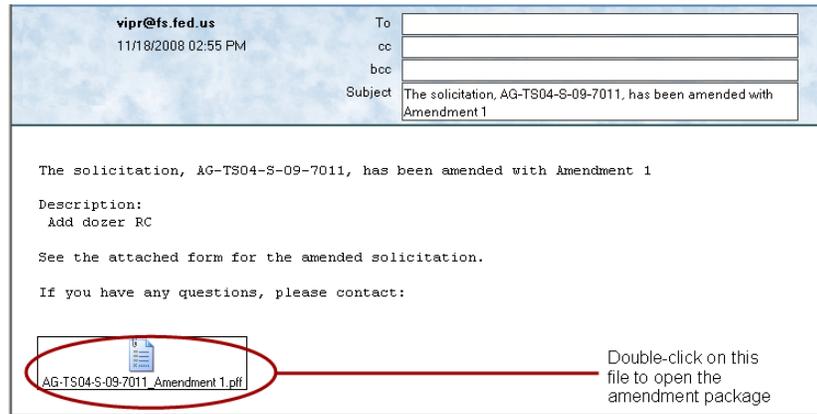
IMPORTANT

If you submitted an offer on a solicitation and the solicitation has been amended, you do not have to respond to every amendment issued under the solicitation; it is up to you to decide if you wish to respond to an amendment. However, after the solicitation has closed and during the evaluation process, the CO may request that you respond to a specific amendment and will coordinate that with you.

To respond to an amended solicitation:

- 1 In the e-mail message you receive from VIPR, double-click on the amendment solicitation package.

Example of an E-mail Message for an Amended Solicitation



tip
 If you are using a thumb drive, you would save the amendment package to the Solicitations | <solicitation number> folder on the thumb drive and not the local drive.

IMPORTANT

Problems have been reported with the packages that are sent to vendors using AOL e-mail accounts. If you are using an AOL e-mail account for the VIPR Vendor Solution and the package attached to the e-mail has a .mim extension instead of a .PFF extension, you will be unable to open the package to submit a response. You will need to obtain a non-AOL e-mail address, download the amendment package from the FBO Web site ([Section 5.1, "Downloading a Solicitation Package from FedBizOpps \(FBO\)"](#)), update your Vendor Company Information form with your new e-mail address, and then follow the procedures in [Section 7, "Responding to an Amended Solicitation"](#) to respond to the amendment package you downloaded from FBO.

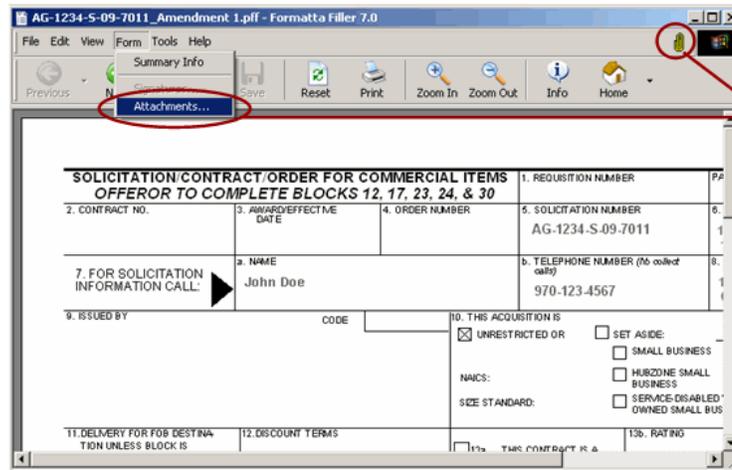
- 2 Save the amendment package in the appropriate **Solicitations | <solicitation number>** folder.

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."



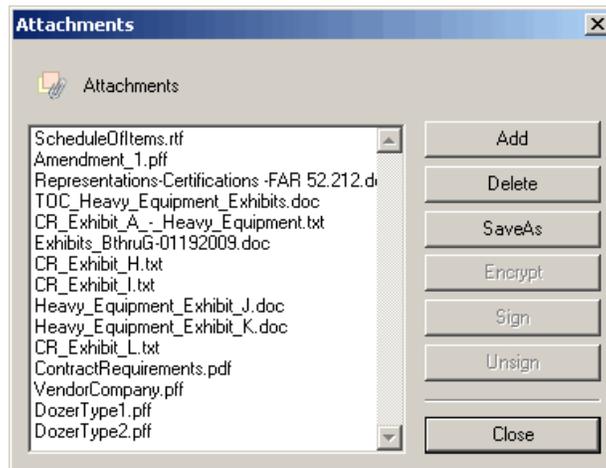
Business Rule: When responding to an amendment, you can update any of your company information or information on specific resources, if needed, before you attach your forms to the amendment package.

- 3 Open the amendment package and from the Form menu, select **Attachments**.

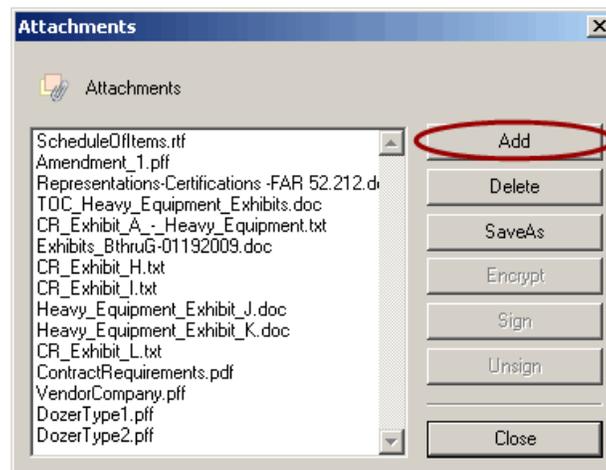


There are two ways to access the attachments: you can either select **Form | Attachments** or click on the paper clip icon

A list of Attachments appears.



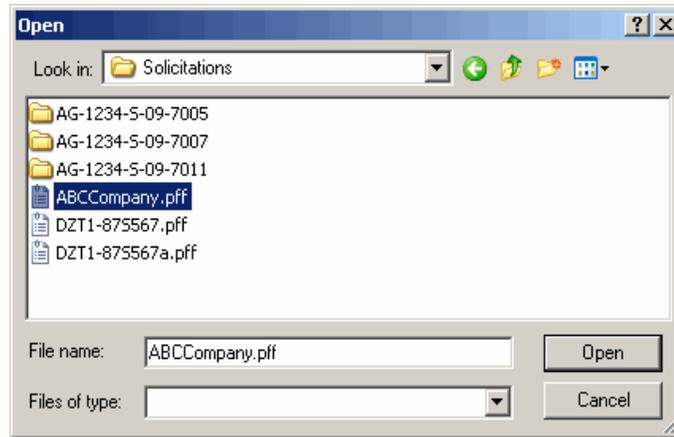
4 From the Attachments list, click the **Add** button.



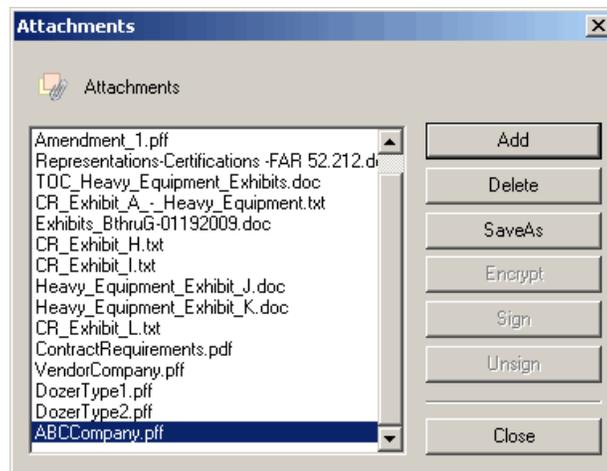


tip
If you are using a thumb drive, you would open the Solicitations folder from the thumb drive and not the local drive to find your completed company form.

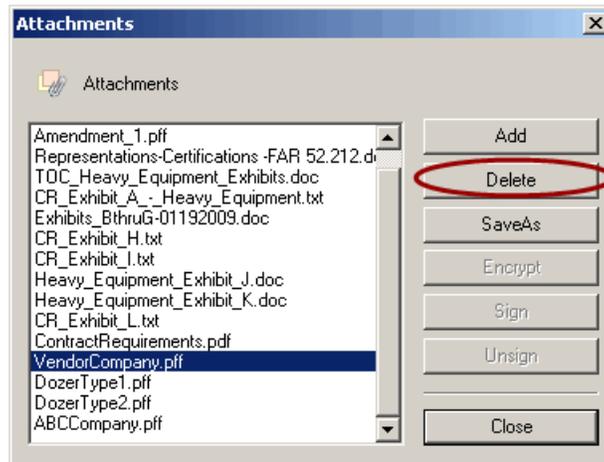
- From the Solicitations folder, select your company form, and then click the **Open** button.



Your company form is now attached to the amendment package.

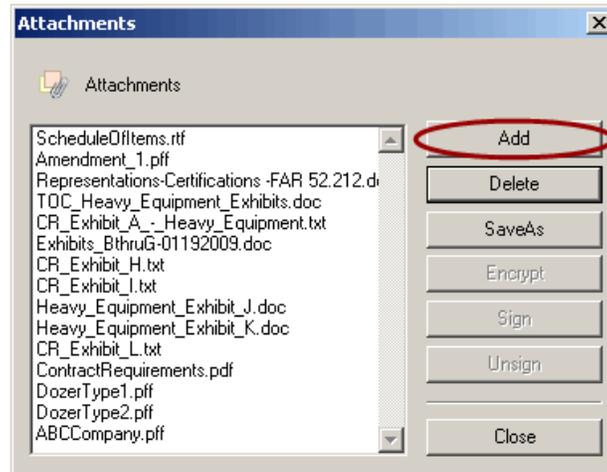


- From the Attachments list, select the **VendorCompany.PFF** file, and then click the **Delete** button. The blank VendorCompany form is deleted from the package.



Ensure the correct form is highlighted, and then click the Delete button to remove it from the package.

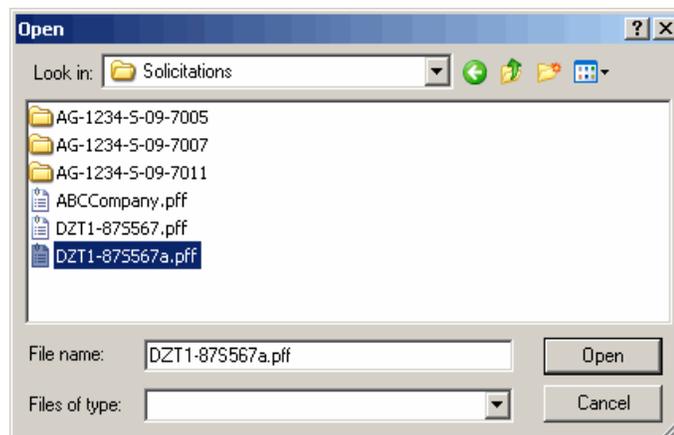
- From the Attachments list, click the **Add** button.



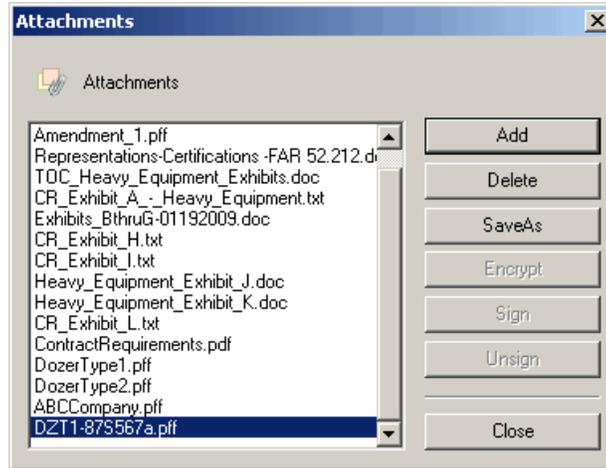
tip

If you are using a thumb drive, you would open the Solicitations folder from the thumb drive and not the local drive to find your completed resource data entry form.

- From the Solicitations folder, select your resource data entry form, and then click the **Open** button.



Your resource data entry form is now attached to the amendment package.



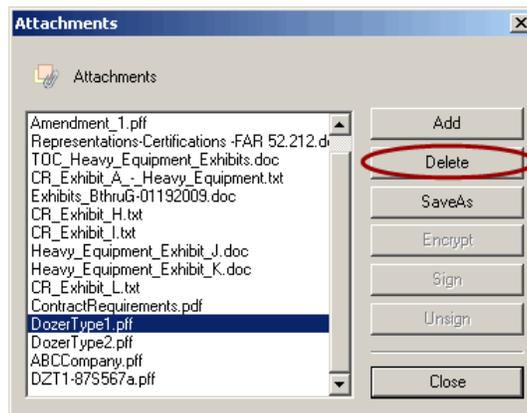
- 9 Repeat Steps 7-8 for every resource data entry form you want to add to the package.

IMPORTANT

For every response you submit, ensure ALL of your resource data entry forms that you want to be considered with that response are included (attached) in your submittal. The latest response you submit will override any previous responses you submitted, which means only the forms included in your last response will be processed and will be treated as the response on record in the VIPR system.

NOTE: Be sure to attach your edited Representations-Certifications document and any other submittals required by the solicitation.

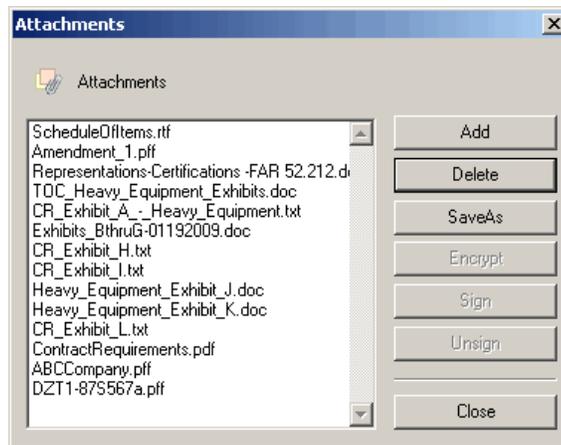
- 10 From the Attachments list, select the <resource data entry form>.PFF file, and then click the **Delete** button.



Ensure the correct form is highlighted, and then click the Delete button to remove it from the package.

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, go to [Section 5.3, "Signing and Submitting an Offer,"](#) to sign and submit your offer.



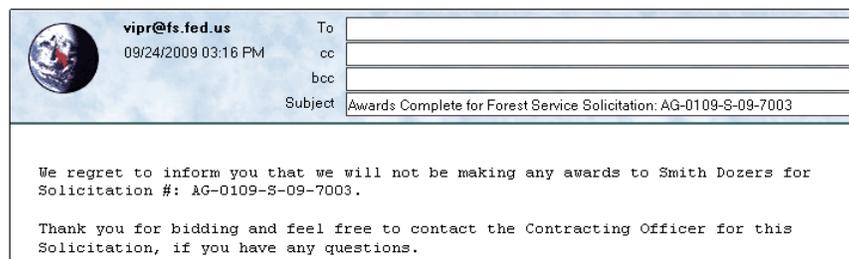
Business Rule: When responding to an amended solicitation, you **MUST** submit a complete package, which means you **MUST ATTACH ALL** of the resource forms that you want to include with your offer and that still apply to the amended solicitation. The latest response you submit will override any previous responses you submitted, which means only the forms included in your last response will be processed and will be treated as the response on record in the VIPR system.

NOTE: If you received inspection forms from VIPR in an e-mail confirmation for a previous response submittal, do NOT attach those inspection forms to your response to the amendment. Those inspection forms are to be used only for any scheduled inspections, which are conducted in-person by FS inspectors.

8 Working with Agreements

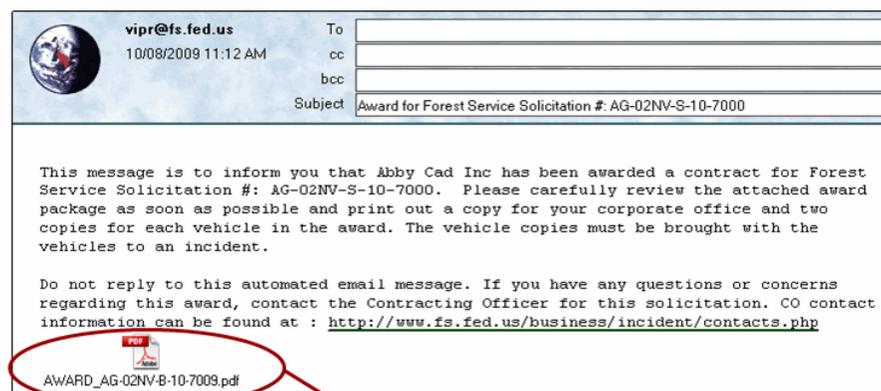
Once a CO is done awarding agreements for a solicitation, VIPR notifies vendors whether or not they have received the award.

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. (Below is an example of e-mail message informing the vendor that they did not receive an award.)



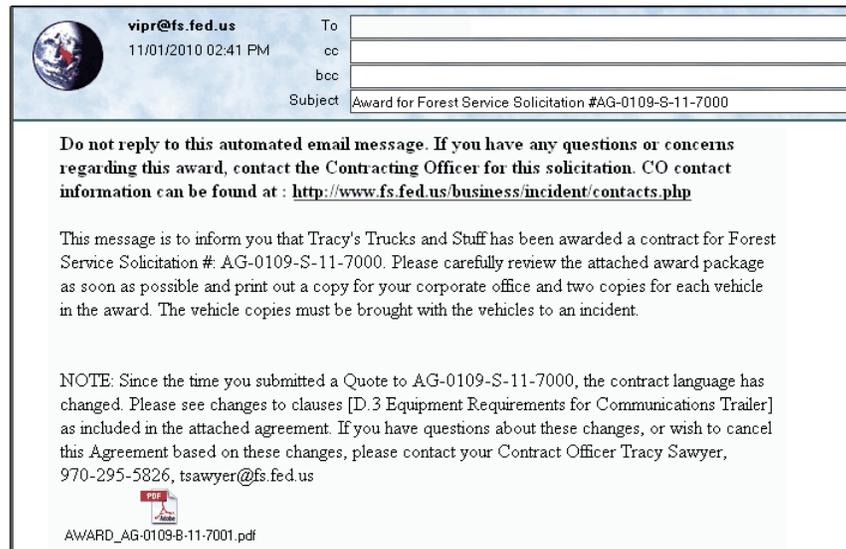
If you are **ARE AWARDED** an agreement, VIPR will send you an e-mail informing you that you have received an award; the e-mail will include the complete agreement package (in PDF format). (Below are two examples of an award e-mail message.)

Example of a standard award e-mail message:



Double-click on this file to open the award package (in PDF format)

Example of an award e-mail message after national changes have been issued, but before you have been sent the award:



This e-mail message informs you that a national change has been issued since the solicitation closed. So, your last submittal/signed response did not include the changes, but your award will include these changes. No action is required by you; however, if you do not agree with the changes, you can contact your Contracting Officer to request to cancel the agreement.

IMPORTANT

Problems have been reported with the packages that are sent to vendors using AOL e-mail accounts. If you are using an AOL e-mail account for the VIPR Vendor Solution and the package attached to the e-mail has a .mim extension instead of a .PFF or .PDF extension, you will be unable to open the package. You will need to obtain a non-AOL e-mail address, provide the new e-mail address to the Contracting Officer (CO), and request the CO to change your e-mail address in the VIPR system and send a modification to the agreement to you. The complete, signed modification package will be sent to your new e-mail address.

The agreement package (in PDF format) includes the following:

- SF-1449 (with your eSignature and the CO's eSignature)
- Schedule of Items - SOI (depending on when the agreement was issued, the SOI will either include details about the resource or a separate page with details about the resources will be included, in addition to the SOI)
- A page with your company information
- SF-30 (if there were any amendments or modifications during the solicitation process)

- Table of Contents
- All of the contract requirements and exhibits

Once you receive an award, you will need to print the agreement (see [Section 8.1 "Printing an Agreement"](#)). If you have changes to the agreement, you can contact the CO and request to modify the agreement (see [Section 8.3, "Requesting a Modification to an Agreement"](#)).

8.1 Printing an Agreement

IMPORTANT

When you receive notification of award of an agreement, you **MUST** print the agreement package, which is attached to the award e-mail message, 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 PDF file, which will contain the following: (1) SF-1449; (2) Schedule of Items, with details about the resource; (3) a page with your company information, (4) SF-30, if there are any; (5) Table of Contents, and (6) Contract Requirements and Exhibits.

For instructions on how to print the agreement, refer to [Section 10, "Printing Packages."](#)

8.2 Requesting a Novation Agreement

A novation agreement is required if you have purchased all of the assets from a vendor who had an I-BPA, and you wish to have those assets transferred to you with a new I-BPA.

To request a novation agreement:

- 1 Telephone or e-mail the CO on the agreement to request a novation agreement. The CO will work with you and the selling vendor to execute the novation agreement.
- 2 Once the novation is ready, the CO will issue a novation modification and the modification package will be e-mailed to you.
- 3 When you receive the modification package, follow the procedures in [Section 9, "Responding to a Modified Agreement."](#)

8.3 Requesting a Modification to an Agreement

After you receive an agreement, you can request a modification to the agreement to update your company information, update your resource information, withdraw a resource, replace a resource, or cancel an agreement.

Before requesting a modification, be sure you note the following business rules that apply to modified agreements.



Business Rules:

- If you are updating your company information, you CANNOT change your DUNS Number, the Small Business status, or the Labor Surplus Area (LSA) status on your vendor company form. You will be able to change your Small Business or LSA status during the annual rollover process, but you will need to contact the Contracting Officer to request the change.

- If you are updating a resource (not replacing a resource): For standard and/or extend modifications, you CANNOT change the VIN/Unique ID, Dispatch Center, or Prices (Rates) for your equipment. For rollover modifications, you CANNOT change the VIN/Serial Number, but you CAN change the Dispatch Center and Prices (Rates).

- If you are replacing a resource...

- The replacement must be with equal or better equipment, which means the attributes may be better, but the resource type is the same.
- For standard and/or extend modifications, you MUST use the same Dispatch Center and Prices (Rates) that you used for the replaced resource. For rollover modifications, you can change the Prices (Rates) and the Dispatch Center with the replacement resource.
- For inspection correction modifications, which are used only for resources with a "Failed" inspection status, you CANNOT change the pricing or the dispatch Center for your equipment.
- For standard and/or extend modifications, VIPR will create a new dispatch priority list (DPL) with the new equipment detail, but will NOT re-sort the order of the vendors on the DPL. For rollover modifications, any changes made to prices, DC, and/or equipment attributes will be factored into the DPL ranking. For inspection correction modifications, any changes made to the equipment attributes will be factored into the DPL ranking.

To request a modification to an agreement:

- 1** Telephone or e-mail the CO on the agreement to request a modification to the agreement. The CO will issue a modification and the modification package will be e-mailed to you.

- 2** Once you receive the modification package, follow the procedures in [Section 9, "Responding to a Modified Agreement."](#)

9 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 will include the modification package. If the modification requires a vendor response, the modification package in the e-mail will be a **.PFF file**. If the modification is complete and does not require a vendor response, the modification package in the e-mail will be a **.PDF file**.

IMPORTANT

If you are required to respond to a modification, you **MUST** respond to the modification using the Vendor company information and resource data entry forms in the modification package, which are attached to the modification e-mail message—do NOT work off of previously saved forms. **NOTE:** Suspend/resume, terminate/reinstate, vendor management, and expire modifications do not require a vendor response; therefore, they will always be a .PDF file.

There are nine types of modifications: standard and/or extend, rollover, vendor cancel agreement, suspend/resume, terminate/reinstate, vendor management, inspection correction, expire agreement, and novation.

The table below provides a high-level description of each type of modification. Detailed instructions for working with each modification type appear later in this section.

Mod Type	Description	Vendor Response?
Standard and/or Extend	Allows the CO or the vendor to update general information on an agreement. The vendor's ranking on the dispatch priority list (DPL) is not affected by any of these informational or administrative changes. Also, allows the CO to extend the agreement end date up to one year past the original end date using the VIPR system.	Yes
Rollover	Used to implement revisions based on an annual review and allows the vendor to submit a new price, dispatch center, and attributes and potentially affect their DPL ranking. Also, if needed, vendors will be able to change their Small Business or LSA status during the annual rollover process, but they will need to contact the Contracting Officer to request the change.	Yes

Mod Type	Description	Vendor Response?
Vendor Cancel Agreement	Allows the vendor to cancel their agreement.	Yes
Suspend/Resume	Allows the CO to suspend or resume a suspended resource on an agreement.	No
Terminate/Reinstate	Allows the CO to terminate or reinstate a terminated resource on an agreement.	No
Vendor Management	Allows the CO to change a vendor's primary and secondary contact information and change a vendor's company address.	No
Inspection Correction	(Used only for resources that have a "failed" inspection result) Allows vendors to change their resource attributes to change the inspection result from "Fail" to "Pass." If there are CBA points associated with the attribute changes, the vendor's ranking on the Dispatch Priority List may be affected.	Yes
Expire Agreement	Allows the CO to expire an agreement in the VIPR system.	No
Novation	Allows COs to transfer the agreement from a selling vendor to a purchasing vendor.	Yes, by the Purchasing Vendor

The informational/administrative changes that can be implemented with standard and/or extend or rollover modifications are as follows:

- CO changing contract requirements
- CO changing their CO information (e.g., new Administrative CO, address change, etc.)
- CO changing a vendor's contact e-mail address
- Vendor updating their vendor company information (all information can be updated except for DUNS, Small Business status, and Labor Surplus Area (LSA) status. The only exception is that Small Business and LSA status can be changed during the annual rollover process, but you will need to contact the Contracting Officer to request the change).

IMPORTANT

If you had one Small Business status and LSA status at the time of an agreement, but a different Small Business and LSA status at the time of a modification to that agreement, VIPR uses the Small Business and LSA status at the time of the original signed agreement. **However, you will be able to change your Small Business or LSA status during the annual rollover process, but you will need to contact the Contracting Officer to request the change.**

IMPORTANT

If you are using both the vendor application (i.e. for Communications Trailer or Mechanic with Service Truck solicitations) and the Formatta forms (all other solicitations), please be aware that any changes you make to your vendor company information using one solution will NOT appear in the other solution. These two tools are used independently of each other; this means that if you make changes to your company information in the vendor application, your Vendor Company Information form (Formatta) will NOT be current. So, ensure your company information is current whenever you submit a response regardless of the tool you use.

- Vendor updating their resource information
- For standard and/or extend mods, the VIN/ Unique Resource Descriptor, price, and Dispatch Center cannot be updated and while resource attributes can be changed, the changes will not affect the DPL ranking
- For rollover mods, the VIN/Unique Resource Descriptor cannot be changed, but the Prices [Rates] and Dispatch Center can be changed and resource attributes can be changed. All changes made with the rollover mod will be factored into the DPL ranking
- For inspection correction mods, the VIN/ Unique Resource Descriptor, price, and Dispatch Center cannot be updated; the resource attributes can be changed and those changes will be factored into the DPL ranking
- Vendor withdrawing a resource
- Vendor replacing a resource (for standard and/or extend and inspection correction mods, the Dispatch Center and Prices (Rates) cannot be updated; however, for rollover modifications, the Prices (Rates) and Dispatch Center can be updated)

Changes that can be implemented ONLY with a Vendor Management modification are a vendor's primary and secondary contact information and a vendor's company address:

- First and last name
- Daytime phone
- Cell phone
- Fax #
- Evening Phone
- E-mail address
- Street address

- City and State
- Zip Code

Changes that can be implemented ONLY with an Inspection Correction modification are changes to the resource attributes for a resource with a failed inspection result. If there are CBA points associated with the attributes that are changed, then the vendor's ranking on the Dispatch Priority List (DPL) may be affected.

All modification types can be used to change a vendor's primary contact e-mail address.

To respond to a modified agreement:

- 1 In the e-mail message you receive from VIPR, double-click on the modification package (.PFF format).

NOTE: If the modification is complete and does not require a vendor response, the modification package in the e-mail will be a .PDF file. You can open the PDF file and proceed to Section 10, "Printing Packages."

Example of an E-mail Message for a Modified Agreement for Most Modification Types

	vipr@fs.fed.us 02/25/2009 10:33 AM	To: <input type="text"/> cc: <input type="text"/> bcc: <input type="text"/> Subject: Modification to Forest Service Agreement: AG-SME1-B-09-7039 - VIPR_MOD_03
---	--	---

You have received this email because you have an Incident Blanket Purchase Agreement (I-BPA) with the US Forest Service. The Forest Service Contracting Officer for agreement AG-SME1-B-09-7039 has issued a modification.

The Forest Service Virtual Incident Procurement (VIPR) system is a web-based incident procurement system. Forest Service Contracting Officers now use this system to solicit, award and maintain pre-season incident agreements (I-BPAs); vendors (contractors) use form-filling software to respond to solicitations and modifications. As a vendor, you can find a user guide and more information on this at:
<http://www.fs.fed.us/business/incident/vendorsupport.php>

Please make any necessary updates to the package and sign this modification.

If you have any questions or concerns regarding this modification, contact the Contracting Officer for this agreement.


MOD_AG-SME1-B-09-7039.pff

Double-click on this file to open the modification package

Example of an E-mail Message for a Modified Agreement for an Inspection Correction Modification

	vipr@fs.fed.us	To	
	03/09/2010 03:01 PM	cc	
		bcc	
		Subject	Modification to Forest Service Agreement: AG-43N9-B-10-7006 - VIPR_MOD_01

You have received an inspection correction type modification notice for agreement # AG-43N9-B-10-7006. Please carefully review the attached package, in particular the SF-30 for a description of the modification. We advise that you print out a copy for your records. Please refer to your original award email for any inspection forms. Do not reply to this automated email message. If you have any questions or concerns regarding this modification notice, contact the Contracting Officer for this agreement. Contact information for COs can be found at:

<http://www.fs.fed.us/business/incident/contacts.php> MOD_AG-43N9-B-10-7006.pff

IMPORTANT

Problems have been reported with the packages that are sent to vendors using AOL e-mail accounts. If you are using an AOL e-mail account for the VIPR Vendor Solution and the package attached to the e-mail has a .mim extension instead of a .PFF extension, you will be unable to open the package to submit a response. You will need to obtain a non-AOL e-mail address, provide the new e-mail address to the Contracting Officer (CO), and request the CO to change your e-mail address in the VIPR system and send a new Mod to you. The complete, signed modification package will be sent to your new e-mail address.

tip
If you are using a thumb drive, you would Save the modification package to the Solicitations | <solicitation number> folder on your thumb drive and not the local drive.

- 2 Save the modification package to the appropriate **Solicitations | <solicitation number>** folder.

NOTES:

- The MOD package (a.k.a modified agreement package) will have a different agreement number than the original solicitation number, so you will need to ensure you save the MOD package to the correct folder.
- If you do not have a Solicitations | <solicitation number> folder, then you will need to create one (see [Section 3.3, "Managing the Package Files."](#))

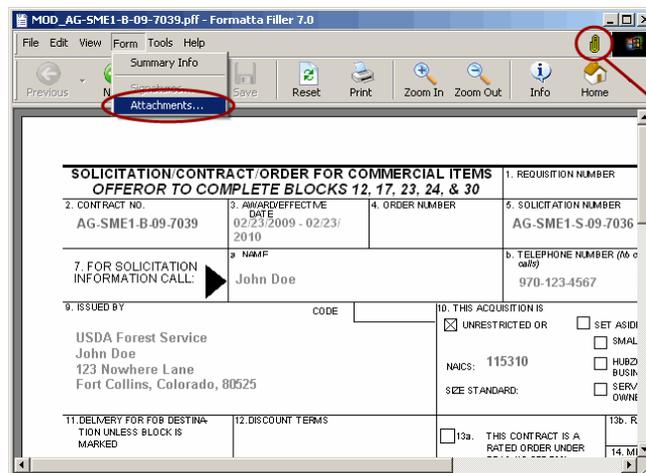
- 3 From the <solicitation number> folder, open the MOD package.

NOTE: All of your completed forms that you submitted with your agreement are attached to the modification package, except if the modification is to cancel an agreement, expire an agreement, suspend resource(s) on an agreement, or terminate resource(s) on an agreement.

The SF-1449 form appears.

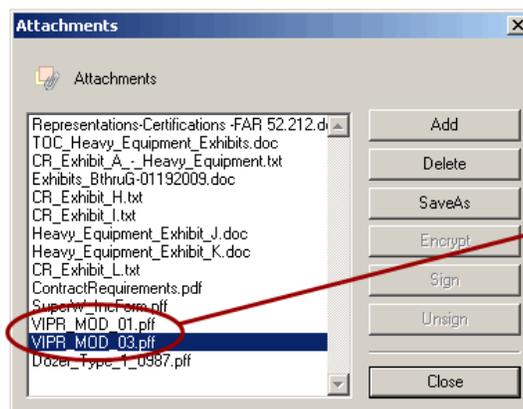
- 4 On the SF-1449 form, from the Form menu, select **Attachments**.

NOTE: You can also access the list of Attachments by clicking on the paper clip icon in the top right of the form.



There are two ways to access the attachments: you can either select **Form | Attachments** or click on the paper clip icon

A list of Attachments appears.

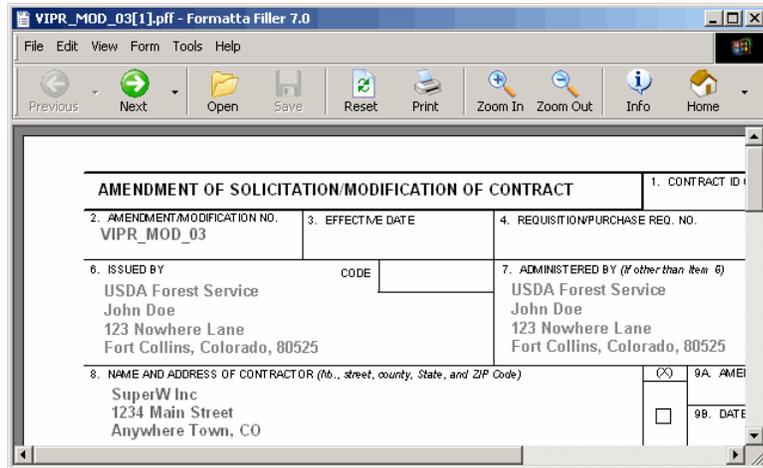


The MOD package will not contain any cancelled mods, so the numbers for the VIPR_MOD_# in the list of Attachments may not be consecutive.

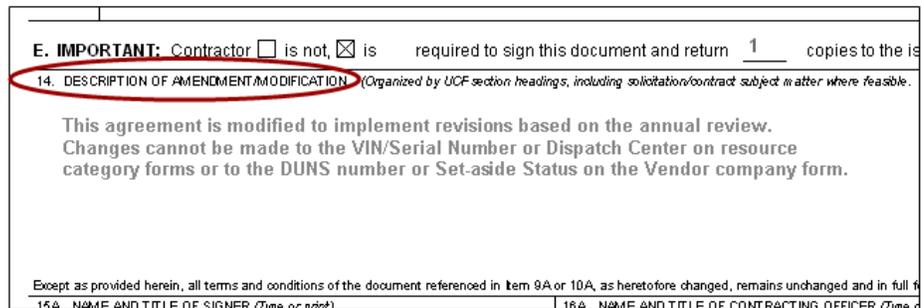
- 5 From the Attachments list, double-click on the <VIPR_MOD_#>.PFF file.

NOTE: If there have been several MODs to the agreement, the list of Attachments will contain all of the MODs with the exception of any canceled MODs. In the list of Attachments, if the VIPR_MOD_#s are not numbered consecutively, then some modifications were canceled.

The modification form (also known as the SF-30 form) appears.



- In Box 14 on the SF-30 form, view the **Description of the Amendment/Modification** to determine the type of modification and identify any changes to the agreement (i.e. contract requirements, changes to the Contracting Officer information, etc.).



NOTE: The second page of the SF-30 form provides an instructions sheet with the same instructions that are described below for responding to a modified agreement.

- Close the SF-30 form.

8 Based on the type of modification described in the **Description of the Amendment/Modification** (Box 14), follow the appropriate procedures listed in the sections below.

- Reviewing changes to the Contract Requirements in a modified agreement
- Updating your vendor company information in a modified agreement
- Updating your resource information in a modified agreement
- Withdrawing a resource in a modified agreement
- Replacing a resource in a modified agreement (with equal or better resource)
- Canceling an agreement
- Responding to a suspended (or resumed) agreement
- Responding to a terminated (or reinstated) agreement
- Allowing the CO to update your company information for you
- Correcting resource attributes for a resource with a failed inspection status (Inspection Correction Modification)
- Responding to an expired agreement
- Responding to an extended agreement (issued through a standard and/or extend modification)
- Responding to a novation modification

9.1 Reviewing Changes to the Contract Requirements or Exhibits in a Modified Agreement

1 (Continued from Step 8 in [Section 9, “Responding to a Modified Agreement”](#)) From the Attachments list in the MOD package, double-click on the **ContractRequirements.PDF** file.

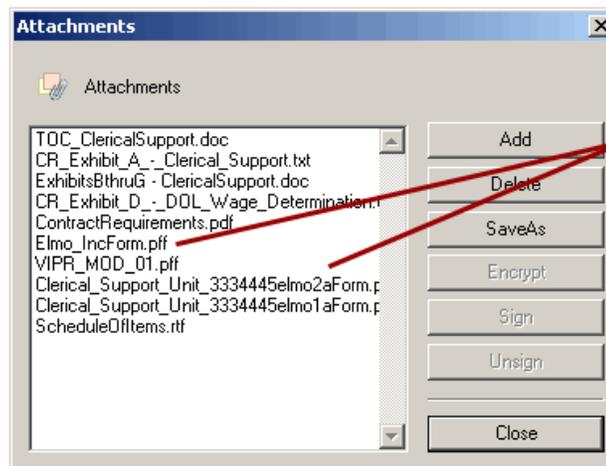
NOTES: If a message appears warning you that the attachment may contain viruses, you can ignore it because the attachment is a valid document. Click **Yes** to open the attachment.

For some users: If you get a Save As box instead of the above warning message, you will be unable to open the document directly from the list of Attachments. You will need to save the document to your local drive (or thumb drive) and then open the document from where you saved the document.

- 2 View the contract requirements, and then close the document.
- 3 Repeat Steps 1-2 for updated Exhibits.
- 4 Go to Step 3 in [Section 5.3, "Signing and Submitting an Offer"](#) to sign and submit your response to the modification.

9.2 Updating Your Vendor Company Information in a Modified Agreement

- 1 (Continued from Step 8 in [Section 9, "Responding to a Modified Agreement"](#)) From the Attachments list in the MOD package, double-click on your completed company form.



In modification packages, your completed vendor company form and resource data entry form(s) are attached to the package. Note that the file names for these forms are renamed slightly by the VIPR system.

NOTE: For processing purposes, VIPR assigns new file names to your completed company and resource data entry form(s); however, you will want to save your updated forms with short, descriptive names (less than 40 characters) that are meaningful to you.

- 2 Update your company form.

IMPORTANT

When updating the form, if you are copying and pasting text into the form, you **MUST** (1) copy and paste the text into Notepad, and then (2) from Notepad, paste the text into the form. The reason for this is that some software programs, such as Microsoft Word, add strange text characters to text that is copied from their programs and pasted into other programs. These characters are not converting correctly when entered into the VIPR system, which may affect how the text appears on the form. For example, a comma (,) might convert to a trademark symbol (™) and add some additional characters. Pasting the text from Notepad into the form will eliminate this conversion issue. For more information about using Notepad, see [Appendix D](#).



Business Rule: For standard and/or extend or inspection correction modifications, you **CANNOT** change your DUNS number, the Small Business status, or the Labor Surplus Area (LSA) status **on your company form**. However, you will be able to change to your Small Business or LSA statuses during the annual rollover process (rollover modifications). If you need to change your Small Business or LSA statuses outside of the rollover process, contact the Contracting Officer to request the change.

- 3 From the File menu, select **Save As** and save your revised company form to your Solicitations folder.

IMPORTANT

For processing purposes, VIPR assigns new file names to your completed company and resource data entry form(s); however, you will want to rename the forms with short, descriptive file names (less than 40 characters) that are meaningful to you.

When you open a form from within the Attachments list, the work you do in that form is **NOT** saved in the package. So, ensure you know where you are saving your revised form, because you will need to add the revised form to the package in upcoming steps.

- 4 Close the form.
- 5 From the Attachments list, click the **Add** button and select your revised company form.
- 6 From the Attachments list, select the old version of your company form, and then click the **Delete** button.

- 7 Go to step 3 in [Section 5.3, "Signing and Submitting an Offer"](#) to sign and submit your response to the modification.

9.3 Updating Your Resource (Equipment) Information in a Modified Agreement

All of your completed resource data entry forms that you submitted with your agreement are attached to the MOD package (in PFF format).

Special Case: If your resource is currently suspended, but a CO has issued you a new standard or rollover modification to allow you to change your resource information before they lift the suspension, then the MOD package you receive will not have your completed resource data entry forms, so you must re-attach them to the package.

To help you keep your forms organized, you may want to save all of your resource data entry forms from the MOD package to your local or thumb drive and then delete all of the forms from the package. Then, you will only need to add back to the package the forms you revised; you will not need to add any of the forms that you did not revise.

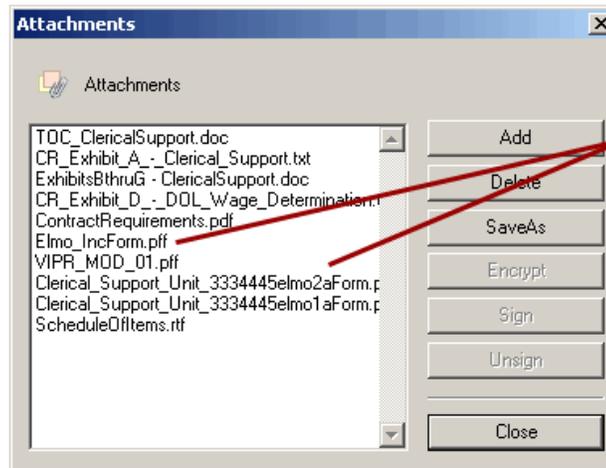
NOTE: This is different than when you respond to a solicitation or amended solicitation in which case you **MUST** include ALL of your resource data entry forms in your response, because VIPR uses your latest solicitation and amendment response as the response on record. However, when responding to a modification, you do not have to attach ALL of your resource data entry forms in your response, because you have already received/not received awards for those other resources.

IMPORTANT

You **MUST** make sure you add your revised forms to the package AND delete the forms that are replaced by the revised forms from the package.

When the modification process is complete, VIPR will e-mail you a modification package (in PDF format).

- 1 (Continued from Step 8 in [Section 9, "Responding to a Modified Agreement"](#)) From the Attachments list in the MOD package, double-click on your resource data entry form.



In modification packages, your completed vendor company form and resource data entry form(s) are attached to the package. Note that the file names for these forms are renamed slightly by the VIPR system.

NOTE: For processing purposes, VIPR assigns new file names to your completed company and resource data entry form(s); however, you will want to save your revised forms with short, descriptive names (less than 40 characters) that are meaningful to you (Step 3 below).

2 Update the information in your resource data entry form.

IMPORTANT

When updating the form, if you are copying and pasting text into the form, you **MUST** (1) copy and paste the text into Notepad, and then (2) paste the text from Notepad into the form. The reason for this is that some software programs, such as Microsoft Word, add strange text characters to text that is copied from their programs and pasted into other programs. These characters are not converting correctly when entered into the VIPR system, which may affect how the text appears on the form. For example, a comma (,) might convert to a trademark symbol (™) and add some additional characters. Pasting the text from Notepad into the form will eliminate this conversion issue. For more information about using Notepad, see [Appendix D](#).



Business Rule: When updating a resource (not replacing a resource): For standard and/or extend modifications, you **CANNOT** change the VIN/Serial Number/Equipment ID/Unique Resource Descriptor, Dispatch Center, or Prices (Rates) for your equipment. You can change the resource attributes; however, the original attributes, if they have CBA points, are used to determine the ranking on the DPL.

For rollover modifications, you **CANNOT** change the VIN/Serial Number/Equipment ID/Unique Resource Descriptor; however, you can change the Prices (Rates), Dispatch Center, and resource attributes, all of which will be factored into the ranking on the DPLs.

For inspection correction modifications, you CANNOT change the VIN/Serial Number/Equipment ID/Unique Resource Descriptor, Dispatch Center, or Prices (Rates) for your equipment. You can change the resource attributes which will be factored into the ranking on the DPL.

- 3 From the File menu, select **Save As** and save your revised resource data entry form to your Solicitations folder.

IMPORTANT

For processing purposes, VIPR assigns new file names to your completed company and resource data entry form(s); however, you will want to rename the forms with short, descriptive file names (less than 40 characters) that are meaningful to you.

When you open a form from within the Attachments list, the work you do in that form is NOT saved in the package. So, ensure you know where you are saving your revised form, because you will need to add the revised form to the package.

- 4 Close the form.



tip

If you are using a thumb drive, you would open the Solicitations folder from the thumb drive and not the local drive to find your revised resource data entry form.

- 5 From the Attachments list, click the **Add** button and select your revised resource data entry form.
- 6 From the Attachments list, select the old version of the resource data entry form, and then click the **Delete** button.

NOTE: You may have already deleted the resource data entry form from the modified package.

- 7 Go to step 3 in [Section 5.3, "Signing and Submitting an Offer"](#) to sign and submit your response to the modification.

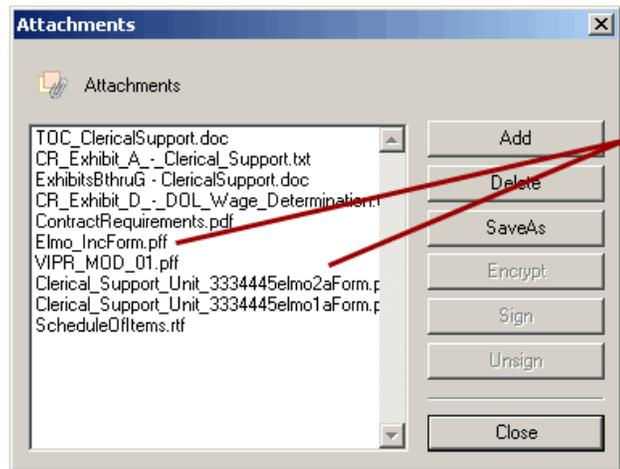
9.4 Withdrawing a Resource in a Modified Agreement

All of your completed resource data entry forms that you submitted with your agreement are attached to the MOD package (in PFF format).

Special Case: If your resource is currently suspended, but a CO has issued you a new standard or rollover modification to allow you to change your resource information before they lift the suspension, then the MOD package you receive will not have your completed resource data entry forms, so you must re-attach them to the package.

There is a “withdraw” function on each resource data entry form; however, how it appears on each form may vary slightly.

- 1 (Continued from Step 8 in [Section 9, “Responding to a Modified Agreement”](#)) From the Attachments list in the MOD package, double-click on your resource data entry form.



In modification packages, your completed vendor company form and resource data entry form(s) are attached to the package. Note that the file names for these forms are renamed slightly by the VIPR system.

NOTE: For processing purposes, VIPR assigns new file names to your completed company and resource data entry form(s); however, you will want to save your updated forms with short, descriptive names (less than 40 characters) that are meaningful to you (Step 4 below).

- 2 From the form, in the *Agreement Phase Only* box (at the top of the form), click on the **Withdraw this resource** check box.

For Agreement Phase Only: Clear Selection

Withdraw this resource:
 Replace this VIN or Serial Number

From this drop-down list, select the VIN or Serial Number that you wish to withdraw *or* select the VIN or Serial Number that you wish to replace with the new VIN or Serial Number that you provide on this form.

- 3 From the drop-down list, select the **VIN/Serial Number/Equipment ID/Unique Resource Descriptor** of the resource you wish to withdraw.
- 4 From the File menu, select **Save As** and save your revised form to your Solicitations folder.

IMPORTANT

For processing purposes, VIPR assigns new file names to your completed company and resource data entry form(s); however, you will want to rename the forms with short, descriptive file names (less than 40 characters) that are meaningful to you.

When you open a form from within the Attachments list, the work you do in that form is NOT saved in the package. So, ensure you know where you are saving your revised form, because you will need to add the revised form to the package.

- 5 Close the form.
- 6 From the Attachments list, click the **Add** button and select your revised resource data entry form.
- 7 From the Attachments list, select the old version of your resource data entry form, and then click the **Delete** button.

NOTE: You may have already deleted the resource data entry form from the modified package.

- 8 Go to step 3 in [Section 5.3, "Signing and Submitting an Offer"](#) to sign and submit your response to the modification.

9.5 Replacing a Resource (Equipment) in a Modified Agreement

All of your completed resource data entry forms that you submitted with your agreement are attached to the MOD package (in PFF format).

Special Case: If your resource is currently suspended, but a CO has issued you a new standard or rollover modification to allow you to change your resource information before they lift the suspension, then the MOD package you receive will not have your completed resource data entry forms, so you must re-attach them to the package.

To help you keep your forms organized, you may want to save all of your resource data entry forms from the MOD package to your local or thumb drive and then delete all of the forms from the package. Then, you will only need to

add to the package the forms you revised; you will not need to add any of the forms that you did not revise.

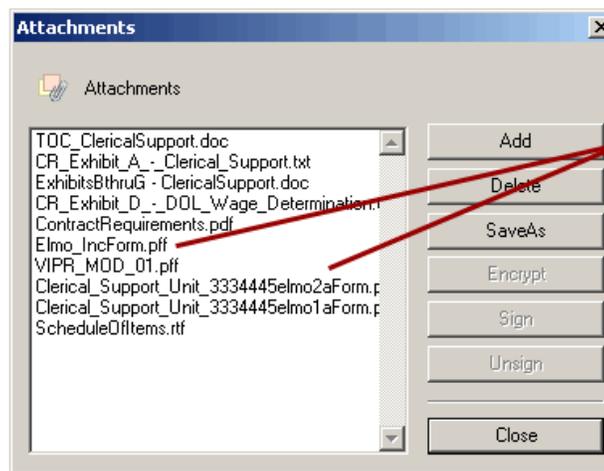
NOTE: This is different than when you respond to a solicitation or amended solicitation in which case you **MUST** include ALL of your resource data entry forms in your response, because VIPR uses your latest solicitation and amendment response as the response on record. However, when responding to a modification, you do not have to attach ALL of your resource data entry forms in your response, because you have already received/not received awards for those other resources.

IMPORTANT

You **MUST** make sure you add your revised forms to the package AND delete the forms that are replaced by the revised forms from the package.

When the modification process is complete, VIPR will e-mail you a signed package (in PDF format).

- 1 (Continued from Step 8 in [Section 9, "Responding to a Modified Agreement"](#)) From the Attachments list in the MOD package, double-click on your resource data entry form.



In modification packages, your completed vendor company form and resource data entry form(s) are attached to the package. Note that the file names for these forms are renamed slightly by the VIPR system.

NOTE: For processing purposes, VIPR assigns new file names to your completed company and resource data entry form(s); however, you will want to save your updated forms with short, descriptive names (less than 40 characters) that are meaningful to you.

- 2 From the form, in the *Agreement Phase Only* box, click on the **Replace this VIN/Serial Number/Equipment ID/Unique Resource Descriptor** check box.

- 3 From the drop-down list, select the **VIN/Serial Number/Equipment ID/Unique Resource Descriptor** of the resource you wish to replace.
- 4 Complete ALL of the required fields for the new resource in the form.

IMPORTANT

When updating the form, if you are copying and pasting text into the form, you **MUST** (1) copy and paste the text into Notepad, and then (2) from Notepad, paste the text into the form. The reason for this is that some software programs, such as Microsoft Word, add strange text characters to text that is copied from their programs and pasted into other programs. These characters are not converting correctly when entered into the VIPR system, which may affect how the text appears on the form. For example, a comma (,) might convert to a trademark symbol (™) and add some additional characters. Pasting the text from Notepad into the form will eliminate this conversion issue. For more information about using Notepad, see [Appendix D](#).

**Business Rules:**

- You must replace with a resource that is equal to or better than the replaced resource, but must be the same resource category type (e.g., Weed Washing Unit Type 1 must be replaced with a Weed Washing Unit Type 1).
- For standard and/or extend modifications, you must use the same Dispatch Center and Prices (Rates) that you used for the replaced resource. Also, the attributes for the replacement resource will not be used for the DPL ranking; the original resource attributes are used.
- For inspection correction modifications, you must use the same Dispatch Center and Prices (Rates) that you used for the replaced resource. The attributes for the replacement resource will be used for the DPL ranking.
- For rollover modifications, you can change the Dispatch Center and the Prices (Rates), which will be used for the DPL ranking. Also, if the replacement resource has different attributes, then the CBA score will be re-calculated, which means the changes may affect your ranking on the DPLs.

- 5 From the File menu, select **Save As** and save your revised form with a unique name to your Solicitations folder.

IMPORTANT

For processing purposes, VIPR assigns new file names to your completed company and resource data entry form(s); however, you will want to rename the forms with short, descriptive file names (less than 40 characters) that are meaningful to you.

When you open a form from within the Attachments list, the work you do in that form is NOT saved in the package. So, ensure you know where you are saving your revised form, because you will need to add the revised form to the package.



tip

If you are using a thumb drive, you would open the Solicitations folder from the thumb drive and not the local drive to find your revised resource data entry form.

- 6** From the Attachments list, click the **Add** button and select your revised resource data entry form.
- 7** From the Attachments list, select the old version of your resource data entry form, and then click the **Delete** button.

NOTE: You may have already deleted the resource data entry form from the modified package.

- 8** Go to step 3 in [Section 5.3, "Signing and Submitting an Offer"](#) to sign and submit your response to the modification.

9.6 Canceling an Agreement

- 1** (Continued from Step 8 in [Section 9, "Responding to a Modified Agreement"](#)) Go to Step 3 in [Section 5.3, "Signing and Submitting an Offer"](#) to sign and submit your response to the modification.
- 2** After the CO receives your signed agreement, he/she signs the modified agreement.
- 3** VIPR e-mails the complete, signed modification package (in PDF format) to you for your files.

NOTE: For a list of the resources that were associated with the canceled agreement, you can view the **Schedule of Items** on the second page of the agreement.

- 4 VIPR removes all resources associated with the canceled agreement from all appropriate Dispatch Priority Lists (DPLs).

9.7 Responding to a Suspended/Resumed Agreement

If the CO has decided to suspend one or all of the resources on an agreement, the following occurs:

- The CO creates a modification to suspend resource(s) on an agreement and VIPR e-mails you the complete, signed modification package (in PDF format).

NOTE: The e-mail message indicates that this is a **suspend/resume** type of modification. For a complete list of the resources associated with the agreement, including the suspended resources, you can view the **Schedule of Items** on the second page of the agreement.

- You should carefully review the modification package, in particular the SF-30 form for a description of the modification. If you have any questions or concerns regarding the modification, contact the Contracting Officer for the agreement. Also, you should print the agreement for your records (refer to [Section 9.9, "Printing a Modified Agreement"](#)). No further action is required by you.
- VIPR removes all of the suspended resource(s) associated with the agreement from all appropriate Dispatch Priority Lists (DPLs).
- The CO publishes the updated DPLs to the VIPR Web site at <http://www.fs.fed.us/business/incident/dispatch.php>.

If the CO decides to resume one or more suspended resources on an agreement, the following occurs:

- The CO creates a modification to resume the suspended resource(s) on an agreement and VIPR e-mails you the complete, signed modification package (in PDF format).

NOTE: The e-mail message will indicate that this is a **suspend/resume** modification. For a complete list of the resources that are associated with the agreement you can view the **Schedule of Items** on the second page of the agreement.

- You should carefully review the modification package, in particular the SF-30 form for a description of the modification. If you have any questions or concerns regarding the modification, contact the Contracting Officer for the agreement. Also, you should print the agreement for your

records (refer to [Section 9.9, "Printing a Modified Agreement"](#)). No further action is required by you.

- VIPR adds all of the resumed resource(s) associated with the agreement to all appropriate Dispatch Priority Lists (DPLs).
- The CO publishes the updated DPLs to the VIPR Web site at <http://www.fs.fed.us/business/incident/dispatch.php>.

9.8 Responding to a Terminated/Reinstated Agreement

If the CO has decided to terminate one or all of the resources on an agreement, the following occurs:

- The CO creates a modification to terminate resource(s) on an agreement and VIPR e-mails you the complete, signed modification package (in PDF format).

NOTE: The e-mail message indicates that this is a **terminate/reinstate** type of modification. For a complete list of the resources associated with the agreement, including the terminated resources, you can view the **Schedule of Items** on the second page of the agreement.

- You should carefully review the modification package, in particular the SF-30 form for a description of the modification. If you have any questions or concerns regarding the modification, contact the Contracting Officer for the agreement. Also, you should print the agreement for your records (refer to [Section 8.1, "Printing an Agreement"](#)). No further action is required by you.
- VIPR removes all of the terminated resource(s) associated with the agreement from all appropriate Dispatch Priority Lists (DPLs).
- The CO publishes the updated DPLs to the VIPR Web site at <http://www.fs.fed.us/business/incident/dispatch.php>.

If the CO decides to reinstate one or more terminated resources on an agreement, the following occurs:

- The CO creates a modification to reinstate the terminated resource(s) on an agreement and VIPR e-mails you the complete, signed modification package (in PDF format).

NOTE: The e-mail message will indicate that this is a **terminate/reinstate** modification. For the complete list of the resources associated with the agreement, you can view the **Schedule of Items** on the second page of the agreement.

- You should carefully review the modification package, in particular the SF-30 form for a description of the modification. If you have any questions or concerns regarding the modification, contact the Contracting Officer for the agreement. Also, you should print the agreement for your records (refer to [Section 9.9, "Printing a Modified Agreement"](#)). No further action is required by you.
- VIPR adds all of the reinstated resource(s) associated with the agreement to all appropriate Dispatch Priority Lists (DPLs).
- The CO publishes the updated DPLs to the VIPR Web site at <http://www.fs.fed.us/business/incident/dispatch.php>.

9.9 Requesting a CO to Use a Vendor Management Mod to Update Your Vendor Company Information for You

If you wish the CO to update your vendor contact information and/or your company address for you on an agreement (known as a Vendor Management modification), then contact your CO with the information you would like updated.

IMPORTANT

The vendor company information will only be updated for the agreement that the modification is created for; therefore, if you want your company information updated on more than one agreement, you must request a Vendor Management modification for each agreement.



Business Rule:

- The only information a CO can update for a vendor is their primary and secondary contact information (first and last names; e-mail addresses; daytime, cell, and evening phone numbers; and fax numbers) and their vendor company address.
- The vendor company information that a CO updates for a vendor will only apply to the specific agreement that gets the modification.

The CO creates a modification to update your company information and VIPR e-mails you the complete, signed modified agreement package (in PDF format).

NOTE: The e-mail message indicates that this is a **modified agreement**. To review the vendor company changes, you can view the **Vendor Information** on the last page of the agreement.

You should carefully review the modification package, in particular the SF-30 form for a description of the modification. If you have any questions or concerns regarding the modification, contact the Contracting Officer for the agreement. Also, you should print the agreement for your records (refer to [Section 8.1, "Printing an Agreement"](#)). No further action is required by you.

9.10 Correcting Resource Attributes for a Resource with a Failed Inspection Status (Inspection Correction Modification)

Only the resource data entry forms with a "Failed" inspection status are attached to the MOD package (in PFF format). You will only need to add back to the package the forms you revised; you will not need to add any of the forms that you did not revise.

IMPORTANT

You MUST make sure you add your revised forms to the package AND delete the forms that are replaced by the revised forms from the package.

- 1 (Continued from Step 8 in [Section 9, "Responding to a Modified Agreement"](#)) From the Attachments list in the MOD package, double-click on your resource data entry form.

NOTE: For processing purposes, VIPR assigns new file names to your completed company and resource data entry form(s); however, you will want to save your revised forms with short, descriptive names (less than 40 characters) that are meaningful to you (Step 3 below).

- 2 Update the information in your resource data entry form.

IMPORTANT

When updating the form, if you are copying and pasting text into the form, you **MUST** (1) copy and paste the text into Notepad, and then (2) paste the text from Notepad into the form. The reason for this is that some software programs, such as Microsoft Word, add strange text characters to text that is copied from their programs and pasted into other programs. These characters are not converting correctly when entered into the VIPR system, which may affect how the text appears on the form. For example, a comma (,) might convert to a trademark symbol (™) and add some additional characters. Pasting the text from Notepad into the form will eliminate this conversion issue. For more information about using Notepad, see [Appendix D](#).

**Business Rules:**

- When updating a resource for an inspection correction modification, you **CANNOT** change the VIN/Serial Number/Equipment ID/Unique Resource Descriptor, Dispatch Center, or Prices (Rates) for your equipment.
- If you make changes to attributes that have CBA points associated with them, the changes may affect your ranking on the DPLs.

- 3 From the File menu, select **Save As** and save your revised resource data entry form to your Solicitations folder.

IMPORTANT

When you open a form from within the Attachments list, the work you do in that form is **NOT** saved in the package. So, ensure you know where you are saving your revised form, because you will need to add the revised form to the package.

- 4 Close the form.
- 5 From the Attachments list, click the **Add** button and select your revised resource data entry form.
- 6 From the Attachments list, select the old version of the resource data entry form, and then click the **Delete** button.
- 7 Go to step 3 in [Section 5.3, "Signing and Submitting an Offer"](#) to sign and submit your response to the modification.

IMPORTANT

The FS inspector will determine whether or not your resource will require another in-person inspection. If an inspection is required, the inspector will coordinate that with you.

When the CO reviews your new response and the inspection status from the inspector, if the CO changes the inspection results record for that resource from "Fail" to "Pass," the CO will generate a new DPL, which will put the resource back on the DPL.

The CO publishes the updated DPLs to the VIPR Web site at <http://www.fs.fed.us/business/incident/dispatch.php>.

9.11 Responding to an Expired Agreement

If the CO has expired an agreement, the following occurs:

- The CO creates a modification to expire the agreement and VIPR e-mails you the complete, signed modification package (in PDF format).
- You should carefully review the modification package. Note that the header in the PDF package displays "Agreement Expiration <date of expiration>." If you have any questions or concerns regarding the modification, contact the Contracting Officer for the agreement. Also, you should print the agreement for your records (refer to [Section 8.1, "Printing an Agreement"](#)). No further action is required by you.
- VIPR removes all of the resource(s) associated with the expired agreement from all appropriate Dispatch Priority Lists (DPLs).
- The CO publishes the updated DPLs to the VIPR Web site at <http://www.fs.fed.us/business/incident/dispatch.php>.

9.12 Responding to an Extended Agreement

A CO can extend an agreement end date to prevent a lapse between agreements while a new agreement is under consideration or review. (Note that this modification type is now combined with a standard modification, so the modification is now "standard and/or extend modification.")

- 1** (Continued from Step 8 in [Section 9, "Responding to a Modified Agreement"](#)) Go to Step 3 in [Section 5.3, "Signing and Submitting an Offer"](#) to sign and submit your response to the modification.

- 2 After the CO receives your signed agreement, he/she signs the modified agreement.
- 3 VIPR e-mails the complete, signed modification package (in PDF format) to you for your files.

9.13 Responding to a Novation Agreement Modification

A novation is a legal instrument used to document the Government's recognition of the transfer of an agreement from one vendor to another.

Novations do not occur very often, but when they do, the CO will create and send a modification to the purchasing vendor. The modification package will include the Vendor Company Information form for the purchasing vendor and the resource data entry forms for the resources sold to the purchasing vendor.

Typically, the purchasing vendor notifies the CO to initiate the novation process. The purchasing vendor responds to the novation modification. In the modification process, no action is required by the selling vendor.

As the purchasing vendor, if you are not in the VIPR system (have not ever submitted a response to a solicitation using the VIPR Vendor Solution), then contact your CO to get the novation process started.

As the purchasing vendor, if you are already in the VIPR system, do the following:

- 1 (Continued from Step 8 in [Section 9, "Responding to a Modified Agreement"](#))
From the Attachments list in the MOD package, the purchasing vendor should note the following:
 - The Vendor Company Information form is your company form.
 - The resource data entry forms are the selling vendor's resource forms.
 - On the SF-1449, the Contractor/Offeror (Box 17a) information will be the selling vendor's information UNTIL the CO signs the modification.
 - On the SF-30 form, the Name and Address of the Contractor (Box 8) will be the selling vendor's information UNTIL the CO signs the modification.
- 2 After the purchasing vendor has reviewed the information in the MOD package, they should go to step 3 in [Section 5.3, "Signing and Submitting an Offer"](#) to sign and submit their response to the modification.

IMPORTANT

As the purchasing vendor, you CANNOT change the attributes, rates, or prices on the resource data entry forms that are in the modification package. Also, you CANNOT change the DUNS on the Vendor Company Information form, which should be your DUNS at the time the modification was sent to you. VIPR will use your Set-Aside and LSA status when processing the modification and for determining the ranking on the DPL.

- 3 The CO reviews your submittal and signs the novation modification.
- 4 VIPR e-mails you the complete, signed modification package (in PDF format). Note the following:
 - The Vendor information in the agreement PDF is your company information.
 - On the SF-1449, the Contractor/Offeror (Box 17a) information displays your information.
 - On the SF-30 form, the Name and Address of the Contractor (Box 8) displays your information.
- 5 Carefully review the modification package. If you have any questions or concerns regarding the modification, contact the Contracting Officer for the agreement. Also, you should print the agreement for your records (refer to [Section 8.1, "Printing an Agreement"](#)). No further action is required by you.
- 6 The CO publishes the updated DPLs to the VIPR Web site at <http://www.fs.fed.us/business/incident/dispatch.php>. The DPL will show the purchasing vendor as the owner of agreement and will use the purchasing vendor's set aside and LSA status, but the previous point value associated with the equipment is used for the DPL ranking.
- 7 The CO publishes the updated agreement to the VIPR Web site at <http://www.fs.fed.us/business/incident/dispatch.php>. The agreement will designate the purchasing vendor as the new owner of agreement.

9.14 Printing a Modified Agreement

Once the CO has reviewed and signed the modified agreement, VIPR will e-mail you a signed, modified agreement package (in PDF format).

IMPORTANT

Problems have been reported with the packages that are sent to vendors using AOL e-mail accounts. If you are using an AOL e-mail account for the VIPR Vendor Solution and the package attached to the e-mail has a .mim extension instead of a .PFF extension, you will be unable to open the package. You will need to obtain a non-AOL e-mail address, provide the new e-mail address to the Contracting Officer (CO), and request the CO to change your e-mail address in the VIPR system and send a new modification to you. Once you receive the modified agreement, you can open and print it.

Print the modified agreement by following the instructions in [Section 10, "Printing Packages."](#)

10 Printing Packages

You should only need to print the final agreement package (or the signed, modified agreement package), which is required for you to provide at the incident. However, at any point in the process, you can print the forms and other documents within solicitation, amendment, and modification packages (PFF).

Below are the instructions for printing a PDF package (agreement and signed modification packages) and instructions for printing a PFF package (solicitation, amendment, or modification packages).

10.1 Printing a PDF Package

IMPORTANT

- When you receive notification of award of an agreement, you **MUST** print the agreement package that is attached to the award e-mail message, 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 PDF file, which will contain the following: (1) SF-1449; (2) Schedule of Items, including details about the resources; (3) a page with your company information; (4) SF-30, if there are any, (5) Table of Contents, and (6) Contract Requirements and Exhibits.

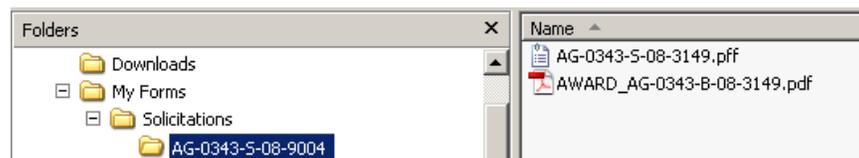
NOTE: You will need Adobe Reader software to view the PDF files. Instructions for downloading the free Adobe Reader are located at <http://get.adobe.com/reader/>.



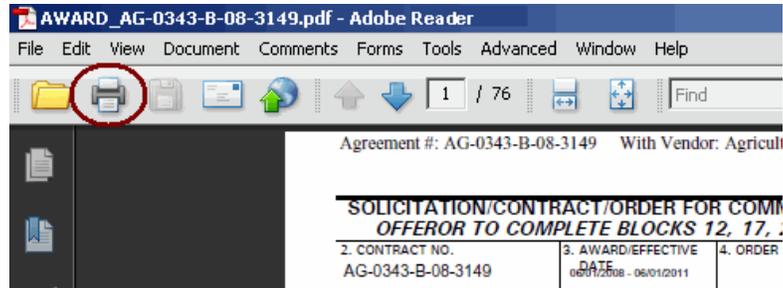
tip

If you are using a thumb drive, you would open the Solicitations | <solicitation number> folder from the thumb drive and not the local drive.

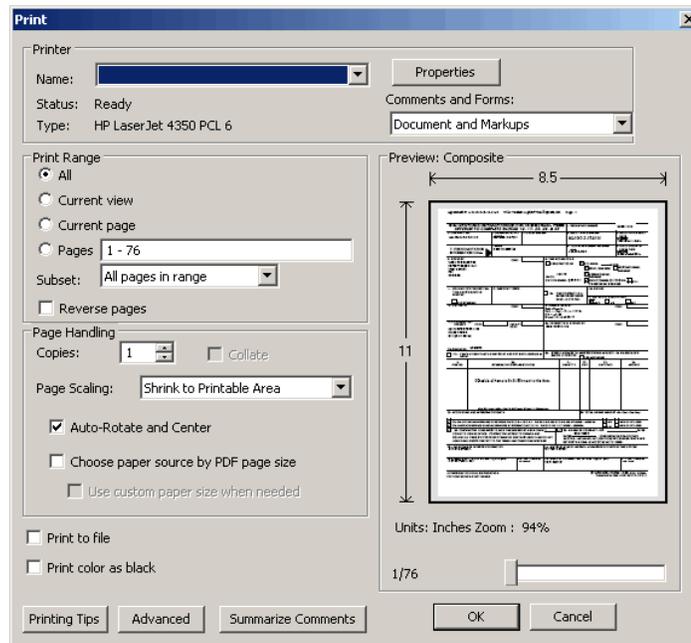
- 1 From Windows Explorer, open the **Solicitations | <solicitation number>** folder where you saved your agreement PDF file.



- 2 Double-click on the <agreement number>.PDF. The SF-1449 form opens in Adobe Reader.



- 3 From the Adobe Reader toolbar, click the **Print** icon (). The print screen opens.



- 4 Select your print options, and then click the **OK** button.

NOTE: Agreement PDF files tend to be large documents, so you may want to print double-sided pages to conserve paper.

10.2 Printing a PFF Package

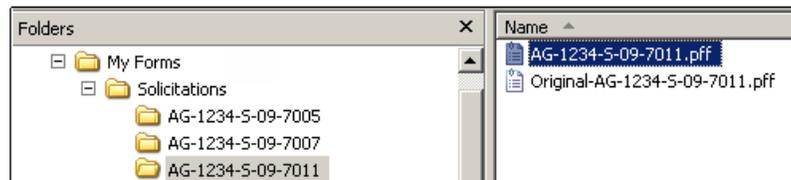
NOTE: Since the resource data entry and vendor company information forms are separate attachments within a single PFF file, you can only print one document at a time. Also, the procedures listed below for printing the forms within a package are the same regardless of the type of PFF package you are printing; the only difference will be the package you open in Step 2.

- 1 From Windows Explorer, open the **Solicitations | <solicitation number>** folder.



tip

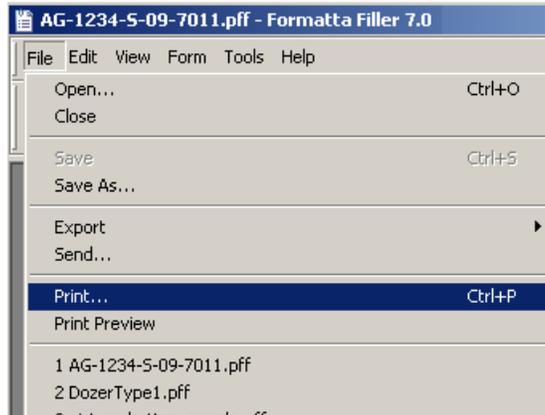
If you are using a thumb drive, you would open the Solicitations | <solicitation number> folder from the thumb drive and not the local drive.



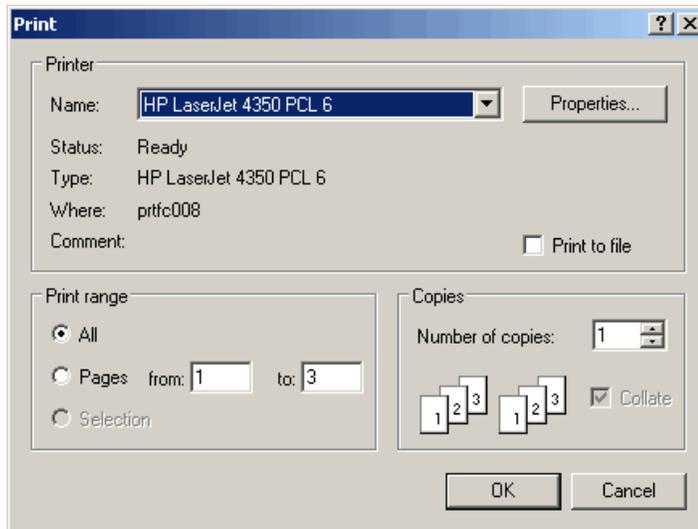
- 2 Double-click on the **<solicitation number>.PFF** form. The SF-1449 form opens.

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30			
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER
7. FOR SOLICITATION INFORMATION CALL:		a. NAME John Doe	
9. ISSUED BY		CODE	10. THIS ACQUISITION IS
			<input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET AS
			<input type="checkbox"/> SM
			<input type="checkbox"/> HUI
			BU: <input type="text"/>
			NAICS: <input type="text"/>

- 3 From the File menu, select **Print**.

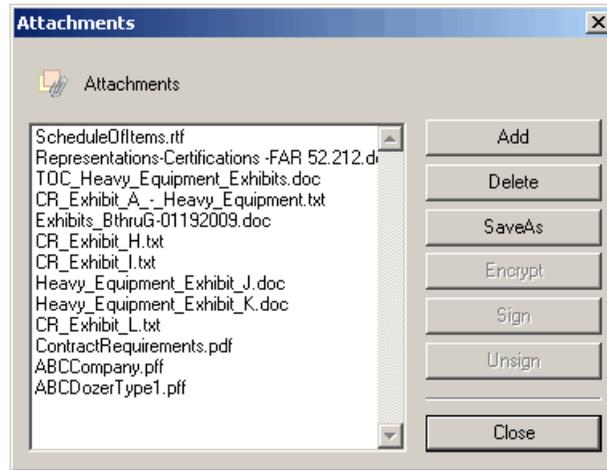


The Print screen opens.



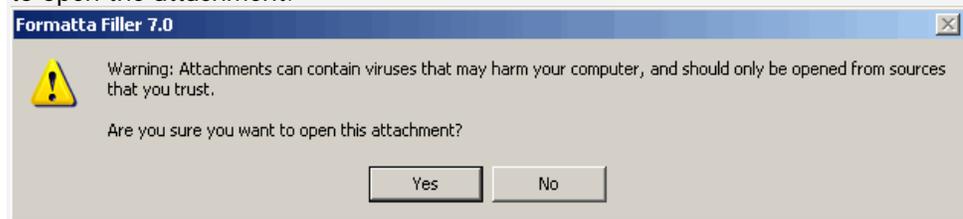
- 4 Select your print options, and then click the **OK** button. The form prints. (The Table of Contents document will print, as well.)

- 5 On the SF-1449 form, from the Form menu, select **Attachments**. The list of the attachments associated with the solicitation opens.



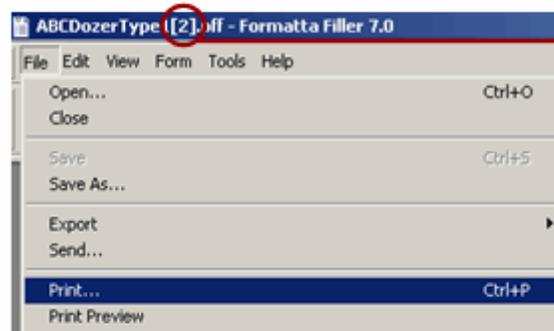
6 Double-click on the attachment you wish to print.

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



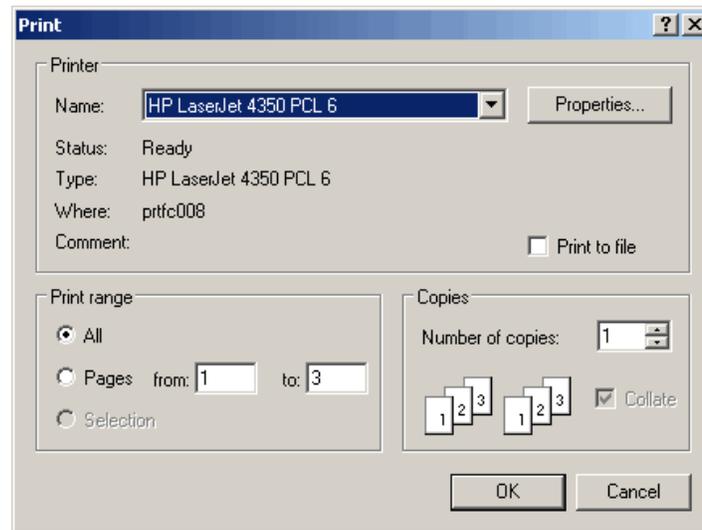
For some users: If you get a Save As box instead of the above warning message, you will be unable to open the document directly from the list of Attachments. You will need to save the document to your local drive (or thumb drive) and then open the document from where you saved the document.

7 In the document, from the File menu, select **Print**.



NOTE: When you open a file from the Attachments list, a number may be added to the form's file name in the Title bar. This is a Formatta feature that you can disregard.

The Print screen opens.



- 8 Select your print options.

NOTE: When printing the Schedule of Items (SOI) document, you may need to expand the margins or select the landscape orientation to get the tables in the SOI document to line up correctly.

- 9 Click the **OK** button. The document prints.
- 10 Close the document. The list of Attachments re-appears.
- 11 Repeat Steps 6 - 10 for all of the attachments.
- 12 Once all of the documents are printed, click the **Close** button on the Attachments box and close the SF-1449 form.

11 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/dispatch.php>.

12 Appendices

- 12.1 Appendix A – Changing the Default Folder Location for the Packages
- 12.2 Appendix B – Using a Thumb Drive with Formatta Forms and a Public Computer
- 12.3 Appendix C – Comprehensive List of the Business Rules
- 12.4 Appendix D – Using Notepad to Copy and Paste Text into Formatta Forms
- 12.5 Appendix E – Examples of the Vendor Company Information Form and Resource Data Entry Form
- 12.6 Appendix F – Examples of VIPR E-mails Sent to Vendors
- 12.7 Appendix G – Key Links and Resources
- 12.8 Appendix H – Vendor’s Procurement Process Checklist
- 12.9 Appendix I – List of Host Dispatch Centers

12.1 Appendix A – Changing the Default Folder Location for the Packages



tip

If you are using a thumb drive to work with your packages and want to use the My Documents / My Forms / Solicitations folder structure to manage your multiple packages, then you will need to create those folders on your thumb drive BEFORE you can save the package in the Solicitations folder.



tip

If you are using a thumb drive to open a .PFF file and the computer you are using does not recognize the .PFF file type, you will need to associate the .PFF file type with that file. For more instructions, refer to Appendix B, "Using a Thumb Drive with Formatta Forms and a Public Computer."

When you install the Formatta Filler software, the default folder location where the .PFF files will be saved is "My Documents\My Forms" on your local drive. However, to help you manage your VIPR Vendor Solution packages, you may want to change the default folder location to a main "Solicitations" folder.

NOTE: You would have created the "Solicitations" folder when you downloaded the solicitation or amendment package ([Section 5.1, "Downloading a Solicitation Package from FedBizOpps \(FBO\)"](#)).

- 1 Open any Formatta form (SF-1449, company form, etc.).

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30			
			1. REQUISITION NUMBER
			AG-SME1-S-09-7016
2. CONTRACT NO.	3. ANTICIPATED EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER
			AG-SME1-S-09-7016
7. FOR SOLICITATION INFORMATION CALL:		a. NAME	b. TELEPHONE NUMBER (No calls)
		John Doe	970-123-4567
9. ISSUED BY	CODE	10. THIS ACQUISITION IS	
		<input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE	

- 2 From the Tools menu, select the **Options...** menu.



- 3 From the General tab, click on the **Browse** button.

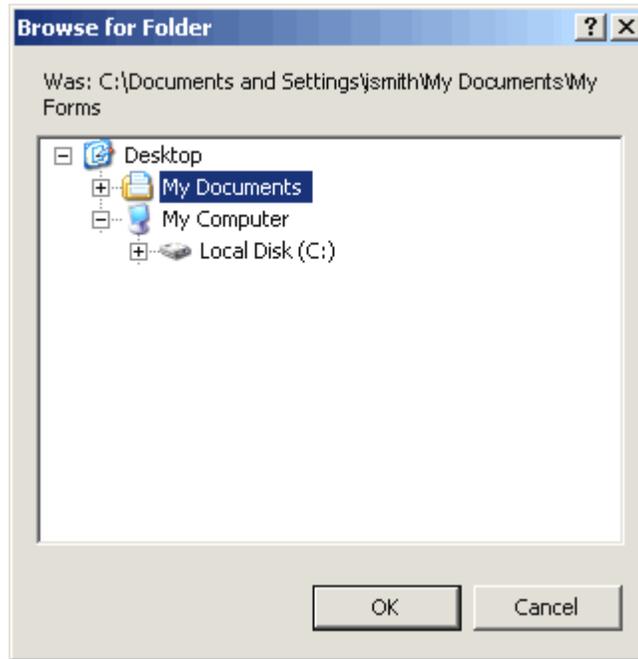


tip

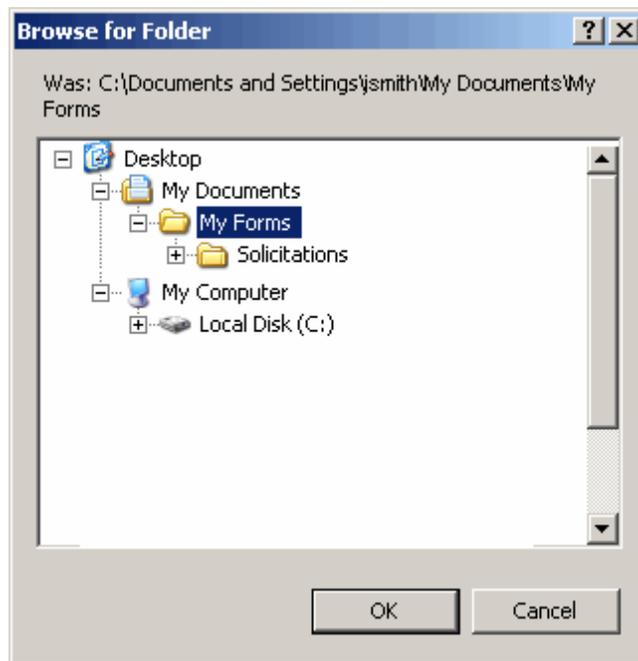
If you are using a thumb drive, then you would need to set up the My Documents | My Forms | Solicitations folders on your thumb drive BEFORE you can Browse to find the new default folder location you want. NOTE: To set the default folder location to the folders on your thumb drive, you would follow the steps listed below; however, instead of selecting the C:drive (or local drive), you would select your thumb drive.



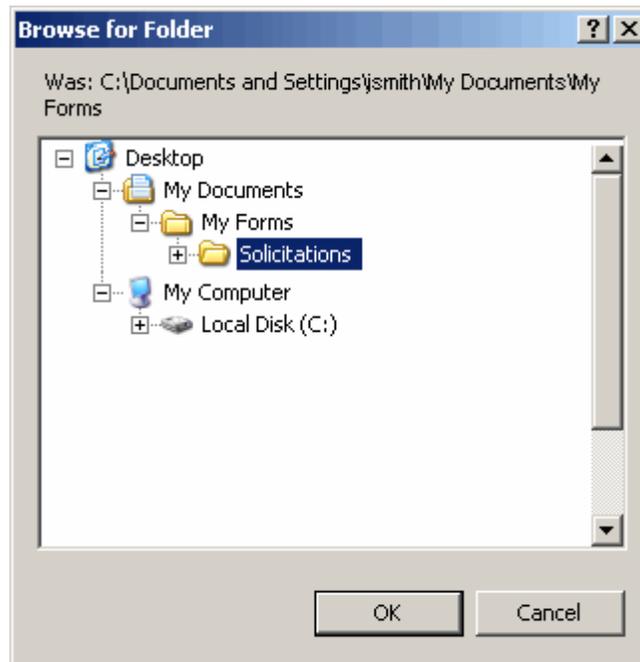
4 Double-click on the **My Documents** folder.



5 Double-click on the **My Forms** folder.



6 Click on the **Solicitations** folder, and then click the **OK** button.

**IMPORTANT**

You would have set up the Solicitations folder when you downloaded the solicitation or amendment package ([Section 5.1, "Downloading a Solicitation from FedBizOpps \[FBO\]"](#)). The Solicitations folder **MUST** be created prior to completing the steps in this process.

- 7** Click on the **OK** button to close the Options window.
- 8** To check to see if the new default folder location has been set, do the following:
 - a.** From the PFF form, click on the **File** menu.
 - b.** Click on the **Save As...** menu.
 - c.** Notice in the Save in: field, the Solicitations folder is selected, which is where this form will be saved.

IMPORTANT:

Whenever you save a document that you open through the Attachments list within a package, you must do a **File | Save As** to save the document to the Solicitations default folder. Once the form is saved to the default folder, each time you open or save that specific form, the "Solicitations" default folder will be used.

12.2 Appendix B – Using a Thumb Drive with Formatta Forms and a Public Computer

This section is intended only for vendors who use public computers to work with the VIPR Vendor Solution.

Most publicly accessible computers (e.g., computers at public libraries) do not allow users to download software onto their systems. However, if you need to use a public computer to respond to solicitations, amendments, awards, or modified agreements, you can install Formatta Filler software onto a thumb drive and use the thumb drive to save and work with the packages (Formatta forms) throughout the VIPR Vendor Solution.

NOTES:

- A thumb drive is also known as a travel drive or flash drive.
- For instructions on how to install Formatta Filler software, view the VIPR Vendor Support page at <http://www.fs.fed.us/business/incident/vendorsupport.php>.

IMPORTANT

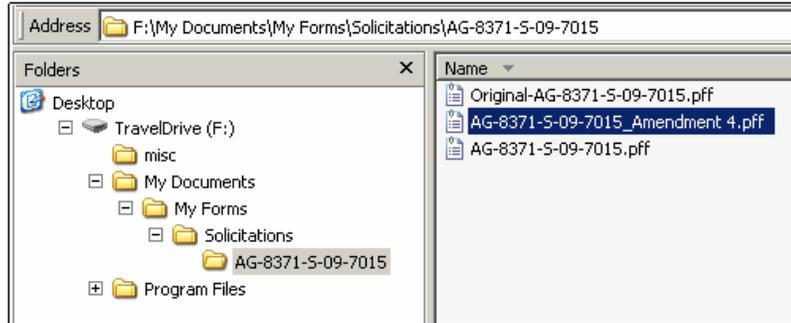
If you are working on a public computer, you will need to be cautious and secure your information; others can open files that are left on the computer. Therefore, it is recommended that you work off of your thumb drive and not save any files to the public computer's hard drive, i.e. C:drive.

When using a thumb drive, you will still follow all of the steps listed for each of the tasks described in this user manual, except you will open and save your work to the folders on your thumb drive instead of the folders on the local drive.

Although you will be using the Formatta Filler software off of your thumb drive, the public computer you use will still need to associate the Formatta Filler .PFF file type with the computer. Otherwise, you will get a message informing you that Windows cannot open the file.

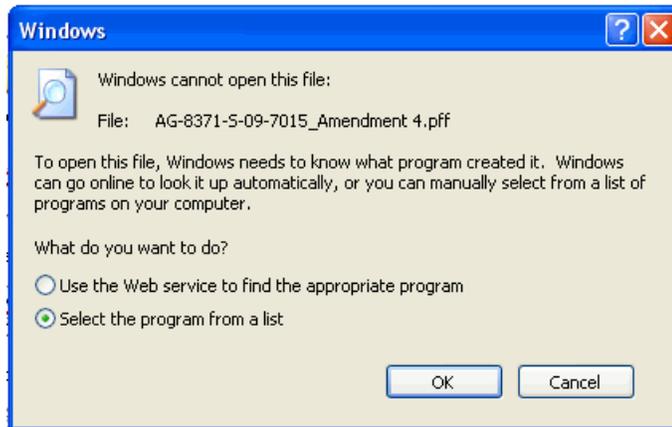
To associate the Formatta .PFF files with a public computer you are using, do the following:

- 1** From Windows Explorer, open the PFF package that you previously saved to your thumb drive. A message informing you that Windows cannot open the file appears.



A message informing you that Windows cannot open the file appears.

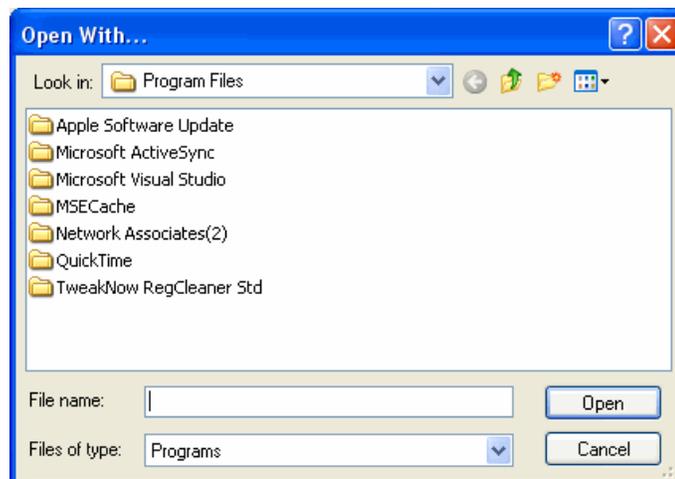
- 2 From the Windows message box, ensure “Select the program from a list” is selected.



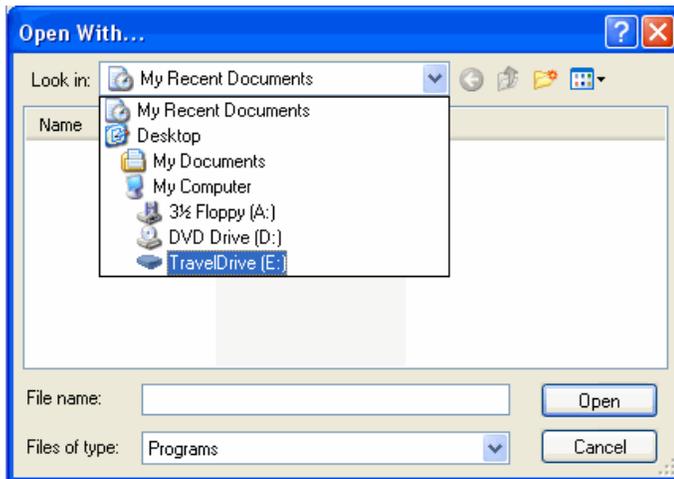
- 3 From the Open With dialog box, ensure the “Always use the selected program to open this kind of file” is selected, and then click on the **Browse** button.



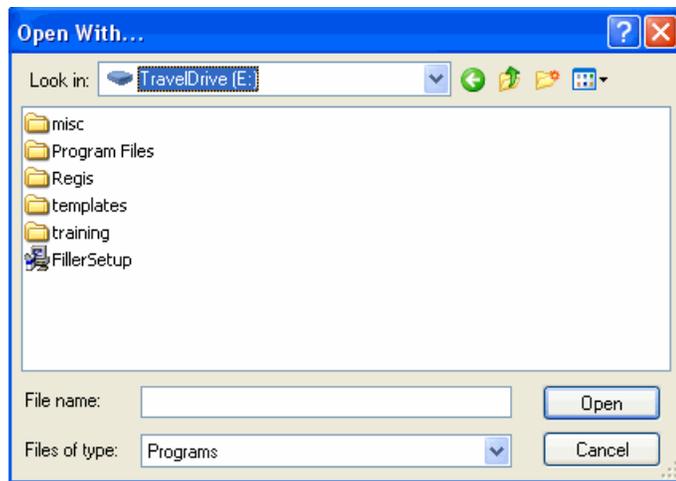
- 4 From the Open With... dialog box, click on the Look in: drop-down list.



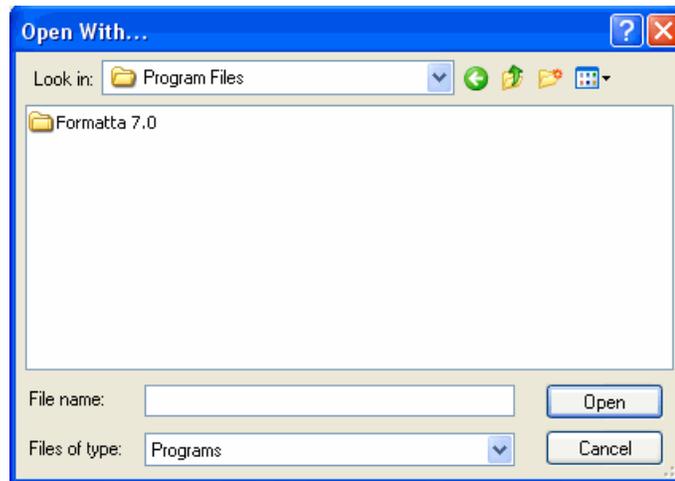
- 5 From the drop-down list, select your thumb drive (in this example, the TravelDrive E).



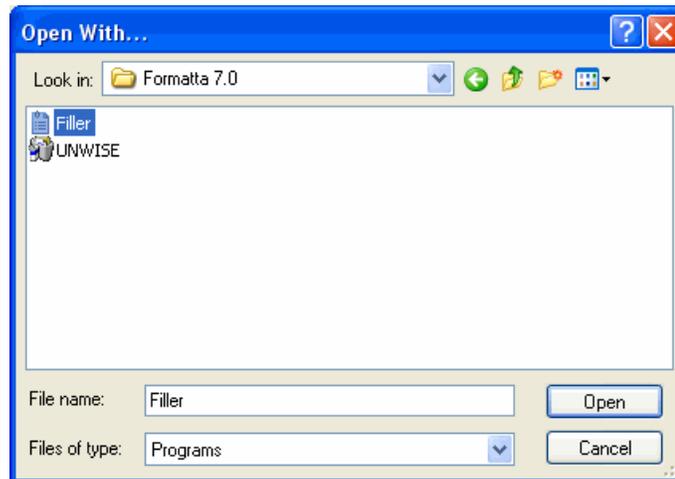
- 6 From the thumb drive (or TravelDrive) directory, double-click on the Program Files folder.



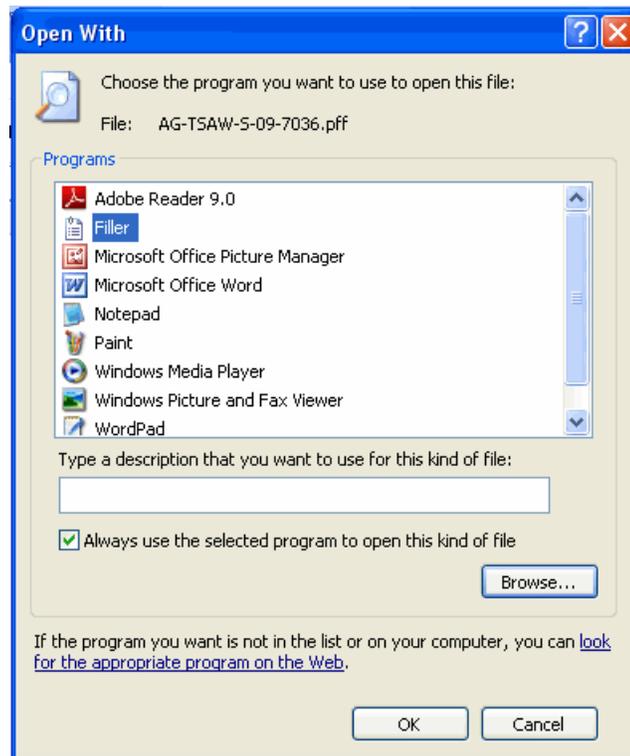
- 7 From the Program Files folder, double-click on the Formatta 7.0 folder to open it.



- 8 From the Formatta 7.0 folder, double-click on the Filler file.



- 9 From the Open With dialog box, notice that Filler is now the program associated with the .PFF file type. Click the **OK** button.



The Formatta .PFF file should now open on the computer you are currently using.

IMPORTANT

You will most likely have to repeat this Formatta .PFF file association process every time you log on to a public computer.

12.3 Appendix C - Comprehensive List of 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** complete a resource data entry form for every resource that will be in your solicitation response. For example, if your response will include two Weed Washing Unit Type 1s, then you will need to complete two Weed Washing Unit Type 1 forms; you **CANNOT** use one form for both Weed Washing Units. **EXCEPTION:** When completing resource data entry forms for Refrigerated Trailer Units, only one form should be completed for each dispatch center. The number of resources being offered is entered on the form to illustrate the number of resources available within that specific dispatch center.

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.
- Only one response can be submitted for a solicitation. VIPR will use the vendor's last response submitted as the response on record and will override any previous responses; 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.
- Only one response can be submitted for a solicitation. VIPR will use the vendor's last response submitted as the response on record and will override any previous responses; 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 the re-submittal process for each solicitation you responded to.

Submitting a Revised Offer After the Solicitation Has Closed

- 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 by re-opening the closed solicitation or by entering into negotiations with you and requesting a revised offer.

Withdrawing an Offer

- 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 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. The latest response you submit will override any previous responses you submitted, which means only the forms included in your last response will be processed and will be treated as the response on record in the VIPR system.

Requesting a Modification to an Agreement

- If you are updating your company information, you CANNOT change your DUNS Number, the Small Business status, or the Labor Surplus Area (LSA) status **on your vendor company form**. However, you will be able to change your Small Business or LSA status during the annual rollover process (rollover modification). If you wish to change your Small Business or LSA statuses outside of the rollover process, contact the Contracting Officer to request the change.
- If you are updating a resource (not replacing a resource):
 - For standard and/or extend modifications, you CANNOT change the VIN/Serial Number or Unique ID, Dispatch Center, or Prices (Rates) for your equipment.
 - For rollover modifications, you CANNOT change the VIN/Serial Number or Unique ID, but you CAN change the Dispatch Center and Prices (Rates). Also, if you make changes to attributes that have CBA points associated with them, the changes may affect your ranking on the DPLs.
 - For inspection correction modifications, you CANNOT change the VIN/Serial Number or Unique ID, Dispatch Center, or Prices (Rates) for your equipment. However, if you make changes to attributes that have CBA points associated with them, the changes may affect your ranking on the DPLs.

- If you are replacing a resource...
 - The replacement must be with equal or better equipment, which means the attributes may be better, but the resource type is the same.
 - For standard and/or extend modifications, you **MUST** use the same Dispatch Center and Prices (Rates) that you used for the replaced resource.
 - For rollover modifications, you can change the Prices (Rates) and the Dispatch Center. Also, if you make changes to attributes that have CBA points associated with them, the changes may affect your ranking on the DPLs.
 - For inspection correction modifications, which are used only for resources with a “Failed” inspection status, you **CANNOT** change the VIN/Serial Number, Dispatch Center, or Prices (Rates). If you make changes to attributes that have CBA points associated with them, the changes may affect your ranking on the DPLs.

Updating Your Vendor Company Information in a Modified Agreement

- For standard and/or extend modifications, you **CANNOT** change your DUNS number, the Small Business status, or the Labor Surplus Area (LSA) status **on your company form**.
- For rollover modifications, you **CANNOT** change your DUNS number, but you can change your Small Business or LSA status during the annual rollover process. If you wish to change your Small Business or LSA statuses outside of the rollover process, contact the Contracting Officer to request the change.
- For inspection correction modifications, you **CANNOT** change your DUNS number, the Small Business status, or the Labor Surplus Area (LSA) status **on your company form**.

Updating Your Resource (Equipment) Information in a Modified Agreement

- When updating a resource (not replacing a resource):
 - For standard and/or extend modifications, you **CANNOT** change the VIN/Unique ID, Dispatch Center, or Prices (Rates) for your equipment. If you make changes to the resource attributes, those changes will not be used to re-factor the DPL ranking.
 - For rollover modifications, you can change the Prices (Rates) and Dispatch Center, but not the VIN/Unique ID. Also, if you make changes to attributes that have CBA points associated with them, the changes may affect your ranking on the DPLs.
 - For inspection correction modifications, you **CANNOT** change the VIN/Unique ID, Dispatch Center, or Prices (Rates) for your equipment. If you make changes to the resource attributes, those changes will be used to re-factor the DP ranking.

Replacing a Resource (Equipment) in a Modified Agreement

- You must replace with a resource that is equal to or better than the replaced resource; this may be the same or better attributes, but must be the same resource category type (e.g., Weed Washing Unit Type 1 must be replaced with a Weed Washing Unit Type 1).
- For standard and/or extend modifications, you must use the same Dispatch Center and Prices (Rates) that you used for the replaced resource.
- For rollover modifications, you can change the Dispatch Center and the Prices (Rates).
- For inspection correction modifications, you must use the same Dispatch Center and Prices (Rates) that you used for the replaced resource.

Requesting a CO to Use a Vendor Management Mod to Update Your Vendor Company Information for You

- The only information a CO can update for a vendor is their primary and secondary contact information (first and last names; e-mail addresses; daytime, cell, and evening phone numbers; and fax numbers) and their vendor company address.
- The vendor company information that a CO updates for a vendor will only apply to the specific agreement that gets the modification.

Responding to an Inspection Correction Modification

- When updating a resource for an inspection correction modification, you CANNOT change the VIN/ Unique ID, Dispatch Center, or Prices (Rates) for your equipment.
- If you make changes to attributes that have CBA points associated with them, the changes will be used to determine the DPL ranking.

Responding to a Novation Modification

- As the purchasing vendor, you CANNOT change the attributes, rates, or prices on the resource data entry forms and you CANNOT change the DUNS on the Vendor Company Information form, which will be your company DUNS. However, once the modification is signed, VIPR will use the purchasing vendor's Set-Aside and LSA statuses in determining the DPL ranking.

12.4 Appendix D – Using Notepad to Copy and Paste Text into Formatta Forms

Some software programs, such as Microsoft Word, often add strange text characters to text that is copied from their programs and pasted into other programs. These characters are not converting correctly when entered into the VIPR system, which may affect how the text appears in the document. For example, a comma (,) might convert to a trademark symbol (™).

Notepad is a basic text editor that you can use to copy text and paste into VIPR. Because Notepad supports only very basic formatting, you cannot accidentally save special formatting in documents that need to remain plain text, which is the case with VIPR. By copying text into Notepad and then pasting into a form, this will eliminate this conversion issue.

NOTE: Notepad is free with all Windows version 2.0 and higher.

To use Notepad to copy and paste text into your Formatta forms, do the following:

- 1 Open the document that has the text you wish to use.
- 2 Copy the text (Ctrl+C) you wish to paste into your Formatta forms.
- 3 From the Start Menu, select **Programs > Accessories > Notepad**. The Notepad software opens.
- 4 Paste the text (Ctrl+V) into Notepad.
- 5 Select the text you just pasted into Notepad, and then copy it (Ctrl+C).
- 6 In the Formatta form, paste the text (Ctrl+V).

12.5 Appendix E – Examples of the Vendor Company Information Form and Resource Data Entry Form

Below are examples of a Vendor Company Information form and a Resource Data Entry form.

Example of a Vendor Company Information Form



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* **A** DUNS* **B**

DBA **C**

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.

E The Daytime Phone, Evening/After Hours Phone, and Cell/Alternate Phone numbers will be listed on the DPL.

D First Name* Last Name*

Daytime Phone* () - Evening/After Hours Phone* () -

Cell/Alternate Phone () - FAX () -

E-mail Address* **F**

Re-enter E-mail Address*

3. Company Address Be sure to use the company address where you wish to receive payment for your services.

Street Address* **G** 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* **H** City*

State* Zip Code* -

[Validate and Continue to Page 2](#)

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Acquisition Management
USDA Forest Service

Vendor Company Information Form (Continued)

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

5. Small Business Status

Select any of the following that represent your small business status.

I Small Business*

HUBZone

Women-Owned Small Business

8(a)

Service-Disabled Veteran-Owned Small Business

J Economically Disadvantaged Women-Owned Small Business

*All VIPR I-BPAs are set-aside for Small Businesses, so you MUST have at least a Small Business status to submit an offer on the VIPR I-BPAs. Any selection you make for "Small Business Status" must match the Small Business Status in ORCA or FAR Clause 52.212.3.

6. Labor Surplus Area (LSA)

Is Company located in a Labor Surplus Area (LSA)?*

K Yes No

You can view your LSA status at <http://www.doleta.gov/programs/lisa.cfm>

7. 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).

8. Supporting Information

I certify I have the following as required by the solicitation or Federal, State, or local laws:

- Insurance (other than Workers' Compensation):* Yes No N/A
- DOT Inspection(s) * Yes No N/A
- Workers' Compensation or an exemption * Yes No N/A

Workers' Compensation Expiration Date * / (This date field is only required if you selected "Yes" to the Workers' Compensation or exemption field.)

"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

L Validate Form

Clear Form

Save

Print

Back to Page 1

Version 4.0

A	Use the same company name that is in the Central Contractor Registration (CCR), which in turn should match your legal business name as registered with the IRS.
B	This is your 9-digit DUNS number.
C	DBA (Doing Business As) field: new field and optional
D	Provide contact information for <u>one</u> company representative; this representative will be signing solicitation responses, so the person

	must have an eAuthentication Level 2 account. (Secondary contact information has been removed.)
E	The Daytime Phone, Evening/After Hours Phone, and Cell/Alternate Phone numbers will be listed on the DPL.
F	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.
G	Use your payment address.
H	Enter the Mailing Address only if it is different than the Company Address.
I	Since all VIPR I-BPAs are set aside for Small Business, you MUST have at least a Small Business status to submit an offer. Your "Small Business Status" selection must match your Small Business Status in ORCA or as certified in FAR Clause 52-212.3. (Ensure all appropriate blocks are checked as your selections could affect your ranking on the Dispatch Priority List.)
J	Two new set-asides added: Women-owned Small Business (WOSB) and Economically Disadvantaged Women-owned Small Business (EDWOSB)
K	Ensure the LSA flag is checked as your selection could affect your ranking on the Dispatch Priority List.
L	Use this to ensure you have entered data in all of the required fields.

Example of a Resource Data Entry Form

The Resource Data Entry forms will vary depending on the type of resource.

NOTE: The forms may change depending on the solicitation year. For example, if you have forms that you used for a 2007 water handling solicitation, then you will be unable to use those same forms for a 2010 water handling solicitation, because the forms have been modified for the 2010 solicitations.

Acquisition Management
USDA Forest Service

Solicitation Year: 2010
Resource Category
Engine, Type 3

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

For Agreement Phase Only: Clear Selection

Withdraw this resource Replace this VIN Number

From this drop-down list, select the VIN Number that you wish to withdraw or select the VIN Number that you wish to replace with the new VIN Number that you provide on this form.

Company Name*

1. Equipment Description

Equipment ID* C

VIN or Serial Number* B For letters, use uppercase

License #* State* (Where the license was issued)

Make* Model*

Year* DOT Inspection Issue Date* / / Insurance Policy Expiration Date* / /

2. Equipment Location

City* State* Zip Code* -

D Dispatch Center* Latitude Longitude

Latitude and Longitude are for future use.

3. Equipment Attributes

Capacity* gallons hauled (water) Pump Performance*

All-Wheel Drive* CAFS* Yes No Foam Proportioner System*

4. Rates

E Daily Rate* \$ Do you have enough employees for a double shift? Yes No

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

F Validate Form Clear Form Save Print

Version 3.0

A	For forms that have this box, only use it during the Agreement Phase, if needed.
B	<p>Each resource MUST have a unique ID, which depending on the resource may be a VIN Number or Unique ID.</p> <p>NOTE: Resource forms for Refrigerated Trailer Units are unique in that only one form is submitted in response to a solicitation for each resource type per dispatch center. The number of resources being offered is entered on the form to illustrate the number of resources available within that specific dispatch center; and a separate form can be attached to your response for each dispatch center. DO NOT submit multiple offers in response to a single solicitation; VIPR will use the vendor's last response submitted as the response on record and will override any previous responses.</p>
C	If are unsure what to enter in the Equipment ID field, you can enter any one of the following:

	<ul style="list-style-type: none"> - Your call sign - License plate number - Last 5 to 10 digits of the VIN - Short ID that is meaningful to you <p>If you use letters in your data entry, use capital letters. Also, this field cannot be more than 10 characters.</p>
D	For instructions on how to select the appropriate Dispatch Center, view http://www.fs.fed.us/business/incident/vipr.php
E	ALL rate value(s) must be greater than zero (0).
F	Use this to ensure you have entered data in all of the required fields.

12.6 Appendix F – Examples of VIPR E-mails Sent to Vendors

Below are examples of VIPR e-mail messages that are sent to vendors as part of the VIPR Vendor Solution.

Notification that your solicitation (for resources that do not require inspections) or amendment response was successfully received by VIPR. Note that the solicitation number is in the Subject line of the e-mail.

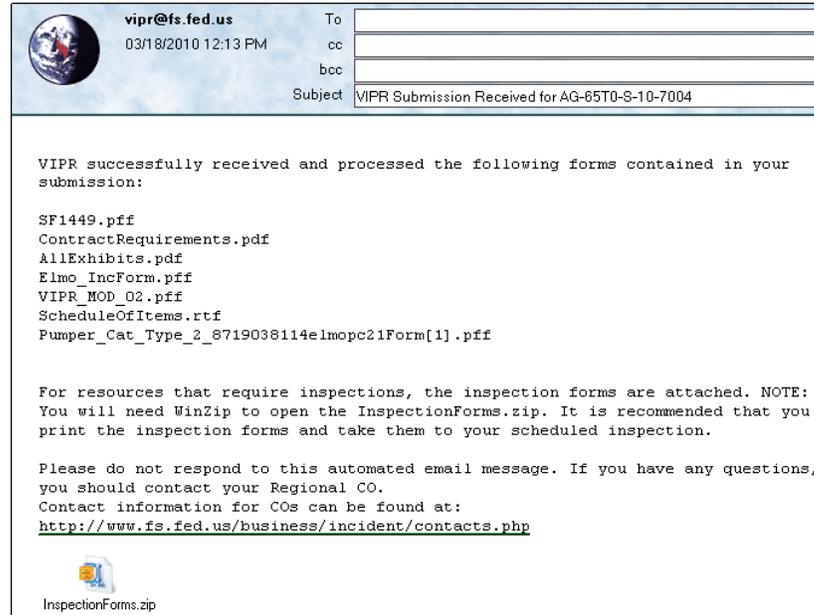
	vipr@fs.fed.us	To	
	10/10/2009	cc	
	11:19 AM	bcc	
		Subject	VIPR Submission Received for AG-02NV-S-10-7001

VIPR successfully received and processed the following forms contained in your submission:

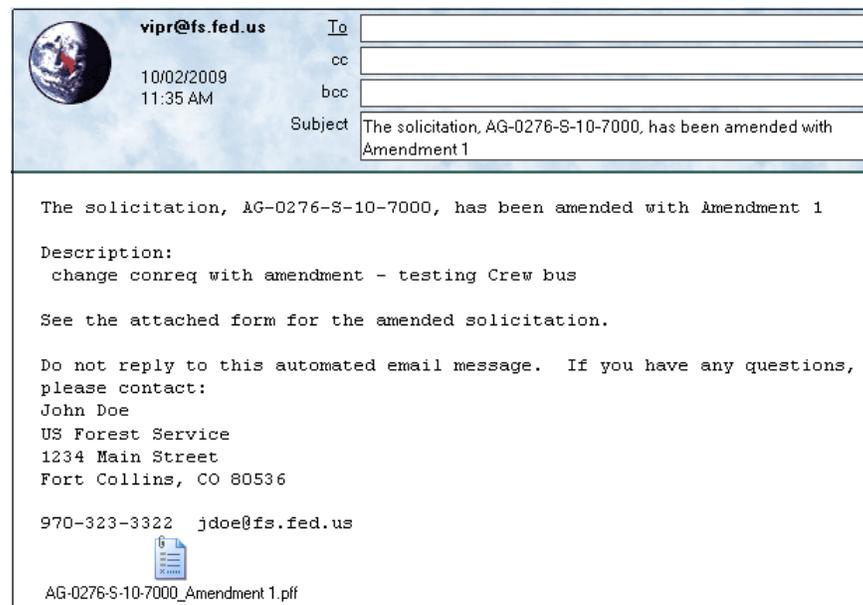
SF1449.pff
 Amendment_1.pff
 Amendment_2.pff
 Amendment_3.pff
 Amendment_4.pff
 Amendment_5.pff
 TOC_ClericalSupport.doc
 TOC_CrewCarrierBus.pdf
 CR_Exhibit_A - Clerical_Support.txt
 CR_Exhibit_A_(BP).txt
 CR_Exhibit_D - DOL_Wage_Determination.txt
 ExhibitsBthruM - CrewCarrierBus.pdf
 ExhibitsBthruG - ClericalSupport.doc
 ContractRequirements.pdf
 Count_DForm.pff
 VIPR_MOD_01.pff
 Crew_Carrier_Bus_123count1Form.pff
 ScheduleOfItems.rtf

Please do not respond to this automated email message. If you have any questions, you should contact your Regional CO. Contact information for COs can be found at: <http://www.fs.fed.us/business/incident/contacts.php>

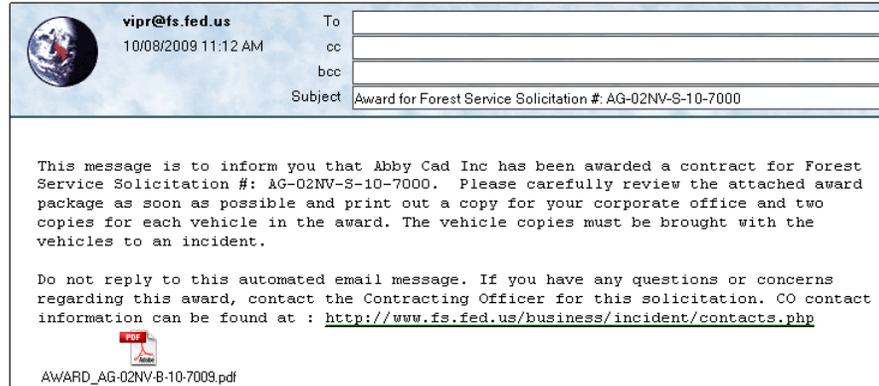
Notification that your solicitation (for resources that do require inspections) was successfully received by VIPR. Note that the solicitation number is in the Subject line of the e-mail and that inspection forms for the resources that require inspections are attached.



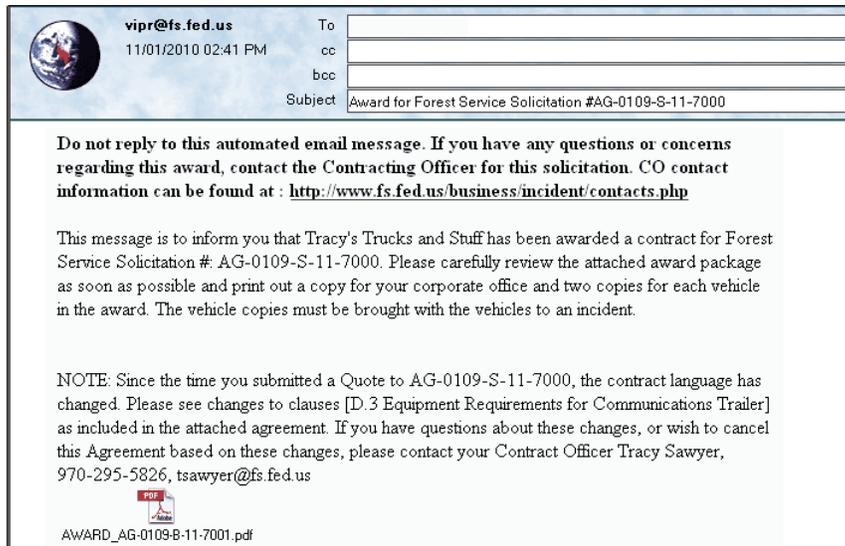
Notification that a solicitation you have responded to has been amended. This includes the amendment package with blank forms (in PFF format), but responding to the amendment is optional.



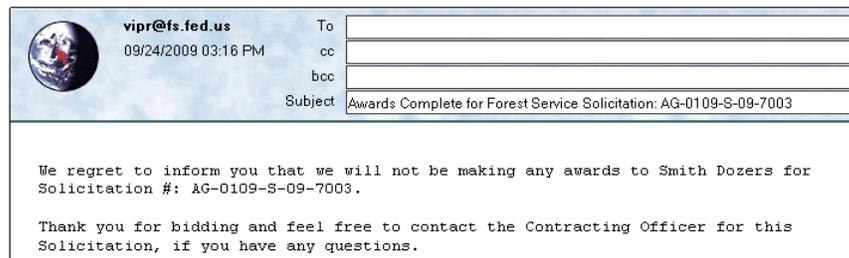
Notification that you have been awarded an agreement. This includes the signed agreement package (in PDF format) and does NOT require a response.



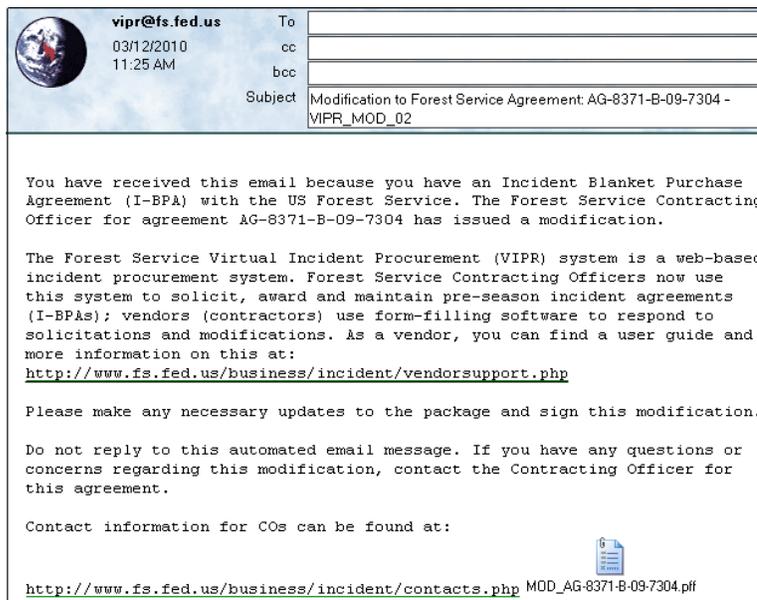
Notification that you have been awarded an agreement, but a national change has been issued since the solicitation closed and before you received this award. This includes the signed agreement package (in PDF format) and does NOT require a response; however, if you do not agree with the changes, you can contact your Contracting Officer to request to cancel the agreement.



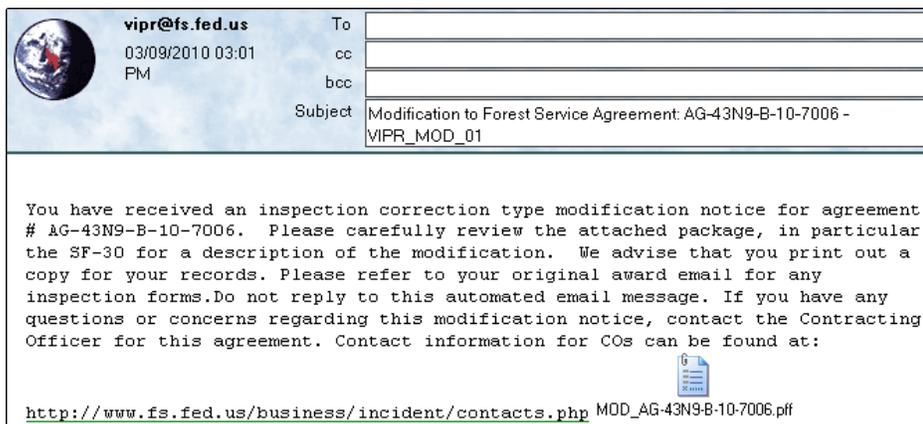
Notification that you have not received an award on an agreement.



Notification that your agreement has been modified and requires your response. This includes the modification package (in PFF format) and does require your response.



Notification that your agreement has been modified with an Inspection Correction modification and requires your response. This includes the modification package with the resource forms that have failed inspections (in PFF format) and does require your response.



Notification that your agreement has been modified, but does not require your response. This includes the signed modification package (in PDF format) and does NOT require your response.

	vipr@fs.fed.us	To	
	10/09/2009 07:56 AM	cc	
		bcc	
		Subject	Award for Forest Service Solicitation #: AG-04H1-S-08-9001

You have received a modified agreement # AG-04H1-B-08-7011. Please carefully review the attached award package as soon as possible and print out a copy for your corporate office and two copies for each vehicle in the award. The vehicle copies must be brought with the vehicles to an incident.

Do not reply to this automated email message. If you have any questions or concerns regarding this award, contact the Contracting Officer for this solicitation. CO contact information can be found at :
<http://www.fs.fed.us/business/incident/contacts.php>

 AWARD_AG-04H1-B-08-7011_VIPR_MOD_06.pdf

Notification that the CO has canceled a modification on your agreement. A canceled modification is just work in progress by a CO that was canceled by the CO and no action is required by you. The last signed modification that was sent to you is still the agreement of record.

	vipr@fs.fed.us	To	
	10/09/2009 09:06 AM	cc	
		bcc	
		Subject	Cancellation of Forest Service Modification: AG-0281-B-10-7001 - VIPR_MOD_05

The following Agreement Modification has been cancelled by the issuing Contracting Officer.
 modification ID: VIPR_MOD_05
 for agreement ID: AG-0281-B-10-7001

Any and all messages you have received regarding this modification may be disregarded.

Do not reply to this automated email message. If you have any questions, please contact the Contracting Officer for this Solicitation.

Contact information can be found at:
<http://www.fs.fed.us/business/incident/contacts.php>

12.7 Appendix G – Key Links and Resources

Below is a comprehensive list of all of the links and references other documents that are referred to in the user guide.

Incident Procurement Information for all vendors

- **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>
- **Data Universal Number System (DUNS).** Provides instructions for registering for a DUNS number, which is required by the Federal Acquisition Regulations (FAR 52.204-6) and you must have this before registering in the CCR. <http://fedgov.dnb.com/webform/index.jsp>
- **Central Contractor Registration (CCR).** Provides instructions for registering with CCR.
<http://www.ccr.gov/Contractors.aspx>
- **Online Representations and Certifications Application (ORCA).** Provides instructions for registering online with ORCA.
<http://orca.bpn.gov>

Information for VIPR Vendors

- **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>
- **USDA eAuthentication Level 2 Account.** Provides instructions for how to obtain an eAuth Level 2 account.
<http://www.fs.fed.us/business/incident/eauth.php>
- **VIPR Vendor Solution Quick Reference Guide.** Provides high-level instructions for responding to solicitations, acknowledging amendments, receiving awarded agreements, and responding to any agreement modifications. (This is a scaled-down version of this VIPR Vendor Solution User Guide.)
<http://www.fs.fed.us/business/incident/vendorsupport.php>
- **FBO Web site.** Provides list of VIPR I-BPA competitive solicitation opportunities.
<http://www.fbo.gov>
- **FBO Vendor Guide.** Provides details about how to use the features of the FBO Web site.
https://www.fbo.gov/downloads/FBO_Vendor_Guide.PDF.

Interagency Incident Systems Helpdesk. Provides assistance to vendors using the VIPR Vendor Solution. Contact information is helpdesk@dms.nwcg.gov, help@interagencyhelpdesk.com, or (866) 224-7677, press Option 3 for VIPR / eAuth. The Helpdesk is available 24 hours a day, 7 days a week. The Interagency Incident Systems Helpdesk Web site is <http://www.interagencyhelpdesk.com/>.

Procurement Technical Assistance Centers (PTACs). Local resource available at no or nominal cost that can provides assistance to business firms in marketing products and services to the Federal, state, and local governments. <http://www.aptac-us.org/new/>.

12.8 Appendix H – Vendor’s Procurement Process Checklist

Below is a high-level checklist to assist vendors through the key stages of the procurement process. Detailed instructions for each task are located in the appropriate sections in the user guide.

Done	Task
<input type="checkbox"/>	Completed all tasks for Getting Started (Section 2)
<input type="checkbox"/>	Register for DUNS number.
<input type="checkbox"/>	Register for CCR.
<input type="checkbox"/>	Obtain e-mail address if you do not currently have one.
<input type="checkbox"/>	Obtain eAuthentication Level 2 account.
<input type="checkbox"/>	Install Formatta Filler® software on PC.
<input type="checkbox"/>	Install WinZip® software on PC.
<input type="checkbox"/>	Have access to Internet Explorer® 6.0 or better and enable Java script.
<input type="checkbox"/>	Turn off Pop-up blocker in Internet Explorer® Tool Options.
<input type="checkbox"/>	Gather company and resource information needed for responding to a solicitation.
<input type="checkbox"/>	Completed all tasks for Responding to a Solicitation (Section 5)
<input type="checkbox"/>	Download latest version of solicitation/amendment package from FBO and set up folder structure for managing packages.
<input type="checkbox"/>	Review contract requirements for solicitation.
<input type="checkbox"/>	Complete the Section E-3 contract requirements for the solicitation.
<input type="checkbox"/>	Complete Vendor Company Information form.
<input type="checkbox"/>	Complete resource data entry forms for each resource that you will include with your offer.
<input type="checkbox"/>	Add completed forms to SF-1449 form.
<input type="checkbox"/>	Remove blank forms from SF-1449 form.
<input type="checkbox"/>	Sign and submit offer.
<input type="checkbox"/>	Completed all tasks for Submitting a Revised Offer on an Open Solicitation, when applicable (Section 6)
<input type="checkbox"/>	Check the FBO Web site to ensure you are working with the latest version of the solicitation or amendment package.
<input type="checkbox"/>	Update your Vendor Company Information form, if applicable.
<input type="checkbox"/>	Update your resource data entry forms for each resource that you will include with your offer, if applicable.
<input type="checkbox"/>	Add completed forms to SF-1449 form.
<input type="checkbox"/>	Remove blank forms from SF-1449 form.
<input type="checkbox"/>	Sign and submit offer.
<input type="checkbox"/>	Completed all tasks for Responding to an Amended Solicitation, when applicable (Section 7)
<input type="checkbox"/>	Download latest version of solicitation/amendment package from FBO <u>or</u> access the package from the e-mail sent by VIPR.
<input type="checkbox"/>	Review contract requirements for amended solicitation.
<input type="checkbox"/>	Update (if you need to) your company information form.
<input type="checkbox"/>	Update (if you need to) the resource data entry forms for each resource that you will include with your offer.

Done	Task
<input type="checkbox"/>	Add completed forms to SF-1449 form.
<input type="checkbox"/>	Remove blank forms and/or old forms from SF-1449 form.
<input type="checkbox"/>	Sign and submit offer.
<input type="checkbox"/> Completed all tasks for Working with Agreements, when applicable (Section 8)	
<input type="checkbox"/>	Access the package from the e-mail sent by VIPR.
<input type="checkbox"/>	Print all of the documents in the agreement.
<input type="checkbox"/>	Ensure you take two copies of the agreement with you to the incident.
<input type="checkbox"/> Completed all tasks for Responding to a Modified Agreement, when applicable (Section 9)	
<input type="checkbox"/>	Access the package from the e-mail sent by VIPR.
<input type="checkbox"/>	Follow the procedures for the specific type of modification.
<input type="checkbox"/>	Sign and submit the response to modification.
<input type="checkbox"/>	Print all of the documents in the agreement.
<input type="checkbox"/>	Ensure you take two copies of the agreement with you to the incident.

12.9 Appendix I – List of Host Dispatch Centers

Below is the list of Dispatch Centers to be used for VIPR.

NOTE: Several centers are Geographic Area Coordination Centers (GACCs), as indicated by asterisks (*) in the table below.

Region	Unit Identifier	Center Name	City	State
NORTHERN ROCKIES				
1	ID-CDC	Coeur d'Alene Interagency Dispatch Center	Coeur d'Alene	ID
1	ID-GVC	Grangeville Interagency Dispatch Center	Grangeville	ID
1	MT-BDC	Billings Dispatch Center	Billings	MT
1	MT-BRC	Bitterroot Dispatch Center	Hamilton	MT
1	MT-BZC	Bozeman Interagency Dispatch Center	Bozeman	MT
1	MT-DDC	Dillon Dispatch Center	Dillon	MT
1	MT-GDC	Great Falls Dispatch Center	Great Falls	MT
1	MT-HDC	Helena Interagency Dispatch Center	Helena	MT
1	MT-KDC	Kootenai Interagency Dispatch Center	Libby	MT
1	MT-KIC	Kalispell Interagency Dispatch Center	Kalispell	MT
1	MT-LEC	Lewistown Interagency Dispatch Center	Lewistown	MT
1	MT-MCC	Miles City Dispatch Center	Miles City	MT
1	MT-MDC	Missoula Interagency Dispatch Center	Missoula	MT
1	ND-NDC	North Dakota Dispatch Center	Bismarck	ND
ROCKY MOUNTAIN AREA				
2	CO-CRC	Craig Interagency Dispatch Center	Craig	CO
2	CO-DRC	Durango Interagency Dispatch Center	Durango	CO
2	CO-FTC	Fort Collins Interagency Dispatch Center	Fort Collins	CO
2	CO-GJC	Grand Junction Air Center	Grand Junction	CO
2	CO-MTC	Montrose Interagency Dispatch Center	Montrose	CO
2	CO-PBC	Pueblo Interagency Dispatch Center	Pueblo	CO
2	SD-GPC	Great Plains Interagency Dispatch Center	Rapid City	SD
2	WY-CDC	Cody Interagency Dispatch Center	Cody	WY
2	WY-CPC	Casper Interagency Dispatch Center	Casper	WY
2	WY-RWC	Rawlins Interagency Dispatch Center	Rawlins	WY
SOUTHWEST				
3	NM-SWC*	Southwest Area Coordination Center	Albuquerque	NM
3	AZ-FDC	Flagstaff Interagency Dispatch Center	Flagstaff	AZ
3	AZ-PDC	Prescott Interagency Dispatch Center	Prescott	AZ
3	AZ-PHC	Phoenix Interagency Dispatch Center	Phoenix	AZ

Region	Unit Identifier	Center Name	City	State
3	AZ-SDC	Show Low Interagency Dispatch Center (Formerly Springerville Interagency Dispatch Center)	Show Low (Springerville)	AZ (AZ)
3	AZ-TDC	Tucson Interagency Dispatch Center	Tucson	AZ
3	AZ-WDC	Williams Interagency Dispatch Center	Williams	AZ
3	NM-ABC	Albuquerque Interagency Dispatch Center	Albuquerque	NM
3	NM-ADC	Alamogordo Interagency Dispatch Center	Alamogordo	NM
3	NM-SDC	Silver City Interagency Dispatch Center	Silver City	NM
3	NM-SFC	Santa Fe Interagency Dispatch Center	Santa Fe	NM
3	NM-TDC	Taos Interagency Dispatch Center	Taos	NM
EASTERN GREAT BASIN				
4	ID-BDC	Boise Interagency Logistics Center	Boise	ID
4	ID-CIC	Central Idaho Interagency Fire Center	Salmon	ID
4	ID-EIC	Eastern Idaho Interagency Fire Center	Idaho Falls	ID
4	ID-PAC	Payette National Forest Dispatch	McCall	ID
4	ID-SCC	South Central Idaho Dispatch Center	Shoshone	ID
4	UT-CDC	Color Country Interagency Fire Center	Cedar City	UT
4	UT-MFC	Moab Interagency Fire Center	Moab	UT
4	UT-NUC	Northern Utah Interagency Fire Center	Salt Lake City	UT
4	UT-RFC	Richfield Interagency Fire Center	Richfield	UT
4	UT-UBC	Uintah Basin Interagency Fire Center	Vernal	UT
4	WY-TDC	Teton Interagency Dispatch Center	Moose	WY
WESTERN GREAT BASIN				
4	NV-CNC	Central Nevada Interagency Dispatch Center	Winnemucca	NV
4	NV-ECC	Ely Interagency Communication Center	Ely	NV
4	NV-EIC	Elko Interagency Dispatch Center	Elko	NV
4	NV-LIC	Las Vegas Interagency Communications Center	Las Vegas	NV
4	NV-SFC	Sierra Front Interagency Dispatch Center	Minden	NV
NORTHERN CALIFORNIA OPERATIONS				
5	CA-ONCC*	Northern California Geographic Area Coordination Center	Redding	CA
5	CA-CICC	Camino Interagency ECC	Camino	CA
5	CA-FICC	Fortuna Interagency ECC	Fortuna	CA
5	CA-GVCC	Grass Valley Interagency ECC	Grass Valley	CA
5	CA-MICC	Modoc Interagency ECC	Alturas	CA
5	CA-MNFC	Mendocino National Forest Communication Center	Willows	CA
5	CA-PNFC	Plumas National Forest Communication Center	Quincy	CA
5	CA-RICC	Redding Interagency ECC	Redding	CA
5	CA-SIFC	Susanville Interagency ECC	Susanville	CA

Region	Unit Identifier	Center Name	City	State
5	CA-YICC	Yreka Interagency ECC	Yreka	CA
SOUTHERN CALIFORNIA OPERATIONS				
5	CA-OSCC*	Southern California Geographic Area Coordination Center	Riverside	CA
5	CA-ANCC	Angeles Communications Center	Arcadia	CA
5	CA-CCCC	Central California Communications Center	Porterville	CA
5	CA-LPCC	Los Padres Communications Center	Santa Maria	CA
5	CA-MVIC	Monte Vista Interagency Command Center	El Cajon	CA
5	CA-OVCC	Owens Valley Interagency Communications Center	Bishop	CA
5	CA-SBCC	San Bernardino Interagency Communications Center	San Bernardino	CA
5	CA-SICC	Sierra Interagency Communications Center	Fresno	CA
5	CA-STCC	Stanislaus Communications Center	Sonora	CA
NORTHWEST				
6	OR-BIC	Burns Interagency Communications Center	Burns	OR
6	OR-BMC	Blue Mountain Interagency Coordination Center	LaGrande	OR
6	OR-COC	Central Oregon Interagency Dispatch Center	Prineville	OR
6	OR-CVC	Coastal Valley Interagency Coordination Center	Corvallis/Salem	OR
6	OR-EIC	Eugene Interagency Communication Center	Eugene	OR
		OR-GPC - Grants Pass Interagency Fire Center (Combined with OR-MIC)	Grants Pass	OR
6	OR-JDCC	John Day Communications Center	John Day	OR
6	OR-KFC	Klamath Falls Interagency Fire Center	Klamath Falls	OR
6	OR-LFC	Lakeview Interagency Fire Center	Lakeview	OR
6	OR-MIC	Medford Interagency Communication Center	Medford	OR
6	OR-UPC	Umpqua National Forest Dispatch	Roseburg	OR
6	OR-VAC	Vale District Dispatch	Vale	OR
6	WA-CCC	Columbia Cascade Communication Center (formerly Mt. Hood NF Dispatch OR-MHC) (formerly Gifford Pinchot NF Dispatch WA-GFC)	Sandy Sandy Vancouver	OR OR WA
6	WA-CWC	Central WA Interagency Communication Center	East Wenatchee	WA
6	WA-NEC	Northeast Washington Interagency Communication Center (formerly Colville National Forest Dispatch WA-CFC)	Colville	WA
6	WA-PSC	Puget Sound Interagency Coordination Center	Everett	WA
SOUTHERN AREA				
8	AL-AIC	Alabama Interagency Coordination Center	Montgomery	AL
8	AR-AOC	Arkansas-Oklahoma Interagency Coordination Center	Hot Springs	AR
8	FL-FIC	Florida Interagency Coordination Center	Tallahassee	FL
8	GA-GIC	Georgia Interagency Coordination Center	Gainesville	GA
8	KY-KIC	Kentucky Interagency Coordination Center	Winchester	KY

Region	Unit Identifier	Center Name	City	State
8	LA-LIC	Louisiana Interagency Coordination Center	Pineville	LA
8	MS-MIC	Mississippi Interagency Coordination Center	Jackson	MS
8	NC-NCC	North Carolina Interagency Coordination Center	Asheville	NC
8	SC-SCC	South Carolina Interagency Coordination Center	New Ellenton	SC
8	TN-TNC	Tennessee Interagency Coordination Center	Cleveland	TN
8	TX-TIC	Texas Interagency Coordination Center	Lufkin	TX
8	VA-RCC	Roanoke Coordination Center	Roanoke	VA
8	VA-VIC	Virginia Interagency Coordination Center	Charlottesville	VA
EASTERN AREA				
9	IL-ILC	Illinois Interagency Dispatch Center	Murphysboro	IL
9	IN-IIC	Indiana Interagency Coordination Center	Tell City	IN
9	ME-NEC	Northeastern Interagency Coordination Center	Augusta	ME
9	MI-HMFC	Huron-Manistee Dispatch Center	Cadillac	MI
9	MI-UPC	Upper Peninsula Interagency Dispatch Center	Escanaba	MI
9	MN-MFC	Minnesota Interagency Fire Center	Grand Rapids	MN
9	MO-MOC	Missouri Iowa Interagency Coordination Center	Rolla	MO
9	OH-OIC	Ohio Interagency Dispatch Center	Nelsonville	OH
		Allegheny Dispatch Center <i>(combined with WV-CAC)</i>	Warren	PA
9	WI-EACC*	Eastern Area Coordination Center	Milwaukee	WI
9	WI-WIC	Wisconsin Interagency Coordination Center	Woodruff	WI
9	WV-CAC	Central Appalachian Dispatch Center <i>(formerly Monongahela Dispatch Center)</i>	Elkins	WV

13 Glossary

Agreement Package	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.
Amendment	Changes to a published solicitation.
Award	Offer accepted by CO.
CO	Contracting Officer.
Contract Requirements	The paragraphs included in the contract. Contract requirements include clauses, provisions, and the specifications included in Sections B, C, D, and E.
DPL	Dispatch Priority List. The DPL is the list of vendors that dispatchers will use to fill orders for equipment on an incident.
FBO	FedBizOpps.
Formatta	Forms tool used for the VIPR Vendor Solution.
I-BPA	Incident Blanket Purchase Agreement. The document resulting from the award of a pre-season agreement, using the SF-1449.
Interagency Incident Systems Helpdesk	Helpdesk supporting VIPR.
LSA	Labor Surplus Area. Used to break a tie to determine the DPL rankings when two or more vendors have the same business status and CBA scores.
Modification	A change to an awarded agreement; multiple modifications can be associated with an award.
Novation Agreement	A legal instrument used to document the Government's recognition of the transfer of an agreement from one contractor to another.
PDF	Portable Document Format; Adobe Reader file type. The file format used for the agreement and modified agreement packages.
PFF	Formatta forms file type.
Resource Category	A class of equipment. Example: Weed Washing Unit, Engine, Refrigerated Trailer.
Solicitation Package	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.
Synopsis	The notice published to FedBizOpps, notifying vendors that a solicitation will be issued with a summary of the requirements.
Vendor	Third-party company offering equipment and services to the Forest Service. Also known as Contractor.
VIPR	Virtual Incident Procurement; a Web-based incident procurement system that has replaced and expanded the Equipment and Training Inventory (EaTIS) prototype. COs use VIPR to create and manage solicitations and agreements through the entire procurement process.
VIPR Vendor Solution	A forms-based tool that vendors use to respond to solicitations, acknowledge amendments, receive awarded agreements, and respond to any agreement modifications.