

Forest Service Numbering Incident Procurement Documents Effective October 1, 2017

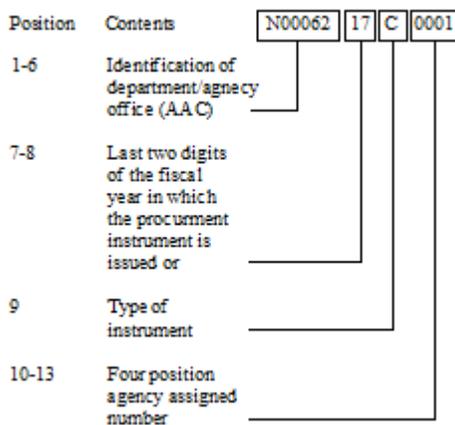
Contract actions establishing competitive incident support pre-season ‘parent’ contracts and agreements, whether awarded in the Integrated Acquisition System (IAS), the Virtual Incident Procurement (VIPR) system, or manually processed, must adhere to the numbering scheme prescribed in Federal Acquisition Regulation (FAR) subpart 4.16 and must continue to be entered in the Federal Procurement Data System (FPDS). Likewise, ‘child’ orders placed against the ‘parent’ contracts and agreements, as well as incident-only contract actions, must be numbered in accordance with FAR numbering direction.

FPDS reporting of ‘parent’ contracts and agreements awarded in the IAS and VIPR systems is accomplished by contracting officer finalization of the contract action report; this is performed via system links to FPDS. Manually awarded ‘parent’ contracts and agreements must be entered directly into FPDS within three business days after award.

The responsibility of reporting the contract actions for the ‘parent’ award and ‘child’ orders resides with the contracting office identified by the activity address code (AAC) in the instrument number. For at-incident Emergency Equipment Rental Agreements (EERAs) and Land Use Agreements (LUAs) the contracting office responsible for the Forest/Zone/Area hosting the incident must report the contract actions since these transactions are incident specific, utilizing the local office’s AAC.

The amount to be entered for the ‘child’ usage orders and at-incident EERAs/LUAs, is not known until the payment is made. Each month the Incident Finance Branch provides AQM a spreadsheet of incident payments. These spreadsheets are posted at <http://fsweb.wo.fs.fed.us/aqm/incident/policy/index.php>. The spreadsheet is sorted by contract/agreement number and subtotaled for ease of identification. Therefore it is imperative that the PGI protocols for document numbering be used on all incident support procurements.

FAR Subpart 4.16 Procurement Instrument Identifier (PIID) Configuration



Solicitations: Incident procurement solicitations will utilize the applicable FAR prescribed letter (reference 4.1603(a)(3)).

Awards: Pursuant to USDA Procurement Advisory No. 126A, *Use of Unique Procurement Instrument Identifiers*, Forest Service received USDA approval to utilize the letter designations K and T, reserved for departmental or agency use, for the type of instrument (position 9) for incident procurement awards and orders. Sequential numbering will continue to be utilized to identify various incident procurement award and order types (positions 10-13).

Forest Service PIID Configuration

Position	Contents Explanation
1-2	FS Designation – will always be 12
3-6	Activity Address Code of awarding office for pre-season instruments and I-BPA calls/orders against VIPR agreements and national contracts (i.e., contracts awarded by the ISB); host unit of local incident dispatch center for all at incident awards
7-8	Last two digits of the fiscal year in which the award is made or order is placed
9	See Table below
10-13	See Table below

The letter T is designated for pre-season incident award instruments. The letter K is designated for calls/orders placed against pre-season incident award instruments as well as at-incident purchases. The following table provides numbering instructions:

Position 9-13

<u>Instrument</u>	<u>Letter Designation</u>	<u>Numbering Sequence</u>	<u>Descriptions</u>
VIPR I-BPAs	T	7000 (VIPR generated)	
Pre-season incident procurements in IAS	T	0001 (IAS generated)	Non-VIPR BPAs awarded in IAS
Pre-season incident procurement awarded manually	T	9000 (Aviation)	Aviation contracts, national contract, manually established BPAs, pre-season LUAs
	T	5000 (Non-Aviation)	
At Incident EERAs and LUAs	K	5000	One-time incident specific services
Orders against pre-season contracts and agreements	K	0001 (manually assigned from ASC-IF payment spreadsheet information)	Calls against IBAs, orders against national contracts
Incident Purchase Card Transactions over the micro-purchase threshold	K	6000	Reportable incident purchases made via purchase card

Examples

Region 1 VIPR I-BPA awarded February 2018: 12034318T7025 (VIPR generated)
 Region 2 non-VIPR incident BPA awarded in IAS December 2017: 1282X918T0055 (IAS generated)
 National aviation contract manually awarded November 2017: 12024B18T9005
 Non-VIPR incident BPA manually awarded by the Kaibab NF November 2017: 12815618T5000
 At-Incident EERA established for a fire on the Sequoia NF October 2017: 129A2318K5000
 Resource order/BPA call for a fire on the Wenatchee NF August 2018: 1205GG18K0001
 \$5000 purchase card transaction for a fire on the Kisatchie NF April 2018: 127K1118K6004