



**File Code:** 6300

**Date:** May 2, 2014

**Route To:**

**Subject:** Acquisition Managements Incident Blanket Purchase Agreement Internal Process Plan and Review

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

Acquisition Management functions play an important role in implementing the Forest Service mission through contracts, grants, agreements, leases and the management of our agency's assets. Included within this mission is the Incident Blanket Purchase Agreement (I-BPA) in support of Fire and Aviation Management. To assist with I-BPA compliance, the Washington Office Acquisition Management (WO-AQM) Fire Equipment, Services and Supply Acquisition Analysis (FESSAA) Team developed an Internal Process Plan (IPP) focusing on the pre and post award phases of the I-BPAs.

The IPP provides review and oversight guidance through identification and potential resolution to any deficiencies and/or best practices within the program, and ensures effective and efficient program management and functional operations. The FESSAA Team conducts the review as a stand-alone programmatic review (as opposed to regional or unit reviews), consisting of an initial overall program review followed by resource category reviews (e.g. water handling engines) inclusive of unit compliance checks. Your assistance during the review process and responses to the survey questionnaires are critical to the continued success of I-BPA.

The IPP and documentation supporting the IPP review, such as compliance checklists and questionnaires, are available on the AQM 2011 Performance Management website at [http://fsweb.wo.fs.fed.us/aqm/aqm2011/projects/controls\\_reviews.php](http://fsweb.wo.fs.fed.us/aqm/aqm2011/projects/controls_reviews.php). An email with links to the survey will be sent to AQM employees and our internal customers who use the I-BPA process.

Any questions, please contact Judy Dunnam, Management & Program Analyst, at (208) 938-9330 or [jldunnam@fs.fed.us](mailto:jldunnam@fs.fed.us).

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