



File Code: 6300

Date: April 12, 2010

Route To:

Subject: Business Requirements for Informal Incident Blanket Purchase Agreements

To: Regional AQM Directors

REPLY DUE MAY 10, 2010

Incident Blanket Purchase Agreements (I-BPAs) are pre-season agreements to secure certain resources to be used on incidents. Since 2007, the [National Solicitation Plan](#) for Competitive I-BPAs has guided an acquisition strategy for a 5-year phase in formal competition using standardized national templates to solicit equipment and services.

The acquisition strategy for I-BPAs also includes those that do not require formal competition, but do require some sort of informal competition, such as doing market research and negotiating with vendors. Examples of resources subject to informal competition include: vehicles with drivers; modular office; motor coach; shuttle; chipper; chain saw repair/small engine repair; and pack stock (refer to Exhibit B of the Solicitation Plan).

The Virtual Incident Procurement System (VIPR) is used to implement the processes associated with I-BPAs. The informal I-BPA process is less rigid than current functionality for formal agreements; therefore, a different model based on well-defined business requirements is needed.

In order to develop new requirements a Joint Application Development (JAD) session is being scheduled. We're seeking involvement of personnel directly responsible for and currently executing preseason agreements for items other than those subject to formal competition. Participants will be required to attend a one-day JAD in June in the Denver area (travel costs will be covered by the Washington Office). Additional work will be intermittent and conducted virtually.

Please nominate 1-2 people within your region who would be available to assist in developing business requirements for VIPR. It is extremely important to obtain subject matter expertise early in the process to ensure success in delivering an application that meets the needs of the user and complies with Forest Service policy.

Send nominations to vipr@fs.fed.us by May 10, 2010. If you have any questions, please contact Cheryl Emch, Program Analyst, at cemch@fs.fed.us or 541-902-3157.

/s/ Thelma J. Strong acting for
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cc: pdl wo spf fam regional fire directors, Ronald Wester, Sarah R Fisher, pdl wo ops aqm vipr liaisons

