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Subject: EaTIS Implementation Activities

To: Regional Foresters

As we announced in July (in a memo dated July 29, 2005, entitled *Management of Emergency Equipment Rental Agreements (EERAs) and National Fire and Aviation Contracts - CY 2006*), the Equipment and Training Inventory System (EaTIS) will be adopted in 2006 as the national application for developing and maintaining Emergency Equipment Rental Agreements (EERAs). This memo serves to provide additional information on the rollout of EaTIS and responsibilities that each Region will have in making this a successful implementation.

Background
EaTIS is a web-based application that has been in use in the Pacific Northwest for the last two years. It has been successfully implemented there for the development and maintenance of engine and water tender EERAs and includes functionality for documenting vendor equipment inspections, vendor personnel qualifications, and vendor performance evaluations.

The Forest Service Acquisition Management and Fire and Aviation Management staffs have made a decision to implement EaTIS nationally in 2006 based on a number of factors, including the recognized need for standardization of EERA equipment and methods of hire across the agency, the recommendations included in the USDA Office of the Inspector General Audit of Forest Service EERAs (Report No. 08601-40-SF, dated July, 2005), and the need to streamline our incident business processes to facilitate the automation of acquiring, ordering, utilizing, and paying incident resources.

EERAs and EaTIS
The acquisition processes associated with EERAs will move closer towards Federal Acquisition Regulation (FAR) competition and performance tracking standards in 2006. Processes implemented both within and outside of EaTIS will help to facilitate this change. Outside of EaTIS, the Forest Service will use full solicitations and FedBizOpps announcements to meet incident acquisition needs for many equipment types in 2006. Within EaTIS, vendors will submit their offers, inspectors will certify that equipment has met its required qualifications, and Contracting Officers will award EERAs and track vendor past performance. EaTIS will produce a number of reports, including best value or pricing-based dispatch tables that can serve as a decision-making tool for dispatchers.

It is important to note that EaTIS does not duplicate the functionality of existing AQM applications such as the Integrated Acquisition System or I-Web. It instead is configured to meet the unique needs and processes of incident acquisitions. In 2006, this information will feed

incident payment data systems. By 2007, the contract and agreement information entered into EaTIS will feed the Resource Ordering and Status System (ROSS) which will then feed I-Suite.

EERA Standardization
Prior to the rollout of EaTIS, <u>national standards</u> for method of hire for all equipment types will be issued. These standards were recommended by the EaTIS development team and are being reviewed with Regional AQM and Equipment Operations Specialists. The national methods of hire and national equipment typing must be adopted by all Regions for all EERAs in 2006, whether those EERAs are solicited for this year or not.

Other Major Changes
With the implementation of EaTIS in 2006, there will also be additional process changes. All proposed process changes are outlined in the EaTIS system business rules (available from your Regionally-designated EaTIS liaison). A summary of major changes appears below:

- In adopting national standards in 2006, existing multiyear EERAs will need to be cancelled if they do not meet national standards. Those existing multiyear agreements that do meet national standards still must be entered into EaTIS and must be assigned a new agreement number in accordance with USDA contracting numbering guidance.
- Whereas many Regions have entered into EERAs at the Forest, Province, or Area level in the past, all EERAs for a specific category of equipment should be signed up by a single unit to facilitate the implementation of new processes beginning in 2006. Therefore, previous workload distribution (where every Forest signed up every equipment type) may need to be re-evaluated. Instead, Regions may wish to consider assigning specific equipment types to a Forest in order to distribute the workload.
- Best value source selection criteria for engines, tenders, and buses will be utilized in 2006. All Regions must adopt and use the national equipment quality best value criteria for these equipment types. The equipment quality best value factors were generated by Fire and Aviation Management – Operations. An optional AQM vendor analysis portion of the best value analysis will also be available in 2006. The best value criteria will be made available to field units by mid-January.
- Inspections of engines, tenders and buses (both equipment and crew qualifications, where applicable) will be required prior to award in 2006. Inspection of other equipment types is optional. Inspections may be accomplished using existing in-house resources or by a third-party contract. AQM and FAM–Operations will need to work together at the Regional level to determine how to best meet inspection requirements.
- The completion and electronic collection of performance evaluations for most types of equipment will be mandatory beginning in 2006. Past performance should then be incorporated into vendor EERA award decisions beginning in 2007.

One thing that will not change is the ability to sign up needed resources on EERAs at an incident. However, these resources will not be available for dispatch to other incidents and will not be entered into EaTIS.

Development of a Regional Three-Year Plan
Each Region will be required to submit a three-year plan documenting when they will solicit for each type of equipment that they sign up on EERAs. Each Region will be required to solicit for at least three equipment categories in 2006 – engines, tenders (both support and tactical, if applicable; note that water trucks fall under the support tender category), and buses (coach buses and crew buses). By 2009, it is expected that all Regions will issue solicitations and obtain competitive rates for all EERAs.

Long Term Vision for EaTIS
It is the long-term vision of the Forest Service that EaTIS will serve as the system of record for all incident acquisition documents (contracts, agreements, etc). For 2006, EaTIS will house EERAs and aviation contracts. Note that aviation contracts will be *entered* into EaTIS but will not use the full functionality of EaTIS like EERAs will. We anticipate having a few units from the Department of Interior (DOI) join us by using EaTIS in 2006 as a DOI pilot of the system in preparation for a possible national rollout of EaTIS for all DOI EERAs in 2007. Also in 2007 we anticipate the rollout of additional modules in EaTIS to accommodate other incident acquisition instruments such as regional and national non-aviation contracts.

EaTIS Implementation Timeframes and Regional Requirements
The table below summarizes major EaTIS milestones occurring over the next few months. This list is thorough but may not be all-encompassing, as the rollout continues to move forward:

Date	Activity	Description
Mid-December, 2005	EaTIS Beta Testing	Regional AQM and FAM-Ops representatives (approx 3 per Region) had the opportunity to be trained on and beta test EaTIS
Mid-January, 2006	EaTIS – EERA Module Training Availability	EaTIS training (web-based and user guides) will be made available to field units
Late January, 2006	Regional 3-Year Competition Plan due	Additional guidance will be sent by the WO in early January.
Late January, 2006	Regions must identify process for completing inspections	Regions must designate inspectors (based on zip code or other geographic basis) for equipment and training qualifications. Resources may be in-house or contracted.
Feb 6, 2006	EaTIS Version 2.0 Rollout (EERA Module)	EaTIS will be available for use by the Regions
Feb 6, 2006	EaTIS Helpdesk will be operational	EaTIS will have a single national helpdesk, which will be available to answer EaTIS questions from 8 am to 8 pm est, M-F.
Mid-February, 2006	EaTIS – Aviation Module Training Availability	EaTIS training (web-based and user guides) will be made available to field units
Feb to March, 2006	Assign equipment and training qualification inspections	As solicitations close, Regions must know which resource, FAM-Ops or a contracted resource, will perform equipment and training qualification inspections.
March 6, 2006	EaTIS Version 2.1 Rollout	EaTIS aviation contracts module will be available

	(Adds Aviation Module)	for use by the Regions

The implementation of EaTIS and associated business processes represents a significant change to past business practices. As is evident from the timelines presented above, we are moving forward rapidly with the implementation. I ask that you carefully review the new requirements presented in this document and begin to prepare for the national rollout of EaTIS. Additional detail on the requirements from a Fire and Aviation Operations perspective will be sent in the near future under File Code 5100. If you have questions, please contact your Regional EaTIS AQM or Equipment Operations Specialists or any of the individuals listed below.

Sarah Clore or Ron Wester	(703) 605-4669 (703) 605-4665	Acquisition Management
Mary Ann Szymoniak	(208) 387-5944	Fire & Aviation Management
Dale Guenther	(503) 808-2188	EaTIS technical questions

Thank you for your support of this national rollout in 2006!

/s/ Ronald E. Hooper
RONALD E. HOOPER
Director, Acquisition Management

cc: AQM Directors
Mary A Szymoniak
Tom Harbour
Alice R Forbes
Laurie Lewandowski
Ronald Wester
Terry Brown
Sarah C Clore
Dale G Guenther
Robert Williams