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Subject: EaTIS Business Rules and EERA Solicitation Plan

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

The system requirements or “business rules” for the Emergency Equipment Rental Agreement (EERA) module and Aviation module of EaTIS (Equipment and Training Inventory System) can be found on the EaTIS website: http://soro.r6.fs.fed.us/eatis/corresp_ref.htm. These rules affect the way we acquire incident-related equipment, services, and supplies and have guided the pilot regions in use of EaTIS this year. As our experience with EaTIS grows, updates to these rules are expected. We will utilize the change management process described in the business rules to evaluate and document suggested amendments.

As a reminder, guidance on the EERA process changes described in 5100/6300 memorandum, dated February 9 (entitled *EaTIS Implementation and EERA Process Changes for 2006*) stated that despite the limited pilot of EaTIS in FY 2006, there are improvements to our EERA processes that can and should occur in all Regions/Stations in FY 2006. These changes include:

- Competitive solicitations for engines, tenders, and buses in FY 2006, with a plan for competitively soliciting all EERA equipment by FY 2009.
- Implementation of equipment best value analysis for the three competed equipment types. (<http://soro.r6.fs.fed.us/eatis/doc-BestValue.htm>)
- Implementation of national standards for equipment categories and method of hire on all new EERAs. (http://soro.r6.fs.fed.us/eatis/national_standards.htm)
- Tracking and collecting past performance of EERA vendors in a consistent manner. (http://soro.r6.fs.fed.us/eatis/eera-perf_eval.htm)

Please refer to 5100/6300 RF&D memo dated March 27 on EaTIS implementation activities for guidance implementing these requirements.

The EaTIS team has developed a draft solicitation plan to fulfill our commitment to OIG (Report No. 08601-40-SF, July 2005) of competitively soliciting all preseason EERAs by FY 2009 using a 3-year phase-in process. As we initiate the competitive process, it makes sense to move forward in a unified fashion. By competitively soliciting the same equipment nationwide, we hope to lessen confusion among vendors, and focus development of equipment standards and EaTIS programming. Your AQM liaisons were consulted in this decision via regular conference calls with the EaTIS Team. This “first-cut” solicitation plan has been sent directly to them and will be discussed on up-coming weekly calls. We’d like full involvement in development of the plan; therefore, it’s important for non-pilot units to participate. Final comments regarding the solicitation plan are due from your unit by July 28. Please send to Byron Brown at bbbrown@fs.fed.us.



Another objective related to competing EERAs from the OIG report is to establish suitable acquisition cycles in order to reduce administrative burden. All preseason EERAs will be competitively solicited every 3 years.

Please direct acquisition questions to Byron, 601-750-3130, or Ron Schilz, rschilz@fs.fed.us, 406-329-1065. Please direct fire and aviation questions to Mary Ann Szymoniak, mszymoniak@fs.fed.us, 208-387-5944.

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

cc: Ronald Wester
Ron Schilz
Byron B Brown
Cheryl Emch
Tory Henderson
Mary A Szymoniak
Terry Brown
barbara_loving
linda_johnson