

USDA Forest Service
FIRE EQUIPMENT, SERVICES, & SUPPLY ACQUISITION
ANALYSIS TEAM
CHARTER
Updated January 2014

PURPOSE: The Fire Equipment, Services, and Supply Acquisition Analysis (FESSAA) Team was established in 2005, to review recommendations and direction that pertain to acquisition practices and processes related to incidents as contained in the following:

- Containing Wildland Fire Cost: Improving Equipment and Services Acquisition, National Academy of Public Administration (NAPA), September 2003
- FS Emergency Equipment Rental Agreements, OIG Audit, July 6, 2005
- Congressional Direction via the FY 2005 Appropriations Bill

Since 2006, a number of significant incident acquisition business process changes have occurred, many of which have been facilitated and managed by the FESSAA Team. FESSAA has continued each year to expand and improve methods and systems for accomplishing new ways of conducting business. Through analyses and data monitoring, many opportunities have surfaced to further explore, improve, and expand new areas of acquisition-related practices and processes related to incident support. A much greater opportunity exists for the agency to increase cost savings, particularly in the National Incident Blanket Purchase Agreement (I-BPA) Program area which was implemented under the FESSAA Team's purview in 2009 and continues to progress. This charter has been updated to reflect this evolution.

DIRECTION AND OVERSIGHT: The Director of Acquisition Management and Director of Fire and Aviation Management will provide operational direction and approve recommendations from the FESSAA Team.

GOALS:

- ❖ To conduct analyses, identifying potential areas for improvement in the acquisition of equipment, services, and supplies for fires/incidents.
- ❖ To provide direction, guidance, strategies, policies and final recommendations for national implementation.
- ❖ To coordinate and communicate with Acquisition and Fire Management interagency staffs to ensure that comprehensive, inclusive, long-term actions are considered and endorsed.
- ❖ To identify opportunities to attain a minimum of 10% savings in acquisition-related activities pertaining to incidents over the next 5 years.

- ❖ To provide national direction, guidance, and oversight to the I-BPA program, Virtual Incident Procurement (VIPR) System, and other incident acquisition-related activities.

GUIDING PRINCIPLES:

- Support development of method of supply chain strategies
- Strive for efficient and effective fire acquisition operations
- Ensure the efficient delivery of acquisition services
- Promote innovation
- Ensure field and customer participation
- Advance consistency in acquisition practices
- Enhance external engagement and communications with stakeholders and vendor community
- Promote interagency collaboration

MEMBERSHIP:

Team Members: The team is comprised of three Procurement Analysts and two Management Analysts.

Team members operate as a self directed team. The Assistant Director for Policy, WO AQM, serves as direct supervisor and provides oversight and direction.

Support Members

Support members exist to provide vital assistance needed on an on-going basis in the areas of system implementation, training, equipment expertise, and incident business practices. Support members include (but are not limited to) Washington Office and Regional Office Acquisition Management (AQM) and Fire and Aviation Management (FAM) staff members.

EXPECTATIONS OF OTHER WO/REGIONAL/STATION PERSONNEL:

Subject Matter Experts

Specific needs for involvement are addressed through the use of Subject Matter Experts. These needs are dynamic, dependent on the situation, study area, or other finite task identified.

Field Contacts

Each Regional Director of Acquisition Management or designee, will serve as the primary contact for FESSAA Team activities. Responsibilities of the contact are to serve as the primary communications hub on their unit, surface issues, engage in problem-solving, assess local training needs and provide assistance on special teams.

WO AQM Procurement Policy & Incident Support Branch Contacts

FESSAA will routinely communicate and coordinate with the WO-AQM Policy Branch on projects and issues relating to incident support and acquisition policy, and with the Incident Support Branch (ISB) on FESSAA projects and issues related to national contracts and I-BPAs assigned to ISB.

FOCUS AREAS:

1. National Incident Blanket Purchase Agreement and VIPR Programs
2. National, Regional, and Geographic Area contracts related to incident support
3. Incident acquisition program support and oversight relating to policy, analyses, internal processes and control measures

FUNDING: Funding will be requested through WO Business Operations, using Wildland Fire funds.

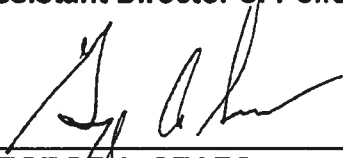
MEETINGS: The team will meet bi-annually with Washington Office Fire and Aviation Management staff representatives, Washington Office Acquisition Management Systems personnel, and the Assistant Director of Operations and Assistant Director of Policy and Systems, Acquisition Management. Conference calls will be held on a regular basis, and other meetings and calls will be arranged as needed.

We, the Undersigned, Agree with and Approve of this Charter

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TIFFANY J. TAYLOR
Assistant Director of Policy, Acquisition Management



GEORGE A. SEARS
Director, Acquisition Management



T.C. HARBOUR, Director
Director, Fire and Aviation Management

Date

1/30/2014

Date

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Date