



Forest
Service

Washington
Office

1400 Independence Avenue, SW
Washington, DC 20250

File Code: 6300
Route To:

Date: August 16, 2011

Subject: Reporting Incident Procurement Transactions in the Federal Procurement Data System- Next Generation

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

Contract actions, whether done preseason or at the incident, which are awarded outside of the Integrated Acquisition System must be entered in the Federal Procurement Data System (FPDS). Federal Acquisition Regulations at 4.604 require preseason actions to be reported within three business days after contract award.

To aid in this effort, the Virtual Incident Procurement (VIPR) system will soon have the functionality to link to the FPDS to accomplish the reporting of the award. The contract action report must be finalized before the contracting officer can publish the dispatch priority list or post the Incident Blanket Purchase Agreement (I-BPA) to the web.

The responsibility of reporting the contract actions (both the award and the usage) resides with the contracting office identified by the unit code in the instrument number. For I-BPAs, the awarding contracting officer must report the contract actions. For Emergency Equipment Rental Agreements (EERAs) the contracting office responsible for the Forest/Zone/Area hosting the incident must report the contract action since EERAs are awarded at the incident using the local office's unit code. A document is enclosed outlining procedures for reporting incident contract actions.

The amount to be entered for the I-BPA call and the EERA is not known until the payment is made. Each month the Incident Finance Branch provides AQM a spreadsheet of incident payments. These spreadsheets are posted at <http://fsweb.wo.fs.fed.us/aqm/incident/policy/index.php>. The spreadsheet is sorted by contract/agreement number and subtotaled for your convenience. Therefore it is imperative that the protocols for document numbering be used on your agreements. A document containing the numbering protocols is enclosed.

A recent search of FPDS indicates many Regions have not complied with the reporting requirement. Many dollars expended by the Forest Service during incidents have gone unreported. Please see that your contract actions are reported as soon as possible.

Any questions or comments regarding incident procurements can be directed to Ron Schilz at rschilz@fs.fed.us or 406-329-1065.

/s/ George A. Sears
GEORGE A. SEARS
Director, Acquisition Management



cc: pdl wo ops aqm directors
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Ron Schilz