



**File Code:** 6300/5100

**Date:** March 13, 2009

**Route To:**

**Subject:** Managing Existing Preseason I-BPAs in 2009

**To:** Regional Foresters

### Replies Due April 15 and May 22, 2009

As you are aware, existing preseason agreements that were issued using the EERA database, as well as some that were issued using EaTIS, will not be migrated to VIPR. When these systems were decommissioned, the data was saved and the agreements were posted to the Incident Procurement Web site (<http://www.fs.fed.us/business/incident/bestvalue.php>). Many of these agreements will expire this spring and can be removed from the Web site. Alternatively, a Contracting Officer may choose to extend the agreement for a period of time until it can be re-issued using VIPR. In this case, a modification will be required in order to continue using them. Considering the significant number of modifications, a revised process has been developed to assist regions in managing these agreements.

Based on data provided by the regions, the following modifications are necessary:

- Extension of the end date noted on the agreement
- Vendor company information changes (e.g., address, phone number)
- Equipment substitutions or deletions
- Rate changes
- Inclusion of the updated wage determination

The first step in this process is to identify which agreements will continue to be utilized by the regions. This will eliminate the need to modify agreements that will not be extended or used this season. A spreadsheet of all agreements that are not migrating to VIPR is attached and regions shall note whether to “Discard” or “Keep” each agreement and return one consolidated regional spreadsheet to **Terry Kiele by April 15**. Upon receipt, a detailed spreadsheet will be generated identifying the information that can be modified for the remaining agreements. The modifications will be made as follows:

- The end date on all agreements will be extended to December 31, 2010.
- The special provisions will be modified by including the most current version of the wage determination issued by the Department of Labor for Emergency Incident/Fire Safety Services (1995-0221).
- Modifications to vendor information, equipment, or rates will be noted on the spreadsheet, and one consolidated spreadsheet for each region returned to **Terry Kiele no later than May 22**.
- When all regions have responded, modifications will be made in the database to update the agreements and new PDF versions of the agreements will be posted to the Web site.



Some modifications require manual entry into the database and this effort is expected to be somewhat time intensive. Due to limited resources, this process will be accomplished one time, and individual modifications throughout the season will not be possible. An assessment will be done next year to determine if this process needs to be repeated at that time.

If spreadsheets are not returned from a region, it will be assumed that modifications were made locally, and those agreements will be removed from the Web site to eliminate the potential conflict of having multiple versions of an agreement.

Please let us know if you intend to issue new agreements rather than modifying existing agreements. We will support a centralized Web site in order to provide a single point of reference for all preseason agreements.

If you have any questions, please contact Terry Kiele at (970) 295-5820 or Laurie Sonju at (406) 273-9098.

*/s/ Ronald R. Wester acting for*  
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Enclosure

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