Forest **Service**	**Washington** **Office**	**1400 Independence Avenue, SW** **Washington, DC 20250**

File Code: 6300 **Date:** July 24, 2009
Route To:

Subject: Online Tool for Associating Vendor Identification Codes (VID's) with Preseason I-BPA's

To: Regional Directors of Acquisition Management

The Federal Acquisition Regulations (FAR) Part 4.203 require that a Contracting Officer provide Taxpayer Identification information to the payment office on procurement instruments.

The Virtual Incident Procurement (VIPR) system does not store Taxpayer Identification Numbers (TINs) in the system. TINs constitute Personally Identifiable Information (PII) and the USDA is discouraging the use of PII in systems. For the same reason, any agreements remaining from the legacy Emergency Equipment Rental Agreement (EERA) system and posted to the external Incident Procurement Web site do not contain TINs.

The Albuquerque Service Center Incident Finance group (ASC-IF) requires valid Vendor ID codes (VID's, which consist of the TIN and a suffix assigned in FFIS) in order to facilitate payment for agreements.

Toward that goal, a tool called Agreement Vendor ID, or AVID, has been developed that will allow Contracting Officers (CO's) and their assistants to associate a Vendor ID code with each awarded agreement number from VIPR and the legacy EERA program. The tool will also allow Regions to add their regional preseason agreement numbers enabling ASC-IF to obtain the VID's for all preseason incident agreements at one location. AVID interfaces with the AQM Vendor lookup tool, so that CO's will be able to locate a vendor's code without having to exit AVID.

AVID is now available for VID input at: http://fsweb.wo.fs.fed.us/aqms/ ; once there, log in using your eAuthentication ID and password, then select "AVID". Regions should begin associating VID codes with agreements in AVID as soon as possible. Instructions for using AVID can be viewed by clicking on the "Help" button while in the tool.

By August 31, all agreements currently listed in AVID must have a valid VID assigned. Progress towards this goal will be monitored by AQM Systems and reported to the Regional Directors.

Users that currently have access to the AQM Vendor Lookup tool will also have access to AVID. If you have additional users that need access to AVID or have questions about using the tool or locating vendor VIDs, please contact Terry Kiele at tkiele@fs.fed.us (970-295-5820).

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

cc: pdl wo ops aqm vipr liaisons
pdl wo ops aqm vipr core team