



Overview for Using the VIPR Vendor Application

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Acquisition Management
USDA Forest Service



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About the Vendor Application

- The vendor application is for vendors responding to solicitations or re-solicitations for 2014 and beyond.
- From VIPR Vendor Application Web site, you can...
(<https://apps.fs.usda.gov/vipr/vendor/>)
 - Log into the application
 - View information and FAQs specific to the vendor application

Registering in the Vendor Application

Step 1: Enter DUNS (VIPR Checks DUNS Against VIPR Database)

- All vendor application users **MUST** register in the application through the Registration Wizard.
- Once you log into the vendor application using your eAuth account, the Registration Wizard will appear and VIPR will conduct a two-part validation against the DUNS you enter: first to check your DUNS against the VIPR database and then to check if that DUNS is a valid DUNS in SAM.
- You will only need to go through the vendor application registration process once when it is completed.

Please enter the information below to register as a VIPR vendor.

Enter DUNS | Edit Company Info | Edit Contact Info | Edit Address | Edit Status Details | Finished

You must complete this registration wizard before using VIPR. If you do not wish to complete the wizard at this time then close your browser. *Indicates required fields

Company Identifier

*DUNS:

*Verify DUNS:

Save and Continue

- 1 All required fields throughout the vendor application are indicated by a red asterisk (*).
- 2 DUNS is your 9-digit DUNS for your company. You will be asked to verify that your DUNS is correct. NOTE: Only one eAuth account can be associated with one DUNS.
- 3 Click the **Save and Continue** to proceed to the next step.
- 4 Once you are registered in VIPR with a DUNS, you will be unable to change it, so VIPR will display DUNS validation messages.

If you wish to exit the Registration wizard before you complete all of the steps, close the Web browser. Your information will NOT be saved and you will need to start the registration process again.

4

Confirm

Please double check your DUNS to ensure it is correct; once you are registered in VIPR with DUNS '000000111', you will NOT be able to change it.

Continue Re-enter

If you are new to VIPR and entering a DUNS that is not in the VIPR system, you will be asked to double check your DUNS. If the DUNS is correct, click Continue and proceed with the registration. If the DUNS is incorrect, click the Re-enter button and complete the DUNS fields.

Error!

The DUNS number '123456789' that you provided is already registered in VIPR by 'John Doe Industries, Inc.'. Please re-enter a new DUNS to continue. For help, contact the Interagency Incident Systems Helpdesk at helpdesk@dms.nwcg.gov or (866) 224-7677. Press Option 3 for VIPR / eAuth.

OK

If you have entered a DUNS that is registered to another vendor, you will be asked to re-enter a new DUNS. Click the OK button and enter a new DUNS.

Registering in the Vendor Application

Step 1: Enter DUNS (VIPR Checks DUNS against SAM)

- Once your DUNS passes the first validation check, then VIPR will check to see if the DUNS you entered is a valid DUNS in SAM

Please enter the information below to register as a VIPR vendor.

Enter DUNS | Edit Company Info | Edit Contact Info | Edit Address | Edit Status Details | Finished

You must complete this registration wizard before using VIPR. If you do not wish to complete the wizard at this time then close your browser. * Indicates required fields

Company Identifier

*DUNS: 003006009

*Verify DUNS: 003006009

1 **Warning**

WARNING: The DUNS you entered is not found in SAM. Press Exit to end the VIPR registration process and try again later when you have registered in SAM. Or, if you wish to continue with manual VIPR registration, press Continue. Please note that your registration in SAM MUST be completed prior to you being eligible to receive an award in VIPR.

Continue Exit

2 **Warning**

This DUNS, '003006009', is used in VIPR by 'JDoe Services LLC'. If you are not representing 'JDoe Services LLC', please re-enter your DUNS. If you proceed then the Company Name, Company DBA, Mailing Address, and Physical Address for this record will be updated with information read from SAM.

Continue Re-enter

3 **Confirm**

Warning: Your registration in SAM is EXPIRED and will need to be updated prior to you being eligible to receive an award in VIPR. Press Exit to end the VIPR registration process and try again later when you have registered in SAM. Or, if you wish to continue with manual VIPR registration, press Continue.

Continue Exit

- If you enter a DUNS that is not found in SAM, you can exit the wizard and try again after setting up an account in SAM –or– you can continue with the registration. Note that your registration in SAM MUST be completed prior to you being eligible to receive an award in VIPR.

IMPORTANT: If a vendor has a new SAM record that is "In Progress" or "Submitted," then it is still being processed by SAM and is NOT available for other applications, yet, i.e. VIPR. Therefore, VIPR must treat this situation as if the DUNS is not associated with a SAM record, and the vendor will get a "DUNS not found in SAM" error message when registering in the VIPR vendor application.

Note that SAM will send an email notifying the vendor when their SAM record is "Active" in SAM. Once the vendor receives the email from SAM, the vendor will need to wait an additional 24 hours before their SAM information will be available to VIPR. Then, the vendor's SAM account should be detected by VIPR.

If SAM is down when you are registering in the VIPR vendor application, you may be able to continue with the registration, but you will still need to ensure the DUNS you enter in the vendor application matches the DUNS in your SAM record.

- If you enter a DUNS that is found in SAM, then the Company Name, Company DBA, company Mailing Address, and company Physical (Street) Address associated with that DUNS will be imported from SAM into VIPR.

If you are not a representative of the company listed, click the Re-enter button and enter the correct DUNS for your company.

- If your record in SAM is expired, you will be able to continue the VIPR registration; however, you will need to get your SAM record updated prior to you being eligible to receive an award in VIPR. Note that despite your record being expired, VIPR will still pull in the Company Name, Company DBA, and Address information associated with the DUNS from SAM into VIPR.

Registering in the Vendor Application

Step 2: Edit Company Info

- If you are already in the VIPR system, some of your company info may be filled in. You will need to complete the required fields.

Please enter the information below to register as a VIPR vendor.

Enter DUNS **Edit Company Info** Edit Contact Info Edit Address Edit Status Details Finished

Company Information * Indicates required fields

*Company Name: JDoe Services LLC

1 Your company name in VIPR must match what is in the System for Award Management (SAM), which in turn should match your legal business name as registered with the IRS.

DBA: John Doe Equipment X

*DUNS: 003006009

DUNS+4:

2

Previous Save and Continue

- If the company information displayed is not correct, use the **Previous** button to check/re-enter your DUNS.

The Company Name and DBA associated with the DUNS may be imported from the SAM record associated with that DUNS and the fields will be disabled. However, if you can edit these fields (possibly because SAM is unavailable at the time you register), you should ensure the information in VIPR matches exactly what you do have in your SAM record (same company name and DBA name).

- Click the **Save and Continue** button to proceed to the next step.

Registering in the Vendor Application

Step 3: Edit Contact Info

- If you are already in the VIPR system, some of your contact info may be filled in. You will need to complete the rest of the required fields.

Please enter the information below to register as a VIPR vendor.

Enter DUNS > Edit Company Info > **Edit Contact Info** > Edit Address > Edit Status Details > Finished

Contact Information * Indicates required fields

*First Name:

*Last Name:

*Daytime Phone:

*Evening/After Hours Phone:

Cell/Alternate Phone:

Fax Phone:

*E-mail Address:

*Verify E-mail Address:

- 1 Complete any required fields that are not already completed
- 2 Click the **Save and Continue** button to proceed to the next step.

Registering in the Vendor Application

Step 4: Edit Address

- If you are already in the VIPR system, some of your address info may be filled in. You will need to complete the rest of the required fields.

Please enter the information below to register as a VIPR vendor.

Enter DUNS > Edit Company Info > Edit Contact Info > **Edit Address** > Edit Status Details > Finished

Company Address * Indicates required fields

*Street Address:

*City:

*State:

*Zip Code:

Zip Plus:

Mailing Address

Same as Company Address:

Street Address:

City:

1 **2**

- Complete any required fields that are not already completed.
- Click the **Save and Continue** button to proceed to the next step.

Registering in the Vendor Application

Step 5: Edit Status Details

- Complete the required LSA field and any other fields you wish to complete.

Please enter the information below to register as a VIPR vendor.

Enter DUNS > Edit Company Info > Edit Contact Info > Edit Address > **Edit Status Details** > Finished

Business Status * Indicates required fields

HUBZone:

8(a):

Service-Disabled Veteran-Owned

Small Business:

Women-owned Small Business

(WOSB) Eligible Under the Women
-owned Small Business Program:

Economically Disadvantaged

Women-Owned Small Business:

Labor Surplus Area (LSA)

*Is company located in an LSA? No Yes **1**

You can view your LSA status at: <http://www.doleta.gov/programs/lisa.cfm>

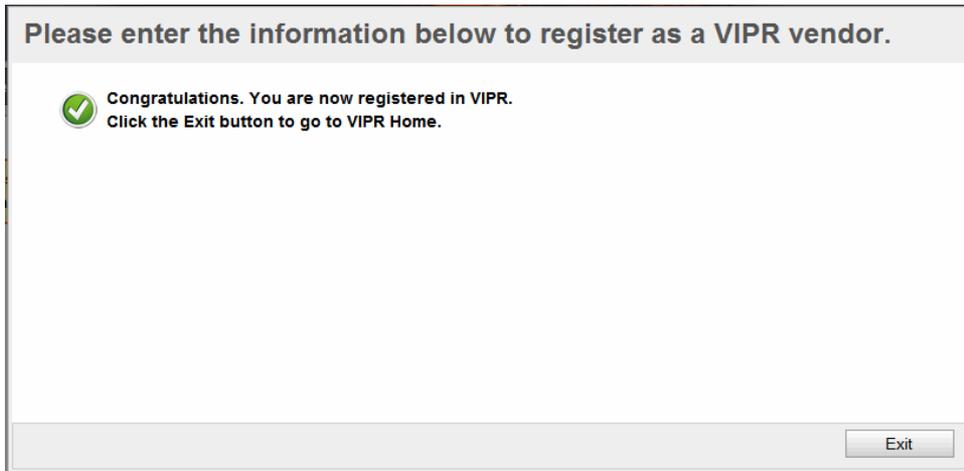
Previous Save and Continue **2**

- Complete the required LSA field and any other fields you wish to complete.
- Click the **Save and Continue** button to proceed to the next step.

Registering in the Vendor Application

Step 6: Registration Completed

- You are now ready to use the vendor application.



Navigating on the Home Page

Connected As: JDoe Services LLC

VIPR

Virtual Incident Procurement

Logout

Home My Company My Resources My Quotes My Agreements Open Solicitations

Message Board: PLANNED DOWNTIME Published: Wed, Sep 19, 2018 3:42PM UTC
Due to the VIPR 11.0 release, VIPR will be unavailable on 10/17/18 from 7:00 a.m. MDT until approximately 4:00 p.m. MDT.

Need Help Getting Started?
Click on a button below to access a wizard which will guide you through the process.

- Edit Company Information**
Add or change specific information for your company
- Add New Resource**
Add a new resource
- Find Solicitations**
View open solicitations to quote

Alerts

- The following solicitations have been amended and require your attention:
 - 12339518Q7002[Review changes](#) and respond, if necessary.
- The following **new** agreements have been made in the last 5 days.
 - 09/19/2018 1291S818T7001[View agreements](#)
- The following agreements have been modified and may require your attention:
 - 1291S818T7001

Business References
E00 Representations and Certifications
Dispatch Center Lookup
Dispatch Priority Lists
VIPR Preseason Agreements

Getting Help
Online Help
Frequently Asked Questions
About VIPR

- 1 Connected As displays the vendor company that is logged into the vendor app.
- 2 Use the Logout button or close your Web browser to log out of the application.
- 3 Use the links in Navigation bar to access the display pages and view your current information that is in the vendor application. You can also access the wizards from the display pages.
- 4 The Message Board displays special messages to vendors. If you do not see the yellow Message Board, there are no messages to be conveyed.
- 5 Click on a wizard link to perform an action (the wizards are also available through the display pages).

- 6 In addition to e-mail notices, the Alerts section notifies you of amended solicitations, newly awarded agreements (made within the last 5 days from current date), and modified agreements.
- 7 Footer provides links to key information, i.e. Online Help.

Navigating on the Display Pages

Example of the My Company display page

Connected As: JDoe Services LLC

VIPR

Virtual Incident Procurement

Logout

Home **My Company** My Resources My Quotes My Agreements Open Solicitations

My Company Information

You can view or edit your company information.

NOTES:

- Use the View/Import from SAM button to ensure your company information in VIPR matches your company information in SAM; your information MUST match SAM.
- The Daytime Phone, Evening/After Hours Phone, and Cell/Alternate Phone numbers will be listed on the DPL.

* Indicates required fields

[Edit Company Information](#)

[View/Import from SAM](#)

Company Information	Business Status
*Company Name: JDoe Services LLC	HUBZone: Y
DBA: John Doe Equipment	8(a): Y
*DUNS: TTTTTTTT	Service-Disabled Veteran-Owned Small Business: Y
DUNS+4: 1234, 1D4F, 9876	Women-owned Small Business (WOSB) Eligible Under the N Women-owned Small Business Program: N
Contact Information	Economically Disadvantaged Women-Owned Small Business: N
*First Name: John	Labor Surplus Area (LSA)
*Last Name: Doe	*Is company located in an LSA?: Yes
*Daytime Phone: 970-123-3456	You can view your LSA status at: http://www.doleta.gov/programs/lisa.cfm
*Evening/After Hours Phone: 970-789-0123	Discount Terms
Cell/Alternate Phone:	% of payment reduction, # of days payment is due:
Fax Phone:	Supporting Information
*E-mail Address: jdoe@doe-services.com	DOT Number (buses only): 12
Company Address	
*Street Address: 1234 main street	
*City: Some Big City	
*State: CO	
*Zip Code: 88888	

- 1 The Connected As shows that you are connected as your company. Since this is in the header, you will see it on every page.
- 2 Use the top Navigation bar to access the display pages, which display the current information for your...
 - Company Information
 - Resources
 - Quotes submitted and in work
 - Agreements awarded and modifications in workAlso displays a list of open solicitations that are used with the vendor application.
- 3 Each display page allows you to access the appropriate wizard from that specific display page.

Navigating on the Display Pages (Continued)

Example of My Resources display page

The screenshot shows the VIPR (Virtual Incident Procurement) interface. At the top, there is a navigation bar with tabs: Home, My Company, My Resources (highlighted with a red circle 1), My Quotes, My Agreements, and Open Solicitations. Below the navigation bar, the 'My Resources' section is displayed. It includes a gear icon, a title 'My Resources', and a brief description. A red circle 2 highlights the '+ Add New Resource' button. Below this is a table of resources. A red circle 3 highlights the 'Last Update' column heading, and a red circle 4 highlights the 'Action' column heading. The table contains three rows of resource information.

<input type="checkbox"/>	VIN/Unique ID	Equipment ID	Resource Group	Last Update	Action
<input type="checkbox"/>	TRACYTEST33333333	LKJ	Trucks (2014)	02/23/2015 19:35 UTC	
<input type="checkbox"/>	TRACYTESTPASSVEH0	KJH	Passenger Vehicles (2014)	10/29/2013 14:24 UTC	
<input type="checkbox"/>	TRACYTEST-MOBILELAUNDRY	LKJ	Mobile Laundry Unit (2018)	08/09/2017 15:21 UTC	

- 1 Use the top Navigation bar to access the display pages, which display the current information for you...
 - Company Information
 - Resources
 - Quotes submitted and in work
 - Agreements awarded and modifications in work

Also displays a list of open solicitations that are used with the vendor application.

- 2 Each display page allows you to access the appropriate wizard from that specific display page.
- 3 Sort the information in the tables by clicking on a column heading (can sort the data in the tables within the wizards, as well).
- 4 Use the icons in the Action columns of the tables to perform a specific task (i.e. view resource information, edit resource information, etc.).

Navigating in a Wizard

Edit Company Information

1 Edit Contact Info Edit Contact Info Edit Address Edit Status Details Finished

Contact Information * Indicates required fields

*First Name: John

*Last Name: Doe

*Daytime Phone: 970-123-4567

*Evening/After Hours Phone: Field is Required

Cell/Alternate Phone:

Fax Phone:

*E-mail Address: jdoe@doe-services.com

*Verify E-mail Address: jdoe@doe-services.com

Previous Save and Continue Exit

Confirm

Are you sure you want to exit the wizard without saving any changes you have made in this step?

Click OK to exit the wizard.

OK Cancel

- 1 If you need to go back a step, you can click on a previous step.
- 2 Use the scrollbar to ensure you have viewed all of the fields and entered information for all required fields.
- 3 When you try to proceed to the next step, if you have required fields that are incomplete, you will get a “Field is Required” message.
- 4 If you need to go back a step, you can click on the **Previous** button (acts the same as callout #1).
- 5 Click the **Save and Continue** button to save your changes and proceed to the next step.
- 6 Click the **Exit** button to close the wizard.

Depending on what you have completed in the wizard, exiting the wizard before completing it may or may not save all of your changes. You will get a confirmation message on exiting letting you know your status.

Editing Your Company Information

Step 1: Edit Company Info

- After you register in the vendor application, your company information should be completed in the Edit Company Information wizard.
- If you have changes to your company information, use the Edit Company Information wizard to make your changes.
- From the Home page, click on the link to the **Edit Company Information** wizard. You can also access this wizard from the My Company page

Edit Company Information

Progress: Edit Company Info | Edit Contact Info | Edit Address | Edit Status Details | Finished

Company Information * Indicates required fields

*Company Name: JDoe Services LLC

Your company name in VIPR must match what is in the System for Award Management (SAM), which in turn should match your legal business name as registered with the IRS.

DBA: John Doe Equipment

*DUNS: 003006009

DUNS+4: 1234, 1D4F, 9876

Update DUNS+4

Save and Continue | Exit

Update DUNS+4 Numbers

Enter a new DUNS+4 number here -> Add

DUNS+4	In Use	Action
1234	Yes	✘
1D4F	No	✘
9876	No	✘

Done Updating

- 1 The Company Name, DBA, and DUNS are populated from the SAM record associated with the DUNS. Once information is pulled in from SAM, you cannot edit these fields.
- 2 If you need to change your DUNS, contact your Contracting Officer.
- 3 If you have any DUNS+4 for remit addresses, you will need to enter them in the Edit Company Information wizard:
 - a) Click on the “Update DUNS+4” button
 - b) Enter the DUNS+4
 - c) Click the “Add” button
 - d) Click the “Done Updating” button. Your list of DUNS+4 appears in the DUNS+4 field on the Edit Company Info step.

During the quote submittal process or when responding to a modification, you can select one of the DUNS+4 you entered here to apply to your quote or agreement.

Editing Your Company Information

Step 2: Edit Contact Info

Edit Company Information

Edit Company Info | **Edit Contact Info** | Edit Address | Edit Status Details | Finished

Contact Information * Indicates required fields

1 *First Name: John

*Last Name: Doe

*Daytime Phone: 970-123-4567

*Evening/After Hours Phone: 970-789-0123 **2**

Cell/Alternate Phone:

Fax Phone:

*E-mail Address: jdoe@doe-services.com

*Verify E-mail Address: jdoe@doe-services.com

Previous Save and Continue Exit

- 1 Contact Information for your company; all VIPR communication will be sent to this contact information.
- 2 The Daytime, Evening/After Hours and Cell/Alternate Phone numbers will appear on the Dispatch Priority List (DPL).

Editing Your Company Information

Step 3: Edit Address

1 Company Address * Indicates required fields

*Street Address: 1234 Main Street

*City: Some Big City

*State: CO

*Zip Code: 88888

Zip Plus:

2 Mailing Address

Same as Company Address:

Street Address: P.O. BOX 00000

City:

Previous Save and Continue Exit

My Company Information

You can view or edit your company information.

NOTES:

- Use the View/Import from SAM button to ensure your company information in VIPR matches your company information in SAM; your information **MUST** match SAM.
- The Daytime Phone, Evening/After Hours Phone, and Cell/Alternate Phone numbers will be listed on the DPL.

* Indicates required fields

3 Edit Company Information

View/Import from SAM

- 1 The company address and mailing address will be pre-populated with the address information from the SAM record associated with the vendor DUNS.

Once the address information is pulled into VIPR from SAM, you will be unable to edit the address fields in the **Edit Company Information** wizard.
- 2 If for some reason, your address information is not pre-populated with SAM data, complete your company Street Address, City, State, and Zip Code, which are required fields. Also, complete the Mailing Address only if it is different than your company address, otherwise, select the “Same as Company Address” check box.
- 3 If you change your company address or mailing address in your SAM record, you will need to use the “View/Import from SAM” button on the **My Company** page in the vendor application to import your changes from SAM into VIPR. Your address information in VIPR **MUST** match your address information in SAM or you will be ineligible to receive an award.

Editing Your Company Information

Step 4: Edit Status Details

1 Business Status * Indicates required fields

HUBZone:

8(a):

Service-Disabled Veteran-Owned Small Business:

Women-owned Small Business (WOSB) Eligible Under the Women-owned Small Business Program:

Economically Disadvantaged Women-Owned Small Business:

Labor Surplus Area (LSA)

*Is company located in an LSA? No Yes **2**

You can view your LSA status at: <http://www.doleta.gov/programs/lisa.cfm>

3 Discount Terms

% of payment reduction, # of days payment is due:

Supporting Information

DOT Number (buses only): **4**

- 1 It is optional to enter your Business Status.
- 2 Indicate if you are located in a Labor Surplus Area; if you are unsure, click on the following link to view your status: <https://www.doleta.gov/programs/lisa.cfm>
- 3 (Optional) Enter discount terms, if applicable.
- 4 Indicate whether or not you have the appropriate Supporting Information. (Note that the DOT Number field is for Bus vendors only.)

Editing Your Company Information

Step 5: Finished

Edit Company Information

Edit Company Info | Edit Contact Info | Edit Address | Edit Status Details | **Finished**

✓ **Your company information is complete.**

⚠ **REMINDER: Your Reqs & Certs must be completed in SAM to receive an agreement award.**
For more details, go to <https://www.fs.fed.us/business/incident/vendorapp.php>

1 **If Company Info Different from Quote**
If you have changed your company information after submitting a quote, you do not need to resubmit your quote. The company changes will automatically be applied to your quote until the solicitation is awarded.

2 **If Company Info Different from Agreement**
If you have changed your company information after receiving an agreement, your agreement must be modified in order to apply the changes. If there is no modification in progress for the agreement, please contact your Contracting Officer to have them issue a modification. (Remember that Business Status and LSA changes are only picked up with Rollover modifications.)

Previous Exit

My Company Information

You can view or edit your company information.

NOTES:

- Use the View/Import from SAM button to ensure your company information in VIPR matches your company information in SAM; your information **MUST** match SAM.
- The Daytime Phone, Evening/After Hours Phone, and Cell/Alternate Phone numbers will be listed on the DPL.

* Indicates required fields

Edit Company Information

View/Import from SAM

3

- 1 If you change your company information after submitting a quote, your changes will automatically be applied to your quote UNTIL the solicitation closes, so you do not need to resubmit your quote. **IMPORTANT:** If you changed company information that is found in both your SAM record and VIPR (see item #3), then you **MUST** use the "View/Import from SAM" button BEFORE the changes can be applied to your quote.PDF.
- 2 If you change your company information after receiving an agreement, the changes are NOT automatically applied to your agreement. Those changes can only be applied through a vendor response to a modification or through an Administrative modification, which does not require a vendor's response. (Remember that changes to your Business Status and/or LSA status are only picked up through a vendor response to a Rollover modification or a Resource Type Correction modification.)
- 3 If you change your company name, DBA, company address, or mailing address in your SAM record, use the "View/Import from SAM" button on the **My Company** page in the vendor application to import your changes from SAM into VIPR. This company information in VIPR **MUST** match what you have in your SAM record or you will be ineligible to receive an award.

My Company Page (View/Import from SAM)

Connected As: JDoe Services LLC

VIPR
Virtual Incident Procurement

Logout

Home **My Company** My Resources My Quotes My Agreements Open Solicitations

1 My Company Information

You can view or edit your company information.

NOTES:

- Use the View/Import from SAM button to ensure your company information in VIPR matches your company information in SAM, your information MUST match SAM.
- The Daytime Phone, Evening/After Hours Phone, and Cell/Alternate Phone numbers will be listed on the DPL.
- * Indicates required fields

2

3 Edit Company Information

4 View/Import from SAM

5

6

VIPR/SAM Company Information Comparison

Red text indicates a difference.

Parameter	VIPR Value	SAM Value
Company Name	JDoe Services LLC	JDoe Services LLC
Company DBA	John Doe Equipment	John Doe Services and Equipment
Physical Address		
Street Address 1	1234 Main Street	1234 Main Street
City	Some Big City	Some Big City
State	CO	CO
Zip Code	88888	88888

Cancel Import

1 Once you complete the wizard, you will be taken to the **My Company** page.

Notice that the company information you entered in the wizard is viewable from the **My Company** page.

2 The Daytime Phone, Evening/After Hours Phone, and Cell/Alternate Phone numbers will be listed on the DPL.

3 Click the **Edit Company Information** button if you need to edit your other company information.

4 If you change your company name, DBA, company address, and/or mailing address in your SAM record, you will need to use the "View/Import from SAM" button on the **My Company** page in the vendor application to import your changes from SAM into VIPR.

5 Once you click on the "View/Import from SAM" button, the VIPR/SAM Company Information Comparison popup window displays the fields in VIPR that MUST match the fields in SAM. Fields in red text indicate data discrepancies. The most common types of discrepancies are

- Abbreviations versus spelled out words
- Punctuation
- Spaces between words

6 Click the "Import" button to import into VIPR the changes made in your SAM record.

Open Solicitations: Submitting a Quote

In order to submit a quote for a solicitation, you will need to (1) ensure your company information is correct (see slides 15-20), and (2) have your resources entered into the vendor application, which you can do during the quote submittal process or through the My Resources tab.

VIPR
Virtual Incident Procurement

Logout

Home My Company My Resources My Quotes My Agreements **Open Solicitations**

Open Solicitations

If you wish to submit a quote on a solicitation, in the Action column for a specific solicitation, click on the Start icon to start the quote process. If you already have quotes (submitted or work-in-progress), then go to **My Quotes** to view, edit, or resubmit your quotes.

[Refresh Solicitations](#)

To sort information in the table, click on a column heading, except for the Action column.

Solicitation Number	Solicitation Title	Issue Date	Close Date	Status	Response Status	Action
1284M818Q7005	VIPR I-BPA for Tent for Region 4 - Intermountain Region	02/02/2018 14:09 MST	03/07/2018 17:00 MST	Published	N/A	
129J6118Q7009	VIPR I-BPA for Chipper for Region 5 - Pacific Southwest Region	01/18/2018 14:47 PST	02/27/2018 14:00 PST	Published	N/A	
1282X918Q7010	VIPR I-BPA for Potable & Gray Water Truck/Handwashing Station (Trailer Mounted) for Region 2 - Rocky Mountain Region	01/08/2018 12:45 MST	03/15/2018 09:00 MDT	Published	N/A	
1204H118Q7032	VIPR I-BPA for Potable & Gray Water Truck/Handwashing	01/29/2018	03/05/2018	Published	N/A	

Adding Resources into the Vendor Application

There are two options for how you can enter your resource information.

- Option 1: You can add your resource information while you are in the process of submitting your quote without having to exit the Submit a Quote wizard.
- Option 2: You can add your resource information from the Add New Resource link off of the **My Resources** page or the **Home** page and then begin the quote submittal process through the Open Solicitations tab.

The following slides explain how to add resources using either of the two options.

Option 1: Using the Quote Submittal Wizard

Viewing the Open Solicitations

VIPR
Virtual Incident Procurement

Home My Company My Resources My Quotes My Agreements **Open Solicitations** Logout

Open Solicitations

If you wish to submit a quote on a solicitation, in the Action column for a specific solicitation, click on the Start icon to start the quote process. If you already have quotes (submitted or work-in-progress), then go to **My Quotes** to view, edit, or resubmit your quotes.

To sort information in the table, click on a column heading, except for the Action column.

Solicitation Number	Solicitation Title	Issue Date	Close Date	Status	Response Status	Action
1204GG18Q7000	VIPR I-BPA for Refrigerated Trailer for Region 6 - Pacific Northwest Region (t/s)	11/07/2017 07:55 MST	12/23/2017 00:00 MST	Published	N/A	[PDF icon] [Start icon]
12046W18Q7000	VIPR I-BPA for Fuel Tender for Region 6 - Pacific Northwest Region (t/s)	11/07/2017 07:50 MST	12/23/2017 00:00 MST	Published	New Submission In Progress	[PDF icon] [Start icon]
1291U418Q7000	VIPR I-BPA for Chipper for R5 - Pacific Southwest Region (t/s)	11/03/2017 13:18 MDT	12/23/2017 00:00 MST	Published	Submitted	[PDF icon] [Start icon]

Refresh Solicitations

- 1 Lists the solicitations that use the VIPR vendor application. These solicitations are viewable from beta.SAM, but can only be responded to through the vendor application.
- 2 Response Status indicates whether or not you have submitted a response to the solicitation. If you have and need to resubmit a quote, you will do it through the **My Quotes** page---not from the Open Solicitations page.
- 3 Refreshes the list of solicitations and any status updates for those solicitations.
- 4 Displays a PDF of the latest version of the solicitation package.
- 5 Starts the **Submit a Quote** wizard.
- 6 Indicates that a solicitation is “under protest.” You can still submit/resubmit a quote on a solicitation under protest; however, awards will not be issued for that solicitation until the protest is lifted. **NOTE:** Only after a solicitation is published to beta.SAM can it be put under protest.

NOTE: For new solicitations created after October 1, 2017, the new numbering scheme will be 12<office code>YYQ7###, where YY is solicitation year, and Q is for solicitation and 7### is the solicitation number. For example: 12034318Q7004. Existing solicitations created prior to October 1, 2017 will retain their current numbering scheme of AG-<office code>-S-YY-7###. For example: AG-0343-S-16-7026

Open Solicitations

If you wish to submit a quote on a solicitation, in the Action column for a specific solicitation, click on the Start icon to start the quote process. If you already have quotes (submitted or work-in-progress), then go to **My Quotes** to view, edit, or resubmit your quotes.

To sort information in the table, click on a column heading, except for the Action column.

Solicitation Number	Solicitation Title	Issue Date	Close Date	Status	Response Status	Action
AG-84M8-S-13-7026 (Under Protest)	VIPR I-BPA for Fuel Tenders for R4 - Intermountain Region (t/s)	05/29/2013 15:00 MDT	12/23/2013 20:00 MST	Published	N/A	[PDF icon] [Start icon]

Refresh Solicitations

Option 1: Using the Quote Submittal Wizard

Step 1: Access the Submit a Quote wizard

- Click on the link to the **Open Solicitations** page to find the solicitation you wish to submit a quote on. You can also get to this page from the Home page through the Find Solicitations link
- In the Action column, click on the Submit a Quote button to start the wizard

VIPR
Virtual Incident Procurement

Logout

Home My Company My Resources My Quotes My Agreements **Open Solicitations**

Open Solicitations

If you wish to submit a quote on a solicitation, in the Action column for a specific solicitation, click on the Start icon to start the quote process. If you already have quotes (submitted or work-in-progress), then go to **My Quotes** to view, edit, or resubmit your quotes.

To sort information in the table, click on a column heading, except for the Action column.

Refresh Solicitations

Solicitation Number	Solicitation Title	Issue Date	Close Date	Status	Response Status	Action
1291U418Q7000	VIPR I-BPA for Chipper for R5 - Pacific Southwest Region (tis)	11/03/2017 13:18 MDT	12/23/2017 00:00 MST	Published	N/A	 

1 Starts the **Submit a Quote** wizard.

1

Option 1: Using the Quote Submittal Wizard

Step 2: View Solicitation

Quote a Solicitation

View Solicitation | Select Resources | Add Rates | Review Quote | Sign Quote | Finished

VIPR I-BPA for Heavy Equipment for Region 2 - Rocky Mountain Region [View Complete Solicitation](#)

Solicitation Number: 1282X920Q7005
Close Date: 05/01/2020 09:00 MDT

Solicitation Synopsis

Solicitation Synopsis:
The USDA Forest Service, Rocky Mountain Region (Region 2), is soliciting quotes (RFQ) for Heavy Equipment for use on a local, Regional, and Nationwide basis. Optional use by Interagency Cooperators (subject to that agency's payment and administrative terms). The resources may be used in the protection of lands, to include but not be limited to, severity, fire suppression and all-hazard incidents.
RATES: Proposed rates should be based on up to a 16hr. Daily Shift and include all within B.2 -- PRICING AND ESTIMATED QUANTITY.
DISPATCH CENTER: Agreements will be competitively awarded within the Regional dispatch centers. Agreement intent and Government guidance is for Quoters to Government's (Host Agency) costs for each potential dispatch center/zone out...

Information 1

Once you fully complete and submit your quote, you will receive an email confirmation from VIPR.

OK | Continue | Exit

Quote a Solicitation

View Solicitation | Select Resources | Add Rates | Review Quote | Sign Quote | Finished

VIPR I-BPA for Chipper for Region 6 - Pacific Northwest Region (tfs) [View Complete Solicitation](#)

Solicitation Number: 1204N719Q7000
Close Date: 12/23/2018 00:00 MST

Solicitation Synopsis

Solicitation Synopsis: test

Contracting Officer

Contracting Officer: Smokey the Bear
Street Address: 2150 Center Ave
City, State, Zip: Fort Collins CO, 80526
Daytime Phone: 970-123-3456

Amendments:

None

2 | 3

Continue | Exit

- 1 When you start a quote, VIPR displays a reminder message that once you fully complete and submit your quote, then VIPR will email you a confirmation that your quote was received by VIPR.
- 2 View a summary of the solicitation information.
- 3 View a PDF of the latest version of the complete solicitation package.

Option 1: Using the Quote Submittal Wizard

Step 2: View Solicitation (Cont'd)

Quote a Solicitation

View Solicitation | Select Resources | Add Rates | Review Quote | Sign Quote | Finished

Amendments: **1**

0001 (Effective: 03/12/2020 22:21 MDT)
Maintenance Cycle 20-03 corrects language in section D2 of the 2020 Heavy Equipment Solicitation template. (boj)

0002 (Effective: 03/30/2020 11:52 MDT)
Re-Open Solicitation

Resource Categories Accepted by this Solicitation **2**

Dozer: Dozer Type 1
Dozer Type 2
Dozer Type 3
Dozer Type 4

Excavator: Excavator Type 1
Excavator Type 2
Excavator Type 3
Excavator Type 4

Continue Exit

1 Scroll down and view any amendments that have been published for the solicitation.

2 View a list of the resource categories accepted by the solicitation. If the CO adds or removes any of the resource categories through an amendment, then this list will be updated to reflect those changes

Quote a Solicitation

View Solicitation | Select Resources | Add Rates | Review Quote | Sign Quote | Finished

VIPR I-BPA for Fuel Tenders for R4 - Intermountain Region (tfs) View Complete Solicitation

Solicitation Number: **AG-84M8-S-13-7026 (Under Protest)** **3**

Close Date: 12/23/2013 20:00 MST

Solicitation Synopsis

Solicitation Synopsis: test

Contracting Officer

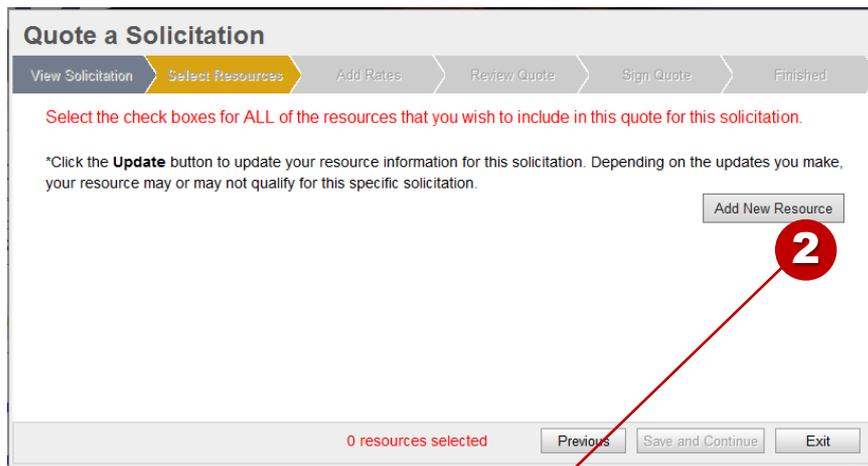
3 Notice the “Under Protest” label for a solicitation that is under protest. The solicitation will be highlighted with this label throughout the quote wizard and on the **My Quotes** page, as well.

Option 1: Using the Quote Submittal Wizard

Step 3: Select Resources > Adding a New Resource

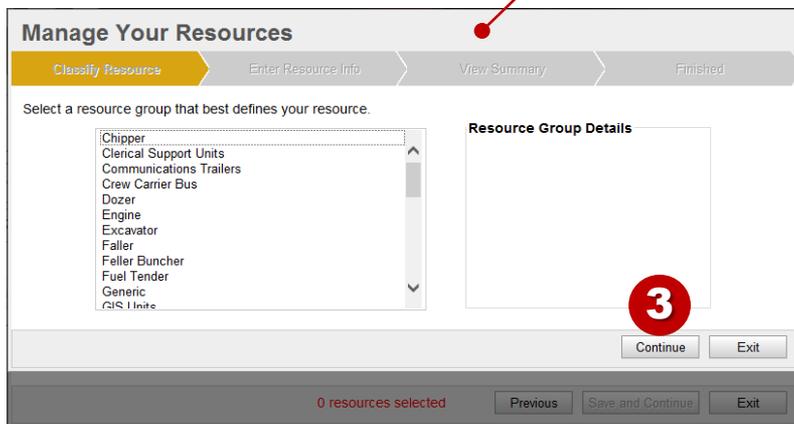


1 If you do not have any resources that qualify for the solicitation, you will get this warning message.



2 From the Quote a Solicitation wizard, you can click the **Add New Resource** button to add resources that you may want to use for your quote.

Once you click on the **Add New Resource** button, the Manage Your Resources wizard appears on top of the Quote a Solicitation wizard.



3 Go through ALL of the steps in the Manage Your Resources wizard to create your new resource. NOTE: Functionality is available that allows you to copy resource information from one solicitation year (2017) to another solicitation year (2020). See [slide 38](#) for details.

Option 1: Using the Quote Submittal Wizard

Step 3: Select Resources (Continued)

Manage Your Resources

Classify Resource > Enter Resource Info > View Summary > **Finished**

Your resource is now saved in VIPR. [View Resource Information PDF](#)

Your resource qualifies for the following resource categories:

- Chipper Type 1

[Previous](#) [Go Back to Quote](#)

Quote a Solicitation

View Solicitation > **Select Resources** > Add Rates > Review Quote > Sign Quote > Finished

Select the check boxes for ALL of the resources that you wish to include in this quote for this solicitation.

*Click the **Update** button to update your resource information for this solicitation. Depending on the updates you make, your resource may or may not qualify for this specific solicitation.

[Add New Resource](#)

<input type="checkbox"/> VIN / Unique ID	Equipment ID	Resource Category	Update for Sol*	Qualifies for Sol
<input type="checkbox"/> CHIPPER-TEST-02	DEF234	Chipper Type 2	Update	Yes
<input checked="" type="checkbox"/> CHIPPER-TEST-ABC	ABC123	Chipper Type 1	Update	Yes

1 resource selected [Previous](#) [Save and Continue](#) [Exit](#)

1 Once you have finished adding your resource, click the **Go Back to Quote** button to go back to the Quote a Solicitation wizard.

2 Back in the Quote a Solicitation wizard, use the check boxes to select the resources you wish to include in your quote. If you select the check box next to the “VIN/Unique ID” column heading, then all of resources that qualify for the solicitation will be selected.

IMPORTANT: You have one quote per solicitation and your latest quote submitted will override all previous submittals. Be sure to select ALL of the resources that you wish to include in your quote—even if you have not made any changes to your resources between quote submittals. In this example, the vendor should also select the Chipper Type 2 resource if the vendor wants to include that resource in their quote.

3 If you wish to update a resource before or after submitting your quote, click the **Update** button, which will access the Manage Your Resources wizard. Remember, you MUST complete all of the steps in the Manage Your Resources wizard in order for your updates to be saved. Once you’ve completed the Manage Your Resources wizard, you can use the Go Back to Quote button to continue with your quote submittal. Note that if you selected the check box for the resource and then clicked the Update button, the checkbox will be cleared and you will need to select it again.

4 Only resources that are of the same resource group that match what the solicitation is asking for will be listed in table. The Qualifies for Sol column lets you know which resources qualify for the solicitation.

If your resource is already awarded on an agreement or has been suspended, then it will not appear in this list as an “Available” resource.

5 The counter indicates the number of resources selected to submit on the quote.

Option 1: Using the Quote Submittal Wizard

Step 4: Add Rates and Dispatch Center

Quote a Solicitation

View Solicitation | Select Resources | **Add Rates** | Review Quote | Sign Quote | Finished

VIPR I-BPA for Chipper for Region 6 - Pacific Northwest Region (t/s)

Solicitation Number: 1204N719Q7000
 Close Date: 12/23/2018 00:00 MST
 DUNS+4: (Optional)

VIN / Unique ID	Resource Category	Dispatch Center	Daily Rate	Action
CHIPPER-TEST-ABC	Chipper Type 1	OR-BIC	200.00	<input type="button" value="Set DC & Rates"/>

1 of 1 Resources are Completed

Select DUNS+4 Number

Select a DUNS+4 to associate with this response.

DUNS+4: (Optional)

None
1234
1D4F
9876

Set DC & Rates: CHIPPER-TEST-ABC

*Dispatch Center:

*Daily Rate:

Set DC, Rates, & Double Shift: GENERIC-RESOURCE-TEST-BBBB

*Dispatch Center:

CO-CRC - Craig Interagency Dispatch Center

*Daily Rate:

Optional Item 1:

Optional Item 2:

Do you have enough employees for a double shift? Yes No

FOR GENERICS ONLY

- 1 The counter indicates the number of the resources that have the Dispatch Center and Rate information completed.
- 2 (Optional) If you have a DUNS+4 remit address that you wish to include with your quote, click the “Select DUNS+4 for Quote” button to select the DUNS+4. (NOTE: You cannot add new DUNS+4 values here → you would need to add the DUNS+4 value in the Edit Company Information wizard and then come back to this quote to select it.
- 3 Set the Dispatch Center and Rates for each resource that is included in your quote. (For Generic solicitations, the Set DC & Rates button may also include the Double Shift option → Set DC, Rates, & Double Shift.)

The list of Dispatch Centers displayed is specific to the region associated with the solicitation.

If you need assistance determining what dispatch center to select, view the Dispatch Center Lookup Web page at <https://www.fs.fed.us/business/incident/dispatchlookup.php>

- 4 If you exit the wizard in this step, your selections up to this point (Steps 1 and 2) will be saved and you can come back to this quote later (from the **My Quotes** page).

Option 1: Using the Quote Submittal Wizard

Step 5: Review Quote

Quote a Solicitation

View Solicitation > Select Resources > Add Rates > **Review Quote** > Sign Quote > Finished

[View Quote PDF](#) **2**

Quote Summary

Quote for Solicitation: 1204N719Q7000
Solicitation Description: VIPR I-BPA for Chipper for R
Number of Resources Quoted: 1

Chipper Type 1
CHIPPER-TEST-ABC

Unique ID: CHIPPER-TEST-ABC
Equipment ID: ABC123
License #: 123456
State (where license issued): LA

1

- 1 Scroll down to view your quote information.
- 2 View a PDF version of your quote information, which includes resource information and key vendor company info (i.e. DUNS, Business Status, LSA).

Vendor Quote for Solicitation: 1204N719Q7000

Vendor Name: JDoe Services LLC
DBA: John Doe Equipment
DUNS: 003006009
DUNS4:
Quote Submitted On: Not Submitted
Total Number of Resources Quoted: 1

Information for each resource, grouped by category:

Chipper Type 1
Table 1 - Quote for Chipper Type 1 - VIN CHIPPER-TEST-ABC for OR-BIC Dispatch Center.

Resource Information	Attribute Values and Rates
Unique ID	CHIPPER-TEST-ABC
Equipment ID	ABC123
License #	123456
State (where license issued)	LA
Make	Simpson
Model	123ABC
Model Year	2000
City	KH
State	KS
Configuration	Self-Propelled
Mulching Capability	24
Vendor Provides 2-Person Crew	Yes
Boom Feed	Yes
In-Feed Mechanism that operates in forward, reverse, and stop modes	Yes
Daily Rate	200.00

Vendor Details

Business Status

HUBZone: Yes
8(a): No
Service-Disabled Veteran-Owned Small Business: No
Women-owned Small Business (WOSB) Eligible Under the Women-owned Small Business Program: No
Economically Disadvantaged Women-Owned Small Business: No

Labor Surplus Area (LSA)

Is company located in an LSA?: Yes

Discount Terms

% of payment reduction, # of days payment is due:

Supporting Information

DOT Number (buses only):

By submitting this quote, I agree to abide by all applicable Federal, State, or local laws and regulations. I understand failure to do so could result in the cancellation of any awarded agreement under this solicitation.

Option 1: Using the Quote Submittal Wizard

Step 6: Sign Quote

Quote a Solicitation

View Solicitation > Select Resources > Add Rates > Review Quote > **Sign Quote** > Finished

Quote Signature

I agree and understand that I, as an authorized agent of the company, am electronically signing this quote and agree to furnish and deliver all items set forth or otherwise identified on this quote or any additional sheets subject to the terms and conditions specified in the solicitation.

Please check the following 'I Agree' box to sign your quote, then click the Submit button.

I Agree:

Please wait... Previous Submit Exit

Confirm

Are you sure you wish to submit 1 resource(s) on your quote? These will be the only resources associated with your quote for this solicitation.

OK Cancel

- 1 Read the quote signature statement.
- 2 If you agree with the statement, select the **I Agree** check box.
- 3 After you click the **Submit** button, it may take a few seconds to process your submittal, so please wait and do not click on any other buttons.
- 4 When you click the **Submit** button, a confirmation message appears confirming the number of resources you wish to include in your quote response. Click the **OK** button to submit your response or click the **Cancel** button if you need to make changes to your quote. Remember: Always include all of the resources you wish to be associated with your quote.

Option 1: Using the Quote Submittal Wizard

Step 7: Finished

Quote a Solicitation

Your quote has been successfully submitted.
Click on **My Quotes** to track the status of this quote.

Reminder...Did you select ALL of the resources that you wish to include in this quote? If not, you can resubmit this quote to do so.

As part of the quote process, you are required to complete Reqs & Certs in SAM at <https://www.sam.gov> (reference solicitation Section E3).

If you have already completed this information in the System for Award Management (SAM) at <https://www.sam.gov>, then your quote is complete and no more action regarding this quote is required.

Exit

- 1 Your quote is submitted into VIPR.
- 2 You have one quote per solicitation and your latest quote will be the quote on record in VIPR. Any previously submitted quotes will be overwritten by the latest quote submitted. With each quote submittal, be sure you selected ALL of the resources that you wish to include in your quote.
- 3 If you have not completed the Reqs and Certs information in SAM, then you MUST do so in order for your quote to be considered complete.

If you have updated your Reqs and Certs information in SAM, you do not need to resubmit your quote.

- 4 If you have changed your company name, DBA, company address (a.k.a. physical address), or mailing address in your SAM record after submitting a quote, use the “View/Import from SAM” button on the **My Company** page in the vendor application to import your changes from SAM into VIPR. This company information in VIPR MUST match what you have in your SAM record or you will be ineligible to receive an award. Also, your SAM record must be active; if your SAM record has expired, you will be ineligible to receive an award from VIPR.

If you use the “View/Import from SAM” button to import company changes from SAM into VIPR, you do not need to resubmit your quote if the solicitation is still open, because the changes will automatically be applied to your quote. PDF AFTER you click the “View/Import from SAM” button. If the solicitation has closed, contact the Contracting Officer about putting you “In Negotiations” so you can resubmit your quote.

My Company Information

You can view or edit your company information.

NOTES:

- Use the View/Import from SAM button to ensure your company information in VIPR matches your company information in SAM; your information MUST match SAM.
- The Daytime Phone, Evening/After Hours Phone, and Cell/Alternate Phone numbers will be listed on the DPL.

* Indicates required fields

Edit Company Information

View/Import from SAM

Option 1: Using the Quote Submittal Wizard For Generic Solicitations

- The Select Resources step in the Quote a Solicitation wizard for Generic solicitations that have multiple resource categories is just slightly different than all other solicitation types, because it has a Select/Remove button to allow you to associate multiple generic resource categories to one generic resource

Quote a Solicitation

View Solicitation **Select Resources** Add Rates Review Quote Sign Quote Finished

Select the check boxes for ALL of the resources that you wish to include in this quote for this solicitation.

*Click the **Update** button to update your resource information for this solicitation. Depending on the updates you make, your resource may or may not qualify for this specific solicitation.

Add New Resource

<input type="checkbox"/> VIN / Unique ID	Equipment ID	Resource Category	Update for Sol*	Qualifies for Sol
<input checked="" type="checkbox"/> GENERIC-RESOURCE-TEST-BBBB	BBB000	Multiple Selected	Update	Yes
<input checked="" type="checkbox"/> GENERIC-RESOURCE-TEST1-AAAA	AAA000	ATV (Includes UTV)	Update	Yes

2 resources selected Previous Save and Continue Exit

Resource Category Selection

Select which Generic Resource Category(s) this resource will be submitted as.

Select All Clear All

ATV (includes UTV)
 Air Conditioner
 Backhoe

OK Cancel

- The Select/Remove button allows you to select which resource categories you want to use for your generic resource. However, if the generic solicitation is set up to only use one resource category, then the Select/Remove button is not displayed because it is not needed.
- The check boxes used to select which resources you will include in your quote will automatically be selected when you select a resource category for your resource. However, if you click the Update button to make changes to your resource, the check box AND the resource categories will be cleared and you will need to reselect the resource categories, which will automatically select the check boxes again.
- If you have selected multiple resource categories for your resource, a "Multiple Selected..." label is displayed. You can click on the Select/Remove button to view your resource category selections.
- If you have selected just one resource category for your resource, then the name of the resource category is displayed.

My Quotes Page

- Once you submit a quote, view your quote information from the **My Quotes** page

VIPR
Virtual Incident Procurement

Home My Company My Resources **My Quotes** My Agreements Open Solicitations

My Quotes View Reports:
Select Report [v] Go

1 You do not have any quotes, click on **Open Solicitations** to find a solicitation and start the quote process.

2 If you have quotes, then use this Quotes table to find your quote and then depending on the state of your quote, use the Action column to view a submitted quote, edit or delete a quote in progress, resubmit a quote, or withdraw your quote.

IMPORTANT: Your quote will NOT be considered "submitted" until you complete the Quote a Solicitation wizard. Revised quotes will NOT overwrite any previous quotes until the revised quote is submitted. VIPR will use the vendor's last quote submitted as the response on record and will overwrite any previous responses, so you MUST ALWAYS select ALL of the resources that you wish to include in your quote for the solicitation.

If you wish to submit a revised quote and the solicitation is closed, you must contact the Contracting Officer to determine if it's appropriate to put you into negotiations, which will allow you to submit a revised quote.

The link to the solicitation package will always be the latest version of the solicitation and may contain amendments published after you submitted your quote.

To sort information in the table, click on a column heading, except for the Action column.

3 Refresh Quotes Table

Solicitation Number	Solicitation Title	Close Date	Last Amended Date	Solicitation Status	Quote Status	Action
12024820Q7001	VIPR I-BPA for Clerical Support Unit for Region 13 - National	01/22/2020 16:00 MST	N/A	Published	Submitted on 01/16/2020 14:51 MST	[PDF] [Withdraw] [Resubmit]
12035520Q7000	VIPR I-BPA for Mechanic with Service Truck for Region 1 - Northern Region (Its)	12/23/2020 00:00 MST	N/A	Published	Revised Quote Started	[PDF] [Withdraw] [Resubmit]

4 View a PDF version of your submitted quote.

5 If you have submitted a quote, but wish to resubmit your quote, click the **Resubmit** icon, which will trigger the Submit a Quote wizard.

6 You can withdraw your quote until the solicitation closes. Once the solicitation closes, if you wish to resubmit your withdrawn quote, you will need to ask the CO to put you into negotiations. If you are not "In Negotiations," then you will not see the Resubmit icon next to your withdrawn quote.

7 If you submitted a quote on a solicitation that is "under protest," it will appear on your **My Quotes** page. You can resubmit your quote on the solicitation under protest if you wish to do so.

Solicitation Number	Solicitation Title	Close Date	Last Amended Date	Solicitation Status	Response Status	Action
AG-84M8-S-13-7026 (Under Protest)	VIPR I-BPA for Fuel Tenders for R4 - Intermountain Region (Its)	12/23/2013 20:00 MST	06/03/2013 15:45 MDT	Published	Submitted	[PDF] [Withdraw] [Resubmit]

10

- You can view a report of your solicitation quote history. Select the report and click the **Go** button. This may be a 'Download Quote History' button to access the report.
- You must fully submit your quote before it will be the response on record in VIPR. VIPR will use the vendor's last quote submitted as the response on record and will overwrite any previous quote submittals.
- Refreshes your quote information in the table.
- Click the **Withdraw a Quote** icon if you wish to withdraw your submitted quote.
- If you started a quote, but exited the wizard before you completed all of the steps then your quote is a "new submission in progress" and you can click the **Edit** icon to continue the quote.
- Click the **Delete** icon if you wish to delete a "new submission in progress."

Once you submit a quote, you cannot delete the quote; however, you can edit, withdraw, or resubmit your quote until the solicitation is closed.

- View a PDF version of your submitted quote.
- If you have submitted a quote, but wish to resubmit your quote, click the **Resubmit** icon, which will trigger the Submit a Quote wizard.
- You can withdraw your quote until the solicitation closes. Once the solicitation closes, if you wish to resubmit your withdrawn quote, you will need to ask the CO to put you into negotiations. If you are not "In Negotiations," then you will not see the Resubmit icon next to your withdrawn quote.
- If you submitted a quote on a solicitation that is "under protest," it will appear on your **My Quotes** page. You can resubmit your quote on the solicitation under protest if you wish to do so.

Option 2: Using the Add New Resource from the My Resources Page

VIPR
Virtual Incident Procurement

Logout

Home My Company **My Resources** My Quotes My Agreements Open Solicitations

My Resources

You can add resources into the vendor application. Once they are in the application, you can use the Action column to view a summary of your resource information and/or edit your resource information.

1 **NEW!** If you have existing resources you would like to reuse for a new solicitation, you can now update those resources during your quote submittal for the new solicitation through the Open Solicitations tab.

NOTE: If your resource is used in a quote or awarded on an agreement, you will be unable to delete the resource and will not see the Delete button in the Action column for that resource.

To sort information in the table, click on a column heading, except for the Action column.

Hide Selected Show All

<input type="checkbox"/>	VIN/Unique ID	Equipment ID	Resource Group	Last Update	Action
--------------------------	---------------	--------------	----------------	-------------	--------

2 Add New Resource

3

1 There is a new note on this page to let you know that you have another option for adding resources, which is through the quote submittal process (this is Option 1 that is described in the previous slides). However, you can still add resources outside of the Quote submittal process through this Option 2.

2 Click on **Add New Resource** button to trigger the **Manage Your Resources** wizard, which enables you to enter your resource information into the vendor application.

You will need to add your resource information one resource at a time.

3 Once you have completed the **Manage Your Resources** wizard for a resource, your resource information will appear in this table on the **My Resources** page.

Option 2: Using the Add New Resource from the My Resources Page

Step 1: Intended Use for Resource



- Each year, the Forest Service re-solicits for a select group of resources. **These re-solicited resources may have new business requirements, which means the attributes on the resource forms and/or the values captured on the forms may change.** When you add a new resource, the “Intended Use” step is used by VIPR to determine what version of resource requirements to ask you to complete for your new resource. (Side note: This “Intended Use” step is only used when you are adding a new resource; it is not included in the Manage Your Resources wizard when you are editing an existing resource.)

Manage Your Resources

Intended Use | Classify Resource | Enter Resource Info | View Summary | Finished

How are you intending to use this new resource?

- As a new resource in response to a solicitation **1**
- To just enter into the application--intended use of resource is unknown at this time **2**
- As a replacement resource on my current existing agreement **3**

Select an agreement

- AG-84M8-B-12-7003 (Fuel Tenders)
- AG-8371-B-12-7060 (Potable & Gray Water Trucks/Handwashing Stations (Trailer Mounted))

Continue Exit

- 1 Use this option for creating a resource to be submitted on open solicitations.** The resource form displayed will use the most recent version of the resource requirements. Do NOT use this option if you are creating a new resource to be used as a replacement resource on an existing agreement.
- 2 Use this option for creating a resource that you anticipate using later on open solicitations.** The resource form displayed will use the most recent version of the resource requirements. Do NOT use this option if you are creating a new resource to be used as a replacement resource on an existing agreement.
- 3 Use this option for creating a new resource to be used as a replacement resource for an existing agreement.** The resource form displayed will use the same resource requirements that were used for the resource type that is on the agreement. Do NOT use this option for open solicitations.

If you select this option, a list of your current existing agreements appears. From the list, select the agreement you wish to use the replacement resource for and click the **Continue** button. **IMPORTANT:** The new replacement resource you are adding is not automatically applied to the agreement you selected. The agreement selection is used to help VIPR determine the correct version of the form to display for you to complete. The correct version of the form must be completed in order to use the new resource as a replacement resource, which is done through the appropriate modification process.

Option 2: Using the Add New Resource from the My Resources Page

Step 2: Classify Resource

Manage Your Resources

Intended Use **Classify Resource** Enter Resource Info View Summary Finished

Select a resource group that best defines your resource.

- Crew Carrier Buses
- Dozers
- Engines
- Excavators
- Fallers
- Feller Bunchers
- Fuel Tenders**
- GIS Units
- Generic
- Gray Water Trucks
- Handwashing Stations (Trailer Mounted)
- Helicopter Operations Support Trailer

Resource Group Details
- Fuel Tenders - 3 types determined by fuel tank capacity

Previous Continue Exit

Manage Your Resources

Intended Use **Classify Resource** Enter Resource Info View Summary Finished

Select a resource group that best defines your resource.

Fuel Tenders

Resource Group Details

Previous Continue Exit

Depending on what option you selected in the previous "Intended Use" step of the wizard, in Step 2, the Classify Resource step, you will see either...

- 1 A list of all resource groups available to be added as a new resource (options 1 or 2 in previous step)
- OR-
- 2 A list of only the resource groups that can be used as a replacement resource for the agreement you selected in the previous step (option 3 in the previous step).
- 3 Once you click on a resource group, the details/definition will appear in the box on the right.
- 4 **IMPORTANT:** When you are adding a new resource, you must complete ALL of the steps in the Manage Your Resources wizard in order to save your resource information.

Confirm

If you exit before completing ALL of the steps in the wizard none of the updates to this resource will be saved.

Click OK to exit the wizard.

OK Cancel

Option 2: Using the Add New Resource from the My Resources Page

Step 3: Enter Resource Info

- New feature allows you to update/copy existing resource information to be used for new re-solicited solicitations

- 1 If you wish to submit a quote for a new re-solicited solicitation, you cannot just use the same resources that you used for an older solicitation. For example, you cannot use your 2015 resources when submitting a quote for a 2018 solicitation. **HOWEVER**, you can now copy your resource information from an older resource form into the newer resource form (i.e. copy from a 2015 version of the resource form into the 2018 version of the resource form) without having to manually re-enter all of your resource information.

IMPORTANT: This Update (copy) function is only available if you have an existing older resource of the same resource group AND there is not already a new version of that resource, i.e. you cannot copy the same exact resource twice.

- 2 From the drop-down list next to the Update button, select a resource to update and then click the **Update** button.

- 3 The fields on the resource form are populated with the same information from the resource that you selected to use for updating/copying. You **CAN** edit any of the fields to make changes, including the VIN/Unique ID/Serial Number field, but you do not have to. If there are new required fields with the new version of the resource form, you will need to complete them.

IMPORTANT: If you are updating/copying resource information, you should still thoroughly review the pre-populated data to ensure it is what you want.

Manage Your Resources

Intended Use > Classify Resource > **Enter Resource Info** > View Summary > Finished

1 **NEW FEATURE:** This Resource Group has the ability to copy existing Fuel Tender resources used on previous agreements to be used for your quote submission on a new solicitation. Select an existing resource from the drop-down list and click the Update button to copy the resource information into the form below. New fields will not be automatically populated and must be completed before clicking 'Continue'.

Select a Resource to update

Fuel Tender

Resource Description

*VIN:

*Equipment ID:

*License #:

*State (where license issued):

Manage Your Resources

Intended Use > Classify Resource > **Enter Resource Info** > View Summary > Finished

NEW FEATURE: This Resource Group has the ability to copy existing Fuel Tender resources used on previous agreements to be used for your quote submission on a new solicitation. Select an existing resource from the drop-down list and click the Update button to copy the resource information into the form below. New fields will not be automatically populated and must be completed before clicking 'Continue'.

12345678901234567

Fuel Tender

Resource Description

*VIN: 12345678901234567

*Equipment ID: TEST123

*License #: TESTABC

*State (where license issued): LA

Option 2: Using the Add New Resource from the My Resources Page

Step 3: Enter Resource Info (Continued)

- If you do not have existing resources to copy, then you will need to manually re-enter all of the resource information.

Manage Your Resources

Intended Use > Classify Resource > **Enter Resource Info** > View Summary > Finished

Fuel Tenders * Indicates required fields

Resource Description

*VIN:

*Equipment ID: **1**

*License #:

*State (where license issued):

*Make:

*Model:

*Model Year:

Resource Location

*City:

*State:

*Zip Code:

Zip Plus:

Resource Attributes

*Fuel Capacity (gallons):

Previous Continue Exit

1 Each resource **MUST** have either a VIN, Unique ID, or Serial Number. (All wheeled apparatus resources will have a VIN.)

- Unique ID or Serial Number has a 40-character maximum limit, but no other restrictions.
- VINs have the following restrictions:
 - For a new resource that has a **Model Year \geq 1980**, the VIN **MUST** be exactly 17 characters (numbers and letter only, except no I, O, or Q letters), no special characters, and no spaces between characters. (NOTE: In some cases, it may seem like you can enter more than 17 characters in the form, however, you will receive a validation error when you try to continue to the next step in the wizard.)
 - For a new resource that has a **Model Year of \leq 1980** and the resource group is 2012 or older, then there are no restrictions for entering the VIN, except for a 40-character limit.
 - For a new resource that has a **Model Year of \leq 1980** and the resource group is 2013 or newer, then there are no restrictions for entering the VIN, except for a 17-character limit.
- The VIN and Model Year rules will not apply for existing resources that have been entered in the vendor application before the October 2012 version of VIPR.

Option 2: Using the Add New Resource from the My Resources Page

Step 3: Enter Resource Info (Continued)

- The fields in the Resource Description and Resource Attributes sections will vary depending on the type of resource group you selected when you classified your resource (in Step 2).

The screenshot displays the 'Manage Your Resources' interface with the 'Enter Resource Info' step selected. The resource group is 'Fuel Tenders'. The form is divided into three sections: 'Resource Description', 'Resource Location', and 'Resource Attributes'. Red circles with numbers 1, 2, and 3 highlight specific required fields: 1. Equipment ID, 2. City, State, and Zip Code, and 3. Fuel Capacity (gallons). A legend indicates that an asterisk (*) denotes required fields. Navigation buttons for 'Previous', 'Continue', and 'Exit' are at the bottom.

Section	Field	Requirement
Resource Description	VIN	Required
	Equipment ID	Required
	License #	Required
	State (where license issued)	Required
	Make	Required
	Model	Required
	Model Year	Required
Resource Location	City	Required
	State	Required
	Zip Code	Required
	Zip Plus	Optional
Resource Attributes	Fuel Capacity (gallons)	Required

- Equipment ID must be all CAPS and has a 10-character maximum limit.
- City, State, and Zip Code are required for the Resource Location.
- Complete all of the required fields for the Resource Attributes. If there are different types (i.e. Fuel Tender Type 1, Fuel Tender Type 2, etc.) within the resource group, the values you select for the attributes will tell VIPR what "type" your resource qualifies for.

Option 2: Using the Add New Resource from the My Resources Page

Step 4: View Summary

Manage Your Resources

Intended Use > Classify Resource > Enter Resource Info > **View Summary** > Finished

Fuel Tenders

Resource Description

VIN: J1234567890123FT1
Equipment ID: FT01J1234
License #: MXKWMKD
State (where license issued): CO
Make: JOHN DEER
Model: FT01-ABC
Model Year: 2000

Resource Location

City: FORT COLLINS
State: CO
Zip Code: 80526
Zip Plus:

Resource Attributes

Fuel Capacity (gallons): 4000

Previous Continue Exit

- 1 Scroll through the **View Summary** to ensure the information you entered is what you want.

If you need to, you can click on a previous step (or the Previous button) to go back and edit information.

Once you complete the wizard for adding this new resource into the vendor application, you will be able to edit the resource information later, if needed, from the My Resources page.

- 2 In this step of the wizard, click the **Continue** button to save your resource information into the vendor application.

Option 2: Using the Add New Resource from the My Resources Page

Step 5: Finished

Manage Your Resources

Intended Use → Classify Resource → Enter Resource Info → View Summary → **Finished**

✓ Your resource is now saved in VIPR. **1**

Your resource qualifies for the following resource categories: **2**

- Fuel Tender Type 1

3 Your resource qualifies for the following resource categories:

- NONE. Your resource, as currently configured, does not qualify for any resource categories. If you wish to edit your resource, click on the 'Enter Resource Info' step.

View Resource Information PDF **4**

Previous Exit

Resource Information for Fuel Tenders

Resource Description

VIN: J1234567890123FT1
Equipment ID: FT01J1234
License #: MXKWMD123
State (where license issued): CO
Make: JOHN DEERE
Model: FT01-ABC
Model Year: 2000

Resource Location

City: FORT COLLINS
State: CO
Zip Code: 80526
Zip Plus:

Resource Attributes

Fuel Capacity (gallons): 4000

Qualifying Resource Categories

Fuel Tender Type 1

Current Award Contract Numbers

None

- 1 When you complete the wizard, your resource is in the VIPR system, and you can use the **My Resources** page to view, edit, or delete your resource.
- 2 Based on the Resource Attributes that you provided in Step 3 (Enter Resource Info), VIPR determines what resource type your resource qualifies for.
- 3 If your resource does not qualify in the resource group that you chose, you will get this type of message instead of what you see above in callout #2.
- 4 View a PDF version of your resource information. You can also access this PDF from the **My Resources** page.

My Resources Page

- Your resource now appears in the My Resources page.

VIPR
Virtual Incident Procurement

Home My Company **My Resources** My Quotes My Agreements Open Solicitations

My Resources

You can add resources into the vendor application. Once they are in the application, you can use the Action column to view a summary of your resource information and/or edit your resource information.

NEW! If you have existing resources you would like to reuse for a new solicitation, you can now update those resources during your quote submittal for the new solicitation through the Open Solicitations tab.

NOTE: If your resource is used in a quote or awarded on an agreement, you will be unable to delete the resource and will not see the Delete button in the Action column for that resource.

To sort information in the table, click on a column heading, except for the Action column.

Hide Selected Show All Showing 4 of 6

<input type="checkbox"/>	VIN/Unique ID	Equipment ID	Resource Group	Last Update	Action
<input type="checkbox"/>	TRACYTESTFUELTNDE	LJ	Fuel Tender (2017)	11/07/2017 20:09 UTC	
<input type="checkbox"/>	TRACYTESTFUELTNDE	LJ	Fuel Tenders (2014)	02/04/2014 15:43 UTC	
<input type="checkbox"/>	MWSTTRACYTEST-002	LKJ	Mechanic w/Svc Truck-Light Auto/Heavy Truck Type 2 (2014) UNQUALIFIED	11/07/2017 10:11 UTC	
<input type="checkbox"/>	CHIPPER-TRACY-TEST-01-ABC	LKJ	Chipper (2018)	11/07/2017 16:51 UTC	

- The year next to the Resource Group name indicates the year that the resource group was solicited for by the Forest Service. In the example shown, notice the Fuel Tenders (2011) and Fuel Tenders (2014). While the resource group may be the same, the resource requirements may be different for each solicitation year.
- Indicates the date and time of your last update to your resource.
- Triggers the **Manage Your Resources** wizard, which allows you to add a new resource. Once you complete the wizard for the resource, the resource will appear in this table.
- "Showing # of (total)#" indicates the number of resources that you have. If the number of resources you see does not match the total #, then you may have some resources that you have "hidden."
- Displays a PDF version of your resource information.
- Triggers the **Manage Your Resources** wizard where you can edit your resource information.
- Displays the information specific to a resource (i.e. resource qualifications and status and resource attribute details). This info is also found in the PDF document (item #8). For more details, see next slide.
- Deletes your resource from the VIPR system. If you do not see this Delete icon, then your resource has been used in a quote at some point and cannot be deleted.

- The "Hide Selected" button will not display any resources that have been selected to "Hide" from the view.
- Click on a table column heading to sort the information in ascending or descending order.
- The "UNQUALIFIED" label indicates that the resource you entered does not have the attributes to qualify as any of the resource categories types for the specific Resource Group.

My Resources Page Resource Information

My Resources

You can add resources into the vendor application. Once they are in the application, you can use the Action column to view a summary of your resource information and/or edit your resource information.

NOTE: If your resource is used in a quote or awarded on an agreement, you will be unable to delete the resource and will not see the Delete button in the Action column for that resource.

To sort information in the table, click on a column heading, except for the Action column.

[+ Add New Resource](#)

Hide Selected Show All Showing 7 of 7

<input type="checkbox"/>	VIN/Unique ID	Equipment ID	Resource Group	Last Update	Action
<input type="checkbox"/>	1GDL7H1J2MJ501756	2BB	Fuel Tenders (2011)	09/23/2013 11:59 PDT	
<input type="checkbox"/>	FT0K09898099888TS	9889	Fuel Tenders (2014)	09/23/2013 10:01 PDT	

1 Click on the information icon to view information specific to a resource (i.e. resource qualifications and status and resource attribute details).

Displays all of the resource information and attributes for a specific resource.

2 Displays what the resource qualifies for (resource category and type) and displays the status of the resource. If the resource is anything but “Available” or “Terminated,” then the Dispatch Center is displayed, as well.

Resource Information

Resource Qualifications & Status
Fuel Tender Type 1 - SD-GPC - Submitted on Quote [Definitions of Status Labels](#)

Resource Details

VIN: FT0K09898099888TS City: FORT COLLINS
 Equipment ID: 9889FT0 State: CO
 License #: MXKWDMKD Zip Code: 88888
 State (where license issued): CO Zip Plus:
 Make: JOHN DEER Fuel Capacity (gallons): 4000
 Model: FT01-ABC
 Model Year: 2000

OK

Status Definitions

Available: Resource is not currently on an agreement, so it is available to submit on a quote; this status includes resources that may have been replaced or withdrawn from an agreement through a modification, as well as resources that were on an expired or canceled agreement.

Awarded: Resource is awarded on an agreement; this status includes suspended resources that have been resumed, terminated resources that have been reinstated, and disqualified resources.

Not Awarded: Resource was submitted on a quote for a solicitation, but was not awarded on an agreement for that specific solicitation. This resource is available to be submitted on a different quote or can be awarded on a different agreement.

Replaced: Resource was on an agreement, but has been replaced by another resource. The replaced resource is available to submit on a quote or can be awarded on a different agreement.

Submitted on Quote: Resource is submitted on at least one quote; the resource can be submitted on more than one quote.

Suspended: Resource is on an agreement, but has been suspended.

Terminated: Resource is on an agreement, but has been terminated. This resource is available to be submitted on a different quote or awarded on a different agreement; however, if the resource is awarded on a different agreement, then it cannot be reinstated on its original agreement.

Unqualified: Resource does not qualify for any resource categories with its current attributes. Resources must qualify for a resource category before they can be submitted on a quote.

Withdrawn: Resource was on an agreement, but has been withdrawn through a modification. The withdrawn resource is available to submit on a quote or can be awarded on a different agreement.

3 Displays the definitions of what the “Status” labels in the Resource Qualifications & Status section mean.

Managing Your Resources

Editing a Resource That Is on a Quote from the My Resources Page

1 Classify Resource > Enter Resource Info > View Summary > **Finished**

View Resource Information PDF

✓ Your resource is now saved in VIPR.

Your resource qualifies for the following resource categories:

- Fuel Tender Type 1

⚠ Previously Submitted: You previously submitted this resource on at least one solicitation quote. For any of your quotes to reflect the changes you have just made to this resource, you must re-submit those quotes. **2**

Previous Exit

1 When you edit an existing resource, the “Intended Use” step is not included in the Manage Your Resources wizard. That step is only used when you add a new resource for the first time through the My Resources page.

2 When you complete the wizard to **edit an existing resource**, if your resource has been submitted on a quote, then you will see this message telling you that you will need to resubmit your quote to get the resource changes applied to your quote; the changes do NOT occur automatically.

If the solicitation has closed, you will need to ask the CO to put you “In Negotiations” and then you can resubmit your quote.

Managing Your Resources

Editing a Resource from Within the Quote Wizard

- New feature allows you to edit your resource through the Quote a Solicitation wizard

Quote a Solicitation

View Solicitation **Select Resources** Add Rates Review Quote Sign Quote Finished

Select the check boxes for ALL of the resources that you wish to include in this quote for this solicitation.

*Click the **Update** button to update your resource information for this solicitation. Depending on the updates you make, your resource may or may not qualify for this specific solicitation.

Add New Resource

VIN / Unique ID	Equipment ID	Resource Category	Update for Sol*	Qualifies for Sol
<input type="checkbox"/> CHIPPER-TEST-02	DEF234	Chipper Type 2	Update	Yes
<input checked="" type="checkbox"/> CHIPPER-TEST-ABC	ABC123	Chipper Type 1	Update	Yes

1 resource selected Previous Save and Continue Exit

Manage Your Resources

Classify Resource Enter Resource Info View Summary **Finished**

View Resource Information PDF

✔ Your resource is now saved in VIPR.

Your resource qualifies for the following resource categories:

- Chipper Type 1

Previous Go Back to Quote

- If you wish to update a resource before or after submitting your quote, click the **Update** button, which will access the Manage Your Resources wizard. Remember, you **MUST** complete all of the steps in the Manage Your Resources wizard in order for your updates to be saved. Only resources that are of the same resource group that match what the solicitation is asking for will be listed in table.
- The Qualifies for Sol column lets you know which resources qualify for the solicitation.
- The counter indicates the number of resources selected to submit on the quote.
- Once you've completed the Manage Your Resources wizard, you can use the **Go Back to Quote** button to continue with your quote submittal.

IMPORTANT: You **MUST** complete all of the steps in the Manage Your Resources wizard for your resource changes to be saved.

Managing Your Resources

Editing a Resource That Is on an Agreement

Manage Your Resources

Classify Resource > Enter Resource Info > View Summary > **Finished**

Your resource is now saved in VIPR. [View Resource Information PDF](#)

Your resource qualifies for the following resource categories:

- Chipper Type 3

1

Current Resource Attributes Different from Agreement:
VIPR shows a change to the resource attributes from what is recorded with the current agreement. If this is in response to a rollover modification, please continue with the next steps in responding. If this update is outside the rollover modification window, please contact the Contracting Officer to request them to modify your agreement.

[Previous](#) [Exit](#)

- 1 When you complete the wizard to **edit an existing resource**, if your resource has been awarded on an agreement **BEFORE** your changes to the resource have been applied, then you will see this message telling you that a modification is needed in order to get the resource changes applied to the agreement.

Resubmitting a Quote on a Solicitation or Responding to an Amended Solicitation

- From the **My Quotes** page, you can resubmit your quote. You will also use the Resubmit icon to respond to an amended solicitation.
- If you do not see the Resubmit icon, then the solicitation is closed. You must contact the Contracting Officer to determine if it's appropriate to put you into negotiations, which will allow you to resubmit your quote.

The screenshot shows the 'My Quotes' page in the VIPR Vendor Application. It includes a navigation bar with 'Home', 'My Company', 'My Resources', 'My Quotes', 'My Agreements', and 'Open Solicitations'. Below the navigation is a 'View Reports' section with a 'Select Report' dropdown and a 'Go' button. The main content area contains instructions and an 'IMPORTANT' note. A table lists quotes with columns for Solicitation Number, Solicitation Title, Close Date, Last Amended Date, Solicitation Status, Quote Status, and Action. A 'Refresh Quotes Table' button is located to the right of the table. A second table is shown below the first, displaying a quote with a status of 'Under Protest'.

Solicitation Number	Solicitation Title	Close Date	Last Amended Date	Solicitation Status	Quote Status	Action
12035520Q7000	VIPR I-BPA for Mechanic with Service Truck for Region 1 - Northern Region (Its)	01/17/2020 08:30 MST	01/17/2020 08:15 MST	Closed	Submitted on 01/17/2020 08:17 MST	 
12024820Q7001	VIPR I-BPA for Clerical Support Unit for Region 13 - National	01/17/2020 08:30 MST	01/17/2020 08:21 MST	In Negotiations	Submitted on 01/16/2020 14:51 MST	 

Solicitation Number	Solicitation Title	Close Date	Last Amended Date	Solicitation Status	Response Status	Action
AG-84M8-S-13-7026 (Under Protest)	VIPR I-BPA for Fuel Tenders for R4 - Intermountain Region (Its)	12/23/2013 20:00 MST	06/03/2013 15:45 MDT	Published	Submitted	 

- 1 Click on the link to view the latest version of the solicitation package.
- 2 Indicates when the solicitation has been amended.

If you have submitted a quote, but wish to respond to the amendment, use the **Resubmit** icon, which will trigger the **Submit a Quote** wizard.

- 3 When resubmitting a quote, remember to include ALL of the resources that you wish to include in your quote, not just resources that you may have updated. **Your latest submitted response is the response on record in VIPR.**

Also, you can use the resubmittal quote option to apply a DUNS+4 to your quote if you didn't with your original quote, or you can change the DUNS+4 that was applied to your original quote.

- 4 If you wish to resubmit your withdrawn quote after the solicitation has closed, you will need to ask the CO to put you into negotiations. If you are not "In Negotiations," then you will not see the Resubmit icon next to your withdrawn quote.
- 5 The Withdraw option and "In Negotiations" option also apply to a solicitation under protest.

Resubmitting a Quote on a Solicitation

Quote Comparison View

Quote Comparison

If you do not see the changes you expected to see with your current quote in progress, then use the Previous button in the Review Quote step to go back in the wizard to make your changes at the appropriate steps.

Press the 'Show Details' button to see the details for every submitted resource. You may need to use the scrollbar in the table to view all of the resources listed.

Bold red text and an asterisk indicate a change to the values.

Attribute	Previously Submitted Quote	Current Quote in Progress
Resource Count	1	3*
Submitted Date	04/20/2020 12:09 MDT	
Resource		
Resource Category	Dozer Type 1	Dozer Type 1
Unique ID	TESTDZER-ABC	TESTDZER-ABC
Equipment ID	ABC	ABC

- 1 After you submit a quote, if you do a quote resubmittal, in the Review Quote step of the wizard, the **Quote Comparison** popup box will automatically display to show you the differences between the resources in the last quote you submitted and the resources in the current quote-in-progress that you are in the process of submitting. You can also click on the **View Quote Comparison** button to view the popup window, as well.
- 2 Click the Show Resource Details view a little more information than the resource count for the resources. To view all of the resource information in the current quote in progress, click on the View Quote PDF button.
- 3 Changes between the previously submitted quote and current quote-in-progress are highlighted in bold, red text with an asterisk.
- 4 The Previously Submitted Quote column lists all of the resources that were selected with the last quote that was fully submitted. The Current Quote in Progress column lists all of the resources that are selected for the current quote-in-progress. **IMPORTANT:** Until the quote-in-progress is completely submitted, the previously submitted quote will be the response on record in VIPR.
- 5 Resource count lists the number of resources submitted with the previously submitted quote and the resource currently selected for the current quote in progress.

Changing Company Information or Resource Information After You Submitted a Quote

Edit Company Information

Edit Company Info > Edit Contact Info > Edit Address > Edit Status Details > **Finished**

✔ Your company information is complete.

⚠ **REMINDER: Your Reqs & Certs must be completed in SAM to receive an agreement award.**
For more details, go to <https://www.fs.fed.us/business/incident/vendorapp.php>

If Company Info Different from Quote
If you have changed your company information after submitting a quote, you do not need to resubmit your quote. The company changes will automatically be applied to your quote until the solicitation is awarded.

Previous Exit

- 1 If you change your non-SAM company information in the vendor application after you submitted a quote, but before the solicitation closes, you DO NOT need to resubmit your quote; the changes will occur automatically when you or the CO clicks on the View Quote.PDF. If the solicitation has closed, you will need to ask the CO to put you “In Negotiations” and then you can resubmit your quote.**

If you change your company name, DBA, or company addresses in SAM, you MUST use the “View/Import from SAM” button in the vendor application to import the changes into VIPR; otherwise, the changes will not automatically be included in the Quote.PDF for open solicitations nor will the changes be included if you resubmit your Quote.PDF while “In Negotiations.”

Manage Your Resources

Classify Resource > Enter Resource Info > View Summary > **Finished**

✔ Your resource is now saved in VIPR. [View Resource Information PDF](#)

Your resource qualifies for the following resource categories:
• Fuel Tender Type 1

⚠ **Previously Submitted:**
You previously submitted this resource on at least one solicitation quote. For any of your quotes to reflect the changes you have just made to this resource, you must re-submit those quotes.

Previous Exit

- 2 If you change your resource information after you submitted a quote, you MUST resubmit your quote to get the resource changes applied to your quote; the changes do NOT occur automatically. If the solicitation has closed, you will need to ask the CO to put you “In Negotiations” and then you can resubmit your quote.**

My Agreements Page

- After the solicitation closes, if you are awarded an agreement... (1) you will receive an e-mail notification, (2) an alert will be posted on the Home page, and (3) your agreement will be accessible through the **My Agreements** page.

VIPR
Virtual Incident Procurement

Home My Company My Resources My Quotes **My Agreements** Open Solicitations

My Agreements

If you used the vendor application to submit a quote and you received an award, then those agreements (or modifications to those agreements) will be listed in the table below. Use the Action column to view the agreement or modification or respond to a modification.

NOTE: Agreements or modifications to agreements for non-vendor application resources will NOT appear in the table.
To sort information in the table, click on a column heading, except for the Action column.

Refresh Agreements Table

Agreement Number	Solicitation Title	Award Date	Award End Date	Last Modified	# Resources	Status	Action
AG-04H1-B-14-7012	VIPR I-BPA for Heavy Equipment for Region 6 - Pacific Northwest Region	05/14/2014	05/31/2017	05/31/2017	0	Expired	[PDF icon]
	Expire Agreement		05/31/2017	05/31/2017		Vendor Acknowledgment of Modification	[PDF icon] [Start icon]
AG-04H1-B-15-7054	VIPR I-BPA for Miscellaneous Heavy Equipment for Region 6 - Pacific Northwest Region	04/20/2015	04/20/2018	03/14/2017	1	Active	[PDF icon]
AG-04H1-B-17-7016	VIPR I-BPA for Heavy Equipment for Region 6 - Pacific Northwest Region	05/19/2017	05/19/2020		4	Active	[PDF icon]
	Rollover Modification* Response due by 12/22/2017 01:00 Mountain Standard Time		05/19/2020			Awaiting Vendor Signature	[PDF icon] [Start icon]
1291U418T7001	VIPR I-BPA for Chipper for R5 - Pacific Southwest Region (1ts)	11/07/2017	11/07/2020	11/07/2017	1	Active	[PDF icon]

NOTE: For new awards created after October 1, 2017, the new numbering scheme for the agreements will be 12<office code>YYT7####, where YY is solicitation year, T is for award, and 7#### is the agreement number. For example: 12034318T7004. Existing agreements created prior to October 1, 2017 will retain their current numbering scheme of AG-<office code>-B-YY-7####. For example: AG-0343-B-16-7026

- Refreshes the list of agreements and the status of those agreements in the table.
- Lists agreements that you have been awarded.
- Indicates the status of the agreement and the action needed, if there is any. Some modifications ask for “vendor acknowledgement of modification,” which is not required.
- Displays a PDF version of the last signed agreement.
- Click on the **Start** icon to trigger the **Agreement Modification Response** wizard.
- View the modification package for the agreement.
- Indented row and modification type indicates an agreement has a modification that requires your response or acknowledgement. NOTE: For details about the Rollover modification due date, go to [slide 51](#).
- If you have been awarded an agreement and the solicitation is put “under protest,” your agreement will be listed in the My Agreements page and will be highlighted with the “Sol Under Protest” label.

8

AG-02NV-B-13-7001 (Sol Under Protest)	VIPR I-BPA for Refrigerated Trailers for R4 - Intermountain Region (1ts)	05/29/2013	05/29/2016	06/04/2013	1	Active	[PDF icon]
------------------------------------------	--------------------------------------------------------------------------	------------	------------	------------	---	--------	------------

My Agreements Page (Continued)

Rollover Modifications

- For Rollover modifications ONLY, COs may set a due date for when a vendor MUST respond to the Rollover modification.

Agreement Number	Solicitation Title	Award Date	Award End Date	Last Modified	# Resources	Status	Action
AG-82X9-B-11-7025	VIPR I-BPA for Fuel Tenders for Region 2 - Rocky Mountain Region	03/31/2011	03/31/2014	01/10/2013	2	Active	
	Rollover Modification*		03/31/2014	01/10/2013		Awaiting Vendor Signature	
	Response due by 01/11/2013 12:00 a.m. Central						

1

Agreement Number	Solicitation Title	Award Date	Award End Date	Last Modified	# Resources	Status	Action
AG-82X9-B-11-7025	VIPR I-BPA for Fuel Tenders for Region 2 - Rocky Mountain Region	03/31/2011	03/31/2014	01/10/2013	2	Active	
	Rollover Modification*		03/31/2014	01/10/2013		Awaiting CO Action	
	Response due by 01/10/2013 12:00 a.m. Central						

2

Warning

The due date for responding to this modification has expired. If you wish to submit a response to this modification you MUST contact the Contracting Officer.

3

Agreement Number	Solicitation Title	Award Date	Award End Date	Last Modified	# Resources	Status	Action
AG-82X9-B-11-7025	VIPR I-BPA for Fuel Tenders for Region 2 - Rocky Mountain Region	03/31/2011	03/31/2014	01/10/2013	2	Active	
	Rollover Modification		03/31/2014	01/10/2013		Awaiting Vendor Signature	
						* In Negotiations	

4

- For Rollover modifications only: If the CO has set a due date for when a vendor needs to respond to the Rollover modification, it will be listed under the Rollover Modification label. Vendors MUST respond to the Rollover modification before the date, time, and timezone set for the response due date.

If the Rollover modification label does not display a due date, then the CO has not set a due date for the vendor response.

If the response due date has expired:

- The status of the modification will change to "Awaiting CO Action."
- You will be unable to submit or re-submit a response to the modification.
- The vendor can talk with the CO who will determine if the CO will put the vendor "In Negotiations," which would allow the vendor to submit or re-submit a response to the modification AFTER the due date.

Responding to a Modification

Three Types of Agreement Modification Responses

- If your agreement has a modification, depending on the type of modification, you will either need to submit a response to the modification or you can acknowledge the modification (acknowledging the modification is not required since the CO has already signed the modification at this point).



Agreement Modification Response

Review Modification | Apply Resource Changes | Sign Modified Agreement | Submitted

Modification Summary [View Mod PDF](#)

Modification of Agreement: AG-8538-B-12-7001
Type of modification: Standard and/or Extend Modification
Date sent to vendor: 08/26/2011
Description: This mod will extend agreement through '08-26-2015'. Vendor needs to change attributes for one resource, withdraw one resource, and replace one resource.

[Continue](#) [Exit](#)

1

- 1 This modification response is used for Standard and/or Change End Date, Rollover, Inspection Correction, and Resource Type Correction modifications. These types of modifications do require a vendor response.

With the Standard and/or Change End Date and Inspection Correction mods, you can apply changes to your resources and all company information, except changes to LSA and Business Status. With Rollover and Resource Type Correction mods you can apply ALL changes to your company information, including LSA and Business Status changes and changes to your resources, and you can make changes to the DC and Rates.



Agreement Modification Response

Review Modification | Sign Modified Agreement | Submitted

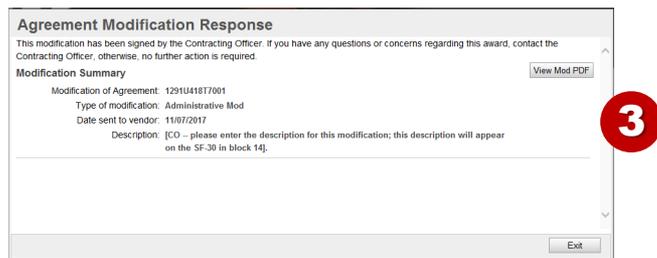
Modification Summary [View Mod PDF](#)

Modification of Agreement: AG-9J61-B-11-7131
Type of modification: Novation
Date sent to vendor: 09/24/2013
Description: Transferring ownership of Agreement <AG-9J61-B-11-7131> from <Smokey's Super Amazing Equipment LLC> to <JDoe Services LLC>. The contractor information on the SF1449 and SF30 forms will be updated with the purchasing vendor's information once the CO signs the modification.

[Continue](#) [Exit](#)

2

- 2 This modification response is used for the Novation modification. This mod requires a vendor response from the purchasing vendor. The selling vendor of a Novation mod can view the modification, but there is no modification response action available for the selling vendor.



Agreement Modification Response

This modification has been signed by the Contracting Officer. If you have any questions or concerns regarding this award, contact the Contracting Officer; otherwise, no further action is required.

Modification Summary [View Mod PDF](#)

Modification of Agreement: 1291U4187001
Type of modification: Administrative Mod
Date sent to vendor: 11/07/2017
Description: [CO - please enter the description for this modification; this description will appear on the SF-30 in block 14].

[Exit](#)

3

- 3 This modification response is used for Suspend/Resume Resources, Terminate/Reinstate Resources, Expire, Cancel Agreement, Suspend/Resume Agreements, and Administrative modifications. These types of modifications do NOT require a vendor response and have already been signed by the CO at this point in the process.

Responding to a Modification

Step 1: Review Modification

Agreement Modification Response

Review Modification Apply Resource Changes Sign Modified Agreement Submitted

Modification Summary View Mod PDF

1 Modification of Agreement: AG-8538-B-12-7001
 Type of modification: Standard and/or Extend Modification
 Date sent to vendor: 08/26/2011
 Description: This mod will extend agreement through '08-26-2015'.
 Vendor needs to change attributes for one resource, withdraw one resource, and replace one resource.

Continue Exit

- 1 Review a summary of the modification.
- 2 View a preview PDF of the modification package before your changes are applied.

PREVIEW_11_08_26_12_25_23_AWARD_AG-8538-B-12-7001_VIPR_MOD_01[1].pdf - Adobe Acrobat Pro

File Edit View Window Help

1 / 45 102%

Agreement #: AG-8538-B-12-7001 With Vendor: JDoe Services LLC Page: 1

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NUMBER	PAGE OF PAGE
2. CONTRACT NO. AG-8538-B-12-7001	3. AWARD/EFFECTIVE DATE 08/26/2011 - 08/26/2014	4. ORDER NUMBER	5. SOLICITATION NUMBER AG-8538-S-12-7000	6. SOLICITATION DATE 08/22/2011	
7. FOR SOLICITATION INFORMATION CALL: John Doe		a. NAME	b. TELEPHONE NUMBER (No collect calls) 970-295-5826	8. OFFER DUE DATE LOCAL TIME 08/26/2011	
9. ISSUED BY USDA Forest Service Regional Services John Doe 2150 Centre BLVD Fort Collins, Colorado, 80526		CODE	10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED OR <input checked="" type="checkbox"/> SET ASIDE: <input checked="" type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) NAICS: 5324 <input checked="" type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB) SIZE ST <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> 8(A) \$25.0		
11. DELIVERY FOR FOB DESTINA-		12. DISCOUNT TERMS		13b. RATING	

Responding to a Modification

Step 2: Apply Resource Changes

Agreement Modification Response

Review Modification | **Apply Resource Changes** | Sign Modified Agreement | Submitted

DUNS+4: 1234 (Optional) **1**

[Definitions of the Action options](#)

VIN / Unique ID	Equipment ID	Resource Category	Dispatch Center	Date	Action
765COPIER03 (SUSPEN DED) 2	RL345	Copier	ID-BDC	N/A	<input type="button" value="Set DC & Rates"/> 3 <input type="button" value="Updates to Resource"/> 4 <input type="button" value="No Changes to Resource"/> 4 <input type="button" value="Updates to Resource"/> 4 <input type="button" value="Replace Resource"/> 4 <input type="button" value="Withdraw Resource"/> 4
789COPER03	9KIU8	Copier	ID-BDC	N/A	
890COPIER01	98KOL	Copier	ID-BDC	N/A	<input type="button" value="Set DC & Rates"/> 5 <input type="button" value="Replace Resource"/> 6 With VIN / Unique ID: <input type="button" value="Select VIN / Unique ID"/>

Previous | Continue | Exit

Select DUNS+4 Number

Select a DUNS+4 to associate with this response.

DUNS+4: (Optional)

- None
- 1234
- 124F
- 9876

1 (Optional) If you have a DUNS+4 remit address that you wish to add to or change on your agreement, click the "Select DUNS+4 for Quote" button to select the DUNS+4. (NOTE: You cannot add new DUNS+4 values here → you would need to add the DUNS+4 value in the Edit Company Information wizard and then come back to this mod response to select it.

Resource Comparison

Bold Red text indicates change.

Attribute	Currently Awarded	Apply These Updates
Resource Category	Copier	Copier
Unique ID	765COPIER03	765COPIER03
Equipment ID	RL345	RL345AAA
License #	KJ8K	KJ8KAAA
State (where license issued)	ID	ID
Make	Xerox	Xerox
Model	7898	7898AAA

Choose VIN / Unique ID

Select the VIN / Unique ID of the resource that replace your resource:

- If your resource has been suspended through a previous modification, a "Suspended" label will be highlighted in subsequent modifications to remind you that the resource is suspended; you will be able to select any of the standard four actions (No changes, Updates, Replace, Withdraw) for your suspended resource.
- The Set DC & Rates button will only be enabled for Rollover Modifications and Resource Type Correction mods.
- In the Action column, select the appropriate action that you wish to take with this modification type. NOTE: If you made changes to your resource and those changes disqualify the resource from the agreement, then the only Actions available through a modification will be Replace Resource or Withdraw Resource.
- Click on the Magnifying Glass icon to view the Resource Comparison of your resource information before your change versus after your change. Changes are highlighted in bold, red font.
- If your selection is to "Replace" the resource, you will be asked to select the VIN/Unique ID of the resource that you want to be the replacement for the current resource.

Responding to a Modification

Step 2: Apply Resource Changes (Continued)

The Resource Type Correction modification is a little different than the modification responses for the other mod types that require a vendor response.

My Agreements

If you used the vendor application to submit a quote and you received an award, then those agreements (or modifications to those agreements) will be listed in the table below. Use the Action column to view the agreement or modification or respond to a modification.

NOTE: Agreements or modifications to agreements for non-vendor application resources will NOT appear in the table.

To sort information in the table, click on a column heading, except for the Action column.

[Refresh Agreements Table](#)

Agreement Number	Solicitation Title	Award Date	Award End Date	Last Modified	# Resources	Status	Action
1204N719177001	VIPR I-BPA for Chipper for Region 6 - Pacific Northwest Region (Its)	09/25/2018	09/25/2021		1	Active	
	Resource Type Correction		09/25/2021			Awaiting Vendor Signature	

Agreement Modification Response

Review Modification | **Apply Resource Changes** | Sign Modified Agreement | Submitted

DUNS+4: Select DUNS+4 for Agreement (Optional) [Definitions of the Action options](#)

VIN / Unique ID	Equipment ID	Resource Category	Dispatch Center	Daily Rate	Action
CHIPPER-TEST-ABC	ABC123	Chipper Type 1	OR-BIC	200.00	Select Re-typed Resource

Previous Continue Exit

Agreement Modification Response

Review Modification | **Apply Resource Changes** | Sign Modified Agreement | Submitted

DUNS+4: Select DUNS+4 for Agreement (Optional) [Definitions of the Action options](#)

VIN / Unique ID	Equipment ID	Resource Category	Dispatch Center	Daily Rate	Action
CHIPPER-TEST-ABC	ABC123	Chipper Type 1 (Disqualified)	OR-BIC	200.00	Chipper Type 2 Select Re-typed Resource Set DC & Rates

Previous Continue Exit

Information

You must edit this resource so it qualifies for a different Resource Category before you can retype the resource currently on the agreement.

OK

3 Retype Resource

Select the resource type that will replace your current resource.

Select One
Chipper Type 2

OK Cancel

4 Resource Comparison

Bold Red text indicates change.

Attribute	Currently Awarded	Apply These Updates
Resource Category	Chipper Type 1	Chipper Type 2
Unique ID	CHIPPER-TEST-ABC	CHIPPER-TEST-ABC
Equipment ID	ABC123	ABC123456
License #	123456	123456789234
State (where license issued)	LA	LA
Make	Simpson	Simpson

OK

- 1 The CO only issues the Resource Type Correction modification in special situations. If you have a resource that has been awarded as one type, but is actually a different type within the same resource category (i.e. a Chipper Type 1 is really a Chipper Type 2), then this CO can issue this modification IF they choose to do so. **IMPORTANT: NOT all resource category types qualify for a re-type correction modification. You cannot replace a different resource (different VIN/Unique ID and different type) with your current resource.**
- 2 When you respond to the modification, if your resource attributes have not been changed yet to make it a different type, then you will see this message.
- 3 Select the resource type that will replace your current resource type.
- 4 The Resource Comparison popup displays the resource details for the currently awarded resource type versus the new resource details for the changed resource type. Again, it is the same resource VIN/Unique ID, it is just the resource type and the attributes that have changed.
- 5 With this modification type, you can set the DC and rates for the new resource category type.

Responding to a Modification

Step 3: Sign Modified Agreement and SAM/VIPR Check

The screenshot shows a web form titled "Agreement Modification Response". At the top, there are four tabs: "Review Modification", "Apply Resource Changes", "Sign Modified Agreement" (which is highlighted in yellow), and "Submitted". Below the tabs, the form contains the following elements:

- Modification Signature:** A paragraph of text stating agreement to terms and conditions, followed by a red circle with the number 1.
- Instructions:** A line of text asking the user to check the "I Agree" box and click the "Submit" button.
- I Agree:** A checkbox labeled "I Agree:" with a checkmark, followed by a red circle with the number 3.
- Preview Button:** A button labeled "Preview Modification Response", followed by a red circle with the number 2.
- Submit Button:** A button labeled "Submit", with a red circle with the number 4 and a red line pointing to it from the bottom of the form.
- Footer:** A "Please wait..." indicator, a "Previous" button, a "Submit" button, and an "Exit" button.

- 1 Read the modification signature statement.
- 2 Click the Preview Modification Response button to view the list of resources that will be included in your modification response. Changes made to the resource attributes (through the modification) will be highlighted.
- 3 If you agree with the statement, select the **I Agree** check box.
- 4 After you click the **Submit** button, it may take a few seconds to process your response, so please wait and do not click on any other buttons.
- 5 When you click on the Submit button to respond to a modification, VIPR will check to see...

The screenshot shows an "Error!" dialog box with a red 'X' icon. The text inside reads: "Your company information in VIPR does NOT match your SAM record. Go to the My Company page and click on the 'View/Import from SAM' button to update your information. After the import is complete, you can respond to this modification." There is an "OK" button at the bottom right. A red circle with the number 5 is positioned above the dialog box.

The screenshot shows another "Error!" dialog box with a red 'X' icon. The text inside reads: "Your SAM record is either inactive or expired or you have no record at all in SAM. You must re-activate your SAM record or create a new SAM record. After your record in SAM is active, then go to the My Company page in the vendor application and click on the 'View/Import from SAM' button to update your information in VIPR. Once the import is complete, you can respond to this modification." There is an "OK" button at the bottom right. A red circle with the number 5 is positioned above the dialog box.

- If your company name, DBA, company address (a.k.a. physical address), or mailing address in VIPR matches what is the SAM record associated with the vendor DUNS. If the information in VIPR does not match SAM, then you will be unable to respond to modifications to the agreement. You will need to use the "View/Import from SAM" button on the **My Company** page in the vendor application to import your changes from SAM into VIPR.
- If your SAM record is inactive or has expired. If your SAM record is inactive or expired, you will be unable to respond to modifications to your agreement until you update your SAM record to make it active.

Responding to a Modification

Step 4: Submitted

Agreement Modification Response

Review Modification > Apply Resource Changes > Sign Modified Agreement > **Submitted**

 Your modification response has been successfully submitted.

1

Previous Exit

- 1 Your modification response is successfully submitted.
- 2 Notice the Status of the modified agreement now indicates “Awaiting Contracting Officer Signature.”

VIPR
Virtual Incident Procurement

Logout

Home My Company My Resources My Quotes **My Agreements** Open Solicitations

 **My Agreements**

If you used the vendor application to submit a quote and you received an award, then those agreements (or modifications to those agreements) will be listed in the table below. Use the Action column to view the agreement or modification or respond to a modification.

NOTE: Agreements or modifications to agreements for non-vendor application resources will NOT appear in the table.

To sort information in the table, click on a column heading, except for the Action column.

 Refresh Agreements Table

Agreement Number	Solicitation Title	Award Date	Award End Date	Last Modified	# Resources	Status	Action
AG-91W8-B-13-7001	VIPR I-BPA for Tents for R5 - Pacific Southwest Region (Its)	02/11/2013	02/11/2016	02/11/2013	0	Active	
AG-84M8-B-13-7007	VIPR I-BPA for Copiers for R4 - Intermountain Region (Its)	02/11/2013	02/11/2016	02/11/2013	2	Active	
	Rollover Modification* Response due by 02/12/2013 12:00 a.m. Central		02/11/2016	02/11/2013		2 Awaiting Contracting Officer Signature	 

Responding to a Modification

No Vendor Action: Acknowledgment ONLY

Agreement Number	Solicitation Title	Award Date	Award End Date	Last Modified	# Resources	Status	Action
1291U418T7001	VIPR I-BPA for Chipper for R5 - Pacific Southwest Region (t/s)	11/07/2017	11/07/2020	11/07/2017	0	Suspended Resource in Agreement	
	CO Suspend/Resume Resources		11/07/2020	11/07/2017		Vendor Acknowledgment of Modification	

- 1 If the modification to the agreement does NOT require a vendor signature, you will just be asked to acknowledge the modification (this is not required).

At this point, the CO has already signed the modified agreement.

- 2 Review a summary of the modification.
- 3 View a PDF of the modification package.

Agreement Modification Response

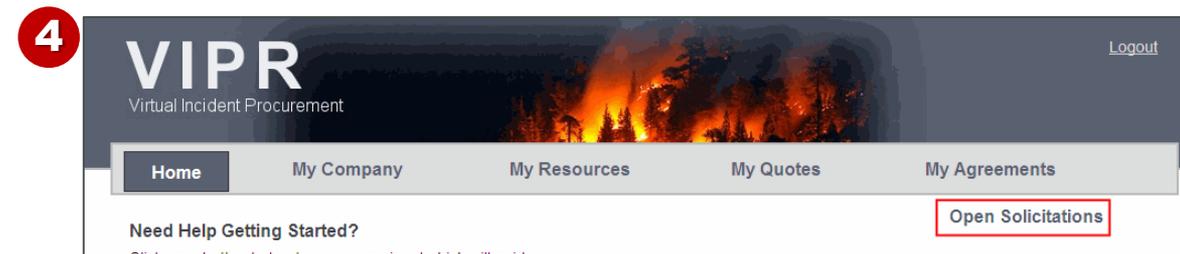
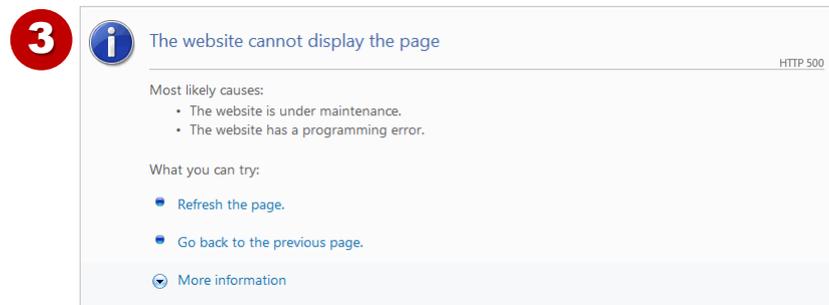
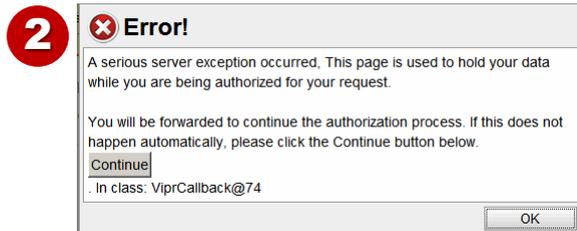
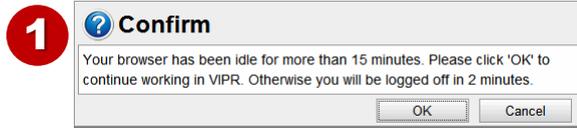
This modification has been signed by the Contracting Officer. If you have any questions or concerns regarding this award, contact the Contracting Officer, otherwise, no further action is required.

Modification Summary [View Mod PDF](#)

Modification of Agreement: 1291U418T7001
Type of modification: CO Suspend/Resume Resources
Date sent to vendor: 11/07/2017
Description: [CO -- please enter the description for this modification; this description will appear on the SF-30 in block 14].

[Exit](#)

Troubleshooting Issues with the Application



- 1 If you have not been working in the vendor application for a while, you may get this time out message.
- 2 If you get this message, click the **Continue** button.
- 3 If you get this message after you clicked the Continue button above, then reload the vendor application URL in your browser to open the application.
- 4 If you are using Internet Explorer 8 and you see formatting issues with the vendor application (i.e. menu item is not in the menu bar, text is overlapping with buttons, and button labels are cut off), the issue may be caused due to an IE setting. While the application will still work, you can try to fix the setting by doing the following:
 - a) In IE, from the menu bar, go to Tools > Compatibility View Settings.
 - b) Clear the “Display intranet sites in Compatibility View” check box.
 - c) Close the dialog box. This should do a refresh and you should no longer see the formatting issues.

Sample of a Resource Form In the Manage Your Resources Wizard

Below is a sample of the type of form fields that a vendor would complete in the Manage Your Resources wizard.

Manage Your Resources

Intended Use > Classify Resource > **Enter Resource Info** > View Summary > Finished

NEW FEATURE: This Resource Group has the ability to copy existing Fuel Tender resources used on previous agreements to be used for your quote submission on a new solicitation. Select an existing resource from the drop-down list and click the Update button to copy the resource information into the form below. New fields will not be automatically populated and must be completed before clicking 'Continue'.

Select a Resource to update

Fuel Tender

* Indicates required fields

Resource Description

*VIN:

*Equipment ID:

*Make:

*Model:

*Model Year:

Resource Location

*Country: USA

*City:

*State:

*Zip Code:

Zip Plus:

Resource Attributes

*Fuel Capacity (gallons):

Resources That Use the Vendor Application: As of VIPR 12.2.1 (Page 1 of 11)

Below is a list of resources that use the vendor application. The information listed for these resources describes the attributes for each type of resource at the time when the resource is being re-solicited. For example, attributes for a 2020 resource, but not necessarily a 2017 resource, are displayed.

[Slide 63:](#)

- Chipper
- Clerical Support Unit
- Communications Unit
- Crew Carrier Bus

[Slide 64:](#)

- Dozer
- Engine
- Excavator
- Faller

[Slide 65:](#)

- Feller Buncher
- Fuel Tender
- Generic

[Slide 66:](#)

- GIS Unit
- Gray Water Truck
- Handwashing Station (Trailer Mounted)
- Helicopter Operations Support Unit
- Mechanic with Service Truck – Auto/Truck

[Slide 67:](#)

- Mechanic with Service Truck – Heavy Equipment
- Mobile Laundry Unit
- Mulcher/Masticator – Boom Mounted
- Passenger Vehicle

[Slide 68:](#)

- Portable Toilet
- Potable Water Truck
- Pumper Cat
- Refrigerated Trailer

[Slide 69:](#)

- Road Grader
- Skidder
- Skidgine

[Slide 70:](#)

- Softtrack
- Strip Mulcher/Masticator
- Tent Canopy
- Tent System (Yurt)

[Slide 71:](#)

- Tractor Plow
- Transport
- Truck

[Slide 72:](#)

- Water Tender (Support)
- Water Tender (Tactical)
- Weed Washing Unit

Resources That Use the Vendor Application: As of VIPR 12.2.1 (Page 2 of 11)

All resources are required to have a VIN, Unique ID, or Serial Number; Equipment ID; and Resource Location (City, State, and Zip Code). All required attributes will have a red asterisk on the resource form in the vendor application.

Resource	Attributes	
Chipper	Unique ID Make Model Model Year Configuration (Self-Propelled or Tow-Behind)	Mulching Capability Vendor Provides 2-Person Crew (Yes/No) Boom Feed (Yes/No) In-Feed Mechanism that operates in forward, reverse, and stop modes (Yes/No)
Clerical Support Unit	VIN Make (optional) Model (optional)	Model Year (optional) Length of Unit (feet) Width of Unit (feet)
Communications Unit	VIN Make Model Model Year	Length of Unit (feet) Width of Unit (feet) Is resource equipped with external Internet capability? (Yes/No)
Crew Carrier Bus	VIN Make Model Model Year Passenger Capacity DOT Operating Authority? (Yes/No)	Bus has internal storage area for equipment/gear? (Yes/No) Bus is equipped with exterior boxes meeting flammable storage requirements? (Yes/No) All of the original emergency exits that were required when the bus was manufactured are in working order? (Yes/No)

Resources That Use the Vendor Application: As of VIPR 12.2.1 (Page 3 of 11)

All resources are required to have a VIN, Unique ID, or Serial Number; Equipment ID; and Resource Location (City, State, and Zip Code). All required attributes will have a red asterisk on the resource form in the vendor application.

Resource	Attributes	
Dozer	Serial Number Make Model Model Year Min Flywheel Horsepower Min Operating Weight in LBS Blade Type [Straight/U Blade-no hydraulic tilt, Angle-no hydraulic tilt, Straight/U Blade-with hydraulic tilt, Angle-with hydraulic tilt, 6-Way Hydraulic (PAT)]	Winch (Yes/No) Grapple (Yes/No) Ripper (Yes/No) Low Ground Pressure (Yes/No) Do you have enough employees for a double shift? (Yes/No)
Engine	VIN Make Model Model Year Capacity – Gallons Hauled (water) Gallons Per Minute (gpm) Pump Performance (psi)	Gross Vehicle Weight Rating (gvwr) Foam Proportioner System (Automatic Regulating Proportioner, Manually Regulated Proportioner) CAFS (Yes/No) All-Wheel Drive (Yes/No) Do you have enough employees for a double shift? (Yes/No)
Excavator	Serial Number Make Model Model Year Min Flywheel Horsepower Min Operating Weight in LBS	Clamshell Bucket (Yes/No) Up Down Blade or Dozer Blade (Yes/No) Steep Ground Excavator (Yes/No) Do you have enough employees for a double shift? (Yes/No)
Faller	Unique ID	Configuration (Single Faller or Faller Module)

Resources That Use the Vendor Application: As of VIPR 12.2.1 (Page 4 of 11)

All resources are required to have a VIN, Unique ID, or Serial Number; Equipment ID; and Resource Location (City, State, and Zip Code). All required attributes will have a red asterisk on the resource form in the vendor application.

Resource	Attributes	
Feller Buncher*	Serial Number Make Model Model Year Capacity (horsepower)	Carrier Type (Rubber Tired Wheeled or Track Mounted) Cutting Head (Bar Saw, Rotating Disc Saw, Harvester Head) Does the parent machine have the ability to level the cab? (Yes/No) Greater than 22 inch cutting capacity? (Yes/No)
Fuel Tender	VIN Make Model	Model Year Fuel Capacity (gallons)
Generic**	Unique ID Make – optional	Model – optional Description*

**For 2018 MISCELLANEOUS HEAVY EQUIPMENT RESOURCES: Vendors who are submitting quotes for 2018 Miscellaneous Heavy Equipment resources MUST enter the VIN or serial number of the parent machine in the field for “Serial Number” within the Resource Info, not the serial number for the attachment. This standard applies regardless of how the machine is configured, modified, or powered.*

***Generic resources are used for various local equipment and services not listed on the National Solicitation Plan for I-BPAs, but may be identified on the Method of Hire (MOH) chart located in the [Interagency Incident Business Management Handbook \(IIBMH\)](#). For details about equipment requirements for a generic resource, you will need to review D02 Equipment Requirements – Generic in the specific generic solicitation you wish to use your generic resource for.*

Resources That Use the Vendor Application: As of VIPR 12.2.1 (Page 5 of 11)

All resources are required to have a VIN, Unique ID, or Serial Number; Equipment ID; and Resource Location (City, State, and Zip Code). All required attributes will have a red asterisk on the resource form in the vendor application.

Resource	Attributes	
GIS Unit	VIN Make Model Model Year	Length of Unit (feet) Width of Unit (feet) Number of Computer Workstations Number of Other Workstations
Gray Water Truck	VIN Make Model	Model Year Water Capacity (gallons hauled) Pump Type (Centrifugal (Drafting) or Vacuum)
Handwashing Station (Trailer Mounted)	VIN Make Model	Model Year Number of Sinks
Helicopter Operations Support Unit	VIN Make	Model Model Year
(MWST) Heavy Equipment Mechanic with Service Truck	Unique ID Mechanic's First Name Mechanic's Last Name Operator Experience (years)	ASE Certification (Both Truck and Auto Master, Truck Master Only, AutoMaster Only, 5 or more certificates, or None) Vocational School or Manufacturer Diesel/Heavy Equipment Mechanic Certificate (N/A, No, or Yes) Truck is equipped with a Mechanic's Service Crane (check box)

Resources That Use the Vendor Application: As of VIPR 12.2.1 (Page 6 of 11)

All resources are required to have a VIN, Unique ID, or Serial Number; Equipment ID; and Resource Location (City, State, and Zip Code). All required attributes will have a red asterisk on the resource form in the vendor application.

Resource	Attributes	
(MWST) Auto/Truck Mechanic with Service Truck	Unique ID Mechanic's First Name Mechanic's Last Name Operator Experience (years) ASE Certification (Both Truck and Auto Master, Truck Master Only, AutoMaster Only, 5 or more certificates, or None)	EVT Certificate Level (N/A, Master, Level 2, Level 1, or None) Fire Apparatus Mechanic Experience (years) (N/A, 0-4, or 5+)
Mobile Laundry Unit	Unique ID	Production Capacity Single Load Capability (Yes/No)
Mulcher/Masticator – Boom Mounted*	Serial Number* Make Model Model Year Carrier Type (Rubber Tired (Wheeled), Track Mounted)	Flywheel Horsepower Does the parent machine have the ability to level the cab? (Yes/No)
Passenger Vehicle	VIN Make Model Model Year	Vehicle Type (SUV-Large [seats 6 or more], SUV-Small [seats 5], Passenger Van [seats 7 or more]) Passenger Capacity All-Wheel Drive/4-Wheel Drive (Yes/No)

** For 2018 MISCELLANEOUS HEAVY EQUIPMENT RESOURCES: Vendors who are submitting quotes for 2018 Miscellaneous Heavy Equipment resources MUST enter the VIN or serial number of the parent machine in the field for "Serial Number" within the Resource Info, not the serial number for the attachment. This standard applies regardless of how the machine is configured, modified, or powered.*

Resources That Use the Vendor Application: As of VIPR 12.2.1 (Page 7 of 11)

All resources are required to have a VIN, Unique ID, or Serial Number; Equipment ID; and Resource Location (City, State, and Zip Code). All required attributes will have a red asterisk on the resource form in the vendor application.

Resource	Attributes	
Portable Toilet	Unique ID Number of Toilets	Number of Wheelchair Accessible Toilets Number of Handwash Stations
Potable Water Truck	VIN Make Model	Model Year Water Capacity (gallons hauled) Pump, Food Grade (Yes/No)
Pumper Cat	Serial Number Make Model Model Year Capacity – Gallons Hauled (water) Flywheel Horsepower Foam Proportioner System (Automatic Regulating Proportioner, Manually Regulated Proportioner, None)	Blade Type (Straight/U Blade-no hydraulic tilt, Angle-no hydraulic tilt, Straight/U Blade-with hydraulic tilt, Angle-with hydraulic tilt, 6-Way Hydraulic [PAT]) Winch (Yes/No) Grapple (Yes/No) Do you have enough employees for a double shift? (Yes/No)
Refrigerated Trailer	VIN Make Model	Model Year Length (in feet) Movable Partition (Yes/No)

Resources That Use the Vendor Application: As of VIPR 12.2.1 (Page 8 of 11)

All resources are required to have a VIN, Unique ID, or Serial Number; Equipment ID; and Resource Location (City, State, and Zip Code). All required attributes will have a red asterisk on the resource form in the vendor application.

Resource	Attributes	
Road Grader*	Serial Number Make Model	Model Year Capacity (horsepower) Mold Board (length)
Skidder*	Serial Number Make Model	Model Year Capacity (horsepower) Configuration (Grapple or Winch)
Skidgine	Serial Number Make Model Model Year Capacity – Gallons Hauled (water)	Foam Proportioner System (Automatic Regulating Proportioner, Manually Regulated Proportioner, None) Monitor (Yes/No) Winch (Yes/No) Grapple (Yes/No) Detachable Tank (Drop Tank Skidgine) (Yes/No) Do you have enough employees for a double shift? (Yes/No)

**For 2018 MISCELLANEOUS HEAVY EQUIPMENT RESOURCES: Vendors who are submitting quotes for 2018 Miscellaneous Heavy Equipment resources MUST enter the VIN or serial number of the parent machine in the field for "Serial Number" within the Resource Info, not the serial number for the attachment. This standard applies regardless of how the machine is configured, modified, or powered.*

Resources That Use the Vendor Application: As of VIPR 12.2.1 (Page 9 of 11)

All resources are required to have a VIN, Unique ID, or Serial Number; Equipment ID; and Resource Location (City, State, and Zip Code). All required attributes will have a red asterisk on the resource form in the vendor application.

Resource	Attributes	
Softtrack	Serial Number Make Model Model Year Capacity – Gallons Hauled (water)	Foam Proportioner System (Automatic Regulating Proportioner, Manually Regulated Proportioner, None) Monitor (Yes/No) Winch (Yes/No) Do you have enough employees for a double shift? (Yes/No)
Strip Mulcher/Masticator*	Serial Number Make Model	Model Year Carrier Type (Rubber Tired Wheeled or Track Mounted) Flywheel Horsepower
Tent Canopy	Unique ID Make (optional) Model (optional) Model Year (optional) Square Footage	Number of Units Screen (External) Walls (optional) Side (External) Walls (optional) Divider (Interior) Walls (optional)
Tent System (Yurt)	Unique ID Make (optional) Model (optional) Model Year (optional) Square Footage	Number of Units Vestibule Connector (optional) Screen (External) Walls (optional) Divider (Interior) Walls (optional)

**For 2018 MISCELLANEOUS HEAVY EQUIPMENT RESOURCES: Vendors who are submitting quotes for 2018 Miscellaneous Heavy Equipment resources MUST enter the VIN or serial number of the parent machine in the field for "Serial Number" within the Resource Info, not the serial number for the attachment. This standard applies regardless of how the machine is configured, modified, or powered.*

Resources That Use the Vendor Application: As of VIPR 12.2.1 (Page 10 of 11)

All resources are required to have a VIN, Unique ID, or Serial Number; Equipment ID; and Resource Location (City, State, and Zip Code). All required attributes will have a red asterisk on the resource form in the vendor application.

Resource	Attributes	
Tractor Plow	Serial Number Make Model Model Year Flywheel Horsepower Blade Type [Straight/U Blade-no hydraulic tilt, Angle-no hydraulic tilt, Straight/U Blade-with hydraulic tilt, Angle-with hydraulic tilt, 6-Way Hydraulic (PAT)] Winch (Yes/No)	Grapple (Yes/No) Ripper (Yes/No) Low Ground Pressure (Yes/No) Plow Type (Standard pull behind plow, Swing axle plow, 3 pointed hitch mounted to the rear of the tractor) Plow Depth Plow Width Do you have enough employees for a double shift? (Yes/No)
Transport	VIN Make Model (optional) Model Year (optional)	What is the carrying capability for the transport (and trailer)? Do you have enough employees for a double shift? (Yes/No)
Truck	VIN Make Model Model Year GVWR	Bed Type (Conventional box bed or Flatbed w/ Stakesides) Bed Length All-Wheel Drive/4-Wheel Drive (Yes/No) Dump/Tilt Box (Yes/No) Lift Gate (Yes/No)

Resources That Use the Vendor Application: As of VIPR 12.2.1 (Page 11 of 11)

All resources are required to have a VIN, Unique ID, or Serial Number; Equipment ID; and Resource Location (City, State, and Zip Code). All required attributes will have a red asterisk on the resource form in the vendor application.

Resource	Attributes	
Water Tender (Support)	VIN Make Model Model Year Capacity – Gallons Hauled (water) Suspension (Tandem Axle with Air Bag Suspension, Tandem Axle with Vocational Duty Suspension, Single Rear Axle, Single Rear Axle with Locking Differential)	Spray Bar Configuration (Gravity Front and Rear, Gravity Front or Rear, N/A, Pressure Front and Rear, Pressure Front or Rear) All-Wheel Drive (Yes/No) Do you have enough employees for a double shift? (Yes/No)
Water Tender (Tactical)	VIN Make Model Model Year Capacity – Gallons Hauled (water) Suspension (Tandem Axle with Air Bag Suspension, Tandem Axle with Vocational Duty Suspension, Single Rear Axle, Single Rear Axle with Locking Differential)	Spray Bar Configuration (Gravity Front and Rear, Gravity Front or Rear, N/A, Pressure Front and Rear, Pressure Front or Rear) Foam Proportioner System (Automatic Regulating Proportioner, Manually Regulated Proportioner, N/A) Monitor (Manual, N/A, None, Remote) All-Wheel Drive (Yes/No) Do you have enough employees for a double shift? (Yes/No)
Weed Washing Unit	Unique ID Make (optional)	Model (optional) Model Year (optional)

Key Links and Help

- Link to log into the VIPR Vendor Application:
<https://apps.fs.usda.gov/vipr/vendor/>
- Important information about the VIPR Vendor Application:
<https://www.fs.fed.us/business/incident/vendorapp.php>
- Online Help for Vendor Application (accessible from within the application):
<https://www.fs.fed.us/business/incident/static/onlinehelp/Default.htm>
- Vendor Application FAQs:
<https://www.fs.fed.us/business/incident/faq.php>
- Forest Service Incident Procurement VIPR Web site:
<https://www.fs.fed.us/business/incident/>
- VIPR Web site:
<https://www.fs.fed.us/business/incident/vipr.php>
- VIPR Help Desk:
 - Email - IIA-HelpDesk@fs.fed.us
 - Phone - (866) 224-7677 (press option 3 for VIPR)
 - Web site - <https://iia-hd.peckham-enclave.us/>
- eAuth Team:
 - eAuth Home page - <https://www.eauth.usda.gov/home/>
 - Phone - 1-800-457-3642 (select option #1)
 - Email - eAuthHelpDesk@usda.gov
 - Register online - <https://www.eauth.usda.gov/eauth/b/usda/registration>