



USDA FOREST SERVICE INCIDENT PROCUREMENT

Fact Sheet: Incident Agreement Updates for Agency Vendors

Thank you for your interest in doing business with the Forest Service!

The relationship between the Forest Service and its vendors, who play a key role in assisting the agency in delivering its mission, is very important to us. Keeping you informed of upcoming changes to incident agreement processes is just one way that we hope to enhance our relationship. This fact sheet is designed to provide information you'll need if you're interested in doing business with the Forest Service in 2009. A number of important changes are coming, and we want you to be ready!

Competitive Solicitations

The Forest Service has issued competitive solicitations for a variety of equipment over the past several years to meet incident support needs, in an effort to develop national standards and increase consistency in specifications. To date, solicitations for eight equipment categories (e.g. engines, water tenders, fallers, GIS units, etc) have been developed and issued by the Regions, for those categories that the Regions frequently use in support of local incidents. Competitive solicitations for other commonly used equipment will be developed and issued over the next few years. An updated schedule, outlining the plan and timeframes for specific types of equipment agreements, will be posted to the Incident Procurement website.

Performance Evaluations

Starting in 2008, and continuing into 2009 and beyond, performance evaluations for vendors with equipment agreements are being entered into the National Institutes of Health (NIH) Contractor Performance System (CPS). Vendors must register in CPS, at <https://cps.nih.gov/>, if they want to review and respond to their performance evaluations.

Virtual Incident Procurement (VIPR) System

The VIPR system is a web-based incident procurement system that will replace and expand the Equipment and Training Inventory System (EaTIS), which was piloted by some FS Regions from 2006-2008. VIPR will enable vendors to electronically submit their offers in response to competitive solicitations, and will include electronic signature capabilities.

To use VIPR, vendors with existing competitive incident agreements and vendors submitting offers for 2009 competitive equipment solicitations will need to complete the requirements listed under "Getting Started," on the second page of this Fact Sheet. Most existing FS vendors will have already completed these items, with the exception of Level 2 eAuthentication accounts. This is a new requirement for 2009. Vendors are required to obtain their Level 2 eAuthentication account prior to the 2009 fire season. Information on how and when to use VIPR will be included in all competitive preseason incident solicitations. VIPR training, tips, and implementation timelines will be updated regularly on the Incident Procurement website.

RESOURCES:

Forest Service Incident Procurement website:

<http://www.fs.fed.us/business/incident/>

Or contact your **AQM Field Contracting Officer**.

A list of contacts can be found at: <http://www.fs.fed.us/business/incident/contacts.php>



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Fact Sheet: Incident Agreements - Requirements for Doing Business with the FS

This section provides overview information only. More specific information, including links to pertinent websites, is posted to the **Incident Procurement website**.

1

Obtain an email address. A valid email address is required to register with DUNS, CCR, and eAuthentication.

2

Obtain a D-U-N-S® Number. The Data Universal Number System (DUNS) provides each business with a uniquely identifiable number, and is required by many systems.

3

Obtain an IRS TIN. For invoicing, payment, and tax purposes, you must have a Taxpayer Identification Number (TIN), as required by the Internal Revenue Service (IRS).

4

Register with CCR. Vendors must register their business in the Central Contractor Registration (CCR), and validate the registration annually. Be sure to use the TIN and DUNS that you created in #2 & #3 (above) in CCR.

5

Register with the Contractor Performance System (CPS). Contractor performance evaluations will be entered in the National Institutes of Health Contractor Performance System (NIH-CPS). In order to review and respond to your performance evaluations, you will need to register in CPS. To register, go to <http://cps.od.nih.gov>; once there, click on "Contractor Information" tab and follow the links/instructions.

6

Register for a Level 2 USDA eAuthentication account. The Level 2 eAuthentication account will be required for vendors using VIPR in 2009. It enables e-signature of preseason incident agreements.

7

Register at FedBizOpps (FBO) and watch for business opportunities. Competitive solicitations for incident support, issued by the FS, will be posted to FBO. FBO provides you with government-wide business opportunities. Every solicitation is different, so read each one carefully for instructions on how to submit your bids or proposals.