(Agency/Unit Name Here)

Interagency Incident Management

SERVICE & SUPPLY PLAN Template

*(Intended for interagency dispatch center use)*

Date

**TABLE OF CONTENTS**

[SECTION 1: Acquisition Contact Information 2](#_Toc454204962)

[XXX AQM Dispatch Area Procurement Organization 2](#_Toc454204963)

[Additional Acquisition Support – Micro-purchase Level 2](#_Toc454204964)

[SECTION 2: Agency, Local and/or Regional Incident Business Operating Guidelines 3](#_Toc454204965)

[SECTION 3: Agency Procurement Restrictions, Prohibitions, and Mandates 4](#_Toc454204966)

[SECTION 4: Agency Policies & Agreements 5](#_Toc454204967)

[SECTION 5: Roles and Responsibilities 6](#_Toc454204968)

[AQM 6](#_Toc454204969)

[Purchaser 6](#_Toc454204970)

[Dispatch and/or Expanded Dispatch: 6](#_Toc454204971)

[Local Cache: 6](#_Toc454204972)

[Incident Finance (Forest Service): 6](#_Toc454204973)

[IBA/IBS: 6](#_Toc454204974)

[SECTION 6: Agency Information & Contacts 7](#_Toc454204975)

[SECTION 7: Vendor Listing – IBPA/Incident only EERA 8](#_Toc454204976)

[SECTION 8: Vendor Listing – Open Market Sources 9](#_Toc454204977)

[SECTION 9: Vendor Listing – Emergency Service Providers 10](#_Toc454204978)

[SECTION 10: Vendor Listing – Land, Facility, Other 11](#_Toc454204979)

[SECTION 11: Other Agency Contracts/Agreements 12](#_Toc454204980)

[SECTION 12: Forms & Links 13](#_Toc454204981)

# SECTION 1: Acquisition Contact Information

XXX Dispatch Center AQM

## XXX AQM Dispatch Area Procurement Organization

| NAME | TITLE | WORK PHONE | CELL | LOCATION |
| --- | --- | --- | --- | --- |
| Bear, Smokey | Purchasing Lead | xxx-xxx-xxxx | xxx-xx-xxxx | Forest |
| Support Staff |  |  |  |  |
| Support Staff |  |  |  |  |

## Additional Acquisition Support – Micro-purchase Level

## 

(Type 3-5 fires to be coordinated by XXX)

| NAME | TITLE | WORK PHONE | CELL | LOCATION |
| --- | --- | --- | --- | --- |
| Bear, Smokey | Purchasing Lead | xxx-xxx-xxxx | xxx-xxx-xxxx | Forest |
| Support Staff |  |  |  |  |
| Support Staff |  |  |  |  |

# SECTION 2: Agency, Local and/or Regional Incident Business Operating Guidelines

Place any Agency, Local and/or Regional incident business operating guidelineshere.

# SECTION 3: Agency Procurement Restrictions, Prohibitions, and Mandates

If procurement restrictions, prohibitions, and mandates are identified in a regional/agency/interagency business operations guide, reference location(s) of them here (on in links in section 12).

If procurement restrictions, prohibitions and mandates are not identified in the above documents, here are some suggested inclusions.

* Restricted Items (see federal agency acquisition links in section 12):
* Incident Replacement
* Agency Owned Fleet Vehicle Repairs
* Agency Recycling Requirements

# SECTION 4: Agency Policies & Agreements

* Geographic Area Equipment Rates – IIBMH Chapter 20, Geographic area Supplements
* Incident Sign Ordering Protocols
* Driver’s License requirements – agency specific
* Meals and Lodging provided in lieu of fire camp (use clause in EERA as documentation for open procurement of meals/lodging).
* Rental Cars
* Geographic Area Supplemental Food Policy (may restrict national policy).
* Geographic Area Administratively Determined (AD) Exception Position Rates.
* Per Diem & M&IE breakdown for local area – CONUS (see link to per diem rates in section 12).
* Land Use Agreements.
* National Buying Team Protocols and Guide (see link in section 12).
* Use of Charge Cards as Payment Instruments.

# SECTION 5: Roles and Responsibilities

## AQM

* Provide oversight and expertise for extended attack incidents, based on incident needs; ensuring micro-purchasers are adequately supported
* Provide CO support for incident only EERAs and LUAs

## Purchaser

* Communicates issues of concern to IBA/IBS as soon as issue occurs
* Documents cost to the incident for purchases utilizing the National Buying Team Protocols, spreadsheet and file structure

## Dispatch and/or Expanded Dispatch:

* Provide procedures for local and geographic cache ordering
  + Provide a blocks of S#s for regional cache ordering and/or local purchases
* Submits orders for items not under agreement to BUYT or AQM support personnel
* Follows Dispatch SOPs for filling resource orders using DPL or competitive resource lists

## Local Cache:

* Local warehouse inventory of non-cache items such as chairs, fax machines, phones, trailers, etc.

## Incident Finance (Forest Service):

* Communicate and coordinate with BUYT or AQM support personnel for Land Use Agreements
* Work closely with BUYT or AQM support personnel to process and track payments appropriately
* Communicate with BUYT or AQM support personnel to track costs to incident

## IBA/IBS:

* Ensure orders are being properly placed and filled for items not under agreement
* Provide oversight for items requiring approval (e.g. incident replacement of non-standard cache items)

**NOTE:** The IBA/IBS, designated AQM Lead and Dispatch Center Manager should collaborate to recommend to the Agency Administrator whether to order a national buying team based on the following criteria:

* A Type 1 or long Type 2 IMT is in place or has been ordered,
* The AQM zone is exceeding its capacity,
* There are multiple fires within the zone, or
* Activity is expected to escalate

# SECTION 6: Agency Information & Contacts

* Agency telephone directory (will be available through host unit)
* Agency map (will be available through host unit)
* Geographic Area and Cooperating Agency Incident Business Websites (see links in section 12)
* Hiring procedures and contact list for AD or non-fire personnel.

# SECTION 7: Vendor Listing – IBPA/Incident only EERA

NOTE: Suggest using Excel spreadsheets for listings in sections 7-10 for better sorting and searching capabilities.

**Ordering Instructions:** Per AQM direction, dispatch priority lists (DPL) and competitive resource lists (RL) will be followed for the utilization and processing of all solicited agreements. In the event that specialized equipment not under a competitively awarded agreement is needed, the IMT or IC will coordinate with Dispatch to arrange for the BUYT or AQM support personnel to establish incident onlyEERA agreements. Incident only EERAs are only valid for the specified incident.

(see links to VIPR and regional and/or local contracts and agreements in section 12).

Add in any available regional/state/local vendor listings

* R6 ITeam is a source list for resources not in VIPR which is available to contracting officers.
* If available, retain a copy of past EERA information for reference. This can be useful in knowing past assignments and payments.

# SECTION 8: Vendor Listing – Open Market Sources

Provide an index of often used or unique items not readily found via phone book or internet search, etc. The index provided here is a general idea of what information is contained in the Open Market Vendor Lists. Due to concerns over PII, the actual vendor lists will be securely stored in Dispatch, with AQM and Incident Business Specialists retaining copies.

Example of open market items are:

* Automotive parts/service/repair
* Building supplies
* Boat rental
* Camping/sporting goods
* Chain Saw supplies
* Dentists/Eye doctor
* Heavy Equipment parts/service/repair
* Electronic parts and supplies (copy service, copy machine rental, ink, plotter, plotter supplies)
* Fork Lift Rental
* Fuel gas/diesel/oil/propane
* Farm supplies seed/straw
* Garbage Services
* Ice
* Irrigation supplies
* Laundry service
* Mystery oil disposal (30-55 gallon drums)
* Road maintenance sand/gravel
* Septic service
* Telephone service
* Utilities
* Water bottled and potable water sources

Elements to include in Open Market Vendor Listings:

* Supply Item (name/type)
* Vendor (source)
* Contact Number
* After hours contact number
* Contact Name
* Remarks
* Payment Method

# SECTION 9: Vendor Listing – Emergency Service Providers

Elements to include in an Emergency Service Provider Listing:

* Medical Facility (name)
* Latitude and Longitude and FAA registered heliport
* Address
* Contact Numbers (administrative and emergency) and email
* Billing Contact
* Remarks
* Local unit process and procedures for notifications

# SECTION 10: Vendor Listing – Land, Facility, Other

When seeking areas needed for incident use, priority for LUAs should be State, Federal, or Cooperator lands prior to looking for private lands. LUAs must be completed prior to any incident use of the identified land/facility.

* If available copies of prior LUAs should be made available for reference. This can be useful in knowing past assignments and payments.
  + Include space for special information such as remarks, comments and notes about the agreement and/or facility. (i.e. does not include campground showers, sprinklers must be turned on/off every 3 days, this requires a board decision that needs 3 days of lead time, etc.).

# SECTION 11: Other Agency Contracts/Agreements

Place other state and local contracts/agreements and Annual Operating Plans here.

# SECTION 12: Forms & Links

[National Interagency Buying Team Guide: http://www.nwcg.gov/sites/default/files/products/buying\_guide.pdf](National%20Interagency%20Buying%20Team%20Guide:%20http://www.nwcg.gov/sites/default/files/products/buying_guide.pdf)

[Buying Team Tool Kit: http://www.fs.fed.us/business/incident/teamtoolkit.php](http://www.fs.fed.us/business/incident/teamtoolkit.php)

[National Mobilization Guide: http://www.nifc.gov/nicc/mobguide/2015\_Mobilization\_Guide.pdf](http://www.nifc.gov/nicc/mobguide/2015_Mobilization_Guide.pdf)

[National Standards for Fire and Fire Aviation Operations: http://www.nifc.gov/PUBLICATIONS/redbook/2015/RedBookAll.pdf](http://www.nifc.gov/PUBLICATIONS/redbook/2015/RedBookAll.pdf)

[Interagency Incident Business Management Handbook: http://www.nwcg.gov/sites/default/files/products/pms902.pdf](http://www.nwcg.gov/sites/default/files/products/pms902.pdf)

[Incident Business Committee Resources: http://www.nwcg.gov/committees/incident-business-committee/resources](http://www.nwcg.gov/committees/incident-business-committee/resources)

Geographic Area and Cooperating Agency Incident Business Websites:

* Examples:
  + [GB: http://gacc.nifc.gov/egbc/business.php](http://gacc.nifc.gov/egbc/business.php)
  + [NR: http://www.fs.fed.us/r1/fire/nrcg/Committees/business\_committee.htm](http://www.fs.fed.us/r1/fire/nrcg/Committees/business_committee.htm)
  + [MT-DNRC: http://www.dnrc.mt.gov/forestry/Fire/Business/default.asp](http://www.dnrc.mt.gov/forestry/Fire/Business/default.asp)
  + [ID-IDL: http://www.idl.idaho.gov/bureau/firemgt.htm](http://www.idl.idaho.gov/bureau/firemgt.htm)
  + [WY-TDC: http://gacc.nifc.gov/gbcc/dispatch/wy-tdc/fire-business.php](http://gacc.nifc.gov/gbcc/dispatch/wy-tdc/fire-business.php)
  + Add yours here….

[National Mobile Food Services Contract: http://www.fs.fed.us/fire/contracting/food/food\_contract.pdf](http://www.fs.fed.us/fire/contracting/food/food_contract.pdf)

[National Mobile Shower Facilities Contract: http://www.fs.fed.us/fire/contracting/shower/shower\_contract.pdf](http://www.fs.fed.us/fire/contracting/shower/shower_contract.pdf)

[Dispatch Priority Lists (DPL's): http://www.fs.fed.us/business/incident/dispatch.php](http://www.fs.fed.us/business/incident/dispatch.php)

[Per Diem Rates: http://www.gsa.gov/portal/content/104877](http://www.gsa.gov/portal/content/104877)

[Meals and Incidentals Breakdown: http://www.gsa.gov/portal/content/101518](http://www.gsa.gov/portal/content/101518)

[2016 National Interagency Radio Support (NIRS): http://www.nifc.gov/NIICD/docs/2016\_NIRSC\_Users\_Guide.pdf](http://www.nifc.gov/NIICD/docs/2016_NIRSC_Users_Guide.pdf)

[NICC Reference Materials Page: http://www.nifc.gov/nicc/logistics/references.htm](http://www.nifc.gov/nicc/logistics/references.htm)

NFES Catalog

[Part 1: http://www.nwcg.gov/nwcg-nfes-catalog-part-1-fire-supplies-and-equipment](http://www.nwcg.gov/nwcg-nfes-catalog-part-1-fire-supplies-and-equipment)

[Part 2: http://www.nwcg.gov/nwcg-nfes-catalog-part-2-publications](http://www.nwcg.gov/nwcg-nfes-catalog-part-2-publications)

[Fillable Ordering Form: http://www.nwcg.gov/sites/default/files/nwcg-catalog-orderform-fillable.pdf](http://www.nwcg.gov/sites/default/files/nwcg-catalog-orderform-fillable.pdf)

[Credit Card Form: http://www.nwcg.gov/sites/default/files/CreditCardForm-fillable.pdf](http://www.nwcg.gov/sites/default/files/CreditCardForm-fillable.pdf)

[Ordering Procedures: http://www.nwcg.gov/sites/default/files/OrderingProcedures.pdf](http://www.nwcg.gov/sites/default/files/OrderingProcedures.pdf)

[Forest Service Acquisition Management Incident Internet Homepage: http://www.fs.fed.us/business/incident/](http://www.fs.fed.us/business/incident/)

[BLM Acquisition Handbook: http://www.blm.gov/nils/AQ\_handbook/h-2100-1/handbook-toc.htm](http://www.blm.gov/nils/AQ_handbook/h-2100-1/handbook-toc.htm)

[Forest Service Acquisition Management Incident Procurement Intranet Homepage: http://fsweb.wo.fs.fed.us/aqm/](http://fsweb.wo.fs.fed.us/aqm/) (click on Incident Procurement, click on Buying Teams)

[FS Incident Business Practices Website: http://www.fs.fed.us/fire/ibp/](http://www.fs.fed.us/fire/ibp/)

[National Response Plan: http://www.dhs.gov/xlibrary/assets/NRP\_Brochure.pdf](http://www.dhs.gov/xlibrary/assets/NRP_Brochure.pdf)

[DOI Casual Payment Center (forms): http://www.nifc.gov/programs/cpc\_forms.html](http://www.nifc.gov/programs/cpc_forms.html)

[Federal Travel Regulation Homepage: http://www.gsa.gov/portal/content/104790](http://www.gsa.gov/portal/content/104790)

[GSA Global Link: https://www.gsaglobalsupply.gsa.gov/advgsa/main\_pages/start\_page.jsp?store=FSS](https://www.gsaglobalsupply.gsa.gov/advgsa/main_pages/start_page.jsp?store=FSS)

[GSA Advantage Link: http://www.gsaadvantage.gov](http://www.gsaadvantage.gov/)

[USDA Advantage Link: https://usdaadvantage.gsa.gov/advgsa/advantage/main/start\_page.do?store=USDA](https://usdaadvantage.gsa.gov/advgsa/advantage/main/start_page.do?store=USDA)