1) Incident Management Team member(s) responsible for computer orders will notify Dispatch of the need for computer/printers and complete the Technology Order form.

2) Upon receipt of an order for Computer Rentals, Dispatch shall forward the request, along with a Resource Order as official documentation, to one of the following Points of contact listed below. **No orders can be placed directly by Dispatch under the terms of this Incident Only agreement.** Vendor shall receive orders only from the following, and request clarification at each order that the ordering point of contact is a government employee with the required warrant authority to enter into an agreement.
   a. Buying Team Member.
   b. Purchasing Agent or Contracting Officer assigned to the respective Service Area for which the incident is taking place.
   c. When the aforementioned points of contact are unavailable or unreachable, Dispatch may call the following ordering points of contact for assistance:
      i. Lydia Moore-Ward, **Lydia.Moore-Ward@usda.gov**, 626-201-4904 (work cell), 916-640-1218 (work phone).
      ii. Matthew Gagnon, **Matthew.Gagnon@usda.gov**, 530-249-2995 (work cell), 916-640-1133 (work phone).

3) Each Resource Order shall contain the following information:
   a. Resource Order number (i.e., “S-number”)
   b. Fire name
   c. Fire number
   d. Location of the fire
   e. Quantity and items being requested and estimated shipping costs to and from the Incident
   f. Contact person to receive and hold FULL accountability of equipment ordered.
   g. Timeframe estimated for rental shall be stated as “End of Incident”.
   h. Each resource order will be considered the financial ordering document for the Emergency Equipment Rental Agreement.

4) The Ordering Point of Contact shall sign the pre-negotiated Incident Only EERA and forward to the Vendor along with the Technology Order Form and Resource Order. The Ordering POC shall reach out to the vendor at the cell phone and email address provided on the first page of the agreement and seek to verify that the order was received. The vendor’s cell phone number provided on the form is for 24 hour contact with the vendor. The Ordering Point of Contact will provide a copy of the agreement to the Finance Unit. If there is no Finance Unit, the agreement shall be sent along with the commercial invoice and the OF-286 Emergency Equipment Use Invoice to the Incident Payments Branch at the Albuquerque Service Center for payment. No payments under the Incident Only Emergency Equipment Rental Agreement shall be made by Credit Card.

5) Once the Incident Only Agreement has been signed by the Ordering Point of Contact, further logistical arrangements shall be between the Vendor and the Incident Contact provided on the Order Form. If the
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equipment is maintained at an incident, the Host Agency shall be responsible for assuring that the equipment is transferred to a new IMT on the incident.

6) At the end of the incident, all equipment shall be transferred from the IMT to the Host Agency Representative. Equipment shall not be held by the host agency after the end of the incident.

7) Equipment shall not be transferred to a new Incident without a new Resource Order issued for the new incident. Any new Resource Order shall require a new agreement from the applicable ordering contact point.