

Getting Started—New Vendors

This section provides overview information only. More specific information, including links to pertinent Web sites, is posted to the Incident Procurement Web site.

1 Obtain an e-mail address. A valid e-mail address is required to register with the Data Universal Number System (DUNS), the Central Contractor Registration (CCR), and eAuthentication.

2 Obtain a D-U-N-S® Number. The DUNS provides each business with a uniquely identifiable number and is required in 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 CCR, and validate the registration annually.

5 Register with CPS. Contractor performance evaluations will be entered in the National Institutes of Health (NIH) Contractor Performance System (CPS). Contractors must register in CPS.

6 Register for a Level 2 USDA eAuthentication account. The Level 2 USDA eAuthentication account will be required for vendors using the Virtual Incident Procurement (VIPR) system. 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 Forest Service will be posted to FBO, which provides Governmentwide business opportunities. Every solicitation is different, so carefully read the instructions on how to submit your bids or proposals.

What's New in Incident Procurement

Competitive Solicitations

Over the past several years, the Forest Service has issued competitive solicitations for a variety of equipment to help meet incident support needs. These national solicitations use consistent standards and specifications that increase efficiency as equipment is used across regional boundaries. Solicitations for other commonly used equipment categories are in development and will be issued over the next few years. For an updated schedule outlining the plan and timeframes for specific types of equipment, visit the Incident Procurement Web site: <http://www.fs.fed.us/business/incident/compsolplan.php>



Best Value/Dispatch Priority Process

The Forest Service awards Competitive Preseason Incident Blanket Purchase Agreements (I-BPAs) using a best value process that evaluates reasonable price, acceptable past performance, qualified personnel, and minimum equipment standards. Choosing by Advantages (CBA) methodology determines the dispatch priority. CBA assigns points to key equipment criteria, then ranks their value relative to the quoted price for each piece of equipment. For more information, visit: <http://www.fs.fed.us/business/incident/bestvalue.php>

Virtual Incident Procurement (VIPR) System



The VIPR system is a Web-based incident procurement system designed to award and administer preseason I-BPAs. VIPR enables vendors to electronically submit their offers in response to competitive solicitations and includes electronic signature capabilities.

If you are a vendor with an existing competitive incident agreement or a vendor submitting an offer for new competitive solicitations, complete the requirements listed under “Getting Started—New Vendors” to use the VIPR system. Most current Forest Service vendors will have already completed these items, with the exception of Level 2 eAuthentication accounts.

You must obtain a Level 2 eAuthentication account prior to completing the solicitation process. You must also download the free Formatta Filler software, which is required to complete the online forms within the solicitation package used in the VIPR Vendor Solution. For information on this software and other important information, visit: <http://www.fs.fed.us/business/incident/vendorsupport.php>



Performance Evaluations

Vendor performance evaluations will be entered into the National Institutes of Health (NIH) Contractor Performance System (CPS). Register in CPS at <https://cps.nih.gov/> to review and respond to your performance evaluations.

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

The relationship between the Forest Service, U.S. Department of Agriculture (USDA), and its vendors is very important. As vendors, you play a key role in assisting us in delivering our mission.



Keeping you informed of upcoming changes to incident procurement processes is just one way that we hope to enhance our relationship.



A number of important changes have been implemented, and we want you to be informed.

Helpful Links

Forest Service

Provides information about the Forest Service.
<http://www.fs.fed.us>

Forest Service Incident Procurement

Provides incident procurement information and tools to all current and potential vendors.
<http://www.fs.fed.us/business/incident/>
<http://www.fs.fed.us/business/incident/vendorsupport.php>
<http://www.fs.fed.us/business/incident/compsolplan.php>
<http://www.fs.fed.us/business/incident/bestvalue.php>

Data Universal Number System (DUNS)

Provides instructions for registering for a DUNS number, which is required by the Federal Acquisition Regulations (FAR 52.204-6). You must have this number before registering in the CCR.
<http://fedgov.dnb.com/webform/index.jsp>

Central Contractor Registration (CCR)

Provides instructions for registering with CCR.
<http://www.ccr.gov/Contractors.aspx>

National Institutes of Health (NIH) Contractor Performance System (CPS)

Provides instructions for registering with CPS.
<https://cps.nih.gov/>

Online Representations and Certifications Application (ORCA)

Provides instructions for registering online with ORCA.
<https://orca.bpn.gov/>

FedBizOpps (FBO)

Lists the Forest Service competitive solicitation opportunities.
<https://www.fbo.gov/>

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Preseason Incident Procurement

**A Guide To
Doing Business
With the
Forest Service**

