

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.

Visit our Incident Procurement Web site for current information on business process changes.



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, which is required before award (FAR 52.212-1).
<http://www.ccr.gov/Contractors.aspx>

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/>

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.



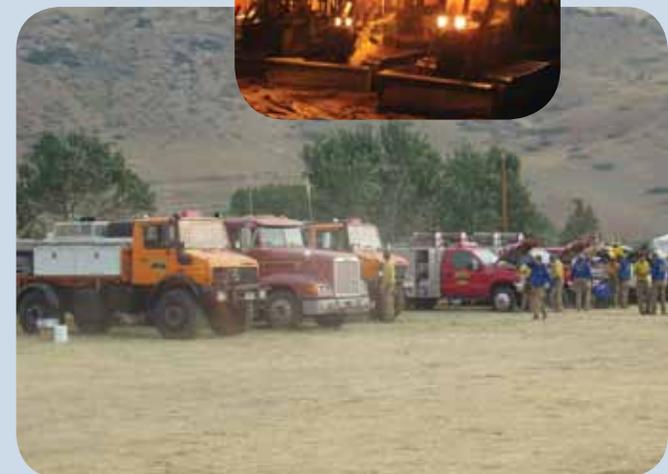
**Caring for the Land
and Serving People**

FS-926

Revised
May 2011

Preseason Incident Procurement

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



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. Your company name must match your “Legal Business Name” as it appears on your Tax ID document from the Internal Revenue Service (IRS).

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

4 Register with CCR. Vendors must register their business in the CCR, and validate the registration annually. Your company name must match your “Legal Business Name” as it appears on your Tax ID document from the IRS.

5 Register for a Level 2 USDA eAuthentication account. The Level 2 USDA eAuthentication is required for vendors using the Virtual Incident Procurement (VIPR) system. It enables e-signature of preseason incident agreements.

6 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. Solicitations differ, so carefully read the instructions on how to submit your offers.

7 Certify small business status. Each small business is required to verify, on an annual basis, its small business size and status, if applicable, through the Online Representations and Certifications Applications (ORCA) database.

The Incident Blanket Purchase Agreement (I-BPA) Process

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. 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



VIPR 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 solicitations, complete the requirements listed under “Getting Started—New Vendors” to use the VIPR system. You must obtain a Level 2 eAuthentication account prior to completing the solicitation process. For more information, visit: <http://www.fs.fed.us/business/incident/vendorsupport.php>.

Performance Evaluations

As the vendor, you are required to ensure that you receive a performance evaluation prior to demobilization from the incident. Incident support personnel will submit the performance evaluation to the contracting officer who signed the I-BPA.



For more information, please visit the Incident Procurement homepage at

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

Or, you can contact your field contracting officer. A list of contacts can be found at

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