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 System for Award Management (SAM), 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 and Verify With SAM. In order to do business with the Federal Government, you must register in SAM (as required by Federal Acquisition Regulation 4.11). You are required to update SAM information and verify small business size and status (if applicable) once per year.

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.

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
Virtual Incident Procurement

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.

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 System for Award Management (SAM).
http://fedgov.dnb.com/webform/index.jsp

System for Award Management (SAM)
Provides instructions for registering with SAM, which is required before award.
http://www.sam.gov/portal/public/SAM/

FedBizOpps (FBO)
Lists the Forest Service competitive solicitation opportunities.
https://www.fbo.gov/

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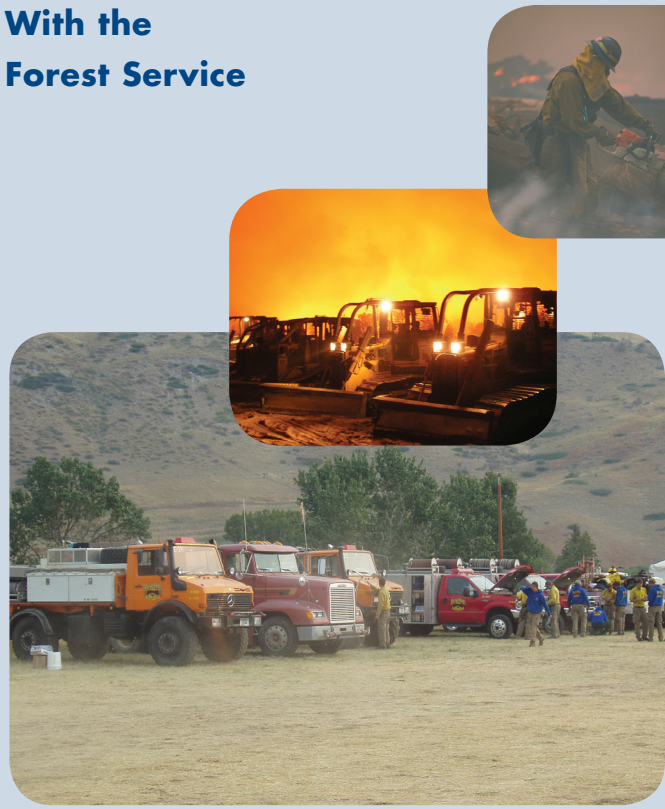
Preseason Incident Procurement

A Guide To Doing Business With the Forest Service