

FOREST SERVICE VENDOR INFORMATION FOR CONTRACT CLAIM
JULY 8, 2025

Topic: Forest Service Vendor Information for Contract Claim

From: Forest Service

Intended Audience: Vendors seeking contract claim

Contract claims associated with Fire and All-Hazard Incidents submission process change for the 2025 season.

Direction applies to Forest Service primary jurisdiction incidents with preseason contract and incident only agreements; to include crews, caterers, showers, aviation, Emergency Equipment Rental Agreements (EERA), Land Use Agreements (LUA), commercial agreements, or preseason IBPAs paid by the USFS. Claims for other jurisdictions will NOT be processed.

All applicable contract claims will be processed in accordance with FAR Part 33.

Vendor Steps to Pursue a Claim

Step 1: Vendor completes and submits Forest Service Incident Claim Intake Form found at: <https://forms.office.com/g/ENzcLgza7U>

Step 2: Vendor receives an automated email, with next step for documentation submission.

Step 3: Once all information and pertinent documents have been reviewed by a Contracting Officer, the vendor will receive additional correspondence, depending on the specific nature of the claim.

Step 4: Per the Federal Acquisition Regulations (FAR) within 60 days a final determination or timeframe is emailed to the vendor. If applicable, the vendor may be required to sign and return the determination.