Overview for Using the VIPR Vendor Application

May 16, 2023
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About the Vendor Application

• The vendor application is for vendors responding to solicitations or re-solicitations for 2014 and beyond.

• From VIPR Vendor Application Web site, you can… (https://apps.fs.usda.gov/vipr/vendor/)
  – Log into the application
  – View information and FAQs specific to the vendor application
Registering in the Vendor Application
Step 1: Enter UEI (VIPR Checks UEI Against VIPR Database)

- All vendor application users MUST register in the application through the Registration Wizard.
- Once you log into the vendor application using your eAuth account, the Registration Wizard will appear and VIPR will conduct a two-part validation against the UEI you enter: first to check your UEI against the VIPR database and then to check if that UEI is a valid UEI in SAM.
- You will only need to go through the vendor application registration process once when it is completed.

1. All required fields throughout the vendor application are indicated by a red asterisk (*).
2. UEI is your 12-character UEI for your company. You will be asked to verify that your UEI is correct. NOTE: Only one eAuth account can be associated with one UEI.
3. Click the Continue to proceed to the next step.
4. Once you are registered in VIPR with a UEI, you will be unable to change it, so VIPR will display UEI validation messages.

If you wish to exit the Registration wizard before you complete all the steps, close the Web browser. Your information will NOT be saved and you will need to start the registration process again.

If you are new to VIPR and entering a UEI that is not in the VIPR system, you will be asked to double check your UEI. If the UEI is correct, click Continue and proceed with the registration. If the UEI is incorrect, click the Re-enter button and complete the UEI fields.

If you have entered a UEI that is registered to another vendor, you will be asked to re-enter a new UEI. Click the OK button and enter a new UEI.
Registering in the Vendor Application

Step 1: Enter UEI (VIPR Checks UEI against SAM)

1. If you enter a UEI that is not found in SAM, you can exit the wizard and try again after setting up an account in SAM—or—you can continue with the registration. Note that your registration in SAM MUST be completed prior to you being eligible to receive an award in VIPR.

   IMPORTANT: If a vendor has a new SAM record that is "In Progress" or "Submitted," then it is still being processed by SAM and is NOT available for other applications, yet, i.e., VIPR. Therefore, VIPR must treat this situation as if the UEI is not associated with a SAM record, and the vendor will get a "UEI not found in SAM" error message when registering in the VIPR vendor application.

   Note that SAM will send an email notifying the vendor when their SAM record is "Active" in SAM. Once the vendor receives the email from SAM, the vendor will need to wait an additional 24 hours before their SAM information will be available to VIPR. Then, the vendor’s SAM account should be detected by VIPR through the View/Import SAM button in the My Company page.

   If SAM is down when you are registering in the VIPR vendor application, you may be able to continue with the registration, but you will still need to ensure the UEI you enter in the vendor application matches the UEI in your SAM record.

2. If you enter a UEI that is found in SAM, then the Company Name, Company DBA, company Mailing Address, and company Physical (Street) Address associated with that UEI will be imported from SAM into VIPR.

   If you are not a representative of the company listed, click the Re-enter button and enter the correct UEI for your company.

3. If your record in SAM is expired, you will be able to continue the VIPR registration; however, you will need to get your SAM record updated prior to you being eligible to receive an award in VIPR. Note that despite your record being expired, VIPR will still pull in the Company Name, Company DBA, and Address information associated with the UEI from SAM into VIPR.
Registering in the Vendor Application
Step 2: Edit Company Info

• If you are already in the VIPR system, some of your company info may be filled in. You will need to complete the required fields.

1 If the company information displayed is not correct, use the Previous button to check/re-enter your UEI.

The Company Name and DBA associated with the UEI may be imported from the SAM record associated with that UEI and the fields will be disabled. However, if you can edit these fields (possibly because SAM is unavailable at the time you register), you should ensure the information in VIPR matches exactly what you do have in your SAM record (same company name and DBA name).

2 Click the Continue button to proceed to the next step.
Registering in the Vendor Application
Step 3: Edit Contact Info

• If you are already in the VIPR system, some of your contact info may be filled in. You will need to complete the rest of the required fields.

1 Complete any required fields that are not already completed
2 Click the Continue button to proceed to the next step.
Registering in the Vendor Application
Step 4: Edit Address

• If you are already in the VIPR system, some of your address info may be filled in. You will need to complete the rest of the required fields.

1. Complete any required fields that are not already completed.
2. Click the **Continue** button to proceed to the next step.
Registering in the Vendor Application
Step 5: Edit Status Details

• Complete the required LSA field and any other fields you wish to complete.

1. Complete the required Business Size and LSA field and any other fields you wish to complete.

2. Click the Continue button to proceed to the next step.
Registering in the Vendor Application

Step 6: Registration Completed

• You are now ready to use the vendor application.
Navigating on the Home Page

1. ‘Connected As’ displays the vendor company that is logged into the vendor app.

2. Use the Logout button or close your Web browser to log out of the application.

3. Use the links in Navigation bar to access the display pages and view your current information that is in the vendor application. You can also access the wizards from the display pages.

4. The Message Board displays special messages to vendors. If you do not see the yellow Message Board, there are no messages to be conveyed.

5. Click on a wizard link to perform an action (the wizards are also available through the display pages).

6. In addition to e-mail notices, the Alerts section notifies you of amended solicitations, newly awarded agreements (made within the last 5 days from current date), modifications to agreements, and if you have a quote in progress on a solicitation with an upcoming close date.

7. The footer provides links to key information, i.e., Online Help.
Navigating on the Display Pages

Example of the My Company display page

1. The Connected As shows that you are connected as your company. Since this is in the header, you will see it on every page.

2. Use the top Navigation bar to access the display pages, which display the current information for your...
   - Company Information
   - Resources
   - Quotes submitted and in work
   - Agreements awarded and modifications in work
   Also displays a list of open solicitations that are used with the vendor application.

3. Each display page allows you to access the appropriate wizard from that specific display page.
1 Use the top Navigation bar to access the display pages, which display the current information for your:
- Company Information
- Resources
- Quotes submitted and in work
- Agreements awarded and modifications in work

Also displays a list of open solicitations that are used with the vendor application.

2 Each display page allows you to access the appropriate wizard from that specific display page.

3 Sort the information in the tables by clicking on a column heading (can sort the data in the tables within the wizards, as well).

4 Use the icons in the Action columns of the tables to perform a specific task (i.e., view resource information, edit resource information, etc.).
Navigating in a Wizard

1. If you need to go back a step, you can click on a previous step.

2. Use the scrollbar to ensure you have viewed all of the fields and entered information for all required fields.

3. When you try to proceed to the next step, if you have required fields that are incomplete, you will get a "Field is Required" message.

4. If you need to go back a step, you can click on the Previous button (acts the same as callout #1).

5. Click the Save and Continue button to save your changes and proceed to the next step.

6. Click the Exit button to close the wizard.

Depending on what you have completed in the wizard, exiting the wizard before completing it may or may not save all of your changes. You will get a confirmation message on exiting letting you know your status.
Editing Your Company Information
Step 1: Edit Company Info

- After you register in the vendor application, your company information should be completed in the Edit Company Information wizard.
- If you have changes to your company information, use the Edit Company Information wizard to make your changes.
- From the Home page, click on the link to the **Edit Company Information** wizard. You can also access this wizard from the My Company page.

1. The Company Name, DBA, and UEI are populated from the SAM record associated with the UEI. Once information is pulled in from SAM, you cannot edit these fields.
2. If you need to change your UEI, contact your Contracting Officer.
3. If you have any EFT for remit addresses, you will need to enter them in the Edit Company Information wizard:
   a) Click on the “Update EFT” button
   b) Enter the EFT
   c) Click the “Add” button
   d) Click the “Done Updating” button. Your list of EFT appears in the EFT field on the Edit Company Info step.

During the quote submittal process or when responding to a modification, you can select one of the EFT you entered here to apply to your quote or agreement.
Editing Your Company Information
Step 2: Edit Contact Info

1. Contact Information for your company; all VIPR communication will be sent to this contact information.

2. The Daytime, Evening/After Hours and Cell/Alternate Phone numbers will appear on the Dispatch Priority List (DPL).
Overview for Using the VIPR Vendor Application

Editing Your Company Information

Step 3: Edit Address

1. The company address and mailing address will be pre-populated with the address information from the SAM record associated with the vendor DUNS. Once the address information is pulled into VIPR from SAM, you will be unable to edit the address fields in the Edit Company Information wizard.

2. If for some reason, your address information is not pre-populated with SAM data, complete your company Street Address, City, State, and Zip Code, which are required fields. Also, complete the Mailing Address only if it is different than your company address, otherwise, select the “Same as Company Address” check box.

3. If you change your company address or mailing address in your SAM record, you will need to use the “View/Import from SAM” button on the My Company page in the vendor application to import your changes from SAM into VIPR. Your address information in VIPR MUST match your address information in SAM or you will be ineligible to receive an award.
Editing Your Company Information
Step 4: Edit Status Details

1. Select your Business Status.

2. Indicate if you are in a Labor Surplus Area; if you are unsure, click on the following link to view your status:
   https://www.doleta.gov/programs/lsa.cfm

3. (Optional) Enter discount terms, if applicable.

4. Indicate whether you have the appropriate Supporting Information. (Note that the DOT Number field is for Bus vendors only.)
Overview for Using the VIPR Vendor Application

Editing Your Company Information
Step 5: Finished

1. If you change your company information after submitting a quote, your changes will automatically be applied to your quote UNTIL the solicitation closes, so you do not need to resubmit your quote. **IMPORTANT:** If you changed company information that is found in both your SAM record and VIPR (see item #3), then you MUST use the “View/Import from SAM” button BEFORE the changes can be applied to your quote.

2. If you change your company information after receiving an agreement, the changes are NOT automatically applied to your agreement. Those changes can only be applied through a vendor response to a modification or through an Administrative modification, which does not require a vendor’s response. (Remember that changes to your Business Status and/or LSA status are only picked up through a vendor response to a Rollover modification or a Resource Type Correction modification.)

3. If you change your company name, DBA, company address, or mailing address in your SAM record, use the “View/Import from SAM” button on the My Company page in the vendor application to import your changes from SAM into VIPR. This company information in VIPR MUST match what you have in your SAM record or you will be ineligible to receive an award.
1. Once you complete the wizard, you will be taken to the **My Company** page.

Notice that the company information you entered in the wizard is viewable from the **My Company** page.

2. The Daytime Phone, Evening/After Hours Phone, and Cell/Alternate Phone numbers will be listed on the DPL.

3. Click the **Edit Company Information** button if you need to edit your other company information.

4. If you change your company name, DBA, company address, and/or mailing address in your SAM record, you will need to use the “View/Import from SAM” button on the **My Company** page in the vendor application to import your changes from SAM into VIPR.

5. Once you click on the “View/Import from SAM” button, the VIPR/SAM Company Information Comparison popup window displays the fields in VIPR that MUST match the fields in SAM. Fields in red text indicate data discrepancies. The most common types of discrepancies are:
   - Abbreviations versus spelled out words
   - Punctuation
   - Spaces between words

6. Click the “Import” button to import into VIPR the changes made in your SAM record.
In order to submit a quote for a solicitation, you will need to (1) ensure your company information is correct (see slides 15-20), and (2) have your resources entered into the vendor application, which you can do during the quote submittal process or through the My Resources tab.
There are two options for how you can enter your resource information.

• Option 1: You can add your resource information while you are in the process of submitting your quote without having to exit the Submit a Quote wizard.

• Option 2: You can add your resource information from the Add New Resource link off of the **My Resources** page or the **Home** page and then begin the quote submittal process through the Open Solicitations tab.

The following slides explain how to add resources using either of the two options.
Option 1: Using the Quote Submittal Wizard

Viewing the Open Solicitations

<table>
<thead>
<tr>
<th>Solicitation Number</th>
<th>Solicitation Title</th>
<th>Issue Date</th>
<th>Close Date</th>
<th>Status</th>
<th>Response Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1204G0187000</td>
<td>VIPR HPAs for Refrigerated Trailer for Region 6 - Pacific Northwest Region (Is)</td>
<td>11/07/2017</td>
<td>12/23/2017</td>
<td>Published</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>1204H0187000</td>
<td>VIPR HPAs for Fuel Tender for Region 8 - Pacific Northwest Region (Is)</td>
<td>11/07/2017</td>
<td>12/23/2017</td>
<td>Published</td>
<td>New Submission In Progress</td>
<td></td>
</tr>
<tr>
<td>1204I0187000</td>
<td>VIPR HPAs for Chipper for R5 - Pacific Southwest Region (Is)</td>
<td>11/07/2017</td>
<td>12/23/2017</td>
<td>Published</td>
<td>Submitted</td>
<td></td>
</tr>
</tbody>
</table>

1. Lists the solicitations that use the VIPR vendor application. These solicitations are viewable from SAM.gov but can only be responded to through the vendor application.

2. Response Status indicates whether you have submitted a response to the solicitation. If you have and need to resubmit a quote, you will do it through the My Quotes page—not from the Open Solicitations page.

3. Refreshes the list of solicitations and any status updates for those solicitations.

4. Displays a PDF of the latest version of the solicitation package.

5. Starts the Submit a Quote wizard.

6. Indicates that a solicitation is “under protest.” You can still submit/resubmit a quote on a solicitation under protest; however, awards will not be issued for that solicitation until the protest is lifted.

NOTE: Only after a solicitation is published to SAM.gov can it be put under protest.

NOTE: For new solicitations created after October 1, 2017, the new numbering scheme will be 12<office code>YYQ7###, where YY is solicitation year, and Q is for solicitation and 7### is the solicitation number. For example: 12034318Q7004. Existing solicitations created prior to October 1, 2017 will retain their current numbering scheme of AG<office code>-S-YY-7###. For example: AG-0343-S-16-7026.
Option 1: Using the Quote Submittal Wizard

Step 1: Access the Submit a Quote wizard

- Click on the link to the **Open Solicitations** page to find the solicitation you wish to submit a quote on. You can also get to this page from the Home page through the Find Solicitations link.

- In the Action column, click on the Submit a Quote button to start the wizard.

![Image of the VIPR application interface showing the Open Solicitations page with a highlighted solicitation and action button.](image-url)
Option 1: Using the Quote Submittal Wizard

Step 2: View Solicitation

1. When you start a quote, VIPR displays a reminder message that once you fully complete and submit your quote, then VIPR will email you a confirmation that your quote was received by VIPR.

2. View a summary of the solicitation information.

3. View a PDF of the latest version of the complete solicitation package.
Option 1: Using the Quote Submittal Wizard
Step 2: View Solicitation (Cont’d)

1. Scroll down and view any amendments that have been published for the solicitation.

2. View a list of the resource categories accepted by the solicitation. If the CO adds or removes any of the resource categories through an amendment, then this list will be updated to reflect those changes.

3. Notice the “Under Protest” label for a solicitation that is under protest. The solicitation will be highlighted with this label throughout the quote wizard and on the My Quotes page, as well.
Option 1: Using the Quote Submittal Wizard
Step 3: Select Resources > Adding a New Resource

1. If you do not have any resources that qualify for the solicitation, you will get this warning message.

2. From the Quote a Solicitation wizard, you can click the **Add New Resource** button to add resources that you may want to use for your quote.

   Once you click on the **Add New Resource** button, the Manage Your Resources wizard appears on top of the Quote a Solicitation wizard.

3. Go through ALL of the steps in the Manage Your Resources wizard to create your new resource. **NOTE:** Functionality is available that allows you to copy resource information from one solicitation year (2019) to another solicitation year (2022). See slide 38 for details.
Option 1: Using the Quote Submittal Wizard
Step 3: Select Resources (Continued)

1. Once you have finished adding your resource, click the Go Back to Quote button to go back to the Quote a Solicitation wizard.

2. Back in the Quote a Solicitation wizard, use the check boxes to select the resources you wish to include in your quote. If you select the check box next to the “VIN/Unique ID” column heading, then all of resources that qualify for the solicitation will be selected.

   **IMPORTANT:** You have one quote per solicitation and your latest quote submitted will override all previous submittals. Be sure to select ALL of the resources that you wish to include in your quote—even if you have not made any changes to your resources between quote submittals. In this example, the vendor should also select the Chipper Type 2 resource if the vendor wants to include that resource in their quote.

3. If you wish to update a resource before or after submitting your quote, click the Update button, which will access the Manage Your Resources wizard. Remember, you MUST complete all of the steps in the Manage Your Resources wizard in order for your updates to be saved. Once you've completed the Manage Your Resources wizard, you can use the Go Back to Quote button to continue with your quote submittal. Note that if you selected the check box for the resource and then clicked the Update button, the checkbox will be cleared, and you will need to select it again.

4. Only resources that are of the same resource group that match what the solicitation is asking for will be listed in table. The Qualifies for Sol column lets you know which resources qualify for the solicitation.

   If your resource is already awarded on an agreement or has been suspended, then it will not appear in this list as an “Available” resource.

5. The counter indicates the number of resources selected to submit on the quote.
Option 1: Using the Quote Submittal Wizard
Step 4: Add Rates and Dispatch Center

1. The counter indicates the number of the resources that have the Dispatch Center and Rate information completed.

2. (Optional) If you have a DUNS+4 remit address that you wish to include with your quote, click the “Select DUNS+4 for Quote” button to select the DUNS+4. (NOTE: You cannot add new DUNS+4 values here → you would need to add the DUNS+4 value in the Edit Company Information wizard and then come back to this quote to select it.

3. Set the Dispatch Center and Rates for each resource that is included in your quote. (For Generic solicitations, the Set DC & Rates button may also include the Double Shift option → Set DC, Rates, & Double Shift.)

The list of Dispatch Centers displayed is specific to the region associated with the solicitation.

If you need assistance determining what dispatch center to select, view the Dispatch Center Lookup Web page at https://www.fs.fed.us/business/incident/dispatchlookup.php

4. If you exit the wizard in this step, your selections up to this point (Steps 1 and 2) will be saved and you can come back to this quote later (from the My Quotes page).
Option 1: Using the Quote Submittal Wizard
Step 5: Review Quote

1. Scroll down to view your quote information.

2. View a PDF version of your quote information, which includes resource information and key vendor company info (i.e., DUNS, Business Status, LSA).

IMPORTANT: These images are just examples; the attributes displayed in these images may be different than the actual attributes required on the resource form completed by the vendor.
Option 1: Using the Quote Submittal Wizard

Step 6: Sign Quote

1. Read the quote signature statement.

2. If you agree with the statement, select the I Agree check box.

3. After you click the Submit button, it may take a few seconds to process your submittal, so please wait and do not click on any other buttons.

4. When you click the Submit button, a confirmation message appears confirming the number of resources you wish to include in your quote response. Click the OK button to submit your response or click the Cancel button if you need to make changes to your quote. Remember: **Always** include all of the resources you wish to be associated with your quote.
Option 1: Using the Quote Submittal Wizard
Step 7: Finished

1. Your quote is submitted into VIPR.

2. You have one quote per solicitation and your latest quote will be the quote on record in VIPR. Any previously submitted quotes will be overwritten by the latest quote submitted. With each quote submittal, be sure you selected ALL of the resources that you wish to include in your quote.

3. If you have not completed the Reps and Certs information in SAM, then you MUST do so in order for your quote to be considered complete. If you have updated your Reps and Certs information in SAM, you do not need to resubmit your quote.

4. If you have changed your company name, DBA, company address (a.k.a. physical address), or mailing address in your SAM record after submitting a quote, use the “View/Import from SAM” button on the My Company page in the vendor application to import your changes from SAM into VIPR. This company information in VIPR MUST match what you have in your SAM record or you will be ineligible to receive an award. Also, your SAM record must be active; if your SAM record has expired, you will be ineligible to receive an award from VIPR.

If you use the “View/Import from SAM” button to import company changes from SAM into VIPR, you do not need to resubmit your quote if the solicitation is still open, because the changes will automatically be applied to your quote. PDF AFTER you click the “View/Import from SAM” button. If the solicitation has closed, contact the Contracting Officer about putting you “In Negotiations” so you can resubmit your quote.
Option 1: Using the Quote Submittal Wizard
For Generic Solicitations

- The Select Resources step in the Quote a Solicitation wizard for Generic solicitations that have multiple resource categories is just slightly different than all other solicitation types, because it has a Select/Remove button to allow you to associate multiple generic resource categories to one generic resource.

1. The Select/Remove button allows you to select which resource categories you want to use for your generic resource. However, if the generic solicitation is set up to only use one resource category, then the Select/Remove button is not displayed because it is not needed.

2. The check boxes used to select which resources you will include in your quote will automatically be selected when you select a resource category for your resource. However, if you click the Update button to make changes to your resource, the check box AND the resource categories will be cleared and you will need to reselect the resource categories, which will automatically select the check boxes again.

3. If you have selected multiple resource categories for your resource, a “Multiple Selected…” label is displayed. You can click on the Select/Remove button to view your resource category selections.

4. If you have selected just one resource category for your resource, then the name of the resource category is displayed.
My Quotes Page

• Once you submit a quote, view your quote information from the My Quotes page

You can view a report of your solicitation quote history. Select the report and click the **Go** button. This may be a 'Download Quote History' button to access the report.

You must fully submit your quote before it will be the response on record in VIPR. VIPR will use the vendor’s last quote submitted as the response on record and will overwrite any previous quote submittals.

Refreshes your quote information in the table.

Click the **Withdraw a Quote** icon if you wish to withdraw your submitted quote.

If you started a quote but exited the wizard before you completed all the steps then your quote is a "new submission in progress" and you can click the **Edit** icon to continue the quote.

Click the **Delete** icon if you wish to delete a “new submission in progress.”

Once you submit a quote, you cannot delete the quote; however, you can edit, withdraw, or resubmit your quote until the solicitation is closed.

View a PDF version of your submitted quote.

If you have submitted a quote, but wish to resubmit your quote, click the **Resubmit** icon, which will trigger the Submit a Quote wizard.

You can withdraw your quote until the solicitation closes. Once the solicitation closes, if you wish to resubmit your withdrawn quote, you will need to ask the CO to put you into negotiations. If you are not “In Negotiations,” then you will not see the Resubmit icon next to your withdrawn quote.

If you submitted a quote on a solicitation that is “under protest,” it will appear on your My Quotes page. You can resubmit your quote on the solicitation under protest if you wish to do so.
Option 2: Using the Add New Resource from the My Resources Page

1. There is a new note on this page to let you know that you have another option for adding resources, which is through the quote submittal process (this is Option 1 that is described in the previous slides). However, you can still add resources outside of the Quote submittal process through this Option 2.

2. Click on Add New Resource button to trigger the Manage Your Resources wizard, which enables you to enter your resource information into the vendor application.

   You will need to add your resource information one resource at a time.

3. Once you have completed the Manage Your Resources wizard for a resource, your resource information will appear in this table on the My Resources page.
Option 2: Using the Add New Resource from the My Resources Page

Step 1: Intended Use for Resource

- Each year, the Forest Service re-solicits for a select group of resources. These re-solicited resources may have new business requirements, which means the attributes on the resource forms and/or the values captured on the forms may change. When you add a new resource, the “Intended Use” step is used by VIPR to determine what version of resource requirements to ask you to complete for your new resource. (Side note: This “Intended Use” step is only used when you are adding a new resource; it is not included in the Manage Your Resources wizard when you are editing an existing resource.)

1. **Use this option for creating a resource to be submitted on open solicitations.** The resource form displayed will use the most recent version of the resource requirements. Do NOT use this option if you are creating a new resource to be used as a replacement resource on an existing agreement.

2. **Use this option for creating a resource that you anticipate using later on open solicitations.** The resource form displayed will use the most recent version of the resource requirements. Do NOT use this option if you are creating a new resource to be used as a replacement resource on an existing agreement.

3. **Use this option for creating a new resource to be used as a replacement resource for an existing agreement.** The resource form displayed will use the same resource requirements that were used for the resource type that is on the agreement. Do NOT use this option for open solicitations.

If you select this option, a list of your current existing agreements appears. From the list, select the agreement you wish to use the replacement resource for and click the **Continue** button. **IMPORTANT:** The new replacement resource you are adding is not automatically applied to the agreement you selected. The agreement selection is used to help VIPR determine the correct version of the form to display for you to complete. The correct version of the form must be completed in order to use the new resource as a replacement resource, which is done through the appropriate modification process.
Option 2: Using the Add New Resource from the My Resources Page

Step 2: Classify Resource

Depending on what option you selected in the previous “Intended Use” step of the wizard, in Step 2, the Classify Resource step, you will see either…

1. A list of all resource groups available to be added as a new resource (options 1 or 2 in previous step)

   --OR--

2. A list of only the resource groups that can be used as a replacement resource for the agreement you selected in the previous step (option 3 in the previous step).

3. Once you click on a resource group, the details/definition will appear in the box on the right.

4. **IMPORTANT:** When you are adding a new resource, you must complete ALL of the steps in the Manage Your Resources wizard in order to save your resource information.
Option 2: Using the Add New Resource from the My Resources Page

Step 3: Enter Resource Info

- New feature allows you to update/copy existing resource information to be used for new re-solicited solicitations

1. If you wish to submit a quote for a new re-solicited solicitation, you cannot just use the same resources that you used for an older solicitation. For example, you cannot use your 2015 resources when submitting a quote for a 2018 solicitation. HOWEVER, you can now copy your resource information from an older resource form into the newer resource form (i.e., copy from a 2015 version of the resource form into the 2018 version of the resource form) without having to manually re-enter all of your resource information.

**IMPORTANT:** This Update (copy) function is only available if you have an existing older resource of the same resource group AND there is not already a new version of that resource, i.e., you cannot copy the same exact resource twice.

2. From the drop-down list next to the Update button, select a resource to update and then click the **Update** button.

3. The fields on the resource form are populated with the same information from the resource that you selected to use for updating/copying. You CAN edit any of the fields to make changes, including the VIN/Unique ID/Serial Number field, but you do not have to. If there are new required fields with the new version of the resource form, you will need to complete them.

**IMPORTANT:** If you are updating/copying resource information, you should still thoroughly review the pre-populated data to ensure it is what you want.
Option 2: Using the Add New Resource from the My Resources Page
Step 3: Enter Resource Info (Continued)

• If you do not have existing resources to copy, then you will need to manually re-enter all the resource information.

1 Each resource MUST have either a VIN, Unique ID, or Serial Number. (All wheeled apparatus resources will have a VIN.)

• Unique ID or Serial Number has a 40-character maximum limit, but no other restrictions.

• VINs have the following restrictions:
  • For a new resource that has a **Model Year ≥ 1980**, the VIN MUST be exactly 17 characters (numbers and letter only, except no I, O, or Q letters), no special characters, and no spaces between characters. (NOTE: In some cases, it may seem like you can enter more than 17 characters in the form, however, you will receive a validation error when you try to continue to the next step in the wizard.)
  • For a new resource that has a **Model Year of ≤ 1980** and the resource group is 2012 or older, then there are no restrictions for entering the VIN, except for a 40-character limit.
  • For a new resource that has a **Model Year of ≤ 1980** and the resource group is 2013 or newer, then there are no restrictions for entering the VIN, except for a 17-character limit.

• The VIN and Model Year rules will not apply for existing resources that have been entered in the vendor application before the October 2012 version of VIPR.

IMPORTANT: This image is just an example; the attributes displayed in this image may be different than the actual attributes required on the resource form completed by the vendor.
Option 2: Using the Add New Resource from the My Resources Page

Step 3: Enter Resource Info (Continued)

- The fields in the Resource Description and Resource Attributes sections will vary depending on the type of resource group you selected when you classified your resource (in Step 2).

1. Equipment ID must be all CAPS and has a 10-character maximum limit.
2. Country, City or Municipality, State or Province, and Zip Code or Postal Code are required for the Resource Location.
3. Complete all the required fields for the Resource Attributes. If there are different types (i.e., Fuel Tender Type 1, Fuel Tender Type 2, etc.) within the resource group, the values you select for the attributes will tell VIPR what “type” your resource qualifies for.
4. After completing all the information in this step of the wizard, click the **Save and Continue** button to save and move forward in the wizard.
5. If you have at least the VIN/Serial Number, or Unique ID (depending on the type of resource) entered and you click the **Save and Exit** button, your resource will be saved, but it will be considered INCOMPLETE until you come back into the **Manage Your Resources** wizard and complete ALL of the steps of the wizard.

**IMPORTANT:** Even if you complete all the fields in the Enter Resource Info step and then do a Save and Exit, your resource will still be considered INCOMPLETE; completing all the steps in the wizard is critical because VIPR determines what your resource qualifies as in the last step of the wizard.

**IMPORTANT:** This image is just an example; the attributes displayed in this image may be different than the actual attributes required on the resource form completed by the vendor.
Option 2: Using the Add New Resource from the My Resources Page
Step 3: Enter Resource Info (Continued)

- Some resources may require technical evaluation files to be uploaded through the resource form in the vendor app (in Step 3).

1. Some resources may require technical evaluation pictures and/or documents to be uploaded when completing the resource form. Currently, only the 2022 resource types require the tech eval pics/docs.

2. A counter is displayed to let you know how many files you have uploaded.

3. Explanatory text provides guidance on what images/documents are required for the resource.

4. To upload the files, click the Manage button to view the options for the file uploads.

5. Click the Add button and follow the upload instructions for attaching a file. Click the descriptions down-list to select from a specific list of descriptions for your uploaded files or you can manually enter a description.

6. After you have uploaded a file, you can delete it if you decide you don’t need it, edit the description, or download the file to view the image.
Option 2: Using the Add New Resource from the My Resources Page
Step 3: Enter Resource Info (Continued)

- If the image you upload is too large, VIPR will automatically resize the image to an acceptable size (in Step 3).

1. Once you choose your image, if the file size is too large, VIPR will automatically resize it and display the resized image for your approval.
2. Use the scroll bar to view the full image.
3. If the resized image is acceptable and legible, then click the ‘Accept’ button. VIPR will upload the resized image and rename the file with ‘resized’ at the end of the file name.
Option 2: Using the Add New Resource from the My Resources Page

Step 4: View Summary

1. Scroll through the **View Summary** to ensure the information you entered is what you want.

   If you need to, you can click on a previous step (or the Previous button) to go back and edit information.

   Once you complete the wizard for adding this new resource into the vendor application, you will be able to edit the resource information later, if needed, from the My Resources page.

2. In this step of the wizard, click the **Save and Continue** button to save and move forward to the last step in the wizard.

3. Although your resource information is completed at this point, if you click the **Save and Exit** button, your resource will be saved, but it will be considered **INCOMPLETE** until you come back into the **Manage Your Resources** wizard and complete ALL the steps of the wizard. Completing all the steps in the wizard is critical because VIPR determines what your resource qualifies as in the last step of the wizard.

**IMPORTANT:** This image is just an example; the attributes displayed in this image may be different than the actual attributes required on the resource form completed by the vendor.
Option 2: Using the Add New Resource from the My Resources Page
Step 5: Finished

1. When you complete the wizard, your resource is in the VIPR system, and you can use the My Resources page to view, edit, or delete your resource.

2. Based on the Resource Attributes that you provided in Step 3 (Enter Resource Info), VIPR determines what resource type your resource qualifies for.

3. If your resource does not qualify in the resource group that you chose, you will get this type of message instead of what you see above in callout #2.

4. View a PDF version of your resource information. You can also access this PDF from the My Resources page.

IMPORTANT: This image is just an example; the attributes displayed in this image may be different than the actual attributes required on the resource form completed by the vendor.
My Resources Page

• Your resource now appears in the My Resources page.

1. The “Hide Selected” button will not display any resources that have been selected to “Hide” from the view.
2. Click on a table column heading to sort the information in ascending or descending order.
3. The “UNQUALIFIED” label indicates that the resource you entered does not have the attributes to qualify as any of the resource categories types for the specific Resource Group.
4. The “INCOMPLETE” label indicates that the Manage Your Resources wizard has not been fully completed. While your resource info has been saved, it will be considered incomplete until you fully complete the resource wizard.
5. The year next to the Resource Group name indicates the year that the resource group was solicited for by the Forest Service. In the example shown, notice the Engine (2019) and Engine (2022). While the resource group may be the same, the resource requirements may be different for each solicitation year.
6. Indicates the date and time of your last update to your resource.
7. Triggers the Manage Your Resources wizard, which allows you to add a new resource. Once you complete the wizard for the resource, the resource will appear in this table.
8. “Showing # of (total)#” indicates the number of resources that you have. If the number of resources you see does not match the total #, then you may have some resources that you have “hidden.”
9. Displays a PDF version of your resource information.
10. Triggers the Manage Your Resources wizard where you can edit your resource information.
11. Displays the information specific to a resource (i.e., resource qualifications and status and resource attribute details). This info is also found in the PDF document (item #8). For more details, see next slide.
12. Deletes your resource from the VIPR system. If you do not see this Delete icon, then your resource has been used in a quote at some point and cannot be deleted.
Overview for Using the VIPR Vendor Application

My Resources Page

Resource Information

1. Click on the information icon (i) to view information specific to a resource (i.e., resource qualifications and status and resource attribute details).

   Displays all the resource information and attributes for a specific resource.

2. Displays what the resource qualifies for (resource category and type) and displays the status of the resource. If the resource is anything but “Available” or “Terminated,” then the Dispatch Center is displayed, as well.

3. Displays the definitions of what the “Status” labels in the Resource Qualifications & Status section mean.

IMPORTANT: This image is just an example; the attributes displayed in this image may be different than the actual attributes required on the resource form completed by the vendor.
Managing Your Resources
Editing a Resource That Is on a Quote from the My Resources Page

1. When you edit an existing resource, the “Intended Use” step is not included in the Manage Your Resources wizard. That step is only used when you add a new resource for the first time through the My Resources page.

2. When you complete the wizard to edit an existing resource, if your resource has been submitted on a quote, then you will see this message telling you that you will need to resubmit your quote to get the resource changes applied to your quote; the changes do NOT occur automatically.

If the solicitation has closed, you will need to ask the CO to put you “In Negotiations” and then you can resubmit your quote.
Managing Your Resources
Editing a Resource from Within the Quote Wizard

- New feature allows you to edit your resource through the Quote a Solicitation wizard

1. If you wish to update a resource before or after submitting your quote, click the **Update** button, which will access the Manage Your Resources wizard. Remember, you MUST complete all of the steps in the Manage Your Resources wizard for your updates to be saved. Only resources that are of the same resource group that match what the solicitation is asking for will be listed in table.

2. The Qualifies for Sol column lets you know which resources qualify for the solicitation.

3. The counter indicates the number of resources selected to submit on the quote.

4. Once you’ve completed the Manage Your Resources wizard, you can use the **Go Back to Quote** button to continue with your quote submittal.

**IMPORTANT:** You MUST complete all of the steps in the Manage Your Resources wizard for your resource changes to be saved.
Managing Your Resources
Editing a Resource That Is on an Agreement

1. When you complete the wizard to **edit an existing resource**, if your resource has been awarded on an agreement BEFORE your changes to the resource have been applied, then you will see this message telling you that a modification is needed in order to get the resource changes applied to the agreement.

   **Current Resource Attributes Different from Agreement:**
   VIPR shows a change to the resource attributes from what is recorded with the current agreement. If this is in response to a rollover modification, please continue with the next steps in responding. If this update is outside the rollover modification window, please contact the Contracting Officer to request them to modify your agreement.
Overview for Using the VIPR Vendor Application

Resubmitting a Quote on a Solicitation or Responding to an Amended Solicitation

1. Click on the link to view the latest version of the solicitation package.

2. Indicates when the solicitation has been amended.

If you have submitted a quote, but wish to respond to the amendment, use the **Resubmit** icon, which will trigger the **Submit a Quote** wizard.

3. When resubmitting a quote, remember to include ALL the resources that you wish to include in your quote, not just resources that you may have updated. **Your latest submitted response is the response on record in VIPR.**

Also, you can use the resubmittal quote option to apply a DUNS+4 to your quote if you didn’t with your original quote, or you can change the DUNS+4 that was applied to your original quote.

4. If you wish to resubmit your withdrawn quote after the solicitation has closed, you will need to ask the CO to put you into negotiations. If you are not “In Negotiations,” then you will not see the Resubmit icon next to your withdrawn quote.

5. The Withdraw option and “In Negotiations” option also apply to a solicitation under protest.
**Overview for Using the VIPR Vendor Application**

**Resubmitting a Quote on a Solicitation Quote Comparison View**

1. After you submit a quote, if you do a quote resubmittal, in the Review Quote step of the wizard, the **Quote Comparison** popup box will automatically display to show you the differences between the resources in the last quote you submitted and the resources in the current quote-in-progress that you are in the process of submitting. You can also click on the **View Quote Comparison** button to view the popup window, as well.

2. Click the **Show Resource Details** view a little more information than the resource count for the resources. To view all of the resource information in the current quote in progress, click on the **View Quote PDF** button.

3. Changes between the previously submitted quote and current quote-in-progress are highlighted in bold, red text with an asterisk.

4. The **Previously Submitted Quote** column lists all of the resources that were selected with the last quote that was fully submitted. The **Current Quote in Progress** column lists all of the resources that are selected for the current quote-in-progress. **IMPORTANT:** Until the quote-in-progress is completely submitted, the previously submitted quote will be the response on record in VIPR.

5. **Resource count lists the number of resources submitted with the previously submitted quote and the resource currently selected for the current quote in progress.**
Changing Company Information or Resource Information After You Submitted a Quote

1. If you change your non-SAM company information in the vendor application after you submitted a quote, but before the solicitation closes, you DO NOT need to resubmit your quote; the changes will occur automatically when you or the CO clicks on the View Quote.PDF. If the solicitation has closed, you will need to ask the CO to put you “In Negotiations” and then you can resubmit your quote.

2. If you change your resource information after you submitted a quote, you MUST resubmit your quote to get the resource changes applied to your quote; the changes do NOT occur automatically. If the solicitation has closed, you will need to ask the CO to put you “In Negotiations” and then you can resubmit your quote.
My Agreements Page

- After the solicitation closes, if you are awarded an agreement… (1) you will receive an e-mail notification, (2) an alert will be posted on the Home page, and (3) your agreement will be accessible through the My Agreements page.

1. Refreshes the list of agreements and the status of those agreements in the table.
2. Lists agreements that you have been awarded.
3. Indicates the status of the agreement and the action needed, if there is any. Some modifications ask for "vendor acknowledgement of modification," which is not required.
4. Displays a PDF version of the last signed agreement.
5. Click on the Start icon to trigger the Agreement Modification Response wizard.
6. View the modification package for the agreement.
7. Indented row and modification type indicates an agreement has a modification that requires your response or acknowledgement. NOTE: For details about the Rollover modification due date, go to slide 54.
8. If you have been awarded an agreement and the solicitation is put "under protest," your agreement will be listed in the My Agreements page and will be highlighted with the “Sol Under Protest” label.

NOTE: For new awards created after October 1, 2017, the new numbering scheme for the agreements will be 12<office code>YYT7###, where YY is solicitation year, T is for award, and 7### is the agreement number. For example: 12034318T7004. Existing agreements created prior to October 1, 2017 will retain their current numbering scheme of AG<office code>-B-YY-7###. For example: AG-0343-B-16-7026
For Rollover modifications ONLY, COs may set a due date for when a vendor MUST respond to the Rollover modification.

1. For Rollover modifications only: If the CO has set a due date for when a vendor needs to respond to the Rollover modification, it will be listed under the Rollover Modification label. Vendors MUST respond to the Rollover modification before the date, time, and timezone set for the response due date.

If the Rollover modification label does not display a due date, then the CO has not set a due date for the vendor response.

2. If the response due date has expired:

   1. The status of the modification will change to “Awaiting CO Action.”

   2. You will be unable to submit or re-submit a response to the modification.

   3. The vendor can talk with the CO who will determine if the CO will put the vendor “In Negotiations,” which would allow the vendor to submit or re-submit a response to the modification AFTER the due date.
Responding to a Modification

Three Types of Agreement Modification Responses

- If your agreement has a modification, depending on the type of modification, you will either need to submit a response to the modification or you can acknowledge the modification (acknowledging the modification is not required since the CO has already signed the modification at this point).

1. This modification response is used for Standard and/or Change End Date, Rollover, Inspection Correction, and Resource Type Correction modifications. These types of modifications do require a vendor response.

With the Standard and/or Change End Date and Inspection Correction mods, you can apply changes to your resources and all company information, except changes to LSA and Business Status. With Rollover and Resource Type Correction mods you can apply ALL changes to your company information, including LSA and Business Status changes and changes to your resources, and you can make changes to the DC and Rates.

2. This modification response is used for the Novation modification. This mod requires a vendor response from the purchasing vendor. The selling vendor of a Novation mod can view the modification, but there is no modification response action available for the selling vendor.

3. This modification response is used for Suspend/Resume Resources, Terminate/Reinstate Resources, Expire, Cancel Agreement, Suspend/Resume Agreements, and Administrative modifications. These types of modifications do NOT require a vendor response and have already been signed by the CO at this point in the process.
Responding to a Modification
Step 1: Review Modification

1. Review a summary of the modification.
2. View a preview PDF of the modification package before your changes are applied.
Responding to a Modification
Step 2: Apply Resource Changes

2 If your resource has been suspended through a previous modification, a “Suspended” label will be highlighted in subsequent modifications to remind you that the resource is suspended; you will be able to select any of the standard four actions (No changes, Updates, Replace, Withdraw) for your suspended resource.

3 The Set DC & Rates button will only be enabled for Rollover Modifications and Resource Type Correction mods.

4 In the Action column, select the appropriate action that you wish to take with this modification type. NOTE: If you made changes to your resource and those changes disqualify the resource from the agreement, then the only Actions available through a modification will be Replace Resource or Withdraw Resource.

5 Click on the Magnifying Glass icon to view the Resource Comparison of your resource information before your change versus after your change. Changes are highlighted in bold, red font.

6 If your selection is to “Replace” the resource, you will be asked to select the VIN/Unique ID of the resource that you want to be the replacement for the current resource.
Responding to a Modification
Step 2: Apply Resource Changes (Continued)

The Resource Type Correction modification is a little different than the modification responses for the other mod types that require a vendor response.

1. The CO only issues the Resource Type Correction modification in special situations. If you have a resource that has been awarded as one type, but is actually a different type within the same resource category (i.e., a Chipper Type 1 is really a Chipper Type 2), then this CO can issue this modification IF they choose to do so. IMPORTANT: NOT all resource category types qualify for a re-type correction modification. You cannot replace a different resource (different VIN/Unique ID and different type) with your current resource.

2. When you respond to the modification, if your resource attributes have not been changed yet to make it a different type, then you will see this message.

3. Select the resource type that will replace your current resource type.

4. The Resource Comparison popup displays the resource details for the currently awarded resource type versus the new resource details for the changed resource type. Again, it is the same resource VIN/Unique ID, it is just the resource type and the attributes that have changed.

5. With this modification type, you can set the DC and rates for the new resource category type.
Responding to a Modification
Step 3: Sign Modified Agreement and SAM/VIPR Check

1. Read the modification signature statement.
2. Click the Preview Modification Response button to view the list of resources that will be included in your modification response. Changes made to the resource attributes (through the modification) will be highlighted.
3. If you agree with the statement, select the I Agree check box.
4. After you click the Submit button, it may take a few seconds to process your response, so please wait and do not click on any other buttons.
5. When you click on the Submit button to respond to a modification, VIPR will check to see...
   - If your company name, DBA, company address (a.k.a. physical address), or mailing address in VIPR matches what is the SAM record associated with the vendor DUNS. If the information in VIPR does not match SAM, then you will be unable to respond to modifications to the agreement. You will need to use the “View/Import from SAM” button on the My Company page in the vendor application to import your changes from SAM into VIPR.
   - If your SAM record is inactive or has expired. If your SAM record is inactive or expired, you will be unable to respond to modifications to your agreement until you update your SAM record to make it active.
Responding to a Modification
Step 4: Submitted

1 Your modification response is successfully submitted.

2 Notice the Status of the modified agreement now indicates “Awaiting Contracting Officer Signature.”
Responding to a Modification
No Vendor Action: Acknowledgment ONLY

1. If the modification to the agreement does NOT require a vendor signature, you will just be asked to acknowledge the modification (this is not required).
   At this point, the CO has already signed the modified agreement.

2. Review a summary of the modification.

3. View a PDF of the modification package.
Troubleshooting Issues with the Application

1. If you have not been working in the vendor application for a while, you may get this time out message.

2. If you get this message, click the **Continue** button.

3. If you get this message after you clicked the Continue button above, then reload the vendor application URL in your browser to open the application.

4. If you are using Internet Explorer 8 and you see formatting issues with the vendor application (i.e., menu item is not in the menu bar, text is overlapping with buttons, and button labels are cut off), the issue may be caused due to an IE setting. While the application will still work, you can try to fix the setting by doing the following:
   a) In IE, from the menu bar, go to Tools > Compatibility View Settings.
   b) Clear the “Display intranet sites in Compatibility View” check box.
   c) Close the dialog box. This should do a refresh and you should no longer see the formatting issues.
Sample of a Resource Form
In the Manage Your Resources Wizard

Below is a sample of the type of form fields that a vendor would complete in the Manage Your Resources wizard.

**IMPORTANT:** This is just an example of what a resource form might look like; the attributes listed in this image be different than the actual attributes required on the resource form completed by the vendor.
Resources That Use the Vendor Application: As of VIPR 15.2 (Page 1 of 11)

Below is a list of resources that use the vendor application. The information listed for these resources describes the attributes for each type of resource at the time when the resource is being re-solicited. For example, attributes for a 2023 resource, but not necessarily a 2020 resource, are displayed.

**Slide 65:**
- Ambulance Service
- Chipper
- Clerical Support Unit
- Communications Unit
- Crew Carrier Bus

**Slide 66:**
- Dozer
- Emergency Medical Responder
- Engine
- Excavator

**Slide 67:**
- Faller
- Feller Buncher
- Fuel Tender
- Generic

**Slide 68:**
- GIS Unit
- Gray Water Truck
- Handwashing Station (Trailer Mounted)
- Helicopter Operations Support Unit
- Mechanic with Service Truck – Auto/Truck

**Slide 69:**
- Mechanic with Service Truck – Heavy Equipment
- Mobile Laundry Unit
- Mulcher/Masticator – Boom Mounted
- Passenger Vehicle

**Slide 70:**
- Potable Water Truck
- Pumper Cat
- Refrigerated Trailer

**Slide 71:**
- Road Grader
- Skidder
- Skidgine

**Slide 72:**
- Softtrack
- Strip Mulcher/Masticator

**Slide 73:**
- Tractor Plow
- Transport
- Truck

**Slide 74:**
- Water Tender (Support)
- Water Tender (Tactical)
- Weed Washing Unit
Resources That Use the Vendor Application: As of VIPR 15.2 (Page 2 of 11)

All resources are required to have a VIN, Unique ID, or Serial Number; Equipment ID; and Resource Location (City, State, and Zip Code). All required attributes will have a red asterisk on the resource form in the vendor application.

<table>
<thead>
<tr>
<th>Resource</th>
<th>Attributes</th>
</tr>
</thead>
</table>
| Ambulance Service         | VIN  
Make  
Model  
Model Year  
Hazmat PPE (Yes/No)  
Level of Care (ALS or BLS)  
Minimum Staffing (1 Paramedic + 1 EMT, 2 EMTs, 1 EMT + 1 First Responder)  
AWD/4WD (Yes/No)  
Fireline Qualified (Yes/No)  
Tech Eval Pics/Docs |
| Chipper                   | Unique ID  
Make  
Model  
Model Year  
Mulching Capability  
Vendor Provides 3-Person Crew (Yes/No)  
Boom Feed (Yes/No)  
In-Feed Mechanism that operates in forward, reverse, and stop modes (Yes/No)  
Configuration (Self-Propelled or Tow-Behind)*  
AWD/4WD*  
*NOTE: Based on the ‘Configuration’ attribute selected, this AWD/4WD value must be ‘yes’ to qualify if Tow-Behind is the configuration. For Self-propelled configuration, this AWD/4WD value can be N/A. |
| Clerical Support Unit     | VIN  
Make (optional)  
Model (optional)  
Model Year (optional)  
Length of Unit (feet)  
Width of Unit (feet)  
Tech Eval Pics/Docs |
| Communications Unit       | VIN  
Make  
Model  
Model Year  
Length of Unit (feet)  
Width of Unit (feet)  
Is resource equipped with external Internet capability? (Yes/No) |
| Crew Carrier Bus          | VIN  
Make  
Model  
Model Year  
Passenger Capacity  
DOT Operating Authority? (Yes/No)  
Bus has internal storage area for equipment/gear? (Yes/No)  
Bus is equipped with exterior boxes meeting flammable storage requirements? (Yes/No)  
All of the original emergency exits that were required when the bus was manufactured are in working order? (Yes/No)  
Tech Eval Pics/Docs |
Resources That Use the Vendor Application: As of VIPR 15.2 (Page 3 of 11)

All resources are required to have a VIN, Unique ID, or Serial Number; Equipment ID; and Resource Location (City, State, and Zip Code). All required attributes will have a red asterisk on the resource form in the vendor application.

<table>
<thead>
<tr>
<th>Resource</th>
<th>Attributes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dozer</td>
<td>Serial Number, Make, Model, Model Year, Min Flywheel Horsepower, Min Operating Weight in LBS, Blade Type [Straight/U Blade-no hydraulic tilt, Angle-no hydraulic tilt, Straight/U Blade-with hydraulic tilt, Angle-with hydraulic tilt, 6-Way Hydraulic (PAT)], Winch (Yes/No), Grapple (Yes/No), Ripper (Yes/No), Low Ground Pressure (Yes/No), Do you have enough employees for a double shift? (Yes/No), Tech Eval Pics/Docs</td>
</tr>
<tr>
<td>Emergency Medical Responder</td>
<td>Serial Number, Fireline Qualified (Yes/No), Medical Certification (Basic, Advanced, Paramedic), Tech Eval Pics/Docs</td>
</tr>
<tr>
<td>Engine</td>
<td>VIN, Make, Model, Model Year, Capacity – Gallons Hauled (water), Gallons Per Minute (gpm), Pump Performance (psi), Gross Vehicle Weight Rating (gvwr), Foam Proportioner System (Automatic Regulating Proportioner, Manually Regulated Proportioner), CAFS (Yes/No), All-Wheel Drive (Yes/No), Do you have enough employees for a double shift? (Yes/No), Tech Eval Pics/Docs</td>
</tr>
<tr>
<td>Excavator</td>
<td>Serial Number, Make, Model, Model Year, Min Flywheel Horsepower, Min Operating Weight in LBS, Clamshell Bucket (Yes/No), Up Down Blade or Dozer Blade (Yes/No), Steep Ground Excavator (Yes/No), Do you have enough employees for a double shift? (Yes/No), Tech Eval Pics/Docs</td>
</tr>
</tbody>
</table>
Resources That Use the Vendor Application: As of VIPR 15.2 (Page 4 of 11)

All resources are required to have a VIN, Unique ID, or Serial Number; Equipment ID; and Resource Location (City, State, and Zip Code). All required attributes will have a red asterisk on the resource form in the vendor application.

<table>
<thead>
<tr>
<th>Resource</th>
<th>Attributes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faller</td>
<td>Unique ID</td>
</tr>
<tr>
<td></td>
<td>Configuration (Single Faller or Faller Module)</td>
</tr>
<tr>
<td></td>
<td>Tech Eval Pics/Docs</td>
</tr>
<tr>
<td>Feller Buncher*</td>
<td>Serial Number</td>
</tr>
<tr>
<td></td>
<td>Make</td>
</tr>
<tr>
<td></td>
<td>Model</td>
</tr>
<tr>
<td></td>
<td>Model Year</td>
</tr>
<tr>
<td></td>
<td>Capacity (horsepower)</td>
</tr>
<tr>
<td>Fuel Tender</td>
<td>VIN</td>
</tr>
<tr>
<td></td>
<td>Make</td>
</tr>
<tr>
<td></td>
<td>Model</td>
</tr>
<tr>
<td></td>
<td>Model Year</td>
</tr>
<tr>
<td></td>
<td>Fuel Capacity (gallons)</td>
</tr>
<tr>
<td></td>
<td>Tech Eval Pics/Docs</td>
</tr>
<tr>
<td>Generic**</td>
<td>Unique ID</td>
</tr>
<tr>
<td></td>
<td>Make – optional</td>
</tr>
<tr>
<td></td>
<td>Description*</td>
</tr>
</tbody>
</table>

*For 2021 MISCELLANEOUS HEAVY EQUIPMENT RESOURCES: Vendors who are submitting quotes for 2021 Miscellaneous Heavy Equipment resources MUST enter the VIN or serial number of the parent machine in the field for “Serial Number” within the Resource Info, not the serial number for the attachment. This standard applies regardless of how the machine is configured, modified, or powered.

**Generic resources are used for various local equipment and services not listed on the National Solicitation Plan for I-BPAs, but may be identified on the Method of Hire (MOH) chart located in the Interagency Incident Business Management Handbook (IIBMH). For details about equipment requirements for a generic resource, you will need to review D02 Equipment Requirements – Generic in the specific generic solicitation you wish to use your generic resource for.
Overview for Using the VIPR Vendor Application

Resources That Use the Vendor Application: As of VIPR 15.2 (Page 5 of 11)

All resources are required to have a VIN, Unique ID, or Serial Number; Equipment ID; and Resource Location (City, State, and Zip Code). All required attributes will have a red asterisk on the resource form in the vendor application.

<table>
<thead>
<tr>
<th>Resource</th>
<th>Attributes</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIS Unit</td>
<td>VIN, Make, Model, Model Year</td>
</tr>
<tr>
<td></td>
<td>Length of Unit (feet), Width of Unit (feet), Number of Computer Workstations, Number of Other Workstations</td>
</tr>
<tr>
<td>Gray Water Truck</td>
<td>VIN, Make, Model, Model Year, Water Capacity (gallons hauled)</td>
</tr>
<tr>
<td></td>
<td>Pump Type (Centrifugal (Drafting) or Vacuum), Configuration (Truck, Tractor Trailer Combo, Tow-Behind Trailer [Bumper Pull]), Has the resource ever been used as a black water truck? (Yes or No)</td>
</tr>
<tr>
<td>Handwashing Station (Trailer Mounted)</td>
<td>VIN, Make, Model, Model Year</td>
</tr>
<tr>
<td></td>
<td>Number of Sinks, Does your unit currently utilize solar power? (Yes or No), Is the solar power capable of powering the unit without backup power for an operational shift? (Yes, No, N/A)</td>
</tr>
<tr>
<td>Helicopter Operations Support Unit</td>
<td>VIN, Make, Model, Model Year</td>
</tr>
<tr>
<td>(MWST) Heavy Equipment Mechanic with Service Truck</td>
<td>Unique ID, Mechanic’s First Name, Mechanic’s Last Name, Operator Experience (years)</td>
</tr>
<tr>
<td></td>
<td>ASE Certification (Both Truck and Auto Master, Truck Master Only, AutoMaster Only, 5 or more certificates, or None), Vocational School or Manufacturer Diesel/Heavy Equipment Mechanic Certificate (N/A, No, or Yes), Truck is equipped with a Mechanic’s Service Crane (check box), Tech Eval Pics/Docs</td>
</tr>
</tbody>
</table>
## Resources That Use the Vendor Application:
As of VIPR 15.2 (Page 6 of 11)

All resources are required to have a VIN, Unique ID, or Serial Number; Equipment ID; and Resource Location (City, State, and Zip Code). All required attributes will have a red asterisk on the resource form in the vendor application.

<table>
<thead>
<tr>
<th>Resource</th>
<th>Attributes</th>
</tr>
</thead>
<tbody>
<tr>
<td>(MWST) Auto/Truck Mechanic with Service Truck</td>
<td>Unique ID, Mechanic’s First Name, Mechanic’s Last Name, Operator Experience (years), ASE Certification (Both Truck and Auto Master, Truck Master Only, AutoMaster Only, 5 or more certificates, or None), EVT Certificate Level (N/A, Master, Level 2, Level 1, or None), Fire Apparatus Mechanic Experience (years) (N/A, 0-4, or 5+), Tech Eval Pics/Docs</td>
</tr>
<tr>
<td>Mobile Laundry Unit</td>
<td>Unique ID, Production Capacity, Single Load Capability (Yes/No), Tech Eval Pics/Docs</td>
</tr>
<tr>
<td>Mulcher/Masticator – Boom Mounted*</td>
<td>Serial Number*, Make, Model, Model Year, Min Flywheel Horsepower, Min Operating Weight in LBS, Does the parent machine have the ability to level the cab? (Yes/No), Does the resource have steel tracks? (Yes/No)</td>
</tr>
<tr>
<td>Passenger Vehicle</td>
<td>VIN, Make, Model, Model Year, Vehicle Type (SUV-Large [seats 6 or more], SUV-Small [seats 5], Passenger Van [seats 7 or more]), Passenger Capacity, All-Wheel Drive/4-Wheel Drive (Yes/No), Production Capacity, Tech Eval Pics/Docs</td>
</tr>
</tbody>
</table>

* For 2021 MISCELLANEOUS HEAVY EQUIPMENT RESOURCES: Vendors who are submitting quotes for 2021 Miscellaneous Heavy Equipment resources MUST enter the VIN or serial number of the parent machine in the field for “Serial Number” within the Resource Info, not the serial number for the attachment. This standard applies regardless of how the machine is configured, modified, or powered.
Resources That Use the Vendor Application: 
As of VIPR 15.2 (Page 7 of 11)

All resources are required to have a VIN, Unique ID, or Serial Number; Equipment ID; and Resource Location (City, State, and Zip Code). All required attributes will have a red asterisk on the resource form in the vendor application.

<table>
<thead>
<tr>
<th>Resource</th>
<th>Attributes</th>
</tr>
</thead>
</table>
| Portable Toilet (As of 2021, this resource will use the Generic template if regions wish to solicit for portable toilets through VIPR) | Unique ID  
Number of Toilets  
Number of Wheelchair Accessible Toilets  
Number of Handwash Stations |
| Potable Water Truck           | VIN  
Make  
Model  
Model Year  
Water Capacity (gallons hauled)  
Pump, Food Grade (Yes/No)  
Configuration (Truck, Tractor Trailer Combo, Tow-Behind Trailer [Bumper Pull])  
Has the resource ever been used as a black water truck? (Yes or No) |
| Pumper Cat                    | Serial Number  
Make  
Model  
Model Year  
Capacity – Gallons Hauled (water)  
Flywheel Horsepower  
Foam Proportioner System (Automatic Regulating Proportioner, Manually Regulated Proportioner, None)  
Blade Type (Straight/U Blade-no hydraulic tilt, Angle-no hydraulic tilt, Straight/U Blade-with hydraulic tilt, Angle-with hydraulic tilt, 6-Way Hydraulic [PAT])  
Winch (Yes/No)  
Grapple (Yes/No)  
Do you have enough employees for a double shift? (Yes/No)  
Tech Eval Pics/Docs |
| Refrigerated Trailer         | VIN  
Make  
Model  
Model Year  
Length (in feet)  
Movable Partition (Yes/No)  
Tech Eval Pics/Docs |
Resources That Use the Vendor Application: As of VIPR 15.2 (Page 8 of 11)

All resources are required to have a VIN, Unique ID, or Serial Number; Equipment ID; and Resource Location (City, State, and Zip Code). All required attributes will have a red asterisk on the resource form in the vendor application.

<table>
<thead>
<tr>
<th>Resource</th>
<th>Attributes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Road Grader*</td>
<td>Serial Number, Make, Model, Model Year, Capacity (horsepower), Mold Board (length), AWD/4WD (Yes or No), Ripper (Yes or No)</td>
</tr>
<tr>
<td>Skidder*</td>
<td>Serial Number, Make, Model, Model Year, Capacity (horsepower), Configuration (Grapple or Winch or Both), Carrier Type (Steel Tracks, Rubber Tired, or Both)</td>
</tr>
<tr>
<td>Skidgine</td>
<td>Serial Number, Make, Model, Model Year, Capacity – Gallons Hauled (water), Foam Proportioner System (Automatic Regulating Proportioner, Manually Regulated Proportioner, None), Monitor (Yes/No), Winch (Yes/No), Grapple (Yes/No), Detachable Tank (Drop Tank Skidgine) (Yes/No), Do you have enough employees for a double shift? (Yes/No), Tech Eval Pics/Docs</td>
</tr>
</tbody>
</table>

*For 2021 MISCELLANEOUS HEAVY EQUIPMENT RESOURCES: Vendors who are submitting quotes for 2021 Miscellaneous Heavy Equipment resources MUST enter the VIN or serial number of the parent machine in the field for “Serial Number” within the Resource Info, not the serial number for the attachment. This standard applies regardless of how the machine is configured, modified, or powered.*
Resources That Use the Vendor Application: As of VIPR 15.2 (Page 9 of 11)

All resources are required to have a VIN, Unique ID, or Serial Number; Equipment ID; and Resource Location (City, State, and Zip Code). All required attributes will have a red asterisk on the resource form in the vendor application.

<table>
<thead>
<tr>
<th>Resource</th>
<th>Attributes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Softtrack</td>
<td>Serial Number</td>
</tr>
<tr>
<td></td>
<td>Make</td>
</tr>
<tr>
<td></td>
<td>Model</td>
</tr>
<tr>
<td></td>
<td>Model Year</td>
</tr>
<tr>
<td></td>
<td>Capacity – Gallons Hauled (water)</td>
</tr>
<tr>
<td></td>
<td>Foam Proportioner System (Automatic Regulating Proportioner, Manually Regulated Proportioner, None)</td>
</tr>
<tr>
<td></td>
<td>Monitor (Yes/No)</td>
</tr>
<tr>
<td></td>
<td>Winch (Yes/No)</td>
</tr>
<tr>
<td></td>
<td>Do you have enough employees for a double shift? (Yes/No)</td>
</tr>
<tr>
<td></td>
<td>Tech Eval Pics/Docs</td>
</tr>
<tr>
<td>Strip Mulcher/Masticator*</td>
<td>Serial Number</td>
</tr>
<tr>
<td></td>
<td>Make</td>
</tr>
<tr>
<td></td>
<td>Model</td>
</tr>
<tr>
<td></td>
<td>Model Year</td>
</tr>
<tr>
<td></td>
<td>Carrier Type (Rubber Tired [Wheeled] or Track Mounted)</td>
</tr>
<tr>
<td></td>
<td>Flywheel Horsepower</td>
</tr>
</tbody>
</table>

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Resources That Use the Vendor Application: As of VIPR 15.2 (Page 10 of 11)

All resources are required to have a VIN, Unique ID, or Serial Number; Equipment ID; and Resource Location (City, State, and Zip Code). All required attributes will have a red asterisk on the resource form in the vendor application.

<table>
<thead>
<tr>
<th>Resource</th>
<th>Attributes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tractor Plow</td>
<td>Serial Number</td>
</tr>
<tr>
<td></td>
<td>Make</td>
</tr>
<tr>
<td></td>
<td>Model</td>
</tr>
<tr>
<td></td>
<td>Model Year</td>
</tr>
<tr>
<td></td>
<td>Flywheel Horsepower</td>
</tr>
<tr>
<td></td>
<td>Blade Type [Straight/U Blade-no hydraulic tilt, Angle-no hydraulic tilt,</td>
</tr>
<tr>
<td></td>
<td>Straight/U Blade-with hydraulic tilt, Angle-with hydraulic tilt, 6-Way</td>
</tr>
<tr>
<td></td>
<td>Hydraulic (PAT)]</td>
</tr>
<tr>
<td></td>
<td>Winch (Yes/No)</td>
</tr>
<tr>
<td></td>
<td>Grapple (Yes/No)</td>
</tr>
<tr>
<td></td>
<td>Ripper (Yes/No)</td>
</tr>
<tr>
<td></td>
<td>Low Ground Pressure (Yes/No)</td>
</tr>
<tr>
<td></td>
<td>Plow Type (Standard pull behind plow, Swing axle plow, 3 pointed hitch</td>
</tr>
<tr>
<td></td>
<td>mounted to the rear of the tractor)</td>
</tr>
<tr>
<td></td>
<td>Plow Depth</td>
</tr>
<tr>
<td></td>
<td>Plow Width</td>
</tr>
<tr>
<td></td>
<td>Do you have enough employees for a double shift? (Yes/No)</td>
</tr>
<tr>
<td></td>
<td>Tech Eval Pics/Docs</td>
</tr>
<tr>
<td>Transport</td>
<td>VIN</td>
</tr>
<tr>
<td></td>
<td>Make</td>
</tr>
<tr>
<td></td>
<td>Model (optional)</td>
</tr>
<tr>
<td></td>
<td>Model Year (optional)</td>
</tr>
<tr>
<td></td>
<td>What is the carrying capability for the transport (and trailer)? (Yes/No)</td>
</tr>
<tr>
<td></td>
<td>Tech Eval Pics/Docs</td>
</tr>
<tr>
<td>Truck</td>
<td>VIN</td>
</tr>
<tr>
<td></td>
<td>Make</td>
</tr>
<tr>
<td></td>
<td>Model</td>
</tr>
<tr>
<td></td>
<td>Model Year</td>
</tr>
<tr>
<td></td>
<td>GVWR</td>
</tr>
<tr>
<td></td>
<td>Bed Type (Conventional box bed or Flatbed w/ Stakesides)</td>
</tr>
<tr>
<td></td>
<td>Bed Length</td>
</tr>
<tr>
<td></td>
<td>All-Wheel Drive/4-Wheel Drive (Yes/No)</td>
</tr>
<tr>
<td></td>
<td>Dump/Tilt Box (Yes/No)</td>
</tr>
<tr>
<td></td>
<td>Lift Gate (Yes/No)</td>
</tr>
<tr>
<td></td>
<td>Tech Eval Pics/Docs</td>
</tr>
</tbody>
</table>
Resources That Use the Vendor Application:
As of VIPR 15.2 (Page 11 of 11)

All resources are required to have a VIN, Unique ID, or Serial Number; Equipment ID; and Resource Location (City, State, and Zip Code). All required attributes will have a red asterisk on the resource form in the vendor application.

<table>
<thead>
<tr>
<th>Resource</th>
<th>Attributes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Tender (Support)</td>
<td>VIN&lt;br&gt;Make&lt;br&gt;Model&lt;br&gt;Model Year&lt;br&gt;Capacity – Gallons Hauled (water)&lt;br&gt;Suspension (Tandem Axle with Air Bag Suspension, Tandem Axle with Vocational Duty Suspension, Single Rear Axle, Single Rear Axle with Locking Differential)&lt;br&gt;Spray Bar Configuration (Gravity Front and Rear, Gravity Front or Rear, N/A, Pressure Front and Rear, Pressure Front or Rear)&lt;br&gt;All-Wheel Drive (Yes/No)&lt;br&gt;Do you have enough employees for a double shift? (Yes/No)&lt;br&gt;Tech Eval Pics/Docs</td>
</tr>
<tr>
<td>Water Tender (Tactical)</td>
<td>VIN&lt;br&gt;Make&lt;br&gt;Model&lt;br&gt;Model Year&lt;br&gt;Capacity – Gallons Hauled (water)&lt;br&gt;Suspension (Tandem Axle with Air Bag Suspension, Tandem Axle with Vocational Duty Suspension, Single Rear Axle, Single Rear Axle with Locking Differential)&lt;br&gt;Spray Bar Configuration (Gravity Front and Rear, Gravity Front or Rear, N/A, Pressure Front and Rear, Pressure Front or Rear)&lt;br&gt;Foam Proportioner System (Automatic Regulating Proportioner, Manually Regulated Proportioner, N/A)&lt;br&gt;Monitor (Manual, N/A, None, Remote)&lt;br&gt;All-Wheel Drive (Yes/No)&lt;br&gt;Do you have enough employees for a double shift? (Yes/No)&lt;br&gt;Tech Eval Pics/Docs</td>
</tr>
<tr>
<td>Weed Washing Unit</td>
<td>Unique ID&lt;br&gt;Make (optional)&lt;br&gt;Model (optional)&lt;br&gt;Model Year (optional)&lt;br&gt;Tech Eval Pics/Docs</td>
</tr>
</tbody>
</table>
Key Links and Help

- Link to log into the VIPR Vendor Application: https://apps.fs.usda.gov/vipr/vendor/
- Important information about the VIPR Vendor Application: https://www.fs.usda.gov/business/incident/vendorapp.php
- Online Help for Vendor Application (accessible from within the application): https://www.fs.usda.gov/business/incident/static/onlinehelp/Default.htm
- Vendor Application FAQs: https://www.fs.usda.gov/business/incident/faq.php
- Forest Service Incident Procurement VIPR Web site: https://www.fs.usda.gov/business/incident/
- VIPR Help Desk:
  - Email - IIA-HelpDesk@fs.fed.us
  - Phone - (866) 224-7677 (press option 3 for VIPR)
  - Web site - https://iia-hd.peckham-enclave.us/
- eAuth Team:
  - Phone - 1-800-457-3642 (select option #1)
  - Email - eAuthHelpDesk@usda.gov
  - Register online - https://www.eauth.usda.gov/eauth/b/usda/registration