



VIPR Next Gen for Vendors | How-To Reference Guide

Responding to an Onboarding Modification Request

Annually, early in the calendar year, **all vendors with active agreements** on Incident Blanket Purchase Agreements (I-BPAs) are required to review and **respond to a global onboarding modification as this confirms your agreement for the new period**. This process gives you the opportunity to update your resources, including rates and dispatch centers, as well as add new resources or withdraw old ones before the response due date. This how-to guide covers the process for responding to this onboarding modification request.

Step 1 Receive notification of Onboarding Mod Requests

You will receive an email notifying you that an onboarding mod has been issued and requires your response. When you receive this email, log into VIPR Next Gen to complete your response. You can also view which of your agreements require an onboarding mod response directly in the application.

ALL VENDORS WITH ACTIVE AGREEMENTS must complete onboarding modification requests to confirm their agreement for the new period.

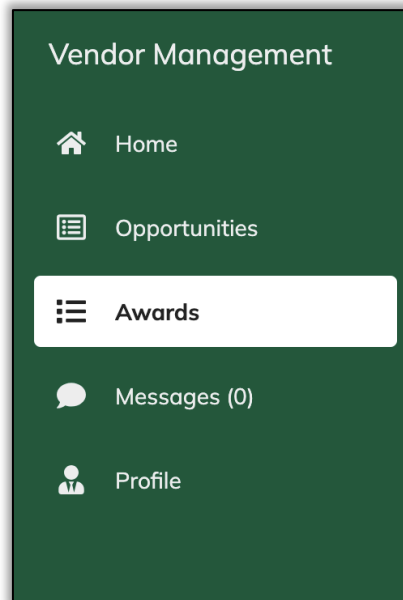
Step 2 Log into VIPR Next

Next, you will log into the [VIPR Next Gen application](#) for Vendors. If you need help with logging into the application, refer to the [Vendor Support](#) materials.

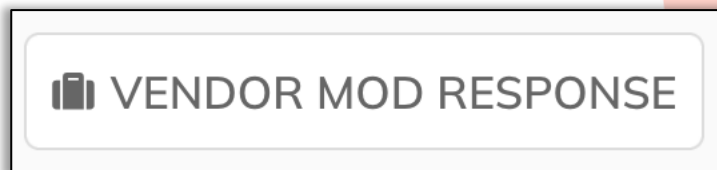
Step 3 Navigate to the Awards tab



Once logged in, navigate to the Awards tab on the left-hand side navigation pane of the application. You will see a list of all your active awards.



Locate the award that requires your response. You will know it requires action because a **VENDOR MOD RESPONSE** button will appear in the “Action” column next to it. Click this button to open the modification response wizard.



Step 4 Review the Modification Information

The first screen of the wizard displays key information about the modification:

- Modification number
- Type of modification



- Date the modification was issued
- Your response due date
- Modification description

Make note of your response due date. Onboarding modification responses must be submitted by this deadline or they risk being suspended. Responses cannot be submitted for the new agreement after this date.

You can also download and review the draft award document from this screen under the “Draft Mod Award” section, which includes:

- Your SF 1449
- Schedule of items and current rates
- Updated contract clauses and requirements
- Updated exhibits, such as the wage determination

After reviewing the draft award document, click **NEXT** to proceed through the wizard.

Contract Modification Response

Complete your response to the Modification by the response due date, to retain your Awarded status

Review Modification

Review Company Info

Review Resources

Edit or Add Resources

Sign Modified Agreement

Review Modification

Review key information about this contract modification.

Agreement Mod # 12025B26T7162-P00001

Type of Mod Onboarding

Date Mod Sent Mar 26, 2026

Date Response Due Mar 30, 2026

Description of Mod sdf

Draft Mod Award

Download Contract Draft Document

1 of 10

Automatic Zoom

Agreement # 12025B26T7162 P00001 w/ Vendor: RAMPART HELICOPTER SERVICES, LLC

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS		1. REQUESTION NUMBER	PAGE 1 OF 10
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30			
2. CONTRACT NO.	3. AWARD EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER
12025B26T7162	03/26/2026 12:00 AM GMT		12025B26Q7823
		6. SOLICITATION ISSUE DATE	
		03/26/2026 01:00 PM GMT	

CANCEL

NEXT



Step 5 Review and Update Your Company Information

This screen asks you to ensure your company information is current before the new agreement period begins.

Contract Modification Response

Complete your response to the Modification by the response due date, to retain your Awarded status

- Review Modification
- Review Company Info**
- Review Resources
- Edit or Add Resources
- Sign Modified Agreement

Review Company Info

Use the sync data with SAM.gov button to make sure your company info in VIPR Next Gen is up-to-date with your SAM.gov account, and review any VIPR Next Gen-specific contact information for accuracy.

[UPDATE FROM SAM.GOV](#) Expiration Date: 6/4/2026

VIPR Next Gen Point of Contact Information

First Name *	Email *
Olivia	olivia.fiscus@usda.gov
Last Name *	Evening Phone Number *
Fiscus	3035556767
Daytime Phone Number *	
7205557878	

[CANCEL](#) [BACK](#) [NEXT](#)

Click the **UPDATE FROM SAM.GOV** sync button to pull your latest information, such as address, business type, and registrations, directly from SAM.gov. You will see a message that your sync was successful.

Review Company Info

Use the sync data with SAM.gov button to make sure your company info in VIPR Next Gen is up-to-date with your SAM.gov account, and review any VIPR Next Gen-specific contact information for accuracy.

[UPDATE FROM SAM.GOV](#) ✔ Data Synced with SAM.gov | Expiration Date: 6/4/2026

You can also update your point of contact information here in the text fields below.



VIPR Next Gen Point of Contact Information

First Name *	Email *
Olivia	olivia.fscus@usda.gov
Last Name *	Evening Phone Number *
Fiscus	3039556767
Daytime Phone Number *	
7205557878	

Click **NEXT** when your information is confirmed correct.

Step 6 Review Your Resources

This screen displays all resources currently on your award.

Contract Modification Response
Complete your response to the Modification by the response due date, to retain your Awarded status

Review Modification

Review Company Info

Review Resources

Edit or Add Resources

Sign Modified Agreement

Review Resources

For each of your currently awarded resources, indicate what action you would like to take on that resource through this mod. You can select each resource to view its current rates in the "Resource Rate(s)" box.

Current Awarded Resources

To view a resource's Rates, first select the row for that resource in the table.

Resource	Resource Category	Dispatch Center	Action
ASDFGHN	Strip Mulcher/ Masticator Type 1	CO-DRC	Leave As Is
STRPMULCH02	Strip Mulcher/ Masticator Type 2	CO-DRC	Update
FELLERTYPE1TESTING	Feller Buncher Type 1	CO-DRC	Withdraw
FELLERTYPE2TESTING	Feller Buncher Type 2	CO-DRC	Select Action

CANCEL

BACK

NEXT

For each resource, you must select from the dropdown one of the following options:

- **Leave As-Is:** Nothing has changed and your resource is still qualified. No updates are needed to the resource.
- **Update:** You want to make changes to this resource, such as updating your rate or dispatch center. You will also be able to make other updates to the resource, such make/model/year, location, attributes, and associated photos and documents.



- **Withdraw:** You no longer want this resource on your agreement. Selecting this would remove it from the new agreement.

If a resource is unqualified, the Leave As-Is option will not be available. You must either select “Update” to make it qualified or “Withdraw” the resource. Even if you Leave As-Is for all resources, you must continue through the wizard to submit a response. Resources that are no longer qualified are indicated with red text and an exclamation point icon (!).

Contract Modification Response

Complete your response to the Modification by the response due date, to retain your Awarded status

Review Modification

Review Company Info

Review Resources

Edit or Add Resources

Sign Modified Agreement

Review Resources

For each of your currently awarded resources, indicate what action you would like to take on that resource through this mod. You can select each resource to view its current rates in the “Resource Rate(s)” box.

Current Awarded Resources

To view a resource's Rates, first select the row for that resource in the table.

Resource	Resource Category	Dispatch Center	Action
112311	Dozer Type 2	ID-GVC	Select Action
112321	Dozer Type 4	ID-GVC	Select Action
112321	Dozer Type 1	ID-GVC	Update Withdraw
OFDOZER1	Dozer Type 1	ID-CDC	Select Action
OFDOZER3	Dozer Type 3	MT-BRC	Select Action
OFDOZER2	Dozer Type 2	MT-BDC	Select Action

Rates | 112311

Daily
\$200.00

Transport ...
-

Per Mile
-

CANCELBACK

NEXT

Click **NEXT** when you have made a selection for every resource. You will not be able to submit the response without a selection for every resource.

Step 7 Edit and/or Add Resources

This screen is where you make changes to resources you selected for update in the previous step, and where you can add new resources to your agreement.



For resources you selected to Update:

- Enter your new rate for the resource in the specified field.
- Select your dispatch center from the available options. Note that dispatch centers are limited to those specified in the solicitation.

If necessary, you can also update the identification information, location, attributes, and pictures/documents for the resource by clicking the edit icon on the right ().



Contract Modification Response
Complete your response to the Modification by the response due date, to retain your Awarded status

Review Modification
Review Company Info
Review Resources
Edit or Add Resources
Sign Modified Agreement

Edit or Add Resources

☒ Awarded Resources to Edit

~ 12345678910121314 | Gray Water Truck Type 1

Dispatch Center *
Grangeville Interagency Dispatch Center

Rate
Daily *
\$12,345.00

+ New Resources

ADD RESOURCE

CANCEL BACK NEXT

To add a new resource to your agreement, click the **ADD RESOURCE** button on the left side of the screen to:

- Select the resource from the dropdown. Only resources that already exist in your vendor profile and qualify for this solicitation's resource categories will appear.
- If a resource you want to add is not showing, it may not yet be in your profile or may not qualify. Exit the wizard, add or correct the resource in your vendor profile, and then return to complete your modification response.

+ ADD RESOURCE



Can't find the resource you are looking to add in the dropdown? Exit the wizard and navigate to your vendor "Profile" to ensure that the resource has been added there first. Once it is added and qualifies for the agreement's resource categories, return to the Awards tab and resume your modification response.

Click **NEXT** when all updates and additions have been completed.

Step 8 Sign Modified Agreement and Submit

In the final screen of the wizard, there is a summary of all the changes you have made, including which resources you left as-is, updated, added, or withdrew. Review this carefully to confirm everything is correct before submitting. By clicking the row of a resource in the "Summary of Resources" table, you can view that resource's Rates.

When you are ready, you will be asked to agree to legal language confirming that your submission constitutes your electronic signature, and that all information is accurate. Click the "I Agree" checkbox and then **SUBMIT** to complete your response.

Once submitted, your modification response will be sent to the CO for review. If you want to make a change after submitting, you must withdraw and start over before the response due date. After that deadline, changes can only be made through another subsequent modification during the onboarding period.



Withdrawing Onboarding Modification Response

If you need to make changes after submitting your onboarding modification response, you can withdraw it and resubmit before the deadline specified in the Vendor Response Due Date. Navigate to the Awards tab, locate the applicable award, and click the **WITHDRAW MOD RESPONSE** button in the “Action” column.

Award	Status	Contract Dates	Last Modified	Action	Vendor Response Due Date	Documents
1205A26T7009-P00001 Onboarding Mod Test - 1/28/26	Draft	1/30/2026 - 1/31/2031	2/26/2026 2:42 PM MST		03/27/2026 6:30 AM MSTMDT	
1205A26T7007-P00001 Onboarding Mod Test - 1/28/26	Draft	1/29/2026 - 1/31/2030	1/28/2026 11:49 AM MST		03/27/2026 6:30 AM MSTMDT	
1205A26T7029-P00002 Release Strategy Jan 2026	Draft	1/29/2026 - 1/31/2031	1/26/2026 9:58 PM MST			
1204H126T7023-P00001 Prod Sol Release Strategy Version 1	Draft	1/21/2026 - 1/15/2031	1/26/2026 6:26 PM MST			
1205A26T7017 IIPA-377 Test #4 [1/21/26 - 12/13PM]	Draft	1/21/2026 - 12/31/2026	1/21/2026 12:40 PM MST			
1205B026T7114-P00001 Put Test Sign	Draft	1/29/2026 - 1/31/2026	1/29/2026 10:07 AM MST	WITHDRAW MOD RESPONSE	04/30/2026 5:30 AM ESTEDT	
1205A26T7083 #377: Placement of manually edited "Exhibits" in Generated PDF documents [E&S 1/18/26 - 1/13PM]	Draft	1/19/2026 - 2/7/2026	1/19/2026 1:51 PM MST			
1205A26T7081 IIPA-314 [E&S - 1/18/25 - 6:42AM]	Draft	1/18/2026 - 2/7/2026	1/18/2026 7:58 AM MST			
1205A26T7080 IIPA-314 [E&S - 1/18/25 - 6:42AM] - Do not add Line Items	Draft	-	1/18/2026 7:25 AM MST			
1205A26T7079 IIPA-314 [E&S - 1/18/25 - 6:42AM] - No Doc Gen	Draft	1/18/2026 - 2/7/2026	1/19/2026 10:44 AM MST			
1205A26T7077 IIPA-378: Blank "Contract Section" pages in PDF's - E&S [1/18/26 - 6:55AM]	Draft	1/24/2026 - 2/7/2026	1/18/2026 6:26 AM MST			
1205A26T7045 Second Global MOD Run-through [E&S - 1/17/25 - 7:32AM] - Relocating after the due date	Draft	1/17/2026 - 2/7/2026	1/17/2026 2:19 PM MST			
1205C26T7015-P00001 Onboarding Mod Demo - Drivers 2026 - 1/15/26 (V2)	Draft	1/15/2026 - 1/16/2031	1/15/2026 4:16 PM MST		01/30/2026 3:30 AM PSTPDT	
1205C26T7011-P00001 Onboarding Mod Demo - Drivers 2026 - 1/15/26	Draft	1/15/2026 - 1/30/2031	2/25/2026 1:17 PM MST		02/27/2026 4:00 AM PSTPDT	
1205A26T7014-P00002 Demo for Vendor UAT - Mod Demo for Mechanic	Draft	1/13/2026 - 1/14/2030	1/14/2026 5:06 PM MST		01/21/2026 1:00 PM ESTEDT	
1205A26T7074-P00002 IIPA-484: E&S [1/14/26 - 9:28AM] - Award	Draft	1/14/2026 - 1/9/2027	1/14/2026 12:43 PM MST			
1205C26T7008-P00001 Onboarding Mod Demo 1/14/26 - Heavy Equipment 2026	Draft	1/13/2026 - 1/23/2031	1/14/2026 8:14 AM MST		03/06/2026 4:00 AM PSTPDT	
1205C26T7004-P00001 Onboarding Mod Demo - Heavy Equipment 2026	Draft	1/13/2026 - 1/23/2030	1/13/2026 5:18 PM MST		03/27/2026 5:00 AM MSTMDT	
1205A26T7073 IIPA-484 [E&S - 1/13/26 - 2:11PM]	Draft	1/13/2026 - 2/7/2026	1/13/2026 3:22 PM MST			
1205A26T7072 Russ and Jake Test 1/13/26	Draft	1/13/2026 - 2/7/2026	1/13/2026 12:40 PM MST			
1205A26T7000 IIPA-484 [E&S Award - 1/9/25 - 11:55AM]	Draft	1/9/2026 - 2/7/2026	1/9/2026 12:07 PM MST			
1205A26T8404 IIPA-519 [E&S Award - 1/9/25 - 8:03AM]	Draft	1/9/2026 - 1/31/2026	1/9/2026 11:54 AM MST			

 WITHDRAW MOD RESPONSE

You will be asked to confirm withdrawing the response. Click **WITHDRAW MOD RESPONSE**.



The screenshot shows a web interface with a document icon and a warning triangle. A message states: "If you withdraw this modification response, your changes will be lost. When you restart your modification response, your resources will once again match your current award." At the bottom, there is a "CANCEL" button on the left and a "WITHDRAW MOD RESPONSE" button on the right, which is highlighted with a yellow rectangular box.

Once withdrawn, make your changes and resubmit using the same process outlined above for an onboarding modification response. Responses must be submitted before the response due date. If you miss the due date, contact your Contracting Officer.

Need further support?

If you have additional questions on the onboarding modification process or a specific agreement, contact your CO.

If you need support with using VIPR Next, refer to the support materials found on the Procurement and Property Services (PPS) Website's VIPR Next Gen page under the "Vendor Support" tab:

https://www.fs.usda.gov/business/incident/vendorsupport.php?tab=tab_d

For technical support, contact the Interagency Incident Applications Helpdesk at (866) 224-7677 (press option 3 for VIPR Next Gen) or via an online ticket at

<https://iahelpdesk.nwccg.gov/>.