

# **Charter**

## **Contracting Officer's Representative Certification Implementation Strategy for Fire and Aviation Contracts Task Group**

### **1. Task Overview**

#### **1.1 Background**

The USDA Forest Service, Acquisition Management Branch located at NIFC currently is responsible for the majority of the contracts used by all federal agencies on incidents for helicopters, large air tankers, retardants, mobile food and shower services, commissary, aircraft maintenance, and crews.

This program has grown over the past 30 years and the demands on the agency have continued to grow in terms of service and expectations. Fire and Aviation is responsible to provide program management and technical expertise to work in partnership with Acquisition Management to ensure the most effective and cost efficient contracting requirements, methods and procedures are being developed, implemented and managed. Unfortunately this support has not existed at an appropriate level.

The contracting officer relies on technical experts in order to facilitate the development, solicitation and award of a contract. In the fire community, often this expertise is not readily available or identifiable.

#### **1.2 Purpose/Business Need**

The purpose of this task group is to assist Fire and Aviation Management and Acquisition Management leadership in determining the technical and program needs required to develop a program of work that will address the issues surrounding this topic.

#### **1.3 Scope**

A number of questions, concerns and issues have been identified by various groups and individuals. The specific items the task group should analyze are listed below; as work continues there may be additional issues that arise.

#### **Program Management:**

- ➔ What are the program management roles and responsibilities (i.e., determining requirements, developing statements of work/specifications, developing criteria for source selection evaluations, securing funding, etc.)
- ➔ What type(s) of technical expertise is needed?

#### **COR Certification:**

- ➔ How many CORs are required to adequately administer FAM contracts?
- ➔ Who is appropriate to be a COR (ie skill, ICS position etc.)?

- What should be the appropriate mix of CORs vs. inspectors?
- Do CORs need to be on site for every type of contracted item?
- Are the DOI and USDA certification requirements close enough to be interchangeable?
- How should COR's be nominated, selected and certified, and who has responsibility for maintaining database of certified COR's?

**Training:**

- How should training be delivered – initial training and refresher?
- How should training be tracked?
- What are the various types of training required and/or available – ie. Inspector, COR, technical training, NWCG, etc.

**Capacity:**

- Assess available capacity, and how it is maintained when seasonal employees are not working
- How many CORs and inspectors are needed (by type and kind of contracts)?
- How can we ensure the appropriate skill type is dispatched? (for example an expert on shower contracts may not be on crew contracts)
- How many trainees should we have; how should they be dispatched?

**Administration:**

- Who should approve invoices for payments?
- How can claims be managed better & proactively?
- How should performance evaluations be conducted and reported?

## **1.4 Objectives**

The primary objective of this task group is to 1) identify and clarify program management roles, responsibilities, and recommend alternatives for fulfilling those roles and responsibilities; and 2) provide alternatives on the various options available for implementation of the COR certification and contract administration program.

## **1.5 Sponsorship**

This task group is chartered by Acquisition Management and Fire and Aviation Management.

## **2. Approach**

The task group will collect data, perform analysis and develop recommendations based on new and existing data available. If specific analysis or information collection will be required that is beyond the ability of the group to accomplish due to time constraints or other factors, AQM or FAM personnel will be made available to assist.

### **2.1 Project Deliverables**

The primary deliverables of the task group are:

1. Description of the “as is” situation – include number of existing certified and qualified CORs, inspectors etc. as well as a general description of the processes used today for certification and administration of FAM contracts.
2. More than one alternative for a strategy to implement an appropriate COR certification and administration program for FAM contracts addressing the issues in the “scope” section of this charter. The group may identify a preferred alternative.
3. A risk analysis on each of the developed alternatives.
4. Description of the program management roles and responsibilities, and alternatives to fulfill those roles.

## **2.2 Funding**

Funding will be available for travel, and if necessary salary of task group members. Salary of task group members who are funded by WFPR will not be covered.

## **2.3 Oversight**

Representatives from FAM and AQM will be available to answer questions, provide assistance and monitor timeline of the task. FAM and AQM will provide available reference materials and background information.

## **2.4 Task Group Membership**

Representatives from:

IMT functions of Command, Logistics, Operations, Finance and Aviation.

Program areas of Acquisition Management, Incident Business, FAM

The group will select a Leader who will be the primary spokesperson and conduit to the Oversight representatives.

## **2.5 Timeline**

Deliverables listed in Section 2.1 are requested by the end of calendar year 2006. The task group may schedule meetings, conference calls etc. as necessary to accomplish the task.

### 3. Approvals

#### Prepared & Submitted By:

*/s/ Mary Ann Szymoniak*  
Mary Ann Szymoniak,  
Incident Business Program Manager

**5/23/2006**  
Date

*/s/ Susan A. Prentiss*  
Susan A. Prentiss,  
FAM Acquisition Program  
Manager

**5/30/2006**  
Date

#### Recommended by:

*/s/ Neal Hitchcock*  
(for)Tory Henderson  
Acting Ass't Director for Operations  
Fire and Aviation Management

**5/31/2006**  
Date

*/s/ Ronald R. Wester*  
Ronald R. Wester  
Ass't Director for Operations  
Acquisition Management

**6/30/2006**  
Date

#### Approved by:

*/s/ Tom Harbour*  
Tom Harbour, Director  
Fire & Aviation Management,  
USDA Forest Service

**6/9/2006**  
Date

*/s/ Ronald Hooper*  
Ronald Hooper, Director  
Acquisition Management  
USDA Forest Service

**6/6/2006**  
Date

Task Group Members:

Name	Representing	Agency/Location
Byron Brown	AQM – FESSA	FS-WO
Orrin Corak	AQM	FS-R6
Emmy Ibison	Incident Business	FS-WO
Mike Lohrey	IMT – IC	FS – R6
Jamie Parker	IMT – FSC	FS – R6
Teresa Wright	IMT - FSC	NPS - Seattle
Glenn Johnston	Aviation	FS - WO
Rich Rusk	IMT – Logistics	FS – R4
Eddie Lopez	IMT – Logistics	NPS - Zion
Laurel Simos	IMT – Logistics	BIA - NIFC
Steve Rawlings	IMT – Operations	FS – R6
Russ Witwer	IMT – Operations	FS – R5

Advisory:

Sue Prentiss – AQM – FS-WO

Linda Johnston – AQM – BLM

Mary Ann Szymoniak, Incident Business – FAM – WO

Cheryl Molis – Admin/Operations – FAM - WO