

## **INTERAGENCY AGREEMENT**

for

### **EQUIPMENT/SUPPLIES IN SUPPORT OF WILDLAND FIRE PROTECTION**

Between

**UNITED STATES DEPARTMENT OF AGRICULTURE  
FOREST SERVICE**

and

**UNITED STATES GENERAL SERVICES ADMINISTRATION  
Federal Acquisition Service**

This INTERAGENCY AGREEMENT is hereby entered into by and between the USDA Forest Service, hereinafter referred to as the Forest Service, and the General Services Administration (GSA), Federal Acquisition Service, hereinafter referred to as FAS. Each of these entities shall be referred to in this agreement as "partnering agency", and collectively, the "partnering agencies."

#### **A. PURPOSE.**

The purpose of this Interagency Agreement is to provide a framework for cooperation and coordination between the Forest Service and FAS in the acquisition and delivery of equipment, supplies, and vehicles in support of wildland fire suppression efforts. This Interagency Agreement supersedes the Interagency Agreement between FAS and the Forest Service dated May 26, 1987. This coordination will promote consistent and systematic acquisition and delivery of needed supplies, equipment, and vehicles that support national efforts to improve firefighter safety, protect property, and save lives with respect to catastrophic wildland fire and other national and international emergencies. This cooperation serves the mutual interest of the partnering agencies and the public.

## **B. STATEMENT OF MUTUAL BENEFITS.**

The Forest Service's fire management includes all activities undertaken for firefighter safety, public safety, community protection, the protection of resources and other values from wildland fire, and the use of prescribed and wildland fire to meet land and resource management goals and objectives. To perform in these areas, the Forest Service provides standardization of firefighting equipment and supplies to facilitate the interchange between fire management agencies for total mobilization and support to prescribed fires.

As part of the standardization, the Forest Service performs and oversees fire equipment development tests and ensures standardization and evaluation within the framework of the equipment and materials development, testing, evaluation, and standards program. In addition, the Forest Service ensures that properly maintained firefighting tools and equipment are available in sufficient on-hand quantities and relies heavily on the assistance and cooperation of FAS to meet this need in a cost effective and efficient manner.

FAS provides an efficient service to Federal agencies concerning their ability to obtain buildings, products, services, technology, and other workplace essentials Federal agencies need. FAS supports over one million Federal workers across the United States and overseas.

The FAS commitment to support the fire suppression program is one aspect of its global activities. FAS's objectives are to facilitate advanced procurement, assist in the standardization of wildland fire protection supplies and equipment, offer savings via consolidated purchasing, and provide for the fast and direct distribution of supplies and equipment.

The Forest Service and FAS recognize that each organization's mission can be better accomplished through cooperative efforts. Therefore, these organizations agree to work together and support each other in the national effort to reduce loss of life, property, and natural resources resulting from catastrophic wildland fire and other national and international emergencies.

## **C. AUTHORITIES.**

40 U.S.C. § 501, *et seq.*

The Department of Agriculture Organic Act of 1944 (16 U.S.C § 580a).

Cooperative Forestry Assistance Act of 1978 (P.L. 95-313, 92 Stat. 365 as amended; 16 U.S.C. §§ 2101 (note), 2101-2114.

Reciprocal Fire Protection Act of May 27, 1955, as amended (42 U.S.C. § 1856, *et seq.*)

Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S.C. § 5121, *et seq.*)

**D. FOREST SERVICE SHALL:**

1. Identify new wildland firefighting supplies and equipment requirements and make them known to FAS, Greater Southwest Region, Fort Worth, Texas, in sufficient time to allow cataloging, procurement, and delivery to meet organizational needs.
2. Formal correspondence or e-mail messages will be used to request the addition and/or deletion of items in support of the fire suppression program. Requests will be submitted to the nearest regional fire cache for submission to the National Fire Equipment System (NFES) Committee or directly to the NFES Committee for evaluation and approval. The NFES Committee is sanctioned as a standing committee of the Fire Equipment Working Team (FEWT). The function of the NFES is to develop standard procedures for operation of the fire logistics material support program. Membership consists of experts in cache operations, coordination/dispatching, aviation support, kit contents, and equipment development; a GSA liaison; representatives from transportation and hazardous materials management; and a fire crew liaison. Such requests may also be presented as action items during the annual Interagency Wildland Fire Equipment Conference held in November. All requests will be coordinated through the appropriate Forest Service Technology and Development Center, which will evaluate the request for merit and compliance with safety standards.
3. Notify the NFES Committee and FAS, Greater Southwest Region, Fort Worth, Texas, of program changes that may or will result in specific item obsolescence or excessive inventory. FAS will attempt to identify an alternate purchaser. If no such purchaser is located, the inventory will be purchased by the Forest Service on a timeframe agreeable to FAS and the Forest Service.
4. The Forest Service, through a separate document, will reimburse FAS for any additional costs associated with special handling or services not included in the original selling price or appropriate specification.

5. The Forest Service will assist the FAS with obtaining reimbursement from any non-Federal organization if they fail to pay for supplies/equipment or services.

**E. FAS SHALL:**

1. Be responsible for the procurement of wildfire protection equipment and supplies, and for planning, directing, and controlling the storage and distribution of such equipment and supplies as appropriate.
2. Maintain a stock of wildfire protection equipment and supplies in quantities established by FAS, in coordination with Forest Service, based upon past demand by Forest Service.
3. Furnish nonstock wildfire protection equipment and supplies as required and approved by Forest Service. These items will not be accepted for credit by FAS.
4. Provide 24-hour support when requested by the Forest Service Director, National Interagency Fire Center (NIFC), or his/her designated representative.
5. To the maximum extent possible, deliver within the timeframes and modes of transportation requested by Forest Service. The cost of premium transportation, such as air freight or the exclusive use of vehicles, will be borne by the Forest Service.
6. Provide a FAS representative to the National Interagency Coordination Center (NICC) when requested by the Forest Service Director, NIFC, or his/her designated representative or during extreme fire conditions when the allocation of wildfire suppression equipment and supplies is critical.

**F. IT IS MUTUALLY AGREED AND UNDERSTOOD BY ALL PARTNERING AGENCIES THAT:**

1. FAS will furnish wildfire protection equipment and supplies listed in the current Wildland Fire Equipment Catalog and other items of supply approved by the Forest Service. Requirements for vehicles specifically designed and/or intended for use in direct support of wildland protection activities will be processed through the GSA Automotive Center in Washington, D.C. These same supplies and equipment may also be provided to those non-Federal organizations that meet eligibility requirements through cooperative agreement processes and which have been approved for that purpose in writing by the Forest Service to FAS.

Such written approvals are normally supported by the assignment of an Activity Address Code (often referred to as a FEDSTRIP account). Forest Service Regional Offices have approval authority for assignment of Activity Address codes to non-Federal organizations. Forest Service Regional Offices will coordinate this action with the Forest Service Director of Procurement and Property, who in turn will request assignment of an Activity Address Code from the U.S. General Services Administration, Federal Acquisition Service, Washington, D.C. The request shall be in writing. The Forest Service Director of Procurement and Property will also notify FAS regarding any termination of cooperative wildland fire agreements.

2. Requisitions will be submitted and processed in accordance with Federal Standard Requisitioning and Issue Procedures (FEDSTRIP). An exception will be made for fire orders received by FAS via telephone or facsimile in support of an ongoing fire emergency.
3. The partnering agencies agree to hold an annual interagency Wildland Fire Equipment Conference (funding and travel policy permitting) during the month of November. The Bureau of Land Management is an active participant in the conference by separate arrangement with FAS and shares hosting responsibilities that are rotated among the three agencies. The purpose of this conference is to address concerns, foster continued cooperation, discuss GSA and FAS support, evaluate recommended new items and deletions, discuss program improvements, and express appreciation for the successful accomplishment of the National Wildfire Suppression Program objectives. It serves as a forum for those involved in the wildland fire community and offers an opportunity to present and address issues that affect the safety and well-being of firefighters. If the conference cannot be held, the partnering agencies agree to participate in a conference call to discuss matters and resolve issues that need immediate attention.
4. Matters that cannot be resolved by field or regional offices will be referred to the Forest Service Washington Office Fire and Aviation Branch Chief for Equipment and Chemicals for resolution or submission to the appropriate national committee.
5. FREEDOM OF INFORMATION ACT (FOIA). Any information furnished to the Forest Service under this instrument is subject to the Freedom of Information Act (5 U.S.C. § 552).
6. MODIFICATIONS. Modifications shall be made by mutual consent of the partnering agencies by the issuance of a written modification, signed and dated by all partnering agencies, prior to any changes being performed.

The Forest Service is the agency responsible for all administrative oversight and preparation of modifications to this agreement.

7. PARTICIPATION IN SIMILAR ACTIVITIES. This instrument in no way restricts the Forest Service or FAS from participating in similar activities with other public or private agencies, organizations, or individuals in accordance with applicable statutes, regulations, and policies.
8. COMMENCEMENT/EXPIRATION DATE. The instrument is executed as of the date of the last signature and will remain in effect for a period of five years commencing on the date of the last signature or until such time as the instrument is dissolved by mutual agreement, whichever is sooner.
9. TERMINATION. Any of the partnering agencies may terminate in writing the instrument in whole or in part at any time before the date of expiration. A written 60-day advance notice to the other signatories is required. Neither party shall incur any new obligations for the terminated portion of the instrument after the effective date and shall cancel as many obligations as possible. Full credit shall be allowed for each party's expenses. However, all noncancelable obligations properly incurred up to the effective date of termination will be the responsibility of the party that incurred the obligation.
10. NON-FUND OBLIGATION DOCUMENT. This instrument is neither a fiscal nor a funds obligation document. Any endeavor or transfer of anything of value involving reimbursement or contribution of funds between the partnering agencies to this instrument will be handled in accordance with applicable laws, regulations, and procedures, including those for Government procurement and printing. Such endeavors will be outlined in separate agreements that shall be made in writing by representatives of the partnering agencies and shall be independently authorized by appropriate statutory authority. This instrument does not provide such authority. Specifically, this instrument does not establish authority for noncompetitive award to the cooperator or any contract or other agreement. Any contract or agreement for training or other services must fully comply with all applicable requirements for competition.
11. PRINCIPAL CONTACTS. The principal contacts for this instrument are:

Forest Service Project Contact	FAS, General Services Administration Project Contact
Tory Henderson	William Hicks
Branch Chief Equipment and Chemicals	Fire Program Coordinator
USDA Forest Service	GSA Global Supply

FS Agreement No. 06-IA-11130206-070  
 Cooperator Tax ID No. \_\_\_\_\_  
 Cooperator Agreement FAS No. FM-IA-06-002

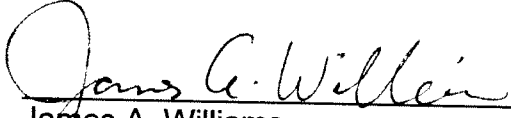
Forest Service Project Contact	FAS, General Services Administration Project Contact
3833 S. Development Ave.	819 Taylor Street, Room 6A00
Boise, Idaho 83705	Fort Worth, Texas 76102
Phone: 208-387-5348	Phone: 817-574-2533
Fax: 208-387-5398	Fax: 817-574-2694
E-Mail: <a href="mailto:thenderson@fs.fed.us">thenderson@fs.fed.us</a>	E-Mail: <a href="mailto:bill.hicks@gsa.gov">bill.hicks@gsa.gov</a>

Forest Service Administrative Contact	FAS Automotive Center Project Contact
Cheryl Molis Administrative Manager USDA Forest Service 3833 S. Development Ave. Boise, Idaho 83705 Phone: 208-387-5608 Fax: 208-387-5398 E-Mail: <a href="mailto:cmolis@fs.fed.us">cmolis@fs.fed.us</a>	Russ Miller Director, Engineering and Commodity Management Division Room 1000 2200 Crystal Drive Arlington, VA 22202 Phone: 703-605-2965 Fax: 703-605-9871 E-Mail: <a href="mailto:russell.miller@gsa.gov">russell.miller@gsa.gov</a>

**12. AUTHORIZED REPRESENTATIVES.** By signature below, the partnering agencies certify that the individuals listed in this document are representatives of the partnering agencies and are authorized to act in their respective areas for matters related to this agreement.

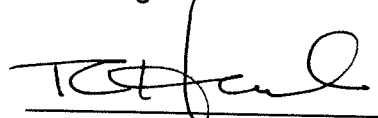
IN WITNESS WHEREOF, the partnering agencies hereto have executed this agreement as of the last written date below.

U.S. GENERAL SERVICES  
ADMINISTRATION  
Federal Acquisition Service

  
James A. Williams  
Commissioner

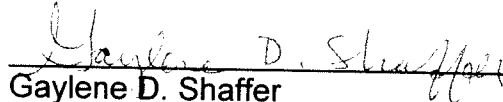
12/8/06  
Date

USDA FOREST SERVICE  
Fire and Aviation Management  
Washington Office

  
Tom C. Harbour  
Director

15 DEC 06  
Date

The authority and format of this instrument has been reviewed and approved for signature.

  
Gaylene D. Shaffer

Emergency Management Specialist - Agreements

12-27-06  
Date



## **Attachment No.1, Wild Fire Vocational Vehicle Selection Guide**

The purpose of this guide is to assist State and fire department cooperators who are authorized by the U.S. Department of Agriculture, Forest Service (FS), to procure vehicles that are for use in the support of the Forest Service's wildland fire suppression efforts, pursuant to 16 U.S.C. § 580a.

The National Wildfire Coordinating Group has established the types of and minimum requirements for firefighting vehicles that are used in support of wildland fire suppression efforts. The Water Handling Equipment Guide, PMS 447-1 (NFES #1275) (<http://www.nwccg.gov/pms/pubs/WHEG03.pdf>), details the classification system that types the engines and water tenders referred to below.

The two approved vehicle types are water tenders and engines. For the purpose of this agreement, the following vehicle types meet the minimum requirements and may be purchased by approved cooperators without additional FS approval:

Engine Types: 1, 2, 2I, 3, 4, 5, 6 & 7  
Water tender Types: 1, 2, 3, 4 & 5

These vehicles must be procured under GSA's Automotive Multiple Award Schedule (MAS) program. The multiple award schedule authorized for use in the procurement of firefighting vehicles by the approved cooperators is Vehicular Multiple Award Schedule 23V. Only the following categories are preapproved under this agreement:

618 01 Fire Fighting Vehicles and Accessories - to include, but not limited to: aerial/ladder and/or platform; ARFF and crash trucks; brush/wildlands; command centers; pumpers, tankers and/or pumper/tankers; rescues/hazmats; and fire fighting trailers

618 03 Custom Fire Fighting Chassis and Fire Fighting Vehicle Glider Kits

618 04 Wild Land Fire Fighting Vehicle bodies to be mounted on Government provided chassis

The procedures that approved cooperators will need to follow when placing orders under this program are:

1. Identify the vehicle to be procured in support of the Forest Service's wildland fire suppression efforts.
2. Submit their vehicle requirements to GSA's Fire Program Coordinator ([william.hicks@gsa.gov](mailto:william.hicks@gsa.gov)) for validation of their Activity Address Code.

- a. If the vehicle requested is one of the preapproved types, GSA's Fire Service Program coordinator will validate the approved cooperator's Activity Address Code and send the requesting approved cooperator a written validation of their Activity Address Code.
  - b. If the vehicle requested is NOT one of the preapproved types, GSA's Fire Service Program coordinator will validate the approved cooperator's Activity Address Code and send his/her request to the chair of the Forest Service's National Wildfire Coordinating Group Fire Equipment Working Team (FEWT) for approval. If it is found that the vehicle requested will support the Forest Service's wildland fire suppression efforts, the FS will approve the request, on a case-by-case basis, and send the requesting approved cooperator a written approval and the validation of his/her Activity Address Code.
3. Place all orders directly with the Schedule contractor. Orders will not be placed through GSA Automotive.
  4. Send all payments directly to the Schedule contractor. Payment will not be made through GSA accounts payable.

The following are order placement procedures for vehicles procured under GSA's MAS program.

1. According to FAR 8.405-1(c), approved cooperators wishing to place an order above the micropurchase threshold (\$2,500) against a Schedule contract must review the price lists of at least three Schedule contractors. The FAR gives ordering activities the authority to make best value determinations based on price and other related factors. However, FAR 8.405-6 requires documentation of the contracts being considered and a justification if consideration was given to fewer than the required number of contractors. Sole source acquisitions can only be considered in accordance with the justifications required by FAR 8.405-6.
2. Approved cooperators using GSA's MAS program must follow the above procedures and retain the following documentation as a part of their procurement file:
  - a. A copy of the Request for Quotations (RFQ) sent to the prospective MAS contractors and proof of transmission of the request (e.g., fax confirmation, e-mail). The RFQ must identify the special item number requested, item description, the destination, the quantity, a specific color, and the required optional equipment.

- b. A minimum of three valid price quotes from Schedule contractors offering the product desired. If less than three contractors offer the product, a statement must be made accordingly. Mere references to the names of those solicited are not acceptable. Copies of the valid price quotes must be in the file. Each price quote must be based on current contractor pricing and have a unique quote number assigned. Quote numbers are assigned by the contractors.
- c. An attached statement documenting the rationale behind contractor selection. If a contractor other than the lowest offeror is selected, supporting documentation must be provided for the best value determination.
- d. A copy of GSA Activity Address Code validation letter and the FS approval letter (if required, due to the desired vehicle not being pre-approved).

This program is not mandatory for both the approved cooperators and the Schedule contractors. Contractors have the option to accept or reject an order from the approved cooperator.

The use of GSA's AutoChoice electronic ordering system is not authorized for approved cooperators as a part of this agreement. Questions about this attachment may be directed to John McDonald ([jmcdonald@gsa.gov](mailto:jmcdonald@gsa.gov)).