

Attachment to EERA and EaTIS Implementation Activities 5100/6300 memo

Implementation of Best Value Analysis

A Forest Service FAM-Operations team of Equipment Subject Matter Experts developed specific equipment quality best value evaluation criteria for engines, tenders, and buses (crew carrier and coach). The Fire Equipment Working Team (FEWT) of the National Wildfire Coordinating Group (NWCG) has reviewed and approved these best value standards. Best value analysis will be mandatory for these equipment types in all Regions in 2006, except when existing EERAs for these equipment categories are in year 2 or 3 of a multiyear EERA. Implementation of best value analysis will help to ensure that the equipment that best meets the agency's needs is awarded an EERA. Beginning in 2007, equipment quality best value analysis will be combined with vendor best value analysis to form a comprehensive best value EERA award process. Due to lack of historical past performance information, vendor analysis is optional at the Regional level in 2006. Best value criteria for other types of equipment will be developed in 2006 for implementation in 2007.

Pre-Season Equipment Inspection and Incident Qualification Verification

In order to assess and validate the equipment quality factors, preseason inspection of all Type 3 – 7 engines, tactical and support water tenders (including water trucks), and coach and crew carrier buses will be required in 2006. Preseason inspection of equipment may be accomplished by agency personnel or through a contract. For Pilot regions, results of the equipment inspection must be entered into EaTIS by the equipment inspector before the Contracting Officer can award an EERA to a vendor. Non-pilot regions should submit copies of the inspection report to the Contracting Officer. Preseason inspection of other types of equipment is optional at the discretion of the Region.

Verification of incident qualifications of incident personnel involved with line and direct support positions is critical for efficient and safe wildfire suppression operations. EaTIS will track vendor employees' incident qualifications for selected positions. Vendors are responsible for obtaining incident training that meets NWCG 310-1 standards, administering the Work Capacity Fitness Test (WCFT), and certifying their employees' incident qualifications. Vendors will be required to provide hard copy training information including Performance Task Books (where applicable), training certificates, and/or experience documentation for all hand crew personnel and engine and tender operators. Bus operators for coach and crew carriers must provide proof of Commercial Drivers License (CDL) and any additional training required in the solicitation. Vendors in pilot regions will enter training qualification dates into EaTIS. Regional FAM – Operations personnel or a contractor for these services must verify vendor employees' incident qualification information (including WCFT verification) and record "Pass" or "Fail" for all vendor employees in EaTIS (or another tracking system for non-pilot Regions) before an EERA can be awarded.

Collection of Vendor Past Performance Information

An OIG audit finding identifies a “Lack of Performance Evaluations for EERA Vendors Results in FS’ Inability to Select Contractor Providing the Best Service.” Best value analysis includes evaluation of the equipment (through the inspection process described above) and the vendor’s past performance. Beginning in 2007, past performance will be a required evaluation factor for all vendor best value award processes. It is imperative that the agency provide all vendors timely and accurate performance evaluations beginning this fire season (2006). The standard ICS-224 (Crew Performance Evaluation Form) has been modified to incorporate a numerical rating for the existing rating factors of Excellent (8-10), Satisfactory (5-7), Needs to Improve (1-4), and Deficient (0) and converted to an electronic format for entering these evaluations into EaTIS. The ICS-224 form will be utilized for all EERA vendor performance evaluations beginning in 2006. These forms can be found on the EaTIS internal website, and the Forest Service incident business Practices website (links below).

Additional Information

The EaTIS team has posted many useful documents to its internal EaTIS website (<http://soro.r6.fs.fed.us/eatis/>). A link to this site has been created on the Incident Business Practices website (<http://www.fs.fed.us/fire/ibp/>). Documents pertinent to the requirements described in this letter and posted to the internal EaTIS website include:

- 2006 National Best Value Criteria
- Initial Support Tender Inspection Form (from R6 engine and tender contract)
- Initial Tactical Tender Inspection Form (from R6 engine and tender contract)
- Initial Engine Inspection Form (from R6 equipment inspection contract)
- National Wildland Fire Engine Pre-season Inspection Form (from national engine contract)
- Interagency Engine & Tender Inspection Guide (from R6 equipment inspection contract)
- Employee Training Records Filing System (sample format for vendor submission of employee training records)
- Sample Equipment Inspection Solicitation (R6 sample)
- Sample Training Records Verification/WCFT Solicitation (R6 sample)
- Engine & Tender Position Qualification Requirements
- Performance Evaluation Process