



File Code: 6300/5100

Date: July 11, 2006

Route To:

Subject: Emergency Equipment Rental Agreement (EERA) Signup and Dispatch Procedures for Improving the Utilization of Service-Disabled Veteran-Owned Small Business (SDVOSB)

To: Regional Foresters, Station Directors, Area Director, IITF Director and Deputy Chiefs

As stated in the Federal Acquisition Regulations Subpart 19.14, the Veterans Benefit Act of 2003 (15 U.S.C. 657f) created the procurement program for small business concerns owned and controlled by service-disabled veterans commonly referred to as the "Service-Disabled Veteran-Owned Small Business (SDVOSB) Procurement Program." The program provides federal contracting assistance to service-disabled veteran-owned small business concerns.

Per AQM Policy letter dated January 9, 2006, it is every Contracting Officer's responsibility to attain the three percent goal for contracts awarded to contractors under the SDVOSB program. The Forest Service has achieved 0.7 percent thus far this fiscal year.

There is opportunity to sign up SDVOSB contractors on Emergency Equipment Rental Agreements (EERAs) with standard rates. This policy applies only to non-competitive EERAs, not those solicited through the competitive process. Preseason marketing and research should allow for soliciting and awarding to contractors in the SDVOSB program first and foremost. This does not relieve the contractors from meeting any standard specification and inspections.

Contracting Officers are responsible for supplying an updated and complete list to their local dispatchers with SDVOSB contractors highlighted to be contacted first. This by no means precludes a dispatch center from using closest available forces during initial attack to prevent loss of life or damage to property. However, when possible, during extended attack SDVOSB's with existing EERAs will be given the priority within the dispatch area.

In the future, as more types of equipment and services are rolled into the EaTIS program, it will be the Contracting Officer's responsibility to pursue a SDVOSB competitive set-aside or establish priority dispatch rules for those locations that have SDVOSBs available. Market research should be conducted before preseason solicitations to search for these contractors. Each incident solicitation file shall include a market research memo indicating what method was used to search for SDVOSB's. If an EERA is awarded but an SDVOSB was not given the first opportunity to respond, the CO shall document the file with an explanation for non-selection of an SDVOSB.



There are over 100 SDVOSBs listed under NAICS code 115310 in the CCR. There are over 500 businesses listed as Veteran Owned Business (VOBs) in the same code. If possible, query each VOB as to whether the owner may qualify as an SDVOSB for Forest Service work.

RONALD E. HOOPER
Director, Acquisition Management

TOM C. HARBOUR
Director, Fire and Aviation Management

cc: pdl wo ops aqm directors
pdl wo spf fam ad's
Mary A Szymoniak
Neal Hitchcock