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Route To: (5100), (5700), (6540)

Subject: Management of Emergency Equipment Rental Agreements (EERAs) and National Fire and Aviation Contracts - CY 2006

To: Regional Foresters, Station Directors, Area Director, IITF Director, and WO Staff

Recent decisions were made regarding the management of Emergency Equipment Rental Agreements (EERAs) and Fire and Aviation Contracts for 2006 and beyond. The purpose of this memo is to share information regarding these decisions.

One of the recommendations of a recent USDA-OIG report was to “*upgrade the existing automated EERA database system or establish a new one so that it not only maintains but can sort contractor and resource information including equipment number, location, price, vendor status, past performance information, and equipment quality data*”. This recommendation, along with the need to improve EERA and contract data that is provided to the incident dispatch offices, incident management teams, and subsequently to the payment center led to an analysis of options. The following actions will be taken to support these needs:

1. Beginning in 2006, all EERAs will be developed and maintained in a new national version of the PNW Region’s “Equipment and Training Inventory System” (EaTIS). Work is beginning to modify this application so that it can be used nationally and by interagency partners. Additional information and training will be provided in early 2006.
2. Consolidation of the existing EERA database to ten data centers (previously scheduled for September 2005 through February 2006) will be terminated to avoid duplication of effort.
3. All Fire and Aviation contracts (e.g. showers, caterers, aviation etc.) will be “built” or reconstructed using the Prism module of IAS. We have provided requirements to the Department that include the ability to export data out of IAS to support incident payments.
4. Fire incident business essentially entails Resource Order, Dispatch, daily accrual and payment. The IAS requires requisition, commitment, obligation, receipt and payment. Because IAS cannot support our current fire process, we will not use it for specific incident related goods or services such as EERAs and orders against national or regional incident contracts. As described in No. 3 above, IAS will be used as a repository for the overall national and regional contracts in order to feed contract data to the Albuquerque Service Center for payment purposes.
5. Acquisition Management, the Incident Business Solutions Team, and the Resource Ordering and Status System (ROSS) Team will work together to insure compatibility between the procurement systems and ROSS. The ROSS application will concurrently be modified to include a “Contracts and Agreements” module.



Regional Foresters, Station Directors, Area Director, IITF Director, and WO Staff 2.

Taken together, the expansion of EaTIS and the use of IAS for national incident and aviation contracts will provide the Forest Service with a viable, national “incident contract database.” This development effort will meet our required reporting needs, ease the burden felt by our CO’s, address OIG Audit requirements, and facilitate the timely processing of incident-related payments.

Contact Laurie Lewandowski at 503-605-4573 for acquisition related questions; Bob Williams at 503-808-2378 for questions related to EaTIS or Tina Ledger at 801-625-5847 or Mary Ann Szymoniak at 208-387-5944 for Incident Business Solutions Team related questions.

/s/ Jesse L. King

JESSE L. KING

Associate Deputy Chief for Business Operations/Chief Financial Officer

cc: Tina Ledger, Mary A Szymoniak, John A Nelson, Robert Williams, Laurie Lewandowski, Alice R Forbes, Tamara K Jenner