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Attached you will find a copy of the most current list of employees on file for your company. In addition to the documents requested below please return this document with any pen and ink changes adding or dropping employees for the 2009 season. If you intend to add any "new" employees or upgrade an existing employee you will need to submit the completed "Individual Employee Training Verification Form" as required in the past and to include training certificates, position task books, work experience, and a legible copy (if you can't read it neither can I) of any required CDL's and medical cards. For existing employees with no change in position, ensure that CDL's and medical cards have not expired, if they have, submit current legible copies. Also for the Annual Fireline Refresher training for existing employees, you can either provide the actual certificate of training or a class roster showing date, location, and instructor that provided the training. Work Capacity Tests (WCT) may also be submitted in roster format for existing employees. It is not necessary to complete a new form. Employee information will need to be submitted no later than April 10 2009.

We are currently entering into the third year of a three year agreement. Agreements were awarded in the 2007 season with the option of extending for the 2008 and 2009 seasons. It is the Government's intent to extend the option for the 2009 season. In 2008 you were given the opportunity to revisit the rate originally proposed for the 2008 season due to the unexpected rise in fuel costs. You are now being given the same opportunity in the 2009 season now that fuel costs are down.

These meetings will be to discuss any outstanding issues and future requirements including VIPR for 2009. There will be a brief presentation of your role in VIPR for the 2009 season. All vendors are encouraged to attend one of these sessions but attendance is not mandatory.

Carson City, BLM Office, 5665 Morgan Mill Road, CC, NV, March 26 2009, 12:00 pm.
 The Gold Dust West Hotel, 2171 Hwy. 50 East, CC, has extended a hotel rate in the amount of \$60.00 for anyone needing lodging accommodations. To take advantage of this offer refer to "BLM09 Vendor Meeting" when making reservations.

Boise, Double Tree Hotel, 2900 Chinden Blvd., Boise, Idaho, March 24 2009, 12:30 pm
 The Double Tree has extended a hotel rate in the amount of \$86.00 sr and \$99.00 dr for anyone needing lodging accommodations. To take advantage of this offer refer to "FS Vendor Meeting" when making reservations.

Vendor meetings will be held in two locations for the 2009 season as follows:

To: Region 4 Engine and Tactical Water Tender Vendors

Subject: 2009 Vendor Updates

Route To:

File Code: 6320

Date: March 02, 2009

324 25th Street
 Ogden, UT 84401-2310

Forest Service
 Intermountain Region

United States
 Department of
 Agriculture



Any changes to equipment, rates, license plates, etc. will be accomplished by you in the VIPR program. These documents will be discussed at the vendor meeting and they will be forwarded to you electronically as soon as they become available. Any VIPR issues need to be directed to the VIPR help desk at 1-866-224-7677 which is available from 12:00pm to 8:00 pm, ET Monday through Saturday.

Please ensure that your profiles are updated in the Central Contractor Registration (CCR) database at <http://www.ccr.gov> in conjunction with electronic annual representations and certifications via the Online Representations and Certifications Application (ORCA) at <http://orca.bpn.gov>, as necessary, but at least annually. The CCR & ORCA profiles are effective until one year from date of submission or update to ORCA. Failure to update CCR & ORCA will delay the option of extending your EERA.

Previous correspondence was sent in October 2008 requiring registration in the Contractor Performance System (CPS) as well as obtaining a level 2 authentication account. These were to be completed by December 1 2008 and January 30 2009 respectively. If you have not completed these tasks it is critical that you do so. This office is currently in the process of inputting all 2008 performance evaluations that were received on the correct form (Standard Contractor Performance Report) into the CPS program. Evaluations received on previous forms cannot be incorporated into the CPS system. This system will be used to evaluate past performance. To verify that you are utilizing the correct form a copy is provided at www.fs.fed.us/business/incident/ under the heading of Preseason IBPA. This new vendor web site is a very informative and if you have not visited it I would recommend that you do so.

Annual DOT inspections will be required but Government inspections will not in 2009 for equipment that is already on agreement. Your Government inspection will be done at time of dispatch from your local dispatch center. The only equipment that will require a Government inspection will be if you are intending to swap out any existing equipment. This can only be done for "like" equipment and will have the same "Advantage to Government" rating as the original equipment. If you are in need of a Government inspection, contact Steve Waters at 208-373-4326 no later than March 16th 2009 to schedule. Annual DOT inspections will need to be submitted no later than April 10 2009 as well as current vehicle registrations.

Valid insurance binder certificate and workman's comp must also be submitted no later than April 10 2009.

Once awards have been complete priority dispatch tables will be posted to the incident business web site provided above.

Regions 2 and 4 will continue to utilize credit cards for fuel purchases. This practice will be included in additional regions this year but has not yet become a national standard. All regional vendors will need to have a credit card available to purchase their own fuel. Fuel and Oil issue tickets will not be utilized in Regions 2 and 4 for the 2009 season.

In conclusion, the new 2010, 2011, 2012 solicitation is currently being developed and will be available for vendor review and comment in the very near future. It is our intent to advertise this solicitation in the fall of 2009 and anticipate awards being completed during the winter. There

will be a letter sent to you in early fall to explain the process of completing the solicitation requirements for the 2010 through 2012 seasons.

We request that all hard copy renewal documentation be submitted to this office no later than April 10 2009. Once all documentation has been verified and approved a modification will be issued to your existing ERA extending the ending date. Award documents will be processed in the order they are received. You will receive e-mail notification through VIPR when your award documents are complete and you will be responsible for printing off these documents. Any questions you have may be addressed to Tom Underwood at 801-625-5764, Steve Waters at 208-373-4326, or myself at 801-625-5811.

Sincerely,

Susanna A. Huston
 Susanna A. Huston
 Contracting Officer