



# Overview for Using the VIPR Vendor Application

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NOTE: Information displayed in the images in this slide deck use test data only.



Acquisition Management  
USDA Forest Service



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# About the Vendor Application

- The vendor application is for vendors responding to solicitations or re-solicitations for 2014 and beyond.
- From VIPR Vendor Application Web site, you can...
  - Log into the application (<https://apps.fs.usda.gov/vipr/vendor/>)
  - View information and FAQs specific to the vendor application

# About Onboarding Solicitations

## ? What is Onboarding?

Onboarding is not a new procurement and operates differently than a new solicitation. Onboarding is a result of the provisions established in the original solicitation and is issued as a solicitation amendment to the original solicitation.

The terms and conditions of the original solicitation require that 'The award decision under the open season solicitation is based upon the same evaluation factors/sub-factors as the original solicitation.' Additionally, the terms and conditions of the original solicitation require that, 'The terms and conditions of any resulting new IBPA awards are identical to the original awards and solicitation, to include period of performance.'

Accordingly, while the Government will entertain suggestions and Industry input regarding the Onboarding amendment, the Government anticipates very little change to result from this input, especially as it regards any potential changes to the evaluation factors or resulting terms and conditions.

- Starting with the 2023 solicitations and moving forward, Contracting Officers have an option to reopen their closed (with at least one award) solicitations or fully awarded solicitations for Onboarding IF they choose to do so.
- Onboarding can only occur once per fiscal year for each solicitation.
- If a solicitation is reopened for Onboarding, the following occurs:
  - VIPR posts an amendment to SAM.gov for the reopened solicitation; vendors can work with the SAM support team to receive notifications for published VIPR solicitations.
  - Vendors who do not already have agreements on the solicitation may submit quotes on the reopened solicitation through the Open Solicitations tab in the vendor application. **The process for submitting a quote on a Reopened solicitation is the same as the process for submitting a quote on a Published solicitation (see slide 24).**
  - Vendors with existing agreements on the solicitation cannot submit new quotes on the solicitation, but will receive an Onboarding modification to allow them to make changes to their agreement...
    - Onboarding modifications are like Rollover modifications in that vendors can change their company information, set asides, LSA, resource attributes, rates, and/or DCs. **The process for responding to an Onboarding modification is the same as the process for responding to a Rollover modification with one additional step (see slide 57 and slide 58).**
    - In addition, vendors can 'add resources' to their existing agreements through the Onboarding modification if those added resources are not already on an existing agreement. Vendors cannot use the same resource as an added resource and a replacement.
    - If a vendor edits their existing, awarded resource and it changes the resource category typing, the vendor CANNOT select that retyped resource as a 'new' resource to add through the Onboarding modification because it is already awarded on the agreement as the original type and it will be considered as trying to replace one resource type with a different resource type, which is not allowed. Vendors can talk with their Contracting Officers for other options.

# Registering in the Vendor Application

## Step 1: Enter UEI (VIPR Checks UEI Against VIPR Database)

- All vendor application users **MUST** register in the application through the Registration Wizard.
- Once you log into the vendor application using your eAuth account, the Registration Wizard will appear and VIPR will conduct a two-part validation against the UEI you enter: first to check your UEI against the VIPR database and then to check if that UEI is a valid UEI in SAM.
- You will only need to go through the vendor application registration process once when it is completed.

Please enter the information below to register as a VIPR vendor.

Enter UEI | Edit Company Info | Edit Contact Info | Edit Address | Edit Status Details | Finished

You must complete this registration wizard before using VIPR. If you do not wish to complete the wizard at this time then close your browser. \* Indicates required fields

Company Identifier

\*UEI:

\*Verify UEI:

- 1 All required fields throughout the vendor application are indicated by a red asterisk (\*).
- 2 UEI is your 12-character UEI for your company. You will be asked to verify that your UEI is correct. NOTE: Only one eAuth account can be associated with one UEI.
- 3 Click the **Continue** to proceed to the next step.
- 4 Once you are registered in VIPR with a UEI, you will be unable to change it, so VIPR will display UEI validation messages.

If you wish to exit the Registration wizard before you complete all the steps, close the Web browser. Your information will NOT be saved and you will need to start the registration process again.

**Confirm**

Please double check your SAM UEI to ensure it is correct; once you are registered in VIPR with SAM UEI JDE12345TST1\*, you will NOT be able to change it.

*If you are new to VIPR and entering a UEI that is not in the VIPR system, you will be asked to double check your UEI. If the UEI is correct, click Continue and proceed with the registration. If the UEI is incorrect, click the Re-enter button and complete the UEI fields.*

**Error!**

The UEI '1234TEST5678 ' that you provided is already registered in VIPR by ' JOHNDOE, LLC '. Please re-enter a new UEI to continue. For help, contact the Interagency Incident Applications Helpdesk at IIA-HelpDesk@fs.fed.us or (866) 224-7677. Press Option 3 for VIPR / eAuth.

*If you have entered a UEI that is registered to another vendor, you will be asked to re-enter a new UEI. Click the OK button and enter a new UEI.*

# Registering in the Vendor Application

## Step 1: Enter UEI (VIPR Checks UEI against SAM)

- Once your UEI passes the first validation check, then VIPR will check to see if the UEI you entered is a valid UEI in SAM

Please enter the information below to register as a VIPR vendor.

Enter UEI Edit Company Info Edit Contact Info Edit Address Edit Status Details Finished

You must complete this registration wizard before using VIPR. If you do not wish to complete the wizard at this time then close your browser. \* Indicates required fields

Company Identifier

\*UEI: 1234TEST4567

\*Verify UEI: 1234TEST4567

**1** **Warning**

WARNING: The vendor identifier you entered is not found in SAM. Press Exit to end the VIPR registration process and try again later when you have registered in SAM. Or, if you wish to continue with manual VIPR registration, press Continue. Please note that your registration in SAM MUST be completed prior to you being eligible to receive an award in VIPR.

Continue Exit

**2** **Warning**

This UEI , '003006009' , is used in VIPR by 'John Doe Services' . If you are not representing 'John Doe Services' please re-enter your UEI . If you proceed then the Company Name, Company DBA, Mailing Address, and Physical Address for this record will be updated with information read from SAM.

Continue Re-enter

**3** **Confirm**

Warning: Your registration in SAM is EXPIRED and will need to be updated prior to you being eligible to receive an award in VIPR. Press Exit to end the VIPR registration process and try again later when you have registered in SAM. Or, if you wish to continue with manual VIPR registration, press Continue.

Continue Exit

- If you enter a UEI that is not found in SAM, you can exit the wizard and try again after setting up an account in SAM –or– you can continue with the registration. Note that your registration in SAM MUST be completed prior to you being eligible to receive an award in VIPR.

**IMPORTANT:** If a vendor has a new SAM record that is "In Progress" or "Submitted," then it is still being processed by SAM and is NOT available for other applications, yet, i.e., VIPR. Therefore, VIPR must treat this situation as if the UEI is not associated with a SAM record, and the vendor will get a "UEI not found in SAM" error message when registering in the VIPR vendor application.

Note that SAM will send an email notifying the vendor when their SAM record is "Active" in SAM. Once the vendor receives the email from SAM, the vendor will need to wait an additional 24 hours before their SAM information will be available to VIPR. Then, the vendor's SAM account should be detected by VIPR through the View/Import SAM button in the My Company page.

If SAM is down when you are registering in the VIPR vendor application, you may be able to continue with the registration, but you will still need to ensure the UEI you enter in the vendor application matches the UEI in your SAM record.

- If you enter a UEI that is found in SAM, then the Company Name, Company DBA, company Mailing Address, and company Physical (Street) Address associated with that UEI will be imported from SAM into VIPR.

If you are not a representative of the company listed, click the Re-enter button and enter the correct UEI for your company.

- If your record in SAM is expired, you will be able to continue the VIPR registration; however, you will need to get your SAM record updated prior to you being eligible to receive an award in VIPR. Note that despite your record being expired, VIPR will still pull in the Company Name, Company DBA, and Address information associated with the UEI from SAM into VIPR.

# Registering in the Vendor Application

## Step 2: Edit Company Info

- If you are already in the VIPR system, some of your company info may be filled in. You will need to complete the required fields.

Please enter the information below to register as a VIPR vendor.

Enter UEI | **Edit Company Info** | Edit Contact Info | Edit Address | Edit Status Details | Finished

Company Information \* Indicates required fields

\*Company Name:   
Your company name in VIPR must match what is in the System for Award Management (SAM), which in turn should match your legal business name as registered with the IRS.

DBA:

**1** \*UEI:

EFT:

**2**

- 1 If the company information displayed is not correct, use the **Previous** button to check/re-enter your UEI.

The Company Name and DBA associated with the UEI may be imported from the SAM record associated with that UEI and the fields will be disabled. However, if you can edit these fields (possibly because SAM is unavailable at the time you register), you should ensure the information in VIPR matches exactly what you do have in your SAM record (same company name and DBA name).

- 2 Click the **Continue** button to proceed to the next step.

# Registering in the Vendor Application

## Step 3: Edit Contact Info

- If you are already in the VIPR system, some of your contact info may be filled in. You will need to complete the rest of the required fields.

Please enter the information below to register as a VIPR vendor.

Enter UEI > Edit Company Info > **Edit Contact Info** > Edit Address > Edit Status Details > Finished

Contact Information \* Indicates required fields

\*First Name:

\*Last Name:

\*Daytime Phone:  **1**

\*Evening/After Hours Phone:

Cell/Alternate Phone:

Fax Phone:

\*E-mail Address:

\*Verify E-mail Address:  **2**

- 1 Complete any required fields that are not already completed
- 2 Click the **Continue** button to proceed to the next step.



# Registering in the Vendor Application

## Step 4: Edit Address

- If you are already in the VIPR system, some of your address info may be filled in. You will need to complete the rest of the required fields.

Please enter the information below to register as a VIPR vendor.

Enter UEI | Edit Company Info | Edit Contact Info | **Edit Address** | Edit Status Details | Finished

Company Address \* Indicates required fields

\*Country: USA

\*Street Address: 1234 Main Street

Address Line 2: P.O. Box 24

\*City: Some Big City **1**

\*State: CO

\*Zip Code: 88888

Zip Plus:

Mailing Address **2**

Same as Company Address:

Previous Continue

- 1 Complete any required fields that are not already completed.
- 2 Click the **Continue** button to proceed to the next step.

# Registering in the Vendor Application

## Step 5: Edit Status Details

- Complete the required LSA field and any other fields you wish to complete.

Please enter the information below to register as a VIPR vendor.

Enter UEI > Edit Company Info > Edit Contact Info > Edit Address > **Edit Status Details** > Finished

**BUSINESS STATUS** indicates required fields

\*Business Size:  Small Business  Other than Small Business **1**

HUBZone:  8(a):

Service-Disabled Veteran-Owned Small Business:

Women-owned Small Business (WOSB) Eligible Under the Program:

Economically Disadvantaged Women-Owned Small Business:

**Labor Surplus Area (LSA)** **2**

\*Is company located in an LSA?  No  Yes

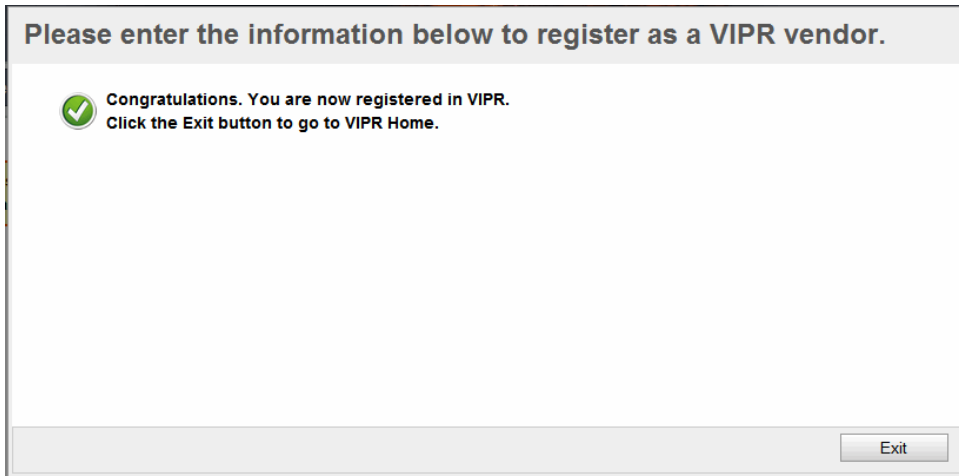
Previous Continue

- Complete the required Business Size and LSA field and any other fields you wish to complete.
- Click the **Continue** button to proceed to the next step.

# Registering in the Vendor Application

## Step 6: Registration Completed

- You are now ready to use the vendor application.



# Navigating on the Home Page

The screenshot shows the VIPR (Virtual Incident Procurement) Home Page. At the top left, it says 'Connected As: JDoe Services LLC' with a red circle '1' next to it. The main header features the 'VIPR Virtual Incident Procurement' logo. In the top right corner, there is a 'Logout' link with a red circle '2' next to it. Below the header is a navigation bar with links for 'Home', 'My Company', 'My Resources' (circled with a red '3'), 'My Quotes', 'My Agreements', and 'Open Solicitations'. A yellow Message Board banner with a warning icon and a red circle '4' contains a 'PLANNED DOWNTIME' notice. Below the banner, there are three wizard links: 'Edit Company Information' (circled with a red '5'), 'Add New Resource', and 'Find Solicitations'. On the right side, there is an 'Alerts' section with a red circle '6' next to it, listing amended solicitations, new agreements, and modified agreements. At the bottom, there is a footer with 'Business References' and 'Getting Help' sections, with a red circle '7' next to the 'Getting Help' section. The USDA Forest Service logo is also visible in the bottom right corner of the page.

- 1 'Connected As' displays the vendor company that is logged into the vendor app.
- 2 Use the Logout button or close your Web browser to log out of the application.
- 3 Use the links in Navigation bar to access the display pages and view your current information that is in the vendor application. You can also access the wizards from the display pages.
- 4 The Message Board displays special messages to vendors. If you do not see the yellow Message Board, there are no messages to be conveyed.
- 5 Click on a wizard link to perform an action (the wizards are also available through the display pages).

- 6 In addition to e-mail notices, the Alerts section notifies you of amended solicitations, newly awarded agreements (made within the last 5 days from current date), modifications to agreements, and if you have a quote in progress on a solicitation with an upcoming close date.
- 7 The footer provides links to key information, i.e., Online Help.

# Navigating on the Display Pages

Example of the My Company display page

The screenshot shows the 'My Company' page in the VIPR system. At the top, a dark header contains the text 'Connected As: jDoe Services, LLC' on the left, the 'VIPR Virtual Incident Procurement' logo in the center, and a 'Logout' link on the right. Below the header is a navigation bar with buttons for 'Home', 'My Company' (highlighted), 'My Resources', 'My Quotes', 'My Agreements', and 'Open Solicitations'. The main content area is titled 'My Company Information' and includes a sub-header 'My Company Information' with a red circle '2' next to it. Below this, there are several sections: 'Company Information' (with a red circle '3' next to it), 'Contact Information', 'Company Address', 'Mailing Address', 'Business Status', 'Labor Surplus Area (LSA)', 'Discount Terms', and 'Supporting Information'. Each section contains various fields with labels and values, some marked with an asterisk to indicate required fields. For example, 'Company Name' is 'JDoe Services, LLC', 'Street Address' is '1234 Main Street', and 'City' is 'Some Big City'. There are also buttons for 'Edit Company Information' and 'View/Import from SAM'.

- 1 The Connected As shows that you are connected as your company. Since this is in the header, you will see it on every page.
- 2 Use the top Navigation bar to access the display pages, which display the current information for your...
  - Company Information
  - Resources
  - Quotes submitted and in work
  - Agreements awarded and modifications in work

Also displays a list of open solicitations that are used with the vendor application.

- 3 Each display page allows you to access the appropriate wizard from that specific display page.

# Navigating on the Display Pages (Continued)

Example of My Resources display page

The screenshot shows the VIPR (Virtual Incident Procurement) interface. At the top, there is a navigation bar with tabs: Home, My Company, My Resources (highlighted with a red circle 1), My Quotes, My Agreements, and Open Solicitations. Below the navigation bar, the 'My Resources' section is displayed. It includes a gear icon, a title 'My Resources', and a brief description. A red circle 2 highlights the '+ Add New Resource' button. Below this is a table of resources. A red circle 3 highlights the 'Last Update' column heading, and a red circle 4 highlights the 'Action' column heading. The table contains three rows of resource information.

<input type="checkbox"/>	VIN/Unique ID	Equipment ID	Resource Group	Last Update	Action
<input type="checkbox"/>	TRACYTEST33333333	LKJ	Trucks (2014)	02/23/2015 19:35 UTC	
<input type="checkbox"/>	TRACYTESTPASSVEH0	KJH	Passenger Vehicles (2014)	10/29/2013 14:24 UTC	
<input type="checkbox"/>	TRACYTEST-MOBILELAUNDRY	LKJ	Mobile Laundry Unit (2018)	08/09/2017 15:21 UTC	

- 1 Use the top Navigation bar to access the display pages, which display the current information for you...
  - Company Information
  - Resources
  - Quotes submitted and in work
  - Agreements awarded and modifications in work

Also displays a list of open solicitations that are used with the vendor application.

- 2 Each display page allows you to access the appropriate wizard from that specific display page.
- 3 Sort the information in the tables by clicking on a column heading (can sort the data in the tables within the wizards, as well).
- 4 Use the icons in the Action columns of the tables to perform a specific task (i.e., view resource information, edit resource information, etc.).

# Navigating in a Wizard

**Edit Company Information**

1 Edit Company Info **2** Edit Contact Info Edit Address Edit Status Details Finished

Contact Information \* Indicates required fields

\*First Name: John

\*Last Name: Doe

\*Daytime Phone: 970-123-4567

\*Evening/After Hours Phone: Field is Required 3

Cell/Alternate Phone:

Fax Phone:

\*E-mail Address: jdoe@doe-services.com

\*Verify E-mail Address: jdoe@doe-services.com

4 Previous 5 Save and Continue 6 Exit

**Confirm**

Are you sure you want to exit the wizard without saving any changes you have made in this step?

Click OK to exit the wizard.

OK Cancel

- 1 If you need to go back a step, you can click on a previous step.
- 2 Use the scrollbar to ensure you have viewed all of the fields and entered information for all required fields.
- 3 When you try to proceed to the next step, if you have required fields that are incomplete, you will get a “Field is Required” message.
- 4 If you need to go back a step, you can click on the **Previous** button (acts the same as callout #1).
- 5 Click the **Save and Continue** button to save your changes and proceed to the next step.
- 6 Click the **Exit** button to close the wizard.

Depending on what you have completed in the wizard, exiting the wizard before completing it may or may not save all of your changes. You will get a confirmation message on exiting letting you know your status.

# Editing Your Company Information

## Step 1: Edit Company Info

- After you register in the vendor application, your company information should be completed in the Edit Company Information wizard.
- If you have changes to your company information, use the Edit Company Information wizard to make your changes.
- From the Home page, click on the link to the **Edit Company Information** wizard. You can also access this wizard from the My Company page

**Edit Company Information**

Edit Company Info | Edit Contact Info | Edit Address | Edit Status Details | Finished

Company Information \* Indicates required fields

\*Company Name: JDoe Services, LLC

Your company name in VIPR must match what is in the System for Award Management (SAM), which in turn should match your legal business name as registered with the IRS.

DBA: John Doe Equipment

\*UEI: 1234TEST5678

EFT: 1D4F, 9876

Update EFT

Save and Continue | Exit

Update EFT Numbers

Enter a new EFT number here ->  Add

EFT	In Use	Action
1D4F	No	<input type="button" value="X"/>
9876	No	<input type="button" value="X"/>

Done Updating

- 1 The Company Name, DBA, and UEI are populated from the SAM record associated with the UEI. Once information is pulled in from SAM, you cannot edit these fields.
- 2 If you need to change your UEI, contact your Contracting Officer.
- 3 If you have any EFT for remit addresses, you will need to enter them in the Edit Company Information wizard:
  - a) Click on the “Update EFT” button
  - b) Enter the EFT
  - c) Click the “Add” button
  - d) Click the “Done Updating” button. Your list of EFT appears in the EFT field on the Edit Company Info step.

During the quote submittal process or when responding to a modification, you can select one of the EFT you entered here to apply to your quote or agreement.



# Editing Your Company Information

## Step 2: Edit Contact Info

**Edit Company Information**

Edit Company Info | **Edit Contact Info** | Edit Address | Edit Status Details | Finished

Contact Information \* Indicates required fields

**1** \*First Name: John

\*Last Name: Doe

\*Daytime Phone: 970-123-4567

\*Evening/After Hours Phone: 970-789-0123 **2**

Cell/Alternate Phone:

Fax Phone:

\*E-mail Address: jdoe@doe-services.com

\*Verify E-mail Address: jdoe@doe-services.com

Previous Save and Continue Exit

- 1 Contact Information for your company; all VIPR communication will be sent to this contact information.
- 2 The Daytime, Evening/After Hours and Cell/Alternate Phone numbers will appear on the Dispatch Priority List (DPL).

# Editing Your Company Information

## Step 3: Edit Address

**Edit Company Information**

Edit Company Info | Edit Contact Info | **Edit Address** | Edit Status Details | Finished

Company Address \* Indicates required fields

\*Country: USA

**1** \*Street Address: 1234 main street

Address Line 2: P.O. Box 24

\*City: Some Big City

\*State: CO

\*Zip Code: 88888

Zip Plus:

**2**

Mailing Address

Same as Company Address:

Previous Save and Continue Exit

**My Company Information**

You can view or edit your company information.

NOTES:

- Use the View/Import from SAM button to ensure your company information in VIPR matches your company information in SAM; your information **MUST** match SAM.
- The Daytime Phone, Evening/After Hours Phone, and Cell/Alternate Phone numbers will be listed on the DPL.

\* Indicates required fields

**3**

Edit Company Information

View/Import from SAM

1 The company address and mailing address will be pre-populated with the address information from the SAM record associated with the vendor UEI.

Once the address information is pulled into VIPR from SAM, you will be unable to edit the address fields in the **Edit Company Information** wizard.

2 If for some reason, your address information is not pre-populated with SAM data, complete your company Street Address, City, State, and Zip Code, which are required fields. Also, complete the Mailing Address only if it is different than your company address, otherwise, select the “Same as Company Address” check box.

3 If you change your company address or mailing address in your SAM record, you will need to use the “View/Import from SAM” button on the **My Company** page in the vendor application to import your changes from SAM into VIPR. Your address information in VIPR **MUST** match your address information in SAM or you will be ineligible to receive an award.

# Editing Your Company Information

## Step 4: Edit Status Details

**Edit Company Information**

Edit Company Info | Edit Contact Info | Edit Address | **Edit Status Details** | Finished

**Business Status** \* Indicates required fields

\*Business Size:  Small Business  Other than Small Business

HUBZone:  **1**

8(a):

Service-Disabled Veteran-Owned Small Business:

Women-owned Small Business (WOSB) Eligible Under the Women-owned Small Business Program:

Economically Disadvantaged Women-Owned Small Business:

**Labor Surplus Area (LSA)**

\*Is company located in an LSA?  No  Yes **2**

You can view your LSA status at: <http://www.doleta.gov/programs/lisa.cfm>

**Discount Terms**

% of payment reduction, # of days payment is due:  **3**

**Supporting Information**

DOT Number (buses only):  **4**

Previous Save and Continue Exit

- 1 Select your Business Status.
- 2 Indicate if you are in a Labor Surplus Area; if you are unsure, click on the following link to view your status: <https://www.doleta.gov/programs/lisa.cfm>
- 3 (Optional) Enter discount terms, if applicable.
- 4 Indicate whether you have the appropriate Supporting Information. (Note that the DOT Number field is for Bus vendors only.)

# Editing Your Company Information

## Step 5: Finished

**Edit Company Information**

Edit Company Info > Edit Contact Info > Edit Address > Edit Status Details > **Finished**

**Your company information is complete.**

**REMINDER: Your Reqs & Certs must be completed in SAM to receive an agreement award.**  
For more details, go to <https://www.fs.fed.us/business/incident/vendorapp.php>

**1** **If Company Info Different from Quote**  
If you have changed your company information after submitting a quote, you do not need to resubmit your quote. The company changes will automatically be applied to your quote until the solicitation is awarded.

**2** **If Company Info Different from Agreement**  
If you have changed your company information after receiving an agreement, your agreement must be modified in order to apply the changes. If there is no modification in progress for the agreement, please contact your Contracting Officer to have them issue a modification. (Remember that Business Status and LSA changes are only picked up with Rollover modifications.)

**My Company Information**

You can view or edit your company information.

NOTES:

- Use the View/Import from SAM button to ensure your company information in VIPR matches your company information in SAM; your information **MUST** match SAM.
- The Daytime Phone, Evening/After Hours Phone, and Cell/Alternate Phone numbers will be listed on the DPL.
- \* Indicates required fields

- 1 If you change your company information after submitting a quote, your changes will automatically be applied to your quote UNTIL the solicitation closes, so you do not need to resubmit your quote. **IMPORTANT:** If you changed company information that is found in both your SAM record and VIPR (see item #3), then you **MUST** use the "View/Import from SAM" button BEFORE the changes can be applied to your quote.PDF.
- 2 If you change your company information after receiving an agreement, the changes are NOT automatically applied to your agreement. Those changes can only be applied through a vendor response to a modification or through an Administrative modification, which does not require a vendor's response. (Remember that changes to your Business Status and/or LSA status are only picked up through a vendor response to a Rollover modification or a Resource Type Correction modification.)
- 3 If you change your company name, DBA, company address, or mailing address in your SAM record, use the "View/Import from SAM" button on the **My Company** page in the vendor application to import your changes from SAM into VIPR. This company information in VIPR **MUST** match what you have in your SAM record or you will be ineligible to receive an award.

# My Company Page (View/Import from SAM)

Connected As: JDoe Services, LLC

**VIPR**  
Virtual Incident Procurement

Logout

Home **My Company** My Resources My Quotes My Agreements Open Solicitations

**1** My Company Information  
You can view or edit your company information.  
NOTES:  
- Use the View/Import from SAM button to ensure your company information in VIPR matches your company information in SAM; your information MUST match SAM.  
- The Daytime Phone, Evening/After Hours Phone, and Cell/Alternate Phone numbers will be listed on the DPL.  
\* Indicates required fields

**2** Contact Information  
\*First Name: John  
\*Last Name: Doe  
\*Daytime Phone: 970-123-4567  
\*Evening/After Hours Phone: 970-789-0123  
Cell/Alternate Phone:  
Fax Phone:  
\*E-mail Address: jdoe@doe-services.com

**3** Edit Company Information  
View/Import from SAM

**4** Edit Company Information  
View/Import from SAM

**5** VIPR/SAM Company Information Comparison

**6** Import

- Once you complete the wizard, you will be taken to the **My Company** page.  
  
Notice that the company information you entered in the wizard is viewable from the **My Company** page.
- The Daytime Phone, Evening/After Hours Phone, and Cell/Alternate Phone numbers will be listed on the DPL.
- Click the **Edit Company Information** button if you need to edit your other company information.
- If you change your company name, DBA, company address, and/or mailing address in your SAM record, you will need to use the “View/Import from SAM” button on the **My Company** page in the vendor application to import your changes from SAM into VIPR.
- Once you click on the “View/Import from SAM” button, the VIPR/SAM Company Information Comparison popup window displays the fields in VIPR that **MUST** match the fields in SAM. Fields in red text indicate data discrepancies. The most common types of discrepancies are
  - Abbreviations versus spelled out words
  - Punctuation
  - Spaces between words
- Click the “Import” button to import into VIPR the changes made in your SAM record.

# Open Solicitations: Submitting a Quote

To submit a quote for a solicitation, you will need to (1) ensure your company information is correct (see slides 16-21), and (2) have your resources entered into the vendor application, which you can do during the quote submittal process or through the My Resources tab.

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Logout

Home My Company My Resources My Quotes My Agreements **Open Solicitations**

### Open Solicitations

If you wish to submit a quote on a solicitation, in the Action column for a specific solicitation, click on the Start icon to start the quote process. If you already have quotes (submitted or work-in-progress), then go to **My Quotes** to view, edit, or resubmit your quotes.

[Refresh Solicitations](#)

To sort information in the table, click on a column heading, except for the Action column.

Solicitation Number	Solicitation Title	Issue Date	Close Date	<a href="#">Annual Onboarding Year</a>	Status	Quote Status	Action
12012023Q7000	VIPR I-BPA for Chipper for R10 - Alaska Region - TEST ONLY - NOT A REAL SOLICITATION	01/01/2024 10:56 MST	01/10/2024 00:00 MST		Published	Quote Not Started	
1202SB22Q7020	VIPR I-BPA for Weed Washing Unit for Regions 3, 5 & 6 - TEST ONLY - NOT A REAL SOLICITATION	02/11/2022 23:56 MST	01/20/2024 01:00 MST	2024	Reopened	Quote Not Started	

# Adding Resources into the Vendor Application

There are two options for how you can enter your resource information.

- Option 1: You can add your resource information while you are in the process of submitting your quote without having to exit the Submit a Quote wizard.
- Option 2: You can add your resource information from the Add New Resource link off of the **My Resources** page or the **Home** page and then begin the quote submittal process through the Open Solicitations tab.

The following slides explain how to add resources using either of the two options.

# Option 1: Using the Quote Submittal Wizard

## Viewing the Open Solicitations, including Onboarding

**1** To sort information in the table, click on a column heading, except for the Action column.

Solicitation Number	Solicitation Title	Issue Date	Close Date	Annual Onboarding Year	Status	Quote Status	Action
12853824Q7000	VIPR I-BPA for Fuel Tender for R2 - Rocky Mountain Region- TEST ONLY	01/02/2024 16:02 MST	02/23/2024 01:00 MST		Published	Go to My Quotes	
1255N924Q7000	VIPR I-BPA for Faller for Region 9 - Eastern Region - TEST ONLY	01/02/2024 15:58 MST	01/30/2024 01:00 MST		Published	Go to My Quotes	
12012023Q7000	VIPR I-BPA for Chipper for R10 - Alaska Region - TEST ONLY - NOT A REAL SOLICITATION	01/01/2024 10:56 MST	01/10/2024 00:00 MST		Published	Quote Not Started	
1202SB22Q7020	VIPR I-BPA for Weed Washing Unit for Regions 3, 5 & 6	02/11/2022 23:56 MST	01/20/2024 01:00 MST	2024	Reopened	Quote Not Started	

**2** Refresh Solicitations

**3** Refreshes the list of solicitations and any status updates for those solicitations.

**4** Solicitations with a 'Reopened' status indicate the solicitation was reopened for Onboarding to allow vendors to submit quotes on previously closed solicitations. The process for submitting a quote on a Reopened solicitation is the same as the process for submitting a quote on a Published solicitation. NOTE: Vendors with existing agreements on the Onboarding solicitation cannot submit new responses on the Onboarded solicitation, but rather they will respond to an Onboarding modification for their agreement on the Onboarding solicitation.

**5** Displays a PDF of the latest version of the solicitation package.

**6** Starts the **Submit a Quote** wizard.

**7** Lists the resource categories accepted by the solicitation.

**8** Indicates that a solicitation is "under protest." You can still submit/resubmit a quote on a solicitation under protest; however, awards will not be issued for that solicitation until the protest is lifted. NOTE: Only after a solicitation is published to SAM.gov can it be put under protest.

**What is Onboarding?**  
Onboarding is not a new procurement and operates differently than a new solicitation. Onboarding is a result of the provisions established in the original solicitation and is issued as a solicitation amendment to the original solicitation.  
The terms and conditions of the original solicitation require that 'The award decision under the open season solicitation is based upon the same evaluation factors/sub-factors as the original solicitation.' Additionally, the terms and conditions of the original solicitation require that, 'The terms and conditions of any resulting new IBPA awards are identical to the original awards and solicitation, to include period of performance.'  
Accordingly, while the Government will entertain suggestions and Industry input regarding the Onboarding amendment, the Government anticipates very little change to result from this input, especially as it regards any potential changes to the evaluation factors or resulting terms and conditions.

- 1 Lists the solicitations that use the VIPR vendor application. These solicitations are viewable from SAM.gov but can only be responded to through the vendor application.
- 2 Quote Status indicates whether you have started a quote or submitted a quote response to the solicitation. If you have and need to finish the quote or resubmit the quote, you will do it through the **My Quotes** page---not from the Open Solicitations page.
- 3 Refreshes the list of solicitations and any status updates for those solicitations.
- 4 Solicitations with a 'Reopened' status indicate the solicitation was reopened for Onboarding to allow vendors to submit quotes on previously closed solicitations. The process for submitting a quote on a Reopened solicitation is the same as the process for submitting a quote on a Published solicitation. NOTE: Vendors with existing agreements on the Onboarding solicitation cannot submit new responses on the Onboarded solicitation, but rather they will respond to an Onboarding modification for their agreement on the Onboarding solicitation.
- 5 Displays a PDF of the latest version of the solicitation package.
- 6 Starts the **Submit a Quote** wizard.
- 7 Lists the resource categories accepted by the solicitation.
- 8 Indicates that a solicitation is "under protest." You can still submit/resubmit a quote on a solicitation under protest; however, awards will not be issued for that solicitation until the protest is lifted. NOTE: Only after a solicitation is published to SAM.gov can it be put under protest.



# Option 1: Using the Quote Submittal Wizard

## Access the Submit a Quote wizard

- Click on the link to the **Open Solicitations** page to find the solicitation you wish to submit a quote on. You can also get to this page from the Home page through the Find Solicitations link
- In the Action column, click on the Submit a Quote button to start the wizard

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Logout




Home My Company My Resources My Quotes My Agreements **Open Solicitations**

### Open Solicitations

If you wish to submit a quote on a solicitation, in the Action column for a specific solicitation, click on the Start icon to start the quote process. If you already have quotes (submitted or work-in-progress), then go to **My Quotes** to view, edit, or resubmit your quotes.

To sort information in the table, click on a column heading, except for the Action column.

[Refresh Solicitations](#)

Solicitation Number	Solicitation Title	Issue Date	Close Date	<a href="#">Annual Onboarding Year</a>	Status	Quote Status	Action
12012023Q7000	VIPR I-BPA for Chipper for R10 - Alaska Region - TEST ONLY - NOT A REAL SOLICITATION	01/01/2024 10:56 MST	01/10/2024 00:00 MST		Published	Quote Not Started	  

- 1 Starts the **Submit a Quote** wizard.

# Option 1: Using the Quote Submittal Wizard View Solicitation

The screenshot shows the 'Quote a Solicitation' wizard with the 'View Solicitation' step selected. The main content area displays details for 'VIPR I-BPA for Heavy Equipment for Region 2 - Rocky Mountain Region'. A red circle with the number '1' is placed over an 'Information' pop-up box that reads: 'Once you fully complete and submit your quote, you will receive an email confirmation from VIPR.' The pop-up has an 'OK' button. Other buttons visible include 'View Complete Solicitation', 'Continue', and 'Exit'.

- 1 When you start a quote, VIPR displays a reminder message that once you fully complete and submit your quote, then VIPR will email you a confirmation that your quote was received by VIPR.
- 2 View a summary of the solicitation information.
- 3 View a PDF of the latest version of the complete solicitation package.

The screenshot shows the 'Quote a Solicitation' wizard with the 'View Solicitation' step selected. The main content area displays details for 'VIPR I-BPA for Chipper for Region 6 - Pacific Northwest Region (tfs)'. A red circle with the number '2' is placed over the 'View Complete Solicitation' button. A red circle with the number '3' is placed over the 'View Complete Solicitation' button. The 'Contracting Officer' section lists: 'Contracting Officer: Smokey the Bear', 'Street Address: 2150 Center Ave', 'City, State, Zip: Fort Collins CO, 80526', and 'Daytime Phone: 970-123-3456'. The 'Amendments' section shows 'None'. Buttons visible include 'View Complete Solicitation', 'Continue', and 'Exit'.

# Option 1: Using the Quote Submittal Wizard View Solicitation (Cont'd)

**Quote a Solicitation**

View Solicitation | Select Resources | Add Rates | Review Quote | Sign Quote | Finished

**Amendments:** **1**

0001 (Effective: 03/12/2020 22:21 MDT)  
Maintenance Cycle 20-03 corrects language in section D2 of the 2020 Heavy Equipment Solicitation template. (boj)

0002 (Effective: 03/30/2020 11:52 MDT)  
Re-Open Solicitation

**Resource Categories Accepted by this Solicitation** **2**

Dozer: Dozer Type 1  
Dozer Type 2  
Dozer Type 3  
Dozer Type 4

Excavator: Excavator Type 1  
Excavator Type 2  
Excavator Type 3  
Excavator Type 4

Continue Exit

1 Scroll down and view any amendments that have been published for the solicitation.

2 View a list of the resource categories accepted by the solicitation. If the CO adds or removes any of the resource categories through an amendment, then this list will be updated to reflect those changes.

**Quote a Solicitation**

View Solicitation | Select Resources | Add Rates | Review Quote | Sign Quote | Finished

**VIPR I-BPA for Fuel Tenders for R4 - Intermountain Region (tfs)** **3** [View Complete Solicitation](#)

Solicitation Number: **AG-84M8-S-13-7026 (Under Protest)**

Close Date: 12/23/2013 20:00 MST

**Solicitation Synopsis**

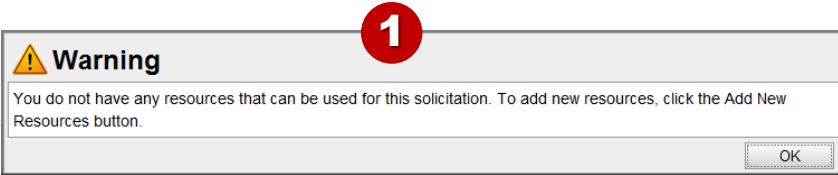
Solicitation Synopsis: test

Contracting Officer

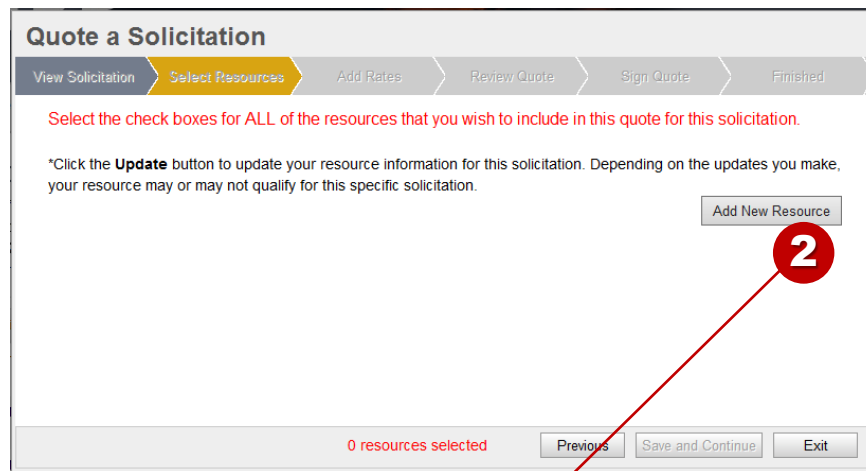
3 Notice the “Under Protest” label for a solicitation that is under protest. The solicitation will be highlighted with this label throughout the quote wizard and on the **My Quotes** page, as well.

# Option 1: Using the Quote Submittal Wizard

## Select Resources > Adding a New Resource

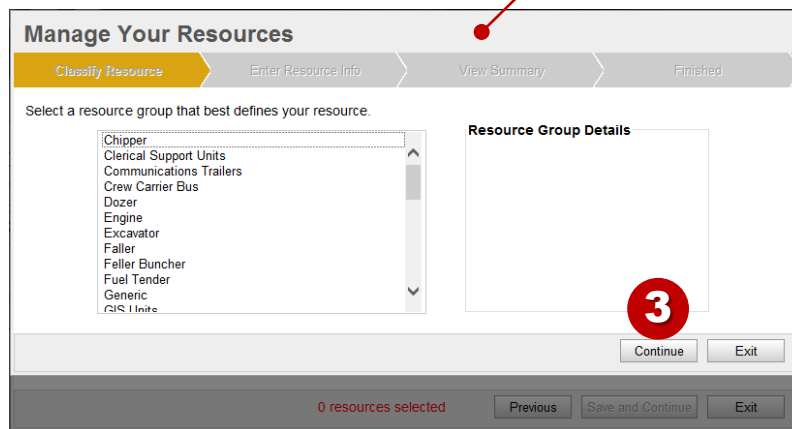


1 If you do not have any resources that qualify for the solicitation, you will get this warning message.



2 From the Quote a Solicitation wizard, you can click the **Add New Resource** button to add resources that you may want to use for your quote.

Once you click on the **Add New Resource** button, the Manage Your Resources wizard appears on top of the Quote a Solicitation wizard.



3 Go through ALL the steps in the Manage Your Resources wizard to create your new resource. NOTE: Functionality is available that allows you to copy resource information from one solicitation year (2021) to another solicitation year (2024). See [slide 40](#) for details.

# Option 1: Using the Quote Submittal Wizard Select Resources (Continued)

**Manage Your Resources**

Classify Resource > Enter Resource Info > View Summary > **Finished**

Your resource is now saved in VIPR. [View Resource Information PDF](#)

Your resource qualifies for the following resource categories:

- Chipper Type 1

[Previous](#) [Go Back to Quote](#)

**Quote a Solicitation**

View Solicitation > **Select Resources** > Add Rates > Review Quote > Sign Quote > Finished

Select the check boxes for ALL of the resources that you wish to include in this quote for this solicitation.

\*Click the **Update** button to update your resource information for this solicitation. Depending on the updates you make, your resource may or may not qualify for this specific solicitation.

[Add New Resource](#)

<input type="checkbox"/> VIN / Unique ID	Equipment ID	Resource Category	Update for Sol*	Qualifies for Sol
<input type="checkbox"/> CHIPPER-TEST-02	DEF234	Chipper Type 2	<a href="#">Update</a>	Yes
<input checked="" type="checkbox"/> CHIPPER-TEST-ABC	ABC123	Chipper Type 1	<a href="#">Update</a>	Yes

**5** 1 resource selected [Previous](#) [Save and Continue](#) [Exit](#)

1 Once you have finished adding your resource, click the **Go Back to Quote** button to go back to the Quote a Solicitation wizard.

2 Back in the Quote a Solicitation wizard, use the check boxes to select the resources you wish to include in your quote. If you select the check box next to the “VIN/Unique ID” column heading, then all of resources that qualify for the solicitation will be selected.

**IMPORTANT:** You have one quote per solicitation and your latest quote submitted will override all previous submittals. Be sure to select ALL of the resources that you wish to include in your quote—even if you have not made any changes to your resources between quote submittals. In this example, the vendor should also select the Chipper Type 2 resource if the vendor wants to include that resource in their quote.

3 If you wish to update a resource before or after submitting your quote, click the **Update** button, which will access the Manage Your Resources wizard. Remember, you MUST complete all of the steps in the Manage Your Resources wizard in order for your updates to be saved. Once you’ve completed the Manage Your Resources wizard, you can use the Go Back to Quote button to continue with your quote submittal. Note that if you selected the check box for the resource and then clicked the Update button, the checkbox will be cleared, and you will need to select it again.

4 Only resources that are of the same resource group that match what the solicitation is asking for will be listed in table. The Qualifies for Sol column lets you know which resources qualify for the solicitation.

If your resource is already awarded on an agreement or has been suspended, then it will not appear in this list as an “Available” resource.

5 The counter indicates the number of resources selected to submit on the quote.

# Option 1: Using the Quote Submittal Wizard Add Rates and Dispatch Center

**Quote a Solicitation**

View Solicitation | Select Resources | **Add Rates** | Review Quote | Sign Quote | Finished

**VIPR I-BPA for Fuel Tender for Regions 1, 2, and 4**

Solicitation Number: 1202SB23Q7021  
Close Date: 12/12/2024 10:15 MST  
EFT:  (Optional)

VIN / Unique ID	Resource Category	Dispatch Center	Daily Rate	Action
FUEL TENDER0000000	Fuel Tender Type 1	CO-DRC	2,000.00	<input type="button" value="Set DC &amp; Rates"/>

1 of 1 Resources are Completed

**Select EFT Number**

Select an EFT to associate with this response.

EFT:  (Optional)

- None
- 1234
- 1DF5

**Set DC & Rates: FUEL TENDER0000000**

An asterisk (\*) indicates a required field.

\*Dispatch Center:

\*Daily Rate:

**Set DC, Rates, & Double Shift: GENERIC-RESOURCE-TEST-BBBB**

\* Indicates required fields

\*Dispatch Center:

\*Daily Rate:

Optional Item 1:

Optional Item 2:

Do you have enough employees  Yes  No for a double shift?

**FOR GENERICS ONLY**

- 1 The counter indicates the number of the resources that have the Dispatch Center and Rate information completed.
- 2 (Optional) If you have an EFT remit address that you wish to include with your quote, click the “Select EFT for Quote” button to select the EFT. (NOTE: You cannot add new EFT values here → you would need to add the EFT value in the Edit Company Information wizard and then come back to this quote to select it.)
- 3 Set the Dispatch Center and Rates for each resource that is included in your quote. (For Generic solicitations, the Set DC & Rates button may also include the Double Shift option → Set DC, Rates, & Double Shift.)

The list of Dispatch Centers displayed is specific to the region associated with the solicitation.

If you need assistance determining what dispatch center to select, view the Dispatch Center Lookup Web page at <https://www.fs.usda.gov/business/incident/dispatchlookup.php>

- 4 If you exit the wizard in this step, your selections up to this point (Steps 1 and 2) will be saved and you can come back to this quote later (from the **My Quotes** page).

# Option 1: Using the Quote Submittal Wizard

## Certify MSPA/H-2B (NOT REQUIRED FOR EVERY SOLICITATION)

### Quote a Solicitation

View Solicitation > Select Resources > Add Rates > **Certify MSPA/H-2B** > Review Quote > Sign Quote > Finished

#### MSPA & H-2B Vendor Self Certification

Contractors are required to provide certification under this solicitation in compliance with the Migrant and Seasonal Agricultural Workers Protection Act (MSPA) and Farm Labor Contractor (FLC) Certificate of Registration requirements describing the workforce they will utilize to fulfill the contract requirements under this solicitation and any resulting contract.

If the Contractor will supply workers under the H-2B Program, the Contractor is required to provide a copy of the Temporary Employment Certificate issued by DOL.

Subcontractors are bound by the same requirements for licenses and permits under this contract. If a Prime Contractor identifies a Subcontractor as part of their workforce to accomplish the work under this Solicitation, the Prime Contractor shall submit the Subcontractor's signed certification with their response to the solicitation.

An asterisk (\*) indicates a required field.

Yes  No  Pending

\*Company certifies it will be using H-2B Workers under any resulting IBPA of this solicitation. H-2B Workers: (<http://www.foreignlaborcert.doleta.gov>). If Yes, then upload a copy of Temporary Employment Certificate.

Manage Files (1 Files Uploaded)

Yes  No  Pending

\*Company certifies it will be using MSPA Workers under any resulting IBPA of this solicitation. MSPA Workers: (<https://www.dol.gov/agencies/whd/agriculture/mspa>). If Yes, then upload a copy of the current certification.

Manage Files

Yes  No  N/A  Pending

\*Company certifies it has a valid FLC certificate of registration. FLC Contractors: (<https://www.dol.gov/agencies/whd/agriculture/mspa/farm-labor-contractors>). If Yes, then upload a copy of the current certification.

Manage Files

Authorization includes at least one of the following:

Transporting Workers:   
 Driving:   
 Housing Workers:

Company has applied for a Certificate of Registration on:

12/28/2023 (MM/DD/YYYY)

Contractors not currently having obtained a certificate (for each partner, if partnership) will be requested to furnish proof of having obtained a Certificate of Registration prior to award of contract. If the contractor does not provide the required Certificate in a reasonable timeframe, the contractor will not be eligible for the contract award. Partnerships must furnish proof of registration of their assumed business name, if any, with the State of registration.

State of CT

License No. 9JKI908KU

Information about licensing requirements and procedures may be obtained from the following: I, on behalf of said Company, certify to the above responses.

Check the 'I Agree' box to sign that you certify the above responses. I Agree:

Previous Save and Continue Exit

- 1 Only specific solicitations will ask you to provide your MSPA/H-2B certification status when submitting your quote on those solicitations. If you do not see the 'Certify MSPA/H-2B' step in the Quote a Solicitation wizard, then you are not required to address the certification questions.
- 2 If your company certifies that it will be using H-2B workers, MSPA workers, and/or FLC contractors, then use the 'Manage Files' button to upload the certificates.
- 3 If you have a valid FLC certificate of registration, then you can indicate if the authorization includes Transporting Workers, Driving, and/or Housing Workers.
- 4 If applicable, you must provide the date your company applied for the Certification of Registration, the State of registration, and the License Number.
- 5 You must select the 'I Agree' check box to confirm you certify the responses you have provided regarding your certification statuses.

# Option 1: Using the Quote Submittal Wizard

## Review Quote

**Quote a Solicitation**

View Solicitation
Select Resources
Add Rates
Review Quote

**Quote Summary**

Quote for Solicitation: 1204N719Q7000  
 Solicitation Description: VIPR I-BPA for Chipper for Region 6 - P  
 Number of Resources Quoted: 1

**Chipper Type 1**  
**CHIPPER-TEST-ABC**

Unique ID: CHIPPER-TEST-ABC  
 Equipment ID: ABC123  
 License #: 123456  
 State (where license issued): LA

Vendor Quote for Solicitation: 12012023Q7000

Vendor Name: John Doe Services, Inc.  
 DBA:  
 UEI: 121212121212  
 EFT:  
 Quote Submitted On: 01/01/2024 11:15 MST  
 Total Number of Resources Quoted: 1

Information for each resource, grouped by category:  
 Chipper Type 1  
 Table 1 - Quote for Chipper Type 1 - VIN JOHNDOE-CHIPPER-01 for AK-ACC Dispatch Center.

Resource Information	Attribute Values and Rates
Unique ID	JOHNDOE-CHIPPER-01
Equipment ID	121212
Make	Ford
Model	KJ8GH
Model Year	2020
Country	USA
City	Anywhere
State or Province	CT
Configuration	Self-Propelled
Mulching Capability	24
Vendor Provides 3-Person Crew	Yes
Boom Feed	Yes
In-Feed Mechanism that operates in forward, reverse, and stop modes	Yes
AWD/4WD	N/A
Daily Rate	1400.00

**Vendor Details**

**Business Status**

Business Size: Small Business  
 HUBZone: Yes  
 8(a): No  
 Service-Disabled Veteran-Owned Small Business: No  
 Women-owned Small Business (WOSB) Eligible Under the Women-owned Small Business Program: No  
 Economically Disadvantaged Women-Owned Small Business: No

**Labor Surplus Area (LSA)**

Is company located in an LSA?: Yes

**Discount Terms**

% of payment reduction, # of days payment is due:

**Supporting Information**

DOT Number (buses only):

**MSPA and H-2B Certifications for this Solicitation**  
 Company certifies it will be utilizing H-2B Workers under any resulting IBPA of any solicitation: Yes  
 File Attachments: 1 file attachments  
 Company certifies it will be utilizing MSPA Workers under any resulting IBPA of any solicitation: Pending  
 Company certifies it has a valid FLC certificate of registration: Yes  
 File Attachments: 0 file attachments

1

1 Scroll down to view your quote information.

2

2 View a PDF version of your quote information, which includes resource information and key vendor company info (i.e., UEI, Business Status, LSA).

3 The MSPA and H-2B Certifications information is only captured and displayed for specific solicitations; not all solicitations require this info. If you don't see this section in the quote.pdf, then it is not captured for the solicitation.

**IMPORTANT:**

These images are just examples; the attributes displayed in these images may be different than the actual attributes required on the resource form completed by the vendor.

3



# Option 1: Using the Quote Submittal Wizard Sign Quote

**Quote a Solicitation**

View Solicitation > Select Resources > Add Rates > Review Quote > **Sign Quote** > Finished

**Quote Signature**

I agree and understand that I, as an authorized agent of the company, am electronically signing this quote and agree to furnish and deliver all items set forth or otherwise identified on this quote or any additional sheets subject to the terms and conditions specified in the solicitation.

Please check the following 'I Agree' box to sign your quote, then click the Submit button.

I Agree:

Please wait... Previous Submit Exit

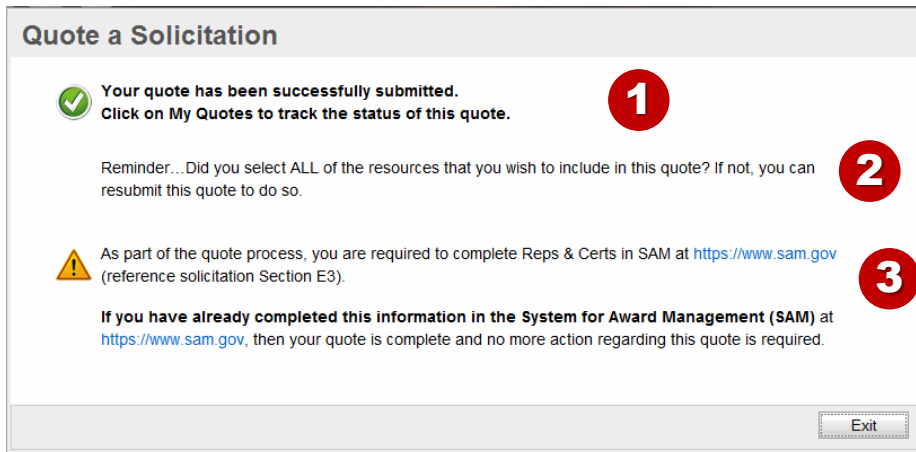
**Confirm**

Are you sure you wish to submit 1 resource(s) on your quote? These will be the only resources associated with your quote for this solicitation.

OK Cancel

- 1 Read the quote signature statement.
- 2 If you agree with the statement, select the **I Agree** check box.
- 3 After you click the **Submit** button, it may take a few seconds to process your submittal, so please wait and do not click on any other buttons.
- 4 When you click the **Submit** button, a confirmation message appears confirming the number of resources you wish to include in your quote response. Click the **OK** button to submit your response or click the **Cancel** button if you need to make changes to your quote. Remember: Always include all of the resources you wish to be associated with your quote.

# Option 1: Using the Quote Submittal Wizard Finished

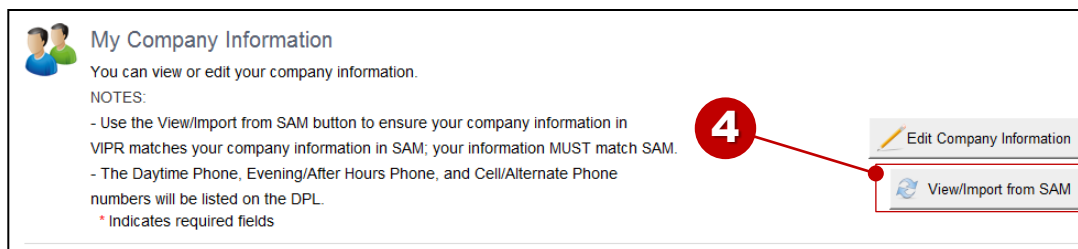


- 1 Your quote is submitted into VIPR.
- 2 You have one quote per solicitation and your latest quote will be the quote on record in VIPR. Any previously submitted quotes will be overwritten by the latest quote submitted. With each quote submittal, be sure you selected ALL the resources that you wish to include in your quote.
- 3 If you have not completed the Reps and Certs information in SAM, then you MUST do so in order for your quote to be considered complete.

If you have updated your Reps and Certs information in SAM, you do not need to resubmit your quote.

- 4 If you have changed your company name, DBA, company address (a.k.a. physical address), or mailing address in your SAM record after submitting a quote, use the “View/Import from SAM” button on the **My Company** page in the vendor application to import your changes from SAM into VIPR. This company information in VIPR MUST match what you have in your SAM record or you will be ineligible to receive an award. Also, your SAM record must be active; if your SAM record has expired, you will be ineligible to receive an award from VIPR.

If you use the “View/Import from SAM” button to import company changes from SAM into VIPR, you do not need to resubmit your quote if the solicitation is still open, because the changes will automatically be applied to your quote. PDF AFTER you click the “View/Import from SAM” button. If the solicitation has closed, contact the Contracting Officer about putting you “In Negotiations” so you can resubmit your quote.



# Option 1: Using the Quote Submittal Wizard For Generic Solicitations

- The Select Resources step in the Quote a Solicitation wizard for Generic solicitations that have multiple resource categories is just slightly different than all other solicitation types, because it has a Select/Remove button to allow you to associate multiple generic resource categories to one generic resource

<input type="checkbox"/> VIN / Unique ID	Equipment ID	Resource Category	Update for Sol*	Qualifies for Sol
<input checked="" type="checkbox"/> GENERIC-RESOURCE-TEST-BBBB	BBB000	Multiple Selected	Update	Yes
<input checked="" type="checkbox"/> GENERIC-RESOURCE-TEST1-AAAA	AAA000	ATV (Includes UTV)	Update	Yes

Select which Generic Resource Category(s) this resource will be submitted as.

Select All Clear All

ATV (Includes UTV)  
 Air Conditioner  
 Backhoe

OK Cancel

- The Select/Remove button allows you to select which resource categories you want to use for your generic resource. However, if the generic solicitation is set up to only use one resource category, then the Select/Remove button is not displayed because it is not needed.
- The check boxes used to select which resources you will include in your quote will automatically be selected when you select a resource category for your resource. However, if you click the Update button to make changes to your resource, the check box AND the resource categories will be cleared and you will need to reselect the resource categories, which will automatically select the check boxes again.
- If you have selected multiple resource categories for your resource, a “Multiple Selected...” label is displayed. You can click on the Select/Remove button to view your resource category selections.
- If you have selected just one resource category for your resource, then the name of the resource category is displayed.

# My Quotes Page

- Once you submit a quote, view your quote information from the **My Quotes** page

**VIPR**  
Virtual Incident Procurement

Logout

Home My Company My Resources **My Quotes** My Agreements Open Solicitations

**My Quotes** [Download Quote History](#)

If you do not have any quotes, click on **Open Solicitations** to find a solicitation and start the quote process. The **Open Solicitations** tab will also include solicitations that are reopened for Onboarding.

If you have quotes, then use this Quotes table to find your quote and then depending on the state of your quote, use the **Action** column to view a submitted quote, edit or delete a quote in progress, resubmit a quote, or withdraw your quote. If you did not receive an award off your original quote and wish to be considered for the solicitation if it is reopened for Onboarding, then go to the **Open Solicitation** tab to start the quote process.

**IMPORTANT:** Your quote will NOT be considered "submitted" until you complete the Quote a Solicitation wizard. Revised quotes will NOT overwrite any previous quotes until the revised quote is submitted. VIPR will use the vendor's last quote submitted as the response on record and will overwrite any previous responses, so you **MUST ALWAYS** select ALL of the resources that you wish to include in your quote for the solicitation.

If you wish to submit a revised quote and the solicitation is closed, you must contact the Contracting Officer to determine if it's appropriate to put you into negotiations, which will allow you to submit a revised quote.

The link to the solicitation package will always be the latest version of the solicitation and may contain amendments published after you submitted your quote.

To sort information in the table, click on a column heading, except for the Action column.

[Refresh Quotes Table](#)

Solicitation Number	Solicitation Title	Close Date	Last Amended Date	Solicitation Status	MSPA/H-2B Cert Status	Quote Status	Action
<a href="#">12012023Q7000</a>	VIPR I-BPA for Chipper for R10 - Alaska Region - TEST ONLY - NOT A REAL SOLICITATION	01/10/2024 00:00 MST	01/02/2024 16:28 MST	Published	MSPA - Pending H-2B - Yes FLC - No	Submitted on 01/02/2024 17:47 MST	
<a href="#">12853824Q7000</a>	VIPR I-BPA for Fuel Tender for R2 - Rocky Mountain Region- TEST ONLY	02/23/2024 01:00 MST	N/A	Published	N/A	Withdrawn	

Solicitation Number	Solicitation Title	Close Date	Last Amended Date	Solicitation Status	Response Status	Action
AG-84M8-S-13-7026 (Under Protest)	VIPR I-BPA for Fuel Tenders for R4 - Intermountain Region (IIs)	12/23/2013 20:00 MST	06/03/2013 15:45 MDT	Published	Submitted	

- You can view a report of your solicitation quote history. Select the report and click the **Go** button. This may be a 'Download Quote History' button to access the report.
- You must fully submit your quote before it will be the response on record in VIPR. VIPR will use the vendor's last quote submitted as the response on record and will overwrite any previous quote submittals.
- Refreshes your quote information in the table.
- Click the **Withdraw a Quote** icon if you wish to withdraw your submitted quote.
- If you started a quote but exited the wizard before you completed all the steps, then your quote is a "new submission in progress" and you can click the **Edit** icon to continue the quote.
- Click the **Delete** icon if you wish to delete a "revised quote started."

Once you submit a quote, you cannot delete the quote; however, you can edit, withdraw, or resubmit your quote until the solicitation is closed.

- View a PDF version of your submitted quote.
- If you have submitted a quote, but wish to resubmit your quote, click the **Resubmit** icon, which will trigger the Submit a Quote wizard.
- You can withdraw your quote until the solicitation closes. Once the solicitation closes, if you wish to resubmit your withdrawn quote, you will need to ask the CO to put you into negotiations. If you are not "In Negotiations," then you will not see the Resubmit icon next to your withdrawn quote.
- If you submitted a quote on a solicitation that is "under protest," it will appear on your **My Quotes** page. You can resubmit your quote on the solicitation under protest if you wish to do so.

# Option 2: Using the Add New Resource from the My Resources Page

**VIPR**  
Virtual Incident Procurement

Logout

Home My Company **My Resources** My Quotes My Agreements Open Solicitations

**1** My Resources

You can add resources into the vendor application. Once they are in the application, you can use the Action column to view a summary of your resource information and/or edit your resource information.

**NEW!** If you have existing resources you would like to reuse for a new solicitation, you can now update those resources during your quote submittal for the new solicitation through the Open Solicitations tab.

**2** [+ Add New Resource](#)

**1** NOTE: If your resource is used in a quote or awarded on an agreement, you will be unable to delete the resource and will not see the Delete button in the Action column for that resource.  
To sort information in the table, click on a column heading, except for the Action column.

Hide Selected Show All Showing 3 of 3

<input type="checkbox"/>	VIN/Unique ID	Equipment ID	Resource Group	Last Update	Action
<input type="checkbox"/>	GM CHIPPER 01	JKKJ	Chipper (2024)	01/03/2024 00:46 UTC	
<input type="checkbox"/>	FALLER-GM	LKJLKJ	Faller (2023)	01/02/2024 23:12 UTC	

**3**

1 There is a new note on this page to let you know that you have another option for adding resources, which is through the quote submittal process (this is Option 1 that is described in the previous slides). However, you can still add resources outside of the Quote submittal process through this Option 2.

2 Click on **Add New Resource** button to trigger the **Manage Your Resources** wizard, which enables you to enter your resource information into the vendor application.

You will need to add your resource information one resource at a time.

3 Once you have completed the **Manage Your Resources** wizard for a resource, your resource information will appear in this table on the **My Resources** page.

# Option 2: Using the Add New Resource from the My Resources Page

## Step 1: Intended Use for Resource



- Each year, the Forest Service re-solicits for a select group of resources. **These re-solicited resources may have new business requirements, which means the attributes on the resource forms and/or the values captured on the forms may change.** When you add a new resource, the “Intended Use” step is used by VIPR to determine what version of resource requirements to ask you to complete for your new resource. (Side note: This “Intended Use” step is only used when you are adding a new resource; it is not included in the Manage Your Resources wizard when you are editing an existing resource.)

**Manage Your Resources**

Intended Use | Classify Resource | Enter Resource Info | View Summary | Finished

How are you intending to use this new resource?

- As a new resource in response to a solicitation **1**
- To just enter into the application--intended use of resource is unknown at this time **2**
- As a replacement resource on my current existing agreement **3**

Select an agreement

- AG-84M8-B-12-7003 (Fuel Tenders)
- AG-8371-B-12-7060 (Potable & Gray Water Trucks/Handwashing Stations (Trailer Mounted))

Continue Exit

- 1 Use this option for creating a resource to be submitted on open solicitations.** The resource form displayed will use the most recent version of the resource requirements. Do NOT use this option if you are creating a new resource to be used as a replacement resource on an existing agreement.
- 2 Use this option for creating a resource that you anticipate using later on open solicitations.** The resource form displayed will use the most recent version of the resource requirements. Do NOT use this option if you are creating a new resource to be used as a replacement resource on an existing agreement.
- 3 Use this option for creating a new resource to be used as a replacement resource for an existing agreement.** The resource form displayed will use the same resource requirements that were used for the resource type that is on the agreement. Do NOT use this option for open solicitations.

If you select this option, a list of your current existing agreements appears. From the list, select the agreement you wish to use the replacement resource for and click the **Continue** button. **IMPORTANT:** The new replacement resource you are adding is not automatically applied to the agreement you selected. The agreement selection is used to help VIPR determine the correct version of the form to display for you to complete. The correct version of the form must be completed in order to use the new resource as a replacement resource, which is done through the appropriate modification process.

# Option 2: Using the Add New Resource from the My Resources Page

## Step 2: Classify Resource



**Manage Your Resources**

Intended Use > **Classify Resource** > Enter Resource Info > View Summary > Finished

Select a resource group that best defines your resource.

- Crew Carrier Buses
- Dozers
- Engines
- Excavators
- Fallers
- Feller Bunchers
- Fuel Tenders**
- GIS Units
- Generic
- Gray Water Trucks
- Handwashing Stations (Trailer Mounted)
- Helicopter Operations Support Trailer

**Resource Group Details**  
- Fuel Tenders - 3 types determined by fuel tank capacity

Previous Continue Exit

**Manage Your Resources**

Intended Use > **Classify Resource** > Enter Resource Info > View Summary > Finished

Select a resource group that best defines your resource.

Fuel Tenders

**Resource Group Details**

Previous Continue Exit

Depending on what option you selected in the previous "Intended Use" step of the wizard, in Step 2, the Classify Resource step, you will see either...

- 1 A list of all resource groups available to be added as a new resource (options 1 or 2 in previous step)
- OR-
- 2 A list of only the resource groups that can be used as a replacement resource for the agreement you selected in the previous step (option 3 in the previous step).
- 3 Once you click on a resource group, the details/definition will appear in the box on the right.
- 4 **IMPORTANT:** When you are adding a new resource, you must complete ALL the steps in the Manage Your Resources wizard to save your resource information.

**Confirm**

If you exit before completing ALL of the steps in the wizard none of the updates to this resource will be saved.

Click OK to exit the wizard.

OK Cancel

# Option 2: Using the Add New Resource from the My Resources Page

## Step 3: Enter Resource Info

- New feature allows you to update/copy existing resource information to be used for new re-solicited solicitations

- 1 If you wish to submit a quote for a new re-solicited solicitation, you cannot just use the same resources that you used for an older solicitation. For example, you cannot use your 2015 resources when submitting a quote for a 2018 solicitation. **HOWEVER**, you can now copy your resource information from an older resource form into the newer resource form (i.e., copy from a 2015 version of the resource form into the 2018 version of the resource form) without having to manually re-enter all of your resource information.

**IMPORTANT:** This Update (copy) function is only available if you have an existing older resource of the same resource group AND there is not already a new version of that resource, i.e., you cannot copy the same exact resource twice.

- 2 From the drop-down list next to the Update button, select a resource to update and then click the **Update** button.

- 3 The fields on the resource form are populated with the same information from the resource that you selected to use for updating/copying. You **CAN** edit any of the fields to make changes, including the VIN/Unique ID/Serial Number field, but you do not have to. If there are new required fields with the new version of the resource form, you will need to complete them.

**IMPORTANT:** If you are updating/copying resource information, you should still thoroughly review the pre-populated data to ensure it is what you want.

**Manage Your Resources**

Intended Use > Classify Resource > **Enter Resource Info** > View Summary > Finished

**1** **NEW FEATURE:** This Resource Group has the ability to copy existing Fuel Tender resources used on previous agreements to be used for your quote submission on a new solicitation. Select an existing resource from the drop-down list and click the Update button to copy the resource information into the form below. New fields will not be automatically populated and must be completed before clicking 'Continue'.

Select a Resource to update

Fuel Tender

Resource Description

\*VIN:

\*Equipment ID:

\*License #:

\*State (where license issued):

**2** \*Indicates required fields

**IMPORTANT:** These images are just examples; the attributes displayed in these images may be different than the actual attributes required on the resource form completed by the vendor.

**Manage Your Resources**

Intended Use > Classify Resource > **Enter Resource Info** > View Summary > Finished

**NEW FEATURE:** This Resource Group has the ability to copy existing Engine resources used on previous agreements to be used for your quote submission on a new solicitation. Select an existing resource from the drop-down list and click the Update button to copy the resource information into the form below. New fields will not be automatically populated and must be completed before clicking 'Continue'.

TRACYENGTEST00000

Engine

Resource Description

\*VIN: TRACYENGTEST00000

\*Equipment ID: 123

\*Make: Ford

\*Model: ABC

**3** \*Indicates required fields



# Option 2: Using the Add New Resource from the My Resources Page

## Step 3: Enter Resource Info (Continued)

- If you do not have existing resources to copy, then you will need to manually re-enter all the resource information.

**Manage Your Resources**

Intended Use > Classify Resource > **Enter Resource Info** > View Summary > Finished

Fuel Tender \* Indicates required fields

Resource Description

\*VIN:  **1**

\*Equipment ID:

\*Make:

\*Model:

\*Model Year:

Resource Location

\*Country: USA

\*City:

\*State:

\*Zip Code:

Zip Plus:

Resource Attributes

\*Fuel Capacity (gallons):

**IMPORTANT:** This image is just an example; the attributes displayed in this image may be different than the actual attributes required on the resource form completed by the vendor.

Previous Save and Continue Save and Exit

- Each resource **MUST** have either a VIN, Unique ID, or Serial Number. (All wheeled apparatus resources will have a VIN.)
- Unique ID or Serial Number has a 40-character maximum limit, but no other restrictions.
  - VINs have the following restrictions:
    - For a new resource that has a **Model Year  $\geq 1980$** , the VIN **MUST** be exactly 17 characters (numbers and letter only, except no I, O, or Q letters), no special characters, and no spaces between characters. (NOTE: In some cases, it may seem like you can enter more than 17 characters in the form, however, you will receive a validation error when you try to continue to the next step in the wizard.)
    - For a new resource that has a **Model Year of  $\leq 1980$**  and the resource group is 2012 or older, then there are no restrictions for entering the VIN, except for a 40-character limit.
    - For a new resource that has a **Model Year of  $\leq 1980$**  and the resource group is 2013 or newer, then there are no restrictions for entering the VIN, except for a 17-character limit.
  - The VIN and Model Year rules will not apply for existing resources that have been entered in the vendor application before the October 2012 version of VIPR.

# Option 2: Using the Add New Resource from the My Resources Page

## Step 3: Enter Resource Info (Continued)

- The fields in the Resource Description and Resource Attributes sections will vary depending on the type of resource group you selected when you classified your resource (in Step 2).

**Manage Your Resources**

Intended Use | Classify Resource | **Enter Resource Info** | View Summary | Finished

Fuel Tender \* Indicates required fields

**Resource Description**

\*VIN:

\*Equipment ID:  **1**

\*Make:

\*Model:

\*Model Year:

**Resource Location**

\*Country: USA  **2**

\*City:

\*State:

\*Zip Code:

Zip Plus:

**Resource Attributes**

\*Fuel Capacity (gallons):  **3**

**4** **5**

**IMPORTANT:** This image is just an example; the attributes displayed in this image may be different than the actual attributes required on the resource form completed by the vendor.

- Equipment ID must be all CAPS and has a 10-character maximum limit.
- Country, City or Municipality, State or Province, and Zip Code or Postal Code are required for the Resource Location.
- Complete all the required fields for the Resource Attributes. If there are different types (i.e., Fuel Tender Type 1, Fuel Tender Type 2, etc.) within the resource group, the values you select for the attributes will tell VIPR what "type" your resource qualifies for.
- After completing all the information in this step of the wizard, click the **Save and Continue** button to save to move forward in the wizard.
- If you have at least the VIN/Serial Number, or Unique ID (depending on the type of resource) entered and you click the **Save and Exit** button, your resource will be saved, but it will be considered INCOMPLETE until you come back into the **Manage Your Resources** wizard and complete ALL of the steps of the wizard.

**IMPORTANT:** Even if you complete all the fields in the Enter Resource Info step and then do a Save and Exit, your resource will still be considered INCOMPLETE; completing all the steps in the wizard is critical because VIPR determines what your resource qualifies as in the last step of the wizard.

# Option 2: Using the Add New Resource from the My Resources Page

## Step 3: Enter Resource Info (Continued)

- Some resources may require technical evaluation files to be uploaded through the resource form in the vendor app (in Step 3).

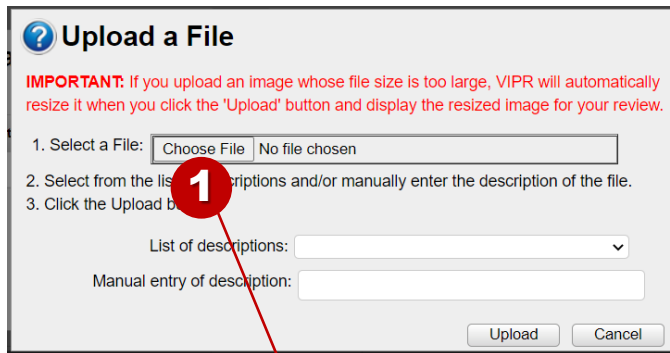
- Some resources may require technical evaluation pictures and/or documents to be uploaded when completing the resource form. Currently, only the 2022 resource types require the tech eval pics/docs.
- A counter is displayed to let you know how many files you have uploaded.
- Explanatory text provides guidance on what images/documents are required for the resource.
- To upload the files, click the **Manage** button to view the options for the file uploads.
- Click the **Add** button and follow the upload instructions for attaching a file. Click the descriptions down-list to select from a specific list of descriptions for your uploaded files or you can manually enter a description.
- After you have uploaded a file, you can delete it if you decide you don't need it, edit the description, or download the file to view the image.

Select	Filename	Description
<input type="checkbox"/>	Front Pic.jpg	Front View
<input type="checkbox"/>	Side Pic.jpg	Right Side View
<input type="checkbox"/>	VIN PIC.jpg	VIN or Serial Number
<input type="checkbox"/>	VIN PIC2.jpg	VIN or Serial Number

# Option 2: Using the Add New Resource from the My Resources Page

## Step 3: Enter Resource Info (Continued)

- If the image you upload is too large, VIPR will automatically resize the image to an acceptable size (in Step 3).



**Upload a File**

**IMPORTANT:** If you upload an image whose file size is too large, VIPR will automatically resize it when you click the 'Upload' button and display the resized image for your review.

1. Select a File:

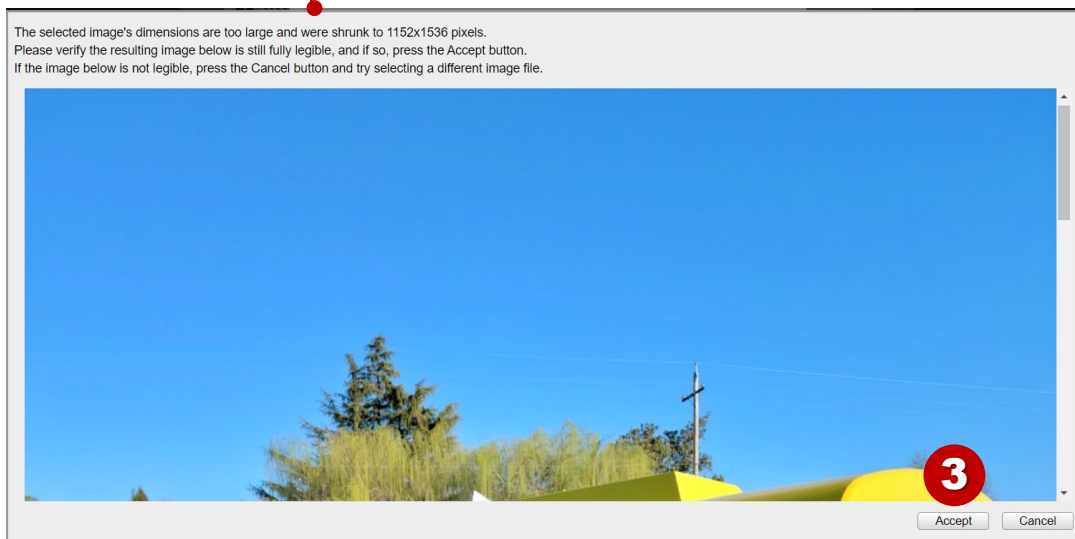
2. Select from the list of descriptions and/or manually enter the description of the file.

3. Click the Upload button.

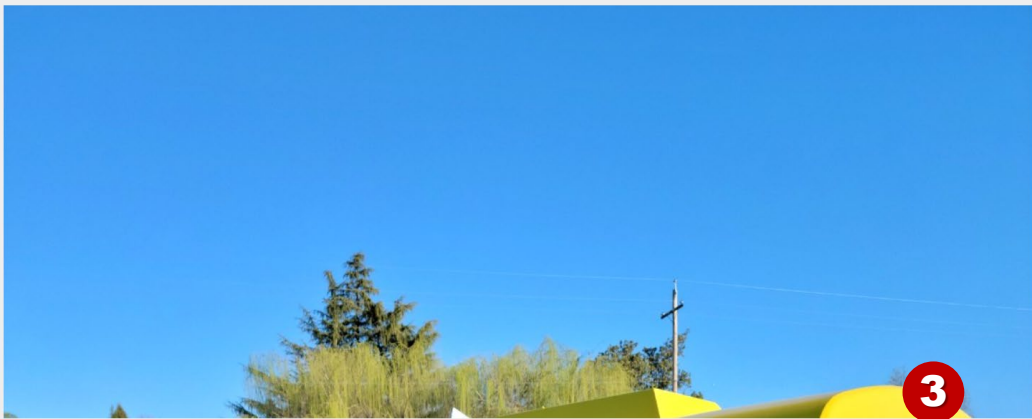
List of descriptions:

Manual entry of description:

- 1 Once you choose your image, if the file size is too large, VIPR will automatically resize it and display the resized image for your approval.
- 2 Use the scroll bar to view the full image.
- 3 If the resized image is acceptable and legible, then click the 'Accept' button. VIPR will upload the resized image and rename the file with 'resized' at the end of the file name.



The selected image's dimensions are too large and were shrunk to 1152x1536 pixels. Please verify the resulting image below is still fully legible, and if so, press the Accept button. If the image below is not legible, press the Cancel button and try selecting a different image file.



# Option 2: Using the Add New Resource from the My Resources Page

## Step 4: View Summary

**Manage Your Resources**

Classify Resource | Enter Resource Info | **View Summary** | Finished

**Engine**

**Resource Description**

VIN: TRACYENGTST00000  
Equipment ID: LJ  
Make: kjj  
Model: lkj  
Model Year: 2000

**Resource Location**

City: kh  
State: KS  
Zip Code: 88888  
Zip Plus:

**IMPORTANT:** This image is just an example; the attributes displayed in this image may be different than the actual attributes required on the resource form completed by the vendor.

Previous | Save and Continue | Save and Exit

- 1 Scroll through the **View Summary** to ensure the information you entered is what you want.

If you need to, you can click on a previous step (or the Previous button) to go back and edit information.

Once you complete the wizard for adding this new resource into the vendor application, you will be able to edit the resource information later, if needed, from the My Resources page.

- 2 In this step of the wizard, click the **Save and Continue** button to save to move forward to the last step in the wizard.
- 3 Although your resource information is completed at this point, if you click the **Save and Exit** button, your resource will be saved, but it will be considered **INCOMPLETE** until you come back into the **Manage Your Resources** wizard and complete ALL the steps of the wizard. Completing all the steps in the wizard is critical because VIPR determines what your resource qualifies as in the last step of the wizard.

# Option 2: Using the Add New Resource from the My Resources Page

## Step 5: Finished

**Manage Your Resources**

Intended Use > Classify Resource > Enter Resource Info > View Summary > **Finished**

View Resource Information PDF

✓ Your resource is now saved in VIPR. **1**

Your resource qualifies for the following resource categories: **2**

- Fuel Tender Type 1

**3** Your resource qualifies for the following resource categories:

- NONE. Your resource, as currently configured, does not qualify for any resource categories. If you wish to edit your resource, click on the 'Enter Resource Info' step.

Previous Exit

**Resource Information for Fuel Tenders**

**Resource Description**  
VIN: J1234567890123FT1  
Equipment ID: FT01J1234  
License #: MXKWMD123  
State (where license issued): CO  
Make: JOHN DEERE  
Model: FT01-ABC  
Model Year: 2000

**Resource Location**  
City: FORT COLLINS  
State: CO  
Zip Code: 80526  
Zip Plus:

**Resource Attributes**  
Fuel Capacity (gallons): 4000

**Qualifying Resource Categories**  
Fuel Tender Type 1

**Current Award Contract Numbers**  
None

**IMPORTANT:** This image is just an example; the attributes displayed in this image may be different than the actual attributes required on the resource form completed by the vendor.

- 1 When you complete the wizard, your resource is in the VIPR system, and you can use the **My Resources** page to view, edit, or delete your resource.
- 2 Based on the Resource Attributes that you provided in Step 3 (Enter Resource Info), VIPR determines what resource type your resource qualifies for.
- 3 If your resource does not qualify in the resource group that you chose, you will get this type of message instead of what you see above in callout #2.
- 4 View a PDF version of your resource information. You can also access this PDF from the **My Resources** page.

# My Resources Page

- Your resource now appears in the My Resources page.

**VIPR**  
Virtual Incident Procurement

Home My Company **My Resources** My Quotes My Agreements Open Solicitations Logout

**My Resources**  
You can add resources into the vendor application. Once they are in the application, you can use the Action column to view a summary of your resource information and/or edit your resource information.  
**NEW!** If you have existing resources you would like to reuse for a new solicitation, you can now update those resources during your quote submittal for the new solicitation through the Open Solicitations tab.  
NOTE: If your resource is used in a quote or awarded on an agreement, you will be unable to delete the resource and will not see the Delete button in the Action column for that resource.

1 To sort information in the table, click on a column heading, except for the Action column.

2 Hide Selected Show All

3 Showing 4 of 4

<input type="checkbox"/>	VIN/Unique ID	Equipment ID	Resource Group	Last Update	Action
<input type="checkbox"/>	TRACYENGTST00000	LJ	Engine (2019)	10/31/2018 21:16 UTC	
<input type="checkbox"/>	TRACYENGTSTZZZZZ	123	Engine (2022)	12/09/2021 20:02 UTC	
<input type="checkbox"/>	TRACY TEST SKIDGINE	LJK	Skidgine (2019) <b>UNQUALIFIED</b>	12/09/2021 19:56 UTC	
<input type="checkbox"/>	TEST SOFTTRACK	ABC	Softtrack (2022) <b>INCOMPLETE</b>	12/09/2021 19:56 UTC	

4 Add New Resource

- The year next to the Resource Group name indicates the year that the resource group was solicited for by the Forest Service. In the example shown, notice the Engine (2019)) and Engine (2022). While the resource group may be the same, the resource requirements may be different for each solicitation year.
- Indicates the date and time of your last update to your resource.
- Triggers the **Manage Your Resources** wizard, which allows you to add a new resource. Once you complete the wizard for the resource, the resource will appear in this table.
- “Showing # of (total)#” indicates the number of resources that you have. If the number of resources you see does not match the total #, then you may have some resources that you have “hidden.”
- Displays a PDF version of your resource information.
- Triggers the **Manage Your Resources** wizard where you can edit your resource information.
- Displays the information specific to a resource (i.e., resource qualifications and status and resource attribute details). This info is also found in the PDF document (item #8). For more details, see next slide.
- Deletes your resource from the VIPR system. If you do not see this Delete icon, then your resource has been used in a quote at some point and cannot be deleted.

- The “Hide Selected” button will not display any resources that have been selected to “Hide” from the view.
- Click on a table column heading to sort the information in ascending or descending order.
- The “UNQUALIFIED” label indicates that the resource you entered does not have the attributes to qualify as any of the resource categories types for the specific Resource Group.
- The “INCOMPLETE” label indicates that the Manage Your Resources wizard has not been fully completed. While your resource info has been saved, it will be a considered incomplete until you fully complete the resource wizard.

# My Resources Page Resource Information

**My Resources**

You can add resources into the vendor application. Once they are in the application, you can use the Action column to view a summary of your resource information and/or edit your resource information.

NOTE: If your resource is used in a quote or awarded on an agreement, you will be unable to delete the resource and will not see the Delete button in the Action column for that resource.

To sort information in the table, click on a column heading, except for the Action column.

[+ Add New Resource](#)

Hide Selected Show All Showing 7 of 7

<input type="checkbox"/>	VIN/Unique ID	Equipment ID	Resource Group	Last Update	Action
<input type="checkbox"/>	1GDL7H1J2MJ501756	2BB	Fuel Tenders (2011)	09/23/2013 11:59 PDT	
<input type="checkbox"/>	FT0K09898099888TS	9889	Fuel Tenders (2014)	09/23/2013 10:01 PDT	

1 Click on the information icon to view information specific to a resource (i.e., resource qualifications and status and resource attribute details).

Displays all the resource information and attributes for a specific resource.

2 Displays what the resource qualifies for (resource category and type) and displays the status of the resource. If the resource is anything but “Available” or “Terminated,” then the Dispatch Center is displayed, as well.

**Resource Information**

**Resource Qualifications & Status**  
Fuel Tender Type 1 - SD-GPC - Submitted on Quote [Definitions of Status Labels](#)

**Resource Details**

VIN: FT0K09898099888TS City: FORT COLLINS  
 Equipment ID: 9889FT0 State: CO  
 License #: MXKWDMKD Zip Code: 88888  
 State (where license issued): CO Zip Plus:  
 Make: JOHN DEER Fuel Capacity (gallons): 4000  
 Model: FT01-ABC

OK

**IMPORTANT:** This image is just an example; the attributes displayed in this image may be different than the actual attributes required on the resource form completed by the vendor.

**Status Descriptions**

**Available:** Resource is not currently on an agreement, so it is available to submit on a quote; this status includes resources that may have been replaced or withdrawn from an agreement through a modification, as well as resources that were on an expired or canceled agreement.

**Awarded:** Resource is awarded on an agreement; this status includes suspended resources that have been resumed, terminated resources that have been reinstated, and disqualified resources.

**Not Awarded:** Resource was submitted on a quote for a solicitation, but was not awarded on an agreement for that specific solicitation. This resource is available to be submitted on a different quote or can be awarded on a different agreement.

**Replaced:** Resource was on an agreement, but has been replaced by another resource. The replaced resource is available to submit on a quote or can be awarded on a different agreement.

**Submitted on Quote:** Resource is submitted on at least one quote; the resource can be submitted on more than one quote.

**Suspended:** Resource is on an agreement, but has been suspended.

**Terminated:** Resource is on an agreement, but has been terminated. This resource is available to be submitted on a different quote or awarded on a different agreement; however, if the resource is awarded on a different agreement, then it cannot be reinstated on its original agreement.

**Unqualified:** Resource does not qualify for any resource categories with its current attributes. Resources must qualify for a resource category before they can be submitted on a quote.

**Withdrawn:** Resource was on an agreement, but has been withdrawn through a modification. The withdrawn resource is available to submit on a quote or can be awarded on a different agreement.

**Incomplete:** The information you provided for the resource is incomplete. To submit a resource on a quote or use it as a replacement resource you must complete ALL of the steps in the 'Manage Your Resources' wizard. The incomplete status will remain until you return and complete the 'Manage Your Resources' wizard.

OK

3 Displays the definitions of what the “Status” labels in the Resource Qualifications & Status section mean.



# Managing Your Resources

## Editing a Resource That Is on a Quote from the My Resources Page

**1** Classify Resource | Enter Resource Info | View Summary | **Finished**

View Resource Information PDF

✓ Your resource is now saved in VIPR.

Your resource qualifies for the following resource categories:

- Fuel Tender Type 1

**⚠ Previously Submitted:** You previously submitted this resource on at least one solicitation quote. For any of your quotes to reflect the changes you have just made to this resource, you must re-submit those quotes. **2**

Previous Exit

1 When you edit an existing resource, the “Intended Use” step is not included in the Manage Your Resources wizard. That step is only used when you add a new resource for the first time through the My Resources page.

2 When you complete the wizard to **edit an existing resource**, if your resource has been submitted on a quote, then you will see this message telling you that you will need to resubmit your quote to get the resource changes applied to your quote; the changes do NOT occur automatically.

If the solicitation has closed, you will need to ask the CO to put you “In Negotiations” and then you can resubmit your quote.

# Managing Your Resources

## Editing a Resource from Within the Quote Wizard

- New feature allows you to edit your resource through the Quote a Solicitation wizard

**Quote a Solicitation**

View Solicitation **Select Resources** Add Rates Review Quote Sign Quote Finished

Select the check boxes for ALL of the resources that you wish to include in this quote for this solicitation.

\*Click the **Update** button to update your resource information for this solicitation. Depending on the updates you make, your resource may or may not qualify for this specific solicitation.

Add New Resource

VIN / Unique ID	Equipment ID	Resource Category	Update for Sol*	Qualifies for Sol
<input type="checkbox"/> CHIPPER-TEST-02	DEF234	Chipper Type 2	<input type="button" value="Update"/>	Yes
<input checked="" type="checkbox"/> CHIPPER-TEST-ABC	ABC123	Chipper Type 1	<input type="button" value="Update"/>	Yes

1 resource selected

Previous Save and Continue Exit

**Manage Your Resources**

Classify Resource Enter Resource Info View Summary **Finished**

View Resource Information PDF

Your resource is now saved in VIPR.

Your resource qualifies for the following resource categories:

- Chipper Type 1

Previous Go Back to Quote

- If you wish to update a resource before or after submitting your quote, click the **Update** button, which will access the Manage Your Resources wizard. Remember, you **MUST** complete all of the steps in the Manage Your Resources wizard for your updates to be saved. Only resources that are of the same resource group that match what the solicitation is asking for will be listed in table.
- The Qualifies for Sol column lets you know which resources qualify for the solicitation.
- The counter indicates the number of resources selected to submit on the quote.
- Once you've completed the Manage Your Resources wizard, you can use the **Go Back to Quote** button to continue with your quote submittal.

**IMPORTANT:** You **MUST** complete all of the steps in the Manage Your Resources wizard for your resource changes to be saved.

# Managing Your Resources

## Editing a Resource That Is on an Agreement



### Manage Your Resources

Classify Resource > Enter Resource Info > View Summary > **Finished**

[View Resource Information PDF](#)

**Your resource is now saved in VIPR.**

**Your resource qualifies for the following resource categories:**

- Chipper Type 3

**Current Resource Attributes Different from Agreement:**

VIPR shows a change to the resource attributes from what is recorded with the current agreement. If this is in response to a rollover modification, please continue with the next steps in responding. If this update is outside the rollover modification window, please contact the Contracting Officer to request them to modify your agreement.

**1**

- 1 When you complete the wizard to **edit an existing resource**, if your resource has been awarded on an agreement **BEFORE** your changes to the resource have been applied, then you will see this message telling you that a modification is needed in order to get the resource changes applied to the agreement.

# Resubmitting a Quote on a Solicitation or Responding to an Amended Solicitation

- From the **My Quotes** page, you can resubmit your quote. You will also use the Resubmit icon to respond to an amended solicitation.
- If you do not see the Resubmit icon, then the solicitation is closed. You must contact the Contracting Officer to determine if it's appropriate to put you into negotiations, which will allow you to resubmit your quote.

The screenshot shows the 'My Quotes' page in the VIPR application. At the top, there are navigation tabs: Home, My Company, My Resources, My Quotes (selected), My Agreements, and Open Solicitations. Below the tabs, there's a 'My Quotes' section with a green dollar sign icon and a 'View Reports' dropdown menu. The main content area contains instructions and an 'IMPORTANT' note. Below the text is a 'Refresh Quotes Table' button. The primary feature is a table of quotes with columns: Solicitation Number, Solicitation Title, Close Date, Last Amended Date, Solicitation Status, Quote Status, and Action. Two rows are visible in the table. A second table is shown below the first one, containing one row with a red 'Under Protest' status. Red callout boxes with numbers 1 through 5 point to various elements: 1 points to the 'Solicitation Number' column header, 2 points to the 'Last Amended Date' column header, 3 points to the 'Action' column header, 4 points to the 'Resubmit' icon in the Action column of the second row, and 5 points to the 'Withdraw' icon in the Action column of the bottom table row.

Solicitation Number	Solicitation Title	Close Date	Last Amended Date	Solicitation Status	Quote Status	Action
<a href="#">12035520Q7000</a>	VIPR I-BPA for Mechanic with Service Truck for Region 1 - Northern Region (Its)	01/17/2020 08:30 MST	01/17/2020 08:15 MST	Closed	Submitted on 01/17/2020 08:17 MST	[Resubmit] [Withdraw]
<a href="#">12024820Q7001</a>	VIPR I-BPA for Clerical Support Unit for Region 13 - National	01/17/2020 08:30 MST	01/17/2020 08:21 MST	In Negotiations	Submitted on 01/16/2020 14:51 MST	[Resubmit] [Withdraw]

Solicitation Number	Solicitation Title	Close Date	Last Amended Date	Solicitation Status	Response Status	Action
AG-84M8-S-13-7026 (Under Protest)	VIPR I-BPA for Fuel Tenders for R4 - Intermountain Region (Its)	12/23/2013 20:00 MST	06/03/2013 15:45 MDT	Published	Submitted	[Resubmit] [Withdraw]

- 1 Click on the link to view the latest version of the solicitation package.
- 2 Indicates when the solicitation has been amended.

If you have submitted a quote, but wish to respond to the amendment, use the **Resubmit** icon, which will trigger the **Submit a Quote** wizard.

- 3 When resubmitting a quote, remember to include ALL the resources that you wish to include in your quote, not just resources that you may have updated. **Your latest submitted response is the response on record in VIPR.**

Also, you can use the resubmittal quote option to apply an EFT to your quote if you didn't with your original quote, or you can change the EFT that was applied to your original quote.

- 4 If you wish to resubmit your withdrawn quote after the solicitation has closed, you will need to ask the CO to put you into negotiations. If you are not "In Negotiations," then you will not see the Resubmit icon next to your withdrawn quote.
- 5 The Withdraw option and "In Negotiations" option also apply to a solicitation under protest.

# Resubmitting a Quote on a Solicitation

## Quote Comparison View

**Quote a Solicitation**

View Solicitation > Select Resources > Add Rates > **Review Quote** > Sign Quote > Finished

View Quote Comparison  
View Quote PDF

Quote Summary

Quote for Solicitation: 1282X920Q7005

**Quote Comparison**

If you do not see the changes you expected to see with your current quote in progress, then use the Previous button in the Review Quote step to go back in the wizard to make your changes at the appropriate steps.

Press the 'Show Details' button to see the details for every submitted resource. You may need to use the scrollbar in the table to view all of the resources listed.

Hide Resource Details

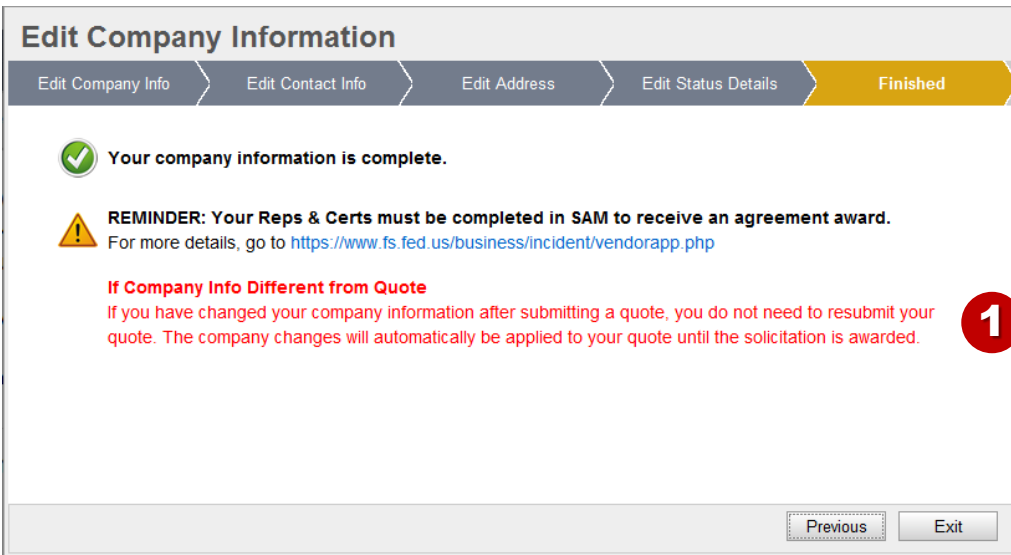
**Bold red text and an asterisk indicate a change to the values.**

Attribute	Previously Submitted Quote	Current Quote in Progress
Resource Count	1	3*
Submitted Date	04/20/2020 12:09 MDT	
<b>Resource</b>		
Resource Category	Dozer Type 1	Dozer Type 1
Unique ID	TESTDZER-ABC	TESTDZER-ABC
Equipment ID	ABC	ABC

OK


- 1 After you submit a quote, if you do a quote resubmittal, in the Review Quote step of the wizard, the **Quote Comparison** popup box will automatically display to show you the differences between the resources in the last quote you submitted and the resources in the current quote-in-progress that you are in the process of submitting. You can also click on the **View Quote Comparison** button to view the popup window, as well.
- 2 Click the Show Resource Details view a little more information than the resource count for the resources. To view all of the resource information in the current quote in progress, click on the View Quote PDF button.
- 3 Changes between the previously submitted quote and current quote-in-progress are highlighted in bold, red text with an asterisk.
- 4 The Previously Submitted Quote column lists all of the resources that were selected with the last quote that was fully submitted. The Current Quote in Progress column lists all of the resources that are selected for the current quote-in-progress. **IMPORTANT:** Until the quote-in-progress is completely submitted, the previously submitted quote will be the response on record in VIPR.
- 5 Resource count lists the number of resources submitted with the previously submitted quote and the resource currently selected for the current quote in progress.


# Changing Company Information or Resource Information After You Submitted a Quote



**Edit Company Information**

Edit Company Info > Edit Contact Info > Edit Address > Edit Status Details > **Finished**

 **Your company information is complete.**

 **REMINDER: Your Reqs & Certs must be completed in SAM to receive an agreement award.**  
For more details, go to <https://www.fs.fed.us/business/incident/vendorapp.php>

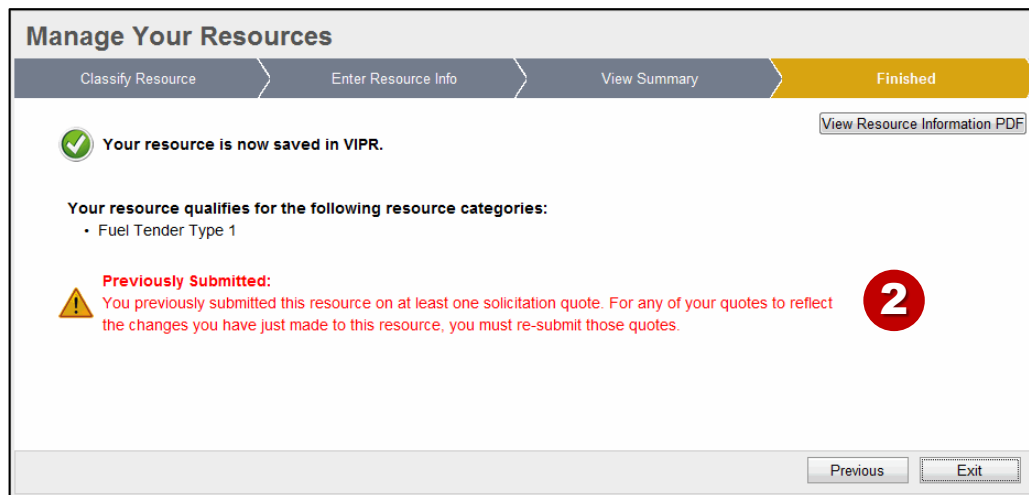
**If Company Info Different from Quote**  
If you have changed your company information after submitting a quote, you do not need to resubmit your quote. The company changes will automatically be applied to your quote until the solicitation is awarded.

**1**

Previous Exit


- 1 If you change your non-SAM company information in the vendor application after you submitted a quote, but before the solicitation closes, you DO NOT need to resubmit your quote; the changes will occur automatically when you or the CO clicks on the View Quote.PDF. If the solicitation has closed, you will need to ask the CO to put you “In Negotiations” and then you can resubmit your quote.**

**If you change your company name, DBA, or company addresses in SAM, you MUST use the “View/Import from SAM” button in the vendor application to import the changes into VIPR; otherwise, the changes will not automatically be included in the Quote.PDF for open solicitations nor will the changes be included if you resubmit your Quote.PDF while “In Negotiations.”**




**Manage Your Resources**

Classify Resource > Enter Resource Info > View Summary > **Finished**

 **Your resource is now saved in VIPR.** [View Resource Information PDF](#)

**Your resource qualifies for the following resource categories:**

- Fuel Tender Type 1

**Previously Submitted:**  
 You previously submitted this resource on at least one solicitation quote. For any of your quotes to reflect the changes you have just made to this resource, you must re-submit those quotes.

**2**

Previous Exit

- 2 If you change your resource information after you submitted a quote, you MUST resubmit your quote to get the resource changes applied to your quote; the changes do NOT occur automatically. If the solicitation has closed, you will need to ask the CO to put you “In Negotiations” and then you can resubmit your quote.**

# My Agreements Page

- If the Contracting Officer issues a modification for an agreement you have been awarded... (1) you will receive an e-mail notification about the modification, (2) an alert will be posted on the **Home** page in the vendor application, and (3) your agreement will be accessible through the **My Agreements** page.

**VIPR**  
Virtual Incident Procurement

Logout

Home My Company My Resources My Quotes **My Agreements** Open Solicitations

**My Agreements**

If you used the vendor application to submit a quote and you received an award, then those agreements (or modifications to those agreements) will be listed in the table below. Use the Action column to view the agreement or modification or respond to a modification.

NOTE: Agreements or modifications to agreements for non-vendor application resources will NOT appear in the table.  
To sort information in the table, click on a column heading, except for the Action column.

Refresh Agreements Table

Agreement Number	Solicitation Title	Award Date	Award End Date	Last Modified	# Resources	Status	Action
Region							
AG-04H1-B-14-7012	VIPR I-BPA for Heavy Equipment for Region 6 - Pacific Northwest Region	05/14/2014	05/31/2017	05/31/2017	0	Expired	[PDF icon]
Expire Agreement			05/31/2017	05/31/2017	Vendor Acknowledgment of Modification		[PDF icon] [Start icon]
AG-04H1-B-15-7054	VIPR I-BPA for Miscellaneous Heavy Equipment for Region 6 - Pacific Northwest Region	04/20/2015	04/20/2018	03/14/2017	1	Active	[PDF icon]
AG-04H1-B-17-7016	VIPR I-BPA for Heavy Equipment for Region 6 - Pacific Northwest Region	05/19/2017	05/19/2020		4	Active	[PDF icon]
Rollover Modification*			05/19/2020			Awaiting Vendor Signature	[PDF icon] [Start icon]
Response due by 12/22/2017 01:00 Mountain Standard Time							
1291U418T7001	VIPR I-BPA for Chipper for R5 - Pacific Southwest Region (Iis)	11/07/2017	11/07/2020	11/07/2017	1	Active	[PDF icon]

- Refreshes the list of agreements and the status of those agreements in the table.
- Lists agreements that you have been awarded.
- Indicates the status of the agreement and the action needed, if there is any. Some modifications ask for "vendor acknowledgement of modification," which is not required.
- Displays a PDF version of the last signed agreement.
- Click on the **Start** icon to trigger the **Agreement Modification Response** wizard.
- View the modification package for the agreement.
- Indented row and modification type indicates an agreement has a modification that requires your response or acknowledgement. NOTE: For details about the Rollover modification due date, go to [slide 56](#). For details about the Onboarding modification due date, go to [slide 57](#).
- If you have been awarded an agreement and the solicitation is put "under protest," your agreement will be listed in the My Agreements page and will be highlighted with the "Sol Under Protest" label.

**8** AG-02NV-B-13-7001 VIPR I-BPA for Refrigerated Trailers for R4 - Intermountain Region (Iis)  
(Sol Under Protest)

05/29/2013	05/29/2016	06/04/2013	1	Active	[PDF icon]
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# My Agreements Page (Continued)

## Rollover Modifications

- For Rollover modifications, COs may set a due date for when a vendor MUST respond to the Rollover modification.

Agreement Number	Solicitation Title	Award Date	Award End Date	Last Modified	# Resources	Status	Action
AG-82X9-B-11-7025	VIPR I-BPA for Fuel Tenders for Region 2 - Rocky Mountain Region	03/31/2011	03/31/2014	01/10/2013	2	Active	
	Rollover Modification*		03/31/2014	01/10/2013		Awaiting Vendor Signature	
	Response due by 01/11/2013 12:00 a.m. Central						

1

Agreement Number	Solicitation Title	Award Date	Award End Date	Last Modified	# Resources	Status	Action
AG-82X9-B-11-7025	VIPR I-BPA for Fuel Tenders for Region 2 - Rocky Mountain Region	03/31/2011	03/31/2014	01/10/2013	2	Active	
	Rollover Modification*		03/31/2014	01/10/2013		Awaiting CO Action	
	Response due by 01/11/2013 12:00 a.m. Central						

2

**Warning**

The due date for responding to this modification has expired. If you wish to submit a response to this modification you MUST contact the Contracting Officer.

3

Agreement Number	Solicitation Title	Award Date	Award End Date	Last Modified	# Resources	Status	Action
AG-82X9-B-11-7025	VIPR I-BPA for Fuel Tenders for Region 2 - Rocky Mountain Region	03/31/2011	03/31/2014	01/10/2013	2	Active	
	Rollover Modification		03/31/2014	01/10/2013		Awaiting Vendor Signature	
						* In Negotiations	

4

- 1 For Rollover modifications: If the CO has set a due date for when a vendor needs to respond to the Rollover modification, it will be listed under the Rollover Modification label. Vendors MUST respond to the Rollover modification before the date, time, and timezone set for the response due date.

If the Rollover modification label does not display a due date, then the CO has not set a due date for the vendor response.

### If the response due date has expired:

- 2 The status of the modification will change to "Awaiting CO Action."
- 3 You will be unable to submit or re-submit a response to the modification.
- 4 The vendor can talk with the CO who will determine if the CO will put the vendor "In Negotiations," which would allow the vendor to submit or re-submit a response to the modification AFTER the due date.



# My Agreements Page (Continued) Onboarding Modifications

**VIPR**  
Virtual Incident Procurement

Logout

Home My Company My Resources My Quotes **My Agreements** Open Solicitations

**My Agreements**

If you used the vendor application to submit a quote and you received an award, then those agreements (or modifications to those agreements) will be listed in the table below. Use the Action column to view the agreement or modification or respond to a modification.

NOTE: Agreements or modifications to agreements for non-vendor application resources will NOT appear in the table. Refresh Agreements Table

To sort information in the table, click on a column heading, except for the Action column.

Agreement Number	Solicitation Title	Award Date	Award End Date	Last Modified	# Resources	Status	Action
1202SB22T7999	VIPR I-BPA for Weed Washing Unit for Regions 3, 5 & 6	06/06/2022 09:42 MST	06/06/2025 09:42 MST	01/28/2023 10:50 MST	1	Active	
	<b>Annual Onboarding*</b> Response due by 01/20/2024 01:00 Mountain Standard Time		06/06/2025 09:42 MST	01/28/2023 10:50 MST		Awaiting Vendor Signature	

Vendors with existing agreements on the solicitation reopened for Onboarding will be able to respond to the Annual Onboarding modification, making edits to their existing company info, set asides, LSA, resources, rates, and dispatch centers, and in addition they can add new resources that are not already awarded on another agreement.

**IMPORTANT:** If a vendor edits their existing, awarded resource and it changes the resource category typing, the vendor will NOT be able to select that retyped resource as a 'new' resource to add through the Onboarding modification because it is already awarded on the agreement as the original type and it will be considered as trying to replace one resource category type with a different resource category type, which is not allowed.

Agreement Number	Solicitation Title	Award Date	Award End Date	Last Modified	# Resources	Status	Action
1202SB22T7861	VIPR I-BPA for Weed Washing Unit for Regions 3, 5 & 6	06/06/2022 09:42 MST	06/06/2025 09:42 MST	01/28/2023 10:50 MST	1	Active	
	<b>Annual Onboarding*</b> Response due by 01/20/2024 01:00 Mountain Standard Time		06/06/2025 09:42 MST	01/28/2023 10:50 MST		Awaiting CO Action	

**Warning**

The due date for responding to this modification has expired. If you wish to submit a response to this modification you MUST contact the Contracting Officer.

OK Cancel

Agreement Number	Solicitation Title	Award Date	Award End Date	Last Modified	# Resources	Status	Action
1202SB22T7861	VIPR I-BPA for Weed Washing Unit for Regions 3, 5 & 6	06/06/2022 09:42 MST	06/06/2025 09:42 MST	01/28/2023 10:50 MST	1	Active	
	<b>Annual Onboarding*</b> Response due by 01/20/2024 01:00 Mountain Standard Time		06/06/2025 09:42 MST	01/28/2023 10:50 MST		Awaiting Vendor Signature *In Negotiations	

- For Onboarding modifications, when the CO has set a due date for when a vendor needs to respond to the Onboarding modification, it will be listed under the Onboarding Modification label. Vendors MUST respond to the Onboarding modification before the date, time, and time zone set for the response due date.

**If the response due date has expired:**

- The status of the modification will change to "Awaiting CO Action."
- The vendor will be unable to submit or re-submit a response to the modification.
- The vendor can talk with the CO who will determine if the CO will put the vendor "In Negotiations," which would allow the vendor to submit or re-submit a response to the modification AFTER the due date.

# My Agreements Page (Continued)

## Onboarding Modifications (Continued)

**Agreement Modification Response**

Review Modification **Add Resources** Apply Resource Changes Sign Modified Agreement Submitted

1

(Optional) Select the check boxes for any resources that you wish to add to this agreement that qualify for this solicitation.

If you do not have any additional resources to add to your existing agreement, then click the **Continue** button.

If you do not see a resource in this table, it is because it is either already on this agreement, on another agreement, or it is unqualified for this solicitation, or incomplete and cannot be added to this agreement. You can go to the 'My Resources' tab to view the details about your resources and make changes there, if needed.

<input type="checkbox"/> VIN / Unique ID	Equipment ID	Resource Category

2

Previous Continue Exit

**Agreement Modification Response**

Review Modification **Add Resources** Apply Resource Changes Sign Modified Agreement Submitted

(Optional) Select the check boxes for any resources that you wish to add to this agreement that qualify for this solicitation.

If you do not have any additional resources to add to your existing agreement, then click the **Continue** button.

If you do not see a resource in this table, it is because it is either already on this agreement, on another agreement, or it is unqualified for this solicitation, or incomplete and cannot be added to this agreement. You can go to the 'My Resources' tab to view the details about your resources and make changes there, if needed.

<input type="checkbox"/> VIN / Unique ID	Equipment ID	Resource Category
<input checked="" type="checkbox"/> WEEDWASH-NW-001D01	WW001	Weed Washing Unit Type 1

3

**Agreement Modification Response**

Review Modification Add Resources **Apply Resource Changes** Sign Modified Agreement Submitted

EFT:  (Optional) [Definitions of the Action options](#)

VIN / Unique ID	Equipment ID	Resource Category	Dispatch Center	Daily Rate	Action
WEEDWASH-DD-002F009	WWF09	Weed Washing Unit Type 1	AZ-PHC	1,500.00	<input type="button" value="Set DC &amp; Rates"/>
WEEDWASH-NW-001D01	WW001	Weed Washing Unit Type 1	N/A	N/A	<input type="button" value="Set DC &amp; Rates"/>

4

Previous Continue Exit

- 1 For Onboarding modifications only, in the Agreement Modification Response wizard, there is an 'Add Resources' step.
- 2 In the 'Add Resources' step, if you do not see a resource in 'Add Resources' table that you are expecting to see, it is most likely because the resource is
  - Already on your existing agreement
  - On another agreement
  - Unqualified for the solicitation
  - Incomplete
  - Is a new resource category type that is the result of the original resource that is on the existing agreement being edited and has caused the original resource to be retyped.

You can go to the 'My Resources' tab to view the details about your resources and make changes there, if needed.

- 3 If you have resources that can be added to your existing agreement (see explanation above), select the check boxes next to each resource and click the Continue button. **IMPORTANT:** You cannot use the same resource as an 'added resource' and a replacement for an existing resource on the agreement. If you are replacing an existing resource with a different resource, **DO NOT** select the resource in the 'Add Resources' step. Instead, select the 'Replace Resource' option in the 'Apply Resource Changes' step.
- 4 For new resources you are adding to your existing agreement, set the DC and Rates for each resource, and then complete the modification response wizard. COs will review your added resources and any changes you made to your other resources on your agreement when they view your response to the Onboarding modification.

# Responding to a Modification

## Three Types of Agreement Modification Responses

- If your agreement has a modification, depending on the type of modification, you will either need to submit a response to the modification or you can acknowledge the modification (acknowledging the modification is not required since the CO has already signed the modification at this point).



**Agreement Modification Response**

Review Modification | Apply Resource Changes | Sign Modified Agreement | Submitted

**Modification Summary** View Mod PDF

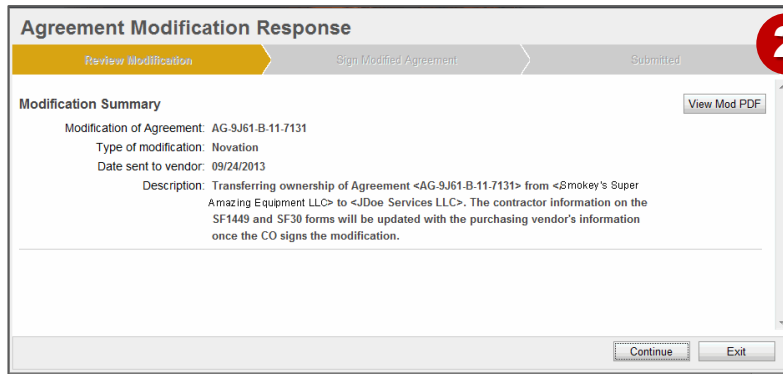
Modification of Agreement: AG-8538-B-12-7001  
Type of modification: Standard and/or Extend Modification  
Date sent to vendor: 08/26/2011  
Description: This mod will extend agreement through '08-26-2015'.  
Vendor needs to change attributes for one resource, withdraw one resource, and replace one resource.

Continue Exit

**1**

- This modification response is used for Standard and/or Change End Date, Rollover, Inspection Correction, Resource Type Correction, and Onboarding modifications. These types of modifications do require a vendor response.

With the Standard and/or Change End Date and Inspection Correction mods, you can apply changes to your resources and all company information, except changes to LSA and Business Status. With Rollover, Resource Type Correction, and Onboarding modifications you can apply ALL changes to your company information, including LSA and Business Status changes and changes to your resources, and you can make changes to the DC and Rates. **For Onboarding modifications only, you can add new resources to your existing agreement (see [slide 57](#) and [slide 58](#)).**



**Agreement Modification Response**

Review Modification | Sign Modified Agreement | Submitted

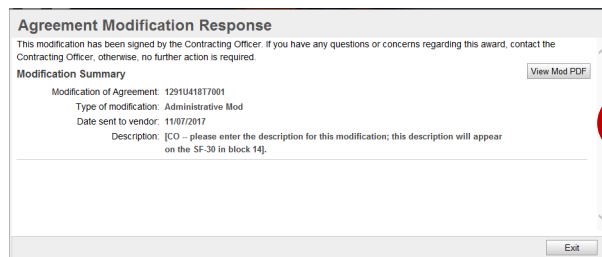
**Modification Summary** View Mod PDF

Modification of Agreement: AG-9J61-B-11-7131  
Type of modification: Novation  
Date sent to vendor: 09/24/2013  
Description: Transferring ownership of Agreement <AG-9J61-B-11-7131> from <Smoke's Super Amazing Equipment LLC> to <JDoe Services LLC>. The contractor information on the SF1449 and SF30 forms will be updated with the purchasing vendor's information once the CO signs the modification.

Continue Exit

**2**

- This modification response is used for the Novation modification. This mod requires a vendor response from the purchasing vendor. The selling vendor of a Novation mod can view the modification, but there is no modification response action available for the selling vendor.



**Agreement Modification Response**

This modification has been signed by the Contracting Officer. If you have any questions or concerns regarding this award, contact the Contracting Officer; otherwise, no further action is required.

**Modification Summary** View Mod PDF

Modification of Agreement: 1291U4187001  
Type of modification: Administrative Mod  
Date sent to vendor: 11/07/2017  
Description: [CO - please enter the description for this modification; this description will appear on the SF-30 in block 14].

Exit

**3**

- This modification response is used for Suspend/Resume Resources, Terminate/Reinstate Resources, Expire, Cancel Agreement, Suspend/Resume Agreements, and Administrative modifications. These types of modifications do NOT require a vendor response and have already been signed by the CO at this point in the process.

# Responding to a Modification

## Step 1: Review Modification

### Agreement Modification Response

Review Modification

Apply Resource Changes

Sign Modified Agreement

Submitted

#### Modification Summary

View Mod PDF

1

Modification of Agreement: AG-8538-B-12-7001

Type of modification: Standard and/or Extend Modification

Date sent to vendor: 08/26/2011

Description: This mod will extend agreement through '08-26-2015'.

Vendor needs to change attributes for one resource, withdraw one resource, and replace one resource.

2

Continue

Exit

- 1 Review a summary of the modification.
- 2 View a preview PDF of the modification package before your changes are applied.

PREVIEW\_11\_08\_26\_12\_25\_23\_AWARD\_AG-8538-B-12-7001\_VIPR\_MOD\_01[1].pdf - Adobe Acrobat Pro

File Edit View Window Help

1 / 45 102%

Agreement #: AG-8538-B-12-7001 With Vendor: JDoe Services LLC Page: 1

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NUMBER	PAGE OF PAGE
2. CONTRACT NO. <b>AG-8538-B-12-7001</b>	3. AWARD/EFFECTIVE DATE 08/26/2011 - 08/26/2014	4. ORDER NUMBER	5. SOLICITATION NUMBER <b>AG-8538-S-12-7000</b>	6. SOLICITATION DATE <b>08/22/2011</b>	
7. FOR SOLICITATION INFORMATION CALL: a. NAME <b>John Doe</b>		b. TELEPHONE NUMBER (No collect calls) <b>970-295-5826</b>		8. OFFER DUE DATE LOCAL TIME <b>08/26/2011</b>	
9. ISSUED BY <b>USDA Forest Service Regional Services John Doe 2150 Centre BLVD Fort Collins, Colorado, 80526</b>		10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED OR <input checked="" type="checkbox"/> SET ASIDE: <input checked="" type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) <input checked="" type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB) <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> 8(A)		NAICS: <b>5324</b>	SIZE ST: <b>\$25.0</b>
11. DELIVERY FOR FOB DESTINA-		12. DISCOUNT TERMS		13b. RATING	

# Responding to a Modification

## Step 2: Apply Resource Changes

**Agreement Modification Response**

Review Modification | **Apply Resource Changes** | Sign Modified Agreement | Submitted

DUNS+4: 1234  (Optional) **1**

[Definitions of the Action options](#)

VIN / Unique ID	Equipment ID	Resource Category	Dispatch Center	Da	Action
765COPIER03 (SUSPEN DED) <b>2</b>	RL345	Copier	ID-BDC	N/A	<input type="button" value="Set DC &amp; Rates"/> <b>3</b> <input type="button" value="Updates to Resource"/> <b>4</b> <input type="button" value="No Changes to Resource"/> <b>4</b> <input type="button" value="Updates to Resource"/> <b>4</b> <input type="button" value="Replace Resource"/> <b>4</b> <input type="button" value="Withdraw Resource"/> <b>4</b>
789COPER03	9KIU8	Copier	ID-BDC	N/A	<input type="button" value="Set DC &amp; Rates"/> <b>5</b> <input type="button" value="Replace Resource"/> <b>6</b> With VIN / Unique ID: <input type="button" value="Select VIN / Unique ID"/>
890COPIER01	98KOL	Copier	ID-BDC	N/A	<input type="button" value="Set DC &amp; Rates"/> <b>5</b> <input type="button" value="Replace Resource"/> <b>6</b> With VIN / Unique ID: <input type="button" value="Select VIN / Unique ID"/>

**Select DUNS+4 Number**

Select a DUNS+4 to associate with this response.

DUNS+4:  (Optional)

1234  
 124F  
 9876

**1** (Optional) If you have an EFT remit address that you wish to add to or change on your agreement, click the "Select EFT for Quote" button to select the EFT. (NOTE: You cannot add new EFT values here → you would need to add the EFT value in the Edit Company Information wizard and then come back to this mod response to select it.

**Resource Comparison**

**Bold Red text indicates change.**

Attribute	Currently Awarded	Apply These Updates
Resource Category	Copier	Copier
Unique ID	765COPIER03	765COPIER03
Equipment ID	RL345	<b>RL345AAA</b>
License #	KJ8K	<b>KJ8KAAA</b>
State (where license issued)	ID	ID
Make	Xerox	Xerox
Model	7898	<b>7898AAA</b>

**Choose VIN / Unique ID**

Select the VIN / Unique ID of the resource that replace your resource:

- If your resource has been suspended through a previous modification, a "Suspended" label will be highlighted in subsequent modifications to remind you that the resource is suspended; you will be able to select any of the standard four actions (No changes, Updates, Replace, Withdraw) for your suspended resource.
- The Set DC & Rates button will only be enabled for Rollover Modifications and Resource Type Correction mods.
- In the Action column, select the appropriate action that you wish to take with this modification type. NOTE: If you made changes to your resource and those changes disqualify the resource from the agreement, then the only Actions available through a modification will be Replace Resource or Withdraw Resource.
- Click on the Magnifying Glass icon to view the Resource Comparison of your resource information before your change versus after your change. Changes are highlighted in bold, red font.
- If your selection is to "Replace" the resource, you will be asked to select the VIN/Unique ID of the resource that you want to be the replacement for the current resource.

# Responding to a Modification

## Step 2: Apply Resource Changes (Continued)

The Resource Type Correction modification is a little different than the modification responses for the other mod types that require a vendor response.

**My Agreements**

If you used the vendor application to submit a quote and you received an award, then those agreements (or modifications to those agreements) will be listed in the table below. Use the Action column to view the agreement or modification or respond to a modification.

NOTE: Agreements or modifications to agreements for non-vendor application resources will NOT appear in the table.

To sort information in the table, click on a column heading, except for the Action column.

[Refresh Agreements Table](#)

Agreement Number	Solicitation Title	Award Date	Award End Date	Last Modified	# Resources	Status	Action
1204N719177001	VIPR I-BPA for Chipper for Region 6 - Pacific Northwest Region (Its)	09/25/2018	09/25/2021		1	Active	
	Resource Type Correction		09/25/2021			Awaiting Vendor Signature	

**Agreement Modification Response**

Review Modification | **Apply Resource Changes** | Sign Modified Agreement | Submitted

DUNS+4:  Select DUNS+4 for Agreement (Optional) [Definitions of the Action options](#)

VIN / Unique ID	Equipment ID	Resource Category	Dispatch Center	Daily Rate	Action
CHIPPER-TEST-ABC	ABC123	Chipper Type 1	OR-BIC	200.00	Select Re-typed Resource

Previous Continue Exit

**Agreement Modification Response**

Review Modification | **Apply Resource Changes** | Sign Modified Agreement | Submitted

DUNS+4:  Select DUNS+4 for Agreement (Optional) [Definitions of the Action options](#)

VIN / Unique ID	Equipment ID	Resource Category	Dispatch Center	Daily Rate	Action
CHIPPER-TEST-ABC	ABC123	Chipper Type 1 (Disqualified)	OR-BIC	200.00	Chipper Type 2 Select Re-typed Resource Set DC & Rates

Previous Continue Exit

**Information**

You must edit this resource so it qualifies for a different Resource Category before you can retype the resource currently on the agreement.

OK

**3 Retype Resource**

Select the resource type that will replace your current resource.

Select One  
Chipper Type 2

OK Cancel

**4 Resource Comparison**

**Bold Red text indicates change.**

Attribute	Currently Awarded	Apply These Updates
Resource Category	Chipper Type 1	<b>Chipper Type 2</b>
Unique ID	CHIPPER-TEST-ABC	CHIPPER-TEST-ABC
Equipment ID	ABC123	<b>ABC123456</b>
License #	123456	<b>123456789234</b>
State (where license issued)	LA	LA
Make	Simpson	Simpson

OK

- 1 The CO only issues the Resource Type Correction modification in special situations. If you have a resource that has been awarded as one type, but is actually a different type within the same resource category (i.e., a Chipper Type 1 is really a Chipper Type 2), then the CO can issue this modification IF they choose to do so. **IMPORTANT: NOT all resource category types qualify for a re-type correction modification. You cannot replace a different resource (different VIN/Unique ID and different type) with your current resource.**
- 2 When you respond to the modification, if your resource attributes have not been changed yet to make it a different type, then you will see this message.
- 3 Select the resource type that will replace your current resource type.
- 4 The Resource Comparison popup displays the resource details for the currently awarded resource type versus the new resource details for the changed resource type. Again, it is the same resource VIN/Unique ID, it is just the resource type and the attributes that have changed.
- 5 With this modification type, you can set the DC and rates for the new resource category type.

# Responding to a Modification

## Step 3: Sign Modified Agreement and SAM/VIPR Check

**Agreement Modification Response**

Review Modification | Apply Resource Changes | **Sign Modified Agreement** | Submitted

**Modification Signature**

I agree and understand that I, as an authorized agent of the company, am electronically signing this agreement modification and agree to furnish and deliver all items set forth or otherwise identified on this agreement modification or any additional sheets subject to the terms and conditions specified in the solicitation. **1**

Please check the following 'I Agree' box to sign your agreement modification submission, then click the Submit button. **2**

I Agree:  **3**  **2**

**4**

Please wait...

- 1 Read the modification signature statement.
- 2 Click the Preview Modification Response button to view the list of resources that will be included in your modification response. Changes made to the resource attributes (through the modification) will be highlighted.
- 3 If you agree with the statement, select the **I Agree** check box.
- 4 After you click the **Submit** button, it may take a few seconds to process your response, so please wait and do not click on any other buttons.
- 5 When you click on the Submit button to respond to a modification, VIPR will check to see...

**5**

**Error!**

Your company information in VIPR does NOT match your SAM record. Go to the My Company page and click on the 'View/Import from SAM' button to update your information. After the import is complete, you can respond to this modification.

**Error!**

Your SAM record is either inactive or expired or you have no record at all in SAM. You must re-activate your SAM record or create a new SAM record. After your record in SAM is active, then go to the My Company page in the vendor application and click on the 'View/Import from SAM' button to update your information in VIPR. Once the import is complete, you can respond to this modification.


- If your company name, DBA, company address (a.k.a. physical address), or mailing address in VIPR matches what is the SAM record associated with the vendor UEI. If the information in VIPR does not match SAM, then you will be unable to respond to modifications to the agreement. You will need to use the "View/Import from SAM" button on the **My Company** page in the vendor application to import your changes from SAM into VIPR.
- If your SAM record is inactive or has expired. If your SAM record is inactive or expired, you will be unable to respond to modifications to your agreement until you update your SAM record to make it active.

# Responding to a Modification

## Step 4: Submitted

**Agreement Modification Response**

Review Modification > Apply Resource Changes > Sign Modified Agreement > **Submitted**

 Your modification response has been successfully submitted.

**1**


Previous Exit

- 1 Your modification response is successfully submitted.
- 2 Notice the Status of the modified agreement now indicates “Awaiting Contracting Officer Signature.”

**VIPR**  
Virtual Incident Procurement

Logout


Home My Company My Resources My Quotes **My Agreements** Open Solicitations





 **My Agreements**

If you used the vendor application to submit a quote and you received an award, then those agreements (or modifications to those agreements) will be listed in the table below. Use the Action column to view the agreement or modification or respond to a modification.

NOTE: Agreements or modifications to agreements for non-vendor application resources will NOT appear in the table.

To sort information in the table, click on a column heading, except for the Action column.

 Refresh Agreements Table

Agreement Number	Solicitation Title	Award Date	Award End Date	Last Modified	# Resources	Status	Action
AG-91W8-B-13-7001	VIPR I-BPA for Tents for R5 - Pacific Southwest Region (Its)	02/11/2013	02/11/2016	02/11/2013	0	Active	
AG-84M8-B-13-7007	VIPR I-BPA for Copiers for R4 - Intermountain Region (Its)	02/11/2013	02/11/2016	02/11/2013	2	Active	
	Rollover Modification* Response due by 02/12/2013 12:00 a.m. Central		02/11/2016	02/11/2013		<b>2</b> Awaiting Contracting Officer Signature	 



# Responding to a Modification

## No Vendor Action: Acknowledgment ONLY

Logout

Home My Company My Resources My Quotes **My Agreements** Open Solicitations

### My Agreements

If you used the vendor application to submit a quote and you received an award, then those agreements (or modifications to those agreements) will be listed in the table below. Use the Action column to view the agreement or modification or respond to a modification.

NOTE: Agreements or modifications to agreements for non-vendor application resources will NOT appear in the table.

To sort information in the table, click on a column heading, except for the Action column.

Refresh Agreements Table

Agreement Number	Solicitation Title	Award Date	Award End Date	Last Modified	# Resources	Status	Action
1291U418T7001	VIPR I-BPA for Chipper for R5 - Pacific Southwest Region (t/s)	11/07/2017	11/07/2020	11/07/2017	0	Suspended Resource in Agreement	
	CO Suspend/Resume Resources		11/07/2020	11/07/2017			<b>1</b> Vendor Acknowledgment of Modification

- 1 If the modification to the agreement does NOT require a vendor signature, you will just be asked to acknowledge the modification (this is not required).

At this point, the CO has already signed the modified agreement.

- 2 Review a summary of the modification.
- 3 View a PDF of the modification package.

### Agreement Modification Response

This modification has been signed by the Contracting Officer. If you have any questions or concerns regarding this award, contact the Contracting Officer, otherwise, no further action is required.

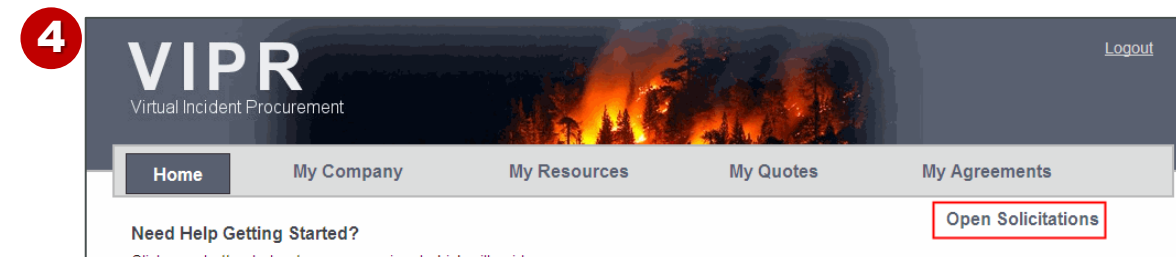
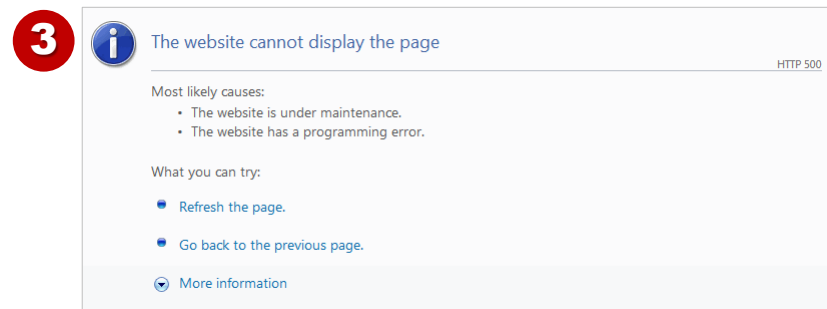
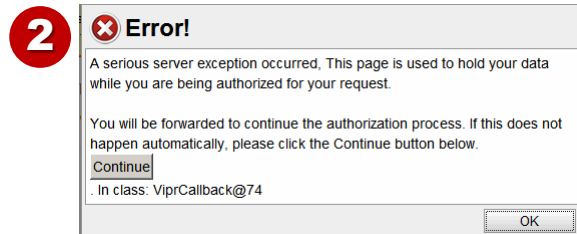
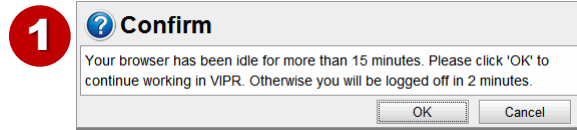
View Mod PDF **3**

#### Modification Summary

**2** Modification of Agreement: 1291U418T7001  
Type of modification: CO Suspend/Resume Resources  
Date sent to vendor: 11/07/2017  
Description: [CO -- please enter the description for this modification; this description will appear on the SF-30 in block 14].

Exit

# Troubleshooting Issues with the Application



- 1 If you have not been working in the vendor application for a while, you may get this time out message.
- 2 If you get this message, click the **Continue** button.
- 3 If you get this message after you clicked the Continue button above, then reload the vendor application URL in your browser to open the application.
- 4 If you are using Internet Explorer 8 and you see formatting issues with the vendor application (i.e., menu item is not in the menu bar, text is overlapping with buttons, and button labels are cut off), the issue may be caused due to an IE setting. While the application will still work, you can try to fix the setting by doing the following:
  - a) In IE, from the menu bar, go to Tools > Compatibility View Settings.
  - b) Clear the “Display intranet sites in Compatibility View” check box.
  - c) Close the dialog box. This should do a refresh and you should no longer see the formatting issues.

# Sample of a Resource Form In the Manage Your Resources Wizard



**Manage Your Resources**

Intended Use > Classify Resource > **Enter Resource Info** > View Summary > Finished

**NEW FEATURE:** This Resource Group has the ability to copy existing Chipper resources used on previous agreements to be used for your quote submission on a new solicitation. Select an existing resource from the drop-down list and click the Update button to copy the resource information into the form below. New fields will not be automatically populated and must be completed before clicking 'Continue'.

Select a Resource to update

Chipper An asterisk (\*) indicates a required field.

**Resource Description**

\*Unique ID:

\*Equipment ID:

\*Make:

\*Model:

\*Model Year:

**Resource Location**

\*Country: USA

\*City:

\*State:

\*Zip Code:

Zip Plus:

**Resource Attributes**

\*Configuration:

\*Mulching Capability:

\*Vendor Provides 3-Person Crew  No  Yes

\*Boom Feed  No  Yes

\*In-Feed Mechanism that operates in forward, reverse, and stop modes  No  Yes

\*AWD/4WD:

NOTE: Does your resource have AWD/4WD? Choose No or Yes for a Tow-Behind Chipper; Choose N/A for a Self-Propelled Chipper

**Resource Pictures/Downloads**

\*Tech Eval Pics/Docs:  (0 Files Uploaded)

You must provide a minimum of four (4) pictures/documents of this resource to include:  
-- Two (2) pictures of the resource being offered. Each picture should include a

Here is a sample of the type of form fields that a vendor would complete in the Manage Your Resources wizard.

**IMPORTANT:** This is just an example of what a resource form might look like; the attributes listed in this image may be different than the actual attributes required on the resource form completed by the vendor.

# Resources That Use the Vendor Application: As of VIPR 16.2.1 (Page 1 of 11)

Below is a list of resources that use the vendor application. The information listed for these resources describes the attributes for each type of resource at the time when the resource is being re-solicited. For example, attributes for a 2024 resource, but not necessarily a 2021 resource, are displayed.

## [Slide 69:](#)

- Ambulance Service
- Chainsaw Repair Service
- Chipper
- Clerical Support Unit
- Communications Unit

## [Slide 70:](#)

- Crew Carrier Bus
- Dozer
- Emergency Medical Responder
- Engine

## [Slide 71:](#)

- Excavator
- Faller
- Feller Buncher
- Fuel Tender
- Generic

## [Slide 72:](#)

- GIS Unit
- Gray Water Truck
- Handwashing Station (Trailer Mounted)
- Helicopter Operations Support Unit
- Mechanic with Service Truck – Auto/Truck

## [Slide 73:](#)

- Mechanic with Service Truck – Heavy Equipment
- Mobile Communications Unit
- Mobile Laundry Unit
- Mobile Sleeper Unit

## [Slide 74:](#)

- Mulcher/Masticator – Boom Mounted
- Passenger Vehicle
- Potable Water Truck
- Pumper Cat
- Refrigerated Trailer

## [Slide 75:](#)

- Pumper Cat
- Refrigerated Trailer
- Road Grader
- Skidder

## [Slide 76:](#)

- Skidgine
- Softtrack
- Strip Mulcher/Masticator
- Tent

## [Slide 77:](#)

- Tractor Plow
- Transport
- Truck

## [Slide 78:](#)

- Water Tender (Support)
- Water Tender (Tactical)
- Weed Washing Unit

# Resources That Use the Vendor Application: As of VIPR 16.2.1 (Page 2 of 11)

All resources are required to have a VIN, Unique ID, or Serial Number; Equipment ID; and Resource Location (Country, City, State/Province, and Zip Code/Postal Code). All required attributes will have a red asterisk on the resource form in the vendor application.

Resource	Attributes	
Ambulance Service	VIN Make Model Model Year Hazmat PPE (Yes/No)	Level of Care (ALS or BLS) Minimum Staffing (1 Paramedic + 1 EMT, 2 EMTs, 1 EMT + 1 First Responder) AWD/4WD (Yes/No) Fireline Qualified (Yes/No) Tech Eval Pics/Docs
Chainsaw Repair Service	Unique ID Make Model	Model Year Do you have enough employees for a double shift? (Yes/No) Tech Eval Pics/Docs
Chipper	Unique ID Make Model Model Year Mulching Capability Vendor Provides 3-Person Crew (Yes/No) Boom Feed (Yes/No)	In-Feed Mechanism that operates in forward, reverse, and stop modes (Yes/No) Configuration (Self-Propelled or Tow-Behind)* AWD/4WD* Tech Eval Pics/Docs <i>*NOTE: Based on the 'Configuration' attribute selected, this AWD/4WD value must be 'yes' to qualify if Tow-Behind is the configuration. For Self-propelled configuration, this AWD/4WD value can be N/A.</i>
Clerical Support Unit	VIN Make (optional) Model (optional)	Model Year (optional) Length of Unit (feet) Width of Unit (feet) Tech Eval Pics/Docs
Communications Unit	VIN Make Model Model Year	Length of Unit (feet) Width of Unit (feet) Is resource equipped with external Internet capability? (Yes/No)

# Resources That Use the Vendor Application: As of VIPR 16.2.1 (Page 3 of 11)

All resources are required to have a VIN, Unique ID, or Serial Number; Equipment ID; and Resource Location (Country, City, State/Province, and Zip Code/Postal Code). All required attributes will have a red asterisk on the resource form in the vendor application.

Resource	Attributes	
Crew Carrier Bus	VIN Make Model Model Year Passenger Capacity DOT Operating Authority? (Yes/No)	Bus has internal storage area for equipment/gear? (Yes/No) Bus is equipped with exterior boxes meeting flammable storage requirements? (Yes/No) All of the original emergency exits that were required when the bus was manufactured are in working order? (Yes/No) Tech Eval Pics/Docs
Dozer	Serial Number Make Model Model Year Min Flywheel Horsepower Min Operating Weight in LBS	Blade Type [Straight/U Blade-no hydraulic tilt, Angle-no hydraulic tilt, Straight/U Blade-with hydraulic tilt, Angle-with hydraulic tilt, 6-Way Hydraulic (PAT)] Winch (Yes/No) Grapple (Yes/No) Ripper (Yes/No) Low Ground Pressure (Yes/No) Do you have enough employees for a double shift? (Yes/No) Tech Eval Pics/Docs
Emergency Medical Responder	Serial Number Fireline Qualified (Yes/No)	Medical Certification (Basic, Advanced, Paramedic) Tech Eval Pics/Docs
Engine	VIN Make Model Model Year Capacity – Gallons Hauled (water) Gallons Per Minute (gpm) Pump Performance (psi)	Gross Vehicle Weight Rating (gvwr) Foam Proportioner System (Automatic Regulating Proportioner, Manually Regulated Proportioner) CAFS (Yes/No) All-Wheel Drive (Yes/No) Do you have enough employees for a double shift? (Yes/No) Tech Eval Pics/Docs

# Resources That Use the Vendor Application: As of VIPR 16.2.1 (Page 4 of 11)

All resources are required to have a VIN, Unique ID, or Serial Number; Equipment ID; and Resource Location (Country, City, State/Province, and Zip Code/Postal Code). All required attributes will have a red asterisk on the resource form in the vendor application.

Resource	Attributes	
Excavator	Serial Number Make Model Model Year Min Flywheel Horsepower Min Operating Weight in LBS	Clamshell Bucket (Yes/No) Up Down Blade or Dozer Blade (Yes/No) Steep Ground Excavator (Yes/No) Do you have enough employees for a double shift? (Yes/No) Tech Eval Pics/Docs
Faller	Unique ID	Configuration (Single Faller or Faller Module) Tech Eval Pics/Docs
Feller Buncher*	Serial Number Make Model Model Year Capacity (horsepower) Carrier Type (Rubber Tired Wheeled or Tracked)	Cutting Head (Bar Saw, Rotating Disc Saw (Hot Saw), Harvester/Processing Head) Does the parent machine have the ability to level the cab? (Yes/No) Single Cut Capacity in Inches Resource meets the certification requirements (Yes/No) Tech Eval Pics/Docs
Fuel Tender	VIN Make Model	Model Year Fuel Capacity (gallons) Tech Eval Pics/Docs
Generic**	Unique ID Make – optional Model – optional	Model Year– optional Description Tech Eval Pics/Docs

*\*For 2024 MISCELLANEOUS HEAVY EQUIPMENT RESOURCES: Vendors who are submitting quotes for 2024 Miscellaneous Heavy Equipment resources MUST enter the VIN or serial number of the parent machine in the field for “Serial Number” within the Resource Info, not the serial number for the attachment. This standard applies regardless of how the machine is configured, modified, or powered.*

*\*\*Generic resources are used for various local equipment and services not listed on the National Solicitation Plan for I-BPAs but may be identified on the Method of Hire (MOH) chart located in the [Interagency Incident Business Management Handbook \(IIBMH\)](#). For details about equipment requirements for a generic resource, you will need to review D02 Equipment Requirements – Generic in the specific generic solicitation you wish to use your generic resource for.*

# Resources That Use the Vendor Application: As of VIPR 16.2.1 (Page 5 of 11)

All resources are required to have a VIN, Unique ID, or Serial Number; Equipment ID; and Resource Location (Country, City, State/Province, and Zip Code/Postal Code). All required attributes will have a red asterisk on the resource form in the vendor application.

Resource	Attributes	
GIS Unit	VIN Make Model Model Year	Length of Unit (feet) Width of Unit (feet) Number of Computer Workstations Number of Other Workstations
Gray Water Truck	VIN Make Model Model Year Water Capacity (gallons hauled)	Pump Type (Centrifugal (Drafting) or Vacuum) Configuration (Truck, Tractor Trailer Combo, Tow-Behind Trailer [Bumper Pull]) Has the resource ever been used as a black water truck? (Yes or No) Tech Eval Pics/Docs
Handwashing Station (Trailer Mounted)	VIN Make Model Model Year	Number of Sinks Does your unit currently utilize solar power? (Yes or No) Is the solar power capable of powering the unit without backup power for an operational shift? (Yes, No, N/A) Tech Eval Pics/Docs
Helicopter Operations Support Unit	VIN Make Model	Model Year Tech Eval Pics/Docs
(MWST) Heavy Equipment Mechanic with Service Truck	Unique ID Mechanic's First Name Mechanic's Last Name Operator Experience (years)	ASE Certification (Both Truck and Auto Master, Truck Master Only, AutoMaster Only, 5 or more certificates, or None) Vocational School or Manufacturer Diesel/Heavy Equipment Mechanic Certificate (N/A, No, or Yes) Truck is equipped with a Mechanic's Service Crane (check box) Tech Eval Pics/Docs



# Resources That Use the Vendor Application: As of VIPR 16.2.1 (Page 6 of 11)

All resources are required to have a VIN, Unique ID, or Serial Number; Equipment ID; and Resource Location (Country, City, State/Province, and Zip Code/Postal Code). All required attributes will have a red asterisk on the resource form in the vendor application.

Resource	Attributes	
(MWST) Auto/Truck Mechanic with Service Truck	Unique ID Mechanic's First Name Mechanic's Last Name Operator Experience (years) ASE Certification (Both Truck and Auto Master, Truck Master Only, AutoMaster Only, 5 or more certificates, or None)	EVT Certificate Level (N/A, Master, Level 2, Level 1, or None) Fire Apparatus Mechanic Experience (years) (N/A, 0-4, or 5+) Tech Eval Pics/Docs
Mobile Communications Unit	VIN Make Model Model Year	Length of Unit (feet) Width of Unit (feet) Is resource equipped with external Internet capability? (Yes/No) Tech Eval Pics/Docs
Mobile Laundry Unit	Unique ID Production Capacity	Single Load Capability (Yes/No) Tech Eval Pics/Docs
Mobile Sleeper Unit	Unique ID Make Model Model Year	Number of Berths Tech Eval Pics/Docs

# Resources That Use the Vendor Application: As of VIPR 16.2.1 (Page 7 of 11)

All resources are required to have a VIN, Unique ID, or Serial Number; Equipment ID; and Resource Location (Country, City, State/Province, and Zip Code/Postal Code). All required attributes will have a red asterisk on the resource form in the vendor application.

Resource	Attributes	
Mulcher/Masticator – Boom Mounted*	Serial Number* Make Model Model Year Min Flywheel Horsepower	Min Operating Weight in LBS Does the parent machine have the ability to level the cab? (Yes/No) Does the resource have steel tracks? (Yes/No) Resource meets the certification requirements (Yes/No) Tech Eval Pics/Docs
Passenger Vehicle	VIN Make Model Model Year	Vehicle Type (SUV-Large [seats 6 or more], SUV-Small [seats 5], Passenger Van [seats 7 or more]) Passenger Capacity All-Wheel Drive/4-Wheel Drive (Yes/No) Production Capacity Tech Eval Pics/Docs
Potable Water Truck	VIN Make Model Model Year Water Capacity (gallons hauled)	Pump, Food Grade (Yes/No) Configuration (Truck, Tractor Trailer Combo, Tow-Behind Trailer [Bumper Pull]) Has the resource ever been used as a black water truck? (Yes or No) Tech Eval Pics/Docs

*\* For 2024 MISCELLANEOUS HEAVY EQUIPMENT RESOURCES: Vendors who are submitting quotes for 2024 Miscellaneous Heavy Equipment resources MUST enter the VIN or serial number of the parent machine in the field for “Serial Number” within the Resource Info, not the serial number for the attachment. This standard applies regardless of how the machine is configured, modified, or powered.*

# Resources That Use the Vendor Application: As of VIPR 16.2.1 (Page 8 of 11)

All resources are required to have a VIN, Unique ID, or Serial Number; Equipment ID; and Resource Location (Country, City, State/Province, and Zip Code/Postal Code). All required attributes will have a red asterisk on the resource form in the vendor application.

Resource	Attributes	
Pumper Cat	Serial Number Make Model Model Year Capacity – Gallons Hauled (water) Flywheel Horsepower	Foam Proportioner System (Automatic Regulating Proportioner, Manually Regulated Proportioner, None) Blade Type (Straight/U Blade-no hydraulic tilt, Angle-no hydraulic tilt, Straight/U Blade-with hydraulic tilt, Angle-with hydraulic tilt, 6-Way Hydraulic [PAT]) Winch (Yes/No) Grapple (Yes/No) Do you have enough employees for a double shift? (Yes/No) Tech Eval Pics/Docs
Refrigerated Trailer	VIN Make Model	Model Year Length (in feet) Movable Partition (Yes/No) Tech Eval Pics/Docs
Road Grader*	Serial Number* Make Model Model Year Capacity (horsepower)	Mold Board Length AWD/4WD (Yes or No) Ripper (Yes or No) Resource meets the certification requirements (Yes/No) Tech Eval Pics/Docs
Skidder*	Serial Number* Make Model Model Year	Capacity (horsepower) Configuration (Grapple or Winch or Both) Carrier Type (Steel Tracks, Rubber Tired, or Both) Resource meets the certification requirements (Yes/No) Tech Eval Pics/Docs

*\*For 2024 MISCELLANEOUS HEAVY EQUIPMENT RESOURCES: Vendors who are submitting quotes for 2024 Miscellaneous Heavy Equipment resources MUST enter the VIN or serial number of the parent machine in the field for “Serial Number” within the Resource Info, not the serial number for the attachment. This standard applies regardless of how the machine is configured, modified, or powered.*

# Resources That Use the Vendor Application: As of VIPR 16.2.1 (Page 9 of 11)

All resources are required to have a VIN, Unique ID, or Serial Number; Equipment ID; and Resource Location (Country, City, State/Province, and Zip Code/Postal Code). All required attributes will have a red asterisk on the resource form in the vendor application.

Resource	Attributes	
Skidgine	Serial Number Make Model Model Year Capacity – Gallons Hauled (water)	Foam Proportioner System (Automatic Regulating Proportioner, Manually Regulated Proportioner, None) Monitor (Yes/No) Winch (Yes/No) Grapple (Yes/No) Detachable Tank (Drop Tank Skidgine) (Yes/No) Do you have enough employees for a double shift? (Yes/No) Tech Eval Pics/Docs
Softtrack	Serial Number Make Model Model Year Capacity – Gallons Hauled (water)	Foam Proportioner System (Automatic Regulating Proportioner, Manually Regulated Proportioner, None) Monitor (Yes/No) Winch (Yes/No) Do you have enough employees for a double shift? (Yes/No) Tech Eval Pics/Docs
Strip Mulcher/Masticator*	Serial Number* Make Model Model Year	Carrier Type (Rubber Tired [Wheeled] or Track Mounted) Flywheel Horsepower Resource meets the certification requirements (Yes/No) Tech Eval Pics/Docs
Tent NOTE: These attributes are for Tent System Type 3, with optional quantity values captured for Tent System Types 1,2, and 4)	Unique ID Make (optional) Model (optional) Model Year (optional) Square Footage Number of Units Qty Tent System Type 1 (optional)	Qty Tent System Type 2 (optional) Qty Tent System Type 4 (optional) Vestibule Connector (Yes/No) Screen (External) Walls (Yes/No) Divider (Interior) Walls (Yes/No) Additional External Doors (Yes/No) Tech Eval Pics/Docs

*\*For 2024 MISCELLANEOUS HEAVY EQUIPMENT RESOURCES: Vendors who are submitting quotes for 2024 Miscellaneous Heavy Equipment resources MUST enter the VIN or serial number of the parent machine in the field for "Serial Number" within the Resource Info, not the serial number for the attachment. This standard applies regardless of how the machine is configured, modified, or powered.*

# Resources That Use the Vendor Application: As of VIPR 16.2.1 (Page 10 of 11)

All resources are required to have a VIN, Unique ID, or Serial Number; Equipment ID; and Resource Location (Country, City, State/Province, and Zip Code/Postal Code). All required attributes will have a red asterisk on the resource form in the vendor application.

Resource	Attributes	
Tractor Plow	Serial Number Make Model Model Year Flywheel Horsepower Blade Type [Straight/U Blade-no hydraulic tilt, Angle-no hydraulic tilt, Straight/U Blade-with hydraulic tilt, Angle-with hydraulic tilt, 6-Way Hydraulic (PAT)] Winch (Yes/No)	Grapple (Yes/No) Ripper (Yes/No) Low Ground Pressure (Yes/No) Plow Type (Standard pull behind plow, Swing axle plow, 3 pointed hitch mounted to the rear of the tractor) Plow Depth Plow Width Do you have enough employees for a double shift? (Yes/No) Tech Eval Pics/Docs
Transport	VIN Make Model (optional) Model Year (optional)	What is the carrying capability for the transport (and trailer)? Do you have enough employees for a double shift? (Yes/No) Tech Eval Pics/Docs
Truck	VIN Make Model Model Year GVWR	Bed Type (Conventional box bed or Flatbed w/ Stakesides) Bed Length All-Wheel Drive/4-Wheel Drive (Yes/No) Dump/Tilt Box (Yes/No) Lift Gate (Yes/No) Tech Eval Pics/Docs

# Resources That Use the Vendor Application: As of VIPR 16.2.1 (Page 11 of 11)

All resources are required to have a VIN, Unique ID, or Serial Number; Equipment ID; and Resource Location (Country, City, State/Province, and Zip Code/Postal Code). All required attributes will have a red asterisk on the resource form in the vendor application.

Resource	Attributes	
Utility Terrain Vehicle	VIN Equipment ID Make Model	Model Year Resource Configuration (Advanced Side-by-Side, All Purpose Side-by-Side) Tech Eval Pics/Docs
Water Tender (Support)	VIN Make Model Model Year Capacity – Gallons Hauled (water) Suspension (Tandem Axle with Air Bag Suspension, Tandem Axle with Vocational Duty Suspension, Single Rear Axle, Single Rear Axle with Locking Differential)	Spray Bar Configuration (Gravity Front and Rear, Gravity Front or Rear, N/A, Pressure Front and Rear, Pressure Front or Rear) All-Wheel Drive (Yes/No) Do you have enough employees for a double shift? (Yes/No) Tech Eval Pics/Docs
Water Tender (Tactical)	VIN Make Model Model Year Capacity – Gallons Hauled (water) Suspension (Tandem Axle with Air Bag Suspension, Tandem Axle with Vocational Duty Suspension, Single Rear Axle, Single Rear Axle with Locking Differential)	Spray Bar Configuration (Gravity Front and Rear, Gravity Front or Rear, N/A, Pressure Front and Rear, Pressure Front or Rear) Foam Proportioner System (Automatic Regulating Proportioner, Manually Regulated Proportioner, N/A) Monitor (Manual, N/A, None, Remote) All-Wheel Drive (Yes/No) Do you have enough employees for a double shift? (Yes/No) Tech Eval Pics/Docs
Weed Washing Unit	Unique ID Make (optional)	Model (optional) Model Year (optional) Tech Eval Pics/Docs

# Key Links and Help

- Link to log into the VIPR Vendor Application:  
<https://apps.fs.usda.gov/vipr/vendor/>
- Important information about the VIPR Vendor Application:  
<https://www.fs.usda.gov/business/incident/vendorapp.php>
- Vendor Application FAQs:  
<https://www.fs.usda.gov/business/incident/faq.php>
- Forest Service Incident Procurement VIPR Web site:  
<https://www.fs.usda.gov/business/incident/>
- VIPR Help Desk:
  - Phone - (866) 224-7677 (press option 3 for VIPR)
  - Web site - <https://iiahelpdesk.nwcg.gov/>
- Login.gov:
  - Help Center: <https://www.login.gov/help/>
  - Login.gov Contact: <https://www.login.gov/contact/>
  - Register online with Login.gov- <https://www.eauth.usda.gov/eauth/b/usda/registration>
- eAuth Team:
  - eAuth Home page - <https://www.eauth.usda.gov/home/>
  - Phone - 1-800-457-3642 (select option #1)
  - Email - [eAuthHelpDesk@usda.gov](mailto:eAuthHelpDesk@usda.gov)

**IMPORTANT:** If you have an existing Level 2 eAuth account, you can continue to do business with the Forest Service, but eventually you will need to transition to a Login.gov account.