Overview for Using the VIPR Vendor Application

May 9, 2024

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

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USDA Forest Service

What's Inside…

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VIPR Virtual Incident Procurement

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.

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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:

Continue

1 All required fields throughout the vendor application are indicated by a red asterisk (*).

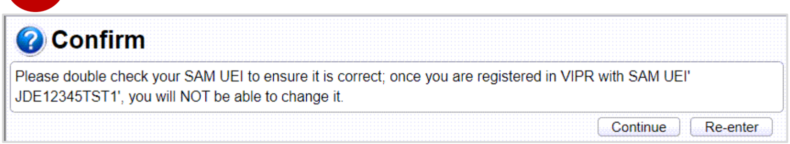
2 UEI is your 12-character UEI for your company. You will be asked to verify that your UEI is correct. NOTE: Only one eAuth account can be associated with one UEI.

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.

4

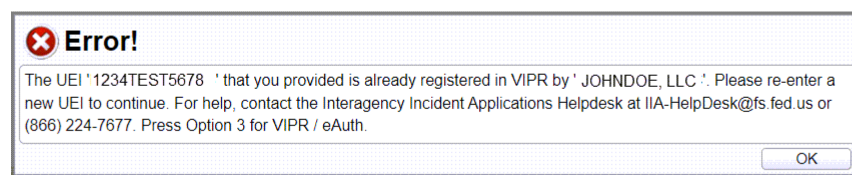


Confirm

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.

Continue | Re-enter

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.

OK

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.

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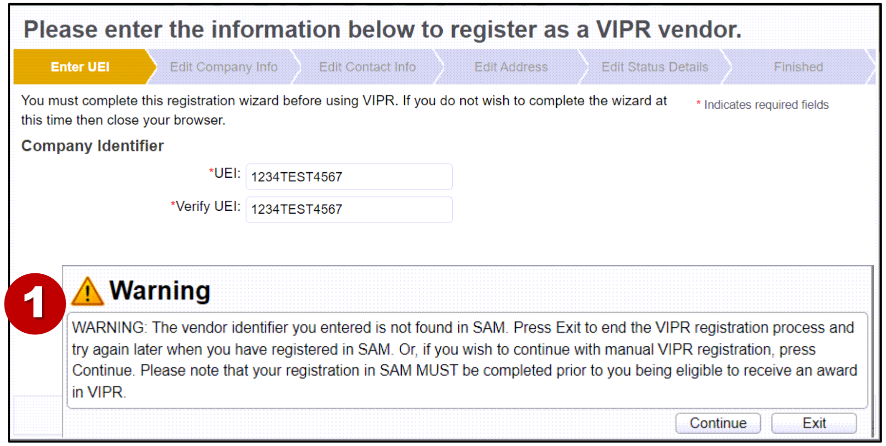
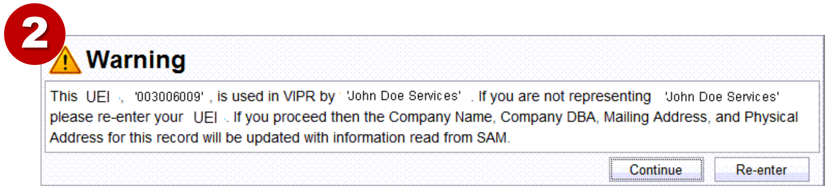
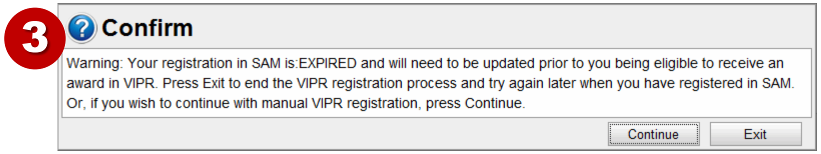
Registering in the Vendor Application

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







1 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.

2 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.

3 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.

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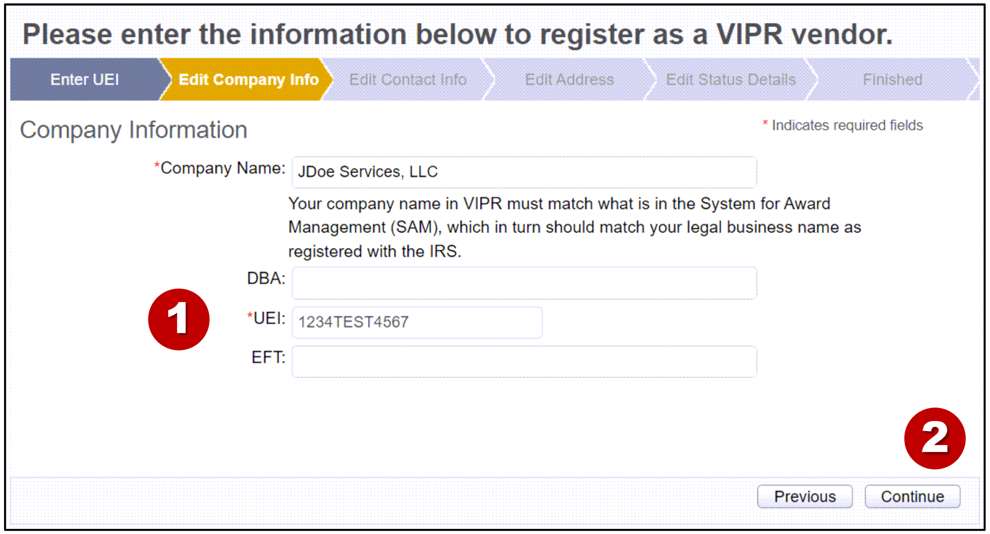
Registering in the Vendor Application
Step 2: Edit Company Info

- 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.



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.

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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.

1 Complete any required fields that are not already completed

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

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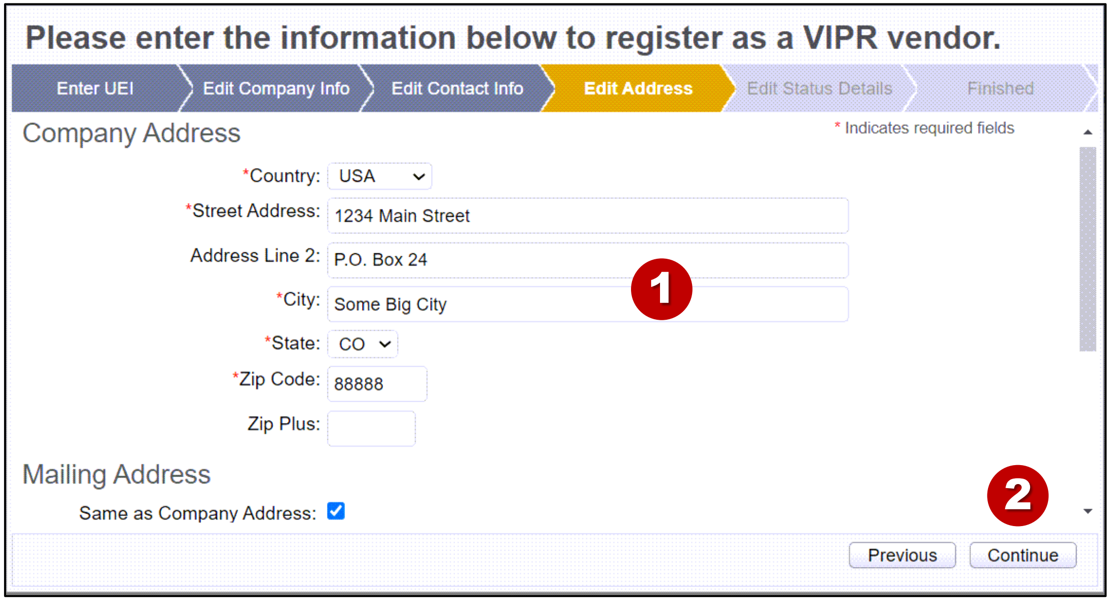
Registering in the Vendor Application
Step 4: Edit Address

- 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.



1 Complete any required fields that are not already completed.

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

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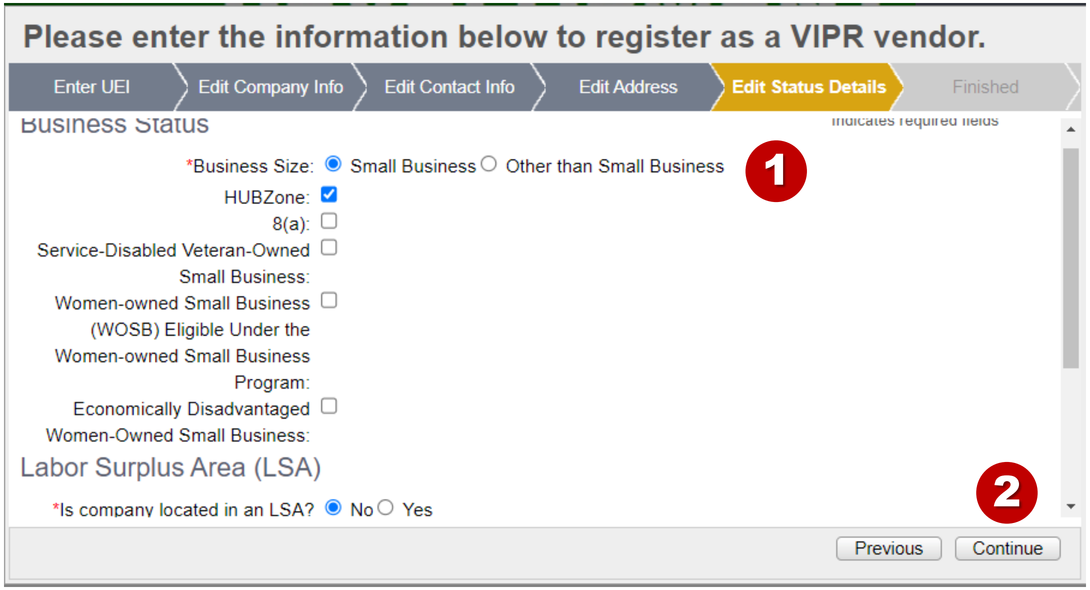
Registering in the Vendor Application
Step 5: Edit Status Details

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



1 Complete the required Business Size and LSA field and any other fields you wish to complete.

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

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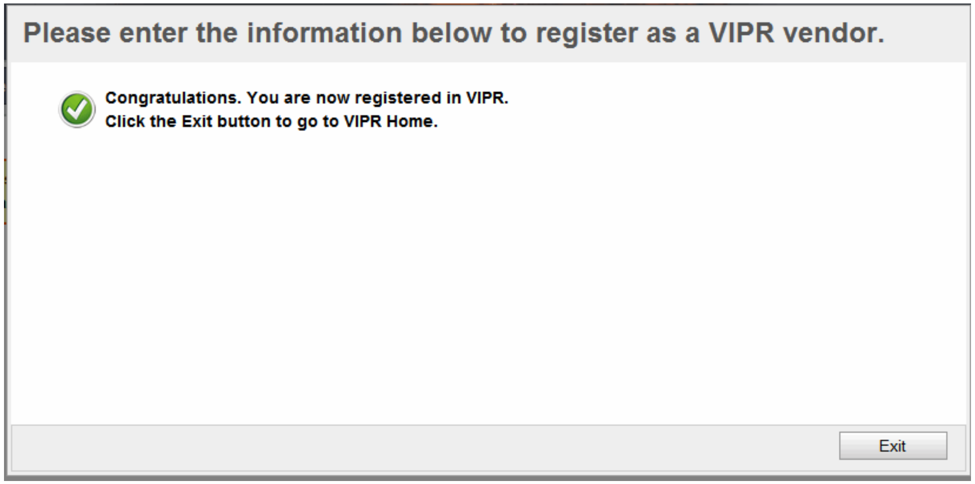
Registering in the Vendor Application
Step 6: Registration Completed

- You are now ready to use the vendor application.



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Navigating on the Home 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.

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Navigating on the Display Pages

Example of the My Company display page

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.

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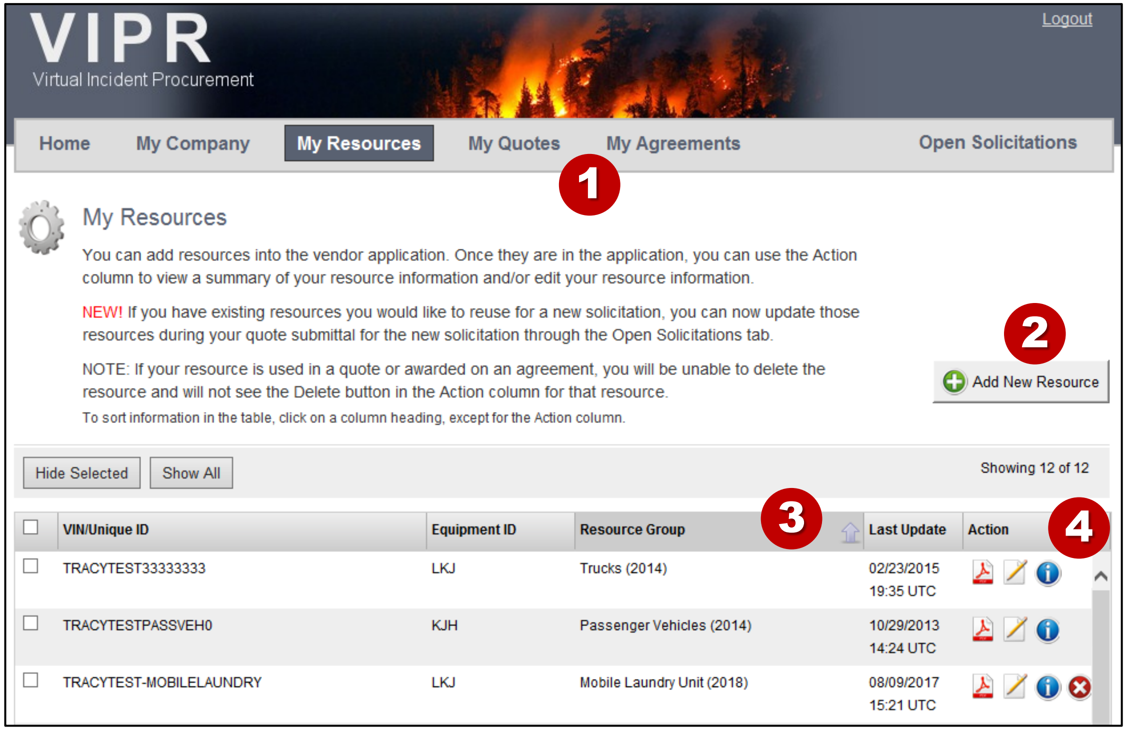
Navigating on the Display Pages (Continued)

Example of My Resources display page



1 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.

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.).

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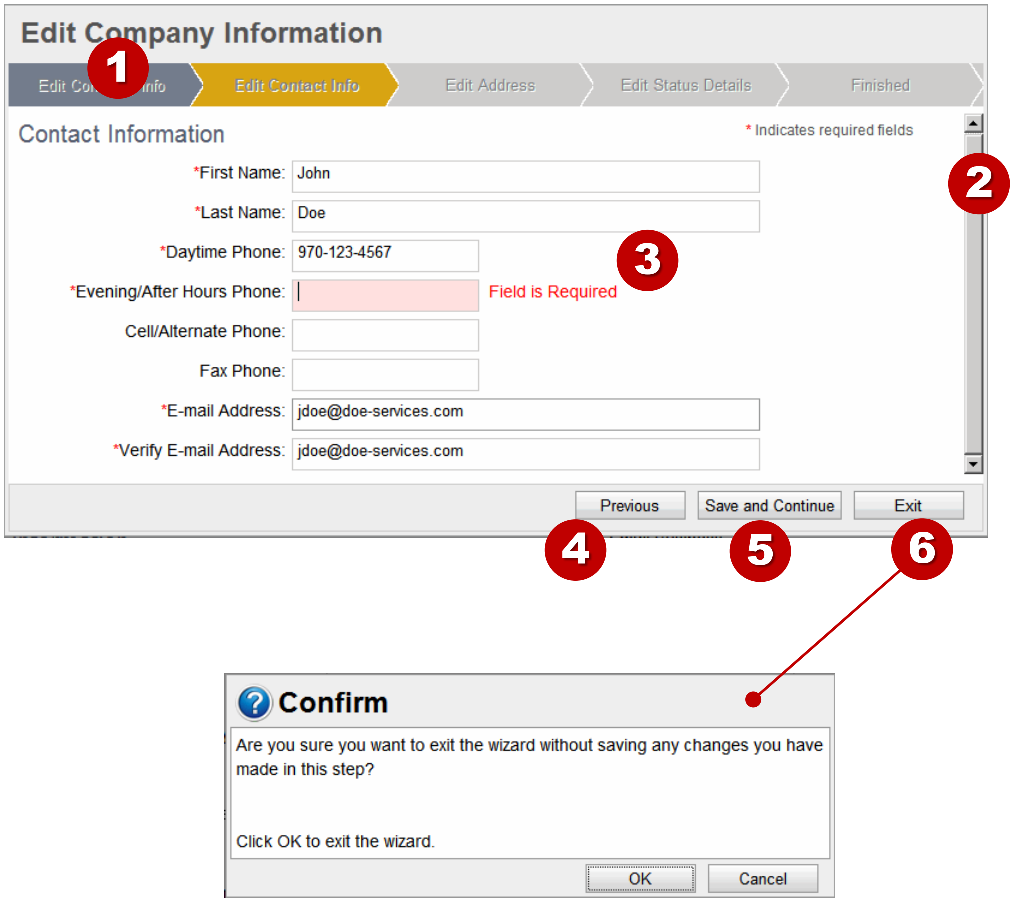
Navigating in a Wizard



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.

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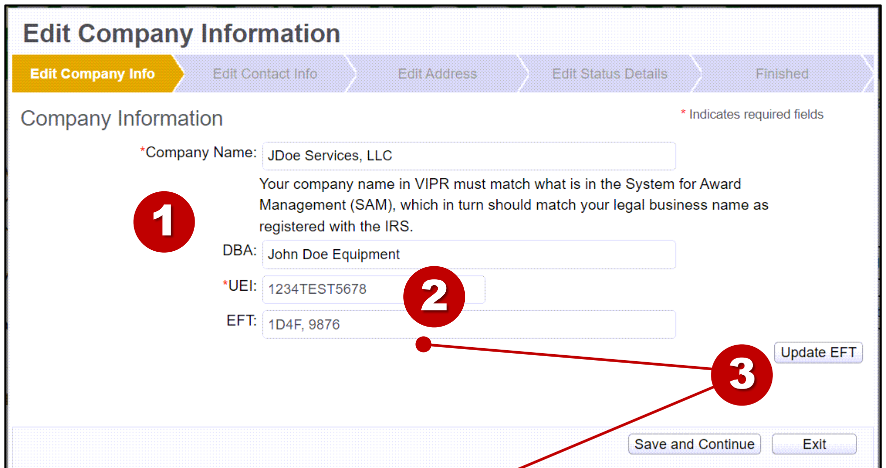
Editing Your Company Information
Step 1: Edit Company Info

- 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



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.

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Editing Your Company Information
Step 2: Edit Contact Info

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).

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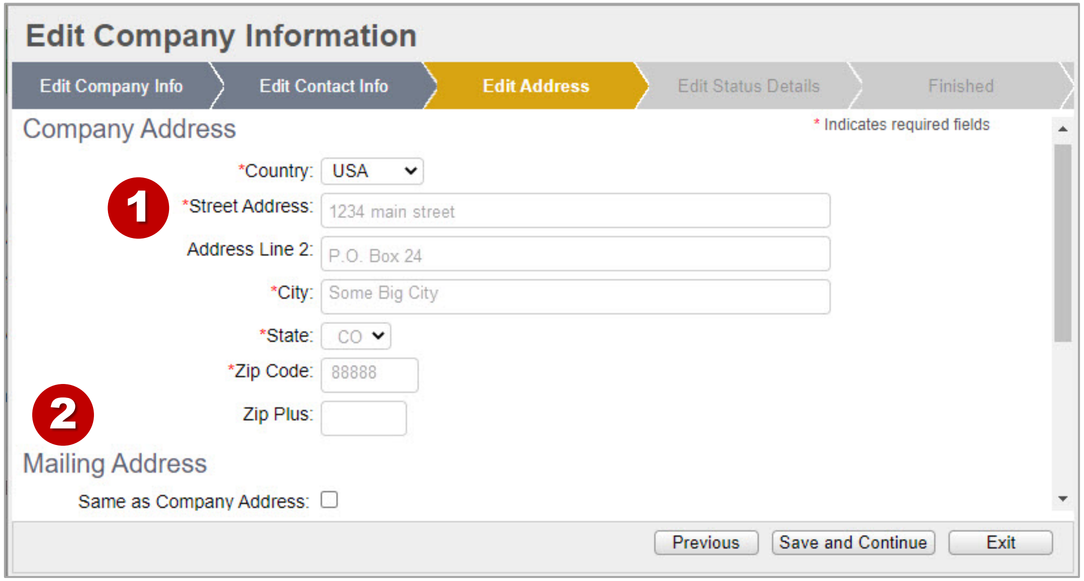
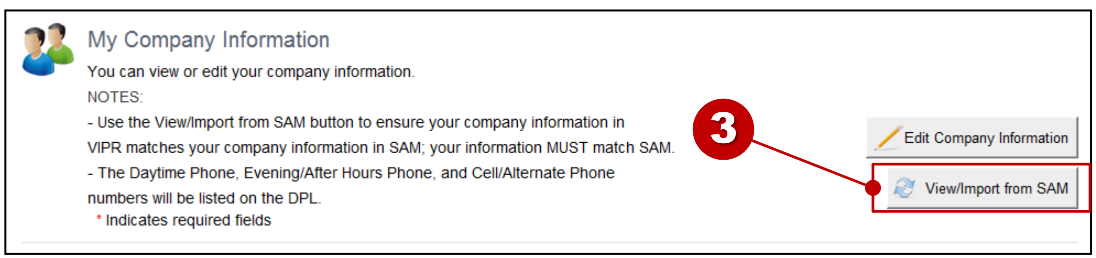
Editing Your Company Information
Step 3: Edit Address





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 <u>only if it is different than your company address</u>, 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.

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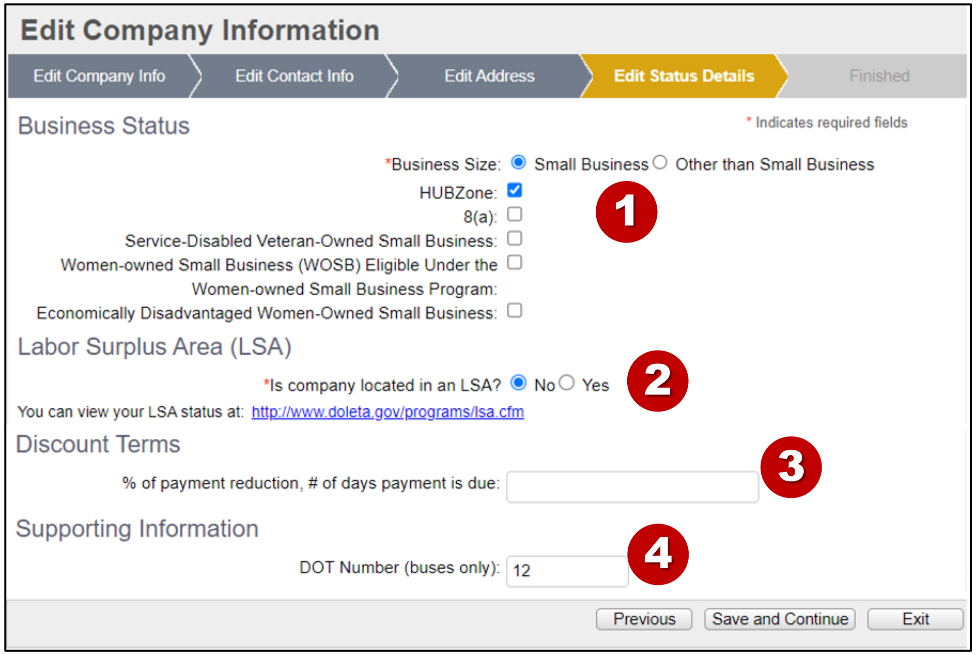
Editing Your Company Information
Step 4: Edit Status Details



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/lsa.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.)

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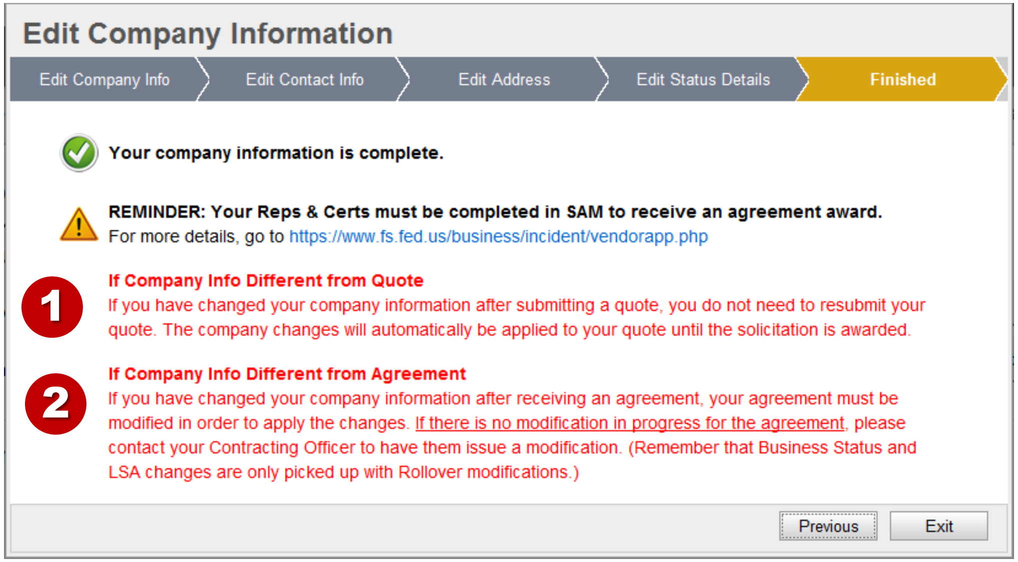
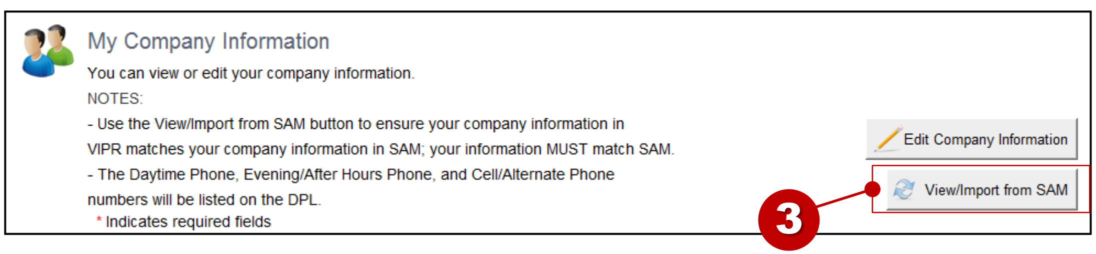
VIPR Virtual Incident Procurement

Editing Your Company Information
Step 5: Finished





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.

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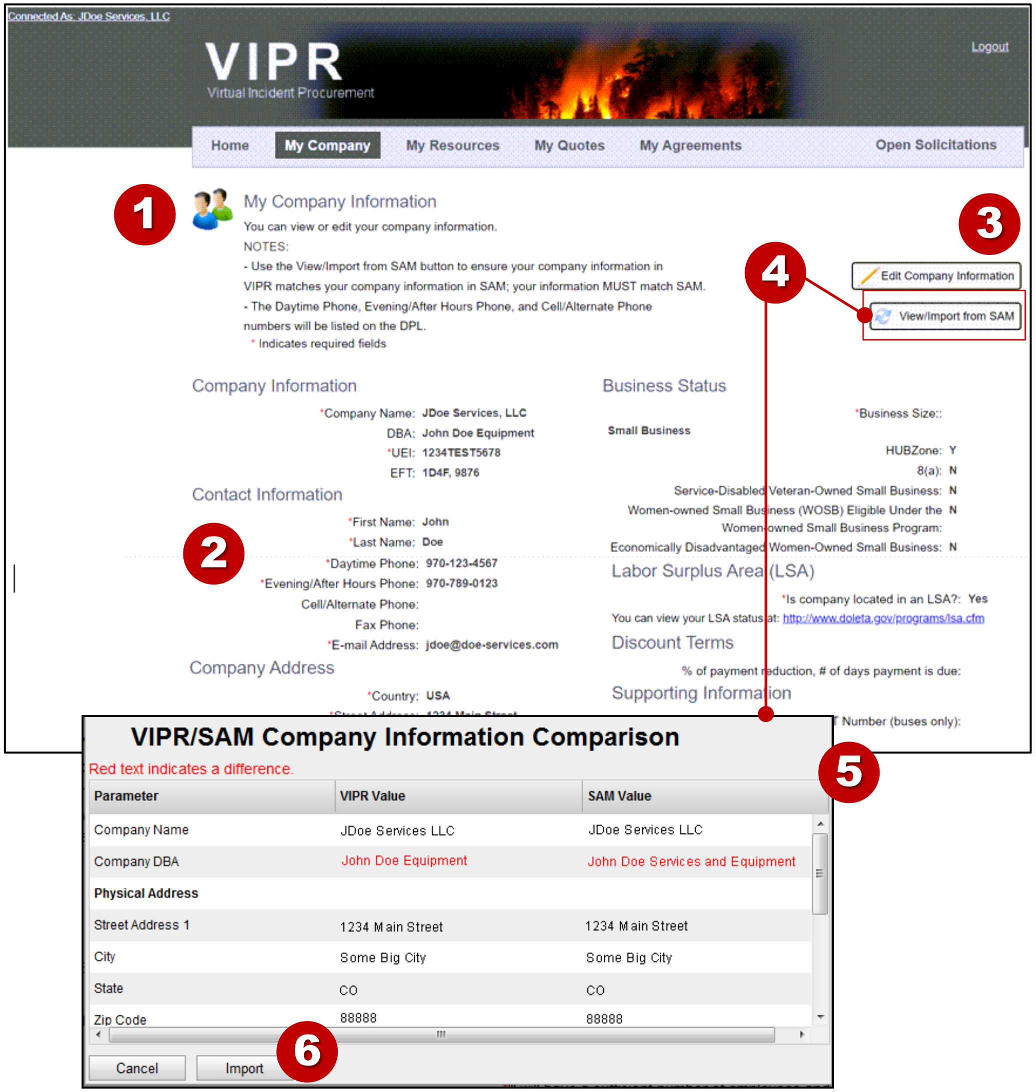
My Company Page (View/Import from SAM)



1. 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.

2. The Daytime Phone, Evening/After Hours Phone, and Cell/Alternate Phone numbers will be listed on the DPL.

3. Click the **Edit Company Information** button if you need to edit your other company information.

4. 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.

5. 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

6. Click the "Import" button to import into VIPR the changes made in your SAM record.

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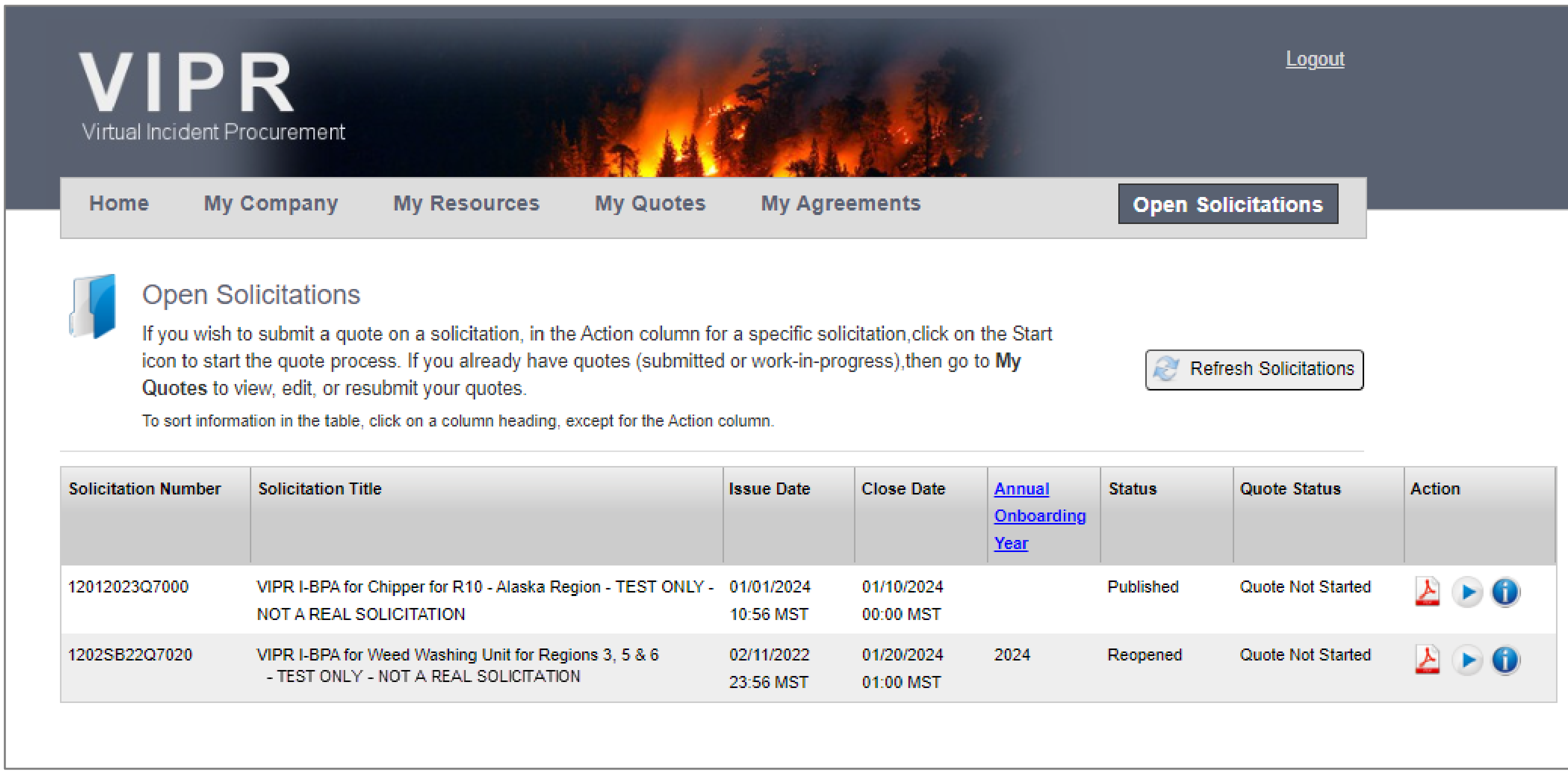
Open Solicitations: Submitting a Quote

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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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.

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Option 1: Using the Quote Submittal Wizard
Viewing the Open Solicitations, including Onboarding

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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

3

1

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

2

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	

4 5 6 7

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.

OK

8

Solicitation Number	Solicitation Title	Issue Date	Close Date	Annual Onboarding Year	Status	Quote Status	Action
12012023Q7000 (Under Protest)	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 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.

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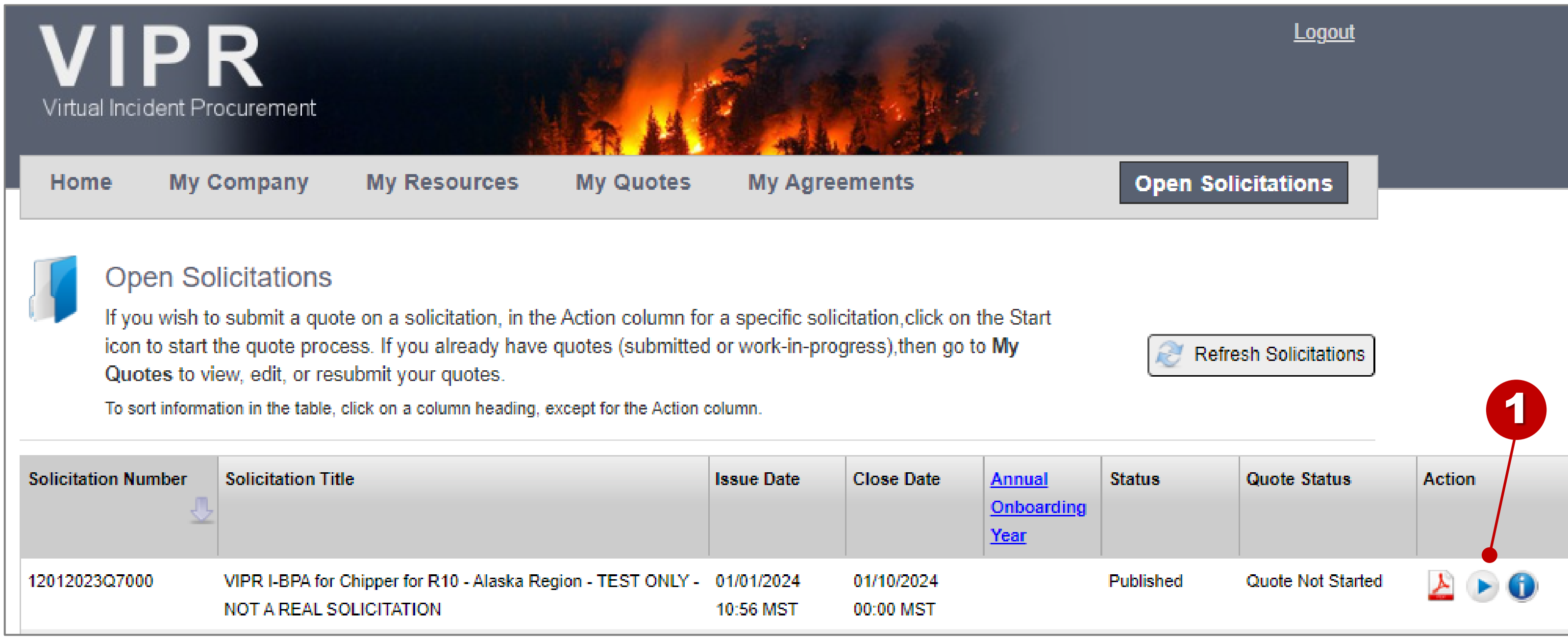
Option 1: Using the Quote Submittal Wizard
Access the Submit a Quote wizard

- 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



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

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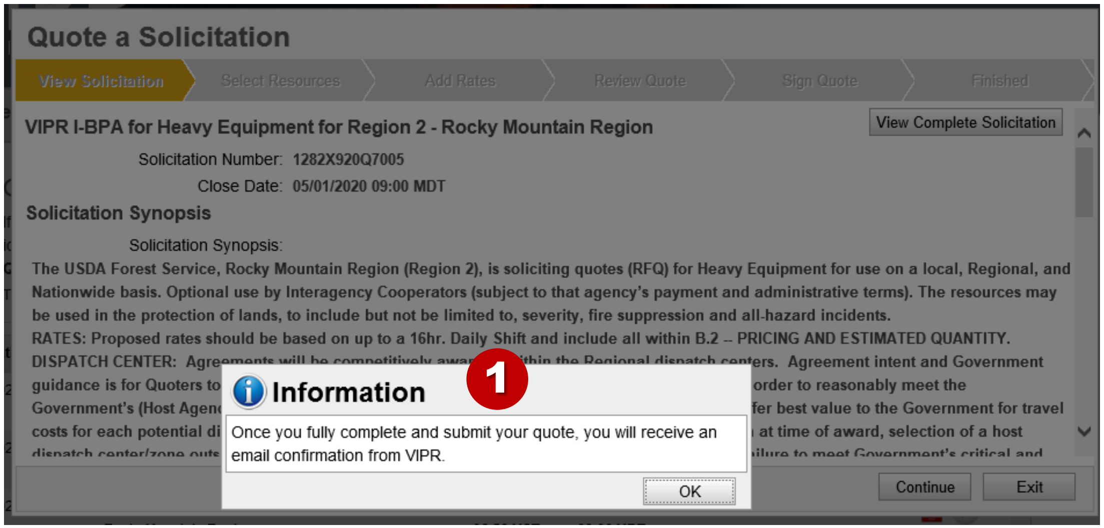
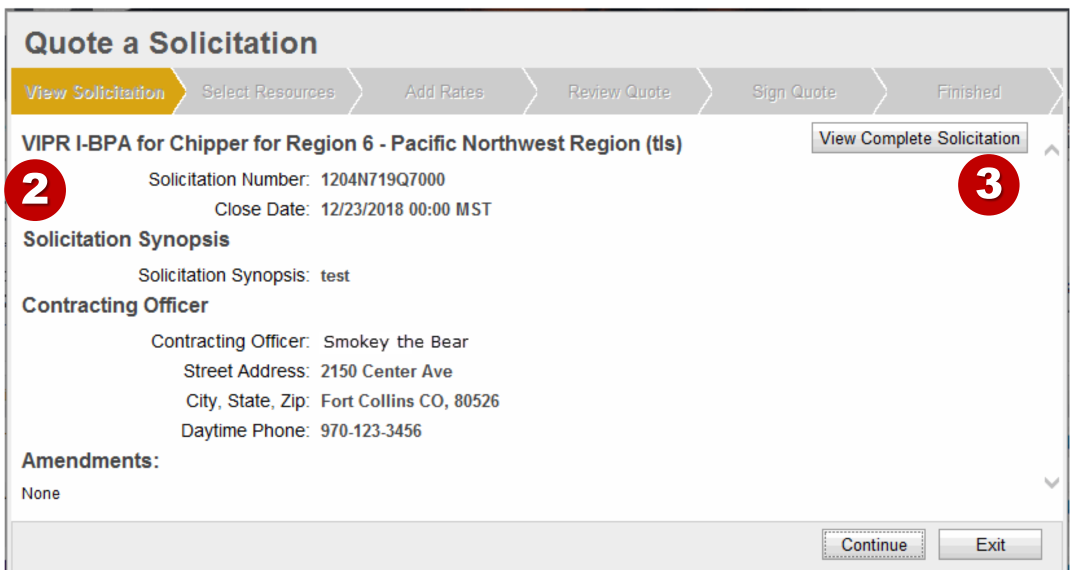
VIPR Virtual Incident Procurement

Option 1: Using the Quote Submittal Wizard
View Solicitation



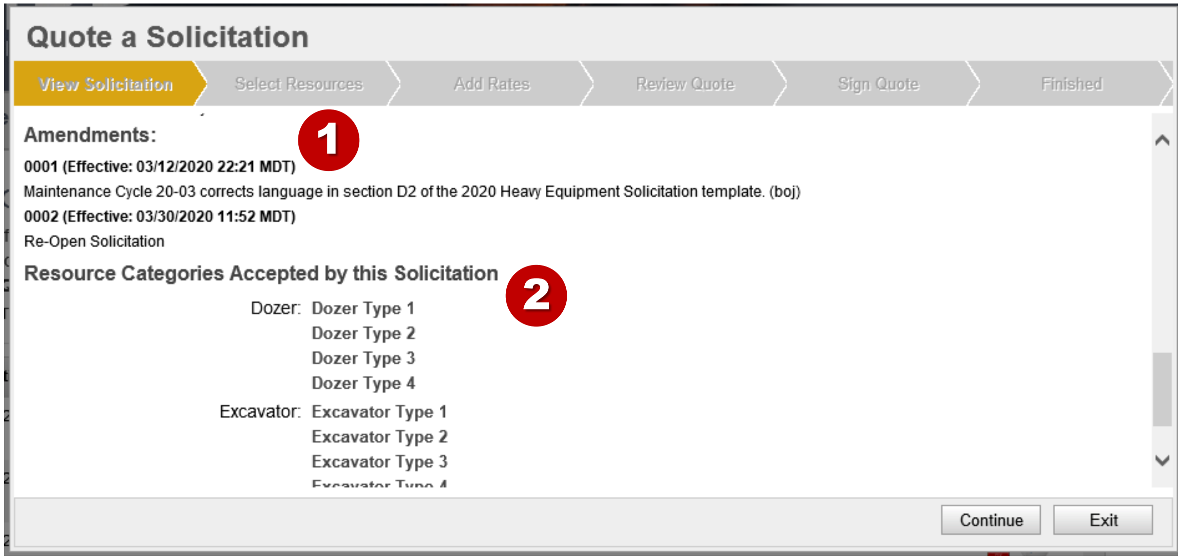


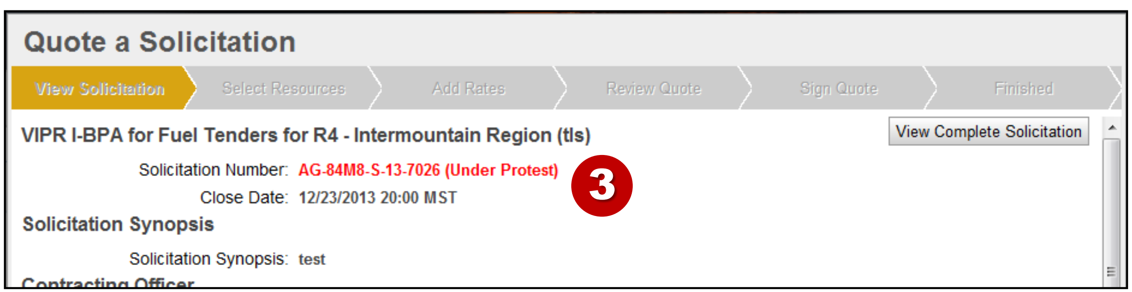
1. When you start a quote, VIPR displays a reminder message that once you fully complete and submit your quote, then VIPR will email you a confirmation that your quote was received by VIPR.
2. View a summary of the solicitation information.
3. View a PDF of the latest version of the complete solicitation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

Acquisition Management USDA Forest Service

VIPR Virtual Incident Procurement

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





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.
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.

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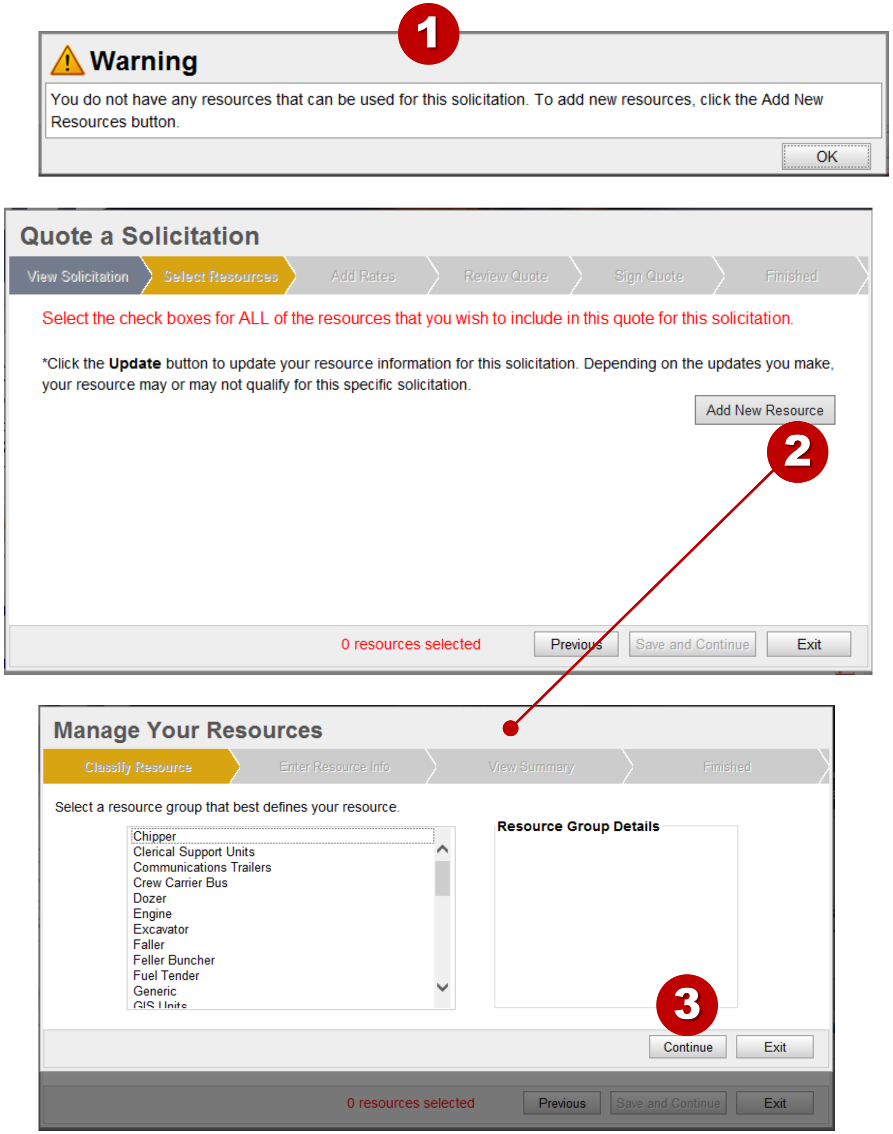
VIPR Virtual Incident Procurement

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.

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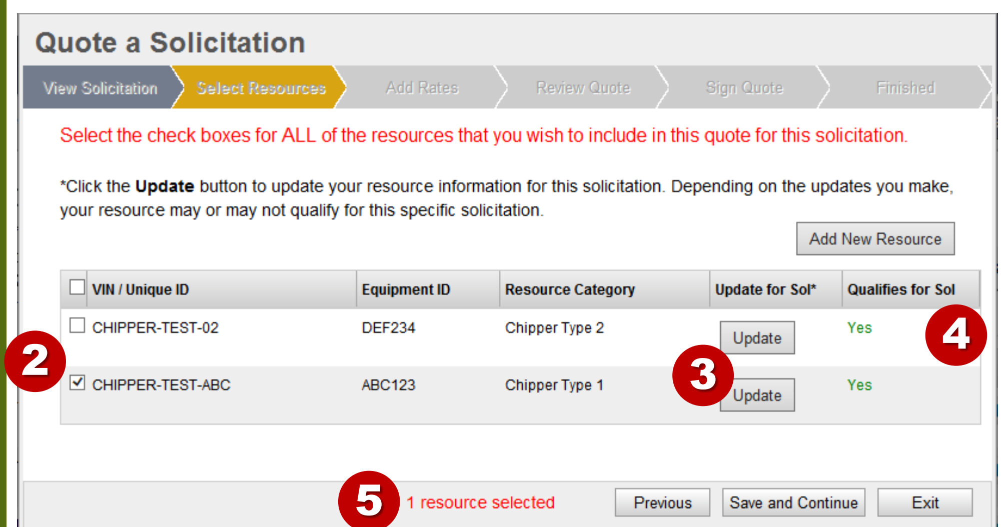
Option 1: Using the Quote Submittal Wizard
Select Resources (Continued)



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.

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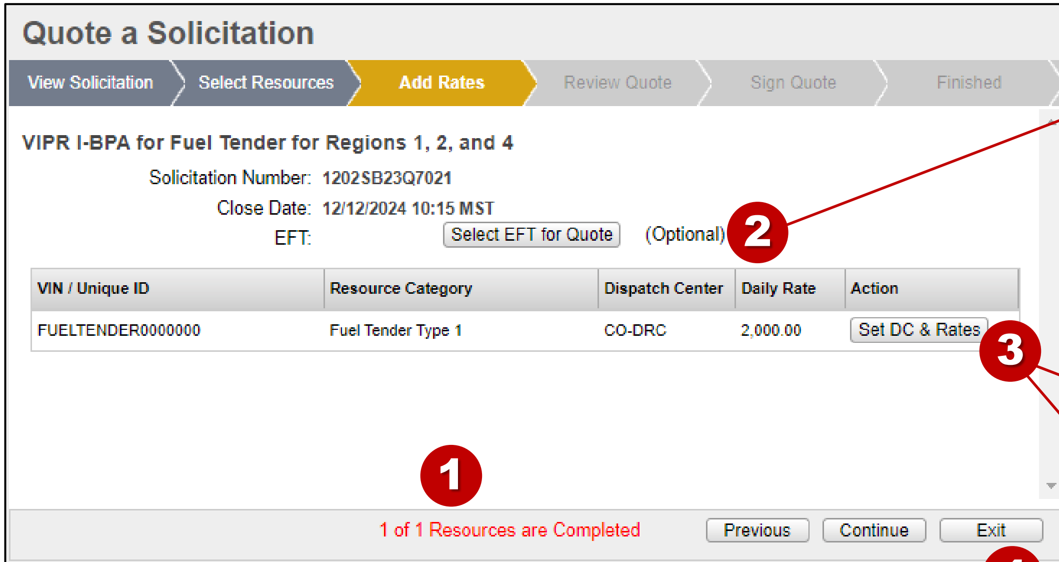
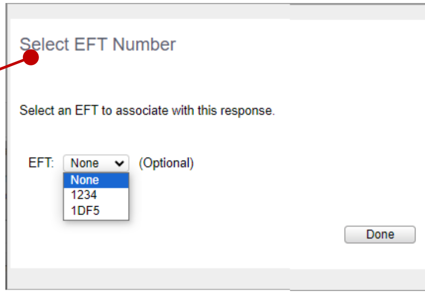
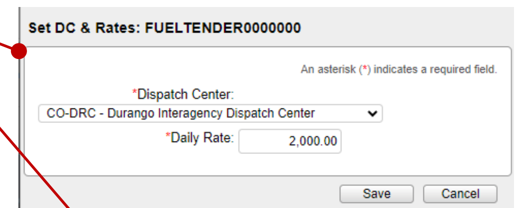
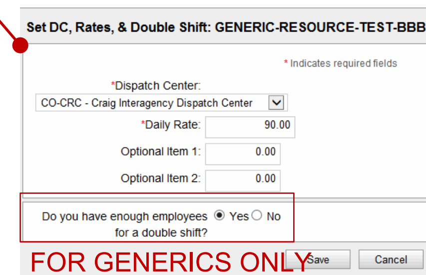
VIPR Virtual Incident Procurement

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









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.)

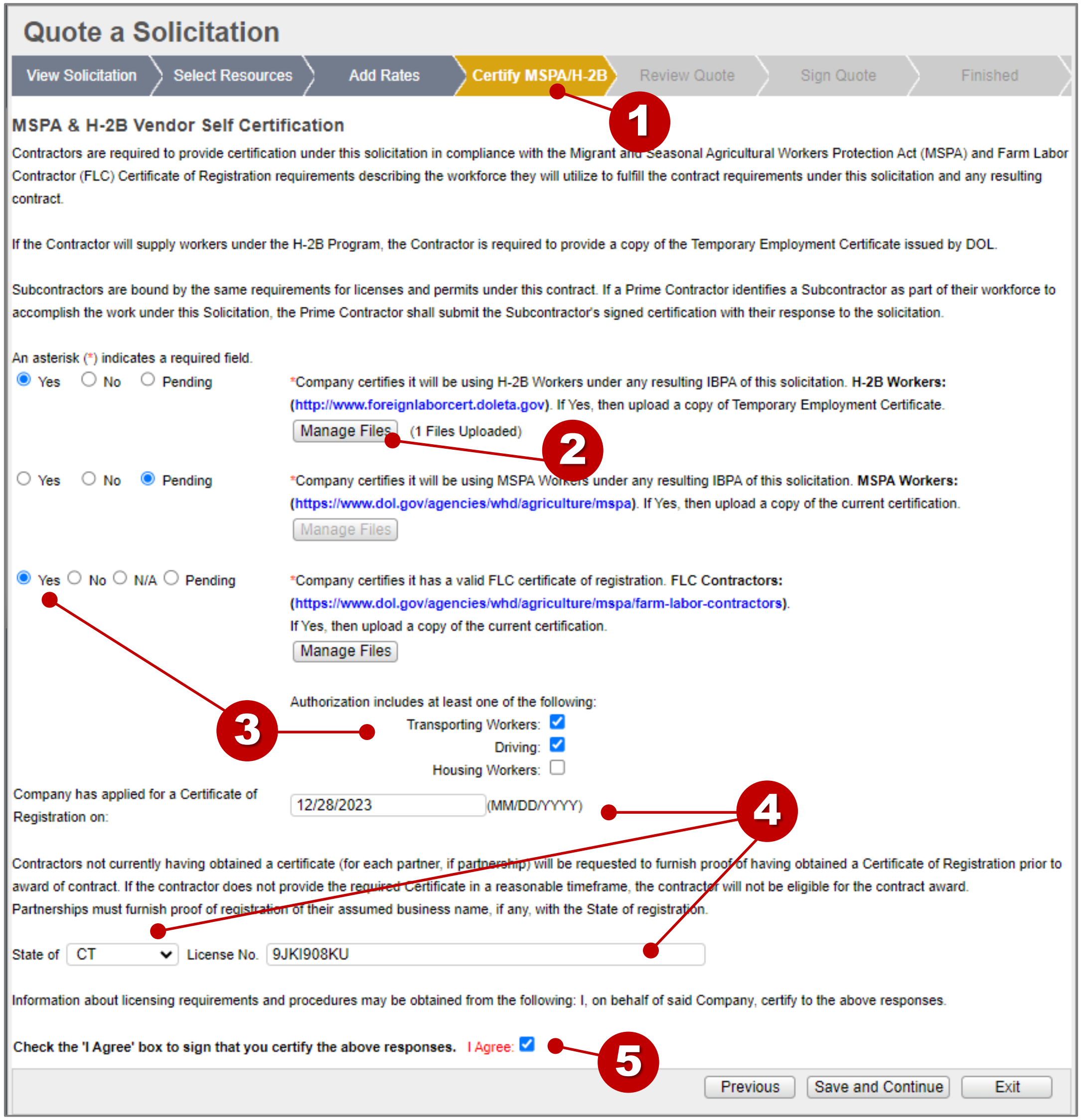
   The list of Dispatch Centers displayed is specific to the region associated with the solicitation.

   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).

Acquisition Management USDA Forest Service

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.

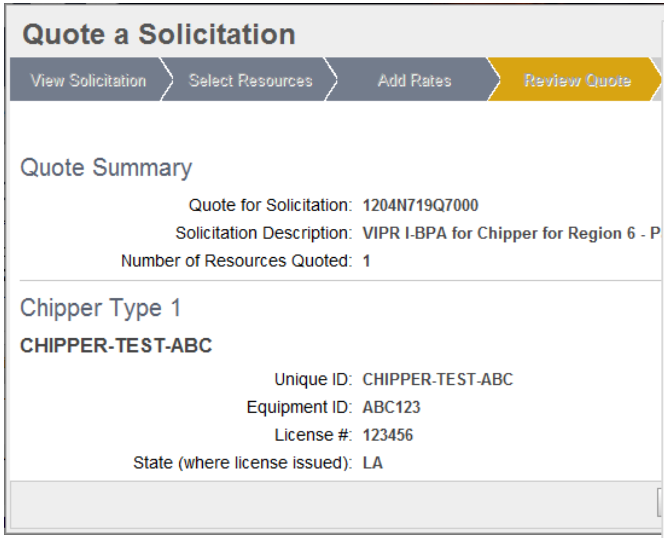
Check the 'I Agree' box to sign that you certify the above responses. I Agree:

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.

Acquisition Management USDA Forest Service

Option 1: Using the Quote Submittal Wizard
Review Quote



Quote a Solicitation

View Solicitation | Select Resources | Add Rates | Review Quote

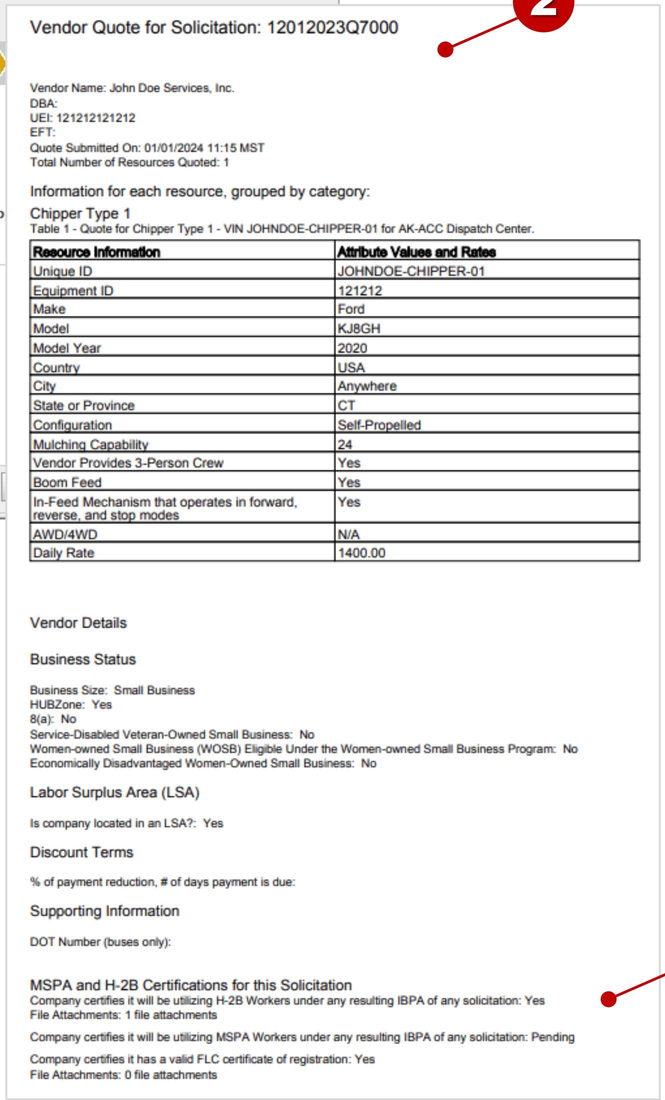
Quote Summary

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 Scroll down to view your quote information.

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.

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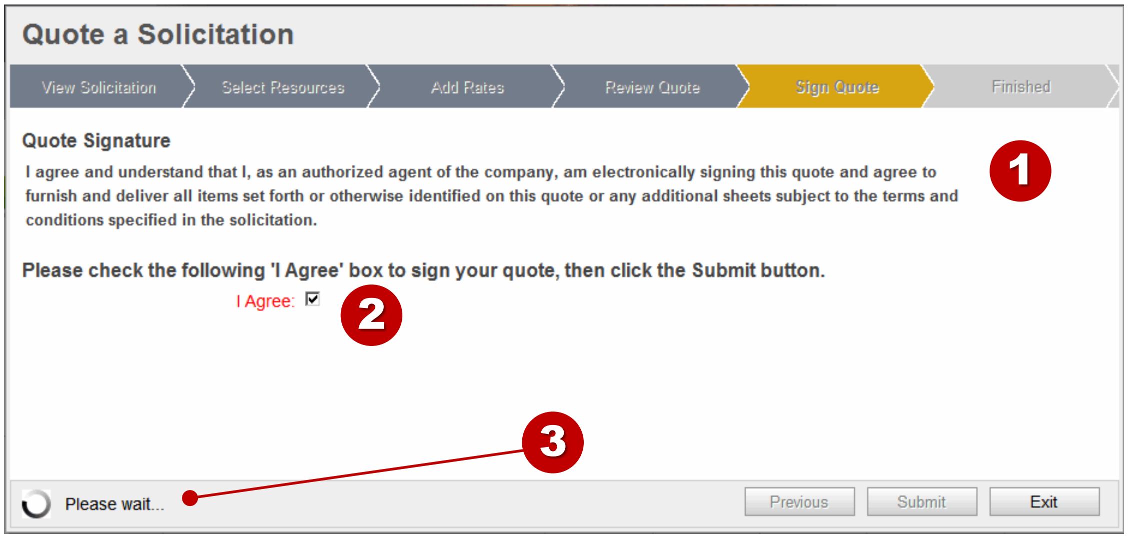
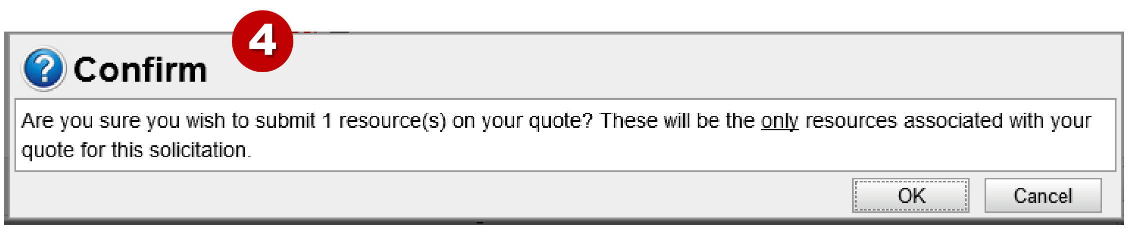
VIPR Virtual Incident Procurement

Option 1: Using the Quote Submittal Wizard
Sign Quote





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: <u>Always</u> include all of the resources you wish to be associated with your quote.

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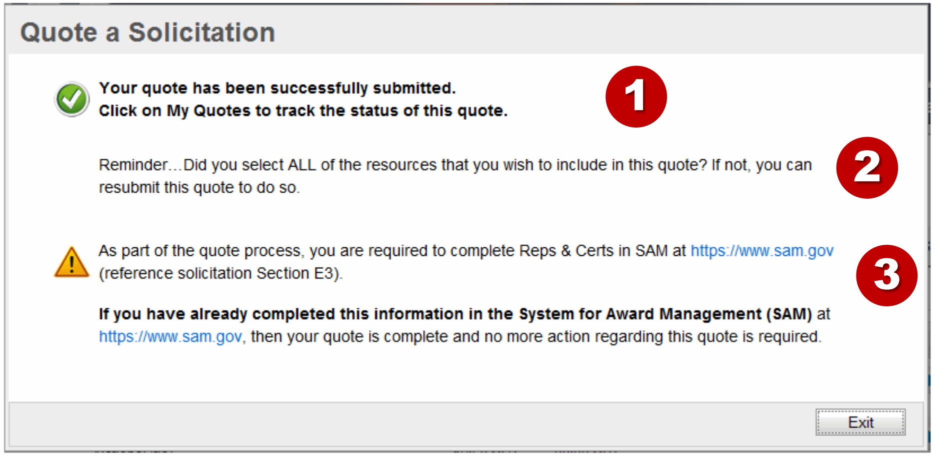
Option 1: Using the Quote Submittal Wizard Finished



1 Your quote is submitted into VIPR.

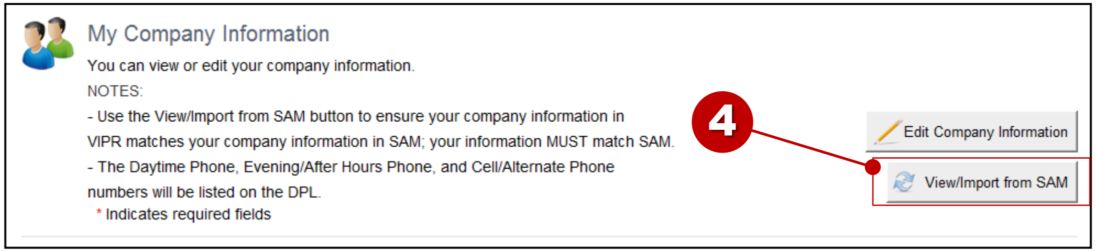
2 You have one quote per solicitation and your latest quote will be the quote on record in VIPR. Any previously submitted quotes will be overwritten by the latest quote submitted. With each quote submittal, be sure you selected ALL the resources that you wish to include in your quote.

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.

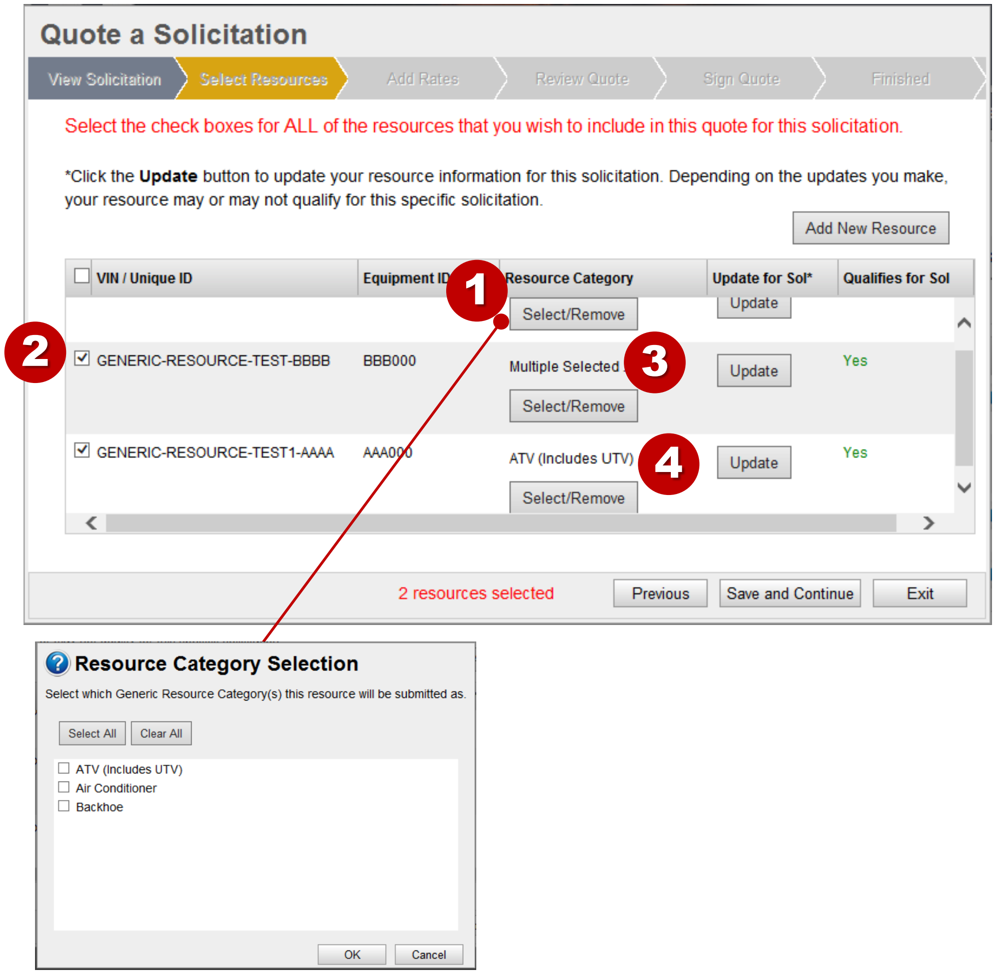


Acquisition Management USDA Forest Service

VIPR Virtual Incident Procurement

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



1 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.

2 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.

3 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.

4 If you have selected just one resource category for your resource, then the name of the resource category is displayed.

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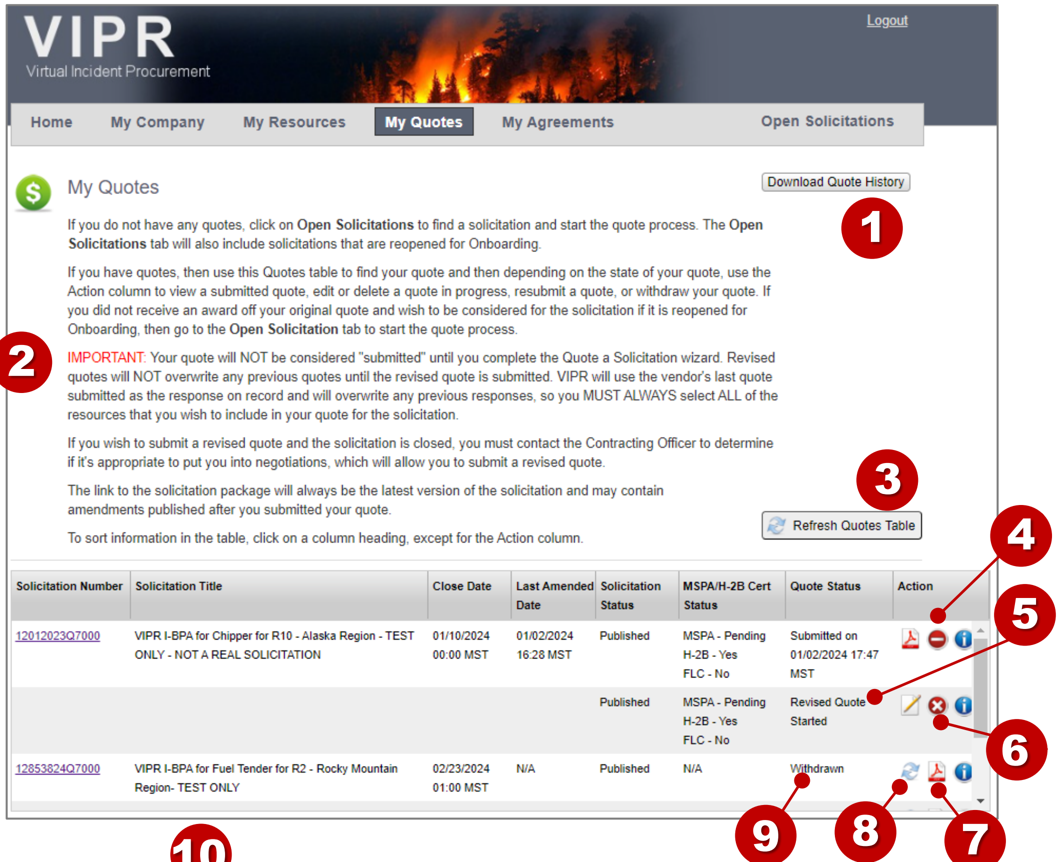
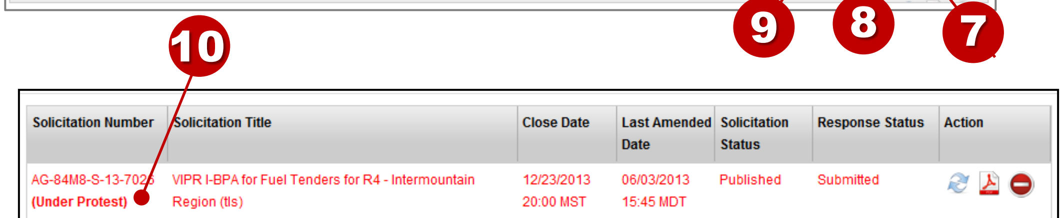
VIPR Virtual Incident Procurement

My Quotes Page

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





Solicitation Number	Solicitation Title	Close Date	Last Amended Date	Solicitation Status	Response Status	Action
AG-84M8-S-13-7025 (Under Protest)	VIPR I-BPA for Fuel Tenders for R4 - Intermountain Region (tls)	12/23/2013 20:00 MST	06/03/2013 15:45 MDT	Published	Submitted	

1 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.

2 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.

3 Refreshes your quote information in the table.

4 Click the **Withdraw a Quote** icon if you wish to withdraw your submitted quote.

5 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.

6 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.

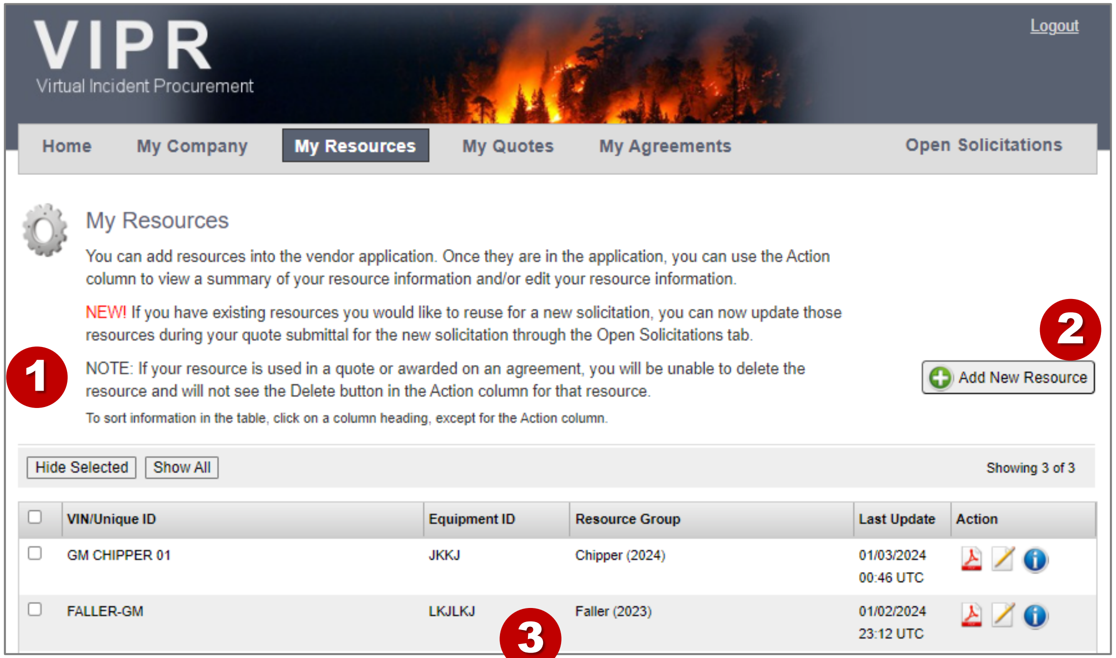
7 View a PDF version of your submitted quote.

8 If you have submitted a quote, but wish to resubmit your quote, click the **Resubmit** icon, which will trigger the Submit a Quote wizard.

9 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.

10 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



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.

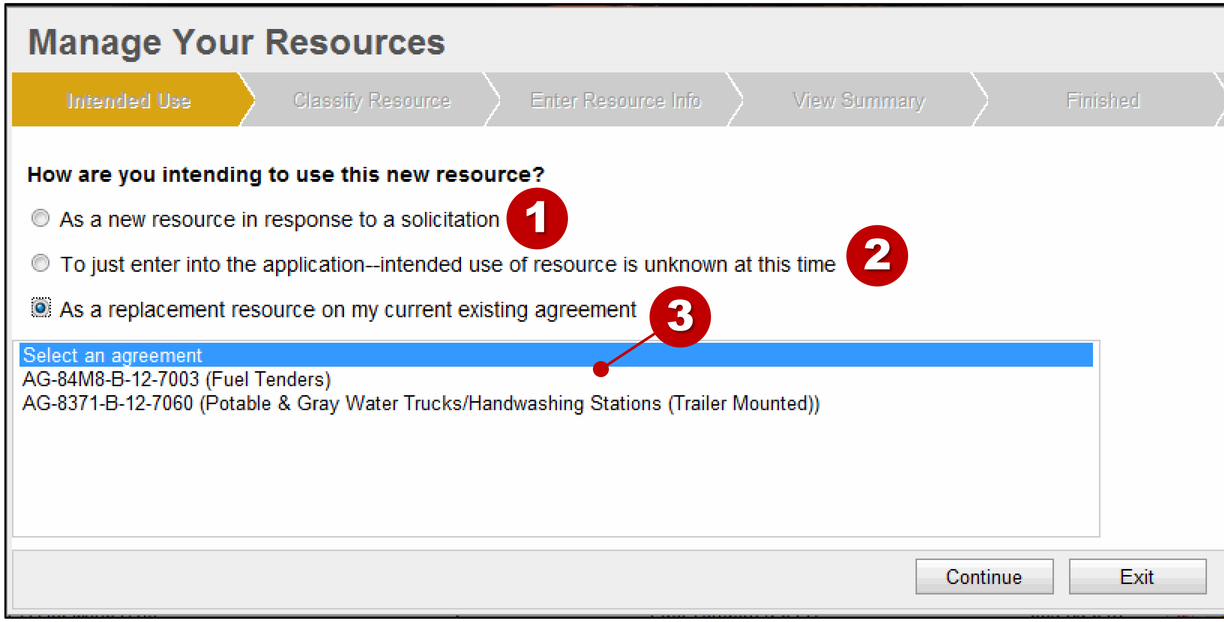
You will need to add your resource information one resource at a time.

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.

Acquisition Management USDA Forest Service

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 <u>the attributes on the resource forms and/or the values captured on the forms may change</u>.** 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.)

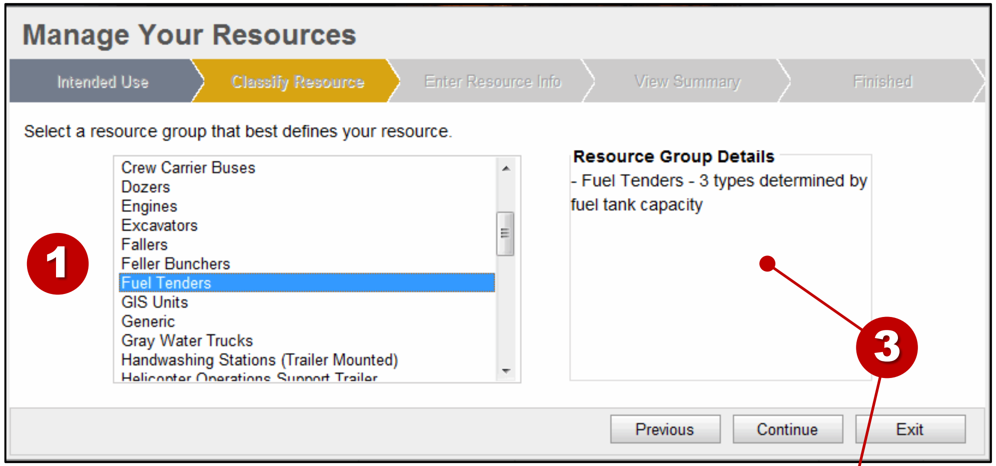


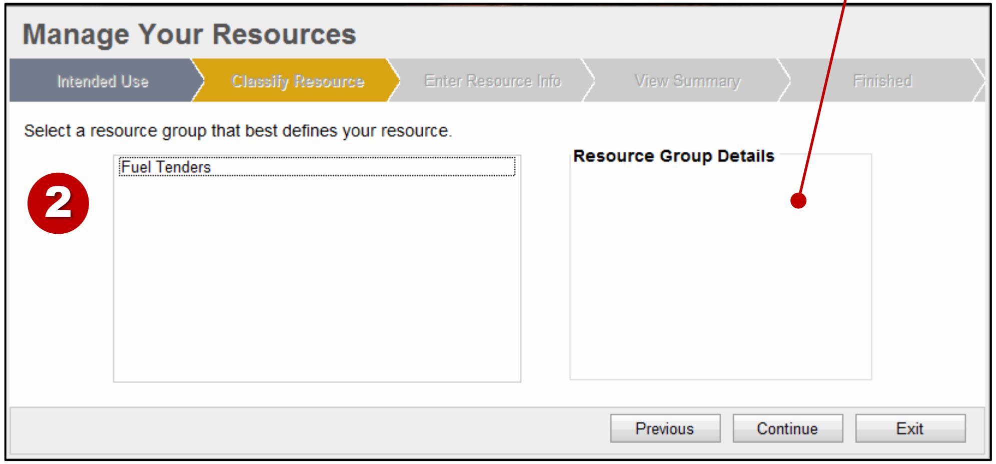
1. **Use this option for creating a resource to be submitted on open solicitations.** The resource form displayed will use the most recent version of the resource requirements. Do NOT use this option if you are creating a new resource to be used as a replacement resource on an existing agreement.
2.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





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…

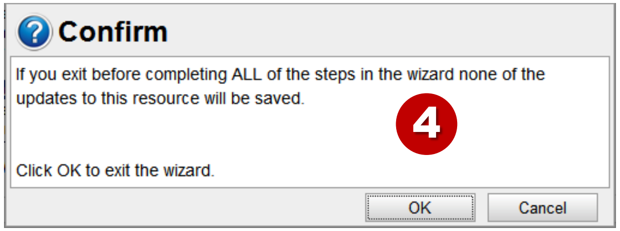
1 A list of all resource groups available to be added as a new resource (options 1 or 2 in previous step)

–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.



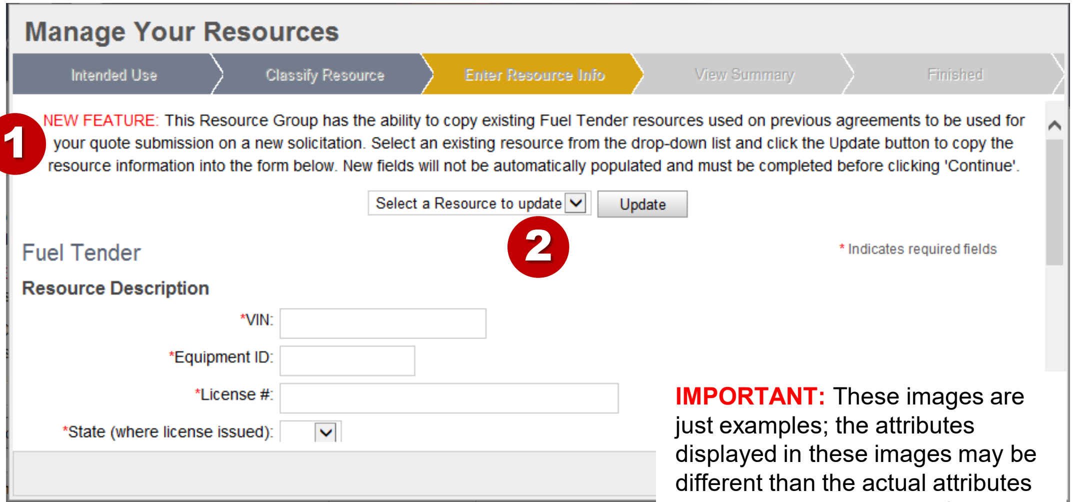
Acquisition Management USDA Forest Service

VIPR Virtual Incident Procurement

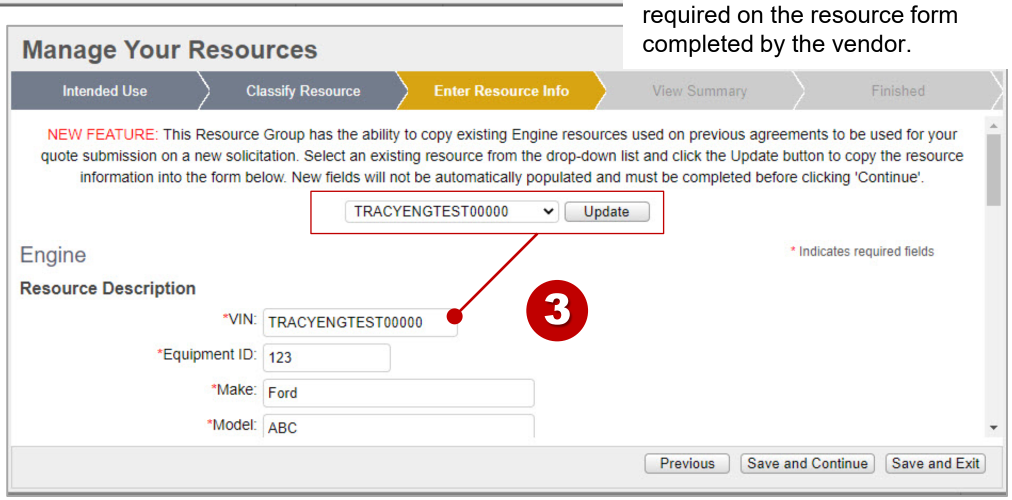
Option 2: Using the Add New Resource from the My Resources Page

Step 3: Enter Resource Info

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



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.



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.

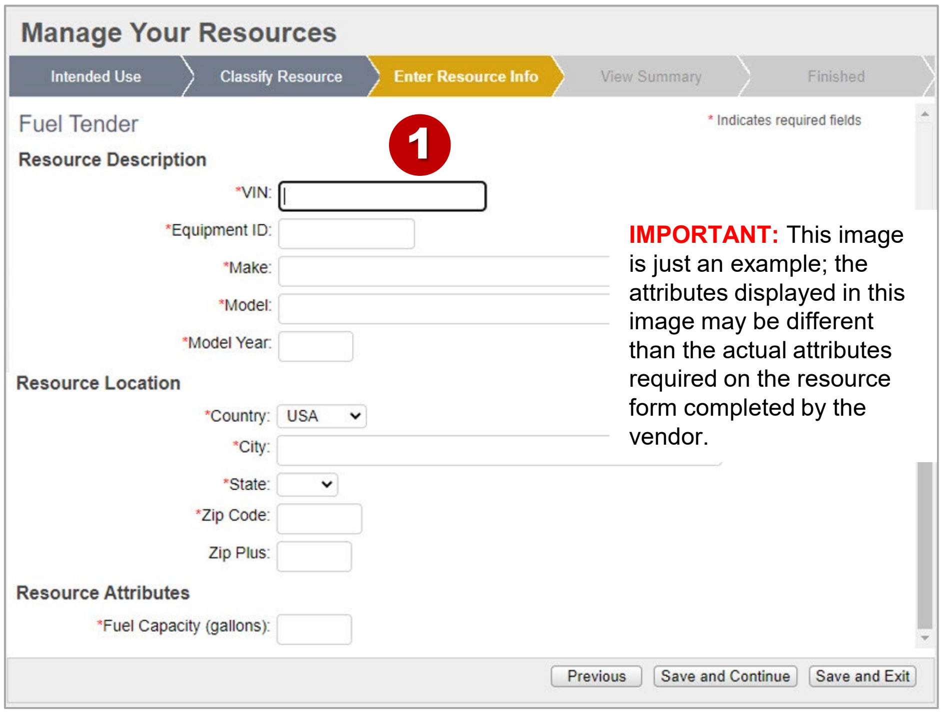
IMPORTANT: If you are updating/copying resource information, you should still thoroughly review the pre-populated data to ensure it is what you want.

VIPR Virtual Incident Procurement

Acquisition Management USDA Forest Service

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.



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 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 ≥ 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 ≤ 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 ≤ 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.

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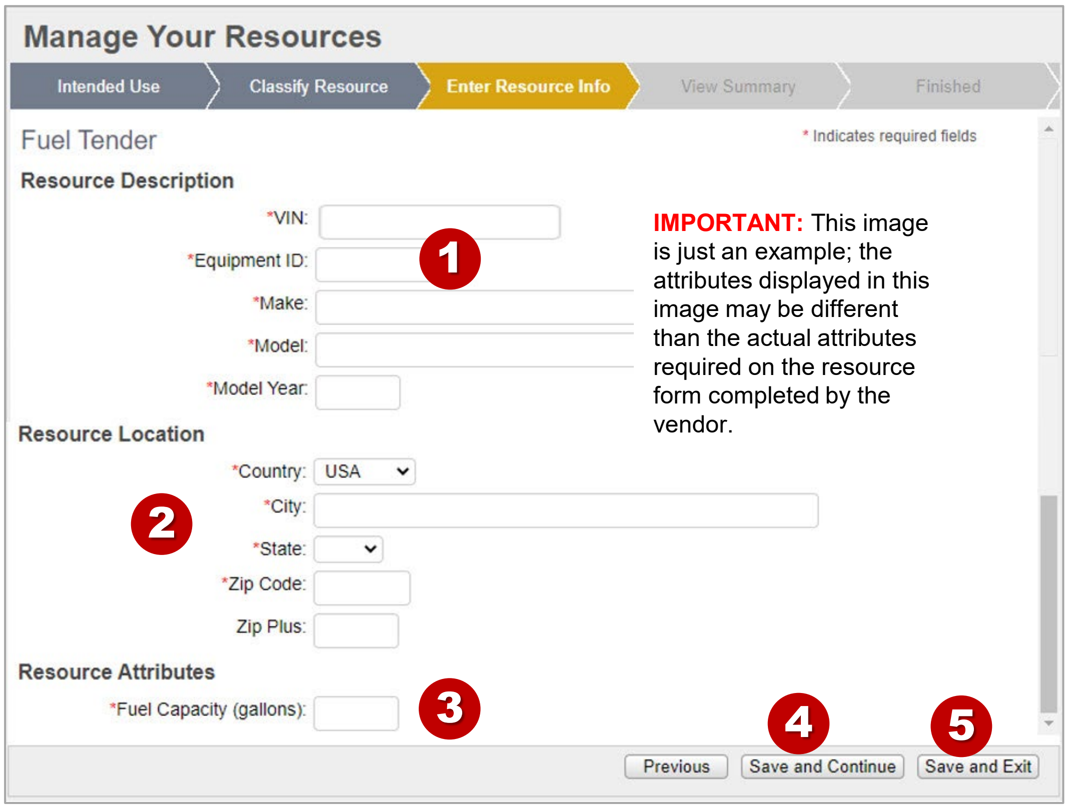
Option 2: Using the Add New Resource from the My Resources Page
Step 3: Enter Resource Info (Continued)

- 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).



1 Equipment ID must be all CAPS and has a 10-character maximum limit.

2 Country, City or Municipality, State or Province, and Zip Code or Postal Code are required for the Resource Location.

3 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.

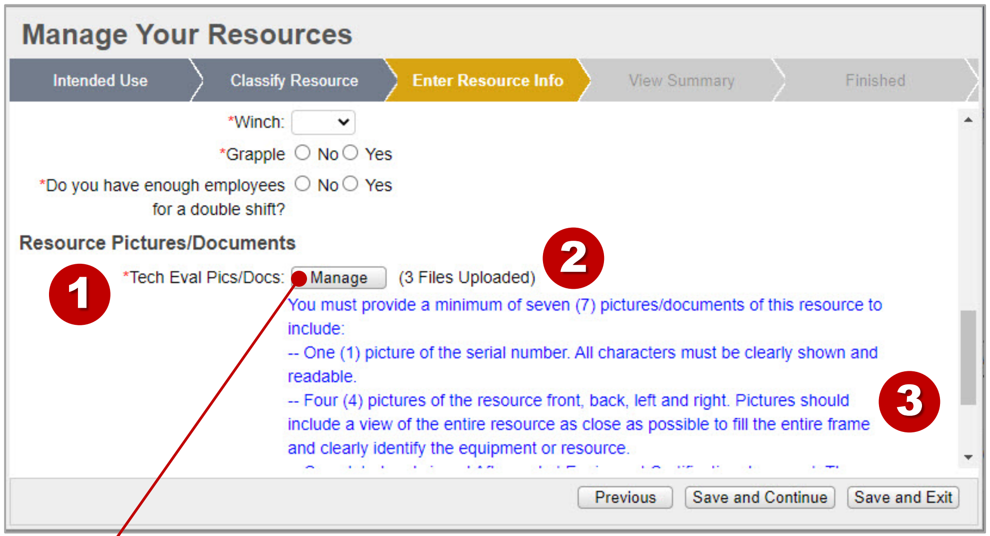
4 After completing all the information In this step of the wizard, click the **Save and Continue** button to save to move forward in the wizard.

5 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).



1 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.

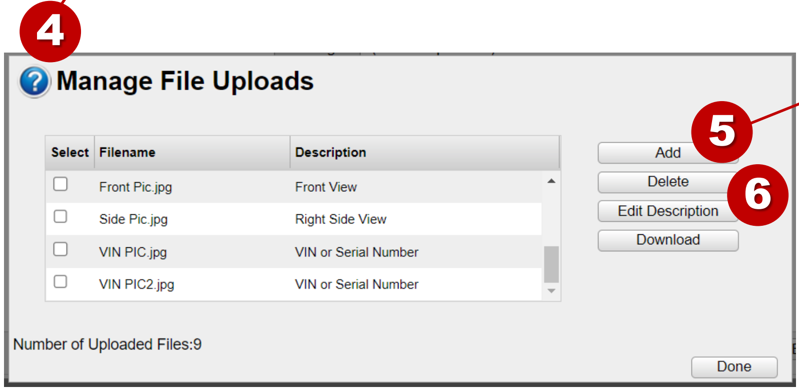
2 A counter is displayed to let you know how many files you have uploaded.

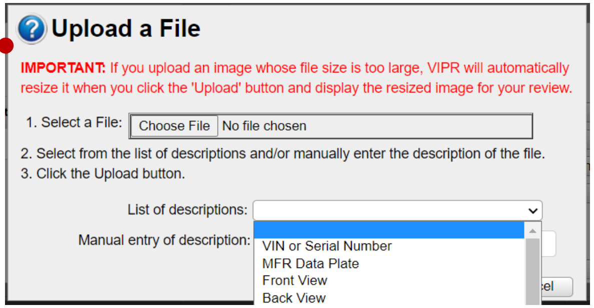
3 Explanatory text provides guidance on what images/documents are required for the resource.

4 To upload the files, click the **Manage** button to view the options for the file uploads.

5 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.

6 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.



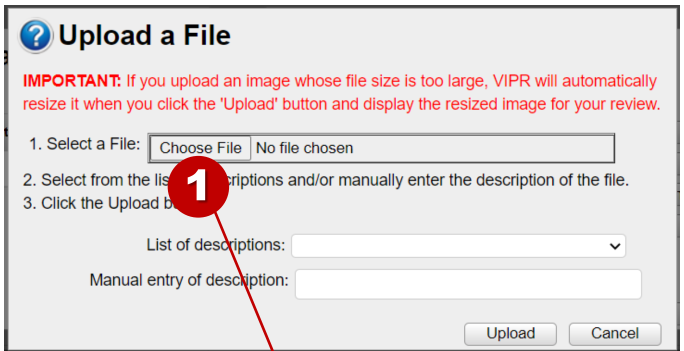


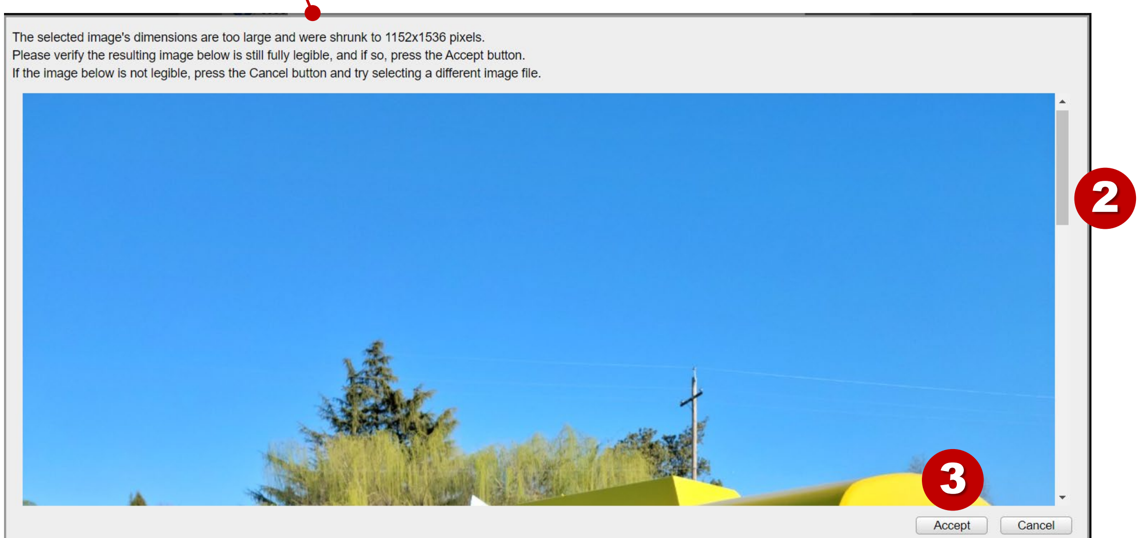
Acquisition Management USDA Forest Service

VIPR Virtual Incident Procurement

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).



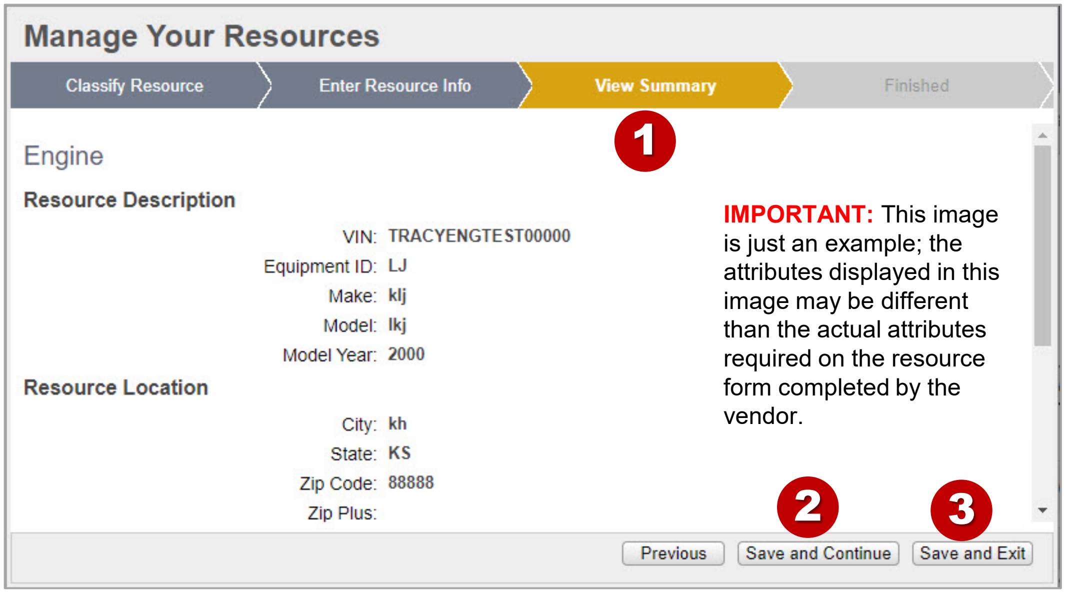


1. Once you choose your image, if the file size is too large, VIPR will automatically resize it and display the resized image for your approval.
2. Use the scroll bar to view the full image.
3. If the resized image is acceptable and legible, then click the 'Accept' button. VIPR will upload the resized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

Acquisition Management USDA Forest Service

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

Step 4: View Summary



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

4

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.

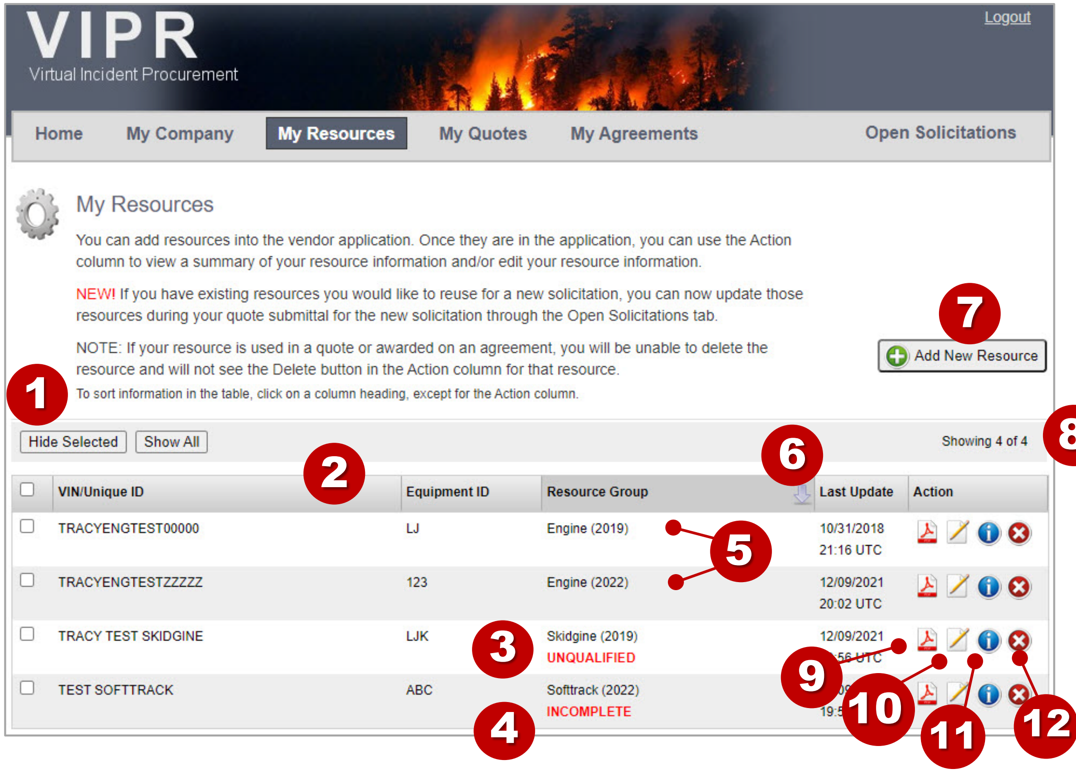
2 Based on the Resource Attributes that you provided in Step 3 (Enter Resource Info), VIPR determines what resource type your resource qualifies for.

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.



1 The “Hide Selected” button will not display any resources that have been selected to “Hide” from the view.

2 Click on a table column heading to sort the information in ascending or descending order.

3 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.

4 The “INCOMPLETE” label indicates that the Manage Your Resources wizard has not been fully completed. While you resource info has been saved, it will be a considered incomplete until you fully complete the resource wizard.

5 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.

6 Indicates the date and time of your last update to your resource.

7 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.

8 “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.”

9 Displays a PDF version of your resource information.

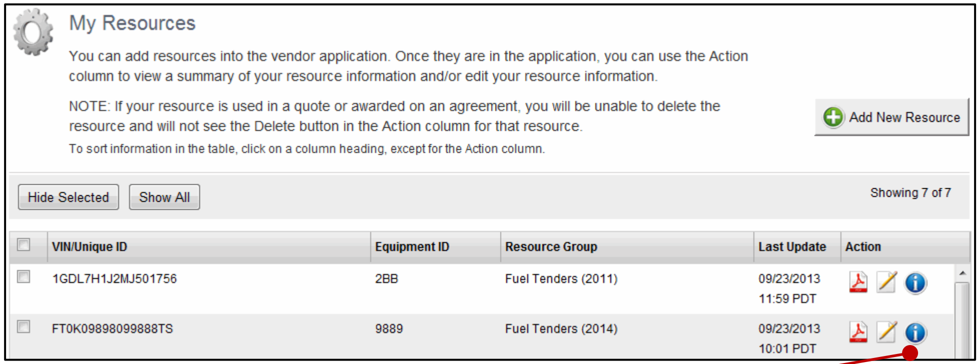
10 Triggers the **Manage Your Resources** wizard where you can edit your resource information.

11 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.

12 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.

VIPR Virtual Incident Procurement

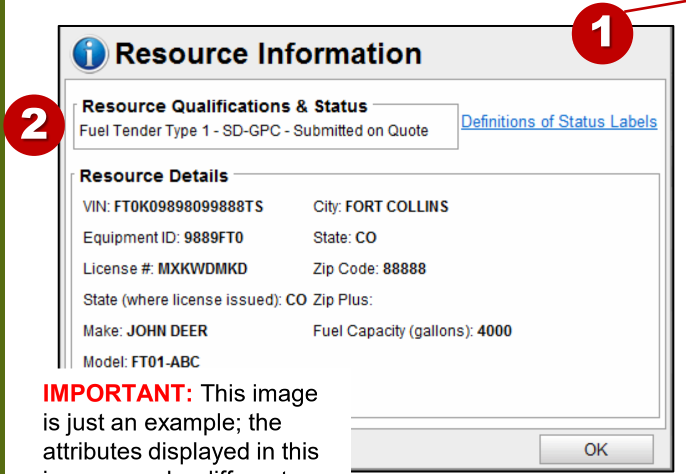
My Resources Page
Resource Information



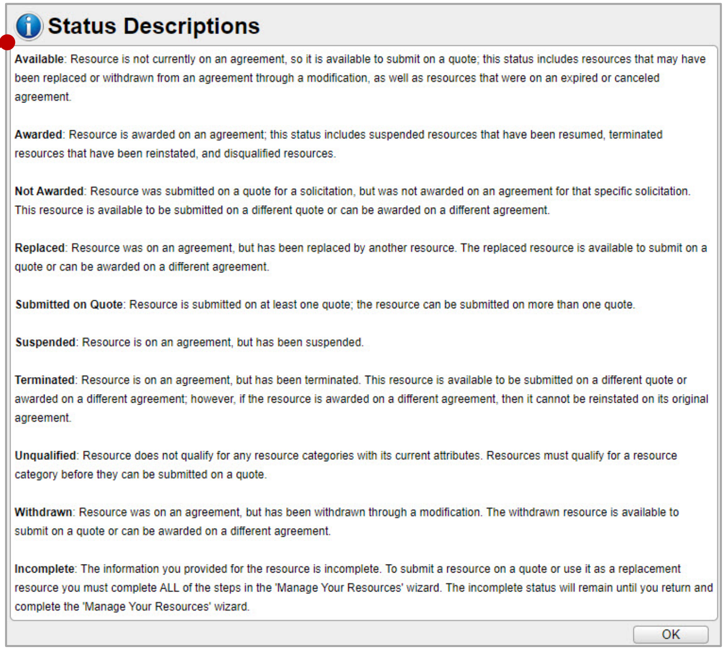
1 Click on the information icon to view information specific to a resource (i.e., resource qualifications and status and resource attribute details).

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.



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

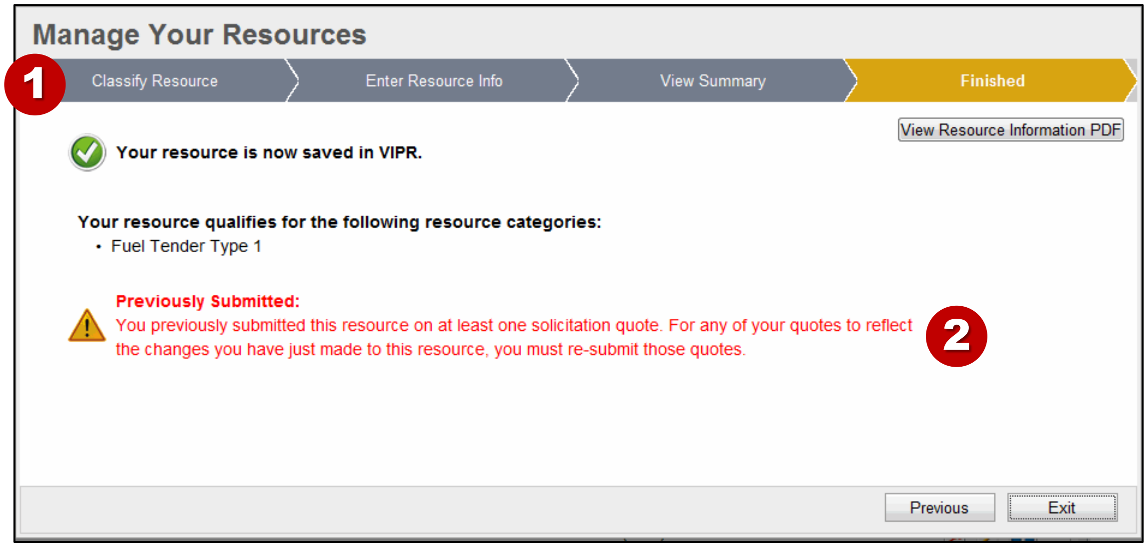
3 Displays the definitions of what the "Status" labels in the Resource Qualifications & Status section mean.

Acquisition Management USDA Forest Service

VIPR Virtual Incident Procurement

Managing Your Resources

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



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.

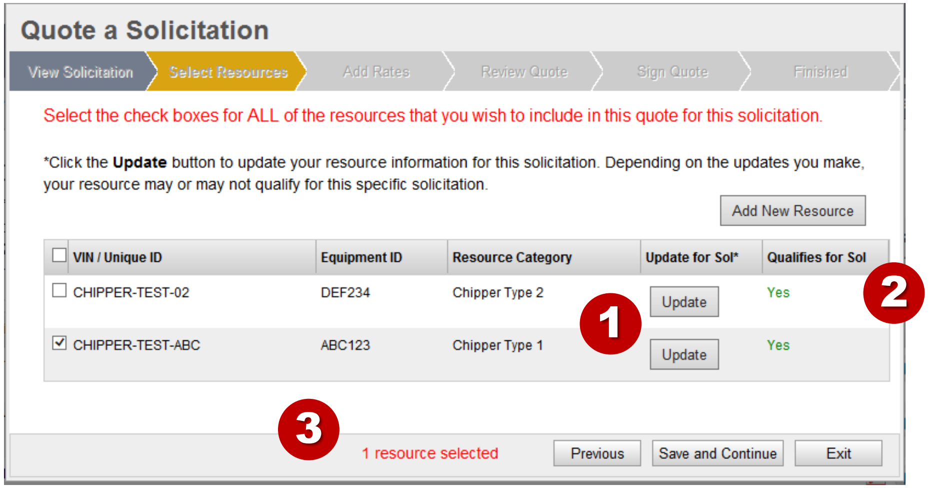
If the solicitation has closed, you will need to ask the CO to put you “In Negotiations” and then you can resubmit your quote.

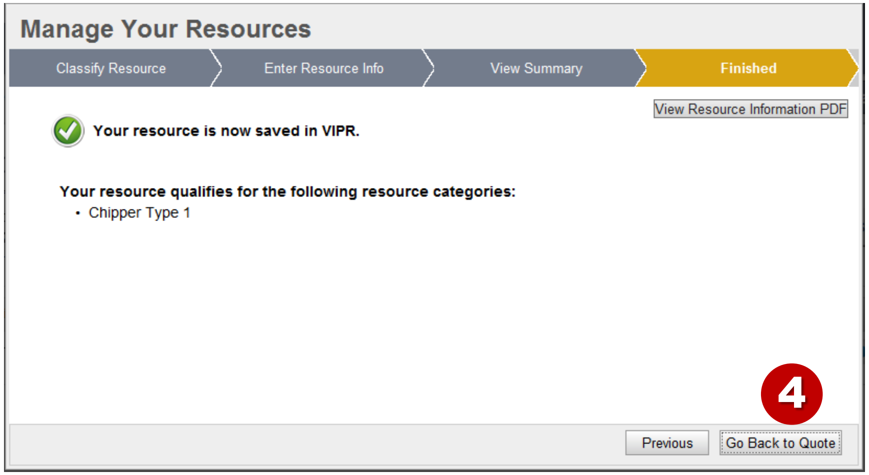
Acquisition Management USDA Forest Service

VIPR Virtual Incident Procurement

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





1 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.

2 The Qualifies for Sol column lets you know which resources qualify for the solicitation.

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

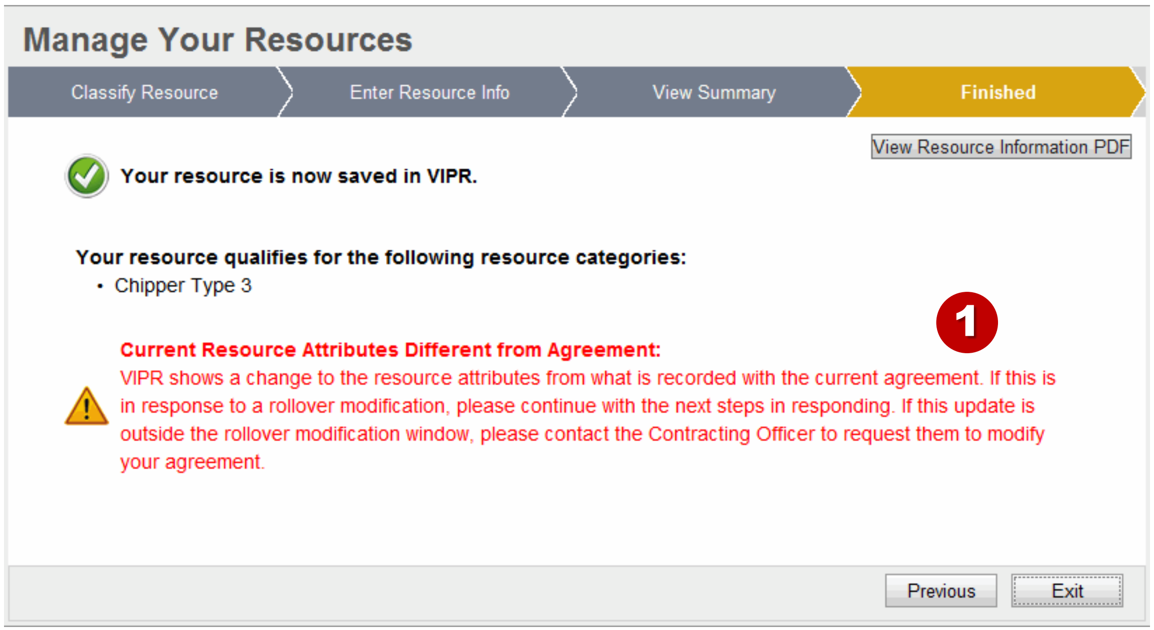
4 Once you've completed the Manage Your Resources wizard, you can use the **Go Back to Quote** button to continue with your quote submittal.

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

VIPR Virtual Incident Procurement

Acquisition Management USDA Forest Service

Managing Your Resources
Editing a Resource That Is on an Agreement



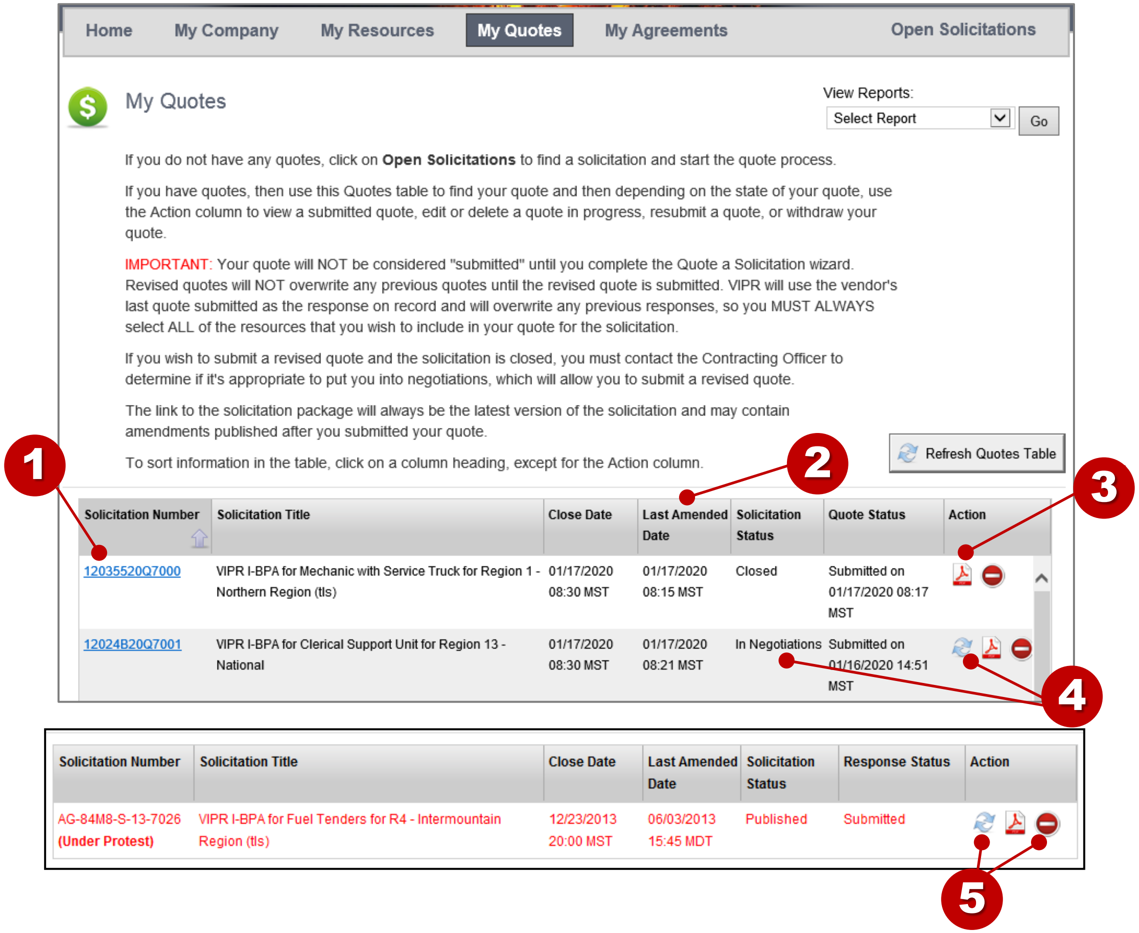
1 When you complete the wizard to **edit an existing resource**, if your resource has been awarded on an agreement BEFORE your changes to the resource have been applied, then you will see this message telling you that a modification is needed in order to get the resource changes applied to the agreement.

Acquisition Management USDA Forest Service

VIPR Virtual Incident Procurement

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.



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

My Quotes

View Reports: Select Report | Go

If you do not have any quotes, click on **Open Solicitations** to find a solicitation and start the quote process.

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.

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	Quote Status	Action
12035520Q7000	VIPR I-BPA for Mechanic with Service Truck for Region 1 - Northern Region (tls)	01/17/2020 08:30 MST	01/17/2020 08:15 MST	Closed	Submitted on 01/17/2020 08:17 MST	
12024B20Q7001	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	

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 (tls)	12/23/2013 20:00 MST	06/03/2013 15:45 MDT	Published	Submitted	

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.

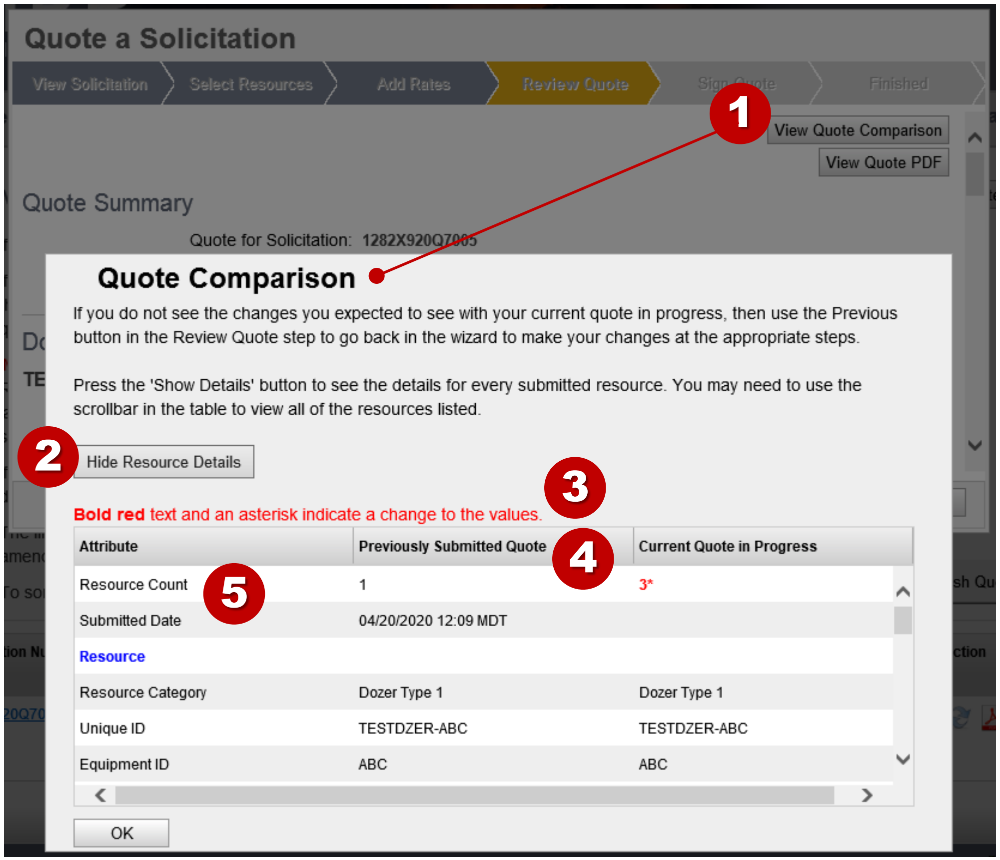
5 The Withdraw option and "In Negotiations" option also apply to a solicitation under protest.

Acquisition Management USDA Forest Service

VIPR Virtual Incident Procurement

Resubmitting a Quote on a Solicitation

Quote Comparison View



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.

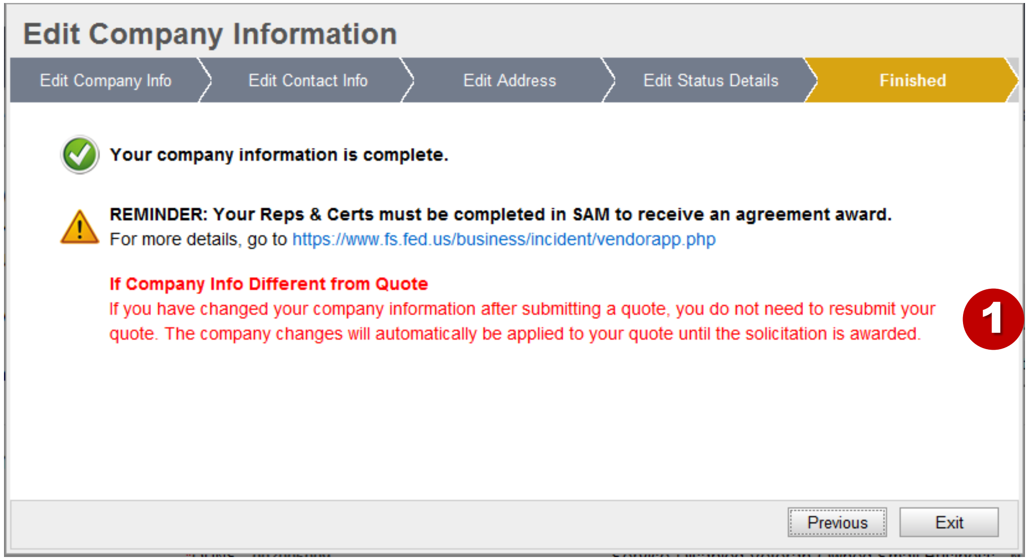
4 The Previously Submitted Quote column lists all of the resources that were selected with the last quote that was fully submitted. The Current Quote in Progress column lists all of the resources that are selected for the current quote-in-progress. IMPORTANT: Until the quote-in-progress is completely submitted, the previously submitted quote will be the response on record in VIPR.

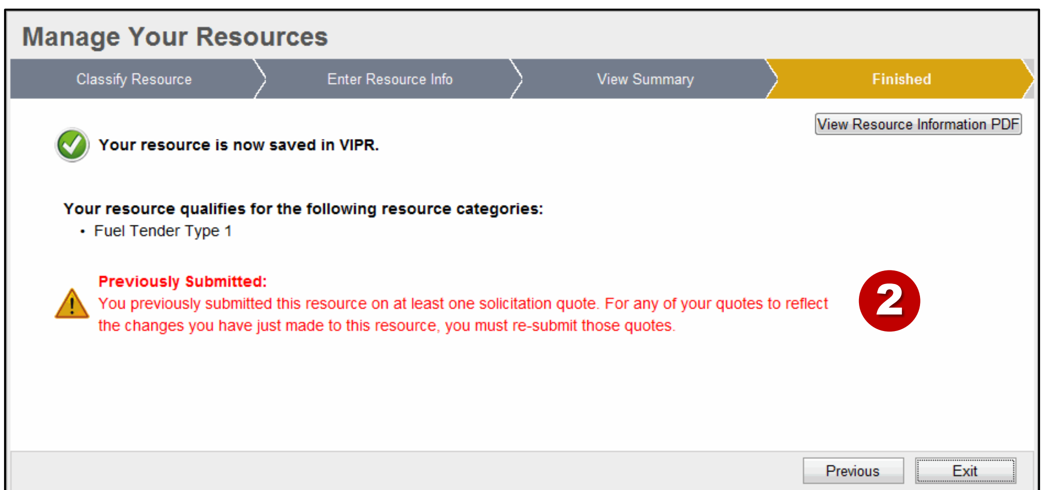
5 Resource count lists the number of resources submitted with the previously submitted quote and the resource currently selected for the current quote in progress.

VIPR Virtual Incident Procurement

Acquisition Management USDA Forest Service

Changing Company Information or Resource Information After You Submitted a Quote





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."

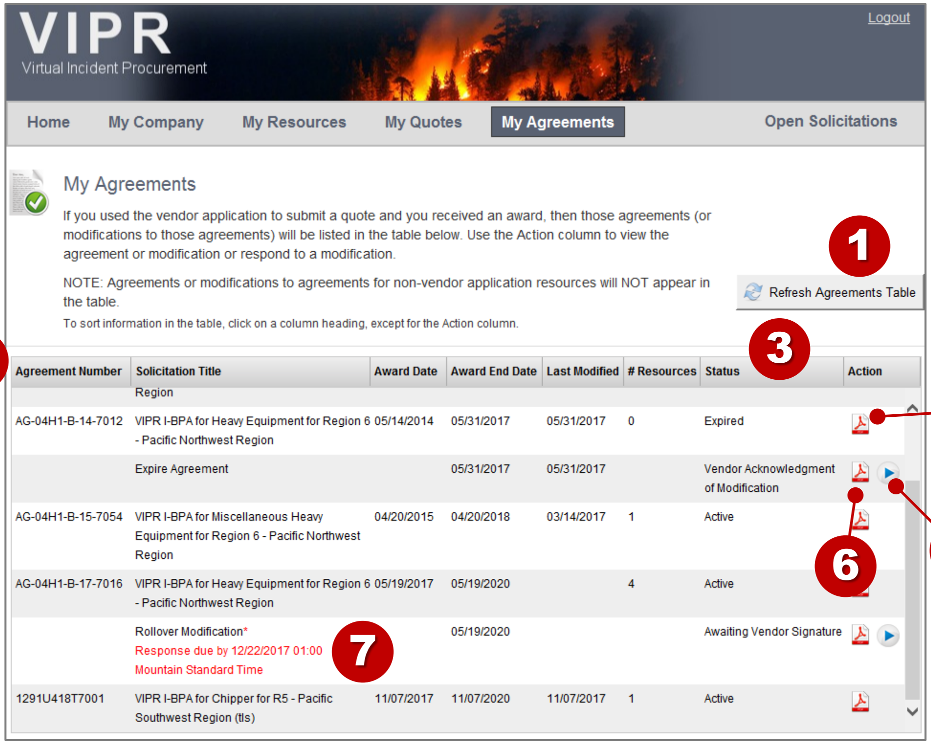
2 **If you change your resource information after you submitted a quote**, you MUST resubmit your quote to get the resource changes applied to your quote; the changes do NOT occur automatically. If the solicitation has closed, you will need to ask the CO to put you "In Negotiations" and then you can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

VIPR Virtual Incident Procurement

Acquisition Management USDA Forest Service

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.



1 Refreshes the list of agreements and the status of those agreements in the table.

2 Lists agreements that you have been awarded.

3 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.

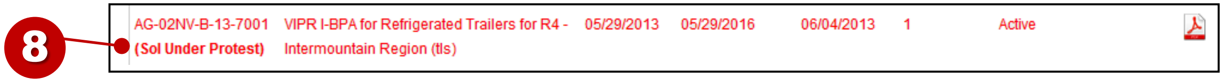
4 Displays a PDF version of the last signed agreement.

5 Click on the **Start** icon to trigger the **Agreement Modification Response** wizard.

6 View the modification package for the agreement.

7 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.

8 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.



Acquisition Management USDA Forest Service

VIPR Virtual Incident Procurement

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* Response due by 01/11/2013 12:00 a.m. Central		03/31/2014	01/10/2013		Awaiting Vendor Signature	

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* Response due by 01/10/2013 12:00 a.m. Central		03/31/2014	01/10/2013		Awaiting CO Action	

2

3

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
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.

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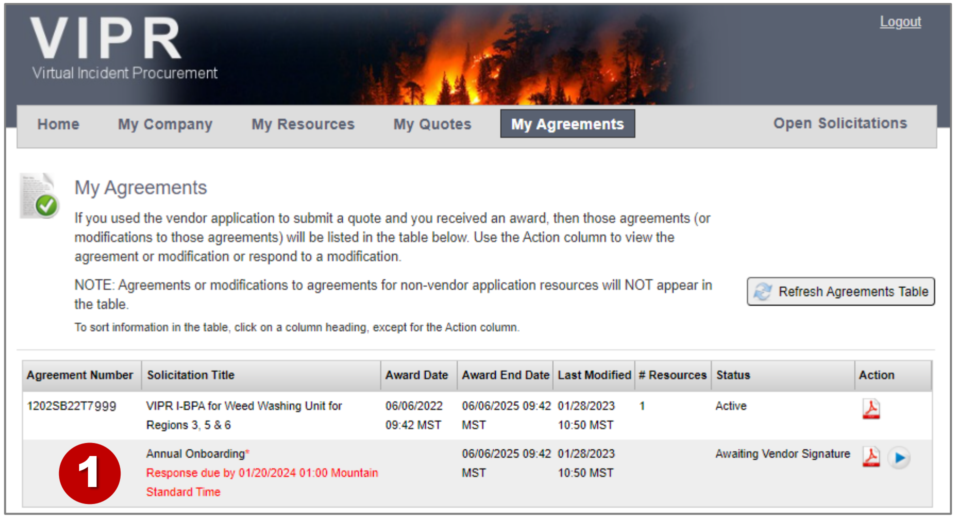
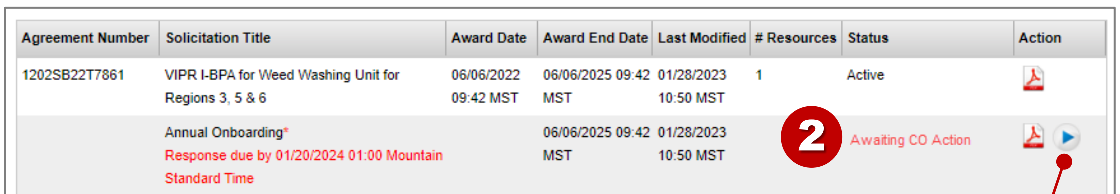
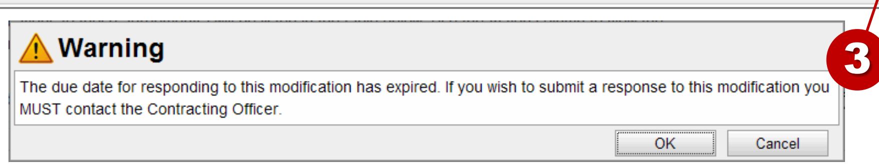
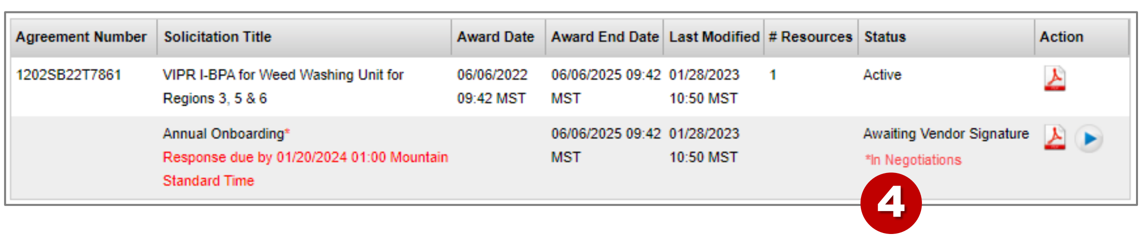
VIPR Virtual Incident Procurement

My Agreements Page (Continued)
Onboarding Modifications









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.

1. 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:

2. The status of the modification will change to "Awaiting CO Action."
3. The vendor 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.

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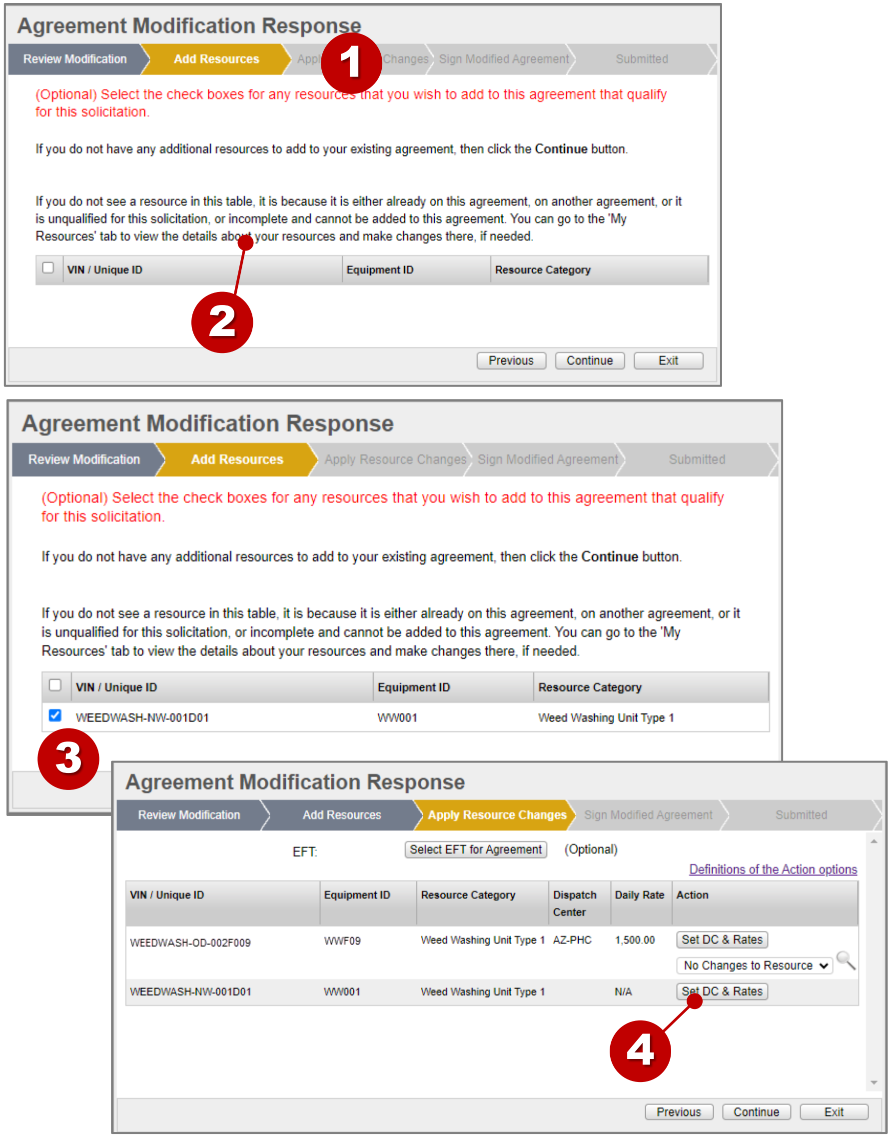
My Agreements Page (Continued)
Onboarding Modifications (Continued)



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.

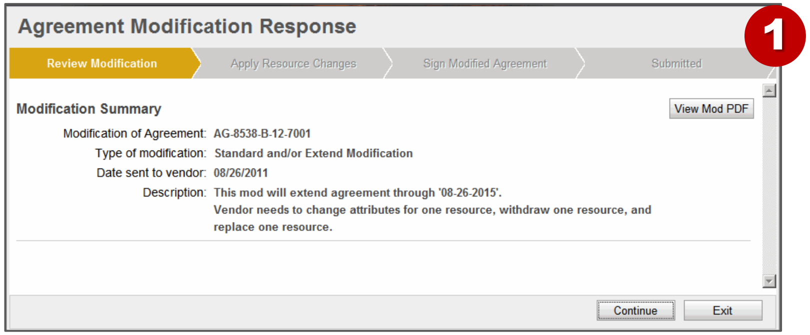
VIPR Virtual Incident Procurement

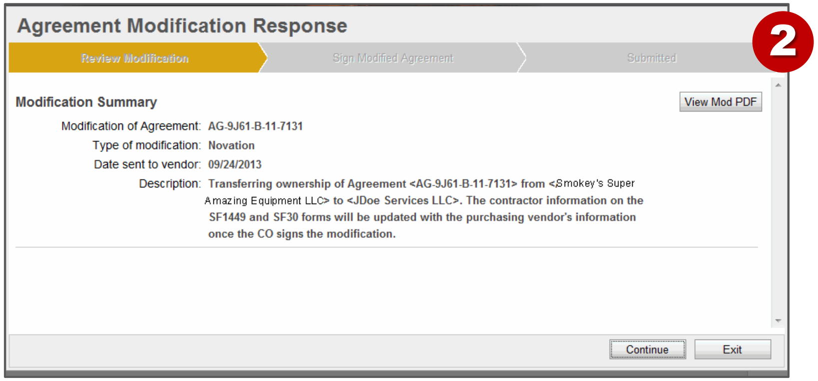
Acquisition Management USDA Forest Service

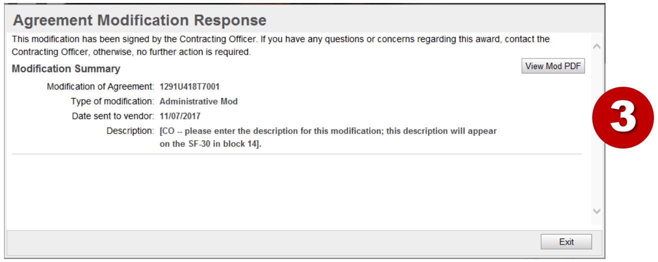
Responding to a Modification

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).







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).

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.

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.

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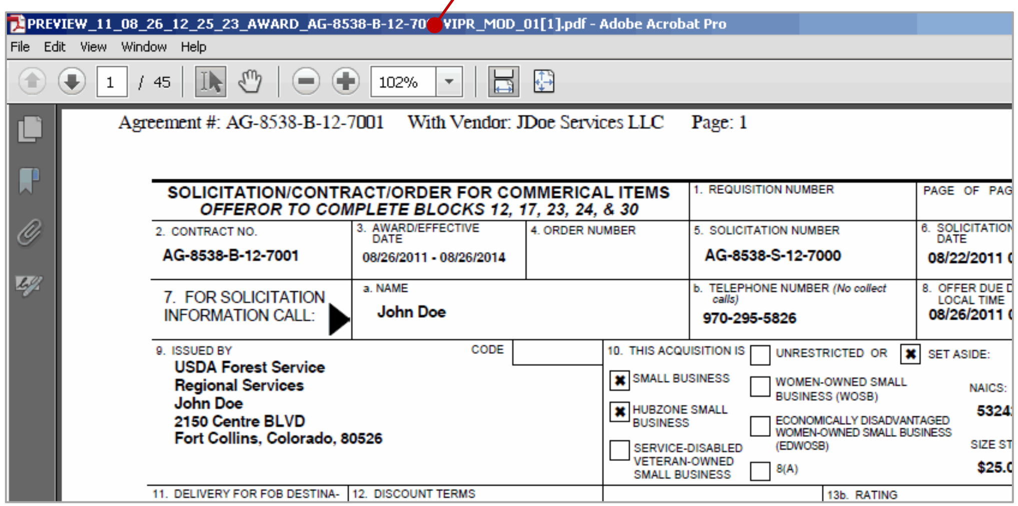
VIPR Virtual Incident Procurement

Responding to a Modification
Step 1: Review Modification



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

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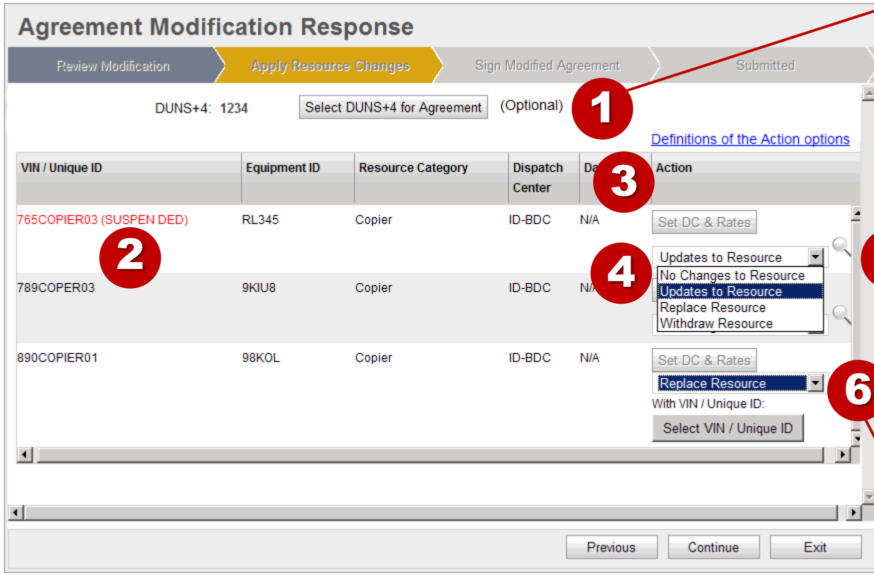
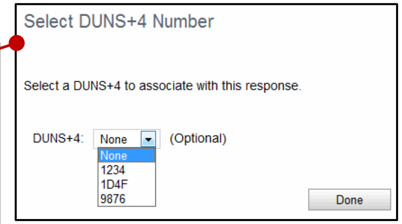
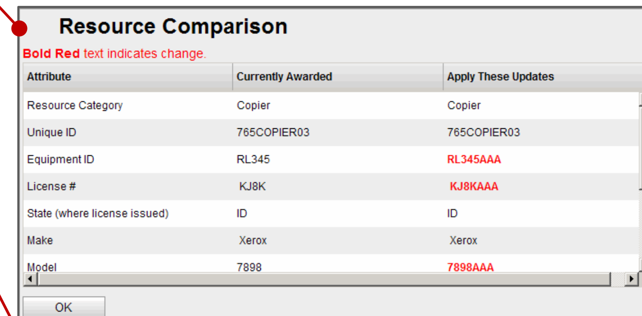
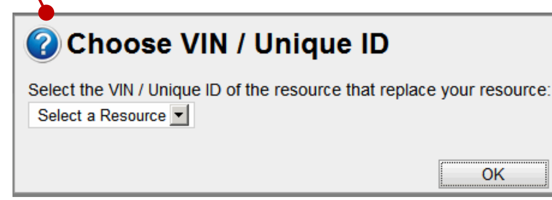
Responding to a Modification
Step 2: Apply Resource Changes





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.





2 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.

3 The Set DC & Rates button will only be enabled for Rollover Modifications and Resource Type Correction mods.

4 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.

5 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.

6 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.

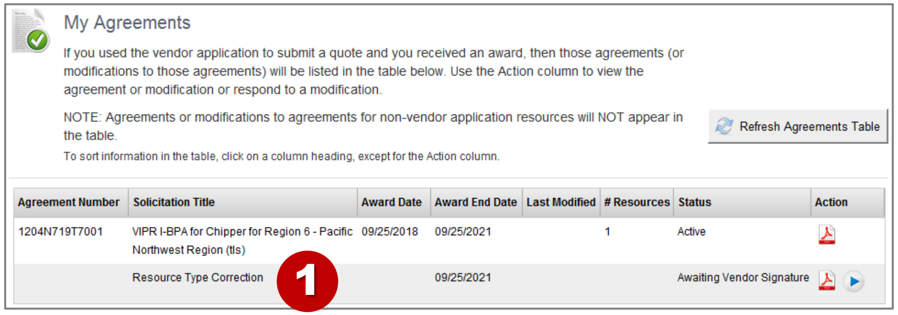
Acquisition Management USDA Forest Service

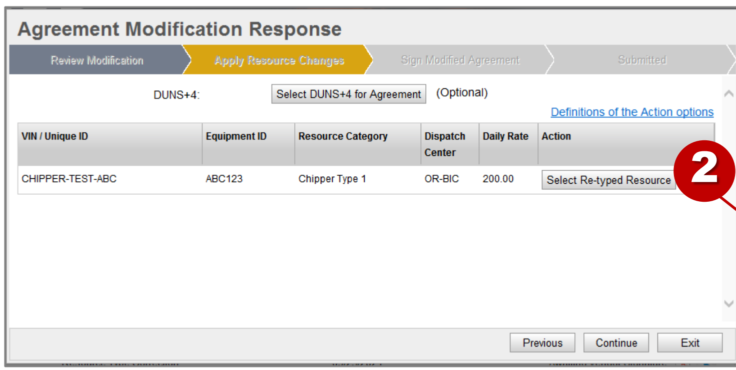
VIPR Virtual Incident Procurement

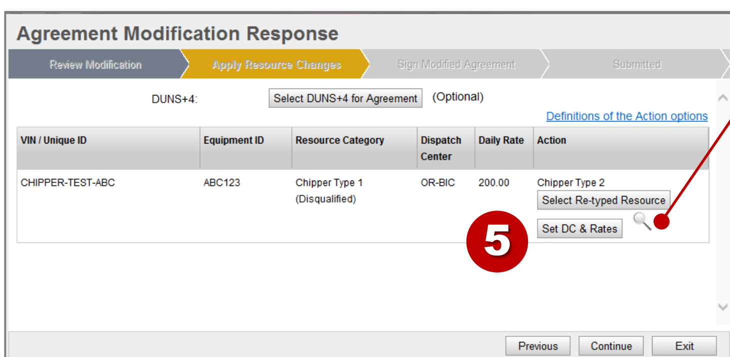
Responding to a Modification

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.







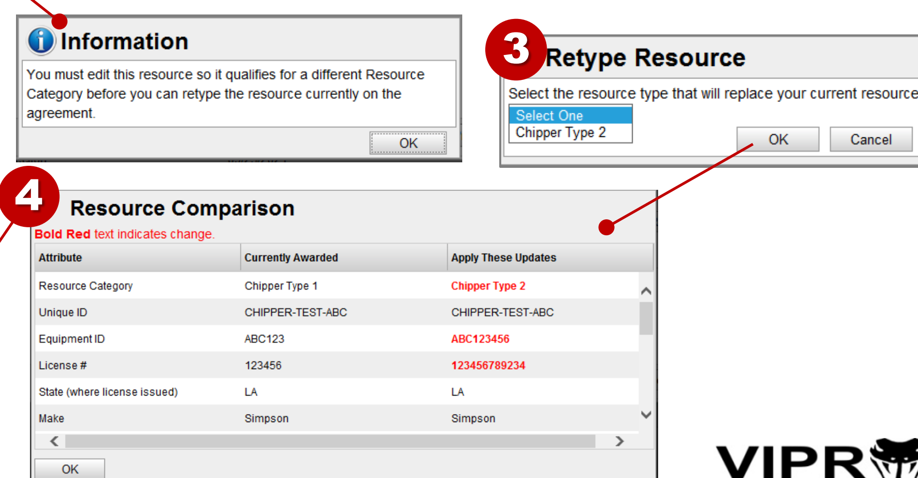
1 The CO only issues the Resource Type Correction modification in special situations. If you have a resource that has been awarded as one type, but is actually a different type within the same resource category (i.e., a Chipper Type 1 is really a Chipper Type 2), then the CO can issue this modification 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.



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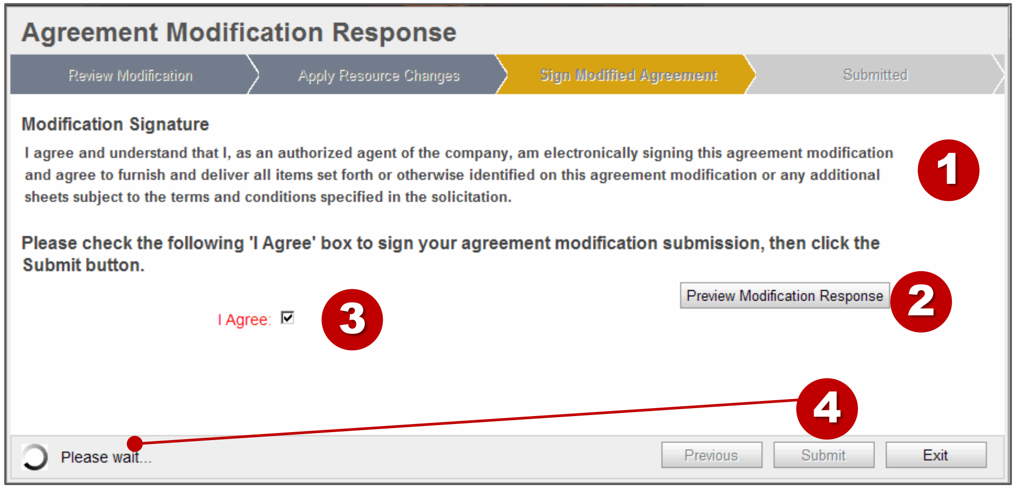
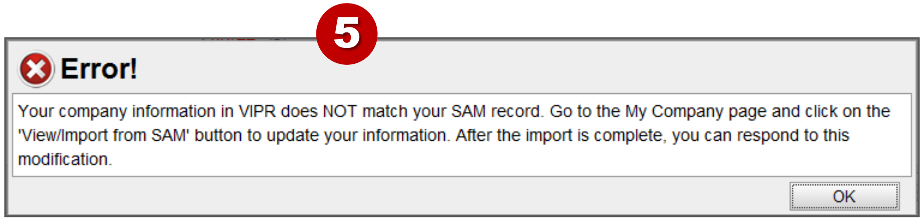
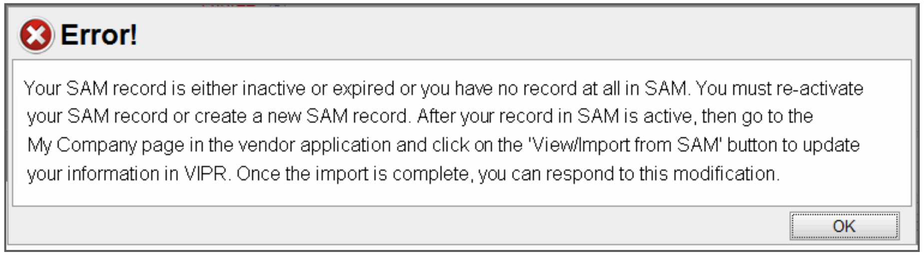
VIPR Virtual Incident Procurement

Responding to a Modification

Step 3: Sign Modified Agreement and SAM/VIPR Check







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.

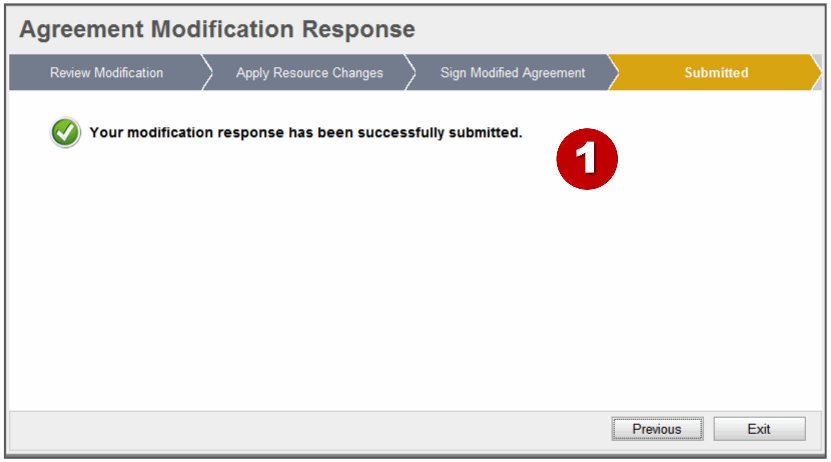
5 When you click on the Submit button to respond to a modification, VIPR will check to see…

- 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.

VIPR Virtual Incident Procurement

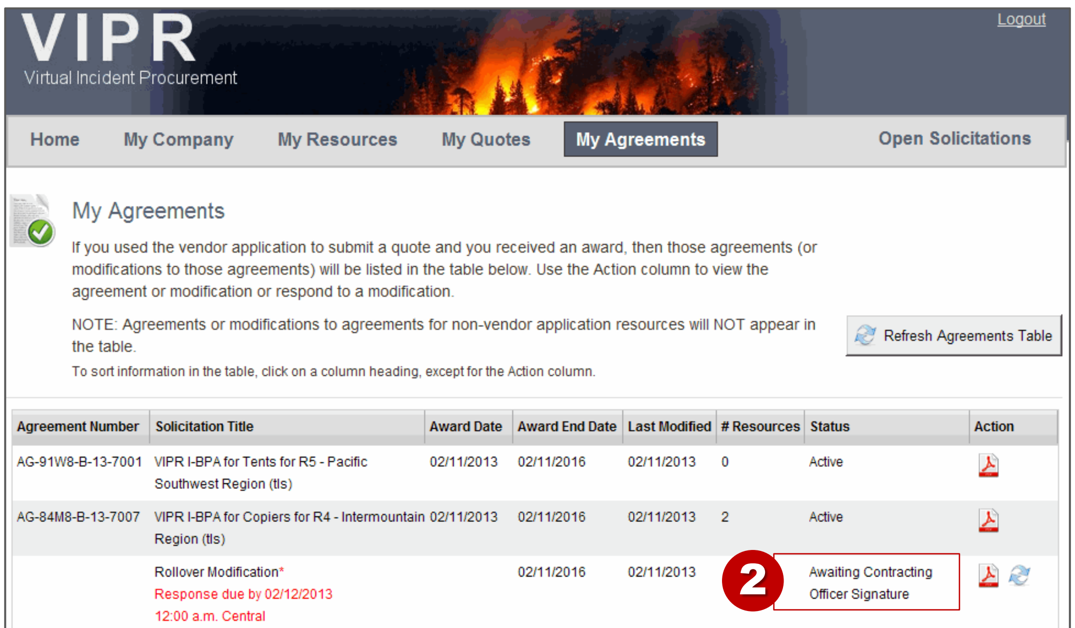
Acquisition Management USDA Forest Service

Responding to a Modification
Step 4: Submitted



1 Your modification response is successfully submitted.

2 Notice the Status of the modified agreement now indicates “Awaiting Contracting Officer Signature.”

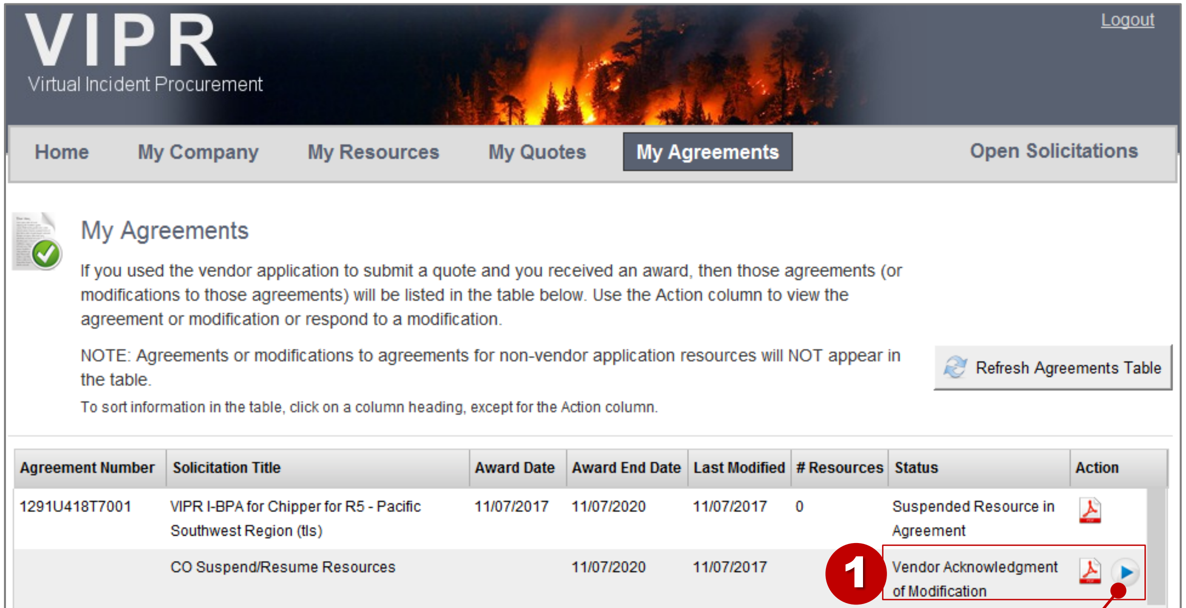


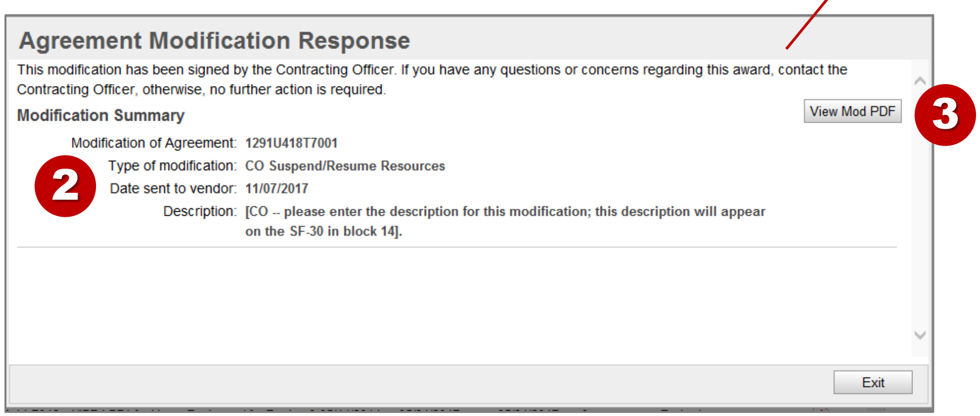
Agreement Number	Solicitation Title	Award Date	Award End Date	Last Modified	# Resources	Status	Action
AG-91W8-B-13-7001	VIPR I-BPA for Tents for R5 - Pacific Southwest Region (tls)	02/11/2013	02/11/2016	02/11/2013	0	Active	
AG-84M8-B-13-7007	VIPR I-BPA for Copiers for R4 - Intermountain Region (tls)	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		Awaiting Contracting Officer Signature	

Acquisition Management USDA Forest Service

VIPR Virtual Incident Procurement

Responding to a Modification
No Vendor Action: Acknowledgment ONLY





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.

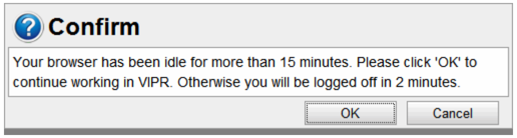
2 Review a summary of the modification.

3 View a PDF of the modification package.

Acquisition Management USDA Forest Service

Troubleshooting Issues with the Application

1



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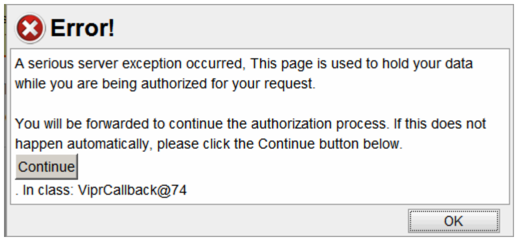

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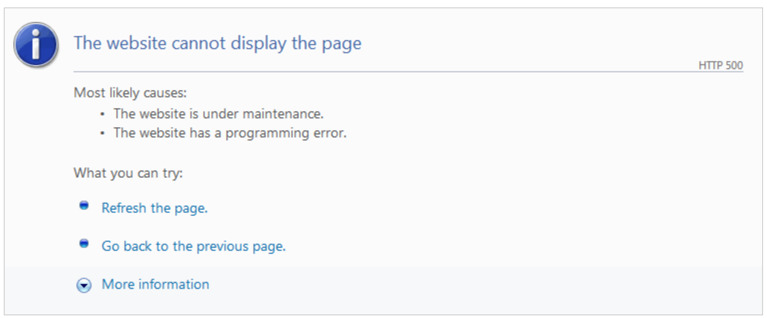
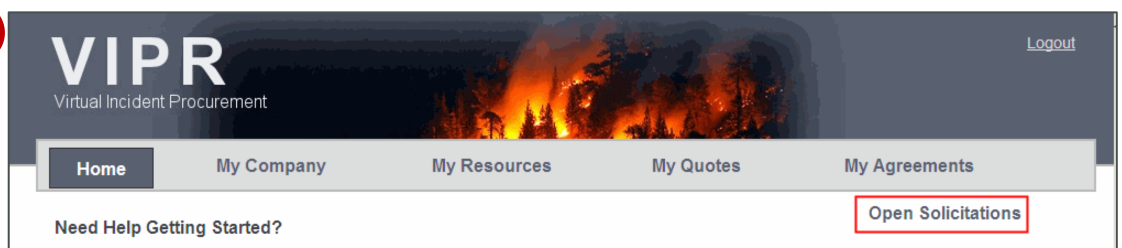


4



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.

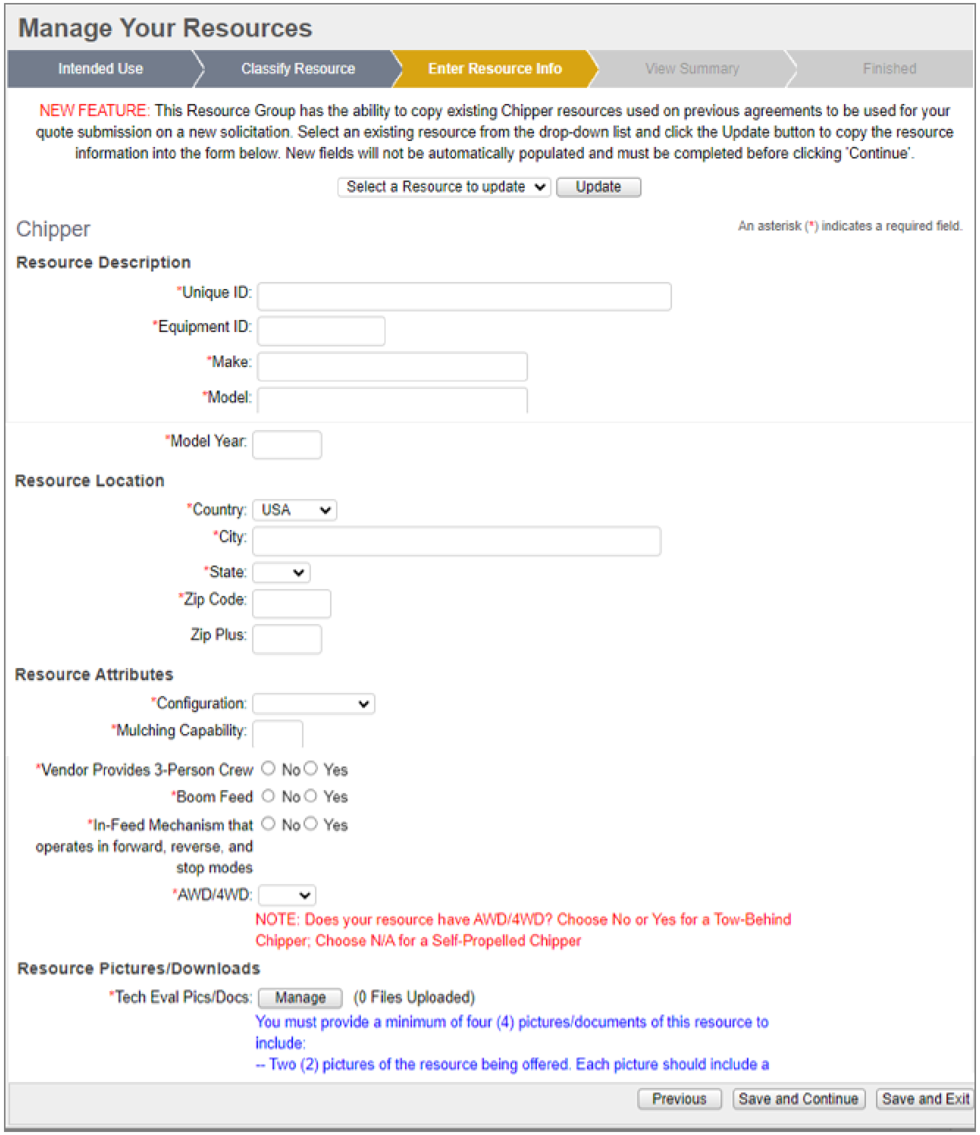
b) Clear the “Display intranet sites in Compatibility View” check box.

c) Close the dialog box. This should do a refresh and you should no longer see the formatting issues.

Acquisition Management USDA Forest Service

VIPR Virtual Incident Procurement

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 | 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: Manage (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

Previous | Save and Continue | Save and Exit

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.

Acquisition Management USDA Forest Service

VIPR Virtual Incident Procurement

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 **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.*
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)

Acquisition Management USDA Forest Service

VIPR Virtual Incident Procurement

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

Acquisition Management USDA Forest Service

VIPR Virtual Incident Procurement

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.*

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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

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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

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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.*

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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.*		

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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.*

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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

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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

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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

  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.

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