

EXERCISE: Incident Blanket Purchase Agreement (I-BPA)

Purpose: Allow students the opportunity to become familiar with parts of the SF-1449 (I-BPA), and Exhibit E – I-BPA Performance Evaluation.

Time: 25 minutes to complete each part.

Format: Students will work individually.

Materials Needed:

Handouts: (Use **actual forms** when possible).

- Complete I-BPA form (provided)

- Equipment resource order (provided)

- OF-296 - Vehicle / Heavy Equipment Safety Inspection Checklist, partially completed (provided)

- OF-297 – Emergency Equipment Shift Ticket (2 per student) (provided)

- ICS-213 – General Message form (order or download from

 - <http://www.nwcg.gov/pms/forms/ics.htm>)

- Unit Log, ICS-214 (order or download from

 - <http://www.nwcg.gov/pms/forms/ics.htm>)

Day 1 Scenario

- Complete I-BPA

- Equipment resource order

- OF-296, partially completed (pre-use sections)

- OF-297 (blank)

Day 2 Scenario

- Complete I-BPA

- Resource order

- OF-296, partially completed (pre-use sections)

- Emergency Equipment Shift Ticket, OF-297 (blank)

- General Message Form, ICS-213 (blank)

- Unit Log, ICS-214 (blank)

Day 3 Scenario

- Complete I-BPA

- Standard Contractor Performance Report (found in exhibit E of IBPA)

- OF-296, partially completed

- Emergency Equipment Shift Ticket, OF-297

- Unit Log, ICS-214

Instructions:

1. Allow students 15 – 25 minutes to complete each scenario.
2. Read each scenario to the students. Answer any questions the students may have.
3. Provide specific information to students to complete forms.
4. At the end of the scenario select one random student for each day's scenario to outline their documentation. Ask class for additional information or information that was different.
5. Ask students if they have any questions.

Day 1 Scenario

Materials Needed:

Complete I-BPA

Resource order

OF-296, partially completed (Pre-use sections) Emergency Equipment Shift

Ticket, OF-297 (blank)

Scenario:

You are assigned as a HEQB on the West fire in the Plumas National Forest. You have been assigned a Type II excavator, equipped with a six-way dozer blade, and a bucket and thumb.

The first day of your assignment you meet up with the operator. You receive a copy of the contract (I-BPA) from the contractor. Using the provided contract (I-BPA) and resource order complete the appropriate sections of the OF-296. Using the resource order, contract (I-BPA), and information provided below, complete an Emergency Equipment Shift Ticket, OF-297.

Day 1

0800 – 0900

Travel to Fire

0900 – 1100

Check-In

1100 – 1800

Operational period

Day 2 Scenario

Materials Needed:

Complete I-BPA

Resource order

OF-296, partially completed (pre-sections)

Emergency Equipment Shift Ticket, OF-297 (blank)

General Message Form, ICS-213 (blank)

Unit Log, ICS-214 (blank)

Scenario:

It is now day 2 of the assignment. You have attended the briefing and completed your daily inspection. At 1000 of the operational period the equipment has a bearing failure. The operator contacts their support vehicle which breaks an axle on the way to the repair site. At this time the contractor requests the incident mechanic respond and repair the heavy equipment.

At 1400 the repairs are completed and the heavy equipment is able to complete the rest of the operational period.

Referencing the contract (I-BPA), identify the clauses, and complete the required documentation. Complete the Emergency Equipment Shift Ticket, OF-297.

Day 2

0600 – 1000

Operational period

1000 – 1400

Equipment breakdown – Bearing on roller failed.

Support vehicle breaks an axle on the way to the repair site.

Incident Mechanic used to repair.

1400 – 1800

Operational period

Instructor information:

D.21.3 Mechanic Repairs

D.21.8.3 Equipment down time

(Payment Clause)

(Damage Documentation)

Day 3 Scenario

Materials Needed:

Complete I-BPA

Standard Contractor Performance Report (found in Exhibit E of I-BPA)

OF-296, partially completed

Emergency Equipment Shift Ticket, OF-297

Unit Log, ICS-214

Scenario:

It is now day 3 of the assignment. The incident is in the demobilization stage. The operator performs well while in the field but the Supply Unit Leader complained about the vendor continually trying to checkout PPE.

Complete the Emergency Equipment Shift Ticket, OF-297, Release Inspection section of the OF-296, Standard Contractor Performance Report, and Unit Log, ICS-214.

Day 3

0600 – 1200

Operational period

1230 – 1430

Demobilization – Release Inspection,
Performance Report

1430 – 1530

Travel