

Incident Name: _____

Vendor Package Review Checklist

Vendor Name: _____

Resource Req. Number: _____

EQTR / PROC Information

Name:

Review date:

Position:

IMT / FSC / IBA:

SHIFT TICKETS:

Review Shift Tickets for these items:

- Shift Ticket for each day.
- Signed by government rep and contractor
- Clock hours worked are shown
 - Operator has had days off

- Downtime is documented in remarks
- Potties and Handwash Stations: numbers indicated on the shift ticket match the resource orders. Mileage is properly applied.

INSPECTIONS (Pre-Use and Post-Use):

Review Vehicle and Heavy Equipment Checklist for these items:

- The equipment VIN on the inspection form matches the equipment on the contract and the shift tickets
- The inspection form is complete and signed
- The equipment passed the Pre-Use inspection

- The equipment passed the Post-Use inspection
- No indication of a pending Claim
- There is an indication of a pending Claim. Information has been forwarded to a Contracting Officer and/or the host agency

CONTRACTS:

Review all contracts for these items:

- The vendor name, address, phone number and TIN on the contract matches the input for the OF-286
- The vendor agreement number, effective dates, point, date and time of hire on the agreement match the input for the OF-286

- Transports: the equipment and transport have been posted correctly based on contract.
- Transports: payment is included on the heavy equipment contract and payment invoice
- Water-handling equipment: The check-in roster matches the approved operators indicated on the contract

CONTRACT CREWS:

Review all contract crew documentation for these items:

- All hours on the CTRs have been calculated and posted correctly.

- The correct hourly rate has been selected from the contract and posted to I-Suite

PAYMENT PACKAGE CONTENTS:

- Commercial Invoices: correct with regard to date and time of hire and release, and with rate.
- All General Message forms that require follow-up action are attached.

- OF-286 is completed and signed with original signatures.
- Changes are noted with a single-line cross-out (no White-Out)
- Supporting documentation for additions and deductions is attached

- The correct contract is attached
- The contract is fully signed
- A copy of the Resource Order is attached
- Package review and delivery will follow host-agency procedures.

PAYMENT PACKAGE DISPOSITION:

This payment package will be delivered / sent / mailed to:

Name:
Address:

Phone:

email:

PAYMENT PACKAGE CONTENTS REFERENCE:

Host Agency	Required Contents	Mailing / Delivery Information (I-Suite "Admin Office for Payment")	
US Forest Service All Units	<ul style="list-style-type: none"> • Emergency Equipment Invoice Transmittal Sheet • Signed, original OF-286 • Contract • additional documentation that will explain anomalies 	USDA Forest Service Albuquerque Service Center Incident Finance – Attn: EERA 101B Sun Avenue NE Albuquerque, NM 87109 Mail from ICP after thorough review.	
Department of Interior Agencies:			
National Park Service (NPS) All Units	<ul style="list-style-type: none"> • Contract • Signed, original OF-286 • Original (Pink) Shift Tickets • Original (Pink) Fuel/Oil Issue • Resource Order – all • Original Pre/Post Use Inspection • Claims documentation • General Messages or any other documentation of issues, explanations, additions or deductions • OF-288 with original CTRs, (if applicable) 	All vendor packages will be delivered to a contact on the local unit. <i>I-Suite Admin Office for Payment:</i> National Park Service Accounting Operations Center PO Box 100000 13461 Sunrise Valley Drive Herndon, VA 20171 Enter in I-Suite only. Do not mail from ICP.	
Bureau of Land Management (BLM) All Units	Same as NPS	All vendor packages will be delivered to a contact on the local unit. <i>I-Suite Admin Office for Payment:</i> Bureau of Land Management NOC 7201 W. Mansfield Ave Attn: Mail Stop D-2663 Denver, CO 80235-2230 Enter in I-Suite only. Do not mail from ICP.	
US Fish and Wildlife Service (FWS) All Units	Same as NPS and BLM	All vendor packages should be returned to the individual refuge from the IMT/ ICP. For the I-Suite "Admin Office for Payment" use the local host refuge address.	
Bureau of Indian Affairs (BIA) All Units – All tribes	Same as NPS/BLM/FWS	The IMT will receive instruction on processing all vendor payment packages for an incident with BIA or tribal jurisdiction. Follow those instructions for review, delivery and I-Suite Admin Office for Payment Info.	
States of Montana and Idaho	Same as all DOI agencies Cooperators: <i>Original</i> Documents return to the home fire department upon demob	Montana: MT: Department of Natural Resources and Conservation Incident Business Coordinator Forestry Division, 2705 Spurgin Road Missoula, MT 59804	Idaho: Idaho Department of Lands Fire Business Mngt Coordinator Bureau of Fire Management 3284 West Industrial Loop Coeur d'Alene, ID 83815