

ROSS TIP

ROSS TIP: RES-2004-2
Date: May 10, 2004
Subject: Differences between Vendor Owned Resource Items and Vendor Services

Vendor-owned items come in two basic categories: 'Non-Service' and 'Service'. An important first step in entering vendor items is to determine if they are services or non-services. Answering these simple questions helps with this choice:

Question 1: Does the vendor provide items which are not uniquely identified and cannot / do not need to be statused in ROSS? For example, meals, lodging, copy machine rental, ice delivery, dust abatement, etc.

If YES, go to [Services](#)

Question 2: Does the vendor provide uniquely identifiable items that need to be statused in ROSS? For example, an aircraft with an FAA tail number or engines, dozers or water tenders with unique identifiers such as a door #, license # or serial #.

If YES, go to [Non-Services](#)

Services – As explained above, services include things like meals, lodging, copy machine rental and ice delivery. **These items are not statused in ROSS or via web status.**

With services, we are asking a vendor to provide an item or service but there is **no unique resource item information that should be created, maintained or statused in ROSS**. To procure services an office may have purchase agreements with vendors that identify which government employees are permitted to order items / services, a dollar limit for orders, required documentation and how frequently the vendor will bill for services rendered. More and more frequently, however, there is no formal agreement between local vendors and the government. Instead, items are purchased over the counter or ordered by phone and paid for with government-issued purchase cards or checks.

ROSS assumes that a vendor providing a service will continue accepting orders for that service until either their supply runs out or the limits of the agreement is reached. Until such time, ROSS permits as many requests to be placed with the vendor as necessary for the purposes of supporting the incident. The following scenario illustrates this point:

ABC Office Equipment has copy machines for rent through a purchase agreement with Anytown Resource District, which is dispatched by Anytown Interagency Dispatch Center. ABC has many copiers, but on any given day cannot tell you how many they may have available. It all depends on what is in stock when the request is made. Neither you nor ABC Office Equipment maintains status on individual copy machines in ROSS.

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Anytown Dispatch receives a request for three copiers for the incident camp. The dispatcher calls ABC who informs them they only have one copier right now but two more will be returned tonight. Since ABC is the only place in Anytown that rents copiers, the dispatcher elects to place all three requests with ABC with the knowledge that the remaining two copiers will be delivered sometime tomorrow.

Typically 'service' items are requested under the Aircraft, Equipment, and (most commonly) Supply catalogs. A listing of service items currently in the ROSS catalog is provided at the end of this document.

Here are two questions that will help determine what, if any, pre-incident 'Services' information needs to be entered in ROSS:

Question 1: Do you have a signed agreement / contract with the vendor, e.g., a Purchase Agreement?

If YES, you have two options:

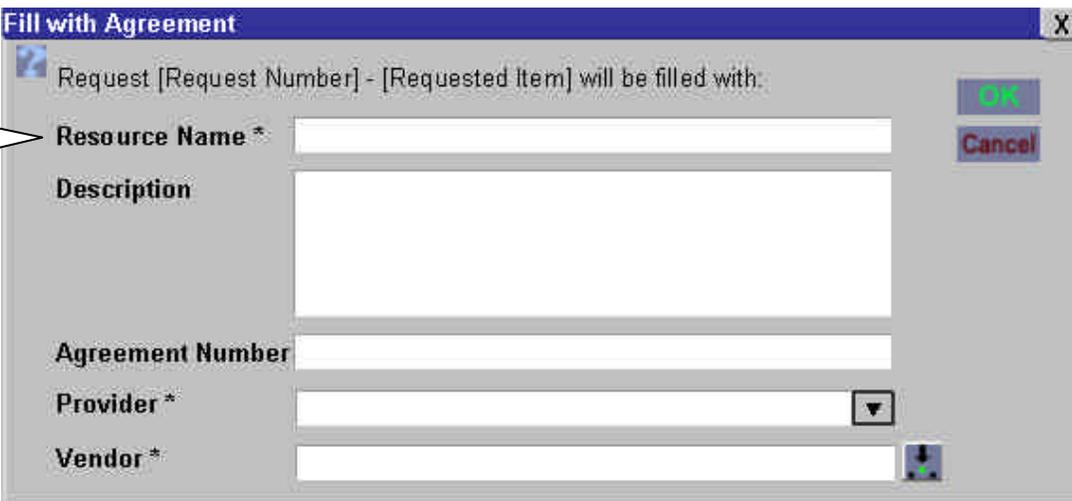
- These items / services can be handled in ROSS by creating a Purchase Agreement (PA) on the Contract screen. **No Resource Items need to be created.** The vendor organization is picked from a list of existing vendors and associated with the agreement¹. Then the service(s) the vendor supplies are indicated by selecting from a list of available service types. When filling a service request (e.g., ice delivery) any of your Purchase Agreements / Vendors that provide ice delivery can be assigned. **(For guidance on entering Purchase Agreements on the Contract screen, refer to ROSS Tip CNT-2004-2).**
- Beginning with ROSS Version 2.1, requests for services may be filled via the 'Fill with Agreement' *not managed in ROSS* option on the Pending Request screen (fig. 1). In this case, **no Resource Items, Vendors or Purchase Agreements need to be created.** In this case, a request for dust abatement would be filled by documenting the Resource Name, the Provider² and the Vendor. The Vendor may be entered in free text format or picked from a list of existing vendors. Agreement number and Description are optional entries.

¹ Search carefully for the vendor. Only create a new vendor on your Organization screen after you are convinced that the vendor does not already exist in ROSS. **Vendor organizations must not be duplicated.** If more than one (1) record for the company is displayed when searching for the vendor, immediately notify the ROSS Helpdesk, prior to continuing.

² The Provider is the local government (non-dispatch) organization that issued the Purchase Agreement or that has that authority, in the event that no formal agreement exists.

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Required fields are identified by an asterisk (*).

Figure 1. Fill will Agreement dialog (implemented in ver. 2.1).

Question 2: Do you purchase items from the vendor over the counter or pay for services with a government purchase card or check?

- If YES, beginning with ROSS Version 2.1, requests for these services may be filled via the ‘Fill with Agreement’ *not managed in ROSS* option on the Pending Request screen (fig. 1). In this case, **no Resource Items, Vendors or Purchase Agreements need to be created**. In this case, a request for ice delivery would be filled by simply entering the required information.

Non-Services – ‘Non-Service’ resource items **must be uniquely identifiable**. In other words, they have a call number (e.g.: ENGINE - ABC Engines - **#121**) or some other specific identifier (e.g., serial number, VIN or tail number). Only uniquely identified resource items that will be individually stasured (e.g., available or unavailable) by the Dispatch Office or a vendor (via web status) should be entered in ROSS. These resources may be owned by a government organization or by a vendor. This Tip addresses resources that are provided under some form of agreement with a vendor or a government (non-dispatch) unit.

There are three types of formal agreements in ROSS that are use to document non-service Resource Items. They are Exclusive Use contracts (EXU), Call When Needed contracts (CWN) and Agreements (AGR). **(For guidance on entering formal agreements on the Contract screen, refer to ROSS Tip CNT-2004-2).**

- An Exclusive Use contract is an **agreement with a vendor** to provide a specific resource for a definite time period to a particular government unit for its exclusive use for incident support. In ROSS, an exclusive use resource is treated like an agency-owned resource, i.e., it is stasured and dispatched to

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incidents exactly the same as an agency resource. Exclusive use resources are displayed on the 'Available' tab of the Pending Request screen...not on the CWN / Agreements tab. **These resources will be entered and stasured in ROSS or via web status.**

- A CWN contract is an **agreement with a vendor** to provide specific resources, identified in the contract, on an as available basis when called by an authorized ordering dispatch office. In other words, the government is not obliged to order and the vendor is not required to supply. In ROSS, a CWN resource is stasured the same as any agency-owned resource. However, filling a request with a CWN resource is different in that a call must be made to the vendor prior to assignment. **These resources will be entered and stasured in ROSS or via web status**

NOTE: Emergency Equipment Rental Agreements (EERA) may be entered as CWN contracts in ROSS but, beginning with ROSS version 2.1, it is recommended that EERAs be entered as Agreements.

CAUTION: Line items on an EERA that are not unique (e.g. motel rooms, meals, or other services which do not have a unique identifier such as a serial number or VIN) should be either be entered as services on a Purchase Agreement or not entered in ROSS. (See [Services](#)).

- An Agreement³ is a signed **formal arrangement with a vendor or with another government unit** (e.g., rural fire department) to provide specific resources, identified in the agreement, on an as available basis when called by an authorized ordering dispatch office. **These resources will be entered and stasured in ROSS or via web status** As noted above, we recommend that EERAs for uniquely identifiable resources be entered as Agreements.

³ Agreements were added in ROSS Version 2.1. Within ROSS they function exactly like CWN contracts.

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Entering resource items that are on Exclusive Use contracts, CWN contracts or Agreements is no different than entering any other resource item in ROSS. When entering CWN, Exclusive Use or Agreement resource items, make sure that you answer 'NO' to the question:



Refer to the **Data Standards for Resource Items** when entering resource names in ROSS. This will ensure that the resources are identifiable on the Resource Status screen and that they convey accurate, useful information especially when assigned to non-local requests. These naming conventions may be found on the ROSS web site at the following URL:

http://ross.nwcg.gov/documents_library/project_mgt/implementation_phase/ross_admin_ho_0801_2002_0328.pdf

NOTE: Beginning with ROSS Version 2.1, users will be able to fill non-service (and service) aircraft, crew, equipment and supply requests with a **'Fill with Agreement'** *not managed in ROSS* option (fig. 1). 'Fill with Agreement' assumes that neither the formal agreement nor any of its associated resources have been entered in ROSS. **The information entered when using 'Fill with Agreement' is only associated with the current incident assignment and does not create a new resource item in ROSS.**

It is not a good practice to use 'Fill with Agreement' when assigning a resource that does have a record in ROSS because there is no relationship between the 'Fill with Agreement' function and Resource Status. To illustrate:

A Type 6 Engine (e.g., ENGINE – ABC Equipment – #121) has been entered in ROSS as a Resource Item. Its owner is identified as ABC Equipment, it is on a ROSS Agreement and it is currently statused as 'Available'. A request is received and Engine #121 is assigned. If the 'Fill with Agreement' option is used to make this assignment, then Engine #121 will still be counted as Available on both the Pending Request screen and in Availability Reports even though it is actually on an incident.

The following is a listing of Service Items in the ROSS Catalog as of 5/10/2004. A more accurate listing can be obtained by running the Catalog Listing Report in ROSS.

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Aviation Services

- Service - Infrared Flight
- Service - Mobile Retardant Base
- Service - Temporary Flight Restriction
- Service - Temporary Tower

Equipment Services – Rental Vehicles

- Bus (Rental)
- Bus, Coach (Rental)
- Flatbed (Rental)
- Front End Loader (Rental)
- Lowboy (Rental)
- Pickup (4X4) (Rental)
- Pickup (Rental)
- Stakeside (Rental)
- Tractor (Rental)
- Tractor/Trailer (Rental)
- Van, Box (Rental)
- Van, Passenger (Rental)
- Vehicle, All Terrain (ATV) (Rental)
- Vehicle, Automobile (Rental)
- Vehicle, Sport Utility (SUV) (Rental)

Equipment Services – Miscellaneous

- Chainsaw (Rental)

Supply Services – Communications

- Service - Cellular Telephone (NON-NFES)
- Service - Data Line (NON-NFES)
- Service - Radio (NON-NFES)
- Service - Satellite Phone (NON-NFES)
- Service - Satellite Radio (NON-NFES)
- Service - Voice Line

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Supply Services – Delivery

- Service - Delivery, Propane
- Service - Ice Delivery
- Service - Newspaper Delivery
- Service - Potable Water Delivery

Supply Services – Facility Rental

- Service - Building/Office Rental
- Service - Conference/Meeting Room Rental
- Service - Dormitory/Barracks Rental
- Service - Fairground Rental
- Service - Government Facility Rental
- Service - Land Rental
- Service - Organizational Camp Rental
- Service - Other Facility Rental
- Service - Refrigeration Facility Rental
- Service - School Facility Rental
- Service - Shower Facility Rental

Supply Services – Fuel Delivery

- Service - Fuel Delivery, Aviation
- Service - Fuel Delivery, Aviation JP4
- Service - Fuel Delivery, Diesel
- Service - Fuel Delivery, Diesel/Gas
- Service - Fuel Delivery, Gas
- Service - Fuel Delivery, Other (See Documentation)

Supply Services – Meals/Food – Lodging

- Service - Food Catering
- Service - Groceries/Sundries (see documentation)
- Service - Lodging
- Service - Lodging (Other)
- Service - Meals
- Service - Meals/Lodging

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Supply Services – Miscellaneous

- Service - Dust Abatement
- Service - Equipment Inspection
- Service - Excavation
- Service - Laundry Service
- Service - Medical
- Service - Mobile Mechanic
- Service - Mobilization Center Activation
- Service - Refrigeration
- Service - Road Grading

Supply Services – Office Support

- Service - Audio/Visual Equipment Rental
- Service - Computer Rental
- Service - Copy Machine Rental
- Service - Fax Machine Rental
- Service - Office Equipment Other
- Service - Office Machine Repair

Supply Services – Sanitation

- Service - Garbage/Container/Removal
- Service - Grey Water Removal
- Service - Handwashing Unit
- Service - Porta Potties/Service
- Service - Recycling
- Service - Sanitary Other

Supply Services – Supply Rental

- Generator (Rental)
- Lighting System (Rental)
- Pallet Jack (Rental)