

DETAILED LESSON OUTLINE

COURSE:	ROSS Administration
UNIT:	4 – Contracts
SUGGESTED TIME:	1 Hour (0:30 Lecture, 0:30 Practice)
TRAINING AIDS:	Computer projector, screen, PowerPoint presentation, and computers (one for instructor and one per trainee) with Internet connection.
OBJECTIVE(S):	Upon completion of this unit, the trainee will be able to: <ol style="list-style-type: none">1. Distinguish the differences between Service and Non-Service resource items.2. Identify the four kinds of contracts and agreements that ROSS recognizes.3. Search for, create, edit, remove, and delete contracts.4. Manage organizations associated with a contract.5. Manage resource items and purchase items associated with a contract.

OUTLINE	AIDS & CUES
<p>INTRODUCE THE UNIT.</p>	<p>04-01-ROSSA-EP</p>
<p>PRESENT UNIT OBJECTIVES.</p>	<p>04-02-ROSSA-EP</p>
<p>Summary.</p> <p>Contracts are agreements between a government agency and a vendor to provide resources or services to incidents. Contracts are entered into ROSS so resources can be associated with a specific contract and the resources on the contract can be selected to fill a request.</p>	
<p>I. UNDERSTANDING CONTRACTS AND AGREEMENTS</p> <p>A. Agreement (AGR).</p> <p>Includes agreements with vendors, such as emergency equipment rental agreements (EERA), or agreements with government non-dispatch organizations.</p> <p>B. Call When Needed (CWN).</p> <p>An agreement with a vendor to provide specific resources on an available basis.</p> <p>C. Exclusive Use (EXU).</p> <p>An agreement with a vendor to provide a resource item exclusively to a specific unit for a defined period of time.</p> <p>D. Purchase Agreement (PA).</p> <p>An agreement with a vendor to provide services, such as copy machine rental. PAs are not statused and do not need to be entered on the Resource Item screen.</p>	<p>04-03-ROSSA-EP</p>
<p>E. Resource Items attached to contracts.</p> <p>1. Non-Service resource items.</p>	<p>04-04-ROSSA-EP</p>

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<p>a. Identified by a specific identifier: for example, ENGINE - T6 - ABC Engines - #121.</p> <p>b. Only enter vendor-owned resource items whose status will be maintained in ROSS.</p> <p>2. Service resource items.</p> <p>Not specifically identified in ROSS, only the type of service: for example, copy machine rental or paper delivery.</p> <p>3. Status is not kept on Service resource items.</p> <p>II. THE CONTRACT SCREEN</p> <p>WALK STUDENTS THRU THE FUNCTIONALITY OF THE CONTRACT SCREEN EMPHASIZING THE KEY COMPONENTS BELOW.</p> <p>A. Contracts Fields.</p> <p>1. Contracts Grid Headings.</p> <p>The Entered By column indicates which dispatch office created the contract. That office holds the managing dispatch privileges even when the managing dispatch is changed by using the pick organization icon.</p> <p>SOME GACCS ARE ENTERING THE REGIONAL CONTRACT, AND THE UNITS ARE MANAGING THE RESOURCE ITEMS ON THE CONTRACT.</p> <p>2. Entering a New Contract.</p> <p>B. Always search for a contract prior to entering a new contract to prevent duplication.</p>	<p>Open Contract screen and follow along with the instructor.</p>

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<p>C. Begin Date and End Date.</p> <p>Contracts outside of a specified begin or end date will not show up as an available contract for assignment.</p> <ol style="list-style-type: none"> 1. Global Access. <p>Must be designated by the Managing Dispatch organization. Allows all dispatch organizations to assign resources from the contract to a request.</p> 2. Edit Contracts. <p>User must be logged in to the dispatch that entered the contract.</p> 3. Removing Contracts. <ol style="list-style-type: none"> a. Contracts may be removed and restored later if necessary. b. Contracts with begin and end dates may not be removed until the dates have expired. (Edit the dates to force expiration.) c. When a contract is removed, related resources and services are removed from the contract. If the contract is restored, resources and services are not automatically restored to the contract. d. When removing a contract, Organizations Managing Resources and Organizations With Direct Access are removed. Access is not automatically reinstated when restoring the contract. e. You can choose to be notified when a contract is removed. 4. Restoring Contracts. <p>Restores only the contract's basic information as noted above.</p> 	

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<p>D. Organizations Tab.</p> <ol style="list-style-type: none"> 1. Organizations Involved. <ol style="list-style-type: none"> a. Contracting Office. <ol style="list-style-type: none"> (1) This is the government (non-dispatch) organization with the contract authority. They 'hold the paper' for the contract. (2) The Contracting Office defaults to the government organization affiliated with the dispatch center. Use the Pick Organization icon to change. b. Managing Dispatch tab. <ol style="list-style-type: none"> (1) When creating a new contract, defaults to the dispatch center where the record is entered. (2) Managing Dispatch office can edit the contract. 2. Organizations Managing Resources. <ol style="list-style-type: none"> a. The managing dispatch must designate the organizations that can add resource items or purchase agreement items to the contract. b. Organizations Managing Resources displays when the contract type is AGR, CWN, or EXU. c. Organizations Managing Items displays when the contract type is PA. 3. Organizations with Direct Access <ol style="list-style-type: none"> a. The managing dispatch must designate the organizations with Direct Access to the contract. 	

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<ul style="list-style-type: none"> b. May view and assign resource items via the Pending Request screen. c. Cannot edit the contract. d. The Managing Dispatch office for the contract displays here by default. <p>E. Resources Tab.</p> <ul style="list-style-type: none"> 1. Resources on Contract. <ul style="list-style-type: none"> a. Resources can be added to AGR, CWN, and EXU contracts. b. The tab changes to Purchase Agreement Items for PA contracts and purchase agreement items can be added to the PA contracts. c. Resources and purchase agreements items can be added, edited, and deleted from the contracts. d. Contracts cannot be edited. 	
<p>STUDENT CONTRACTS EXERCISE</p>	<p>04-01-ROSSA-HO</p>
<p>REVIEW UNIT OBJECTIVES.</p>	<p>04-06-ROSSA-EP</p>
<p>QUESTIONS?</p>	<p>04-06-ROSSA-EP</p>