

BUYING TEAM PROCEDURE

The USFS Region 10 sponsors one (1) National Interagency Buying Team in Alaska. AICC will mobilize this team or ad hoc buying team for use within Alaska before requesting a National Interagency Buying Team from NICC. The Regional Agency Administrator determines Buying Team need and submits an order with AICC for mobilization.

Buying Teams are ordered by the incident agency and report to the DOF Agency Administrator but supervision is often delegated to an Incident Business Advisor or the Regional Administrative Officer or other designated Regional personnel. Incident agency acquisition staff may be assigned to assist the Buying Team.

The Buying Team will adhere to the State of Alaska's local policies and procedures outlined in the State of Alaska Incident Business Management Handbook, Chapter 14 (All Risk Emergency Procurement), and within their delegated authorities.

Each Buying Team Member will meet all mandatory training requirements. The Buying Team composition will be based on incident needs. The incident agency may assign a liaison between the Regional Administrative Officer and the Buying Team who will provide guidance regarding State of Alaska purchasing procedures and local purchasing.

The Buying Team Leader (BUYL) will:

- establish lines of communication and coordinate Buying Team responsibilities with other incident functions (Administrative Staff, Dispatch, Finance Section, Logistics Section and all acquisition personnel involved in the incident acquisition activities)
- Coordinate with the Ordering Manager and the local dispatch office on how the Buying Team will receive Resource Orders. Documents and shares the process with all applicable parties
- Ensure all orders placed are legal and consistent with agency policies. Consults with the INBA, Agency Administrator or Regional Administrative Officer when needed.

Upon arrival, the Buying Team will obtain an in-briefing by the Agency Administrator, designated supervisor, or their liaison. This includes obtaining a delegation of authority, the incident agency's operating guidelines, status of all Resource Orders completed and outstanding to date, as well as initiating procedures for the handling of new acquisitions by the Buying Team.

The Buying Team will maintain records in accordance with the NIBTG (National Interagency Buying Team Guide (PMS 315,VI,C)). The Buying Team Leader will provide daily cost information to the designated Finance Sections. In addition to incident costs, the daily cost reports will include buying team cost (i.e., payroll, lodging, etc.). The BUYL will prepare a transition/closeout report and participate in the close-out meetings with the INBA/Regional Admin Officer and/or their liaison and other interested parties in the incident agency. The BUYL will prepare the close out documentation file to be consistent with the NIBTG (PMS 315,VI,M).

MOBILIZATION AND DEMOBILIZATION: Refer to the National Interagency Mobilization Guide, Chapter 20, Page 31 for mobilization and demobilization guidelines. The DOF INBA/Regional Administrative Officer will discuss release arrangements with the BUYL and will consult with the IMT, warehouse and expanded dispatch regarding Buying Team mobilization and demobilization.

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