

## Talking Points #4 Vendor

**DATE: March,02,2021**

**TO: Norman McDonald, Program Manager, Wildland Fire & Aviation Program**

**FROM: Kato Howard**

**SUBJECT: Vendor roles, responsibilities and OLAS**

Inconsistencies between the AIBMH and documents pertaining to Contracts/Agreements and OLAS prolonged invoicing and payment. Departmental policy and regulatory audits required changes to OLAS and Agreements to meet SOA Procurement Regulations.

- I. On-line Application System (OLAS)
  - a. Working to change the OLAS tabs from EERA to “Vendor Equipment”.
  - b. No Agency Suggested Rate changes for Summer of 2020.
  - c. Added Vendor Suggested Rate.
  - d. Removed Double Shift from the tables. Apparatus daily rate is from 00:01 to 23:59. If a double shift is requested, additional equipment and personnel will be ordered.
  - e. Update of the EERA form. This change will allow comments in the documentation changes.
  - f. Adding Ambulance requirements and rates.
  - g. Added additional check box at the end of registering equipment to confirm that required DOA documents have been included.
  - h. DOA has required OLAS to require vendors to add the following documents to either owner profile or each individual piece of equipment:
    - i. Business license
    - ii. Proof of Liability and vehicle insurance
    - iii. **Stand Alone Transports are used to move vendor equipment from one location to another the required Commercial Motor Carrier Liability Insurance minimum limit of \$1,000,000.00. Buses transporting crew (people) the minimum Commercial Auto Liability Insurance minimum limit should be set at \$5,000,000.00 due to the higher risk to bodily injury or death.**
    - iv. W-9
    - v. Proof of Workman’s Comp
  - i. Expiry Date is being added. Yearly reviews of application entries will now be a requirement. Yearly Emails will be sent out to applicants asking them to update information. Year 1 will go into non-compliant, can still hire; Year 2 will be archived, and not available for hire.
  - j. Updates to online documents and links, in OLAS and DNR Equipment page. Addition of new documents: Safety Trifold, Vendor Letter
  - k. Conditions of Hire will stay for equipment. Updated for language and format
  - l. New message at log-in for the changes to the registration system.
  - m. Update of attachments and appendices.
  
- II. Will be added to AIBMH prior to release
  - a. Developing transport rate for ATV, UTV, Boat or other equipment.
    - i. Need to develop a smaller equipment drop off like large equipment. Point to point or agency provided.
    - ii. With-in 50-mile radius no, 50+ miles at the standard IRS rate for mileage. Page 1 | 2
  - b. Developing subsistence language for contractor.
    - i. Always bring camping gear.
    - ii. Vendor is primarily responsible for providing personnel with needed meals and lodging.

- c. Down time calculations need to be updated and simplified.
- d. Develop a Vendor Finance Packet Matrix.
  - i. You must submit a complete Finance Packet to Area Admin upon return.