Entering and Managing CWN Contracts

How to use this quick reference card

This quick reference card outlines four basic scenarios when working with Call When Needed (CWN) contracts in ROSS. To use this card, determine which scenario best fits your situation and then perform the tasks contained this quick reference card in the order listed. Use only those tasks listed for that scenario.

Not all tasks pertain to your scenario.

Scenario 1

Your dispatch office wants to enter a separate contract from another dispatch office with the same vendor for the same resource item(s)

1 Create a resource item for a CWN contract using the contract number on your contract.

2 Add resource items created by another dispatch office to your CWN contract.

Scenario 2

Your dispatch office wants to enter a different contract number from another dispatch office with the same vendor organization for unique resource item(s)

1 Create a CWN contract.

2 Create a resource item for a CWN contract.

3 Add resource items created by your dispatch office to your CWN contract.

Scenario 3

Your dispatch office creates and maintains one contract and other dispatch offices have authority to dispatch resource items on this contract

1 Create a CWN contract.

2 Create a resource item for a CWN contract.

3 Add resource items created by your dispatch office to your CWN contract.

4 Add another dispatch office as an Organization with Direct Access to your dispatch office's contracted resource items.

Scenario 4

Your dispatch office creates and maintains one contract. Some resource items attached to the contract are managed and dispatched by other dispatch offices

1 Create a CWN contract.

2 Create a resource item for a CWN contract.

3 Add resource items created by your dispatch office to your CWN contract.

4 Add another dispatch office as an Organizations Managing Resources to your dispatch office's contracted resource items.

5 Add another dispatch office as an Organization with Direct Access to your dispatch office's contracted resource items.

Types of contracts and agreements

Exclusive Use (EXU). A contract with a vendor to provide a specific resource for a definite and defined time period to a specific government entity for its exclusive use for incident support. In ROSS, an exclusive use resource is statused and dispatched to incidents exactly the same as an agency resource. Resources on EXU contracts are entered and classified in ROSS from the Resource Item screen. These resources display on the Available tab on the Pending Request screen and on the Tactical Aircraft screen.

Call When Needed (CWN). An arrangement with a vendor to provide specific resources that are identified on an "as needed" basis. This arrangement becomes a contract when the authorized dispatch office contacts the vendor with an assignment, and the vendor accepts the assignment. The government in not obligated to order and the vendor is not required to supply their resource. CWN contracts include Emergency Equipment Rental Agreements (EERAs), which are now referred to as I-BPAs when issued by the Forest Service VIPR system. Resources on CWN contracts are entered and classified in ROSS from the Resource Item screen. These resources display on the Contracts/Agreements tab on the Pending Request screen and on the Tactical Aircraft screen. CWN resources must be attached to a valid contract.

Agreement (AGR). A signed, formal agreement between two or more government entities, such as between a state and rural fire department, to provide specific resources identified in the agreement on an "as available" basis when called by an authorized ordering dispatch office. Agreement resources are entered and classified in ROSS from the Resource Item screen. These resources display on the Contracts/Agreements tab on the Pending Request screen and on the Tactical Aircraft screen.

Purchase Agreement (PA). A signed, formal arrangement with a vendor to provide a service in support of an incident, such as a copy machine rental, meals/groceries, or lodging. A purchase agreement, known as a Blanket Purchase Agreement (BPA), can also be used for other purposes when issued by the local purchasing agent. Resource items on purchase agreements are not entered in ROSS and are not statused. Instead of entering the purchase agreements, dispatch centers should consider using the "Fill with Agreement" or "Fill with Local Purchase" options in ROSS. While the use of these two options may be tracked in ROSS reports, purchase agreements are not.

A BPA is not the same as an I-BPA, which is issued by the Forest Service VIPR system.

To create a resource item for a CWN contract

Create only those resource items that will be provided by the vendor for your dispatch office's contract.

1 On the **Resource** menu, click **Resource Item**, click the **Catalog** of your choice, and then click New

2 On the **ROSS Confirmation Message** dialog box, click Yes or No as appropriate for the resource item.

3 Complete the text boxes as appropriate for the resource.

Remember, if you enter a VIN, you must also enter the Year Manufactured.

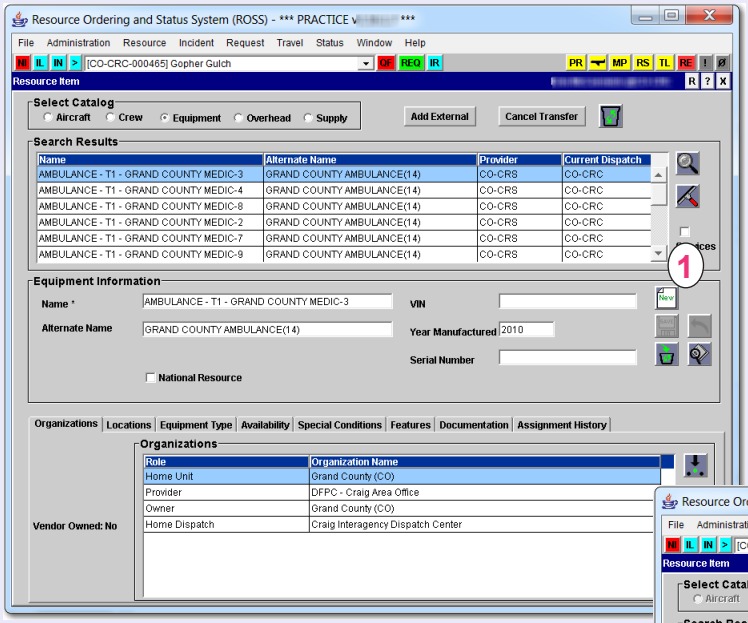
4 Click SAVE

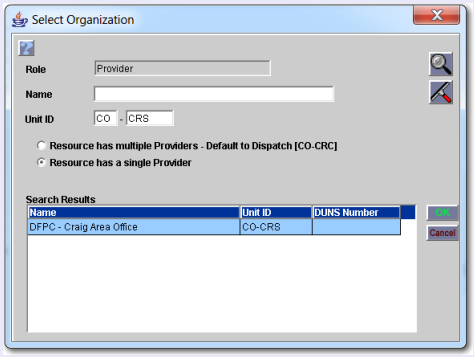
5 On the **Organization** tab under **Organizations**, click to search for and select the following

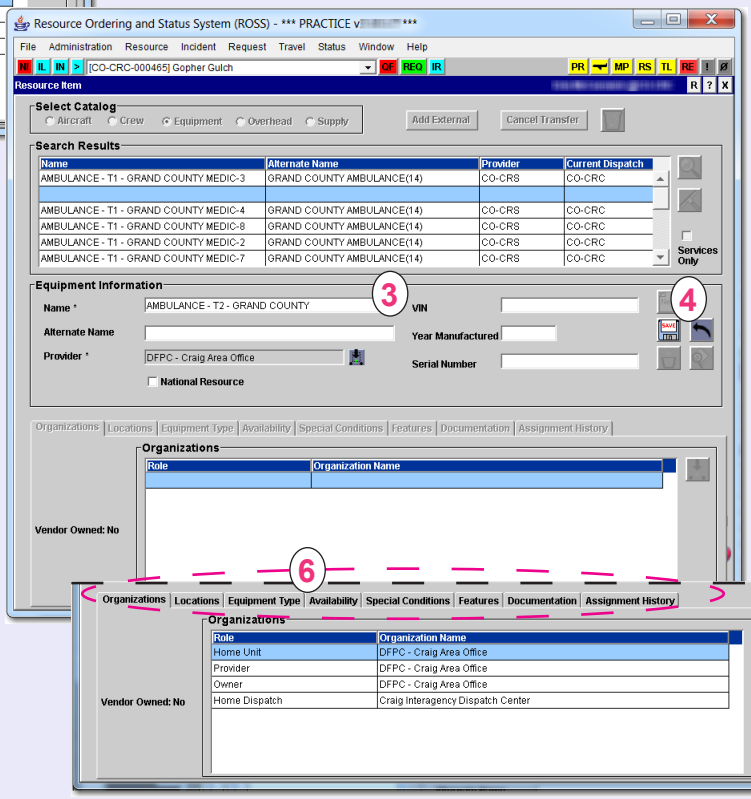
- Home Unit
- Owner
- Provider.

The Home Dispatch defaults to the dispatch office entering the resource item. The Home Unit and Owner are the Vendor under contract that will provide this resource item. The Provider is the Government/Non-Dispatch office that issued the contract.

6 On the **Resource Item** screen, assign the **Equipment Type or Classification** to fully qualify the resource item.







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Windows 7

To create a CWN contract

1 On the **Resource** menu, click **Contract**, and then click New

2 On the **New Contract** dialog box, type the **new Contract Number** in the **Contract Number** text box.

3 Click the **Contract Type** drop-down arrow, and then click to select **Call When Needed**.

Normally you may skip this step. Call When Needed is the default Contract Type.

4 Click and then click to select the **Begin Date** and **End Date** for the contract.

5 Click next to the **Vendor/Government Not Dispatch**

6 On the **Search Vendors** dialog box, search for and then click to select the **Vendor Name associated to your contract**, and then click OK

7 On the **New Contract** dialog box, click OK

To add resource items created by your dispatch office to your CWN contract

A On the **Contract** screen, search for and click to the **contract** of your choice.

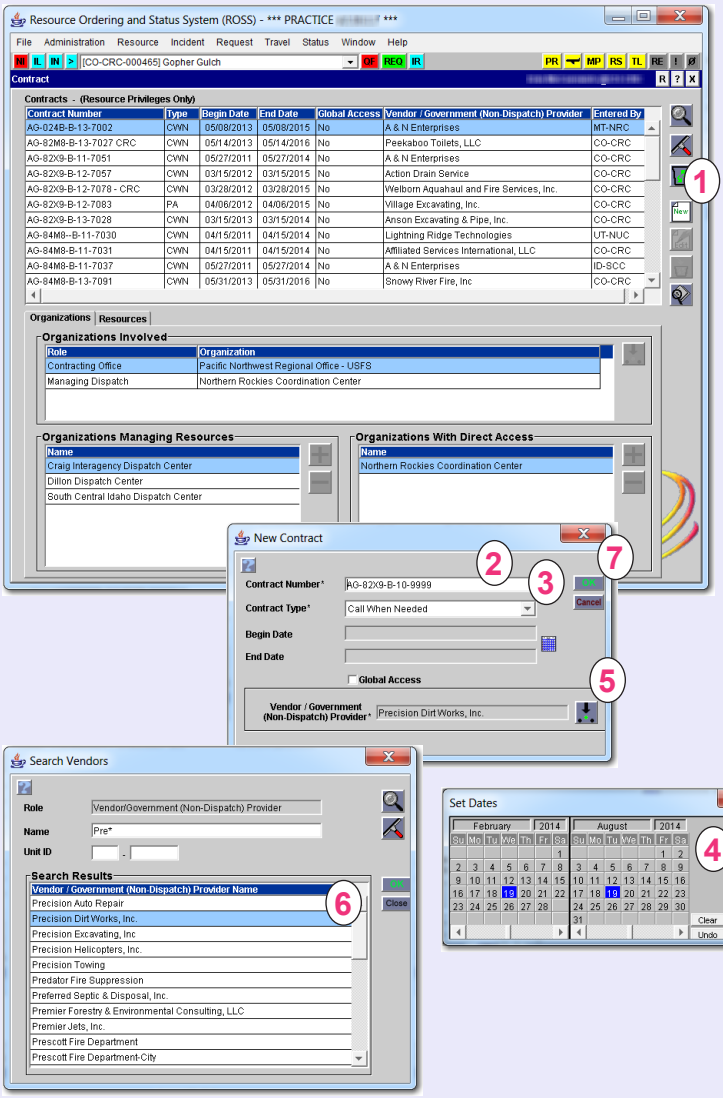
B Click the **Resources** tab, and then click +

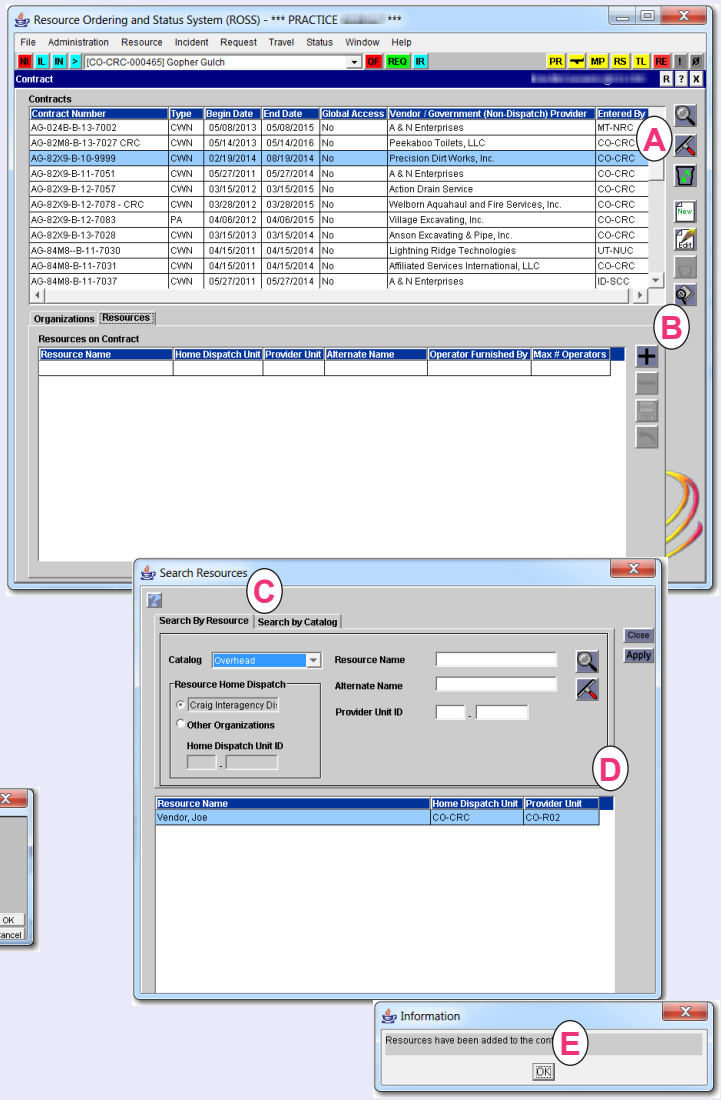
C On the **Search Resources** dialog box, click to select either the **Search by Resource** or **Search by Catalog** tab.

D Click to select the **resource items you want to add to your dispatch office's contract**, click Apply and then click Close

To select more than one resource at a time, press [Shift] and then click to select the resource items of your choice.

E On the **Information** dialog box, click OK





To add resource items created by another dispatch office to your CWN contract

1 On the **Contract** screen, search for and click to the **contract to which you want to add another dispatch office's resource items**.

2 Click the **Resources** tab, click +

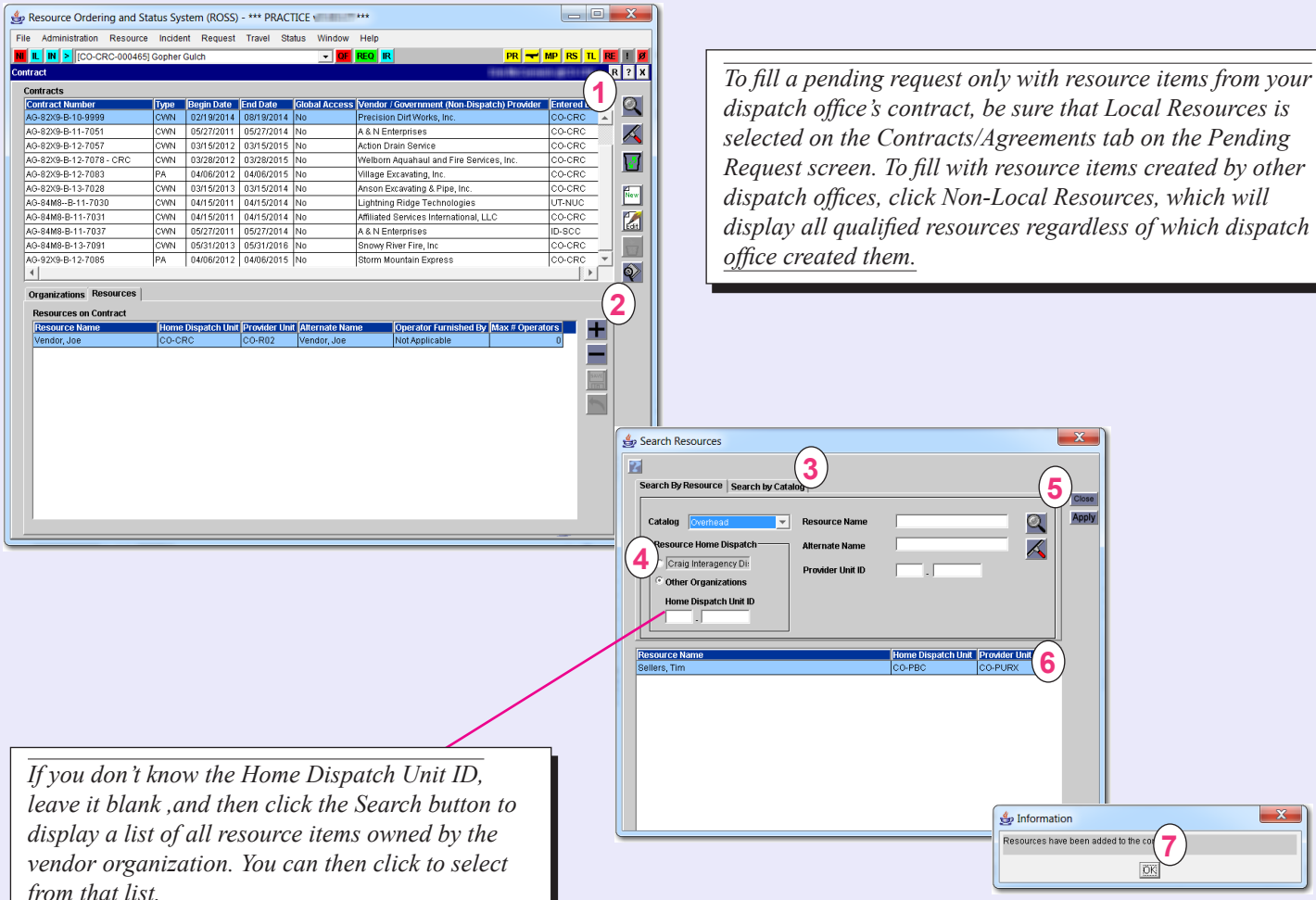
3 On the **Search Resources** dialog box, click either the **Search by Resource** or **Search by Catalog** tab.

4 Under **Resource Home Dispatch**, click **Other Organizations**.

5 Type the **Home Dispatch Unit ID** of the **dispatch office where the vendor resource items currently reside**, and then click

6 Click the **Resources Items you want to add to your dispatch office's contract**, and then click Apply

7 On the **Information** dialog box, click OK and then click Close



To fill a pending request only with resource items from your dispatch office's contract, be sure that Local Resources is selected on the Contracts/Agreements tab on the Pending Request screen. To fill with resource items created by other dispatch offices, click Non-Local Resources, which will display all qualified resources regardless of which dispatch office created them.

If you don't know the Home Dispatch Unit ID, leave it blank ,and then click the Search button to display a list of all resource items owned by the vendor organization. You can then click to select from that list.

To add another dispatch office as an Organization Managing Resources to your dispatch office's contracted resource items

Contracts and agreements are most efficiently managed at the parent dispatch office, which enters the contract and then grants access to the subordinate offices to manage their own resources.

1. On the **Contract** screen, search for and click the **Contract** of your choice.
2. On the **Organizations** tab under **Organizations Managing Resources**, click +
3. On the **Search Organizations** dialog box, type the **Unit ID** of the **dispatch office to manage and dispatch resource items on your contract**, and then click
4. Click to select the **Dispatch Office** of your choice, and then click Apply
5. On the **Information** dialog box, click OK
6. On the **Search Organizations** dialog box, click Close

To add another dispatch office as an Organization with Direct Access to your dispatch office's contracted resource items

Organizations With Direct access must be designated by the Managing Dispatch organization. An Organization with Direct Access may view and assign resource items using the ROSS Pending Request screen.

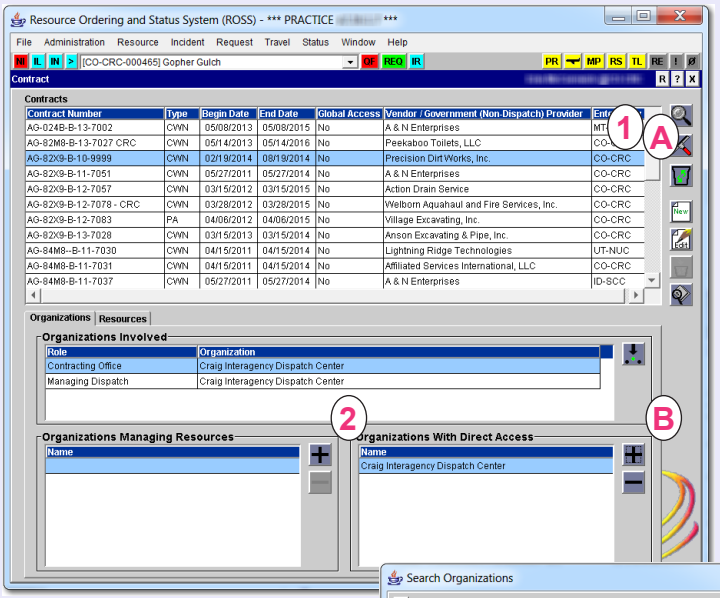
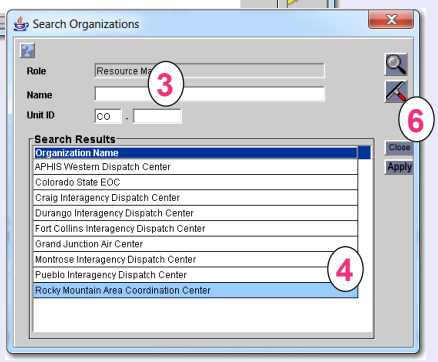
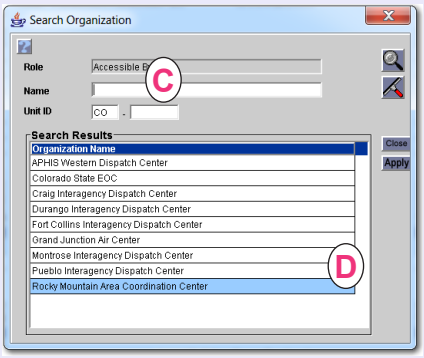
A On the **Contract** screen, search for and click to the **Contract** of your choice.

B On the **Organizations** tab under **Organizations with Direct Access**, click +

C On the **Search Organizations** dialog box, type the **Unit ID** of the **dispatch office to have direct access to resource items on your contract**, and then click

D Click to select the **Dispatch Office** of your choice, and then click Apply

E On the **Information** dialog box, click OK and then click Close



Don't forget to notify the dispatch office(s) to add and classify only those resource items they manage on this contract. These resources must reflect the vendor as the Home Unit and Owner, and the Provider must be the government-non dispatch office that issued the contract. For more complete information please refer to the section, "Contract types," in the chapter, "Contracts - setting up agreements," in the ROSS User's Guide.