

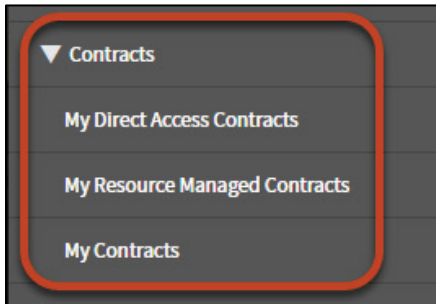
Entering a New Contract into IROC

As a dispatch manager, you can work in IROC DMT to enter a new contract and associate resources with that contract. The Contracts module in the My IROC application has three lists available, each filtered to show different information:

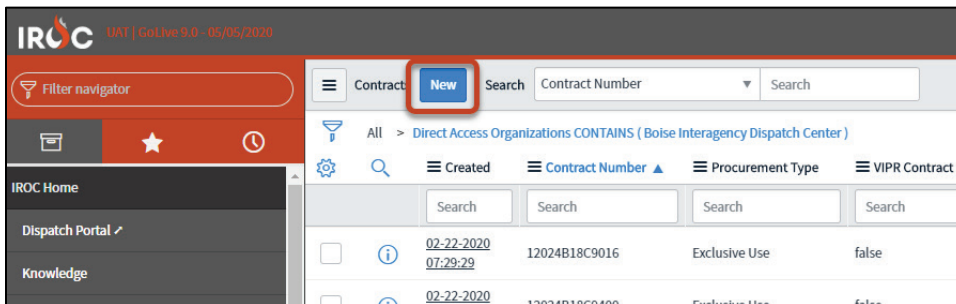
- **My Direct Access Contracts** – Contains a list of contracts for which your current dispatch center has direct access to the listed resources.
- **My Resource Managed Contracts** – Contains contracts for which your current dispatch center can manage listed resources.
- **My Contracts** – Contains contracts for which your current dispatch center is listed as the managing dispatch center.

Clicking on any one of these will allow you to create a new contract.

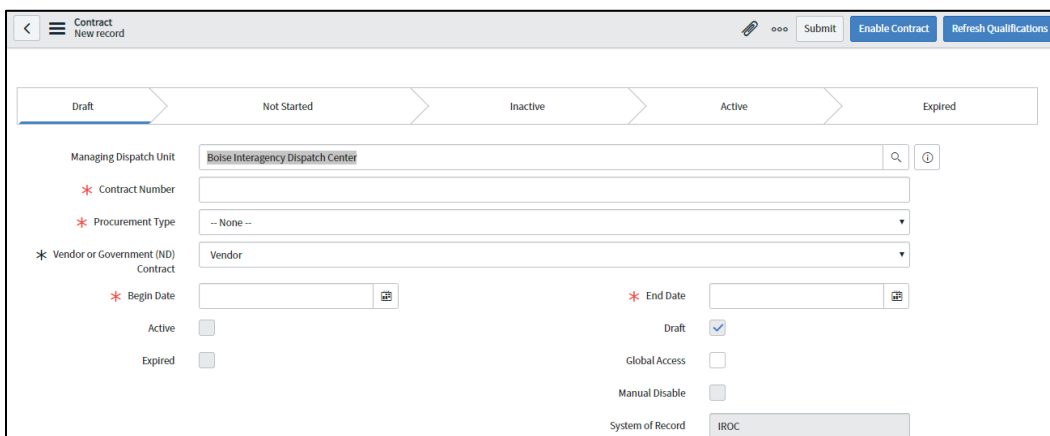
- 1 In the **My IROC** application click on the **Contracts** module and click on either **My Direct Access Contracts**, **My Resource Managed Contracts**, or **My Contracts**.



- 2 Click **New** at the top of the Contracts screen in the main content frame.



- 3 In the Contract – New Record screen, the workflow is indicated by the chevron tabs across the top of the page.



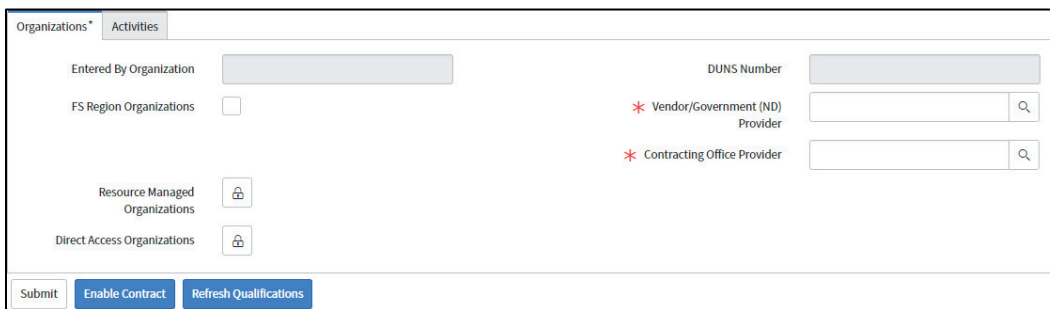
- 4 **Managing Dispatch Unit** populates with your current dispatch center. To change the managing dispatch unit, click the **Search** icon and select a different organization from the list.

The items in the search list are limited to those organizations to which you have access.

- 5 Enter the **Contract Number*** provided by the contracting office.
Contract values must be unique.
- 6 Select **Procurement Type*** from the drop-down: **Agreement, Call When Needed, Exclusive Use, or Incident Blanket Purchase Agreement.**
- 7 Indicate whether the contract is with a **Vendor** or the **Government*** (non-dispatch organization).
- 8 Enter the contract **Begin Date*** and **End Date***.

Note: The **Draft** checkbox remains checked until you click **Enable Contract**. Once a contract is enabled, IROC automatically sets the contract to **Active** when the start date has passed and to **Inactive** once the end date has passed, as shown in the chevron tabs across the top of the page.

- 9 Check **Global Access** if the contract is available globally.
- 10 On the **Organizations** tab on the bottom half of the screen, choose a **Vendor/Government Provider** from the list of available vendors and government non-dispatch units. If an alert box pops up, click **OK**.



- 11 Choose a **Contracting Office Provider** from the list of government non-dispatch organizations.
- 12 Complete the following optional fields, if relevant.
 - a **FS Region Organizations** – Check to limit organizations available to Forest Service regional offices.
 - b **Resource Managed Organizations** – Click the **Lock** icon to select one or more organizations that can add and remove resources to the contract from the list of dispatch centers.
*Dispatch managers at units listed under **Resource Managed Organizations** can add and remove resources to and from the contract.*
 - c **Direct Access Organizations** – Click the **Lock** icon to select one or more organizations that can directly access resources on the contract from the list of dispatch centers.
*Dispatchers at units listed under **Direct Access Organizations** can use resources from the contract to fill requests.*
- 13 When done, click **Submit** at the top or bottom of the screen to save your contract record in IROC.