



**NORTHERN ROCKIES COORDINATING GROUP (NRCG)
NWCG STANDARDS FOR INTERAGENCY INCIDENT BUSINESS MANAGEMENT
SUPPLEMENT**

CHAPTER 40 – INCIDENT BUSINESS MANAGEMENT COORDINATION

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Approved:

/s/ Rich Cowger

RICH COWGER

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Digest:

- Updated name and phone number for Buying Team Coordinator, page NR40-2.

BUYING TEAM COORDINATION

Only authorized individuals with appropriate delegated procurement authority shall procure equipment, goods and services for the incident within the limitations of their delegated authority. Buying Teams shall follow standard operating procedures set forth in the NWCG Standards for Interagency Incident Business Management (SIIBM), the Mobilization Guide, agency acquisition handbooks and guides (e.g., agency purchase card procedures) and the National Interagency Buying Team Guide. Geographic Area Buying Teams shall comply with the operating procedures section of the National Interagency Buying Team Guide.

- The Interagency Buying Team Guide can be found [at this link](#).
- The Northern Rockies Coordinating Group (NRCG) information, including the Northern Rockies SIIBM supplements can be found [on the Business Committee website](#).

1. Buying Team Coordinator

The USFS Regional Incident Business Coordinator is the Northern Rockies lead for Buying Team coordination. For 2023, the Buying Team point of contact shall be **Melissa Swain, (541)786-1275, melissa.swain@usda.gov**.

- a. Certify team leaders and members are qualified and meet training standards.
- b. Ensure effective communication flow between the national level and the local level.

2. Buying Team configuration

- a. Northern Rockies National Buying Teams will comply with the National Buying Team Guide configuration. The Northern Rockies has one National Buying Team.
- b. A list of the alternate buying team members will be maintained by the Buying Team Leaders.

3. Mobilization

- a. Buying Teams are ordered by the incident agency, as needed.
- b. National Buying Teams are prioritized for large incidents and are available for dispatch nationally.

4. Responsibilities

The responsibilities and authorities for the Buying Team and its members are detailed in the National Interagency Buying Team Guide dated April 2019.

- a. The Buying Team works for the incident Agency Administrator or other designated personnel and must abide by the unit's Incident Business Operating Guidelines provided them by the incident Agency Administrator.
- b. The Agency Administrator, or other designated personnel, shall complete the Buying Team performance evaluation for all incidents within their jurisdiction.

- 1 One copy of the completed performance evaluation will be given to the Buying
2 Team Leader and one copy will be forwarded to the Buying Team Coordinator.
- 3 c. The Buying Team Leader should be in communication with the Incident Business
4 Advisor and Incident Management Teams (especially the Finance and Logistics
5 Sections).
- 6 d. The Buying Team is expected to handle all EERA and LUA requests.
7 Procurement Unit Leaders (PROC) with appropriate procurement authority may
8 assist with LUAs or EERAs (or modifications); however, their primary duty is to
9 manage their unit and administration of agreements on the incident. It should not
10 be assumed that additional contracting support to the Buying Team will be provided
 by an assigned PROC.