



**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/ Josh Harvey

JOSH HARVEY

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Digest:

- Updated name and phone number for Buying Team Coordinator.

1 BUYING TEAM COORDINATION

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

- 9 • The Buying Team Guide can be found at:
10 [https://www.nwcg.gov/sites/default/files/committee/docs/ibc-interagency-buying-team-](https://www.nwcg.gov/sites/default/files/committee/docs/ibc-interagency-buying-team-guide.pdf)
11 [guide.pdf](https://www.nwcg.gov/sites/default/files/committee/docs/ibc-interagency-buying-team-guide.pdf)
- 12 • The Northern Rockies Coordinating Group (NRCG) information, including the Northern
13 Rockies SIIBM supplements can be found at:
14 https://gacc.nifc.gov/nrcc/nrcg/committees/business_committee.htm

15 1. Buying Team Coordinator

16 The USFS Regional Incident Business Coordinator is the Northern Rockies lead for
17 Buying Team coordination. For 2022 the Buying Team point of contact shall be Deanna
18 Crawford, (406)274-2995, deanna.crawford@usda.gov.

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

22 2. Buying Team configuration

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

27 3. Mobilization

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

31 4. Responsibilities

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

- 34 a. The Buying Team works for the incident Agency Administrator or other
35 designated personnel and must abide by the unit's Incident Business Operating
36 Guidelines provided them by the incident Agency Administrator.
- 37 b. The Agency Administrator or other designated personnel shall complete the
38 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
11 provided by an assigned PROC.