

DOI 2011 On-Call  
Single Engine Airtanker (SEAT) Contract  
FAQ sheet

For the 2011 Field Season the DOI Single Engine Airtanker (SEAT) On-Call Contract will be the only method for federal agencies to acquire SEAT's beyond established exclusive use contracts. Because of the dependence this year on the On Call SEAT contract a FAQ sheet was proposed. The purpose of the FAQ sheet is to help ensure that dispatch centers at the local and geographic areas have the necessary information to successfully hire and mobilize SEAT's. It is important to note that the manner in which SEAT's are dispatched has not changed and requests should be processed in the same way as previous years.

1. Where can I get a copy of the DOI On-Call SEAT Contract?

- *The DOI On-Call SEAT Contract can be found at the AMD website via the URL below.*
  - <http://amd.nbc.gov/apmd/cwn/Library/CONFORMED+ON+CALL+MASTER.pdf>
- *The 2011 On-Call SEAT Pricing and contractor information sheet can be found at the URL below.*
  - <http://amd.nbc.gov/apmd/cwn/Library/2011+Version+1+On+Call+Pricing+Chart.pdf>

2. Who has authority to hire SEAT's via the DOI On-Call Contract?

- *Section C18.1 of the On-Call SEAT Contract. Orders may be placed only by offices authorized to place orders as defined herein. Orders would normally be placed by an ordering official within a Federal Government Dispatch Office. Orders may be received from any of the following:*
  - *Local Dispatch Office*
  - *Geographic Area Coordination Center (GACC)*
  - *National Interagency Coordination Center (NICC) located at Boise, Idaho.*
  - *Contracting Officer*

3. What criteria do I use in hiring a SEAT off of the On-Call Contract?

- *The following is a Breakdown of Factors to consider when ordering a SEAT. Documentation of rationale is important.*
  - ***Aircraft Capability.*** *Do you want a Type 3 Airtanker or Type 4 Airtanker?*
  - ***Aircraft Location.*** *Where are the aircraft that meet your needs?*
  - ***Availability.*** *Is the Aircraft as a whole module (Fuel Service Vehicle /driver/pilot) available at the same location?*

- *Cost. Which aircraft is the least expensive factoring Daily Availability, Flight Hour Rates and Mobilization/Demobilization costs with the expected period of use.*
    - *If several SEAT contractors meet all of the criteria (aircraft capability, aircraft location and availability) than in most cases Cost would be the determining factor in a Best Value Determination. However the Government has the latitude to consider other elements not listed in C17.1 of the contract to determine Best Value.(See FAQ question #7 for further explanation).*
4. When hiring a SEAT, what documentation is required of the dispatch center? Who else will need this information?
- *The dispatch center hiring the SEAT is required to make a Best Value Determination. This determination needs to be documented on the On-Call SEAT Ordering Record (Attached). Copies of the completed form need to be sent to the Contracting Officer (CO) listed on the bottom of On-Call SEAT Ordering Record.*
5. There are multiple new fires or emerging large fires on my district. Am I required to complete the *On-Call SEAT Ordering Record*? Or due to the urgency of the situation can I hire the SEAT's that have independently relocated their aircraft on the District?
- *The Government's urgency in acquiring services may be a factor and override the best value determination criteria allowing dispatch centers to directly hire SEAT's from the On-Call contract. When a local dispatch center has urgent and compelling reason to override the BVD criteria, the hiring dispatcher must check the box in Block 15a of the On-Call SEAT Ordering Record indicating the urgent need and sign the bottom of the form. Copies of On-Call SEAT Ordering Record must be sent to the Contracting Officer listed on the bottom of the form. An order may be placed orally or electronically, but must be documented by a Government resource order.*
6. I have a SEAT that is not currently under hire who has moved to our district from outside our area, how do I order them in ROSS? Does the Resource Order need to be complete prior to hiring the SEAT?
- *Several pieces of information will be needed before proceeding with the order.*
    - *Is the order for a SEAT in response to on ongoing or emerging incident?*
    - *If yes, then the hiring dispatcher must check the box in Block 15a of the On-Call SEAT Ordering Record indicating the urgent need and sign the bottom of the form.*
    - *If it is a planned order (ex. Severity, high fire danger, government pre-position) then the On-Call SEAT Ordering Record needs to be completed and a Best Value Determination will need to be made.*

- *The requesting dispatch center needs to determine that the Aircraft is listed under the 2011 On-Call SEAT contract. (Use the link at the top of this FAQ sheet to see list of contractors on the 2011 pricing sheet.)*
  - *Is the whole module (Aircraft, Service Truck, Pilot and Driver) co-located at the point of hire?*
  - *What is the Resources (SEAT) home unit listed in ROSS?*
- *Once the information above has been determined then the requesting dispatch can place the order through established channels to the Home Dispatch of the SEAT. In the special needs portion of the ROSS order, several items need to be identified to help ensure the order makes it through the system.*
- *Identify the Home Unit/Dispatch center of the SEAT*
  - *Identify the SEAT by the company as well as both the N# of the plane and the Tanker #.*
  - *Indicate that this aircraft has been determined to be the best value or is the closet resource available on an emerging incident.*
- *In the case of an emerging incident an order can be placed directly with the contractor either orally or electronically. The dispatch center must document the request with a resource order. Contractors are required to obtain the following information prior to accepting an order from the government.*
- *The full name, telephone number, bureau and office location of the individual placing each order.*
7. Several different contractors, both local and out of GACC, have moved their equipment to the local airport. The local contractor is a known entity, that has a successful track record with our unit, has local knowledge of the area and their base of operations is nearby. If cost is the only distinction when making the Best Value Determination (aircraft capability, aircraft location and availability being equal), am I required to hire the lowest cost SEAT or does the local dispatch center have the latitude to make Best Value Determination using other elements?
- *If several SEAT contractors meet all of the criteria (aircraft capability, aircraft location and availability) then in most cases Cost would be the determining factor in a Best Value Determination. However the Government has the latitude to consider other elements not listed in C17.1 of the contract to determine Best Value. In those circumstances the ordering office must document on the On-Call SEAT Ordering Record the rationale for the determination, send a copy to the Contracting Officer and keep on file at the dispatch center that placed the order.*
8. What does the contract mean when it talks about the contractor not being considered available to accept an order (C17.4) if the aircraft, required personnel and fuel service/support vehicle are not available for service?

- *The On-Call SEAT contract requires that a contractor provide a complete module consisting of the aircraft, fuel service/support vehicle, pilot and driver. In order to be considered available to accept an order from the government the complete module must be co-located at the point of hire. If any elements of the module are not located with the aircraft, the aircraft will not be considered available for hire.*

9. Can I hire a SEAT under the On-Call contract for a long term basis?

- *Orders should be placed in the same manner as in the past in relation to the period of hire or anticipated use. Planned long term ordering under the On-Call contract needs to be coordinated with the agency/bureau Aviation Manager and AMD Contracting Officer for the On-Call Contract prior to placing the order. Regardless of the anticipated period of use, the government cannot guarantee work beyond day to day use of the aircraft.*

10. I have a SEAT under hire for the last several days that has performed well. A contractor not under hire has moved to our local airport that has lower rates. Am I required to release the contractor currently working and hire the contractor with lower rates?

- *Answer NO.- If a hired SEAT is relocated to where another SEAT contractor is parked waiting for an order, or if a SEAT not under hire moves to where a contractor is under contract, the Government is **not** required to release the SEAT to hire the contractor with lower prices. However, once the hired aircraft is released a new BVD will need to be completed if the government determines it has a further need for an aircraft.*

11. A SEAT contractor, not currently under hire, has asked to park his plane(s) on our ramp and park his support truck at the tanker base in anticipation of being hired, is this appropriate?

- *Contractors who are not currently under hire should not be allowed to attend briefings, utilize government facilities or park equipment on government owned/leased property.*

12. Our local unit is anticipating future severity funding, part of which will be used to hire SEAT's. Can I share this information with contractors who have done quality work for us in the past?

- *Answer- No. Bureau/Agency users of SEATS should be advised that contractors are not entitled to any information related to future planning, budget, aircraft placement, etc. This type of information is considered Government Information and is for Government Use Only.*

13. How do I estimate demobilization costs for a SEAT under the On-Call Contract?

- *Demobilization costs will be based and calculated on returning the aircraft and service truck back to the point of hire. Section C24.1.2 and C24.1.3 of the contract offer further explanation.*

## ***On-Call SEAT Ordering Record***

*(This form will be used for placement of order by Dispatch, sent the CO and kept on file)*

<b>1. Date Of Order:</b>	<b>2. Resource Order Number:</b>
<b>3. Agency/Bureau user Aircraft will be assigned</b>	
<b>4. Aircraft Reporting Date</b>	
<b>5. Estimated Period of Use</b>	
<b>6. Aircraft Reporting Location</b>	
<b>7. Aircraft make and model required. (Type 3 or Type 4 Airtanker)</b>	
<b>8. Pilot Requirement (Level 1 or Level 2)</b>	
<b>9. Optional Equipment/Personnel Ordered (See Contract pricing for information.)</b>	
<b>10. Charge Code (Indicates Funds are available)</b>	

### ***Award Factors to be Considered in Making Contractor Selection (See C17)***

<b>Document Best Value Rationale for Contractor Selection Decision:</b>	
<b>11. Aircraft Capability: Type 3 or Type 4 Airtanker, other factors</b>	
<b>12. Aircraft Point of Hire</b>	
<b>13. AVAILABILITY: Is the Whole Module at the Point of Hire? (C17.4)</b>	
<b>14. Estimated Cost for Est. period of use: (including mob.Demob, AV,FT) Use price comparison sheet next page</b>	
<b>15. Best Value Decision: (Brief description of Rationale for Selection)</b>	
<b>15a. Justification of Bypassing BVD Criteria</b>	<input type="checkbox"/> Check box if Order is considered urgent/compelling and decision is made not to use evaluation criteria. Individual must sign and date the bottom of this form verifying the governments requirement. A copy of this form must be sent to the Contracting Officer listed on this document.
<b>Contractor Selected:</b>	
<b>16. Contract # (Enter Last 4 digits of the contract located on the pricing info. Doc.)</b>	<b>D11PC3</b>
<b>17. Contractor Phone # :</b>	<b>18. Fax or Email:</b>
<b>19. Individual Accepting Order for Contractor:</b>	
<b>20. A/C Tail # and Tanker #:</b>	<b>21. Aircraft Make and Model:</b>
<b>22. Pilot Confirmed (Name)</b>	
<b>23. Printed Name and Signature Of Authorized Ordering Official- (Required)</b>	<b>Date</b>

An Excel version of the SEAT BVD form will be available at the AMD contracting site and the BLM Aviation website under the SEAT Operations

## Ordering Record Supporting Contractor Best Value Selection

**Sources Meeting Specific Order's Requirements:** Fill in those Contractors that have a reasonable chance of filling the order. Include a minimum of 3 sources, assuming 3 or more sources could fulfill the requirement.

**Price Comparison:** Ordering official's best estimate of ultimate price to the Government for work to be performed by the Contractor. Consider mobilization, demobilization, hourly fixed flight rate and daily availability, applicable service/support vehicle charge, subsistence, and any other charges anticipated.

**Basis For Selection Decision:** Evaluation factors are aircraft capability, aircraft location, availability and cost and are **required when making selection decision**. Use of other criteria not listed in C17.1 of the contract to determine Best Value must be documented and kept on file at the dispatch center that placed the order. The Government's urgency in acquiring services may be a factor and override any other criteria identified above. (See C17.2 of SEAT contract)

<b>Government Cost Estimate NAME of Company #1</b>				
<b>Mobilization Costs</b>				
Esitimated Flt Hrs	<input type="text"/>	X	Flight Rate Per Hour	<input type="text"/> \$ -
Est. # of Days of Avail.	<input type="text"/>	X	Daily Availability Rate	<input type="text"/> \$ -
Estimated Miscellaneous Costs (Subsistence, service truck mileage etc.)				<input type="text"/>
<b>Estimated Period of Use</b>				
Esitimated Flt Hrs	<input type="text"/>	X	Flight Rate Per Hour	<input type="text"/> \$ -
Est. # of Days of Avail.	<input type="text"/>	X	Daily Availability Rate	<input type="text"/> \$ -
Estimated Miscellaneous Costs (Subsistence, service truck mileage etc.)				<input type="text"/>
<b>Demobilization Costs</b>				
Esitimated Flt Hrs	<input type="text"/>	X	Flight Rate Per Hour	<input type="text"/> \$ -
Est. # of Days of Avail.	<input type="text"/>	X	Daily Availability Rate	<input type="text"/> \$ -
Estimated Miscellaneous Costs (Subsistence, service truck mileage etc.)				<input type="text"/>
<b>Estimated Total Cost</b>				<b>\$ -</b>
<hr/>				
<b>Government Cost Estimate NAME of Company #2</b>				
<b>Mobilization Costs</b>				
Esitimated Flt Hrs	<input type="text"/>	X	Flight Rate Per Hour	<input type="text"/> \$ -
Est. # of Days of Avail.	<input type="text"/>	X	Daily Availability Rate	<input type="text"/> \$ -
Estimated Miscellaneous Costs (Subsistence, service truck mileage etc.)				<input type="text"/>
<b>Estimated Period of Use</b>				
Esitimated Flt Hrs	<input type="text"/>	X	Flight Rate Per Hour	<input type="text"/> \$ -
Est. # of Days of Avail.	<input type="text"/>	X	Daily Availability Rate	<input type="text"/> \$ -
Estimated Miscellaneous Costs (Subsistence, service truck mileage etc.)				<input type="text"/>
<b>Demobilization Costs</b>				
Esitimated Flt Hrs	<input type="text"/>	X	Flight Rate Per Hour	<input type="text"/> \$ -
Est. # of Days of Avail.	<input type="text"/>	X	Daily Availability Rate	<input type="text"/> \$ -
Estimated Miscellaneous Costs (Subsistence, service truck mileage etc.)				<input type="text"/>
<b>Estimated Total Cost</b>				<b>\$ -</b>
<hr/>				
<b>Government Cost Estimate NAME of Company #3</b>				
<b>Mobilization Costs</b>				
Esitimated Flt Hrs	<input type="text"/>	X	Flight Rate Per Hour	<input type="text"/> \$ -
Est. # of Days of Avail.	<input type="text"/>	X	Daily Availability Rate	<input type="text"/> \$ -
Estimated Miscellaneous Costs (Subsistence, service truck mileage etc.)				<input type="text"/>
<b>Estimated Period of Use</b>				
Esitimated Flt Hrs	<input type="text"/>	X	Flight Rate Per Hour	<input type="text"/> \$ -
Est. # of Days of Avail.	<input type="text"/>	X	Daily Availability Rate	<input type="text"/> \$ -
Estimated Miscellaneous Costs (Subsistence, service truck mileage etc.)				<input type="text"/>
<b>Demobilization Costs</b>				
Esitimated Flt Hrs	<input type="text"/>	X	Flight Rate Per Hour	<input type="text"/> \$ -
Est. # of Days of Avail.	<input type="text"/>	X	Daily Availability Rate	<input type="text"/> \$ -
Estimated Miscellaneous Costs (Subsistence, service truck mileage etc.)				<input type="text"/>
<b>Estimated Total Cost</b>				<b>\$ -</b>

Forward a Copy of this form to the Contracting Officer by one of the Methods Below:

- 1.) FAX 208-433-5030 (Attn: Tina Young, Call 208-433-5021 or 208-841-3347 cell for questions)
- 2.) Email Tina\_Young@nbc.gov
- 3.) Mail: DOI, Acquisition Services Directorate  
300 E. Mallard Drive, Suite 200, Boise Idaho 83706-3991