

CONTRACTS/ORDERS

3844

(No. 29 March 2006)

The typical method of obtaining goods and services at an incident is through issuance of the Purchasing Authority Purchase Order (Std. 65) or CALCARD for goods, and the CAL FIRE 93, and CALCARD for services. Methods of payment vary.

PURCHASE ORDERS/DGS FORM 42s

3844.1

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The Purchase Order (Std. 65) is a purchasing document that allows State agencies to procure goods, without going through the Department of General Services (DGS) for approval, subject to category and monetary limits specified in SAM Sections 3571.1 and 3571.2. There are other requirements for normal (i.e., non-emergency) purchasing which are identified in the Material Management Handbook, PAM, SAM, and the Public Contracts Code. During an emergency, however, some of these requirements are waived explicitly by law and regulation. See Section 3841.1. Others may be waived based upon interpretations of law made informally by control agencies.

A. Instructions for completion of the Std. 65 are found in Section 2663.4 of the Material Management Handbook.

B. Procedures for Std 65s Exceeding Purchase Limits

- Purchases exceeding purchasing authority limits must be subsequently approved by the Department of General Services through what is called "the Form 42 process." The following is based on the Material Management Handbook, Section 2642, for emergency purchasing via purchase orders.
- **Form 42s:** Prior to each declared fire season, the Departmental Procurement Officer (in Sacramento) will prepare a Blanket Form 42 request to the Office of Procurement.

When approval of the Blanket Form 42 request is received, the Std 65 and invoice(s), along with a copy of the blanket Form 42, will be forwarded to the Accounting Office for processing. (The Form 42 should be attached to the region's copy of the Std 65 and maintained for audit purposes.) **NOTE:** The Blanket Form 42 number needs to be entered in place of the purchasing authority number on any Std 65 that requires the Blanket Form 42.

- When a Purchase Order (Std 65) prepared for a “going fire” is in excess of \$25,000.00 without documented price quotes, the purchase document must indicate the purchase was made for a "going fire." Insert the Blanket Form 42 Number in the Purchasing Authority Number blank on the Std 65. The incident name is to be shown on the Std 65 in the extra information blank or written in the body of the document. The 12 digit incident/order number is to be shown in the CALSTARS coding. The following certification should also be shown on the Std 65:
- This emergency purchase exceeding \$25,000.00 was made in accordance with Public Contract Code 10302."
"Signed _____ Title _____"

Individual Std. 65's for emergency natural disaster purchases other than fire exceeding \$25,000.00 along with all supporting invoices, are to be forwarded to the Regional Business Services Officer as soon as possible. This is to allow frequent review of documents in a timely fashion. All such Std. 65's must be clearly identified and marked "**emergency**". The Regional Business Services Officer will forward the original Std 65 along with all supporting invoices to Sacramento Business Services Procurement Unit for review and forwarding a request for a Form 42 from Procurement Division. Upon approval and receipt of a Form 42 from Procurement Division, Sacramento Business Services will forward the original Std 65, Form 42, and supporting documentation to Sacramento Accounts Payable. A copy of the Form 42 will be sent to the certified purchaser.

INTERAGENCY SERVICE AGREEMENT (STANDARD FORM 13A)

3844.3

(No. 16 March 2002)

Governing policy for Interagency Service Agreement (STD 13A) is laid out in Section 1212.1 of SAM.

A. Purpose

The Interagency Service Agreement (STD 13A) is a simple contracting tool used **between state agencies**. It has been designed to be completed and signed off in the field by representatives of each agency and does not need to go to the contract office at Sacramento Headquarters for subsequent processing. (Please distinguish the STD 13A from the STD 13--Interagency Agreement. The STD 13 **does** need to go through the contracts office, but is not a document used at an incident.) The 13A can be used for personnel, equipment and/or facilities. Please note that the STD 13A is typically negotiated at the Unit or Region level based on a request from the incident base. Also note that the STD 13A is not authorized for use with any agency other than a state agency. For local agencies, use the [CAL FIRE-294](#).

B. How to Complete and Process

The STD 13A is a six-copy form; the instructions for completing it are printed on the back of the form and are self-explanatory. Prepare the agreement as instructed. Distribution is as follows: The white, green and goldenrod copies are forwarded to (or retained by) the incident Unit for payment processing. Two of those copies must be provided to the Sacramento Accounting Office. **A duplicate needs to be made for preparation of the FC-40.** The canary copy is forwarded to the Equipment Manager. All other copies are given to the representative of the agency providing the resource.

C. Rates

The Department of General Services publishes rate guides in its Price Book that are intended to be used with STD 13As. Where applicable rates are not provided in the Price Book, one alternative is to use CAL FIRE's standard billing rates or those of the providing agency, if available for the type of equipment or service in question. Rates (e.g., for facility use) may sometimes need to be negotiated. The Forestry Logistics Office has a copy of the Price Book.

D. Payment of STD 13A

The STD 13A is self-invoicing.

HIRED EQUIPMENT

(CAL FIRE-294/CAL FIRE-61/CAL FIRE 93)

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When processing hired equipment for payment, the CAL FIRE-61 or CAL FIRE 93 should be submitted as a complete package with the CAL FIRE-294 (always) and with the ME-107 (if deductions were made for the provision of State maintenance or supplies). If a use agreement sets the terms for the CAL FIRE-294, be sure that the use agreement is also attached. See [Section 3843.2](#).

Please note that the CAL FIRE employee, who acts as Equipment Time Recorder, whether or not officially designated as such, cannot also be the person who certifies the CAL FIRE-61 or CAL FIRE 93 as approved for payment. Other than that restriction, there are no other "separation of duties" requirements. Either the time recorder or the signer may prepare the CAL FIRE-61 or CAL FIRE 93. When processing the CAL FIRE-61 or CAL FIRE 93 for payment, be sure the following steps have been taken:

Step 1: Make sure that all supporting documents have been submitted.

Step 2: Verify that all information on the supporting documents and the CAL FIRE-61 or CAL FIRE 93 agree.

Step 3: Ensure that all entries are legible and complete.

Step 4: Verify that all calculations (times, extensions, additions, etc.) are mathematically correct.

Step 5: Ensure that all entries for equipment and operator times are verified by a CAL FIRE employee's signature.

Step 6: Ensure that all ME-107 items are recorded deductions for service, fuels, and non-returned equipment has been included.

Step 7: Make sure that the demob sheet is **completed**. Remember, once the owner/operator knows payment has been received or is coming, he/she is GONE.

CHARGE CARD PURCHASES

3844.4.2

(No. 29 March 2006)

There are three types of charge cards that are used: General Services charge cards CALCARD (IMPAC VISA) and Voyager.

DGS charge cards are issued by the Accounting Office, via the Regions, and may be used for:

- state pool cars
- taxis - Sacramento and other areas, where accepted
- shuttle service from airports - Sacramento and other areas where accepted
- car rental

Multi-company gasoline credit cards are provided through Sacramento, via the regions, and are assigned to specific vehicles by "x" number and license number. **The card is good only for the vehicle to which it is assigned.** When used for costs associated with an incident, the gasoline credit card slip must be annotated with the Emergency Fund PCA (00900, 00901, 00902, 00903, etc.) and with the order and request number. This information is necessary so that the expense will be accepted by the Departmental Accounting Office as appropriate for the Emergency Fund.

CALCARD/ VISA Purchasing at an Incident:

In addition to Std. 65's and CAL FIRE 93's, the VISA Cal-Card is considered an approved payment mechanism for the purchase of commodities. The VISA card is merely a purchasing tool. All purchase transactions made via the card must be subject to current laws and regulations in addition to the procurement guidelines of current delegations. Furthermore, compliance with the State Administrative Manual (SAM), departmental policy and procedures is required.

En route to/from the incident:

Cardholders purchasing en route to/from the incident will be required to maintain all of the necessary supporting documents as outlined in the CAL-Card Handbook (itemized charge slips and/or invoices, and log of transactions). Restaurant meals may be purchased only if the meals are for a **group of 3 or more personnel** (such as a strike team leader purchasing meals for the strike team members). The charge slip and/or invoice should indicate "Going Fire" or "Going Incident" and have a list of names attached of the people who were fed. If the card is used to pay for motel room charges for the incident, an emergency meal/motel roster (AO-341) is still required. **Note: CAL-Card cannot be used to purchase meals and lodging solely for the cardholder.**

At the incident:

The cardholder will submit a "copy" of the itemized charge slip, credit card receipt and/or invoice, and the cardholders log to the Incident Finance Section prior to leaving the incident. The cardholder must also indicate their name, work location, and contract phone number on the log. **Caution: Due to the sensitive nature of credit card account number, the cardholder must Black-Out the CAL-Card Account number and expiration date from all documents before submitting copies to the Incident Finance Section.**

Copies of CAL-Card documents are left behind with the Incident Finance Section to satisfy the need for audit purposes. It is important to note that any cardholder purchasing for an incident will retain all the original documents for subsequent processing by the cardholders upon receipt of the cardholder's monthly statement. Finance Section Chiefs, as well as individual cardholders who are purchasing on an incident, must be aware that a processing workload is being generated for the cardholder and the cardholder's Unit Finance person as a result of the purchases being made by the cardholder, especially when the cardholder is from another unit other than fire unit. The cardholder will submit the **original** charge slip/invoice with the Statement of Account (SOA) using normal procedures. Cardholder's Unit Finance will provide a courtesy copy of the charge slip/invoice, SOA and form RO60 as necessary to comply with normal procedures.

On team activations the Administrative Support Module will be ordered. The incident PURC's (Procurement CAL-Card) will be activated and will pay for items procured by Motels, Supply, Food Unit Leaders and Ground Support.

OTHER CONTRACTS

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The capability to execute more formal types of contracts at an incident is limited due to review and approval requirements that must be met by the contracts office and by control agencies. Do not use these documents on an "informal" basis in lieu of other forms of short-term agreements. Should the need arise for an STD 2 contract, or an STD 13 Interagency Agreement, contact the Contracts Office immediately.

[\(see next section\)](#)

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[\(see Forms or Forms Samples\)](#)