
ADDENDUM TWO

RFP Number: ODF-1223-07 Interagency Firefighting Crew Agreement (Request for Proposal).

This Addendum modifies the Request for Proposal (RFP) Document(s) only to the extent indicated herein. All other areas not specifically mentioned or affected by this Addendum shall remain in full force. This Addendum shall be added as a part of the Original RFP.

Unless the specific deadline in the Proposal Time Line of the original RFP is extended by subsequent Addenda, no requests for clarification, requests for change, or protests of provisions contained in the originally-issued RFP will be considered after 12:00 Noon on **May 22, 2007**.

Requests for clarification, requests for change, and protests of Addendum provisions addressed in this Addendum # 2 must be received by ODF by 5:00 P.M. (Pacific time) on **May, 22 2007**, or they will not be considered.

NOTE: IT IS IMPERATIVE TO CHECK THE ADDENDA MENU FREQUENTLY RIGHT UP TO THE PROPOSAL DUE DATE.

ADDENDUM TWO:

Item 1. Change to specification on page 2, paragraph 2 to read as follows:

The 2007 Interagency Firefighting Crew Agreement will be in effect until superseded by an extension of the initial term of the Agreement (to cover the 2008 term), or through September 30, 2008. If the initial, 2007 term of the Agreement is extended by any agreed optional annual extension, the Agreement will be in effect until September 30 of the calendar year that follows the optional annual extension.

Item 2. Correction to spelling error on A.1, DESRIPTON, to read as follows:

A.1 DESCRIPTION

Item 3. Correction to Section A.2.1.2, STCT, to read STCR

A.2.1.2 All CRWB and FFT1 qualified firefighters must be identified on the company manifest submitted and have their training record review completed prior to the Proposal Due Date as specified in Section B.2.1 (a). Completion of LSA certification will not be required at the Proposal Due Date, but will be required before ODF can award an Agreement. All supervisor positions, **STCR**, CRWB, FFT1 and ICT5 offered on company manifests at the Proposal Due Date and Time will have to be LSA certified before they can be utilized or represented in supervisor positions by a CONTRACTOR. **NOTE:** LSA certification must be completed no later than July 15, 2007.

Item 4. Change to Section B.2.1 (a) to read as follows:

B.2.1 (a) - All Incident Qualification Records (training records, experience records, current physical fitness (WCFT) verification, and Position Task Books (PTB's)) for all Strike Team Leader - Crew (STCR), Single Resource Boss - Crew (CRWB), Incident Commander Type 5 (ICT5), and Advanced Firefighter/Squad Boss (FFT1) Positions offered for Best Value solicitation and award must be received by ODF before the Proposal Due Date and Time. Each PROPOSER must submit, to the ODF Protection Contract Services Unit, a company manifest form (see Exhibit Y) that lists all Crew Members in the following positions: STCR, CRWB, ICT5 and FFT1. (Note: A minimum of one (1) CRWB and three (3) FFT1 qualified employees are required for each 20-person Crew offered. FFT1 qualified employees must also be ICT5 qualified if Initial Attack Crews are offered.) ODF will compare the company manifest of **STCR**, CRWB, FFT1 and ICT5 positions that is submitted with the Proposal at the Proposal

Due Date and Time with the manifest data previously submitted **as required in this Section**. ODF may, in its discretion, choose not to inspect qualification records that it inspected during or since the 2005 season, unless there is a proposed position change or loss of currency.

Record review for STCR, CRWB, ICT5 and FFT1 positions not previously inspected must be scheduled in advance with the PCSU Compliance Specialist, **and must be completed no later than June 1, 2007**. Supervisors (STCR, CRWB, ICT5, FFT1) accepted must have refresher training and pack testing completed prior to the Agreement Award Date. (Additional STCR, CRWB, ICT5 and FFT1 positions will not be considered for award, but can be added to a CONTRACTOR'S company manifest per specification requirements). A PROPOSER must submit Incident Qualification Records for STCR, CRWB, ICT5, and FFT1 positions in the format required in Exhibit E. Records not formatted in the format required in Exhibit E at the time scheduled for ODF'S review of the PROPOSER'S training records will be considered non-compliant. However, if at the time scheduled for review, sufficient time is available before the Proposal Due Date, as determined in ODF'S sole discretion, ODF may allow the PROPOSER an opportunity to organize the records as specified in Exhibit E. It is the PROPOSER'S responsibility to ensure that its records are organized in accordance with Exhibit E and inspected by ODF before the Proposal Due Date.

Item 5. Change to Section A.3.1 METHOD OF AWARD

Proposal Time Line

Issue Date	May 8, 2007
Protest of Specification – Questions and Clarification Deadline	May 22, 2007 Noon
Solicitation closing Date (Proposal Due Date and Time)	June 5, 2007 4:00 P.M.
RFP Opening and Evaluation Period	June 6, 2007 – June 22, 2007
Intent to Award Protest of Award Deadline	June 25, 2007 June 29, 2007
All PT & Ref training for FFT1, ICT5, CRWB & STCR due	<u>Prior to Agreement Award</u>
All PT & Ref training for FFT2 due	<u>Prior to Agreement Award</u>
Company Manifest Due	Proposal Due Date
Award of RFP	July 2, 2007

Dates are subject to change.

Item 6. Change to Section B.10 (b) to read as follows:

B.10 PROPOSALS CONSTITUTE FIRM OFFERS. Submittal of a Proposal constitutes the PROPOSER'S affirmation that all terms and conditions, including pricing, constitute a binding offer that shall remain firm and shall terminate only upon the earlier of (a) such date as a new Agreement is awarded or (b) September 30, **2008**, unless the Agreement is extended in writing by mutual agreement of ODF and the PROPOSER.

Item 7. Change to page 27, PROPOSAL DUE DATE: 06/05/2007

Proposal #ODF-1223-07 Proposal Due Date & Time: **06/05/07 4:00PM**

Item 8. Change to Section D.2.1.1 to read as follows:

D.2.1.1 CONTRACTOR must maintain a complete set of employee training, experience and fitness records for each Crew Member that documents compliance with all **Exhibit E** requirements for each position in which the Crew Member is certified to perform. CONTRACTOR must maintain a complete copy of all completed PTBs for each Crew Member certified after January 1, 1994 in one or more of the positions listed in this Agreement, except for FFT2 PTBs. For the Firefighter Type 2 (FFT2) position, satisfactory completion of the Required Training meets the position qualification requirements. After January 1, 2006, FFT2 position does not require completion of the FFT2 Position Task Book. These records must be complete and on file with the CONTRACTOR before CONTRACTOR may list the Crew Member on a company manifest. CONTRACTOR must maintain all such records in such a manner that they can be easily obtained and available within five (5) working days for inspection at any time during the Agreement period. An example of the required employee record format is contained in Exhibit E, "Crew Training Record Format." Records not in this format at the time of records inspections will be considered non-compliant.

Item 9. Change to Section D.2.1.6 to read as follows:

D.2.1.6 CONTRACTOR may qualify and certify no more than two (2) Trainees (**CRWB and FFT1 or 2 FFT1**) for each 20-person Crew, or one (1) Trainee for a 10-person Crew, and one non-compensable STCR Trainee (for strike teams) (See Section D.8.1.8, Incidental Items) for every **5 days** of an incident assignment to which such employee(s) has/have been assigned. CONTRACTOR employee's trainee status must be clearly identified as such on the Passenger and Cargo Manifest (see D.3.2.8) that is submitted to GOVERNMENT at each Incident and on the appropriate daily timekeeping record for each shift the employee is in trainee status, in order for GOVERNMENT to confirm acceptance of the trainee's performance. (See Exhibit B)

Item 10. Change to Section D.2.2.9 (a) to read as follows:

D.2.2.9 CONTRACTOR employees must have an IQC issued annually for the current Agreement term. ICQ's must be available when requested by GOVERNMENT. ICQ's must identify the CONTRACTOR employing the firefighter. Cards must be in the format specified below and in Exhibit I. CONTRACTORS that certify training and experience records of all employees listed on their company manifests SHALL NOT be part of the verification process for training and experience records inspection by an approved Firefighting Contractor Association or issue qualification cards. All qualification cards must be issued by an independent Firefighting Contractor Association.

Records providing proof of experience to qualify for a STCR, CRWB, ICT5 or FFT1 must be inspected and verified by current Firefighting Contractor Association then approved by ODF **BEFORE** an IQC is issued. CONTRACTOR must annually provide copies of current language skill analysis certificate "if required," most recent fire experience Crew Time Report (CTR) in current position, current year certificate of refresher training and documentation that the employee has met the work capacity fitness test requirement (Pack Test) for employees who have been verified and approved in their current position. These copies must be surrendered to the Firefighting Contractor Association before an IQC can be issued.

- a. ICQ's shall be 3.5" x 2". The card must be issued by a recognized Training Association with current MOU with PNWCG. Information on the card shall be typewritten and include: company name; name of the employee; digitally imprinted photograph of the employee; experience indicator (1/4 inch size see D.2.2.10); unique identifier assigned by GOVERNMENT (may have two unique identifiers if shared resource for multiple Agreements); the level of required work capacity fitness test; Language skills assessment (Documentation from testing institution supporting **LSA** abilities must be included in section two (2) of employee training file); list highest position (may have more than 1 position listed if shared resource for multiple Agreements) the employee is qualified to perform and the date he or she became qualified in the position(s) listed; and any special skills. The certifying authority (CONTRACTOR) must sign (in ink or electronically) the identification card and provide the issue date. The Firefighting Contractor Association

issuing the card must verify the information on the identification card and provide its signature (in ink or electronically). Any GOVERNMENT-designated representative, if required for shared resources with other agreements, must verify the information on the identification card and provide its signature as well (in ink or electronically). Those signatures verify that the individual has met all position qualification requirements of this Agreement. GOVERNMENT will accept CONTRACTOR'S electronic signature, as long as it is the signature of the CONTRACTOR and not of a CONTRACTOR'S representative.

Item 11. Change to Section D.2.2.10 to read as follows:

D.2.2.10 As specified in Section D.1.2, at least 40% of the Crew Members on a Type 2 Crew must have one or more seasons of experience consisting of a minimum of fifteen (15) operational periods (see definition in Exhibit A), with at least ten (10) on type I, II, or III incidents. To easily identify the Crew Members who meet this experience requirement, **each IOC must be marked with a colored identifier as follows: YELLOW** to indicate a first year firefighter, **RED** to indicate a firefighter with one year or more experience and **BLUE** to indicate a firefighter certified as an FFT1- Squad Boss, ICT5, CRWB or STCR. The colored identifier shall be a minimum of one quarter inch in size. (See Exhibit I; see PMS 310-1.) Firefighters who take and do not pass the English language assessment shall be listed as an experienced FFT2 red dot on their qualification card and on all manifests. These firefighters are not to be presented as FFT1 trainees or offered for incident LSA monitoring. FFT2 positions that have completed experience and training requirements for a FFT1 position after the expiration date of third party LSA evaluation process must be approved by ODF and issued an IQC showing a language designation as NT. NT designation requires language testing and approval at each incident using Exhibit G.

Item 12. Change to Section D.3.1.1 to read as follows:

D.3.1.1 The city location and physical address required under Section A, Introduction and Summary of Solicitation, will be the DDL for CONTRACTOR'S Crew(s). Crew Members used by CONTRACTOR to staff a Crew must be within a reasonable distance from the DDL to allow safe, responsive compliance with Section D.3.2.7 below. The Point of Hire is the physical location from which a Crew is hired, which may be the DDL, an Incident managed by GOVERNMENT, or another location agreed upon by CONTRACTOR and GOVERNMENT.

Item 13. Change to Section D.3.2.6 to read as follows:

D.3.2.6 When offering CONTRACTOR an assignment, GOVERNMENT shall identify the type of assignment (i.e., wildfire or severity). See Section D.8.1.9 for severity. Upon receiving a dispatch call from GOVERNMENT, CONTRACTOR will normally have one (1) hour to confirm that a 20-person Crew is available and that the departure time and expected arrival time at the Incident required by the dispatcher can be met. If CONTRACTOR does not confirm availability within time specified, or if CONTRACTOR responds with a departure time or expected arrival time that is not acceptable to the dispatcher, the dispatcher may cancel the order without compensation to CONTRACTOR. If CONTRACTOR turns down an assignment, other than severity, CONTRACTOR shall immediately status its Crew as unavailable for a period of 24 hours (unless agreed otherwise by GOVERNMENT). CONTRACTOR will have at a maximum two (2) hours after confirming availability to begin travel to the GOVERNMENT'S designated delivery site or other location specified by GOVERNMENT. CONTRACTOR shall not be in travel status between 10:00pm and 5:00am with the exceptions of initial attack **or in cases when approved by GOVERNMENT**. **The urgency of the dispatch may require GOVERNMENT to offer less than one (1) hour to confirm availability of a 20-person Crew and begin travel to the incident.** GOVERNMENT shall allow safe and reasonable travel time to incident.

Item 14. Change to Section D.5.6 to read as follows:

D.5.6 ENGLISH SPEAKING REQUIREMENT

For the 2007 fire season, "Language Skills Assessment" testing of English language communication skills will be a mandatory requirement for providing private contract fireline hand crews. Assessment of private contract crew members for English language and communication skills must be conducted through a third party to verify an individual's capacity for compliance with the GOVERNMENT'S contract requirement that the Strike Team Leader, Crew Boss, Incident Commander Type 5 and Squad

Bosses be able to communicate in English with incident management personnel, and with their Crew in the language of the Crew. The assessment process must confirm that an individual can communicate in English only (mono-lingual), or can communicate in English and the language of the individual's Crew (bi-lingual). "Language Skills Assessment" (LSA) testing will be conducted for the 2007 fire season by Clackamas Community College in Oregon City, Oregon; Rogue Community College in Grants Pass, Oregon; and Blue Mountain Community College in Pendleton, Oregon. The LSA is currently only available for mono-lingual English speaking, bi-lingual Spanish speaking, and bi-lingual Russian speaking. GOVERNMENT is currently working on establishing other assessment locations and languages, and reserves the right to offer these additional location and language assessments to CONTRACTORS as they become available. Proof of successful assessment shall consist of a certificate issued by the third party provider to the Contractor employee for addition to the individual's IQC.

Qualified individuals may take their original certificate issued by Clackamas Community College, or other specified third-party assessment entity, stating "Pass", and indicating "LSA-E" (may supervise English speaking Crews only) or "LSA-E/S" (may supervise both English and Spanish speaking Crews) or "LSA-E/R" (may supervise both English and Russian speaking Crews), to a Contractor association who issues IQC. A copy must also be sent to the Protection Contract Services Unit prior to bid award, or following testing thereafter, by fax to 503-945-7494 or mail for comparison with a roster obtained from the testing authority. The issuer of IQC cards shall incorporate one of the specified **LSA** designations in the IQC Language Qualifications Block. Firefighters who take and do not pass the English language assessment shall be listed as an experienced FFT2 red dot on their qualification card and on all manifests. These firefighters are not to be presented as FFT1 trainees or offered for incident LSA monitoring. FFT2 positions that have completed experience and training requirements for a FFT1 position after the expiration date of third party LSA evaluation process must be approved by ODF and issued an IQC showing a language designation as NT. NT designation requires language testing and approval at each incident using Exhibit G.

Completion of LSA certification will not be required at solicitation closing date and time but will be required before award. All supervisor positions, STCT, CRWB, FFT1 and ICT5 offered on company manifests at bid closing must be LSA certified before they can be utilized or represented in supervisor positions by CONTRACTOR. NOTE: LSA certification must be completed no later than July 15, 2007.

Only one of the following designations shall be located on the IIQC Position Qualifications Block:

LSA-E:	English speaking only
LSA-E/S:	Bilingual English-Spanish
LSA-E/R	Bilingual English-Russian
NT	Test at Incident

Certification of English language communication skills will be valid from the date of issuance by the third-party provider as long as the individual firefighter maintains currency of his or her supervisory position. Designation for only LSA-E will require monitoring at the incident for compliance with communication in the language in the squad(s) using Exhibit G.

Item 15. Change to Exhibit B, page 80, ADVANCED FIREFIGHTER/SQUAD BOSS (FFT1) Required Training and page 81, Table1., SEQUENCE FOR POSITION CERTIFICATION

ADVANCED FIREFIGHTER/SQUAD BOSS (FFT1)

REQUIRED TRAINING

Same as for Firefighter (FFT2) **AND**
Advanced Firefighter Training (S-131)
(S-133) (PMS-427)

ADDITIONAL TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS

Power Saws (S-212)
211)

Portable Pump and Water Use (S-

EXPERIENCE

Satisfactory performance as Firefighter (FFT2) that consisted of:

- At least three (3) incident assignments that each had one operational period requiring suppression action on active flame (hotline).
- A total of at least fifteen (15) operational periods with ten (10) of those periods on Type 3, 2, or 1 incidents.

AND

Satisfactory position performance as an Advanced Firefighter/Squad Boss (FFT1), supervising a minimum of four (4) firefighters, on wildfire or prescribed fire incidents, document in PTB that consisted of:

- At least three (3) training/evaluation assignments on Type 3 Type 2 or Type 1 incidents.
- At least three (3) training/evaluation assignments that each had one operational period requiring suppression action on active flame (hotline).
- A total of at least fifteen (15) operational periods with ten (10) of those periods on Type 2 or 1 incidents.

* A person must have at least one qualifying assignment every five (5) years to maintain a current certification in a position.

LANGUAGE SKILLS ASSESSMENT: Proficient in the English language AND any language used by their squad.

PHYSICAL FITNESS: Arduous

ONCE CERTIFIED AS FFT1, OTHER ASSIGNMENTS THAT WILL MAINTAIN CURRENCY OF THE FFT1 CERTIFICATION*

Incident Commander Type 5 (ICT5)

TABLE 1. SEQUENCE FOR POSITION CERTIFICATION

Firefighter FFT2	<ol style="list-style-type: none"> 1. Complete S-130/S-190 training. 2. Pass pack test. 3. Become certified as an FFT2.
Advanced Firefighter/ Squad Boss FFT1	<ol style="list-style-type: none"> 1. Work on at least three wildfire incidents that include hotline activities and total at least fifteen (15) Operational Periods, 10 of them on Type 2 or 1 incidents. This meets requirement for satisfactory performance as FFT2 and one season of experience. 2. Eligible to become a FFT1 Trainee once above requirements is met. 3. Complete S-131. 4. FFT1 task book is issued following S-131 training. Firefighter becomes an FFT1 Trainee. 5. Complete Annual Refresher training prior to next season. 6. Pass pack test prior to next season. 7. As an FFT1 Trainee, work on at least three (3) training/evaluation assignments on Type 3, 2 or 1 wildfire incidents that included hotline activities and total at least 15 Operational Periods, 10 of them on Type 2 or 1 incidents and complete the FFT1 task book. This meets requirement for satisfactory position performance as an FFT1. 8. Become certified as an FFT1/Squad Boss.
OPTIONAL Incident commander	<ol style="list-style-type: none"> 1. Work on an additional three (3) wildfire incidents that included hotline activities And total at least 15 Operational Periods, 10 of them on Type 3, 2 or 1 fires.

Type 5 (ICT5)	<p>This meets the satisfactory performance requirement as FFT1/Squad Boss.</p> <ol style="list-style-type: none"> 2. Eligible to become an ICT5 Trainee once above requirements is met. 3. Complete S-133. 4. <u>ICT5 task book is issued following completion of FFT1 tasks.</u> 5. Complete Annual Refresher training prior to next fire season. 6. Pass pack test prior to next fire season. 7. As an ICT5 Trainee, work on at least three (3) training/evaluation assignments on Type 5,4,3, 2 or 1 wildfire incidents that included hotline activities and total of at least 15 Operational Periods, Complete the FFT1/ICT5 task book. This meets requirement for satisfactory position performance as an ICT5. 8. Become certified as an ICT5
Crew Boss CRWB	<ol style="list-style-type: none"> 1. Work on an additional three (3) wildfire incidents that included hotline activities and total at least 15 Operational Periods, 10 of them on Type 3, 2 or 1 fires. This meets the satisfactory performance requirement as FFT1/Squad Boss. 2. Eligible to become a CRWB Trainee once above requirements is met. 3. Complete S-230 and S-290. 4. <u>CRWB task book is issued following S-230 & S-290 training. Firefighter becomes a CRWB Trainee.</u> 5. Complete Annual Refresher training prior to next fire season. 6. Pass pack test prior to next fire season. 7. As a CRWB Trainee, work on at least three (3) training/evaluation assignments on Type 3, 2 or 1 wildfire incidents that included hotline activities and total at least 15 Operational Periods, 10 of them on Type 2 or 1 incidents and complete the CRWB task book. This meets requirement for satisfactory position performance as a CRWB. 8. Become certified as a CRWB.
Strike Team Leader Crew STCR	<ol style="list-style-type: none"> 1. As a CRWB, work on an additional three (3) wildfire incidents that included hotline activities And total at least 15 Operational Periods, 10 of them on Type 2 or 1 fires. This meets the satisfactory performance requirement as CRWB. 2. Eligible to become a STCR Trainee once above requirements is met. 3. Complete S-215 and S-330. 4. <u>STCR task book is issued following S-215 and S-330 training. Firefighter becomes a STCR Trainee.</u> 5. Complete Annual Refresher training prior to next fire season. 6. Pass pack test prior to next fire season. 7. As a STCR Trainee, work on at least three (3) training/evaluation assignments on Type 3, 2 or 1 wildfire incidents that each had one operational period requiring suppression action on active flame (hotline) and total at least 15 Operational Periods, 10 of them on Type 2 or 1 incidents and complete the STCR task book. This meets requirement for satisfactory position performance as a STCR. 8. Become certified as a STCR.

Item 16. Change to Exhibit E, Section II, RECORD SYSTEM CONTENT B
Section1-Employee Information no. 3 to read as follows:

II. RECORD SYSTEM CONTENT

A. The order of the sections listed below is the required file format. Employee files containing all documentation listed in this Exhibit will meet the record maintenance requirements of this Agreement. (Beginning in 2005, Contractor shall maintain all files for current employees identified on **CONTRACTOR'S** company manifest in this format or the file will not be accepted.)

B. Section 1 – Employee Information:

1. Employee payroll name
2. **GOVERNMENT** Issued ID - Two (2) pieces (copies) – one with photo (Incident Identification/Qualification Card not acceptable)

3. Unique employee number (nine (9) digit number assigned by GOVERNMENT)
4. Date of birth

Item 17. Change to EXHIBIT G, PREVIOUSLY INSPECTED, to read as follows:

EXHIBIT G

ENGLISH SPEAKING/READING REQUIREMENT EVALUATION PROCESS

Purpose:

The purpose of this exhibit is to provide direction to CRNW's and other Incident Management Team (IMT) personnel for the consistent evaluation of specification D.5.6, "English Speaking Requirements," when conducting pre-inspections of Pacific Northwest (PNW) contract Crews being mobilized to Incidents and Severity Assignments. Following these directions will provide a uniform evaluation of the ability of Crew Bosses and Squad Bosses to read and communicate the Incident Action Plan (IAP), Safety Alerts (SA), Fireline Handbook (FHB), Incident Response Pocket Guide (IRPG), etc. along with their general English comprehension and communication skills relevant to other aspects of their job duties.

Scope:

GOVERNMENT shall follow these procedures for all Incident and Severity Assignments regardless of location or agency jurisdiction. When possible the evaluation of a Crew's supervisors to speak and read English will be administered at the earliest established inspection point in the mobilization process. The established inspection points may be a crew's Designated Dispatch Location, staging area, airport or the Incident base.

These procedures do not change the practice of or processes for inspecting for other administrative or safety requirements during pre-assignment inspections of Crews participating in the 2007 Interagency Firefighting Crew Agreement.

Evaluation Procedures:

It is a routine practice for **GOVERNMENT** to inspect contract Crews to ensure they are compliant with administrative and safety requirements prior to accepting them for Incident or Severity Assignments. Included in these pre-assignment inspections will be an evaluation of a Crew's supervisors to comprehend and communicate in English. To ensure **GOVERNMENT'S** evaluations are consistent and appropriate when inspecting Crews for compliance with the elements of Specification D.5.6, use the approved "PNW English Speaking Evaluation Form", attached below, to document compliance with the verbal and reading requirements of Specification D.5.6. All **GOVERNMENT** evaluators, in addition to other normal duties and responsibilities performed during a pre-assignment inspection, shall:

Inspect ALL Crews regardless of ethnicity or company affiliation.

Inspect ALL supervisory personnel on each Crew regardless of ethnicity or company affiliation.

PREVIOUSLY INSPECTED: LSA designation NT means that the firefighter must be tested at each incident regardless of whether the individual shows you a copy of a previously completed and signed PNW English Speaking Evaluation Form that indicates the individual was tested and approved for a prior assignment.

- a. Fill in the heading information on a new PNW English Speaking Evaluation Form, complete Section 1, and sign the bottom of the form.

- b. If performance issues relating to an individual's English speaking or reading skills develop during the assignment, **GOVERNMENT** reserves the right to re-evaluate the individual using this process.

READING EVALUATION: Select an excerpt from one of the following: IAP, FHB, IRPG, SA or similar wildfire related document. The excerpt must be three to five sentences in length and contain common words that a Crew Boss or Squad Boss would be expected to be familiar with. Some examples are:

Page 4 of the Incident Response Pocket Guide that discusses the common denominators of fire behavior on tragedy fires.

Selecting four bullets from page 41 of the Fireline Handbook that addresses supervision of other firefighters' work.

Portions of a Safety Message or Fire Behavior Forecast from an IAP. When selecting from the fire behavior forecast, be careful to choose a paragraph that DOES NOT contain relatively technical or uncommon terms such as "dissected topography". A Crew Boss might be expected to understand these terms but a Squad Boss likely would not.

Allow the individual being evaluated to read the designated material in silence (NOT OUT LOUD). When he or she has finished reading, give the individual a reasonable time (a minute or two) to understand what he or she has read before asking him or her to explain the excerpt.

ENGLISH COMMUNICATIONS EVALUATION: Direct Crew Boss to give different multiple commands in English to each of the Squad Bosses. Request that the Squad Bosses repeat directions in English before completing assigned commands in the language of the squad.

Use multiple variations to prevent memorization of requested tasks.

Example: Tell Crew Boss to instruct Squad Boss 1 to have squad members 1 & 3 to get specific tool then stand in specified location. Repeat with remaining two Squad Bosses, but vary tasks.

LANGUAGE OF SQUAD EVALUATION: Direct Crew Boss to give different multiple commands to each of the Squad Bosses in the language used by the squad. Request that the Squad Bosses repeat directions in English before completing assigned commands.

Use multiple variations to prevent memorization of requested tasks.

Example: Tell Crew Boss to instruct Squad Boss 1 to move squad to new location immediately due to snag hazard and get ready to deploy shelters. Repeat with remaining two Squad Bosses, but vary tasks.

Sign the PNW English Speaking Evaluation Form upon completion of the Section D.5.6 evaluations.

Make two (2) copies of the PNW English Speaking Evaluation Form and distribute as follows:

- a. One copy will be placed in the inspector's file;
- b. One copy will be given to the Crew Boss;
- c. The original will be mailed to **Oregon Department of Forestry**, Attn: ODF Protection Contract Services Unit, 2600 State Street, Salem OR 97310.

Fax one copy, each, of the PNW English Speaking Evaluation Form to the receiving IMT/Severity Assignment unit and **ODF** Contract Services Unit (503-945-7494). Please include a copy of the Crew manifest with the ELE form.

Contact Personnel:

For questions regarding these procedures you may call Don Moritz, **ODF** Contract Manager by phone (503-945-7491) or e-mail dmoritz@odf.state.or.us.

Change to specification SECTION C-EVALUATION CRITERIA 2) Technical Capability to read as follows:

Technical Proposals must respond to the following information and the information must be organized in the order shown below:

CRITERIA	REQUESTED INFORMATION	
<p>1) Past Performance (Information provided will also be used for Experience element) Total of 80 possible points.</p>	<p>You must furnish your company's 10 most recent evaluations for fire suppression incidents (Government Performance Reports, ICS 224).</p>	30
	<p>You must list any Administrative Actions taken against your company under the 2004-2006 Interagency Firefighting Crew Agreements. Provide a summary of how the actions were resolved.</p>	20
	<p>Experience – You must submit an Incident list (in addition to the maximum four (4) pages described in Section B.3.1) of all fire suppression assignments on which you had fire Crews in 2004, 2005, and 2006. Proposers with more than 25 Incidents may list the 25 most recent Incidents and summarize the rest. Include the total number of years of experience your company has in furnishing Crews for wildland fire suppression. Proposers with no past performance under the current company name may submit evaluations for other companies if they have the same owners.</p>	30
<p>2) Technical Capability Total of 80 possible points.</p>	<p>Crew Supervision – You must submit a list (in addition to the maximum four (4) pages described in Section B.3.1) of your Crew bosses and squad bosses by name for each dispatch location. The list must be limited to employee's name, position, years of experience in that position, total number of wildfire assignments in the current position and physical address of residence during fire season.</p>	30
	<p>Response Time and Location - Explain the proximity of FFT2 Crew Members to the DDL and management's ability to status (as available in ROSS) Crews and respond within required time frames.</p>	20
	<p>Vehicles – You must submit a list (in addition to the maximum four (4) pages described in Section B.3.1) that includes the physical address of the location of vehicles assigned to each dispatch location you will use to transport Crews for each dispatch location offered. Show vehicle ages, vehicles types, and that the vehicles are dedicated for Proposer's use on this Agreement.</p>	16

CRITERIA	REQUESTED INFORMATION	
	Support Facilities – You must submit a photograph and narrative (see Section D.3.1.2)–describing each DDL’s support facilities such as living quarters, vehicle maintenance shop and fire cache. <u>Submit a list(in addition to the maximun four (4) pages described in Section B.3.1) for inventory of fire cache.</u>	14
3) Safety Total of 10 possible points.	You must submit a narrative (limited to four pages, see Section B.3.1) of, and supporting documentation of, your company’s safety plan. (Attach certificate(s) of completion for any safety training to the narrative response - see Section 4, below)	10
4) Training Total of 10 possible points.	You must submit a narrative (limited to four pages, see Section B.3.1) that describes your company’s training program and training records management.	10
5) Consideration for Price Total of 20 possible points	The prices offered in Section C.VII of the Proposal will be evaluated based on the matrix and price averaging procedures stated in Evaluation Criteria number 5 below.	20

Change to SECTION F – INSURANCE REQUIREMENTS

SECTION F – INSURANCE REQUIREMENTS

F.1 COMMERCIAL GENERAL LIABILITY. CONTRACTOR shall obtain, at CONTRACTOR’S expense, and keep in effect during the term of this Agreement, commercial general liability insurance covering bodily injury and property damage. This insurance shall include personal injury coverage, contractual liability coverage for the indemnity provided under this Agreement, and products/completed operations liability coverage. Combined single limit per occurrence shall not be less than \$1,000,000. Each annual aggregate limit shall not be less than \$1,000,000 when applicable.

F.2 WORKERS' COMPENSATION. The CONTRACTOR, its subcontractors, if any, and all employers providing work, labor or materials under this Agreement are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide Oregon workers' compensation coverage that satisfies Oregon law for all their subject workers.

F.3 AUTOMOBILE LIABILITY. CONTRACTOR shall obtain, at CONTRACTOR’S expense, and keep in effect during the term of this Agreement, automobile liability insurance covering owned, non-owned and/or hired vehicles, as applicable. This coverage may be written in combination with the commercial general liability insurance. Combined single limit per occurrence shall not be less than \$1,000,000.

F.4 "TAIL COVERAGE". If any of the required liability insurance is arranged on a "claims made" basis, "tail" coverage will be required at the completion of this Agreement for a duration of 24 months or the maximum time period the CONTRACTOR'S insurer will provide such if less than 24 months. CONTRACTOR will be responsible for furnishing certification of "tail" coverage as described or continuous "claims made" liability coverage for 24 months following Agreement completion. Continuous "claims made" coverage will be acceptable in lieu of "tail" coverage, provided its retroactive date is on or before the effective date of this Agreement. This will be a condition of final acceptance of work or Services and related warranties, if any.

F.5 DURATION. All insurance will be required to be kept in effect to the end of the warranty period.

F.6 ADDITIONAL INSURED. The liability insurance coverages, except professional liability if included, required for performance of this Agreement shall include as Additional Insured, but only with respect to the CONTRACTOR'S activities to be performed under this Agreement: the State of Oregon, the Oregon Board of Forestry, the Oregon Department of Forestry, Coos Forest Protective Association, Douglas Forest Protective Association, Walker Range Protective Association, the State of Washington, the Washington Department of Natural Resources; the United States Forest Service (USFS), the National Parks Service (NPS), the Bureau of Land Management (BLM), the Bureau of Indian Affairs (BIA), and the United States Fish & Wildlife Service (USF&WS), and their officers, divisions, agents, employees and members.

Change to SECTION Exhibit DD

Exhibit DD

ACORD™ CERTIFICATE OF LIABILITY INSURANCE	DATE: (MM/DD/YY)
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PRODUCER	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. INSURERS AFFORDING COVERAGE
INSURED	
INSURER A: _____ INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY CLAIMS MADE OCCUR _____		00/00/2003	00/00/2003	EACH OCCURRENCE	\$1,000,000
					FIRE DAMAGE (Any one fire)	
					MED EXP (Any one person)	
					PERSONAL & ADV INJURY	
					GENERAL AGGREGATE	
					PRODUCTS – COMP/OP AGG	\$
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PROJECT LOC					
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS _____				COMBINED SINGLE	\$1,000,000
					BODILY INJURY (Per person)	\$
					BODILY INJURY (Per Accident)	\$
					PROPERTY DAMAGE (Per accident)	\$
	GARAGE LIABILITY ANY AUTO _____				AUTO ONLY (Ea Accident)	\$
					OTHER THAN AUTO ONLY:	
					EA ACC	\$
					AGG	\$
	EXCESS LIABILITY OCCUR CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE	\$
					AGGREGATE	\$
						\$
						\$
	WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY				WC STATUTORY LIMITS OTHER	
					E.L. EACH ACCIDENT	\$
					E.L. DISEASE – EA EMPLOYEE	\$
					E.L. DISEASE – POLICY LIMIT	\$
	OTHER					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS but only with respect to the Contractors activities to be performed under this agreement: the State of Oregon, the Oregon Board of Forestry, the Oregon Department of Forestry, Coos Forest Protective Association, Douglas Forest Protective Association, Walker Range Protective Association, the State of Washington, the Washington Department of Natural Resources, the United States Forest Service (USFS), the National Parks Service (NPS), the Bureau of Land Management (BLM), the Bureau of Indian Affairs (BIA), the United States Fish & Wildlife Service (USF&WS), and their officers, divisions, agents, employees and members.

CERTIFICATE HOLDER	<input checked="" type="checkbox"/>	ADDITIONAL INSURED; INSURER LETTER	CANCELLATION
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OREGON DEPARTMENT OF FORESTRY PROTECTION PROGRAM 2600 STATE STREET SALEM OR 97310	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
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*****It is NOT required to sign or return this Addendum.*****
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