

Restricted Purchasing for 2025 Questions and Answers

Background:

Utilizing stock on hand first is in compliance with Federal Acquisition Regulations (FAR) part 8 and should always be the first source of supply.

The reduction in the number of government purchase cards coupled with the reduced monthly spending limits reduces available purchasing authority to a level that is unable to support historic fire spending. This system limitation has necessitated a supply prioritization to focus available purchasing capacity on highest priority supply categories.

Intent:

- Utilize stock on hand and the cache system for incident needs prior to exploring procurement options.
- The restricted items list is a strategic approach to reduce purchasing overall and is not meant to shift workload from a buying team to local purchasers. Items listed should not be purchased unless the incident provides an approved justification and treated as the exception not the rule.
- Before justifying restricted item purchases, consider system limitations—doing so may reduce the cardholder's ability to buy higher-priority items like hydration supplies.

Q1. Why has the restricted purchasing list been created?

A1. Stock on hand and local or national caches should be the first source of supply. Additionally, the system has changed for the 2025 season and cannot sustain the volume of supplies historically purchased by government cardholders. Items listed take significant time to procure in the historic quantities requested and the placed added workload on the dispatchers, purchasers, and oversight roles like the incident business advisor. The restricted items list helps prioritize purchases for the most critical needs.

Q2. Can items on the restricted purchasing list be procured?

A2. Yes, if the cache is depleted or it's a critical need with justification. Incidents should first determine whether a bona fide need for the item(s) exists and explore the viability of obtaining items from stock on hand or the cache. If necessary, items are not available on hand or through the cache, then a justification citing that should be provided with the general message requesting the items. IMTs and fire personnel are highly encouraged to ensure requests are for necessity, not nicety.

Q3. What if the incident is local or type 3 where a cache van is not ordered?

A3. Items can be obtained through the cache without ordering a cache van; however, if this is not a viable option, items that are a critical need can be locally purchased with a justification that no cache support is being received for the incident.

Q4. What should government EMT's do for restocking their kits?

A4. Gloves, Naloxone, Epinephrine and Albuterol, AED pads, and Glucose testing supplies may be purchased with justification for restocking a government kit. These purchases should replace supplies used on the incident, not to refresh expired items. Restocking justifications must be approved by personnel with fiscal oversight such as an incident business advisor, incident business specialist, etc.

Q5. What should cooperator EMT's, paramedics, and REMS do for restocking their kits?

A5. Restocking is contingent on the terms and conditions of the cooperative agreements the resources are mobilized under. If the agreement allows for restocking, there are two (2) options: the preferred method is one (1) an S# may be issued to reimburse the cooperator under their normal billing procedures or two (2) submit for restocking through the incident local purchase or buying team.

Q6. Can lumber be purchased to build information message boards or stairs?

A6. The local unit should exhaust historically purchased items prior to new materials being purchased. If sign boards are not available from the incident agency, then lumber and associated supplies may be purchased to build sign boards. All tools and supplies procured become the property of the local unit and should be appropriately approved for purchase, documented for return after incident use, and retained by the local unit for subsequent use. Incidents should consult the local unit on availability of tools and supplies prior to procurement.

Q7. Who can approve items on the restricted purchasing list to be procured locally or by the buying team?

A7. Justifications should be approved by those with fiscal oversight such as an incident business advisor, FMO/Duty Officer, incident business specialist, etc. If these positions are not filled, then follow local unit approval protocols.

Q8. Is this restricted purchasing list limited to buying teams?

A8. The restricted items list is a strategic approach to reduce purchasing overall and is not meant to shift workload from the buying team to the local purchasers. Items listed should not be purchased unless the incident provides an approved justification and should be handled as the exception not the rule.

Q9. Are personnel that purchase for the cache bound by the restricted purchasing list?

A9. Cache purchasers are restocking cache kits and can maintain their procurement workload to keep the caches stocked for incidents support. These purchasers are covered under the justification requirements.

Q10. What should the justification include?

A10. Justifications should include why stock on hand or cache avenues do not meet the incident needs.

Q11. Can incidents replace depleted cache med kit items such as feminine hygiene products, chap sticks, lotion?

A11. These items are considered personal in nature and resources should bring these items to the incident upon mobilization, but should a need arise, an item can be provided, or the resource can use their daily \$5 M&IE to purchase items needed. Appropriate quantities can be replaced.

Q12. If the incident management team needs to replace ink (consumable supply item) for a team's printer, how can the ink get replaced?

A12. If the incident needs the ink cartridge immediately, submit a request to the buying team or local purchasing staff. If the assignment is concluding and there's no time to replace it before demobilization, it is recommended to have an S# issued to replace the items with approval from incident business advisor or equivalent.

Q13. If a chainsaw needs a new air filter (consumable supply item) and the supply unit does not have a replacement, what is the process for the filter to be replaced?

A13. This specific item may be listed on certain GACC supplemental guidance for replacement, which remains in effect. For the purchasing aspect only, if the incident needs the item replaced immediately, submit a request and approved justification to the buying team or local purchasing staff. If there is not sufficient time to replace the item before demobilization, it is recommended to have an S# issued to replace the items with approval from incident business advisor or equivalent.

Request for Supply under \$10K

