



A Procurement Technical  
Assistance Center (PTAC)



**ACQUISITION HOUR :**  
**UNDERSTANDING YOUR OBLIGATIONS WHEN QUOTING AND**  
**RECEIVING AWARDS FROM**  
**DEFENSE LOGISTICS AGENCY (DLA) DIBBS**  
February 27, 2018

# WEBINAR ETIQUETTE

## PLEASE

- Log into the GoToMeeting session with the name that you registered with online
- Place your phone or computer on MUTE
- Use the CHAT option to ask your question(s). We will share the questions with our guest speaker who will respond to the group

## THANK YOU!



# ABOUT WPI

## Supporting the Mission

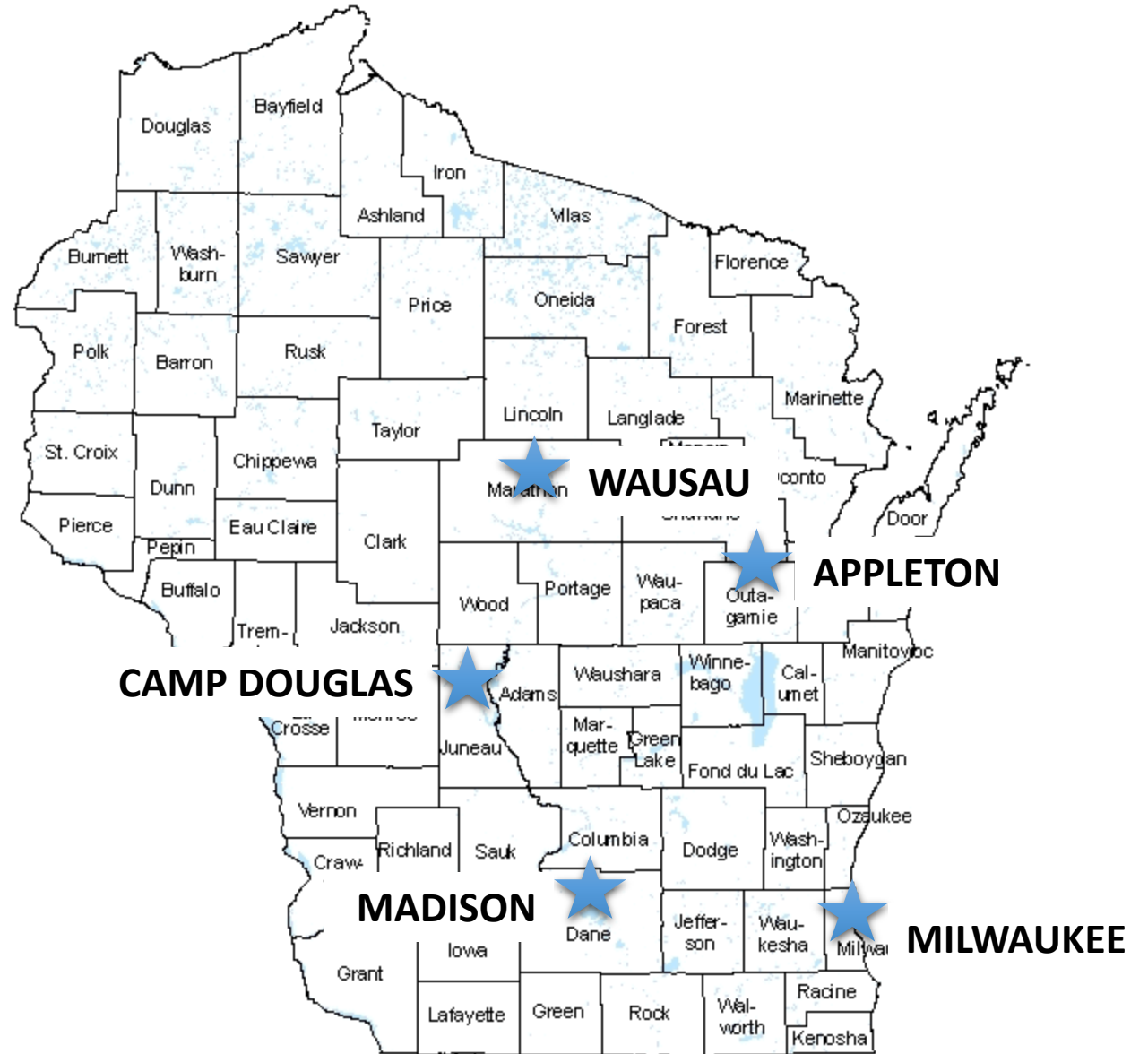
# ABOUT WPI SUPPORTING THE MISSION

SERVING WISCONSIN  
COMPANIES FOR 30 YEARS!

Assist businesses in creating,  
development and growing their sales,  
revenue and jobs through Federal, state  
and local government contracts.

## WPI OFFICE LOCATIONS

- MILWAUKEE – *Technology Innovation Center*
- MADISON –
  - *Madison Enterprise Center*
  - *FEED Kitchens*
- CAMP DOUGLAS – *Juneau County Economic Development Corporation (JCEDC)*
- WAUSAU – *Wausau Region Chamber of Commerce*
- APPLETON – *Fox Valley Technical College*





EVENT CALENDAR

FEDERAL GOVERNMENT

STATE & LOCAL GOVERNMENT

OTHER GOVERNMENT & GRANTS

SUCCESS & AWARDS

FAQS

**CLICK HERE TO VIEW WPI NEWSLETTER**

**www.wispro.org**



## UPCOMING EVENTS

JANUARY 10 2018  
SELLING TO UNCLE SAM-UNDERSTANDING THE GOVERNMENT MARKETPLACE  
IRON MOUNTAIN, MI »

JANUARY 17 2018  
END OF YEAR FEDERAL CONTRACTOR UPDATE  
MILWAUKEE »

JANUARY 23 2018  
PREPARING A WINNING GOVERNMENT PROPOSAL  
MILWAUKEE »

JANUARY 23 2018  
ACQUISITION HOUR: MARKET RESEARCH – USING THE FEDERAL PROCUREMENT DATA SYSTEMS (FPDS)  
WEBINAR »

JANUARY 24 2018  
ACQUISITION HOUR: CYBER SECURITY FOR CURRENT AND PROSPECTIVE DOD CONTRACTORS AND SUBCONTRACTORS  
WEBINAR »

## CURRENT OPPORTUNITIES (4)

## SERVICES OFFERED BY WPI

- FREE Bid Matching Services
- Individual Counseling and Assistance
- Locating Local, State and Federal Opportunities
- Government Market Strategy Development
- Training in use of Government websites and tools
- Assistance with System for Award Management (SAM) Registration
- Assisting in Market Research Process
- Development of Market Profile
- Small Business Subcontracting Plans Development, Outreach and Reporting
- Small Group Training
- Outreach and training with Local, State and Federal agencies
- Assist with Pre and Post Award Functions
- Assistance with Agency Specific Contracting Requirements
- Assistance with Contracting Regulations and Requirements, including FAR, DFAR, CFR
- Assistance with GSA Schedule Preparation and Administration
- Assistance with Local, State and Federal Certifications, including:
  - Service Disabled & Veteran Owned Small Business, HUBZone, Woman Owned Small Business, 8(a) Business Development Program
  - State
  - Local
  - DBE
- Bid review and Submission Assistance
- Proposal review and Submission Assistance
- Capabilities Statement and Related Government Marketing Material Development
- Assistance in Locating and Developing Teaming Partners and Subcontractors
- Updated Government Market Information

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- The Master Solicitation is used with:
  - RFQs
  - Automated E-Procurement Acquisitions valued up to the Simplified Acquisition Threshold
  - Referenced in all automated RFQs that are located in the DLA Internet Bid Board System (Dibbs)
  - Referenced on page 1 of the solicitation with a link:

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5 ON OR BEFORE CLOSE OF BUSINESS (Date)

2016 JUN 29

IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.

11. SCHEDULE (See Continuation Sheets)

## POC INFORMATION:

WHEN TECHNICAL DATA IS PROVIDED IT MUST BE OBTAINED AT <https://pcf1.bsm.dla.mil/cfolders>. DISCREPANCIES FOUND IN TECHNICAL DATA PROVIDED, SUBMIT REQUEST TO THE DLA CUSTOMER SERVICE WEBSITE: <https://www.pdmd.dla.mil/cs/>

ALL OTHER QUESTIONS (SOLICITATION REQUIREMENTS, ITEM DESCRIPTION, AWARD CHOICE, ETC.), PLEASE CONTACT THE BUYER SHOWN ABOVE.

QUESTIONS REGARDING OPERATION OF THE DLA-BSM INTERNET BID BOARD SYSTEM SHOULD BE E-MAILED to [DibbsBSM@dlamail](mailto:DibbsBSM@dlamail)

FOR IMMEDIATE ASSISTANCE, PLEASE REFER TO THE FREQUENTLY ASKED QUESTIONS (FAQS) ON BSM DIBBS AT: <https://www.dibbs.bsm.dla.mil/Refs/help/DIBBSHelp.htm> OR PHONE 1-855-DLA-0001 (1-855-352-0001).

## MASTER SOLICITATION

THIS SOLICITATION INCORPORATES THE TERMS AND CONDITIONS SET FORTH IN THE DLA MASTER SOLICITATION FOR EPROCUREMENT AUTOMATED SIMPLIFIED ACQUISITIONS (PART 13) REVISION 32 (MARCH 9, 2016) WHICH CAN BE FOUND ON THE WEB AT: [http://www.dla.mil/Portals/104/Documents/J7Acquisition/Master\\_Solicitation\\_REV\\_32\\_MAR\\_16.pdf](http://www.dla.mil/Portals/104/Documents/J7Acquisition/Master_Solicitation_REV_32_MAR_16.pdf)

**DEFENSE LOGISTICS AGENCY**  
**ENTERPRISE BUSINESS SOLUTIONS**  
**DLA INTERNET BID BOARD SYSTEM**

Home | Solicitations | RFQs | RFP/IFB/Other RFQs | Tech Data | Downloads | Awards

Navigation: Navigation/Documents - - - - - GO

**Notice:** • Next TKO to be held November 9 & 10. See Notices below for more information.  
 • THE LINK - CONNECTING SUPPLIERS WITH DLA - ISSUE 2 newsletter can be viewed at: [http://www.dla.mil/Portals/104/Documents/InformationOperations/EBS%20Supplier%20Information/The%20Link\\_Issue%202\\_Oct](http://www.dla.mil/Portals/104/Documents/InformationOperations/EBS%20Supplier%20Information/The%20Link_Issue%202_Oct)  
 • Please see Notice for changes to the DIBBS Batch/EDI Quote » [Read Notice](#)  
 • The Defense Logistics Acquisition Directive (DLAD) is undergoing a major rewrite click here to » [Read Notice](#)  
 • The new and improved RFQ Text Search tool and other improvements have been released in DIBBS. For more information, click the read notice link. » [Read Notice](#)

Please read notices posted on the [Notices page](#).

Location: **Home**

**The DLA Internet Bid Board System (DIBBS)** is a web-based application that provides the capability to search for, view, and submit secure quotes on Requests For Quotations (RFQs) for **Defense Logistics Agency (DLA)** items of supply. DIBBS also allows users to search and view Request For Proposals (RFPs), Invitations For Bid (IFBs), Awards and other procurement information related to DLA.

*Registered User*  
**Log In**

**Help**

- [On-Line Help](#)
  - [Frequently Asked Questions ~ FAQ](#)
  - [DIBBS On-Line Quoting Help](#)
  - [Batch Quoting Help](#)
- [Contact Us](#)

**Solicitations**

- [Requests for Quotation \(RFQ\)](#)
  - [Batch Quoting](#)
  - [Submitted Quote Searching](#)
- [Requests for Proposal \( RFP \) / Invitation For Bid \(IFB\)](#)
- [Other DLA Opportunities](#)
  - [Federal Business Opportunities \(FedBizOpps\)](#)

**References**

- [Global Search](#)
- [DLA Master Solicitation for Automated Simplified Acquisitions](#)
- [Defense Logistics Agency Directive \(DLAD\) Procurement Notes](#)
- [Defense Logistics Agency \(DLA\) Technical and Quality Master List of Requirements](#)

**Vendor Registration**

- [Vendor Registration](#)
- [Registration Guidelines](#)
- [DLA Small Business Programs](#)

**Awards**

- [Awards](#)
- [Subsistence Market Ready Orders](#)
- [Post Award Request \(PAR\)](#)  
Allows vendors to submit post award requests.
- [Other DLA Awards](#)
  - [Federal Business Opportunities \(FedBizOpps\)](#)

**Technical Data**

- [DLA Collaboration Folders \(cFolders\)](#)
- [DLA Packaging](#)
- [Defense and Federal Specifications and Standards via ASSIST Quick Search](#)
- [Military Engineering Data Asset Locator System \(MEDALS\)](#)

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **Part I** Explains the automated bid process, evaluation and award process.
  - Must comply with the Master Solicitation in effect at the time of the award.
  - Updates identified by revision, date and changes are highlighted.
  - Prior versions are archived and available
  - Instructs on the submission of quotes
  - Instructs on the use of Dibbs
  - Explains the Automated Award Evaluation

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **Part II Contains**

- Mandatory Provisions & Clauses (Also now listed in the RFQ)
- Conditional Provisions & Clauses
- Procurement Notes that apply to automated solicitations and Purchase Orders.
- Provisions, clauses and procurement notes are incorporated by reference with the same force and effect as the full text. (Links found on Dibbs Homepage)

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

## **DLA Internet Bid Board Instructions –**

- **Automated Solicitation Numbering**
  - Automated Award: Identified with “SPE” in the first 3 positions of the solicitation number
  - a “T” or “U” in the 9<sup>th</sup> position
  - SPE4A5-18-T-9480

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **Submitting Quotations**

- Must be submitted electronically on Dibbs prior to the solicitation return date & time
- Quotes received by other electronic means such as fax or email will **not** be considered for award
- Quotes received by US Mail will **not** be considered for award

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **DLA Internet Bid Board Instructions continued –**
- **Return Date & Time**
  - The time for receipt of award is 3 p.m. EST (Eastern Standard Time) or when applicable Eastern Daylight Savings time on the return date
  - If a return date falls on a Saturday, Sunday or Federal Holiday, the return date is extended to the next business day
  - Quotations using EDI/Dibbs can result in transmission delays – suppliers assume that risk – no transmission delays using direct entry of the quotation into Dibbs

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **DLA Internet Bid Board Instructions continued –**
- **Awards that can be made prior to the due date:**
  - Fast Auto Evaluation Solicitations (valued at less than the micro-purchase threshold)
  - Solicitations for items with documented urgency
  - Solicitations with a response date of 30 days or greater when a responsive quote is received prior to the 30 days but at least 11 days after issuance
  - Suppliers are advised to submit solicitations as soon as possible

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **DLA Internet Bid Board Instructions continued -**
  - **Auto Evaluation–**
    - May extend the solicitation return date for 3 business days for price negotiations for qualified quotations in the competitive range
    - Notice of the extension will be provided by email to suppliers in the competitive range inviting them to revise their quotes
    - DIBBS sends the email notification to the email address registered for the person submitting the quote. (**Suppliers are responsible for the accuracy of the email addresses in DIBBS**).
    - Suppliers who submitted their best quotation do not need to resubmit.

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **DLA Internet Bid Board Instructions**

- **Auto Evaluation –**

- If the Dibbs system is down, preventing quotation submission, the return date/time will be extended to the same time of day on the next business day that Dibbs processing resumes.
- Notice of the extension will be provided on the Dibbs home page
- A suppliers inability to submit a quote because of a supplier's hardware, software, Internet Service Provider or the World Wide Web, is not a cause for extension of a solicitation.

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **DLA Internet Bid Board Instructions**
  - **Auto Evaluation– Late Quotations**
    - A late quote may be considered until the evaluation process begins
    - Late quotes will only be considered after the evaluation process begins if:
      - Procurement is manually reviewed and the Contracting Officer determines that it is in the best interest of the Government and it will not unduly delay the award.

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **DLA Internet Bid Board Instructions**
  - **Auto Evaluation– Quotation Revisions**
    - Suppliers may revise quotations in DIBBS until the time the solicitation is awarded.
    - Quotation revisions overlay previously submitted quotes on the same solicitation

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **DLA Internet Bid Board Instructions**
  - **Auto Evaluation– Quotation Withdrawal**
    - Suppliers may withdraw quotations in DIBBS until the time the solicitation is awarded.
    - Select a bid type of **“no bid”**.
    - A “no bid” quotation overlays previously submitted quotes on the same solicitation

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **DLA Internet Bid Board Instructions**
  - **Auto Evaluation– Set-Aside Solicitations**
- Solicitations with an estimated dollar value between the micro-purchase threshold and the SAT (simplified acquisition threshold) are set-aside for small business when sited in the solicitation. Only small businesses that comply with the **non-manufacturer rule** will be considered. (FAR 19.502-2(c))
- Far 19.502-2(c) states: For small business set-asides other than for construction or services, any concern proposing to furnish a **product that it did not itself manufacture must furnish the product of a small business manufacturer unless the SBA has granted either a waiver or exception to the nonmanufacturer rule (see [19.102\(f\)](#))**. In industries where the SBA finds that there are no small business manufacturers, it may issue a waiver to the nonmanufacturer rule (see [19.102\(f\)\(4\)](#) and (5)). In addition, SBA has excepted procurements processed under simplified acquisition procedures (see Part 13), where the anticipated cost of the procurement will not exceed \$25,000, from the nonmanufacturer rule. **Waivers** permit small businesses to provide any firm’s product. The **exception** permits small businesses to provide any domestic firm’s product.
- Expectation of receiving offers from at **least two responsible small businesses**, including nonmanufacturers, offering the products of **different concerns** and a **fair market price**

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **Fast Auto Evaluation Solicitation –**

- Identified by the Fast Auto Evaluation Icon (F).
- Estimated to be at or below the micro-purchase threshold and are not set-aside.
- May be awarded prior to the return date/time.
- A quotation received at or below the micro-purchase threshold on a solicitation originally evaluated as equal to or greater than the micro-purchase threshold and not identified as a Fast Auto Evaluation may result in an early award as a result of being evaluated as a Fast Auto Evaluation quotation.
- Fast Auto Evaluation starts at 3 pm EST, **3** business day after the issue date and continues everyday thereafter at 3pm EST until the return date.

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **Solicitations with FAT (First Article Test) or PLT (Production Lot Testing)**
  - FAT and PLT appear as a separate line item in the solicitation
  - The number of units shown in the solicitation for the FAT or PLT line item is “1 EA”.
  - The **actual** number of units and the required delivery for **FAT** line items will be identified in FAR 52.209-3 or 52.209-4.
  - The **actual** number of units and the required delivery for **PLT** line items will be identified in Section A of the solicitation.

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **Quantity & Delivery Requirements**

- Must be submitted at the **Total Quantity** for each item
- Gov't required delivery is stated in days after award (ADO)
- If the supplier is not able to meet the Gov't required delivery, the supplier must submit their delivery on the Dibbs quote page in number of days after award (ADO) for production and FAT. (FAT delivery includes the time to deliver the completed test report)
- Includes time to **deliver** the production quantity, required testing, government inspection and acceptance. (packaging & arrangement of transportation)

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **DLA Internet Bid Board Instructions: Questions regarding Dibbs**
- Questions regarding DIBBS should be e-mailed to: [dibbsBSM@dla.mil](mailto:dibbsBSM@dla.mil)
- or refer to the frequently asked questions (FAQs) on DIBBS at <https://www.dibbs.bsm.dla.mil/Refs/help/FrequentlyAskedQuestions/FrequentlyAskedQuestions.htm>. (also located on Dibbs home page)
- For immediate assistance please call 1-877-352-2255

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **Automated Award Evaluation Information**
  - Acquisitions (except those with FAT requirements) may be candidates for automated award under the DLA Automated Evaluation Program.
  - The program uses price reasonableness logic and other automated filters to make fully automated and buyer assisted automated awards valued at the SAT (Simplified Acquisition Threshold) or less.
  - Only considers **qualified** quotations for award.
  - Qualified quotations are in exact compliance with the solicitation requirements (bid type equal to “bid without exception” and are submitted on Dibbs.)

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **Items not considered Exceptions – Will not make a quotation ineligible for award**
  - Quoting different delivery days than the required delivery date. (Delivery can become an evaluation factor).
  - Quoting origin inspection on solicitations requiring destination inspection (a price evaluation factor of **\$2500.00** is added to the total quotation price) **It may be considered as ineligible if evaluated manually.**
  - Quoting a superseded or previously approved part number or correction to a cage/part number cited in the procurement identification description (PID) for an item described by manufacturer's cage and part number

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **Items not considered Exceptions – Will not make a quotation ineligible for award (cont'd)**
  - Quoting a used, reconditioned, remanufactured item or unused former Government surplus property (a price evaluation factor or **\$200.00** is added to the total quotation price for unused former Government surplus property)
  - Quoting other than a domestic end product on a unrestricted solicitation (Buy American Statute applies to solicitations over the micro purchase threshold)
  - Quoting a hazardous item
  - Quoting “other” when the solicitation states a higher level quality requirement

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **Items considered Exceptions & Will make a quotation ineligible for award**
  - Quoting an alternate product or taking exception to the solicitation's item description.
  - Exceptions to packaging instructions
  - Exceptions to FOB terms
  - Quoting destination inspection on a solicitation requiring origin inspection

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **Items considered Exceptions and will make a quotation ineligible for award (cont'd)**
  - Exceptions to required quantity
  - Quoting a quantity variance greater than what is specified on the solicitation
  - Quoting “None” when a higher level quality requirement is required
  - Quoting the use of child labor

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **Automated Evaluation Factors**

- Evaluates all qualified quotations on the basis of price alone and does not consider quantity price breaks
- In addition to the price factors previously mentioned:
- \$600.00 for CSI (Critical Safety Items) evaluations of surplus by each ESA (Engineering Support Activity). The evaluation factor may apply if the CO cannot determine acceptability of quotations for other than CSI items and requires ESA coordination
- When the solicitation is subject to the Buy American statute or the Balance of Payments Program (see DFARS 225.502(c))

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **Evaluation Information for Solicitations with FAT/PLT Requirements**
  - Solicitations with FAT/PLT requirements are not candidates for automated award. All solicitations with FAT/PLT requirements shall be manually evaluated and manually awarded
  - For solicitations with FAT testing by the Gov't, the CO will apply an evaluation factor that reflects the cost of the testing.
  - When FAT is waived, the CO may negotiate for revised delivery since the original delivery may have included prior production deliveries with first article days included.

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **Evaluation Information -Tie Quotations**
- If evaluated quotations result in a tie between qualified quotations, the award decision will be based on the following order of precedence.
  1. A domestic end product quotation over a non-qualifying country end product quotation.
  2. Small business quotation over a large business quotation
  3. Quotation with the shortest delivery (if a quote contains different deliveries for multiple line items, the automated evaluation program uses the average of the delivery periods)
  4. First quotation submitted

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **Evaluation Information – Manual Evaluation**
  - When automated evaluation is not used, as in the case of FAT and PLT or if the system is unable to make a fully automated award, quotations will be evaluated and awarded manually. The CO may consider quantity price breaks quoted without further discussion.
  - Added Oct 5, 2017, “When manually issued awards reference the Master Solicitation, all mandatory and conditional provisions, clauses and procurement notes are incorporated by reference with the same force and effect as if set forth in full text”.

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **Evaluation Information – Manual Evaluation Factors**
  - Price
  - Delivery - Best Delivery should be quoted since delivery is an evaluation Factor (Quoting/offering a greater number of delivery day than requested by the Gov't , may result in the quote/offer not being considered.)
  - Past Performance

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **Evaluation Information – Alternate Offers**
  - Will not be considered for automated award
  - Alternate Offers may be submitted for evaluation for future procurements to the location identified in the solicitation

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **DLA Internet Bid Board Instructions:**

- **Notice of Award**

- Suppliers are requested to notify the ACO (Administrative Contracting Officer – block 7 if other than block 6) **within 14 days** after receiving the notice of award, when they will not perform in accordance with a purchase order.
- Failure to provide prompt notice will adversely effect your past performance evaluation, if the purchase order is later cancelled at other than the Government’s request.
- You may have to offer consideration to cancel the purchase order. (not stated in Master Solicitation)
- **If you registered in Dibbs within the past 60 days, newly registered firms may be excluded from consideration for automated and manual awards**

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **Automated Evaluation Distribution**
  - Posted to Dibbs website and distributed via email notification with a web link to an electronic copy of the DD Form 1155, Order for Supply or Services.
  - Via EDI to contractors who are EDI capable
  - **Delays in the receipt of awards caused by email interruptions and Internet access are not excusable delays and will not extend contract schedules**

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **Part II – Provisions, Clauses and Procurement Notes**
  - Website(s) to obtain the full text of the FAR, DFARS and DLAD provisions and clauses listed in Part II –
    - <https://www.acquisition.gov>,
    - <http://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html>
    - <http://www.dla.mil/hq/acquisition/offers/DLAD.aspx>
    - <http://www.dla.mil/HQ/Acquisition/Offers/eProcurement.aspx>

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **Part II – Provisions, Clauses and Procurement Notes**
  - All provisions, clauses and procurement notes are **incorporated herein by reference with the same force and effect as if set forth in full text**, and made a part of the solicitation/order as applicable. The submission of a quotation in response to a RFQ that references this document **constitutes the supplier's compliance with the representations and certifications and acceptance of the individual clauses, provisions and procurement notes incorporated by reference herein**. Certain representations and certifications may be required as part of a quotation submitted via DIBBS. These representations and certifications will be contained on the DIBBS quotation input form. Suppliers are reminded that all provisions incorporated herein by reference remain binding in their entirety. **Any penalties for misrepresentation contained in the reference clauses and provisions apply.**

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **Part II – Provisions, Clauses and Procurement Notes, Subpart A – Mandatory FAR, DFARS and DLAD Provisions & Clauses (You are signing up for these when you bid – be sure to read all of them. This is not the complete list of those listed in Part II).**
- **Mandatory Provisions/Clauses listed in Subpart A have moved to the solicitation.**
  - FAR 52.204-7 (July 2013) System for Award Management (excerpts from clause)
  - Awardee **shall** be registered in the SAM database prior to award, during performance, and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation.
  - If the Offeror does not become registered in the SAM database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror.

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **Part II – Provisions, Clauses and Procurement Notes, Subpart A – Mandatory Far, DFARS and DLAD Provisions & Clauses (You are signing up for these when you bid – be sure to read all of them. This is not the complete list of those listed in Part II).**
- **Mandatory Provisions/Clauses**
  - FAR 52.204-21 (June 2016) Basic Safeguarding of Covered Contractor Information Systems
  - DFARS 252-204-7008 (Oct 2016) Compliance with Safeguarding Covered Defense Information Controls
  - DFARS 252-204-7009 (Oct 2016) Limitations on the Use or Disclosure of Third-Party Contractor Reported Cyber Security Information
  - DFARS 252-204-7012 (Oct 2016) Safeguarding Covered Defense Information and Cyber Incident Reporting
  - Webinar Feb 28<sup>th</sup> from noon to 1:30 pm. (<https://www.wispro.org/events/> )

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **Part II – Provisions, Clauses and Procurement Notes - Subpart A – Mandatory FAR, DFARS and DLAD Provisions & Clauses** (Applicable to all solicitations and orders)
  - **DFARS 252.211-7006 (DEC 2017) Passive Radio Frequency Identification DLA Deleted this clause from Subpart A on 10/5/2017 and added it to Subpart B. Clause updated to Dec 2017 in Feb Master Solicitation.**
  - This may still be called out in your solicitation, but currently there are no shipment locations when you go out to the link. If you see this clause, make sure you check the link in case they add locations back.

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **Part II – Provisions, Clauses and Procurement Notes – Subpart B – Conditional FAR and DFARS Provisions & Clauses – (The complete listing is in Part II).**
  - **FAR 52.211-16 -- Variation in Quantity. (April 1984)** (not accepted unless the unit of issue is in feet .... )
    - (a) A variation in the quantity of any item called for by this contract will not be accepted unless the variation has been caused by conditions of loading, shipping, or packing, or allowances in manufacturing processes, and then only to the extent, if any, specified in paragraph (b) of this clause.(b) The permissible variation shall be limited to: \_\_\_\_\_ Percent increase [Contracting Officer insert percentage]  
\_\_\_\_\_ Percent decrease [Contracting Officer insert percentage] This increase or decrease shall apply to \_\_\_\_\_.\*(End of Clause)\* Contracting Officer shall insert in the blank the designation(s) to which the percentages apply, such as --(1) The total contract quantity; (2) Item 1 only; (3) Each quantity specified in the delivery schedule; (4) The total item quantity for each destination; or (5) The total quantity of each item without regard to destination.(End of Clause)
    - If you can't ship the entire quantity – DO A PAR Request

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **Part II – Provisions, Clauses and Procurement Notes – Subpart C – Procurement Notes**
  - The following procurement notes apply to solicitations and purchase orders as indicated and **is not the complete listing, just several examples.**
  - **Link to Procurement Notes: (Not all are listed in the Master Solicitation)**
  - **<http://www.dla.mil/Portals/104/Documents/J7Acquisition/DLAD%20Procurement%20Notes%20-%20Effective%202-7-18.pdf?ver=2018-02-08-063752-277>**

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **Part II – Provisions, Clauses and Procurement Notes – Subpart C – Procurement Notes - (The complete listing is in Part II).**
- **C01 Superseded Part Numbered Items –**
  - You have received a contract
  - Applies when procuring part numbered items including FAR Part 12 acquisitions
  - Don't assume you can just proceed if a part is superseded
  - Contact the Contracting Officer immediately
  - Notification to include: superseding item form, fit, function, configuration, application, or physical nature.
  - The contracting officer will determine whether the item is acceptable to the Government, advise the contractor within seven days, and modify the contract accordingly.

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **Part II – Provisions, Clauses and Procurement Notes – Subpart C – Procurement Notes - (The complete listing is in Part II).**
  - **C03 – Contractor Retention of Supply Chain Traceability Documentation (Sept 2016)**
    - Applies to solicitations and awards where you are not the manufacturer
    - Contractor has or will have **prior** to delivery evidence that they are providing the item that is from the approved manufacturer **and** conforms to the technical requirements
    - Retain documented evidence (supply chain traceability documentation)
    - The retention period is five years after final payment under this contract.
    - Gives a link to examples of approved documentation
    - Failure to comply or unacceptable documentation can result in the cancellation of undelivered orders or rejection of delivered supplies

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **Part II – Provisions, Clauses and Procurement Notes – Subpart C – Procurement Notes - (The complete listing is in Part II).**
  - **C14 – Repackaging or Relabeling to Correct Deficiencies -**
    - The Government may correct packaging or labeling deficiencies if the estimated costs of the corrections are \$300 or less (\$500 for C&T items) **or there is an urgent requirement.**
    - The contracting officer will advise the contractor of the discrepancy and that the Government has completed the repackaging or relabeling.
    - Upon receipt of notice from the contracting officer, the contractor shall reimburse the Government for the costs incurred by the Government to correct the deficiencies.
    - If the estimated costs of repackaging or relabeling are more than \$300 (\$500 for C&T), the contracting officer may advise the contractor of the discrepancy and have the material returned to the contractor for correction/resubmittal

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **Part II – Provisions, Clauses and Procurement Notes – Subpart C – Procurement Notes - (The complete listing is in Part II).**
  - **L09 – Reverse Auction Link to DLA Presentation -**  
[http://www.dtic.mil/ndia/2012supply/Reverse\\_Auctioning.pdf#page=15&zoom=auto,-150,331](http://www.dtic.mil/ndia/2012supply/Reverse_Auctioning.pdf#page=15&zoom=auto,-150,331)
    - Applies only to manually evaluated solicitations
    - The Contracting Officer may utilize on-line reverse auctioning as a means of conducting price discussions under this solicitation.
    - You will be notified of the reverse auction by the Contracting Officer
    - The lowest price is posted on the reverse auction website (contractor name is not posted)

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **Subpart C – Procurement Notes -**

- **M06 Evaluation of Offers for Part Numbered Items (Sep 2016)**

- Offers of **alternate product** will **not** be evaluated for the contract action if:
      - The solicitation is automated;
      - It does not meet the dollar threshold for savings, after an evaluation factor of **\$600** is applied for coordination with each ESA (Engineering Support Activity) (Each service has a specified ESA location); or
      - When the time proposed for award does not permit evaluation and delay of award would adversely affect the Government

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- DLA Technical & Quality Master List of Requirements
- This document incorporates technical and/or quality requirements (identified by an “R” or an “I” number)
- Includes:
  - Packaging, **Source Approval Requests**, Higher Level Contract Quality Requirements, **Configuration Change Management**, Quality Inspections, Measure & Test Equipment & more . . . .
- 35 pages

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- DLA Technical & Quality Master List of Requirements
  - **RP001 DLA Packaging Requirements for Procurement** (Section B under item Description)
    - Listing of prohibited cushioning & wrapping
    - Mil Std 129 – requires Military Shipping Labels (MSL) on all CONUS and OCONUS Shipments
    - Exceptions to Mil Std. 129
    - Per Mil Std 129 provides examples of what should be bar-coded and the recommended placement
    - Requirements for Treatment of Wood Packaging Material
    - Palletization shall be in accordance with MD00100452 Rev C dated 9/16

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- DLA Technical & Quality Master List of Requirements
- **RC001 Documentation Requirements for Source Approval Request (SAR)**
  - (a) **CATEGORY I:** Manufacturer of the same item for the Original Equipment Manufacturer (OEM), or for the Department of Defense (DOD).
  - (b) **CATEGORY II:** Manufacturer of a similar item for the OEM or DOD. A similar item is defined as an item whose design, application, operating parameters, material, and manufacturing processes are similar to those of the item for which source approval is sought.
  - (c) **CATEGORY III:** New manufacturer. The exact or similar item has not been previously provided to the OEM or DOD.

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **DLA Technical & Quality Master List of Requirements (SAR Cont'd)**
  - The mandatory requirements to submit a SAR for CATEGORY I - III critical parts can be found on the applicable DLA Office of Small Business Programs web site. To find the applicable DLA Office of Small Business Program, go to <http://www.dla.mil/HQ/SmallBusiness.aspx> and select the applicable Primary Level Field Activity (PLFA - Troop Support, Aviation, or Land and Maritime), then look for information on SAR.
  - **(Under other resources) Scroll to: Source Approval Request**

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **DLA Technical & Quality Master List of Requirements**
- **Source Approval Request** **(SAR Cont'd)**  
Source Approval Request (SAR) package is an assembly of information required of a prospective new supplier for a specific item **that is currently procured as other than full-and-open**. A SAR contains all technical data needed to demonstrate that the prospective contractor can competently manufacture the item to the same level of quality or better than the approved source. SAR package submittals need to be in accordance with the SAR guide checklist.

Source Approval Information:

View [SAR Charts](#)

View [SAR Basic Flowcharts](#)

View [Source Approval Request \(SAR\) Guide](#) (23 pages & explains criteria)

View [Source Approval Request \(SAR\) Template](#)

Contractor Awareness

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **DLA Technical & Quality Master List of Requirements**
- **RQ002 CONFIGURATION CHANGE MANAGEMENT - ENGINEERING CHANGE PROPOSAL REQUEST FOR VARIANCE (DEVIATION OR WAIVER)**
  - Furnished items shall conform to the approved configuration requirements/revisions, unless a Request for Variance is processed and approved. The **term Request for Variance includes Requests for Deviation and Waivers**
  - DD Form 1692 (current revision) for ECP (Engineering Change Proposal)
  - DD Form 1694 (current revision) for RFV (Request for Verification)
  - DD Form 1695 (current revision) for NOR (Notices of Revision)
  - <http://quicksearch.dla.mil/qsSearch.aspx>

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **DLA Technical & Quality Master List of Requirements**
- **Configuration Change Management (cont'd)**
  - Submit ECPs RFVs and NORs to the ACO (Administering Contracting Officer) with an informational Copy to the PCO (Procuring Contracting Officer)
  - Requests for status should be directed to the PCO (A contract modification will be needed to incorporate the change).
  - Request for ECP/RFV/SCN(Specification Change Notice) or NOR does not effect the contractual delivery. (May want to request the PCO to revise delivery when issuing the Mod to incorporate the change).

# JCP Certification

<http://www.dla.mil/HQ/InformationOperations/Offers/Products/LogisticsApplications/JCP.aspx>



**DEFENSE LOGISTICS AGENCY**  
THE NATION'S COMBAT LOGISTICS SUPPORT AGENCY

HOME WHAT DLA OFFERS DOING BUSINESS WITH DLA ABOUT DLA CAREERS

## Information Operations (J6)

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- FAQ
- Links/Resources
- JCP Search
- CAGE Search
- NCAGE Search
- DD Form 2345
- DD Form 2345 Instructions
- Defense Technical Information Center
- DOD Directive 5230.25 Withholding of Unclassified Technical Data from Public Disclosure
- DOD Directive 5230.24 Distribution Statements on Technical Documents
- DOD Directive 5230.27 Presentation of DOD-related Scientific and Technical Papers at Meetings
- Canadian Technical Data Control Regulations (TCDR)
- State Department, Directorate of Defense Trade Controls
- International Traffic in Arms Regulations
- Contact Us

## Joint Certification Program (JCP)

### Home



#### JCP Search

The JCP established in 1985 to allow United States (U.S.)/Canadian contractors to apply for access to Department of Defense/Department of National Defence (DOD/DND) unclassified export controlled technical data/critical technology on an equally favorable basis in accordance with DODI 5320.25 "Withholding of Unclassified Technical Data and Technology from Public Disclosure", and Canadian Technical Data Control Regulations.

#### The JCO:

- is a jointly staffed office and the only DOD/DND agency that reviews and certifies the DD Form 2345.
- provides customer support to defense contractors applying for certification.
- receives, processes and maintains approximately 9,000 DD Form 2345s annually.
- establishes JCP policy based on DOD/DND Directives.
- consults and cooperates with government stakeholders in the development of common industrial security policies, procedures and technology controls.
- partners with DOD legal counsel and federal law enforcement on debarment actions.

#### DD Form 2345 is used:

- for U.S./Canadian defense contractors to obtain DOD/DND unclassified export controlled technical data.
- to attend gatherings such as:
  - Symposiums
  - Program briefings
  - Meetings designed to publicize advance requirements of contracting agencies
- Pre-solicitation, pre-bid, pre-proposal, pre-award conferences, workshops and tours
- to request unclassified visits directly with other certified U.S. or Canadian defense contractors or U.S. and Canadian military facilities.

# JCP Certification

## Restricted Data

### Data Types & Access

There are various types of restricted data on [DLA Collaboration Folders \(cFolders\)](#). If you see the phrase *Add / Access Required* in cFolders under the Download column for a document then you must look to see which of the restricted types below is assigned to the document and follow the instructions below:

#### · Export Control Data

[United States/Canada Joint Certification Program \(JCP\)](#) certification is required. Go to [United States/Canada Joint Certification Program \(JCP\)](#), and then fill out DD 2345 form. Once approved and cFolders is updated with your information, you can access export control data.

#### · Foreign Secure Data No foreign certification

Go to [DLA Collaboration Folders \(cFolders\)](#) and then select the Licensing Agreements link under Functions. Click the Foreign Secure link and download the form and FAX to the POC listed. CFolders will notify you when granted access.

#### · Licensing Agreements

Licensing agreement numbers appear in the licensing agreement field at the solicitation level and the drawing level on cFolders. This tells you which forms you must have on file to receive the restricted data. Select Licensing Agreements under Functions. Select the appropriate licensing agreement and download the form. Mail or FAX the form to the POC listed. CFolders will notify you when granted access.

# Defense Logistic Agency Master Solicitation for Automated Simplified Acquisitions (revision 46) February 7, 2018

- **5 Top Reasons Supplier Payments are Delayed (The Link, Jan 2017)**
  1. No invoice submitted in WAWF
  2. Mil Std 129 labels are omitted or incorrect
  3. Shelf life marking omitted or missing required elements
  4. Shipping prior to DCMA Quality Assurance Representatives signs acceptance
  5. Missing bare item markings (Mil Std 130) (Requirement may be called out on the Gov't drawing).

# UPCOMING TRAINING - EVENTS

# ACQUISITION HOUR LIVE WEBINAR SERIES

- February 28, 2018 – **Cyber Security for Current and Prospective DOD Contractors and Subcontractors** – [CLICK HERE](#) for additional information – presented by Marc Violante – Wisconsin Procurement Institute (WPI)
- March 13, 2018 – **Information Management for Federal Contractors** – [CLICK HERE](#) for additional information – presented by Marc Violante – Wisconsin Procurement Institute (WPI)
- March 14, 2018 – **Introduction to Certifications Available to Woman Owned Businesses** – [CLICK HERE](#) for additional information – presented by Kim Garber – Wisconsin Procurement Institute (WPI)
- March 27, 2018 – **Update on Federal Hour Wage Labor Laws** – [CLICK HERE](#) for additional information – presented by Corey Walton, Community Outreach and Resource Planning Specialist – U.S. Department of Labor/Wage & Hour Division
- March 27, 2018 – **Growing Your Small Business with the Disadvantaged Business Enterprise (DBE) Program** – [CLICK HERE](#) for additional information – presented by Benjamin Blanc –

# ACQUISITION HOUR LIVE WEBINAR SERIES

- March 28, 2018 – **Cyber Security for Current and Prospective DOD Contractors and Subcontractors** – [CLICK HERE](#) for additional information – presented by Marc Violante – Wisconsin Procurement Institute (WPI)

# UPCOMING EVENTS

[Federal Acquisition Regulations \(FAR\) Review](#) – Wednesday  
Evenings – Webinar

[Step by Step Process to Start Working as a Federal Government Subcontractor – Part II](#) – February 28, 2018 – Manitowoc, WI

[Growing Your Business in Sawyer County, Wisconsin](#) – March 1, 2018 – Hayward, WI

[Developing your Marketing Materials for Government Sales](#) –  
March 13, 2018 – Milwaukee, WI

# UPCOMING EVENTS

[Responding to Federal Government Opportunities](#) – March 21, 2018  
– Iron Mountain, MI

[Society of American Military Engineers \(SAME\) Joint Industry Days and Federal Agency Forum \(JIDFAF\)](#) – April 9 – 10, 2018 –  
Northbrook, IL

[Federal Acquisition Regulations, Understanding the Basics](#) – April  
11, 2018 – Iron Mountain, MI

[Preparing a Winning Government Proposal](#) – April 26, 2018 –  
Milwaukee, WI

[12<sup>th</sup> Annual Volk Field – Fort McCoy Small Business Conference](#) –  
June 26 – 27, 2018 – Fort McCoy, WI



# QUESTIONS?

# SURVEY



# CONTINUING PROFESSIONAL EDUCATION

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CPE Certificate available, please contact:

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