



ACQUISITION HOUR :
UNDERSTANDING YOUR OBLIGATIONS WHEN QUOTING AND
RECEIVING AWARDS FROM
DEFENSE LOGISTICS AGENCY (DLA) DIBBS

May 16, 2017

Webinar Etiquette



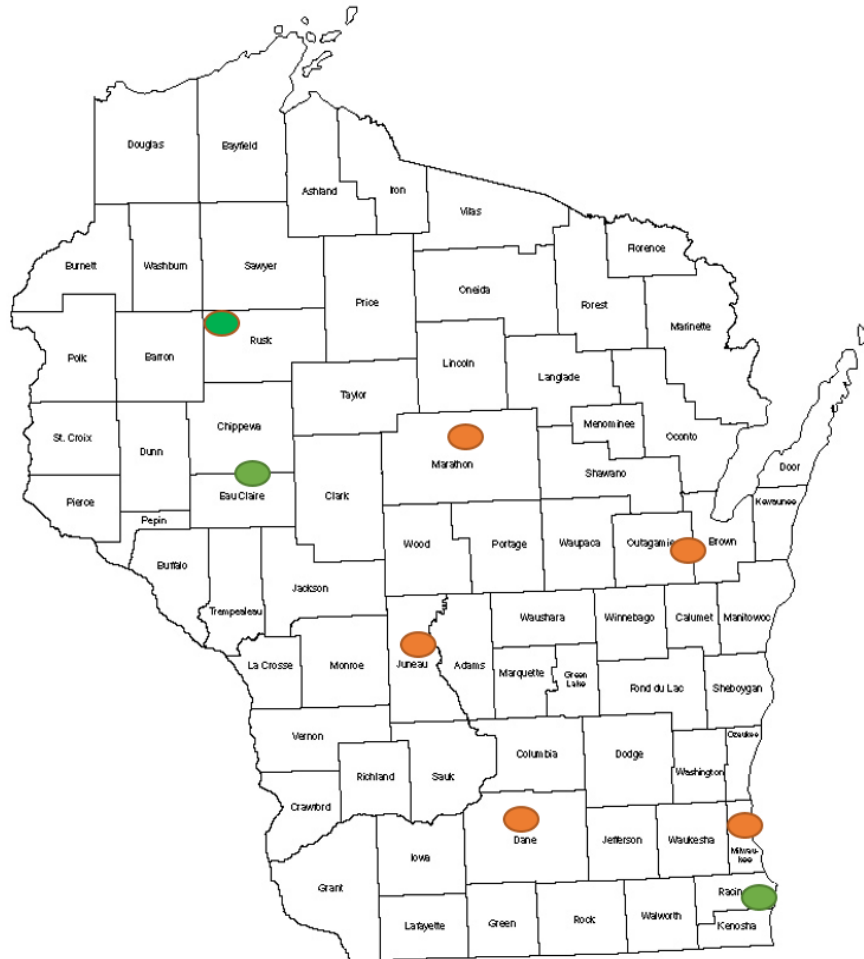
- Please
 - When logging into go-to-meeting, enter the name that you have registered with
 - Put your phone or computer on mute
 - Use the Chat option to ask your question(s): We will read them and our guest speaker will provide an answer to the group
- Thank you!



ABOUT WPI

Supporting the Mission

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



LOCATIONS:

- **Primary office – Milwaukee** - Technology Innovation Center
- **Staffed Satellite offices**
 - Madison** (FEED – Food Enterprise & Economic Development / MEC – Madison Enterprise Center)
 - Camp Douglas** (Juneau County Economic Development Corporation)
 - Wausau** (Wausau Region Chamber of Commerce)
 - Appleton** (Fox Valley Technical College)
- **Active Partnerships**
 - Racine** – LaunchBox
 - Eau Claire** - Western Dairyland
 - Ladysmith** – Indianhead Community Action

MY ACCOUNT

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[EVENT PRESENTATIONS](#)

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[CURRENT OPPORTUNITIES](#)

Current Opportunities [View All](#)

1. [SBA Seeks Funding Proposals from Non-Profits and Local Institutions to Provide Entrepreneurship Training for Service Members, Military Spouses and Veterans - January 18, 2017](#)

WASHINGTON – The U.S. Small Business Administration (SBA) is inviting funding proposals from non-profit organizations, state, local and tribal government agencies, and institutions of higher learning to provide “Boots to Business” entrepreneurship training to service members, military spouses, and veterans.

2. [Chicago Secures \\$1 Billion in Federal Grant Funding for Rail Upgrades - January 10, 2017](#)

Chicago’s Transit Authority will receive nearly \$1.1 billion in federal grant funding to help pay for upgrades meant to expand rail capacity on the north side of the city, officials said Monday.

The money will go toward roughly \$2.1 billion of planned work on the city’s Red and Purple “L” lines. This will include improvements to track, stations, power and signal systems, and the purchase of 32 new railcars, according to the Federal Transit Administration.

3. [Secure That Smart Toaster and Win \\$3,000- January 4, 2017](#)

The Federal Trade Commission is offering up to \$25,000 in prize money for applications or tools that help people protect their smart home devices from hackers, according to a Federal Register notice.

The competition, which will announce winners in July, comes as the internet is creeping into more and more household devices ranging from baby monitors to toasters.

These internet-of-things devices are often less secure than traditional internet-connected devices such as laptops and smartphones. It’s also often more difficult to update the software in these devices to patch vulnerabilities, making

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

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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

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



- **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
- 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.



• **Help**

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

• **Vendor Registration**

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

• **Solicitations**

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

• **Awards**

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

• **Technical Data**

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

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- **Part 1** 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

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- **Part II Contains**

- Mandatory Provisions & Clauses
- 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)

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Continued

- **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 9th position
 - or identified with the “EPROC icon

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- **DLA Internet Bid Board Instructions continued –**
 - **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

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- **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

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- **DLA Internet Bid Board Instructions continued –**
- **Awards that can be made prior to the due date:**
 - Fast Auto Evaluation Solicitations
 - 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

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- **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.

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- **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.

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- **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 the Contracting Officer determines that it is in the best interest of the Government and it will not unduly delay the award.

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- **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

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- **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

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- **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. In both of these cases, the contracting officer's determination in paragraph (b)(1) of this subsection or the decision not to set aside a procurement reserved for small business under paragraph (a) of this subsection will be based on the expectation of receiving offers from at least two responsible small businesses, including nonmanufacturers, offering the products of different concerns.

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- **DLA Internet Bid Board Instructions**

- **Fast Auto Evaluation Solicitation** - Identified by the Fast Auto Evaluation Icon (F).

- Estimated to be at or below the micro-purchase threshold
- 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, 1 business day after the issue date and continues everyday thereafter at 3pm until the return date.

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- **DLA Internet Bid Board Instructions:**
 - **Solicitations with FAT 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.

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- **DLA Internet Bid Board Instructions: 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)

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- **DLA Internet Bid Board Instructions: Questions regarding Dibbs**
- Questions regarding DIBBS should be e-mailed to: 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

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- **DLA Internet Bid Board Instructions:**
 - **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).

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- **DLA Internet Bid Board Instructions:**
 - **Items not considered Exceptions – Will not make a quotation ineligible for award**
 - Quoting different delivery days than the required delivery date.
 - Quoting origin inspection on solicitations requiring destination inspection (a price evaluation factor of **\$600.00** 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

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- **DLA Internet Bid Board Instructions:**
 - **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
 - Quoting a hazardous item
 - Quoting “other” when the solicitation states a higher level quality requirement

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- **DLA Internet Bid Board Instructions:**
 - **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

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- **DLA Internet Bid Board Instructions:**
 - **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

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- **DLA Internet Bid Board Instructions:**

- **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))

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- **DLA Internet Bid Board Instructions:**

- **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.

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- **DLA Internet Bid Board Instructions:**

- **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

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- **DLA Internet Bid Board Instructions:**
 - **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.

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- **DLA Internet Bid Board Instructions:**
 - **Evaluation Information – Manual Evaluation Factors**
 - Price
 - Delivery - Best Delivery should be quoted since delivery is an evaluation Factor
 - Past Performance

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- **DLA Internet Bid Board Instructions:**
 - **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

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- **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)

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- **DLA Internet Bid Board Instructions:**
 - **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**

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- **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>

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- **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.

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- **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).**
 - FAR 52.204-7 (July 2013) System for Award Management (excerpts from clause)
 - Paragraph (b)(1) By submission of an offer, the offeror acknowledges the requirement that a prospective 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.
 - Paragraph (d) 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.

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- **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 (Sept 2011) Passive Radio Frequency Identification (excerpts from clause)
 - Paragraph (e) Advance shipment notice. The Contractor shall use Wide Area Work Flow, (WAWF), as required by DFARS 252.232-7003, Electronic Submission of Payment Requests, to electronically submit advance shipment notice(s) with the RFID tag ID(s) (specified in paragraph (d) of this clause) in advance of the shipment in accordance with the procedures at <https://wawf.eb.mil/>
 - (End of clause)
 - (If not followed this may cause a delay in payment until it is corrected)

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- **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)

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- **Part II – Provisions, Clauses and Procurement Notes – Subpart B – Conditional FAR and DFARS Provisions & Clauses – (The complete listing is in Part II).**
 - **DLAD 52.215-9023 – Reverse Auction (Oct 2013) Link to DLA Presentation - 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)

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- **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:**

<http://www.dla.mil/Portals/104/Documents/J7Acquisition/DLA%20Procurement%20Notes%20-%20Effective%209-19-16.docx%20V2.pdf>

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- **Part II – Provisions, Clauses and Procurement Notes – Subpart C – Procurement Notes -**
 - **C01 Superseded Part Numbered Items – Applies when procuring part numbered items including FAR Part 12 acquisitions**
 - If an item part number is superseded during the term of this contract, the contractor shall advise the contracting officer immediately upon determination. The notice shall include complete information on the 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.

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- **Part II – Provisions, Clauses and Procurement Notes – Subpart C – Procurement Notes - C03 Contractor Retention of Supply Chain Traceability Documentation**
 - (1) By submitting a quotation or offer, the contractor agrees that, when the contractor is not the manufacturer of the item, it is confirming that it currently has or will obtain before delivery and shall retain documented evidence (supply chain traceability documentation) that the item is from the approved manufacturer and conforms to the technical requirements. **The retention period is five years after final payment under this contract.**
 - (2) At a minimum, the supply chain traceability documentation for the item shall include: basic item description, part number and/or national stock number, manufacturing source, manufacturing source's Commercial and Government Entity (CAGE) code, and clear identification of the name and location of all supply chain intermediaries between the manufacturer to the contractor to item(s) acceptance by the Government. The documentation should also include, where available, the manufacturer's batch identification for the item(s), such as date codes, lot codes, or serial numbers.

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- **Part II – Provisions, Clauses and Procurement Notes – Subpart C – Procurement Notes - C03 Contractor Retention of Supply Chain Traceability Documentation (cont'd)**
 - (3) Examples of acceptable supply chain traceability documentation can be found at: <http://www.dla.mil/LandandMaritime/Business/Selling/Counterfeit-Detection-Avoidance-Program/>
 - (4) The contractor shall immediately make available documentation upon request of the contracting officer. The contracting officer determines the acceptability and sufficiency of documentation. If the contractor fails to retain or provide the documentation or the contracting officer finds the documentation to be unacceptable, corrective action may be taken including, but not limited to, cancellation of undelivered orders or rejection of delivered supplies.

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- **Part II – Provisions, Clauses and Procurement Notes – Subpart C – Procurement Notes - E06 Inspection and Acceptance at Origin (SEP 2016)**

- The contractor shall indicate the location where supplies will be inspected: Commercial and Government Entity (CAGE) code: _____, Address: _____ Applicable to contract line -item numbers(s) (CLIN(s)): _____
- The contractor shall indicate the location where packaging will be inspected: () Same as for supplies OR CAGE code: _____, Address: _____ Applicable to CLIN(s): _____

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- **Part II – Provisions, Clauses and Procurement Notes – 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:
 - (1) The solicitation is automated;
 - (2) 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
 - (3) When the time proposed for award does not permit evaluation and delay of award would adversely affect the Government

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- DLA Technical & Quality Master List of Requirements
- Includes:
 - Packaging, Source Approval Requests, Higher Level Contract Quality Requirements, Configuration Change Management, Quality Inspections, Measure & Test Equipment & more
- 35 pages

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- 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

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- DLA Technical & Quality Master List of Requirements
- **RQ002 Documentation Requirements for Source Approval Request (SAR)**
 - 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)

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- **DLA Technical & Quality Master List of Requirements**

- Submit ECP's RFV's and NOR's 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).

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- **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).

Federal Acquisition Regulations (FAR)

- A series of webinars on Wednesdays from 6.00pm to 7.00pm.
 - This introductory session of the FAR REVIEW series is geared towards those interested in becoming CFCM certified. Sessions of this FAR REVIEW series will cover all parts of the FAR and will be beneficial to current Federal contractors and subcontractors even if not intending to participate in the NCMA certification exam.
- Schedule listed below:
 - <https://www.wispro.org/wp-content/uploads/2017/02/FAR-Training-Webinar-Schedule.pdf>

Acquisition Hour Webinars

- May 17, 2017 – [The SBA 8\(a\) Certification Program](#) – Presented by US-SBA
- May 17, 2017 – [Federal Certifications For Veteran And Service Disabled Veteran Owned Businesses](#) – Presented by WPI
- May 30, 2017 – [4 Issues Affecting Federal Construction Projects](#) – Presented by WPI
- June 13, 2017 – [Acquisition Hour: Maximizing FBO in your Market Strategies](#) – Presented by WPI
- June 14, 2017 – [Acquisition Hour: Understanding the Differences Between Federal Solicitation Types](#) – Presented by WPI

Upcoming WPI Events

- DOD CONTRACTOR BUSINESS SYSTEM REQUIREMENTS CRITICAL TO CONTRACTOR SUCCESS – May 17, Wauwatosa, WI
- DOING BUSINESS WITH THE NATIONAL PARK SERVICE – June 14, 2017 – Ashland, WI
- 11TH ANNUAL VOLK FIELD SMALL BUSINESS CONFERENCE – June 27 – 28, 2017 – Camp Douglas, WI



QUESTIONS?

Continuing Professional Education



CPE Certificate available, please contact:

Benjamin Blanc

benjaminb@wispro.org

SURVEY



Today's Topic was presented by

Jean Polka

Wisconsin Procurement Institute (WPI)

Fox Valley Technical College - DJ Bordini Center

5 Systems Dr., Suite 201

Appleton, WI

920-285-4442

jeanp@wispro.org

www.wispro.org

For Assistance or Additional Information contact

Benjamin Blanc
Wisconsin Procurement Institute (WPI)

10437 Innovation Drive, Suite 320
Milwaukee, WI 53226
414-270-3600 or
benjaminb@wispro.org