

Pre-Bid Requirements

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Wisconsin Procurement Institute

October 13, 2022

October 13, 2022: Webinar Overview

- Prior to submitting the first quote or proposal, a company will need to ensure that it has completed all registrations and has developed and put in place all appropriate compliance program requirements unique to DoD customers. Some customers may have relatively straightforward requirements such as active registration in SAM.gov. Others such as DLA, which is a major potential customer for manufacturing businesses and parts suppliers, have several requirements that include registrations, completion of required training, submission of specified forms as well as significant efforts related to cybersecurity. The average company can complete these requirements, but it does take time and awareness of what is required. Knowing a resource such as WPI can help to streamline and accelerate the process.

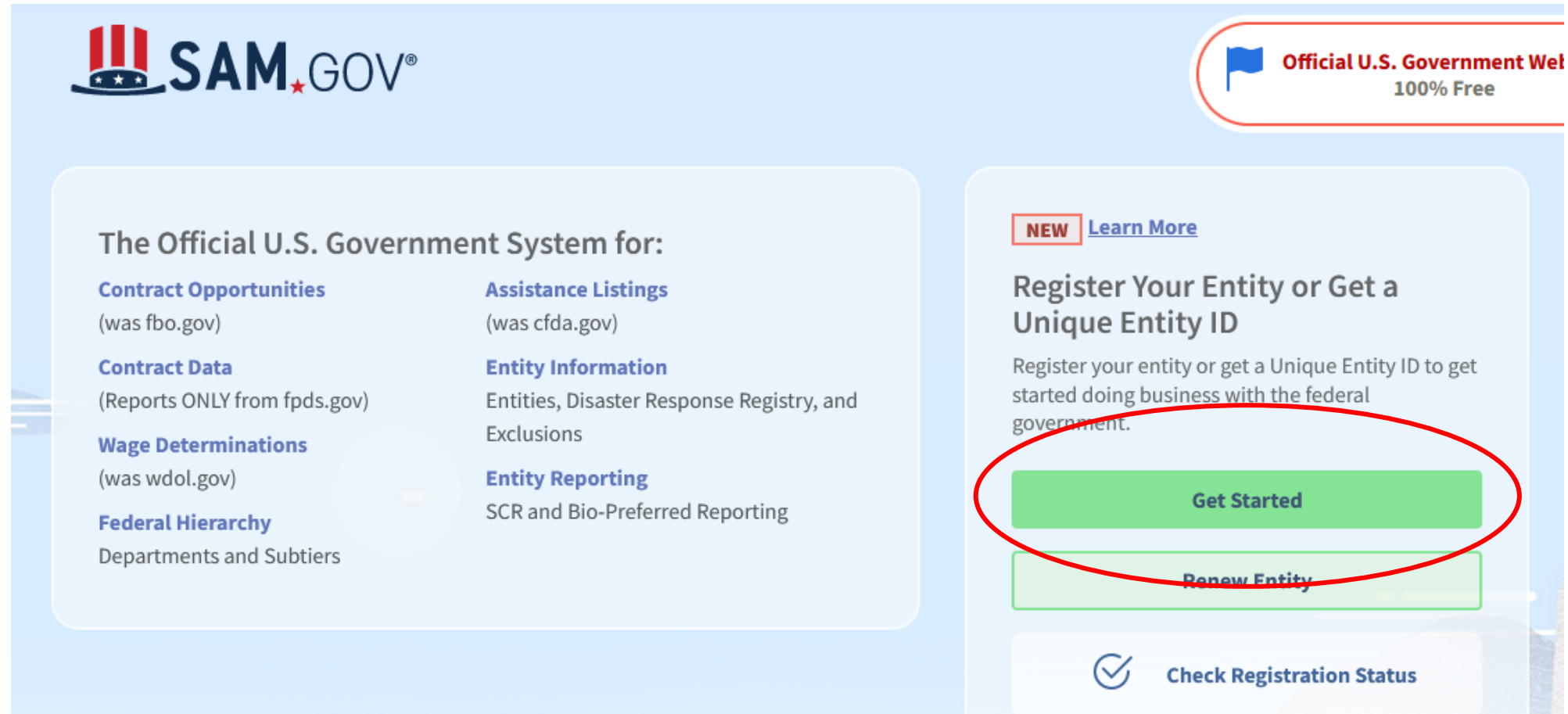
Registrations

- SAM (vendor registration, controlled document access – separate)
 - DIBBS
 - JCP
 - JCP – Enhanced
 - ITAR
 - CDI – SPRS
 - PIEE
-
- Applies to Primes, and Subcontractors, and Suppliers at all levels as required by flowdown requirements

General Registration Requirements -

- SAM (<https://www.sam.gov>) requires logon.gov and SAM UEL; part of the process; annual update
- Register for DIBBS
- Review DLA's Master Solicitation
- Complete the required steps for setting up their computer for access to cFolders
- Complete the Enhanced Validation training and certification for JCP
- Complete their System Security Plan
- Complete their Plan of Action
- Complete DoD's Basic Assessment
- Register for SPRS (PIEE)
- Upload required information to SPRS
- Maintain information in SPRS – period reviews, manage POA&M – goal -- 110

https://SAM.gov



The screenshot shows the SAM.gov homepage with a light blue background. At the top left is the SAM.gov logo, featuring a stylized American flag and the text "SAM.GOV®". At the top right is a red-bordered box containing a blue flag icon and the text "Official U.S. Government Website" and "100% Free". The main content area is divided into two columns. The left column is titled "The Official U.S. Government System for:" and lists several services: "Contract Opportunities (was fbo.gov)", "Contract Data (Reports ONLY from fpds.gov)", "Wage Determinations (was wdol.gov)", "Federal Hierarchy (Departments and Subtiers)", "Assistance Listings (was cfda.gov)", "Entity Information (Entities, Disaster Response Registry, and Exclusions)", and "Entity Reporting (SCR and Bio-Preferred Reporting)". The right column is titled "Register Your Entity or Get a Unique Entity ID" and includes a "NEW Learn More" link. Below the title is a description: "Register your entity or get a Unique Entity ID to get started doing business with the federal government." There are two green buttons: "Get Started" and "Renew Entity". The "Get Started" button is circled in red. At the bottom of the right column is a "Check Registration Status" link with a checkmark icon.

SAM.GOV®

Official U.S. Government Website
100% Free

The Official U.S. Government System for:

- Contract Opportunities**
(was fbo.gov)
- Contract Data**
(Reports ONLY from fpds.gov)
- Wage Determinations**
(was wdol.gov)
- Federal Hierarchy**
Departments and Subtiers
- Assistance Listings**
(was cfda.gov)
- Entity Information**
Entities, Disaster Response Registry, and Exclusions
- Entity Reporting**
SCR and Bio-Preferred Reporting

Register Your Entity or Get a Unique Entity ID

NEW [Learn More](#)

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

Get Started

Renew Entity

[Check Registration Status](#)

Login.gov



sam.gov is using Login.gov to allow you to sign in to your account safely and securely.

Email address

☐ Show password

Password

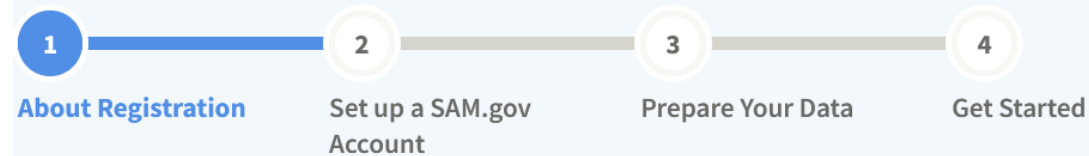
Sign in

Create an account

U.S. Government System terms

Before You Get Started

Review these steps to choose which option is right for you. You can register to bid and apply for federal awards or you can request a Unique Entity ID only without having to complete a registration.



1 About Registration

If you want to apply for federal awards as a prime awardee, you need a **registration**.

A registration allows you to bid on government contracts and apply for federal assistance. As part of registration, we will assign you a Unique Entity ID.

To see comprehensive instructions and checklist for entity registration, download our [Entity Registration Checklist](#).

If you do not want to apply directly for awards, then you do not need a registration. If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete a registration. You may only need a **Unique Entity ID**.



Registration – General Steps after Submitting

- IRS validation
- CAGE Desk validation
- Assignment of CAGE code – a 5 position alpha-numeric identifier
- To complete the SAM process, the company will need to assign an Entity Administrator. There is a form letter which will need to be notarized and submitted following the instructions.
- There is a window for submitting the letter. If the letter is not submitted the Registration status will revert to Inactive and the company will not be eligible for awards.

DIBBS

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
 - [Contracting Opportunities \(FBO\)](#)

Awards

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

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 \(MEDALS\)](#)



DIBBS – Registration Guidelines

System for Award Management (SAM) Data

DIBBS will pre-fill certain registration information (company name and business address from the SAM the first time a representative for a CAGE starts the DIBBS registration process. Users cannot change this information on DIBBS, but updates occur daily from the SAM.

Registration for all suppliers

Registration is required to receive a login account and password to conduct transactions over the restricted portions of DIBBS (e.g., submitting electronic quotes on RFQs;), and to register email addresses for solicitation and award notification on DIBBS items.

Detailed system requirements and instructions for registration are located on the DIBBS Home Page. A few highlights of the information include:

- a. On the DIBBS Home Page, click the Vendor Registration link to begin the registration process.
- b. In order to register on DIBBS, the company you are representing must have a prior SAM system registration.
- c. If a registration for the CAGE already exists on DIBBS, the name and email address of the Super User displays. Contact the Super User to set-up additional accounts, logons and passwords for their CAGE.

DIBBS Super User

- The representative who starts the DIBBS registration process has the option to designate themselves or another person to act as the [super user](#) for the CAGE.
- The [super user](#) acts as the account administrator for a CAGE.

<https://www.dibbs.bsm.dla.mil/Refs/help/Registration/RegistrationGuidelines.aspx>





DLA Master Solicitation

<https://www.dibbs.bsm.dla.mil/>



DIBBS - References

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](#) 
- [Regulation Extracts used for DIBBS quoting](#)
- [Virtual Library](#)
- [Vendor Performance Supplier Performance Risk System \(SPRS\)](#) 

MASTER SOLICITATION FOR SIMPLIFIED ACQUISITIONS – Current Rev = 85

Current DLA Master Solicitation for Automated Simplified Acquisitions Rev-84





Updated January 10, 2022

For previous versions of the Automated Masters, see the Archives page.




Note: Frequent updates – Rev-84 & updated on Jan 10, 2022

Review to get the general idea and requirements for a point in time however, this is a living reference and the RFQ will specify the version that applies. The Master Solicitation is virtually appended to all awards as does clauses incorporated by reference.

Approved Source Data

|  SPE8EF22Q0045.PDF » Package View | | NSN: 1730-01-694-3042 Nomenclature: SLING,AIRCRAFT MAIN | | | | | | | | | | |
|---|--------------|---|--|--------------|-------------|--------------|-------|--------------|---------------------------|-------|--------------|------------|
|  Quote  | | AMSC: C NAICS: 000000 Quantity: 3 | | | | | | | | | | |
| Issued: 09-15-2022 | | <div>Approved Source Data</div> <table><thead><tr><th>CAGE</th><th>Part Number</th><th>Company Name</th></tr></thead><tbody><tr><td>053H3</td><td>4158AS0192-1</td><td>INDUSTRIAL AUTOMATION INC</td></tr><tr><td>7V3W5</td><td>4158AS0192-1</td><td>AVIOSS LLC</td></tr></tbody></table> | | CAGE | Part Number | Company Name | 053H3 | 4158AS0192-1 | INDUSTRIAL AUTOMATION INC | 7V3W5 | 4158AS0192-1 | AVIOSS LLC |
| CAGE | Part Number | | | Company Name | | | | | | | | |
| 053H3 | 4158AS0192-1 | INDUSTRIAL AUTOMATION INC | | | | | | | | | | |
| 7V3W5 | 4158AS0192-1 | AVIOSS LLC | | | | | | | | | | |
| Return By: 09-29-2022 | | | | | | | | | | | | |
| FOB Point: Origin | | | | | | | | | | | | |
| Inspection Point: Origin | | | | | | | | | | | | |
| Tech Data:  Tech Docs | | | | | | | | | | | | |
| Document Post/Updated: 2022-09-15 06:41:45 | | | | | | | | | | | | |
| Purchase Request: 0095428087 | | | | | | | | | | | | |

DIBBS – RFQ – SPE8EF-22-Q-0045

| | | | | |
|--|-------------------------------|--|--|---|
| REQUEST FOR QUOTATIONS | | THIS RFQ <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE | | PAGE 1 OF 8 |
| 1. REQUEST NO. SPE8EF-22-Q-0045 | 2. DATE ISSUED 2022 SEP 15 | 3. REQUISITION/PURCHASE REQUEST NO. 0095428087 | 4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1  | RATING DO-C9  |
| 5. ISSUED BY DLA TROOP SUPPORT CONSTRUCTION & EQUIPMENT MANU & CON 700 ROBBINS AVENUE PHILADELPHIA PA 19111-5096 USA Buyer: Teresa Rivera-Cruz PEPCDDC Tel: 215-737-7274 Email: teresa.rivera@dla.mil | | | 6. DELIVER BY (Date) 180 DAYS ADO  | |
| | | | 7. DELIVERY <input type="checkbox"/> FOB DESTINATION <input checked="" type="checkbox"/> OTHER (See Schedule) | |
| | | | 9. DESTINATION | |
| | | | a. NAME OF CONSIGNEE See Schedule | |
| | | | b. STREET ADDRESS | |
| 8. TO: | | | c. CITY | |
| | | | d. STATE | |
| | | | e. ZIP CODE | |

Solicitation - details

UID MARKING IS REQUIRED - DFARS 252.211-7003 (MAR 2016) - ITEM IDENTIFICATION AND VALUATION APPLIES FOR ITEMS WITH A DOLLAR VALUE OF \$5,000.00 OR MORE.

RD002, COVERED DEFENSE INFORMATION APPLIES

THIS SOLICITATION INCORPORATES THE TERMS AND CONDITIONS SET FORTH IN THE DLA MASTER SOLICITATION FOR AUTOMATED SIMPLIFIED ACQUISITIONS REVISION 88 (August 23, 2022) WHICH CAN BE FOUND ON THE WEB AT:
<http://www.dla.mil/HQ/Acquisition/Offers/eProcurement.aspx>

In the event of a conflict between provisions/clauses explicitly cited in the solicitation and award and those located in the DLA Master Solicitation, the provisions/clauses in the solicitation/award will take precedence.

This solicitation incorporates technical/quality requirements ('R' or 'I' number in section B). The full text is in the DLA Technical and Quality Master List of Requirements at: <http://www.dla.mil/HQ/Acquisition/Offers/eprocurement.aspx> The revision of the TQ Master in effect on the award date controls.

Example: Clauses incorporated by reference

Screen shot from Master solicitation


| | | |
|-------------------------------|--|---|
| 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 Incident Information | |
| DFARS 252.204-7012 (Dec 2019) | Safeguarding Covered Defense Information and Cyber Incident Reporting | ← |
| DFARS 252.204-7015 (May 2016) | Notice of Authorized Disclosure of Information for Litigation Support | |
| DFARS 252.204-7017 (Dec 2019) | Prohibition of Acquisition of Covered Defense Telecommunications Equipment or Services-- Representation | |
| DFARS 252.204-7018 (Jan 2021) | Prohibition of Acquisition of Covered Defense Telecommunications Equipment or Services | |
| DFARS 252.204-7019 (Nov 2020) | Notice Of NIST SP 800-171 DoD Assessment Requirements | ← |
| DFARS 252.204-7020 (Nov 2020) | NIST SP 800-171 DoD Assessment Requirements | ← |
| DFARS 252.213-7000 (Sep 2019) | Notice to Prospective Suppliers on Use of Supplier Performance Risk System in Past Performance Evaluations | |
| DFARS 252.223-7001 (Dec 1991) | Hazard Warning Labels | |
| DFARS 252.223-7006 (Sep 2014) | Prohibition On Storage, Treatment, And Disposal Of Toxic Or Hazardous Materials--Basic | |
| DFARS 252.223-7008 (Jun 2013) | Prohibition Of Hexavalent Chromium | |
| DFARS 252.225-7007 (Dec 2018) | Prohibition on Acquisition of United States Munitions List Items from Communist Chinese Military Companies | |
| DFARS 252.225-7048 (Jun 2013) | Export-Controlled Items | ← |

FAR clauses: <https://www.acquisition.gov> "Browse Far" Go to Number 52 on left and select. Clauses appear in numerical order


DFAR clauses: <https://www.acquisition.gov> Top horizontal menu – Regulations then DFARS on upper left pop-up. Select number 252 on left. Clauses appear in numerical order

October 13, 2022

Procurement Integrated Enterprise Environment (PIEE)




ABOUTFEATURESCAPABILITIESHELPCONTACT




Payment

Supporting the receipt, acceptance, and payment process has been one of PIEE's longest missions. Wide Area Workflow (WAWF) is the backbone of the payment capabilities set with other modules providing additional visibility into this business process.



Property Management

PIEE plays a central role in the management of government property through the Government Furnished Property (GFP) Attachment, property transfers, and property loss processes. The IUID Registry within PIEE is used by the Department of Defense to store information about high value assets.



Purchase Card

The Department of Defense's Purchase Card Program leverages PIEE to facilitate the formal appointment of all roles. PIEE also serves as a single sign on point for access to the Bank System (AxOL) and the Data Mining Solution (IOD).

Enhanced Export-Control Regulations

THIS ITEM IS SUBJECT TO ENHANCED EXPORT-CONTROL REGULATIONS. MANUFACTURER AND DEALERS MUST BE ENHANCED EXPORT CONTROL CERTIFIED.

→ RQ032: EXPORT CONTROL OF TECHNICAL DATA (DFARS 252.225-7048 APPLIES)

This item has technical data some or all of which is subject to export-control of either the International Traffic in Arms regulations (ITAR) or the Export Administration Regulations (EAR), and cannot be exported without prior authorization from either the Department of State or the Department of Commerce. Export includes disclosure of technical data to foreign persons and nationals whether located in the United States or abroad. This requirement applies equally to foreign national employees and U.S. companies and their foreign subsidiaries. DFARS 252.225-7048 is applicable to this data.

The Defense Logistics Agency (DLA) limits distribution of export-control technical data to DLA contractors that have an approved US/Canada Joint Certification Program (JCP) certification, have completed the Introduction to Proper Handling of DOD Export-Controlled Technical Data Training and the DLA Export-Controlled Technical Data Questionnaire (both are available at the web address given below), and have been approved by the DLA controlling authority to access the export-controlled data. Instructions for obtaining access to the export-controlled data can be found at:

<https://www.dla.mil/HQ/LogisticsOperations/EnhancedValidation/>

To be eligible for award, offerors and any sources of supply proposed for use are required to have an approved JCP certification and have been approved by the DLA controlling authority to access export-controlled data managed by DLA. DLA will not delay award in order for an offeror or its supplier to apply for and receive approval by the DLA controlling authority to access the export-controlled data.

RQ032: Export Control of Technical Data



ITAR/EAR

This item has technical data some or all of which is subject to export-control of either the International Traffic in Arms regulations (ITAR) or the Export Administration Regulations (EAR) and cannot be exported without prior authorization from either the Department of State or the Department of Commerce. Export includes disclosure of technical data to foreign persons and nationals whether located in the United States or abroad. This requirement applies equally to foreign national employees and U.S. companies and their foreign subsidiaries. DFARS 252.225-7048 is applicable to this data.

The Defense Logistics Agency (DLA) limits distribution of export-controlled technical data to DLA contractors that have an approved US/Canada Joint Certification Program (JCP) certification, have completed the “Introduction to Proper Handling of DOD Export Controlled Technical Data Training” and the DLA “Export-Controlled Technical Data Questionnaire” (both are available at the web address given below), and have been approved by the DLA controlling authority to access the export-controlled data. Instructions for obtaining access to the export-controlled data can be found at:

<https://www.dla.mil/Logistics-Operations/EnhancedValidation/>



JCP

To be eligible for award, offerors and any sources of supply proposed for use are required to have an approved JCP certification and have been approved by the DLA controlling authority to access export-controlled data managed by DLA. DLA will not delay award for an ineligible offeror or its supplier to apply for and receive approval by the DLA controlling authority to access the export-controlled data.

(End of TQ Requirement)

https://www.dla.mil/Portals/104/Documents/J7Acquisition/DLA_MasterListofTQandA-Requirements_OCT-3-2022_Rev-27.pdf; page 27

October 13, 2022

Joint Certification Program

- <https://www.dla.mil/HQ/LogisticsOperations/Services/JCP/>
- Scroll to bottom of the page

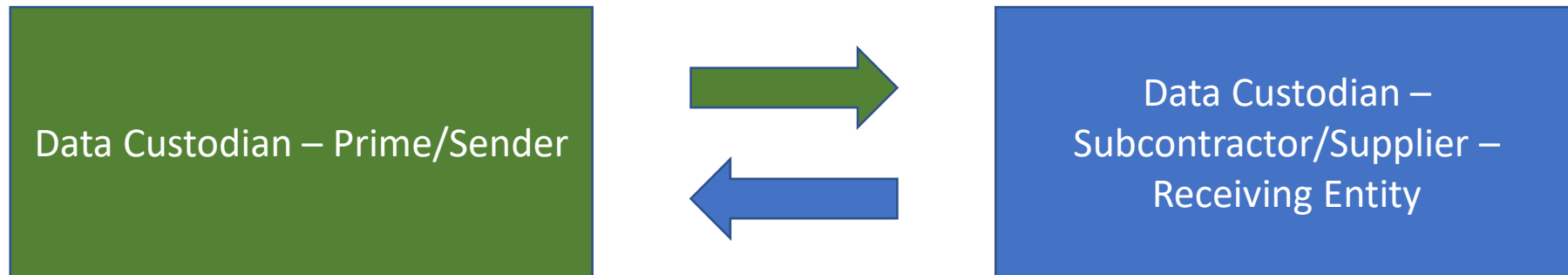
Additional Links and Resources

- JCP Search
- CAGE Search
- NCAGE Search
- DD Form 2345 (PDF)
- Defense Technical Information Center
- DOD Directive 5230.25 Withholding of Unclassified Technical Data from Public Disclosure
- DOD Instruction 5230.24 Distribution Statements on Technical Documents
- DOD Instruction 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
- Commerce Control List
- DLA Requirements



Select

Intercompany Communications



Joint Certification Program (JCP) Search

The data contained herein is for [informational](#) purposes only.

[Contact us](#) if:

- Our database reflects incorrect or incomplete information about your company
- Our database does not reflect your company's Certification Number

GUIDELINES FOR SYSTEMS USAGE:

- The data contained herein is government owned information, and as such may not be reused or marketed for commercial use.
- Searches are free; however, the DLA Logistics Information Service reserves the right to restrict access if unreasonable use of the system occurs
- United States (U.S.) companies may search by Commercial and Government Entity (CAGE) Code
- Canadian companies may search by North Atlantic Treaty Organization (NATO) CAGE Code (NCAGE)
- Refer to the [Frequently Asked Questions](#) (FAQ) for basic information regarding the Joint Certification Program (JCP)

Please search using one of the following search options

Certification Number:

Partial Company Name (Must be at least 3 characters):

State/Province (Required and must be 2 characters):

CAGE/NCAGE Code Search:

Partial Organization Name: (List may be lengthy)

JCP FAQs - partial

Collapse All Expand All

- ☐ Do I need a Commercial and Government Entity (CAGE)/North Atlantic Treaty Organization (NATO) Commercial and Government Entity (NCAGE) Code before applying for Joint Certification?
Yes, all defense contractors must have an active CAGE/NCAGE before applying for JCP Certification.
- ☐ Do I need to register in the System for Award Management (SAM) before applying for Joint Certification Program (JCP) Certification?
Yes, any defense contractor that wishes to do business with the Department of Defense (DOD), must register in SAM. The SAM expiration date must also be current before applying for JCP Certification.
- ☐ How can an enterprise determine if it already has a Commercial and Government Entity (CAGE) Code?
By searching for the company name using the CAGE Search and Inquiry (CSI).
- ☐ How do I get a certification number?
- ☐ How do I obtain assistance if my question is not addressed above?
- ☐ How do I update or correct the information in my existing certification?

DLA Export Control Data Access

The Defense Logistics Agency (DLA) has a responsibility to protect the export-controlled data entrusted to its care by the Military Services from unauthorized disclosure and IAW Trade Security Control laws. In an effort to meet this obligation, DLA suppliers requesting access to export-controlled technical data for a DLA solicitation/purchase order/contract must:

link

link

1. Have an approved US/Canada Joint Certification Program (JCP) certification (DD Form 2345).
2. Have an approved DLA Internet Bid Board System (DIBBS) account with an enabled DLA technical data distribution system (cFolders) account.
3. Have a business need for the export-controlled data (e.g., to quote on a DLA solicitation, fulfill a DLA purchase order/contract, or conduct a DLA approved research and development project).
4. Have an approved DLA-specific certification for access to export-controlled data. To request DLA-specific certification, you must:
 - i. Complete the *"DLA Introduction to Proper Handling of DoD Export-Controlled Technical Data Training"* (PDF) and return the "Certificate Statement of Export Control Compliance" to the JCP Office at JCP-ADMIN@DLA.MIL. The person signing the "Certificate Statement of Export Control Compliance" must be the same person that signs the JCP certification (DD 2345).
 - ii. Complete and return the *"DLA Export Control Technical Data Management Questionnaire"* (PDF) to the JCP Office at JCP-ADMIN@DLA.MIL. For help in determining your physical and MAC addresses, refer to *"Finding Your MAC Address Instructions"* (PDF).

When emailing your "Certificate Statement of Export Control Compliance" and "DLA Export Control Technical Data Management Questionnaire" to the JCP Office please identify your CAGE Code on the email subject line. After the JCP Office reviews these documents, along with your DD 2345, the DLA controlling authority will then complete a Trade Security Control (TSC) assessment to determine the eligibility of the DLA supplier seeking access to the export-controlled technical data. Approval for access to DLA export-controlled technical data is rendered by the DLA and not the JCP Office.

E-mail us at DLAJ344DataCustodian@dlm.mil for questions or additional interest in DLA Export Control Data Access.

NIST / SPRS Requirement DLA Enhanced req.

- (2) Does your company have a National Institute of Standards and Technology (NIST) Special Publication (SP) 800-171 cybersecurity assessment documented on the Supplier Performance Risk System (SPRS) at <https://www.sprs.csd.disa.mil/> in accordance with DFARS Case 2019-D041 “*Assessing Contractor Implementation of Cybersecurity Requirements*” and DLA's Master Solicitation for Automated Simplified Acquisitions? Additional information on safeguarding covered defense information is located at <https://dodprocurementtoolbox.com/>.

☐ Our company's NIST SP 800-171 assessment is documented on SPRS.

☐ Our company's NIST SP 800-171 assessment is not documented on SPRS.

See item: 4 ii previous slide on Word Document

DD Form 2345 used to register for JCP

DD FORM 2345



The DD Form 2345 (PDF) is used for the following purposes:

- Bid on a DOD solicitation or execute a DOD contract that involves access to export controlled technical
- Conference/meeting attendance that discusses/shares DOD/DND export controlled material/data
- DOD/DND export controlled technical data exchange between vendors
- Obtain Request for Proposal (RFP) details involving DOD/DND export controlled data
- DOD Research/Development projects involving export controlled data
- Participation in a Directly Arranged Visit (DAV) (Canada to U.S. or U.S. to Canada)



Note: Please refer to our [general](#) and [specific](#) instructions for completing the [DD Form 2345 \(PDF\)](#)

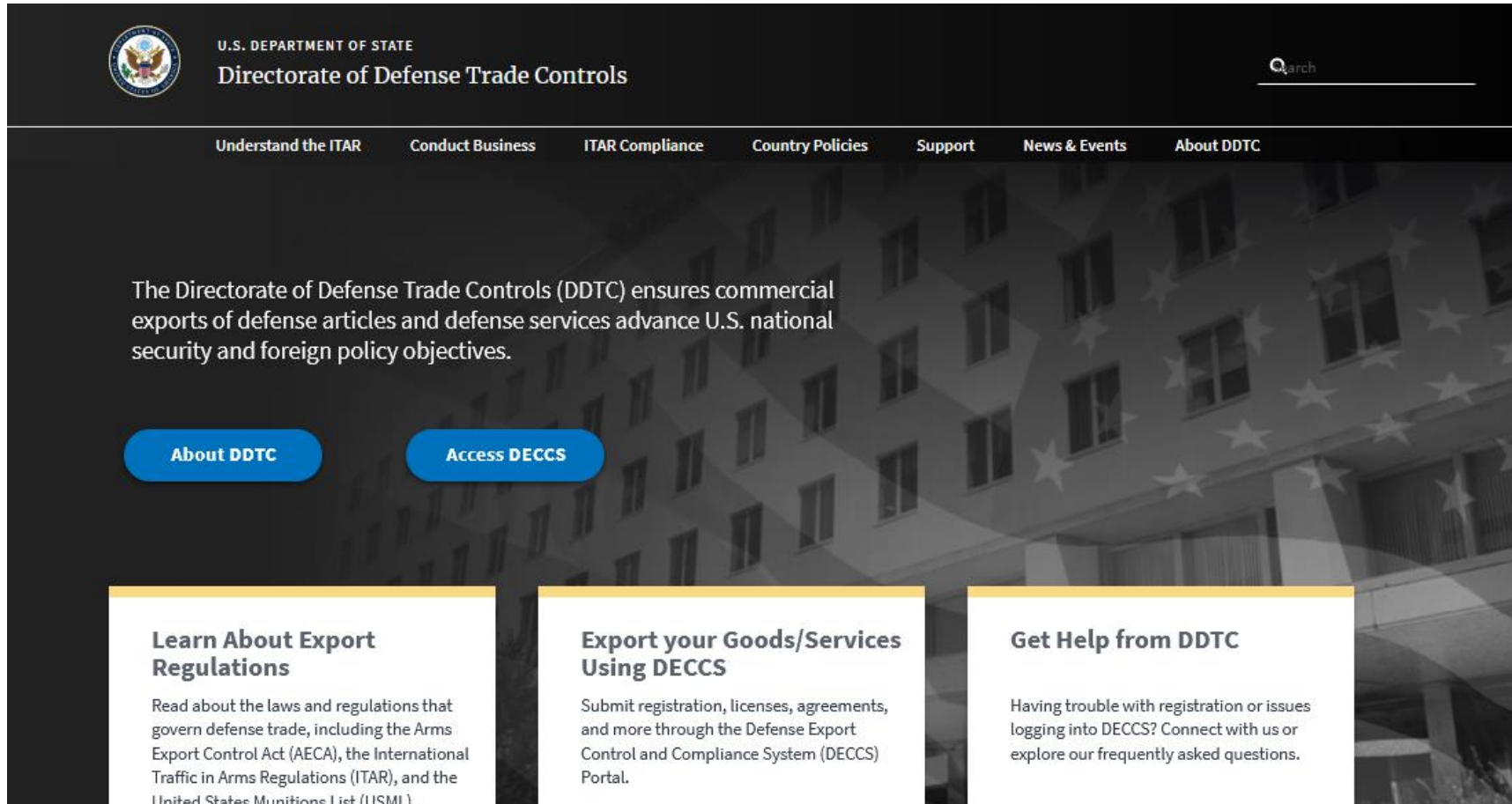
A [video](#) is available to assist U.S. suppliers in completing the DD Form 2345.


[Access Form](#)

DD Form 2345 Instructions

- Specific Instructions for filling out form DD FORM 2345 MILITARILY CRITICALTECHNICAL DATA AGREEMENT
- [https://www.dla.mil/Portals/104/Documents/J3LogisticOperations/FLC/JCP/J3_DDForm2345Instructions\(Aug%202021\)_210823.pdf](https://www.dla.mil/Portals/104/Documents/J3LogisticOperations/FLC/JCP/J3_DDForm2345Instructions(Aug%202021)_210823.pdf)

ITAR



 U.S. DEPARTMENT OF STATE
Directorate of Defense Trade Controls

Search

[Understand the ITAR](#) [Conduct Business](#) [ITAR Compliance](#) [Country Policies](#) [Support](#) [News & Events](#) [About DDTC](#)

The Directorate of Defense Trade Controls (DDTC) ensures commercial exports of defense articles and defense services advance U.S. national security and foreign policy objectives.

[About DDTC](#) [Access DECCS](#)

Learn About Export Regulations

Read about the laws and regulations that govern defense trade, including the Arms Export Control Act (AECA), the International Traffic in Arms Regulations (ITAR), and the United States Munitions List (USML).

Export your Goods/Services Using DECCS

Submit registration, licenses, agreements, and more through the Defense Export Control and Compliance System (DECCS) Portal.

Get Help from DDTC

Having trouble with registration or issues logging into DECCS? Connect with us or explore our frequently asked questions.

ITAR Registration Requirements

- (a) Any person who engages in the United States in the business of manufacturing or exporting or temporarily importing defense articles, or furnishing defense services, is required to register with the Directorate of Defense Trade Controls under § 122.2. For the purpose of this subchapter, engaging in such a business requires only one occasion of manufacturing or exporting or temporarily importing a defense article or furnishing a defense service. A manufacturer who does not engage in exporting must nevertheless register. (See part 129 of this subchapter for

§ 120.50 Export & § 120.56 Release - partial

- **Export**
- (b) Any release in the United States of technical data to a foreign person is deemed to be an export to all countries in which the foreign person has held or holds citizenship or holds permanent residency.
- **Release.** Technical data is released through:
 - (1) Visual or other inspection by foreign persons of a defense article that reveals technical data to a foreign person;
 - (2) Oral or written exchanges with foreign persons of technical data in the United States or abroad;

ITAR Registration

ADDITIONAL INFORMATION

Updating a Registration

Submit Registration

Who Must Register

Payment of Registration

RELATED INFORMATION

Material Changes Guidance

Registration

The Arms Export Control Act requires that all **manufacturers, exporters, temporary importers, and brokers of defense articles** (including **technical data**) as defined on the [United States Munitions List \(ITAR part 121\)](#) and furnishers of **defense services** are **required to register with the Directorate of Defense Trade Controls (DDTC)** as described in [ITAR part 122](#) ([part 129](#) for brokers). It is primarily a means to provide the U.S. Government with necessary information on who is involved in certain ITAR controlled activities and does not confer any export or temporary import rights or privileges. Registration is generally a precondition for the issuance of any license or other approval and use of certain exemptions.

Process Overview

Step 1: Enroll/Log in to DECCS

You can register for DECCS by visiting <https://pmddtc.state.gov/deccs> and clicking on the “Enroll” option. You will need to install the Okta Verify app on your mobile device or elect for the voice call option in order to satisfy our multifactor authentication requirement.

[Enroll/Log in to DECCS](#)

Step 2: Fill Out Registration

https://www.pmddtc.state.gov/ddtc_public?id=ddtc_kb_article_page&sys_id=def5f542dbf8d30044f9ff621f961959

Payment of Registration

- Electronic payment is the sole means of registration fee submission. The collection of electronic payments simplifies the collection and verification of payments, eliminates the need to manually process and collect returned payments, as well as eliminates the possibility of lost payments.
- After DDTC reviews your registration, you will see a “Make Payment” button on your DECCS registration dashboard. Selecting “Make Payment” will allow you to pay the Department of State of the fees prescribed in ITAR §122.3(a). The originating account must be the registrant's account and not a third party's. We accept ACH Debit, amazon payment, paypal, and credit/debit card.
- **Tier 1: Annual flat fee of \$2,250.00**

See: https://www.pmdtdc.state.gov/ddtc_public?id=ddtc_kb_article_page&sys_id=cfd40adedbf0130044f9ff621f9619d2

ITAR Compliance

Establish and Maintain a Compliance Program

The Office of Defense Trade Controls Compliance strongly advises parties engaged in defense trade to establish and maintain an ITAR/export compliance program. We rely on everyone who deals with USML items to help us protect our nation's sensitive technologies.

In designing a compliance program you need to understand how your business works to determine your risk areas. Possessing defense articles or technical data raises your risk of an inadvertent violation. Many companies that don't engage in manufacturing, exporting, or brokering, still maintain compliance programs to reduce the risk of such violations.

A good program is generally:

- **Clearly documented in writing**
- **Tailored to the business**
- **Regularly reviewed/updated**
- **Fully supported by management**

[Compliance Program Guidelines](#)

DDTC has outlined some elements that we believe should be included in your compliance program.

https://www.pmddtc.state.gov/ddtc_public?id=ddtc_kb_article_page&sys_id=4f06583fdb78d300d0a370131f961913

Example – plan is available, one of many

The screenshot shows the BU Research Support website. The header is dark blue with the BU logo and 'Research Support' text. A left sidebar contains an 'OPEN MENU' with links to Project Lifecycle, Compliance (highlighted), Forms & Policies, Training & How To, Safety, Tools & Services, and News. The main content area has a teal breadcrumb 'Home > Compliance >'. Below it is a yellow banner with 'COVID-19: View the [latest updates](#) for researchers or visit our [recovery toolkit](#).' The main heading is 'Export Control' in large black font. Below it is a paragraph: 'Export control laws regulate the transfer of controlled information (including technical data and technical assistance) as well as controlled physical items (such as scientific equipment) to non-US persons and organizations in the United States and abroad.'

<https://www.bu.edu/researchsupport/compliance/export-control/>

October 13, 2022

Export Administration Regulations



The screenshot shows the Bureau of Industry and Security (BIS) website. The header features the BIS seal, the text "Bureau of Industry and Security", "U.S. Department of Commerce", and the tagline "Where Industry and Security Intersect". A search bar is located in the top right. Below the header is a navigation menu with links: Home, About BIS, Regulations, Compliance & Training, Policy Guidance, Licensing, Enforcement, Add'l Programs, Data, and TAC. The "Regulations" section is active, displaying a sidebar with links to Regulations, Export Administration, Regulations (EAR), Commerce Control List (CCL), Commerce Control List Index, Commerce Country Chart, Search the EAR, and Federal Register Notices. The main content area contains a disclaimer about unofficial electronic EAR files and a table of links.

Regulations

Regulations

Export Administration

Regulations (EAR)

Commerce Control List (CCL)

Commerce Control List Index

Commerce Country Chart

Search the EAR

Federal Register Notices

These are the unofficial electronic EAR files created by BIS. The legally official text of the EAR is provided via the Federal Register publications. Incorporation of revisions pursuant to Federal Register regulatory publications are completed by BIS within 72 hours to the best of our abilities. While we strive for perfection, we do make mistakes from time to time. You may email any errors that you find to RPD2@bis.doc.gov.

If formatting/editorial changes have been made to a file, the modified date will reflect that the file has been updated, but the footer date will only be changed when a regulatory change has been made to the file.

| Title | Date Last Modified |
|---|--------------------|
| Table of Contents for the EAR | 2022-03-07 |
| Commerce Control List Index | 2022-03-07 |
| CCL Categories 0-9 | 2021-12-06 |

<https://www.bis.doc.gov/index.php/regulations/export-administration-regulations-ear>

Red Flag Indicators

Things to Look for in Export Transactions



Use this as a checklist to discover possible violations of the Export Administration Regulations. You may also wish to visit our page, ["Know Your Customer Guidance."](#)

- The customer or its address is similar to one of the parties found on the Commerce Department's [BIS] list of denied persons.
- The customer or purchasing agent is reluctant to offer information about the end-use of the item.
- The product's capabilities do not fit the buyer's line of business, such as an order for sophisticated computers for a small bakery.
- The item ordered is incompatible with the technical level of the country to which it is being shipped, such as semiconductor manufacturing equipment being shipped to a country that has no electronics industry.
- The customer is willing to pay cash for a very expensive item when the terms of sale would normally call for financing.
- The customer has little or no business background.
- The customer is unfamiliar with the product's performance characteristics but still wants the product.
- Routine installation, training, or maintenance services are declined by the customer.
- Delivery dates are vague, or deliveries are planned for out of the way destinations.
- A freight forwarding firm is listed as the product's final destination.
- The shipping route is abnormal for the product and destination.
- Packaging is inconsistent with the stated method of shipment or destination.
- When questioned, the buyer is evasive and especially unclear about whether the purchased product is for domestic use, for export, or for reexport.

If you have reason to believe a violation is taking place or has occurred, you may report it to the Department of Commerce by calling its 24-hour hot-line number: 1 (800) 424-2980. Or, if you prefer, complete our Confidential Lead/Tip [Form](#).

<https://www.bis.doc.gov/index.php/all-articles/23-compliance-a-training/51-red-flag-indicators>

Cybersecurity

- The emphasis on cybersecurity has grown dramatically.
- Clauses FAR 52.204-21, DFARS 252.204-7012 and DFARS 252.204-7020 are included in prime contracts and are required to be flowed down to subcontractors.
- DFARS 252.204-7020 requires companies to complete a DoD Basic Assessment and upload six pieces of information into the SPRS system.
- The basic assessment and NIST 800-171 r2 are attached to the email

FAR 52.204-21

- **52.204-21 Basic Safeguarding of Covered Contractor Information Systems.**
- As prescribed in [4.1903](#) , insert the following clause:
- *Basic Safeguarding of Covered Contractor Information Systems* (Nov 2021)
- (a) *Definitions.* As used in this clause—
- *Covered contractor information system* means an *information system* that is owned or operated by a contractor that processes, stores, or transmits *Federal contract information*.
- *Federal contract information* means *information*, not intended for public release, that is provided by or generated for the Government under a contract to develop or deliver a product or service to the Government, but not including *information* provided by the Government to the public (such as on public websites) or simple transactional *information*, such as necessary to process payments.
- *Information* means any communication or representation of knowledge such as facts, data, or opinions, in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual (Committee on National Security Systems Instruction (CNSSI) 4009).

Full clause: [https://www.acquisition.gov/far/part-52#FAR 52 204 21](https://www.acquisition.gov/far/part-52#FAR_52_204_21) – applies to all Federal Contracts

DFARS 252.204-7008

- **252.204-7008 Compliance with Safeguarding Covered Defense Information Controls.**
- As prescribed in [204.7304](#) (a), use the following provision:
- COMPLIANCE WITH SAFEGUARDING COVERED DEFENSE INFORMATION CONTROLS (OCT 2016)
- (c) For covered contractor information systems that are not part of an information technology service or system operated on behalf of the Government (see 252.204-7012 (b)(2)—
- (1) By submission of this offer, the Offeror represents that it will implement the security requirements specified by National Institute of Standards and Technology (NIST) Special Publication (SP) 800-171 “Protecting Controlled Unclassified Information in Nonfederal Information Systems and Organizations” (see <http://dx.doi.org/10.6028/NIST.SP.800-171>) that are in effect at the time the solicitation is issued or as authorized by the contracting officer not later than December 31, 2017.

See: <https://www.acquisition.gov/dfars/part-252-solicitation-provisions-and-contract-clauses#DFARS-252.204-7008>

DFARS 252.204-7012

- **252.204-7012 Safeguarding Covered Defense Information and Cyber Incident Reporting.**
- As prescribed in [204.7304](#) (c), use the following clause:
- SAFEGUARDING COVERED DEFENSE INFORMATION AND CYBER INCIDENT REPORTING (DEC 2019)
- (2) For covered contractor information systems that are not part of an IT service or system operated on behalf of the Government and therefore are not subject to the security requirement specified at paragraph (b)(1) of this clause, the following security requirements apply:
 - (i) Except as provided in paragraph (b)(2)(ii) of this clause, the covered contractor information system shall be subject to the security requirements in National Institute of Standards and Technology (NIST) Special Publication (SP) 800-171, “Protecting Controlled Unclassified Information in Nonfederal Information Systems and Organizations” (available via the internet at <http://dx.doi.org/10.6028/NIST.SP.800-171>) in effect at the time the solicitation is issued or as authorized by the Contracting Officer.
- See: <https://www.acquisition.gov/dfars/part-252-solicitation-provisions-and-contract-clauses#DFARS-252.204-7012>

252.204-7019 Notice of NIST SP 800-171 DoD Assessment Requirements.

- “Covered contractor information system” has the meaning given in the clause 252.204-7012, Safeguarding Covered Defense Information and Cyber Incident Reporting, of this solicitation.
- (b) Requirement. In order to be considered for award, if the Offeror is required to implement NIST SP 800-171, the Offeror shall have a current assessment (i.e., not more than 3 years old unless a lesser time is specified in the solicitation) (see 252.204-7020) for each covered contractor information system that is relevant to the offer, contract, task order, or delivery order. The Basic, Medium, and High NIST SP 800-171 DoD Assessments are described in the NIST SP 800-171 DoD Assessment Methodology located at <https://www.acq.osd.mil/asda/dpc/cp/cyber/safeguarding.html#nistSP800171>
- See: <https://www.acquisition.gov/dfars/part-252-solicitation-provisions-and-contract-clauses#DFARS-252.204-7019>

252.204-7020 NIST SP 800-171 DoD Assessment Requirements.

- (2) The Contractor shall not award a subcontract or other contractual instrument, that is subject to the implementation of NIST SP 800-171 security requirements, in accordance with DFARS clause 252.204-7012 of this contract, unless the subcontractor has completed, within the last 3 years, at least a Basic NIST SP 800-171 DoD Assessment, as described in <https://www.acq.osd.mil/asda/dpc/cp/cyber/safeguarding.html#nistSP800171> , for all covered contractor information systems relevant to its offer that are not part of an information technology service or system operated on behalf of the Government.
- See: <https://www.acquisition.gov/dfars/part-252-solicitation-provisions-and-contract-clauses#DFARS-252.204-7020>

Procurement Integrated Enterprise Environment (PIEE)







An award will be made to a single vendor offering on all contract line items utilizing the Best Value Trade-Off approach. Technical requirements are forth in the RFP. This RFP is also released via the Solicitation Module in PIEE. All documents of this RFP package is included in both postings. No paper copies will be issued.

Offerors requesting the restricted documents on SAM.gov, must provide an active CAGE code in their request prior to receiving access to the RFP's restricted documents. Should offerors have issues or questions about accessing the requesting documents please contact Wanda Harner and Katy Hurd at wanda.harner@usmc.mil and kathryn.hurd@usmc.mil respectively.

PIEE registration required for

- Payment
- SPRS
- Solicitation
- IUID

Controlled attachment - example

| | | | | |
|---|--|--------|---|--------------|
|  |  | 171 KB |  Public | Sep 23, 2022 |
| | Atch 14 -(U) SCG ID 06-089 USMC_T C3 SYSTEMS (FOUO).pdf  | | | |
| |  | 272 KB |  Controlled | Sep 23, 2022 |
| | Atch 13 - (CUI) SCAR OCA WarnO - S igned.pdf | | | |

<https://sam.gov/opp/eec5b4c65c5847bb8edbd48f0d58b66d/view>

GIDEP



*... is people who care about making their product or service
the BEST that it can be!*

GIDEP Data

Failure Experience

Suspect Counterfeit

DMSMS

Engineering

Metrology

Product Info.

R&M

How To Submit

<https://www.gidep.org/data/data.htm>

Information Categories & General Handling

- CUI
 - Lawful Governmental Purpose & NIST 800-171 r2 / DFARS 252.204-7012
- Enhanced JCP
 - JCP, Data Custodian to Data Custodian, NIST 800-171 r2 / DFARS 252.204-7012
- ITAR
 - DDTC Registered, U.S. Person to U.S. Person*, FIPS 140-2 end to end encryption
 - *Foreign person transfer requires License

Important Web Sites

- SAM – <https://www.sam.gov>
 - Company | Entity Administrator | POC's
- DIBBS – <https://dibbs.bsm.dla.mil>
 - Register | Super User | Other Users | RFQs | Information/Resources
- DLA – JCP - [JCP Home \(dla.mil\)](http://jcp.dla.mil)
 - Data Custodian
- DDTC – ITAR - https://www.pmddtc.state.gov/ddtc_public
- PIEE – Payment, SPRS (Cyber/Performance), Solicitations, Property
 - <https://piee.eb.mil/>
- DATA – data.gov | FPDS.gov | usaspending.gov | Sam.gov/databank
 - Other: Private