

Doing Business With DLA Aviation



Explore the Possibilities

DLA AVIATION OFFICE OF SMALL BUSINESS PROGRAMS

What can we do for you?

- Explain government procurement technology, procedures and regulations
- Identify points of contact
- Assist in identifying Federal Supply Classes (FSC)
- Provide details on useful websites
- Support and implement Small Business Programs
- Review and recommend solicitation set-aside status
- Assist in communicating with DLA Aviation personnel
- Act as an ombudsman for small businesses



For detailed information about Doing Business with DLA Aviation, please visit our Doing Business Guide and click on "Reference Desk."
<http://www.aviation.dla.mil/userweb/sbo/>

DLA AVIATION MISSION

DLA Aviation is the aviation demand and supply chain manager for DLA with more than 3,500 civilian and military personnel in 18 locations across the United States. DLA Aviation supports more than 1,900 weapon systems, with focused support to 143 major weapon systems, and is the U.S. military's integrated materiel manager for more than 1.1 million national stock number items, industrial retail supply and depot-level repairable acquisitions.

DLA Aviation directly supports the warfighter through weapon system materiel management, industrial retail supply and strategic acquisition for consumable and depot-level repairable materiel. Using a comprehensive demand planning process, our priorities align with those of our military customers.

Positioned alongside its military customers, DLA Aviation manages industrial support activities and depot-level repairable procurement operations in Georgia, Oklahoma, Utah, North Carolina, California, and Florida. It also manages DLR procurement at Naval Supply Systems Command (NAVSUP) Weapon Systems Support Philadelphia and Redstone Army Arsenal, Ala. DLA Aviation also operates an industrial plant equipment repair facility at NAVSUP Weapon System Support, Mechanicsburg, Pa.

This is a partial list of items DLA Aviation procures. A complete listing is available at <http://www.dla.mil/SmallBusiness/Pages/WhatDLABuys.aspx>.

<u>COMMODITY</u>	<u>FSC</u>
Aircraft Hydraulic, Vacuum and De-icing Components1650
Aircraft Landing Gear Components1620
Airframe Structural Components1560
Bearings, Plain, Un-mounted.3120
Bushings, Rings, Shims and Spacers5365
Cable, Cord and Wire Assemblies5995
Chain and Wire Rope.4010
Electrical Hardware, Supplies5975
Engine Electrical Systems Components, Aircraft.2925
Gas Turbines, Jet Engine and Components, Aircraft.2840
Hazardous Material Spill Containment Equipment4235
Lugs, Terminals, Terminal Strips.5940
Miscellaneous Aircraft Accessories & Components.1680
Miscellaneous Electric Power and Distribution Equipment6150
Pest, Disease, Frost Control Equipment.3740

REGISTRATIONS

DUNS REGISTRATION

A DUNS number is a nine-digit number that identifies your company and links to any corporate family structures. To obtain a DUNS number from Dun and Bradstreet, call 866-705-5711 or visit www.dnb.com. A number may be obtained without taking membership in the organization.

SAM REGISTRATION

All suppliers wishing to do business with the federal government must complete the System for Award Management (SAM) registration, located at www.sam.gov. A Contractor and Government Entity or CAGE code will be assigned once registration is complete. The CAGE code is an important number identifying your company and address. Detailed instructions for the SAM application process are provided on the web site. SAM also includes a Reqs and Certs section. Please ensure that the representations and certifications are completed.

SBA'S DYNAMIC SMALL BUSINESS SEARCH

The Dynamic Small Business Search is available. Small business suppliers are encouraged to register on the SBA web site. Although registration is voluntary, DLA Aviation uses DSBS to locate sources, verify supplier's size and make set-aside decisions. http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm.

Need more help? Contact the Opportunities Help Desk. We will walk you through the registration on the phone, or come in and we will assist you in person.

804-279-4302



BID OPPORTUNITIES

DLA Aviation conducts most of its business electronically—from solicitation to award to payment. To do business with DLA Aviation, it's important to have a good computer and server to enable fast internet access. The DLA Aviation Depot-Level Repairable sites use FedBizOpps for posting of their bid opportunities.

DLA INTERNET BID BOARD SYSTEM (DIBBS)

The DLA Internet Bid Board is a web-based bid board that allows suppliers to search for, view, and submit secure quotes on Requests For Quotations (RFQs), search and view Request for Proposals (RFPs), and view awards for DLA items of supply. Most DLA Aviation solicitations are posted on the DIBBS bid board. <https://www.dibbs.bsm.dla.mil/>.

- **DIBBS Registration** is required to receive a login account and password to conduct transactions over restricted portions of DLA DIBBS and to register email addresses for solicitation and award notification. Detailed system requirements and instructions for registration can be found on the DLA DIBBS home page.
- **Solicitation Notification:** DIBBS provides daily vendor notifications for RFQs via email when they are included on the buyer's mailing list, if the suppliers have requested email notification for that NSN or FSC as part of their DIBBS registration, and if the vendor had a contract in the last 12 months unless the contract was terminated due to contractor-caused reasons.
- **Vendor-Directed Solicitation Notification:** DIBBS registration has an optional Vendor-Directed Solicitation Notification feature. This allows the user to direct email notification of new solicitations that match selections for FSC, NSN, and Approved Manufacturer CAGE in their profile. Suppliers are encouraged to use this feature for specific NSNs or FSCs that may be of interest to them.
- **Award/Modification Notification:** DIBBS sends email notification with a weblink for all awards/modifications posted on DIBBS, unless the CAGE received a delivery order via Electronic Data Interchange or EDI.

RFQ SET-ASIDE SEARCHES

RFQ solicitation searches can be performed several ways via web site:

<https://www.dibbs.bsm.dla.mil/RFQ/>. Small businesses are encouraged to use the "Show Only" search to locate Small Business Set-asides, HUBZone Set-asides, Service-Disabled Veteran Owned Set-asides and Combined Set-asides. Pick a **Search Category** and **Search Value** prior to using the **Show Only** option.

RFP SET-ASIDE SEARCHES

RFP searches are more limited in DIBBS than RFQ searches, with a “Show Only” search for bidsets. It does not allow for “Show Only” searches for set-asides. The RFP search web site is <https://www.dibbs.bsm.dla.mil/RFP>.

FEDBIZOPPS

All procurements over \$25,000 are publicized in FedBizOpps at www.fbo.gov. FedBizOpps offers a variety of searches. FedBizOpps is especially important for RFP searches, since the RFP search capability in DIBBS is more limited. Also, FedBizOpps lists Sources Sought and Requests for Information (RFIs) which are not published in DIBBS.

SUPPLIER REQUIREMENTS VISIBILITY APPLICATION (SRVA)

SRVA contains information on up to 24 months of DLA’s anticipated requirements. SRVA provides users the ability to search by Federal Stock Class (FSC) or National Item Identification Number (NIIN). The SRVA is part of the DIBBS web site. Access to SRVA requires a DIBBS user account. After logging in, users can gain access using one of the hyperlinks located on DIBBS.

PAST PERFORMANCE

The Past Performance Information Retrieval System – Statistical Reporting (PPIRS-SR) is a past performance information system that provides the contracting officer with historical performance data. This information may be used by the contracting office to make best value award decisions. Contractors’ performance is measured and scored in the areas of quality and delivery. For more information, please visit ppirs.gov.

PACKAGING:

The DLA Packaging web site provides information on First Destination Transportation and Packaging, military packaging as well as marking and labeling at <http://www.landandmaritime.dla.mil/Offices/packaging/default.asp>. For more information on DLA Aviation packaging issues, please contact the DLA Aviation Packaging Office at DSCRpkgFB@dlamail

DRAWINGS & BIDSETS:

DLA Aviation primarily procures items using drawings/bidsets, by approved manufacturer part number or by qualified products list. Drawings/bidsets can be accessed through DIBBS on open solicitations. For further assistance related to engineering data, you can visit the Aviation Engineering Customer Support Portal at http://www.aviation.dla.mil/UserWeb/aviationengineering/PDMD/CustomerService_Vendors/CSV_Overview.asp.

SOCIO-ECONOMIC PROGRAMS

INDIAN INCENTIVE PROGRAM

The Indian Incentive Program clause is included in solicitations over \$500,000 and gives recognition and evaluation benefit to prime contractors who utilize Native American firms. When the prime vendor contracts with a Native American firm, the prime receives an incentive valued at five percent of the subcontract cost associated with the Native American firm.

8(A) PROGRAM

The 8(a) Program refers to section 8(a) of the Small Business Act, a program developed to help socially and economically disadvantaged businesses grow. It does this by providing non-competitive set-asides and set-asides limited to certified 8(a) firms. These 8(a) solicitations are located on restricted areas of DIBBS, since the set-asides are either sole-source to a specific 8(a) firm, or competed between 8(a) firms. To apply, contact the SBA office at www.sba.gov.

WOMEN-OWNED SMALL BUSINESS

The Women-Owned Small Business (WOSB) Program allows contracting officers to set-aside certain acquisitions for eligible WOSBs or Economically Disadvantaged Women-Owned Small Businesses (EDWOSB). Competition can be restricted to WOSBs or EDWOSBs for acquisitions using North American Industry Classification System (NAICS) codes that the SBA has determined to be underrepresented. For more information, contact the SBA WOSB program at <http://www.sba.gov/content/contracting-opportunities-women-owned-small-businesses>.

HUBZONE PROGRAM

The HUBZone Program establishes regions within the country that are defined as underutilized business zones. Small businesses functioning within these zones, who hire at least 35 percent of their workers from a HUBZone defined region, are eligible to become certified as HUBZone small business firms. To be eligible for award, a certified HUBZone vendor must be a manufacturer of, or supplying the product of another HUBZone manufacturer. Suppliers interested in becoming HUBZone firms should contact the local SBA office via www.sba.gov. Set-asides may be competitive or sole-source.

SERVICE-DISABLED VETERAN PROGRAM

The Service-Disabled, Veteran-Owned Small Business Program offers opportunities to service disabled veterans by providing set-asides reserved exclusively for SDV-owned companies. To be eligible to respond to a SDV set-aside, firms must be owned and 51 percent controlled by a SDV. A service-disabled veteran must possess disability certification from the Veteran’s Administration. Set-asides may be issued as sole-source or competitive.

TOTAL SMALL BUSINESS SET-ASIDES (SBSA)

The table below details SBSA thresholds at DLA Aviation. The DLA Aviation Office of Small Business Programs reviews all acquisitions over \$3,000 for set-aside opportunities, except automated “T” solicitations which should follow the set-aside logic in the table below.

<\$3,000	Unrestricted
>\$3,000 – <\$25,000	Normally set-aside for Small Business Set-aside if expect response from two SBs providing product of two different domestic concerns (small or large businesses)
>\$25,000 – <\$150,000	Normally set-aside for Small Business Set-aside if expect response from two SBs providing the product of any one domestic small business concern
>\$150,000	Set-aside for Small Business if expect response from two SBs providing the product of two different SB concerns



Aviation Small Business Program Mangers can be found at

http://www.aviation.dla.mil/sbo/small_business_office1.htm

ADDITIONAL RESOURCES

BUSINESS OPPORTUNITY CENTER

DLA Aviation’s BOC offers an opportunity to view sole-source items that by nature of value or volume are worthy of review for competition. The items are rotated on a periodic basis. For more information, please visit the BOC virtual display room at <http://www.aviation.dla.mil/UserWeb/AviationEngineering/Engineering/valueengineering/RPPOB.htm>.

DEFENSE LOGISTICS AGENCY

DLA has a “Doing Business With The Defense Logistics Agency” guide available at <http://www.dla.mil/smallbusiness>.

TRAINING SEMINAR

DLA Land and Maritime regularly offers a Training, Knowledge and Opportunity (TKO) Seminar for suppliers that provides information and describes processes and requirements for doing business with DLA. For information go to the DLA Land and Maritime web site at <http://www.landandmaritime.dla.mil/offices/smbusiness/>.

PROCUREMENT TECHNICAL ASSISTANCE CENTER

PTACS provide a range of services, generally at no charge to the vendor. They provide assistance and training to vendors who want to do business with federal, state and local governments. PTACs are located in most states. For more information visit www.aptac-us.org.

DLA SMALL BUSINESS OFFICES

DLA Aviation, Richmond 1-800-277-3603
 For AVN Depot-Level Repairable Small Business Offices, please contact the DLA Aviation Richmond Small Business Office or visit the DLA Aviation SB Office web site at http://www.aviation.dla.mil/sbo/small_business_office1.htm.

DLA Land and Maritime, Columbus. 1-800-262-3272

DLA Troop Support, Philadelphia 1-800-831-1110

DLA Energy, Fort Belvoir 1-800-523-2601

DLA SERVICES SMALL BUSINESS OFFICE

DLA Contracting Services Office 1-215-737-8514

DLA Distribution 1-717-770-7246

TEN STEPS TO DOING BUSINESS WITH DLA

1. **To do business with DLA, suppliers need a DUNS number:**
To apply or look up your company's number, go to the following web address: www.dnb.com.
2. **Suppliers must register in System for Award Management (SAM).**
All suppliers must have a Commercial and Government Entity (CAGE) code. If you do not have a CAGE code, one will be assigned to you when you complete the SAM registration at www.sam.gov. This registration must be updated annually before the expiration date. Be sure to completely fill out the SAM application, including every business classification that applies to your company.
3. **Register on the DLA Internet Bid Board System:**
Go to: www.dibbs.bsm.dla.mil.
4. **Search the Federal Supply Classes Purchased by DLA:**
Visit www.dibbs.bsm.dla.mil under References, FSCs and Supplier Visibility Requirements Application. This application provides DLA's anticipated requirements based on monthly forecasts. Suppliers can search by National Stock Number (NSN) or Federal Supply Class (FSC). WebFlis www.dlis.dla.mil/WebFlis allows public searches on NSNs for approved source CAGE codes and part numbers.
5. **Match your company's capabilities to the Federal Supply Classes:**
Go to: <http://www.dla.mil/SmallBusiness/Pages/WhatDLABuys.aspx>. This will identify which DLA supply chain buys your commodity.
6. **Perform a DIBBS or FBO Search to find opportunities:**
Select DIBBS RFQ or RFP search under the heading "Solicitation" or use FedBizOpps at www.fbo.gov.
7. **Submit your quotes on the DLA Internet Bid Board System, or DIBBS.**
RFPs require submission of formal written proposals. RFQs can use DIBBS On-Line Quoting unless the solicitation states otherwise. Make sure to submit your quote form before the solicitation closing date. There will also be a link to your order embedded within the notification. You can perform an awards search on the DIBBS homepage to determine the outcome if you do not receive an email response.

8. **Research Before Selling to Defense Logistics Agency:**
 - Military Packaging
<http://www.landandmaritime.dla.mil/Offices/Packaging/>
 - Bidsets and Drawings:
Drawings and bidsets can be accessed through DIBBS on open solicitations. For further assistance related to engineering data, you can visit the Aviation Engineering Customer Support Portal:
http://www.aviation.dla.mil/UserWeb/aviationengineering/PDMD/CustomService_Vendors/CSV_Overview.asp
 - Specifications
<https://assist.daps.dla.mil/quicksearch/>
 - Federal Acquisition Regulations and Clauses
<https://www.acquisition.gov/>
 - Socio-economic Set-Asides:
<http://www.acq.osd.mil/osbp/sb/initiatives/index.shtml>
9. **Market Your Company.**
Each DLA supply center has socio-economic goals for the following: Small Business, Small Disadvantaged Business and 8(a), HUBZone, Women-Owned Small Business and Service-Disabled, Veteran-Owned Small Business. You need to market these categories. Include your CAGE code on all correspondence.
10. **Explore Subcontracting Opportunities and Teaming Arrangements:**
"Subcontracting Opportunities with DoD Prime Contractors" at www.acq.osd.mil/osbp click on "Doing Business with DoD."

IMPORTANT SMALL BUSINESS LINKS

DLA AVIATION SMALL BUSINESS OFFICE

<http://www.aviation.dla.mil/sbo/>

DLA LAND AND MARITIME SMALL BUSINESS OFFICE

<http://www.landandmaritime.dla.mil/offices/smbusiness/>

DLA TROOP SUPPORT SMALL BUSINESS OFFICE

<http://www.troopsupport.dla.mil/sbo/>

DLA ENERGY SMALL BUSINESS OFFICE

<http://www.energy.dla.mil/>

DLA SMALL BUSINESS WEB SITE

<http://www.dla.mil/smallbusiness/>

DOD SMALL BUSINESS WEB SITE

www.acq.osd.mil/osbp/

TO REACH US...

By Phone:

Inside Virginia 800-544-5634

Outside Virginia 800-227-3603

BY MAIL:

DLA Aviation, Richmond
Office of Small Business Programs

8000 Jefferson Davis Hwy

Richmond, VA 23297

dlaavnsmallbus@dlamail