

Defense Logistics Agency Instruction



DLAI 3212
August 5, 2010

DLA Office of Small Business Programs

Procurement Technical Assistance Center Program

Releasability: UNCLASSIFIED. For Public Release.

References: Refer to [Enclosure 1](#).

1. PURPOSE. This DLA Instruction establishes the policies and procedures associated with the management and execution of the Procurement Technical Assistance Center (PTAC) Program.
2. APPLICABILITY. This DLA Instruction applies to all HQ DLA and DLA PLFAs.
3. POLICY.
 - a. It is DLA policy to award a maximum number of cooperative agreements in accordance with the DoD Grants and Agreement Regulation (DoDGAR) and applicable Office of Management and Budget (OMB) Circulars on a competitive basis and to the most highly qualified applicants, utilizing funds appropriated for this purpose. Only acceptable applicants who are also found to be eligible to participate in the program will be awarded agreements. Solicitation of applications will be accomplished by the issuance of a Solicitation of Cooperative Agreement Applications (SCAA) by the HQ, Office of Small Business Programs.
 - b. The PTAC Program promotes compliance with Title 10 United States Code (U.S.C.), Chapter 142, that provides for the Secretary of Defense, acting through the Director, DLA, to enter into cooperative agreements with eligible entities furnishing procurement technical assistance to business entities.
 - c. This instruction describes the processes and programs that DLA, through the DLA Office of Small Business Programs (DB) uses to provide eligible entities with DoD support so that these eligible entities may provide specialized and professional assistance to individuals and businesses seeking to learn about contracting and subcontracting opportunities; actively seeking contracting and subcontracting opportunities; and/or performing under contracts and subcontracts with DoD, other federal agencies, or state and local governments.
4. RESPONSIBILITIES.

- a. Applications are received by the Grants Officer(s) (GO[s]).
- b. The GO aggregates amount of funds requested by all the acceptable applicants.
- c. An independent source selection panel is convened, if required.
- d. The GO make awards to acceptable applicants.
- e. The DLA Legislative Affairs (DL) makes appropriate Congressional announcements.
- f. Awards are assigned for field administration.
- g. The GO will verify available funds and issue notice soliciting applications.
- h. The GO receives and evaluates eligibility of applications. The proposed PTA program addresses and complies with all the requirements of the SCAA in order to determine which applicants are acceptable.
- i. Applications whose proposals produce a duplicate coverage situation will be reviewed by the GO to determine if the extent of duplicate coverage is acceptable or unacceptable. When the GO determines that an unacceptable duplicate coverage situation exists, the proposals producing the duplicate coverage situation will be evaluated. Only the applicant determined to be most meritorious among those proposing the duplicate coverage will be considered for award.
- j. Awards will be made to acceptable applicants making maximum use of the funds available. The amount of funds being requested from DoD from all applicants found to be acceptable shall be aggregated. If this amount exceeds the total amount of DoD funds available for expenditure for the PTAP, then a pro-rata percentage shall be computed by dividing the total DoD funds available by the total amount requested by all the acceptable applicants. This percentage shall then be applied to the total amount requested by each acceptable applicant and the resulting amount will be made available to the applicant who will then be requested to revise its application and proposed budget accordingly. The percentage rate applied shall be equal for all acceptable applicants. Upon the successful resubmission of revised applications incorporating the pro-rata funding level, the Grants Officer shall proceed to execute cooperative agreement awards.
- k. Prior to releasing the awards, a listing of the successful applicants, including their full names and addresses (including the nine-digit Zone Improvement Plan code) will be furnished to DL who will ensure that appropriate notification of the members of Congress is accomplished.
- l. Field administration of the cooperative agreement awards will be assigned in accordance with the DoD Directory of Contract Administration Components.

5. PROCEDURES.

- a. Applications for Federal Assistance (Standard Form 424) and other documentation as required by the SCAA submitted by eligible entities.
- b. Submission of applications and subsequent evaluation must be accomplished in a timely manner in order to ensure program continuity and execution in synchronization with the availability of Operations and Maintenance funding.
- c. A Grants.gov posted opportunity, or written notice mailed to existing cooperative agreement awardees in the case where options are being exercised, will announce DLA's intention to receive applications for the subsequent year.
- d. Generally, the opportunity/notice is issued in the second quarter of the fiscal year.
- e. The opportunity/notice is issued by the HQ, DLA Office of Small Business Programs, Fort Belvoir, Virginia.

6. EFFECTIVE DATE. April 28, 2003

COL Thomas M. Laffey, USAF
Director, DLA Enterprise Support

Enclosure 1
References

1. DLA One Book Process Chapter, Procurement Technical Assistance Center Program, April 28, 2003, superseded.
2. Title 10 U.S.C., Chapter 142, <http://uscode.house.gov/download/pls/10C142.txt>
3. Title 32, Code of Federal Regulations, Parts 21-34, http://www.access.gpo.gov/nara/cfr/waisidx_07/32cfrv1_07.html
4. OMB Circulars (<http://www.whitehouse.gov/omb/circulars/>) pertaining to educational institutions, state and local governments, and nonprofit organizations.
5. Executive Order 12372, <http://www.archives.gov/federal-register/codification/executive-order/12372.html>
6. On-line SCAA at www.dla.mil/db/amended2008scaa.pdf
7. Listing of PTACs at www.dla.mil/pta
8. Appointment as Grants Officer (DoDGAR 22.220(c))
9. Grants.gov, www.grants.gov