

Doing Business with the Defense Logistics Agency



**America's Combat Logistics
Support Agency**



www.dla.mil/smallbusiness

DLA MISSION

Defense Logistics Agency (DLA) is a defense agency under the U.S. Department of Defense (DoD). The DLA Director reports to the Under Secretary of Defense for Acquisition, Technology and Logistics through the Deputy Under Secretary of Defense for Logistics and Materiel Readiness. DLA provides worldwide logistics support for the missions of the Military Departments and the Unified Combatant Commands under conditions of peace and war. It also provides logistics support to other DoD Components and certain Federal agencies, foreign governments, international organizations, and others as authorized. DLA's origins date back to World War II when America's huge military buildup required the rapid procurement of vast amounts of munitions and supplies.

DLA supplies the Nation's military services and several civilian agencies with the critical resources they need to accomplish their worldwide missions. DLA provides wide-ranging logistical support for peacetime and wartime operations, as well as emergency preparedness and humanitarian missions.

Since its creation in 1961, DLA has grown to become a worldwide logistics combat support operation. From its headquarters just outside Washington, D.C., DLA oversees a staff of approximately 25,000 civilian and military employees who work in 48 states and 28 countries. It supplies almost every consumable item America's military services need to operate, from groceries to jet fuel. In short, if America's forces can eat it, wear it, drive it, shoot it, or burn it, chances are that DLA helps provide it. DLA also helps dispose of materiel and equipment that is no longer needed.

DLA HEADQUARTERS (HQ) OFFICE OF SMALL BUSINESS PROGRAMS

Assistance we can provide:

- Explain government procurement technology, procedures, and regulations
- Identify points of contact
- Assist in identifying Federal Supply Classes (FSC) for items / services that you provide
- Provide details on useful websites
- Support and implement Small Business Programs
- Facilitate communication with Agency small business and contracting personnel
- Act as an ombudsman for small business

DLA and Small Business

DLA continuously engages in outreach efforts to find potential small business suppliers and teach them how to do business with DLA. Each year the Agency participates in, sponsors or co-sponsors a significant number of Small Business events. These events are held to locate and educate small manufacturers, distributors, and service providers on how to do business with DLA. The focus is on introducing small businesses to the Agency's mission, the items procured by each of our purchasing activities, and the development of viable supplier/source lists. DLA is responsible for nearly every consumable item used by our military forces worldwide. These include aviation, land and maritime weapon systems parts, fuel, and critical troop-support items involving food, clothing and textiles, medical, and construction equipment and material. DLA procures depot level reparable and the services necessary to support the enterprise mission.

- DLA AVIATION, Richmond, VA – Manages consumable repair parts and depot-level reparable procurement operations for aviation weapon systems and environmental products. Phone: 800-227-3603

- DLA LAND & MARITIME, Columbus, OH – Manages consumable repair parts and depot-level reparable procurement operations for land-based and maritime weapon systems. Phone: 800-262-3272
- DLA TROOP SUPPORT, Philadelphia, PA – Manages food, clothing and textiles, medical supplies, construction equipment and material, and support for humanitarian and disaster relief efforts at home or abroad. Phone: 800-831-1110.
- DLA ENERGY, Fort Belvoir, VA – Manages all petroleum resources used by the Military; also buys and sells deregulated electricity and natural gas. Phone: 800-523-2601
- DLA DISTRIBUTION, New Cumberland, PA – Lead center for network of distribution depots responsible for receipt, storage, issue, packing, preservation, and transportation of DLA-managed items. Phone: 717-770-7246
- DLA CONTRACTING SERVICES OFFICE, Philadelphia, PA – Manages DLA enterprise-wide requirements including major IT systems and programs, IT products and services, business and facilities services, and the other enterprise services for DLA worldwide. Phone: 215-737-8514
- DLA DISPOSITION SERVICES, Battle Creek, MI – Enables worldwide reutilization, recycling, and disposal services for excess property (including hazardous materials) received from the Military Services. Phone: 269-961-4071
- DLA DOCUMENT SERVICES, Mechanicsburg, PA – DoD’s provider of document services, including conversion, digital warehousing, CD-ROM production, printing, duplicating, distributing, and copier management. Phone: 215-737-8514
- DLA STRATEGIC MATERIALS, Fort Belvoir, VA – Plans, facilitates and acquires services and supplies to support the storage and sale of strategic and critical materials inventory. Phone: 703-767-6954.

SOCIO-ECONOMIC PROGRAMS

Required Sources of Supply

DLA procures items and services from required sources under the AbilityOne umbrella (National Industries for the Blind [NIB] and Creating Employment Opportunities for People with Severe Disabilities [SourceAmerica], and Federal Prison Industries [FPI]/[UNICOR]). AbilityOne products can be identified at www.abilityone.org, and FPI products can be identified at <http://www.unicor.gov/>

Small Disadvantaged Business (SDB) Program

SDBs are small businesses that are at least 51% owned and controlled by a socially and economically disadvantaged individual or individuals.

Eligibility Requirements:

- Must be owned by socially disadvantaged individuals who have been subjected to racial and ethnic prejudice or cultural bias within American society because of their identities.
- Must be economically disadvantaged individuals who are also socially disadvantaged whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities.
- As of October 1, 2008, small businesses may now self-certify as a small disadvantaged business.
- For additional information visit <http://www.sba.gov/content/disadvantaged-businesses>

8(a) Program

The 8(a) program refers to section 8(a) of the Small Business Act, a program developed to help small disadvantaged businesses

compete in the marketplace. It also helps these companies gain access to federal and private procurement markets.

Eligibility Requirements:

- Must be a small business
- Must be unconditionally owned and controlled by one or more socially and economically disadvantaged individuals who are citizens of the United States.
- Must demonstrate potential for success.
- Must register with and be certified by the Small Business Administration.
- For further information or to apply for 8(a) status, contact the Small Business Administration at <https://www.sba.gov/category/navigation-structure/8a-business-development-program>

Women-Owned Small Business (WOSB) Program

PL1005-664 provides for a Women-Owned set-aside and is aimed at expanding federal contracting opportunities for WOSBs. The WOSB Federal Contract Program authorizes contracting officers to set aside certain federal contracts for eligible Women-Owned Small Businesses (WOSBs) and Economically Disadvantaged Women-Owned Small Businesses (EDWOSBs)

Eligibility Requirements:

- 51% owned and controlled by one or more women;
- U.S. citizen; and
- Must be “small” in its primary industry in accordance with SBA’s size standards.

WOSBs / EDWOSBs must meet the eligibility requirements for set-asides under this program and either:

1. **Self-certify their business** – must register their WOSB in the System for Award Management (SAM) at <https://www.sam.gov/portal/SAM/#1> as well as upload required documents to the WOSB Program Repository at www.sba.gov. OR-

2. **Be certified by an SBA Approved 3rd Party Certifier:**

- El Paso Hispanic Chamber of Commerce
- National Women Business Owners Corporation
- US Women’s Chamber of Commerce
- Women’s Business Enterprise National Council (WBENC)

For more information, go to: <http://www.sba.gov/content/women-owned-small-business-federal-contract-program>

Historically Underutilized Business (HUB) Zone Program

The HUBZone program establishes regions within the country that are defined as underutilized business zones. A Historically Underutilized Business Zone (HUBZone) is a small business owned and controlled 51% or more by one or more U.S. citizens. This contracting program is intended to encourage the award of contracts to small business located in designated economically distressed urban and rural areas.

Eligibility Requirements

- Must be small business
- Owned and controlled only by U.S. citizens
- Have the “principle office” located in a HUBZone
- Have at least 35% of the company’s employees residing in a HUBZone. The small business does not have to be in the same HUBZone as the company’s principal office.
- Certified by the Small Business Administration (SBA)
- For additional information visit the SBA HUBZone page: <http://www.sba.gov/category/navigation-structure/contracting/working-with-government/small-business-certifications-audiences/hubzone-certification>

Veteran-Owned Small Business (VOSB) Programs

All veteran-owned companies should register their company at the US Department of Veterans Vendor Information Pages (VIP)

website at <http://www.va.gov/osdbu/>. This database is free and available to any veteran-owned business. Purchasing officials use this database for market research purposes when looking for veteran-owned companies.

Eligibility Requirements:

- Be an eligible small business concern by the SBA standards
- Located in the U.S., organized for profit
- Including affiliates is independently owned and operated
- Not dominant in field of operations in which it is bidding on Government contracts
- Meets SBA size standards included in solicitations
- Be 51% owned and controlled by one or more veterans
- Have management and daily business operations controlled by one or more veterans
- For additional information visit <http://www.va.gov> or <http://www.va.gov/osdbu> or <https://www.sba.gov/content/veteran-service-disabled-veteran-owned>

Service-Disabled Veteran-Owned Small Business (SDVOSB) Program

The SDVOSB Program offers opportunities to Service-Disabled Veterans by providing set-asides reserved exclusively for SDVOSB's.

Eligibility Requirements:

- Be an eligible small business concern by the SBA standards
- Located in the U.S., organized for profit
- Including affiliates is independently owned and operated
- Not dominant in field of operations in which it is bidding on Government contracts
- Meets SBA size standards included in solicitations
- Be 51% owned and controlled by one or more service-disabled veterans
- Have management and daily business operations controlled by one or more service-disabled veterans (or the spouse/

permanent caregiver of a permanently and severely disabled veteran)

- Have a service-connected disability
- Have direct ownership by one or more service-disabled veterans
- For additional information visit <http://www.va.gov> or <http://www.va.gov/osdbu> or <https://www.sba.gov/content/veteran-service-disabled-veteran-owned>

Indian Incentive Program (IIP)

The IIP is a Congressionally sponsored program that provides a 5% rebate back to the prime contractor on the total amount subcontracted to an Indian-Owned Economic Enterprise or Indian Organization, in accordance with DFARS Clause 252.226-7001. Through the generation of subcontracts to the above mentioned entities, the IIP fulfills its purpose as an economic multiplier for Native American communities. Department of Defense (DoD) prime contractors, regardless of size of contract, that contain the above referenced clause(s) are eligible for incentive payments.

DoD prime contractors with a contract of \$500,000 or more, that contain the above referenced clause(s), are eligible for incentive payments.

GETTING STARTED

Data Universal Numbering System (DUNS) Registration

A DUNS number is a nine-digit number that uniquely identifies your business. It is required by the government, major financial institutions, corporations, trade associations and more. DUNS Number assignment is free for all businesses required to register with the U.S. Federal government for contracts or grants. To obtain a DUNS number from Dun & Bradstreet visit <http://www.dnb.com/get-a-duns-number.html>.

System for Award Management and CAGE Code

All vendors wishing to do business with the Federal Government must register in the System for Award Management (SAM) located at <https://www.sam.gov/portal/SAM/#1>. The Central Contractor Registration (CCR) and the Online Representations and Certifications Application (ORCA) have migrated to SAM. Detailed instructions for the SAM application process are provided on the website. To register in SAM, a firm must have a DUNS number.

During the SAM registration process, a new Contractor and Government Entity (CAGE) code will be assigned. If you have an existing CAGE Code your information will be updated. The CAGE code is an important numerical identifier used to support a variety of procurement and acquisition processes throughout the U.S. Government. Additional information may be found at <https://cage.dla.mil>

Small Business Administration (SBA) Dynamic Small Business Search (DSBS)

The Dynamic Small Business Search (DSBS) is an SBA sponsored database of small firms that includes those certified by SBA under the 8(a) Business Development and HUBZone programs. Small

business vendors are encouraged to register on the DSBS website and provide comprehensive, updated information regarding their company. DLA Supply Chains use DSBS to locate sources, verify vendor size, and make set-aside decisions. Additional information may be found at <http://dsbs.sba.gov/dsbs>.

DLA Internet Bid Board System (DIBBS)

DIBBS is a web-based bid board that allows vendors to search for, view, and submit secure quotes. DLA solicitations under the simplified acquisition threshold are posted on the DIBBS bid board at <https://www.dibbs.bsm.dla.mil>

- DIBBS Registration is required in order to receive a login account and password to conduct transactions over restricted portions of DLA DIBBS and to register email addresses for solicitations and award notifications. Detailed system requirements and instructions for registration can be found on the DLA DIBBS Home Page.
- **Solicitation Notification:** DIBBS provides daily email vendor notifications for Requests For Quotations (RFQ). Vendors must request email notification for a specific National Stock Number (NSN) or Federal Stock Class (FSC) as part of their DIBBS registration. DIBBS contains vendor contract award records for contracts in the last 12 months unless a 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 request email notification of new solicitations that match selections for FSC, NSN, and Approved Manufacturer CAGE in their profile. Vendors 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 weblink for all awards/modifications posted

on DIBBS unless the CAGE received a delivery order via Electronic Data Interchange (EDI).

- **Request for Quotation (RFQ) Set-Aside Searches**

RFQ solicitation searches can be performed several ways via <https://www.dibbs.bsm.dla.mil>. 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, Women-Owned Set-asides, and Combined Set-asides. Pick a SEARCH CATEGORY and SEARCH VALUE prior to using the SHOW ONLY option.

- **Request for Proposal (RFP) Set-Aside Searches**

RFP searches are more limited in DIBBS than RFQ searches, with a "Show Only" search for bid sets. It does not allow for "Show Only" searches for set-asides. The RFP search website is within the DIBBS website: <https://www.dibbs.bsm.dla.mil>.

- **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 FSC or National Item Identification Number (NIIN). The SRVA is part of the DIBBS website. Access to SRVA requires a DIBBS user account. After logging in, users can gain access using one of the hyperlinks located on DIBBS.

Business Opportunities (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.

TRAINING AND ASSISTANCE

The Department of Defense (DoD) Procurement Technical Assistance Program (PTAP)

The Procurement Technical Assistance Program is administered by DLA's Office of Small Business Programs in cooperation with states, local governments, and nonprofit organizations. Procurement Technical Assistance Centers (PTACs) help businesses compete for and perform contracts with the Department of Defense, other federal agencies, state and local governments and with government prime contractors. A nationwide network of community-based procurement professionals at the PTACs provide critical assistance to businesses seeking to participate in government contracts, and most assistance is free of charge. The PTACs have a local presence in all 50 states, Washington, D.C., Puerto Rico and Guam. Some PTACs specialize in assistance to federally recognized tribes, their members, and reservations. Find your local PTAC at www.dla.mil/HQ/SmallBusiness/PTAC.aspx or at <http://www.aptac-us.org/new/>.

Training, Knowledge and Opportunity (TKO) Seminar

DLA regularly offers TKO Seminars for vendors that provide information and describe processes and requirements for doing business with DLA. For further information go to the DLA Land & Maritime website at <http://www.landandmaritime.dla.mil/news/events/tko/>

Online SBA Training

The SBA provides some helpful online resources for small firms that can be accessed anytime:

- SBA Learning Center at <https://www.sba.gov/tools/sba-learning-center/search/training>
- Contract Responsibilities at <http://www.sba.gov/content/contract-responsibilities>

TEN STEPS TO DOING BUSINESS WITH DLA

1. **To do business with DLA, vendors need a DUNS number:**
To apply for or look up your company's number, go to the following web address: <http://www.dnb.com/get-a-duns-number.html>
2. **Vendors must register in SAM:** All vendors must have a Contractor 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. If you need further information, visit the following web address: <http://www.sba.gov/content/register-government-contracting>. Annual representations and certifications are also now completed at www.sam.gov.
3. **Register on the DLA Internet Bid Board System (DIBBS):**
<https://www.dibbs.bsm.dla.mil/default.aspx>
4. **Search the Federal Stock Classes Purchased by DLA:**
Visit <https://www.dibbs.bsm.dla.mil/default.aspx> and search under References for the Supplier Visibility Requirements Application. This application provides DLA's anticipated requirements based on monthly forecasts. Vendors can search by NSN or FSC via Federal Logistics Information System Web Search that allows public searches on NSNs for approved source CAGE codes and part numbers. https://public.logisticsinformationservice.dla.mil/FOIA/foia_reading.aspx
5. **Match your company's capabilities to the Federal Supply Classes:** Go to: <http://www.dla.mil/HQ/SmallBusiness.aspx>. You will see which DLA Supply Chain buys your supplies and services.
6. **Perform a DIBBS, FedBizOpps, or FPDS Search to find opportunities:** When doing market research, use websites that provide information helpful for targeting government agencies that buy what you sell: Select DIBBS RFQ or RFP search under the heading "Solicitation" or search FedBizOpps at www.fbo.gov.

Existing contracts can be found at <https://www.fpds.gov> and www.usaspending.gov

7. **Research Before Selling to Defense Logistics Agency:**

- Information on Military Packaging –
<http://www.dsccl.dla.mil/news/events/tko/documents/TKOPresentations/PackagingInformation.pdf>
<http://www.dla.mil/LandandMaritime/Offers/Services/TechnicalSupport/Logistics/Packaging/MilPackTips.aspx>
- Information on Product Verification Program Office (PVP) - Testing Options –
www.dla.mil/Portals/104/Documents/LandAndMaritime/V/VP/PVPTestingOptions.docx
- Information on Technical Data –
<http://www.dsccl.dla.mil/news/events/tko/documents/TKOPresentations/cfolders.pdf>
- More DLA Resources –
<http://www.dsccl.dla.mil/news/events/tko/tkobriefing.aspx>
- Information on Specifications –
<http://quicksearch.dla.mil/>
- Federal Acquisition Regulations and Clauses –
<http://www.acquisition.gov/far/index.html>
- Existing contracts can be found at <https://www.fpds.gov> and www.usaspending.gov

8. **Market your company.** Determine if DLA buys what you sell and then contact the Small Business Office at the Supply Chain that best matches your capabilities. Attend outreach events and join Associations that are a match for your company. Be professionally persistent. Be sure to mention your socio-economic category when marketing to DLA. Each supply chain has socio-economic goals for Small Business, Small Disadvantaged Business and 8(a), HUBZone, Women-Owned Small Business, and Service-Disabled Veteran-Owned Small Business. Include your DUNS and/or CAGE code on all correspondence.

9. Submit your quotes on the DLA Internet Bid Board System (DIBBS). RFPs require you to submit formal written proposals. RFQs accept DIBBs On-Line Quoting unless the solicitation states otherwise. Be sure to submit your quote before the solicitation closing date. There will be a link to your order embedded in the notification. You can perform an awards search on the DIBBS homepage to determine the outcome if you do not receive an email response.

10. Explore Subcontracting Opportunities and Teaming Arrangements:

- “Subcontracting Opportunities with DoD Prime Contractors” at <http://www.acq.osd.mil/osbp/sb/dod.shtml>
- Teaming Arrangement Guide Book at <http://www.acq.osd.mil/osbp/resources/teaming.pdf>

DLA OFFICES OF SMALL BUSINESS PROGRAMS

DLA Aviation, Richmond, VA

Tel: 800-277-3603

Web Site: <http://www.dla.mil/Aviation/Business/IndustryResources/SBO.aspx>

DLA Land & Maritime, Columbus, OH

Tel: 800-262-3272

Web Site: <http://www.dla.mil/LandandMaritime/Business/SmallBusiness.aspx>

DLA Troop Support, Philadelphia, PA

Tel: 800-831-1110

Web Site: <http://www.dla.mil/TroopSupport/About/SmallBusinessOffice.aspx>

DLA Energy, Fort Belvoir, VA

Tel: 800-523-2601

Web Site: http://www.energy.dla.mil/small_business/Pages/DLAEnergySmallBusinessOffice.aspx

DLA Contracting Services Office, Philadelphia, PA

Tel: 215-737-8514

Web Site: <http://www.dla.mil/HQ/Acquisition/Business/Contracting.aspx>

DLA Distribution, New Cumberland, PA

Tel: 717-770-7246

Web Site: <http://www.distribution.dla.mil/>

DLA Disposition Services, Battle Creek, MI

Tel: 269-961-4071

Web Site: <http://www.dispositionservices.dla.mil/>

DLA Document Services, Mechanicsburg, PA

Tel: 215-737-8514

Web Site: <http://www.documentservices.dla.mil/>

DLA Strategic Materials, Fort Belvoir, VA

Tel: 1-703-767-6954

Web Site: <http://www.strategicmaterials.dla.mil/Pages/default.aspx>

DoD SMALL BUSINESS WEBSITE

<http://www.acq.osd.mil/osbp/>

HQ DLA SMALL BUSINESS WEBSITE

<http://www.dla.mil/HQ/SmallBusiness.aspx>

TO CONTACT THE DLA HQ OFFICE OF SMALL BUSINESS:

BY PHONE:

703-767-0192

BY MAIL:

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