



DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY



Procurement Technical Assistance Program

APTAC's
Fall 2012 Training Conference

Washington, D.C.
November 5, 2012

WARFIGHTER SUPPORT

STEWARDSHIP EXCELLENCE

WORKFORCE DEVELOPMENT



STATE OF THE PROGRAM

- FY12
 - 99 Awards in FY12
 - Coverage in all 50 states, Washington, D.C., Puerto Rico and Guam



STATE OF THE PROGRAM

- FY13
 - FY13 Awards – usually second option period
 - Application requested \approx 180 days prior
 - Application due \approx 120 days prior
 - There are currently 98 PTACs
 - Some areas still uncovered – opportunities available
 - Continuing Resolution thru March 31, 2013
 - Sequestration



STATE OF THE PROGRAM

- FY14
 - New SCAA for FY14
 - All programs will need to reapply
 - Schedule similar to FY11 (two part submission)
 - 1806 revision / metrics update



The PTAC's Service Area

- Performance to be consistent with your application.
- The PTAC's website includes -
 - A description of the services offered by the PTAC;
 - Point of contact for potential PTAC clients; and
 - The PTAC's service area.



Subcontracts and Subawards

DoDGARs §32.25, §33.30 and §34.15
require prior approval before –

“... contracting out, subgranting or otherwise obtaining the services of a third party to perform activities which are central to the purposes of the award.”

(does not apply to the procurement of supplies
and general support services)



Retention and Access Requirements for Records

- DoDGARs §32.53, §33.42 or §34.42 –

“Financial records, supporting documents, statistical records, and all other records pertinent to an award shall be retained for a period of three years from the date of submission of the final expenditure report.”

- Certain exceptions apply, refer the applicable DoDGARs section for details.



DLA Form 1806 with Concurrent Written Report

- Recipients submit a written report concurrently with the electronic DLA Form 1806.
- Via email, provide a copy of your report to –
 1. The DLA Grants Officer;
 2. The DCMA or ONR Administrative Grants Officer; and
 3. PTAP@dla.mil.
- The written report should be numbered 1 through 9 and address –
 1. Progress made towards the achievement of quarterly performance goals.
 2. Any difficulties experienced in achieving program objectives.
 3. Training completed, planned or ongoing (PTAC staff).
 4. Noteworthy client success stories.
 5. Vacant PTAC positions.
 6. Changes to the budget.
 7. Issues regarding cost matching funds.
 8. Any adjustments to the data reported.
 9. For the fourth quarter, a report on program income.
- Follow this format; indicate “N/A” if appropriate.
- See SCAA Section III, paragraph F for details.



Revision of Budget

- The transfer of funds among direct cost categories in excess of 10 percent of the total budget.

> 10% Requires prior approval.

EXAMPLE			
	BUDGET	ACTUAL	TRANSFERS
Personnel:	\$150,000	\$130,000	
Fringe Benefits:	\$50,000	\$35,000	
Travel:	\$20,000	\$35,000	(+\$15,000)
Equipment:	\$10,000	\$10,000	
Supplies:	\$5,000	\$10,000	(+\$5,000)
Contractual:	\$10,000	\$15,000	(+\$5,000)
Other:	\$40,000	\$50,000	(+\$10,000)
Indirect Costs:	\$15,000	\$15,000	
Total:	\$300,000	\$300,000	(\$35,000) > 10%

- Indirect costs and/or rates included in the budget are subject to downward revision only (SCAA Section VII).



Administrative Grants Officer (AGO)

- The Defense Contract Audit Agency (DCMA) or The Office of Naval Research (ONR)
- Consult your AGO on most administrative matters including –
 - Invoicing/payment issues (e.g., the SF270)
 - Use of Wide Area Workflow (WAWF)



Counseling Session

- Refer to Definitions in SCAA Section III
- A counseling session –
 - “... a documented event where professional guidance is provided...”
 - The venue provides for live and direct interaction (e.g., face-to-face, telephone, video conference, and email).
 - The distribution of mass mailings (including emails), newsletters, publications, specifications, technical information, and bid matches are not reportable counseling sessions.



Performance Reporting

- **Reporting contract and subcontract awards**
 - Active clients only
 - Dollars actually obligated on an award document
 - May not report maximum or estimated value
 - Subsequent delivery orders reported at the time of obligation



Distressed/Non-Distressed Budgets

- In performance of an award, you must have a means to track expenses incurred in servicing distressed versus non-distressed areas. The cooperative agreement's cost sharing requirement must be satisfied accordingly.
- PTACs with both a distressed and a non-distressed budget have to account for the budgets separately. They are not one divided budget, they are two separate budgets, for performance of two different (but similar) missions.
- Account for them as you would any other separate programs.
- How do I decide which budget to charge for a pencil?
- CFR General Principles:
 - “Prudent person” rule
 - Document basis of the decision



Program Execution

- Services provided by PTAC
 - May not market on behalf of clients
 - Must be specifically related to government procurement
 - No general business training or small business development counseling
 - Consult Grants Officer if question regarding acceptability of service or training



Transparency Act Subaward and Executive Compensation Reporting

- Reporting Subawards
 - You must report each subaward that obligates \$25,000 or more in Federal funds.
 - Reporting is accomplished at www.fsrs.gov.
- Reporting Executive Compensation
 - You must report total compensation for each of your five most highly compensated executives.
 - For each first-tier subrecipient, you must report the names and total compensation of each of the subrecipient's five most highly compensated executives.
 - Reporting is accomplished at www.sam.gov or www.fsrs.gov.
- Reporting occurs after obligation (not reimbursement)
- Certain exceptions apply.
- See SCAA Amendment No. 003 for details.
- More information available at www.fsrs.gov and www.usaspending.gov



DISCUSSION/QUESTIONS

Please contact us if you have any questions!



DLA POINTS OF CONTACT & INFORMATION

**Defense Logistics Agency
Office of Small Business Programs (DB)
ATTN: Procurement Technical Assistance Program
8725 John J. Kingman Road, Room 1127
Fort Belvoir, VA 22060-6221
E-mail: PTAP@dla.mil
Fax: (703) 767-1670**

**PTAP Website:
<http://www.dla.mil/smallbusiness/pages/ptap.aspx>**



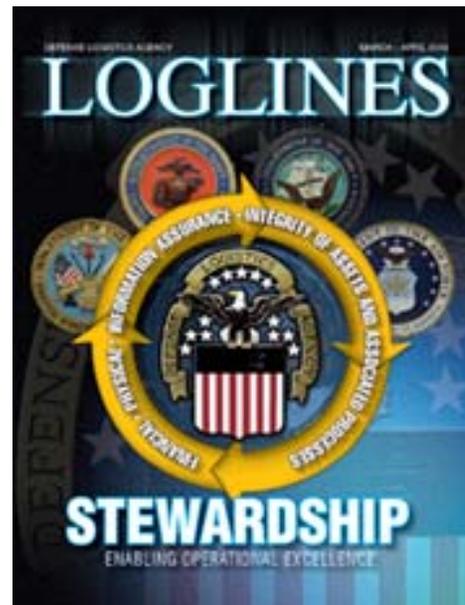
**THANK YOU for your
continued support and
professionalism!**

Please contact us if you have any questions!



STEWARDSHIP EXCELLENCE IS ESSENTIAL!

Help us maintain the highest standards within the PTA Program;
remember this while requesting and expending program funds
and conducting day to day business!



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