

## UNSOLICITED QUOTE JUSTIFICATION OR ORGANIC MANUFACTURE

### NOTES:

1. This checklist must be completed in full prior to submitting to the appropriate supply center. Incomplete checklists will cause delays.
2. The organic manufacturing site/customer must have a current requisition in place with priority 01-03 to meet the requirements of this request. Only priority 01-03 requisitions can be filled through this unsolicited quote process.
3. Project Orders are used as a last resort when normal supply actions are not adequate. Specific criteria must be met for an item to be a candidate for organic manufacturing. It must be justified on the basis of total cost savings (VS a private industry quote) and/or significant lead-time savings and urgency of need. An organic manufacturer cannot legally compete as a source of supply due to public/private competition regulations. This unsolicited process is a temporary workaround.
4. The urgency of need statement will help justify the Organic Manufacturing award.
5. Attach cost and delivery quote information on DLA form 1838 Organic Manufacturing Quote
6. Supply centers may stock minimal quantities for/based on current and future PRI 01-03 requirements. Adding an additional incremental quantity to the quote will present an ordering option (in addition to offering shorter lead times and possible unit cost savings) in case the NSN is not unique to your weapons system and/or there are other customers for this item besides your site.
7. If the item is coded a CRITICAL APPLICATION ITEM, or FLIGHT SAFETY CRITICAL ITEM, DLA must obtain Engineering Support Activity (ESA) approval for your quote. If you have, or can obtain ESA approval up front, please submit documentation with your quote. It will take 30 to 60 days for DLA to obtain ESA approval if not provided with your quote.
8. This is not a guarantee that the DSC will initiate a project order, but the information helps to support the decision. Before awarding a project order for an unsolicited quote, the DSC will assure that this would be the last resort means to support an urgent requirement and all other efforts have been examined and exhausted i.e.; expedites of existing contracts, surplus buys, lateral support, etc.
9. Once the item is produced, assets must be picked up in the DLA system prior to being released to support the customer. This is required for DLA accounting and it will build demand data to justify future buys.

### (1) SOURCE INFORMATION

(1a) \_\_\_\_\_ can organically manufacture this item in support of urgent requirements and can delivery \_\_\_\_\_ days quicker than the first delivery date of existing due in contracts.

(1b) REQUISITION

(1c) PRI

(1d) POC

(1e) PHONE

### (2) ITEM IDENTIFICATION

(2a) NSN

(2b) Approved Item Name

(2c) AMC/AMSC

(2d) Part Number

(2e) Cage

(2f) Weapons System/Application

### (3) URGENCY OF NEED STATEMENT

(3a) This item covers a MICAP or other similar situation.

(3d) Reasons:

No Assets Due In

(3b) Confirmed Urgency

(3c) Work Stoppage

Due In Date Unacceptable

Expedited Delivery Not Possible

(3e) Delivery location where needed

(3f) Quantity needed immediately

### (4) UNIQUE REQUIREMENTS

(4a) On hand balances

(4b) SM&R CODE

(4c) DLA Form 1839 complete and ready for submission to Business Development Representative.

### (5) UNSOLICITED QUOTE SUBMISSION (EMAIL or FAX your quote & justification to the appropriate DSC Organic Manufacturing office)

(5a) Submitted TO: (DSC OM)

(5b) Date/Time submitted

(5c) From: (Organic Site)

(5d) Phone

(5e) FAX

## Instructions for completing DLA Form 1839, Oct 2005

- Block 1. **SOURCE INFORMATION**
- Block 1.a. Input the organic manufacturing source that will make the item and the number of days they can deliver quicker than the existing due in assets.
- Block 1.b. REQUISITION #: The IPG-01 requisition number that will be satisfied by this quote. If more than one exist, use the oldest.
- Block 1.c. PRI: The priority of the requisition. (01, 02, 03)
- Block 1.d. POC: The customer who submitted the requisition.
- Block 1.e. PHONE: The phone number of the customer who submitted the requisition.
- Block 2. **ITEM IDENTIFICATION** (*this links the justification to the quote*)
- Block 2.a. NSN: National Stock Number of the item
- Block 2.b. Approved Item Name:
- Block 2.c. AMC/AMSC: Acquisition Method Code and Suffix Code
- Block 2.d. Part Number:
- Block 2.e. CAGE:
- Block 2.f. Weapons System/Application:
- Block 3. **URGENCY OF NEED STATEMENT**
- Block 3.a. MICAP or similar situation. If YES, check the box.
- Block 3.b. Confirmed Urgency: If YES, check the box.
- Block 3.c. Has lack of this item caused a work stoppage or line/production stoppage. If YES, check the box..
- Block 3.d. Reasons for Urgency or Work Stoppage. Check all that apply.
- Block 3.e. Delivery location where needed. Input the location where the completed material will be delivered.
- Block 3.f. Quantity Needed Immediately: Input the quantity required to satisfy the customer IPG 01 requisitions.
- Block 4 **Unique Requirements**
- Block 4.a. Quantity of stock on hand: Input the total quantity of stock on hand. Total stock on hand is the sum of stock in the DLA Supply system and the Service Supply System.
- Block 4.b. SM&R (Source, Maintenance and Recoverability) code: Input the item SM&R code, if applicable.
- Block 4.c. Verification of completion of DLA Form 1839: Ensure that DLA Form 1839 is complete and check the block indicating that this is the case.
- Block 5. **UNSOLICITED QUOTE SUBMISSION**
- Block 5.a. Submitted To: Input the DSC Organic Manufacturing Office the forms are being submitted to.
- Block 5.b. Date/Time submitted to DLA.
- Block 5.c. FROM: Organic Manufacturing Site
- Block 5.d. Phone: Phone number of Organic Site POC
- Block 5.e. Email is the preferred method. However, if FAX is used, provide the Fax number of Organic site POC.