

*DLA Troop Support - Special Operational Equipment (SOE) and
Fire and Emergency Services Tailored Logistics Support Program (F&ESE TLSP)*

Guidance on Incidental Services

The primary purpose of the SOE and F&ESE TLSP is to provide support to authorized customers for equipment, supplies, and related incidental services necessary to perform their missions.

**Please note the process for requesting Incidental Services through the program have changed, and requirements are updated below to reflect.*

- The SOE and F&ESE TLSP is a **SUPPLY** contract. Any services requested should be incidental to the supply being procured. The service should accompany the supply. Service shall not be the primary component of the order request.
- Incidental services must be procured at the same time (on the same order request) as the supply it is supporting. SOE and F&ESE TLS Contracts cannot accommodate order requests solely for services.
- Incidental Services should be submitted as a separate line item. Description of the service, location of service, and time period (i.e. length) must be provided in Additional Information column.
- When submitting your order a separate Statement of Work (SOW) will be required to be submitted along with the order (can be sent as a word document or PDF attached to the order email) which should cover all services requested on the order. The SOW should detail exactly what the incidental service entails to include any additional information from the manufacturer as applicable. For incidental services such as training, it is acceptable to provide location of the training, time period of the training and number of personnel to be included in the training. For any service more complex in nature, the SOW should detail the service to be performed. Initial review of the SOW will be conducted by the DLA Tailored Vendor Logistics Specialist (TVLS) and then the DLA contracting team. If at any point during the review additional information is required to make a scope decision, the DLA team will contact the customer accordingly.
- SOE and F&ESE TLS Contracts cannot support or authorize services of any kind that are to be performed in CENTCOM, Japan, Korea, Djibouti or Cuba.

Examples of **ACCEPTABLE** related incidental services:

- ✓ Manufacturer provided installation or assembly
- ✓ Manufacturer provided product training
- ✓ Sizing
- ✓ Calibration / Synchronization of Products

Examples of **UNACCEPTABLE** related incidental services:

- X Skill-based or knowledge-based educational courses
- X Medical / First-Aid Training
- X Service calls or maintenance checks on previously procured material
(ie: annual fire alarm testing, oil changes for emergency response vehicles)
- X Design and Fabrication
- X Construction or Demolition Services
- X Services that require complex/multifaceted Statements of Work