



# THE LINK

Connecting Suppliers with DLA



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## RECENTLY IMPROVED SET-ASIDE DETERMINATION LOGIC FOR AUTOMATED SOLICITATIONS

DLA has recently improved its set-aside determination logic for automated solicitations. This logic adheres to a prioritization of set-aside types based on DLA's small business and socioeconomic programs goals.

The improved determination logic may indicate that more than one type of set-aside is possible (ex., could be a SDVOSB, HUBZone, WOSB, or a small business set aside). In such instances when there is a reasonable expectation of receiving two or more offers in two or more socioeconomic categories, DLA's socioeconomic small business set-aside prioritization schedule applies in selecting the applicable procurement note inserted into the automated solicitation. These priorities may be revised to address socioeconomic/small business set-aside goal changes in order to facilitate DLA's ability to meet its goals.

FAR 19.203 clarifies there is no mandatory order of preference among small business programs. For procurements at or below the Simplified Acquisition Threshold, DLA considers multiple factors, including attainment of socioeconomic program goals, in selecting which set-aside program will be used for a particular procurement action. Set-aside requirements for individual solicitations will be identified and typically found on page 2 of the solicitation. DLA reassesses these decisions periodically and suppliers may notice our use of different set-aside types. DLA's use of new and available options and considerations in making a particular set-aside decision may result in a new determination that is independent of any earlier decision due to the variability over a period of time to meet DLA's small business goals.

Please direct solicitation-specific questions to the point of contact listed in Block 5 of the SF-18.

If you have general small business questions on this matter, please contact: [DLAHQSmallBusiness@dla.mil](mailto:DLAHQSmallBusiness@dla.mil).

**2022 TKO**  
**Mark Your Calendars!**

**TKO Seminars are  
FREE!**

**Learn how to do business with  
the Government!**

**November 1 –2  
HELD VIRTUALLY**

**9:00 AM - 2:30 PM (EST)**

**Register at: <https://tko.dla.mil/>**



[www.dla.mil](http://www.dla.mil)

[www.facebook.com/dla.mil](https://www.facebook.com/dla.mil)

[www.twitter.com/dlamil](https://www.twitter.com/dlamil)

[www.youtube.com/user/  
dodlogisticsagency](https://www.youtube.com/user/dodlogisticsagency)

# KEY INFORMATION REGARDING THE VALIDATION OF YOUR DIBBS ACCOUNT

1. When a supplier has questions about the validation of their DIBBS account and they email the DIBBS Validation mailbox, it is necessary to know with whom we are corresponding to in the email. As DIBBS is CAGE driven, the supplier or DIBBS users reaching out to the DIBBS Validation helpdesk for assistance should always include the CAGE code number within the subject and body of the message.
2. All correspondence is done in email **ONLY**; we do not call suppliers. If you have a specific question, you can email either of the following points of contact for assistance:

DIBBS points of contact:

For general DIBBS questions or DIBBS reinstatement questions: DIBBS Validation

[DIBBS\\_Validation@dla.mil](mailto:DIBBS_Validation@dla.mil)

For questions about DIBBS Terms and Conditions: DIBBS T&Cs Monitor

[DIBBS\\_TC\\_MONITOR@DLA.MIL](mailto:DIBBS_TC_MONITOR@DLA.MIL)

When you are provided instructions, read them thoroughly. Follow the instructions provided, as failure to do so may cause a delay in response to your request.

## FAQ DIBBS Validation

**Question: Why is my account locked?**

**Answer:** To protect the integrity of the DIBBS automated system, guarantee our Warfighters have the right equipment when they need it, and to ensure that your taxpayer dollars are properly stewarded, we screen businesses to confirm their identity. We have a process to work with our business partners whose DIBBS accounts are locked. As part of the process, we do require additional information from our partners. Any information provided is judiciously protected. DIBBS access will not be restored without your reinstatement package.

## FAQ DIBBS Terms & Conditions

**Question: Why is my account locked?**

**Answer:** As of March 23, 2021, the Revised User Agreement for DIBBS went into effect. All users must sign and agree to these terms and conditions prior to accessing DIBBS. The agreement states, "to ensure the integrity of the DLA systems, access to DIBBS may be temporarily denied or indefinitely suspended." This means that if a vendor is discovered violating any of the listed terms and conditions, they may be subject to suspension. When a violation occurs, you will be notified by the T&C Monitor email box of your violation, and you will be provided applicable steps to remedy the violation. Multiple violations may result in an indefinite lock of a DIBBS account.

**Question: How do I request access to DIBBS when I am outside the continental US (OCONUS) as a CONUS business?**

**Answer:** The DIBBS User Agreement Terms and Conditions state, "If the address of my company, as registered in the U.S. Government System for Award Management (SAM), is a U.S. address, I agree that I will not access DIBBS outside the United States or U.S. territories without prior approval from DLA." To request approval please send an email with the following subject line, "Request OCONUS DIBBS Access CAGE #####" to [DIBBS\\_TC\\_MONITOR@DLA.MIL](mailto:DIBBS_TC_MONITOR@DLA.MIL). You will then be asked a series of questions. You do not have permission to access DIBBS OCONUS until you receive an approval email from the T&C Monitor email box. Please be aware if approved this does NOT grant you access to cFolders while OCONUS, which is always prohibited.

**Question: What constitutes as IP masking?**

**Answer:** Please see the tables on the next page with IP masking definitions, that will result in DIBBS account suspension, as this is continually monitored.

## KEY INFORMATION REGARDING THE VALIDATION OF YOUR DIBBS ACCOUNT (CONT.)


PROXY_TYPE	Description
“?”	Not determined to be a proxy.
Anonymous	Actual IP address of client is not available. Includes services that change location to beat DRM, TOR points, temporary proxies, and other masking services.
Corporate	Generally considered harmless, but location can be a concern. Can identify if multiple users are proxied through a central location or locations, and thus share a single network-apparent IP address.
Edu	Proxied users from an educational institution.
Hosting	Address belongs to a hosting facility and is likely to be a proxy as end users are not typically located in a hosting facility.
Public	Multiple users proxied from a location allowing public Internet access.
Transparent	Actual IP address of client is available via HTTP headers, though value not necessarily reliable (i.e., it can be spoofed).
PROXY_DESCRIPTION	Description
Cloud	Enables ubiquitous network access to a shared pool of configurable computing resources.
Cloud-Security	A host accessing the Internet via a web security and data protection cloud provider. Example providers with this type of service are Zscaler, Scansafe, and Onavo.
DNS	A proxy used by overriding the client’s DNS value for an endpoint host to that of the proxy instead of the actual DNS value.
Tor Exit	The gateway nodes where encrypted/anonymous Tor traffic hits the Internet.
Tor Relay	Receives traffic on the Tor network and passes it along. Also referred to as “routers.”
VPN	Virtual private network that encrypts and routes all traffic through the VPN server, including programs and applications.
Web-Browser	This value will indicate connectivity that is taking place through mobile device web browser software that proxies the user through a centralized location. This type of proxy connectivity falls within our ‘hosting’ proxy-type designation; thus, the new proxy description response will be returned. A couple of examples of this type of connectivity are Opera mobile browsers and UCBrowser.

# NEW CFOLDERS HELP DESK CONTACT INFORMATION

All requests for cFolders IT support now need to go to the DISA Global Service Desk (GSD). The Enterprise Help Desk number has been disconnected. This includes password resets, account verification, and supplier access issues. The SAP cFolders website can be reached at: <https://pcf1x.bsm.dla.mil/cFolders>

<b>Phone IT Support</b>	<p>Call the DISA Global Service Desk and follow the call tree outlined below to reach the DISA technicians dedicated to DLA support:</p> <p style="text-align: center;">DISA Global Service Desk 844-DISA-HLP (844-347-2457) ***Press 5, then speak or enter D-L-A***</p>
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## For Technical Data Customer Support

For technical data packages/bidset discrepancies such as illegible or incomplete documents, missing data, lag time errors, empty technical data files on cFolders, additional access (license agreement) issues, you must complete a customer service request at [DLA Product Data Management Division \(PDMD\) Customer Service](#)  .

If you can access cFolders, but you are having problems accessing a certain solicitation or you find a problem with a drawing, please contact the following mailboxes for each major subordinate command (MSC):

Aviation: [dscr.pdmddistribution@dla.mil](mailto:dscr.pdmddistribution@dla.mil)  
Land and Maritime: [dsc.cddwgs@dla.mil](mailto:dsc.cddwgs@dla.mil)  
Troop Support: [trpsptdrawings@dla.mil](mailto:trpsptdrawings@dla.mil)

## General Questions

For additional questions, call the DLA Product Data Customer Service Help Line at [1-804-279-3477](tel:1-804-279-3477). Leave a message and a representative will get back with you as soon as possible.

If you require additional technical data that was not supplied with the original solicitation or contract, you must contact the buyer listed in block 5 of the solicitation.



# NEW! 10 DIGIT PURCHASE REQUISITION NUMBERS

DLA will be changing the current 8-digit Purchase Requisition (PR) number range to a 10-digit number range that will initially start 7000000000. This change will become effective on or during the weekend after September 30th. Suppliers should make any necessary adjustments needed to internal systems to accommodate this change. This will have a minimal impact on many suppliers as 10-digit PR numbers are already in use for many basic long term contracts (these begin with a 1 followed by nine digits).

# INACTIVE CFOLDERS AND DIBBS ACCOUNTS

All suppliers holding a valid and current cFolders and DIBBS accounts should be aware that it is important to regularly sign in to cFolders and DIBBS to avoid being inactivated, locked out, or terminated.

cFolder accounts not accessed within 30 days will be placed in inactive status. cFolders accounts not accessed in one year will be terminated.

DIBBS accounts are locked after 30 days and can be deleted if not accessed in one year.

By keeping your log-on up to date, you will avoid delays and re-registrations that can take a considerable amount of time. If you have a brand new DIBBS account, it is important that you log in within 30 days of creation. Failure to do so will result in your account being automatically terminated.

Questions for cFolders log on issues can be directed to: [DISA Global Service Desk: 1-844-347-2457, Press 5](tel:1-844-347-2457), and then [speak or enter D-L-A](#) Questions for DIBBS can be directed to: [dibbsbsm@dla.mil](mailto:dibbsbsm@dla.mil).



## DLA AVIATION VENDOR PAR ESCALATION

On May 2, 2022, DLA Aviation Commodities Directorate launched a Vendor PAR Escalation mailbox [VendorPAREscalation@dla.mil](mailto:VendorPAREscalation@dla.mil).

The initial 90 day testing period (May 1, 2022 through July 31, 2022) has been extended. Testing of the Vendor PAR Escalation mailbox will continue through October 31, 2022.

### IMPORTANT NOTE:

- (1) This escalation mailbox is only for orders issued to suppliers by DLA Aviation Commodities Directorate, Richmond, VA.
- (2) Orders issued by other contracting offices, e.g., DLA Land & Maritime and DLA Troop Support, will not be processed.

<https://www.dla.mil/Portals/104/Documents/InformationOperations/EBS%20Supplier%20Information/PAR%20Escalation%20Checklist%20Rev%203%2018%20April%202022%20for%20the%20DIBBS%20SIRC%20Announcement.pdf?ver=YLm6MGxl2pab4XDj4FRlxg%3d%3d>

## ***DLA Enhanced Joint Certification Program (EJCP) Renewals UPDATED***

DLA suppliers who require access to DLA managed export-controlled technical data for DLA procurement opportunities must have a DLA Enhanced Joint Certification Program (EJCP) certificate. Instructions for obtaining an EJCP certificate can be found at [DLA Export Control Data Access](#). EJCP certificates are valid for three years from the date of approval and DLA suppliers must reapply to renew their EJCP certificates. To renew their EJCP certificate, DLA suppliers should follow the instructions at [DLA Export Control Data Access](#), or contact the DLA JCP/EJCP Team at [jcp-admin@dla.mil](mailto:jcp-admin@dla.mil). To avoid a gap in their EJCP certification, DLA encourages suppliers to submit their EJCP renewal documentation 30 days prior to their EJCP expiration. ***All suppliers now require "DLA Controlling Authority Approval" (DCAA) when either Export Control/ Joint Certification Program (JCP)/or Enhanced Validation (also known as EJCP) apply in order to access technical data.***



# ADVANCED NOTIFICATIONS TO SUPPLIERS

In September 2022, the Defense Logistics Agency (DLA) reactivated the robotic process automation (RPA) technology to provide suppliers a monthly advanced notification email for 1.) contract awards created in the past 30 days and 2.) contract deliveries due in the next 30 days. The email includes an Excel attachment with applicable information. The attachment will not be all inclusive and is focused on contract actions supporting on-time delivery metrics. Suppliers are encouraged to review these files to verify awards have been received and shipments are scheduled to meet on-time delivery.

A single notification email will originate from the DLA activity having the majority of awards. See link for a sample email.

[https://www.dla.mil/Portals/104/Documents/InformationOperations/EBS%20Supplier%20Information/Advanced%20Notification%20Letter\\_1.docx?ver=0M\\_rkRfCmj4pfnRExulZkw%3d%3d](https://www.dla.mil/Portals/104/Documents/InformationOperations/EBS%20Supplier%20Information/Advanced%20Notification%20Letter_1.docx?ver=0M_rkRfCmj4pfnRExulZkw%3d%3d)

Advanced notification letters are generated from the following RPA bot accounts:

[svc\\_RPAPrd01@dla.mil](mailto:svc_RPAPrd01@dla.mil)  
[svc\\_RPAPrd02@dla.mil](mailto:svc_RPAPrd02@dla.mil)  
[svc\\_RPAPrd03@dla.mil](mailto:svc_RPAPrd03@dla.mil)  
[svc\\_RPAPrd04@dla.mil](mailto:svc_RPAPrd04@dla.mil)  
[svc\\_RPAPrd05@dla.mil](mailto:svc_RPAPrd05@dla.mil)  
[svc\\_RPAPrd06@dla.mil](mailto:svc_RPAPrd06@dla.mil)  
[svc\\_RPAPrd07@dla.mil](mailto:svc_RPAPrd07@dla.mil)  
[svc\\_RPAPrd08@dla.mil](mailto:svc_RPAPrd08@dla.mil)  
[svc\\_RPAPrd09@dla.mil](mailto:svc_RPAPrd09@dla.mil)  
[svc\\_RPAPrd10@dla.mil](mailto:svc_RPAPrd10@dla.mil)  
[svc\\_RPAPrd11@dla.mil](mailto:svc_RPAPrd11@dla.mil)  
[svc\\_RPAPrd12@dla.mil](mailto:svc_RPAPrd12@dla.mil)  
[svc\\_RPAPrd13@dla.mil](mailto:svc_RPAPrd13@dla.mil)  
[svc\\_RPAPrd14@dla.mil](mailto:svc_RPAPrd14@dla.mil)  
[svc\\_RPAPrd15@dla.mil](mailto:svc_RPAPrd15@dla.mil)



Please include the above email addresses on your safe senders list to avoid spam routing. If your company prefers to be excluded from receiving future DLA Award/Delivery Summary notices, please send an email to the DIBBS helpdesk at [dibbsBSM@dla.mil](mailto:dibbsBSM@dla.mil) with the subject line “Requesting removal from distribution DLA Award/Delivery Summary.”

Please direct contract-specific questions regarding a specific award, including delivery delays, to your assigned contract administration office by submitting a DIBBS Post-Award Request (PAR) at <https://www.dibbs.bsm.dla.mil>, or by contacting the assigned DCMA office, if applicable.

## *It's a New Year!*

Reminder! DLA's fiscal year-end is 9/30/2022. All new solicitations starting 10/1/2022 will now have the date of 2023 in the in the RFQ number. Example: SPE7M5-23-T-0001.



# FY 2023 Webinar Schedule

The Defense Logistics Agency (DLA) Office of Small Business Programs offers monthly webinars to educate small businesses and others about DLA's mission and opportunities to participate in our various supply chains. Hear directly from experts at our diverse buying commands as they discuss the DLA Small Business Program and our requirements, which include procuring military spare parts, food, fuel, uniforms, medical supplies, and construction material for the Army, Navy, Air Force, Marine Corps, Space Force, Coast Guard, 10 combatant commands, other federal agencies, and partner and allied nations. All webinars are FREE! You just need to register.

## Land and Maritime Webinars:

- Post Award—October 11, 2022, 2—3 PM EST
- Casting and Forging—November 15, 2022, 2—3 PM EST
- Doing Business with DLA—December 15, 2022, 2—3 PM EST

Make reservations at: <https://tko.dla.mil> (Select Land & Maritime)



## Small Business Office Webinars:

- Understanding How to Do Business with DLA Energy—October 12, 2022, 1:30 PM EST
- Understanding How To Do Business with DLA Land and Maritime—November 9, 2022, 1:30 PM EST
- Understanding How to Do Business with DLA Aviation— January 11, 2023, 1:30 PM EST
- Doing Business with DLA with an Emphasis on 8(a) SDB Program—February 8, 2023, 1:30 PM EST
- Doing Business with DLA with an Emphasis on WOSB Program—March 8, 2023, 1:30 PM EST
- Understanding How To Do Business with DCSO— April 5, 2023, 1:30 PM EST
- Understanding How To Do Business with Troop Support—May 10, 2023, 1:30 PM EST
- Doing Business with DLA with an Emphasis on SDVOSB Program—June 14, 2023, 1:30 PM EST
- Understanding How To Do Business with DLA Distribution—July 12, 2023, 1:30 PM EST
- Understanding How To Do Business with DLA Disposition—August 9, 2023, 1:30 PM EST

Register for an event by following the registration instructions within the event of your choice located at [www.dla.mil/SmallBusiness/Calendar](http://www.dla.mil/SmallBusiness/Calendar)

## LAND SUPPLY CHAIN - "HOT" ITEMS LIST

Do you have parts on hand? Government surplus? Manufacturers' overruns?

DLA Land Supply Chain has posted a list of items that are urgently needed at:

<https://www.dla.mil/LandandMaritime/Business/Selling/DLA-Land-and-Maritime-Procurement-Initiatives/> .

We are looking for readily available and usable material. We are asking our industry partners to review this list and let us know if you have surplus, manufacturers' overruns, or residual inventory. The intent is to update this list monthly so please check back regularly.

Please submit inquiries to [FL.AvailMat@dlamail](mailto:FL.AvailMat@dlamail) or contact Lori Archibald @ 614-692-4214.

