

**DEFENSE LOGISTICS AGENCY (DLA) MASTER SOLICITATION
FOR AUTOMATED SIMPLIFIED ACQUISITIONS
REVISION 36 (March 03, 2017)**

PART I - Instructions to Suppliers for the Submission of Quotations and Automated Evaluation

1. General Information/Instruction: This solicitation, called the DLA Master Solicitation for Automated Simplified Acquisitions, is used with the request for quotations (RFQ) and the award of purchase orders for automated EProcurement acquisitions valued up to the simplified acquisition threshold (SAT). The information/instruction found in this document expands upon information/instruction found within individual solicitations that reference this document. The DLA Master Solicitation for Automated Simplified Acquisitions is referenced in all automated RFQs that are located on the DLA Internet Bid Board System (DIBBS). Each RFQ contains a web link to this master solicitation. Suppliers are required to read PART I of this master solicitation to understand the automated solicitation, evaluation and award process for the automated simplified acquisitions. Suppliers shall comply with the master solicitation in effect at time of award. The master solicitation will be updated to reflect changes in law, regulation and acquisition policies and procedures. Updates to this master solicitation will be identified by a date and revision number and changes will be highlighted. Prior versions of the DLA Master Solicitation for Automated Simplified Acquisitions will be archived and available.

The master solicitation contains multiple parts. Part I instructs suppliers in the submission of quotations, use of the DIBBS, and the automated award evaluation. Part II contains the mandatory provisions and clauses, conditional provisions and clauses, and procurement notes that apply to automated solicitations and purchase orders. Provisions, clauses, and procurement notes are incorporated by reference. They have the same force and effect as the full text. The full text of provisions, clauses, and procurement notes can be found via the applicable links provided in Part II below.

2. DLA Internet Bid Board System (DIBBS) Instructions for Automated Solicitations.

(a) AUTOMATED SOLICITATION NUMBERING: Automated solicitations are identified by “SPE” in the first three positions of the solicitation number and “T” or “U” in the ninth position of the solicitation number or an “EPROC” icon.

(b) SUBMITTING QUOTATIONS: Automated quotations must be submitted electronically on DIBBS at <https://www.dibbs.bsm.dla.mil/> prior to the solicitation return date and time for all automated RFQs posted on DIBBS. See subparagraph 2e regarding late quotations. Quotations received by other electronic means, even though within the FAR definition of “electronic commerce” or “electronic and information technology”, such as facsimile (fax) or electronic mail (email) will not be considered for award. Quotations received by U.S. Mail will not be considered for award.

(c) RETURN DATE AND TIME: The time for receipt of quotations is 3:00 P.M. Eastern Standard Time, or when applicable, Eastern Daylight Savings Time on the return date. If a return date falls on a Saturday, Sunday or federal holiday, the return date will be extended to the next business day. Quotations submitted using EDI/DIBBS are subject to electronic interface latency which can result in transmission delays. Suppliers must consider transmission delays in the EDI/DIBBS system when submitting quotations and assume the risk of late transmission/submission. As an alternative, the direct entry of quotation information into the DIBBS website is a method that precludes transmission delays, and will ensure the quotation is evaluated. **Except as provided herein, awards will not be made prior to the solicitation return date/time.** Fast Auto Evaluation solicitations are solicitations estimated to be less than the micro-purchase threshold. They may be awarded prior to the solicitation return date/time. Solicitations for items with documented urgency may be awarded prior to solicitation return date/time. Solicitations may also result in award prior to the solicitation return date when the response date is 30 days or greater and a responsive quotation is received prior to the 30 days but at least 11 days after issuance. Therefore, suppliers are advised to submit quotations as quickly as possible.

Auto Evaluation may extend the solicitation return date for three business days for price negotiations for “qualified” (see paragraph 3 (a) below) quotations in the competitive range. Notice of the extension will be provided by email to suppliers in the competitive range (bids without exception) inviting them to revise their quotation. DIBBS sends an email notification to the email address registered for the person who submitted the quotation. If a third party submitted the quotation, DIBBS sends the notification to the email addresses of the third party and the super user CAGE. Suppliers are responsible for the accuracy of the email addresses in DIBBS. Suppliers who have submitted their best quotation do not need to resubmit.

(d) HOW INTERRUPTIONS AFFECT RETURN TIME AND DATE: If an emergency or unanticipated event interrupts DIBBS processing preventing quotation submission through DIBBS at the close of a solicitation, the return date/time will be extended to the same time of day on the next business day that DIBBS processing resumes. Notice of the extension will be provided on the DIBBS home page. A supplier’s inability to submit a quotation caused by failure of a supplier’s hardware, software, Internet Service Provider, or the World Wide Web itself, is not cause for extension of a solicitation.



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(e) **LATE QUOTATIONS:** Quotations received after the return date/time for automated solicitations may be considered until the evaluation process begins. Once the evaluation process begins, late quotations will only be considered if the contracting officer determines that it is in the best interest of the Government and that considering the late quotation would not unduly delay the award. See below in Automated Award Evaluation Information.

(f) **QUOTATION REVISIONS:** Suppliers may revise quotations on DIBBS up until the time the solicitation is awarded. Quotation revisions overlay previously submitted quotations on the same solicitation.

(g) **QUOTATION WITHDRAWAL:** Suppliers may withdraw quotations on DIBBS up until the time the solicitation is awarded by selecting a bid type of “no bid.” A “no bid” quotation overlays a previously submitted quotation on the same solicitation.

(h) **SET-ASIDE SOLICITATIONS:** Solicitations with an estimated dollar value between the micro-purchase threshold and the SAT are set-aside for small business when cited in the solicitation. When a solicitation is set-aside, only small business quotations that comply with the non-manufacturer rule will be considered. See FAR 19.502-2(c) for an explanation.

(i) **FAST AUTO EVALUATION SOLICITATIONS:** A Fast Auto Evaluation icon  on the DIBBS “search results” screen identifies Fast Auto Evaluation solicitations. These solicitations are estimated to be at or less than the micro-purchase threshold and are not set-aside. They may be awarded prior to the solicitation return date/time. A quotation valued less than the micro-purchase threshold that is submitted in response to a solicitation that has an estimated value equal to or greater than the micro-purchase threshold and was not originally marked , may result in an early award as a result of being evaluated as a Fast Auto Evaluation quotation. Fast Auto Evaluation commences at 3:00 P.M., 1 business day after the issue date, and continuing every day thereafter at 3:00 P.M. until the return date. The automated evaluation program for an early award evaluates all quotations not exceeding the micro-purchase threshold.

(j) **SOLICITATIONS WITH FAT OR PRODUCTION LOT TESTING (PLT) REQUIREMENTS:** The FAT and PLT appear as separate line items in the solicitation. The number of units shown in the solicitation for the FAT or PLT line item is “1 EA”. The actual number of units required for the FAT line item will be identified in clause FAR 52.209-3 or 52.209-4. The actual number of units required for the PLT line items will be identified in the specification for PLT requirements in Section A of the solicitation. The required delivery schedule for FAT line items will be identified in FAR 52.209-3 or 52.209-4. The required delivery schedule for PLT line items will be identified in Section A of the solicitation.

(k) **QUANTITY REQUIREMENTS:** Quotation must be submitted on the total quantity of each item.

(l) **DELIVERY REQUIREMENTS:** The Government required delivery will be stated in days after date of order (ADO). If the supplier is not able to meet the delivery requirement, the supplier must submit their delivery timeframe on the DIBBS quote page in number of days ADO. This includes time to deliver production quantity, required testing, and government inspection and acceptance. If a FAT is required, the supplier must also comply with the FAT delivery requirement and if unable to comply, must submit their delivery timeframe on the DIBBS quote page in number of days ADO. This includes time to deliver the completed test report (if contractor FAT).

(m) Questions regarding the DIBBS should be e-mailed to: dibbsBSM@dla.mil or refer to the frequently asked questions (FAQs) on DIBBS at <https://www.dibbs.bsm.dla.mil/Refs/help/FrequentlyAskedQuestions/FrequentlyAskedQuestions.htm>. For immediate assistance, please call 1-877-352-2255.

3. Automated Award Evaluation Information

(a) **AUTOMATED EVALUATION:** Acquisitions (excluding automated solicitations with first article test requirements-see paragraph (c) below) may be candidates for automated award under DLA Automated Evaluation program. The program uses price reasonableness logic and other automated filters to make fully automated and buyer assisted automated awards valued at the SAT or less. The Automated Evaluation program only considers “qualified quotations” for award. Qualified quotations are in exact compliance with the solicitation requirements (bid type equal to “bid without exception”), and are submitted on the DIBBS.

(1) The following are not considered exceptions to the solicitation requirements and will not make a quotation ineligible for an award:

(i) Quoting delivery days different than the required delivery days.

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(ii) Quoting origin inspection on solicitations requiring destination inspection. NOTE: The Department of Defense limits government source inspection; we permit government source inspection for certain circumstances. If a supplier's quotation does not comply with the requirements stated in the solicitation, an evaluation factor will be applied to the quotation. See paragraph (b)(1) below. Additionally, should a quotation citing origin inspection for a solicitation requiring destination inspection be evaluated manually, the quotation may be determined ineligible for award.

(iii) Quoting a superseding or previously approved part or correction to a CAGE/part number cited in the procurement identification description (PID) for an item described by manufacturer's CAGE and part number.

(iv) Quoting a used, reconditioned, remanufactured item, or unused former Government surplus property.

(v) Quoting other than a domestic end product on an unrestricted solicitation.

(vi) Quoting a hazardous item.

(vii) Quoting "Other" when the solicitation states a Higher Level Quality requirement.

(2) The following are considered exceptions to the solicitation requirements and will make a quotation ineligible for an automated award:

(i) Quoting an alternate product or otherwise taking exception to the solicitation's item description.

(ii) Exceptions to packaging requirements.

(iii) Exceptions to FOB terms.

(iv) Quoting destination inspection on a solicitation requiring origin inspection.

(v) Exceptions to required quantity.

(vi) Quoting a quantity variance greater than what is specified on the solicitation.

(vii) Quoting "None" when a Higher Level Quality Requirement is required.

(viii) Quoting the use of Child Labor.

(b) **AUTOMATED EVALUATION FACTORS:** The automated evaluation program evaluates all qualified quotations on the basis of price alone and does not consider quantity price breaks. Price evaluation factors are added to the total quotation price in the following instances:

(1) \$250 for quoting origin inspection when the Government's requirement is for destination inspection

(2) \$200 for offers of surplus for unused former Government surplus material.

(3) \$600 for CSI evaluations of surplus by each ESA. The evaluation factor may be applied if the contracting office cannot determine acceptability of quotations for other than CSI items and requires ESA coordination.

(4) When the solicitation is subject to the Buy American statute or the Balance of Payments Program (see DFARS 225.502(c)).

(c) **SOLICITATIONS WITH FAT/PLT REQUIREMENTS:**

(1) Solicitations with FAT/PLT requirements are not candidates for automated evaluation or award. All quotations received for solicitations with FAT/PLT requirements shall be manually evaluated and manually awarded.

(2) For solicitations with FAT testing by the Government, the contracting officer will apply an evaluation factor that reflects the cost of the testing.

(3) When FAT is waived, the contracting officer may negotiate for revised delivery since the original delivery requirement may have been based on prior production deliveries with first article included.

(d) **TIE QUOTATIONS:** If evaluated quotations result in a tie between qualified quotations, the award decision will be based on the following order of precedence:

(1) A domestic end product quotation over a non-qualifying country end product quotation.

(2) Small business quotation over a large business quotation.

(3) Quotation with the shortest delivery (If a quotation contains different deliveries for multiple line items the automated evaluation program uses the average of the delivery periods).

(4) First quotation submitted.

(e) **MANUAL EVALUATION:** When automated evaluation is not used, as in the case of FAT and PLT requirements, or if the system is unable to make a fully automated award, quotations will be evaluated and awarded manually. When a quotation is manually evaluated, the contracting officer may consider quantity price breaks quoted without further discussion.

(f) **MANUAL EVALUATION FACTORS:** If the requirement is evaluated manually, price, delivery, and past performance will be considered in accordance with the terms in the solicitation. Since delivery is an evaluation factor, there may be an evaluation preference for quotes/offers of fewer delivery days than the number of

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delivery days requested by the Government. Quoting/offering a greater number of delivery days than requested may result in the quote/offer not being considered.

(g) **ALTERNATE OFFERS:** Alternate offers will not be considered for automated award. Alternate offers may be submitted for evaluation for future procurements to the location identified in the solicitation.

(h) **NOTICE OF AWARD:** Purchase orders are based on a submitted quotation. Suppliers are requested to notify the administrative contracting officer, within 14 days after receiving the notice of award, when they will not perform in accordance with a purchase order. Failure to provide prompt notice will adversely affect your past performance evaluation if the purchase order is later cancelled at other than the Government's request.

(i) **Automated Evaluation Distribution:** The automated award will be posted to the DIBBS web site and distributed via email notification with a Web link to an electronic copy of the DD Form 1155, Order for Supplies or Services. Orders will be transmitted via Electronic Data Interchange (EDI) to contractors who are EDI capable. Contractors that are not EDI capable will receive their orders via email award notification containing Web links. Delays in the receipt of awards that are caused by email interruptions and Internet access are not excusable delays and will not extend delivery schedules.

PART II – Provisions, Clauses and Procurement Notes:

The following websites are provided to suppliers to obtain the full text of the FAR, DFARS, and DLAD provisions, clauses, and Procurement Notes listed below: <https://www.acquisition.gov>, <http://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html>, <http://www.dla.mil/hq/acquisition/offers/DLAD.aspx> and <http://www.dla.mil/Portals/104/Documents/J7Acquisition/DLA%20Procurement%20Notes%20-%20Effective%209-19-16.docx%20V2.pdf>.

All provisions, clauses and procurement notes are incorporated herein by reference with the same force and effect as if set forth in full text, and made a part of the solicitation/order as applicable. The submission of a quotation in response to a RFQ that references this document constitutes the supplier's compliance with the representations and certifications and acceptance of the individual clauses, provisions and procurement notes incorporated by reference herein. Certain representations and certifications may be required as part of a quotation submitted via DIBBS. These representations and certifications will be contained on the DIBBS quotation input form. Suppliers are reminded that all provisions incorporated herein by reference remain binding in their entirety. Any penalties for misrepresentation contained in the reference clauses and provisions apply.

SUBPART A – MANDATORY FAR, DFARS AND DLAD PROVISIONS AND CLAUSES

The following provisions and clauses are applicable to all solicitations and orders:

FAR 52.204-7 (Jul 2013)	System for Award Management
FAR 52.204-8 (Apr 2016)	Annual Representations and Certifications
FAR 52.204-21 (Jun 2016)	Basic Safeguarding of Covered Contractor Information Systems
FAR 52.209-11 (Feb 2016)	Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law
FAR 52.211-2 (Apr 2014)	Availability of Specifications, Standards, and Data Item Descriptions Listed in the Acquisition Streamlining and Standardization Information System (Assist)
FAR 52.211-5 (Aug 2000)	Material Requirements
FAR 52.211-14 (Apr 2008)	Notice of Priority Rating for National Defense, Emergency Preparedness, and Energy Program Use
FAR 52.211-15 (Apr 2008)	Defense Priority and Allocation Requirements
FAR 52.213-4 (Jun 2016)	Terms and Conditions – Simplified Acquisitions (Other Than Commercial Items)
FAR 52.219-28 (Jul 2013)	Post-Award Small Business Program Representation
FAR 52.222-25 (Apr 1984)	Affirmative Action Compliance
FAR 52.222-36 (Jul 2014)	Alternate I - Equal Opportunity for Workers with Disabilities
FAR 52.223-3 (Jan 1997)	Hazardous Material Identification and Material Safety Data
FAR 52.223-11 (Jun 2016)	Ozone-Depleting Substances and High Global Warming Potential Hydrofluorocarbons
FAR 52.223-18 (Aug 2011)	Encouraging Contractor Policies to Ban Text Messaging While Driving
FAR 52.232-23 (Apr 1984)	Alternate I – Assignment of Claims

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FAR 52.232-34 (Jul 2013)	Payment by Electronic Funds Transfer--Other Than System for Award Management
FAR 52.242-17 (Apr 1984)	Government Delay of Work
FAR 52.243-1 (Aug 1987)	Changes – Fixed Price
FAR 52.246-2 (Aug 1996)	Inspection of Supplies-Fixed Price
FAR 52.249-8 (Apr 1984)	Default (Fixed-Price Supply and Service)
FAR 52.252-1 (Feb 1998)	Solicitation Provisions Incorporated by Reference (The full text of a provision may be accessed electronically at this address: https://www.acquisition.gov)
DFARS 252.203-7000 (Sep 2011)	Requirements Relating to Compensation of Former DoD Officials
DFARS 252.203-7002 (Sep 2013)	Requirement to Inform Employees of Whistleblower Rights
DFARS 252.203-7005 (Nov 2011)	Representation Relating to Compensation of Former DoD Officials
DFARS 252.203-7996 (Oct 2015)	Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements--Representation
DFARS 252.203-7997 (Oct 2015)	Prohibition on Contracting with Entities That Require Certain Internal Confidentiality Agreements
DFARS 252.204-7003 (Apr 1992)	Control of Government Personnel Work Product
DFARS 252.204-7004 (Feb 2014)	Alternate A, System for Award Management
DFARS 252.204-7008 (Oct 2016)	Compliance with Safeguarding Covered Defense Information Controls
DFARS 252.204-7009 (Oct 2016)	Limitations on the Use or Disclosure of Third-Party Contractor Reported Cyber Incident Information
DFARS 252.204-7012 (Oct 2016)	Safeguarding Covered Defense Information and Cyber Incident Reporting
DFARS 252.204-7015 (May 2016)	Notice of Authorized Disclosure of Information for Litigation Support
DFARS 252.211-7006 (Sep 2011)	Passive Radio Frequency Identification
DFARS 252.213-7000 (Jun 2015)	Notice to Prospective Suppliers on Use of Past Performance Information Retrieval System – Statistical Reporting in Past Performance Evaluations
DFARS 252.223-7001 (Dec 1991)	Hazard Warning Labels
DFARS 252.225-7041 (Jun 1997)	Correspondence in English
DFARS 252.225-7048 (Jun 2013)	Export-Controlled Items
DFARS 252.225-7993 (Sep 2014)	Prohibition On Contracting with The Enemy
DFARS 252.227-7025 (May 2013)	Limitations On the Use or Disclosure of Government-Furnished Information Marked with Restrictive Legends
DFARS 252.232-7003 (Jun 2012)	Electronic Submission of Payment Requests and Receiving Reports
DFARS 252.232-7006 (May 2013)	Wide Area Workflow Payment Instructions
DFARS 252.232-7010 (Dec 2006)	Levies on Contract Payments
DFARS 252.243-7001 (Dec 1991)	Pricing of Contract Modifications
DFARS 252.244-7000 (Jun 2013)	Subcontracts for Commercial Items
DFARS 252.246-7000 (Mar 2008)	Material Inspection and Receiving Report
DFARS 252.246-7003 (Jun 2013)	Notification of Potential Safety Issues
DLAD 52.215-9003 (Apr 2014)	Use of Past Performance Information Retrieval System – Statistical Reporting (PPIRS-SR) Information in Past Performance Evaluation
DLAD 52.215-9009 (Aug 2005)	All or None for Automated Procurements
DLAD 52.217-9003 (Nov 2011)	Manufacturing or Production of Information
DLAD 52.232-9006 (Apr 2013)	Transporter Proof of Delivery (TPD)
DLAD 52.233-9000 (Nov 2001)	Agency Protests
DLAD 52.233-9001 (Dec 2016)	Disputes Agreement to Use Alternate Dispute Resolution (ADR)

SUBPART B – CONDITIONAL FAR AND DFARS PROVISIONS AND CLAUSES

The following provisions, clauses apply as indicated below:

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- FAR 52.209-1 (Feb 1995) Qualification Requirements**
Applies when QML, QPL, QBL is cited in the item description of the solicitation/order. The agency activity name and address is located in the QPL specification, which is cited in Item Description and can be obtained from <http://assist.daps.dla.mil/quicksearch>.
- FAR 52.209-03 (Sep 1989) First Article Approval-Contractor Testing**
Applies when a fixed-price contract is contemplated, first article approval is required, and the contractor is responsible for conducting the first article testing.
- FAR 52.209-3 (Jan 1997) First Article Approval-Contractor Testing ALT I**
Applies if the first article and the production quantity shall be produced at the same facility.
- FAR 52.209-4 (Sep 1989) First Article Approval-Government Testing**
When a fixed-price contract is contemplated, first article approval is required, and the Government be responsible for conducting the first article test.
- FAR 52.209-4 (Jan 1997) First Article Approval – Government Testing ALT I**
Applies if the first article and the production quantity shall be produced at the same facility.
- FAR 52.211-16 (Apr 1984) Variation in Quantity**
For DLA Land and Maritime acquisitions: A variation in quantity will not be accepted unless the unit of issue is in feet and only when within +/- 10% when authorized in the individual order.
- FAR 52.213-1 (May 2006) Fast Payment Procedure**
Applies to acquisitions valued at \$35,000 or less, unless a deviation exists, which are OCONUS Customer Direct deliveries with destination inspection and acceptances, or unless solicitation/award specifically prohibits fast pay.
- FAR 52.219-3 (Nov 2011) Notice of HUBZone Set-Aside or Sole Source Award**
- FAR 52.219-4 (Oct 2014) Notice of Price Evaluation Preference for HUBZone Small Business Concerns**
- FAR 52.219-6 (Nov 2011) Notice of Total Small Business Set-Aside**
Applies when the acquisition exceeds the micro-purchase threshold and is set-aside for small business unless the product being acquired is subject to 52.219-6 ALT I
- FAR 52.219-6 (Nov 2011) Notice of Total Small Business Set-Aside, ALT I**
Applies when acquisition exceeds the micro-purchase threshold it is set-aside for small business, and the item is one for which the SBA has determined that the waiver of the non-manufacturer rule applies. Refer to the following website, <http://www.sba.gov/gc>
- FAR 52.219-6 (Nov 2011) Notice of Total Small Business Set-Aside, ALT II**
- FAR 52.223-7 (Jan 1997) Notice of Radioactive Materials**
- FAR 52.246-1 (Apr 1984) Contractor Inspection Requirements**
- FAR 52.246-11 (Dec 2014) Higher-Level Contract Quality Requirement**
Refer to schedule for applicability.
- FAR 52.246-15 (Apr 1984) Certificate of Conformance**
This clause applies when Inspection and Acceptance at Origin is cited in the order. Clause is operative at the discretion of the DCMA quality assurance representative. Does not apply to hazardous material, items under FSC 1560, 1670, 1680, 3110, 3120, or FSG 28 and 29, or when solicitation/order specifically prohibits.
- FAR 52.247-1 (Feb 2006) Commercial Bill of Lading Notations**
Applies to all F.O.B. origin awards.
- FAR 52.247-48 (Feb 1999) F.O.B. Destination - Evidence of Shipment**
Applies when F.O.B. Destination applies and Inspection and Acceptance is at origin.
- FAR 52.247-52 (Feb 2006) Clearance and Documentation Requirements – Shipments to DoD Air or Water Terminal Transshipment Points**
Applies when shipments will be consigned to DoD air or water terminal transshipment points or container consolidation points (CCPs).
- FAR 52.247-65 (Jan 1991) F.O.B Origin, Prepaid Freight - Small Package Shipments**
Applies to all F.O.B. origin awards except Foreign Military Sales (FMS) requirements.

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- FAR 52.247-68 (Feb 2006) Report of Shipment (REPSHIP)**
Applies to shipment when advance notice of shipment is required for safety or security reasons, or where carload or truckload shipments will be made to DoD installations or, as required, to civilian agency facilities.
- DFARS 252.204-7000 (Aug 2013) Disclosure of Information**
Applies when the contractor will have access to or generate unclassified information that may be sensitive and inappropriate for release to the public
- DFARS 252.209-7010 (Aug 2011) Critical Safety Items**
Applies when the item being acquired is identified as a Critical Safety Item.
- DFARS 252.211-7003 (Mar 2016) Item Identification And Valuation**
Applies when the unit acquisition cost is \$5000 or more OR when the item description contains the statement "IUID MARKING IS REQUIRED"
- DFARS 252.217-7026 (Nov 1995) Identification of Sources of Supply**
- DFARS 252.225-7000 (Nov 2014) Buy American-Balance of Payments Program Certification-BASIC**
Applies to all acquisitions over the micro-purchase threshold up to \$25,000 and to acquisitions above \$25,000 unless 252.225-7036 or its ALT applies.
- DFARS 252.225-7001 (Aug 2016) Buy American - Balance of Payments Program Certificate-BASIC**
Applies to all acquisitions over the micro-purchase threshold up to \$25,000 and to acquisitions above \$25,000 unless 252.225-7036 or its ALT applies.
- DFARS 252.225-7002 (Aug 2016) Qualifying Country Sources as Subcontractors**
This clause applies when either DFARS 252.225-7001 or DFARS 252.225-7036 is cited in the solicitation.
- DFARS 252.225-7013 (May 2016) Duty-Free Entry**
Applies when acquisition exceeds the micro-purchase threshold except when set-aside for small business or when the supplies will be shipped directly from a source outside the U.S. to a customer outside the U.S.
- DFARS 252.225-7016 (Jun 2011) Restriction on Acquisition of Ball and Roller Bearings**
Applies to all acquisitions unless the items being acquired are not, or do not contain, ball and roller bearings.
- DFARS 252.225-7019 (Dec 2009) Restriction on Acquisition of Anchor and Mooring Chain**
- DFARS 252.225-7028 (Apr 2003) Exclusionary Policies and Practices of Foreign Governments**
Applies for FMS
- DFARS 252.225-7036 (Aug 2016) Buy American-Free Trade Agreements - Balance of Payments Program- Alt I**
- DFARS 252.225-7036 (Aug 2016) Buy American-Free Trade Agreements - Balance of Payments Program- Alt IV**
- DFARS 252.227-7021 (Mar 1979) Rights in Data – Existing Works**
- DFARS 252.246-7007 (Aug 2016) Contractor Counterfeit Electronic Part Detection and Avoidance System**
Applies to solicitations and contracts when procuring, electronic parts; end items, components, parts or assemblies containing electronic parts. Does not apply to acquisitions set-aside for small business.
- DLAD 52.213-9001 (Nov 2011) Evaluation Factor for Source Inspection**
Applies when solicitation specifies inspection/acceptance at destination.
- DLAD 52.215-9023 (Oct 2013) Reverse Auction**
Applies to acquisitions that are manually evaluated.
- DLAD 52.217-9023 (Jun 2008) Restriction of Alternate Offers for Source Controlled Items**
Applies to solicitations which are restricted to material manufactured by the sources listed on the applicable source controlled drawing.
- DLAD 52.219-9008 (Nov 2011) Combined HUBZone /Small Business Set-Aside Instructions – Type 1**
Applies to solicitations and orders estimated to exceed the micro purchase threshold and less than or equal to the Simplified Acquisition Threshold, either the non-aside manufacturer rule applies or an exception to the rule is to be employed, and a set-for a HUBZone small business concern or a small business concern is anticipated.

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- DLAD 52.219-9009 (FEB 2006)** **Combined HUBZone/Small Business Set-Aside Instructions – Type 2**
Applies to solicitations and orders estimated to exceed the micro purchase threshold and less than or equal to the simplified acquisition threshold, the non-manufacturer rule is waived and no exception to the rule applies; and a set-aside to a HUBZone small business concern or a small business concern is anticipated.
- DLAD 52.219-9013 (Nov 2011)** **Combined Set-Aside Instructions – Type 1**
Applies to solicitations and orders estimated to exceed the micro purchase threshold and less than or equal to the Simplified Acquisition Threshold, either the non-manufacturer rule applies or an exception to the rule is to be employed, and a set-aside to a service-disabled veteran-owned small business concern, HUBZone small business concern or a small business concern is anticipated.
- DLAD 52.219-9014 (Nov 2011)** **Combined Set-Aside Instructions – Type 2**
Applies to solicitations and orders estimated to exceed the micro purchase threshold and less than or equal to the Simplified Acquisition Threshold, either the non-manufacturer rule is waived and no exception to the rule applies; and a set-aside to a service-disabled veteran-owned small business concern, HUBZone small business concern or a small business concern is anticipated.
- DLAD 52.219-9015 (Nov 2011)** **Combined Service-Disabled Veteran-Owned Small Business/Small Business Set-Aside Instructions – Type 1**
Applies to solicitations and orders estimated to exceed the micro purchase threshold and less than or equal to the Simplified Acquisition Threshold, either the non-manufacturer rule applies or an exception to the rule is to be employed; and a set-aside to a service-disabled veteran-owned small business concern or a small business concern is anticipated.
- DLAD 52.219-9016 (Nov 2011)** **Combined Service-Disabled Veteran-Owned Small Business/Small Business Set-Aside Instructions – Type 2**
Applies to solicitations and orders estimated to exceed the micro purchase threshold and less than or equal to the Simplified Acquisition Threshold, either the non-manufacturer rule is waived and no exception to the rule applies; and a set-aside to a service-disabled veteran-owned small business concern or a small business concern is anticipated.
- DLAD 52.247-9011 (Nov 2011)** **Vendor Shipment Module (VSM)**
Applies on an optional basis to allow vendors' electronic access to shipping addresses, two dimensional bar coded shipping labels, Bills of Lading, packing Lists and other shipping documentation. Does NOT apply to orders for pharmaceuticals, customer pick-up orders for medical supplies, orders for Arms, ammunition and explosives or orders for controlled substances and syringes
- DLAD 52.247-9036 (Nov 2011)** **Shipping Instructions (Export)**
Applies to orders requiring shipment to overseas customers including shipments to APO/FPO addresses, shipments to Alaska, Hawaii and Puerto Rico, and shipments routed through the Container Consolidation Points (CCPs) at San Joaquin, CA (W62N2A) and New Cumberland, PA (W25N14)
- DLAD 52.247-9037 (Nov 2011)** **Trans-Shipment of Material Through DLA Containerization and Consolidation Points (CCP)**
Applies to orders for supplies to be shipped via surface freight, Consolidation and Containerization Point appears in the shipping Address, or any time requisition/TCN begins with "A," "C," or "W" for Army, "N," "Q," or "R" for Navy, "E" or "F" for Air Force and the customer is outside the continental United States (OCONUS or outside the 48 contiguous states).
- DLAD 52.247-9058 (Jul 2013)** **First Destination Transportation (FDT) Program – Shipments Originating Outside the Contiguous United States (OCONUS)**
Applies to FDT program items solicited FOB origin, and shipment origin is located

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DLAD 52.247-9059 (Oct 2013)	OCONUS F.O.B. Origin, Government Arranged Transportation Applies in solicitations and awards that contain First Destination Transportation requirements
DLAD 52.217-9018 (Nov 2011)	Supply Assurance Through Multi-Source Contracting Applies when either FAR 52.209-3 or 52.209-4 is applicable.

SUBPART C - PROCUREMENT NOTES

The following procurement notes apply to solicitations and purchase orders as indicated below and may be found at the following link: <http://www.dla.mil/Portals/104/Documents/J7Acquisition/DLA%20Procurement%20Notes%20-%20Effective%209-19-16.docx%20V2.pdf>

- C01 Superseded Part Numbered Items** – Applies when procuring part numbered items, including when acquisitions are conducted using FAR Part 12.
- C02 Manufacturing Phase Out or Discontinuation of Production, Diminishing Sources and Obsolete Materials or Components** – Applies when materials or components may become obsolete.
- C03 Contractor Retention of Supply Chain Traceability Documentation** – Applies to all solicitations and awards.
- C04 Unused Former Government Surplus Property** – Applies where surplus material is acceptable.
- C05 Change to Key Personnel** – applies when services to be provided require professional employees and evaluation of proposed key managerial personnel is required to assess the probability of successful performance.
- E01 Supplemental First Article Exhibit Disposition - Contractor Maintained** – Applies when the contractor shall hold the units.
- E02 Supplemental First Article Exhibit Disposition - Government Maintained** – Applies when the Government shall hold the units.
- E03 Production Lot Testing - Contractor** – Applies where PLT is required, including FAR Part 12 acquisitions.
- E04 Production Lot Testing - Government** – Applies where PLT is required, including FAR Part 12 acquisitions.
- E05 Product Verification Testing** – Applies to all solicitations and awards.
- E06 Inspection and Acceptance at Origin** – Applies when source inspection is required.
- H01 Qualified Products List (QPL) for Federal Supply Class (FSC) 5935 Connector Assemblies and Contacts** – Applies when purchasing qualification items in FSC 5935.
- H02 Component Qualified Products List (QPL)/Qualified Manufacturers List (QML)** – Applies when purchasing component qualification items.
- H03 Supplemental First Article Testing Requirements** – Applies when FAT is applied.
- H04 Sourcing for Critical Safety Items** – Applies for CSI
- L01 Electronic Order Transmission** – Applies to solicitations for purchase orders and contracts other than indefinite delivery type.
- L02 Electronic Order Transmission for Indefinite-Delivery Contracts** – Applies to solicitations for indefinite-delivery contracts.
- L04 Offers for part numbered items** – Applies when items are identified in the item description only by the name of an approved source (CAGE code), a part number, and a brief description, including when acquisitions are conducted using FAR Part 12.
- L06 Agency Protests** - Solicitations must include procurement note L06
- L07 Site Visit Instructions** – Applies to solicitations where a site visit is required.
- L08 Use of Past Performance Information Retrieval System—Statistical Reporting in Past Performance Evaluations** – Applies to solicitations where offerors must be advised that when Past Performance Information Retrieval System-Statistical Reporting (PPIRS-SR) application will be used in the evaluation of suppliers’ past performance for best value source selections valued under \$10 million.

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L09 Reverse Auction – Applies to solicitations when the contracting officer may use reverse auction.

L10 Competing Individual Delivery Orders Through Reverse Auctions – Applies when reverse auction may be used for some or all delivery orders issued against a multiple award contract with competitive ordering. Examples include FAR Subpart 8.4 requests for quotes and blanket purchase agreements (BPAs) when the BPA ordering process follows FAR 8.405-3(c)(2)(ii) or (iii).

M01 Qualified Suppliers for Federal Supply Class (FSC) 5961 Semiconductors and Hardware Devices and FSC 5962 Electronic Microcircuits – Applies when purchasing qualification items in FSCs 5961 and 5962.

M02 Qualified Suppliers List of Manufacturers (QSLM) for Gun Parts Federal Supply Class (FSCs) 1005, 1010, 1015, 1025, 1055, and 1095 – Applies when purchasing Land and Maritime QSLM Gun Parts qualification items.

M03 Qualified Suppliers List for Manufacturers (QSLM)/Qualified Suppliers List for Distributors (QSLD) for Troop Support – Applies when purchasing Troop Support QSLM/QSLD qualification items.

M04 Evaluation Factor for Government Testing of First Articles – Applies when the Government's laboratory cost will be a factor in evaluating offers.

M05 Evaluation Factor for Unused Former Government Surplus Property – Applies where surplus material is acceptable.

M06 Evaluation of Offers for Part Numbered Items – Applies when items are identified in the item description only by the name of an approved source (CAGE code), a part number, and a brief description, including when acquisitions are conducted using FAR Part 12.