

**DEFENSE LOGISTICS AGENCY (DLA) MASTER SOLICITATION  
FOR AUTOMATED SIMPLIFIED ACQUISITIONS  
REVISION 40 (September 1, 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.

(b) **SUBMITTING QUOTATIONS:** Automated quotations must be submitted electronically on DIBBS at <https://www.dibbs.bsm.dla.mil/> for all automated RFQs posted on DIBBS. 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 transmitted in hard copy by U.S. Mail or other means will not be considered for award. Quotations received after the return date/time may only be considered in accordance with the late quotation provision in paragraph (e) below.

(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 procurement is manually reviewed and the contracting officer determines that considering the late quotation is in the best interest of the Government and would not unduly delay the award. Quotations received after the evaluation process has begun will not be considered if the procurement is processed entirely through the DLA Automated Evaluation program without manual evaluation or buyer assist. The procurement will not be manually reviewed solely because a quote is received after the return date/time.

(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](mailto:dibbsBSM@dla.mil) or refer to the frequently asked questions (FAQs) on DIBBS at <https://www.dibbs.bsm.dla.mil/Refs/help/FrequentlyAskedQuestions/Default.aspx>. 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 begins the evaluation process at the time and date set for receipt of quotations and 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.

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(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.
- (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 specified on the solicitation.
- (vii) Quoting "None" when a Higher Level Contract 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.

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(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 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/HQ/Acquisition/Offers/eProcurement.aspx>.

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:

<b>FAR 52.203-18 (Jan 2017)</b>	<b>Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements or Statements-Representation</b>
<b>FAR 52.203-19 (Jan 2017)</b>	<b>Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements</b>
<b>FAR 52.204-7 (Oct 2016)</b>	<b>System for Award Management</b>
<b>FAR 52.204-8 (Jan 2017)</b>	<b>Annual Representations and Certifications</b>
<b>FAR 52.204-21 (Jun 2016)</b>	<b>Basic Safeguarding of Covered Contractor Information Systems</b>
<b>FAR 52.209-11 (Feb 2016)</b>	<b>Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law</b>
<b>FAR 52.211-2 (Apr 2014)</b>	<b>Availability of Specifications, Standards, and Data Item Descriptions Listed in the Acquisition Streamlining and Standardization Information System (ASSIST)</b>
<b>FAR 52.211-5 (Aug 2000)</b>	<b>Material Requirements</b>
<b>FAR 52.211-14 (Apr 2008)</b>	<b>Notice of Priority Rating for National Defense, Emergency Preparedness, and Energy Program Use</b>
<b>FAR 52.211-15 (Apr 2008)</b>	<b>Defense Priority and Allocation Requirements</b>
<b>FAR 52.213-4 (Jan 2017)</b>	<b>Terms and Conditions – Simplified Acquisitions (Other Than Commercial Items)</b>
<b>FAR 52.219-28 (Jul 2013)</b>	<b>Post-Award Small Business Program Rerepresentation</b>

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<b>FAR 52.222-25 (Apr 1984)</b>	<b>Affirmative Action Compliance</b>
<b>FAR 52.222-36 (Jul 2014)</b>	<b>Alternate I - Equal Opportunity for Workers with Disabilities</b>
<b>FAR 52.223-18 (Aug 2011)</b>	<b>Encouraging Contractor Policies to Ban Text Messaging While Driving</b>
<b>FAR 52.232-39 (Jun 2013)</b>	<b>Unenforceability of Unauthorized Obligations</b>
<b>FAR 52.242-17 (Apr 1984)</b>	<b>Government Delay of Work</b>
<b>FAR 52.243-1 (Aug 1987)</b>	<b>Changes – Fixed Price</b>
<b>FAR 52.249-8 (Apr 1984)</b>	<b>Default (Fixed-Price Supply and Service)</b>
<b>FAR 52.252-1 (Feb 1998)</b>	<b>Solicitation Provisions Incorporated by Reference (The full text of a provision may be accessed electronically at this address: <a href="https://www.acquisition.gov">https://www.acquisition.gov</a>.)</b>

<b>DFARS 252.203-7000 (Sep 2011)</b>	<b>Requirements Relating to Compensation of Former DoD Officials</b>
<b>DFARS 252.203-7002 (Sep 2013)</b>	<b>Requirement to Inform Employees of Whistleblower Rights</b>
<b>DFARS 252.203-7005 (Nov 2011)</b>	<b>Representation Relating to Compensation of Former DoD Officials</b>
<b>DFARS 252.204-7003 (Apr 1992)</b>	<b>Control of Government Personnel Work Product</b>
<b>DFARS 252.204-7004 (Feb 2014)</b>	<b>Alternate A, System for Award Management</b>
<b>DFARS 252.204-7008 (Oct 2016)</b>	<b>Compliance with Safeguarding Covered Defense Information Controls</b>
<b>DFARS 252.204-7009 (Oct 2016)</b>	<b>Limitations on the Use or Disclosure of Third-Party Contractor Reported Cyber Incident Information</b>
<b>DFARS 252.204-7012 (Oct 2016)</b>	<b>Safeguarding Covered Defense Information and Cyber Incident Reporting</b>
<b>DFARS 252.204-7015 (May 2016)</b>	<b>Notice of Authorized Disclosure of Information for Litigation Support</b>
<b>DFARS 252.213-7000 (Jun 2015)</b>	<b>Notice to Prospective Suppliers on Use of Past Performance Information Retrieval System – Statistical Reporting in Past Performance Evaluations</b>
<b>DFARS 252.225-7048 (Jun 2013)</b>	<b>Export-Controlled Items</b>
<b>DFARS 252.232-7003 (Jun 2012)</b>	<b>Electronic Submission of Payment Requests and Receiving Reports</b>
<b>DFARS 252.232-7006 (May 2013)</b>	<b>Wide Area WorkFlow Payment Instructions</b>
<b>DFARS 252.232-7010 (Dec 2006)</b>	<b>Levies on Contract Payments</b>
<b>DFARS 252.243-7001 (Dec 1991)</b>	<b>Pricing of Contract Modifications</b>
<b>DFARS 252.244-7000 (Jun 2013)</b>	<b>Subcontracts for Commercial Items</b>
<b>DFARS 252.246-7003 (Jun 2013)</b>	<b>Notification of Potential Safety Issues</b>
<b>DLAD 52.233-9001 (Dec 2016)</b>	<b>Disputes – Agreement to Use Alternate Dispute Resolution (ADR)</b>

**SUBPART B – CONDITIONAL FAR, DFARS, AND DLAD PROVISIONS AND CLAUSES**

The following provisions and clauses apply as indicated below. These provisions and clauses are self-deleting if they do not apply.

<b>FAR 52.209-1 (Feb 1995)</b>	<b>Qualification Requirements</b> 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 <a href="http://assist.daps.dla.mil/quicksearch">http://assist.daps.dla.mil/quicksearch</a> .
<b>FAR 52.209-03 (Sep 1989)</b>	<b>First Article Approval – Contractor Testing</b> Applies when a fixed-price contract is contemplated, first article approval is required, and the contractor is responsible for conducting the first article testing.
<b>FAR 52.209-3 (Jan 1997)</b>	<b>First Article Approval – Contractor Testing ALT I</b> Applies if the first article and the production quantity shall be produced at the same facility.
<b>FAR 52.209-4 (Sep 1989)</b>	<b>First Article Approval – Government Testing</b> When a fixed-price contract is contemplated, first article approval is required, and the Government be responsible for conducting the first article test.
<b>FAR 52.209-4 (Jan 1997)</b>	<b>First Article Approval – Government Testing ALT I</b> Applies if the first article and the production quantity shall be produced at the same facility.
<b>FAR 52.211-16 (Apr 1984)</b>	<b>Variation in Quantity</b>

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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 52.219-6 (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 52.223-3 (Jan 1997) Hazardous Material Identification and Material Safety Data**

Applies when contractor will be required to deliver hazardous materials as defined in FAR 23.301 (Federal Standard No. 313).

**FAR 52.223-7 (Jan 1997) Notice of Radioactive Materials**

Applies to solicitations and contracts for supplies which are, or which contain (a) radioactive material requiring specific licensing under regulations issued pursuant to the Atomic Energy Act of 1954; or (b) radioactive material not requiring specific licensing in which the specific activity is greater than 0.002 microcuries per gram or the activity per item equals or exceeds 0.01 microcuries. Such supplies include, but are not limited to, aircraft, ammunition, missiles, vehicles, electronic tubes, instrument panel gauges, compasses and identification markers.

**FAR 52.223-11 (Jun 2016) Ozone-Depleting Substances and High Global Warming Potential**

**Hydrofluorocarbons**

Applies to solicitations and contracts for refrigeration equipment (in product or service code (PSC) 4110); air conditioning equipment (PSC 4120); clean agent fire suppression systems/equipment (e.g., installed room flooding systems, portable fire extinguishers, aircraft/tactical vehicle fire/explosion suppression systems) (in PSC 4210); bulk refrigerants and fire suppressants (in PSC 6830); solvents, dusters, freezing compounds, mold release agents, and any other miscellaneous chemical specialty that may contain ozone-depleting substances or high global warming potential hydrofluorocarbons (in PSC 6850); corrosion prevention compounds, foam sealants, aerosol mold release agents, and any other preservative or sealing compound that may contain ozone-depleting substances or high global warming potential hydrofluorocarbons (in PSC 8030); fluorocarbon lubricants (primarily aerosols) (in PSC 9150); and any other manufactured end products that may contain or be manufactured with ozone-depleting substances.

**FAR 52.246-1 (Apr 1984) Contractor Inspection Requirements**

Applies when inspection and acceptance are at destination.

**FAR 52.246-2 (Aug 1996) Inspection of Supplies-Fixed Price**

**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.

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- FAR 52.246-17 (Jun 2003) Warranty of Supplies of a Noncomplex Nature**  
Refer to schedule to determine if FAR 52.246-11 (Dec 2014) "Higher- Level Contract Quality Requirements" applies.
- FAR 52.246-18 (May 2001) Warranty of Supplies of a Complex Nature**  
Refer to schedule to determine if FAR 52.246-11 (Dec 2014) "Higher- Level Contract Quality Requirements" applies.
- FAR 52.246-19 (May 2001) Warranty of Systems and Equipment under Performance Specifications or Design Criteria**  
Refer to schedule to determine if FAR 52.246-11 (Dec 2014) "Higher- Level Contract Quality Requirements" applies.
- 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.
- 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 (Oct 2016) 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 Unique Identification And Valuation**  
Applies when the item description contains the statement "IUID MARKING IS REQUIRED." If the unit cost is \$5,000 or more and the item description is silent as to IUID, DFARS 252.211-7003(c)(1)(i) applies (there is an IUID exemption requested by the Service customer).
- DFARS 252.211-7006 (Jun 2016) Passive Radio Frequency Identification**  
Applies when the ship-to location is listed on the website at [http://www.acq.osd.mil/log/sci/RFID\\_ship-to-locations.html](http://www.acq.osd.mil/log/sci/RFID_ship-to-locations.html).
- DFARS 252.223-7001 (Dec 1991) Hazard Warning Labels**  
Applies to solicitations and contracts that require submission of hazardous material data sheets (see FAR 23.302(c)).
- 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 (Dec 2016) Buy American and Balance of Payments Program – 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 (Dec 2016) Qualifying Country Sources as Subcontractors**  
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**

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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**  
Applies to solicitations and contracts requiring welded shipboard anchor or mooring chain four inches or less in diameter.
- DFARS 252.225-7028 (Apr 2003) Exclusionary Policies and Practices of Foreign Governments**  
Applies for FMS
- DFARS 252.225-7036 ((Dec 2016) Buy American – Free Trade Agreements – Balance of Payments Program – Basic**  
Applies to solicitations and contracts when the estimated value equals or exceeds \$100,000, but is less than \$191,000, except if the acquisition is of end products in support of operations in Afghanistan.
- DFARS 252.225-7036 (Dec 2016) Buy American – Free Trade Agreements— Balance of Payments Program – Alt I**  
Applies to solicitations and contracts when the estimated value equals or exceeds \$25,000 but is less than \$77,533, except if the acquisition is of end products in support of operations in Afghanistan.
- DFARS 252.225-7036 (Dec 2016) Buy American – Free Trade Agreements – Balance of Payments Program – Alt IV**  
Applies to solicitations and contracts when the estimated value equals or exceeds \$77,533 but is less than \$100,000, except if the acquisition is of end products in support of operations in Afghanistan.
- DFARS 252.225-7041 (Jun 1997) Correspondence in English**  
Applies when performance will be wholly or in part in a foreign country.
- DFARS 252.225-7993 (SEP 2015) Prohibition on Providing Funds to the Enemy (DEVIATION 2015-O0016)**  
Applies to solicitations and contracts to be awarded on or before December 31, 2019, With an estimated value in excess of \$50,000 that will be performed outside the United States and its outlying areas, in support of a contingency operation in which members of the Armed Forces are actively engaged in hostilities.
- DFARS 252.227-7025 (May 2013) Limitations On the Use or Disclosure of Government-Furnished Information Marked with Restrictive Legends**  
Applies to solicitations and contracts when the Government expects to provide the contractor, for performance of its contract, technical data or computer software/software documentation marked with another contractor's restrictive legends.
- 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 52.232-9006 (Apr 2013) Transporter Proof of Delivery (TPD)**  
Applies to solicitations and awards issued by DLA Aviation, DLA Land and Maritime, and DLA Troop Support for supplies when: (a) contract deliveries will be made directly to DLA customers; (b) award will be made on a fixed-price basis; (c) inspection or acceptance at source is not required; (d) use of fast payment procedures is not authorized; (e) shipments to overseas destinations or to containerization consolidation points are not required; and (f) acquisition is not being conducted under the subsistence total order and receipt electronic system (STORES), Defense Medical Logistics Standard

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Support (DMLSS), Industrial Prime Vendor (IPV), or Integrated Logistics Partner (ILP) programs.

**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/HQ/Acquisition/Offers/eProcurement.aspx>

**C01 Superseded Part Numbered Items (SEP 2016)** – 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 (DEC 2016)** – Applies to all solicitations and awards.

**C03 Contractor Retention of Supply Chain Traceability Documentation (SEP 2016)** – Applies to all solicitations and awards.

**C04 Unused Former Government Surplus Property (DEC 2016)** – Applies where surplus material is acceptable.

**C05 Change to Key Personnel (OCT 2016)** – 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.

**C14 Repackaging or Relabeling to Correct Deficiencies (AUG 2017)** – Applies to all solicitations and awards

**C15 First Destination Transportation (FDT) Program, Government-Arranged Transportation for Automated Awards (AUG 2017)** – Applies to solicitations and contracts issued by DLA Aviation, DLA Land and Maritime, and DLA Troop Support with f.o.b. origin and inspection/acceptance at destination, except (i) contracts with Classified, Controlled, or Sensitive Items; (ii) hazardous material (HAZMAT) contracts; (iii) Foreign Military Sales (FMS) contracts; or (iv) contracts being shipped to APO/FPO addresses.

**C17 First Destination Transportation (FDT) Program – Shipments Originating from Outside the Contiguous United States (AUG 2017)** – Applies to solicitations and contracts issued by DLA Aviation, DLA Land and Maritime, and DLA Troop Support with f.o.b. origin and inspection/acceptance at destination when the shipment originates from outside the contiguous United States with a contiguous United States location as the pick-up point in VSM.

**C18 Shipping Instructions for Export and U.S. Territories (AUG 2017)** – Applies to solicitations and contracts including shipments to overseas customers including shipments direct to APO/FPO addresses, shipments to Alaska, Hawaii, and Puerto Rico, and shipments routed through the Container Consolidation Points (CCPs) at San Joaquin, California (W62N2A) and New Cumberland, Pennsylvania (W25N14). Does not apply to First Destination Transportation (FDT) buys.

**C19 Trans-Shipment of Material through DLA Containerization and Consolidation Points (CCP) (AUG 2017)** – Applies to solicitations and long-term contracts supporting customers outside the contiguous United States when supplies are to be shipped via surface freight, CCP appears in the shipping address, or any time the requisition or TCN begins with "A," "C," or "W" for Army, or "E" or "F" for Air Force, and the customer is outside the contiguous United States. Does not apply to First Destination Transportation (FDT) buys.

**C20 Vendor Shipment Module (VSM) (AUG 2017)** – Applies to solicitations and contracts issued by DLA Aviation, DLA Land and Maritime, and DLA Troop Support, except for metals or wood products, or when DCMA administers the contract and any of the following apply: (i) contracts where ultimate destination is outside the contiguous United States; (ii) hazardous material (HAZMAT) contracts; (iii) Foreign Military Sales (FMS) contracts; or (iv) contracts requiring Transportation Protective Service.

**C21 Shipping Instruction Request (SIR) (AUG 2017)** – Applies to solicitations and contracts issued by DLA Aviation, DLA Land and Maritime, and DLA Troop Support when DCMA administers the contract and any of the following apply: (i) contracts where ultimate destination is outside the contiguous United States; (ii) hazardous material (HAZMAT) contracts; (iii) Foreign Military Sales (FMS) contracts; or (iv) contracts requiring Transportation Protective Service.

**E01 Supplemental First Article Exhibit Disposition - Contractor Maintained (SEP 2016)** – Applies when the contractor shall hold the units.

**E02 Supplemental First Article Exhibit Disposition - Government Maintained (SEP 2016)** – Applies when the Government shall hold the units.

**E03 Production Lot Testing - Contractor (SEP 2016)** – Applies where PLT is required.

**E04 Production Lot Testing - Government (AUG 2017)** – Applies where PLT is required.

**E05 Product Verification Testing (SEP 2016)** – Applies to all solicitations and awards.

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- E06 Inspection and Acceptance at Origin (SEP 2016)** – Applies when source inspection is required.
- E07 Evaluation Factor for Origin Inspection (AUG 2017)** – Applies to solicitations that require destination inspection.
- G01 Additional Wide Area Workflow (WAWF) Information (AUG 2017)** – Applies to solicitations and contracts that require f.o.b. destination and inspection/acceptance at destination.
- H01 Qualified Products List (QPL) for Federal Supply Class (FSC) 5935 Connector Assemblies and Contacts (SEP 2016)** – Applies when purchasing qualification items in FSC 5935.
- H02 Component Qualified Products List (QPL)/Qualified Manufacturers List (QML) (SEP 2016)** – Applies when purchasing component qualification items.
- H03 Supplemental First Article Testing Requirements (OCT 2016)** – Applies when FAT is applied.
- H04 Sourcing for Critical Safety Items (SEP 2016)** – Applies for CSI.
- H05 Bilateral Indefinite-Delivery Contract (IDC) Below the Simplified Acquisition Threshold (SAT) (SEP 2017)** – Applies to RFQs for IDCs below the SAT.
- H06 Unilateral Indefinite-Delivery Contract (IDC) Below the Simplified Acquisition Threshold (SAT) (SEP 2017)** – Applies to RFQs for IDCs below the SAT.
- H07 Supply Assurance through Multisource Contracting (SEP 2017)** – Applies when first article testing is required and the contracting officer anticipates a split award to more than one source of supply to facilitate supply availability. This procedure shall not be used when establishing requirements contracts or multiple award task or delivery order indefinite quantity contracts, or when partial small business set-asides apply.
- L01 Electronic Award Transmission (SEP 2016)** – Applies to solicitations for purchase orders and contracts other than indefinite delivery type.
- L02 Electronic Order Transmission for Indefinite-Delivery Contracts (SEP 2016)** – Applies to solicitations for indefinite-delivery/indefinite-quantity contracts.
- L04 Offers for part numbered items (SEP 2016)** – 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 (DEC 2016)** – Applies to all solicitations.
- L07 Site Visit Instructions (OCT 2016)** – Identifies Government points of contact for offerors who wish to inspect Government installation where services will be performed.
- L08 Use of Past Performance Information Retrieval System – Statistical Reporting in Past Performance Evaluations (OCT 2016)** – 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.
- L09 Reverse Auction (OCT 2016)** – Applies to solicitations when the contracting officer may use reverse auction.
- L12 Combined Historically Underutilized Business Zone (HUBZone)/Small Business Set-Aside Instructions – Type 1 (AUG 2017)** – Applies to automated solicitations valued over the micro-purchase threshold and less than or equal to the SAT; or when an exception to the rule applies, and a set-aside to a HUBZone small business concern or small business concern is anticipated.
- L14 Combined Set-Aside Instructions – Type 1 (AUG 2017)** – Applies to automated solicitations valued over the micro-purchase threshold and less than or equal to the SAT; or when an exception to the rule applies, and a set-aside to a service-disabled veteran-owned small business concerns, a HUBZone concern, or a small business concern is anticipated.
- L16 Combined Service-Disabled Veteran-Owned Small Business/Small Business Set-Aside Instructions – Type 1 (AUG 2017)** – Applies to automated solicitations valued over the micro-purchase threshold and less than or equal to the SAT when the non-manufacturer rule is not waived; or when an exception to the rule applies, and a side-aside to an SDVOSB concern or a small business concern is anticipated.
- L17 Combined Service-Disabled Veteran-Owned Small Business/Small Business Set-Aside Instructions – Type 2 (AUG 2017)** – Applies to automated solicitations valued over the micro-purchase threshold but less than or equal to the SAT when the non-manufacturer rule is waived, 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.
- L22 Restriction of Alternate Offers for Source Controlled Items (SEP 2017)** – Applies when the acquisition is restricted to material manufactured by the sources listed on the source control drawing, as indicated by AMSC B.

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**L29 Section 508 Requirements (AUG 2017)** – Applies to solicitations when procuring EIT products and services, unless an exception applies (reference FAR 39.204).

**M01 Approved Suppliers for Federal Supply Class (FSC) 5961, Semiconductors and Hardware Devices, and FSC 5962, Electronic Microcircuits (SEP 2017)** – 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 (SEP 2016)** – 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 (SEP 2016)** – Applies when purchasing Troop Support QSLM/QSLD qualification items.

**M04 Evaluation Factor for Government Testing of First Articles (SEP 2016)** – Applies when the Government's laboratory cost will be a factor in evaluating offers.

**M05 Evaluation Factor for Unused Former Government Surplus Property (SEP 2016)** – Applies where surplus material is acceptable.

**M06 Evaluation of Offers for Part Numbered Items (SEP 2016)** – 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.

**M08 Section 508 Requirements (AUG 2017)** – Applies to contracts when procuring EIT products and services.