Source Approval Request
Packages

Engineering Support Team
SAR Definition

• A Source Approval Request (SAR) package is an assembly of information required of a prospective new supplier for a specific item (NSN) that is currently procured as other than full-and-open
  – Source Controlled (AMSC B)
  – Source Restricted (AMSC C)
  – Code & Part Number (AMSC D)

• A SAR package contains all technical data needed to demonstrate that the prospective contractor can competently manufacture the NSN to the same level of quality or better than the Approved Source.

• The SAR submitted for evaluation should be in accordance with the SAR guide checklist.
SAR Process

• Identify potential items (NSNs) of interest
  – Search…DIBBS, Haystack, SERVA (PTACs can help)
    • FSCs, Item Description, Characteristics, OEM CAGE
  – DLA Candidate List

• Assemble SAR package data (follow guide)
  – Company information (manufacturing and quality)
  – Current Part Data and Your Data
    • See SAR Guide Categories
    • If no current part data available, then Reverse Engineering a part
      would be the next option. Check with RPPOB office for approval
      and to get sample part.
  – Business Case
  – Actual Data and/or Test Plan
• Submit SAR package
  – As “Alternate Offer” during open solicitation
    • To Contracting Officer and
    • To Competition Advocate Office (CAO), Alternate Offer Monitor
  – As “Source Approval Request” anytime
    • To Competition Advocate Office (CAO), Alternate Offer Monitor
  – NOTE: due to government review times and our customers urgent need your offer may not be considered for the current solicitation

• Government Reviews
  – CAO (initial review, log case, tracking, notification)
  – Value Engineering (business case and technical review)
  – ESA (Weapon System engineering evaluation)
SAR Process (continued)

- Government Responses
  - Need more SAR package data
  - Need to complete qualification testing
    - You company looks good on paper, but needs to prove the part you make will work for government application
  - Government Data is available (part become competitive)
  - Rejected
    - Business Case (savings, low demands, test costs too high)
    - SAR package is incomplete
    - Can’t validate part…government has no data to compare
  - Accepted
    - Part number is added to list of approved sources
- Final Official Notification via CAO letter
SAR Process (continued)

• Getting the Business
  – Win Government Contract as best value quote
  – Potentially Current Source will lower their price/delivery and would win contract award, but…
    • New DLA guidance has come out to reward companies who put forth the work to become a second source

• Retention of Newly Approved Sources (DAG 17.7501-6) Released 17 June 2014
  – If not low, but fair and reasonable…40% of the award will be given to the newly approved source
  – Thus DLA purchasing is to utilize split award clause for a minimum of 1 year from approval date
  – NSNs will be removed for Auto-Solicitation and Long Term Contracts unless circumstances dictate otherwise
SAR POCs

- AO/SAR Submission – (email – 8MB) dssc_ao-sar@dla.mil
  - Mail (printed and/or CD copies)

<table>
<thead>
<tr>
<th>U.S. Postal Service Address</th>
<th>UPS or FEDEX Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.O. Box 3990</td>
<td>3990 East Broad Street</td>
</tr>
<tr>
<td>Columbus, OH 43218-3990</td>
<td>Columbus, OH 43213</td>
</tr>
</tbody>
</table>

- AO/SAR Process Questions – john.blaine@dla.mil
- Technical Issues (DLA Engineering/Analysts) – dla.land.and.maritime.engineering.support.team@dla.mil
- Checking if Drawings available – dssc.cddwgs@dla.mil
- RPPOB - DSCC.PartRequest@dla.mil
- DLA Small Business Support – dssc.bcc@dla.mil
  phone 1-800-262-3272