



**DEFENSE LOGISTICS AGENCY
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Small Business Guidance and Resources in Response to Coronavirus (COVID-19)

Small business represents a critical component of the Defense Logistics Agency's (DLA) industrial base, which reduces risk in our supply chain and is essential to our ability to provide resilient and secure industrial support to the Warfighter. Amid new and evolving challenges associated with the novel coronavirus (COVID-19) pandemic, DLA continues to partner with and rely on small businesses to support the DLA mission and the nation's response to fight the pandemic and protect the public. This notice addresses some frequently asked questions and highlights resources to support small businesses. Some of the information below points to resources outside of DLA's Office of Small Business Programs.

[I am small business with capacity to provide medical supplies/personal protective equipment \(for example, masks, hand sanitizer, gowns, gloves, respirators, etc\). Who should I contact at DLA?](#)

[Where else can I look for opportunities to support the response to the COVID-19 pandemic?](#)

[I am performing a DLA contract, but my state issued a "stay at home" order and ordered all non-essential businesses to close. What should I do?](#)

[What if I am unable to perform a DLA contract because of the coronavirus?](#)

[I am having trouble getting paid under my DLA contract. Can you help?](#)

[How is the Department of Defense adapting contract processes to accommodate the COVID-19 response?](#)

[Where can I find additional guidance from the Department of Defense?](#)

[What other resources are available to help my small business?](#)

Thank you for your continued interest and current support in doing business with the Defense Logistics Agency.

Contact the DLA Office of Small Business Programs -- www.dla.mil/SmallBusiness/Contact/

I am small business with capacity to provide medical supplies/personal protective equipment (for example, masks, hand sanitizer, gowns, gloves, respirators, etc). Who should I contact at DLA?

DLA's medical supply chain supports America's military every day and in every crisis. DLA Troop Support manages our medical supply chain, which includes equipment like ventilators and medical supplies such as personal protective equipment, or PPE. We are always on call to support warfighters and their dependents around the world. We also coordinate with other federal agencies, including the Department of Homeland Security, to support contingencies like the federal response to the coronavirus (COVID-19) pandemic. If you think you can help, send your capability statement to TroopSupportCOVID19@dla.mil.

Where else can I look for opportunities to support the response to the COVID-19 pandemic?

The COVID-19 Joint Acquisition Task Force, in partnership with the Department of the Air Force, created an industry portal for companies to submit proposals to meet the urgent need for medical resources. Find the portal at - <https://www.acq.osd.mil/jatf.html>

Visit the website the Federal Emergency Management Agency (FEMA) has established - <https://www.fema.gov/coronavirus>. Look for the "How to Help" tab.

I am performing a DLA contract, but my state issued a "stay at home" order and ordered all non-essential businesses to close. What should I do?

You should follow guidance from the [Centers for Disease Control and Prevention](https://www.cdc.gov) (CDC) as well as State and local government officials regarding strategies to limit disease spread. Also refer to memos for the defense industrial base issued by Ms. Ellen Lord, Under Secretary of Defense for Acquisition and Sustainment and Mr. Kim Herrington, Acting Principal Director, Defense Pricing and Contracting. These memos address essential critical infrastructure workers during the COVID-19 response and responsibilities for some companies to maintain normal work schedules.

Read the memos here -

https://www.acq.osd.mil/dpap/policy/policyvault/Defense_Industrial_Base_Contract_Considerations_DPC.pdf

What if I am unable to perform a DLA contract because of the coronavirus?

For any potential performance interruptions, contractors should review their contract to see what, if any, latitude or remedy for performance delays is available and contact their contracting officer.

Many contracts contain [Federal Acquisition Regulation](https://www.far.gov) (FAR) Clause 52.212-4, Contract Terms and Conditions-Commercial Items. 52.212-4(f), "Excusable delays," provides that the contractor is liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the contractor and without its fault or negligence such as acts of God or the public enemy, acts of the government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather and delays of common carriers. Contractors should take note that this clause requires contractors to notify the

contracting officer in writing “as soon as it is reasonably possible” and mitigate any potential impact.

With or without this clause, contractors would be wise to be in frequent communication with their government counterparts to set expectations and develop a plan. If your contract does not include clause 52.212-4, look for 52.213-4 or 52.249-14, which include a similar “excusable delays” provision.

I am having trouble getting paid under my DLA contract. Can you help?

Start by contacting the contracting officer. If your problem is not resolved, send an email to the cognizant buying activity’s small business office, below. DLA Small Business Professionals will work to establish a line of communication between your company and the contracting office.

DLA BUYING ACTIVITY	EMAIL
DLA Aviation	DLAAvnSmallbus@dla.mil
DLA Energy	DLA.Energy.OSBP@DLA.MIL
DLA Land & Maritime	SMBIZLandCOLS@dla.mil
DLA Troop Support	DLATroopSupportsbo@dla.mil
DLA Disposition Services	DLA.DispositionSvcs.OSBP@dla.mil
DLA Distribution	DLA.Distribution.OSBP@dla.mil
DLA Contracting Services Office	DCSO.SmallBusiness@dla.mil
DLA Strategic Materials	DLAStrategicMaterials@dla.mil

How is the Department of Defense adapting contract processes to accommodate the COVID-19 response?

The Department of Defense has encouraged contracting officers to consider unprecedented flexibilities to ensure the mission is supported while supporting the whole-of-America effort to bend the curve and stem the spread of the pandemic. For example, the Department has asked that the same [maximum telework flexibilities](#) extended to DoD service members and civilians also be made available to contractors when contract services can be delivered, without mission degradation, while off-site. DoD has also [authorized an increase](#) to progress payment rates specified at Defense Federal Acquisition Regulation Supplement (DFARS) [232.501-1](#).

Where can I find additional guidance from the Department of Defense?

The Department of Defense has built the websites below to provide information related to COVID-19 and the nation’s response. Visit these websites for more –

Defense Pricing and Contracting (DPC)
<https://www.acq.osd.mil/dpap/pacc/cc/COVID-19.html>

DoD Office of Industrial Policy
<https://www.businessdefense.gov/coronavirus/>

What other resources are available to help my small business?

A number of programs by the [U.S. Small Business Administration](#) (SBA) are designed to support small business, including during emergencies like the coronavirus pandemic. Visit the SBA's website for the COVID-19 response - www.sba.gov/coronavirus

Also visit -

- SBA's Disaster Assistance in Response to the Coronavirus webpage describes their small business Economic Injury Disaster Loan (EIDL) process for economic support and includes contact information for the SBA disaster assistance customer service center:
https://www.sba.gov/sites/default/files/articles/HANDOUT_SBA_Disaster_Assistance_Resources_for_Businesses.pdf
- SBA's Small Business Guidance and Loan Resources related to COVID-19 webpage provides information on topics such as the EIDL Program, Guidance for Businesses and Employers, SBA Products and Resources, Government Contracting, and Local Assistance:
<https://www.sba.gov/page/coronavirus-covid-19-small-business-guidance-loan-resources>
- SBA's Disaster Loan Assistance link takes you directly to the Disaster Loan Assistance page which describes eligible disaster areas, the apply online function, and the ability to check your application status if you applied: <https://disasterloan.sba.gov/ela/>
- The Paycheck Protection Program is a loan designed to provide a direct incentive for small businesses to keep their workers on the payroll. This program is for small businesses (including sole proprietorships, independent contractors and self-employed persons), private non-profit organization or 501(c)(19) veterans organizations affected by coronavirus/COVID-19. Learn more - www.sba.gov/funding-programs/loans/paycheck-protection-program-ppp