



DLA Land and Maritime Small Business Programs Office

Frequently Asked Questions

The Defense Logistics Agency

Q: How do I know what the Defense Logistics Agency, DLA buys?

A: Visit <http://www.dscc.dla.mil/offices/smbbusiness/> for a link to the listing that identifies all the Federal Supply Classes (FSC) that DLA manages.

Procurement Technical Assistance Centers (PTAC)

Q: How do PTACs and Small Business Offices differ? Aren't they the same?

A: Procurement Technical Assistance Centers, PTACs are in nearly every state and are funded by DLA and local governments to help vendors market their products/services to local, state and federal governments. In the ideal scenario, a vendor will develop a relationship with their local PTAC to understand and complete their CCR registration, enroll them in PTAC classes such as Government Contracting 101, how to get paid, etc. Once PTACs develop the fundamental knowledge with the vendor, The DLA small business specialists will aid them with finding business opportunities within the agency, as well as pointing them in the right direction to opportunities with other agencies of DOD. PTACs and Small Business Offices are the same in the aspect that we both provide tools for you to be more successful in government contracting. <http://aptac-us.org/new/>

Small Business Programs and Set-Asides

Q: How do I know if my company is in a HUBZone?

A: HUBZones are Historically Underutilized Business Zones. A map of HUBZones can be found at: <http://map.sba.gov/hubzone/init.asp#address>

Q: How does a firm qualify for the HubZone program?

A: To qualify for the program, a business must meet the following criteria:

- It must be a small business by SBA size standards;
- Its principal office must be located within a HUBZone, which includes lands on federally recognized Indian reservations;
- It must be owned and controlled by one or more U.S. citizens; and
- At least 35% of its employees must reside in a HUBZone.

<http://www.sba.gov/hubzone/>

Q: What is the 8(a) Small Business Program?

A:

- 8(a) is a developmental program with the SBA
- The firm become 8(a) participants for a 9 year term
- The capabilities must match the requirement, and NSNs are set-aside for the 8(a) firm(s)
- The Award price cannot exceed Government's established "fair market price"
- SBA must accept the requirement for the 8(a) program for actions over \$100,000
- The 8(a) contractor must perform certain percentages of work with its own employees
- These percentages and the requirements relating to them are the same as those established for small business set-aside prime contractors (including non-manufacturers)

Alternate Offers and the Bailment Program**Q: How do I find opportunities to become an approved source?**

A: First, search the DIBBS website to find opportunities that match your capabilities. Start by identifying solicitations in which complete technical drawings are available. These can be easily identified in DIBBS in the Technical Documents column of the solicitation where a drawing icon posted. That icon means you can access the drawing and/or technical data via the DLA Collaboration Folder (cFolders).

<https://pcf1.bsm.dla.mil/cfolders/>

Q: What if drawings are not available and my company is interested in becoming an approved source?:

A: An alternate offer is a response to a solicitation in which complete technical data does not exist and when offerors provide an item which is from other than an approved source and/or is not the exact product (i.e. CAGE and P/N) cited in the Acquisition Identification Description (AID) manufactured by the manufacturer cited in the AID or manufactured by a firm who manufactures the product for the manufacturer cited in the AID.) The alternate offeror's product must be identical to or be physically, mechanically, electrically and functionally interchangeable with the products cited in the AID to be approved. In order to be approved, you'll need to submit a Source Approval Request (SAR). Information on SARs can be found at http://www.dscc.dla.mil/downloads/small_business/VendorInfo.pdf

Q: I think I can make an item, but I need to see the actual unit.

A: The Replenishment Parts Purchase or Borrow Program (RPPOB) supports reverse engineering and is designed to allow vendors to visually inspect, borrow or purchase

Government owned material with the intent of becoming an approved source. To learn more about alternate offers, visit: <http://www.dsccl.dla.mil/programs/altofferor/index.html>

Q: I've developed a new item that I think the military can use. How do I get a National Stock Number (NSN) assigned so I can sell this item to the Government?

A: DLA does **not** review or evaluate new items for possible use by the Military Services. The products DLA buys are demand driven and must fit a need as determined by our customers.

Products and services bought by the Department of Army Major Purchasing Offices can be found on the World Wide Web at <https://acquisition.army.mil/asfi/>.

Products and services bought by the Department of Navy Major Purchasing Offices can be found on the World Wide Web at <http://www.hq.navy.mil/sadbu/Marketinfo.htm>

Products and services bought by the Department of Air Force Major Purchasing Offices can also be found on the World Wide Web at <http://selltoairforce.org/sell2airforce/toc.htm>

Marketing within DoD for smaller dollar value requirements, products that may be used by any command, can be done on a local basis. Identify your market geographically and then contact each of the small business specialists at the individual DoD activities within your region. You can identify the small business specialist at each activity by accessing the DoD listing at http://www.acq.osd.mil/sadbu/doing_business/index.htm.

DLA - A Buyer's Perspective

Q: What will the buyer look for from each new vendor?

A: Before you can sell to DLA:

- Get a D-U-N-S number - Dun & Bradstreet (1-800-333-0505)
 - <https://www.dnb.com/product/eupdate/requestOptions.html>
- Register in the Central Contractor Registration (CCR) www.ccr.gov
- Register at Online Representations & Certifications Applications (ORCA): <http://www.ccr.gov> & <http://www.orcabpn.gov>
 - If Small Business, register on CCR's Dynamic Small Business Database site - a search engine for buyers, a marketing tool for small firms and a "link" to procurement opportunities: http://dsbs.sba.gov/dsbs/dsp_dsbs.cfm
- Be able to receive electronic funds transfers, have email and fax capability.

DOD EMAIL

Q: How can I participate on DOD EMALL?

A: The DOD EMALL is our Internet shopping website for the Military and Federal purchasers. Vendors can post catalogs of items typically purchased by DLA. To download the current solicitations, visit:

<http://www.dsccl.dla.mil/programs/emall/index.html>.

You can visit the DOD EMALL at: <https://dod-emall.dla.mil> .

Automated Best Value System – (ABVS)

Q: I'm told I have a low Automated Best Value System (ABVS). Why?

A: A low ABVS scores is an indicator that our system reflects negative performance data for your company. Vendor negative performance data are posted before they are used in the ABVS scores to give vendors an opportunity to review and verify the data. Negative data must be challenged within the established preview period to assure corrections are posted before the data are included in the calculation of FSC and vendor scores which is a daily process. You should check you data frequently @ <http://www.dscr.dla.mil/proc/abvm/abvm.htm>. If you think the data is incorrect, you can submit a challenge and identify the specific line by contract number and CLIN, and provide the correct data with supporting documentation. Challenges for Land and Maritime must be e-mailed to: DSCCABVS@dlamail.

DLA-BSM Internet Bid Board System (DIBBS)

Q: I've heard that the DLA Internet Bid Board System (DIBBS) can be used to see what DLA is buying?

A: The DIBBS board can be used to:

- View solicitations and submit quotes
- View RFPs
- View long term contract opportunities
- View provisions, clauses and packaging specs
- View award history
- Access drawings and technical data (cFolders)
- Access forecast information (SRVA)
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The DIBBS homepage also provides links to other helpful information to assist vendors in doing business with DLA and can be found at <https://www.dibbs.bsm.dla.mil/>

Wide Area Work Flow - (WAWF)

Q: I'm trying to submit an invoice in Wide Area Work Flow and keep getting stuck. Who do I call for help?

A: For Pay Office SL4701 (DLA Land and Maritime), call the Defense Finance and Accounting Service, Customer Service Contact Center at 1-800-756-4571, Opt 2, Opt 2

Q: Can you provide some tips to using WAWF?

A:

- Always retain the signed proof of delivery.
- Don't invoice until your material is shipped.
- Invoice only for the quantity shipped.
- Invoice for the correct line item.
- Ship to the correct line item destination.
- Keep vendor POC information updated (e-mail, fax, & phone numbers).

Technical Data Packages

Q: Why does the Government issue requests for bids with restricted drawings or part numbers?

A: Often, the Government does not purchase the rights to drawings for certain parts for various reasons. If the restricted drawings are available, it will be indicated in the Technical Documents drawing column of the DIBBS solicitation with a drawing icon. That icon will link you to the DLA Collaboration Folders (cFolders). See "Restricted Data" on that link for information on the types and access to restricted cFolders data. For assistance, contact the cFolders Help Desk at 1-804-279-3477.

Packaging

Q: I do my own packaging. What could go wrong?

A: Common types of non-compliances:

- Marking problems,
- Elements of MIL-STD-129 missing or incorrectly labeled or not bar-coded
- Non-compliance to heat treated wood requirements I/A/W DLA contract clause: 52.247-9012 REQUIREMENTS FOR TREATMENT OF WOOD PACKAGING MATERIAL (WPM) (7/2008) (P215). All WPM is required to be heat treated, including pallets.
- Preservation and packing non-conformances

Visit our Packaging website for more information:

<http://www.dscc.dla.mil/Offices/packaging/packfaq.html>

Radio Frequency Identification - (RFID)

Q: How can I learn more about Radio Frequency Identification (RFID) marking requirements?

A:

- www.rfidjournal.com
- www.dodrfid.org
- <http://www.acq.osd.mil/dpap/dars/dfars/index.htm>
- Clause located in Section D of solicitations/contracts

- <http://www.dscc.dla.mil/Offices/packaging/rfid.html>

Pre-Award Survey/Source Inspection

Q: During a pre-award survey, what will the inspectors look for?

A: A pre-award survey can focus on virtually every facet of your business operations. The survey process is your opportunity to prove that you can successfully fulfill the terms of the contract. If you do not currently have the facilities, personnel, or equipment in place to complete the contract successfully, you will have a chance to demonstrate that deficiencies will be corrected in time to meet contract requirements.

- **TECHNICAL CAPABILITY:** Do your management personnel have the knowledge and experience needed to make the product or service?
- **PRODUCTION CAPABILITY:** Do you have the facilities, material, equipment, and personnel needed to complete the contract on time?
- **QUALITY ASSURANCE:** Are you capable of complying with the contract's quality assurance requirements?
- **FINANCE and ACCOUNTING:** Do you have access to enough money to acquire needed facilities, material, equipment, and personnel? Do you have an adequate accounting system?
- **TRANSPORTATION:** Can you comply with regulations on the movement of government material or of overweight, oversized, or hazardous cargo?
- **PACKAGING:** Do you have the equipment and personnel to meet packing and shipping requirements, such as marking, unitizing, and preservation?
- **SECURITY:** Do you and your employees have up-to-date, adequate clearances?
- **PLANT SAFETY:** Can you meet federal, state, and local safety requirements?
- **ENVIRONMENTAL/ENERGY:** Can you comply with environmental regulations and meet energy goals?
- **FLIGHT OPERATIONS/FLIGHT SAFETY:** Can you meet specific flight operations/flight safety requirements in the solicitation?

Other

Q. Where does DLA Maritime Mechanicsburg, DLA Land Warren and Aberdeen post solicitations, since we do not use DIBBS?

A: DLA Maritime Mechanicsburg solicitations at the Navy Electronic Contracting Opportunities web site located at <https://www.neco.navy.mil>.

DLA Land @ Aberdeen uses the Army's Interactive Business Opportunities Page (IBOP). <https://ibop.monmouth.army.mil>

DLA Land @ Warren visit: <http://contracting.tacom.army.mil/>

Q: What are the difference between DLA Maritime detachment and NAVICP Mechanicsburg, DLA Warren, etc?

A: DLA Maritime focuses on the procurement of depot level repairables, where NAVICP Mechanicsburg focuses on the repair of depot level repairables and Performance Based Logistics contracts.

DLA Land @ Aberdeen's focus is on procurement of Command, Control, Communications, Computer, Intelligence, Surveillance and Reconnaissance (C4ISR) depot level repairables for the Army's Communications Electronics Command (CECOM); our first line customer under CECOM is the Logistics and Readiness Center (LRC).

DLA Land @ Warren is a detachment of DLA Land And Maritime.

Q: When is the next TKO?

A: TKO seminars are designed to teach vendors how to do business with DLA Land and Maritime, with new topics featured each month. All vendors are welcome and encouraged to participate. Seminars are held at the DLA Land and Maritime, in Columbus, Ohio. Visit web site <http://www.dscc.dla.mil/News/events/tko/> , for dates and registration

Q: How do I know if I am a small business for a specific procurement?

A: The determination for a small business is based on the North American Industry Classification System, NAICS code, based on number of employees or dollar value a company does.

Q: What is a NAICS code?

A: The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. At DLA, We use the codes to determine business size for individual procurements. <http://www.census.gov/eos/www/naics/>

Q: Why can't I search by NAICS codes on DIBBS?

A: When DIBBS was initially developed the search criteria most commonly used to identify procurement opportunities were FSC, NSN, Nomenclature, and CAGE. NAICS was used related to the business size standard of the requirement for small business set-aside purposes and not in identifying procurement opportunities. As usage of NAICS has evolved and broadened via vehicles such as CCR and FEDBIZOPPS, searching by NAICS has provided a useful tool for businesses. We recommend submitting a request to add the NAICS as search criteria via the DIBBS feedback line at <https://www.dibbs.bsm.dla.mil/Feedback/>. Our systems folks monitor the feedback line and may consider adding the NAICS search category as a future enhancement.