



FUNDED BY: SEDA-COG THROUGH DLA

PTAC

SOUTHEAST PENNSYLVANIA
PROCUREMENT TECHNICAL ASSISTANCE CENTERS

KUTZTOWN



LEHIGH

WIDENER



SBIR/STTR Introduction

DIBBS Common Questions



SBIR / STTR



SBIR / STTR - What are they?

SBIR – SMALL BUSINESS INNOVATIONS RESEARCH

Federal grants given to a small business entity to develop and commercialize new technologies

11 Federal agencies participate in the program

STTR – SMALL BUSINESS TECHNOLOGY TRANSFER

Federal grants given to a small business in cooperation with research institutes

5 Federal agencies participate in the program



SBIR / STTR - What are the program goals?

- To stimulate technological innovation
- To use small business to meet Federal Research and Development needs
- Foster and encourage participation by the socially and economically disadvantaged small businesses and Woman-owned businesses in technological innovation
- Increase private sector commercialization of innovations derived from Federal research and development funding
- Foster technology transfer through cooperative R&D between small businesses and research institutions (STTR)



SBIR / STTR - Eligibility requirements

- Small business must be American-owned
- Organized as a for-profit entity
- Have less than 500 employees

SBIR / STTR - Important considerations

- The emphasis of the program is on innovative approaches to important, pressing problems identified by an agency
- The purpose is not to retroactively pay a company for development that they may have already accomplished
- There must be a strong, demonstratable commercial market for the developed innovation
- The small business must be able to develop and execute a commercialization plan (version of a business plan)
- Owners of the original Intellectual Property (IP) retain the IP rights
- No company equity is given up
- Grant funds are not a loan

Phase I

- **Concept Development**

- aka - feasibility study, prototyping
- 6 months – 1 year
- ~\$150,000

Phase II

- **Prototype Development** or Product Development

- 24 months
- ~\$1,000,000

Phase III

- **Commercialization**

- No SBIR Funding



SBIR / STTR - How to get started?

- Identify the agency and topic that is most relevant – grants.gov
- Identify the timeline for proposal submission
- Identify the relevant solicitation with requirements and instructions for application
- Study and understand the solicitation requirements
- Determine if the innovation and company comply with the requirements
- Understand the organizational, personnel and resource requirements necessary to consider a proposal
- Understand the elements of a product development and commercialization plan necessary for successful proposals



SBIR / STTR -Award Evaluation Criteria to Consider

- How well does your proposal address topic area?
- What are the skills of the Principal Investigator (PI) and team?
- What is the potential to commercialize?
- Understanding the needs of the Agency and talking to topic authors before submissions is extremely valuable.

SBIR / STTR - Resources

Grants.gov <https://www.grants.gov/>

Site for researching and submitting proposals

Agency topics list and full description of proposal requirement

Need to establish an grants.gov account based on your CAGE code

SBIR.gov <https://www.sbir.gov/>

SBA website with information on the program

PTAC <https://www.aptac-us.org/> Find your local PTAC for Assistance

- Walk applicant through solicitation response phases
- Assistance with the commercialization plan
- Help review written material that ensures commercial viability
- Introduction to other sources of support and assistance



DIBBS





DIBBS

DLA's Defense Internet Bid Board

- ▶ Web-based application. Provides the capability to search for, view, and submit secure quotes on RFQ's for DLA items of supply.
- ▶ Allows users to search and view RFP's, IFB's, Awards and other procurement information.
- ▶ Two Types of Solicitations:
 - ▶ RFQ's <\$150,000 Automated Solicitation and Award system. Average <\$4K. Typically will not be touched by a human unless there is an issue.
 - ▶ RFP's >\$150,000 Negotiated, filled out as a proposal and returned.



DIBBS – Common Questions

- Tell me about a Super User
- Be aware of the Master Solicitation
- Setting up notifications of opportunities
- Why can't I get to drawings

DIBBS Super User

- One account administrator per CAGE code, they are the DIBBS Super User.
- Individual controls access for other company users.
- Any person who fills in their name and phone for a CAGE is the person who then controls every other user in your company.
- Super User can set up 99 other company users.
- This individual receives notification of contract awards and other contract actions (mods) (will be sent to the Primary POC email address). There can be an alternate POC.
- The Super User is responsible for setting up Vendor Direct Solicitation Notification (automatic notifications for solicitations).
- Consider making primary award and solicitation notification e-mail to a distribution group if your company has numerous users.

DIBBS Super User – cont'd

- The DIBBS help desk can't provide too much help with changing Super Users.
- Have two people who are trained as super users (while only one user will use the super user ID and password when using the system). This will allow the smooth transition if the super user leaves by the back-up user simply updating My Account with the new Super User's and email information.
- The only other way is to notify DIBBS in writing through the [DIBBS Feedback form](#) (you can access this through the Navigation drop-down menu from any page on DIBBS) with the following information, "Our super user has left the company and we need to have our account deleted". The technical team will delete the current registration for your CAGE will be deleted. You must then re-register on DIBBS in order to create a new super user account.



DLA Master Solicitation

- ▶ There is a DLA Master Solicitation for Automated Simplified Acquisitions. Even though in the quote you will not see all of the individual FAR clauses, they are in the Master Solicitation and do apply. The provisions, clauses and packaging specs apply as written in the Master Solicitation. Make sure you understand them and know how they apply to the requirement.
- ▶ Home tab
- ▶ References
- ▶ DLA Master Solicitation for Automated Simplified Acquisitions

Vendor Directed Solicitation Notifications

STEPS TO CREATE VENDOR NOTIFICATIONS IN DIBBS

Logon to DIBBS as a Super User

Click on My Account at the top of the page

Choose Super User Options:

Choose Manage Vendor Profile

Click on your Cage Code

Choose Vendor Directed Solicitation Notifications

Enter FSC class, NSNs and/or Cage Code associated with the product

- ▶ Important – Do not enter an NSN that falls within an Federal Supply Class (FSC) already entered in the FSC textbox – therefore, build at the FSC or the NSN level but not both. Specific NSN's will block other FSC's.

Vendor Directed Solicitation Notification

- ▶ Handled by the **Super User**
- ▶ After logging in – go to MY ACCOUNT

The screenshot shows a web browser window with the URL <https://www.dibbs.bsm.dla.mil/RA/Admin/default.aspx>. The page title is "My Account". The browser's address bar shows the URL and a search field. The page content is organized into several sections:

- Location:** Home » **My Account**
- LOGGED ON** [297] 10/24/2019 1:39:37 PM
- USER OPTIONS**
 - [Update My User Profile](#)
 - [Change My Password](#)
 - [My User Agreement](#)
- SUPER USER OPTIONS**
 - **Manage User Accounts**
Enables Super User to add, edit and delete user accounts.
 - **Manage Vendor Profile**
Enables Super User to update vendor profile to include quoting defaults and notification options.
 - Account (TESTA) Super User: Regina Hoffman -- Regina.Hoffman@dla.mil
- OUR OFFERS**
 - [Search Submitted Offers](#)
- OUR QUOTES**
 - [Search Submitted Quotes](#)
- NON-PUBLIC BUYER DIRECT SOLICITATIONS**
 - [Check for Non-Public Buyer Direct Solicitations](#)

At the bottom of the page, there is a footer with the text "Policy Statements · Feedback" and a zoom level of 120%.

Notifications

• Award Notification

• E-mail Address for Award Notification

Primary: *

Alternate:

Disable Unsuccessful Offeror Notification

• Solicitation Notification

• E-mail Address for Solicitation Notification

Primary: *

Alternate:

• Vendor Directed Solicitation Notification

If you would like DIBBS to provide e-mail notification of new Request For Quotes (RFQ), Request For Proposals (RFP) & Invitation For Bid (IFB) based on your vendor directed options, complete the following. Once registered, you will be able to modify, add or delete options through your DIBBS Vendor Profile.

*Limited to 3000 values per category, no dupes, enter values **without dashes** and separated by a comma.*

• Federal Stock Classes

• National Stock Numbers

• Approved Manufacture CAGEs(RFQs only)

• Decline Non-Vendor Solicitation Notification (Optional)

If you would like DIBBS to refrain from automatically providing e-mail notification of new Request For Quotes (RFQ), Request for Proposals (RFP) & Invitation for Bids (IFB) based on NSN history, NSN approved sources or buyer directed CAGEs, check the checkbox below.

Decline Non-Vendor Solicitation Notification

Drawings and Specifications in DIBBS

Technical Data Package (TDP)

- drawings, specifications, standards, procedures
- official specifications that must be conformed to by any bidder for the item requested in the solicitation
- cFolders – DLA site with most DLA solicitations will post their full Technical Data Packages. You must have a separate logon to cFolders

Technical Data Package

Three Types of information

- Non-government Specifications – could be design, material, test, performance ASTM, AIA, ANSI, CGA. Some are available, others you may have to pay to get.
- Government Specifications – Military Standards, Military Standards <https://assist.dla.mil/online/start/> Anyone can make the items as long as they are making to the required specifications.
- Drawings - Government owned or Proprietary

Getting to Technical Data

cFolders – get to that through DIBBS, must have a login/password

ASSIST - <https://assist.dla.mil/online/start/>

Restricted Data – may need JCP

Information controlled by DOD considered military sensitive – keep the supply of these items within the US and Canada supply Chain – need a JCP – U.S. Joint Canada Certification.

More restricted access might require License Agreement form/s to be submitted.

WEBFLIS- PUB LOG FLIS – Public Version of WEBFLIS – Updated weekly

<https://www.dla.mil/HQ/InformationOperations/LogisticsInformationServices/FOIARReading.aspx>

Find your local PTAC Counselor

<https://www.aptac-us.org/>

