

Guidance on Order Requests submitted with 3rd Party Integrators / Suppliers in lieu of OEM as the Manufacturer

Under the SOE TLS Program, customers are asked to provide the name of the OEM (Original Equipment Manufacturer) of the item they are requesting in the “Manufacturer” field of their order request. DLA asks for the OEM for several different reasons:

- Capture complete scope of the requirement
- Maintain full transparency and traceability of material procured
- Allow for easy assessment of alternate offers
- Optimize TLS Vendors’ business partnerships with industry
- Increase competition
- Decrease cost

Under unique acquisition scenarios, the customer may have a valid reason to submit a requirement under a 3rd Party Integrator or a Dealer in lieu of the OEM:

- 3rd Party sources material from multiple manufacturers and packages them together for logistic purposes and/or customer convenience
- 3rd Party adds a required need or enhancement to the original item

When orders are submitted with a 3rd Party Integrator or a non-manufacturer listed in the Manufacturer field, customers are required to provide a justification for not including the OEM as the manufacturer and/or provide a statement on the value added by procuring through the 3rd party. If the item being procured through a third party is a kit, the customer shall also include a full kit breakdown for scope review.

During the quote evaluation stage, vendors may be asked to provide additional information to support full transparency of the contents of the order:

- Kit Breakdown consisting of a complete list of all components contained in the kit to include:
 - Additional breakdown of kits within a kit
 - Quantities of all kit components
 - Country of Origin for all kit components
 - OEM and OEM P/N for kit components

The Government must have a complete and auditable record for every procurement that clearly documents exactly what is being procured and from where material is being sourced.

Failure from the customer or SOE TLS Program vendor to comply with above guidance may result in order cancellation or removal of quotes from consideration for award.