

Support through Tech & Info and Miscellaneous Equipment

- ❖ Below outlines the process for part number requirements not supported by a National Stock Number (NSN) item.
- ❖ To begin the process, customer is required to provide a valid vendor quote for the item(s) requested for procurement to **QCLCDMIPRSPT@dla.mil**. The valid vendor quote **must** include exact manufacturer(s), part number(s), quantity requested and dollar amount. This information will be reviewed by DLA Troop Support, Construction and Equipment (C&E) contracting to determine whether or not the requested item(s) are within scope of the program. *The determination is usually made within 2-3 business days.*
- ❖ ***If the item(s) are not within scope, you will be notified accordingly. If your request can be supported by one of DLA's other programs, it will be forwarded to the proper POC.***
- ❖ If the item(s) are determined to be within scope of the program, you will receive an e-mail requesting that you submit a MIPR form 448 to **QCLCDMIPRSPT@dla.mil**. *The form must include: **your valid DODAAC, shipping address, shipping POC and the POC phone number.***
Along with the form 448, you also must include: **the valid vendor quote for the items.**
*****The total MIPR price should be the vendor's quoted price, plus shipping cost (if any) plus DLA's 5.4% cost recovery rate.**
- ❖ Once DLA receives your MIPR, it will be reviewed by both C&E Customer Operations and DLA Troop Support, Finance for acceptance. A DD448-2 MIPR acceptance is typically processed and provided back to the customer within 2-3 business days.
**Note: If it is determined that the MIPR total is incorrect, it will be returned to the customer for correction prior to acceptance.*

- ❖ Once the MIPR is accepted, the C&E team will create a sales order and PR which will be sent to the C&E contracting team for procurement action. (On average, dependent on volume of *requests*, it takes *approximately one week for the order/PR to be created.*)
- ❖ Administrative lead time is approximately **4-8 weeks** plus delivery for requirements under the Simplified Acquisition Threshold. Procurements through these programs are traditional procurements with no vendor assistance/no Prime Vendor contract in place.

- ❖ Please contact QCLCDMIPRSPT@dla.mil for any inquiries