



**DLA**  
DEFENSE LOGISTICS AGENCY  
*Established 1961*



The Nation's Combat Logistics Support Agency

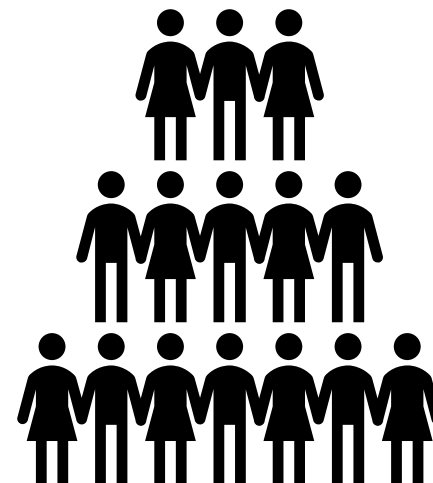
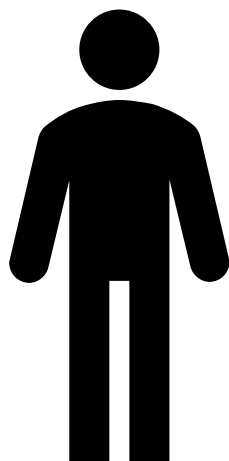
# The Source Approval Request (SAR) Process





# Purpose

- Increasing competition for items that require an approved manufacturer
- Going from single source, or small number of sources, to multiple sources of supply





## Where do I start?

- Use the DLA SAR Guide
  - Guide includes detailed information about what needs to go into your package

Defense Logistics Agency (DLA)  
Source Approval Request (SAR)  
and Alternate Offer (AO) Guide





## SAR Defined

- **Source Approval Request (SAR)** – A Source Approval Request is a package of information provided by a prospective new supplier to become an approved source for procurement of an NSN. This package must contain all technical data needed to demonstrate competence to manufacture the NSN to the same, or better, level of quality than the current approved source(s) and can be submitted **at any time**.

Submission can be made  
at ANY time and does not  
require an active  
solicitation!



## AO Defined

- **Alternate Offer (AO)** – An “Alternate Offer” is submitted for evaluation against an **active solicitation** in order for a company and their product information to be reviewed, potentially qualifying them as an “Approved Source” on current (and future) solicitations.





## Any Restrictions?

- Acquisition Method Suffix Code (AMSC)
  - Must **not** be coded as “G” for full and open competition – *these don’t require approval, just go ahead and bid!*
  - Must be coded as “other than full and open competition,” for example:
    - Source Controlled (AMSC B)
    - Source Restricted (AMSC C)
    - Code & Part Number (AMSC D)



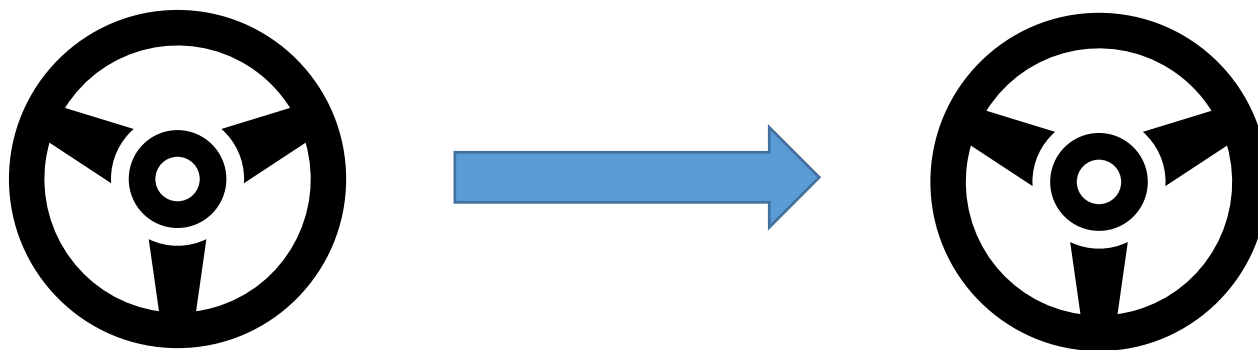
**DFARSPGI**

**2-201.2 Acquisition method suffix codes.**



## Choosing a Category

- **Category I – Actual Item:** A company may submit a Category I package if they make the exact material, can prove this with thorough documentation, and the material has been provided to the government

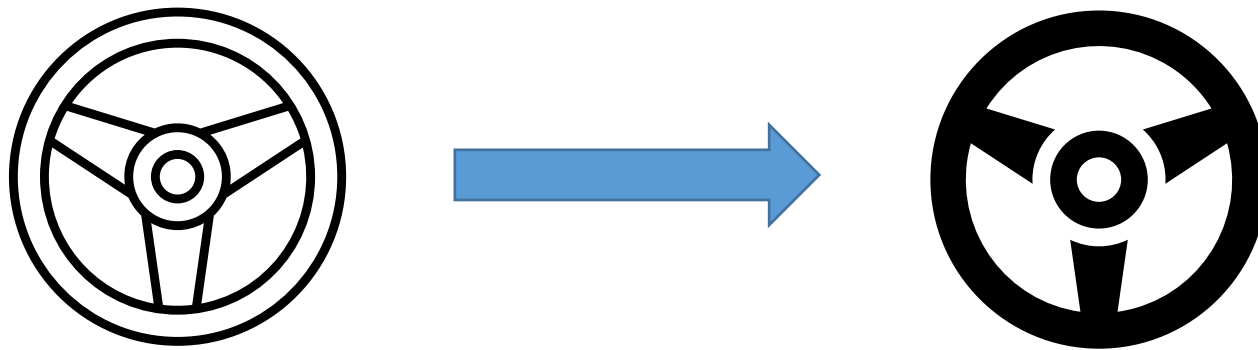


*This category is for you if you have made the EXACT item before, to drawing specifications, and have provided the item to the government.*



## Choosing a Category, cont'd

- **Category II - Similar Part:** A company may submit a Category II package if they make a similar part and can prove they have the capability to make the exact part

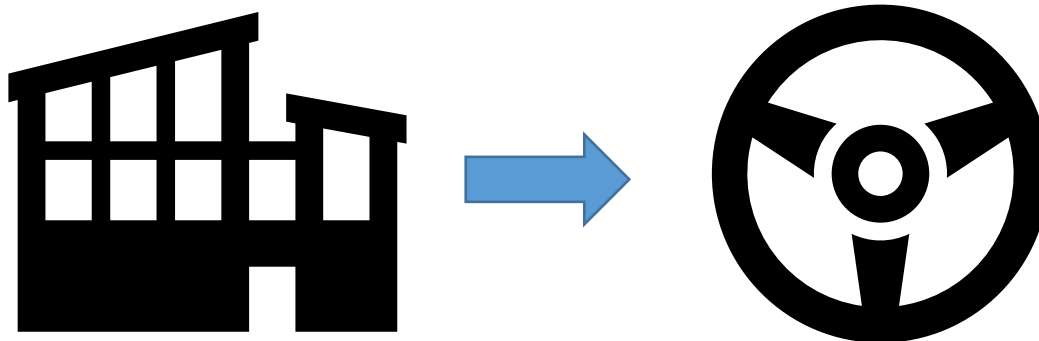


*This category is for you if you haven't made the EXACT part and provided it to the government, but you have made something very similar in fit, form, function, and criticality – and provided those to the government.*



## Choosing a Category, cont'd

- **Category III - New Manufacturer:** This category covers items that do not meet Category I or II criteria, but the company may have capabilities to make the exact part and can fully demonstrate those capabilities

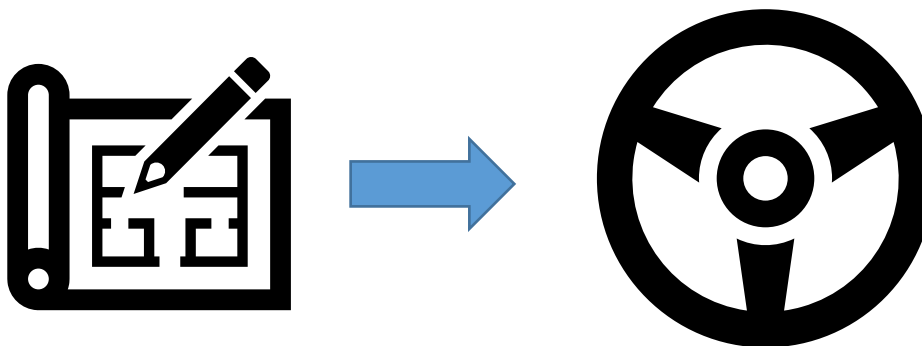


*This category is for you if you have not made the exact item for the government, but you are a proven manufacturer and can demonstrate your capabilities to produce the exact item.*



## Choosing a Category, cont'd

- **Category IV – Reverse Engineered Part:** Submissions for material under Category IV are submitting for source approval by means of reverse engineering (done at the expense – and risk – of the supplier)



*This category is for you if you have reverse engineered an actual approved item that was procured through the government, and have done all required testing, inspection, etc., to build an entire technical data package, including drawings and manufacturing plan.*



# Package Considerations

- Provide all required elements defined in the ***Defense Logistics Agency (DLA) Source Approval Request (SAR) and Alternate Offer (AO) Guide***
- Inclusion of the potential replacement product:
  - Estimated unit price
  - Quantity ranges (and if quantity influences price)
  - Clear identification of the actual manufacturer (Company Name, CAGE Code, Point of Contact, Manufacturing Site, etc.)





## Technical Data

- Technical data **must** include:
  - **Legible** and **complete** copies of all drawings (signed and approved), specifications or other data necessary to clearly describe the characteristics and features of the product offered
  - Cover design, materials, performance, function, interchangeability, inspection and/or testing criteria and other characteristics
  - **Required Certifications** for Master Tooling, Technical Data Rights, etc.
  - Value Added
  - Reference DLAD Procurement Note L04 Offers for Part Numbered Items (SEP 2016)



# Submission

- **Format:**

- Electronic copy via **email**, requested **DoD Safe link**, or CD
  - **Please note, the preferred submission format is via email. If your package is too large for email, a DoD Safe link will be provided at your request.**
- Cover letters should clearly identify the package as an Alternate Offer or SAR, along with other info outlined in Land and Maritime guidance
- Submit only **one** .pdf file for each NSN. **No ZIP files.**
- Ensure NSN, CAGE Code and Company Name is labeled on CDs
- **NO** password protected files/CDs will be accepted
- Always retain copies. AO and SAR submissions **will not** be returned.



## Submission, cont'd

- Submission (with technical data)
  - Contracting Officer (KO)
    - AO must be submitted to the KO listed in all manual solicitations. The KO will forward for review
  - SAR Monitor, Competition Advocate Office (CAO)
    - AO for automated solicitation must be submitted to the CAO
    - SAR must be submitted directly to the SAR Monitor, CAO for review and evaluation
    - [dsccao-sar@dla.mil](mailto:dsccao-sar@dla.mil)

*It is acceptable, and encouraged, to send your alternate offer to the Contracting Officer AND the SAR monitor address to ensure it is received.*



# Tracking

- **Tracking/Administrative Review**

- SAR Monitor will log in all submissions for tracking and notify contractor of receipt
- SAR Monitor will perform the initial review to include projected cost savings, coordinating with the KO (if applicable) and Product Specialist (PS) as needed
- Packages that appear to meet minimum requirements are forwarded to Value Engineering (VE) for further review





# Notification

- **Notification**

- Once a decision is made, the manufacturer will receive a formal notification from the SAR/Alternate Offer Monitor
- If the AO/SAR package is **approved**, the manufacturer will receive written authorization to participate as an Approved Source for the specific NSN in future procurements
- If the AO/SAR package is **rejected**, the SAR monitor will provide reasons, and will answer any questions

***Please note:** becoming an approved source of supply **only** grants the **opportunity** to compete to supply the item – it does not guarantee future contracts or orders.*



## 1<sup>st</sup> Year as Source Approved

- While awards are **NOT** guaranteed:
  - The Government reserves the right to make multiple awards if, after considering the additional administrative costs, it is in the Government's best interest to do so
  - If awards will be made to more than one source, the offer that represents the best value to the Government shall receive not less than 60% of the total requirement
  - Unless an offeror submits unit prices for other quantities, unit prices submitted for the total requirement will apply to any partial awards

*In short, we will do our best to ensure you are given the opportunity to compete for items you are a newly approved source on – and will continue to support your effort.*



## Important Note

- Award of Solicitations **will not be delayed** due to pending AO/SAR package evaluations. The only exception will be for non- critical/weapon system items when mission requirements allow, and there are no qualified sources quoting.
- The AO/SAR program allows for submission **at any time**, whether an open solicitation has been published for the subject NSN, or not



## Resources

- AO/SAR submission [dsccao-sar@dla.mil](mailto:dsccao-sar@dla.mil) 
- Technical Issues  
(Engineering/Analysts) [ve.sar@dla.mil](mailto:ve.sar@dla.mil)
- RPPOB [DSCC.PartRequest@dla.mil](mailto:DSCC.PartRequest@dla.mil)