

DLA LAND AND MARITIME

ALTERNATE OFFER & SOURCE APPROVAL **REQUEST (AO & SAR) GUIDANCE**

An “Alternate Offer” is a package of data, submitted for evaluation against an active Solicitation, so your company & product information can be reviewed and potentially qualify to be listed as an “Approved Source” in future procurements. Application packages are submitted on individual National Stock Numbers (NSN) that are CAGE Code and Part Number Buys. The DLA Land and Maritime, Alternate Offer / Source Approval Request Program is a good path for suppliers.

A Source Approval Request package is an assembly of information required of a prospective new supplier of a Critical/Weapon System Item (NSN). A Source Approval Request package contains all technical data needed to demonstrate that the prospective contractor can competently manufacture the Critical/Weapon System Item to the same level of quality or better than the system prime contractor, major subsystem contractor or initial Approved Source (OEM).

To successfully become an Approved Source through either the Alternate Offer or Source Approval Request process, the onus is on the replacement item’s supplier to document and demonstrate their product is equal to or better, than the currently approved item which DLA Land and Maritime is procuring.

Offerors submitting items for evaluation should submit as complete a technical data package as possible in accordance with the Checklist included in this Guidance. During the application process, offerors complete and submit their Alternate Offer (with SAR package) to the Contracting Officer listed in the Solicitation or directly to the Competition Advocate Office, Alternate Offer Monitor for review, tracking and evaluation processing. The contracting staff of the Competition Advocate Office will perform the initial administrative review and coordinate with the Contracting Officer and cognizant Product Specialist, to have the submitted AO/SAR Package reviewed, evaluated and potentially elevated.

This review process may take 30 to 120 days from the date the package is received by the Government, before a decision is made. Once a decision is made, the offeror will receive a formal Notification Letter from the Alternate Offer Monitor, Competition Advocate Office (BPP) for the AO/SAR package received by that office .

The AO/SAR package will either be accepted with authorization to participate as an Approved Source for the specific NSN in future procurements or rejected. Upon receipt of the formal Notification Letter of an approval, the offeror may legally compete against other Approved Sources to supply the specific NSN item for Government requirements.

It is imperative, that all offerors be aware, becoming an Approved Source only grants them the opportunity to compete and supply the item - it does not guarantee future contracts or orders.

Please note, one of the best things about the Alternate Offer / Source Approval Request program is AT ANY TIME you may submit an AO/SAR package to the Alternate Offer Monitor, Competition Advocate Office - regardless if an open Solicitation has been published for the subject NSN or not.

Please note - the Contractor should select the appropriate category for their application & product, for which they wish to become approved to manufacture. The Contractor then must provide in the source approval request technical data package all required elements, as defined in the appendix', that are checked in one of the three Categories selected. If a requirement does not exist for a specific part (ex. no Engine Part Special Requirements) - provide a statement to that fact.

Include your estimated price with quantity breaks - if any are being offered, your Company's Name, CAGE code and the desired Point of Contact at your company (POC name and email address) in your Cover Letter.

DLA LAND AND MARITIME
Alternate Offer & Source Approval
Request Checklist

Category I SAME PART
Category II SIMILAR PART
Category III NEW
MANUFACTURER

SECTION	REQUIRED ELEMENT	CATEGORY		
		I	II	III
*	TABLE OF CONTENTS IS REQUIRED FOR ALL AO & SARs			
A	COVER LETTER	X	X	X
B	QUALIFICATION PART DRAWINGS	X	X	X
C	QUALIFICATION PART DETAILED MANUFACTURING PLAN	X	X	X
D	MASTER TOOLING CERTIFICATION	X	X	X
E	DATA CERTIFICATION (with Company Officer Signature)	X	X	X
F	QUALIFICATION PART SUBCONTR/VENDOR LIST	X	X	X
G	QUALIFICATION PART SHIPPING DOCS	X		
H	SIMILAR (EQUIVALENT) PART DRAWINGS		X	
I	SIMILAR (EQUIVALENT) PART SHIPPING DOCUMENTS		X	
J	COMPARATIVE ANALYSIS		X	
K	SIMILAR (EQUIVALENT) PART MANUFACTURING PLAN		X	
L	SIMILAR (EQUIVALENT) PART SUBCONTR/VENDOR LIST		X	
M	TEST PLANS	X	X	X
N	LICENSEE AGREEMENT (IF AN AGREEMENT EXISTS)	X	X	X
O	SUMMARIZATION, QUALITY, DEFICIENCY	X	X	
P	INSPECTION METHOD SHEETS	X	X	X
Q	ENGINE PART SPECIAL REQUIREMENTS	X	X	X
R	TECHNICAL BRIEFING (If Requested)			X
S	SAMPLE PART (If Requested)	X	X	X
T	VALUE ADDED	X	X	X

If an **Automated Solicitation** (a solicitation with the letter "T" or "U" in the 9th position of the solicitation number- excluding Indefinite Delivery Purchase Orders - IDPO) lists an approved source manufacturer, in order to quote as an **Exact Product** - you must provide the item as is listed in the solicitation. (ONLY the approved source manufacturer's CAGE Code and Part Number item will qualify as an Exact Product).

The alternate item must be manufactured by or under the direction of the Company listed as the Approved Source Manufacturer OR you must show evidence it was ***manufactured under a current contractual relationship with the Approved Source Manufacturer***. This documentation must be included in your package to qualify as a **“Bid Without Exception”**.

Please note, if you plan to supply anything that is not the Approved Source Corporate Entity Name, CAGE and P/N listed in the Solicitation - your submission will be considered to be a **“Bid With Exception” and therefore it will be an “Alternate Offer”**.

Please note, Alternate Offers submitted under an Automated Solicitation will NOT be considered for the instant procurement. Alternate Offers submitted against an Automated Solicitation will only be considered for future DLA procurement requirements consideration.

If submitting an Alternate Offer against a ***“Manual Solicitation”*** procurement (a solicitation with letters OTHER THAN “T” or “U” in the ninth position) – **Contracting Officers may consider submitted Alternate Offers, so these requests are to be sent to the Contracting Officer listed in the body of the Solicitation.**

Your AO/SAR Cover Page must include the NSN, Item Description, Unit Price (Est.) and all other information listed in the Checklist in your package, even if a bid was already submitted recently via DIBBS system for the best chance of approval. AO/SAR packages shall be reviewed and evaluated, prior to being routed to Value Engineering group by the Alternate Offer Monitor or by a Contracting Officer for the projected cost savings your proposed item may offer. If your request is to be approved, there must be sufficient cost savings to justify the actions and it must be in the Government’s best interests to proceed, that is why the proposed item’s estimated unit price to the Government (with any applicable quantity breaks) is so important.

NOTE: DLA Land and Maritime will not reject your request solely on the basis of insufficient potential cost savings – however, it may be one of multiple contributing factors cited in the Notification Letter for you to address in revising your package.)

Route your Alternate Offer source approval request technical data package with the approved, signed drawings to the Contracting Officer listed in the Solicitation for manual Solicitations. However, Alternate Offer technical data packages for Automated Solicitations and Source Approval Request technical data packages should be routed to the following address: Defense Land and Maritime, Alternate Offer Monitor - BPP, Directorate of Procurement, P.O. Box 3990, Columbus, OH 43218-3990 – optionally if via electronic submission (10 meg or less, in “.pdf” format) to: DSCC_AO-SAR@DLA.MIL (please note the underscore between DSCC and AO-SAR).

WHAT IS NEEDED TO QUALIFY MY AO/ SAR PACKAGE FOR REVIEW?

The Alternate Offer & Source Approval Request package evaluations will include a review of estimated Cost Savings, that the Government may expect if your alternate item is approved and must meet or exceed the costs to the Government for reviews & evaluation as applied against DLA’s historical requirements and item cost. A Cost Savings Threshold for Alternate Offer & Source Approval Request packages is calculated using the comparison of your proposed unit price to DLA’s historical cost against the actual historical DLA has experienced from the armed forces, foreign military customers and non-military Federal Agencies for the subject NSN demand over an **ANNUAL** period of time.

The Cost Savings Threshold must be at least **\$200.00** if the item is a Non-Critical / Non-Weapon System item and the evaluation can be done locally by DLA Land & Maritime.

If the item is a Critical / Weapons System item, your AO/SAR package will need to be elevated to an Engineering Support Activity (potentially to multiple ESA’s) for evaluation by the Service(s). In this case, Cost Savings Threshold shall be higher by multiple of \$1,500.00 per ESA. (For example, if a Critical / Weapon System item and there are multiple ESA’s that must approve your item, the Cost Savings Threshold may be over \$6,200.00 total.)

Calculating Cost Savings Threshold for Alternate Offer:

Government Price - Proposed Item Unit Price = Dollar Savings per Unit, then Dollar Savings per Unit x **Actual Annual Historical Demand** = Cost Savings Threshold for Alternate Offer.

WHAT TECHNICAL INFORMATION IS REQUIRED?

Alternate Offer packages must furnish legible and complete copies of all drawings, specifications or other data necessary to clearly describe the characteristics and features of the product being offered, as required under DLAD Provision 52.217.9002, Condition for Evaluation and Acceptance of Offers for Part Numbered Items. Data submitted must cover design, materials, performance, function, interchangeability, inspection and or testing criteria and other characteristics of the offered product.

In addition to information regarding the offered product, for the best opportunity to have your proposed item evaluated successfully - your package should include the approved drawings & documentation listed in the attached checklist, as this data may not be owned by the Government or not available to the Government procurement activity. Inclusion of this data in your package will enable the evaluating officials to determine, if the product being offered is equal to the exact product cited in the AID. If it is determined the offer must be evaluated by ESA(s) and the cost savings threshold has not been met or if the data package is incomplete - ***the submitting contractor will receive a formal Notification Letter with findings to assist in your revision and potential resubmission of the package.***

Please note, only if requested in the original submission Cover Letter will it be possible for the return of Alternate Offer/ Source Approval Request data.

AO/SAR packages submitted with unsigned or non-approved drawings will be rejected, as the Government can not be sure of the final product to be delivered. Alternate Offer / Source Approval Request submitting contractors shall be responsible for providing their own signed, approved detailed drawings, as well as the Qualification Drawings (Approved Source OEM) for accurate analysis of the proposed item - in order for the AO/SAR technical data package to be considered complete, in the event adequate data is not in the Government's possession.

Please note, the Defense Logistics Agency currently manages Life Cycle Procurement and Inventory Control for over 5 million items, of which 2.4 million are managed by DLA Land and Maritime (Columbus, OH) with forward support by DLA staff operations at the Services & Theater of Operations Headquarters levels AND for many NSN's the Government may not have drawings or adequate technical data to make an alternate item evaluation.

QUESTION: If another vendor has control of the drawings - how can I compete, especially if there are no approved drawings available for the item, we want to produce?

An important fact in submitting an Alternate Offer is that the burden will be upon the company submitting the AO/SAR TDP, to prove the alternate item being proposed meets or exceed the Government's minimum requirements.

When the military services turn over management of an item to DLA Land & Maritime, they usually send what technical data the service has available at the time of transfer. However, many times the Government did not purchase the technical rights to the data or the data configuration control of the item and often such will remain in the hands of the Approved Source OEM. Additionally DLA is tasked with maintaining thousands of dated, older & obsolete items in support of older weapon systems - some going back to several decades, therefore the drawings and data may have been lost or not be legible today.

As a result, DLA may have "adequate technical data" on only 35-40% of the millions of items we are managing. "Adequate technical data" means detailed production drawings, that a manufacturer could effectively utilize to successfully make the required part. Consequently, much of the materials DLA procures are approved source manufacturer CAGE Code and Part Number procurements.

QUESTION: HOW CAN I FIND OUT MORE ABOUT BECOMING AN "APPROVED SOURCE"?

- *Search the website to find opportunities that match your companies' capabilities.*
- *Use your regional PTAC's (Procurement Technical Assistance Centers)*
- *Haystack Informational System (private subscription service)*
- *Contact DLA Land & Maritime - Contracting Officers, Product Specialists, Small Business, Value Engineering or Competition Advocate offices.*
- *Identify NSNs that are sole or limited-source with active DLA requirements for good potential business cases.*

QUESTION: WHAT IS A CRITICAL / WEAPON SYSTEM ITEM AND HOW DO I GET MY PRODUCT APPROVED?

A. *This information pertains to all items identified as Critical, Critical Safety, Critical Application, Critical Flight, or Weapon System Item.* These alternate source approval procedures apply only to new, manufactured items. ***This Guidance does not include Surplus Items coverage.***

1. ASME Y14.100 defines a Critical Safety Item (CSI) as:

"A part, assembly, installation or production system with one or more critical characteristics that, if not conforming to the design data or quality requirements would result in an unsafe condition. Unsafe conditions relate to hazard severity categories I and II of MIL-STD-882, System Safety Program Requirements, and include conditions which could cause loss or serious damage to the end item or major components, loss of control or serious injury to personnel."

2. DoD-STD-2101 defines a Critical Characteristic as:

"A characteristic that analysis indicates to be likely, if defective - to create or increase a hazard to human safety, or result in failure of a weapons system or major system to perform a required mission."

3. Every Critical / Weapon System Item has one or multiple critical safety characteristics.

B. For items not coded "Full and Open Competition"- only those sources previously approved by the Government will be solicited for Critical / Weapon System Items.

The time required for approval of a new supplier is normally such, that an award cannot be delayed pending approval of a new source. If you have not been solicited and you can furnish evidence of the following, then you are encouraged to submit an alternate offer source approval request technical data package:

1. proof of your prior approval as a supplier of this item, or similar items satisfactorily for the Government, or
2. data showing you have produced and supplied the same or similar items satisfactorily to the Government or the approved source, or
3. Test data indicating your product can meet the ESA's listed approved source drawing requirements.

Please note, if the evaluation of your item's AO/SAR data package cannot be processed in time to meet DLA's logistics support requirements, an Award may be issued to the currently Approved Source' Cage and Part Number as was listed in the Solicitation. In this situation, your AO/SAR package will be reviewed by the Contracting Officer in consultation with the cognizant Product Specialist and if found to have significant cost savings OR of sufficient potential for the Government, your package may be forwarded as an "Unsolicited Offer" to the Competition Advocate Office, Alternate Offer Monitor for review and potential for future procurement requirements consideration.

Submission of as complete a data package as possible - in accordance with this Guidance - will greatly enhance your opportunity to have a successful evaluation of your AO/SAR package.

If the AO/SAR package documentation is inadequate or incomplete, you will receive a Notification Letter with findings on why it was rejected to assist you in future requests and potential revisions.

C. Source Approval Categories for Critical / Weapon System Items are the same three basic conditions by which all Alternate Offer / Source Approval Request (AO/SARs) are categorized:

1. **SAME PART (Category I)** - Item previously provided to Original Equipment Manufacturer (OEM) and sold to the Government.
2. **SIMILAR PART (Category II)** - Item is similar to item previously provided to the Department of Defense (DoD) or OEM. A similar item in this context is one whose design, application, operating parameters, material, and manufacturing processes required are similar to those of the item for which you are seeking source approval.
3. **NEW MANUFACTURER (Category III)** - Manufacturer has not provided any item similar to item being solicited to the OEM or DoD. A similar item in this context is one whose design, application, operating parameters, material, and manufacturing processes required are similar to those of the item for which you are seeking source approval

D. If you are a Dealer or Supplier (i.e. not the manufacturer of the item) of the item for which you are seeking approval, the Category of the Actual Manufacturer will apply for purposes of source approval procedures. The Actual Manufacturer is defined as the manufacturing entity whose plant, equipment, personnel and technical rights to manufacture on their premises the item being proposed in the alternate offer / source approval request.

If you are a Dealer or Supplier - the name, address & CAGE code of the Actual Manufacturer is required in your Cover Letter and must be provided in your package along with all required data supporting the Category on the Checklist for which you are applying.

E. ***To reduce the time required for processing an Alternate Offer or Unsolicited Proposal SAR, it is important to provide ALL of the information at the time of submitting your request.*** Submission of the requested information does not guarantee approval. Submission of a complete source approval request technical data package is the best method for obtaining timely review of source approval requests. Additional information and documentation may be required to allow further evaluation of your request(s). In some cases, qualification parts may be required as determined by the technical evaluation to be used for testing which may include, but not be limited to, performance and/or endurance testing. A site visit of your facility may be conducted to evaluate further your capabilities.

F. ***Each source approval request technical data package shall be limited to one NSN (item or assembly) only per request per the Engineering Support Activity.***

G. Submission of the requested information does not guarantee approval. Additional information, documentation or samples may be required in any of the categories to allow for further evaluation of the submitting company's request for source approval. Regardless of the category, a site survey visit of the facility may be conducted to further evaluate their capabilities and a First Article Test may be required.

H. Source approval request technical data package information and documentation ***preferred method of submission is DIGITALLY ON COMPACT DISK (CD) in .PDF format*** for everything except the drawings. Please note, if the CD originated at a Department of Defense activity (DLA, Army, Navy, Air Force or Marine) the format of the disc will not be an issue.

APPENDIX A. COVER LETTER

A cover letter stating that you wish to become an approved source for a particular part and ***your estimated price with any quantity breaks included*** shall have the following information and enclosures:

1. The part number (and dash number, if applicable), NSN, nomenclature and weapon system/platform.
2. ***Your firm's name, address, CAGE, telephone number, fax number, and email address, website (if applicable). NOTE: If you are not the actual manufacturer of the item (NSN), all of the same data for the actual manufacturer is required as well.***
3. A description of your quality program (i.e., MIL-I-45208, MIL-Q-9858, ANSI/ISO series documents), an electronic (CD-ROM) copy of your quality control manual in .PDF format for each source approval request technical data package. In addition, provide a copy of the latest survey results performed by a Government agency and/or prime contractor, including any DCMA Pre-Award Survey reports (if applicable).
4. A copy of the Actual Manufacturer's Quality System document shall be provided (example rating, quality manual, inspection sheets, etc.).
Please include a statement, if you have manufactured this item for the current approved source, as a sub-contractor in the past. This document provides evidence of your quality system reporting process. Quality history may also be included. This data will be considered when making a determination of manufacturer viability and if a site survey pre-award survey will be required.
If you've never made the part for the current Approved Source and are requesting qualification based on manufacturing of the actual or a similar part for a U.S. Military Service, please identify which Service ESA and what methods were used in your qualification by the Military Service.
5. A company brochure and a synopsis outlining your firm's capabilities, facilities, experience, and equipment list. For all equipment used in the manufacture of the qualification part, outline the accuracy, size, capability and precision of the equipment. This information must be updated, as your facility and facility operation change. As a potential source for parts, you and your sub-vendors may be required to demonstrate adequate engineering expertise and manufacturing & production capabilities to manufacture, inspect and test the subject item or assembly in accordance with applicable drawings, material, process and test specifications.
"On Site" inspection of these elements may be required by the Government or its designee.

Approval to supply an assembly is not an approval to manufacture all the components, unless the proposal clearly demonstrates your ability and intent to manufacture said components - excluding source controlled items. A separate source approval request technical data package must be submitted for each NSN.

APPENDIX B. QUALIFICATION PART DRAWINGS

This section provides data required to manufacture, assemble and test the subject item. This information includes drawings (casting, forging, detail, assembly, source controlled, masters, airfoil data), configuration (revision), parts list, any unincorporated Engineering Order, Engineering Change Proposal, Notice of Revision, Design Change Notice, Change in Design, etc. This section should also contain clear documentation related to materials, processes, specifications, and may include data relating to mandatory inspections and inspection intervals. This section should also provide Original Equipment Manufacturer (OEM) specifications, approved drawings and reference where test plans necessary to completely manufacture the part. Drawings are to be included if the item is a design control drawing or design control specification that indicates the actual manufacturer's name and part number as an approved source.

Note: Source Control Design Drawing items will list approved source CAGE and Part Number on the Source Control Drawing. Dependent upon the limitation of rights even if DLA has possession, DLA may not be able to release Source Control Design Drawings to your company.

APPENDIX C. QUALIFICATION PART MANUFACTURING PLAN

Copies of detailed process/operation sheets used to manufacture the part, including but not limited to processes, materials, configurations, tolerances, testing, part function, overall dimensions and detailed shop sketches. Manufacturing Plans must list all processes & steps in proper sequence and include all special processes. These plans must note those operations and processes performed by subcontractors/vendors and the identity of the source. Such sheets will be confidential & be stamped proprietary. The sheets must be copies of the actual sheets used for production of the required item and must indicate operation number, description, tolerance (specification), location, sub vendors, etc. necessary to control manufacturing operations and be signed/stamped off by in-process operator and/or inspector.

Note: Routing sheets that may be enclosed in this section will not be considered an adequate replacement for detailed Manufacturing Plan.

Manufacturing Plans for Critical Safety, Critical Application or Weapons System Items must also contain the following information: ***Identification that the part is a “Critical Weapons System Item”, and a statement that any change to operations affecting Critical Weapons System Item characteristics must be and have been approved in writing by DLA, and identification which assemblies and/or operations may contain and/or affect said Critical Weapons System Item characteristics.***

APPENDIX D. MASTER TOOLING CERTIFICATION

Certification of possession of or access to any required master tooling, mylars (stable base drawings), glass layout, loft data/contour data, special tooling/test equipment, proof of calibration, and their applicability to latest drawing revision. ***Please confirm, if no master tooling will be required.***

APPENDIX E. DATA CERTIFICATION

Compliance with the Data Certification statement shall be typed on the actual manufacturer company letterhead and must be signed by a company officer, authorized to legally bind the company. This certification confirms to the Government, that the company has obtained the data by legal means and has the legal rights to use the data submitted in the source approval request technical data package for the manufacturing purposes of the item (NSN). This certification will also apply to the use of any data or hardware, to which the Government may not have the right here to fore to use for manufacturing. ***Required Data Certificate text is here below:***

TECHNICAL DATA RIGHTS CERTIFICATION **LETTER**

“I am an employee and authorized Officer of the (above named legal entity) with the responsibility for investigating the facts upon which this certification is made.

To the best of my knowledge, the information obtained from my recent investigation the following is true:

a. I believe and certify that the technical data submitted to the Defense Logistics Agency as a part of my company’s request for approval as potential source for the purpose of obtaining a contract were obtained by legal means by my company, without breach of any contractual or confidential relations, pertaining to said technical data by my company, its current or recent employees; and

b. I believe and certify that my company, its current or recent employees did not obtain or receive any technical data marked with a company's proprietary rights legend or a Government limited rights legend from any U.S. Government's agency or employee or other third parties that were used in the preparation of or were incorporated into the request for approval or its supporting technical data other than as described herein; and

c. I certify that my company has the legal right to use said technical data to manufacture and supply the below identified part for use by the United States Government. To the extent that said technical data are marked with a company's proprietary rights or a Government limited rights legend or are otherwise believed to be or have in the past been the proprietary data of another company, the following documents which are attached hereto and made a part of the certification have formed the basis for claiming legal right to use said technical data. Such documentation must clearly cover the data necessary for source approval.

THIS CERTIFICATION CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE MAKING OF A FALSE, FICTITIOUS, OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER THE TITLE 18, UNITED STATES CODE, SECTION 1001.

**THIS CERTIFICATION APPLIES TO
NSN _____ P/N _____”**

APPENDIX F. QUALIFICATION PART SUB/CONTRACTORS/VENDORS LIST

Names, address, telephone numbers, and CAGE codes, of all subcontractors/suppliers to be used for forging, casting or exotic material, special processes such as finishing, heat treating, inspecting etc. and vendor/subcontractor part numbers, if applicable. Special processes are those manufacturing processes which produce critical characteristics that cannot be verified after manufacture by non-destructive inspection/testing. When an identified source must perform to a prime contractor's specification, that source shall be approved for the specific process by the prime contractor. It is recommended that certification from the prime be provided since submittal of this evidence of capability will assist in expediting the processing of the source approval request. If you plan to use a sub vendor not currently approved by the prime, you must provide complete documentation substantiating the capabilities and qualifications of that sub vendor. It should be noted, however, that additional approval testing will, in most cases, be required in this circumstance.

APPENDIX G. QUALIFICATION PART SHIPPING DOCUMENTS

Copies of purchase orders, shipping documents for production quantities, for the qualification part provided to the OEM or signed DD Form 250 if shipped to DOD.

Provide the most recent copies of the documents. If OEM is one of the Engine Manufacturers, attach copy of the current Requirements Control Card and Quality Assurance Document.

APPENDIX H. SIMILAR (EQUIVALENT) PART DRAWINGS

This section provides data required to manufacture, assemble and test the proposed similar item(s). This information includes drawings (casting, forging, detail, assembly, source controlled, masters, airfoil data), configuration (revision), parts list, any unincorporated Engineering Order, Engineering Change Proposal, Notice of Revision, Design Change Notice, or Change in Design, Requirements Control Card, Quality Assurance Document, etc.

This section should also contain documentation related to materials, processes, specifications, and may include data relating to mandatory inspections and inspection intervals. Drawings must be included if drawing is a design control drawing or design control specification and shall identify the manufacturer's Name, CAGE code and part number as an approved source. Drawings provide Original Equipment Manufacturer specifications and test plans necessary to manufacture the similar(equivalent) item.

APPENDIX I. SIMILAR (EQUIVALENT) PART SHIPPING DOCUMENTS.

Copies of purchase orders, shipping documents for production quantities, for the p r o p o s e d similar (equivalent) part provided to the OEM or signed DD Form 250 if shipped to DOD. . All documents in this section shall be dated and you should provide the most recent copies of the documents. If OEM is an Engine Manufacturer, attach copy of the current Requirements Control Card and Quality Assurance Document.

NOTE: In cases where the most recent production of the proposed Similar (Equivalent) Item are in excess of three years, the manufacturer must include an explanation for the elapsed time of its production. Moreover a data package demonstrating continued experience in the production of an additional similar (equivalent) part will be required.

A detailed Comparative Analysis of the differences/similarities between the similar (equivalent) part(s) and the qualification part for which you requesting approval. This analysis should include materials, configuration, tolerances, processes requirements, dimensions, castings, forgings, etc.

A vague Comparative Analysis will not be considered adequate and may hurt your opportunity for successful approval. Follow the following standard format to detail the significant differences between proposed Similar (Equivalent) item and the Qualification Item.

COMPARATIVE ANALYSIS OF SIMILAR (EQUIVALENT) ITEM & QUALIFICATION PART

(Note, Similar (Equivalent) Item is the part you are proposing for approval.)

<u>DESCRIPTION CHARACTERISTIC</u>	<u>QUALIFICATION</u>	<u>SIMILAR (EQUIVALENT)</u>
1. General		
a. Part Number	_____	_____
b. Nomenclature	_____	_____
c. Application	_____	_____
d. Material	_____	_____
e. Rotating Part (Y or N)	_____	_____
f. Max. Length or Diameter	_____	_____
g. Tightest Tolerance	_____	_____
h. Smoothest Surface Finish	_____	_____
2. Quality Assurance Techniques (i.e., FPI, MPI, Radiographic Inspection, etc.)	_____	_____
3. Heat Treats	_____	_____
4. Joining (i.e., Brazing, TIG, etc.)	_____	_____
5. Surface Treatments (i.e., Diffusion Coating, Black Oxide, etc.)	_____	_____
6. Nonconventional Material Removal (i.e. EDM, Laser Machining And drilling)	_____	_____
7. For Gears		
a. Type	_____	_____
b. Number of Teeth	_____	_____
c. Outside Diameter	_____	_____
d. Diametrical Pitch	_____	_____
e. Pressure Angle	_____	_____
f. Pitch Angle	_____	_____

g. Case/Core Hardness
8. Additional Comments

NOTE: *All Prime Certified Processes and Inspections must be listed.*

APPENDIX K. MANUFACTURING PLAN (SIMILAR Item)

Proposed Manufacturing Plan for the Similar(Equivalent) part being proposed as a replacement – must include processes, materials, configuration, tolerances, testing, part functionality and dimensions, as well as your company’s drawings. In addition, copies of the actual sheets used for the production of the similar item must be submitted. These plans must note those operations and processes performed by subcontractors/vendors and the identity of the source. Manufacturing plans must list all processes/steps in the proper sequence, and please list all special processes. Such sheets will be kept confidential and may be stamped proprietary.

Manufacturing Plan for Critical / Weapon System Items - must contain the following information: identification that the part is a Critical Safety Item, a Statement that any change to operations that may affect a Critical / Weapon System characteristic must be approved by DLA first and identification of which operations contain or may affect Critical / Weapon System characteristics.

**APPENDIX L. SIMILAR (EQUIVALENT) ITEM
SUBCONTRACTORS/VENDOR LIST.**

Names, address, telephone numbers, and Cage codes, of all subcontractors/suppliers to be used for forging, casting or exotic material, special processes such as finishing, heat treating, inspecting, etc. and vendor/subcontractor part numbers, if applicable. Special processes are those manufacturing processes which produce critical characteristics that cannot be verified after manufacture by non- destructive inspection/testing. When an identified source must perform to a prime contractor’s specification, that source shall be approved for the specific process by the prime contractor. It is recommended that certification from the prime be provided since submittal of this evidence of capability will assist in expediting the processing of the source approval request. If you plan to use a subcontractor not currently approved by the prime, you must provide complete documentation substantiating the capabilities and qualifications of that subcontractor. It should be noted, however, that additional approval testing will, in most cases, be required in this circumstance.

APPENDIX M. TEST PLANS

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Testing may also be required at the contractor's expense. If testing is required the acceptance test/inspection procedures proposed to be incorporated and independent test laboratories proposed to be used have to be identified by Name, Cage, address and telephone number. All proposed test plans necessary to completely manufacture the part must be approved prior to beginning testing. Testing is done to validate the performance of the part after the test plans have been approved. Test requirements are part specific. Depending on the item and its application, First Article Testing may be required by the ESA.

APPENDIX N. LICENSEE AGREEMENT (if applicable)

A copy of the licensee agreement between the actual manufacturer/contractor and the OEM must be provided, IF the submitting company requesting approval has such an agreement with the OEM.

APPENDIX O. SUMMARIZATION OF QUALITY DEFICIENCIES.

Summarization of quality deficiencies experienced in the past three years during manufacture of the Qualification or Similar (equivalent) part. Include data relative to sub-vendors, actions and resolutions when applicable and previous contracts. This data includes, but is not limited to, material review board items, statistical reports of nonconformance, nonconforming materials rejection reports and scrap rates. Submitter should note any deficiencies identified by the OEM or prior Government Inspections.

NOTE: Nonconformance is not necessarily perceived as an increase of risk when considering alternate source item qualification and in fact, identification of nonconformance issues may illustrate a successful quality assurance program.

APPENDIX P. INSPECTION METHOD SHEETS (IMS)

Copy of the actual inspection method sheets used in manufacturing and at final inspection for the actual or similar item depending on the SAR category. These sheets should include the actual tolerance, blue-print tolerance, inspection device, sources performing the operation, level of inspection, special instructions, frequency, and inspector's stamp. Critical characteristics should be discernible from all other characteristics. IMS may be included as an integral part of the OP sheets in the SAR. If so, please state as such.

APPENDIX Q. ENGINE PART SPECIAL REQUIREMENTS

ACTUAL MANUFACTURER OF ENGINE SPARE PARTS:

THE FOLLOWING DOCUMENTATION IS REQUIRED ONLY FROM ENGINE PART "SUPPLIERS" (Applicable to sources identified by engine companies via letter and/or divestiture list or in the SAR package):

1. Copy(s) of purchase order(s) from engine OEM showing date, quantity, special requirements, restrictions, etc.; all modifications to original purchase order(s) also required.
2. Copy of dated shipping documents showing full acceptance/release by the OEM, and total quantity shipped against contract.
3. Copy of the "Requirements Control Card" (RCC) included with the purchase order(s) from the Engine OEM's.
4. Copy of detailed process sheets used to manufacture the part for the OEM. This must include the sheets for operations performed in house and by subcontractors. Such sheets will be kept confidential and may be stamped proprietary.
5. List of all subcontractors/vendors used in manufacture of the parts for the OEM. If none so state.
6. Summary of all Material Review Board (MRB) actions and non-conforming material produced on the contracts for the OEM.

** Once this documentation is provided, the contractor will be required by contract to utilize the same process sheets and subcontractors to manufacture the items for the government. No changes are allowed without approval of the cognizant equipment engineer. Contractor must notify the cognizant equipment engineer of any changes approved by the OEM subsequent to submittal to the government.

APPENDIX R. TECHNICAL BRIEFING

A Technical Briefing to allow contractor personnel the opportunity to provide assurances to the Government of their firm's ability to manufacture a quality product. A statement that the contractor is willing to provide such a briefing is required. This briefing could be at DLA LAND AND MARITIME or at any of the Engineering Support Activities (ESA's) if required.

APPENDIX S. SAMPLE PART

Submission of samples by the company seeking source approval may be required. Advise on ability to supply, **BUT DO NOT SUBMIT SAMPLES UNLESS SO INSTRUCTED BY THE PROCURING ACTIVITY IN WRITING.**

APPENDIX T. VALUE ADDED

Identify any value added provided by the prime contractor in the manufacture of the item. "Value Added" includes any action, manufacturing or inspection process, data, instructions, or equipment essential to the manufacture of the item, but has not been otherwise documented in the AO/SAR data package.

NOTE: SURPLUS ITEMS or SURPLUS OFFERS ARE NOT INCLUDED BY THESE PROCEDURES.

DLA LAND and MARITIME
P.O.C.s and WEBSITES

DIBBS INFORMATION:

<https://www.dibbs.bsm.dla.mil/>

ONLINE BID SET INFORMATION:

<ps://pcf1.bsm.dla.mil/cfolders> (Tel. 1-866-335-4357)

ALTERNATE OFFER / SOURCE APPROVAL REQUEST
QUESTIONS:

John.Blaine@dla.mil

SUBMIT AO/SAR PACKAGES TO:

DSCC_AO-SAR@dla.mil

DLA LAND & MARITIME
Alternate Offer Monitor – BPP
Directorate of Procurement
P.O. Box 3990

COLUMBUS, OH

43218 3990

(If via UPS or FEDEX, use ZIP “43213”)

TECHNICAL QUESTIONS:

Contact the Contracting Officer listed in the Solicitation to request routing to a Product Specialist or contact Value Engineering Group

Robert.Volk@dla.mil

Reference Glossary

Acceptance Test: A test conducted under specified conditions, by or on behalf of the government, using delivered or deliverable items in order to determine the item's compliance with specialized requirements.

Acquisition Method Code (AMC): A single digit numeric code, assigned by a DOD activity to describe to the Contracting Officer and other Government personnel the results of a technical review of a part and its substantiation for breakout.

Acquisition Method Suffix Code (AMSC): A single digit alpha code, assigned by a DOD activity which provides the Contracting Officer and other Government personnel with engineering, manufacturing and technical information.

Actual Manufacturer: An individual, activity, or organization that performs the physical material fabrication processes that produce the deliverable part or other items of supply for the Government. The actual manufacturer must produce the part in-house. The actual manufacturer may or may not be the design control activity.

Complete Current Configuration Drawings: Complete set of the latest revision drawings including forging/casting data and all drawings referenced therein, when applicable.

Critical Application Item (CAI): An item essential to weapon system performance or operation, or the preservation of life or safety of operating personnel, as determined by the military services.

Critical Characteristic: A critical characteristic is one that analysis indicates is likely, if defective, to create or increase a hazard to human safety, result in failure of a weapon system or major system to perform a required mission.

Critical Safety Item (CSI): A part, assembly, installation or production system with one or more critical characteristics that, if not conforming to the design data or quality requirements would result in an unsafe condition. Unsafe conditions relate to hazard severity categories I and II of MIL-STD-882, System Safety Program Requirements, and include conditions which could cause loss or serious damage to the end item or major components, loss of control or serious injury to the personnel (ASME Y14.100). The determining factor in CSIs is the consequence of failure, not the probability that the failure or consequence would occur.

* Refer to Mil-STD-882 for further explanation of aircraft and personal safety hazard severity categories.

Data Certification (Certificate of Law): A certification statement on company letterhead signed by an authorized binding company official that states the said company has obtained the data by legal means and has the right to use the data for manufacturing purposes.

Inspection Method Sheets: Sheets used to document the inspection of items produced. Sheets must be certified by an authorized representative empowered to comply with the inspection process.

Inspection Procedures: An outline of the step-by-step procedures used for the inspection.

National Stock Number: A 13-digit number assigned by the Defense Logistics Information Service (DLIS) to identify each item of material in the federal supply distribution system of the United States.

Reference Glossary (cont.)

Non-Conforming Material: The failure of a unit of product to conform to specified requirements for any quality characteristic.

Prime Contractor: A contractor having responsibility for design control and/or delivery of a system/equipment such as aircraft, engines, ships, tanks, vehicles, guns and missiles, ground communications and electronics systems, and test equipment.

Process/Operation Sheets: Sheets used in manufacturing to reflect the step-by-step process / operation used to manufacture the complete item. Includes detailed shop sketches.

Purchase Order: The original order with precise accounting and tracking for each item referenced on order.

Same part: Item previously provided to original equipment manufacturer (OEM), within the last three years.

Similar part: Item is similar to item previously provided to the OEM, Air Force, Army or Navy within the last three years. A similar item in this context is one whose design, application, operating parameters, material and manufacturing processes are similar to those of the item for which you are seeking source approval.

Shipping Documents: DoD. form 250 or documents related to the movement of items which reflect the point of origin and destination.

Source Approval Request Package: A vendor proposal that should include all of the technical data required for a competent manufacturer to manufacture an item, including a Critical Safety Item, to a level of quality that is equal or better than an OEM part.

Source Approval Request Review: A technical and engineering review to determine the viability of a part and vendor for breakout. A review is performed to ensure complete data is available, the vendor is capable, and a complete quality source plan is defined to support the alternate source qualification effort.

Test Procedures: A document that provides a step-by-step description of the operations required to test a specific item.

Value Added: Any technical support or required manufacturing process for aircraft parts that the prime contractor or other party provided, which is otherwise not documented or described in operation sheets, drawings, specifications, quality assurance procedures in the technical data package.