

SMALL BUSINESS OVERVIEW FOR VENDORS

STEPS TO SUCCESS DOING BUSINESS WITH THE DEFENSE LOGISTICS AGENCY



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Update**

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Step 1 - The Defense Logistics Agency

Understand Who We Are and What We Do

Learning About the DLA Enterprise

The Defense Logistics Agency (DLA) has provided the nation's military services with logistics support for over 50 years. We provide full spectrum support for the warfighter. Whether the warfighter is engaged in combat, peacekeeping or humanitarian assistance activities, DLA provides the support needed to achieve success in assigned missions. We reach back to industry for partners; then lean forward to the front line whether it's the warfighter, or storeroom of a ship, or the skin of an aircraft. Demand is linked with supply.

Mission – We are America's combat logistics support agency. Our mission is to provide best value integrated logistics solutions to America's Armed forces and other designated customers in peace and in war, around the clock, around the world.

Vision – Warfighter-focused, globally responsive supply chain leadership.

Values - Warfighter needs guide us; Integrity defines us; Diversity strengthens us; Excellence inspires us.

Organization

The Defense Logistics Agency is the Department of Defense's logistics combat support agency, providing worldwide logistics support in both peacetime and wartime to the military services as well as several civilian agencies and foreign countries. The DLA Director reports to the Office of the Under Secretary of Defense for Acquisition, Technology and Logistics. Our origins date back to World War II when America's huge military buildup required the rapid procurement of vast amounts of munitions and supplies. We are responsible for sourcing and providing nearly every consumable item used by our military forces worldwide, and we also procure Service-managed depot-level repairables. DLA provides a broad array of additional supply chain management services, including storage and distribution, enabling reutilization or disposal of surplus military assets, managing the defense national stockpile of strategic materiel, providing catalogs and other logistics information, and furnishing document automation and production services. We support U.S. allies through Foreign Military Sales and are a vital player whenever this country supports humanitarian relief efforts at home or abroad.

We manage aviation and land and maritime items, weapon systems spare parts, fuel and energy, and critical troop-support items consisting of food, clothing, textiles, medical, and construction and barrier equipment.

Our customers determine their requirements for materiel and supplies. DLA Supply Chains consolidate requirements and procure the supplies in sufficient quantities, or link demand to sources of supply to meet our customers' projected needs. Many of DLA's procured items are

delivered directly from a commercial vendor. The remainder of the items are stored and distributed through a worldwide complex of distribution depots.

Defense Logistics Agency web pages

<http://www.dla.mil/> or <http://www.facebook.com/dla.mil>

DLA Procurement Regulations

<http://www.dla.mil/Acquisition/Pages/DLAD.aspx> DLA's official source for all procurement related regulations.

DLA Office of Small Business Programs

<http://www.dla.mil/SmallBusiness/Pages/default.aspx>

Office provides training, advice, guidance and strategies to maximize opportunities for small businesses to participate in DLA's acquisition program, both as prime contractors and subcontractors. Through this office, DLA administers the DoD Procurement Technical Assistance Program.

Local Offices of Small Business Programs (OSBPs) at each DLA procuring activity advise and assist contracting, program manager, and requirements personnel on all matters affecting small businesses. Local OSBPs are assistants to their Commanders in developing and implementing strategies that broaden business opportunities for Small Business (SB), Small Disadvantaged Business (SDB) and 8(a), Historically Underutilized Business Zone (HUBZone), Women-Owned Small Business (WOSB), Veteran-owned (VOSB) and Service-Disabled Veteran Owned Small Business (SDVOSB) and Historically Black Colleges & Universities and Minority Institutions (HBCU/MIs). The procuring activity small business specialist is the primary focal point for interface with the public and the Small Business Administration (SBA).

What can the OSBP Office do for you?

- Explain Government procurement terminology, procedures and regulations
- Identify points of contact
- Provide information on proposed acquisitions
- Assist in identifying Federal Stock Classes related to products
- Assist in understanding their web site
- Direct you to other useful web sites
- Act as an Ombudsman

Other DLA Vendor Resource - Supplier Information Resource Center

Our suppliers are integral to the success of our Enterprise Business System. You are key players in meeting our customers' requirements. By being informed and aware of changes, we can work together to ensure that the soldiers, sailors, airmen, and marines, have the right item at the right time and the right place.

<http://www.dla.mil/InformationOperations/SIRC/Pages/default.aspx>

Tracking DLA Purchasing Activities and What They Buy

DLA is comprised of nine supply chains responsible for purchasing commodities and services common to all Military Services and some Federal Civilian Agencies.

Primary Level Field Activities

DLA Energy

Energy Supply Chain – Is the DoD Executive Agent for all bulk petroleum resources used by the Military. Energy also buys and sells deregulated electricity and natural gas to DoD and other Federal Agency customers. <http://www.energy.dla.mil>

Bulk Fuels - Jet fuel, distillate fuel, residual fuel, automotive gasoline (for overseas locations only), specified bulk lubricating oil, aircraft engine oil, and fuel additives such as fuel system icing inhibitor, and crude oil in support of the Department of Energy Strategic Petroleum Reserve Program.

Direct Delivery Fuels - Ground vehicle fuel, ship propulsion fuel, commercial airport fuel, and installation heating oil.

Aerospace Energy - Missile fuels, propellants, and various chemicals and gases largely in support of the United States Air Force and the National Aeronautics and Space Administration's (NASA) space launch and satellite program. Also buys specialized petroleum products used primarily by Department of Defense customers.

Installation Energy - Natural gas, electricity and coal for DoD and Federal Civilian Agencies in the continental United States, Germany, and Alaska.

Energy Enterprise - Utility system privatization and energy savings performance contracts.

DLA Energy Small Business Office:

http://www.energy.dla.mil/small_business/Pages/DLAEnergySmallBusinessOffice.aspx

DLA Land and Maritime

Land and Maritime Supply Chains - Manages more than 2 million different items and accounts for more than \$3 billion in annual sales. <http://www.landandmaritime.dla.mil>

Land Supply Chain Key Commodities – Tires, small arms, wheeled & tracked vehicle spares, armored components, wheel & tire assembly, track, engines, transmissions, armaments, containers, navigation/GPS, radars, sensors, ground & satellite communication, power generation

Maritime Supply Chain Key Commodities – Hoses, fittings, valves, pumps, wire/ cable, electronics (microcircuits, antennas, connectors), hull, mechanical and electrical (HM&E) communication/ surveillance, combat systems

DLA Land and Maritime Small Business Office:
<http://www.landandmaritime.dla.mil/offices/smbusiness/>

DLA Troop Support

Clothing & Textiles, Subsistence, Medical, Construction & Equipment, Industrial Hardware Supply Chains - Troop Support provides Military Service members with food, clothing, textiles, medicines, medical equipment, construction supplies and equipment, and industrial hardware. Troop Support also supports U.S. humanitarian and disaster relief efforts.
<http://www.troopsupport.dla.mil/>

Clothing & Textiles – uniforms, outerwear, undergarments, tents, cloth hats, hand wear, footwear, individual clothing and equipment, flags, and heraldic and ecclesiastical items.

Subsistence – The Food Service Division provides total dining hall support worldwide to military and other authorized Federal customers. Through the Subsistence Prime Vendor (SPV) program and direct vendor delivery, customers can receive their food 48 hours after placing an order. Items include fresh, chill and freeze, semi-perishable and market-ready items; and operational rations, war readiness, humanitarian and emergency relief items for peacetime and contingency requirements. The Produce Division provides fresh fruits and vegetables to the Military Services, Military Exchanges, Morale, Welfare, and Recreation (MWR) Facilities, Job Corps Centers, Veteran’s Affairs Hospitals, and Federal Prisons. Produce is also provided to Schools and Native American Reservations in partnership with the US Department of Agriculture, National School Lunch Program and related Food and Nutrition Services Programs. This supply chain also provides food service equipment for dining facilities and field feeding equipment.

Medical – Pharmaceuticals, biomedical and hospital equipment, and medical/surgical supplies.

Construction Equipment – Building materials, containers, fire emergency service equipment, ground support, heavy equipment, imaging, lighting, maintenance repair operations, metals, miscellaneous parts and accessories, miscellaneous products, plumbing, rope and rigging, Automatic Data Processing (ADP) and information products, special operational equipment - marine lifesaving and diving, telecommunications, ventilation and AC, wood products, and barriers.

Industrial Hardware -- Industrial items such as screws, bolts, studs, nuts, washers, nails, pins, rivets, locks, keys, clamps, brackets, springs, gaskets, o-rings, knobs, other fastening devices and miscellaneous hardware, typically called Benchstock.

DLA Troop Support Small Business Office: <http://www.troopsupport.dla.mil/sbo/>

DLA Aviation

Aviation Supply Chain – Manages more than 1.3 million repair parts and operating supply items supporting 1,300 major weapon systems. More than 444,000 of the items are aviation parts, including spares for engines on fighters, bombers, cargo aircraft and helicopters; airframe and landing gear parts; flight safety equipment; and propeller systems. Aviation also manages depot-level repairable procurement operations at Robins, Tinker and Hill Air Force Bases, Navy Inventory Control Point Philadelphia, and at Army Aviation and Missile Life Cycle Management Command, Huntsville, Ala. The aviation supply chain has personnel at over a dozen stateside sites directly supporting warfighters. Aviation also operates an industrial plant equipment repair facility at Navy Inventory Control Point, Mechanicsburg, PA. <http://www.aviation.dla.mil>

Aviation - Engine components, bearings, air frames, helicopter components, cargo aviation items, cable assemblies, instrumentation and gages, aviation life support items, aircraft landing gear components, aircraft ground servicing equipment, chain and wire rope, guided missile maintenance and repair equipment, lugs, terminals, terminal strips, electrical motors, non-rotating electrical converters, electrical control equipment, generators, and chemicals, chemical products, and industrial gases and cylinders, and rings, shims, and spacers, which support most major weapons systems.

Environmental Products - Aircraft cleaning components, alternative refrigerants, antifreeze, aqueous cleaners/degreasers, cold climate applications, firefighting equipment, hydrocarbon-based and other cleaners/degreaser, integrated pest management products, marine cleaning compounds, petroleum, oils and lubricants, remanufactured/recycled ink jet cartridges, remanufactured/recycled laser printer toner cartridges, reusable batteries and battery accessories, semi-aqueous cleaners/degreasers, spill control products, support equipment/recycling products, vehicular wet battery program

Industrial Plant Equipment - Lathes, milling machines, grinders, vertical turret lathes, horizontal boring mills, presses, machining centers, bending machines and other equipment primarily used in maintenance, production, and research and development facilities within DoD activities worldwide, both afloat and ashore.

DLA Aviation Small Business Office: <http://www.aviation.dla.mil/sbo/>

Other Purchasing Activities

While the Primary Level Field Activities are DLA's main contracting offices, there are other DLA purchasing activities. These include a distribution center, three service centers, and an enterprise support component.

DLA Distribution is the lead center for distribution for DLA. Responsibilities include receipt, storage, issue, packing, preservation, and transportation of all items placed under its accountability by the DLA and the military services. Distribution's 28 depots located throughout the world store 4 million items. Using state-of-the-art radio frequency identification technology, or RFID, DLA Distribution enables customers to track the movement of their supplies.

<http://www.ddc.dla.mil/>

SERVICE CENTERS

DLA Document Services is DoD's full-service document solutions provider. They provide a full portfolio of document services ranging from traditional offset printing to on-line document services. Document Services currently manages more than 150 service facilities, primarily located on U.S. military bases world-wide in seven countries. The organization outsources nearly 64 percent of the DoD's document requirements through more than 400 commercial service contracts, some of which are through the Government Printing Office.

<http://www.documentservices.dla.mil/>

DLA Disposition Services provides DoD with worldwide reuse, recycling and disposal services. Disposition Services disposes of excess property received from the military services. Inventory changes daily and includes thousands of items from air conditioners to vehicles, clothing to computers, and much more. Property is first offered for reutilization within the Department of Defense, transfer to other Federal Agencies, or donation to state and local governments and other qualified organizations. Excess property not reutilized, transferred or donated may be sold to the public as surplus if it is appropriate and safe for sale to the general public. Disposition Services also manages the disposal of hazardous property for DoD activities.

<http://www.dispositionservices.dla.mil/>

DLA Strategic Materials provides safe, secure and environmentally sound stewardship for strategic and critical materials in the United States National Defense Stockpile (NDS). Commodities range from base metals such as zinc, lead, cobalt, and chromium to the more precious metals such as platinum, palladium, and industrial diamonds. There is no private sector company in the world that is responsible for environmentally sound acquisition, storage, upgrade, and sale of such a wide range of commodities and materials.

<https://www.dnsc.dla.mil/default.asp>

ENTERPRISE SUPPORT

DLA Contracting Services Office manages DLA enterprise-wide requirements including major IT systems and programs, IT products and services, business and facilities services, and other enterprise services for DLA worldwide.

<http://www.dla.mil/Acquisition/Pages/DLAContractingServicesOffice.aspx>

Review - Nine Supply Chains at a Glance:

- Class I: Subsistence (DLA Troop Support)
 - Food Service
 - Produce
 - Operational Rations

- Class II: Clothing & Textile (DLA Troop Support)
 - Recruit Clothing
 - Organizational Clothing & Individual Equipment

- Class III: Fuel/Energy (DLA Energy)
 - DoD Executive Agent for all Bulk Petroleum
 - Natural Gas, Coal, Electricity
 - Aerospace Energy

- Class IV/VII: Construction & Equipment (DLA Troop Support)
 - Facilities Maintenance Equipment
 - Construction Equipment
 - Wood Products
 - Safety & Rescue Equipment

- Class VIII: Medical (DLA Troop Support)
 - Pharmaceutical
 - Medical/Surgical Equipment

- Class IX: Aviation (DLA Aviation)
 - Engine Components
 - Air Frames
 - Flight Safety Equipment
 - Environmental Products

- Class IX: Maritime (DLA Maritime)
 - Parts for Ships, Submarines

- Class IX: Land (DLA Land)
 - Parts for Vehicles, U.S. Marine Corps and Army Equipment

- Class IX: Industrial Hardware (DLA Troop Support)
 - Industrial Items such as Screws, Bolts, Studs, Nuts, Washers, Nails, etc.
 - Fastening Devices
 - Miscellaneous Hardware

Understand Who We Buy For - DLA Customers – the Military Services

Military Services' Office of Small Business Programs

Office of the Secretary of the Army Office of Small Business Programs

Phone: 703-697-2868
Fax: 703-693-3898
Web: www.sellingtoarmy.info

HQ US Army Corps of Engineers Office of Small Business Programs

Phone: 202-761-0732
Fax: 202-761-4609
Web: <http://www.usace.army.mil/BusinessWithUs/SmallBusiness.aspx>

Office of the Secretary of the Navy Office of Small Business Programs

Phone: 202-685-6485
Fax: 202-685-6865
Web: <http://www.donhq.navy.mil/OSBP/>

Office of the Secretary of the Air Force Office of Small Business Programs

Phone: 703-696-1103
Fax: 703-696-1170
Web: <http://airforcesmallbiz.org/>

Other Defense Agencies (ODAs)

<http://www.acq.osd.mil/osbp/offices/index.shtml>

Non-Appropriated Fund Customers

Although small business program requirements do not apply to non-appropriated fund expenditures, you should not overlook these potential customers. Non-appropriated fund customers operate similar to non-profit organizations and include commissaries, exchanges, recreation and fitness centers, dining at officer/enlisted/civilian clubs, and barber/beauty services, just to name a few. For more information, visit the following websites.

- Army & Air Force Exchange Service: <http://www.shopmyexchange.com/doingbusiness/>
- Coast Guard Exchange Systems: <http://www.cg-exchange.com/>
- Marine Corps Community Services (MCCS): <http://www.usmc-mccs.org/>
- Navy Exchange: <https://www.mynavyexchange.com/>

Step 2 –Getting Started

Understand How DLA, DoD, and the Federal Government Buys Goods and Services

- The Government buys from suppliers who meet certain qualifications
- Standardized buying procedures and rules are outlined in the Federal Acquisition Regulations (FAR) and the Defense Federal Acquisition Regulation Supplement (DFARS)
 - FAR is located here: <https://www.acquisition.gov/far/index.html>
 - DFARS is located here: <http://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html>
- Each U.S. Federal Agency has slightly different individual procurement regulations, but all must follow a set of core laws and regulations (the FAR). You can gain access to other Federal Agency FAR supplements at their websites.
- Several contracting methods are employed
 - Credit card - micro-purchases less than \$3000 Not advertised
 - Simplified acquisition procedures \$3000 - \$150,000 Advertised in FBO
 - Purchases over \$150,000 Advertised in FBO
 - Consolidated purchasing programs (GSA schedules, GWACs, etc.)

Get Registered

Data Universal Numbering System (DUNS) Registration

A DUNS number is a unique nine digit identification number for each physical location of your business.

- DUNS Number assignment is free for all businesses required to register with the U.S. Federal Government for contracts or grants.
- Your DUNS Number is an important “identifier” used for a multitude of purposes by the Government in the contracting arena.
- You must have a DUNS to register in the System for Award Management (SAM)
- Provided by Dun & Bradstreet (D&B) – no charge
- Click here to request your DUNS Number from Dun & Bradstreet. If one does not exist for your business location, it can be created, usually within one business day.
<http://fedgov.dnb.com/webform>.

System for Award Management (SAM)

All vendors wishing to do business with the Federal Government must register in the System for Award Management (SAM). The Central Contractor Registration (CCR) and the Online Representations and Certifications Application (ORCA) have migrated to SAM.

Detailed instructions for the SAM application process are provided on the website. SAM holds information relevant to procurement and financial transactions. SAM affords you the opportunity for fast electronic payment of your invoices.

- You must be registered in SAM to be awarded a Federal contract.
- Mandatory to receive DoD prime contract
- Allows electronic payment
- *Must renew your registration annually or it expires*
- Assigns a Commercial & Government Entity (CAGE) Code once your registration is complete
- Automatically assigns a Marketing Partner ID (MPIN) to access other government applications (EX: Past Performance Information Retrieval System, etc.)
- To register in SAM, a firm must have a DUNS number.
- To access this new consolidation of CCR and ORCA, please go to SAM at <https://www.sam.gov/portal/public/SAM/>.

Small Business Administration (SBA) Dynamic Small Business Search (DSBS)

The Dynamic Small Business Search (DSBS) is an SBA sponsored database of small firms that includes those certified by SBA under the 8(a) Business Development, HUBZone, and WOSB programs. The DSBS is available through the SAM website. When registering in SAM, select "small business" and a sub-set of your SAM data will be sent to SBA for size validation and inclusion in DSBS.

- Keep your profile updated. Provide comprehensive information that describes your business
- The Government uses DSBS to perform market research and verify basic small business information
- DLA Supply Chains use DSBS to locate sources, verify vendor size, and make set-aside decisions.
- Industry uses DSBS to locate potential subcontractors/ teaming partners
- Additional information may be found at http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm

Wide Area Workflow – Receipt & Acceptance (WAWF-RA)

WAWF is a secure web-based system for electronically processing invoices, receipts and acceptance documents being deployed DoD-wide. <https://wawf.eb.mil>

Web-based training for vendors is available. It provides an overview of the WAWF system: <https://wawftraining.eb.mil/xhtml/unauth/web/wbt/WbtSummary.xhtml>

Determine Your Small Business and Socioeconomic Status

SOCIO-ECONOMIC PROGRAMS

Required Sources of Supply

DLA procures items and services from required sources under the AbilityOne umbrella (National Industries for the Blind [NIB] and Creating Employment Opportunities for People with Severe Disabilities [NISH]), and Federal Prison Industries (FPI)/ (UNICOR). AbilityOne products can be identified at www.abilityone.org, and FPI products can be identified at www.unicor.gov.

Small Business (SB) Program

A small business concern must satisfy the eligibility requirements below:

Eligibility Requirements:

- Located in U.S
- Operated for profit
- Is independently owned & operated, including affiliates
- Not dominant in field of operations in which it is bidding on Government contracts, AND meets Small Business Administration (SBA) size standards included in solicitation. Size standard is based on the North American Industrial Classification System (NAICS) code assigned to the specific procurement and is dependent upon product/service purchased. Go to <http://www.sba.gov/content/small-business-size-standards> for a table that matches size standards to NAICS codes.
- For information on certifying as a small business go to <http://www.sba.gov/content/small-business-certification-0>

Small Disadvantaged Business (SDB) Program

SDBs are small businesses that are at least 51% owned and controlled by a socially and economically disadvantaged individual or individuals.

Eligibility Requirements:

- Must be owned by socially disadvantaged individuals who have been subjected to racial and ethnic prejudice or cultural bias within American society because of their identities.
- Must be economically disadvantaged individuals who are also socially disadvantaged whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities.
- As of October 1, 2008, small businesses may now self-certify in SAM as a small disadvantaged business.
- For additional information visit <http://www.sba.gov/content/disadvantaged-businesses>

8(a) Program

The 8(a) program refers to section 8(a) of the Small Business Act, a program developed to help small disadvantaged businesses compete in the marketplace. It also helps these companies gain access to Federal and private procurement markets. Companies are certified into the 8(a) program for nine years.

Eligibility Requirements.

- Must be a small business
- Must be unconditionally owned and controlled by one or more socially and economically disadvantaged individuals who are citizens of the United States.
- Must demonstrate potential for success.
- Must register with and be certified by the Small Business Administration.
- For further information or to apply for 8(a) status, go to the Office of 8(a) Business Development at <http://www.sba.gov/content/8a-business-development/> contact the Small Business Administration at www.sba.gov.

Women-Owned Small Business (WOSB) Program

Public Law 1005-664 provides for a Women-Owned set-aside and is aimed at expanding Federal contracting opportunities for WOSBs. The WOSB Federal Contract Program authorizes contracting officers to set aside certain Federal contracts for eligible:

- Women-owned small businesses (WOSBs)
- Economically disadvantaged women-owned small businesses (EDWOSBs)
- 83 Specific NAICS
- The anticipated award (fair market price) of the contract does not exceed \$6.5M in the case of manufacturing contracts and \$4M for all other contracts.

Eligibility:

- 51% owned and controlled by one or more women
- U.S. citizen, and
- Must be “small” in its primary industry in accordance with SBA’s size standards.

WOSBs / EDWOSBs must meet the eligibility requirements for set-asides under this program and either:

1. **Self-certify their business** – must register their WOSB in SAM at www.sam.gov as well as upload required documents to the WOSB Program Repository at www.sba.gov.
OR-
2. **Be certified by an SBA Approved 3rd Party Certifier:**
 - El Paso Hispanic Chamber of Commerce
 - National Women Business Owners Corporation
 - US Women’s Chamber of Commerce
 - Women’s Business Enterprise National Council (WBENC)

For more information, go to the link for the Office of Women’s Business Ownership at <http://www.sba.gov/about-offices-content/1/2895>

Historically Underutilized Business (HUB) Zone Program

The HUBZone program establishes regions within the country that are defined as underutilized business zones. A Historically Underutilized Business Zone (HUBZone) is a small business, 51% or more owned and controlled by one or more U.S citizens. This contracting program is intended to encourage the award of contracts to small businesses located in designated economically distressed urban and rural areas.

Eligibility Requirements

- Must be small business
- Owned and controlled only by U.S citizens
- Have the "principle office" located in a HUBZone
- Have at least 35% of the company's employees residing in a HUBZone. The small business does not have to be the same HUBZone as the company's principal office.
- Certified by the Small Business Administration (SBA)
- For additional information visit SBA's HUBZone page at:
<http://www.sba.gov/category/navigation-structure/contracting/working-with-government/small-business-certifications-audiences/hubzone-certification>

Veteran-Owned Small Business (VOSB) Programs

All veteran-owned companies should register their company with the VetBiz database at www.vetbiz.gov. This database is free and available to any veteran-owned business. Purchasing officials use this database for market research purposes when looking for veteran-owned companies.

Eligibility Requirements:

- Be an eligible small business concern by the SBA standards
- Located in the U.S, organized for profit
- Including affiliates is independently owned and operated
- Not dominant in field of operations in which it is bidding on Government contracts
- Meets SBA size standards utilized in solicitations
- Be 51% owned and controlled by one or more veterans
- Have management and daily business operations controlled by one or more veterans
- For additional information visit <http://www.va.gov/> or <http://www.vetbiz.org/>
- Also look at SBA's Veteran's page at <http://www.sba.gov/content/veteran-service-disabled-veteran-owned>

Service-Disabled Veteran-Owned Small Business (SDVOSB) Program

The SDVOSB Program offers opportunities to Service-Disabled Veterans by providing set-asides reserved exclusively for SDVOSBs.

Eligibility Requirements:

- Be an eligible small business concern by the SBA standards
- Located in the U.S, organized for profit
- Including affiliates is independently owned and operated
- Not dominant in field of operations in which it is bidding on Government contracts
- Meets SBA size standards included in solicitations
- Be 51% owned and controlled by one or more service-disabled veterans
- Have management and daily business operations controlled by one or more service-disabled veterans (or the spouse/permanent caregiver of a permanently and severely disabled veteran)
- Have a service-connected disability
- Have direct ownership by one or more service-disabled veterans
- For additional information visit <http://www.va.gov/> or <http://www.vetbiz.org/>
- Also look at SBA's Service-Disabled Veteran-Owned page at <http://www.sba.gov/content/service-disabled-veteran-owned-small-business-concerns-sdvosbc>

Determine Your Company's Status

Identify Your Product or Services - find the NAICS Codes for Your Company

The North American Industry Classification System (NAICS) classifies business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. economy.

It is essential that you research the NAICS codes for administrative, contracting and tax purposes. These codes classify the economic sector, industry and country of your business. For Federal contracting purposes, you will need to identify in SAM all the NAICS codes (industries) applicable to your business. Read SBA's Identifying Industry Codes at <http://www.sba.gov/content/identifying-industry-codes> for further explanation regarding NAICS. Visit the United States Census Bureau website at <http://www.census.gov/eos/www/naics/> for more information on identifying your NAICS code(s). The site provides a helpful NAICS search function.

Understand Your Size Standards

Small business size standards define the maximum size for a firm, including its affiliates. A size standard is usually stated in number of employees for most manufacturing and mining industry NAICS or average annual receipts for service industry based NAICS.

To help you assess your small business status, SBA has established a Table of Small Business Size Standards matched to the NAICS codes. The current table of size standards is based on the 2012 NAICS codes. On this SBA page at <http://www.sba.gov/category/navigation-structure/contracting/contracting-officials/eligibility-size-standards> you will find the latest Table of Size Standards as well as further guidance on size standard issues. You may also want to look at SBA's Small Business Size Regulations. Go to [13 CFR §121 at www.ecfr.gov](http://www.ecfr.gov).

Utilize the Abundance of Resources

Federal Government Acquisition Information

- Acquisition Central - <http://www.acquisition.gov> provides one website for regulations, systems, resources, opportunities, and training.
- Business Gateway Initiative - <http://business.usa.gov/> provides legal/regulatory information
- Federal Acquisition Regulation - <https://www.acquisition.gov/far/>
- Small Business Size Regulations and more - [13 CFR §121 at www.ecfr.gov](http://www.ecfr.gov).

Understand Contract Types

There is a wide selection of contract types available to DLA in order to provide needed flexibility in acquiring the large variety and volume of supplies and services required by the military services.

Contract types vary according to:

- The degree and timing of the responsibility assumed by the contractor for the costs of performance and
- The amount and nature of the profit incentive offered to the contractor for achieving or exceeding specified standards or goals.

Contract types are grouped into two broad categories:

- fixed-price contracts, and
- cost-reimbursement contracts.

The specific contract types range from firm-fixed price, in which the contractor has full responsibility for the performance costs and resulting profit (or loss), to cost-plus-fixed-fee, in which the contractor has minimal responsibility for the performance costs and the negotiated fee (profit) is fixed. In between are the various incentive contracts in which the contractor's responsibility for the performance costs and the profit or fee incentives offered are tailored to the uncertainties involved in contract performance. For more information, visit FAR Subpart 16. Also take a look at this SBA resource page: <http://www.sba.gov/content/contracting>

DoD Resources

Department of Defense

The following information is helpful for doing business with the Defense Logistics Agency, the Department of Defense, and the Military Services.

Office of the Secretary of Defense, Office of Small Business Programs (OSD OSBP)

<http://www.acq.osd.mil/osbp/index.shtml>

Mission is to advise the Secretary of Defense on all matters related to small business and is committed to maximizing the contributions of small business in DoD acquisitions. They provide leadership and governance to the Military Departments and Defense Agencies to meet the needs of the nation's warfighters, creating opportunities for small businesses while ensuring each tax dollar is spent responsibly.

Government Contracting: The Basics

http://www.acq.osd.mil/osbp/docs/government_contracting_the_basics.pdf

Marketing to the Department of Defense: Quick Basics

http://www.acq.osd.mil/osbp/docs/marketing_to_dod_the_basics.pdf

Comprehensive Guide to Marketing your Business to DoD

<http://www.acq.osd.mil/osbp/sb/guide.shtml>

SBA Resources

Small Business Administration <http://www.sba.gov/>

The U.S. Small Business Administration (SBA) was created by Congress in 1953 to help America's entrepreneurs form successful small enterprises. Today, SBA's program offices in every state offer financing, training and advocacy for small firms. These programs are delivered by SBA offices in every state, the District of Columbia, the Virgin Islands and Puerto Rico. In addition, the SBA works with thousands of lending, educational and training institutions nationwide. For a list of SBA Offices, go to: <http://www.sba.gov/about-sba-offices>

For helpful training information go to the SBA Small Business Training Network: <http://www.sba.gov/category/navigation-structure/counseling-training>. Also look at the SBA's Government Contracting Classroom: <http://www.sba.gov/content/contracting>

GSA Resources

General Services Administration (GSA) <http://www.gsa.gov/>

GSA is the Federal Government's business manager, buyer, real estate developer, telecommunications manager, and IT solutions provider. They contract for billions of dollars of products and services for Federal Agencies. Examples of items managed by GSA: Environmental Products; Furniture and Furnishings; IT/Telecom Products, Services and Products; Office, Imaging and Document Solutions, Products and Services; Travel and Transportation; and Vehicles.

GSA manages Multiple Award Schedules (MAS) contracts, also known as Federal Supply Schedule (FSS) contracts. Under MAS/FSS, contracts are awarded to multiple companies supplying comparable products and services at pre-negotiated prices, terms and conditions. Once GSA awards the contracts, Federal contracting officers and other authorized users order directly from the Schedule contractor. Many Federal purchases are, in fact, orders on MAS/FSS contracts. Contact the General Services Administration (GSA) for information on how to obtain a MAS/FSS contract

Step 3 - Find Current DLA and Federal Opportunities

Utilizing Federal Business Opportunities (FEDBIZOPPS)

Most DoD and Federal Government procurements over \$25,000 are publicized in FedBizOpps at www.fbo.gov. Federal Government Agencies publish their solicitations on FedBizOpps, and provide detailed information on how and when vendors should respond.

FedBizOpps offers a variety of searches; solicitation number, place of performance, set-aside, key words, selected agencies, etc. Also, FedBizOpps lists Sources Sought and Requests for Information (RFIs). The government uses Sources Sought notices and RFIs to find small firms. **It is important to respond to these notices!**

Marketing to the Defense Logistics Agency and DoD

What DLA Buys

DLA is responsible for nearly every consumable item used by our military forces worldwide. These include aviation, land and maritime weapon systems parts, fuel, and critical troop-support items involving food, clothing and textiles, medical, and construction equipment and material. DLA also procures depot level reparable.

DLA ENERGY, Fort Belvoir, VA – Manages all petroleum resources used by the Military; also buys and sells deregulated electricity and natural gas. Phone: 800-523-2601

DLA LAND & MARITIME, Columbus, OH – Manages consumable repair parts and depot-level reparable procurement operations for land-based and maritime weapon systems. Phone: 800-262-3272

DLA TROOP SUPPORT, Philadelphia, PA – Manages food, clothing and textiles, medical supplies, construction equipment and material, industrial hardware and support for humanitarian and disaster relief efforts at home or abroad. Phone: 800-831-1110.

DLA AVIATION, Richmond, VA – Manages consumable repair parts and depot-level reparable procurement operations for aviation weapon systems and environmental products. Phone: 800-227-3603

DLA DISTRIBUTION, New Cumberland, PA – Lead center for network of distribution depots responsible for receipt, storage, issue, packing, preservation, and transportation of DLA-managed items. Phone: 717-770-7246

DLA CONTRACTING SERVICES OFFICE, Philadelphia, PA – Manages DLA enterprise-wide requirements including major IT systems and programs, IT products and services, business and facilities services, and the other enterprise services for DLA worldwide. Phone: 215-737-8514

DLA DISPOSITION SERVICES, Battle Creek, MI – Enables worldwide reutilization, recycling, and disposal services for excess property (including hazardous materials) received from the Military Services. Phone: 269-961-4071

DLA DOCUMENT SERVICES, Mechanicsburg, PA – DoD’s provider of document services, including conversion, digital warehousing, CD-ROM production, printing, duplicating, distributing, and copier management. Phone: 717-605-1557

DLA STRATEGIC MATERIALS, Fort Belvoir, VA – Plans, facilitates and acquires services and supplies to support the acquisition, upgrade, storage and sale of strategic and critical materials inventory. Phone: 703-767-6500

What the Military Services Buy

Products and Services bought by the Department of Army Major Purchasing Offices can be found at: <http://www.acc.army.mil/micc/business-opportunities.asp>. This link also leads to the Army Single Face to Industry (ASFI) Acquisition Business Web Site.

Products and Services bought by the Department of Navy Major Purchasing Offices can be found by going to: <https://acquisition.navy.mil/rda/content/view/full/187>

Products and Services bought by the Department of Air Force Major Purchasing Offices can be found by going to: <http://airforcesmallbiz.org/doing-business-with-the-air-force>

Marketing within DoD for smaller dollar value requirements (products which may be used by any command) can be done on a local basis. Identify your market geographically and then contact each of the small business specialists at the individual DoD activities within your region.

You can identify the small business specialist at each activity by accessing the DoD listing at <http://www.acq.osd.mil/osbp/sb/sbs.shtml>. You may call these individuals and request information or arrange for an appointment. They can provide helpful information on how to market your product/service within their activity.

Using the DLA Internet Bid Board System (DIBBS)

DIBBS is a web-based bid board that allows vendors to search for, view, and submit secure quotes. DLA solicitations under the simplified acquisition threshold are posted on the DIBBS bid board at <https://www.dibbs.bsm.dla.mil>

- DIBBS Registration is required to receive a login account and password to conduct transactions over restricted portions of DLA DIBBS and to register email addresses for

solicitations and award notifications. Detailed system requirements and instructions for registration can be found on the DLA DIBBS Home Page.

- DLA DIBBS registration contains an optional Vendor Directed Solicitation Notification feature. This allows vendors to request e-mail notification of new solicitations that match selections for Federal Stock Class (FSC), National Stock Number (NSN), and Approved Manufacturer CAGE in their profile. Vendors are encouraged to use this feature for specific NSNs or FSCs that may be of interest to them.
- Access to some technical drawings may be restricted due to export controls. Find more information at the website for the Directorate of Defense Trade Controls:
<http://www.pmdtcc.state.gov/>
- Award/Modification Notification: DIBBS sends email notification with weblink for all awards/modifications posted on DIBBS unless the CAGE received a delivery order via Electronic Data Interchange (EDI).

- **Request for Quotation (RFQ) Set-Aside Searches**

RFQ solicitation searches can be performed several ways via <https://www.dibbs.bsm.dla.mil/rfq>. Small businesses are encouraged to use the “SHOW ONLY” search to locate Small Business Set-asides as well as 8(a), HUBZone, Service-Disabled, Woman-Owned, and Combined Set-asides. Pick a SEARCH CATEGORY and SEARCH VALUE prior to using the SHOW ONLY option.

- **Request for Proposal (RFP) Set-Aside Searches**

RFP searches are more limited in DIBBS than RFQ searches, with a “Show Only” search for bid sets. It does not allow for “Show Only” searches for set-asides. The RFP search website is at <https://www.dibbs.bsm.dla.mil/rfp>

- **DLA Requirements Forecast –Supplier Requirements Visibility Application (SRVA)**

SRVA contains information on up to 24 months of DLA’s anticipated requirements. SRVA provides users the ability to search by FSC or National Item Identification Number (NIIN). The SRVA is part of the DIBBS website. Access to SRVA requires a DIBBS user account. After logging in, users can gain access using one of the hyperlinks located on DIBBS.

Quick List for Doing Business with DLA

Register on the DLA Internet Bid Board System (DIBBS): Go to <https://www.dibbs.bsm.dla.mil>

Search the Federal Stock Classes Purchased by DLA: Visit <https://www.dibbs.bsm.dla.mil> under References, FSCs and Supplier Visibility Requirements Application. This application provides DLA's anticipated requirements based on monthly forecasts. Vendors can search by NSN or FSC. (WebFLIS) Federal Logistics Information System Web Search <http://www.dlis.dla.mil/WebFLIS/> allows public searches on NSNs for approved source CAGE codes and part numbers.

Match your company's capabilities to the Federal Supply Classes: Go to: <https://www.dla.mil/SmallBusiness/Pages/WhatDLABuys.aspx>. This will identify which Chain buys your commodity.

Perform a DIBBS or FedBizOpps Search to find opportunities: Select DIBBS RFQ or RFP search under the heading "Solicitation" or use FedBizOpps at www.fbo.gov

Submit your quotes on the DLA Internet Bid Board System (DIBBS): RFPs require submission of formal written proposals. RFQs can use DIBBs On-Line Quoting unless the solicitation states otherwise. Be sure to submit your quote before the solicitation closing date. There will also be a link to your order embedded in the notification. You can perform an awards search on the DIBBS homepage to determine the outcome if you do not receive an email response.

Research Before Selling to Defense Logistics Agency:

- Military Packaging <http://www.dsccl.dla.mil/Offices/Packaging/>
- Inspections
- Bidsets and Drawings
- Specifications <https://assist.daps.dla.mil/quicksearch/>
- Federal Acquisition Regulations and Clauses <https://www.acquisition.gov/far/>
- Socio-economic Set-Asides

Market your company. Each supply chain has socio-economic goals for the following: Small Business, Small Disadvantaged Business and 8(a), HUBZone, Women-Owned Small Business and Service-Disabled Veteran-Owned Small Business. You need to market these categories. Include your CAGE code on all correspondence.

Research Subcontracting Opportunities and Teaming Arrangements: Explore this DoD directory that provides point of contact information for DoD prime contractors and their Small Business Liaison Officers (SBLOs). Also listed are the products and services supplied to DoD at <http://www.acq.osd.mil/osbp/sb/dod.shtml>

Find Guidance on Subcontracting Issues in the Guide Book for Facilitating Small Business Teaming Arrangements <http://www.acq.osd.mil/osbp/resources/teaming.pdf>

Step 4 – Seek Assistance – Procurement Technical Assistance Centers (PTACs) and More

Procurement Technical Assistance Centers (PTACs)

<http://www.dla.mil/SmallBusiness/Pages/ptap.aspx>

<http://www.aptac-us.org/new/>

The DoD Procurement Technical Assistance Cooperative Agreement Program (PTAP) was established by Congress in 1985. The program is funded through a Cooperative Agreement with the Department of Defense and with local, in-kind and/or cash support. The Defense Logistics Agency, on behalf of the Secretary of Defense, administers the DoD PTAP.

PTACs are a local resource available at no or minimal cost that can assist small firms in developing strategies to obtain government contracts. The purpose of the program is to generate employment and improve the general economy of localities by assisting business firms in obtaining and performing under Federal, State and local government contracts. They offer training to businesses on how to research and bid on contracts, assist with registration requirements, provide bid-matching services, and assist with pre and post contracting issues. Visit the PTAP web site for a list of PTACs and the regions they serve: <http://www.aptac-us.org/new/>

The PTAC Program helps small businesses that would probably consider themselves too small, or the red tape too thick, to bid on contracts with the government. The government does a great deal of business with small companies and although the process is not simple, its mysteries can be unraveled by your local PTAC.

PTACs provide day-to-day assistance, along with training, to firms seeking to do business with Federal Agencies and state and local governments in the form of such services as:

- Identifying government agencies that purchase a firm's products or services
- Establishing electronic commerce capability
- Using the internet to sell to the government
- Prime & subcontracting opportunities
- Contracting fundamentals
- Helping to prepare bids/proposals
- Pre-award & post-award administration issues
- Locating military and other government specifications and drawings
- Small business programs and certifications
- Registration in various programs
- Setting up or improving quality assurance and accounting systems
- Resolving payment problems

PTACs make a concerted effort to seek out and assist small businesses, small disadvantaged businesses (SDB), women-owned small businesses (WOSB), Historically Underutilized Business Zone (HUBZone) small business concerns, Veteran-Owned and Service-Disabled Veteran-Owned small businesses, and Historically Black Colleges & Universities and Minority Institutions (HBCU/Mis).

Small Business Development Centers (SBDC)

The SBA administers the Small Business Development Centers Program to provide management assistance to current and prospective small business owners. SBDCs offer one-stop assistance to small businesses by providing a wide variety of information and guidance in centralized, easily accessible branch locations.

<http://www.sba.gov/content/small-business-development-centers-sbdcs>

In addition to the SBDC Program, the SBA has a variety of other available programs and services. They include training and education programs, advisory services, publications, financial programs and contract assistance. The agency also offers specialized programs for women business owners, minorities, veterans, international trade and rural development. SBA has a nationwide network of District Offices that are charged with assisting small businesses in doing business with the government. To identify the District Office nearest you go to

<http://www.sba.gov/about-offices-list/2>

What is the difference between the PTACs and the Small Business Administration?

The Small Business Administration helps businesses get started and write business plans that will attract investors. PTACs help established businesses that wish to market their products or services to Federal, State and local entities. Both the SBA and PTACs work together and share resources and knowledge.

Service Corps of Retired Executives (SCORE)

SCORE, “Counselors to America’s Small Business,” is an excellent source of free and confidential small business advice for entrepreneurs. Many local SCORE offices can assist with Federal procurement opportunities. <http://www.score.org>.

Agency Specific Small Business Offices

To help you find information on DoD and Executive Agency Small Business Offices, take a look at:

- Other Defense Agencies Small Business Program Offices at <http://www.acq.osd.mil/osbp/offices/index.shtml>
- Executive Agency Small Business/OSDBU Offices at <http://www.osdbu.gov/>

Step 5 - Consider Subcontracting

Research Subcontracting Opportunities and Teaming Arrangements

The Department of Defense (DoD) offers two markets for small businesses seeking defense contracts, prime contracting opportunities and subcontracting opportunities. DoD encourages small businesses to enter the defense subcontracting market. Goods and services flowing into the market strengthen national security and expand the defense industrial base.

Subcontracting to prime vendors is a great way for small firms to “get a foot in the door” of government contracting. In these arrangements, small firms provide goods or services that support a large initiative while gaining valuable experience and past performance.

The intent of Congress is that a fair proportion of the government’s procurements are awarded to small businesses. To promote this effort, Congress enacted Public Law 95-507 requiring all acquisitions exceeding \$650,000 (\$1,500,000 for construction) that have subcontracting possibilities, provide subcontracting opportunities for small businesses. Subcontracting offers small firms an important means of participating in DLA or Federal Government procurements even though they may not be ready to bid as a prime contractor.

To be eligible as a subcontractor under the program, a concern must represent itself as a small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, or a woman-owned small business concern.

DoD Subcontracting Resources

DoD provides a directory that includes POC information for all DoD large business prime contractors and subcontractors with Subcontracting Plans. This directory is generated from information in the Summary Subcontract Report submitted by the contractors in the Electronic Subcontracting Reporting System. The information includes the name and address of the company; the major products/services provided to DoD; the major NAICS of the company; and the name and phone number of the company's official administering the company's Subcontracting Plan. Most companies have websites providing additional information useful in your search for subcontracting opportunities or teaming arrangements. We encourage you to investigate potential teaming opportunities with these firms by starting at this page:

<http://www.acq.osd.mil/osbp/sb/dod.shtml>

Find guidance on subcontracting issues in the Guide Book for Facilitating Small Business Teaming Arrangements at <http://www.acq.osd.mil/osbp/resources/teaming.pdf>

For a quick reference on DoD subcontracting, take a look at this page:

Department of Defense Subcontracting: The Basics

http://www.acq.osd.mil/osbp/docs/subcontracting_the_basics.pdf

SBA's SUB-Net

SUB-Net is a valuable resource for obtaining information on subcontracting opportunities. Solicitations or notices are posted by prime contractors as well as other government, commercial, and educational entities.

This site offers a targeted approach to marketing the prime vendors. Instead of marketing blindly to hundreds of prime contractors, with no certainty that any given company has a need for their products or services, small businesses can use their limited resources to identify concrete, tangible opportunities and bid on them. <http://web.sba.gov/subnet/>

Mentor-Protégé Program

The DoD Mentor-Protégé Program assists eligible Small Businesses firms (protégés) to successfully compete for prime contract and subcontract awards by partnering with major defense contractors (mentors) under individual, project-based agreements to help meet the Defense Logistics Agency mission.

Mentor companies:

- Provide developmental assistance and technology transfer to their protégés
- Are directly reimbursed for services provided to protégés

Protégés:

- Establish relationships with major DLA contractors
- Develop necessary business and technical capabilities to perform significant work on DLA contracts
- Expand and diversify their customer base

How to Participate:

- **Establish a Counterpart** - Mentors and Protégés are solely responsible for finding their counterpart. Legislatively, the DLA and DoD Offices of Small Business Programs participation in the teaming of partnering Mentors and Protégés is prohibited. Therefore, we strongly encourage firms to explore existing business relationships in an effort to establish a Mentor-Protégé relationship.

- **A Mentor firm must be** currently performing under at least one active approved subcontracting plan negotiated with DLA pursuant to FAR 19.702, and be currently eligible for the award of Federal contracts.
- **New Mentor Applications must be approved** and may be submitted to the OSBP of DLA (if concurrently submitting a reimbursable Agreement) or to the DoD OSBP office prior to the submission of an Agreement.
- **Protégé firms must fit** at least one of the categories below:
 - Small disadvantaged business concerns as defined at [219.001\(1\)](#)
 - Business entities owned and controlled by an Indian tribe
 - Business entities owned and controlled by a Native Hawaiian Organization
 - Qualified organizations employing the severely disabled
 - Women-owned small business concerns
 - Service-disabled veteran-owned small business concerns
 - HUBZone small business concerns

- **Determine the Type of Agreement** - There are two types of DoD MPP Agreements, direct reimbursed or credit.

Direct Reimbursed – In direct reimbursed agreements the Mentor receives reimbursement for allowable costs of developmental assistance provided to the Protégé. These Agreements are approved by the OSBP of the Cognizant Military Service or Defense Agency as outlined in DFARS Appendix I:

http://www.acq.osd.mil/dpap/dars/dfars/html/current/appendix_i.htm

Credit – In credit agreements the Mentor receives credit toward their SB subcontracting goal based on the cost of developmental assistance provided to the Protégé.

More Mentor-Protégé Resources

- For more information on the DoD Mentor Protégé Program, go to: <http://www.acq.osd.mil/osbp/sb/programs/mpp/index.shtml>
- DFARS Subpart 219.71: http://www.acq.osd.mil/dpap/dars/dfars/html/current/219_71.htm
- DoD Major Prime Contractors List: <http://www.acq.osd.mil/osbp/sb/dod.shtml>

Step 6 - Post Award

CONTRACT ADMINISTRATION

Defense Contract Management Agency (DCMA)

The Defense Contract Management Agency (DCMA) is the Department of Defense (DoD) component that works directly with Defense suppliers to help ensure DoD, Federal, and allied government supplies and services are delivered on time, at projected cost, and meet all performance requirements. DCMA directly contributes to the military readiness of the United States and its allies and helps preserve the nation's freedom.

DCMA professionals serve as "information brokers" and in-plant representatives for military, Federal, and allied government buying agencies -- both during initial stages of the acquisition cycle and throughout the life of the resulting contracts.

Before Contract Award

DCMA provides advice and services to help construct effective solicitations, identify potential risks, select the most capable contractors, and write contracts that meet the needs of our customers in DoD, Federal and allied government agencies.

After Contract Award

DCMA monitors contractors' performance and management systems to ensure that cost, product performance, and delivery schedules are in compliance with the terms and conditions of the contracts.

Postaward Orientation

To ensure smooth contract performance, you may request a postaward orientation. This aids both the Government and contractor personnel to:

- (1) Achieve a clear and mutual understanding of all contract requirements, and
- (2) Identify and resolve potential problems. However, postaward orientation is not a substitute for the contractor's full understanding of the work requirements at the time offers are submitted. Also, it cannot be used to alter the final agreement arrived at during negotiations before contract award.

Postaward orientation is encouraged to assist small business concerns. The focus in a postaward orientation is usually on:

- Understanding the technical aspects of the contract
- Identifying and resolving oversights
- Preventing problems and avoiding misunderstandings
- Considering how to solve problems that may occur later
- Reaching agreement on common issues

Defense Finance and Accounting Service (DFAS)

The Defense Finance and Accounting Service (DFAS) is the financial and accounting organization for the Department of Defense. Through its Centers and network of decentralized customer support facilities, DFAS provides all of DoD with finance and accounting services. Financial management services at DFAS include payment of contracts.

Contractor and Vendor Payment Information Guidebook

The Contractor and Vendor Payment Guidebook includes information concerning electronic commerce, Material Inspection and Receiving Report (Defense Department Form 250) processing, financing payments, regulatory requirements, and customer service.

DFAS provides this information to assist you in preparing payment documentation and avoiding billing errors that result in payment delays. Your utilization of this guidance will help minimize problems, increase the accuracy and timeliness of your payment, and make the payment process flow more smoothly. The information is intended to explain the payment requirements of numerous laws, regulations, and standard contract provisions. However, regulatory changes occur often, and in the event of conflict, the applicable laws, regulations, and contract provisions take precedence over the information in this guidebook.

<http://www.dfas.mil/contractorsvendors.html>

Requirements of a Proper Invoice

The following information constitutes a proper invoice per Prompt Payment Act standards, and/or is required documentation for payment requests submitted to the DFAS payment offices:

- (1) - Name and address of contractor or vendor.
- (2) - Invoice date.
- (3) - Contract number (including the order/call number where applicable), or other authorization for delivery of goods or services. Note: Do not use the Bid or Solicitation number.
- (4) - Invoice number, account number, and/or any other identifying number agreed to by contract.
- (5) - Shipment Number, including the date (where applicable). Same as Block 2 of the DD Form 250. (See “Shipment Number Construction and Usage”, page 13 of “Contractor and Vendor Payment Guidebook” for format.)
- (6) - Description: line item number, national stock number, manufacture’s part number, unit of measure, quantity shipped, unit price, and extended amount, where applicable.
- (7) - Shipping and payment terms (unless mutually agreed that this information is only required in the contract); including terms of any discount for prompt payment offered.
- (8) - Taxpayer Identifying Number (TIN), unless agency procedures provide otherwise.
- (9) - Electronic Funds Transfer (EFT) banking information, unless agency procedures provide otherwise, or except in situations where the EFT requirement is waived under 31 CFR 208.4.
- (10) - Point of Contact (POC) name (where practicable), title and telephone number of person to notify in the event that the invoice is defective.
- (11) - Other substantiating documentation or information required.

Required Supporting Documentation

Prior to disbursing funds on a contract, the disbursing office must be furnished with supporting documentation that serves as evidence that a legal disbursement of public funds can be made. These supporting documents ordinarily consist of:

- Contracts or purchase orders.
- Invoices from contractors.
- Receiving reports furnished by offices receiving the property or services.
- Performance based payment event schedules.

The following information from receiving reports, delivery tickets, and evaluated receipts is required as payment documentation:

- (1) Name of vendor/contractor
- (2) Contract or other authorization number.
- (3) Description of goods or services.
- (4) Quantities received, if applicable.
- (5) Date(s) goods were delivered or services were provided.
- (6) Date(s) goods or services were accepted.
- (7) Signature (or electronic alternative when supported by appropriate internal controls), printed name, telephone number, mailing address of the receiving official, and any additional information required by the agency.
- (8) Except in situations where the EFT requirement is waived under 31 CFR 208.4. The contract will stipulate that banking information must be submitted no later than the first request for payment.
- (9) If using Fast Payment, the proper FAR clause stipulating Fast Payment is required.

For all this and more information regarding payment, go to the “Contractor and Vendor Payment Guidebook” at: <http://www.dfas.mil/contractorsvendors.html>

SBA’s Contract Responsibilities Resource

Your business has been awarded a government contract - congratulations! It's the culmination of a lot of hard work. But there is still work to be done. It's an important responsibility because if you cannot perform according to the terms of the contract, the government will not get the product or service it needs, and you may find yourself in financial difficulty as well.

Here you will find useful information to guide you after award of a government contract:
<http://www.sba.gov/content/contract-responsibilities>