

IMPORTANT SMALL BUSINESS LINKS

DLA AVIATION SMALL BUSINESS OFFICE

<http://www.aviation.dla.mil/sbo/>

DLA LAND & MARITIME SMALL BUSINESS OFFICE

<http://www.landandmaritime.dla.mil/offices/smbusiness/>

DLA TROOP SUPPORT SMALL BUSINESS OFFICE

<http://www.troopsupport.dla.mil/sbo/>

DLA ENERGY SMALL BUSINESS OFFICE

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

DLA SMALL BUSINESS WEBSITE

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

DOD SMALL BUSINESS WEBSITE

www.acq.osd.mil/osbp/

TO REACH US...

By Phone:

Inside Virginia 800-544-5634

Outside Virginia 800-227-3603

BY MAIL:

DLA Aviation, Richmond
Office of Small Business Programs

DU 07/12

Doing Business With DLA Aviation



Explore the Possibilities

DLA AVIATION OFFICE OF SMALL BUSINESS PROGRAMS

What can we do for you?

- Explain government procurement technology, procedures and regulations
- Identify points of contact
- Assist in identifying Federal Supply Classes (FSC)
- Provide details on useful websites
- Support and implement Small Business Programs
- Review and recommend solicitation set-aside status
- Assist in communicating with DLA Aviation personnel
- Act as an ombudsman for small businesses



For detailed information about Doing Business with DLA Aviation, please visit our Doing Business Guide and click on "Reference Desk."

<http://www.aviation.dla.mil/userweb/sbo/>

8. Research Before Selling to Defense Logistics Agency:

- Military Packaging
<http://www.landandmaritime.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

9. Market Your Company.

Each DLA Supply center 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.

10. Explore Subcontracting Opportunities and Teaming Arrangements:

"Subcontracting Opportunities with DoD Prime Contractors" at www.acq.osd.mil/osbp click on "Doing Business with DoD."

TEN STEPS TO DOING BUSINESS WITH DLA

1. **To do business with DLA, vendors need a DUNS number:**
To apply or look up your company's number, go to the following web address: www.dnb.com.
2. **Vendors must register in the Central Contractor Registration.**
All vendors must have a CAGE (Commercial and Government Entity) code. If you do not have a CAGE code, one will be assigned to you when you complete the CCR registration at www.ccr.gov. This registration must be updated annually before the expiration date. Be sure to completely fill out the CCR Application, including every business classification that applies to your company. If you need further information, visit the following web address: www.sbaonline.sba.gov/index.html.
3. **Register on the DLA Internet Bid Board System:**
Go to: www.dibbs.bsm.dla.mil.
4. **Search the Federal Supply Classes Purchased by DLA:**
Visit 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 National Stock Number (NSN) or FSC. WebFlis www.dlis.dla.mil/WebFlis allows public searches on NSNs for approved source CAGE codes and part numbers.
5. **Match your company's capabilities to the Federal Supply Classes:**
Go to: <http://www.dla.mil/SmallBusiness/Pages/WhatDLABuys.aspx>. This will identify which DLA Supply Chain buys your commodity.
6. **Perform a DIBBS or FBO Search to find opportunities:**
Select DIBBS RFQ or RFP search under the heading "Solicitation" or use FedBizOpps www.fbo.gov.
7. **Submit your quotes on the DLA Internet Bid Board System, or DIBBS.**
RFPs require submission of formal written proposals. RFQs can use DIBBS On-Line Quoting unless the solicitation states otherwise. Make sure to submit your quote form before the solicitation closing date. There will also be a link to your order embedded within the notification. You can perform an awards search on the DIBBS homepage to determine the outcome if you do not receive an email response.

DLA AVIATION MISSION

DLA Aviation is the aviation demand and supply manager for Defense Logistics Agency with more than 3,900 civilian and military personnel in 19 locations across the United States. DLA Aviation supports more than 1,400 major weapon systems and is the U.S. military's integrated materiel manager for more than 1.4 million repairs parts and operating supply items.

DLA Aviation directly supports the warfighter through weapon system materiel management, industrial retail supply and strategic acquisition for consumable and depot-level repairable materiel. Using a comprehensive demand planning process, our priorities align with those of our military customers.

Positioned alongside its military customers, DLA Aviation manages industrial support activities and depot-level repairable procurement operations in Georgia, Oklahoma, Utah, North Carolina, California, and Florida. It also manages DLR procurement at Naval Supply Systems Command (NAVSUP) Weapon Systems Support Philadelphia and Redstone Army Arsenal, Ala. DLA Aviation also operates an industrial plant equipment repair facility at NAVSUP Weapon System Support, Mechanicsburg, Pa.

This is a partial list of items DLA Aviation procures. A complete listing is available at <http://www.dla.mil/SmallBusiness/Pages/WhatDLABuys.aspx>.

COMMODITY

FSC

Aircraft Hydraulic, Vacuum and De-icing Components	1650
Aircraft Landing Gear Components	1620
Airframe Structural Components	1560
Bearings, Plain, Un-mounted.	3120
Bushings, Rings, Shims and Spacers	5365
Cable, Cord and Wire Assemblies	5995
Chain and Wire Rope.	4010
Electrical Hardware, Supplies	5975
Engine Electrical Systems Components, Aircraft.	2925
Gas Turbines, Jet Engine and Components, Aircraft.	2840
Hazardous Material Spill Containment Equipment	4235
Lugs, Terminals, Terminal Strips	5940
Miscellaneous Aircraft Accessories & Components.	1680
Miscellaneous Electric Power and Distribution Equipment	6150
Pest, Disease, Frost Control Equipment.	3740

REGISTRATIONS

DUNS REGISTRATION

A DUNS number is a nine-digit number that identifies your company and links to any corporate family structures. To obtain a DUNS number from Dun and Bradstreet, call 866-705-5711 or visit www.dnb.com. A number may be obtained without taking membership in the organization.

CCR REGISTRATION

All vendors wishing to do business with the federal government must complete the Central Contractor Registration (CCR), located at www.ccr.gov. A Contractor and Government Entity or CAGE code will be assigned once registration is complete. The CAGE code is an important number identifying your company and address. Detailed instructions for the CCR application process are provided on the web site. For privacy, CCR allows vendors to opt out of public searches, however using that option could limit your subcontracting or networking opportunities.

SBA'S DYNAMIC SMALL BUSINESS SEARCH

The Dynamic Small Business Search is available through the CCR website. Small business vendors are encouraged to register on the SBS web site. Although registration is voluntary, DLA Aviation uses DSBS to locate sources, verify vendor size and make set-aside decisions. http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm.

ORCA (ON LINE CERTIFICATION AND REPRESENTATION)

ORCA is an e-Government initiative designed to replace the paper-based Representations and Certifications process. You can register in ORCA at <https://orca.bpn.gov/>. To offer on a solicitation, vendors must be registered in ORCA, unless a CCR exception listed at FAR 4.1102 applies, or the offeror has opted out on a commercial solicitation.

Need more help? Contact the Opportunities Help Desk. We will walk you through the registration on phone, or come in and we will assist you in person.

804-279-4302



DEFENSE LOGISTICS AGENCY

DLA has a “Doing Business With The Defense Logistics Agency” guide available at <http://www.dla.mil/smallbusiness>.

TRAINING SEMINAR

DLA Land & Maritime regularly offers a Training, Knowledge and Opportunity (TKO) Seminar for vendors, that provides information and describes processes and requirements for doing business with DLA. For information go to the DLA Land & Maritime website at <http://www.landandmaritime.dla.mil/offices/smbusiness/>.

PROCUREMENT TECHNICAL ASSISTANCE CENTER

PTACS provides a range of services, generally at no charge to the vendor. They provide assistance and training to vendors who want to do business with federal, state and local governments. PTACs are located in most states. For more information visit www.aptac-us.org.

DLA SMALL BUSINESS OFFICES

- DLA Aviation, Richmond 1-800-277-3603
For AVN Depot Level Repairable Small Business Offices, please contact the DLA Aviation Richmond Small Business Office
- DLA Land & Maritime, Columbus 1-800-262-3272
- DLA Troop Support, Philadelphia 1-800-831-1110
- DLA Energy, Fort Belvoir 1-800-523-2601

DLA SERVICES SMALL BUSINESS OFFICE

- DLA Contracting Services Office 1-215-737-8514
- DLA Distribution 1-717-770-7246

TOTAL SMALL BUSINESS SET-ASIDES (SBSA)

The table below details SBSA thresholds at DLA Aviation. The DLA Aviation Office of Small Business Programs reviews all acquisitions over \$10,000 for set-aside opportunities, except automated “T” solicitations which should follow the set-aside logic in the table below.

<\$3,000	Unrestricted
>\$3,000 – <\$25,000	Normally set-aside for Small Business Set-aside if expect response from two SBs providing product of two different domestic concerns (small or large businesses)
>\$25,000 – <\$150,000	Normally set-aside for Small Business Set-aside if expect response from two SBs providing the product of any one domestic small business concern
>\$150,000	Set-aside for Small Business if expect response from two SBs providing the product of two different SB concerns



Aviation Small Business Program Mangers can be found at
http://www.aviation.dla.mil/sbo/small_business_office1.htm

ADDITIONAL RESOURCES

BUSINESS OPPORTUNITY CENTER

DLA Aviation’s BOC offers an opportunity to view sole-source items that by nature of value or volume are worthy of review for competition. The items are rotated on a periodic basis. For more information, please visit the BOC virtual display room at <http://www.aviation.dla.mil/ExternalWeb/UserWeb/AviationEngineering/Engineering/valueengineering/RPPOB.htm>.

BID OPPORTUNITIES

DLA Aviation conducts most of its business through the internet—from solicitation to award to payment. To do business with DLA Aviation, it’s important to have a good computer and server to enable fast internet access. The DLA Aviation Depot-Level Repairable sites use FedBizOpps for posting of their bid opportunities.

DLA INTERNET BID BOARD SYSTEM (DIBBS)

The DLA Internet Bid Board is a web-based bid board that allows vendors to search for, view, and submit secure quotes on Requests For Quotations (RFQs), search and view Request for Proposals (RFPs), and view awards for DLA items of supply. Most DLA Aviation solicitations are posted on the DIBBS bid board <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 solicitation and award notification. Detailed system requirements and instructions for registration can be found on the DLA DIBBS home page.
- **Solicitation Notification:** DIBBS provides daily vendor notifications for RFQs via email when they are included on the buyer’s mailing list, if the vendors have requested email notification for that NSN or FSC as part of their DIBBS registration, and if the vendor had a contract in the last 12 months unless the contract was terminated due to contractor-caused reasons.
- **Vendor-Directed Solicitation Notification:** DIBBS registration has an optional Vendor-Directed Solicitation Notification feature. This allows the user to direct email notification of new solicitations that match selections for FSC, 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.
- **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 or EDI.

RFQ SET-ASIDE SEARCHES

RFQ solicitation searches can be performed several ways via Web site:

<https://www.dibbs.bsm.dla.mil/RFQ/>. Small businesses are encouraged to use the “SHOW ONLY” search to locate Small Business Set-asides, HUBZone Set-asides, Service-Disabled Veteran Owned Set-asides and Combined Set-asides. Pick a SEARCH CATEGORY and SEARCH VALUE prior to using the SHOW ONLY option.

RFP SET-ASIDE SEARCHES

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

FEDBIZOPPS

All procurements over \$25,000 are publicized in FedBizOpps www.fbo.gov. FedBizOpps offers a variety of searches. FedBizOpps is especially important for RFP searches, since the RFP search capability in DIBBS is more limited. Also, FedBizOpps lists Sources Sought and Requests for Information (RFIs) which are not published in DIBBS.

SUPPLIER REQUIREMENTS VISIBILITY APPLICATION

SRVA contains information on up to 24 months of DLA’s anticipated requirements. SRVA provides users the ability to search by Federal Stock Class (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.

AUTOMATED BEST VALUE SYSTEM

The Automated Best Value System (ABVS) and the Past Performance Information Retrieval System – Statistical Reporting (PPIRS-SR) are past performance information systems that provide the contracting officer with historical performance data. This information may be used by the contracting office to make a best value award decisions. Contractors’ performance is measured and scored in the areas of quality and delivery. Contractors can access their past performance data and scores/assessments in the “Vendor Performance” section of the DIBBS Web site.

SOCIO-ECONOMIC PROGRAMS

REQUIRED SOURCES OF SUPPLY

Some DLA Aviation items are procured from required sources, such as the Federal Prison Industries (UNICOR) and National Industries for the Blind, and NISH – also called AbilityOne. FPI products can be identified at www.unicor.gov and AbilityOne products can be identified at www.abilityone.org.

INDIAN INCENTIVE PROGRAM

The Indian Incentive Program clause is included in solicitations over \$500,000 and gives recognition and evaluation benefit to prime contractors who utilize Native American firms. When the prime vendor contracts with a Native American firm, the prime receives an incentive valued at five percent of the subcontract cost associated with the Native American firm.

8(A) PROGRAM

The 8(a) Program refers to section 8(a) of the Small Business Act, a program developed to help socially and economically disadvantaged businesses grow. It does this by providing non-competitive set-asides and set-asides limited to certified 8(a) firms. These 8(a) solicitations are located on restricted areas of DIBBS, since the set-asides are either sole-source to a specific 8(a) firm, or competed between 8(a) firms. To apply, contact the SBA office at www.sba.gov.

WOMEN-OWNED SMALL BUSINESS

The Women-Owned Small Business (WOSB) Program allows contracting officers to set-aside certain acquisitions for eligible WOSBs or Economically Disadvantaged Women-Owned Small Businesses (EDWOSB). Competition can be restricted to WOSBs or EDWOSBs for acquisitions using North American Industry Classification System (NAICS) codes that the SBA has determined to be underrepresented. For more info, contact the SBA WOSB program at <http://www.sba.gov/content/contracting-opportunities-women-owned-small-businesses>.

HUBZONE PROGRAM

The HUBZone Program establishes regions within the country that are defined as underutilized business zones. Small businesses functioning within these zones, who hire at least 35 percent of their workers from a HUBZone defined region, are eligible to become certified as HUBZone Small Business firms. To be eligible for award, a certified HUBZone vendor must be a manufacturer of, or supplying the product of another HUBZone manufacturer. Vendors interested in becoming HUBZone firms should contact the local SBA office via www.sba.gov. Set-asides may be competitive or sole-source.

SERVICE-DISABLED VETERAN PROGRAM

The Service-Disabled Veteran Owned Small Business Program offers opportunities to service disabled veterans by providing set-asides reserved exclusively for SDV-owned companies. To be eligible to respond to a SDV set-aside, firms must be owned and 51 percent controlled by a SDV. A service-disabled veteran must possess disability certification from the Veteran’s Administration. Set-asides may be issued as sole-source or competitive.