PART 4 – ADMINISTRATIVE MATTERS

(Revised May 10, 2019 through PROCLTR 2019-11)

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SUBPART 4.2 – CONTRACT DISTRIBUTION

(Revised September 9, 2016 through PROCLTR 2016-09)

4.270 Electronic Document Access.

4.270-2 Procedures.

(a)(2) Contracting officers will accept or reject contract deficiency reports (CDRs) in EDA within 10 days of submission, and resolve the CDR within 30 days of submission. The DLA Acquisition Operations Division is responsible to track and report performance on a monthly basis to the SPE. Procuring organizations shall track and report monthly to the HCA.

SUBPART 4.5 – ELECTRONIC COMMERCE IN CONTRACTING

(Revised September 9, 2016 through PROCLTR 2016-09)

4.502 Policy.

(b) The DLA Internet Bid Board System (DIBBS) https://www.dibbs.bsm.dla.mil is the DLA supplier-facing portal utilized to:

(i) Post solicitations, solicitation amendments, awards, and award modifications

(ii) Facilitate submission of quotations by suppliers in response to request for quotations

(iii) Enable upload of offers in response to request for proposals

(iv) Convey important messages to the supplier community

(v) Transmit notices of proposed contract actions and awards to the GPE/FedBizOpps.

DIBBS solicitations for purchase orders and contracts (except indefinite delivery/indefinite quantity task or delivery order contracts, requirements contracts, and multiple award federal supply schedule-type contracts) shall include procurement note L01.

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L01 Electronic Award Transmission (SEP 2016)

Notice of awards are provided to suppliers by either:

(1) Electronic email containing a link to the electronic copy of the Department of Defense (DD) Form 1155, Order for Supplies or Services, on the DIBBS; or

(2) Electronic Data Interchange (EDI) 850 utilizing American National Standards Institute (ANSI) X12 Standards through a DLA transaction services approved value added network (VAN).

Information regarding EDI, ANSI X12 transactions and DLA transaction services approved Value Added Networks (VANs) can be obtained at https://www.transactionservices.dla.mil/daashome/edi-vanlist-dla.asp.

Questions concerning electronic ordering should be directed to the appropriate procuring organization point of contact below:

DLA Land and Maritime, Helpdesk.EBS.L&M.LTCs@dla.mil

DLA Troop Support, dlaedigroup@dla.mil

DLA Aviation, avnprocsysproceddiv@dla.mil, phone # 804-279-4026

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DIBBS solicitations for indefinite-delivery/indefinite quantity task or delivery order contracts, requirements contracts, and multiple award federal supply schedule-type contracts shall include procurement note L02.

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L02 Electronic Order Transmission (SEP 2016)

Offerors shall identify one of the following alternatives for paperless order transmission:

( ) American National Standards Institute (ANSI) X12 Standards through a DLA transaction services approved value added network (VAN).

( ) Electronic mail (email) award notifications containing web links to electronic copies of the Department of Defense (DD) Form 1155, Order for Supplies or Services.

Email notification requires registration on the DLA Internet Bid Board System (DIBBS) home page at https://www.dibbs.bsm.dla.mil/ .

If the offeror elects ANSI/VAN order transmission, DLA will send Electronic Data Interchange (EDI) transaction sets at time of award. The contractor shall acknowledge receipt of transaction sets with a functional acknowledgement or order receipt message within 24 hours. If the award transaction set is received on a weekend or Federal holiday, the acknowledgement must be received on the next working day. This acknowledgement will confirm that the contractor’s interface with the system is working as needed for contract ordering.

Note: Information regarding EDI, ANSI X12 transactions, and DLA transaction services approved VANs can be obtained from the DAAS web site by going to https://www.transactionservices.dla.mil/daashome/edi-vanlist-dla.asp.

Questions concerning electronic ordering should be directed to the appropriate procuring organization point of contact below:

DLA Land and Maritime, Helpdesk.EBS.L&M.LTCs@dla.mil

DLA Troop Support, dlaedigroup@dla.mil

DLA Aviation, avnprocsysproceddiv@dla.mil, phone # 804-279-4026

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SUBPART 4.7 - CONTRACTOR RECORDS RETENTION

(Revised September 9, 2016 through PROCLTR 2016-09)

4.703 Policy.

(a) Contractors other than manufacturers shall make available documents that demonstrate the item conforms to the technical requirements and is from the actual manufacturer. Solicitations and awards shall include procurement note C03.

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C03 Contractor Retention of Supply Chain Traceability Documentation (SEP 2016)

(1) By submitting a quotation or offer, the contractor agrees that, when the contractor is not the manufacturer of the item, it is confirming that it currently has or will obtain before delivery and shall retain documented evidence (supply chain traceability documentation) that the item is from the approved manufacturer and conforms to the technical requirements. The retention period is five years after final payment under this contract.

(2) At a minimum, the supply chain traceability documentation for the item shall include: basic item description, part number and/or national stock number, manufacturing source, manufacturing source's Commercial and Government Entity (CAGE) code, and clear identification of the name and location of all supply chain intermediaries between the manufacturer to the contractor to item(s) acceptance by the Government. The documentation should also include, where available, the manufacturer's batch identification for the item(s), such as date codes, lot codes, or serial numbers.

(3) Examples of acceptable supply chain traceability documentation can be found at:

http://www.dla.mil/LandandMaritime/Business/Selling/Counterfeit-Detection-Avoidance-Program/

(4) The contractor shall immediately make available documentation upon request of the contracting officer. The contracting officer determines the acceptability and sufficiency of documentation. If the contractor fails to retain or provide the documentation or the contracting officer finds the documentation to be unacceptable, corrective action may be taken including, but not limited to, cancellation of undelivered orders or rejection of delivered supplies.

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SUBPART 4.8 – GOVERNMENT CONTRACT FILES

(Revised May 10, 2019 through PROCLTR 2019-11)

4.802 Contract files.

(f) DLR sites shall follow the processes and systems at the Military Services sites.

4.804 Closeout of contract files.

Contracting officers shall follow the FAR standard timeframe for closeout. Contracting officers shall assess the validity of their unliquidated obligations (ULOs) that are 120 calendar days or more past the contract delivery date in accordance with DLAM 7010.02, Unliquidated Obligations (ULO) and Undelivered Orders (UDO) Management.

4.805 Storage, handling, and contract files.

(a) Procuring organizations shall follow the Records Management Procurement Job Aid for storage and retrieval of electronic documents.

(1) Procuring organizations shall store all acquisition contract file records in EProcurement "Records Management," the official DLA records repository, except as stated in 4.805(b).

(2) Procuring organizations shall upload to Records Management all obligations documents (e.g. contract awards; and modifications affecting the overall contract obligation, such as those for equitable adjustments or raising the contract ceiling), to include bilateral signature pages. Follow the procedures for saving and naming conventions in the Procurement Job Aid entitled "Completing Forms in Document Builder" located at https://dlamil.dps.mil/:w:/r/sites/InfoOps/_layouts/15/doc2.aspx?sourcedoc=%7B950AD3EC-CE42-444C-B2E6-1A3BB848637A%7D&file=Completing%20Forms%20in%20Document%20Builder%20-15%20Feb%2019.doc&action=default&mobileredirect=true.

(3) When a condition at 4.805(b) applies, include a reference statement in the Records Management contract file notifying authorized users of the location of any document or material maintained outside Records Management.

(b) Procuring organizations shall maintain contents of contract files outside EProcurement Records Management in accordance with the following:

(1) Maintain documents containing personally identifiable information (PII), legal reviews, documents marked as contractor proprietary information, and oversized or voluminous documents as a hard copies or in an electronic, restricted-access location (e.g., eWorkplace Sharepoint site or local share drive).

(2) Maintain classified documents in hard copy only.

(3) Maintain material that cannot be converted to electronic format (e.g., samples, models) in a secured, restricted-access location.

(4) Maintain contractor bid or proposal information or any other source selection

information not marked proprietary as hard copies or in an electronic, restricted-access location until time of award. After award, procuring organizations may upload the documents into Records Management or maintain them in an electronic, restricted-access location. Procuring organizations may maintain oversized or voluminous documents as hard copies.

(c) HCAs shall ensure compliance with this policy.

(S-90) Retain Financial Management Regulation records for 10 years in accordance with DLA Finance Director memorandum dated September 15, 2016, SUBJECT: New DoD Change for Financial Record Retention in Support of Audit Compliance. This policy applies only to records necessary to support financial transactions and financial statement balances; and document evidence of effective internal controls over financial reporting (e.g., reviews and approvals).

SUBPART 4.13 – PERSONAL IDENTITY VERIFICATION

(Revised September 9, 2016 through PROCLTR 2016-09)

4.1302 Acquisition of approved products and services for personal identity verification.

(c) DLA Information Operations is responsible for determining compliance.

4.1303 Contract clause.

4.1303-90 Contract clause – personal identity verification of contractor personnel.

The contracting officer shall insert clause 52.204-9000 in solicitations and contracts that contain FAR 52.204-9, Personal Identity Verification of Contractor Personnel, when contract performance requires contractor access to a Federally controlled facility and/or access to a Federally controlled information

system. Contractors requiring intermittent access for a period of less than six months shall obtain approval from the installation security office through the contracting officer.

When the contractor employee(s) is/are required to obtain a Common Access Card (CAC) and DLA will serve as the Trusted Agent, follow the procedures in DLA SOP J72.001, Contractor Common Access Card (CAC) Issuance and Accountability Process for DLA Contracts, found at https://dlamil.dps.mil/sites/Acquisition/Shared%20Documents/CONTRACTOR%20CAC%20SOP%20J72.001.pdf.

For all contracts where contractor CACs and/or Installation Access Badges will be issued, contracting officers shall ensure that responsibilities for oversight and retrieval of contractor CACs and Installation Access Badges are addressed in the COR designation letter. If a COR is not designated, the contracting officer is responsible for oversight and retrieval of contractor CACs and Installation Access Badges issued under the contract.

If contract performance is to occur at a non-DLA site and the site has physical site and/or information technology security requirements, in addition to the DLA CAC requirements, the contracting officer shall identify those requirements and include them in the solicitation and subsequent contract.

SUBPART 4.16 – UNIQUE PROCUREMENT INSTRUMENT IDENTIFIERS

(Revised September 9, 2016 through PROCLTR 2016-09)

4.1601 Policy.

(a) This process, for Business Process Analyst use only, is located in the Procurement Job Aid applicable to PIIN maintenance in EP and ECC:

Supplier Relationship Management (SRM)/EProcurement:

Table Maintenance: Maintaining PIIN Tables

Table Maintenance: Maintaining Basic Agreement PIIN/SPIIN Tables

Enterprise Core Component (ECC):

Table Maintenance: PIIN and Call Number Table Maintenance and Associated Error Workflow Tables

SUBPART 4.71 – UNIFORM CONTRACT LINE ITEM NUMBERING SYSTEM

4.7103-2 Numbering procedures.

DEVIATION 17-01 authorizes DLA Disposition Services to use a hazardous waste (HW) Profile-Based CLIN/sub-CLIN numbering structure. This deviation expires on December 19, 2019.

4.7104-2 Numbering procedures.

Reference 4.7103-2.

SUBPART 4.73—SAFEGUARDING COVERED DEFENSE INFORMATION AND CYBER INCIDENT REPORTING

(Revised August 9, 2018 through PROCLTR 2018-11)

4.7301 Definitions.

See DFARS 252.204-7012, Safeguarding Covered Defense Information and Cyber Incident Reporting, paragraph (a) for definitions of “covered defense information,” “operationally critical support,” and “cyber incident.”

4.7302 Policy.

(S-90) Contracting officers, in coordination with the requiring activity, shall consider using an evaluation factor to assess an offeror's cybersecurity preparedness, and/or using a statement of work (SOW) requirement to address postaward cybersecurity verification and validation.

(1) Contracting officers shall document in the acquisition plan the rationale for deciding whether or not to use a cybersecurity evaluation factor and SOW requirement.

(2) Contracting officers shall use a cybersecurity evaluation factor when the acquisition provides operationally critical support, or when a risk assessment indicates potential impact to operations if a contractor experiences a cybersecurity breach or is unable to execute contract requirements due to a cyber incident. Contracting officers shall use the SOW requirement when a cybersecurity evaluation factor is used. Contracting officers may use the SOW requirement without a cybersecurity evaluation factor when the Government may benefit from postaward verification and validation of a contractor’s cybersecurity preparedness.

(3) Contracting officers shall use the cybersecurity evaluation factor and SOW requirement provided on the DLA Acquisition page at https://dlamil.dps.mil/sites/Acquisition/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2Fsites%2FAcquisition%2FShared%20Documents%2FJ%2D73%2FCybersecurity%20Evaluation&FolderCTID=0x01200080FADA3E9BBF764593CF2E25DC6FA477&View=%7BE9B41126%2DD28F%2D4F87%2DA9

F7%2DDDF914A82406%7D; unless the contracting officer obtains approval from DLA Information Operations to use a tailored cybersecurity evaluation factor and SOW requirement.

(4) Contracting officers shall identify to the DLA Acquisition Operations Division all solicitations that will include a cybersecurity evaluation factor and/or the SOW requirement.

4.7303-1 General.

(S-90) The requiring activity will notify the contracting officer when a solicitation is expected to result in a contract, task order, or delivery order that will involve covered defense information or operationally critical support (see DFARS PGI 204.7303-1). The requiring activity may be internal to DLA or external. Contracting officers should coordinate with the supply planner or other customer-facing personnel to identify the requiring activity, if unknown. Contracting officers should collaborate with the requiring activity to identify covered defense information and/or operationally critical support.

(S-91) DLA requiring activities shall—

(1) Identify to the contracting officer whether or not the requirement includes covered defense information or operationally critical support.

(2) Ensure the contracting officer handles all direct communications with the contractor regarding the cyber incident.

(3) Submit a Special Situation Report (Special SITREP) in accordance with DLA DTM 17-017, Commander's Critical Information Requirements (CCIR) Reporting Policy Changes. Instructions and template for submitting this report are available at https://dlamil.dps.mil/sites/InfoOps/CCIR/Forms/AllItems.aspx. Provide the Department of Defense Cyber Crime Center (DC3) cyber incident notification to the DLA Computer Emergency Response Team (CERT) (cert@dla.mil).

(4) Contact the Damage Assessment Management Office (DAMO) (phone: OSD Liaison 410-694-4380) to receive point of contact information, if the DAMO has not already initiated contact.

(5) Coordinate with the DAMO regarding requests for contractor media, which must be submitted within 90 days following any reported compromises of DoD unclassified CDI. Notify the contracting officer of the decision whether or not to request media, and provide the rationale.

(6) Assess and implement appropriate programmatic, technical, and operational actions to mitigate risks identified in the damage assessment report. Update the Program Protection Plan to reflect any changes as a result of the assessment.

(S-92) If the requiring activity is external to DLA, the contracting officer shall submit a Special SITREP and provide the DC3 cyber incident notification (see 4.7303-1(S-91)(3)).

(S-93) The DLA J61 Information Operations Cyber Security Team Manager/System Security Engineer shall—

(1) Provide matrixed support to the DLA requiring activity by assisting in the assessment of risk and mitigation strategy associated with the cyber incident.

(2) Consult with the contracting officer before assessing contractor compliance with the

requirements of DFARS 252.204-7012.