DLA Internet Bid Board System (DIBBS) Breakout Session

DLA Land and Maritime Procurement Process Support

June 19-20, 2018
DIBBS Breakout Agenda

- Introduction
- “The Link” Newsletter
- DIBBS Security
- Notices & Banners
- Policy
  - DLA Master Solicitation
  - DLAD Procurement Notes
  - Technical and Quality Master List of Requirements
- Searching
- Quoting
- Uploading Proposals
- Post Award Requests (PARs)
- Questions
THELINK Newsletter

- Do you have ideas for an article in “The Link” quarterly newsletter?

- Please fill out the suggestion form and drop it off at the DIBBS booth or send an email to: dibbsbsm@dla.mil

Cyber Security

• National security and intelligence officials have long warned that cyber attacks are among the most serious threats facing the United States.

• The U.S. government was hit by more than 77,000 "cyber incidents" such as data thefts or other security breaches in fiscal year 2015, a 10% increase over the previous year, according to a White House audit.

• “Despite unprecedented improvements in securing federal information resources … malicious actors continue to gain unauthorized access to, and compromise, federal networks, information systems, and data,” the report said.

“Number of U.S. government ‘cyber incidents’ jumps in 2015”
Reporting by Dustin Volz, www.reuters.com
March 21, 2016
During registration, you will receive a PIN number which you need to establish your new password.

- The PIN number is only valid for 24 hours.
- Once your password is established, you must log in immediately.
- Inactive accounts will be locked if not used in 35 days.
  - 10 days prior to an inactivity lockout, you will receive an email notification.
DIBBS Password Security

• Passwords are required to be changed every 60 days
  – You will receive emails 30 and 10 days prior to your password expiration
  – After 60 days, you will be forced to change your password at log in

• After 3 failed log in attempts, your account will be locked and you will need to request an unlock

• If you “X” out of your browser without logging off, you will need to wait 15 minutes before you can access DIBBS again
DIBBS Password Rules

• Your password must:
  – *Be between 15-30 characters in length*
  – *Begin with a number or letter*
    • The first character cannot be a special character
    • The first three characters cannot all be the same
DIBBS Password Rules

• Passwords must contain at least one each of the following four character types:

1. Upper case letters:  
   ABCDEFGHIJKLMNOPQRSTUVWXYZ

2. Lower case letters: abcdefghijklmnopqrstuvwxyz

3. Numbers: 0123456789

4. Special characters: @ # $ % ^ & + . = !
   - Please use only the above characters
   - Avoid multiple special characters and do not repeat consecutively (i.e. @@)
   - If the special character "&" is followed by a "#", an error will result
DIBBS Banners

Banners are located at the top of the DIBBS home page and are short statements to highlight significant notices.

![DIBBS Home Page with Banners](image_url)
Notices are located at the bottom of the DIBBS home page and provide detailed information important to suppliers.
The DLA Internet Bid Board System (DIBBS) is a web-based application that provides the capability to search for, view, and submit secure quotes on Requests For Quotations (RFQs) for Defense Logistics Agency (DLA) items of supply. DIBBS also allows users to search and view Request For Proposals (RFPs), Invitations For Bid (IFBs), Awards and other procurement information related to DLA.

- **Help**
  - On-Line Help
    - Frequently Asked Questions ~ FAQ
    - DIBBS On-Line Quoting Help
    - Batch Quoting Help
  - Contact Us

- **Vendor Registration**
  - Vendor Registration
  - Registration Guidelines
  - DLA Small Business Programs

- **Solicitations**
  - Requests for Quotation (RFQ)
    - Batch Quoting
    - Submitted Quote Searching
  - Requests for Proposal (RFP) / Invitation For Bid (IFB)
  - Other DLA Opportunities
    - Federal Business Opportunities (FedBizOpps)

- **Awards**
  - Awards
  - Subsistence Market Ready Orders
  - Post Award Request (PAR)
    - Allows vendors to submit post award requests.
  - Other DLA Awards
    - Federal Business Opportunities (FedBizOpps)

- **References**
  - Global Search
  - DLA Master Solicitation for Automated Simplified Acquisitions
  - Defense Logistics Agency Directive (DLAD) Procurement Notes
  - Defense Logistics Agency (DLA) Technical and Quality Master List of Requirements
  - Regulations Extracts used for DIBBS quoting

- **Technical Data**
  - DLA Collaboration Folders (eFolders)
  - DLA Packaging
  - Defense and Federal Specifications and Standards via ASSIST Quick Search
  - Military Engineering Data Asset Locator System (MEDALS)
  - Federal Stock Classes (FSC) managed by DLA
http://www.dla.mil/HQ/Acquisition/Offers/eProcurement.aspx
You can find the link to the most current Master Solicitation on the DD1155.
Searching on DIBBS

- Request for Quotes (RFQ)
- Request for Proposals (RFP), Invitation for Bid (IFB), and Other RFQs
- Awards
Searching on DIBBS

*Request for Quotes (RFQ)*

- RFQ text search update
  - More robust than previous version
  - Search by a certain number of days since issued
  - New sorting feature
  - Same filters as regular searching
  - Improved RFQ search
*Request for Quotes (RFQ) (Cont.)*

- **Search by:**
  - *Federal Supply Class (FSC)*
  - *National Stock Number (NSN)*
  - *Solicitation Number*
  - *Purchase Request Number*
  - *Nomenclature*
  - *Approved Part Number*
  - *Approved Cage*
  - Can include wildcards (*)
Searching on DIBBS

*Request for Quotes (RFQ) (Cont.)*

- **Filter by:**
  - *Items with Technical Documents*
  - *Fast Award Candidates*
  - *Small Business Set-Asides*
  - *Hubzone Set-Asides*
  - *Combined Set-Asides*
  - *Service Disabled Veteran Owned Set-Asides*
Searching on DIBBS

*RFP/IFB/Other RFQs*

• Search by:
  – Solicitation Number
  – NSN/Part Number
  – Nomenclature
  – Buyer Code

• Filter by:
  – Items with Technical Documents
Searching on DIBBS

*Awards*

• Search by:
  – Award Cage
  – Award/Basic Number
  – Delivery Order
  – Award Basic Delivery Order Counter
  – Solicitation #
  – Purchase Request
  – NSN/Part Number
  – Nomenclature

• Filter by:
  – Today
  – Past 15 Days
  – Date Range
  – All
Quoting on DIBBS

• Three ways to submit quotes:
  1. Web Quote Form - must be logged in
  2. Batch Quoting - must be logged in
  3. EDI Quoting - requires a Value Added Network (VAN)

• Four different bid types available:
  1. Bid without Exception
  2. Bid with Exception
  3. Alternate Bid
  4. No Bid
• **Quoting tips:**
  
  – The Web Quote Form is dynamic with some pre-populated fields
  
  – Pay attention to what constitutes a Bid with Exception and what does not (in Master Solicitation)
  
  – Having remarks on an Automated Solicitation is a Bid with Exception
  
  – Prior to submittal, make sure it is reviewed for accuracy
Quoting on DIBBS (cont.)

• Quoting tips (cont.):
  – *At submittal it will either accept or reject*
  – *Correct any errors*
  – *Successfully submitted quotes can be searched by:*
    • *Today*
    • *Recent*
    • *Specific Date*
    • *Date Range*
    • *Custom Search*
DEMO
Uploading Proposals

- You must be logged into DIBBS
- Unless prohibited by the solicitation, DIBBS electronic upload is the preferred method of proposal submission
- The offer must be signed and completed in its entirety
- No data will be saved unless the offer is submitted
- Documents may be added, but not removed
- Found on the RFP search screen by selecting the “Offer” icon
There is a link to the PAR screen in the “Hot Links” box and under “Awards”.
Post Award Request (PAR)

- A PAR is a request for a post award action against a DLA contract or purchase order (PO)

- PARs are automatically assigned to the Post Award administrator responsible for contract administration of the contract or purchase order

- DIBBS PARs are the preferred method for submitting a request to the Post Award administrator; email requests to the administrators are discouraged
Each PAR is assigned a unique Case ID number and is tracked on the Post Award workload screen and in management reports.

There are established Post Award metrics and performance standards for completing PARs.

PARs are permanent records stored in the official contract file.
For contracts (long term contract / LTC) input the 13-character format PIID. “D” in the 9th position of PIID.

For purchase orders (PO) input the 13-character format PIID. “P” or “V” in the 9th position of PIID.

For delivery orders (DO) input the 13-character format PIID. “F” or “M” in the 9th position of PIID located in Block 2 of DD1155.
Post Award Request (PAR)

Vendor Request Reason Codes:

VR01 – Delivery Date Change
VR02 – Duty Free Entry Request
VR03 – Free Issues
VR04 – Price Change and Mistakes-in-Bid
VR05 – Request for Price Change in Accordance with Economic Price
VR06 – Variation in Quantity Change
VR07 – Quantity Change
VR08 – Vendor Requested Cancellation
VR09 – Modification
VR10 – Wage Determination
VR11 – Other Vendor Request
VR12 – Payment Issue
Questions?

• Come see us at Booth 325 during the conference

• Email us at dibbsbsm@dla.mil after the conference

• Call the DLA Land and Maritime Business Counseling Center at (800) 262-3272
Steps to Submit a New PAR

Click “New PAR.”
Submit a New PAR

Click “Next.”
“Contract Number” and “PAR Reason” fields are Mandatory Entries.
Input “Contract Number.”

- For contracts (long term contract / LTC) input the 13-character format PIID. “D” in the 9th position of PIID.

- For purchase orders (PO) input the 13-character format PIID. “P” or “V” in the 9th position of PIID.

- For delivery orders (DO) input the 13-character format PIID. “F” or “M” in the 9th position of PIID located in Block 2 of DD1155.
Select a Reason Code.

- VR01 - Delivery Date Change
- VR02 - Duty Free Entry Request
- VR03 - Free Issues
- VR04 - Price Change and Mistakes-in-Bid
- VR05 - Request for Price Change in Accordance with Economic Price
- VR06 - Variation in Quantity Change
- VR07 - Quantity Change
- VR08 - Vendor Requested Cancellation
- VR09 - Modification
- VR10 - Wage Determination
- VR11 - Other Vendor Request
- VR12 - Payment Issue
Add Attachment

Browse for file if including an attachment with the request.

Acceptable File Types
- doc: Microsoft Word document / Word Perfect document
- docx: Microsoft Office Open XML Format Word document
- gif: GIF image file
- htm: Hypertext Markup Language File
- html: Hypertext Markup Language File
- jpe: JPEG Image File
- jpg: JPEG Image File
- pdf: Portable Document Format / Printer description file
- png: Portable Network Graphic file
- pps: Power Point slide show / Ping Plotter file
- ppt: Power Point presentation file
- ptpx: Power Point Microsoft Office Open XML Format Presentation
- rtf: Rich text file
- rtx: Rich text file
- tif: TIFF file
- tiff: TIFF file
- txt: Text File
- xls: Microsoft Excel Spreadsheet
- xlsx: Microsoft Excel Open XML Document
Submit PAR

Type notes to the Administrator if needed and click “Submit.”
PAR Created

PAR successfully created message and PAR Number assigned.

(par submission results)
- PAR Number: 000000001455
- Contract Number: SP800- M1358
- PAR Reason: VR01
- Consideration Amount: ________________
- Submitter: ________________
- Contract Administrator
  - Name: SRM2ECC_SYS
  - Phone: ________________
  - Email: ________________
Click “PAR Status”
Vendors can search for previously submitted PARs by entering Contract Number, PAR Number (6 digit), or Date Range when PAR was created. Click “Search.”
PAR Status

Data for Selected PAR displays including PAR Status and Administrator.

![Image of PAR Status page from the Defense Logistics Agency](image-url)