



DEFENSE LOGISTICS AGENCY

STEPS TO DOING BUSINESS WITH DLA

As the nation's combat logistics support agency, the Defense Logistics Agency manages the global supply chain – from raw materials to end user to disposition – for the Army, Navy, Air Force, Marine Corps, Coast Guard, 10 combatant commands, other federal agencies, and partner and allied nations. DLA also supplies 86 percent of the military's spare parts and nearly 100 percent of fuel and troop support consumables, manages the reutilization of military equipment, provides catalogs and other logistics information products and offers document automation and production services to a host of military and federal agencies. Read more about the agency's critical mission at www.dla.mil.

The DLA Office of Small Business Programs (OSBP) provides training, guidance, and strategies that maximize opportunities for small businesses so they can participate in DLA's acquisition program. OSBPs are located at each DLA procuring activity. They advise and assist contracting, program managers, and requirements personnel on matters affecting small firms. **Companies interested in doing business with DLA should:**

- 1. Understand DLA** - Visit the DLA small business website at www.dla.mil/SmallBusiness and view the detailed guide, "Small Business Overview for Vendors," located on the home page.
- 2. Obtain a DUNS #** - A DUNS number is a nine-digit number that uniquely identifies your business. Establish your DUNS number at www.dandb.com/free-duns-number or call (800) 700-7233.
- 3. Register in System for Award Management (SAM)** - All vendors wanting to do business with the federal government must register in SAM. Create a user account and register at www.sam.gov.
- 4. Visit your local Procurement Technical Assistance Center (PTAC)** - PTACs assist businesses in pursuit of a federal government contract. Find your local PTAC at www.dla.mil/SmallBusiness.
- 5. Explore DLA Opportunities** - Search for DLA procurement opportunities on the Federal Business Opportunities website, www.fbo.gov, and the DLA Internet Bid Board System at www.dibbs.bsm.dla.mil.

Conducting research beyond DLA can be useful to enable you to focus on the agencies that purchase what you offer. The following is a list of suggested websites to visit when researching:

- Existing contracts can be found at www.fpds.gov and www.usaspending.gov
- Federal Acquisition Regulations and Clauses - www.acquisition.gov/far/index.html
- Office of the Secretary of Defense, OSBP - <http://business.defense.gov>
- Federal Small Business Offices - <http://business.defense.gov/Small-Business/Federal-Small-Business-Offices>
- DoD Small Business Offices - <http://business.defense.gov/Small-Business/DoD-Small-Business-Offices>
- Small Business Administration - <http://www.sba.gov>

DLA Office of Small Business Programs – Contact Information:

DLA Headquarters, Fort Belvoir, Virginia: (571) 767-0192

DLA Aviation, Richmond, Virginia: (800) 227-3603, Email: DLAAVNSMALLBUS@dlamail.mil

DLA Contracting Services Office, Philadelphia, Pennsylvania: (215) 737-8514, Email: DCSO.SmallBusiness@dlamail.mil

DLA Disposition Services, Battle Creek, Michigan: (269) 961-4071, Email: DLA.DispositionSvcs.OSBP@dlamail.mil

DLA Distribution, New Cumberland, Pennsylvania: (717) 770-4272, Email: DLA.Distribution.OSBP@dlamail.mil

DLA Energy, Fort Belvoir, Virginia: (571) 767-9732, Email: DLA.Energy.OSBP@dlamail.mil

DLA Land and Maritime, Columbus, Ohio: (800) 262-3272, Email: SMBIZLandCOLS@dlamail.mil

DLA Strategic Materials, Fort Belvoir, Virginia: (571) 767-6500, Email: DLAStrategicMaterials@dlamail.mil

DLA Troop Support, Philadelphia, Pennsylvania: (800) 831-1110, Email: DLATroopSupportsbo@dlamail.mil