



DLA Supply Chain Alliance Conference & Exhibition



Post Award Request (PAR)



Welcome/Introductions

- **Opening Remarks**

- Kelvin Goodwine, Chief, Post Award Division (Supplier Facing), Supplier Operations Commodities Directorate, DLA Aviation

- **Presenters**

- Kelvin Goodwine, Chief, Post Award Division (Vendor Facing), Supplier Operations Commodities Directorate, DLA Aviation
- Thomas “Matt” Call, Chief, Procurement Systems Division, Procurement Process Support Directorate, DLA Aviation

- **Open Q&A**

- Brad Anderson, Executive Vice President, Contracts and Projects, ADS Inc.
- Thomas “Matt” Call, Chief, Procurement Systems Division, Procurement Process Support Directorate, DLA Aviation
- Kelvin Goodwine, Chief, Post Award Division (Vendor Facing), Supplier Operations Commodities Directorate, DLA Aviation



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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
- DLA Internet Bid Board Systems (DIBBS) is the preferred method for submitting a request to the Post Award administrator; email requests to the administrators are discouraged



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Post Award Request (PAR)

- 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



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Vendor Request Reason Codes:

Reason	Text...
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 Issues
VR13	Tooling Request
VR14	COVID-19
VR15	Request for Variance (from NIIN Technical Data)
VR16	First Article (Govt or Ctr) Inquiry
VR17	Production Lot Test Inquiry



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Input 13 digit “Contract Number”

PAR Entry Steps: **1** **2** 3

New PAR Input

Contract Number:* CLIN:

- ✓ 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

ORDER FOR SUPPLIES OR SERVICES		
1. CONTRACT/PURCH ORDER/AGREEMENT NO. SPE8EJ14D0002	2. DELIVERY ORDER/CALL NO. SPE8EJ16F0001	3. DATE OF ORDER/CALL (YYYYMMDD) 2016 APR 21



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DIBBS

There is a link to the PAR screen in the “Hot Links” box and under “Awards”

Hot Links

- [Accounts](#)
 - [Change Password](#)
 - [User](#)
- [Offers](#)
 - [Search Offers](#)
- [Quotes](#)
- [SRVA](#)
- [Market Ready Orders](#)
- [Post Award Request \(PAR\)](#)

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 \(FedBizOpps\)](#)



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Steps to Submit a New Par

Click “New PAR.”

DEFENSE LOGISTICS AGENCY
ENTERPRISE BUSINESS SOLUTIONS
DLA INTERNET BID BOARD SYSTEM

Home | Solicitations | RFQs | RFP/IFB/Other RFQs | Tech Data | Downloads | Awards

Navigation: GO

Notice: · The Link - Connecting Suppliers with DLA - Issue 8 » [Read Notice](#)
· Alleged Fraudulent Activity in SAM » [Read Notice](#)

Please read notices posted on the [Notices page](#).

Location: Home » Awards » **Post Award Requests**

[PAR Home - PAR Status - New PAR]

Post Award Request (PAR)

- New PAR** - allows users the ability to make requests on contract and modifications for their CAGE code.
- [PAR Status](#) - allows users the ability to review the status of previously submitted PARs.



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Submit a New PAR

Click "Next."

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DLA INTERNET BID BOARD SYSTEM

Home | Solicitations | RFQs | RFP/IFB/Other RFQs | Tech Data | Downloads | Awards

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Location: Home » Awards » Post Award Requests » **New PAR**

[[PAR Home](#) - [PAR Status](#) - [New PAR](#)]

Step 1 - Copy PAR Steps: 1 2 3

Copy a previous PAR core data? No Yes

NEXT >



PAR Entry

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

Location: Home » Awards » Post Award Requests » **New PAR**

[[PAR Home](#) - [PAR Status](#) - [New PAR](#)]

PAR Entry Steps: **1** **2** 3

New PAR Input

Contract Number:* CLIN:

PAR Reason:* --- Select ---

Consideration Amount:

Add Attachment:

[File Types](#)

Type additional notes to the Contract Administrator here:

Characters left: 4000

Submitter

CAGE: **DIBBS** User ID: **DIBBS13**



CLIN / Consideration

- “CLIN” input 4 digit CLIN number if request is applicable to a specific CLIN. If the request is for multiple or all CLINs leave blank and specify in the notes.
- “Consideration” only fill out if offering to pay consideration to the government.

Location: Home » Awards » Post Award Requests » **New PAR**
[PAR Home - PAR Status - New PAR]

PAR Entry Steps: **1** **2** 3

New PAR Input

Contract Number:* **CLIN:**

PAR Reason:* ----- Select -----

Consideration Amount:

Add Attachment:

[File Types](#)

Type additional notes to the Contract Administrator here:

Characters left: 4000

Submitter

CAGE: **DIBBS** User ID: **DIBBS13**



PAR Reason

Select a Reason Code

PAR Entry Steps: **1** **2** 3

New PAR Input

Contract Number:* **CLIN:**

PAR Reason:* **--- Select ---**

Consideration Amount:

Add Attachment: ...

Type additional

- 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

To upload and attachment to the PAR click on the Browse button. Attachments are optional.

Add Attachment:

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
pptx	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

Acceptable File Types



Submit PAR

Type notes to the Administrator describing the request.
Review the PAR inputs and click "Submit" button.

PAR Entry Steps: **1** **2** 3

New PAR Input

Contract Number:* **CLIN:**

PAR Reason:* --- Select ---

Consideration Amount:

Add Attachment:

[File Types](#)

Type additional notes to the Contract Administrator here:

Characters left: 4000

Submitter

CAGE: **DIBBS** User ID: **DIBBS13**



PAR Created



PAR successfully created message and PAR Number assigned

The screenshot displays the 'DEFENSE LOGISTICS AGENCY ENTERPRISE BUSINESS SOLUTIONS DLA INTERNET BID BOARD SYSTEM' interface. The top navigation bar includes links for Home, Solicitations, RFQs, RFP/IFBs, Tech Data, Downloads, and Awards. A navigation dropdown is set to 'Navigation/Documents'. A search bar is present with the text 'Database Search: Choose Search'. A notice banner reads: 'Banner Test for Test Case: PR29011-FT05-TC06 using the intranet application. Please read notices posted on the Notices page.' The breadcrumb trail is 'Location: Home > Awards > Post Award Requests > New PAR'. A user is logged in, indicated by 'LOGGED ON' and a lock icon. A green checkmark and a red arrow point to the message: 'Created PAR #: 000000001455.' Below this is a 'PAR Submission Results' box containing the following details: PAR Number: 000000001455, Created On: Wednesday, June 15, Contract Number: SP800 M1358, CLIN: (blank), PAR Reason: VR01, Consideration Amount: (blank), Submitter: 1X9V8, Contract Administrator Name: SRM2ECC_SYS, Phone: (blank), and Email: (blank). A 'Printer Friendly Version' link is also visible. At the bottom of the page, there are links for 'Policy Statements' and 'Feedback'.



Review Status of PAR

Click "PAR Status"

DEFENSE LOGISTICS AGENCY
ENTERPRISE BUSINESS SOLUTIONS
DLA INTERNET BID BOARD SYSTEM

Home | Solicitations | RFQs | RFP/IFB/Other RFQs | Tech Data | Downloads | Awards

Navigation:

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[PAR Home - PAR Status - New PAR]

■ **Post Award Request (PAR)**

- [New PAR](#) - allows users the ability to make requests on contract and modifications for their CAGE code.
- [PAR Status](#) - allows users the ability to review the status of previously submitted PARs.



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."

DEFENSE LOGISTICS AGENCY
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DLA INTERNET BID BOARD SYSTEM

Home | Solicitations | RFQs | RFP/IFB/Other RFQs | Tech

Navigation: Navigation/Documents

Notice: · The Link - Connecting Suppliers with DLA - Issue 8 » [Read Notice](#)
· Alleged Fraudulent Activity in SAM » [Read Notice](#)

Please read notices posted on the [Notices page](#).

Location: Home » Awards » Post Award Requests » **Status**

[PAR Home - PAR Status - New PAR]

PAR Search

Contract Number:

PAR Number:

Date Range From: To:



PAR Status

Data for Selected PAR displays including PAR Status and Administrator

DEFENSE LOGISTICS AGENCY
ENTERPRISE BUSINESS SOLUTIONS
DLA INTERNET BID BOARD SYSTEM

Home | Solicitations | RFQs | RFP/IFDs | Tech Data | Downloads | Awards

Navigation: Navigation/Documents ----- GO Database Search: Choose Search Value: GO

Notice: Banner Test for Test Case: PR29011-FT05-TC06 using the intranet application

Please read notices posted on the [Notices page](#).

Location: Home » Awards » Post Award Requests » **Status**

[[PAR Home](#) - [PAR Status](#) - [New PAR](#)] SPE7L314M1079 [167] **LOGGED ON**

PAR Search

Contract Number:

PAR Number:

Date Range: From: To:

Requestor Data					Response Data			
Contract/Delivery Order	CLIN	Reason Code	Consideration Amount	Submitter ID	PAR #	CR Date	Status	Administrator
SPE7L314M1079P00001	0001	VR01 - Delivery Date Change		50888	665172	2014-10-29 13:25:18	In Process	Kevin Davis (T95) Kevin.K.Davis@dlm.mil (614) 692-4345 ext. X



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Post Award Request (PAR)

- Two-way Vendor Post Award Request communication System; DLA is aware that a better method is needed
- DLA Headquarters J7 (Acquisition) has this request



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System for Award Management (SAM)



Official U.S. Government Website
100% Free

The Official U.S. Government System for:

Contract Opportunities

(was fbo.gov)

Contract Data

(Reports ONLY from fpds.gov)

Wage Determinations

(was wdol.gov)

Federal Hierarchy

Departments and Subtiers

Assistance Listings

(was cfda.gov)

Entity Information

Entities, Disaster Response Registry,
Exclusions, and Responsibility/
Qualification (was fapiis.gov) **NEW**

Entity Reporting

SCR and Bio-Preferred Reporting

Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get
started doing business with the federal government.

Get Started

Renew Entity



Check Entity Status

- Maintaining an active role in SAM.gov is critical
- SAM.gov feeds DIBBS
- Inactive SAM.gov impacts vendor's ability to access DIBBS



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