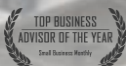
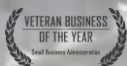
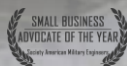




# Post-Award Requests (PARs)

For Contracts Awarded via DLA's Internet Bid Board System (DIBBS)

**RSM FEDERAL**  
The Art and Science of Government Sales™



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## Overview

When you sell on the Defense Logistics Agency's (DLA) Internet Bid Board System (DIBBS), unless all of the product you sell is sitting on your shelves, *you are going to have issues with your manufacturers and other distributors.*

As an example, you bid on 250 light-bulbs. Because the procurement identified the Buy America Act (BAA), you can't use the relationships you have with your normal manufacturers because they're in China. So you ask a local manufacturer, they give you a good price and you place a bid with 21 days After Receipt of Order (ARO).

You win the contract. However, when you call the manufacturer, they say, "Sorry! But we just had a forklift crash into one of our pallets and we're short on bulbs. It'll take three weeks to ship you the order.

Now, you're thinking to yourself, "That doesn't even include my time for packing and shipping. Even if I have the manufacturer drop-ship direct to the customer, I'm going to miss the 21 day ARO.

Many companies simply wait for delivery, get them repackaged, and then ship them out. They arrive in 40 days instead of 21 days. You confirm delivery. You get paid.

What you may not realize is that your delivery time is tracked by DLA and your overall score with DLA just took a hit.

So what do you do? You submit a [Post Award Request](#).

Issues with manufacturers and distributors happen *all the time*. You just need to ensure that you're communicating these challenges via a formal PAR.

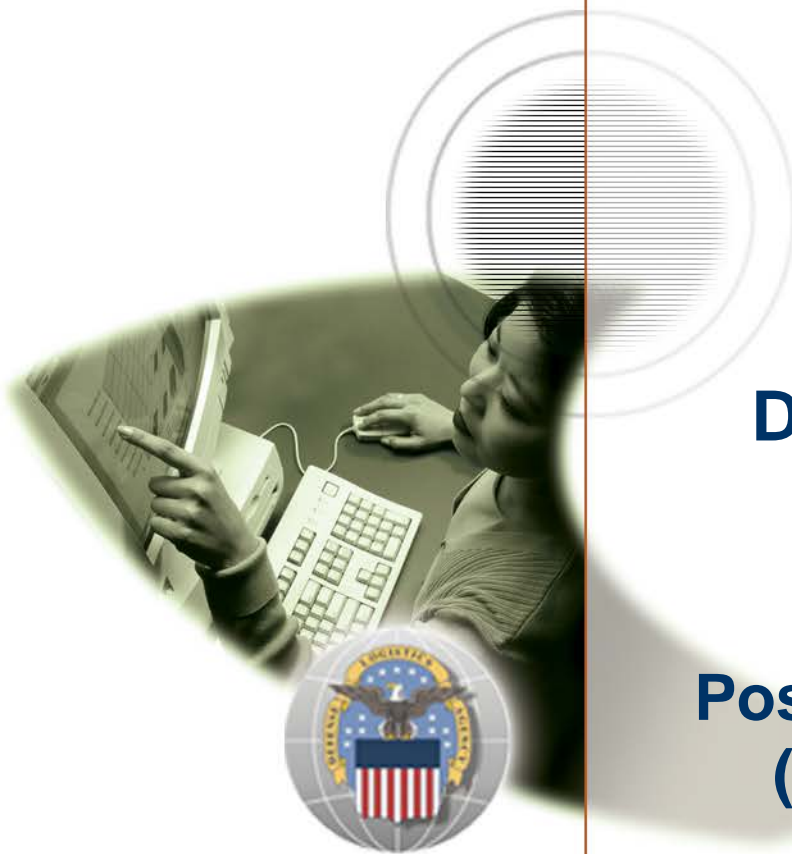
Bottom line? Over-communicate!

There are hundreds of possible reasons why you won't be able to deliver on-time. These range from manufacturer issues to weather (such as hurricanes or tornadoes). Think like a business professional, not a government sales professional. This is simply part of doing business. If you don't over-communicate with your contracting officer, you're acting like an ostrich with your head in the sand.

The concept of over-communicating applies to all contracts, whether commercial or government, via SAM.gov or DIBBS. In the case of DIBBS, the PAR is the formal process you have to undertake.

The remainder of this document is a presentation we obtained from DLA to provide contractors with the process for submitting a PAR.

## **Procurement Job Aid**



### **DLA Internet Bid Board System (DIBBS):**

### **Post-Award Requests (PARs) in DIBBS**

**Effective 06 November 2015**



## Post-Award Requests (PARs) in DIBBS



### Transaction or Activity Overview

**Purpose:**

- To provide Vendors with step-by-step instructions on how to create Post-Award Requests (PARs) in DIBBS

**Business Scenario:**

- When an user has a request or question about a Contract or Purchase Order after an award is made, they can submit a Post-Award Request (PAR) in DLA Internet Bid Board System (DIBBS)
- PARs provide a direct method by which the Vendors are able to communicate issues and questions pertaining to an award to the Award Administrator, and also maintains a record of what actions have been taken on the associated award
- Once submitted, the PAR will be sent directly to the Award Administrator's Post-Award Workload, along with any documents the Vendor attaches to it
- Specific business scenarios in which the PAR can be used include (but are not limited to) the following:
  - Vendor requested cancellation
  - Modification
  - Delivery date change request
- PARs are now the recommended method for Vendors to submit a request to the Award Administrators; replacing formerly used methods (e.g. calls, emails, letters, faxes, etc)

**Appendix:**

- **Appendix A – PAR Reasons Codes**
- **Appendix B – Acceptable File Types**

**Audience:**

- Vendors



## Business Rules

- Vendors must have access and an account in DIBBS
- Vendors can only **submit** PARs for Purchase Orders/Contracts that they have been awarded in Supplier Relationship Management (SRM) system or reside in SRM



## Glossary


- **Post Award Request (PAR)** – An electronic request for administrative action or information on an award which can be created and submitted by Vendors via DIBBS in EProcurement
- **DLA Internet Bid Board System (DIBBS)** – DLA website where solicitations are posted for public viewing
  - Vendors can quote on particular solicitations through DIBBS
  - Awards processed in SAP SRM are posted to DIBBS
  - DIBBS allows external creation of Post-Award Requests (PARs) by Vendors



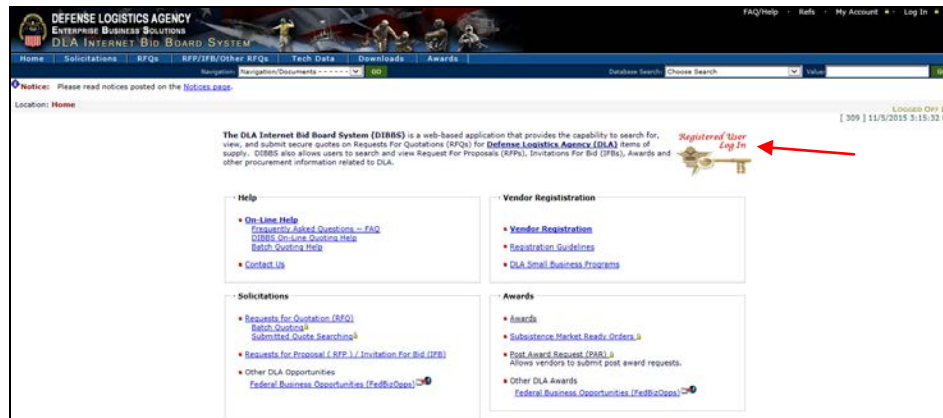


## Detailed Steps and Procedures

### I. Log into DIBBS using CAGE Code and Password

- a. Login into DIBBS by clicking on the  icon

#### SCREEN: DIBBS (Landing page)



- b. Enter the following on the **DIBBS Log-in** screen
- User ID**
  - Password**
- c. Click the **SUBMIT** button once you have completed the appropriate fields

#### SCREEN: DIBBS (Log-in page)



## II. Create a PAR

- Click on the [Post Award Request \(PAR\)](#) link in the Hot Links window from the **Welcome screen** or click on the [Post Award Request \(PAR\)](#) link from the **DIBBS Homepage** under Awards section.

### SCREEN: DIBBS (Home: Welcome)

DEFENSE LOGISTICS AGENCY  
ENTERPRISE BUSINESS SOLUTIONS  
DLA INTERNET BID BOARD SYSTEM

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

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

Location: Home > Welcome

Welcome Lucy Maldonado, You've got DIBBS!

Your User ID: 4V31402 Password Expires: 1/4/2016

Last successful log in: 11/5/2015 4:08:19 PM via IP Address: 131.74.69.45

Last unsuccessful log in:

Your System for Award Management (SAM) data needs updating. [System for Award Management](#)

You have Non-Public Buyer Directed Solicitations. [Click here to View](#)

QUOTING

- Web Form Quoting  
Find your Solicitation via the [RFQ Search](#) and then click on the [Q](#) (Quote) number that you would like to quote, you may use [Fast Trak Quoting](#) and
- Batch Quoting  
Allows quotes on DLA Request for Quotations (RFQ) to be batch uploaded. [Click to go to DIBBS Batch Upload](#)
- Search Quotes  
Allows searching on submitted DLA Request for Quotations (RFQ) quotes. [Click to go to Search](#)

Hot Links

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

If you know the solicitation

Solicitation #:  
(Enter without dashes or spaces)

Go

Fast Trak Quoting

Go

### SCREEN: DIBBS (Homepage)

DEFENSE LOGISTICS AGENCY  
ENTERPRISE BUSINESS SOLUTIONS  
DLA INTERNET BID BOARD SYSTEM

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

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

Location: Home

LOGGED ON [ 309 ] 11/5/2015 4:37:55 PM

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.

Registered User Log In

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](#)
- [Substance Market Ready Orders](#)
- [Post Award Request \(PAR\)](#)
  - Allows vendors to submit post award requests.
- [Other DLA Awards](#)
  - [Federal Business Opportunities \(FedBizOpps\)](#)



- b. Select the [New PAR](#) link from the *PAR Functions* screen

### SCREEN: DIBBS (PAR Functions)

DEFENSE LOGISTICS AGENCY  
ENTERPRISE BUSINESS SOLUTIONS  
DLA INTERNET BID BOARD SYSTEM

Home | Solicitations | RFQs | RFP/IFBs | 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**

[ [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.

Policy Statements · Feedback

- c. Verify that the **No** ☒ radio button is selected

- d. Select the **NEXT** button

### SCREEN: DIBBS (PAR Functions)

DEFENSE LOGISTICS AGENCY  
ENTERPRISE BUSINESS SOLUTIONS  
DLA INTERNET BID BOARD SYSTEM

Home | Solicitations | RFQs | RFP/IFBs | 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 » **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**

Policy Statements · Feedback


#### **Note:**

- The screen also provides the option to select **Copy a previous PAR**, which allows the requestor to submit another PAR for the same award
- To do this, select the **Yes** ☐ radio button, then input the number of the PAR you would like to copy into the **PAR #** field and click on the **NEXT** button.
- You will then be returned to a pre-populated **PAR Entry** screen (PIIN, CLIN and PAR Type pre-populated) and will be able to continue to create the additional PAR





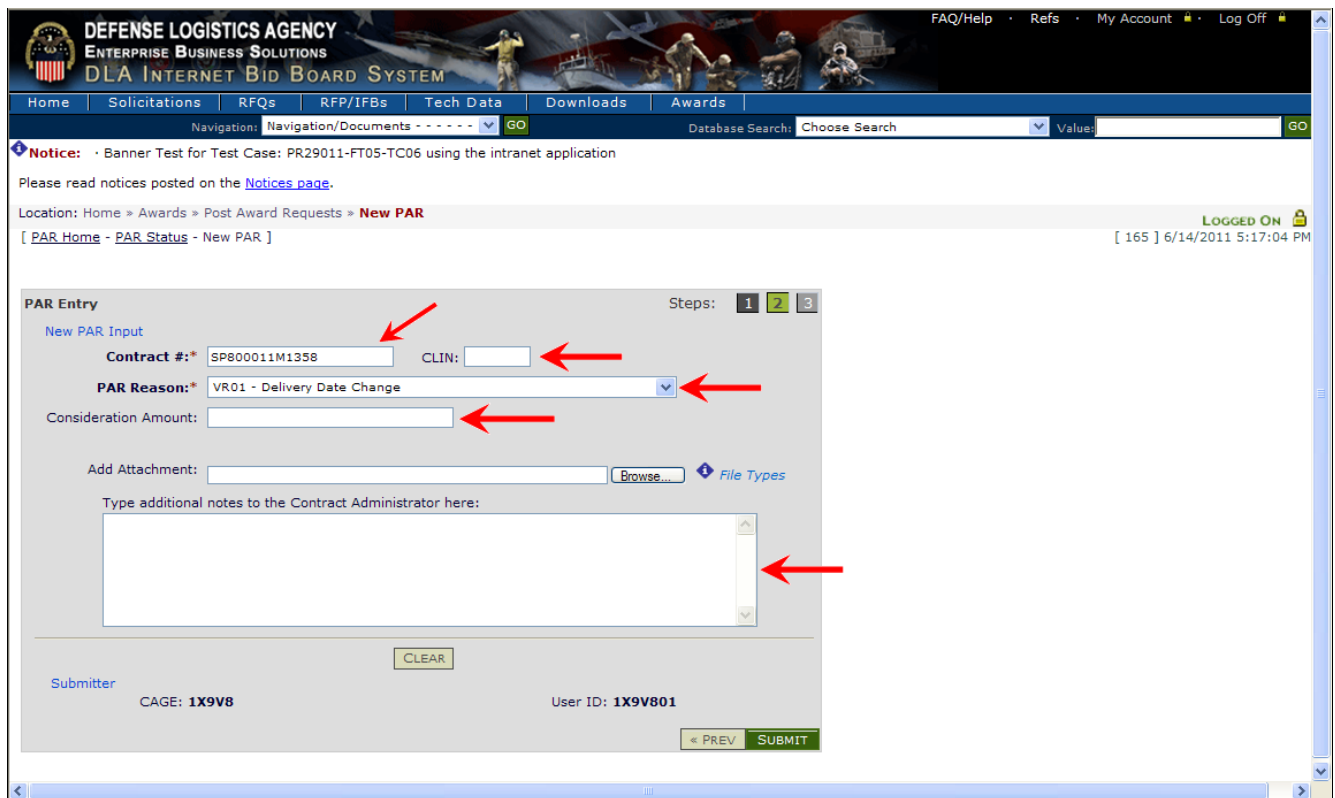
e. Enter data in the following fields:

- i. **Contract Number (\*Mandatory Entry)**
- ii. **CLIN (if applicable)**
- iii. **PAR Reason** – Click on the **Dropdown List**  arrow for the field to select a value (**\*Mandatory Entry**)

 **Note:** Refer to [Appendix A - PAR Reasons Codes](#) for the list of values

- iv. **Consideration amount** – only fill out if applicable
- v. Enter an explanation of the request action into the “**Type additional notes to the Contract Administrator here**” block

### SCREEN: DIBBS (PAR Entry)



DEFENSE LOGISTICS AGENCY  
ENTERPRISE BUSINESS SOLUTIONS  
DLA INTERNET BID BOARD SYSTEM

Home Solicitations RFQs RFP/IFBs 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 » **New PAR**


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


LOGGED ON [ 165 ] 6/14/2011 5:17:04 PM


**PAR Entry** Steps: 1 2 3

New PAR Input

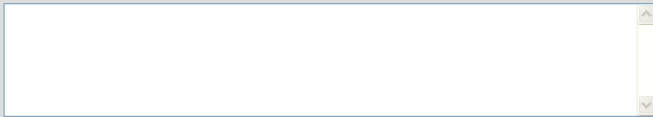
Contract #\*: SP800011M1358 CLIN: 

PAR Reason\*: VR01 - Delivery Date Change 

Consideration Amount: 

Add Attachment:  Browse... File Types

Type additional notes to the Contract Administrator here:



CLEAR

Submitter CAGE: 1X9V8 User ID: 1X9V801

PREV SUBMIT



- f. To upload an attachment to the PAR, click on the **Browse...** button

**Note:** It is not necessary to attach a document in order to create a PAR. Refer to **Appendix B** for the list of acceptable file types if you are attaching a document

### SCREEN: DIBBS (PAR Entry)

DEFENSE LOGISTICS AGENCY  
ENTERPRISE BUSINESS SOLUTIONS  
DLA INTERNET BID BOARD SYSTEM

Home | Solicitations | RFQs | RFP/IFBs | 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 » **New PAR**

[ PAR Home - PAR Status - New PAR ]

LOGGED ON [ 165 ] 6/14/2011 5:17:04 PM

**PAR Entry** Steps: 1 2 3

New PAR Input

Contract #: SP800011M1358 CLIN:

PAR Reason: VR01 - Delivery Date Change

Consideration Amount:

Add Attachment: Browse... File Types

Type additional notes to the Contract Administrator here:

CLEAR

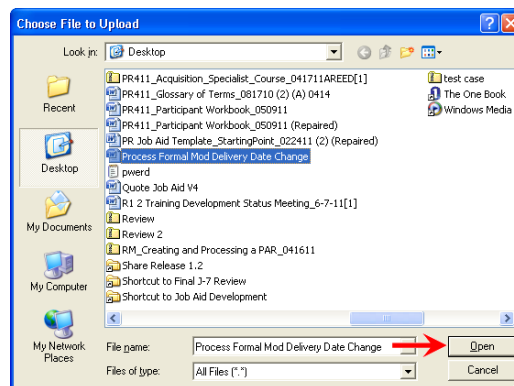
Submitter CAGE: 1X9V8 User ID: 1X9V801

PREV SUBMIT

- i. Select the desired file from the appropriate file path then click on the **Open** button

**Note:** Up to this point, you can cancel the PAR, and no data will be submitted to the system. To cancel the PAR click on "CLEAR" button

### DIALOG BOX: Choose File to Upload





- g. Review the PAR inputs, and then select the **SUBMIT** button

### SCREEN: DIBBS (PAR Entry)

DEFENSE LOGISTICS AGENCY  
ENTERPRISE BUSINESS SOLUTIONS  
DLA INTERNET BID BOARD SYSTEM

Home | Solicitations | RFQs | RFP/IFBs | 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 » **New PAR**

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

LOGGED ON [ 166 ] 6/15/2011 8:41:28 AM

**PAR Entry** Steps: 1 2 3

New PAR Input

Contract #: SP800011M1358 CLIN:

PAR Reason: VR01 - Delivery Date Change

Consideration Amount:

Add Attachment: C:\Documents and Settings\HA94002\Desktop\Process Forms Browse File Types

Type additional notes to the Contract Administrator here:  
TEST

CLEAR

Submitter CAGE: 1X9V8 User ID: 1X9V801

PREV SUBMIT

Policy Statements Feedback

**Note:** Once you have successfully submitted the PAR, the PAR screen displays a confirmation, i.e: Created PAR #: 000000001455.

### SCREEN: DIBBS (PAR Creation Confirmation page)

DEFENSE LOGISTICS AGENCY  
ENTERPRISE BUSINESS SOLUTIONS  
DLA INTERNET BID BOARD SYSTEM

Home | Solicitations | RFQs | RFP/IFBs | 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 » **New PAR**

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

LOGGED ON [ 166 ] 6/15/2011 1:31:25 PM

Created PAR #: 000000001455.

[Printer Friendly Version](#)

**PAR Submission Results**

PAR Number: 000000001455 Created: Wednesday, June 15, 2011 On: 2011

Contract Number: SP800011M1358 CLIN:

PAR Reason: VR01

Consideration Amount:

Submitter: 1X9V8

Contract Administrator  
Name: SRM2ECC\_SYS\_  
Phone:   
Email:

PREV

Policy Statements Feedback



**Note:** All the PAR details are displayed on this screen including:

- PAR number
- PAR creation date
- Contract Number (PIIN)
- CLIN (if applicable)
- PAR Reason code
- Consideration Amount (if applicable)
- Submitter's CAGE
- Submission Date
- Contract Administrator's
  - Name
  - Phone number
  - Email address

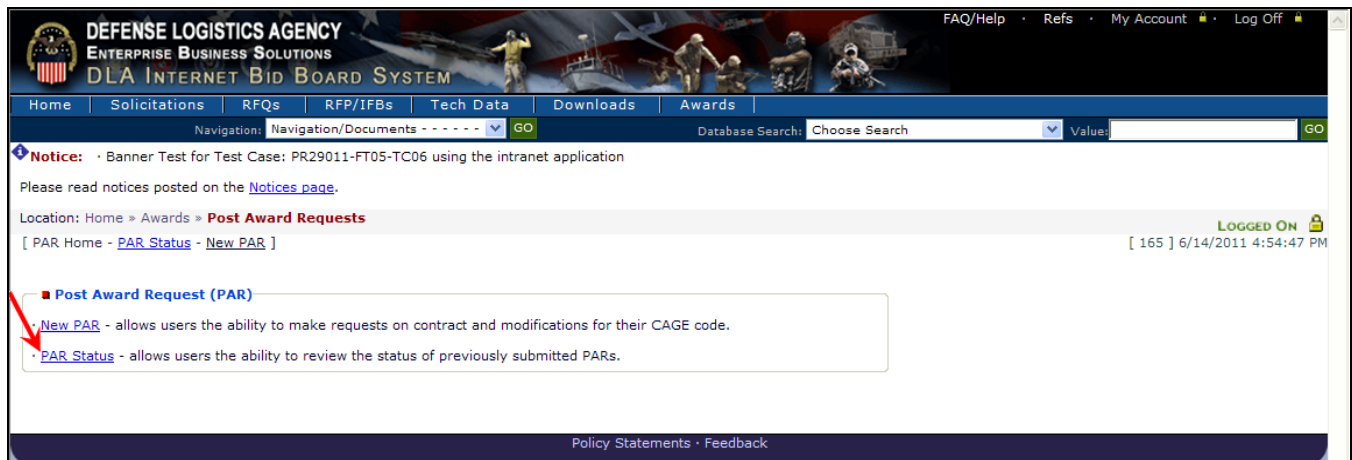





### III. Viewing Status of a PAR

#### Notes:

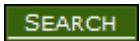
- Vendors have the ability to search for all PARs (open and closed) by selecting the Contract Number, PAR Number or a Creation date range.
- Vendors will be able to view the status of any PARs they have previously submitted.
  - a. Follow the steps in section *I. Log into DIBBS using CAGE Code and password* if necessary
  - b. Click on the [PAR Status](#) link

#### SCREEN: DIBBS (PAR Functions)



- c. Select the **Contract Number**  and enter the Contract number in the **PAR Number** field
- d. **Or** Select the **PAR Number**  and enter the PAR number in the **PAR Number** field
- e. **Or** select the **Date Range**  and enter the date range using the *MM-DD-YYYY* format, in the **To:** and **From:** fields

 **Note:** You can also select the **Calendar**  icon to populate these fields

- f. Click the  button



**SCREEN: DIBBS (PAR Search)**

**DEFENSE LOGISTICS AGENCY**  
**ENTERPRISE BUSINESS SOLUTIONS**  
**DLA INTERNET BID BOARD SYSTEM**

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

Navigation: Navigation/D

**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:

**Note:** The search results appear in at table at the bottom of the screen

- g. Once the results display in the table, the Vendor can see under the Response Data section the **PAR Status** and the responsible **Administrator**.

**Note:** PAR status could be New, In Process, Completed or Cancelled.

**SCREEN: DIBBS (PAR Functions Search Results)**

**DEFENSE LOGISTICS AGENCY**  
**ENTERPRISE BUSINESS SOLUTIONS**  
**DLA INTERNET BID BOARD SYSTEM**

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

Navigation: Navigation/Documents - - - - - 30 Database Search: Choose Search Value:

**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](#) ] [ 167 ]

PAR Search

☒ Contract Number: SPE7L314M1079

☐ PAR Number:

☐ Date Range From:  To:

CAGE: **50888**

Record Found: 1

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) <a href="mailto:Kevin.K.Davis@dla.mil">Kevin.K.Davis@dla.mil</a> (614) 692-4345 ext. X



## Appendix A – PAR Reasons 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

**Appendix B – Acceptable File Types for Attachments**

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