

# ***SOURCE APPROVAL***

## ***SOURCE PRE-QUALIFICATION INFORMATION***

### ***INTRODUCTION***

This information is designed to advise contractors of the procedures and documentation required to obtain ***SOURCE APPROVAL*** for spare parts and repair, overhaul, or modification services purchased, on a non-competitive basis, by Warner Robins Air Logistics Center (WR-ALC). In addition, information will be provided advising contractors of the procedures for obtaining ***SOURCE PRE-QUALIFICATION*** for items requiring pre-contract award qualification. The identification and development of new sources by the Small Business Office (WR-ALC/SB) is not limited to small business companies. Both large and small businesses are afforded equal consideration for source approval.

### ***SOURCE APPROVAL***

#### ***WHERE TO SUBMIT YOUR REQUESTS***

***Current Solicitation:*** When responding to a current solicitation, submit your Source Approval Request (SAR), along with your bid or proposal, to the Contracting Officer or Buyer at the address indicated in the solicitation. If the evaluation of your SAR can be completed in time to meet Air Force requirements, your proposal will be considered for award along with other responsive responsible offers. **However**, if evaluation of your SAR cannot be processed in time to meet Air Force requirements, the Contracting officer will make the award to a currently approved source. We will continue to evaluate your request and, if approved, your company will be considered for future requirements.

***Other Source Approval Requests:*** Other source approval requests, including those supporting source pre-qualification requirements, should be addressed to:

WR-ALC/SB  
ATTN: Source Approval Monitor  
50 Richard Ray Blvd, Bldg 205  
Robins AFB GA 31098

The processing time varies depending on the status and complexity of the requirement. Therefore, it is to your advantage to submit your request well in advance of the item being solicited.

## **WHAT TO SUBMIT IN YOUR REQUEST**

There are four basic categories of source approval requests, excluding those requiring source pre-award qualification (see below), for sole source spare parts, systems, and repair, overhaul & modification of items/systems. The following describes each of the categories and the minimum documentation required for approval on each individual item. These requirements are provided as a guideline for initial submissions. Therefore, additional information may be requested relative to specific requirements. If the documentation is incomplete or inadequate, you will be notified of the deficiencies, and your request held in abeyance, pending receipt of the requested data. Submission of the requested information does not guarantee approval. Additional information, documentation, sample items, etc. may be required to complete evaluation of your request. The cognizant System Engineer is the approval authority for all source approval requests. These procedures apply only to newly manufactured items and exclude surplus goods.

***Category 1 - (Same Item):*** An item that your company previously provided to the Original Equipment Manufacturer (OEM) or to the Department of Defense (DOD).

- Documentation showing that your company has previously or is currently providing the item to the OEM or DOD (copies of purchase orders, shipping documents, DOD contract numbers, DD Form 250, etc.).
- Current configuration drawings. Top drawings will suffice in most instances. Identify whether your company is the actual manufacturer or a non-manufacturing firm.
- Identification of major sub-vendors (vendors for forgings, castings, exotic materials, etc.).
- A description of your quality programs and the OEM's quality rating.
- Brochures and literature describing your capabilities and experience. Include facilities listings showing plant equipment, machinery, special tooling, etc.

***Category 2 - (Similar Item):*** An item similar to an item that your company has previously provided to the OEM or DOD.

- If available, a complete set of drawings for the item for which you are requesting source approval.
- A complete set of drawings for the similar item.
- Identification of the differences between the similar item and the item for which you are requesting approval.
- All documentation required in Category 1 above.

***Category 3 - (New Item):*** An item not previously provided to the OEM or DOD, or similar to an item previously provided to the OEM or DOD.

- If available, a complete set of drawings of the item for which you are requesting source approval.
- A brief description of the manufacturing process.
- A list of your major sub-vendors for forgings, castings, exotic materials, etc.
- Brochures and literature describing your capabilities and experience. Include a facilities list showing plant equipment, machinery, special tooling, etc.
- A description of your quality program.
- A technical briefing and in plant survey may be required.
- Submission of sample item(s) is normally required.

***Repair Overhaul, or Modification Of items/Systems:*** WR-ALC also contracts for overhaul, modification and repair of aircraft, avionics, electronic warfare, vehicle, and missile components and systems. In order to evaluate your capabilities you are encouraged to provide the following information relative to each system or component.

- Evidence of capability and experience:
  - Listing of contracts for same or similar requirements.
  - Brief description of the contract requirements performed.
  - Organization issuing contract - Include point of contact & phone number.
  - Period of performance.
- Company background and workforce experience level.
- Industry certifications.
- Brochures and literature providing insight into plant, facilities, special tooling, support/test equipment, etc.
- Level of security clearance, programs for protection of government assets, availability of technical orders, kit & piece part availability, and a description of your quality programs.

## ***SOURCE PRE-QUALIFICATION***

**SOURCE PRE-QUALIFICATION:** Source Pre-Qualification, pursuant to FAR Part 9, is a formal pre-contract award qualification that contractor's must meet. The cognizant system engineer develops a justification and specific qualification criterion which may range from submission of capability documentation to submission of fully tested sample items.