

Supplier Industrial Base Conference 2025

**Purchase Order Contract Requirements – Obtaining and
Maintaining Active Supplier Status**

February 25, 2025

Agenda

- Introduction
- Requirements
- Onboarding Process
- Forms
- Prerequisites
- Tips
- Assistance

Introduction

- Who we are:
 - Ashley Barton – Supply Chain Organization Compliance, Process Improvement, & Training Manager
 - JoAnne Russo – Manager of Supplier Quality Engineering
 - Jennifer McCarthy - Supervisor of Regulatory Compliance
 - Matt Grubb – Supplier Quality Engineer
- Why we are here
 - Review of requirements for becoming an Electric Boat Supplier and maintaining active Supplier status

Government Requirements

Contract and DoD subcontractor criteria requires comprehensive review of potential suppliers prior to onboarding

- Certifications
- Representations
- Required Registrations
- Quality Systems & Processes

Contractual Obligations/Prime Contract Requirements FAR and DFARS

- DFARS 252.204-7020: NIST SP 800-171 DOD assessment requirements
- DFARS 252.204-7012 Safeguarding Covered Defense Information and Cyber Incident Reporting
- FAR clause 52.209-6 Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment.

Statutory and Regulatory Compliance Requirements

- International Traffic in Arms Regulations (ITAR) of the U.S. Department of State
 - requires that “*Any person who engages in the United States in the business of manufacturing or exporting, or temporarily importing Defense Articles or furnishing Defense Services (as those terms are defined at 2 CFR part 120), is required to register with the Directorate of Defense Trade Controls, under 22 CFR § 122.1.*”
- Dodd Frank Act, which requires SEC filing companies, such as General Dynamics, to report annually on the use of Conflict Minerals in their products, which requires input from Electric Boat’s suppliers when requested

DoD Directive Requirements

- DoD Directive 5230.25 Withholding of Unclassified Technical Data from Public Disclosure – *The JCP Certification Program which is required to be a Qualified Contractor is the implementation of this directive and is managed by the Defense Logistics Agency (DLA)*
- DoD Instruction 5200.48 Controlled Unclassified Information- provides guidance on safeguarding measures and handling of CUI

Becoming an Electric Boat Supplier

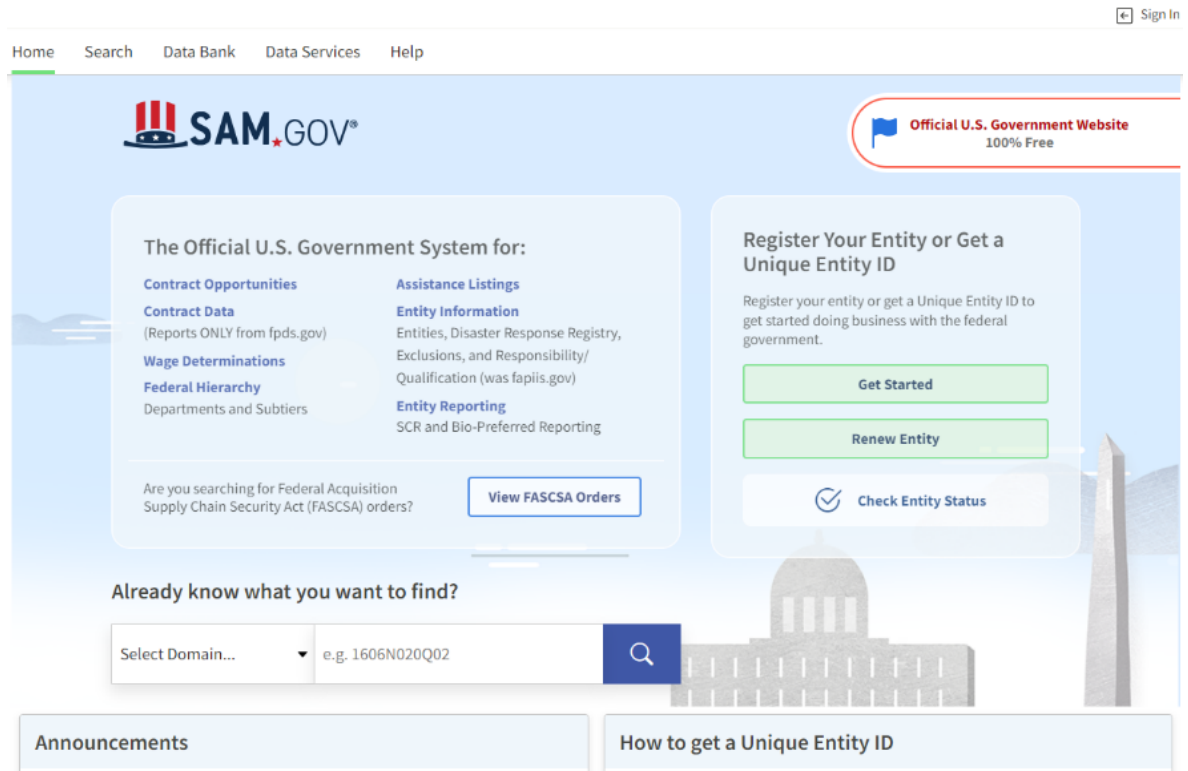
1. Complete requested Onboarding Forms
2. Submit completed forms to your Electric Boat Buyer
3. Electric Boat will evaluate forms for Data Eligibility and Quality Performance Level
 1. Controlled Technical Information
 2. Unclassified Naval Nuclear Propulsion Plant Information
 3. Classified Data
4. Complete your Oracle Supplier profile when you receive the email with link
5. Submit forms to register users from your company for the Oracle system
6. Begin receiving Request for Quotation via the Oracle system, as needs arise

Visit Electric Boat's Suppliers Website for Additional Information:
https://gdeb.com/suppliers/3_doing_business_with_eb/

Becoming a Supplier, Prerequisites: SAM.gov

Registration with SAM.gov

- <https://www.sam.gov>
- Generates CAGE and Unique Entity Identifier
- Required for Joint Certification Program (JCP)



Becoming a Supplier, Prerequisites: Joint Certification Program

JCP Agreement

- Required to receive DoD CUI
- Renewal required every 5 years



DEFENSE LOGISTICS AGENCY
THE NATION'S LOGISTICS COMBAT SUPPORT AGENCY

Search Defense Logistics Agency

HOME WHAT DLA OFFERS WORKING WITH DLA ORGANIZATIONS CUSTOMER SUPPORT CAREERS ABOUT DLA

The JCP has launched an [Online Portal](#) for applications to the program.

Beginning August 1st 2024 all JCP account registrants must log into the JCP Portal at least every 35 days to keep their accounts active. Accounts not active past 35 days will be disabled. A warning email from j62.dacs@dla.mil will be sent five (5) days and then one (1) day prior to your account being locked. If you find that your account is locked/disabled, please go to the DACS Portal: <https://www.public.dacs.dla.mil/portal/> and click the "Unlock Account" link. You will need to provide your username and email address to unlock/enable your JCP Portal account.

HOME > LOGISTICS OPERATIONS > SERVICES > JCP

Logistics Operations Home

About

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Packaging

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Customer Outreach

Joint Certification Program

Training and Reference

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Enhanced Validation

Contact Us

Joint Certification Program (JCP)

[Access the Joint Certification Program \(JCP\) Portal](#)

[JCP Portal Access Guide \(PDF\)](#)

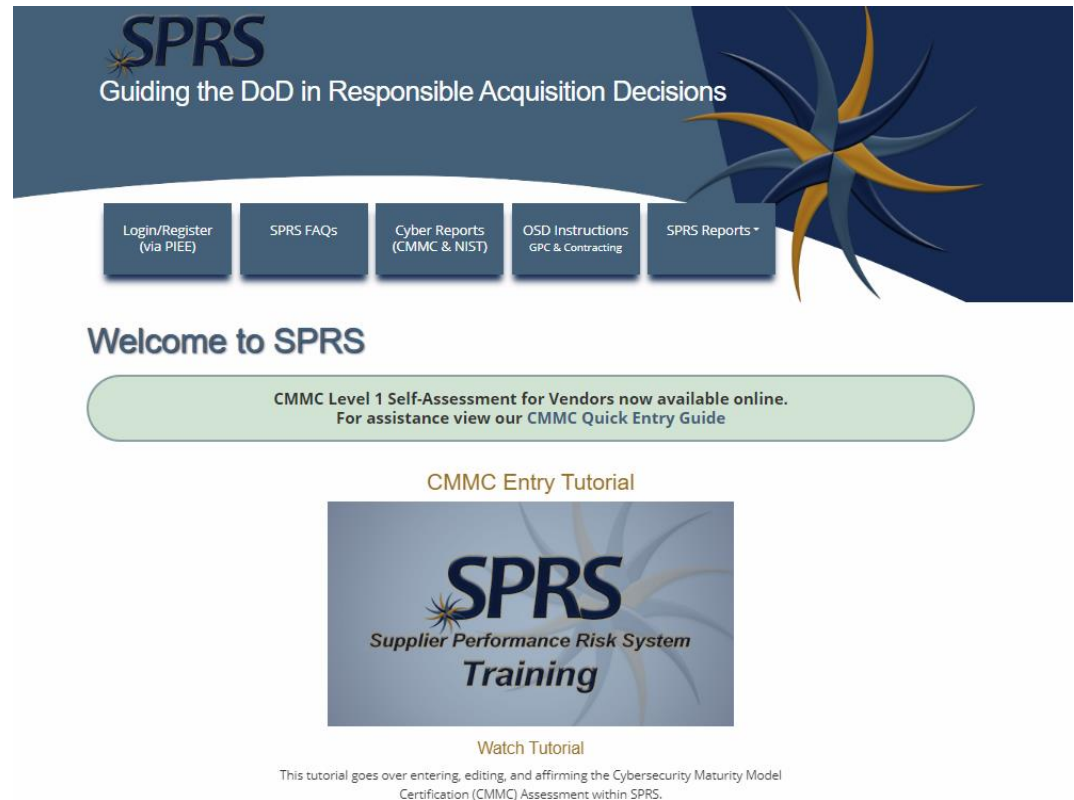
Pre Submittal Requirements:

- Complete National Institute of Standards and Technology (NIST) assessment and upload it to [Supplier Performance Risk System \(SPRS\)](#).
- If your entity has previously completed an assessment, NIST assessments are valid for 3 years, must be documented in SPRS and must be current more than 90+ Days. The valid 3-year requirement is mandated via the [Defense Federal Acquisition Regulation System \(DFARS\)](#), section 252.204-7020.
- Failure to update your assessment will result in rejection of your JCP certification request and/or current certification. This applies to DLA Enhanced Validation (DEV) requests/certifications as well.
- [SAM registration](#) is updated and correct.
- Review [Introduction to Proper Handling Training\(PDF\)](#)
- [Google Authenticator](#) application used for two factor authentication.
- Further instruction can be found below, General Instructions as well as instructions specific to U.S Applicants and Canadian Applicants.

Becoming a Supplier, Prerequisites: National Institute of Standards and Technology Cybersecurity Requirements

NIST Self-Assessment & Report Scores to SPRS System

- <https://www.sprs.csd.disa.mil>
- Every three years for compliance with 252.204-7020
- REQUIRED-within 3 years to obtain or renew a JCP agreement



The screenshot displays the SPRS (Supplier Performance Risk System) interface. At the top, the SPRS logo is accompanied by the tagline "Guiding the DoD in Responsible Acquisition Decisions". Below this, a navigation bar contains five buttons: "Login/Register (via PIEE)", "SPRS FAQs", "Cyber Reports (CMMC & NIST)", "OSD Instructions GPC & Contracting", and "SPRS Reports". A large, stylized starburst graphic is positioned on the right side of the header. The main content area begins with a "Welcome to SPRS" heading, followed by a green banner announcing "CMMC Level 1 Self-Assessment for Vendors now available online. For assistance view our CMMC Quick Entry Guide". Below this, a section titled "CMMC Entry Tutorial" features a video player with the SPRS logo and the text "Supplier Performance Risk System Training". A "Watch Tutorial" link is provided below the video player, with a descriptive paragraph stating: "This tutorial goes over entering, editing, and affirming the Cybersecurity Maturity Model Certification (CMMC) Assessment within SPRS."


SPRS
Guiding the DoD in Responsible Acquisition Decisions

Login/Register (via PIEE) | SPRS FAQs | Cyber Reports (CMMC & NIST) | OSD Instructions GPC & Contracting | SPRS Reports

Welcome to SPRS

CMMC Level 1 Self-Assessment for Vendors now available online.
For assistance view our CMMC Quick Entry Guide

CMMC Entry Tutorial



SPRS
Supplier Performance Risk System
Training

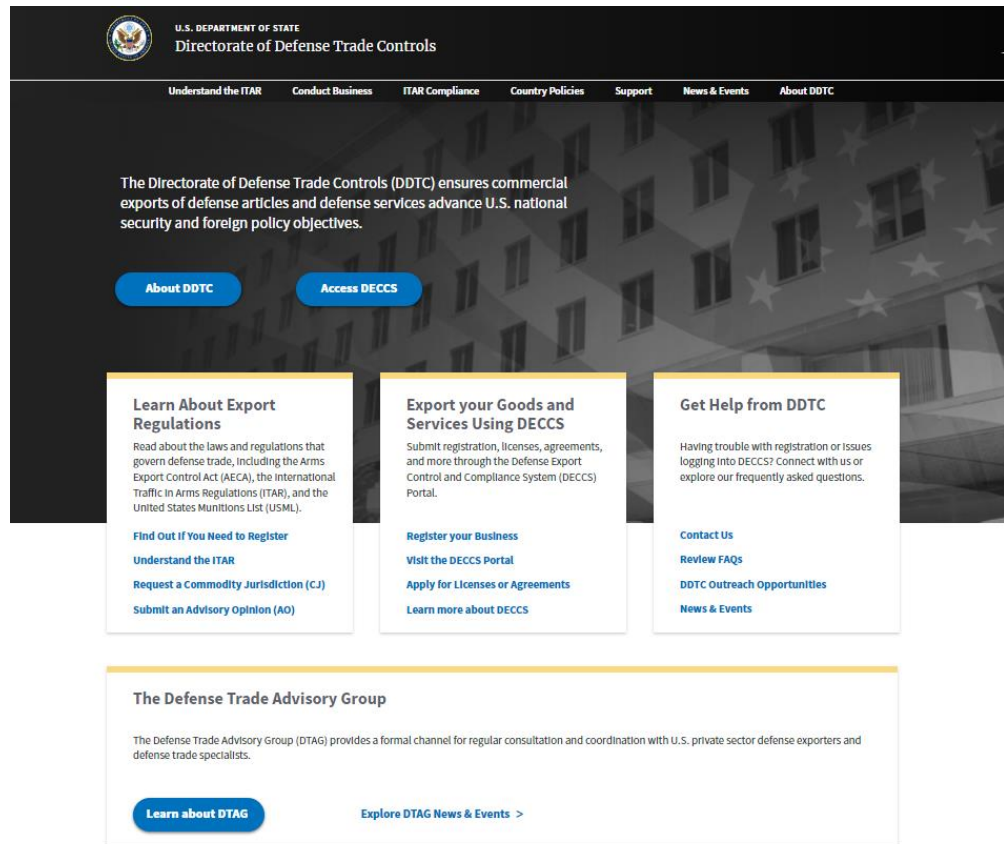
Watch Tutorial

This tutorial goes over entering, editing, and affirming the Cybersecurity Maturity Model Certification (CMMC) Assessment within SPRS.

Becoming a Supplier, Prerequisite: Department of Defense Trade Controls

DDTC Registration

- <https://www.pmdmtc.state.gov>
- Registration for compliance with ITAR, 22 CFR § 122.1
- Annual renewal
- Subsidiaries should be registered under parent company's registration



Contact and Forms

Initial Contact

- Supplier outreach to Electric Boat
- Engineering research & inquiry
- Small Business Liaison Officer (SBLO)
- Buyer research & inquiry
- Conferences

Data Collection (Forms)

1. 84-17-0029 Supplier/Supplier User Registration or Change Request
2. 84-03-3650 Annual Supplier Certifications and Representation
3. 84-08-2783 Supplier Quality Questionnaire
4. 84-02-2956 Pre-Award Survey of Prospective Contractor Accounting System

Oracle iSupplier Form #1

ERP Oracle iSupplier-Supplier and/or Supplier User Registration Form 84-17-0029

- Initial or updated general Supplier information
- Additions or changes to Supplier site locations, payment addresses
- Additions, deletions or updates to iSupplier purchasing system Supplier users

GENERAL DYNAMICS
Electric Boat
84-17-0029 REV 12/24

SUPPLIER and/or SUPPLIER USER REGISTRATION or CHANGE REQUEST

Section A: Supplier Company information- To be completed by Supplier

Buyer Contact: _____

Request(s)
Check all that apply:

☐ New Supplier Registration
☐ Existing Supplier (Select all that apply)
☐ New User Request ☐ Changes to User Information ☐ Changes to Supplier Company Information
☐ New Site* (Purchasing) ☐ New Remit To* (Pay Site) ☐ New Purchase & Pay Site
*Is new address is replacing previous site if so, what site is to be inactivated: _____

Company Legal Name: _____

Company Address: _____

City: _____ State/Territory: _____ 9-Digit Zip Code/Postal Code: _____ Country: _____

UEI/DUNS Number: _____ Cage Code: _____ Primary NAICS: _____ State of Incorporation: _____ Tax ID: _____

Business Size (Small/Large): _____ (Check applicable below)

☐ Small Disadvantaged/ Minority Owned (SDB/MBE) ☐ Women-Owned (WOSB)
☐ Historically Under- Utilized Business Zone (HUBZONE) ☐ Veteran-Owned (VOSB)
☐ Service Disabled Veteran-Owned (SDVOSB) Native
☐ Historically Black College/ Minority Institution ☐ Alaskan ☐ American ☐ Hawaiian

☐ IRS W-9 (or IRS W-8) attached (Require for New Suppliers and Address/Name Changes)

Section B: Supplier Company information- To be completed by Supplier (A Minimum of 1 user to act in EB Procurement System Required)

User Type: _____ User (Supplier Role): _____
User Job Title: _____ Common Roles: Admin Contact, Bill To, Buying Contact, Contact,
Shipping Contact, Supplier Quality Contact, Technical Contact

Legal First Name: _____ Legal Last Name: _____

Phone Number: _____ Business Email: _____

☐ Yes ☐ No User is a United States (U.S.) Citizens (by checking this box you are attesting U.S. Citizenship ship in accordance with 42 USC 9102 (18) (User Log-Ins cannot be grated to non- US Citizens)

☐ Yes ☐ No User is a permanent employee of the above listed Supplier
If not, explain _____

User Physical Location: ☐ Same as above (if different, complete below)

Company Address: _____

City: _____ State/Territory: _____ 9-Digit Zip Code/Postal Code: _____ Country: _____

Section C: Form Completed By

Your Signature confirms the information provided above is true and accurate to the best of your knowledge.

☐ Completed by the above user (If not completed by above user complete information below)

Signature: _____

Name: _____ Date: _____ Title: _____

Upon completion, return via email to your EB Buyer

For EB internal Use

☐ Sections A, B, C Reviewed
☐ Section D Attached

Forward with all
attachments to
EBSLADMIN

Annual Certs and Reps Form #2

Annual Supplier Certifications and Representations 84-03-3650

- All new suppliers
- Annually for active suppliers
- Reduces data collection at RFQ

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Electric Boat
84-03-3650 REV 10/24

| | |
|---|---|
| Electric Boat Internal Use Only (Buyer to Complete): Buyer Full Name: <input type="text"/> Supplier ID: <input type="text"/> Supplier Site Code: <input type="text"/> Data Sensitivity Level (DSL) Requested: <input type="text"/> | Electric Boat Internal Use Only (RCA to Complete): RCA Full Name: <input type="text"/> Badge: <input type="text"/> Date: <input type="text"/> DSL* Determination: <input type="text"/> Additional Comments: <input type="text"/> |
| Buyer Signature _____ Date <input type="text"/> Identify Areas of concern for an RCA: <input type="text"/> | RCA Signature _____ Date <input type="text"/> |

Annual Supplier Certifications and Representations

INSTRUCTIONS AND NOTICE

An officer, owner, or duly authorized agent of the Certifying Company is to:
 Complete Sections 1-2 and Authorizing Signature Section 5;
 Complete Sections 3 and 4, as requested by your Electric Boat Buyer.
 Return completed form and requested supplemental documents to your Electric Boat Buyer or Buying point of contact.

If unable to certify to a question, please provide detailed explanation of your entity's position, issue, concern, and/or question.

Note: Please attach additional page(s), as needed, if the response to a question exceeds space allotted (e.g., performance addresses).

Any change to the information submitted herein should be updated promptly by Certifying Company. Misrepresentation of information herein and/or failure to timely report changes shall be a material breach of any purchase order issued by Electric Boat Corporation to Certifying Company and grounds for termination for default any order awarded to Certifying Company, and Certifying Company shall indemnify Electric Boat Corporation from any related damages.

Section 1: SUPPLIER INFORMATION

- Legal Entity Name:
- Fictitious Entity Name/Doing Business As (DBA) or Division (if applicable): N/A
- Commercial and Government Entity (CAGE) Code:
- Performance Address(es):
 Number and Street:
 City (Town), State (Province), Country (if non-U.S.):
 Postal Code (9-digit ZIP+4 required for U.S. postal code):
- The Certifying Company is organized and existing under the laws of in
- Does your company qualify as a small business under the criteria and size standards of 13 CFR part 121?
☐ Yes ☐ No
 - Check applicable status(es), if any, for your organization (definitions at FAR 52.219-8 and 52.219-9):
☐ N/A
☐ Alaska Native Corporation
☐ Indian Tribe
☐ Veteran-owned small business
☐ Service-disabled veteran-owned small business
☐ HUBZone small business
☐ Small disadvantaged business
☐ Women-owned small business concern
- Is the Certifying Company owned or controlled, in whole or in part, by another company, a government, or other entity? ☐ Yes ☐ No
 If Yes, provide the following information.

Supplier Quality Questionnaire Form #3

Supplier Quality Questionnaire 84-08-2783

- New suppliers, as applicable for specific material types
- Existing suppliers submit updated form periodically

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Electric Boat
84-08-2783 REV 09/24

Supplier Quality Questionnaire

Company: _____ Quality Assurance Point of Contact:
Address: _____ Name: _____
Title: _____
Phone: _____
Fax: _____
Email: _____

| | | |
|--|---|--|
| <input type="checkbox"/> If you are not currently under contract with Electric Boat, please check this box and answer questions related to involved requirements based upon your company's capabilities. | | |
| 1. Approximately how many employees are employed by your company? <input type="checkbox"/> | | |
| a. Approximately how many employees support Electric Boat purchase orders? <input type="checkbox"/> | | |
| 2. Please list the quality management system (QMS) standards you are compliant with: <input type="checkbox"/> ISO-9001:2015 <input type="checkbox"/> MIL-Q-9858 <input type="checkbox"/> MIL-I-45208 <input type="checkbox"/> AS9100 <input type="checkbox"/> Other (please specify): <input type="checkbox"/> Where applicable, please provide a copy of QMS Certification[s] For quality management systems that are not accompanied by an accredited certification, please submit a requirements traceability document showing how the standard[s] has (have) been implemented. | | |
| 3. Please list all sites where Electric Boat material is worked by your company: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | | |
| 4. Please list all sites where Electric Boat material is stored by your company: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | | |
| 5. Do you have a quality assurance manual? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If Yes, please submit copy. <input type="checkbox"/> |
| 6. Is your quality program independent of production? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> |
| 7. Do you hold other contracts supporting U.S. Navy submarine programs? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> |
| 8. Malpractice, Counterfeit, Controls | | |
| a. Do you have a Fraud and Malpractice prevention program? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If Yes, please submit copy. <input type="checkbox"/> |

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CAS Form #4

Pre-Award Survey of Prospective Contractor Accounting Systems

- New suppliers, as applicable for specific contract types

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84-02-2956 REV 08/24

PRE-AWARD SURVEY OF PROSPECTIVE CONTRACTOR ACCOUNTING SYSTEM CHECKLIST

PRE-AWARD SURVEY OF PROSPECTIVE CONTRACTOR ACCOUNTING SYSTEM

Date:

Company Name, Contract Number, and Full Address:

Commercial and Government Agency (CAGE) Code
Number: (Found at <https://cage.dia.mil/>)

Cognizant Defense Contract Audit Agency (DCAA)
office info (Address/phone number/E-mail) -
(Found at <http://www.dcaa.mil/Home/Locator>)

Company Point of Contact:
(Name, Title, Phone Number, and E-mail address)

If the accounting books and records are located
at a physical address other than the address
provided above, please indicate address here:

Name, Title, and signature of Company Principal (President/VP/Controller, etc) responsible for the design of the Accounting System.

NAME

TITLE

E-MAIL ADDRESS

SIGNATURE

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DATE

Tips

1. Track dates of required government required renewals
 - JCP: Every 5 years administered by Defense Logistics Agency
 - SAM.gov registration update: Annually
 - NIST Self-Assessment/Report Scores to SPRS: Every 3 years
 - DDTC Registration: Annually
2. Start renewals process early -allow extra time for new process changes and processing delays
3. Notify Electric Boat of any business changes (new ownership, name change, new address etc.) as soon as possible
4. Complete and return forms and other requested information in a timely manner to avoid any business interruptions

Realize Growth as a Supplier

Electric Boat offers various programs and levels of qualifications in which suppliers can participate.

A few examples are:

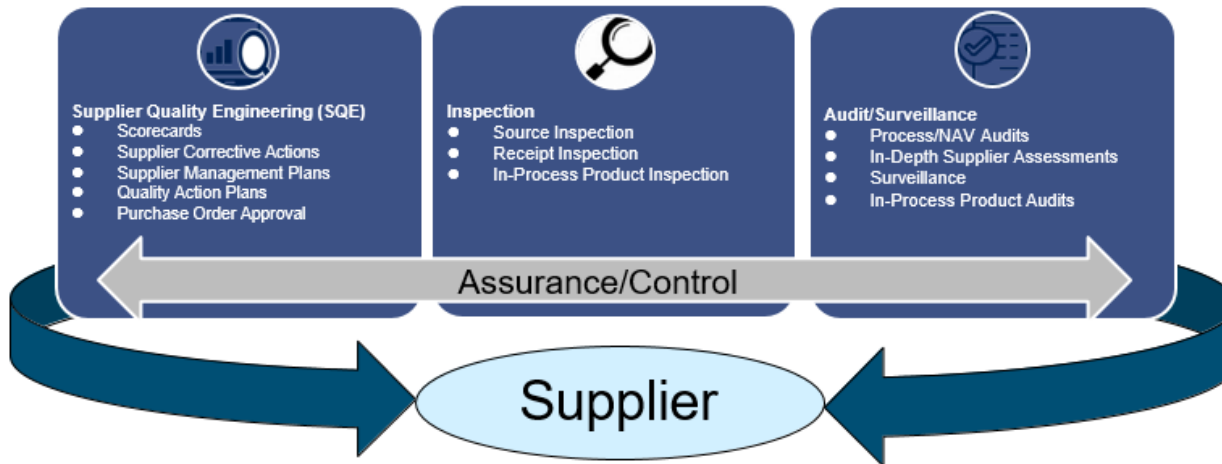
- Commercial
- Level N
- Level 1
- Nuclear
- Welding
- Non-Destructive Testing (NDT)
- Trusted Supplier – approved to provide discrete electronic parts, despite not having a contractual agreement with the Original Equipment Manufacturers (OEM)
- Counterfeit - required to have and maintain a counterfeit electronics mitigation policy

Qualification to participate in certain programs and levels involves the following and starts with a business need:

- Process audits
- Enhanced material control
- Procedure approvals

Supplier Quality Program

Supplier Quality organization lines of effort work together to measure, assess and address suppliers' quality performance.



- For a comprehensive overview of the Supplier Quality Program, visit the “Prospective Suppliers” section of www.gdeb.com/suppliers/

Assistance

- Electric Boat Supplier area of www.gdeb.com
- Electric Boat Buyer
- Supplier Quality Engineer
- Applicable Website help areas & Customer Service phone lines of prerequisite registrations entities (DLA, DDTC, SPRS)
- Apex Accelerators (formerly Procurement Technical Assistance Centers) with offices in all states <https://www.apexaccelerators.us>

Any Questions?

Thank you