

DAPAs Made Easy

A Guide to DAPAs and the Medical/Surgical Prime Vendor Program



**Directorate of Medical Materiel
Defense Logistics Agency Troop Support**

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PRIME VENDOR PROGRAM / DAPA OVERVIEW

This guide is designed to simplify the process for a manufacturer/supplier to establish a Distribution and Pricing Agreement (DAPA). Establishing a DAPA is a manufacturer's and supplier's key to successful participation in the Defense Logistics Agency Troop Support's (DLA Troop Support) Medical/Surgical Prime Vendor (MSPV) Program.

The DLA Troop Support is the Department of Defense's (DoD) contracting office responsible for supplying Pharmaceuticals, Medical/Surgical Supplies and Medical Equipment to DoD Medical Treatment Facilities (MTFs) worldwide.

The vast majority of these supplies are obtained through DLA Troop Support contracts with both Pharmaceutical and Medical/Surgical distributors referred to as Prime Vendors (PV).

A Prime Vendor is a single distributor of brand specific pharmaceuticals and medical supplies typically for next day delivery to DoD MTFs and other federally-funded facilities who are customers of the DLA Troop Support's Pharmaceutical and Medical/Surgical Prime Vendor Programs. DLA Troop Support's PVs are leading distributors in their respective industries. Contracts are in place to cover the entire globe.

In the Prime Vendor Programs, DLA Troop Support provides its PVs with the item prices they are authorized to charge our customers. The PVs are compensated by the Government via the payment of a distribution fee, which is a contracted percentage of the item price delivered.

In the MSPV Program, items are priced independent of the PVs and directly with manufacturers and suppliers via a pricing instrument known as a DAPA.

In order for Manufacturers and Suppliers to be able to sell their medical/surgical products through DLA Troop Support's MSPV Program, it is mandatory that they work with DLA Troop Support to establish and maintain their own DAPA.

WHAT IS A DAPA?

A DAPA is not a contract. It is an agreement between DLA Troop Support and the manufacturers/suppliers of the MSPV Program. The DAPA establishes both the selling price of products and the authority to allow DLA Troop Support's PVs to distribute a DAPA-Holder's products to DLA Troop Support's military and other federal customers.

TWO TYPES OF DAPAs FOR THE MSPV PROGRAM

1. MEDICAL/ SURGICAL GENERAL DAPAs

These DAPAs are primarily for Medical/Surgical consumables that are non-pharmaceutical and non-medical equipment items. These products include but are not

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limited to sutures, bandages, syringes, surgical devices, hospital linens and gowns, custom procedural packs (defined below) and many more items.

Custom Procedural Packs Program (PREPACs)

PREPACs is an acronym meaning "Prepackaged" Medical Supplies. This program was developed to enable PREPACs suppliers to provide their products at competitive prices through the PV. Each PREPAC contains all preselected supplies required for a specific medical procedure (excluding pharmaceuticals) in a "single bag". PREPACs may only be ordered by the MTF for which it has been designed.

2. MEDICAL/SURGICAL EQUIPMENT DAPAs

These DAPAs are for Medical Equipment that are durable, repairable, portable, and/or often require some type of power source (i.e. battery, electricity, etc...). They do not include capital equipment. These products include but are not limited to infusion pumps, suction apparatus, pulse dosimeters, exam tables, hospital carts, etc...

HOW TO APPLY FOR A DAPA

To apply for a DAPA, you must visit the DLA Troop Support Directorate of Medical Material's (DMM) website known as "**DMMonline**". www.medical.dla.mil is the official website for the DLA Troop Support Directorate of Medical Materiel. This site provides the military medical community, as well as other federal agencies; information regarding the medical products and services supplied by DLA Troop Support to meet their needs every day and in every crisis around the world. Our goal is to provide the Medical Directorate's customers and commercial trading partners a convenient, state-of-the-art, readily accessible Web portal that enables them to efficiently and effectively accomplish their business. Most importantly for you, it is the website for manufacturers and suppliers to apply for their DAPA.

To apply for a DAPA, you must enter www.medical.dla.mil and agree to the terms and conditions of the site. This will bring you to the DMMonline homepage. Here you should **select the "Med/Surg" tab** at the top of the page. From the "Med/Surg Home Page", **select the "Distribution and Pricing Agreement – DAPA" link** on the left hand side of the page. From the "DAPA Page", under the paragraph entitled "Special Message", **select the "DAPA Manufacturers Application Home" link**. From the "DAPA Manufacturers Application Home Page", under the paragraph entitled "Special Message", **select the "registration instructions" link**. This web-link provides step by step instructions (including screen-shots) for registering for the DAPA Manufacturers Application (DMA).

At the end of these "registration instructions", (after you have successfully registered to use the DMA software application) you are provided instructions on how to log into DMA. The end of these instructions direct new DAPA Holders to click on a log number established for them to complete their DAPA application. Follow the instructions on this

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page by **clicking on the “? Help” icon** at the top of the page. Then **select the “DAPA Manufacturers Application User Guide” link**. Section “5” of the DMA User Guide entitled “Getting Started: New DAPA Holder” provides detailed directions (including screen shots) for completing and submitting your DAPA application.

Once submitted, your DAPA Application will be reviewed by both the DLA Troop Support DAPA Administrator and Contracting Officer. Applications submitted and approved by the 1st of the month will become effective the 1st day of the following month. At that time, MSPV customers are authorized to begin ordering your products.

DAPA MODIFICATIONS

Once your DAPA is approved, you may request changes to delete or add products, offer price reductions and increases, or make other revisions using the DAPA Manufacturers Application (DMA). All pricing information and regulatory requirements applicable to the original DAPA will apply to any change/modification. If any of the DAPA holder's responses to the required representations/certifications change at any time after the DAPA has been approved, the DAPA holder must immediately update their data via the DMA.

Once submitted, all data changes will automatically be forwarded to the DLA Troop Support DAPA team for their review. Changes submitted and approved by the 1st of the month will become effective the 1st day of the following month.

REFER DAPA APPLICATION / MODIFICATION QUESTIONS TO:

DAPA Technical Assistance
MSPVDAPAAssistance@dla.mil
570-387-5921

DAPA Program Manager
MSPVDAPAAssistance@dla.mil
215-737-2834

OBTAINING A DAPA IS ONLY STEP ONE (1)

While obtaining a DAPA is an absolute must for manufacturers and suppliers to provide their products through DLA Troop Support’s MSPV Program, it is only Step One (1). All DAPA holders are required to sign Distribution Agreements with the PVs (Step 2), to obtain Product Liability Coverage (Step 3) and to Market their Products (Step 4). Until the first three steps are completed, a manufacturer/supplier cannot offer their products through the MSPV Program.

DISTRIBUTION AGREEMENT WITH THE PRIME VENDOR (STEP 2)

All new DAPA holders must enter into a distribution agreement with each PV authorizing them to store, distribute and/or sell your products. This will establish you as an active DAPA vendor and when completed you will receive a two digit vendor code.

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It is recommended that you contact each PV prior to submitting your product pricing to gain a full understanding of the PV's requirements and any potential costs associated with them.

PRODUCT LIABILITY COVERAGE (STEP 3)

An important part of the Distribution Agreement is a PV requirement for DAPA holders to obtain Product Liability Insurance. DAPA holders are advised that PVs are contractually authorized by DLA Troop Support to impose a maximum of \$1 Million in product liability coverage per DAPA holder as a prerequisite for establishing their distribution agreement. DAPA holders may, through independent negotiation with each PV, secure a waiver from such coverage. In the event that a PV requires certification of indemnification, and a DAPA holder is unable or unwilling to provide satisfactory documentation, the PV may rightly refuse to enter into an agreement to sell and/or distribute that DAPA holder's products.

MARKETING DAPA PRODUCTS (STEP 4)

DAPA holders are solely responsible for creating demand for their products through customer-focused marketing efforts. Obtaining a DAPA is no guarantee of receiving sales through the program. DAPA holders must market the value of their products to DLA Troop Support's military and other federal customers.

FREQUENTLY ASKED QUESTIONS (FAQ)

Logging In to DMMonline

1. Q. I get a box asking for a "Certificate" when I go to www.medical.dla.mil .
What do I do?
A. Just select "Continue" or "Yes".

2. Q. Does each person at our company working on DAPA need to have their own User ID and Password?
A. Yes.

3. Q. When completing my request for a New User ID, what application do I request access to?
A. The DAPA Manufactures Application.

4. Q. When I receive my User ID, I also get a "Log Number" if I do not already have a DAPA. Do I use the "Log Number" to log in?
A. No. The Log Number is like a tracking number you will see after logging in and navigating to the DAPA Management System. Under the Log Number you will complete the application for a new DAPA with your items and contract questions. **NOTE:** Your User ID and/or Log Number will be sent by the owning DLA Troop Support DAPA Administrator.

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This person is your POC for DAPA and will review your application upon submission.

Navigating the Web Site

5. Q. After I log in, where do I go?
- A. The center of the screen has a box entitled “Applications You Currently Have Access To”. Select the “DAPA Manufactures Application”. On the next screen on the left hand side under “Tools” select the “DAPA Application”. If this is your first time to DAPA or if there has been an Update to the application you will get the “Release Notes” page. Scroll down and select “Close”. You should now see your “Log Number”. Click on the number itself and complete the application.

Completing the Application

6. Q. Why does the application not allow me to proceed to the next screen and/or save what I have entered?
- A. ALL questions and required fields must be completed on a screen before you will be allowed to proceed. Be certain there is nothing in RED at the top of the screen.
7. Q. May items not on a Veterans Administration (VA) Federal Supply Schedule (FSS) be added to DAPA?
- A. Yes. However, for pricing items not on a VA FSS you must choose either “Most Favored” pricing or “Other”.
8. Q. What is an “NDC”?
- A. A “National Drug Code” is an eleven (11) digit item identifier used by the Food and Drug Administration (FDA). While most often seen on Pharmaceutical items, a few Medical/Surgical items will have them as well. If you do not have an NDC, the field may be left blank.
NOTE: If your NDC is not eleven (11) digits long, zero fill to the left.
For example: 0584-102-5 would be 005840

Saving and Submitting the Application

9. Q. After I have entered and saved my last item, am I done?
- A. No. You must select the “Submit” tab at the top of the Log Number and then click on the “Submit” button to send the log to “Buyer Review” status. The Buyer is your DLA Troop Support DAPA Administrator.
10. Q. How long does it take for a log to be approved and become effective?
- A. Generally the DAPA Administrators prefer that a log be submitted before the first of the month in order for it to become effective the first of the following month. However, always check with your DAPA Administrator to be certain.
11. Q. When does a DAPA expire?

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- A. A DAPA remains in effect until either party wishes to end the agreement. The Expiration Date in the year 2020 on the Item Screen is only a filler for the computer system. If an item is deleted, the Expiration Date will reflect the change for that item.