

How to determine eligibility and successfully prepare, process, and submit an IIP request

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Determine who can participate

Any of the following business entities that use Indian Owned Businesses or enterprises as subcontractors are eligible to participate in the IIP:

- ▶ Large business prime contractors
- ▶ Small business prime contractors (no subcontracting plan is required)
- ▶ DoD sub-tier contractors (at any tier)

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Review contract requirements

- ▶ For prime contract IIP requests, the contract must include DFARS clause 252.226.7001
- ▶ For DoD sub-tier contract IIP requests:
 - The prime contract must include DFARS clause 252.226-7001
 - The subcontract must include the substance of DFARS clause 252.226-7001
- ▶ DoD subcontracts must be a minimum of \$500,000.00

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Prepare IIP request

- ▶ Prepare the rebate request package, which includes:
 - Cover letter (Latest version of the cover letter templates for Contracting Officer and Prime Contractors are available on the DoD OSBP website)
 - Completed self-certification form for the subcontractor
 - Prime Contractor's rebate request package is required to include all eligible invoices from the subcontractor and associated prime contractor receipts
 - Validated invoice summary sheet

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Validate submittal compliance

- ▶ IIP requests can be submitted as long as the contract is open and the prime contractor is still performing the contract
- ▶ IIP requests cannot be submitted:
 - Within 90 days of subcontract award
 - While a challenge is pending regarding the validity of the Indian business status or the certification of Native Hawaiian Small Business Concern
 - If a DoD subcontractor is determined an ineligible participant
 - If the contract is closed

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Submit IIP request

- ▶ Contracting Officers submit the IIP package to the DoD OSBP Office after validating the material and verifying the package is correct and complete
- ▶ Prime contractors submit the IIP package to the Contracting Officer after validating and verifying the package is correct and complete *Prime contractors who submit requests and receive payments on behalf of subcontractors at any tier are obligated to pay the subcontractor the incentive*
- ▶ DoD Sub-tier contractors submit IIP requests through the prime contractor, who verifies the information is correct, endorses the package, and forwards it to the government Contracting Officer at the agency administering the contract for processing. The Contracting Officer then submits the complete package to the OSBP after review.

Once a final and complete package is prepared, it may be emailed to OSBP at osd.pentagon.ousd-atl.mbx.osbp-iip@mail.mil

The Pequot Community of Companies is knowledgeable about the IIP and is available to assist with completing the package for submission. Contact us today for more information at compliance@wwcglobal.com.