



Indian Incentive Program Briefing

DoD Office of Small Business
Programs



THE INDIAN INCENTIVE PROGRAM PROCESS

1. Prime Contractor verifies that contract includes DFARS 252.226-7001 clause.
3. Prime Contractor identifies an Indian-Owned/Native Hawaiian firm as a subcontractor/supplier, in accordance with contract clause.
4. Prime Contractor and Indian-Owned/Native Hawaiian firm mutually communicate to each other that they understand the requirements of the Indian Incentive Program.
5. Prime Contractor completes a Statement Of Work (SOW) outlining expectations between the Prime Contractor and the Sub-contractor (Indian-Owned/Native Hawaiian Firm) and when they are to submit invoices.



THE INDIAN INCENTIVE PROGRAM PROCESS

5. Indian-Owned/Native Hawaiian Firm submits all paid invoices covering specified period.
 6. Indian-Owned/Native Hawaiian Firm submits all certification documents to prime contractor:
 - ✓ Proof of tribal enrollment (BIA tribal card, Certificate Degree of Indian Blood (CDIB) or Hawaiian birth records) and proof of 51% ownership.
- OR--
- ✓ Indian Owned Firm may complete and sign the self-certification form found on the DoD Indian Incentive Program (IIP) website.



THE INDIAN INCENTIVE PROGRAM PROCESS

7. Prime Contractor prepares and submits rebate request package to the Contracting Officer:

Rebate request package must include:

- ✓ Cover Letter (Latest version of template available on DoD IIP website)
 - Includes text stating that the contractor is an eligible participant in the Indian Incentive Program (DFARS 252.226-7001 clause included in contract)
- ✓ All paid invoices covering specified period
- ✓ Invoice summary sheet that lists each invoice and amount, the cumulative total of the invoice, and the 5% rebate calculation.
- ✓ Tribal and ownership certification documents.



THE INDIAN INCENTIVE PROGRAM PROCESS

8. DoD Contracting Officer

- ✓ Collects and reviews documents from the Prime contractor
- ✓ Verifies that the Indian-Owned/Native Hawaiian firm is an eligible participant in the program
- ✓ Verifies that the Indian-Owned/Native Hawaiian firm has performed the work or manufactured the products stated in the invoices
- ✓ Verifies contract is active
- ✓ Verifies calculations
- ✓ Validates invoices and 5% rebate amount



THE INDIAN INCENTIVE PROGRAM PROCESS

9. Contracting Officers prepares and submits rebate request package to the DoD OSBP.

Rebate request package must include:

- ✓ Cover letter from contracting officer (Latest version of template posted on DoD IIP Website)
 - ✓ Cover letter from Prime Contractor
 - ✓ Summary Invoice Sheet from Prime contractor
 - ✓ Subcontractor proof of being an Indian-Owned/Native Hawaiian Firm.
10. DoD OSBP receives rebate request package from contracting officer and processes the rebate request when funding is available.



Information is available on the DoD IIP website

<http://www.acq.osd.mil/osbp/programs/iip>

Or

**For additional questions about the Indian Incentive Program,
please contact our organization via**

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