



**DEPARTMENT OF DEFENSE**  
**Defense Commissary Agency**  
**Fort Lee, VA 23801-1800**

## **DIRECTOR'S POLICY**

**DP 500-36**  
**June 29, 2018**

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Acquisition Management  
OPR: DeCA/LEA

**SUBJECT:** Vendor Demonstration, Presentation, Loan, and Testing of Supplies, Equipment or Services (Excluding Commissary Resale Product)

**1. PURPOSE.** This Director's Policy (DP) implements policy, assigns responsibilities, and provides guidance and procedures for vendor demonstrations, presentations, loan and testing of supplies, equipment, or services (excluding commissary resale products) for the Defense Commissary Agency (DeCA). This DP supersedes DP 500-36, dated February 19, 2016.

**2. POLICY.**

a. All DeCA personnel shall use DeCA Form (DeCAF) 10-8, "Statement of Vendor Understanding," Enclosure 1 to facilitate vendor demonstration, presentation, loan, or testing of equipment, supplies, or services for marketing purposes to the government. Participants shall take precautionary measures to avoid incurring unauthorized costs or liability as a result of such activities.

b. Whether initiated by the government or vendor, this policy applies to all proceedings excluding the following:

(1) Commissary subsistence/resale products; and

(2) Advertisements, descriptive literature, samples, parts manuals, price lists or other publications or materials available at no cost from commercial firms.

**3. RESPONSIBILITIES.**

a. Government Coordinator. Prior to the scheduled vendor demonstration, presentation, loan, and testing of supplies, equipment or services (excluding commissary resale products), the government event coordinator shall ensure:

(1) The government shall not incur any cost or liability associated with vendor demonstrations, presentations/loans, or testing of supplies, equipment, or services;

(2) Participating vendors complete Enclosure 1. The original completed form shall remain on file with the initiating activity and a copy shall be forwarded to the supporting contracting office for retention and official documentation of the event; and

(3) Contact the contracting officer concerning what information can or cannot be released to commercial firms during proceedings. Activities are strongly advised that any commitment made on behalf of the government can only be approved in writing by a warranted contracting officer pursuant to Federal Acquisition Regulation (FAR) 1.602.

b. Participants shall refrain from releasing information concerning Government requirements and/or proposed procurements to any commercial firms.

#### **4. PROCEDURES.**

a. Prior to the scheduled vendor demonstration, presentation, loan, and testing of supplies, equipment, or services (excluding commissary resale products), the Government event coordinator shall provide the vendor a copy of Enclosure 1 for completion.

b. Once the vendor completes and returns DeCAF 10-8, the Government event coordinator shall forward a copy to the supporting contracting office for retention and official documentation of the event. The Government event coordinator shall keep the original DeCAF 10-8 on file as part of the originating activity's official records.

c. The Government event coordinator and participants shall contact the contracting officer concerning what information can or cannot be released to commercial firms during proceedings. Activities are strongly advised that any commitment made on behalf of the government can only be approved in writing by a warranted contracting officer pursuant to FAR 1.602.

d. At the end of the vendor demonstration, presentation, loan, and testing of supplies or equipment, the supplies and equipment shall be returned to the vendor at the expense of the vendor. Samples not usable as end items, such as carpet squares, paneling cut, etc., may be regarded as advertising or reference material, and as such, retained by the Government as deemed appropriate. Where samples are consumed or their usefulness is impaired by tests, they will be disposed of as scrap unless the vendor requests their return. Products and samples shall not be

accepted by Government personnel or Government contractors for use or disposition except on a loan basis as covered by Attachment 1.

**5. APPLICABILITY.** This DP assigns responsibility for accomplishing the requirements of DoD Publications program, in accordance with DoDI 5025.01. This DP applies to all DeCA activities and all DeCA personnel.

**6. RELEASABILITY. Cleared for public release.** This DP is available on DeCA's internet website at [www.commissaries.com](http://www.commissaries.com).

**7. EFFECTIVE DATE.** This DP is effective immediately.

A handwritten signature in black ink, appearing to read "R. Bianchi", with a long, sweeping flourish extending to the right.

Robert J. Bianchi  
Director

Attachment

**Attachment 1**

<b>STATEMENT OF VENDOR UNDERSTANDING</b> <i>(For use of this form, see DP 500-36; OPR is LEA.)</i>	
<b>FOR VENDOR DEMONSTRATION/PRESENTATION OR LOAN/TESTING OF SUPPLIES, EQUIPMENT OR SERVICES                      (EXCLUDING COMMISSARY RESALE PRODUCTS) (PRESCRIBED BY DeCA POLICY 500-36)</b>	
As a representative of _____ <div style="text-align: right; font-size: small;"><i>(Company Name)</i></div>	
I/We desire to provide to the Defense Commissary Agency, _____ <div style="text-align: right; font-size: small;"><i>(Sponsoring Activity)</i></div>	
the following: _____ <div style="text-align: right; font-size: small;"><i>(Description)</i></div>	
for (check the appropriate box)	<input type="checkbox"/> demonstration/presentation  <input type="checkbox"/> loan/testing
<p>The supplies, equipment or services are provided at no cost to the Government for the sole purpose stated above and are designed only to acquaint the Government with the vendor's present off-the-shelf supplies, equipment, and/or service capabilities, or determine the Government's interest in buying such supplies, equipment or services.</p> <p>It is understood that the demonstration/presentation/loan/testing provided to the Defense Commissary Agency personnel does not in any way commit the Government (DeCA) to pay for the demonstration/presentation/loan/testing or to purchase any supplies, equipment or services. It is further understood that any commitment on the part of the Government must be made by an authorized Contracting Officer under the procedures set forth in the Federal Acquisition Regulation (FAR). The above named company assumes all liability resulting from the demonstration/presentation/loan/testing. Granting of this demonstration/presentation/loan/testing of supplies, equipment or services does not constitute Government endorsement.</p> <p>It is certified that no consideration has been received from or given to any Government employee to induce the vendor to provide the demonstration/presentation/loan/testing or to gain Government acceptance of the above described supplies, equipment or services. It is understood that the Government shall not incur any cost resulting from the demonstration/presentation/loan/testing.</p>	
<b>NAME OF COMPANY</b>	<b>ADDRESS</b>
<b>VENDOR REPRESENTATIVE'S SIGNATURE</b>	<b>DATE</b>