

**Virtual Technical Library (VTL)**  
Access Approval Procedures for Offerors

The following procedures apply and must be followed to obtain access to the VTL contents established for the purpose of assisting the commercial offerors in their proposal preparations for the Lake City Army Ammunition Plant Competition.

In using the information contained in the web-based electronic technical library, each bidding contractor must comply with the security requirements stated below:

**SECURITY NOTICE:** All documents maintained in the VTL are considered to be U.S. Government CONTROLLED UNCLASSIFIED INFORMATION. This information is the property of the U.S. Department of Defense and/or U.S. Army and is not to be transferred outside this website. The documents are not to be released in either written or oral form to the media, the general public, or other personnel who do not have a valid need-to-know.

The documents are only to be used in the preparation of the Lake City acquisition process and thus should not be shared with anyone not related to the process. Precautions should be taken to ensure that any downloaded/printed information is stored and/or destroyed in a manner that precludes unauthorized access.

Procedures for access approval are:

(1) Qualified offerors must submit the company name, address, telephone number, and primary point of contact to the Army Contracting Command - Rock Island (ACC-RI) Contracting Officer, Ms. Kristin Comer (PCO) at [Kristin.L.Comer.civ@mail.mil](mailto:Kristin.L.Comer.civ@mail.mil) AND Contract Specialist, Jennifer Paul at [Jennifer.N.Paul.civ@mail.mil](mailto:Jennifer.N.Paul.civ@mail.mil).

(2) In addition to the company information, the requesting company must also provide to the Contracting Office the names, email addresses, and telephone numbers of the employees within the company that are identified as company representatives who will have a legitimate need to access the technical library contents. Each company is allowed to request access/log in information for only four (4) individuals.

(3) Ms. Comer's office will determine the validity of the request and will provide approval to arrange access, accordingly.

(4) Once Government approval is obtained, Concurrent Technology Corporation (CTC)/Booz Allen Hamilton (BAH) will establish and issue unique IDs and passwords for each employee. When the DRAFT RFP is posted to the Lake City Acquisition web page, all offerors and their respective employees can request VTL access by following steps (1) through (3). No requests will be processed prior to release of the DRFP and should not be submitted until such time.

The complete approval process takes 4-7 days.

NOTE: The U.S. Government is diligently working to upload all the necessary documents to the VTL and will continue to do so until official RFP release. It is the offerors responsibility to check the site daily to obtain the most recent information available.