ORDERING GUIDE

Department of Defense
Microsoft Enterprise Software Agreement

Blanket Purchase Agreement (BPA) N00104-10-A-ZF30

CONTRACTOR: GovConnection
GSA SCHEDULE: GS-35F-0750P
BPA NUMBER: N00104-10-A-ZF30
BPA ISSUE DATE: 4/01/2010
BPA EXPIRATION: 3/31/2018 (subject to annual review)

This BPA is an Enterprise Software Agreement (ESA) as defined in DFARS 208.74. DFARS Section 208.74 directs software buyers and requiring officials to check the Department of Defense (DoD) ESI web site for DoD inventory or an ESA before using another method of acquisition. The ESI web site can be viewed at www.esi.mil.

BPA SUMMARY: The Department of Navy (DoN), on behalf of the DoD Enterprise Software Initiative (ESI), has established a Department of Defense (DoD) Ordering Agreement with GovConnection for Microsoft software and software maintenance. Products are listed on the ESI site at www.esi.mil under Contract Vehicles (select Microsoft).

AUTHORIZED BPA USERS: The BPA is open for ordering by all DoD Components. For the purposes of this agreement, a DoD component is defined as: the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff, the Unified Combatant Commands, the Inspector General of the Department of Defense (DoD IG), the Defense Agencies, the DoD Field Activities, the U. S. Coast Guard and the Intelligence Community. GSA or other applicable ordering organizations/agencies are authorized to place orders under this BPA on behalf of DoD end users and must comply with DFARS 208.7400. Government contractors performing work for a DoD end user (as defined above) may place Delivery Orders under this BPA on behalf of and for the benefit of the DoD entity if authorized by their cognizant Contracting Officer in accordance with the requirements of FAR 51 and/or DFARS 251 as appropriate.

BPA AND GSA TERMS AND CONDITIONS: Terms and Conditions of the BPA and the GSA contract apply and can be viewed at:

- **BPA:**
  http://www.esi.mil/contentview.aspx?id=229&type=2
  - ◊ **Terms and Condition**
  - ◊ **Products and Pricing**
  - ◊ **License Information**

- **GSA:**
  https://www.gsaadvantage.gov/ref_text/GS35F0750P/0GQLKI.21A57L_GS35F0750P_TAND CS.PDF

ORDERING:

1. Ordering is decentralized. Orders are prepared by a Government Ordering Officer (a duly warranted Contracting Officer whose warrant authorizes purchases from the GSA Schedule) in accordance with the terms and conditions of this BPA and the GSA Schedule.

Ordering Instructions: This is a multiple award BPA established non-competitively against GSA Schedule. Refer to the ESI website at http://www.esi.mil for the listing of the multiple award vendors. It is the responsibility of the Ordering Officer to --

a.   Comply with the ordering procedures of FAR 8.4 and DFARS 208.4

b.   Obtain competition and/or execute and publish brand name or limited source justifications as applicable;

c.   Provide fair opportunity to be considered for each order to all BPA holders;

d.   Ensure compliance with all fiscal laws prior to issuing an order under this BPA;

e.   Incorporate into the order any regulatory and statutory requirements that are applicable to the agency for which the order is placed, if pertinent requirements are not already included in this BPA; and,

f.   Ensure the vendor selected for the order represents the best value and the lowest overall cost alternative. (Note that the BPA terms encourage spot discounting.)

2.   Orders are placed directly with GovConnection after compliance with the ordering procedures specified in FAR 8.4 and DFARS 208.4. Orders can be placed via e-commerce sites such as ITEC-Direct or GovConnection's web page, by execution of a SF1449 or DD Form 1155, or by telephone using the Government Wide Purchase Card. These options are subject to your local policy.

- **GOVERNMENT WIDE PURCHASE CARD ORDERS**: Customers can place credit card orders by:

   ◊   Ordering on-line at https://www.govconnection.com/public-sector/federal-government/it-contracts/microsoft-dod-enterprise-software-agreement-esa

   ◊   Ordering by phone at GovConnection. Call 800.800.0019 or 301.340.1100 and ask for your DoD Account Manager.

   ◊   To place a credit card order, please be prepared to provide the following information:
   ⇒   Card holder name
   ⇒   Actual billing address
   ⇒   Phone number
   ⇒   Credit card number

   In addition, you will need to provide the following information for the Microsoft license(s):
   ⇒   End-user name
   ⇒   Phone number
   ⇒   Email address

- **SF1449/DD1155 ORDERS**: Process orders through the servicing base contracting office.

   ◊   Ordering Address: GovConnection, Inc. d/b/a Connection® Public Sector Solutions
   7503 Standish Place
   Rockville, MD 20855

◊   Remit To: GovConnection, Inc. d/b/a Connection® Public Sector Solutions
P.O. 536477
Pittsburg, PA 1353-5906

◊   Contractor Information:

⇒   CAGE   0GTJ3
⇒   DUNS   809678782
⇒   TIN   52-1837891
⇒   Business Size   Large

◊   Place BPA number N00104-10-A-ZF30 in Block 2 and a locally assigned delivery order number in Block 4. Or, place GSA Contract Number GS-35F-0750P in Block 2 and a locally assigned GSA delivery order number in Block 4. Block 20 of the SF1449 must include a statement that the order is subject to the terms and conditions of BPA N00104-10-A-ZF30.*

*Delivery order number assignment is determined by the Ordering Office internal procedures.

◊   Open Market (non-contract) items may be added to a FSS BPA individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the *ordering activity* for the open market items.

◊   Forward the completed SF1449 or DD1155 to:

⇒   GovConnection via mail, fax or email at -
Email: fedorders@govconnection.com
Fax: 603.683.0421
Mail: Address listed on order
⇒   The payment office cited on the order.

POINTS OF CONTACT*:*

- **Connection® Public Sector points of contacts (POC)**:

	PROGRAM MANAGER	**ORDERING**	**ORDERING**
POC	Donna Mullen	Terri Karol	Federal Orders
Voice	603.683.2337	703-445-7790	800-998-0019
Email	donna.mullen@connection.com	terri.karol@connection.com	fedorders@govconnection.com

- **Government points of contacts (POC)**:

	Procuring Contracting Officer (PCO)	**Alternate Point of Contact**
POC	Alexander Roberts	Shane Mahelona
Voice	(619) 553-4487	(619) 553-5663
Email	alexander.k.roberts@navy.mil	shane.mahelona@navy.mil

	Software Product Manager (SPM)	**Alternate Point of Contact**
POC	Regina Baca	Thao Vu
Voice	(619) 553-4789	619-553-1065
Email	regina.baca@navy.mil	thao.vu@navy.mil