

# DoD ESI ORDERING GUIDE



**Forescout  
Carahsoft Technology  
Corp.**

**Blanket Purchase Agreement (BPA)**

**N66001-24-A-0003**

# Department of Defense Enterprise Software Initiative (DoD ESI)

## ORDERING GUIDE

This Ordering Guide has been developed by the DoD ESI team to assist IT buyers and contracting officials to order technology products and/or services from the DoD ESI Agreement holder. This Guide contains essential information about the DoD ESI Enterprise Agreement GSA Blanket Purchase Agreement (BPA), identifies the authorized users of the BPA, summarizes the products and services available under the BPA and instructions for users to place an order, and provides Points of Contact information for support.

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**1. General Information**

<b>BPA CONTRACTOR / VENDOR NAME</b>	Forescout
<b>GSA MAS CONTRACT #</b>	47QSWA18D008F <a href="https://www.gsaadvantage.gov/advantage/ws/search/advantage_search?q=0:8forescout=0=0">https://www.gsaadvantage.gov/advantage/ws/search/advantage_search?q=0:8forescout=0=0</a>
<b>BPA NUMBER AND WEB LINK</b>	N66001-24-A-0003 <a href="https://www.esi.mil">https://www.esi.mil</a>
<b>BPA ISSUE DATE</b>	2024-04-12
<b>BPA EXPIRATION DATE</b>	2029-04-11
<b>BPA Contractor Address:</b>	11493 Sunset Hills Road, Suite 100 Reston, VA 20190
<b>Cage Code</b>	1P3C5
<b>UEI:</b>	DT8KJHZXVJH5
<b>TIN:</b>	52-2189693
<b>Business Size</b>	Other than Small Business
<b>For Government Purchase Card Ordering Call:</b>	(703) 230-7414
<b>Ordering Office provide:</b>	End User and Name; End User Email Address; End User Phone Number

**2. Authorized Users**

**a. DoD or Agencies**

This BPA is open for ordering by the “DoD Departments and Agencies” as defined by the Title 48 Code of Federal Regulations, Section 202.101; the Intelligence Community; the US Coast Guard; or a DoD contractor working in support of the DoD mission is authorized to purchase on behalf of the DoD pursuant to FAR 51 (hereinafter “Licensee” or “DoD” are synonymous). A Reseller is an authorized reseller of Licensor’s products. The terms and conditions of this Agreement apply to any purchase of Licensor’s products or services by the Licensee made under the Reseller’s Blanket Purchase Agreement and GSA Contract underlying this Agreement, without further need for execution.

The Intelligence Community is a federation of Executive branch intelligence agencies and Organizations that are comprised of 17 member organizations <https://www.dni.gov/index.php/what-we-do/members-of-the-ic> Office of the Director of National Intelligence (ODNI) is authorized to procure IT through the DoD ESI per the Memorandum of Agreement, dated 15 May 2008. <https://dodcio.defense.gov/portals/0/documents/net-centric-moa.pdf>.

**b. GSA, Other Ordering Organizations, and Organizations**

GSA or other applicable ordering agencies /organizations, ordering on behalf of the DOD and/or FMS, are authorized to place Orders under this BPA and must comply with DFARS 208.74.

c. Contractors and Integrators

Government contractors performing work for a DoD Component (as defined above) may place 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 part 51 and/or DFARS part 251 as appropriate.

**3. Scope:** All PRODUCTS (SOFTWARE AND HARDWARE) AND SERVICES OFFERED BY THE SOFTWARE PUBLISHER IN THIS BPA - *See full listing at [www.ESI.MIL](http://www.ESI.MIL)*

**4. Ordering Officer Responsibilities**

- a. Ordering is decentralized. Only U.S. Government Contracting Officers, Government Purchase Card Holders, or contractors given FAR part 51 Authorization can place orders against this BPA.
- b. This BPA was established competitively using the procedures under FAR 8.405-3. Refer to the DoD ESI website at [www.esi.mil](http://www.esi.mil) for the listing of the multiple award vendors.
- c. The Ordering office must:
  - i. Comply with the ordering procedures of FAR subpart 8.4 and DFARS subpart 208.4.
  - ii. Obtain competition and/or execute and publish a brand name or limited source justification as applicable.
  - iii. Provide fair opportunity to all BPA contractors who offer the applicable product and/or service required.
  - iv. Ensure compliance with all fiscal laws prior to issuing an order under the BPA.
  - v. 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 the BPA. The FAR and DFARS clauses listed in Attachment 1 of the BPA are those in effect as of the effective date of the BPA. Ordering Officers are responsible for incorporating required new or required updated applicable FAR and DFARS clauses at the order level as appropriate that have not already been included in the BPA.
  - vi. Obtain the required authorization to acquire the products or services through the BPA in accordance with FAR Part 51 when a contractor is ordering on behalf of a DoD component.
  - vii. Ensure the vendor selected for the order represents the best value. (Note that the BPA terms encourage spot discounting).
  - viii. Review the Master License Agreement, including any Addendums and Exhibits (BPA Attachment 3) when ordering products and services provided in the BPA Attachments. If required, ordering offices may secure additional terms and conditions at the Order level if those terms and conditions do not conflict with those at the BPA level and represent best value to the Government.

## 5. Ordering Process

### a. DFARS Regulation 208.74

- i. DFARS 208.74 requires authorized software buyers and requiring officials to review the DoD ESI website for availability of an existing DoD ESI agreement before pursuing another acquisition method. DFARS procedures are:
  - 1. If the required commercial products or services are available from a DOD ESI Enterprise Agreement, buyers must follow the procedures in the DFARS Section 208.74 and DFARS PGI 208.7403.
  - 2. If a DoD component must obtain the commercial products or services outside the BPA, the component must seek a waiver from a management official designated by the DoD Component. After the steps in paragraphs (5)(i) and (5)(ii)(A) of the DFARS PGI 208.7403, Acquisition procedures have been completed.
  - 3. If the required commercial products or services are not available from a DOD ESI BPA, the DoD component may use an alternate method of acquisition, subject to applicable laws and policy.

### b. Ordering

- i. Follow the procedures at FAR 8.405-3(c) Ordering from BPAs.
- ii. Use of Government-Wide Purchase Card is authorized as applicable.
  - 1. See Table in Section 1 above for information.
- iii. All orders must be competed amongst the BPA contractors unless otherwise stated in FAR 8.405-3(c) or an exception applies (see FAR 8.405-6 Limiting Sources).
- iv. Use of GSA eBuy is recommended when soliciting under the DoD ESI BPA's.
  - 1. State in the request for quotes (RFQ) you are only requesting quotes from DoD ESI BPA contractors (and/or their dealers when applicable).
  - 2. It is the responsibility of the BPA contractor to distribute the RFQ to their dealers if they so choose to.
  - 3. **Tip:** Do not restrict RFQ responses to eBuy submissions only (i.e. allow email responses). Dealers will respond to RFQs and not all dealers have GSA schedule contracts. Those dealers without a schedule will not be able to respond through eBuy.
  - 4. **Important Note:** When using a brand-name (FAR 8.405-6(b)), posting an RFQ and the applicable documentation at FAR 8.405-6(b)(2) to GSA eBuy is required.
- v. Orders are subject to the ordering office's local policy, the underlying GSA MAS Contract, and the terms of the BPA. The order may be placed directly with the vendor after ensuring compliance with the Ordering Officer Responsibilities specified in Section 4. The following is needed to place an order:
  - 1. Execution of a delivery order by the respective local contracting office, procedures

may vary depending on your respective contract writing system. Consult your local contract writing system user guide for information on issuing BPA Calls or Orders against external contracts.

- A. Contracting Officers will need to create an external award or “shell” using their respective contract writing system in order to execute delivery orders against this GSA BPA, see section 7 of this guide for an example.
  - B. Create an order or BPA Call using either a SF1449 or DD1155 from the external award/shell using the applicable BPA number (e.g. N6600120A1234).
  - C. If the Contracting Officer does not use an automated contract writing system, enter the BPA number in Block 2 if using a SF1449 or Block 1 if using a DD1155. Enter a locally assigned delivery order number in Block 4 if using SF1449 or Block 2 if using DD1155. Note: Ensure you complete the FPDS-NG report ensuring the Referenced IDV ID is the BPA number.
2. Open Market items (i.e. not in the BPA catalog) may be added to a BPA call/delivery order for quoting purposes and shall be clearly labeled on the Quote as “Open Market”. The following actions apply for Open Market items:
- A. For Open Market items under the Micro-purchase threshold, an ordering officer may add this item to an individual BPA call/delivery order without following the procedures in FAR 8.402(f). The items must be clearly labeled "OPEN MARKET" on the Order.
  - B. For Open Market items over the Micro-purchase threshold, the ordering officer will need to purchase the item(s) outside of the BPA as a separate order using FAR and DFARS procedures as applicable to their purchase. The ordering activity will need to abide by FAR Parts 5 (Publicizing), Part 6 (Competition Requirements), Part 12, (acquisition of commercial items), Parts 13, 14, and 15 (contracting methods), and Part 19 (Small Business Program).
- vi. Ordering Period – If orders issued within the BPA Ordering Period(s) include options, the order options may be exercised after the BPA ordering date(s) provided that:
1. The initial order that includes the option was issued during the BPA ordering period(s), and does not exceed 60 months past the expiration date of the BPA;
  2. The Ordering Office determines that the underlying GWAC is still valid at the time the order option is exercised and still includes the applicable products, and
  3. The Ordering Office satisfies all other applicable regulations for exercise of the option.

**6. Points of Contact**

a. Contracting Office

	<b>Procuring Contracting Officer (PCO)</b>	<b>Alternate Point of Contact</b>
<b>POC</b>	Alexander Roberts	Becky Helm (Contract Specialist)
<b>Telephone</b>	(619) 856-1486	
<b>Email</b>	alexander.k.roberts3.civ@us.navy.mil	rebecca.l.helm2.civ@us.navy.mil

b. Software Product Manager (SPM)

	<b>Software Product Manager (SPM)</b>	<b>Alternate Point of Contact</b>
<b>POC</b>	Ray Orbeta	
<b>Telephone</b>	(619) 204-2528	
<b>Email</b>	raymond.orbeta2.civ@us.navy.mil	

c. BPA Points of Contact

	<b>Program Manager (PM)</b>	<b>PM Alternate</b>	<b>Contracts Management</b>	<b>Sales &amp; Ordering</b>
<b>POC</b>	Timothy Le	Alex Whitworth	Rob Trimber	Carahsoft ForeScout Team
<b>Telephone</b>	571-662-4667	703-230-7414	(703) 673-3577	833-FSCT-GOV
<b>Email</b>	timothy.le@carahsoft.com	Alex.Whitworth@carahoft.com	Rob.Trimber@carahoft.com	ForeScoutESIBPA@carahsoft.com

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**7. External Award / Agreement (for use in the Standard Procurement System (SPS))**

Blanket Purchase Agreements awarded by other contracting offices can be entered in the system as external awards. External awards allow users to enter line item information and establish order constraints consistent with the original award. Once an external award is loaded in the system, it can be used as a reference when creating orders.

To create an external award, go to Procurement > Pre-Award / Award > External Awards (or Agreements) > select the desired form.

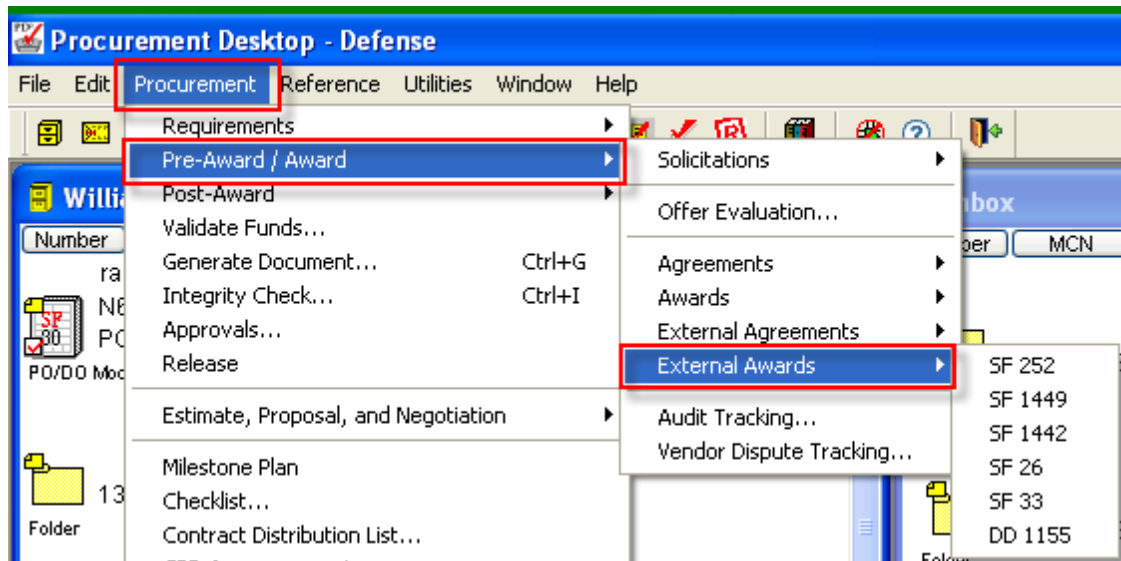


Figure 1 Create External Award in SPS

The Create New External Award window displays.

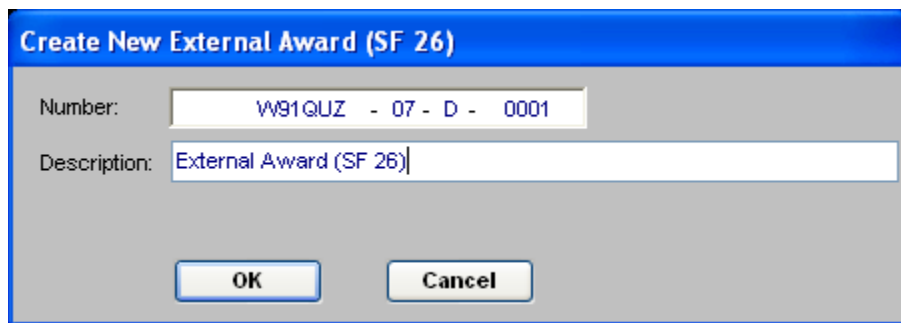


Figure 2 SPS Create New External Award Window

Enter the Agreement number for which the external award is being created. Click OK. The external award document is opened and displayed.

External Award (SF 26) - W91QUZ-07-D-0001				
Items 1 - 12	Items 13 - 16	Items 17 - 21	BPA Items	Clauses
<b>EXTERNAL AWARD</b>	1. AWARD TYPE SF 26	2. DPAS RATING <input type="text"/>	3. EFFECTIVE DATE <input type="text"/>	4. DATE OF CONTRACT <input type="text"/>
5. CONTRACT (Proc. Inst. Ident.) NO. W91QUZ-07-D-0001		6. REQUISITION/PURCHASE REQUEST/PROJECT NO.		
7. ISSUED BY CODE		8. ADMINISTERED BY CODE (if other than 7)		
		<b>See Item 7</b>		
<input type="button" value="Details..."/> <input type="button" value="Add"/>		<input type="button" value="Details..."/> <input type="button" value="Add"/>		
9. NAME AND ADDRESS OF CONTRACTOR CODE:		10. DELIVERY <input type="radio"/> FOB ORIGIN <input type="radio"/> OTHER <small>(See Below)</small>		
		11. DISCOUNT FOR PROMPT PAYMENT <input type="text"/>		
		12. SUBMIT INVOICES Submit <input type="button" value="↕"/> copies to the address shown in:		
<input type="button" value="Details..."/> <input type="button" value="Add"/>				

Figure 3 SPS External Award Document

Enter all relevant information on the tabs to replicate the award that the external award is representing. You must create CLINs for external awards in order to issue orders off of those CLINs. Agreements do not utilize CLINs. It is not necessary to replicate clauses.

When complete, simply approve the external award. This document type is not run through funds validation, not generated, and not released.