

# DoD ESI ORDERING GUIDE



**Atlassian Corporation**

**DoD ESI Agency Catalog**



## Ordering Guide

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## Purpose

This document serves as the Ordering Guide for the DoD ESI Agency Catalog for Atlassian Products and Services. The DoD ESI Agency Catalog is accessed through NASA Solutions for Enterprise-Wide Procurement (SEWP) V, which is a Government-Wide Acquisition Contract (GWAC) managed by the National Aeronautics and Space Administration (NASA). This Ordering Guide contains essential information regarding the DoD ESI Agency Catalog for Atlassian, including authorized users, products available for purchase, ordering instructions and processes, and Point of Contact (POC) information.

The DoD ESI Agency Catalog for Atlassian Products and Services is a source of supply for its software licenses, software maintenance, and professional services. Information pertaining to these Catalogs on SEWP (e.g., Terms and Conditions, referenced attachments herein, etc.) is located on the DoD ESI portal site at: <https://www.esi.mil/default.aspx>

## 2.0 Overview

On behalf of the DoD and those authorized users (see Section 3.0 for details on authorized users), PEO Digital, Strategic Sourcing Services Portfolio has established a DoD ESI Agency Catalog for the purchase of all Atlassian Product and Service requirements (except cloud services). This Agency Catalog was established on 30 June 2022. The establishment of the Agency Catalog includes the negotiation of a Master License Agreement for Atlassian products and services which takes precedence over Atlassian Corporation's commercial Terms and Conditions (Ts&Cs), and are hereby attached to this Agency Catalog.

This vehicle will facilitate the collection of metrics with regard to volume of requirements, obligated funds, user base, and status of deployed assets. It is anticipated by the DoD that Catalog participants will offer discounts beyond those normally afforded via traditional SEWP competitions.

Ordering and funding for this agreement are decentralized. Each program is responsible for their own processes in order to fund the purchases of new licenses, maintenance, and services. Decentralized funding allows each Agency to maintain oversight of the licenses, annual sustainment and services purchased by their organization.

## 3.0 Authorized DoD ESI Agreement Users

The below lists the DoD ordering entities considered to be authorized users:

### DoD or Agencies

This Catalog is open for ordering by the "DoD Departments and Agencies" on a world-wide basis. "Departments and Agencies" are defined by the Title 48 Code of Federal Regulations, Section 202.101. In addition, "DoD or Agencies" includes the Intelligence Community (IC) and the U.S. Coast Guard. For the purposes of this Catalog, a DoD component is defined as follows: the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chief 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, \*Intelligence Community (IC) and Foreign Military Sales (FMS) with a Letter of Authorization.

\*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>

### GSA / Other Ordering Organizations

GSA or other applicable U.S. Government ordering organizations / agencies are authorized to place orders under this Catalog on behalf of and for the benefit of the DoD.

### Contractors and Integrators

Government contractors performing work for a DoD Component (as defined above) may place orders under this Catalog 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. If the contractor has not been previously approved to place orders,



## Ordering Guide

under NASA SEWP, additional authorization may be needed via the NASA SEWP PMO (see: <https://www.sewp.nasa.gov/documents/AuthorizationLetterTemplate.pdf>).

4.0

### Ordering

All DoD ordering activities are required to consider ordering their Atlassian product and services requirements from the DoD ESI Agency Catalog in accordance with DFARS 208.74. DFARS PGI 208.7403 describes the acquisition procedures for ordering commercial software licenses and related services. The DFARS covers commercial software and related services, subsequent Management Initiative Decisions and IT reform efforts have authorized the DoD ESI to incorporate IT hardware and services into its portfolio of agreements.

Defense Components have issued supplemental policies to implement this DFARS requirement.

#### 4.1 Notes to Contracting Officers

- a) Minimum discounts off current Atlassian PSL for commercial products and services are specified in Attachment 2: Atlassian Product and Services Discount Table. The Contractor will provide discounts that are equal to or greater than those listed in Attachment 2 for each Reseller
- b) Pricing listed in Attachment 8, in Column Titled “ESA Pricing” is the minimum price that must be quoted. If there are pricing discrepancies in which quoted pricing or pricing in the “shopping cart” on the NASA SEWP website is greater than Attachment 8, the pricing on Attachment 8, takes precedence for minimum pricing. Lesser pricing is acceptable.
- c) The government may secure additional discounts at the time of placing an order. Additional spot discounts are authorized and encouraged
- d) Follow FAR 19.5 for set-aside requirements

**\*Note: Please be advised some of Atlassian’s marketplace items or “add-ons” are 3rd party offerings and are not part of the DoD ESI agency catalog. Atlassian does not warrant “Vendor” or “Third-Party” Apps and they are subject to the license or subscription terms, privacy policies and other applicable terms specified by the Vendor (“Vendor Terms”), including any usage limits described therein. Therefore these “Vendor” or “Third-Party” Apps will need to be purchased separately. We advise our customers to read the [Atlassian Marketplace Terms of Use | Atlassian](#) at [atlassian.com/licensing/marketplace/termsofuse](https://atlassian.com/licensing/marketplace/termsofuse) prior to purchasing these products.**

#### 4.2 Ordering Process

The NASA SEWP website can be accessed at: <https://sewp.nasa.gov/>

##### End User OR End User’s Respective Ordering Office

###### End User

1. End User shall identify Atlassian brand name requirements and prepare a Brand Name justification demonstrating rationale for requiring Atlassian products and/ or services in accordance with FAR16.505(a)(4)
2. End User shall submit justification to Ordering Office

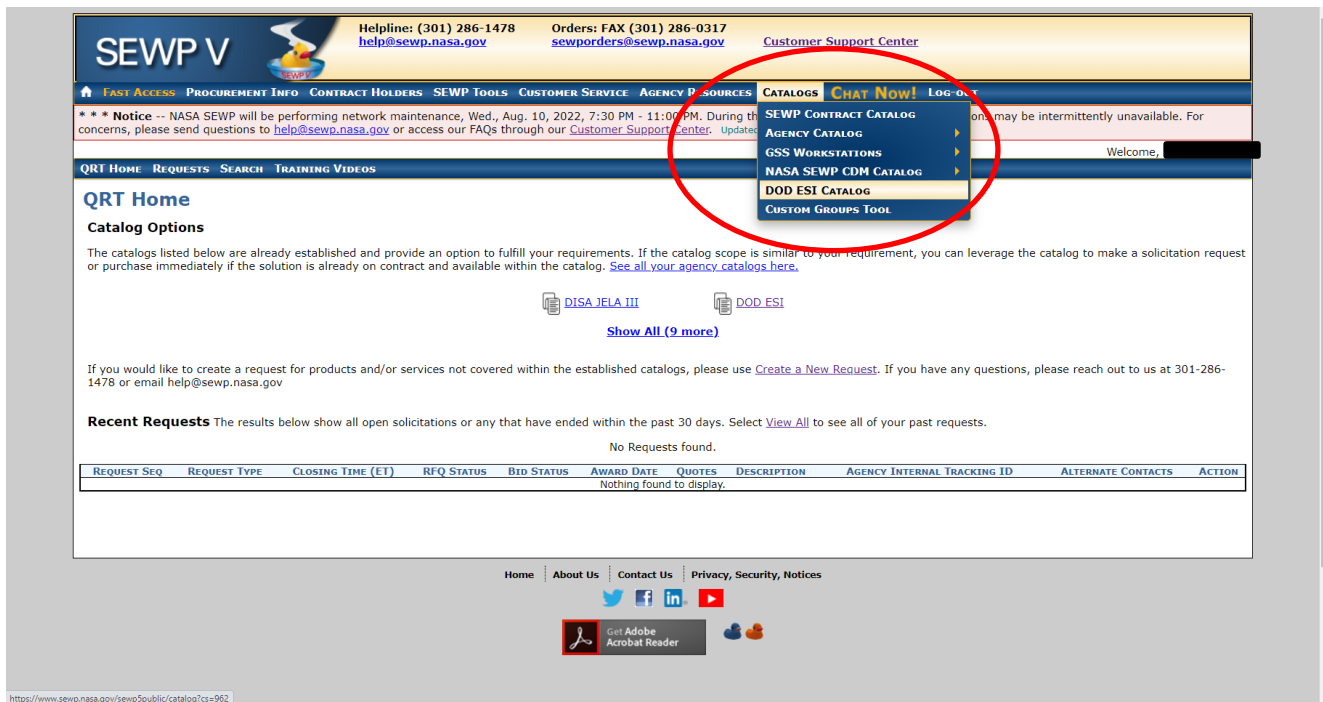
###### End User’s Respective Ordering Office

3. Ordering Activity shall prepare a DD Form 2579, Small Business Coordination Record as prescribed in DFARS 219.201 (c) (10)
4. Log-In or register for a NASA SEWP account

## Ordering Guide



- Agency Catalog Section of the NASA SEWP site (Under the "CATALOGS" link).



- Scroll down until you see the DoD ESI Agency Catalog, then find the DevSecOps Catalog.
- Select arrow beside DevSecOps and then Atlassian to expand drop down menu.

## Ordering Guide

**DOD ESI Catalog**

DOD ESI

I would like to create an RFQ or Market Research Request based on the DOD ESI Catalog.

If you would like to create a request for products and/or services not covered within the established catalogs, please use [Create a New Request](#). If you have any questions, please reach out to us at 301-286-1478 or email [help@sewp.nasa.gov](mailto:help@sewp.nasa.gov)

**Open JDK Software**

[AZUL/Immix Technology](#) [Red Hat](#)

**Cisco Systems Inc.**

[Cisco Systems Inc.](#)

▼ DevSecOps

- ▼ Atlassian
  - (Atlassian) Subscription Licenses
  - (Atlassian) Perpetual Licenses
  - (Atlassian) Services
  - (Atlassian) Training
- Expand: Elastic
- Expand: Gitlab
- Expand: Mirantis

► Expand: Palo Alto Products and Services

- Click on "I would like to create an RFQ or Market Research Request based on the DOD ESI Catalog" link.

**SEWP V**

Helpline: (301) 286-1478 [help@sewp.nasa.gov](mailto:help@sewp.nasa.gov) Orders: FAX (301) 286-0317 [sewporders@sewp.nasa.gov](mailto:sewporders@sewp.nasa.gov) [Customer Support Center](#)

**FAST ACCESS** [PROCUREMENT INFO](#) [CONTRACT HOLDERS](#) [SEWP TOOLS](#) [CUSTOMER SERVICE](#) [AGENCY RESOURCES](#) [CATALOGS](#) [CHAT NOW!](#) [LOG-OUT](#)

**\*\*\* Notice \*\*\*** -- NASA SEWP will be performing network maintenance, Wed., Aug. 10, 2022, 7:30 PM - 11:00 PM. During this time the SEWP website and applications may be intermittently unavailable. For concerns, please send questions to [help@sewp.nasa.gov](mailto:help@sewp.nasa.gov) or access our FAQs through our [Customer Support Center](#). Updated: Mon, Aug 1, 2022 \*\*\*

Welcome, [User Name]

[Back](#) **Navigation Section:** Use these links to navigate. [Catalog Home](#) / [DOD ESI](#) / (Atlassian) Subscription Licenses  **--Default / Saved / Shared Carts--**

[I would like to create an RFQ or Market Research Request based on the DOD ESI Catalog.](#)

If you would like to create a request for products and/or services not covered within the established catalogs, please use [Create a New Request](#). If you have any questions, please reach out to us at 301-286-1478 or email [help@sewp.nasa.gov](mailto:help@sewp.nasa.gov)

**DOD ESI Catalog**

(Atlassian) Subscription Licenses  
(Atlassian) Subscription Licenses

**Point Of Contact: Winnie Tolentino**  
E-Mail: [winnie.tolentino@navy.mil](mailto:winnie.tolentino@navy.mil)

▼ **Refine your results:**

Contract Holder:  Model:  Description:  Price Range:  to

Brand:  CLIN:  SEWPer Filter: ☐ (Lowest Price by Brand)

**Business Size:**  Part Number:

Items Per Page:

Showing 1 - 10 out of 2414 results.  
[1](#) [2](#) [3](#) [4](#) [5](#) ... [242](#) [Next](#)

- On the "Create a DOD ESI Catalog Request" fill out all required information (Description, Request Type, Fair Opportunity, Required Documentation, Contact Information, Additional Contacts (if applicable), and Reply by Date) then click "Continue".

**SEWP V** Helpdesk: (301) 286-1478 [help@sewp.nasa.gov](mailto:help@sewp.nasa.gov) Orders: FAX (301) 286-0317 [sewporders@sewp.nasa.gov](mailto:sewporders@sewp.nasa.gov) Customer Support Center

**FAST ACCESS** **PROCUREMENT INFO** **CONTRACT HOLDERS** **SEWP TOOLS** **CUSTOMER SERVICE** **AGENCY RESOURCES** **CATALOGS** **CHAT NOW!** **LOG-OUT**

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**QRT HOME REQUESTS SEARCH TRAINING VIDEOS**

## Create a DOD ESI Catalog Request

### For (Atlassian) Subscription Licenses

\*Description: (200)  [Continue](#)

If you would like to create a request for products and/or services not covered within the established catalogs, please use [Create a New Request](#). If you have any questions, please reach out to us at 301-286-1478 or email [help@sewp.nasa.gov](mailto:help@sewp.nasa.gov)

**\*Request Type** ☒ Catalog RFQ ☐ Catalog Market Research Request

**Fair Opportunity** Below you must select the Contract Holder groups that you want to receive your Request. To submit a Catalog RFQ or Catalog Market Research Request that includes Contract Holders who are **not** a part of the Agency Catalog, exit the Agency Catalog Tool and utilize the general [Quote Request Tool](#). The default view/options for the SEWP Quote Request Tool (QRT) has been changed to better reflect the selection processes to maximize competition and provide full set-aside options. Please note that the Group based view previously available on the QRT can still be accessed by selecting "Group view". However, the SEWP PMO highly recommends the default view be used.

To view the original Fair Opportunity, select [Group View](#)

Select **All**, or an available Set-aside from Group A, or Group B, C, D: \*

Click on "List" to see which Contract Holders (CH) are in Group A or Group B, C, D. The number in parentheses after each category indicates how many Contract Holders are in that selection.

For Sole Source/Exceptions (see [FAR 16.505 \(b\)\(2\)](#) Exceptions to the Fair Opportunity Process), select "Sole Source/Exceptions" for either of the NAICS codes.

☐ Sole Source/Exceptions (NAICS 334111) [List](#) ☐ Sole Source/Exceptions (NAICS 541519) [List](#)

**Group A (NAICS 334111)** [List](#) **Group B, C, D (NAICS 541519)** [List](#)

☐ All Contract Holders (2 Contract Holders)

[Clear All](#)

**Requirement Documentation** Provide detailed requirements and other complete information such as additional terms and conditions by attaching one or more files using the "Attachments" option. The "Summary" box below may be used to provide high level information such as a requirement overview, special delivery requirements, instructions for responding to the Request, business value decision criteria, etc.

Attachments: [Choose File](#) No file chosen [Add another attachment](#)

**\*Summary:**  (3500)

**Established Authorized Reseller for Program (SARP Provider List)**

Do you require responses to be from Established Authorized Resellers only, when receiving quotes containing products/services from providers with Established Authorized Reseller Programs (EARP)?

☒ Yes, please require responses to be from Established Authorized Resellers where applicable.

☐ No, please show me responses regardless of reseller status.

**Expand: Contact Information** Review contact information and set email preferences. Address and phone number can be updated in Profile Administration.

**Additional Contacts** Here you can assign multiple points of contact. Every point of contact has the same access to the Request and will be able to assign new points of contact, review quotes and modify/amend this Request. You can add and remove points of contact from the Request after creation.

Primary Contact	First Name	Last Name	Email	Action
Yes	Veronica	Beck	<a href="mailto:veronica.l.beck2.civ@us.navy.mil">veronica.l.beck2.civ@us.navy.mil</a>	
New Contact:	<input type="text"/> (40)	<input type="text"/> (40)	<input type="text"/> (80)	<a href="#">Add Contact</a>

**Reply By Date and Submit** Provide a closing date and time for this Request. Contract Holders will not be able to respond to this Request after this date and time. All times are Eastern Time.

\*End Date:  08/04/2022 \*End Time:  12 o'clock AM Midnight ET \*Number of Business Days:  3

[Continue](#)

10. On the following page review your request and click "Confirm and Submit" to complete.



Welcome, Veronica Beck!

QRT HOME REQUESTS SEARCH TRAINING VIDEOS

## Review your Request before Submitting

Please review the following information for your new request. It will not be submitted until you hit the confirm and submit button

[Continue Editing](#)

Edit Data

Confirm and Submit

### Catalog Request For Quote

Agency Internal Tracking ID:	Atlassian Products
Description:	OPEN
Request Status:	Aug 1, 2022
Request Date:	Aug 4, 2022 11:59:00 PM
Reply By Date:	0
Mod Level:	Aug 1, 2022 5:27:20 PM
Mod Date:	Catalog Request For Quote
Request Type:	Aug 4, 2022 11:59:00 PM
Q&A Cutoff Date:	

### Contacts

Full Name	Agency	Agency	Phone	E-Mail
** Veronica Beck	NAVY	NAVY, Naval Information Warfare Center	619-553-4490	veronica.l.beck2.civ@us.navy.mil

\*\* = Primary Contact  
† = Default Additional Contact

### Selected Contract Holders

Contract Holder	Previous Quote/Estimates from SEWP Contract Holders
Insight Public Sector, Inc. (Insight)	
Software Information Resource Corp. (SIRC)	

### Attachments

Nothing found to display.

### Accessibility Conformance Report (ACR)

Nothing found to display.

### Requirements

Summary:  
This Catalog RFQ was created from an Agency Catalog: DOD ESI - (Atlassian) Subscription Licenses. Contract Holders may only respond to this inquiry with existing CLINs in the Agency Catalog for catalog items.  
Summary Here

### Additional Requirements

Restrict responses to be from Authorized/Approved resellers for items from critical risk providers: Y  
Allow Q&A: Y  
Allow Q&A e-mail: Y

Edit Data

Confirm and Submit

11. You must solicit all resellers and abide by SEWP V Small Business requirements.
12. Authorized DoD ESI SEWP Catalog holders will submit quotes to the Ordering Office.
13. The Ordering Office will review all quotes received, determine the best value, and notify the Awardee per respective Ordering Office Acquisition Processes.
14. The Ordering Office shall make award notification in SEWP by clicking on SEWP Tools, then Quote Request



## Ordering Guide

SEWP V

Helpline: (301) 286-1478 [help@sewp.nasa.gov](mailto:help@sewp.nasa.gov) Orders: FAX (301) 286-0317 [sewporders@sewp.nasa.gov](mailto:sewporders@sewp.nasa.gov) [Customer Support Center](#)

FAST ACCESS PROCUREMENT INFO CONTRACT HOLDERS SEWP TOOLS CUSTOMER SERVICE AGENCY RESOURCES CATALOGS CHAT NOW! LOG-OUT

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Welcome, Veronica Beck!

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**QRT Home**

**Catalog Options**

The catalogs listed below are already established and provide an option to fulfill your requirements. If the catalog scope is similar to your requirement, you can leverage the catalog to make a solicitation request or purchase immediately if the solution is already on contract and available within the catalog. [See all your agency catalogs here.](#)

[DISA JELA III](#) [DOD ESI](#)

[Show All \(9 more\)](#)

If you would like to create a request for products and/or services not covered within the established catalogs, please use [Create a New Request](#). If you have any questions, please reach out to us at 301-286-1478 or email [help@sewp.nasa.gov](mailto:help@sewp.nasa.gov)

**Recent Requests** The results below show all open solicitations or any that have ended within the past 30 days. Select [View All](#) to see all of your past requests.

No Requests found.

REQUEST SEQ	REQUEST TYPE	CLOSING TIME (ET)	RFQ STATUS	BID STATUS	AWARD DATE	QUOTES	DESCRIPTION	AGENCY INTERNAL TRACKING ID	ALTERNATE CONTACTS	ACTION
Nothing found to display.										

Home About Us Contact Us Privacy, Security, Notices

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<https://www.sewp.nasa.gov/sewp5public>

Then Click under the “Actions” column, Click on “Option”, then “Award Notify”

SEWP V

Helpline: (301) 286-1478 [help@sewp.nasa.gov](mailto:help@sewp.nasa.gov) Orders: FAX (301) 286-0317 [sewporders@sewp.nasa.gov](mailto:sewporders@sewp.nasa.gov) [Customer Support Center](#)

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Welcome, [redacted]

QRT HOME REQUESTS SEARCH TRAINING VIDEOS

**Search Results**

**Recent Requests** The results below show all open solicitations or any that have ended within the past 30 days. Select [View All](#) to see all of your past requests.

2 Requests found, displaying all Requests.

REQUEST SEQ	REQUEST TYPE	CLOSING TIME (ET)	RFQ STATUS	BID STATUS	AWARD DATE	QUOTES	DESCRIPTION	AGENCY INTERNAL TRACKING ID	ALTERNATE CONTACTS	ACTION
2	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	Options ▾
2	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	Options ▾

Export options: [CSV](#) | [Excel](#) | [XML](#) | [PDF](#)

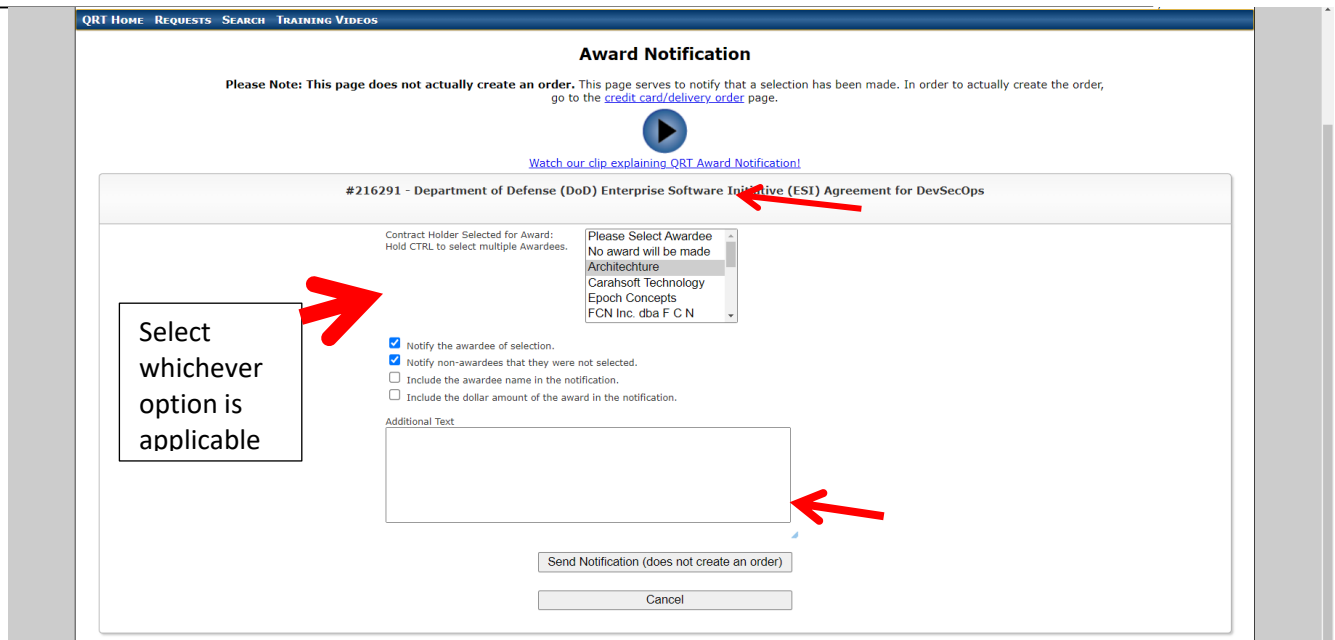
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Options ▾

- Quotes
- Contacts
- Modify/Amend
- Extend
- Cancel
- Award Notify**
- Create Order
- Details
- Q&A
- Archive

Select the appropriate awardee, along with applicable notification options (i.e., Notify the awardee of selection, Notify non-awardees that they were not selected, etc.) and click “Send Notification”



### 4.3 Use of Government Sources by Contractors

Contractors are authorized to purchase off the DoD's SEWP contract when permitted in writing by the Contracting Officer for that contractor's contract or solicitation. For a contractor to order from the SEWP catalog, the cognizant Contracting Officer is required to comply with FAR part 51 and DFARS 251. A Letter of Authorization (LOA) must be completed, signed by the Contracting Officer, and provided to the contractor. Please note that the Contracting Officer granting authorization is the one responsible for the support contract under which the Contractor is performing and is NOT necessarily the Contracting Officer who would normally handle Atlassian Corporation buys for the agency.

The LOA shall designate the owning organization name and customer ID number that will be responsible for future maintenance payments. The contractor will provide this LOA to the Ordering Activity as proof that authorization has been granted. A sample of the LOA format to be used is located at DFARS PGI 251.102, and can be accessed at the following link:

<https://www.acquisition.gov/dfarspgi/pgi-251.102-authorization-use-government-supply-sources>.

### 4.4 Point of Contact

**The POCs for the DoD ESI Agency Catalog for Atlassian are listed below:**

DoD ESI Team			
Name	Title	Email	Telephone
Winnie Tolentino	Software Product Manager	<a href="mailto:winifred.s.tolentino.civ@us.navy.mil">winifred.s.tolentino.civ@us.navy.mil</a>	619-307-9159
Alexander Roberts	Procuring Contracting Officer	<a href="mailto:alexander.k.roberts3.civ@us.navy.mil">alexander.k.roberts3.civ@us.navy.mil</a>	619-553-1481
NASA SEWP			



## Ordering Guide

Alexander Marshall	Technical Strategy Manager	<a href="mailto:alexander.marshall-1@nasa.gov">alexander.marshall-1@nasa.gov</a>	301-614-7141
Customer Service (email responses within 1 day; helpline Mon-Fri 7:30 AM – 6:00 PM ET)		<a href="mailto:sewpprod@midatl.servicenow.com">sewpprod@midatl.servicenow.com</a>	301-286-1478

### Reseller Information Reference Table:

Ordering Guide Information	ArchiTECHture Solutions	Carahsoft Technology	Insight Public Sector	Software Information Resource Corporation (SIRC)
<b>NASA SEWP V Contract #</b>	NNG15SD42B	NNG15SC27B	NNG15SC40B	NNG15SD74B
<b>Business Size</b>	Small	Large	Large	Small
<b>Cage Code</b>	7KEA6	1P3C5	3DLLS	1PQ53
<b>Unique Entity ID</b>	HQAJMSZDK666	DT8KJHZXVJH5	FLZ4SYA9U2D1	EJMMJHYDFH6
<b>Ordering Address</b>	11325 Random Hills Rd Ste 360, Fairfax, VA 22030 USA	11493 Sunset Hills Road, Suite 100, Reston, Virginia 20190	2701 E Insight Way, Chandler, AZ 85286	730 24TH ST NW, APT 3, WASHINGTON, DC 20037 USA
<b>Remit to Address</b>	11325 Random Hills Rd Ste 360, Fairfax, VA 22030 USA	11493 Sunset Hills Road, Suite 100, Reston, Virginia 20190	Insight, P.O. Box 731072, Dallas, TX 75373-1072	730 24TH ST NW, APT 3, WASHINGTON, DC 20037 USA
<b>Company POC for this RFAC: (add as necessary for the various DoD agencies and Intel community)</b>				
Name	Malik Jones	Kevin Howard	Insight DoD Team	Karl Bersales
Telephone	703.495.2307	703-673-3550	800-862-8758	Tel#: (202) 536-2800 ext#182
E-Mail	<a href="mailto:malik.jones@architecturellc.com">malik.jones@architect turellc.com</a>	<a href="mailto:Kevin.Howard@Carahsoft.com">Kevin.Howard@Cara hsoft.com</a>	<a href="mailto:TeamDeppisch@insight.com">TeamDeppisch@insight.c om</a>	<a href="mailto:Karl.Bersales@sirc.net">Karl.Bersales@sirc. net</a>

### 5.0 Funding

The funding of orders under the DoD ESI Agreement for Atlassian Corporation will be the responsibility of each activity based on the current funding processes of each organization. Customers should use their current financial systems and processes to budget and fund orders in coordination with their organization/program office POCs. These organizations will be responsible for:

- Ensuring the proper funding appropriation is assigned to each order
- Ensuring budget and funding are available for new product requirements and annual maintenance in future years

## Acronyms

Acronym	Definition
CIO	Chief Information Officer
CS3	Customer Support and Strategic Sourcing
DFARS	Defense Federal Acquisition Regulation Supplement
DoD	Department of Defense
ESI	Enterprise Software Initiative
FAR	Federal Acquisition Regulation
GWAC	Government-Wide Acquisition Contract
GPL	Global Price List
ITPR	Information Technology Procurement Request
ITPRAS	Information Technology Procurement Request/Review and Approval System
LOA	Letter of Authorization
LSJ	Limited Source Justification
NASA	National Aeronautics and Space Administration
POC	Point of Contact
SEWP	Solutions for Enterprise-Wide Procurement
Ts&Cs	Terms and Conditions

## 7.0 Attachments

All Catalog attachments have been posted to the “Ordering Guide,” “Terms & Conditions,” and “Policy and Guidance” tabs of the Atlassian Corporation page of the DoD ESI portal at: <https://www.esi.mil/>.