

Enterprise License (Carahsoft) BPA

Ordering Guide

22 July 2026 Version 1

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**Document History**

Version No.	Date	Description of Change
1	7/21/2026	Final

1.0 General Information

The Department of Homeland Security (DHS) established a Department-wide Strategic Sourcing Vehicle to provide access to a suite of commonly used software licenses. The contract was awarded by the Office of Procurement Operations (OPO) as a single award Blanket Purchase Agreement (BPA) through the General Services Administration (GSA) Multiple Award Schedule (MAS), to Carahsoft.

Any software intended for use within DHS should comply with current DHS security policies, IT requirements and meet Federal Information Security Modernization Act and National Institute of Standards and Technology requirements that include continuous monitoring of access, use and configurations, comply to hardening guidance, maintain secured connections and meet data management and security expectations, as outline in policies and requirements.

1.1 Scope

The Enterprise License Agreement (ELA) provides Components with a streamlined vehicle to procure software, services, and training. Those offerings are listed on the BPA Vendor List and Discount Table which is posted on the DHS Enterprise License BPA DHS Connect page. This is a decentralized ordering BPA.

1.2 Period of Performance

The Enterprise License BPA period of performance is:

BPA Period	Ordering Period
Base Period	7/20/2026 – 7/19/2027
Ordering Period One	7/20/2027 – 7/19/2028
Ordering Period Two	7/20/2028 – 7/19/2029
Ordering Period Three	7/20/2029 – 7/19/2030
Ordering Period Four	7/20/2030 – 7/19/2031

1.3 Contract Details

Contract Element	Details
Authorized Users	All warranted DHS Contracting Officers, and Contracting Specialists Prior to placing a BPA Call, please review the guidance provided in section 2 of this document
Number of Awardees	One large business



Contract Element	Details
Mandatory for Use (with exceptions)	Yes
Estimated Value	\$2.6 Billion
BPA Number	7ORTAC26A00000011
Purchase Card Authorized	No
Contract Type	Firm Fixed Price (FFP)
Special Item No (SIN)	• Special Item No. 33411: Purchasing of new electronic equipment • Special Item No. 511210: Software Publishers • Special Item No. 518210C: Cloud and Cloud-Related IT Professional Services • Special Item No. 532420L: Leasing of new electronic equipment • Special Item No. 541370GEO: Earth Observation Solutions • Special Item No. 54151: Software Maintenance Services • Special Item No. 54151ECOM: Electronic Commerce and Subscription Services • Special Item No. 54151S: Information Technology Professional Services • Special Item No. 561422: Automated Contact Center Solutions (ACCS) • Special Item No. 611420: Information Technology Training • Special Item No. 811212: Maintenance of Equipment, Repair Services &/or Repair/Spare Parts • Special Item No. 333429: 3D Printing and Additive Manufacturing Solutions • Special Item No. 518210ERM: Electronic Records Management • Special Item No. 493110RM: Physical Records Management Solutions • Special Item No. 3361E: Electric and Autonomous Vehicles and Accessories • Special Item No. OLM: Order-Level Materials (OLM) • Special Item No. 518210FM Financial Management Quality Service Management Office • Special Item No. 541519CSP Credential Service Providers
GSA Special Item Number & NAICS Code	NAICS Codes 513210
Product Service Codes (PSC)	7A21: Business Application Software (Perpetual License Software)
Ordering Specification	Decentralized

1.4 Roles and Responsibilities

Role	Responsibilities
Requiring Activity Responsibilities	<u>Decentralized Ordering:</u> The Requiring Office identifies a need for software and reviews the BPA Vendor List and Discount Table to determine which products are available. If a required item is not on the list, see Section 2.4 of this Ordering Guide for the process to add additional/new items. Note: The information and guidelines provided herein or in the Enterprise License BPA SOW do not supersede or negate those established business practices necessary to obtain approvals required for normal acquisition within the requiring activity.
Contracting Officer/Specialist Responsibilities (CO/CS)- BPA Level	The BPA Contracting Officer is the only authorized individual to act on behalf of DHS to amend, modify, or deviate from the BPA terms, conditions, and/or requirement specifications. The CO is responsible for the overall administration of the BPA and final closeout of the BPA and when necessary, shall: • Provide scope oversight and direction; • Serve as liaison between Enterprise License BPA Contractor and DHS; • Issue the CO's final decision and handle all BPA-level contractual disputes under the Contract Disputes Act; • Ensure compliance with BPA requirements; and • Issue all modifications against the BPA. Only the CO for the Enterprise License BPA may modify the contract to change the scope, period of performance, or expected spend.



Role	Responsibilities
Contracting Officer's Representative (COR)/Program Manager (PM) – BPA Level	The Enterprise License BPA Contracting Officer Representative (COR)/Program Manager (PM) is the Government's central point of contact to the Enterprise License BPA Contractor for all technical matters arising at the BPA level. Responsibilities also include: - Assisting the BPA CO/CS in the execution of oversight responsibilities. - Monitoring the percentage of the contract value and ensuring that the reporting of BPA Call Orders are accurate, and timely. - May also provide assistance to BPA Call CO/CS and BPA Call Level COR(s) as necessary and appropriate.
Contracting Officer (CO) Responsibilities – BPA Call Level	Issuing BPA Calls as well as preparing any necessary procurement documentation - Authorized under this BPA to: - Issue orders - Add Component-specific Terms and Conditions - Perform all contract administration activities concerning the Orders issued by their office - Terminate orders issued by their office for convenience and default and cancel delivery orders with no additional cost to the Government - Contract administration activities include: - Submission of all awarded orders to the BPA COR - Performance assessments - Formal performance assessment through CPARS - Timely invoice processing
Contracting Officer's Representative (COR) BPA Call Level	- Day-to-day coordination of the BPA Calls - Represents the BPA Call CO in the administration of technical details within the scope of the delivery order and is also responsible for the final inspection and acceptance of all order deliverables and reports - Not otherwise authorized to make any representations or commitments of any kind on behalf of the BPA Call CO or the Government. - Does not have authority to alter the Contractor's obligations or to change the delivery order specifications, terms or conditions.

2.0 How to Order

2.1 Ordering Guidelines

All Purchase Requests for products and services shall be originated by the Component's Program Office and then submitted to the Component's designated Procurement Office for award. Please note that software, training, and services listed on this BPA should NOT be procured off any other strategic sourcing contract.

2.2 Steps to Order – Purchase Request, Decentralized Ordering

Steps	Details
Step 1	The Requiring Activity identifies a need for software and reviews the BPA Vendor List and Discount Table to determine which products are available.
Step 2	The Requiring Activity requests a quote from the contract holder in section 3.3. Email: DHSBPA@Carahsoft.com

2.3 BPA Order Streamlining

To help Components and Headquarters offices access the licenses on this BPA, it was put in place with the following efforts to help streamlining orders. Those efforts include:

- **Acquisition Planning Forecast System (APFS)** records are not required at the order level.
- **Brand Name Justifications (BNJs)** will be executed at the order level.
- **Acquisition Plans (APs):** No APs are required at the order level, as the AP requirements were addressed at the BPA level.
 - Head of Contracting Authority (HCA) AP Pre-Briefs are not required.
- **Information Technology Acquisition Review (ITAR):** The BPA ITAR number is: HQ0007641. Components are still required to comply with the ITAR process. Also, it may be useful to Components to reference the BPA ITAR and request a simplified ITAR process.

2.4 Adding Additional/New Products to the BPA

In accordance with the Enterprise License BPA's terms, periodic refreshes may be requested to update the list of products and services. If a DHS Component requires an item that is not included on the BPA and is included on the Contractor's GSA schedule contract, the DHS Component should contact the BPA COR to begin the process to add the new item(s) to the BPA. The COR and the BPA Program Office will make the determination whether the item(s) should be added to the BPA. A modification to the BPA is required before ordering new item(s) not on the BPA.

New items that are deemed to be in scope will be added to the BPA on a periodic basis. Only those items on the Contractor's GSA schedule contract will be given consideration for addition to the BPA; no open market items will be added.

3.0 Points of Contact

3.1 Executive Agent

DHS Headquarters	
Tiffany Bratton BPA Contracting Officer Office of Procurement Operations (OPO) 771-888-5505 tiffany.bratton@hq.dhs.gov	Tiffany Luebker BPA Contracting Officer's Representative Office of the Chief Information Officer (OCIO) 771-203-9925 tiffany.luebker@hq.dhs.gov
Elizabeth Wilfong BPA Contracting Specialist Office of Procurement Operations (OPO) 771-212-8232 elizabeth.wilfong@hq.dhs.gov	Linda Toland Program Management Office (PMO) Office of the Chief Information Officer (OCIO) 202-253-4817 linda.toland@hq.dhs.gov

3.2 Strategic Sourcing Program Office

Becky Hoffman Hohensee
IT Category Manager
Strategic Solutions Office
Office of the Chief Procurement Officer
(202) 774-9783
SSO@hq.dhs.gov

3.3 BPA Holder(s)

BPA Contract Number	Vendor	POC/Account Manager
70RTAC26A00000011	Carahsoft	Aaron Cooperman 571-662-3350 aaron.cooperman@carahsoft.com