DoD ESI ORDERING GUIDE





GitLab Inc.

IN MANAGER

......

HERE REPORTS

DoD ESI Agency Catalog

www.esi.mil

ABBRERT BRANKSTON



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1.0

Purpose

This document serves as the Ordering Guide for the DoD ESI Agency Catalog for GitLab 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 GitLab, including authorized users, products available for purchase, ordering instructions and processes, and Point of Contact (POC) information.

The DoD ESI Agency Catalog for GitLab 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: <u>https://www.esi.mil/default.aspx</u>

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 GitLab 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 GitLab products and services which takes precedence over GitLab 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 <u>https://www.dni.gov/index.php/what-we-do/members-of-the-ic</u> 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. <u>https://DoDcio.defense.gov/portals/0/documents/net-centric-moa.pdf</u>

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



All DoD ordering activities are required to consider ordering their GitLab 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 GitLab PSL for commercial products and services are specified in Attachment 2: GitLab 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

4.2 Ordering Process

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

End User OR End User's Respective Ordering Office

End User

- 1. End User shall identify GitLab brand name requirements and prepare a Brand Name justification demonstrating rationale for requiring GitLab 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

- 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

SEWP V	Helpline: (301) 286-1478 help®sewp.nasa.gov	Orders: FAX (301) 286-0317 sewporders@sewp.nasa.gov Customer Support.Center
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5. Agency Catalog Section of the NASA SEWP site (Under the "CATALOGS" link).



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

	DOD_ESL Catalog
	Please refer to Ordering Guide before placing an order.
	I would like to create an RFQ or Market Research Request based on the DOD ESI Catalog. Select One Submit If you would like to create a request for products and/or services not covered within the established catalogs, please use <u>Create a New Request</u> . If you have any questions, please reach out to us at 301-286-1478 or email help@sewp.nasa.gov
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8. Click on "I would like to create an RFQ or Market Research Request based on the DOD ESI Catalog" link.

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9. 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".



Ordering Guide

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

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- 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

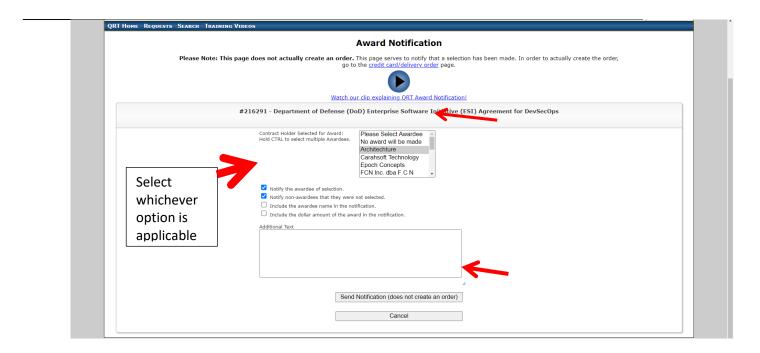
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Select the appropriate awardee, along with applicable notification options (i.e., Notify the awardee of selection, Notify non-awardees that they were not selected, etc.) and click "Send Notification"





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 GitLab 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 GitLab are listed below:

DoD ESI Team			
Name	Title	Email	Telephone
Winnie Tolentino	Software Product Manager	winifred.s.tolentino.civ@us.navy.mil	619-307-9159
Alexander Roberts	Procuring Contracting Officer	alexander.k.roberts3.civ@us.navy.mil	619-553-1481
NASA SEWP			
Alexander Marshall	Technical Strategy Manager	alexander.marshall-1@nasa.gov	301-614-7141



Customer Service (email responses within 1 day; helpline Mon- Fri 7:30 AM – 6:00 PM ET)	sewpprod@midatl.servicenow.com	301-286-1478	

Reseller Information Reference Table:

Ordering Guide Information	ArchiTECHture Solutions	Carahsoft Technology	Epoch Concepts, LLC	Flywheel Data, LLC
NASA SEWP V Contract #	NNG15SD42B	NNG15SC27B	NNG15SD30B	NNG15SD90B
Business Size	Small	Large	Large	Small
Cage Code	7KEA6	1P3C5	4MN62	бҮВНб
Unique Entity ID	HQAJMSZDK666	DT8KJHZXVJH5	LQ48B9A9QJC8	FGKEVGYL3ZF3
Ordering Address	11325 Random Hills Rd Ste 360, Fairfax, VA 22030 USA	11493 Sunset Hills Road, Suite 100, Reston, Virginia 20190	1510 W Canal Ct Ste 1000, Littleton, CO 80120 USA	3033 Wilson Blvd Ste 700, Arlington, VA 22201 USA
Remit to Address	11325 Random Hills Rd Ste 360, Fairfax, VA 22030 USA	11493 Sunset Hills Road, Suite 100, Reston, Virginia 20190	1510 W Canal Ct Ste 1000, Littleton, CO 80120 USA	3033 Wilson Blvd Ste 700, Arlington, VA 22201 USA
Company POC for this RFAC: (add as necessary for the various DoD agencies and Intel community)				
Name	Malik Jones	Kevin Howard	Stephanie Bortz	Beth Ann Greenberg
Telephone	703.495.2307	703-673-3550	703-727-4724	703-966-6642
E-Mail	malik.jones@archite chturellc.com	Kevin.Howard@Carahsoft.com	sbortz@epochconcepts.c om	bethann@flywheeldata.com
Ordering Guide Information	Insight Public Sector	Norseman	Sirius Federal, LLC	Software Information Resource Corporation (SIRC)
NASA SEWP V Contract #	NNG15SC40B	NNG15SC83B	NNG15SC34B	NNG15SD74B
Business Size	Large	Small	Large	Small
Cage Code	3DLL3	0WNZ6	0TC84	1PQ53
Unique Entity ID	FLZ4SYA9U2D1	G8LCAVK5AVW7	MFGMH9R7GMG3	EJJMMJHYDFH6
Ordering Address	2701 E Insight Way, Chandler, AZ 85286	8172 LARK BROWN RD, STE 201, ELKRIDGE, MD 21075 USA	2151 PRIEST BRIDGE DR, CROFTON, MD 21114 USA	730 24TH ST NW, APT 3, WASHINGTON, DC 20037 USA
Remit to Address	Insight, P.O. Box 731072, Dallas, TX 75373-1072	8172 LARK BROWN RD, STE 201, ELKRIDGE, MD 21075 USA	2151 PRIEST BRIDGE DR, CROFTON, MD 21114 USA	730 24TH ST NW, APT 3, WASHINGTON, DC 20037 USA
Company POC for this RFAC: (add as necessary for the various DoD agencies and Intel community)				
Name	Insight DoD Team	Amanda Wolfe	Cheryl Hill	Ajay Gandhi
Telephone	800-862-8758	410-579-8600 ext 310	N/A	202-536-5397
E-Mail	TeamDeppisch@insi ght.com	amanda.wolfe@norseman.com	DODESIDevSecOpsPM@si riusfederal.com	ajay.gandhi@sirc.net



Ordering Guide	Swish Data	Technology Solutions Provider,	World Wide Technology,	
Information		Inc	LLC	
NASA SEWP V Contract #	NNG15SC91B	NNG15SD92B	NNG15SC55B	
Business Size	Small	Small	Large	
Cage Code	4D7K5	3QDK7	0MNV1	
Unique Entity ID	DMERLBE3JR53	DXUYQDBKRLJ9	C8VFSNKTMQB6	
Ordering Address	1420 SPRING HILL	11490 COMMERCE PARK DR,	1 World Wide Way, Saint	
	RD, STE 320, MC	STE 200, RESTON, VA 20191	Louis, MO 63146 USA	
	LEAN, VA 22102 USA	USA		
Remit to Address	1420 SPRING HILL	11490 COMMERCE PARK DR,	1 World Wide Way, Saint	
	RD, STE 320, MC	STE 200, RESTON, VA 20191	Louis, MO 63146 USA	
	LEAN, VA 22102 USA	USA		
Company POC for this				
RFAC: (add as necessary				
for the various DoD				
agencies and Intel				
community)				
Name	Ginny Krueger	Daniel Enriquez	Lindsey Miller	
Telephone	770.713.3314	571-435-0246	(618) 797-5765	
E-Mail	gkrueger@swishdat	daniel.enriquez@tspi.net	Lindsey.Miller@wwt.com	
	<u>a.com</u>			

5.0 Funding

The funding of orders under the DoD ESI Agreement for GitLab 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

6.0 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 GitLab Corporation page of the DoD ESI portal at: <u>https://www.esi.mil/.</u>