DoD ESI
ORDERING GUIDE

GitLab Inc.

DoD ESI Agency Catalog

www.esi.mil

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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.

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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: 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 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 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, 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 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: https://sewp.nasa.gov/

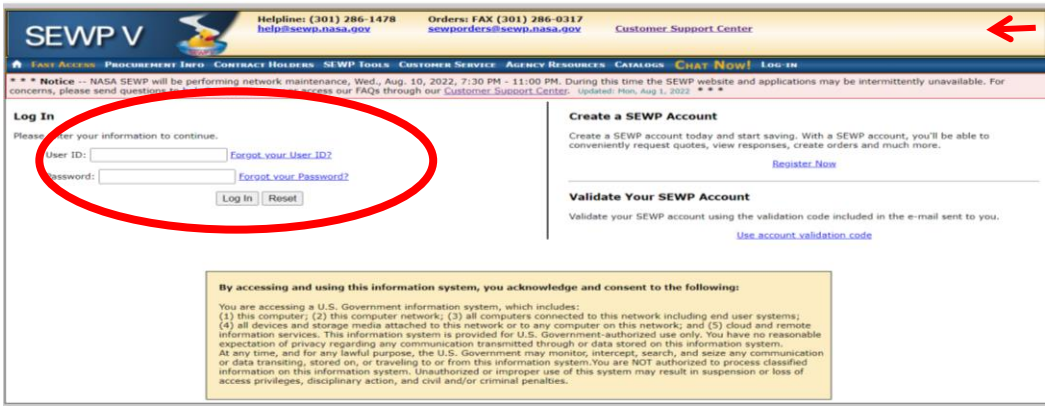
End User OR End User's Respective Ordering Office

End User

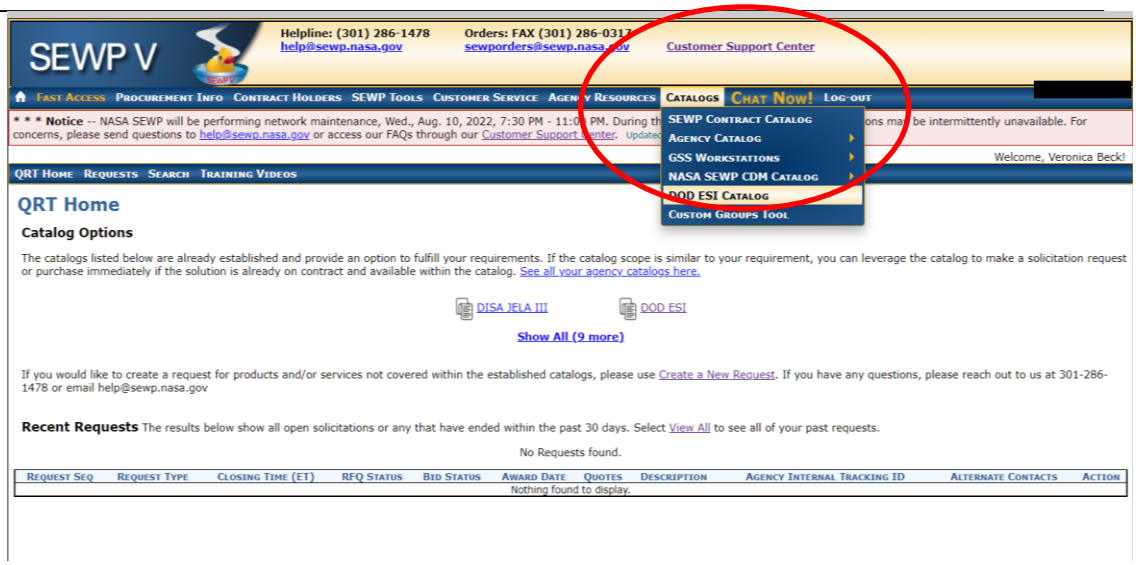
1. End User shall identify GitLab brand name requirements and prepare a Brand Name justification demonstrating rationale for requiring GitLab products and/ or services in accordance with FAR16.505(a)(4)
2. End User shall submit justification to Ordering Office

End User's Respective Ordering Office

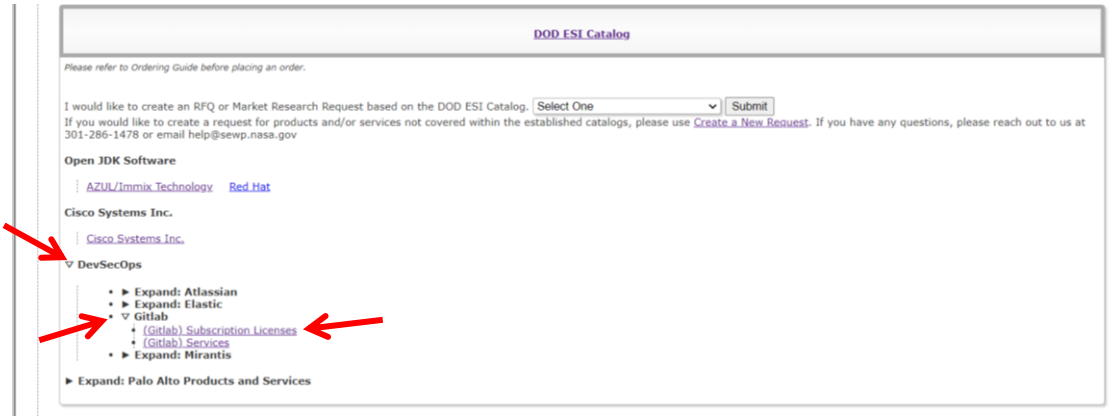
3. Ordering Activity shall prepare a DD Form 2579, Small Business Coordination Record as prescribed in DFARS 219.201 (c)(10)
4. Log-In or register for a NASA SEWP account



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



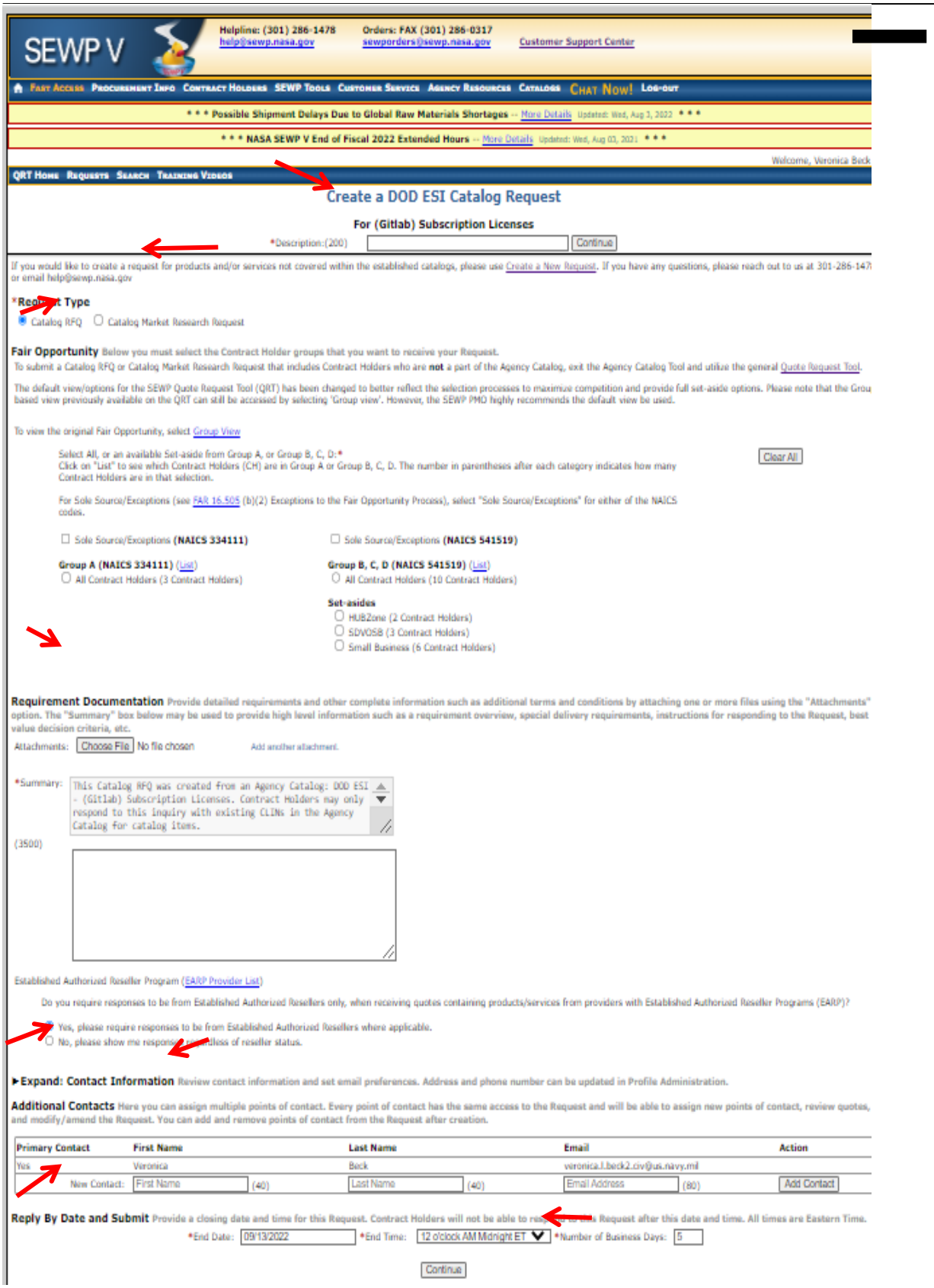
6. Scroll down until you see the DoD ESI Agency Catalog, then find the DevSecOps Catalog.
7. Select arrow beside DevSecOps and then GitLab to expand drop down menu.



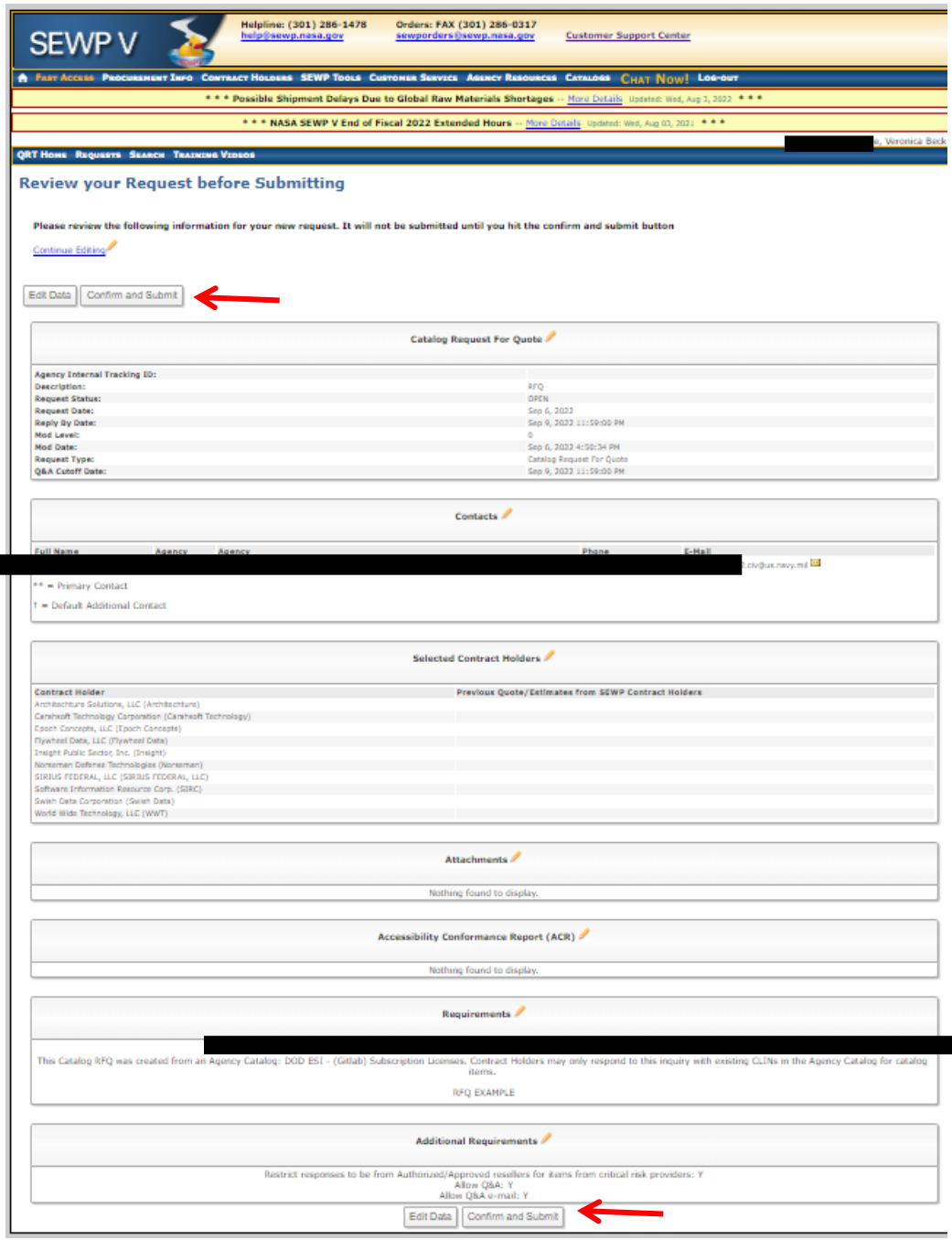
8. Click on “I would like to create an RFQ or Market Research Request based on the DOD ESI Catalog” link.

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".


SEWP V
Helpline: (301) 286-1478
help@sewp.nasa.gov
Orders: FAX (301) 286-0317
sewporders@sewp.nasa.gov
Customer Support Center
Fast Access Procurement Info Contract Holders SEWP Tools Customer Services Agency Resources Catalogs Chat Now! Log-out
* * * Possible Shipment Delays Due to Global Raw Materials Shortages -- More Details Updated: Wed, Aug 3, 2022 * * *
* * * NASA SEWP V End of Fiscal 2022 Extended Hours -- More Details Updated: Wed, Aug 03, 2021 * * *
Welcome, Veronica Beck
QRT Home Requests Search Training Videos
Create a DOD ESI Catalog Request
For (Gitlab) 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 301-286-147
or email 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 Grou
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.
Clear All
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)
Sole Source/Exceptions (NAICS 541519)
Group A (NAICS 334111) (List)
All Contract Holders (3 Contract Holders)
Group B, C, D (NAICS 541519) (List)
All Contract Holders (10 Contract Holders)
Set-asides
HUBZone (2 Contract Holders)
SDVOSB (3 Contract Holders)
Small Business (6 Contract Holders)
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, best value decision criteria, etc.
Attachments: Choose File No file chosen
Add another attachment.
*Summary:
This Catalog RFQ was created from an Agency Catalog: DOD ESI - (Gitlab) Subscription Licenses. Contract Holders may only respond to this Inquiry with existing CLINs in the Agency Catalog for catalog items.
(3500)
Established Authorized Reseller Program (EARP 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 the 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
veronica.l.beck2.civ@us.navy.mil
New Contact:
First Name
(40)
Last Name
(40)
Email Address
(80)
Add Contact
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: 09/13/2022
*End Time: 12 o'clock AM Midnight ET
*Number of Business Days: 5
Continue

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

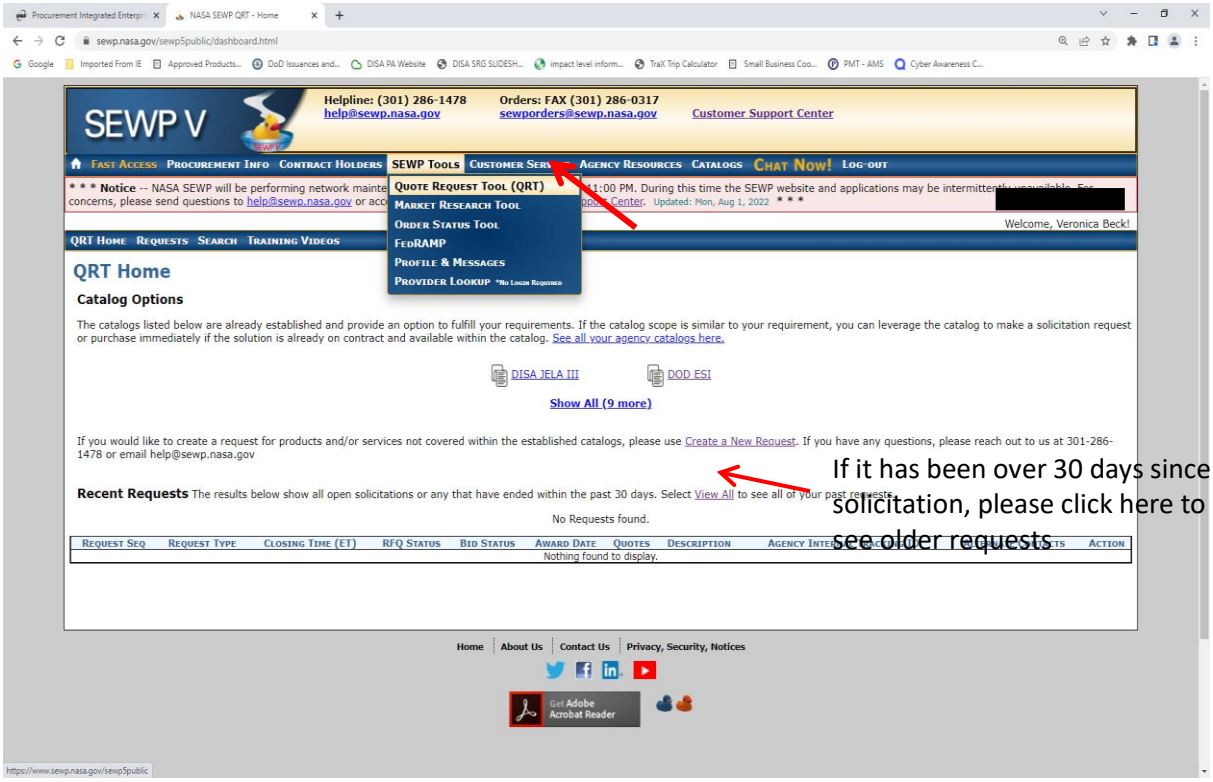


11. You must solicit all resellers and abide by SEWP V Small Business requirements.

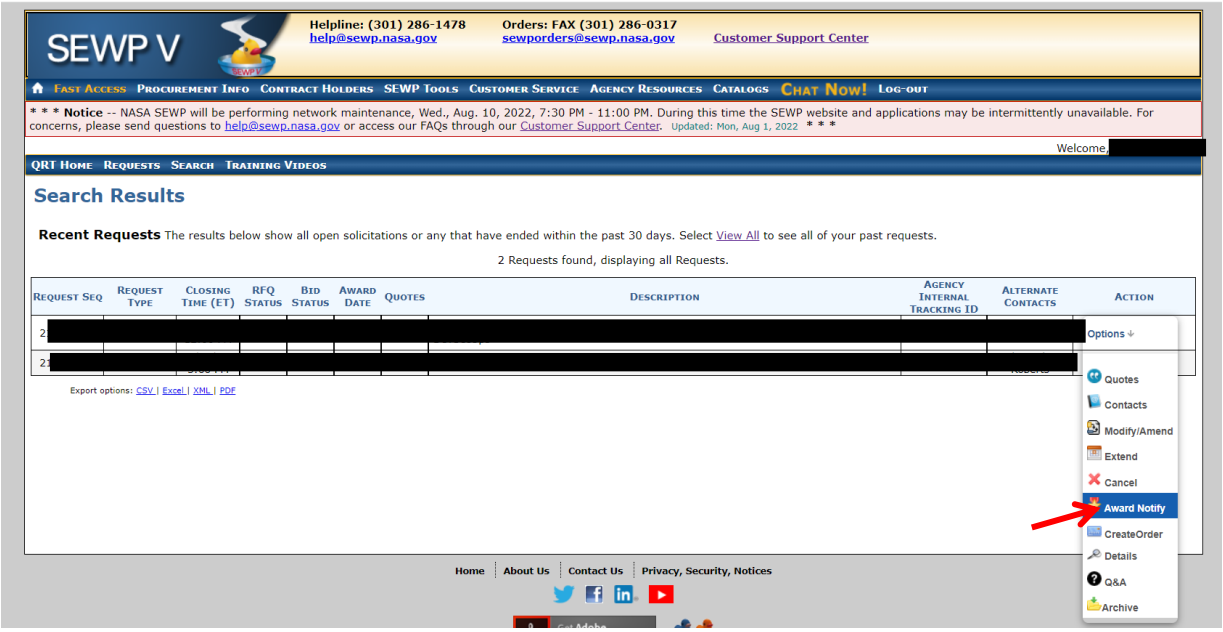
12. Authorized DoD ESI SEWP Catalog holders will submit quotes to the Ordering Office.

13. The Ordering Office will review all quotes received, determine the best value, and notify the Awardee per respective Ordering Office Acquisition Processes.

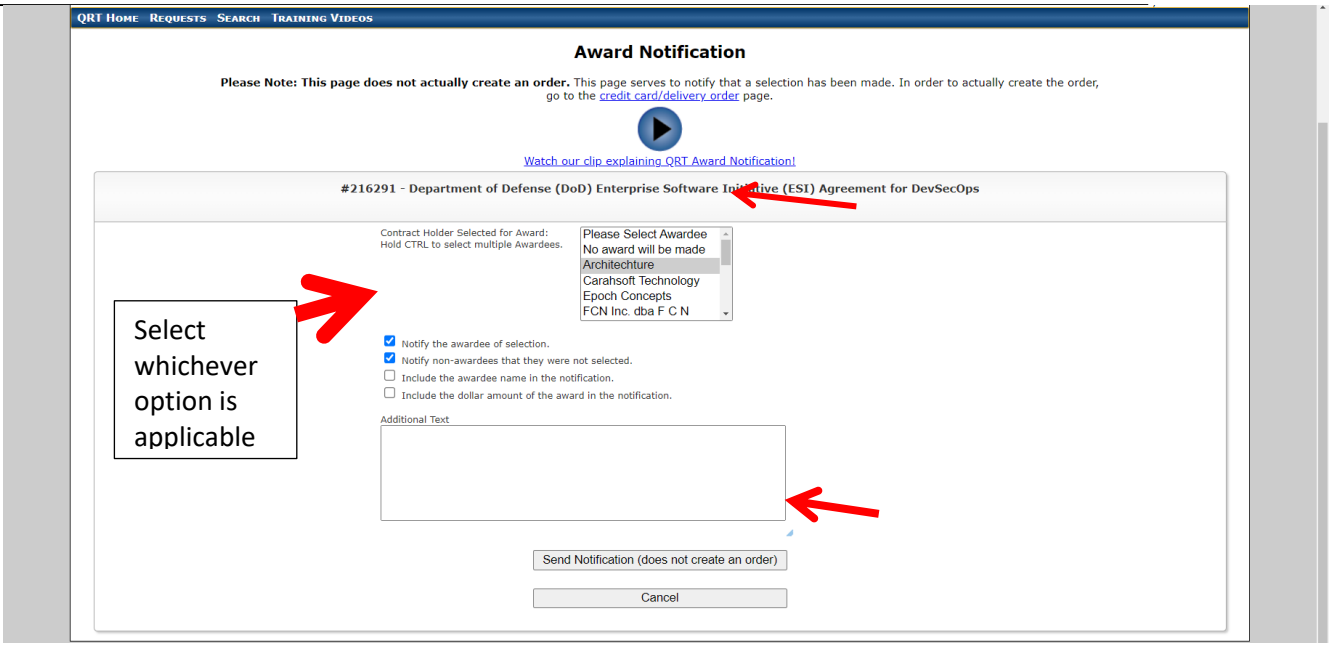
14. The Ordering Office shall make award notification in SEWP by clicking on SEWP Tools, then Quote Request



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



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	6YBH6
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@architechturellc.com	Kevin.Howard@Carahsoft.com	sbortz@epochconcepts.com	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@insight.com	amanda.wolfe@norseman.com	DODESIDevSecOpsPM@siriusfederal.com	ajay.gandhi@sirc.net

Ordering Guide Information	Swish Data	Technology Solutions Provider, Inc	World Wide Technology, 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 RD, STE 320, MC LEAN, VA 22102 USA	11490 COMMERCE PARK DR, STE 200, RESTON, VA 20191 USA	1 World Wide Way, Saint Louis, MO 63146 USA	
Remit to Address	1420 SPRING HILL RD, STE 320, MC LEAN, VA 22102 USA	11490 COMMERCE PARK DR, STE 200, RESTON, VA 20191 USA	1 World Wide Way, Saint Louis, MO 63146 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@swishdata.com	daniel.enriquez@tspi.net	Lindsey.Miller@wwt.com	

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: https://www.esi.mil/.