

DoD ESI ORDERING GUIDE



**SAP Public Services, Inc.
(SAP)
CARAHSOFT TECHNOLOGY CORP.**

**Blanket Purchase Agreement (BPA)
N66001-19-A-0010**

**Office of Management and Budget’s (OMB) Category Management Initiative and
Department of Defense Enterprise Software Initiative (DoD ESI)
ORDERING GUIDE**

This Ordering Guide has been developed by the DoD ESI team to assist Federal Government and DOD 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 (EA), identifies the authorized users of the EA, summarizes the products and services available under the EA and instructions for users to place an order, and provides Points of Contact information for support.

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1. General Information

CONTRACT OR / VENDOR	CARASOFT TECHNOLOGY CORP.
GOVERNMENTWIDE ACQUISITION CONTRACT (GWAC) NUMBER (e.g. GSA, SEWP) AND WEB LINK	GS-35F-0119Y https://www.gsaelibrary.gsa.gov/ElibMain/contractorInfo.do?contractNumber=GS-35F-0119Y&contractorName=CARASOFT+TECHNOLOGY+CORPORATION&executeQuery=YES
EA NUMBER AND WEB LINK	N66001-19-A-0010 www.esi.mil
EA ISSUE DATE	18 March 2019
EA EXPIRATION DATE	17 March 2029

2. Authorized Users of this BPA

- a. All DoD departments and Agencies, the Agencies of the Federal Government, the U. S. Coast Guard, Intelligence Communities (IC) and Foreign Military Sales (FMS) with a Letter of Authorization.

Note: 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/intelligence-community/members-of-the-ic#>).

- 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 EA 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 EA 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.

3. Products and Services Overview

Portfolio Categories	Description
ERP and Digital Core	
- SAP S/4HANA and ERP for Large Enterprises	SAP S/4HANA Cloud SAP S/4HANA SAP ERP
- Cloud ERP	SAP S/4HANA Cloud SAP Business ByDesign

	SAP Business One
Cloud and Data Platforms	
- SAP Cloud Platform	Accelerated App Development Mobile Apps and Customer Digital Experiences Business Transformation Processes Extensions and Connections with Powerful APIs Embedded Advanced Analytics Innovative Big Data, IoT, and Machine Learning Solutions
- SAP HANA and Databases	Database Services Machine Learning and Advanced Analytics Processing App Development Data Access Administration Security
- Application Integration and Infrastructure (AI&I)	Integration Technology Platform Process Integration, Orchestration and Analytics Landscape Management and Provisioning Interface Implementation and Management
- Big Data	In-Memory Data Management Cloud Hadoop and Spark In-Memory SQL on Hadoop Data-Driven, Unique Insights
- Data Warehousing	Integrated Data Warehouse Application Native SQL Data Warehouse Development Data Mart, Data Lake, Data Warehouse Multi-temperature Storage Options
- Enterprise Information Management (EIM)	Information Governance Master Data Management Data Quality and Integration Content Management Metadata Management and Enterprise Architecture
Procurement and Networks	
Analytics	
IoT and Digital Supply Chain	
Human Resources (HR)	
Finance	
SAP NS2 (Carahsoft Only)	
- SAP NS2	ERP and Digital Core SAP S/4HANA, SAP S/4HANA Cloud and ERP for Large Enterprises

	Cloud ERP, SAP Business One, SAP Business ByDesign, SAP S/4HANA Cloud SAP HANA and Databases Procurement and Networks Analytics: Business Intelligence (BI), Enterprise Performance Management, Predictive Analytics Customer Engagement and Commerce IoT and Digital Supply Chain, Software, Consulting and Implementation Human Resources (HR): Core HR and Payroll, Time and Attendance Management Finance Consulting Services Implementation Services Training
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(full list is available at www.esi.mil)

4. Class Limited Source Justification

- a. A Limited Sources Justification (LSJ) was submitted and approved to support the SAP requirement in accordance with FAR 8.405-6(b) "Items Peculiar to One Manufacturer". The Class Limited Source Justification (CLSJ) authorizes the DoD and Federal Government to procure SAP COTS **software maintenance** without needing to justify the brand name requirements at the order level. (See Exhibit B for a redacted copy)
- b. Individual orders for new licenses, cloud products and Information Technology Professional Services executed against this BPA must be supported by a separate limited source justification in accordance with FAR 8.405-6(b)(2)(iii).

5. Ordering Officer Responsibilities

- a. Ordering is decentralized. Only U.S. Government Contracting Officers, Government Purchase Card Holders, or Contractors given FAR 51 Authorization are able to place orders against this EA.
- b. This EA was established competitively using the procedures under FAR 8.405-3. Refer to the DoD ESI website at www.esi.mil for the listing of the multiple award vendors.
- c. The Ordering office must:
 - i. Comply with the ordering procedures of FAR 8.4 and DFARS 208.4 (as applicable);
 - ii. Obtain competition and/or execute and publish a brand name or limited source justification if required as noted in Section 4. Class Limited Source Justification
 - iii. Provide fair opportunity to all EA holders who offer the applicable product and/or service required;

- iv. Ensure compliance with all fiscal laws prior to issuing an order under the EA;
- 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 EA; [Note: The FAR and DFARS clauses listed in Attachment 1 of the EA are those in effect as of the effective date of the EA. Ordering Officers are responsible for incorporating the most current version of the applicable FAR and DFARS clauses, at the ordering level, in the Delivery Order as appropriate]
- vi. Obtain the required authorization to acquire the products or services through the DoD ESI EA 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 the EA terms encourage spot discounting.);
- viii. Review the license terms and conditions when ordering software or proprietary appliances provided in the EA 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 EA level and represent best value to the Government.

6. Ordering Process

- a. DFARS Regulation 208.74 (if applicable)
 - i. DFARS 208.74 requires authorized software buyers and requiring officials to review the DoD ESI website for DoD inventory or availability of an existing DoD ESI agreement before pursuing another acquisition method. DFARS procedures are:
 1. After requirements are determined, review the information at the DoD ESI website to determine if the required product is available from DoD inventory. This can be done by visiting the DoD ESI website at www.esi.mil and selecting the “Agreements” tab. Choose the type of agreement for the product being ordered (Software, Hardware, Services or All) and check the inventory box. A list of EAs with DoD inventory will appear. If the product being ordered is on the list, the EA must be used to procure the product.
 2. If the required commercial products or services are not available from inventory, but are available from an EA, buyers must follow the procedures in the DFARS Section 208.74 and DFARS PGI 208.7403.
 3. If a DoD component must obtain the commercial products or services outside the DoD ESI EA, 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.
 4. If the required commercial products or services are not available from inventory or from an EA, the DoD component may use an alternate method of acquisition, subject to applicable laws and policy.
- b. Ordering
 - i. All orders must be competed amongst the EA Holders unless an exception applies (see FAR 8.405-6 Limiting Sources).

- ii. DD Form 2579 has been approved. (See Exhibit A for DD Form 2579)
- iii. CLASS LIMITED SOURCES JUSTIFICATION (CLSJ) as above in Section 4., Class Limited Source Justification
- iv. Orders are subject to the ordering office’s local policy, the underlying Government-wide Acquisition Contract (GWAC), if used, and the terms of the EA. 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 (SF1449) by the respective local contracting office:
 - A. Contracting Officers will need to create a EA shell using their respective contract writing system in order to execute delivery orders against this EA (see section 7).
 - B. If the Contracting Officer does not use an automated contract writing system, enter the EA number N66001-19-A-0010 in Block 2 and a locally assigned delivery order number in Block 4. Note: Ensure you complete the FPDS-NG report.
 - 2. Open Market items (i.e. not in the EA catalog) may be added to a EA 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 EA 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 EA 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).
 - C. The completed SF1449 will be forwarded to the contractor with the following information:

Contractor / Vendor Information

Ordering Address	Carahsoft Technology Corp. 12369 Sunrise Valley Drive, Suite D2 Reston, VA 20191 (703) 871-8500
Remit To	Carahsoft Technology Corp. 12369 Sunrise Valley Drive, Suite D2 Reston, VA 20191 (703) 871-8500
CAGE	1P3C5
DUNS	08-836-5767
TIN	52-2189693

Business Size	Other Than Small
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- D. A copy of the SF1449 must be sent to the servicing DFAS center.
- 3. Government-Wide Purchase Card orders can be submitted via telephone or on-line.
 - A. On-Line Orders can be placed via the following e-commerce sites:
 - i. <http://www.carahsoft.com/>
 - ii. Customers can contact (703) 871-8505
 - B. Information Required from the Ordering Office:
 - i. End User and Name
 - ii. End User Email Address
 - iii. End User Phone Number
- v. Ordering Period – If orders issued within the EA Ordering Period(s) include options, the order options may be exercised after the EA ordering date(s) provided that:
 - 1. The initial order that includes the option was issued during the EA ordering period(s), and does not exceed 60 months past the expiration date of the EA;
 - 2. The Ordering Office determines 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.

7. Cloud

- a. Cloud Based Products for Civilian Agencies:
 - i. The Product and Price List of this BPA includes cloud based products; however, SAP's standard commercial cloud products have not all been approved via the FedRAMP accreditation process (<https://marketplace.fedramp.gov/#/products?sort=productName>). Therefore, contracting officers procuring these products/services on behalf of the civilian agencies shall implement the required agency or department level compliances at the task/delivery order level. SAP NS2 services, which are available under the Carahsoft BPA, may be required to implement these requirements, in which may require a teaming arrangement with other BPA holders.
- b. Cloud Based Products for DoD:
 - i. The Product and Price List of this BPA includes cloud based products; however, SAP's standard commercial cloud products have not all been approved via the FedRAMP accreditation process (<https://marketplace.fedramp.gov/#/products?sort=productName>). Furthermore, these products have not met all the requirements in DFARS 239-7602-1(a)&(b) and does not include DFARS 252.204-7012, DFARS 252.239-7010, or the GTG-F requirements in Section 7.1.2 of the BPA Terms and Conditions, which are generally required when procuring cloud computing in the DOD. SAP NS2 services is authorized by SAP Public Services to provide cloud products that meet these DOD specific security requirements. Therefore, DOD agencies requiring cloud products must a) invoke security compliances at the task order level and b) procure SAP NS2 services in conjunction with the cloud SKUs. SAP NS2 services, which are only available under the Carahsoft BPA, may be

procured in a teaming arrangement with other BPA holders.

8. Points of Contact

a. Contracting Office

	Procuring Contracting Officer (PCO)	Alternate Point of Contact
POC	Spencer Sessions	Dennis Fellin
Telephone	(619) 553-4523	717-329-6588
Email	spencer.sessions@navy.mil	dennis.fellin@navy.mil

b. Software Product Manager (SPM)

	Software Product Manager (SPM)	Alternate Point of Contact
POC	Raymond Orbeta	Nick Thomas
Telephone	619-553-2924	619-553-0793
Email	raymond.b.orbeta@navy.mil	Nicholas.A.Thomas2@Navy.mil

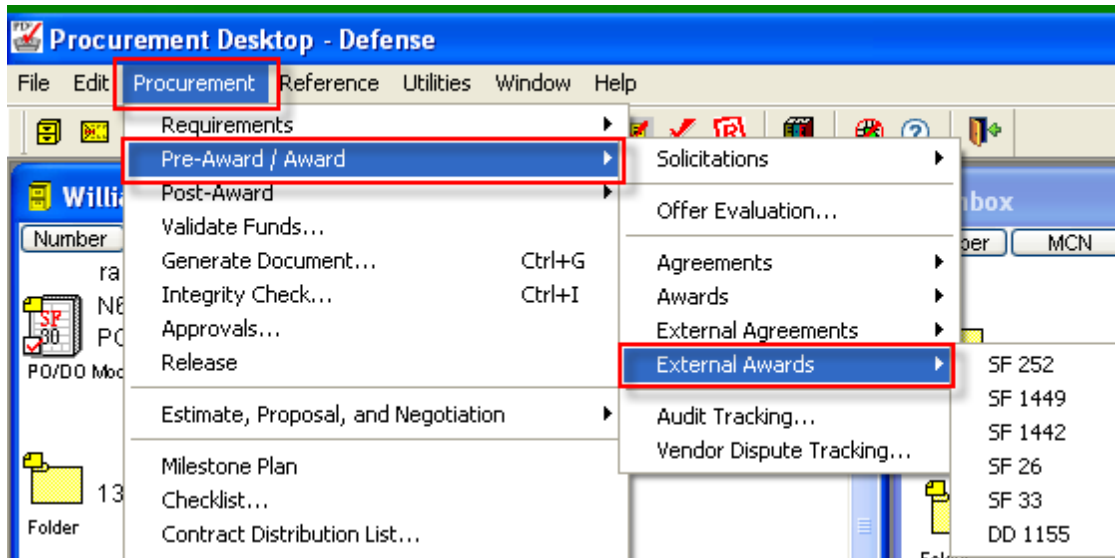
c. Vendor Points of Contact

	Program Manager (PM)	Contracts Management	Sales & Ordering
POC	Patrick Gallagher	Steven Hand	Steven Hand
Telephone	(703) 871-8583	(703) 230-7478	(703) 230-7478
Email	patrick.gallagher@carahsoft.com	Steven.hand@carahsoft.com	Steven.hand@carahsoft.com

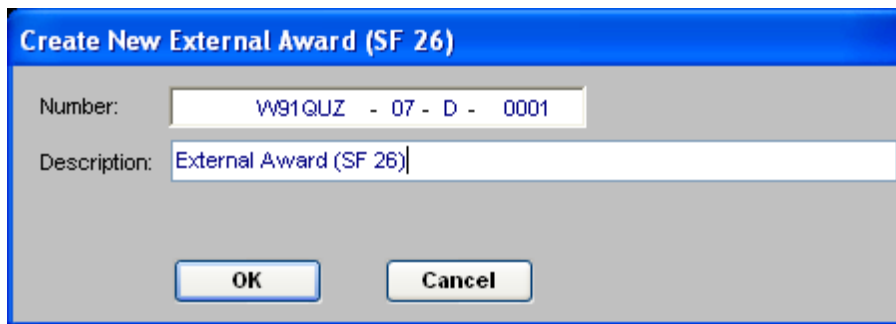
9. External Award / Agreement (for use in the Standard Procurement System (SPS))

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.



The Create New External Award window displays.



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

EXTERNAL AWARD	1. AWARD TYPE SF 26	2. DPAS RATING []	3. EFFECTIVE DATE []	4. DATE OF CONTRACT []
	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)		
[]		See Item 7		
[]		[]		
9. NAME AND ADDRESS OF CONTRACTOR CODE: []		10. DELIVERY [] FOB ORIGIN [] OTHER <small>(See Below)</small>		
[]		11. DISCOUNT FOR PROMPT PAYMENT []		
[]		12. SUBMIT INVOICES Submit [] copies to the address shown in:		

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.

Appendices

A. DD Form 2579



SAP ESI 2579 Small
Business Coordinati

B. SAP ESI CLSJ



SAP ESI CLSJ.pdf