

# DoD ESI ORDERING GUIDE



**Software Publisher: Microsoft**

**Resellers:** CDW Government LLC  
Dell Federal Systems LP  
GovConnection, Inc.  
Insight Public Sector  
Minburn Technology Group, LLC  
SHI International Corp.

**Blanket Purchase Agreements (BPA)  
N66001-19-A-0002 thru 0007**



## Department of Defense Enterprise Software Initiative (DoD ESI) Ordering Guide for Microsoft Products

This Ordering Guide has been developed by the DoD ESI team to assist 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 BPA, summarizes the products and services available under the BPA and instructions for users to place an order, and provides Points of Contact information for support.

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**1. General Information for Multiple Awardees (Web Link for all BPA Awards are at [www.esi.mil](http://www.esi.mil))**

CONTRACT OR /VENDOR	<b>CDW Government LLC</b>
SOCIO-ECONOMIC STATUS	<b>Other than Small Business</b>
GOVERNMENTWIDE ACQUISITION CONTRACT (GWAC) NUMBER (e.g. GSA, SEWP) AND WEB LINK	<b>47QTCA18D004K</b> <a href="#">View CDW Government's GSA Contract (Click Here)</a> <a href="#">View/Print all GSA clauses for this contract (Click Here)</a>
BPA NUMBER	<b>N66001-19-A-0002</b>
BPA ISSUE DATE	<b>29 November 2018</b>
BPA EXPIRATION DATE (w/ All Options Exercised)	<b>28 November 2028</b>
ADDRESS	<b>2001 Edmund Halley Drive, Suite 500, Reston, VA 20191</b>
REMIT TO ADDRESS	<b>75 Remittance Drive, Suite 1515, Chicago, IL 60675</b>

CONTRACT OR /VENDOR	<b>Dell Federal Systems LP</b>
SOCIO-ECONOMIC STATUS	<b>Other than Small Business</b>
GOVERNMENTWIDE ACQUISITION CONTRACT (GWAC) NUMBER (e.g. GSA, SEWP) AND WEB LINK	<b>GS-35F-0884P</b> <a href="#">View Dell's GSA Contract (Click Here)</a> <a href="#">View/Print all GSA clauses for this contract (Click Here)</a>
BPA NUMBER	<b>N66001-19-A-0003</b>
BPA ISSUE DATE	<b>29 November 2018</b>
BPA EXPIRATION DATE (w/ All Options Exercised)	<b>28 November 2028</b>
ADDRESS	<b>2300 Greenlawn Blvd, Round Rock, TX 78682</b>
REMIT TO ADDRESS	<b>C/O Dell USA L.P - P.O. Box 676265, Dallas, TX 75267-6265</b>



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CONTRACT OR /VENDOR	<b>GovConnection, Inc.</b>
SOCIO-ECONOMIC STATUS	<b>Other than Small Business</b>
GOVERNMENTWIDE ACQUISITION CONTRACT (GWAC) NUMBER (e.g. GSA, SEWP) AND WEB LINK	<b>GS-35F-0750P</b> <a href="#">View GovConnection's GSA Contract (Click Here)</a> <a href="#">View/Print all GSA clauses for this contract (Click Here)</a>
BPA NUMBER	<b>N66001-19-A-0004</b>
BPA ISSUE DATE	<b>29 November 2018</b>
BPA EXPIRATION DATE (w/ All Options Exercised)	<b>28 November 2028</b>
ADDRESS	<b>7503 Standish Place, Rockville, MD 20855-2731</b>
REMIT TO ADDRESS	<b>P.O. Box 536477, Pittsburgh, PA, 1523-5906</b>

CONTRACT OR /VENDOR	<b>Insight Public Sector</b>
SOCIO-ECONOMIC STATUS	<b>Other than Small Business</b>
GOVERNMENTWIDE ACQUISITION CONTRACT (GWAC) NUMBER (e.g. GSA, SEWP) AND WEB LINK	<b>47QTCA19D009G</b> <a href="#">View/Print all GSA clauses for this contract (Click Here)</a>
BPA NUMBER	<b>N66001-19-A-0005</b>
BPA ISSUE DATE	<b>29 November 2018</b>
BPA EXPIRATION DATE (w/ All Options Exercised)	<b>28 November 2028</b>
ADDRESS	<b>22425 East Appleway Blvd, Liberty Lake, WA 99019-8508</b>
REMIT TO ADDRESS	<b>P.O. Box 731072, Dallas, TX 75373-1072</b>



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CONTRACT OR / VENDOR	<b>Minburn Technology Group, LLC</b>
SOCIO-ECONOMIC STATUS	<b>Service Disabled Veteran Owned Small Business</b>
GOVERNMENTWIDE ACQUISITION CONTRACT (GWAC) NUMBER (e.g. GSA, SEWP) AND WEB LINK	<b>GS-35F-309AA</b> <a href="#">View Minburn's GSA Contract (Click Here)</a> <a href="#">View/Print all GSA clauses for this contract (Click Here)</a>
BPA NUMBER	<b>N66001-19-A-0006</b>
BPA ISSUE DATE	<b>29 November 2018</b>
BPA EXPIRATION DATE (w/ All Options Exercised)	<b>28 November 2028</b>
ADDRESS	<b>10113 Minburn St, Great Falls, VA 22066</b>
REMIT TO ADDRESS	<b>P.O. Box 1227, Great Falls, VA 22066</b>

CONTRACT OR / VENDOR	<b>SHI International Corp.</b>
SOCIO-ECONOMIC STATUS	<b>Other than Small Business</b>
GOVERNMENTWIDE ACQUISITION CONTRACT (GWAC) NUMBER (e.g. GSA, SEWP) AND WEB LINK	<b>47QTCA19D005D</b> <a href="#">View SHI's GSA Contract (Click Here)</a> <a href="#">View/Print all GSA clauses for this contract (Click Here)</a>
BPA NUMBER	<b>N66001-19-A-0007</b>
BPA ISSUE DATE	<b>29 November 2018</b>
BPA EXPIRATION DATE (w/ All Options Exercised)	<b>28 November 2028</b>
ADDRESS	<b>300 Davidson, Somerset NJ 08873</b>
REMIT TO ADDRESS	<b>PO BOX 952121, Dallas, TX 75395-2121</b>



2. Authorized Users

a. DoD or Agencies

The BPAs are open for ordering by the “DoD Departments and Agencies” on a world-wide basis. “Departments and Agencies” are defined by the 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 these BPAs, a DoD component is defined as follows: the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs 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 Communities (IC) and Foreign Military Sales (FMS) with a Letter of Authorization.

b. GSA, Other Ordering Agencies 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 BPA 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 these BPAs 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

Publisher(s)	Category	Product Line
<b>Microsoft</b>	Business Solutions	Dynamics Customer Relationship Management
	Developer Tools	Visual Studio
	Office Applications	Office Professional Plus, Office 365
	Server Software, Desktop Sharing, Virtualization	Windows, Exchange, SharePoint, Skype, Virtual Desktop Infrastructure [VDI]
	Online Cloud Subscriptions	Azure, Office 365

(The full product list is available at [www.esi.mil](http://www.esi.mil))



#### 4. Ordering Officer Information/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 these BPAs.
- b. This multiple award BPA was established competitively using the procedures under FAR 8.405-3.
- c. A Class Limited Sources Justification (LSJ) was approved on 23 May 2018 for Microsoft software licenses and software assurance therefore, Ordering Offices are not required to execute a separate LSJ when procuring these items.
- d. The Ordering office must:
  - i. Comply with the ordering procedures of FAR 8.405-3(c)(2) Multiple Award BPAs;
  - ii. Execute and publish a limited source justification if procuring cloud subscriptions;
  - iii. Provide fair opportunity to all BPA holders who offer the applicable product and/or service required;
  - iv. Ensure compliance with all fiscal laws prior to issuing an order under the BPA;
  - 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 BPA; [Note: The FAR and DFARS clauses listed in Attachment 1 of the BPA are those in effect as of the effective date of the BPA. Ordering Officers are responsible for incorporating the most current version of the applicable FAR and DFARS clauses, at the ordering level as appropriate]
  - vi. Obtain the required authorization to acquire the products or services through the DoD ESI BPA 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 BPA terms encourage spot discounting);
  - viii. Review the license terms and conditions when ordering software licenses or cloud subscriptions provided in the BPA 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 BPA level and represent best value to the Government.

#### 5. Ordering Process

- a. DFARS Regulation 208.74
  - 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](http://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 BPAs with DoD inventory will appear. If the product being ordered is on the list, the BPA must be used to procure the product.
2. If the required commercial products or services are not available from inventory, but are available from a BPA, 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 BPA then, the component must seek a waiver from a management official designated by the DoD Component.
4. Once the steps in paragraphs (5)(i) and (5)(ii)(A) of the DFARS PGI 208.7403 have been completed and are not available from inventory then, the Ordering Officer may continue with alternate acquisition methods.
5. If the required commercial products or services are not available from inventory or from an BPA, 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 BPA Holders unless an exception applies (see FAR 8.405-6 Limiting Sources).
- ii. Orders are subject to the ordering office’s local policy, the underlying Government-wide Acquisition Contract (GWAC), if used, and the terms of the BPA. 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 BPA shell using their respective contract writing system in order to execute delivery orders against this BPA (see section 7).
    - B. If the Contracting Officer does not use an automated contract writing system, enter the respective BPA number N66001-19-A-XXXX 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 BPA catalog) may be added to a BPA 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 BPA 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 BPA 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 respective contractor with the following information:

Contractor / Vendor Information

Address:

Remit To:

CAGE:

DUNS:

TIN:

Business Size:

- 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 the vendor’s website
- A. Orders can be placed with resellers by calling or sending an email using the information contained under Section 6c on the following pages.
  - B. Information Required from the Ordering Office:
    - i. End User and Name
    - ii. End User Email Address
    - iii. End User Phone Number
- iii. Ordering Period – If orders issued within the BPA Ordering Period(s) include options, the order options may be exercised after the BPA ordering date(s) provided that:
- 1. The initial order that includes the option was issued during the BPA ordering period(s), and



does not exceed 60 months past the expiration date of the BPA;

2. The Ordering Office determines that 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.

**6. Points of Contact**

a. Contracting Office

	<b>Contract Officer</b>	<b>Contracting Specialist</b>
<b>POC</b>	Alexander Roberts	Jorge L. Ocegueda
<b>Telephone</b>	619-856-1486	619-553-4503
<b>Email</b>	alexander.k.roberts3.civ@us.navy.mil	jorge.l.ocegueda.civ@us.navy.mil

b. Software Product Manager (SPM)

	<b>SPM</b>	<b>Alternate POC</b>
<b>POC</b>	Rino Ortega	Microsoft DoD ESA Team
<b>Telephone</b>	619-578-4453	619-578-4453
<b>Email</b>	rino.j.ortega.civ@us.navy.mil	esidodesa@us.navy.mil

c. Contractor Points of Contact

**CDWG**

	<b>Program Manager (PM)</b>	<b>PM Alternate</b>	<b>Contracts Management</b>	<b>Sales &amp; Ordering</b>
<b>POC</b>	Kathy Gaston	Karen Forrest	Max Foszcz	Chris Nelson
<b>Telephone</b>	703-621-8222 (Office) 301-801-3032 (Cell)	703-621-8218	312-705-1889	312-705-9020
<b>Email</b>	kgaston@cdwg.com	karefor@cdwg.com	maxfos@cdw.com	christopher.nelson@cdw.com



**Dell**

	<b>Program Manager (PM)</b>	<b>PM Alternate</b>	<b>Contracts Management</b>	<b>Sales &amp; Ordering</b>
<b>POC</b>	Jennifer Northcut	n/a	Ken Roberts	Jon Fassett
<b>Telephone</b>	512-582-5392	n/a	512-582-5241	512-651-1066
<b>Email</b>	jennifer_northcut@Dell.com	n/a	kenneth_roberts@dell.com	DODESI@Dell.com

**GovConnection**

	<b>Program Manager (PM)</b>	<b>PM Alternate</b>	<b>Contracts Management</b>	<b>Sales &amp; Ordering</b>
<b>POC</b>	Terri Karol	Lindsey Crowley	Donna Mullen	Teri Karol
<b>Telephone</b>	703-445-7790	301-340-3416	603-683-2337	703-445-7790
<b>Email</b>	terri.karol@connection.com	lindsey.crowley@connection.com	donna.mullen@connection.com	terri.karol@connection.com

**Insight Public Sector**

	<b>Program Manager (PM)</b>	<b>PM Alternate</b>	<b>Contracts Management</b>	<b>Sales &amp; Ordering</b>
<b>POC</b>	Leah Carson	n/a	Lisa McSwain	Federal Software Sales
<b>Telephone</b>	509-742-2253	n/a	703-227-2911	1-800-862-8758
<b>Email</b>	leah.carson@insight.com	n/a	lisa.mcswain@insight.com	Federal@insight.com

**Minburn Technology Group**

	<b>Program Manager (PM)</b>	<b>PM Alternate</b>	<b>Contracts Management</b>	<b>Sales &amp; Ordering</b>
<b>POC</b>	Anthony Colangelo	Tim Swann	Anthony Colangelo	Tim Swann
<b>Telephone</b>	703-626-0284	703-946-6868	703-626-0284	703-946-6868
<b>Email</b>	tony.colangelo@minburntech.com	tim.swann@minburntech.com	tony.colangelo@minburntech.com	microsoft@minburntech.com

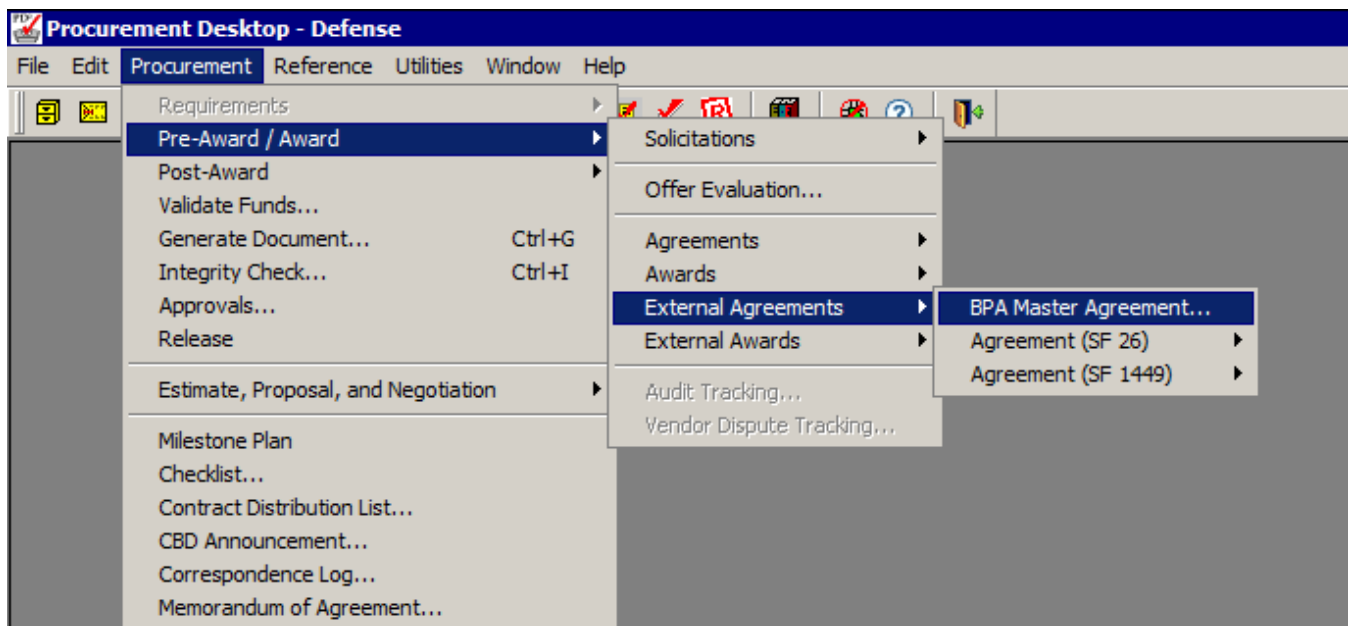
**SHI International**

	Program Manager (PM)	PM Alternate	Contracts Management	Sales & Ordering
<b>POC</b>	James Kman	Randy Lee	Diana Tam	Federal Sales Team
<b>Telephone</b>	708-420-9856	847-603-1132	732-564-8657	n/a
<b>Email</b>	james_kman@shi.com	randy_lee@shi.com	diana_tam@shi.com	fedsales@shi.com

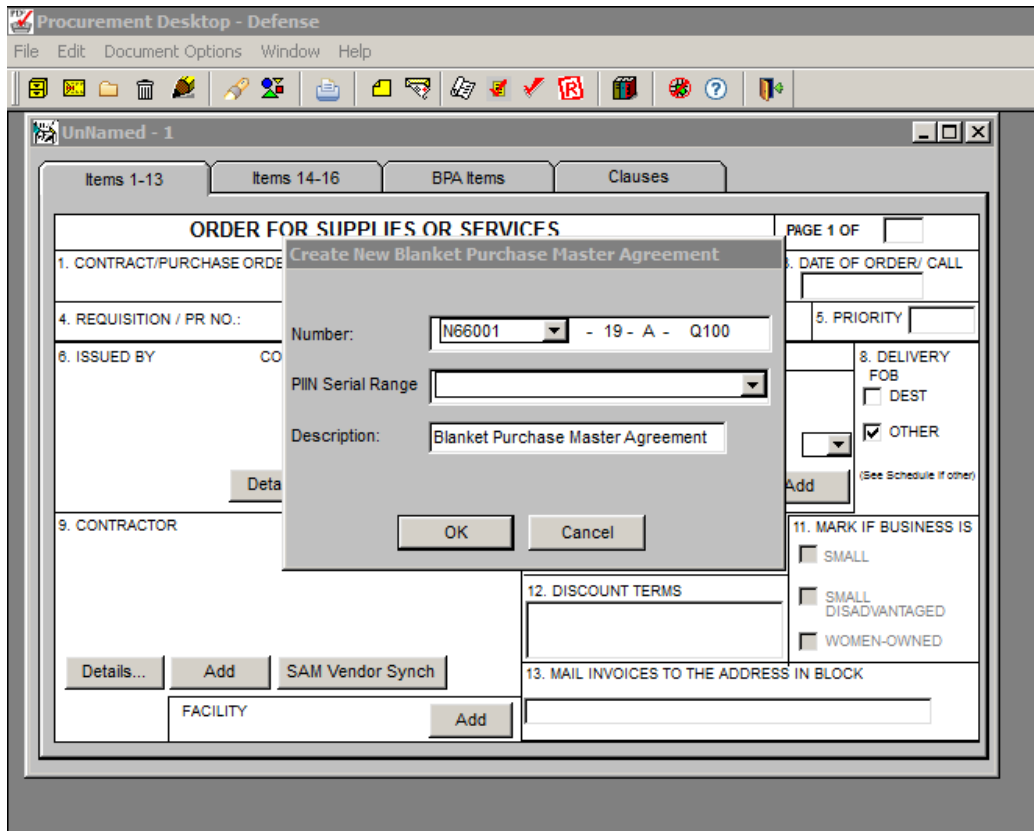
**7. External Agreement (for use in the Standard Procurement System (SPS))**

Blanket Purchase Agreements awarded by other contracting offices are entered in the system as external agreements. External agreements allow users to enter line item information and establish order constraints consistent with the original award. Once an external agreement is loaded in the system, it can be used to create BPA calls/orders.

To create an external agreement, go to Procurement > Pre-Award / Award > External Agreement > BPA Master Agreement.



The “Create New Blanket Purchase Master Agreement” window displays.



Enter the BPA number for which the external BPA Master Agreement is being created. Click OK. The external BPA Master Agreement document is opened and displayed.

The screenshot shows the 'Procurement Desktop - Defense' application window. The active window is titled 'Blanket Purchase Master Agreement - N6600119AQ100'. The form is titled 'ORDER FOR SUPPLIES OR SERVICES' and is on 'PAGE 1 OF 1'. The form contains the following fields and sections:

- 1. CONTRACT/PURCHASE ORDER/ AGREEMENT NO.:** N6600119AQ100
- 2. DELIVERY ORDER/ CALL NO.:** (Empty)
- 3. DATE OF ORDER/ CALL NO.:** (Empty)
- 4. REQUISITION / PR NO.:** (Empty)
- 5. PRIORITY:** (Empty)
- 6. ISSUED BY:** (Empty) CODE: (Empty) **See Item 6**
- 7. ADMINISTERED BY:** (Empty) CODE: (Empty) **See Item 6**
- 8. DELIVERY FOB:**  DEST,  OTHER (See Schedule if other)
- 9. CONTRACTOR:** (Empty) CODE: (Empty) **Details...** **Add** **SAM Vendor Synch**
- 10. DELIVER TO FOB POINT BY:** **SEE SCHEDULE**
- 11. MARK IF BUSINESS IS:**  SMALL,  SMALL DISADVANTAGED,  WOMEN-OWNED
- 12. DISCOUNT TERMS:** (Empty)
- 13. MAIL INVOICES TO THE ADDRESS IN BLOCK:** **See Item 15**
- FACILITY:** (Empty) **Add**

Enter all relevant information on the tabs to replicate the award that the external BPA is representing. BPAs do not utilize CLINs, therefore, CLINs are not required to be built. It is not necessary to replicate clauses.

When the external BPA Master Agreement is built and completed, approve the external BPA Master Agreement. This document type is not run through funds validation, not generated, and not released.