



# DoD ESI ORDERING GUIDE



## **DLT Solutions/AUTODESK**

Blanket Purchase Agreement  
(BPA):  
N00104-12-A-ZF30



## DOD ESI BPA ORDERING GUIDE

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 ESI BPA holder. This Guide contains essential information about the BPA, 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 to provide support.

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#### 1. BPA General Information

CONTRACTOR / VENDOR	<b>DLT Solutions</b>
GSA SCHEDULE NUMBER AND WEB LINK	<b>GS-35F-4543G</b> <a href="http://www.dlt.com/sites/default/files/dlt-gsa-tscs-20111014.pdf">http://www.dlt.com/sites/default/files/dlt-gsa-tscs-20111014.pdf</a>
BPA NUMBER AND WEB LINK(S)	<b>N00104-12-A-ZF30</b> <b>Esi.mil</b>
BPA ISSUE DATE	<b>11/21/2011</b>
BPA EXPIRATION	<b>11/20/2014</b>



2. Authorized BPA Users

- a. The BPA is open for ordering by all DoD Components, including 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, NATO, the Intelligence Community and FMS with a Letter of Authorization.
- b. GSA or other applicable ordering organizations/agencies are authorized to place orders under the BPA on behalf of DoD end users and must comply with DFARS 208.7400.
- c. Government contractors performing work for a DoD end user (as defined above) may place Delivery Orders under the BPA 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

Category	Publisher(s)	Product Line	Service Line
Autodesk Software	Autodesk	All software titles, subscription and other services as noted in the BPA.  Including: AutoCAD, AutoCAD Map, AutoCAD Civil 3D, AutoCAD Architecture etc.	

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

4. Ordering Officer Responsibilities

- a. Ordering is decentralized. Orders are to be prepared by a Government Ordering Officer (a duly warranted Contracting Officer whose warrant authorizes purchases from the GSA Schedule) in accordance with the terms and conditions of the BPA and the GSA Schedule.
- b. This is a multiple award BPA established non-competitively against GSA Schedule. Refer to the ESI website at [www.esi.mil](http://www.esi.mil) for the listing of the multiple award vendors.
- c. It is the responsibility of the Ordering Officer to:



- i. Comply with the ordering procedures of FAR 8.4 and DFARS 208.4
- ii. Ensure compliance with all fiscal laws prior to issuing an order under the BPA;
- iii. 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 DFARS clauses listed in Attachment D of the BPA are those in effect as of the effective date of the BPA. Ordering Offices are responsible for incorporating the most current version of the applicable DFARS clauses in the Delivery Order as appropriate.]
- iv. Obtain the required authorization to acquire the products or services through the ESI BPA in accordance with FAR Part 51 when a third party is ordering on behalf of a DoD component;
- v. Review the terms and conditions recommended for ordering software, services or hardware provided in the BPA Attachments and secure the additional terms and conditions that represent the best value for the government. Additional terms and conditions to the Publisher's license are not authorized. Additional terms and conditions can only be affixed to the task order.

## 5. Ordering Process

### a. DFARS Regulation 208.74

- i. The BPA is an Enterprise Software Agreement (ESA) as defined in DFARS 208.74, which directs DoD software buyers and requiring officials to check the DoD ESI website ([www.esi.mil](http://www.esi.mil)) for DoD inventory or the availability of an enterprise software agreement before using another method of acquisition. These steps are summarized as follows from the DFARS:
  - 1. Check the Enterprise Agreement Summary Table at [www.esi.mil](http://www.esi.mil) to determine if commercial IT products or services have already been purchased and are available from DoD inventory or through an enterprise software agreement. If they are available, purchase the designated software from DoD inventory and reimburse the SPM.
  - 2. If the required commercial products or services are not available from the enterprise software agreement, the DoD component may use an alternate method of acquisition, subject to applicable laws and policy.
  - 3. If the required commercial products or services are not available from inventory but are available from an enterprise software agreement, buyers must follow the procedure in the DFARS Section 208.74.



- 4. If a DoD component must obtain the commercial products or services outside the DoD ESI BPA, the component may seek a waiver from a management official designated by the DoD Component.

- b. Ordering

- i. Orders are subject to the ordering office’s local policy, the underlying GSA Federal Supply Schedule, and the terms of the BPA and may be placed directly with the vendor after compliance with the ordering procedures specified in paragraph 4 above by:

- 1. Execution of delivery/task order (SF1449) through the servicing base contracting office.

- a. Contractor / Vendor Information

Ordering Address	<b>DLT Solutions 13861 Sunrise Valley Drive, Suite 400 Herndon, VA 20171</b>
Remit To	<b>P. O. Box 102549 Atlanta, GA 30168</b>
CAGE	<b>0S0H9</b>
DUNS	<b>786468199</b>
TIN	<b>54-1599882</b>
Business Size	<b>Large</b>

- b. Place BPA number N00104-12-A-ZF30 in Block 2 and a locally assigned delivery order number in Block 4. Or, place GSA Contract Number GS-35F-4543G in Block 2 and a locally assigned GSA delivery order number in Block 4. When the GSA Contract Number appears in Block 2, Block 20 of the SF1449 must include a statement that the order is subject to the terms and conditions of BPA N00104-12-A-ZF30.

\*Delivery order number assignment is determined by the Ordering Office internal procedures.

- c. Open Market (non-contract) items may be added to a FSS BPA individual order, provided that the items are clearly labeled as such on the order, all applicable



regulations have been followed, and price reasonableness has been determined by the *ordering activity* for the open market items.

- d. The completed SF1449 will be forwarded (fax or mail) to the contractor at the following address: Fax 866-708-6705 or e-mail [autodeskorders@dlt.com](mailto:autodeskorders@dlt.com)
- e. A copy of SF1449 must be sent to the servicing DFAS center.

2. Government Wide Purchase Card via telephone or on-line.

a. On-Line Orders can be placed via the following e-commerce sites:

- i. [www.dlt.com](http://www.dlt.com)
- ii. [autodeskorders@dlt.com](mailto:autodeskorders@dlt.com)

b. Information Required from the Ordering Office

- i. End User and Name
- ii. End User Email Address
- iii. End User Phone Number

3. Product Receipt

a. The normal means to provide end users with purchased Autodesk software licenses (cd or usb) is via UPS Shipping. All physical shipments for software purchases placed with DLT are expected to ship to the customer in 7 to 10 business days for any order shipping in the continental United States. Overseas orders are expected to be received in 10 to 15 business days. All Autodesk software media ships from a North Carolina location and is done so via UPS. DLT has access to the UPS shipment data to monitor proper fulfillment.

Alternatively, the downloading of software is available. By making new product releases available for download, Autodesk is making it possible for Subscription customers to immediately begin using the most current version of the software as soon as it is released. And, making software download the default upgrade delivery method reduces the environmental impact of producing and shipping materials worldwide.

As an Autodesk Subscription customer, DoD end users can benefit from software download in several ways:

- End user can begin using the software upgrade as soon as it is released and available, without waiting for a box to be shipped and delivered.



- If anything ever happens to the end user's computer, one can always have an online backup that is available 24/7 wherever there is an Internet connection.

**4. Ordering methodology and processes for both classified and unclassified delivery orders.**

a. The following are the standard ordering methodology and processes for delivery orders. The ordering procedures for classified delivery orders are listed at the end of this response.

Order Fulfillment Service

Purchase or task orders for product and professional services are placed using DLT's internal Sales Management and Relationship Tracking (SMaRT) CRM system. The SMaRT system tracks orders through the quoting process and maintains notes on Customer interaction. Through various, auditable means, the electronic system insures that Customer's orders are accurately and efficiently processed.

Once a need is identified, a DLT sales representative assists the Customer with their procurement. The sales representative maintains the lead sales role for the life of the order. This maintains continuity of processing and helps insure accuracy. Detailed notes in the SMaRT system allow other representatives to service the order if necessary. These notes are stored permanently with the associated order and are available for reporting or other review purposes at a later date.

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