



# DoD ESI ORDERING GUIDE



**Quest**

**DLT Solutions, LLC**

**Blanket Purchase Agreement  
W52P1J-18-A-0001**









- viii. 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.

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 inventory or from an 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

**2411 Dulles Corner Park, Suite 800**

**Herndon, VA 20171**



Blanket Purchase Agreement – Attachment D – Ordering Guide

---

Remit To	<b>P.O. Box 743359, Atlanta, GA 30374</b>
CAGE	<b>0S0H9</b>
DUNS	<b>78-6468199</b>
TIN	<b>54-1599882</b>
Business Size	<b>Large</b>

- b. Place BPA number W52P1J-18-A-0001 in Block 2 and a locally assigned delivery order number in Block 4. Or, place GSA Contract Number GS-35F-267DA 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 W52P1J-18-A-0001.

\*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 to the contractor at the following address:
  - DLT Solutions, LLC., 2411 Dulles Corner Park, Suite 800, Herndon, VA 20171
  - DLT Quest Team – (800) 262-4358
- 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:
- b. Information Required from the Ordering Office
  - i. End User and Name
  - ii. End User Email Address



iii. End User Phone Number

6. BPA Points of Contact

a. Contracting Office

	<b>Procuring Contracting Officer (PCO)</b>	<b>Alternate Point of Contact</b>
<b>POC</b>	Spencer Sessions	Veronica Beck
<b>Voice</b>	619-553-4523	619-553-4490
<b>Email</b>	spencer.m.sessions.civ@us.navy.mil	veronica.l.beck2.civ@us.navy.mil

b. Software Product Manager (SPM)

	<b>Software Product Manager (SPM)</b>	<b>Alternate Point of Contact</b>
<b>POC</b>	John Bojorquez	Nick Thomas
<b>Voice</b>	619-553-2849	619-553-6918
<b>Email</b>	john.bojorquez1@navy.mil	nicholas.a.thomas2@navy.mil

c. Vendor Points Of Contact

	<b>Program Manager (PM)</b>	<b>PM Alternate</b>	<b>Contracts Management</b>	<b>Sales &amp; Ordering</b>
<b>POC</b>	Kayla Hutson	Thomas Leonard	Kayla Hutson	Bradley Gernat
<b>Voice</b>	800-262-4358	800-262-4358	800-262-4358	800-262-4358
<b>Email</b>	questdodesi@dlt.com	questdodesi@dlt.com	questdodesi@dlt.com	questdodesi@dlt.com