



DEPARTMENT OF DEFENSE

Ordering Guide *for* Adobe Software Products



Enterprise Software Agreement (ESA)

Blanket Purchase Agreement (BPA)

N00104-08-A-ZF35

ORDERING GUIDE

Department of Defense Adobe Enterprise Software Agreement

Blanket Purchase Agreement (BPA) N00104-08-A-ZF35

CONTRACTOR: GovConnection, Inc.
GSA SCHEDULE: GS-35F-0750P
BPA NUMBER: N00104-08-A-ZF35
BPA ISSUE DATE: 28 May 2008
BPA EXPIRATION: 30 June 2012 (subject to annual review)



This BPA is an Enterprise Software Agreement (ESA) as defined in DFARS 208.74. DFARS Section 208.74 directs software buyers and requiring officials to check the [Department of Defense \(DoD\) Enterprise Software Initiative \(ESI\)](#) website for DoD inventory or an ESA before using another method of acquisition. The ESI website can be viewed at www.esi.mil.

BPA SUMMARY: The Department of Navy (DoN), on behalf of the DoD Enterprise Software Initiative (ESI), has established a Department of Defense (DoD) Ordering Agreement with GovConnection, Inc. for Adobe software, upgrades, and maintenance. Products available include Adobe Acrobat Standard, Professional, 3D & Capture; Elements; Designer; Distiller Server; InCopy CS; Cold Fusion; CS3; Photoshop, and Frame Maker. All available products are listed on the ESI site under Designated Software Categories.

AUTHORIZED BPA USERS: The BPA is open for ordering by all Department of Defense (DoD) Components. For the purposes of this agreement, a DoD component is defined as: the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff, the 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. GSA or other applicable ordering organizations/agencies are authorized to place orders under this BPA on behalf of DoD end users and must comply with DFARS 208.7400. This BPA is also open to DoD Contractors authorized to order in accordance with the FAR Part 51.

ORDERING:

1. Ordering is decentralized. Orders are 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 this BPA and the GSA Schedule.
2. Orders are placed directly with GovConnection, Inc. in accordance with the ordering procedures specified in FAR 8.4 and DFARS 208.4. Orders can be placed via Electronic Data Interchange (EDI), via e-commerce sites such as ITEC-Direct or GovConnection's Web page, by execution of a SF1449 or DD Form 1155, or by telephone using the Government Wide Purchase Card. These options are subject to your local policy.
 - **GOVERNMENT WIDE PURCHASE CARD ORDERS:** Customers can place credit card orders via ITEC direct at: <http://itec-direct.navy.mil/>, GovConnection's online ordering page at: http://www.govconnection.com/esa_bpa, or by phone. For phone orders, call toll free at 1-800-800-0019 or commercial at 1-301-340-1100 and ask for your DoD Account Manager. To place a credit card order, please be prepared to provide the following information:
 - Card holder name
 - Actual billing address
 - Phone number
 - Credit card number

In addition, you will need to provide the following information for the Adobe license(s):

- End user name
 - Phone number
 - Email address
- **SF1449 ORDERS:** Process SF1449s through the servicing base contracting office.

◇ **Ordering Address:**
GovConnection, Inc.
7305 Standish Place
Rockville, MD 20855

◇ **Remit To:**
GovConnection, Inc.
P.O. Box 81018
Woburn, MA 01813-1018

◇ **Contractor Information:**

- CAGE 0GTJ3
- DUNS 809678782
- TIN 52-1837891
- Business Size Large

- ◇ Place BPA number N00104-08-A-ZF35 in Block 2 and a locally assigned delivery order number in Block 4.
 - ◇ Or, place GSA Contract Number GS-35F-0750P in Block 2 and a locally assigned GSA delivery order number in Block 4. Block 20 of the SF1449 must include a statement that the order is subject to the terms and conditions of BPA N00104-08-A-ZF35.
 - ◇ 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.
 - ◇ The completed SF1449 will be forwarded (fax or mail) to the contractor at the following address:
 - fedorders@govconnection.com (EMAIL Order)
 - 1-603-683-0421 (FAX Order)
 - A copy of your SF1449 must be sent to your servicing DFAS center.
- 3. PRODUCT LIST:** See Attachment A of the BPA for products and prices. Spot discounting is encouraged and all promotions shall be offered to the individual customers. The products and prices can be viewed at:
<http://www.it-umbrella.navy.mil/contract/enterprise/adobe-esa/softchoice/govconnection.shtml>.
- 4. BPA AND GSA TERMS AND CONDITIONS:** Terms and conditions of the BPA and the GSA contract apply.
BPA: <http://www.govconnection.com/esabpaterms>
GSA: <http://www.govconnection.com/gsatерms>
- 5. LICENSE TERMS:** <http://www.govconnection.com/esabpaeulas>

6. POINTS OF CONTACT:

GovConnection, Inc. Points of Contacts (POC):

	PROGRAM MANAGER	ORDERING	ORDERING
POC	Michael J Cogswell	Steve Tsioros	Federal Orders
Voice	1-(301) 340-3861	1-(301) 340-3402	1-(800) 998-0019
Email	mcogswell@govconnection.com	stsioros@govconnection.com	fedorders@govconnection.com

Government Points of Contacts (POC):

	Procuring Contracting Officer (PCO)	Alternate Point of Contact
POC	Terri Baxter	Rod Klinger
Voice	1-(717) 605-2003	1-(717) 605-3824
Email	Terri.Baxter@navy.mil	Rodney.Klinger@navy.mil

	Software Product Manager (SPM)	Alternate Point of Contact
POC	Susan Ellison	Thao Vu
Voice	1-(619) 524-9663	1-(619) 553-1065
Email	susan.ellison@navy.mil	thao.vu@navy.mil