DOW ESI
ORDERING GUIDE

DOW ESI

Red Hat

Carahsoft & TD SYNNEX

Blanket Purchase Agreement (BPA)

N66001-24-A-0056

N66001-24-A-0057

Department of Defense Enterprise Software Initiative (DOW ESI) ORDERING GUIDE

This Ordering Guide has been developed by the DOW ESI team to assist IT buyers and contracting officials to order technology products from the DOW ESI Agreement holder. This Guide contains essential information about the DOW ESI Enterprise Agreement GSA Blanket Purchase Agreement (BPA), identifies the authorized users of the BPA, summarizes the products 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

BPA CONTRACTOR / VENDOR NAME	Red Hat / Carahsoft Technology, Corp.
GSA MAS CONTRACT #	47QSWA18D008F https://www.esi.mil/ContentView.aspx?Id=2211
BPA NUMBER AND WEB LINK	N66001-24-A-0056 https://www.esi.mil/
BPA ISSUE DATE	07 August 2024
BPA EXPIRATION DATE	06 August 2029
BPA Contractor Address:	11493 Sunset Hills Rd, Suite 100, Reston VA 20190
Cage Code	1P3C5
UEI:	DT8KJHZXVJH5
TIN:	52-2189693
Business Size	Other than Small Business
For Government Purchase Card Ordering Call:	703-871-8500
Ordering Office provide:	End User and Name; End User Email Address; End User Phone Number; Ship-To UIC

BPA CONTRACTOR / VENDOR NAME	Red Hat / TD SYNNEX
GSA MAS CONTRACT #	47QTCA19D00MM https://www.esi.mil/ContentView.aspx?Id=2211
BPA NUMBER AND WEB LINK	N66001-24-A-0057 https://www.esi.mil/
BPA ISSUE DATE	07 August 2024
BPA EXPIRATION DATE	06 August 2029
BPA Contractor Address:	39 Pelham Ridge Dr., Greenville, SC 29615
Cage Code	3F1Q4
UEI:	LYXBWDHL4VR9
TIN:	942703333
Business Size	Large Business
For Government Purchase Card Ordering Call:	703-662-5618
Ordering Office provide:	End User and Name; End User Email Address; End User Phone Number; Ship-To UIC

2. Authorized Users

a. DOW or Agencies

This BPA is open for ordering by the "DOW Departments and Agencies" as defined by the Title 48 Code of Federal Regulations, Section 202.101, except for the Department of the Navy (as defined by 32 Code of Federal Regulations, sections 700.203 &700.204) or a DOW contractor working in support of the DOW mission is authorized to purchase on behalf of the DOW pursuant to FAR 51 (hereinafter "Licensee" or "DOW" are synonymous). A Reseller is an authorized reseller of Licensor's products. The terms and conditions of this Agreement apply to any purchase of Licensor's products by the Licensee made under the Reseller's Blanket Purchase Agreement and GSA Contract underlying this Agreement, without further need for execution.

b. GSA, Other Ordering Organizations, and Organizations

GSA or other applicable ordering agencies /organizations, ordering on behalf of the DoD and/or Foreign Military Sales (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 this BPA on behalf of and for the benefit of the DOW entity if authorized by their cognizant Contracting Officer in accordance with the requirements of FAR 51 and/or DFARS 251 as appropriate.

3. Scope: All Products (Software and Hardware) Offered by the Software Publisher in this BPA

4. Ordering Officer Responsibilities

a. Ordering is decentralized. Only U.S. Government Contracting Officers, Government Purchase Card Holders, or contractors given FAR part 51 Authorization are able to place orders against this BPA.

b. This BPA was established competitively using the procedures under FAR 8.405-3.

c. The Ordering office must:

i. Comply with the ordering procedures of FAR subpart 8.4 and DFARS subpart 208.4.

ii. Obtain competition and/or execute and publish a brand name or limited source justification as applicable.

iii. Provide fair opportunity to all BPA contractors who offer the applicable products 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. 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 required new or required updated applicable FAR and DFARS clauses at the order level as appropriate that have not already been included in the BPA.

vi. Obtain the required authorization to acquire the products through the BPA in accordance with FAR Part 51 when a contractor is ordering on behalf of a DOW component.

vii. Ensure the vendor selected for the order represents the best value. (Note that the BPA terms encourage spot discounting).

viii. Review the Master License Agreement, including Exhibits (BPA Attachment 3) when ordering products 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 DOW ESI website for availability of an existing DOW ESI agreement before pursuing another acquisition method. DFARS procedures are:

1. If the required commercial products are available from a DOW ESI Enterprise Agreement, buyers must follow the procedures in the DFARS Section 208.74 and DFARS PGI 208.7403.

2. If a DOW component must obtain the commercial products outside the BPA, the component must seek a waiver from a management official designated by the DOW Component. After the steps in paragraphs (5)(i) and (5)(ii)(A) of the DFARS PGI 208.7403, Acquisition procedures have been completed.

3. If the required commercial products are not available from a DOW ESI BPA, the DOW component may use an alternate method of acquisition, subject to applicable laws and policy.

b. Ordering

i. Follow the procedures at FAR 8.405-3(c) Ordering from BPAs.

ii. Use of Government-Wide Purchase Card is authorized as applicable.

1. See Table in Section 1 above for information.

iii. All orders must be competed amongst the BPA contractors unless otherwise stated in FAR 8.405-3(c) or an exception applies (see FAR 8.405-6 Limiting Sources).

iv. Use of GSA eBuy is recommended when soliciting under the DOW ESI BPA's.

1. State in the request for quotes (RFQ) you are only requesting quotes from DOW ESI BPA contractors and/or their dealers when applicable.
2. It is the responsibility of the BPA contractor to distribute the RFQ to their dealers if they choose to.
3. **Tip:** Do not restrict RFQ responses to eBuy submissions only (i.e. allow email responses). Dealers will respond to RFQs, and not all dealers have GSA schedule contracts. Those dealers without a schedule will not be able to respond through eBuy.
4. **Important Note:** When using a brand-name (FAR 8.405-6(b)), posting an RFQ and the applicable documentation at FAR 8.405-6(b)(2) to GSA eBuy is required.

v. Orders are subject to the ordering office's local policy, the underlying GSA MAS Contract, 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 by the respective local contracting office, procedures may vary depending on your respective contract writing system. Consult your local contract writing system user guide for information on issuing BPA Calls or Orders against external contracts.
    A. Contracting Officers will need to create an external award or "shell" using their respective contract writing system in order to execute delivery orders against this GSA BPA, see section 7 of this guide for an example.
    B. Create an order or BPA Call using either a SF1449 or DD1155 from the external award/shell using the applicable BPA number (e.g. N6600120A1234).
    C. If the Contracting Officer does not use an automated contract writing system, enter the BPA number in Block 2 if using a SF1449 or Block 1 if using a DD1155. Enter a locally assigned delivery order number in Block 4 if using SF1449 or Block 2 if using DD1155. Note: Ensure you complete the FPDS-NG report ensuring the Referenced IDV ID is the BPA number.
    D. Issuing an order to a dealer. The order can be issued to the BPA contractor in care of (C/O) the dealer or issued directly to the dealer. In either case, SF1449 box 2 or DD1155 box 1 will be the BPA number. Below provides information on the two methods and Section 8 below provides additional visual representations.
        i. In Care of: Consult with your contract writing system user guide or superusers. In SPS/PD2, a new vendor point of contact (POC) will be added to the BPA Contractor information in SPS/PD2. The POC will be C/O [Dealer Company Name]. Everything else remains the same (i.e. address, cage code, etc.). SF1449 box 17 or DD1155 box 9 will look like this:

BPA contractor Cage Code
BPA contractor Company Name
C/O Dealer Name
1234 Compliance Way

ii. Direct to dealer. Delete the BPA contractor from SF1449 box 17 or DD1155 box 9 then add the dealer. SF1449 box 17 or DD1155 box 9 will look like this:

Dealer Cage Code Dealer Name 1234 Compliance Way Contracting, US 12345

iii. Order distribution. Distribute the order to both BPA contractor and dealer when order is issued.

iv. FPDS-NG. Because the order is being issued under the BPA, the contract action report (CAR) will reference the BPA contractor's information, not the dealers.

v. Invoicing. When using "in care of" to issue the order, the BPA contractor will be responsible for submitting invoices, as their cage code is still associated to the order. When issuing to the dealer, the dealer will be responsible for invoicing.

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).

vi. Dealers: Dealers are authorized to participate under this BPA and respond to RFQs on behalf of the BPA contractor. Dealers are not required to have their own GSA Schedule Contract. Orders against this BPA are issued against the BPA and not the dealers GSA Schedule Contract, if they have one. Refer to the BPA terms and conditions, Section 10.5 for additional terms and conditions.

1. If a dealer is listed below, the authorized dealer may act as an agent of this BPA. The responsibilities of the authorized dealer under this BPA are:

   - On behalf of BPA contractor: Respond to RFQs, issue quotes, and receive Orders.
   - Submit invoices for payment adhering to GSAR Clause 552.238-85.
   - Report all sales to BPA contractor.

2. All dealers can accept purchase cards.

   A. Ensure they know it is an order under the BPA.

B. Provide notice to the BPA contractor that a Purchase Card order was placed with dealer.

Carahsoft Technology, Corp

Software Publisher	Authorized Dealer	Dealer POC	Phone Number	Email Address	Cage Code
Red Hat	August Schell	Michael Thorp	301-838-9470	michael.thorp@augustschell.com	1W5J9
Red Hat	Emergent	Justin Wheaton	703-297-6097	jwheaton@emergent360.com	4J2K1
Red Hat	FCN	Cheryl Ashe	703-980-5580	dodesi@fcnit.com	0WU14
Red Hat	Fierce Software	Eric Updegrove	703-628-6322	RedHat_ESI@fiercesw.com	76ND8
Red Hat	Flywheel Data	Nick Doenges	617-653-1779	dodesi@flywheeldata.com	6YBH6
Red Hat	Mainline Information Systems	Robin Graham	256-655-8630	robin.graham@mainline.com	043Z0
Red Hat	One Technology Corporation	Nick Straiter	720-202-2035	federal@one-technology.com	81SQ8
Red Hat	Sterling	Ryan Moore	605-242-1263	Ryan.moore@sterling.com	8FAV8
Red Hat	Thundercat	Taylor Ham	571-331-4569	tham@thundercattech.com	50WM7
Red Hat	World Wide Technology	Stacy Loughman	314-919-1549	stacy.loughman@wwt.com	0MNV1

TD SYNNEX

Software	Authorized Dealer	Dealer POC	Phone Number	Email Address	Cage Code
Red Hat	4XBolt, LLC	Kevin Quinn	(440) 759-0454	Kevin.Quinn@4xbolt.com	8VB07
Red Hat	Better Direct, LLC	Kim Lambert	(480) 921-3858 ext 133	Kim@betterdirect.com	4JN18
Red Hat	CDW	Brittany O'Brien	(408) 466-5070	Brittany.OBrien@cdw.com	1KH72
Red Hat	Cykor	Alex Teipe	(410) 844-9094	ATeipe@cykor.com	7QKG2
Red Hat	GovConnection	Ray McIlwain	(301) 610-0760	Ray.McIlwain@connection.com	0GTJ3
Red Hat	CTG Inc	Tiffany Hatfield	(703) 278-3885	Tiffany.Hatfield@ctg-corp.com	892e2
Red Hat	Insight	David Deppisch	(480) 350-1685	David.Deppisch@insight.com	3DLL3
Red Hat	Iron Bow Technologies, LLC	Krista Youngblood	(803) 331-8154	Krista.Youngblood@ironbow.com	55RC1
Red Hat	Sirius	Brittany Obrien	(408) 466-5070	Brittany.OBrien@cdw.com	3CQ03
Red Hat	Zia Soft LLC	Joe Ament	(313) 587-2918	Orders@ZiaSoft.tech	7GGQ4

FAQ on Authorized Dealers on DOW ESI Agreements

Question #1: If there is only one BPA contractor for a particular software publisher, may the ordering officer make a direct award to the BPA contractor without giving fair opportunity to each of the participating dealers?

Answer: Per FAR 8.405-3(c)(2), the requirement to provide fair opportunity applies to BPA contractors. There is no regulatory requirement to provide fair opportunity to authorized dealers.

Question #2: If there are two or more BPA contractors for a particular software publisher, are ordering officers required to provide fair opportunity to all the dealers for each BPA contractor?

Answer: Per FAR 8.405-3(c)(2), the requirement to provide fair opportunity applies to BPA contractors, not dealers.

Question #3: What is the regulatory authority that allows schedule holders to use dealers to fulfill orders?

Answer: GSA allows companies with and without a GSA schedule contract to submit quotes to a procuring agency on behalf of a GSA schedule holder. This allowance is found in several General Services Acquisition Manual / Regulation (GSAM/R) provisions and clauses. GSAM/R provision 552.216-73 requires GSA Contractors to identify dealers in their proposal for their GSA contract; Clause I-FSS-600 requires the GSA schedule contract holder to list their participating dealers in the contract price lists; and 552.238-85 identifies dealer requirements for invoicing and sales reporting. As long as the participating dealer complies with the applicable provisions of the GSAR, it can submit, receive and accept payment for orders under the schedule holder's contract.

Question #4: May I use the BPA "shell" in SPS/PD2 (or other contract writing system) if I am issuing an order to an authorized dealer?

Answer: Yes, the contract number in block 2 of a SF1449 or block 1 of a DD1155 will need to list the applicable BPA number. See Section 5(b)(v)(1)(D) of this guide for details on issuing orders with dealers.

Question #5: Can I issue an order to the dealer using their GSA schedule contract number?

Answer: No, the referenced contract number/agreement number in block 2 of a SF1449 or block 1 of a DD1155 must be the BPA number.

Question #6: Does our agency get small business credit if the dealer is a small business?

Answer: No. Dealers are quoting as agents in care of the BPA contractor and all orders issued to dealers will get credit based on the BPA contractor, not the dealer.

Question #7: Can we solicit dealers as a small business set-aside if two or more dealers are small?

Answer: No. FAR 8.405-5 does allow small business set-asides; however, the non-manufacturing rule (FAR 19.505) still applies. In order to do a small business set-aside, the BPA contractors must be a small business, and the original equipment manufacturer (OEM)/Software Publisher must be a Small Businesses. Follow these two links for more information.

https://www.gsa.gov/buy-through-us/purchasing-programs/multiple-award-schedule/help-with-

mas-buying/buy-from-small-business-mas-contractors

https://www.sba.gov/partners/contracting-officials/small-business-procurement/nonmanufacturer-rule

vii. 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

	Procuring Contracting Officer (PCO)	**Alternate Point of Contact**
POC	Susan Chamberlin	
Telephone	717-377-0474	
Email	susan.a.chamberlin.civ@us.navy.mil	

b. Software Product Manager (SPM)

	Software Product Manager (SPM)	**Alternate Point of Contact**
POC	Winnie Tolentino	Brian Houchens
Telephone	619-307-9159	
Email	winifred.s.tolentino.civ@us.navy.mil	brian.r.houchens.ctr@us.navy.mil

c. BPA Points of Contact (TD SYNNEX)

	Program Manager (PM)	PM Alternate	Contracts Management	Sales & Ordering
POC	Destiny Lark	Thomas Gorman	Destiny Lark	Brittany Bandemer
Telephone	864-349-4713	864-349-4152	864-349-4713	703-773-9231
Email	Destiny.lark@tdsynnex.com	thomas.gorman@tdsynnex.com	Destiny.lark@tdsynnex.com	RedHatDODESI@tdsynnex.

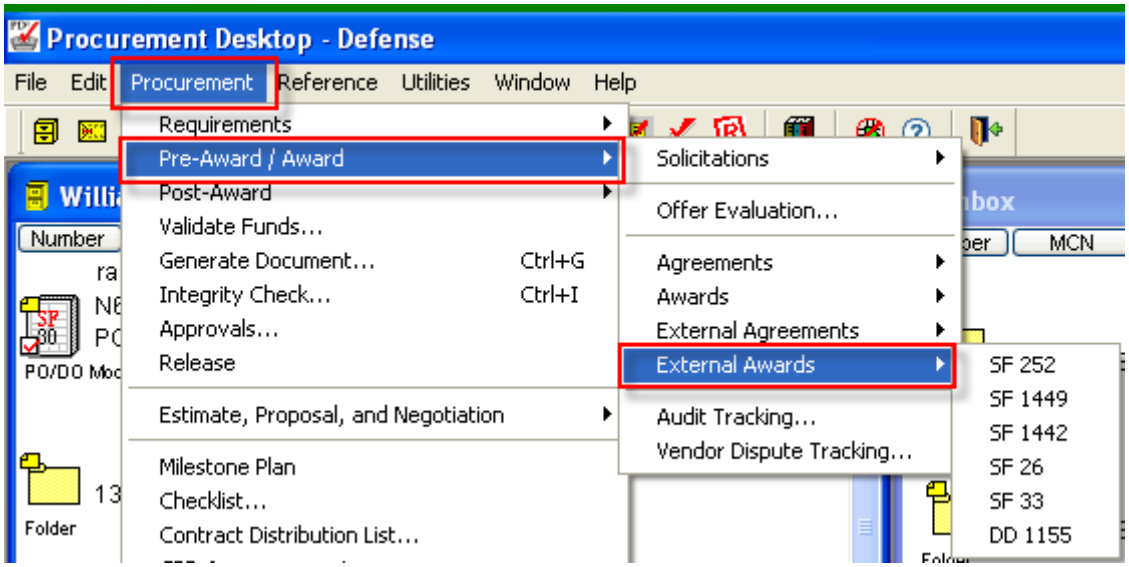
BPA Points of Contact (Carahsoft)

	Program Manager (PM)	PM Alternate	Contracts Management	Sales & Ordering
POC	Noah DiDonato	Natalie Gregory	Rob Trimber	Noah DiDonato
Telephone	703-673-3509	703-871-8513	703-673-3577	703-871-8500
Email	Noah.DiDonato@carahsoft.com	Natalie.Gregory@carahsoft.com	Rob.Trimber@carahsoft.com	RedHatESIBPA@Carahsoft.com

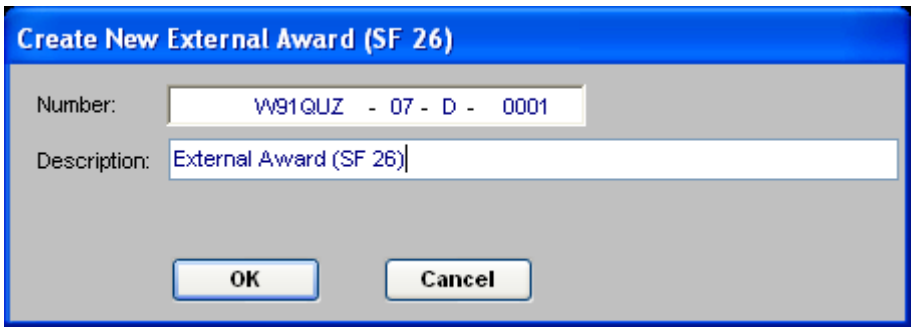
7. External Award / Agreement (for use in the Standard Procurement System (SPS))

Blanket Purchase Agreements awarded by other contracting offices can be entered into 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.

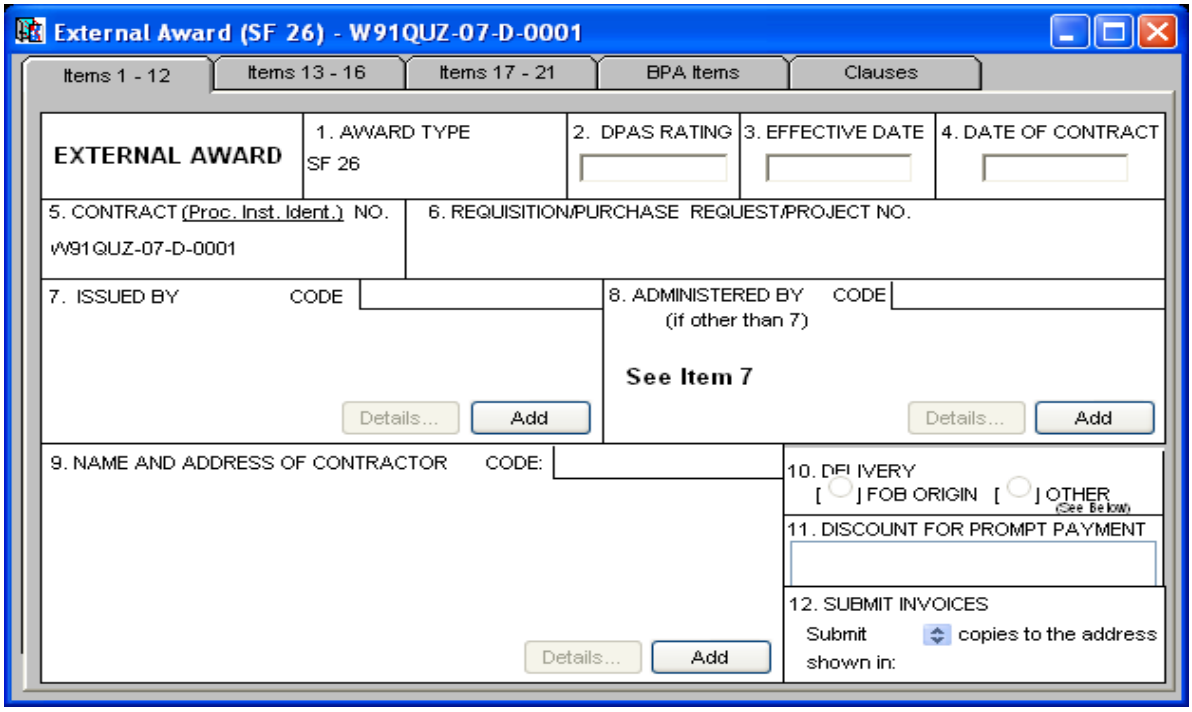
To create an external award, go to Procurement > Pre-Award / Award > External Awards (or Agreements) > select the desired form.



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.

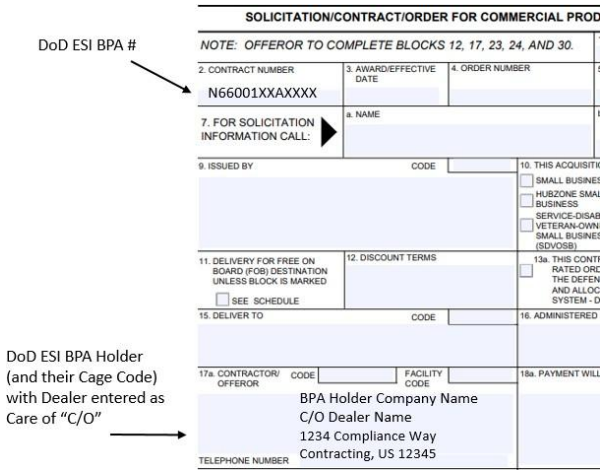
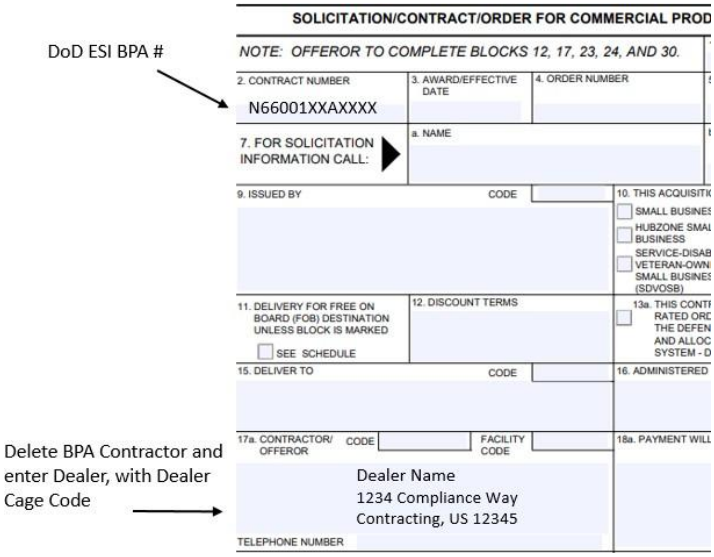


Enter all relevant information on the tabs to replicate the award that the external award is representing. You must create CLINs for external awards in order to issue orders off of those CLINs. Agreements do not utilize CLINs. It is not necessary to replicate clauses.

When complete, simply approve the external award. This document type is not run through funds validation, not generated, and not released.

8. Additional Visual Representation for Issuing Orders to Dealers (See 5(b)(v)(1)(D) above)

To Contractor In Care Of



Direct to Dealer