



## ORDERING GUIDE

### Department of Defense Gartner Enterprise Software Agreement

#### Blanket Purchase Agreement (BPA) N00104-07-A-ZF30

CONTRACTOR: Gartner, Inc.  
GSASCHEDULE: GS-35F-5014H  
BPANUMBER: N00104-07-A-ZF30  
BPAISSUE DATE: 12/05/2006  
BPAEXPIRATION: Effective through term of GSA Schedule (currently 3/31/2018)

This BPA constitutes an Enterprise Agreement for Services under the purview of the Enterprise Software Initiative (ESI). The ESI is a joint DoD project to develop and implement a DoD enterprise-wide process to purchase Information Technology software, hardware and services. Defense Federal Acquisition Regulation Supplement (DFARS) Section 208.74 applies to the acquisition of any commercial software for a DoD end user. The DFARS requirements are not applicable to the services acquired under this BPA.

**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 Gartner, Inc. for Gartner Research and Advisory Services. The Gartner Research and Advisory Services provide unlimited access to telephone inquiry support, access to research via the Web sites and analyst support for the number of users registered. In addition, the services provide independent advice on tactical and strategic IT decisions. Advisory services provide expert advice on a broad range of technical topics and specifically focus on industry and market trends. For more information, visit [www.gartner.com](http://www.gartner.com) and [www.esi.mil](http://www.esi.mil).

**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. This BPA is also open to DoD Contractors authorized to order in accordance with the FAR Part 51.

**BPA AND GSA TERMS AND CONDITIONS:** Terms and Conditions of the BPA and the GSA contract apply and can be viewed at:

- **BPA:** <http://www.esi.mil/contentview.aspx?id=171&type=2>
  - ◇ **Terms and Condition**
  - ◇ **Products and Pricing**
  - ◇ **LicenseInformation**
  
- **GSA:** [https://www.gsaadvantage.gov/ref\\_text/GS35F5014H/0LL9GV.2LVPGV\\_GS-35F-5014H\\_GS35F5014H0051.PDF](https://www.gsaadvantage.gov/ref_text/GS35F5014H/0LL9GV.2LVPGV_GS-35F-5014H_GS35F5014H0051.PDF)

## 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.

Ordering Instructions: This is a single award BPA established non-competitively against GSA Schedule. It is the responsibility of the Ordering Officer to comply with applicable statutes, regulations and policies and --

- a. Comply with the ordering procedures of FAR 8.4 and DFARS 208.4;
  - b. Obtain competition and/or execute limited source justifications as applicable;
  - c. Publicize "brand name" justifications as applicable;
  - d. Ensure compliance with all fiscal laws prior to issuing an order under this BPA;
  - e. 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 this BPA; and,
  - f. Ensure the vendor selected for the order represents the best value and the lowest overall cost alternative.
2. Orders are placed directly with Gartner, Inc. after compliance with the ordering procedures specified in FAR 8.4 and DFARS 208.4. Orders can be placed via e-commerce sites such as ITEC-Direct or Gartner's web page, by execution of a SF1449 or DD Form 1155, or by telephone using the GovernmentWide Purchase Card. These options are subject to your local policy.
- **GOVERNMENT WIDE PURCHASE CARD ORDERS:** Gartner Inc. has a web page for information and ordering <http://www.gartner.com/technology/about.jsp>. On-line ordering can also be accomplished at <http://www.itec-direct.navy.mil>.
  - **SF1449/DD1155 ORDERS:** Process orders through the servicing base contracting office.

Ordering Address: Gartner, Inc.  
Attn: Contract Administration  
56 Top Gallant Road  
Stamford, CT 06904-2212

Remit To: Gartner, Inc.  
Accounts Receivable  
P.O. Box 911319  
Dallas, TX 75391-1319

◇ Contractor Information:

⇒ CAGE 0EFU3  
⇒ DUNS 09-722-0180  
⇒ TIN 04-3099750  
⇒ Business Size Large

◇ Place BPA number N00104-07-A-ZF30 in Block 2 and a locally assigned delivery order number in Block 4 of the SF1449. Or, place GSA Contract Number GS-

35F-5014H 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 N00104-07-A-ZF30.\*

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

- ◇ 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.
- ◇ Forward the completed SF1449 or DD1155 to:
  - ⇒ Gartner, Inc. via mail, email or fax at -
    - Mail: TraceyHaber, VP  
Gartner, Inc.  
4501 N. Fairfax Drive  
8<sup>th</sup> Floor  
Arlington, VA 22203
    - Email: [tracey.haber@gartner.com](mailto:tracey.haber@gartner.com)
    - Fax: 800-446-3597
  - ⇒ The payment office cited on the order.

**POINTS OF CONTACT:**

- **Gartner POCs:**

	<b>Program Management</b>	<b>Program Management</b>	<b>Client Service</b>
<b>POC</b>	TraceyHaber	RayReed	AmyBurke
<b>Voice</b>	703-387-5676	703-387-5704	703-387-5610
<b>Email</b>	<a href="mailto:tracey.haber@gartner.com">tracey.haber@gartner.com</a>	<a href="mailto:ray.reed@gartner.com">ray.reed@gartner.com</a>	<a href="mailto:amy.burke@gartner.com">amy.burke@gartner.com</a>

	<b>Federal Contract Manager</b>		
<b>POC</b>	Greg Parrington		
<b>Voice</b>	703-387-5721		
<b>Email</b>	<a href="mailto:greg.parrington@gartner.com">greg.parrington@gartner.com</a>		

- **Government POCs:**

	<b>Procuring Contracting Officer (PCO)</b>
<b>POC</b>	William Huber
<b>Voice</b>	(717) 605-3210
<b>Email</b>	<a href="mailto:William.huber@navy.mil">William.huber@navy.mil</a>

	<b>Software Product Manager (SPM)</b>
<b>POC</b>	John "Jack" Powers
<b>Voice</b>	(619) 553-4227
<b>Email</b>	<a href="mailto:john.powers@navy.mil">john.powers@navy.mil</a>