



## Ordering Guide

Apple Inc.  
Software and Support

**Department of Defense (DoD)  
Enterprise Software Initiative (ESI)  
Enterprise Software Agreement (ESA)  
BPA Number: HC1047-08-A-1011**

**1. GENERAL.** Blanket Purchase Agreement (BPA) # HC1047-080A-1011 was issued to Apple, Inc. (Apple), under GSA contract, GS-35F-0086T on Sept 12, 2008.

This guide is provided to assist in ordering and administration at decentralized locations and to provide basic terms of the BPA. The BPA is managed by the Defense Information Systems Agency (DISA), who maintains awareness of market conditions to ensure this BPA continues to deliver the highest quality products at the best possible price.

**2. TERM OF BPA.** This BPA was established on 09/12/2008 and runs concurrent with Apple's GSA FSS GS-35F-0086T, including options, if exercised by renewing a GSA FSS Contract. The BPA will be reviewed annually to ensure that it still represents a "best value". In addition, the Government reserves the right to add any Apple hardware onto this BPA from the then-current terms and conditions of the Apple GSA FSS Contract and then-current Schedule Price List.

**3. 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 (DoDIG), the Defense Agencies, the DoD Field Activities, the US Coast Guard, NATO, the Intelligence Community and FMS with a Letter of Authorization. and all other organizational entities within the DoD. This BPA is open to DoD Contractors authorized to order in accordance with the FAR Part 51.

**4. LICENSE AGREEMENT.** To the extent consistent with federal law, all software licenses sold under this BPA shall be in accordance with the terms and conditions of Apple's then-current GSA Contract and Schedule Price List.

**5. MEDIA.** Software media is available for purchase per Apple's then-current GSA Contract and Schedule Price List.

**6. ORDERING.** DFARS Section 208.74 directs DoD software buyers and requiring officials to check the DoD ESI website for DoD inventory or an ESA before using another method of acquisition. These steps for the buyer are summarized from the DFARS:

a. Check the Enterprise Agreement Summary Table to determine if software rights or maintenance have already been purchased and are available from DoD inventory. If they are available, purchase the designated software from DoD inventory and reimburse the SPM.

b. If the required software rights or maintenance are not available from inventory or from an ESA, you may use an alternate method of acquisition, subject to laws and policy.

c. If the required software rights or maintenance are not available from inventory but are available from an ESA, you must follow the procedure in the DFARS Section 208.74

d. If you must obtain the software rights or maintenance outside the DoD ESA, you may seek a waiver from a management official designated by your DoD Component.

**7. DELIVERY ORDERS.** The scope of this effort is in accordance with Apple's GSA FSS Contract Number GS-35F-0086T. Delivery requirements must be stipulated on Delivery Orders, except the delivery terms as provided in Apple's GSA FSS Contract Number GS-35F-0086T shall take precedence over the terms of a Delivery Order.

Ordering via this BPA is decentralized. Orders are prepared by a Government Ordering Officer, in accordance with the terms and conditions of this BPA and the GSA Schedule, or prime contractor authorized by a Government Contracting Officer in accordance with FAR Part 51. Orders should be sent to Apple by fax to 703.264.5157 and can be paid by credit card.

Deliveries shall be made to the locations specified in each order in accordance with the terms of Apple's GSA FSS Contract Number GS-35F-0086T and Schedule Price List.

**Notice to Ordering Offices:** This is a single award BPA established non-competitively against GSA Schedule. It is the responsibility of the Ordering Officer to:

- a. Comply with the ordering procedures of FAR 8.4 and DFARS 208.4;
- b. Obtain competition and/or executive brand name or limited source justifications IAW FAR 8.405-6 as applicable;
- c. Ensure compliance with all fiscal laws prior to issuing an order under this BPA;
- d. 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,
- e. Ensure the vendor selected for the order represents the best value and the lowest overall cost alternative.

**8. PAYMENT TERMS.** 30 days from receipt of invoice.

**9. BPA POINTS OF CONTACT.**

**a. Contracting Office:**

Point of Contact:  
Defense Information Systems Agency  
701 South Courthouse Road  
Arlington, VA 22204

POC: Ms. Kody Moghaddassi  
Phone: 703-681-0283  
Fax: 703-681-0521  
E-mail: [Kody.moghaddassi@disa.mil](mailto:Kody.moghaddassi@disa.mil)

Procuring Contract Officer:  
Defense Information Systems Agency  
701 South Courthouse Road  
Arlington, VA 22204

POC: Mr. Patrick McFarlane  
Phone: 703-681-0227  
Fax: 703-681-0521  
E-mail: [Patrick.mcfarlane@disa.mil](mailto:Patrick.mcfarlane@disa.mil)

**b. Software Product Manager (SPM):**

Software Product Manager (SPM): or  
Defense Information Systems Agency (SPI53)  
PO Box 4502  
Arlington, VA 22204-4502

Software Product Manager (SPM): Jonnice Medley  
Phone: 703-681-2091  
Fax: 703-681-2785  
E-mail: [jonnice.medley@disa.mil](mailto:jonnice.medley@disa.mil)

**c. BPA Contracting Officer's Representative (COR):**

Defense Information Systems Agency (DISA)  
DISA/SI53  
PO Box 4502  
Arlington, VA 22204-4502

Software Product Manager (SPM): Jonnice Medley  
Phone: 703-681-2091  
Fax: 703-681-2785  
E-mail: [jonnice.medley@disa.mil](mailto:jonnice.medley@disa.mil)

**d. Vendor Point of Contact and Order Placement**

**Local Government Sales Office**

Apple Inc.  
11921 Freedom Drive, Suite 600  
Reston, VA 20190

POC for orders: Kathy Klass  
Phone: 703-264-3249  
Fax: 703.264.5157  
E-mail: [kklass@apple.com](mailto:kklass@apple.com)

Ordering Support  
Business Size: Large  
TIN: 94-2404110  
DUNS: 0607044780  
CAGE: 58839

Remit to address:  
Apple Inc.  
c/o Bank of America  
1401 Elm St.  
Dallas, TX 75202

**10. E-COMMERCE SITES.**

This BPA will be posted to the DoD ESI website as part of the ESI program and can be found at <http://www.esi.mil>. The government will also post this contract at <http://www.ditco.disa.mil/contracts/catalog.asp?cat=S>

A PDF of the products offered and pricing is attached,