



**Paradigm  
Solutions**  
A PARADIGM HOLDINGS COMPANY

**P L A N | P E R F O R M | A S S U R E**

**PARADIGM SOLUTIONS CORPORATION  
BLANKET PURCHASE AGREEMENT  
DoD ENTERPRISE SOFTWARE AGREEMENT (ESA)**

**DOD DISASTER RECOVERY CONSULTING SERVICES; IT CONTINGENCY PLANNING;  
CONTINUITY OF OPERATIONS (COOP);  
OPSPANNER™ EMERGENCY PLANNING, INCIDENT MANAGEMENT, AND AUTOMATED  
NOTIFICATION SOFTWARE**

**BPA No.  
W91QUZ-11-A-0001**

**Users' Ordering Guide**

**February 2011**

Date of Award: January 25, 2011

**For further information contact:**

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[www.paradigmsolutions.com](http://www.paradigmsolutions.com)

## ORDERING GUIDE:

**Notice to Ordering Offices:** This is a multiple award BPA established 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 execute brand name or limited source justifications 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.

## Authorized Users:

- a. 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 Unified 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.
- b. 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.
- c. Government contractors performing work for a DoD end user (as defined above) may place Delivery Orders under this BPA on behalf of and for the benefit of the DoD entity if authorized by their cognizant Contracting Officer in accordance with the requirements of FAR 51 and/or DFARS 251 as appropriate.

**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:

- d. 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.
- e. 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 applicable laws and policy.
- f. 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.
- g. If you must obtain the software or software maintenance outside the DoD ESA, you may seek a waiver from a management official designated by your DoD Component.

**Additional Clauses:** Orders issued against this BPA are subject to the clauses included in the underlying GSA Schedule and the additional DFARS clauses listed below that are incorporated by reference in this BPA. Ordering Offices should consider the requirements of DFARS and the FAR supplement of the end user component, as it applies to commercial item acquisition and use of GSA schedules, in determining what additional clauses may be required for incorporation in the delivery order issued by the Ordering Office.

**Ordering:** The scope of this effort is worldwide. Delivery requirements and administration will be stipulated on Delivery Orders.

Ordering via this BPA is decentralized. Orders are prepared by an authorized 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 may be placed by EDI, credit card, facsimile, on an authorized form such as a Standard Form (SF) 1449 or Department of Defense (DD) Form 1155 or by logging on to the Paradigm purchasing page:

[http://www.paradigmsolutions.com/company/com\\_DOD\\_ESI.aspx](http://www.paradigmsolutions.com/company/com_DOD_ESI.aspx)

**This BPA is posted to the DoD ESI website as part of the ESI program. The web site can be viewed at <http://www.esi.mil/contentview.aspx?id=241&type=2> and is publicly accessible.**

**The Government posted this contract to:**

<https://chess.army.mil/ascp/commerce/contract/details.jsp?contractNumber=W91QUZ-11-A-0001>

**SF1449 ORDERS:** Process SF1449s through the servicing base contracting office.

**Ordering Address:**

Paradigm Solutions Corporation  
9715 Key West Ave., Third Floor  
Rockville, MD 20850  
Attn: Federal Contracts Dept.

**Remit To:**

Paradigm Solutions Corporation  
9715 Key West Ave., Third Floor  
Rockville, MD 20850  
Attn: Accounts Payable

**Contractor Information:**

- ❖ DUNS 926338492
- ❖ CAGE 1GEH4
- ❖ TIN 52-2011393
- ❖ Large Business

- Place GSA Contract Number **GS-35F-5869H** 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 **W91QUZ-11-A-0001**.

- Or, place BPA number **W91QUZ-11-A-0001** in Block 2 and a locally assigned delivery order number in Block 4.
- 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:
  - ❖ Forms can be emailed to [jyoon@paradigmsolutions.com](mailto:jyoon@paradigmsolutions.com) or faxed to (240)580-1910.
  - ❖ A copy of your SF1449 must be sent to your servicing DFAS center.

Paradigm Solutions' ESI price list is available at:  
<http://www.esi.mil/contentview.aspx?id=241&type=2>

**Please include the following information on all orders:**

End-User Organization/ Service	
Agency Name	
Date of Order	
Purchase Order number	
Product #	
Quantity and Item Description	
BPA Unit Price	
Total Price	
End User POC, phone number and email address	
Invoice address, phone number, and attention	
Shipping address, phone number and attention	
Preferred shipping method	

**Delivery Notice:** Unless otherwise agreed to, all deliveries ordered under this BPA must be accompanied by a delivery notice, ticket or sales slips that must contain at a minimum the following information:

- a. Name of Contractor
- b. GSA Contract Number
- c. BPA Number
- d. Product Description/Model numbers
- e. Delivery order number
- f. Date of purchase
- g. Quantity, unit price and extension of each item (unit prices need not be shown when incompatible with the use of automated systems; provided that the invoice is itemized to show the information)
- h. Date of shipment

**Points of Contact:**

Paradigm Solutions POC	Jung Yoon, Business Development Manager
Address	Paradigm Solutions Corporation

	9715 Key West Ave., Third Floor Rockville, MD 20850
Phone	(240)283-3482
Email	jyoon@paradigmsolutions.com

**Government POC:**

Contracting Office POC (Primary)	Calvin Artis
Address	National Capital Region Contracting Command 2461 Eisenhower Avenue Alexandria, VA 22331-1700
Phone	703-325-3305
Email	calvin.artis1@us.army.mil

Procuring Contracting Office POC (Secondary)	Donna S. Harris
Address	National Capital Region Contracting Command 2461 Eisenhower Avenue Alexandria, VA 22331-1700
Phone	(703) 325-4625
Email	donna.s.harris@us.army.mil

**Software Product Manager (SPM):**

Computer Hardware, Enterprise Software And Solutions POC	Joe Simpson
Address	<a href="https://chess.army.mil/ascp/commerce/index.jsp">https://chess.army.mil/ascp/commerce/index.jsp</a>
Phone	(732) 532-7395
Fax	(732)532-5185
Email	joseph.m.simpson@us.army.mil

**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=241&type=2>

- Terms and Condition
- Products and Pricing
- License Information

**GSA Advantage:**

[https://www.gsaadvantage.gov/ref\\_text/GS35F5869H/0I0583.25NO0M\\_GS35F5869H\\_GS-35F-5869H-6-11-2010-769357.PDF](https://www.gsaadvantage.gov/ref_text/GS35F5869H/0I0583.25NO0M_GS35F5869H_GS-35F-5869H-6-11-2010-769357.PDF)

## ABOUT PARADIGM:

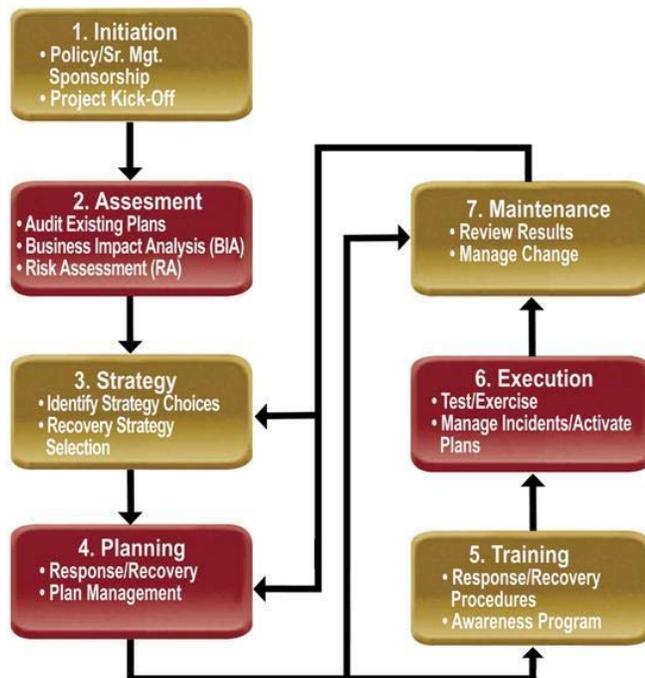
Paradigm Solutions Corporation (Paradigm) is a provider of information technology (IT) and business solutions for U.S. Federal Government enterprises. Paradigm specializes in comprehensive information assurance solutions involving cyber security and forensics as well as continuity of operations and disaster recovery planning. Paradigm has extensive experience providing services to the Departments of Treasury, Commerce, Energy, Justice, Homeland Security, and State; and the National Security Agency, Office of the Director for National Intelligence, and the Defense Intelligence Agency.

Paradigm's Mission Resilience practice area provides COOP planning and other associated emergency management consulting services for U.S. Federal Government clients. Paradigm offers U.S. Government customers a complete and mature COOP planning capability, utilizing our:

- Significant COOP and emergency management expertise
- Knowledge of all applicable Federal guidance
- Proven COOP planning methodology
- Paradigm's Quality Management Process (QMP)

## Paradigm Solutions COOP Planning Lifecycle

The Paradigm COOP Planning Lifecycle (CPL) is based on all currently applicable Federal guidance and business continuity planning best-practices published by the Disaster Recovery Institute International (DRII) and the Business Continuity Institute (BCI): arguably the two most prominent private sector sources of continuity planning best practices worldwide. The CPLM reflects a logical order based on the natural dependencies that exist in the continuity planning discipline. Paradigm staff is expert on all applicable Federal Guidance, including FCDs 1 and 2, Draft FCD 3, NIMS/ICS, HSEEP, and the NEP. The COOP planning best practices represented in the Paradigm CPL ensure that plans are fully actionable, relevant to the customer mission, and compliant with all Federal Government guidance and regulations.



**Figure 1.** Paradigm's CPL provides the roadmap for an effective COOP program.