

## ORDERING GUIDE

### Department of Defense SAP Enterprise Software Agreement Blanket Purchase Agreement (BPA) N00104-08-A-ZF41

CONTRACTOR: SAP Public Services, Inc.  
GSA SCHEDULE: GS-35F-0406V  
BPA NUMBER: N00104-08-A-ZF41  
BPA ISSUE DATE: 09/15/2008  
BPA EXPIRATION: 09/14/2013 (subject to annual review)

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

**BPA SUMMARY:** The Department of Navy, on behalf of the DoD ESI, has established a DoD Ordering Agreement with SAP Public Services, Inc. for SAP software, training, technical services, and maintenance. Products available include Enterprise Resource Planning Software (e.g., Human Resources, Financials and Supply Chain, etc.), Business Intelligence Software (e.g., SAP BusinessObjects BI package, SAP BusinessObjects Enterprise, etc.) and technology products (e.g., SAP NetWeaver Technology Platform, etc.). Products are listed on the GSA contract numbered GS-35F-0406V and can be found in the GSA e-library. More information about SAP products can be found on the SAP website at [www.sap.com](http://www.sap.com).

**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. 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.

The scope of this effort is worldwide, but the geographic scope of the underlying GSA Contract is limited to the United States and Puerto Rico. Delivery requirements and administration will be stipulated on Delivery Orders.

**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=154&type=2>
  - ◇ **Terms and Condition**
  - ◇ **Discount Pricing**
  - ◇ **License Information**
- **GSA:** <http://www.gsaelibrary.gsa.gov/ElibMain/contractorInfo.do?contractNumber=GS-35F-0406V&contractorName=SAP+PUBLIC+SERVICES%2C+INC.&executeQuery=YES>

**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 multiple award BPA established non-competitively against a GSA Schedule. Refer to the ESI website at <http://www.esi.mil> for the listing of the multiple award vendors. 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 and publish brand name or limited source justifications as applicable;
  - c. Provide fair opportunity to be considered for each order to all BPA holders;
  - 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. (Note that the BPA terms encourage spot discounting.)
2. Orders are placed directly with SAP Public Services, Inc. after compliance with the ordering procedures specified in FAR 8.4 and DFARS 208.4. Orders must be written by execution of a SF 1449 or DD Form 1155, or by using the Government Wide Purchase Card in conjunction with the forgoing or a vendor-prepared order form.
- **GOVERNMENT WIDE PURCHASE CARD ORDERS:** These options are subject to the ordering office local policy.
  - **SF 1449/DD 1155 ORDERS:** Process orders through the servicing base contracting office.
    - ◇ Ordering Address: SAP Public Services, Inc.  
Federal Sales Administrator  
1300 Pennsylvania Avenue, N.W., Suite 600  
Washington, DC 20004
    - ◇ Contractor Information:
      - ⇒ CAGE 1JGP2
      - ⇒ DUNS 08-58-00527
      - ⇒ TIN 54-1865804
      - ⇒ Business Size Large
    - ◇ Place BPA number N00104-08-A-ZF41 in Block 2 and a locally assigned delivery order number in Block 4 of the SF 1449. Or, place GSA Contract Number GS-35F-0406V in Block 2 and a locally assigned GSA delivery order number in Block 4. Block 20 of the SF 1449 must include a statement that the order is subject to the terms and conditions of BPA N00104-08-A-ZF41.\*

\*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 SF 1449 or DD 1155 to:
  - ⇒ SAP Public Services, Inc. via mail, fax or email at -
    - Email: [pete.marcotty@sap.com](mailto:pete.marcotty@sap.com)
    - Fax: 202-312-3501
    - Mail: Address listed on order
  - ⇒ The payment office cited on the order.

**POINTS OF CONTACT (POC):**

- **SAP Public Services, Inc. (POC):**

	<b>Program Manager</b>	<b>Ordering</b>
<b>POC</b>	Pete Marcotty	Pete Marcotty
<b>Voice</b>	202-312-3515	202-312-3515
<b>Email</b>	<a href="mailto:pete.marcotty@sap.com">pete.marcotty@sap.com</a>	<a href="mailto:pete.marcotty@sap.com">pete.marcotty@sap.com</a>

- **Government points of contacts (POC):**

	<b>Procuring Contracting Officer (PCO)</b>	<b>Alternate Point of Contact</b>
<b>POC</b>	Tina Grujic	William Huber
<b>Voice</b>	717-605-3237	717-605-3210
<b>Email</b>	<a href="mailto:tina.grujic@navy.mil">tina.grujic@navy.mil</a>	<a href="mailto:william.huber@navy.mil">william.huber@navy.mil</a>

	<b>Software Product Manager (SPM)</b>	<b>Alternate Point of Contact</b>
<b>POC</b>	Charles Lucas	Doug Powell
<b>Voice</b>	619-553-3214	619-553-9645
<b>Email</b>	<a href="mailto:charles.lucas1@navy.mil">charles.lucas1@navy.mil</a>	<a href="mailto:douglas.e.powell@navy.mil">douglas.e.powell@navy.mil</a>