



ORDERING GUIDE

Department of Defense Minitab Enterprise Software Agreement

Blanket Purchase Agreement (BPA) N00104-08-A-ZF30

CONTRACTOR: **Minitab, Inc.**
GSA SCHEDULE: **GS-35F-0144U**
BPA NUMBER: **N00104-08-A-ZF30**
BPA ISSUE DATE: **8 May 2008**
BPA EXPIRATION: **7 May 2013** (subject to annual review)

This BPA is an Enterprise Software Agreement (ESA) as defined in DFARS 208.74. DFARS Section 208.74 directs software buyers and requiring officials to check the Department of Defense (DoD) 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.

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 Minitab, Inc. for software, training, technical services, and maintenance. Products available include Minitab Statistical Software, Quality Companion, Quality Trainer, and Training. Products are listed on the ESI site at www.esi.mil under Contract Vehicles.

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. 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=73&type=2>
 - ◇ **Terms and Condition**
 - ◇ **Products and Pricing**
 - ◇ **License Information**

- **GSA** https://www.gsaadvantage.gov/ref_text/GS35F0144U/GS35F0144U_online.htm

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 --

- 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. 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 Minitab, Inc. after compliance with the ordering procedures specified in FAR 8.4 and DFARS 208.4. Orders can be placed via sites such as the Minitab, Inc.'s web page, by execution of a SF1449 or DD Form 1155, or by telephone using the Government Wide Purchase Card. These options are subject to your local policy.
- **GOVERNMENT WIDE PURCHASE CARD ORDERS:** Minitab has a World Wide Web (www) page for ordering information and pricing : <http://www.minitab.com/en-US/products/minitab/Pricing.aspx>.
 - Customers shall provide the following information: The Bill to Address, Ship to Address, Ordering Activity Agency name, Ordering POC information (name, telephone and email address), Credit card information, and End-user information (name, telephone, and email address), in addition to the quote number if a quote was obtained.
 - **SF1449 ORDERS:** Process SF1449s through the servicing base contracting office.
 - ◇ Ordering Address:
Minitab, Inc.
Quality Plaza
1829 Pine Hall Road
State College, PA 16801
 - ◇ Remit To: Same as Ordering Address
 - ◇ Contractor Information:
 - ⇒ CAGE 0HRH6
 - ⇒ DUNS 107326043
 - ⇒ TIN 25-1441947
 - ⇒ Business Size Large Business
 - ◇ Place BPA number N00104-08-A-ZF30 in Block 2 and a locally assigned delivery order number in Block 4.*



- ◇ Or, place GSA Contract Number GS-35F-0144U 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 N00104-08-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.

- ◇ The completed SF1449 will be forwarded (fax or mail) to the contractor at the following address:

- ⇒ Fax to: 814-238-1702
- ⇒ Mail to: Minitab Inc.
Commercial Sales
Quality Plaza
1829 Pine Hall Road
State College, PA 16801-3008

- ⇒ A copy of your SF1449 must be sent to your servicing DFAS center.

POINTS OF CONTACT:

- **Minitab Inc. Points of Contacts (POC):**

	PROGRAM MANAGER	ORDERING
POC	Paul Engle	Minitab, Inc. Sales
Voice	(814) 238-3280, X3311	(800) 448-3555, X3256
Email	pengle@minitab.com	sales@minitab.com

- **Government Points of Contacts (POC):**

	Procuring Contracting Officer (PCO)	Alternate Point of Contact
POC	Terri Baxter	Shawn Mitchell
Voice	717-605-2003	717-605-4046
Email	Terri.Baxter@navy.mil	Shawn.R.Mitchell@navy.mil

	Software Product Manager (SPM)	Alternate Point of Contact
POC	Thao Vu	Alfred Zelke
Voice	619-553-1065	619-553-6918
Email	Thao.Vu@navy.mil	Al.Zelke@navy.mil