



# DoD ESI Ordering Roadmap

Effective Date: 3/3/2015

## The Purpose of this Roadmap:

To help DoD ESI customers understand the process required to place an order using the DoD ESI BPAs.

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Define What You Need & if it is Available Via ESI

1

Answer Questions About Your Ordering Scenario

2

Review Key "Short-cut" Info Supplied by DoD ESI (if any)

3

Select Pathway Associated with Your Scenario

4

Review Pathway Flow and Guidance

### Core Factors

Product Brand

1A

#### Product Brand Selection

- One (Limited Source)
  - Publisher Name\*: \_\_\_\_\_
  - Product Name\*: \_\_\_\_\_
- Two or More (Full & Open Competition)
  - Publisher Name #1: \_\_\_\_\_
  - Publisher Name #2: \_\_\_\_\_
  - Publisher Name #3: \_\_\_\_\_

Dollar Value

1B

#### Dollar Value of Order

- \$1 - \$3,000
- \$3,001 - \$150,000
- \$150,001 and up

Buying Organization\*

1C

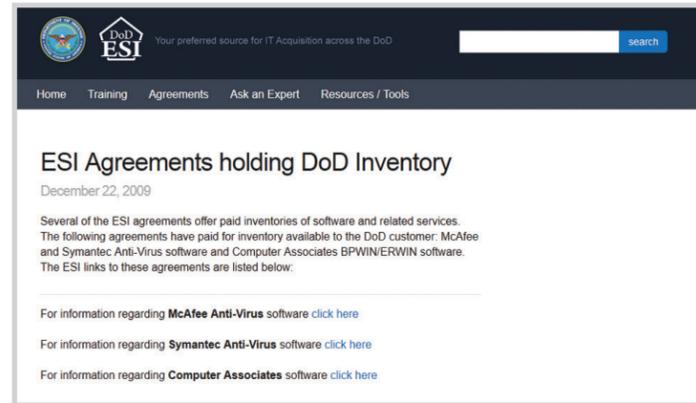
#### Buying Organization\*

[ ] \_\_\_\_\_

### Short-Cuts

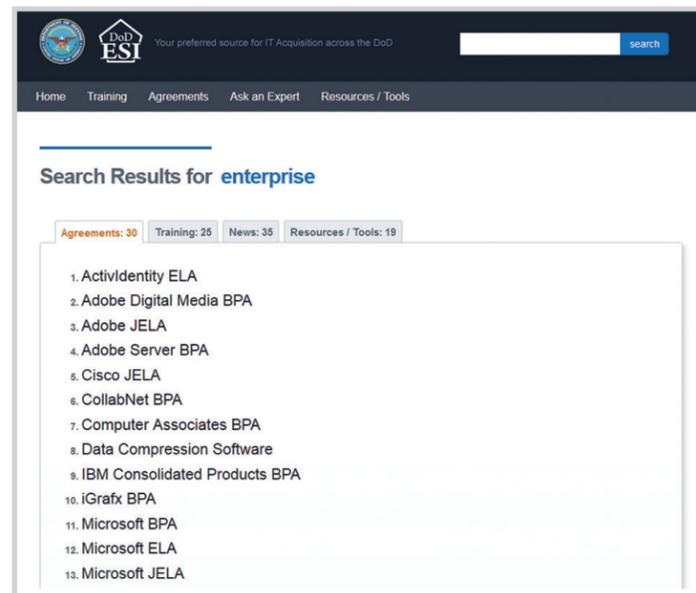
Check ESI Website for Inventory

2A



2B

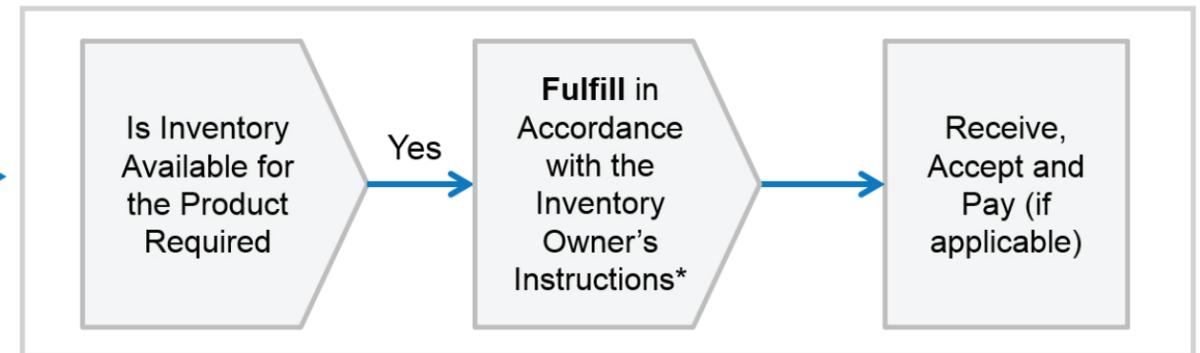
Check ESI Website for Enterprise Licenses



### Common Pathways

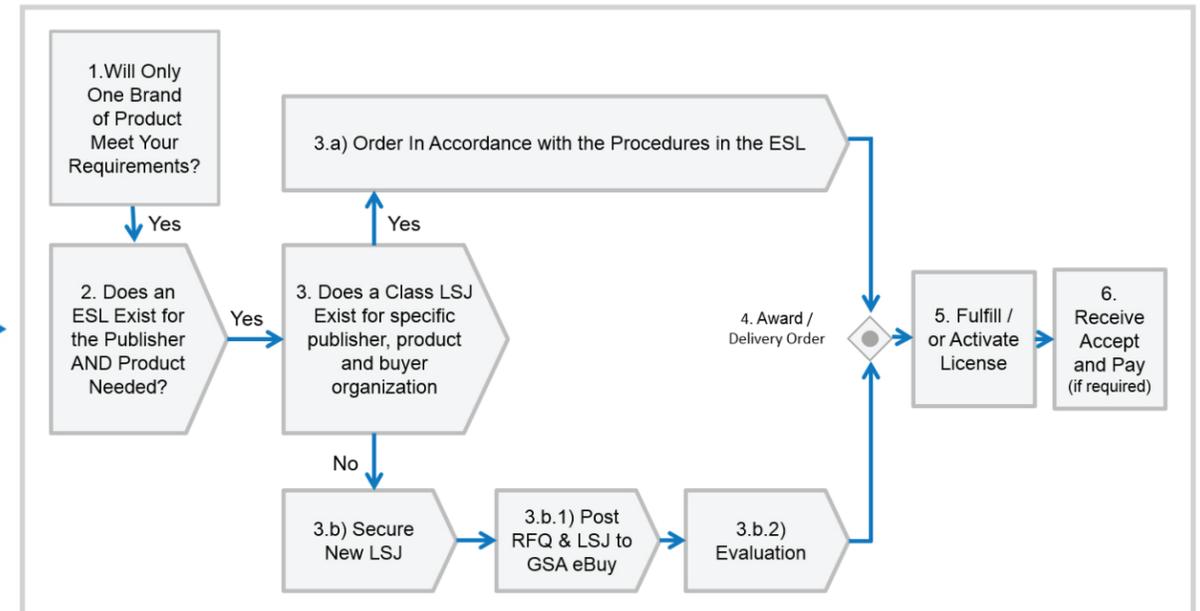
PATH A

#### INVENTORY IS AVAILABLE FOR THE PRODUCT REQUIRED



PATH B

#### LIMITED SOURCE WITH AN ESL OR ELA



\* These items are required to determine if inventory is available or an ESL/ELA is in place for the product needed and for the buyer's organization.



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## Pathways

SCENARIO	PATH
INVENTORY IS AVAILABLE	A
ESL OR ELA IS IN PLACE & SOURCE IS LIMITED	B
LIMITED SOURCE / NAME BRAND / PRICE COMPETITION	C1-C2
FULL & OPEN COMPETITION (PRICE & SPECIFICATION)	D
PRE-COMPETED TECHNICAL SOLUTION	E
THIRD PARTY IS ORDERING ON CUSTOMER'S BEHALF	F

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Review Key "Short-cut" Info Supplied by DoD ESI (if any)

3

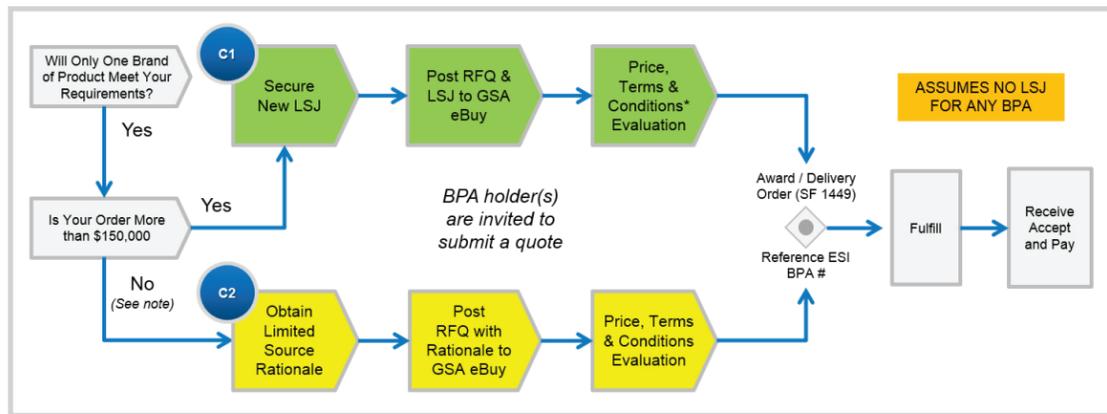
Select Pathway Associated with Your Scenario

4

Review Pathway Flow and Guidance

PATH C

### LIMITED SOURCE / NAME BRAND / PRICE COMPETITION Only One Product Will Meet Requirements and Price is Competed



PATH E

### A BPA has Been Pre-Competed for the Technical Solution Required and Covers the Buying Organization

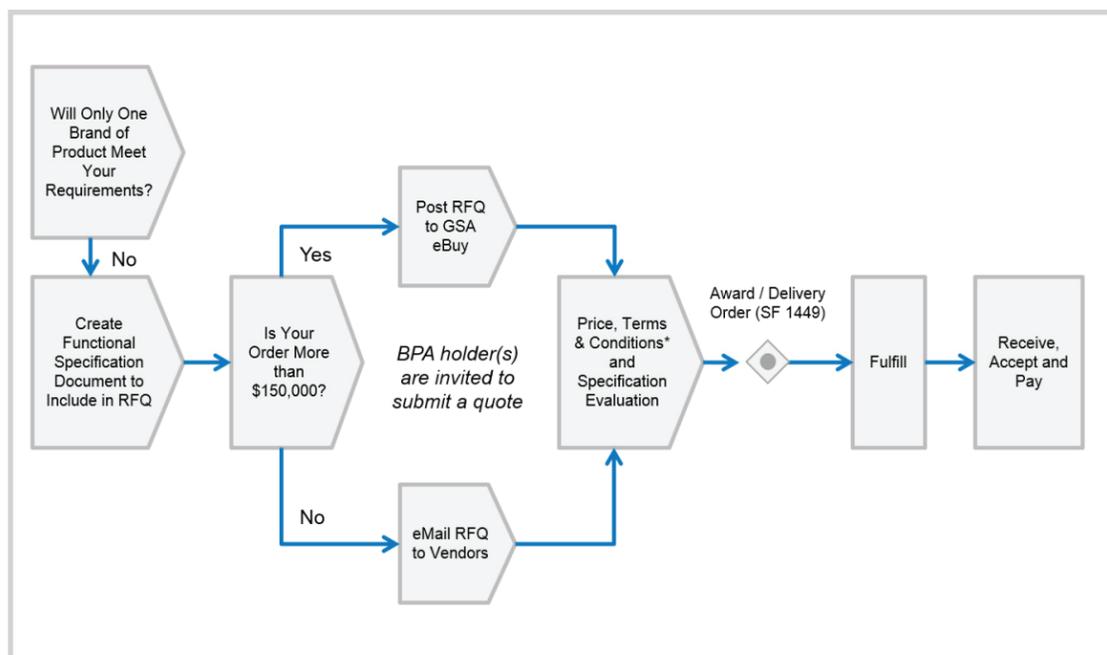


#### \*Negotiate Terms & Price

- Follow ESI Terms and Conditions Best Practices
- Read BPA standard terms and conditions
- Negotiate additional Terms and Conditions with Publisher
- Price should not exceed BPA price
- Negotiate additional discounts

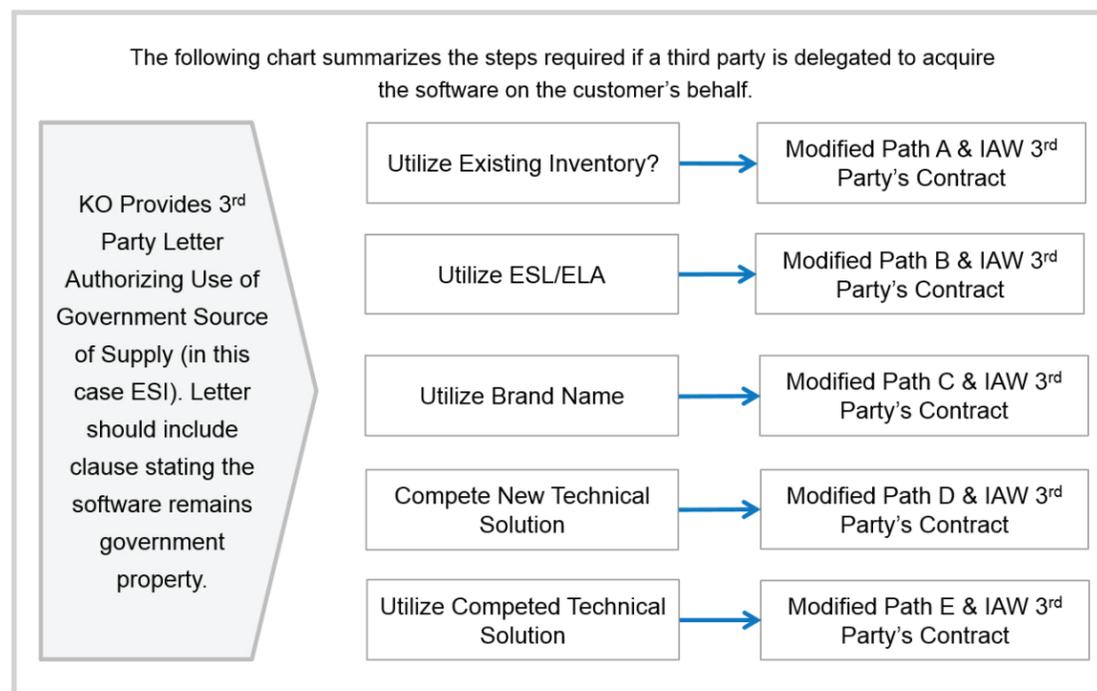
PATH D

### FULL & OPEN COMPETITION (PRICE & SPECIFICATION) Multiple Products Can Meet the Requirements



PATH F

### A Third Party is Acquiring the Product on the Customer's Behalf



#### \*NOTE

For orders under \$3000, buyers should still attempt to negotiate terms and price even if they're using a purchase card

#### Disclaimer / Caveats

- You still need to review the ordering guide for the specific BPA you are ordering from.
- You still need to comply with the FAR, DFARS and local agency instructions and policies.
- You still need to think strategically beyond the steps shown in this guide.
- Always try to negotiate the best terms and price for the Government.