



# DoD ESI ORDERING GUIDE



## Telos Corporation

AMHS/Xacta Information Assurance (IA)  
Products, Services and Maintenance

Blanket Purchase Agreement (BPA)

**FA8771-16-A-0001**

(Awarded 05/06/2016)



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## DOD ESI BPA ORDERING GUIDE

This Ordering Guide has been developed by the DoD ESI team to assist IT buyers and contracting officials to order technology products and/or services from the ESI BPA holder. This Guide contains essential information about the Telos ESI BPA, identifies the authorized users of the BPA, summarizes the products and services available under the BPA and instructions for users to place an order, and provides Points of Contact information to provide support.

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### 1. BPA General Information

CONTRACTOR / VENDOR	<b>Telos Corporation</b>
GSA SCHEDULE NUMBER AND WEB LINK	<b>GS-35F-162DA</b> <a href="https://www.telos.com/assets/Telos-GSA-Schedule-Authorized-Federal-Supply-Schedule-Price-List-GS-35F-162DA-052316.pdf">https://www.telos.com/assets/Telos-GSA-Schedule-Authorized-Federal-Supply-Schedule-Price-List-GS-35F-162DA-052316.pdf</a>
BPA NUMBER AND WEB LINK(S)	<b>FA8771-16-A-0001</b> <a href="http://www.esi.mil/contentview.aspx?id=710&amp;r=124">http://www.esi.mil/contentview.aspx?id=710&amp;r=124</a> <a href="https://esi.telos.com/login/default.cfm">https://esi.telos.com/login/default.cfm</a>
BPA ISSUE DATE	<b>05/06/2016</b>
BPA EXPIRATION	<b>02/01/2021</b> (subject to annual review)

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## 2. Authorized BPA Users

- a. This BPA has been designated as a DoD ESI and GSA SmartBUY Contract which allows ordering by federal, state, local and tribal government organizations.
- b. The BPA is open for ordering by all DoD Components, including 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.
- c. GSA or other applicable ordering organizations/agencies are authorized to place orders under the BPA on behalf of DoD end users and must comply with DFARS 208.7400.
- d. Government contractors performing work for a DoD end user (as defined above) may place Delivery Orders under the 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.

## 3. Products and Services Overview

- a. **Xacta IA Manager** establishes a centralized security management platform that facilitates compliance assessment, continuous risk and compliance management, and security process enforcement. In addition to identifying risks, Xacta IA Manager automatically initiates corrective actions to protect systems. It automates the Assessment and Authorization (A&A) process, reduces time to produce a System Security Authorization Agreement (SSAA), and lowers cost of conducting an A&A.
    - i. Xacta IA Manager Products and Support. Licenses purchased under this BPA are Perpetual, therefore, software maintenance and support must be purchased separately on an annual basis. The software product under this BPA includes standard installation support for the first 365 days after product delivery.
    - ii. Xacta IA Manager Maintenance. All maintenance is provided in 1 (one) year increments. Xacta IA Manager maintenance and support policies and procedures are documented on our public website <https://www.telos.com/cyber-security/it-risk-management/xacta-support/>
  - b. **Telos Automated Handling System (AMHS)** allows users to manage their respective classified and unclassified defense messages in a more efficient and cost-effective manner and provides agency users with precise control over the large volume of
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messaging information they already handle every day. Further, AMHS enables agencies to easily create, coordinate, release, archive, and search massive volumes of messages. Armed with AMHS, users can route mission-critical messaging information in real-time to appropriate personnel regardless of their location whether they are in the office or on the battlefield.

- i. **AMHS System – Assumptions.** Telos furnished maintenance and support for the AMHS system will be provided at the customer facility. The AMHS installation defined number of licensed users shall be used as the basis for the Telos cost proposal to provide software and maintenance support beyond the initial year following installation. The first year support includes all Telos maintenance activities with the exception of site visits. The Telos AMHS Standard Maintenance Agreement is published on our public website and can be accessed by visiting <https://www.telos.com/enterprise/organizational-messaging/support/>
  
- c. **Professional Services.** Telos is offering a discount for professional services purchased off this BPA. Services are described in Telos' GSA Schedule, a copy of which is available electronically by visiting <https://www.telos.com/contracts/gsa-schedule> . Orders for services may be Time and Material (T&M) or Firm-Fixed Price (FFP).
  
- d. **On-Site Training.** Each training credit can be redeemed for one day of training for one person at a scheduled Xacta class. Training is conducted at the Telos/Xacta facility located in Ashburn, VA. Due to class size limits, training must be scheduled in advance. On-site training or custom courses will be provided on a case-by-case basis.
  
- e. **CLIN Pricing and Terms.**  
Please visit (<http://www.esi.mil/contentview.aspx?id=710&r=124&t=4>) to view our latest contract with a list of available products and pricing discounts as well as our software license terms and conditions.

#### 4. Ordering Officer Responsibilities

- a. Ordering is decentralized. Orders are to be 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 the BPA and the GSA Schedule.
  
  - b. It is the responsibility of the Ordering Officer to:
    - i. Comply with the ordering procedures of FAR 8.4 and DFARS 208.4;
  
    - ii. Ensure compliance with all fiscal laws prior to issuing an order under the BPA;
  
    - iii. Obtain the required authorization to acquire the products or services through the ESI BPA in accordance with FAR Part 51 when a third party is ordering on behalf of a DoD component;
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- iv. The BPA terms encourage spot discounting;
  - v. Review the terms and conditions recommended for ordering software, services or hardware provided in the BPA Attachments and secure the additional terms and conditions that represent the best value for the government. Additional terms and conditions to the Publisher's license are not authorized.

## 5. Ordering Process

### a. DFARS Regulation 208.74

- i. The BPA is an Enterprise Software Agreement (ESA) as defined in DFARS 208.74, which directs DoD software buyers and requiring officials to check the DoD ESI website ([www.esi.mil](http://www.esi.mil)) for DoD inventory or the availability of an enterprise software agreement before using another method of acquisition. These steps are summarized as follows from the DFARS:
  - 1. Check the Enterprise Agreement Summary Table at [www.esi.mil](http://www.esi.mil) to determine if commercial IT products or services have already been purchased and are available from DoD inventory or through an enterprise software agreement. If they are available, purchase the designated software from DoD inventory and reimburse the SPM.
  - 2. If the required commercial products or services are not available from inventory or from an enterprise software agreement, the DoD component may use an alternate method of acquisition, subject to applicable laws and policy.
  - 3. If the required commercial products or services are not available from inventory but are available from an enterprise software agreement, buyers must follow the procedure in the DFARS Section 208.74.
  - 4. If a DoD component must obtain the commercial products or services outside the DoD ESI BPA, the component may seek a waiver from a management official designated by the DoD Component.

### b. Ordering

- i. Orders are subject to the ordering office's local policy, the underlying GSA Federal Supply Schedule, and the terms of the BPA and may be placed directly with the vendor after compliance with the ordering procedures specified in paragraph 4 (Ordering Officer Responsibilities) above by:
  - 1. Execution of delivery/task order (SF1449) through the servicing base contracting office.



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a. Contractor / Vendor Information

Ordering Address	<b>Telos Corporation 19886 Ashburn Road Ashburn, VA 20147</b>
Remit To	<b>P. O. Box 102549 Atlanta, GA 30168</b>
CAGE	<b>0ZPY5</b>
DUNS	<b>056280621</b>
TIN	<b>52-0880974</b>
Business Size	<b>Large</b>

b. To request a quote, please contact our dedicated ESI sales team at [SalesTeam@telos.com](mailto:SalesTeam@telos.com).

c. Government Purchase Card (GPC) Orders are allowed. Customers seeking to pay for items using GPC procedures must disclose this in the Request for Quote they submit to Telos Corporation.

GPC orders must include the following:

- Telos Quote number
- Sale Amount
- Credit card information
- Billing Address
- Government Point of contact authorizing the transaction
- Authorizing Government Point of Contact phone and email

d. The completed SF1449 shall be emailed to [SalesTeam@telos.com](mailto:SalesTeam@telos.com) or faxed to (703) 724-3867. Ensure BPA number FA8771-16-A-0001 is in Block 2 and a locally assigned delivery order number in Block 4. Or, place GSA Contract Number GS-35F-162DA in Block 2 and a locally assigned GSA delivery order number in Block 4. When the GSA Contract Number appears in Block 2, Block 20 of the SF1449 must include a statement that the order is subject to the terms and conditions of BPA FA8771-16-A-0001.



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\*Delivery order number assignment is determined by the Ordering Office internal procedures.

- e. A copy of SF1449 must be sent to the servicing DFAS center.
- f. Information Required from the Ordering Office
  - i. End User Agency Information (this is the Government receiving entity and must be as specific as possible)
  - ii. Ordering Activity, if different than the End User Agency (includes the PCO Name and Phone Number)
  - iii. End User Name (specify the Government end-user)
  - iv. End User Email Address
  - v. End User Phone Number

## 6. Points of Contact

### a. TELOS CORPORATION - Vendor

<b>Contract Administrator</b>	<b>1) Program Manager</b>	<b>2) Sales</b>
Sharon King	Les Johnson	
(703) 724-4744	(703) 724-3607	1-800-70-TELOS (800-708-3567)
<a href="mailto:sharon.king@telos.com">sharon.king@telos.com</a>	<a href="mailto:les.johnson@telos.com">les.johnson@telos.com</a>	<a href="mailto:SalesTeam@telos.com">SalesTeam@telos.com</a>

### b. GOVERNMENT – Contracting Office

<b>Procuring Contracting Officer (PCO)</b>	<b>Alternate Point of Contact</b>
LaShunya Johnson-Vinson	Adam Golden (Contracting Specialist)
(334) 416-2545	(334) 416-4506
<a href="mailto:lashunya.johnson-vinson@us.af.mil">lashunya.johnson-vinson@us.af.mil</a>	<a href="mailto:adam.golden.1@us.af.mil">adam.golden.1@us.af.mil</a>

### c. GOVERNMENT – Program Management Office

<b>Software Product Manager (SPM)</b>	<b>Alternate Point of Contact</b>
Ben Burns	Rosa Harris (IA SPM)
(334) 416-2429	(334) 416-2005
<a href="mailto:ben.burns@us.af.mil">ben.burns@us.af.mil</a>	<a href="mailto:rosa.harris@us.af.mil">rosa.harris@us.af.mil</a>