

# DoD ESI ORDERING GUIDE



**Splunk**  
**Carahsoft Technology Corp.**  
**Blanket Purchase Agreement (BPA)**  
**N66001-20-A-0022**



## Department of Defense Enterprise Software Initiative (DoD ESI) SPLUNK 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 DoD ESI Agreement holder. This Guide contains essential information about the DoD ESI Enterprise Agreement (EA), identifies the authorized users of the EA, summarizes the products and services available under the EA and instructions for users to place an order, and provides Points of Contact information for support.

**NOTE:** When in doubt as to the legal, procedural, or logistical requirements for placing an order, the Ordering office should reach out to the Points of Contact listed at the end of this document to avoid unnecessary delays.

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**1. General Information**

CONTRACT OR / VENDOR	CARASOFT TECHNOLOGY CORP.
MULTI-AGENCY CONTRACT (MAC) NUMBER (e.g. GSA, SEWP) AND WEB LINK	GS-35F-0119Y <a href="#">View Carahsoft's GSA Contract (click here)</a>
EA NUMBER AND WEB LINK	<b>N66001-20-A-0022</b> <b>www.esi.mil</b>
EA ISSUE DATE	02/10/2020
EA EXPIRATION DATE	07/14/2029



**2. Authorized Users**

a. DoD or Agencies

The EA is open for ordering by the “DoD Departments and Agencies” on a world-wide basis. “Departments and Agencies” are defined by the 48 Code of Federal Regulations, Section 202.101. In addition, “DoD or Agencies” includes the Intelligence Community (IC) and the U.S. Coast Guard. For the purposes of this EA, a DoD component is defined as follows: 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, Intelligence Communities (IC) and Foreign Military Sales (FMS) with a Letter of Authorization. If this EA is co-branded with GSA and is an OMB Designated Best in Class vehicle, it is open to all United States Federal Agencies.

b. GSA, Other Ordering Organizations, and Organizations

GSA or other applicable ordering agencies /organizations, ordering on behalf of the DOD and/or FMS, are authorized to place Orders under this EA and must comply with DFARS 208.74.

c. Contractors and Integrators

Government contractors performing work for a DoD Component (as defined above) may place Orders under this EA 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**

Publisher(s)	Category	Product Line
Splunk	<ul style="list-style-type: none"> <li>Enterprise Security, IT Security, IT Service Management</li> </ul>	<ul style="list-style-type: none"> <li>Splunk Enterprise, Enterprise Security, Splunk App for Microsoft Exchange, Splunk App for VMWare, Splunk Enterprise Security for DNS and Netflow Data, Splunk IT Service Intelligence, Splunk App for PCI Compliance, Splunk App for PCI compliance,</li> </ul>



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		Splunk Quick Start for SIEM, Quick Start for Security Investigation, Quick Start for Infrastructure Monitoring, Splunk Cloud, Splunk Cloud in AWS GovCloud, Splunk Enterprise for DNS and Netflow, Splunk Insights for Ransomware, Splunk User Behavior Analytics, Phantom, Splunk CSM, Splunk Training, Splunk Professional Services	
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(full list is available at [www.esi.mil](http://www.esi.mil))



#### 4. Ordering Officer Responsibilities

- a. Ordering is decentralized. Only U.S. Government Contracting Officers, Government Purchase Card Holders, or Contractors given FAR 51 Authorization are able to place orders against this EA.
- b. This EA was established competitively using the procedures under FAR 8.405-3. Refer to the DoD ESI website at [www.esi.mil](http://www.esi.mil) for the listing of the multiple award vendors.
- c. When in doubt as to the legal, procedural, or logistical requirements for placing an order, the Ordering office should reach out to the Points of Contact listed at the end of this document to avoid unnecessary delays.
- d. The Ordering office must:
  - i. Comply with the ordering procedures of FAR 8.4 and DFARS 208.4;
  - ii. Obtain competition\* and/or execute and publish a brand name or limited source justification as applicable;
  - iii. Provide fair opportunity to all EA holders who offer the applicable product and/or service required;
  - iv. Ensure compliance with all fiscal laws prior to issuing an order under the EA;
  - v. 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 the EA; [Note: The FAR and DFARS clauses listed in Attachment 1 of the EA are those in effect as of the effective date of the EA. Ordering Officers are responsible for incorporating the most current version of the applicable FAR and DFARS clauses, at the ordering level, in the Delivery Order as appropriate]
  - vi. Obtain the required authorization to acquire the products or services through the DoD ESI EA in accordance with FAR Part 51 when a contractor is ordering on behalf of a DoD component;
  - vii. Ensure the vendor selected for the order represents the best value. (Note that the EA terms encourage spot discounting.);
  - viii. Review the license terms and conditions when ordering software or proprietary appliances provided in the EA Attachments.
- e. The Ordering office need not:
  - i. Be limited to paying catalog prices: **spot discounting is highly encouraged and expected;**
  - ii. Accept terms and conditions as complete. If required, Ordering offices may secure additional terms and conditions at the Order level if those terms and conditions do not conflict with those at the EA level and represent best value to the Government.

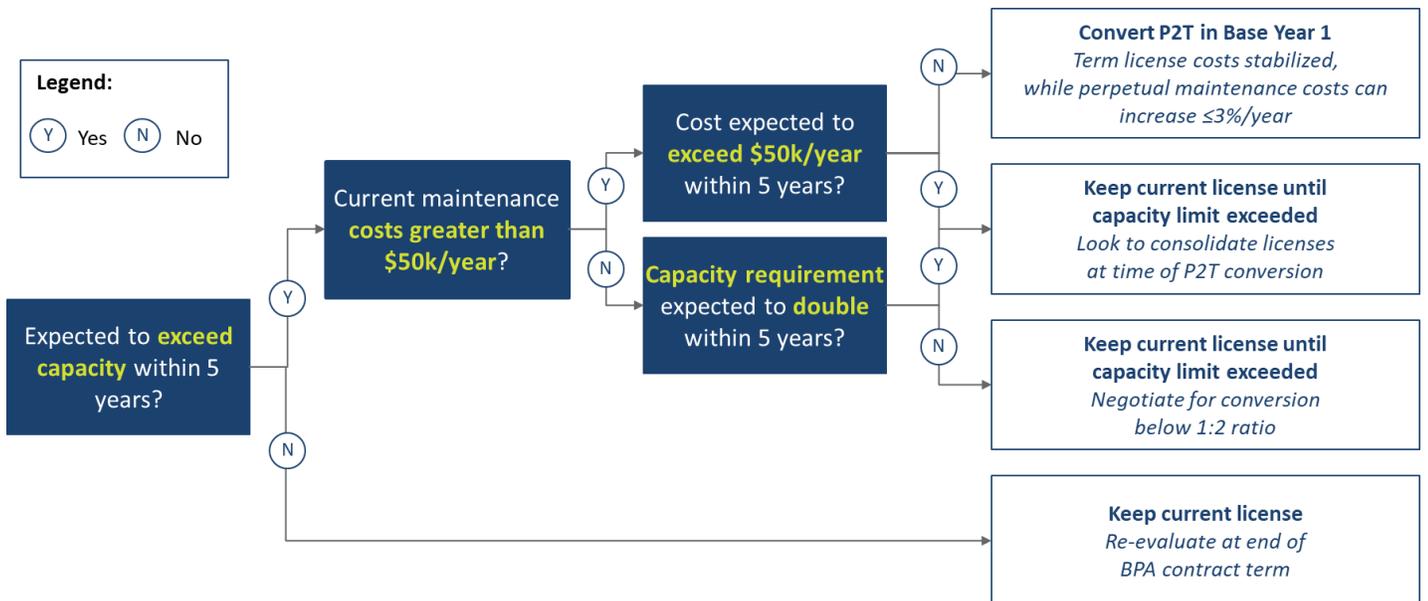
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\* The only source for Splunk products or services under this multiple-award BPA is Carahsoft Technology Corp via BPA number N66001-20-A-0022. Therefore, if the requirement is supported by a brand-name limited source justification in accordance with FAR 8.405-6(b), no further competition is required.



**5. Perpetual to term license conversions**

- a. Splunk will provide annual maintenance and support for previously acquired Splunk Perpetual Licenses for the EA’s five-year period of performance, so long as no additional capacity is required.
- b. Ordering offices may voluntarily convert Perpetual Licenses to Term Licenses at any time, and they may aggregate individual eligible licenses in the same transaction.
  - i. If the Perpetual License has an annual maintenance and support fee less than \$50,000,
    - 1. The Perpetual License will be converted to a Term License at a 1:1 ratio;
    - 2. The cost of the new Term License will be equal to the annual maintenance and support price of the existing Perpetual License at the time of conversion;
    - 3. The Licensee must commit to a minimum term of 3 years (a base year followed by two option years);
    - 4. The annual Term License renewal price will be stabilized for a maximum of 5 years;
    - 5. Additional spot discounts are not permitted.
  - ii. If the Perpetual license has an annual maintenance and support fee greater than \$50,000,
    - 1. The Perpetual License will be converted to a Term License at a 1:2 ratio;
    - 2. The cost of the new Term License will be equal to twice the annual maintenance and support price of the existing Perpetual License at the time of conversion;
    - 3. The Licensee must commit to a minimum term of 3 years (a base year followed by two option years); and
    - 4. Additional spot discounts are permitted.
- c. For guidance on conversions, Ordering offices may consult the decision tree below and/or contact the Software Product Manager listed at the end of this document.





## 6. Ordering Process

### a. DFARS Regulation 208.74

- i. DFARS 208.74 requires authorized software buyers and requiring officials to review the DoD ESI website for availability of an existing DoD ESI agreement before pursuing another acquisition method. DFARS procedures are:
  1. After requirements are determined, review the information at the DoD ESI website to determine if the commercial products or services are available from an existing DoD ESI agreement. If so, buyers must follow the procedures in the DFARS Section 208.74 and DFARS PGI 208.7403.
  2. If a DoD component must obtain the commercial products or services outside the DoD ESI EA, the component must seek a waiver from a management official designated by the DoD Component. After the steps in paragraphs (5)(i) and (5)(ii)(A) of the DFARS PGI 208.7403, Acquisition procedures have been completed.
  3. If the required commercial products or services are not available from an EA, the DoD component may use an alternate method of acquisition, subject to applicable laws and policy.

### b. Ordering

- i. All orders must be competed amongst the EA Holders<sup>†</sup> unless an exception applies (see FAR 8.405-6 Limiting Sources).
- ii. Orders are subject to the ordering office's local policy, the underlying Multi-Agency Contract (MAC), if used, and the terms of the EA. The order may be placed directly with the vendor after ensuring compliance with the Ordering Officer Responsibilities specified in Section 4. The following is needed to place an order:
  1. Execution of a delivery order (SF1449) by the respective local contracting office:
    - A. Contracting Officers will need to create a EA shell using their respective contract writing system in order to execute delivery orders against this EA (see section7).
    - B. If the Contracting Officer does not use an automated contract writing system, enter the EA number N66001-19-A-0120 in Block 2 and a locally assigned delivery order number in Block 4. Note: Ensure you complete the FPDS-NG report.
  2. Open Market items (i.e. not in the EA catalog) may be added to a EA call/delivery order for quoting purposes and shall be clearly labeled on the Quote as "Open Market". The following actions apply for Open Market items:
    - A. For Open Market items under the Micro-purchase threshold, an ordering officer may add this item to an individual EA call/delivery order without following the procedures in FAR 8.402(f). The items must be clearly labeled "OPEN MARKET" on

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<sup>†</sup> The only source for Splunk products or services under this multiple-award BPA is Carahsoft Technology Corp via BPA number N66001-20-A-0022. Therefore, if the requirement is supported by a brand-name limited source justification in accordance with FAR 8.405-6(b), no further competition is required.



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the Order.

- B. For Open Market items over the Micro-purchase threshold, the ordering officer will need to purchase the item(s) outside of the EA as a separate order using FAR and DFARS procedures as applicable to their purchase. The ordering activity will need to abide by FAR Parts 5 (Publicizing), Part 6 (Competition Requirements), Part 12, (acquisition of commercial items), Parts 13, 14, and 15 (contracting methods), and Part 19 (Small Business Program).
- C. The completed SF1449 will be forwarded to the contractor with the following information:

### Contractor / Vendor Information

Address:	Carahsoft Technology Corp. 11493 Sunset Hills Rd., Suite 100 Reston, VA 20190 (703) 871-8500
Remit To:	Carahsoft Technology Corp. 11493 Sunset Hills Rd., Suite 100 Reston, VA 20190 (703) 871-8500
CAGE:	1P3C5
DUNS:	08-836-5767
TIN:	52-2189693
Business Size:	Other Than Small

- D. A copy of the SF1449 must be sent to the servicing DFAS center.
- 3. Government-Wide Purchase Card orders can be submitted via telephone or the vendor's website
  - A. A. On-Line Orders can be placed via the following e-commerce sites:
    - i. i. <http://www.carahsoft.com/>
    - ii. ii. Customers can contact (703) 871-8505
  - B. Information Required from the Ordering Office:
    - i. End User and Name
    - ii. End User Email Address
    - iii. End User Phone Number
- ii. Ordering Period – If orders issued within the EA Ordering Period(s) include options, the order options may be exercised after the EA ordering date(s) provided that:



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1. The initial order that includes the option was issued during the EA ordering period(s), and does not exceed 60 months past the expiration date of the EA;
2. The Ordering Office determines that the underlying MAC is still valid at the time the order option is exercised and still includes the applicable products, and
3. The Ordering Office satisfies all other applicable regulations for exercise of the option.

### 7. Points of Contact

#### a. Contracting Office

	Procuring Contracting Officer (PCO)	Alternate Point of Contact
<b>POC</b>	Spencer Sessions	Sarah A. Feliciano
<b>Telephone</b>	spencer.sessions@navy.mil	sarah.feliciano@navy.mil
<b>Email</b>	619-553-4523	619-553-4519

#### b. Software Product Manager (SPM)

	Software Product Manager (SPM)	Alternate Point of Contact
<b>POC</b>	Sam Hunsberger	Nina Diep
<b>Telephone</b>	619-553-6918	619-553-1023
<b>Email</b>	samuel.c.hunsberger@navy.mil	nina.diep@navy.mil

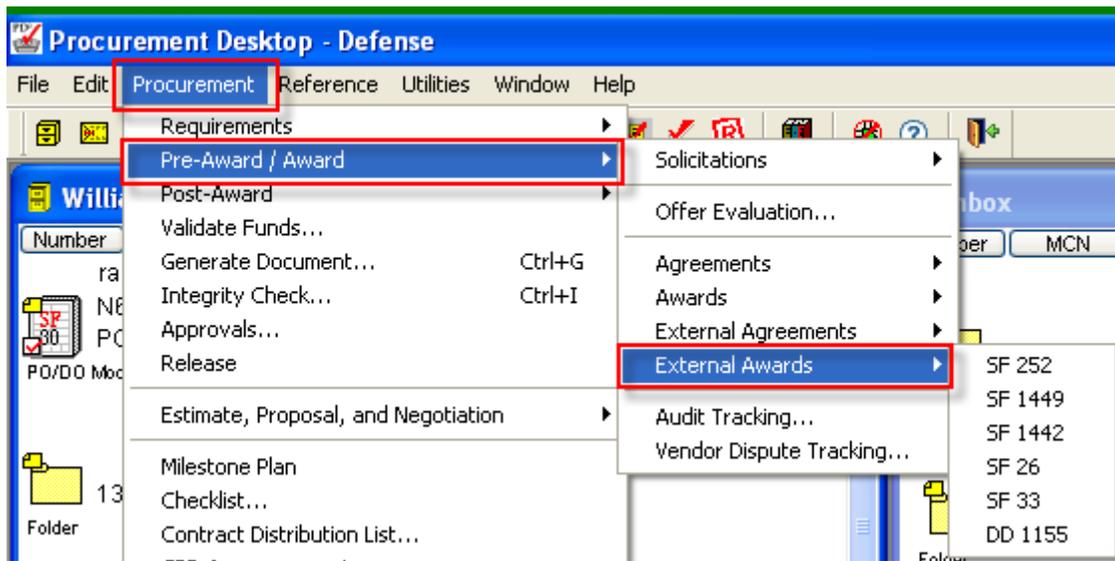
#### c. Vendor Points of Contact

	Program Manager (PM)	PM Alternate	Contracts Management	Sales & Ordering
<b>POC</b>	Alex Hall	Jordan Ellison	Colby Bender	Valerie Gopez
<b>Telephone</b>	703-673-3587	703-889-9803	703-889-9878	703-230-7462
<b>Email</b>	<a href="mailto:Alex.hall@carahsoft.com">Alex.hall@carahsoft.com</a>	<a href="mailto:Jordan.ellison@carahsoft.com">Jordan.ellison@carahsoft.com</a>	<a href="mailto:Colby.bender@carahsoft.com">Colby.bender@carahsoft.com</a>	<a href="mailto:Valerie.lagman@carahsoft.com">Valerie.lagman@carahsoft.com</a>

### 8. External Award / Agreement (for use in the Standard Procurement System (SPS))

Blanket Purchase Agreements awarded by other contracting offices can be entered in the system as external awards. External awards allow users to enter line item information and establish order constraints consistent with the original award. Once an external award is loaded in the system, it can be used as a reference when creating orders.

To create an external award, go to Procurement > Pre-Award / Award > External Awards (or Agreements) > select the desired form.



The Create New External Award window displays.



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**Create New External Award (SF 26)**

Number:

Description:

Enter the Agreement number for which the external award is being created. Click OK. The external award document is opened and displayed.

**External Award (SF 26) - W91QUZ-07-D-0001**

Items 1 - 12 | Items 13 - 16 | Items 17 - 21 | BPA Items | Clauses

<b>EXTERNAL AWARD</b>	1. AWARD TYPE SF 26	2. DPAS RATING <input type="text"/>	3. EFFECTIVE DATE <input type="text"/>	4. DATE OF CONTRACT <input type="text"/>
5. CONTRACT (Proc. Inst. Ident.) NO. W91QUZ-07-D-0001		6. REQUISITION/PURCHASE REQUEST/PROJECT NO. <input type="text"/>		
7. ISSUED BY CODE <input type="text"/>		8. ADMINISTERED BY CODE (if other than 7) <input type="text"/> <b>See Item 7</b>		
9. NAME AND ADDRESS OF CONTRACTOR CODE: <input type="text"/>		10. DELIVERY [ <input type="radio"/> ] FOB ORIGIN [ <input type="radio"/> ] OTHER <small>(See Below)</small>		
		11. DISCOUNT FOR PROMPT PAYMENT <input type="text"/>		
		12. SUBMIT INVOICES Submit <input type="button" value="↑"/> copies to the address shown in:		

Enter all relevant information on the tabs to replicate the award that the external award is representing. You must create CLINs for external awards in order to issue orders off of those CLINs. Agreements do not utilize CLINs. It is not necessary to replicate clauses.

When complete, simply approve the external award. This document type is not run through funds validation, not generated, and not released.