NSSC ELMT
Adobe - FedStore Agreement
Information Sheet

**Important Notice:** See Section on How to Request Quotes & Place Orders on the Next Page

**Product:** Adobe Software

**Manufacturer:** Adobe Systems, Inc.

**Vendor:** FedStore Corporation

**Summary:** The NASA Shared Services Center (NSSC) Enterprise License Management Team (ELMT) portfolio now includes one agency agreement for all Adobe products and support with FedStore Corporation leveraging their existing SEWP contract. The agreement includes access to all Adobe solutions. Maintenance of existing Adobe licenses will migrate to this agreement. FedStore will provide the ability to align the maintenance coverage period with the Agreement term of service at a prorated price.

Product line items include, but are not limited to:
- Adobe Acrobat, ColdFusion, Creative Cloud for Enterprise desktop, etc.
- Livecycle Adobe Experience Manager (AEM)
- Adobe Digital Media

**(NOTE: Online service available for purchase, pending appropriate agency/center security validation and approval)**

- Adobe Marketing Cloud products: Analytics, Audience Manager, Campaign (Ultimate/Premium), AEM Form, AEM Sites, AEM Assets, AEM Mobile (formerly Digital Publishing Solutions), AEM Communities, Media Optimizer, Primetime (PER Device), Primetime (PER Stream), Social, Target, Digital Rights Management (DRM) Document Security
- Adobe Connect

**Agreement Term:** Three Years - Base Period with two (2) one year options

**Award Date:** September 27, 2016

**Ordering Periods:**
- Base Period - September 27, 2016 - September 26, 2017
- Option Period 1 - September 27, 2017 - September 26, 2018
- Option Period 2 - September 27, 2018 - September 26, 2019

**Renewal Cycle Schedule:**
Updated October 24, 2018
New award announcement – distributed to all NASA Center IT Asset Managers
Renewal True-up/Discovery Phase: June - July  
Finalize Agency License Requirements: July - August  
Vendor Renewal Year Start Date: October 24, annually

**NASA Contract #: SEWP Contract Number NNG15SD21B**

The following documents were completed or submitted and are filed at the NSSC’s Procurement Division:

- NF 1707, Special Approvals and Affirmations of Requisitions, signed October 2016  
- NF 1787, Small Business Coordination, signed September 2016  
- Adobe Support for IPv6, dated August 2016

**Please contact FedStore’s points of contact (POC) s below to obtain a quotation:**

**Vendor POC:**

Jackie Mayo  
Operations Lead and Program Manager  
12117 Bayswater Road  
Gaithersburg, Maryland  20878  
T 240.449.8803 | M 703-401-2002  
nasa_adobe@fedstore.com

**Direct all Quote Requests to Fedstore’s dedicated email box for NASA:** nasa_adobe@fedstore.com

FedStore: [https://www.fedstore.com/](https://www.fedstore.com/)

**How to Request Quotations and Place Orders:**

**NOTICE:** Adobe’s Acrobat and Creative Cloud software must be securely configured for non-cloud environment following Adobe’s instructions provided to the Center ITAMs. The non-cloud configurations have been tested and approved by ETADS.

A Purchase Request (PR) is required to order under this agreement if the amount of the order exceeds the Federal Acquisition Regulation (FAR) threshold for micro-purchases.

For software procurements **at or below $250,000** for ELMT enterprise agreement purchases, the Simplified Acquisition Threshold (SAT) team at the NSSC will process these requests. To initiate the request you can proceed either directly to SAT through their portal or you can send the PR directly to the ELMT via email at nsscelmt@mail.nasa.gov.

To proceed via SAT: click the ESD link [https://esd.nasa.gov/esd/](https://esd.nasa.gov/esd/), then go to **Order Services** and then go to **NSSC Simplified Acquisition Customer Portal** (Green SAT Button) to initiate the purchase. When creating a ticket please include the ELMT agreement number in the “Give a brief description” field.

Updated October 24, 2018

New award announcement – distributed to all NASA Center IT Asset Managers
All purchases for software **over $250,000**, for ELMT enterprise agreement purchases, ELMT will process these requests.

**For Purchase Request (PR) Funded Orders:**

| Authorized Center POC | – A Center POC coordinates and obtains quotation from the vendor  
| – Quotation should include: (Product Name, Description, Part Number, Quantity, End User Name, Phone Number and E-mail Address)  
| – (Current Adobe Product List) Include License Number, if applicable  
| – a NASA Procurement POC**  
| – a Purchase Request (PR) (or confirmation that funds are available)* **PR Instructions** for NNG15SD21B  
| – Finalize PR (funding) to NSSC Procurement  
| – *(If requirements are complex and you have questions, please contact the ELMT for assistance)* |

---

| **NSSC Procurement can only accept funding from other NASA Center Procurement offices for Contract transactions.**

---

| NSSC ELM Team | – Review the PR submission to validate requirements detail and current pricing against current SEWP Contract pricing, etc.  
| – Finalize funding requirement  

---

| NSSC Procurement | – Execute Purchase Order to vendor for procurement via NASA SEWP Program Office  

---

| Vendor | – Execute Delivery Order  
| – Invoice NASA (NSSC)  

---

| NSSC | – Route invoice for payment approval – Finance -> Procurement -> COR -> Procurement -> Finance  

---

| NSSC Procurement | – Courtesy copy of approved invoice routed to license account manager  

---

| ELMT | – Add product line item(s) information to the NSSC Enterprise Asset Tracking System (EATS) for license management  

---

Payment with a Government-wide Purchase Card (GPC) is authorized when an order does not exceed

Updated October 24, 2018  
New award announcement – distributed to all NASA Center IT Asset Managers
the Federal Acquisition Regulation (FAR) micro-purchase threshold, currently $10,000.00. However for software purchases, you should check with your Center’s Chief Information Officer’s policies for proper guidance.

For NASA P-Card Orders:

| Authorized Center POC or GPC holder | A Center POC coordinates and obtains quotation from the vendor  
| Quotation should include: (Product Name, Description, Part Number, Quantity, End User Name, Phone Number and E-mail Address)  
| (Current Adobe Product List) Include License Number, if applicable  
| *(If requirements are complex and you have questions, please contact the ELMT for assistance)* |
| Center GPC holder | Place Order with FedStore:  
| GPC Instructions for NNG15SD21B  
| Center POC would Email final quotation to the nsscelmt@mail.nasa.gov |

**Payment by GPC for ELMT purchases shall be made in accordance with FAR 52.212-4, Contract Terms and Conditions – Commercial items, which provides for funding through a Work Breakdown Structure (WBS) number.**

| Vendor | Send credit card order report to NASA SEWP Program Office  
| Provide transaction-specific documentation to the Contracting Officer within 3 to 5 business days:  
| 1. Contract/BPA Number  
| 2. Order Log Number  
| 3. Confirmation/Transaction Number  
| 4. Product Name  
| 5. Product Description/Item Number  
| 6. Quantity Purchased  
| 7. Unit Price  
| 8. Extended Price  
| 9. Date of Transaction and Date of Delivery  
| 10. NASA GPC holder name and associated Center (including contact information)  
| 11. License and/or maintenance user’s name and contact information (if different from card holder) |

| ELMT | Add product line item(s) information from the Center POC quotation to the NSSC Enterprise Asset Tracking System (EATS) for license management |
Additional Information:

Adobe:  http://www.adobe.com/

Technical POC:

Mark Middleton
Senior Solutions Consultant
Adobe
T:   973.448.0220
M: 201.317.4557
mmiddlet@adobe.com

Other Information:

Center IT Asset Managers: (ITAM)

NASA Customer Contact Center (CCC): Call 877.677.2123, choose option 3 for SATERN, Finance, HR, and Procurement Inquiries, then option 1 for NASA Employees, and option 3 for Procurement.

For additional information contact the ELMT:

Email: nsscelmt@mail.nasa.gov
ELMT webpage: www.nssc.nasa.gov/elmt