NSSC ELMT
Adobe Enterprise
Blanket Purchase Agreement (BPA)
Information Sheet

**Products:** Adobe Digital Media Cumulative Licensing Program (CLP) and Digital Marketing & Connect – Enterprise & Analytic Solutions perpetual license products

<table>
<thead>
<tr>
<th>Form Licensing Program (FLP)</th>
<th>Adobe Digital Media – Creative Solutions CLP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Livecycle AEM</td>
<td>Acrobat</td>
</tr>
<tr>
<td>Adobe Experience Manager</td>
<td>Adobe Echosign</td>
</tr>
<tr>
<td>Adobe Social</td>
<td>Digital Publishing Suite</td>
</tr>
<tr>
<td>Adobe Target</td>
<td>Enterprise Term Licensing</td>
</tr>
<tr>
<td>Adobe Analytics</td>
<td>Forms Central</td>
</tr>
<tr>
<td>ColdFusion</td>
<td>eLearning Tools</td>
</tr>
<tr>
<td></td>
<td>Adobe LeanPrint</td>
</tr>
<tr>
<td></td>
<td>Adobe ColdFusion</td>
</tr>
</tbody>
</table>

**Manufacturer:** Adobe Systems, Inc.

**Vendor:** Carahsoft Technology Corporation

**Summary:** The NASA Shared Services Center (NSSC) Enterprise License Management Team (ELMT) announces the award of an agency-wide Blanket Purchase Agreement (BPA) for Adobe Digital Marketing & Connect – Enterprise & Analytic Solutions and Adobe Digital Media – Creative Solutions.

**License Term:** Base Period – 9/19/2013 – 9/18/2014
Maintenance of existing Adobe licenses may migrate to this agreement. Carahsoft will provide the ability to align the maintenance coverage period with the BPA term of service at a prorated price.

**Award Date:** 9/19/2013

**Period of Performance:**
- Base Period – 9/19/2013 – 9/18/2014
- Option One - 9/19/2014 – 9/18/2015
- Option Two – 9/19/2015 – 9/18/2016
- Option Three – 9/19/2016 – 9/18/2017

**Renewal Cycle Schedule:**
- Renewal True-up/Discovery Phase: June - July
- Finalize Agency License Requirements: July - August
- Vendor Renewal Year Start Date: September 18

Updated July 13, 2016
New award announcement – distributed to Center IT Asset Managers on September 26, 2013

Page 1 of 4

RELEASED - Printed documents may be obsolete; validate prior to use.
NASA BPA #: NNX13AA89Z; GSA Contract #: GS-35F-0119Y

**Contracting Officer**: Nathan Carver, 228.813.6412, nathan.carver-1@nasa.gov
**Contracting Officer’s Representative (COR)**: Darryl Smith, 228.813.6388, darryl.a.smith@nasa.gov

**Quote POC:**
Jennifer Tran Nguyen  
Phone: 703.889.9721  
jennifer.trannguyen@carahsoft.com

Sam Chenevey  
Phone: 703.889.9835  
sam.chenevey@carahsoft.com

**Vendor POC:**
Reema Awad  
Phone: 703.889.9708  
reema.awad@carahsoft.com

1860 Michael Faraday Drive  
Suite 100  
Reston, VA 20190

**How to Request Quotations and Place Orders:**
Payment with a Governmentwide Purchase Card (GPC) are authorized under this agreement for orders that do not exceed the Federal Acquisition Regulation (FAR) micro-purchase threshold. Orders that exceed the threshold are funded through Purchase Requisitions.

**For Purchase Requisitions:**

<table>
<thead>
<tr>
<th>Center POC</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Center POC coordinates and obtains quotation from the vendor</td>
</tr>
<tr>
<td>Quotation should include: (Product Name, Description, Part Number, Quantity, End User Name, Phone Number and E-mail Address) <strong>BPA Product Price List</strong></td>
</tr>
<tr>
<td>License Number, if applicable</td>
</tr>
<tr>
<td>a NASA Procurement POC**</td>
</tr>
<tr>
<td>a Purchase Request (PR) (or confirmation that funds are available)* <strong>PR Instructions</strong> for NNX13AA89Z</td>
</tr>
</tbody>
</table>

* Per FAR Subpart 32.7: Before executing any contract, the contracting officer shall—
  (a) **Obtain written assurance from responsible fiscal authority that adequate funds are available** or (b) Expressly condition the contract upon availability of funds in accordance with 32.703-2.

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

<table>
<thead>
<tr>
<th>NSSC ELM Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review the PR submission to validate requirements detail and current pricing against current GSA Schedule pricing, etc.</td>
</tr>
<tr>
<td>Finalize funding requirement</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NSSC Procurement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Execute Purchase Order to vendor for procurement</td>
</tr>
</tbody>
</table>

Updated July 13, 2016
New award announcement – distributed to Center IT Asset Managers on **September 26, 2013**
| 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 |

### For NASA Governmentwide Purchase Card (GPC) Orders:

| Center POC or GPC holder | - A Center POC coordinates and obtains quotation from the vendor ([Credit Card Order Form](#))  
|                          | - Quotation should include: (Product Name, Description, Part Number, Quantity, End User Name, Phone Number and E-mail Address)  
|                          | - License Number, if applicable ([BPA Product Price List](#)) (If requirements are complex and you have questions, please contact the ELMT for assistance) |
| Center GPC holder        | - [Place Order](#) with Carahsoft  
|                          | - 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 | - 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) |

Updated July 13, 2016  
New award announcement – distributed to Center IT Asset Managers on September 26, 2013  
Page 3 of 4  

Released - Printed documents may be obsolete; validate prior to use.
ELMT

- Add product line item(s) information from the Center POC quotation to the NSSC Enterprise Asset Tracking System (EATS) for license management


Center IT Asset Managers: ([ITAM](https://itam.nasa.gov))

NASA Enterprise Service Desk (ESD): 877.677.2123, [nasa-esd@mail.nasa.gov](mailto:nasa-esd@mail.nasa.gov)

For additional information contact any member of the ELMT:

Email: [nsscelmt@mail.nasa.gov](mailto:nsscelmt@mail.nasa.gov)
Phone: 855.610.2871 (Toll Free)
[www.nssc.nasa.gov/elmt](http://www.nssc.nasa.gov/elmt)