

Information Sheet for Adobe Software SEWP Catalog titled:
“NASA-Wide Adobe 2019 – 2024 - GovSmart”

[Quick Link to Quote and Order Instructions](#)

Product: Adobe Software

Manufacturer: Adobe Systems, Inc.

Vendor: GovSmart, Inc.

Summary: The NASA Shared Services Center (NSSC) Enterprise License Management Team (ELMT) awarded an agency-wide agreement for all Adobe products and support with GovSmart Inc., leveraging their existing SEWP contract. The agreement includes access to Adobe solutions and maintenance of existing Adobe licenses will migrate to this agreement. GovSmart will provide the ability to align the maintenance coverage period with the Agreement term of service at a prorated price. All licenses are co-termed to expire on October 23. All NASA Centers and associated facilities are authorized to place orders for new requirements and maintenance and support renewals under this agreement.

Product line items include, but are not limited to:

- Adobe Acrobat, ColdFusion, Creative Cloud for Enterprise desktop, etc.
- Adobe Experience Manager (AEM)
- Other Adobe Products

Agreement Term: Five Years - Base Period with four (4) one-year Option Periods

Award Date: October 23, 2019

Ordering Periods:

Base Period: October 23, 2019 – October 22, 2020
Option Year 1: October 23, 2020 – October 22, 2021
Option Year 2: October 23, 2021 – October 22, 2022
Option Year 3: October 23, 2022 – October 22, 2023
Option Year 4: October 23, 2023 – October 22, 2024

Renewal Cycle Schedule:

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 NNG15SD11B

For questions associated with this agreement contact the following:

NASA Customer Contact Center: Call: 1-877-NSSC123 (1-877-677-2123)

- Select Option 3, Select Option 1 NASA employee, Select Option 3 Procurement
(or)

NSSC ELMT Team: Email: nsscelmt@mail.nasa.gov

GovSmart POCs:

Tom O'Connell

T: 434.326.0263

M: 434.960.0003

tom@govsmart.com

Corey Prentiss

M: 434.760.5528

corey@govsmart.com

How to Request Quotations and Place Orders:

****Direct all Quote Requests to GovSmart's dedicated email box for NASA:**

NASA@govsmart.com or call 434-760-5528. Along with your license requirements, please provide the end user name, email address, and NASA center with your request for quote.

GovSmart: <https://www.govsmart.com/>

How to Place Orders:

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 September 5, 2019

NASA OCIO Assessed and Cleared List, dated October 10, 2019

NF 1787, Small Business Coordination, signed September 10, 2019

Adobe Voluntary Product Accessibility Templates, 508 compliance, on file

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 proceed via SAT: click the link [NSSC PR Services Support Requests](#), then go to **NSSC Simplified Acquisition Customer Portal** to initiate the purchase. When creating a ticket please include the ELMT agreement number in the “Give a brief description” field.

All purchases for software **over \$250,000**, for ELMT enterprise agreement purchases, ELMT will process these requests. To initiate, send an email to the ELMT at nsscelmt@mail.nasa.gov with the PR number for awareness and approval tracking.

For Purchase Request (PR) Funded Orders:

Authorized Center POC	<ul style="list-style-type: none"> - 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) - Click Adobe Product List for product list - License Number, if applicable - a NASA Procurement POC** - a Purchase Request (PR) (or confirmation that funds are available)* PR Instructions - Finalize PR (funding) to NSSC Procurement - <i>(If requirements are complex and you have questions, please contact the ELMT for assistance)</i>
<p>* Per FAR Subpart 32.7: Before executing any contract, the contracting officer shall—</p> <p>(a) Obtain written assurance from responsible fiscal authority that adequate funds are available or</p> <p>(b) Expressly condition the contract upon availability of funds in accordance with 32.703-2</p>	
<p>** <i>NSSC Procurement can only accept funding from other NASA Center Procurement offices for Adobe Contract transactions.</i></p>	

NSSC ELM Team	<ul style="list-style-type: none"> - Review the PR submission to validate requirements detail and current pricing against current SEWP Contract pricing, etc. - Finalize funding requirement
NSSC Procurement	<ul style="list-style-type: none"> - Execute Purchase Order to vendor for procurement
Vendor	<ul style="list-style-type: none"> - Execute Delivery Order - Invoice NASA (NSSC)
NSSC	<ul style="list-style-type: none"> - Route invoice for payment approval – Finance -> Procurement -> COR -> Procurement -> Finance
NSSC Procurement	<ul style="list-style-type: none"> - Courtesy copy of approved invoice routed to license account manager
ELMT	<ul style="list-style-type: none"> - 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 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	<ul style="list-style-type: none"> - 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) - Click Adobe Product List for product list - License Number, if applicable <p><i>(If requirements are complex and you have questions, please contact the ELMT for assistance)</i></p>
Center GPC holder	<ul style="list-style-type: none"> - Place Order with GovSmart: Vendor GPC Instructions for NNG15SD11B - Center POC would Email final quotation to the nsscelmt@mail.nasa.gov
<p>** 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.</p>	
Vendor	<ul style="list-style-type: none"> - Send credit card order report to NASA SEWP Program Office - Provide transaction-specific documentation to the Contracting Officer within 3 to 5 business days:

	<ol style="list-style-type: none"> 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	<ul style="list-style-type: none"> - 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/>

Adobe Technical POC:

Mark Middleton
Senior Solutions Consultant
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, then option 3 for Procurement.

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