NSSC ELMT
Autodesk
Blanket Purchase Agreement (BPA) Information Sheet

Product: Autodesk products – AutoCAD, 3ds Max, Maya

Manufacturer: Autodesk

Vendor: DLT Solutions

Summary: The NASA Shared Services Center (NSSC) Enterprise License Management Team (ELMT) announces the award of an agency BPA for Autodesk products and support/subscription (e.g. AutoCAD, 3ds, Maya, etc.)

License Term: One year base period plus 3 one-year options

Award Date: January 24, 2014

Option Year one: January 24, 2015 – January 23, 2016
Option Year two: January 24, 2016 – January 23, 2017
Option Year three: January 24, 2017 – January 23, 2018

Renewal Cycle Schedule:
Renewal True-up/Discovery Phase: Nov-Dec
Finalize Agency License Requirements: Dec-Jan
Vendor Renewal Year Start Date: January 24

NASA BPA #: NNX14MC03Z

Contracting Officer:
Helen Tidwell-Zaldana
228.813. 6263,
Helen.E.Tidwell-Zaldana@nasa.gov

Contracting Officer’s Representative (COR):
Darryl A. Smith
228-813-6388
Darryl.A.Smith@nasa.gov

Quote/Vendor POC:

Nicole Ingersoll
Sales Representative, DLT Solutions
703-773-9271
Nicole.ingersoll@dlt.com

Michael Palatiello
Federal Team Lead, DLT Solutions
703-708-9614
Michael.Palatiello@dlt.com

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**Autodesk POC:**
Kirk Fisher  
Federal Account Executive, Autodesk Government  
703-400-6278  
Kirk.fisher@autodesk.com

**How to Request Quotations and Place Orders:**
Autodesk products/services can be purchased using a NASA funded PR or, if eligible, a Government Purchase Card (GPC).

For software procurements at or below **$150,000** 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.

To proceed via SAT: click the ESD link [https://esd.nasa.gov/esd/](https://esd.nasa.gov/esd/), then go to [Order Services](https://esd.nasa.gov/esd/) and then go to [NSSC Simplified Acquisition Customer Portal](https://esd.nasa.gov/esd/) (Green SAT Button) 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 $150,000**, for ELMT enterprise agreement purchases, ELMT will process these requests.

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

<table>
<thead>
<tr>
<th>Authorized Center Autodesk POC</th>
</tr>
</thead>
</table>
| 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) [BPA Product Price List](https://esd.nasa.gov/esd/)  
| License Number, if applicable  
| a NASA Procurement POC**  
| a Purchase Request (PR) (or confirmation that funds are available)* [PR Instructions](https://esd.nasa.gov/esd/) for NNX14MC03Z  
| Finalize PR (funding) to NSSC Procurement *(If requirements are complex and you have questions, please contact the ELMT for assistance)* |

* 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 Autodesk Contract transactions.**
### NSSC ELM Team
- Review the PR submission to validate requirements detail and current pricing against current GSA Schedule pricing, etc.
- Finalize funding requirement

### NSSC Procurement
- Execute Purchase Order to vendor for procurement

### 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 Autodesk license account manager

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

A Government-wide Purchase Card (GPC) may be used to procure software and support for Autodesk orders that don’t exceed the Federal Acquisition Regulation (FAR) micro-purchase threshold.

**For NASA P-Card Orders:**

<table>
<thead>
<tr>
<th>Authorized Center POC or GPC holder</th>
<th>A Center POC coordinates and obtains quotation from the vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Quotation should include: (Product Name, Description, Part Number, Quantity, End User Name, Phone Number and E-mail Address) BPA Product Price List</td>
</tr>
<tr>
<td></td>
<td>License Number, if applicable (If requirements are complex and you have questions, please contact the ELMT for assistance)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Center GPC holder</th>
<th>Place Order with DLT Solutions including the following:</th>
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<tbody>
<tr>
<td></td>
<td>o Credit card number</td>
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<tr>
<td></td>
<td>o Card holder name</td>
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<tr>
<td></td>
<td>o Expiration date</td>
</tr>
<tr>
<td></td>
<td>o Bill-to address associated with the card</td>
</tr>
<tr>
<td></td>
<td>Center POC would Email final quotation to the <a href="mailto:nsscelmt@mail.nasa.gov">nsscelmt@mail.nasa.gov</a></td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Provide transaction-specific documentation to the Contracting Officer within 3 to 5 business days:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Contract/BPA Number</td>
</tr>
<tr>
<td></td>
<td>2. Order Log Number</td>
</tr>
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<td>3. Confirmation/Transaction Number</td>
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<tr>
<td></td>
<td>4. Product Name</td>
</tr>
</tbody>
</table>

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Additional Information:

Center Points of Contact (POC)

<table>
<thead>
<tr>
<th>Center</th>
<th>License SW</th>
<th>Role</th>
<th>Last Name</th>
<th>First Name</th>
<th>Email address</th>
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</thead>
<tbody>
<tr>
<td>AFRC</td>
<td>Autodesk</td>
<td>Technical POC</td>
<td>Williams</td>
<td>Brenda</td>
<td><a href="mailto:brenda.williams-1@nasa.gov">brenda.williams-1@nasa.gov</a></td>
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<tr>
<td>ARC</td>
<td>Autodesk</td>
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<td>Keller</td>
<td>Paul</td>
<td><a href="mailto:paul.j.keller@nasa.gov">paul.j.keller@nasa.gov</a></td>
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<td>GRC</td>
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<td>Olsafsky</td>
<td>Renee</td>
<td><a href="mailto:renee.m.olsafsky@nasa.gov">renee.m.olsafsky@nasa.gov</a></td>
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<td>GSFC</td>
<td>Autodesk</td>
<td>Technical POC</td>
<td>Gay</td>
<td>Patricia</td>
<td><a href="mailto:patricia.a.bavis@nasa.gov">patricia.a.bavis@nasa.gov</a></td>
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<td>GSFC</td>
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<td>Technical POC</td>
<td>Collins</td>
<td>Leslie</td>
<td><a href="mailto:leslie.c.collins@nasa.gov">leslie.c.collins@nasa.gov</a></td>
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<td>Durachka</td>
<td>Chris</td>
<td><a href="mailto:chris.durachka@nasa.gov">chris.durachka@nasa.gov</a></td>
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<td>JPL</td>
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<td>Capaldi</td>
<td>Sandy</td>
<td><a href="mailto:sandra.m.capaldi@jpl.nasa.gov">sandra.m.capaldi@jpl.nasa.gov</a></td>
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<td>Schwindt</td>
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<td>Susan</td>
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<td>SSC</td>
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<td>Messer</td>
<td>Brad</td>
<td><a href="mailto:bradley.p.messer@nasa.gov">bradley.p.messer@nasa.gov</a></td>
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Center IT Asset Managers: [ITAM](http://www.autodesk.com/)

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
   Phone: 855.610.2871 (Toll Free)
   [www.nssc.nasa.gov/elmt](http://www.nssc.nasa.gov/elmt)

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