NSSC ELMT
Cradle NNX16ME83Z
Contract Information Sheet

Product(s): Cradle

Manufacturer: 3SL, Inc., www.threesl.com

Vendor: 3SL, Inc., www.threesl.com

Summary: The NASA Shared Services Center (NSSC) Enterprise License Management Team (ELMT) executed an agencywide agreement for annual software maintenance services, new product requirements, and support. Cradle is a software (Web Access, Metrics, Requirements Management, System Modeling, Performance Modeling, Document Generation, Software Engineering, Web Publishing, Read-Only Connection, API Connection and Audit Generator) to support systems engineering, modeling, and requirements management.

License Term: Base Period of one (1) year, and a two one-year option periods

Award Date: July 15, 2016

Period of Performance: Base Year: July 15, 2016 – July 14, 2017
Option Year 1: July 15, 2017 – July 14, 2018
Option Year 2: July 15, 2018 – July 14, 2019

Renewal Schedule:
True-up / Discovery Phase: March
Analysis Phase: April
Finalize Center License Allocation: May – June

NASA Contract No.: NNX16ME83Z

Contract Specialist
Christine E. Faulkner
228.813.6326
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Agency Technical Point of Contact:
Beverly R. Hamilton
202.358.5180
beverly.hamilton-1@nasa.gov
Quote/Vendor POC:
David Freytag
3SL, Incorporated
256.971.9500
david.freytag@threesl.com

How to Order: This contract is for annual software maintenance services, new product requirements, and support.

For 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/, 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.

All purchases for software over $250,000, for ELMT enterprise agreement purchases, ELMT will process these requests.

Purchase Request (PR) Funded Orders:

<table>
<thead>
<tr>
<th>Center POC</th>
<th>A Center POC coordinates and obtains quotation from the vendor</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Quotation should include: (Product Name, Description, Part Number, Quantity, End User Name, Phone Number and E-mail Address)</td>
</tr>
<tr>
<td></td>
<td><strong>Cradle Price List</strong></td>
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<tr>
<td></td>
<td>License Number, if applicable</td>
</tr>
<tr>
<td></td>
<td>a NASA Procurement POC**</td>
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<tr>
<td></td>
<td>a Purchase Request (PR) (or confirmation that funds are available)* <strong>PR Instructions</strong> for NNX16ME83Z</td>
</tr>
<tr>
<td></td>
<td>Finalize PR (funding) to NSSC Procurement</td>
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(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 Contract transactions.
| NSSC 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 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 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:**

| Center POC or GPC holder | - A Center POC coordinates and obtains quotation from the vendor [P Card Instructions](#)  
- Quotation should include: (Product Name, Description, Part Number, Quantity, End User Name, Phone Number and E-mail Address)  
- License Number, if applicable  
*If requirements are complex and you have questions, please contact the ELMT for assistance* |
| Center GPC holder | - Place Order with 3SL.  
- 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)

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

**Additional Information:**

Center IT Asset Managers: [ITAM](#)

NASA Customer Contact Center (CCC): 877.677.2123, call **877-677-2123**, choose option 3 for SATERN, Finance, HR, and **Procurement**, then 1 for NASA employees, then option 3 for Procurement.

Email: nsscelmt@mail.nasa.gov
ELMT Website: [www.nasa.gov/elmt](http://www.nasa.gov/elmt)