



# NASA Shared Services Center (NSSC)

Striving to provide **Unparalleled Service** Today and into the Future!

## Enterprise License Management Team (ELMT) Program Overview

**Presenter: Darryl A. Smith, Ph.D.**

**Business Technology Strategist and Program Analyst**

Revised: June 2018

- **Section 1:**
  - License Management Challenges
  - Industry IT Spend
  - Vendor Management
  - Program Objectives
  - ELMT Stakeholders & Customers
- **Section 2:**
  - ELMT Services
  - Software Industry
  - Dependencies and Interfaces
- **Section 3:**
  - ELMT Managed Agreements
  - ELMT Historical Growth
- **Section 4:**
  - ELMT Ordering Process
- **Section 5:**
  - ELMT Coordination Request
- **Section 6:**
  - ELMT Portfolio Entry Points
  - Submitting ELMT Request
  - Business Case Development
  - Contact Us
- **Backup**



# **Section 1: License Management Challenges / Industry IT Spend / Vendor Management / Program Objectives / Stakeholders & Customers**



## Lack of Enterprise Approach

- No common, unified “voice” representing the enterprise – set of fragmented relationships between Centers and vendors (Software Publisher and Value Added Resellers - VARs)
- Limited enterprise-level collaboration and joint innovation
- Significant variation in prices paid across the enterprise



## Limited Visibility

- Limited visibility into enterprise-level spend and technology assets/deployments
- Challenges gaining insight into vendor performance across the enterprise
- Limited visibility into vendor, market, and technology insights, economics, and trends



## Inefficiencies in Internal Planning

- Lack of enterprise-wide governance, demand planning/forecasting, and purchasing processes
- Lack of “right-sized,” Total Cost of Ownership (TCO) focused, and clearly defined requirements and specifications
- Limited redeployment/re-use of current assets available to users throughout the Agency

# Industry IT Spend

Industry IT Spend Comparison (2017 -2018)					
Global Spend (Statistica)	IT Segment	2017	% '17	*2018	% '18
	Data Center	\$ 181	5.14%	\$ 188	5.03%
	Hardware	\$ 663	18.83%	\$ 706	18.88%
	Software	\$ 352	10.00%	\$ 391	10.45%
	IT Sevices	\$ 933	26.50%	\$ 1,003	26.82%
	Communication Services	\$ 1,392	39.53%	\$ 1,452	38.82%
	Totals (trillions)	\$ 3,521	100%	\$ 3,740	100%
Federal Government IT Spend**	IT Segment	2017	% '17	2018	% '18
	Data Center	\$ 4,837	5.14%	\$ 4,810	5.03%
	Hardware	\$ 17,718	18.83%	\$ 18,063	18.88%
	Software	\$ 9,407	10.00%	\$ 10,004	10.45%
	IT Sevices	\$ 24,933	26.50%	\$ 25,662	26.82%
	Communication Services	\$ 37,199	39.53%	\$ 37,149	38.82%
	Totals (billions)	\$ 94,094	100%	\$ 95,688	100%
NASA IT Spend**	IT Segment	2017	% '17	2018	% '18
	Data Center	\$ 73	5.14%	\$ 76	5.03%
	Hardware	\$ 267	18.83%	\$ 286	18.88%
	Software	\$ 142	10.00%	\$ 159	10.45%
	IT Sevices	\$ 375	26.50%	\$ 407	26.82%
	Communication Services	\$ 560	39.53%	\$ 589	38.82%
	Totals (millions)	\$ 1,417	100%	\$ 1,517	100%
Legend					
*	Out Year Estimated Spend based from Statistica IT Trending data for 2018				
**	Cost allocation based from percentage of Global spend for each IT Segment				
Note: The Global Spend data for 2017-2018 obtained from Statistica as of June 6, 2018					

- **Vendor Management** involves the interaction with an Original Equipment Manufacturer (OEM) / Software Publisher to enable transparent and appropriate information sharing
- **There are Four Primary Objectives with Vendor Management:**
  1. Achieve a common understanding of the existing environment - Come to an agreement on what the baseline is through data analysis **(Coordination)**
  2. Share priorities and identify areas of common interest - Understand if there is an overlap in vendor versus government priorities **(Communication)**
  3. Explore alternative approaches to a future enterprise relationship - Outline what agreement options exist and chart a course for execution **(Cooperation)**
  4. Establish an on-going management cadence codified through existing contractual clauses and/or agreed upon management activities **(Collaboration)**

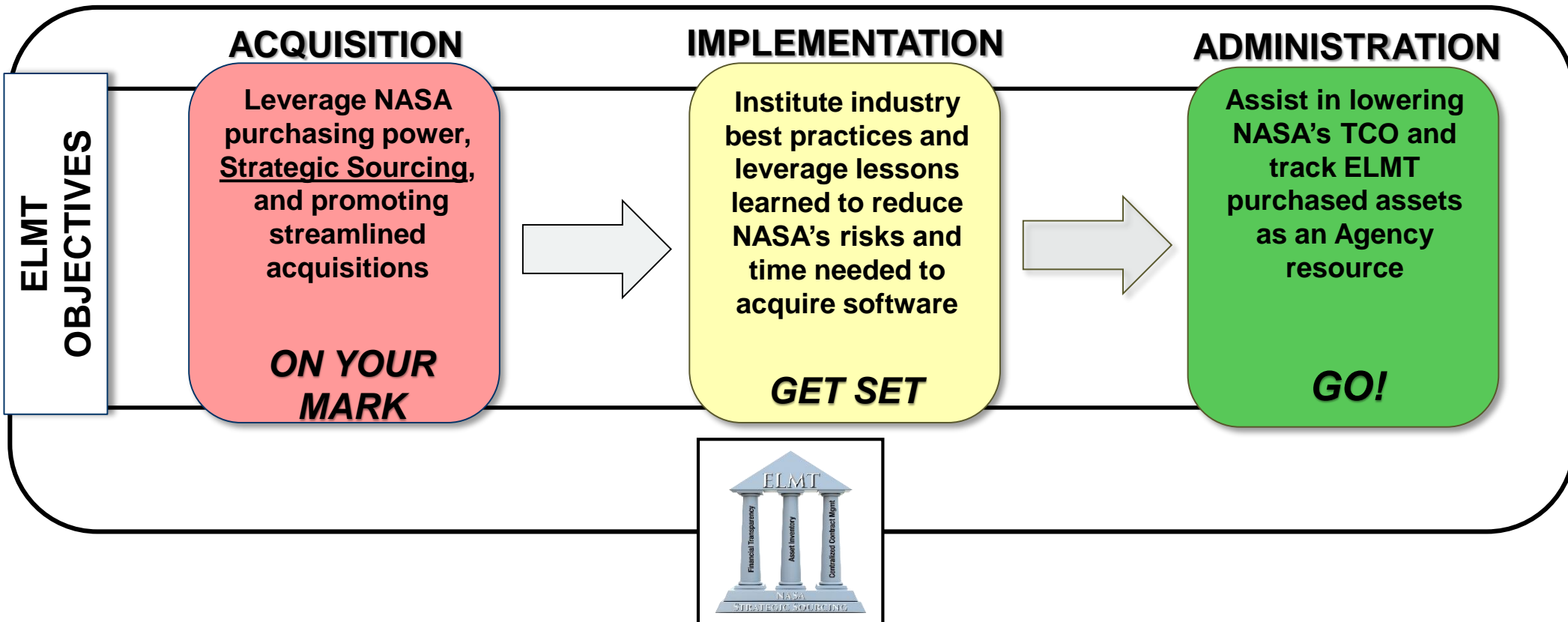


- In 2008, the NSSC established the Enterprise License Management Team (ELMT). The ELMT Mission is to:
  - Establish new Enterprise Software Agreements for NASA
  - Seek best value procurements that will realize cost avoidance/savings opportunities and beneficial terms & conditions for the Agency
  - Provide NASA the means to make informed decisions concerning Enterprise License management through:
    - ✓ Centralized Contract Management
    - ✓ Asset Inventory
    - ✓ Financial Transparency
    - ✓ NASA Strategic Sourcing
  - Negotiate NASA-wide software license agreements for COTS software that seek to reduce buying cycle time and risk by promoting industry best practices in software license management (SWLM) and/or software asset management (SAM)
  - Serve as NASA's Vendor Management Office for Software agreements





The objectives have a foundation that are based from NASA Strategic Sourcing principles and software license management best practices that position the Agency to realize cost avoidance/savings opportunities and better utilize NASA software investments:





# Program Objectives (cont.)



***“Buying Software is only the Tip of the Iceberg”***

Many organizations are only able to address the “tip of the iceberg”

**ELMT handles this aspect of the Software License Management Lifecycle**

**Organizations are responsible for this element of the Software License Management Lifecycle**

Capabilities, Quantities & Software Purchase Price and/or Maintenance

Align T&Cs / End-User License Agreements to Federal Law / FAR / NFS

Contract Management

Track Purchased Assets and Cost

Software Vendor Management

Audit Support

Other Federal / NASA Technical Requirements

License Compliance

Total Cost of Ownership (beyond license cost and maintenance)

## ELMT Stakeholders



Procurement



CIO



Mission Directorates

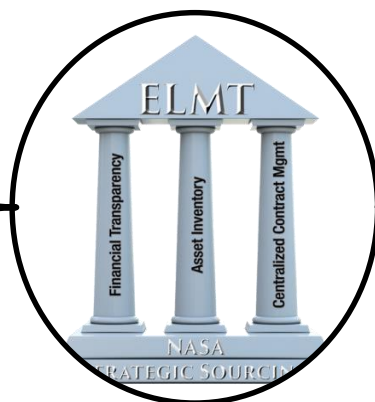


Finance

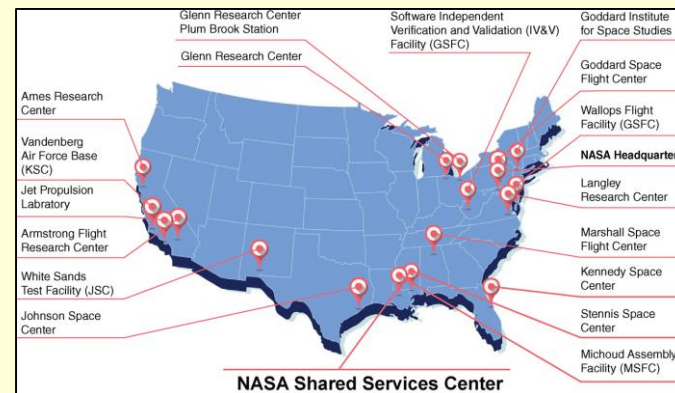


Legal

**NSSC Governing Body**



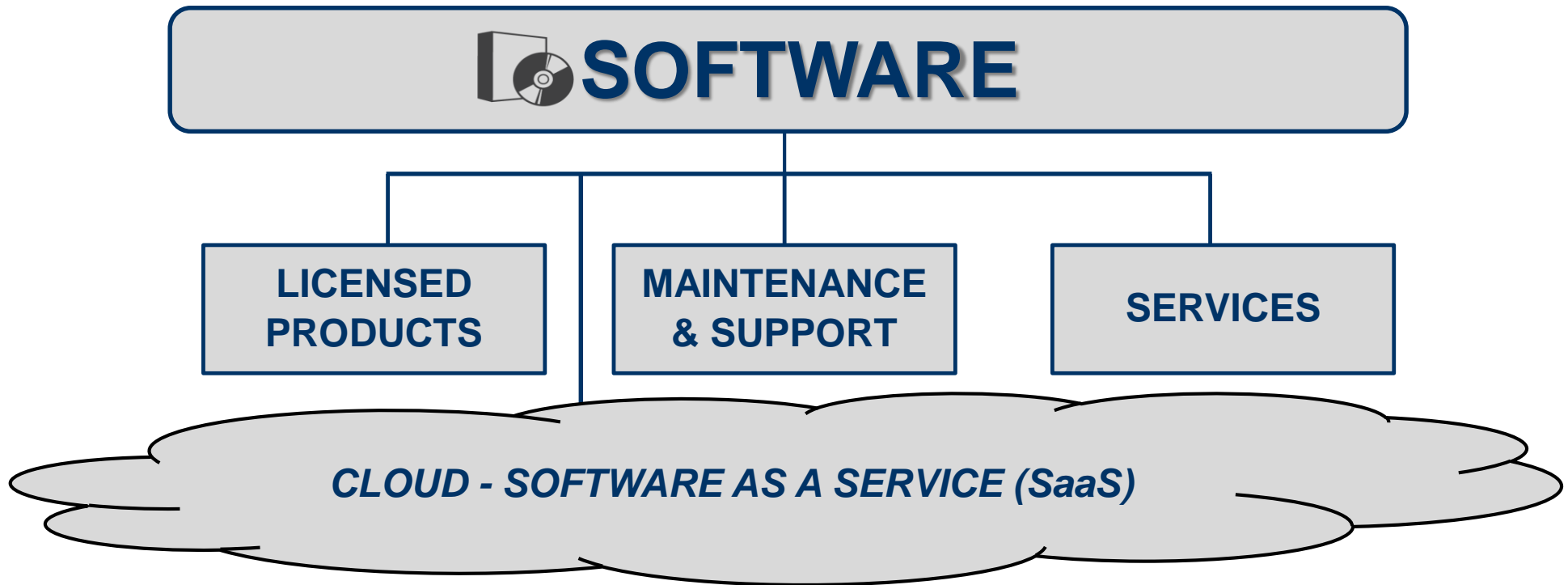
## ELMT Customers



Mission Directorates

## **Section 2: ELMT Services / Software Industry / Dependencies and Interfaces**

- The ELMT provides the following services through centrally-managed software agreements:



## The Key Players & Roles



# Software Industry (cont.): Business Model

***Most Software Publishers have Three Primary Business Units:***



## **Sales**

Responsible for generating new revenue in the form of product sales



## **\*Renewal**

Accountable for continued revenue recognition in the form of software renewals / maintenance



## **Compliance**

Primarily focused on reviewing the customer's license compliance to the terms and conditions of the EULA

***\*Note that a significant portion of Software Publisher's revenue is associated with annual support renewals (e.g., In 2015, **almost 50%** of Oracle's revenue was software maintenance (~\$19B); new software only provided \$8.5B in revenue and cloud represented just ~\$1.4B)***

## ELMT Software Sourcing Avenues



## NASA Center IT Asset Managers (ITAMs) / Originating Organizations

- Support daily contract management
- Validate and coordinate requirements
- Support Center/Agency License True-Up / Audit Activities
- POC for Center funding

## Office of the CIO: Applications Program (Agency Software Manager)

- Provide guidance of appropriate IT Boards
- Approve/fund OCIO sponsored software agreements (e.g., Microsoft O365, X-Win 32)
- Support Agency License True-Up / Audit Activities

## Office of Procurement

- Responsible for Procurement Policy
- Provide guidance and approval of acquisition approaches that are subject to the "Master Buy Plan" requirements (NFS 1807.71)
- Provide Software Audit Notifications

## NSSC Small Business Specialist

- Review and verify contents of NF1787
- Assist with major Acquisition Strategy Plans
- Recommend whether procurement aligns with NASA OSBP Policies and should proceed
- Coordinate procurements with SBA

## Software Publisher / Value Added Resellers

- Respond to NASA requirements
- Coordinate all contractual communication with the ELMT
- Align company practices with Federal Law, the FAR, NASA SEWP and/or GSA Schedule

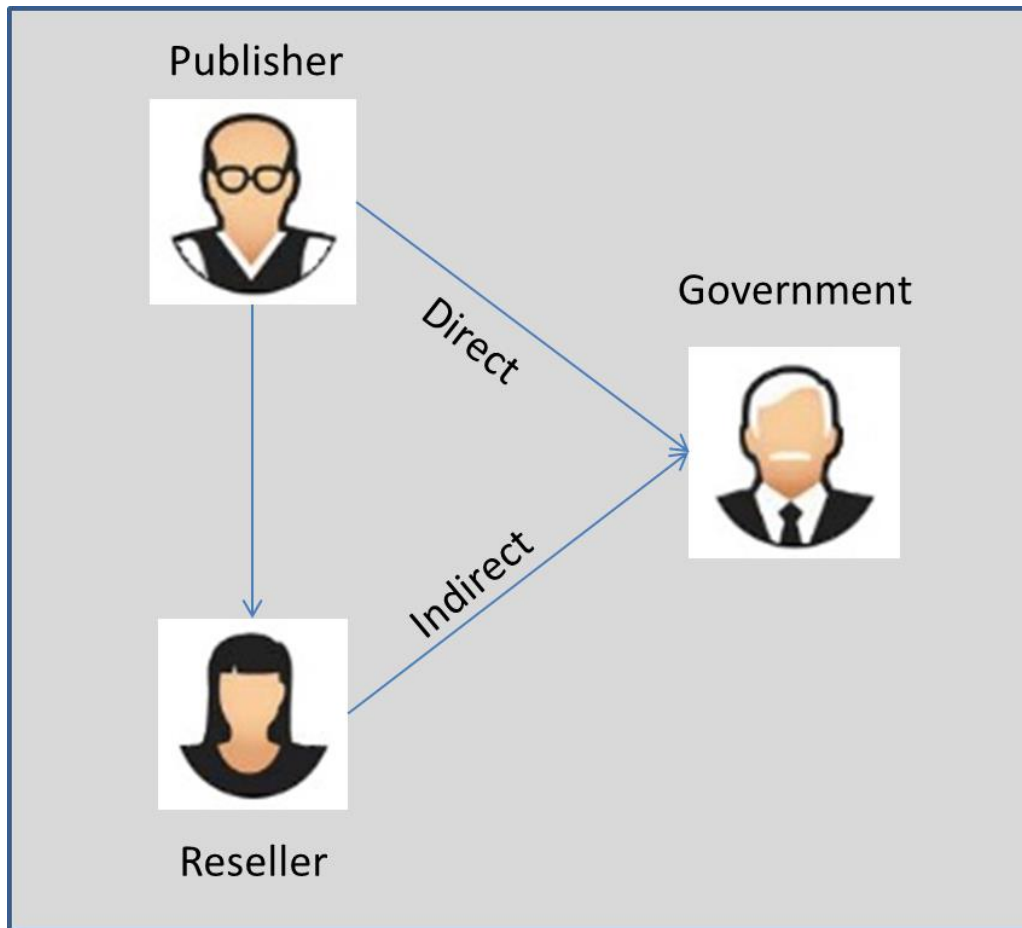




## **Section 3: ELMT Managed Agreements / Historical Growth**

**Who is authorizing the use of the software?**

**With whom is the Government entering a contract?**



## Privity of Contract (*defined*)

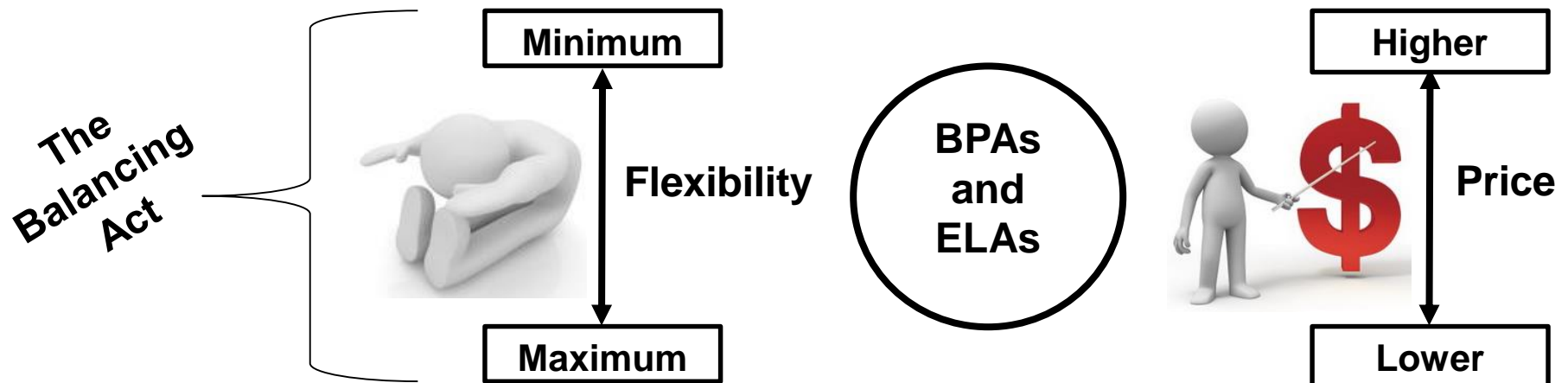
1. A relationship between two parties that is recognized by law
2. A connection or bond between parties to a particular transaction
3. The relationship that exists between two or more parties to an agreement

**Contract law requires “*privity of contract*” between parties to enable either of them to enforce contract promises against the other party**

**The ELMT is representing Government for NASA when establishing Direct or Indirect Software Agreements for NASA**

# ELMT Managed Agreements (cont.): Balancing Act

- **ELMT seeks to negotiate NASA-wide software license agreements for COTS software that will reduce buying cycle time and risk with terms/conditions and promote industry best practices**
- **Securing the correct contract type is essential to providing NASA a best valued approach to support mission needs**
- **Factors the ELMT considers when structuring agreements:**
  - NASA customer desires to acquire products at a good price and have flexibility to adjust requirements as priorities change
  - When establishing an Agency agreement, it is difficult for the customer community:
    - ✓ to agree on a common set of requirements
    - ✓ provide accurate account of software inventory to establish the foundation of an agreement and
    - ✓ identify funding to secure a new contract agreement
  - Software Publisher is in the business of making a profit to meet its corporate goals and objectives
  - Any agreement must align with goals and objectives set forth by NASA Headquarters



## ELMT Provides the Heavy Lifting Required to Secure Managed Agreements

- **ELMT managed agreements are in alignment with applicable Federal Law, the FAR, and Agency Policies such as:**
  - NASA Form (NF) 1707 – Special Approvals and Affirmations of Requisitions
    - ✓ Information Systems
    - ✓ Internet Protocol Version Six (IPv6)
    - ✓ NASA FAR Supplement (NFS) 1807.70 (Note that coordination with ELMT is not required if you are procuring through the ELMT managed agreement)
    - ✓ Electronic & IT Accessibility (EITAC) Section 508
      - ❖ Voluntary Product Accessibility Templates (VPAT)
      - ❖ Undue Burden or Non-availability Waiver
  - Justification for Other Than Full and Open Competition (JOFOC), Limited Source Justification (LSJ), Brand Name Justification, etc...
  - Independent Government Cost Estimate (IGCE)
  - NF 1787 – Small Business Coordination
  - NF 1823 – Request for Investigation (RFI)/IT Product Source Assessment or confirm product is on Office of the CIO (OCIO) Assessed and Cleared List (ACL)
  - Acquisition Plan, if applicable
  - Other applicable Federal/NASA Policies and Procedures



# ELMT Managed Agreements (cont.)

ELMT PORTFOLIO - FY18			
	Publisher	Vendor	Contract Number
1	3SL	3SL	NNX16ME83Z
2	Analytical Graphics Inc	Analytical Graphics Inc	80NSSC17A0011
3	Booz-Allen Hamilton	Booz-Allen Hamilton	NNX14MD62B
4	C&R Technologies	C&R Technologies	NNX13AA31B
5	CGTech Inc	CGTech Inc	NNX14MC95B
6	Collier Research Corp	Collier Research Corp	NNX15MC94Z
7	COMSOL	COMSOL	NNX14MC69Z
8	CT Core Technologies	CT Core Technologies	NNX15MC49Z
9	Encore Analytics LLC	Encore Analytics LLC	80NSSC18P0822
10	ESRI	ESRI	NNX15MF91Z
11	Exelis Inc	Exelis Inc	80NSSC17A0005
12	Forrester	Forrester	NNX17MC01Z
13	Gartner	Gartner	NNX16ME81Z
14	Intel	Intel	NNX15MC99Z
15	LRP Publications	LRP Publications	80NSSC18F0023
16	MathWorks Inc	MathWorks Inc	NNX15MC76B
17	Mentor Graphics Inc	Mentor Graphics Inc	80NSSC17A0004
18	National Instruments Corp	National Instruments Corp	NNX15MD98B
19	No Magic Inc	No Magic Inc	NNX15ME58Z
20	Pointwise Inc	Pointwise Inc	NNX14ME73Z
21	Prevo Technologies Inc	Prevo Technologies Inc	NNX15ME45B
22	University of Wisconsin-Madison SSEC	University of Wisconsin-Madison SSEC	NNX14MD04B
23	Wolfram Research	Wolfram Research	NNX14ME61Z
24	Zemax LLC	Zemax LLC	NNX15MF64Z

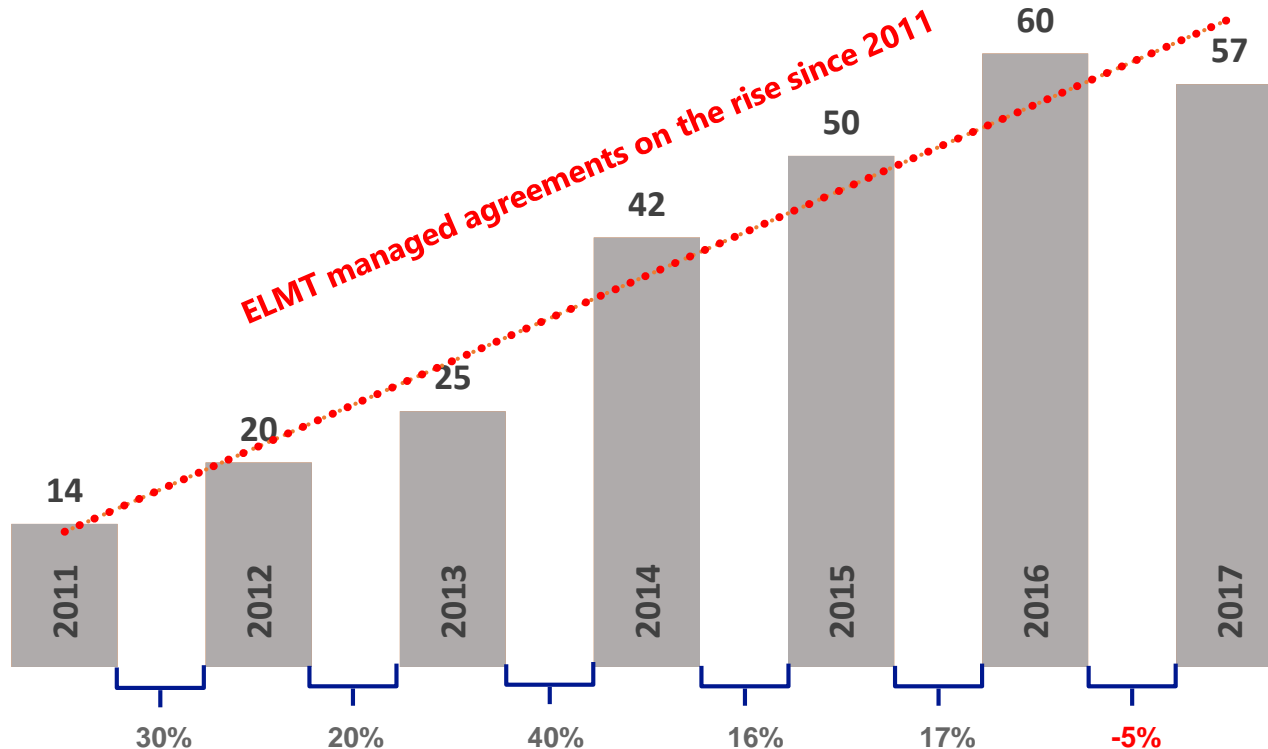
Legend	
Direct Agreements with Software Publishers =	
Third Party Agreements with Value Added Reseller (VAR) =	

25	Active Risk Inc	Blue Tech Inc	NNG15SD00B
26	Adobe	FedStore	NNG15SD21B
27	Altium	Blue Tech Inc	NNG15SD00B
28	Ascendre	ThunderCat Technology	NNG15SD26B
29	Atlassian	GC MICRO Corp	NNG15SC75B
30	Autodesk	New Tech Solutions	80NSSC18F0325
31	BMC	RightStar Systems	NNX16MC59Z
32	Dassault Systemes	Lyme Computer Systems	NNG15SC80B
33	Dell EMC	Affigent	NNG15SC59B
34	Deltek	Red River Computer Co	NNX15MD45D
35	IBM	Four Inc	NNX14AA45Z
36	Liferay Inc	V3Gate LLC	NNG15SD27B
37	McAfee Inc	V3Gate LLC	NNG15SD27B
38	Microsoft	Minburn Technology Group	NNG15SD34B
39	MSC	immixTechnology Inc	NNG15SC39B
40	Oracle (DBMS)	Affigent LLC	80NSSC18F002
41	Oracle Primavera	Sterling Computers Corporation	NNX17KB39D
42	Powermapper	GovSmart	80NSSC17F1255
43	PTC (Windchill)	CWPS	NNG15SC31B
44	PTC (Creo)	CWPS	NNG15SC31B
45	PTC (HEO-Windchill,Creo)	GovSmart	NNX15MF63D
46	PTC (JSC-SaaS)	GovSmart	NNG15SD11B
47	Qvix Business Systems Inc	Qvix Business Systems Inc	NNX14MD05P
48	RedHat Inc	DLT Solutions	NNX14MD69Z
49	RSA Security LLC	FourPoints Technology	NNG15SD22B
50	SAP (Agency)	Carahsoft	NNG15SC27B
51	SAP (multiple products)	IT Federal Sales LLC	NNX15MD39Z
52	ServiceNow	Thundercat Technology	NNG15SD26B
53	Splunk	Red River Computer Co	NNG15SC85B
54	Starnet Communications	GovSmart	NNX15ME95D
55	TIBCO Software Inc	ESCgov	NNX14MD07D
56	Trend Micro Inc	XentIT LLC	NNX15ME99Z
57	VMWare Inc	Thundercat Technology	NNG15SD26B

As of June 12, 2018

**Total of 57 Agreements**

# ELMT Historical Growth



Fiscal Year (FY)	FY11	FY12	FY13	FY14	FY15	FY16	FY17
Number of ELMT Agreements	14	20	25	42	50	60	57
Total Cost Avoidance	\$10.3M	\$9.3M	\$3.8M	\$18.6M	\$26.4M	\$35.5M	\$75.7M
Percentage of Contract Growth or Reduction from Prior FY	N/A	30%	20%	40%	16%	17%	-5%
Total Contract Spend					\$33.2M	\$47.6M	\$50.6M

## Section 4: ELMT Ordering Process



The following summarizes the process for a NASA customer when it has been determined that:

- commercial software may satisfy the identified NASA Program's requirement and
- ELMT has an agreement in place for the product(s) required

A. There are three primary avenues that can be taken to place orders for software licenses and/or maintenance support through the ELMT managed agreements that vary depending upon the total value of the purchase:

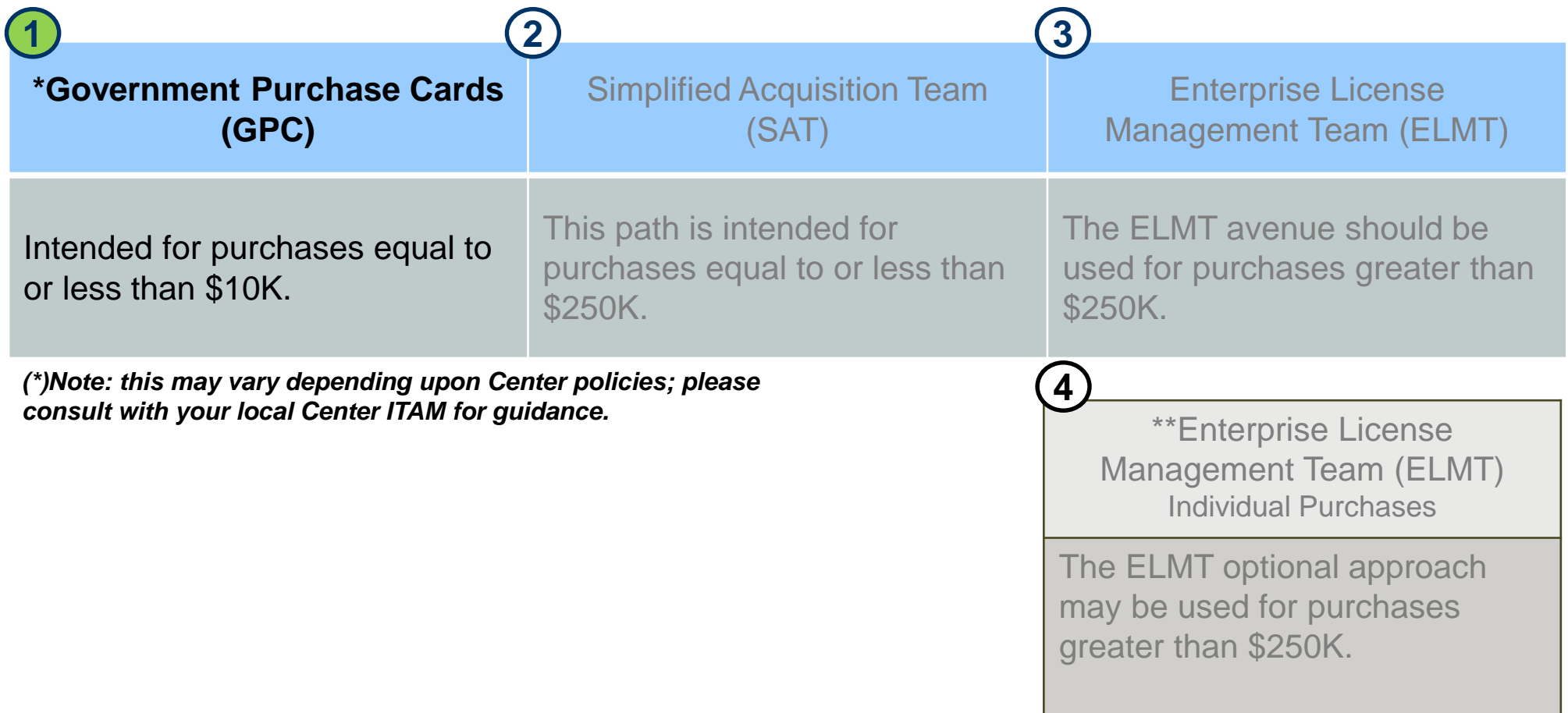
① *Government Purchase Cards (GPC)	② Simplified Acquisition Team (SAT)	③ Enterprise License Management Team (ELMT)
Intended for purchases equal to or less than \$10K.	This path is intended for purchases equal to or less than \$250K.	The ELMT avenue should be used for purchases greater than \$250K.

(\*)Note: this may vary depending upon Center policies; please consult with your local Center ITAM for guidance.

B. The ELMT also has a fourth option for a NASA customer to procure new software licenses and/or maintenance support for items not available in the ELMT portfolio:

④ **Enterprise License Management Team (ELMT) Individual Purchases
The ELMT optional approach may be used for purchases greater than \$250K.

(\*\*)Note: this option is not required by NASA policy. This only serves as an option for NASA customers.



(\*\*)Note: this option is not required by NASA policy. This only serves as an option for NASA customers.

The screenshot shows the NASA Shared Services Center (NSSC) website. The top navigation bar includes the NSSC logo, a search bar, and links for Home, For NASA Users, For Vendors/Grantees, For Public, For NSSC Employees, NSSC Services, and Contact. The main content area is divided into three columns. The left column, titled 'ELMT', contains links to 'Complete Contract List', 'NASA FAR Supplement (pdf) See Section 1807.70 "Use of the ELMT Program"', 'Software Coordination Instructions', 'ELMT Services', 'Center IT Asset Mgrs.', 'ELMT Members', 'ELMT 101', 'ELMT Balancing Act', 'ELMT Service Delivery Guide', and 'ELMT Factsheet'. A red arrow points to the 'Complete Contract List' link. The middle column, titled 'Enterprise License Management Team', contains a description of the ELMT and a 'FIND AN ANSWER' section with a search bar and a list of links. The right column contains 'Forms and Quick Links', 'Latest News', 'Headquarters Procurement', 'NSSC Procurement', 'OCIO', 'ELMT Candidate Recommendation', 'ELMT Individual Purchases Procurement Information Requirements', 'ESRI Project Capture Worksheet (EPCW)', 'Spares Pool Transfer', and a 'Tweets by @NASA\_NSSC' section.

**ELMT**

- Complete Contract List**
- NASA FAR Supplement (pdf) See Section 1807.70 "Use of the ELMT Program"
- Software Coordination Instructions
- ELMT Services
- Center IT Asset Mgrs.
- ELMT Members
- ELMT 101
- ELMT Balancing Act
- ELMT Service Delivery Guide
- ELMT Factsheet

**Enterprise License Management Team**

The Enterprise License Management Team (ELMT) was established at the NSSC to provide support for the discovery, analysis, establishment and management of Agency enterprise software licensing. The ELMT manages initiatives for licensing and contract consolidation and negotiates standard pricing for selected software for NASA. The ELMT maintains licensing and contract consolidation initiatives activities for NASA and negotiates economy of scale pricing for selected software.

By seeking best-value procurements, cost avoidance and savings opportunities for the Agency, the ELMT provides NASA with the means to take full advantage of reduced software and procurement costs. Other tangible benefits include increased Agency access to vendor software suites, centralized license compliance and audit support gained through leveraged purchasing power and economies of scale.

ELMT managed agreements optimize cost savings by leveraging the full purchasing capacity of the Agency based on economies of scale. By leveraging the ELMT managed agreements, NASA can improve the Agency's ability to identify, acquire, distribute, and manage software—and save NASA funds to use elsewhere.

**FIND AN ANSWER**

Search

- [How do I Order from an Existing NASA Enterprise License Agreement \(ELA\)?](#)  
Each contract will have specific instructions. View the complete list. From the list...
- [NASA's Enterprise License Agreement \(ELA\) Definition](#)  
An Enterprise License Agreement (ELA) is an agreement to license the entire population of an entity...
- [ELMT Services](#)  
ELMT services include: Business case analysis for potential transitions to an Enterprise Agreement...
- [Schedule & Milestones](#)  
Date Event 12/6/2017 Release RFP 12/14/2017 12/21/2017...
- [NCCIPS Recompete - Document e-Library](#)  
NCCIPS Industry Day Slides...
- [NCCIPS Recompete - Industry Day Slides](#)  
NCCIPS Industry Day was held on Dec. 14, 2017. To view event presentation, see NCCIPS...
- [ELMT Members](#)  
Please Send Comments and Inquiries and General Requests to ELMT's Mailbox: nsscelmt@mail.nasa.gov...
- [Center Information Technology Asset Managers \(ITAMs\)](#)  
Center ITAMs provide active, timely, and professional management of NASA...
- [NCCIPS Recompete Announcements](#)  
October 1, 2017 The schedule for the NCCIPS recompile is now available.
- [NASA End-user Services and Technologies \(NEST\) Industry Day Notice](#)  
Registration for Industry Day has closed. Please contact Melissa Currie at...

[More Results](#)

**Forms and Quick Links**

**Latest News**

**Headquarters Procurement**

**NSSC Procurement**

**OCIO**

**ELMT Candidate Recommendation**

**ELMT Individual Purchases Procurement Information Requirements**

**ESRI Project Capture Worksheet (EPCW)**

**Spares Pool Transfer**

**Tweets by @NASA\_NSSC**

NASA NSSC @NASA\_NS  
nasa.gov/press-release/...  
nasa.gov/press-release/...

NASA Finds An...  
NASA's Curiosit...  
nasa.gov

Jun 7, 2018

NASA NSSC @NASA\_NS  
facebook.com/NASANSSC/posts...

Jun 1, 2018

Go to the ELMT website at <http://www.nssc.nasa.gov/elmt> and click on the "Complete Contract List" link in the "ELMT" documents listing on the left column of the website

# ELMT Ordering Process (cont.)



NSSC Enterprise License Management (ELM) Portfolio

Manufacturer - Publisher / Product(s)	Special Notes	Agreement Number	Category	Synopsis
<a href="#">MathWorks</a>		NNX15MC76B	R&D, Modeling & Simulation	MATLAB® is a high-level technical computing language and interactive environment for algorithm development, data visualization, data analysis and numerical calculation.
<a href="#">McAfee/Intel Security Group</a>		NNG15SD27B	Security Solutions Software & Support	An agreement with V3Gate leverages its existing SEWP contract. Available products include Endpoint Protection, Integrity Control and Vulnerability Management solutions for devices, databases, data centers, desktop, network and Cloud.
<a href="#">McIDAS</a>		NNX14MD04B	Interactive data access	Man computer Interactive Data Access System (McIDAS); Abstract Data Distribution Environment (ADDE) data services
<a href="#">Mentor Graphics</a>		80N55C17A0004	Schematic and printed circuit board design software	BPA with Mentor Graphics that includes discounted new license, training and consulting services. Annual support renewal for currently supported software is also available via this agreement.
<a href="#">Microsoft</a>		NNG15SD34B	Software	Agencywide agreement for new and renewal Microsoft software are available from the vendor's existing SEWP contract.
<a href="#">MSC</a>		NNG15SC39B	Tokens	Token-based software licensing system - Access to over 100 engineering tools with a single license installation
<a href="#">National Instruments</a>		NNX15MD98B	System Design Software/M Measurement and Control Systems Hardware	Software Programming Environments and Applications. Data Acquisition, Automated Test, Embedding Control and Monitoring Hardware. Industrial Communication Buses and Instrument Control.
<a href="#">Nlyte</a>		NNX16MC59Z	Service Management	Blanket Purchase Agreement for Remedy and Nlyte products and services – includes support renewals, migration/upgrades
<a href="#">No Magic/MagicDraw</a>		NNX15ME58Z	Design Software	No Magic software and software assurance. Available products include SysMIL™, PARAMagic, PARAMagic Lite, Teamwork Server, and Cameo.
<a href="#">Oracle</a>	All Oracle orders outside of the Agency-wide Renewal will be processed as standalone purchases.	80N55C18F0002	DBMS	Database Management System-ELA Renewal
<a href="#">Pointwise</a>		NNX14ME73Z	CFD	Computational Fluids Dynamics Software
<a href="#">PowerMapper</a>		80N55C17F1255	Website software	The software licenses and annual support detailed on this contract are exclusive to NASA/HQ.
<a href="#">Prevo Technologies/Tech Doc</a>		NNX15ME45B	Document Management	Software applications supporting management of electronic documents, records and images. DocuBrain with TechDoc is the primary product line. Professional services related to the software offerings are also available.
<a href="#">PTC Creo and Mathcad</a>		NNG15SC31B	Design Software	An interoperable suite of Product Design software used to create, analyze and view product design. Consulting and Training Services are also available. The agreement leverages the vendor's existing SEWP contract.
<a href="#">PTC Creo and Windchill for HEOMD</a>		NNX15MF63D	Design and Design Collaboration Software	Interoperable suite of product design software used to create, analyze and view product design. Manage content and processes, heterogeneous data, distributed product development and complex information assets.
<a href="#">PTC Windchill</a>		NNG15SC31B	Business Collaboration	Product Lifecycle Management (PLM) software which manages product content and business processes throughout the product and service lifecycle. The agreement leverages the vendor's existing SEWP contract.

Click on the Manufacturer / Publisher link to access the agreement information sheet that provides information pertaining to the agreement

Ordering Instructions  
are included on each  
ELMT Contract  
Information Sheet

## NSSC ELMT Microsoft Agreement Information Sheet

**Product:** Microsoft Software and Online Services

**Manufacturer:** Microsoft

**Vendor:** Minburn Technology Group LLC

**Summary:** The NASA Shared Services Center (NSSC) Enterprise License Management Team (ELMT) portfolio now includes an agency agreement for Microsoft software and support with Minburn Technology leveraging their existing SEWP contract. The agreement includes access to all Microsoft solutions including Microsoft's Azure Cloud Services. Product line items include, but are not limited to:

- **Traditional Microsoft Perpetual Licenses:**
  - Office, Project, Visio, Windows Server, SQL Server, SharePoint, etc.
- **Online Services: (NOTE: available for purchase, pending appropriate agency/center security validation and approval)**
  - Office 365
  - Azure Cloud Services
- **Media:**

\*Government Purchase Cards (GPC)

**For NASA P-Card Orders:**

Authorized Center POC or GPC holder	<ul style="list-style-type: none"> <li>- A Center POC coordinates and obtains quotation from the vendor</li> <li>- Quotation should include: (Product Name, Description, Part Number, Quantity, End User Name, Phone Number and E-mail Address)</li> <li>- (Click <a href="#">here</a> for the current Microsoft Product List) Include</li> <li>- License Number, if applicable</li> <li><i>(If requirements are complex and you have questions, please contact the ELMT for assistance)</i></li> </ul>
Center GPC holder	<ul style="list-style-type: none"> <li>- Place Order with Minburn: <a href="#">GPC Instructions</a></li> <li>- Center POC would Email final quotation to the <a href="mailto:nsscelmt@mail.nasa.gov">nsscelmt@mail.nasa.gov</a></li> </ul>
<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"> <li>- Sends credit card order report to NASA SEWP Program Office</li> <li>- Provide transaction-specific documentation to the Contracting Officer within 3 to 5 business days: <ol style="list-style-type: none"> <li>1. Contract/BPA Number</li> <li>2. Order Log Number</li> <li>3. Confirmation/Transaction Number</li> <li>4. Product Name</li> <li>5. Product Description/Item Number</li> <li>6. Quantity Purchased</li> <li>7. Unit Price</li> <li>8. Extended Price</li> <li>9. Date of Transaction and Date of Delivery</li> <li>10. NASA GPC holder name and associated Center (including contact information)</li> <li>11. License and/or maintenance user's name and contact information (if different from card holder)</li> </ol> </li> </ul>
ELMT	<ul style="list-style-type: none"> <li>- Add product line item(s) information from the Center POC quotation to the NSSC Enterprise Asset Tracking System (EATS) for license management</li> </ul>

**General ordering information by GPC is included on the Information Sheet.**

**Links to contract-specific GPC Instructions and forms are available from within the Information Sheet.**



\*Government Purchase Cards (GPC)

**Vendor-specific ordering information with a GPC is detailed on the 'Vendor Contact Information for Payment with a GPC' document.**

**Microsoft – Minburn Technology Group**  
**Vendor Contact Information for Payment with a Government Purchase Card (GPC)**

**NASA Reference #:** SEWP Contract Number **NNG15SD34B**

**Product Description:** Microsoft

**Vendor:** Minburn Technology Group LLC

**Vendor POC for Credit Card Orders**

Primary Contact:

Tim Swann, Minburn Director of Business Operations  
703-946-6868  
[microsoft@minburntech.com](mailto:microsoft@minburntech.com)

Alternate Contact:

Tony Colangelo, Minburn Managing Member  
703-626-0284  
[info@minburntech.com](mailto:info@minburntech.com)

**Required Information**

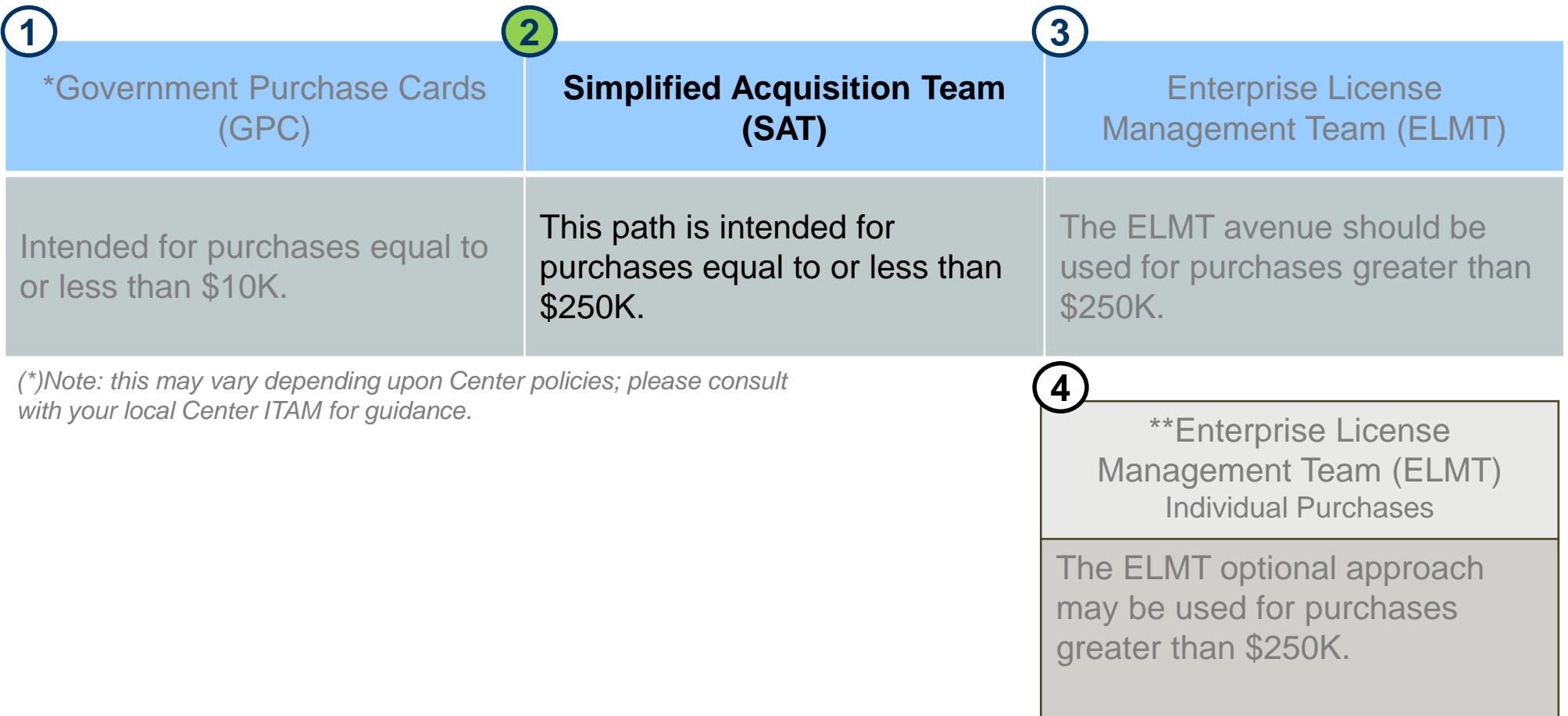
- Minburn sales quote # or purchase details (i.e. what products are being purchased)
- Approved credit card charge amount
- Customer's order tracking number, if applicable
- Credit card holder's full name, billing address with zip code, phone number and email address
- Credit card type, card number\*, expiration date and verification code
- License user's name and contact information (if different from card holder)

\*Vendor Note: Minburn prefers customers to provide credit card numbers over the phone– other information is preferred in email.

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.nasa.gov/elmt](http://www.nasa.gov/elmt)





(\*\*)Note: this option is not required by NASA policy. This only serves as an option for NASA customers.

The screenshot shows the NASA Shared Services Center (NSSC) website. The top navigation bar includes the NSSC logo, a search bar, and links for Home, For NASA Users, For Vendors/Grantees, For Public, For NSSC Employees, NSSC Services, and Contact. The main content area is divided into three columns. The left column, titled 'ELMT', contains links for 'Complete Contract List' (highlighted with a red circle and a red arrow), 'NASA FAR Supplement (pdf) See Section 1807.70 "Use of the ELMT Program"', 'Software Coordination Instructions', 'ELMT Services', 'Center IT Asset Mgrs.', 'ELMT Members', 'ELMT 101', 'ELMT Balancing Act', 'ELMT Service Delivery Guide', and 'ELMT Factsheet'. The middle column, titled 'Enterprise License Management Team', contains a description of the ELMT's mission and a 'FIND AN ANSWER' section with a search bar and a list of links. The right column contains 'Forms and Quick Links', 'Latest News', 'Headquarters Procurement', 'NSSC Procurement', 'OCIO', 'ELMT Candidate Recommendation', 'ELMT Individual Purchases Procurement Information Requirements', 'ESRI Project Capture Worksheet (EPCW)', 'Spares Pool Transfer', and a 'Tweets by @NASA\_NSSC' section.

Go to the ELMT website at <http://www.nssc.nasa.gov/elmt> and click on the "Complete Contract List" link in the "ELMT" documents listing on the left column of the website

# ELMT Ordering Process (cont.)



NSSC Enterprise License Management (ELM) Portfolio

Manufacturer - Publisher / Product(s)	Special Notes	Agreement Number	Category	Synopsis
<a href="#">MathWorks</a>		NNX15MC76B	R&D, Modeling & Simulation	MATLAB® is a high-level technical computing language and interactive environment for algorithm development, data visualization, data analysis and numerical calculation.
<a href="#">McAfee/Intel Security Group</a>		NNG15SD27B	Security Solutions Software & Support	An agreement with V3Gate leverages its existing SEWP contract. Available products include Endpoint Protection, Integrity Control and Vulnerability Management solutions for devices, databases, data centers, desktop, network and Cloud.
<a href="#">McIDAS</a>		NNX14MD04B	Interactive data access	Man computer Interactive Data Access System (McIDAS); Abstract Data Distribution Environment (ADDE) data services
<a href="#">Mentor Graphics</a>		80N55C17A0004	Schematic and printed circuit board design software	BPA with Mentor Graphics that includes discounted new license, training and consulting services. Annual support renewal for currently supported software is also available via this agreement.
<a href="#">Microsoft</a>		NNG15SD34B	Software	Agencywide agreement for new and renewal Microsoft software are available from the vendor's existing SEWP contract.
<a href="#">MSC</a>		NNG15SC39B	Tokens	Token-based software licensing system - Access to over 100 engineering tools with a single license installation
<a href="#">National Instruments</a>		NNX15MD98B	System Design Software/Mechanical and Control Systems Hardware	Software Programming Environments and Applications. Data Acquisition, Automated Test, Embedding Control and Monitoring Hardware. Industrial Communication Buses and Instrument Control.
<a href="#">Nlyte</a>		NNX16MC59Z	Service Management	Blanket Purchase Agreement for Remedy and Nlyte products and services – includes support renewals, migration/upgrades
<a href="#">No Magic/MagicDraw</a>		NNX15ME58Z	Design Software	No Magic software and software assurance. Available products include SysMIL™, PARAMagic, PARAMagic Lite, Teamwork Server, and Cameo.
<a href="#">Oracle</a>	All Oracle orders outside of the Agency-wide Renewal will be processed as standalone purchases.	80N55C18F0002	DBMS	Database Management System-ELA Renewal
<a href="#">Pointwise</a>		NNX14ME73Z	CFD	Computational Fluids Dynamics Software
<a href="#">PowerMapper</a>		80N55C17F1255	Website software	The software licenses and annual support detailed on this contract are exclusive to NASA/HQ.
<a href="#">Prevo Technologies/Tech Doc</a>		NNX15ME45B	Document Management	Software applications supporting management of electronic documents, records and images. DocuBrain with TechDoc is the primary product line. Professional services related to the software offerings are also available.
<a href="#">PTC Creo and Mathcad</a>		NNG15SC31B	Design Software	An interoperable suite of Product Design software used to create, analyze and view product design. Consulting and Training Services are also available. The agreement leverages the vendor's existing SEWP contract.
<a href="#">PTC Creo and Windchill for HEOMD</a>		NNX15MF63D	Design and Design Collaboration Software	Interoperable suite of product design software used to create, analyze and view product design. Manage content and processes, heterogeneous data, distributed product development and complex information assets.
<a href="#">PTC Windchill</a>		NNG15SC31B	Business Collaboration	Product Lifecycle Management (PLM) software which manages product content and business processes throughout the product and service lifecycle. The agreement leverages the vendor's existing SEWP contract.

Click on the Manufacturer / Publisher link to access the agreement information sheet that provides information pertaining to the agreement

Ordering Instructions  
are included on each  
ELMT Contract  
Information Sheet

## NSSC ELMT Microsoft Agreement Information Sheet

**Product:** Microsoft Software and Online Services

**Manufacturer:** Microsoft

**Vendor:** Minburn Technology Group LLC

**Summary:** The NASA Shared Services Center (NSSC) Enterprise License Management Team (ELMT) portfolio now includes an agency agreement for Microsoft software and support with Minburn Technology leveraging their existing SEWP contract. The agreement includes access to all Microsoft solutions including Microsoft's Azure Cloud Services. Product line items include, but are not limited to:

- **Traditional Microsoft Perpetual Licenses:**
  - Office, Project, Visio, Windows Server, SQL Server, SharePoint, etc.
- **Online Services: (NOTE: available for purchase, pending appropriate agency/center security validation and approval)**
  - Office 365
  - Azure Cloud Services
- **Media:**

## Simplified Acquisition Team (SAT)

### How to Request Quotations and Place Order:

Email your requirements to [microsoft@minburntech.com](mailto:microsoft@minburntech.com)

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 January 2015  
NF 1787, Small Business Coordination, signed September, 2015  
Microsoft Voluntary Product Accessibility @Microsoft Accessibility, 2015  
Microsoft Support for IPv6, dated December 2014

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](mailto: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.

**General ordering information via the NSSC SAT is included on the Information Sheet in the 'How to Order' section.**

## Simplified Acquisition Team (SAT)

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

Authorized Center POC	<ul style="list-style-type: none"> <li>- A Center POC coordinates and obtains quotation from the vendor</li> <li>- Quotation should include: (Product Name, Description, Part Number, Quantity, End User Name, Phone Number and E-mail Address)</li> <li>- (Click <a href="#">here</a> for the current Microsoft Product List)</li> <li>- Include License Number, if applicable</li> <li>- a NASA Procurement POC**</li> <li>- a Purchase Request (PR) (or confirmation that funds are available)*</li> <li>- <a href="#">PR Instructions for NNG15SD34B</a></li> <li>- Finalize PR (funding) to NSSC Procurement <i>(If requirements are complex and you have questions, please contact the ELMT for assistance)</i></li> </ul>
<p>* Per FAR Subpart 32.7: Before executing any contract, the contracting officer shall— (a) <b>Obtain written assurance from responsible fiscal authority that adequate funds are available</b> or (b) Expressly condition the contract upon availability of funds in accordance with 32.703-2.</p>	
<p>** NSSC Procurement can only accept funding from other NASA Center Procurement offices for Microsoft Contract transactions.</p>	
NSSC ELM Team	<ul style="list-style-type: none"> <li>- Review the PR submission to validate requirements detail and current pricing against current SEWP pricing, etc.</li> <li>- Finalize funding requirement</li> </ul>
NSSC Procurement	<ul style="list-style-type: none"> <li>- Execute Purchase Order to vendor for procurement via NASA SEWP Program Office</li> </ul>
Vendor	<ul style="list-style-type: none"> <li>- Execute Delivery Order</li> <li>- Invoice NASA (NSSC)</li> </ul>
NSSC	<ul style="list-style-type: none"> <li>- Route invoice for payment approval – Finance -&gt; Procurement -&gt; COR -&gt; Procurement -&gt; Finance</li> </ul>
NSSC Procurement	<ul style="list-style-type: none"> <li>- Courtesy copy of approved invoice routed to Microsoft license account manager</li> </ul>
ELMT	<ul style="list-style-type: none"> <li>- Add product line item(s) information to the NSSC Enterprise Asset Tracking System (EATS) for license management</li> </ul>

**General ordering information for PR Funded Orders is included on the Information Sheet in the 'How to Order' section of the Information Sheet.**



## Simplified Acquisition Team (SAT)

**SAT Services and ordering information accessed from the NSSC Service Catalog, NSSC Simplified Acquisition Customer Portal**

The screenshot displays the NSSC Service Catalog interface. The header includes the NASA logo and the text 'NASA Shared Services Center'. Below the header is a search bar labeled 'Search catalog'. The main content area is a grid of service tiles, each with an icon and a description. A red arrow points from the text on the right to the 'NSSC Simplified Acquisition Customer Portal' tile.

Service Category	Description
ACES Product Catalog (APC)	Review and purchase from the ACES product catalog, includes the management of product returns and price match requests.
NSSC PR Services Support Requests	Request PR Services support from the NSSC. For example, NASA Community Users can request P-Card Assistance
Collaboration Services	Request new services related to collaboration tools such as Instant Meeting, VITS and WebEx.
NSSC Simplified Acquisition Customer Portal	Request SAT Services from the NSSC for instance new SAT acquisition request, modify an awarded SAT acquisition request, change an in process SAT acquisition request, SAT assistance request, and SAT reporting request.
Computing Seat Services	Request a new computing seat or modifications to an existing computing seat, this includes requests for loaner computers, software and hardware.
Miscellaneous Services	Request other services not covered by other menu options.
Desk Telephone Services	Request or modify desk telephone services.
Mobile Device Services	Mobile Device Services
Enterprise Managed Cloud Computing (EMCC) Services	Selected Cloud Services suitable for Agency use and Agency-level guidance and instructions for NASA-Managed Cloud Service Providers (MC SP's)
Moves	Request a service asset move such as a computer, telephone, network connection. Includes bundled move requests to address a user move.
Infrastructure / Facility Services	Request quotes and services for upgrading or ordering new facility and infrastructure related services.
My Services	Modify your existing services.
Innovation and Continuous Improvement Program (ICIP)	Do you have an idea? Please share it with us!
Networking Services	Request new service or modifications to existing networking services such as firewall updates, domain names and IP addresses.



<p><b>1</b></p> <p><b>Government Purchase Cards (GPC)</b></p>	<p><b>2</b></p> <p><b>Simplified Acquisition Team (SAT)</b></p>	<p><b>3</b></p> <p><b>Enterprise License Management Team (ELMT)</b></p>
<p>Intended for purchases equal to or less than \$10K.</p>	<p>This path is intended for purchases equal to or less than \$250K.</p>	<p>The ELMT avenue should be used for purchases greater than \$250K.</p>
<p>(*)Note: this may vary depending upon Center policies; please consult with your local Center ITAM for guidance.</p>		<p><b>4</b></p> <p><b>**Enterprise License Management Team (ELMT) Individual Purchases</b></p> <p>The ELMT optional approach may be used for purchases greater than \$250K.</p>

(\*\*)Note: this option is not required by NASA policy. This only serves as an option for NASA customers.

The screenshot shows the NASA Shared Services Center (NSSC) website. The top navigation bar includes the NSSC logo, a search bar, and links for Home, For NASA Users, For Vendors/Grantees, For Public, For NSSC Employees, NSSC Services, and Contact. The main content area is divided into three columns. The left column, titled 'ELMT', contains links for 'Complete Contract List' (highlighted with a red circle and a red arrow), 'NASA FAR Supplement (pdf) See Section 1807.70 "Use of the ELMT Program"', 'Software Coordination Instructions', 'ELMT Services', 'Center IT Asset Mgrs.', 'ELMT Members', 'ELMT 101', 'ELMT Balancing Act', 'ELMT Service Delivery Guide', and 'ELMT Factsheet'. The middle column, titled 'Enterprise License Management Team', contains a description of the ELMT's mission and a 'FIND AN ANSWER' section with a search bar and a list of links. The right column contains 'Forms and Quick Links', 'Latest News', 'Headquarters Procurement', 'NSSC Procurement', 'OCIO', 'ELMT Candidate Recommendation', 'ELMT Individual Purchases Procurement Information Requirements', 'ESRI Project Capture Worksheet (EPCW)', 'Spares Pool Transfer', and a 'Tweets by @NASA\_NSSC' section.

**ELMT**

- Complete Contract List**
- NASA FAR Supplement (pdf) See Section 1807.70 "Use of the ELMT Program"
- Software Coordination Instructions
- ELMT Services
- Center IT Asset Mgrs.
- ELMT Members
- ELMT 101
- ELMT Balancing Act
- ELMT Service Delivery Guide
- ELMT Factsheet

**Enterprise License Management Team**

The Enterprise License Management Team (ELMT) was established at the NSSC to provide support for the discovery, analysis, establishment and management of Agency enterprise software licensing. The ELMT manages initiatives for licensing and contract consolidation and negotiates standard pricing for selected software for NASA. The ELMT maintains licensing and contract consolidation initiatives activities for NASA and negotiates economy of scale pricing for selected software.

By seeking best-value procurements, cost avoidance and savings opportunities for the Agency, the ELMT provides NASA with the means to take full advantage of reduced software and procurement costs. Other tangible benefits include increased Agency access to vendor software suites, centralized license compliance and audit support gained through leveraged purchasing power and economies of scale.

ELMT managed agreements optimize cost savings by leveraging the full purchasing capacity of the Agency based on economies of scale. By leveraging the ELMT managed agreements, NASA can improve the Agency's ability to identify, acquire, distribute, and manage software—and save NASA funds to use elsewhere.

**FIND AN ANSWER**

Search

- [How do I Order from an Existing NASA Enterprise License Agreement \(ELA\)?](#)  
Each contract will have specific instructions. View the complete list. From the list...
- [NASA's Enterprise License Agreement \(ELA\) Definition](#)  
An Enterprise License Agreement (ELA) is an agreement to license the entire population of an entity...
- [ELMT Services](#)  
ELMT services include: Business case analysis for potential transitions to an Enterprise Agreement...
- [Schedule & Milestones](#)  
Date Event 12/6/2017 Release RFP 12/14/2017 12/21/2017...
- [NCCIPS Recompete - Document e-Library](#)  
NCCIPS Industry Day Slides...
- [NCCIPS Recompete - Industry Day Slides](#)  
NCCIPS Industry Day was held on Dec. 14, 2017. To view event presentation, see NCCIPS...
- [ELMT Members](#)  
Please Send Comments and Inquiries and General Requests to ELMT's Mailbox: nsscelmt@mail.nasa.gov...
- [Center Information Technology Asset Managers \(ITAMs\)](#)  
Center ITAMs provide active, timely, and professional management of NASA...
- [NCCIPS Recompete Announcements](#)  
October 1, 2017 The schedule for the NCCIPS recompile is now available.
- [NASA End-user Services and Technologies \(NEST\) Industry Day Notice](#)  
Registration for Industry Day has closed. Please contact Melissa Currie at...

[More Results](#)

**Forms and Quick Links**

**Latest News**

**Headquarters Procurement**

**NSSC Procurement**

**OCIO**

**ELMT Candidate Recommendation**

**ELMT Individual Purchases Procurement Information Requirements**

**ESRI Project Capture Worksheet (EPCW)**

**Spares Pool Transfer**

**Tweets by @NASA\_NSSC**

NASA NSSC @NASA\_NS  
nasa.gov/press-release/...  
nasa.gov/press-release/...

NASA Finds An...  
NASA's Curiosit...  
nasa.gov

Jun 7, 2018

NASA NSSC @NASA\_NS  
facebook.com/NASANSSC/posts...

Jun 1, 2018

Go to the ELMT website at <http://www.nssc.nasa.gov/elmt> and click on the "Complete Contract List" link in the "ELMT" documents listing on the left column of the website

# ELMT Ordering Process (cont.)



NSSC Enterprise License Management (ELM) Portfolio

Manufacturer - Publisher / Product(s)	Special Notes	Agreement Number	Category	Synopsis
<a href="#">MathWorks</a>		NNX15MC76B	R&D, Modeling & Simulation	MATLAB® is a high-level technical computing language and interactive environment for algorithm development, data visualization, data analysis and numerical calculation.
<a href="#">McAfee/Intel Security Group</a>		NNG15SD27B	Security Solutions Software & Support	An agreement with V3Gate leverages its existing SEWP contract. Available products include Endpoint Protection, Integrity Control and Vulnerability Management solutions for devices, databases, data centers, desktop, network and Cloud.
<a href="#">McIDAS</a>		NNX14MD04B	Interactive data access	Man computer Interactive Data Access System (McIDAS); Abstract Data Distribution Environment (ADDE) data services
<a href="#">Mentor Graphics</a>		80N55C17A0004	Schematic and printed circuit board design software	BPA with Mentor Graphics that includes discounted new license, training and consulting services. Annual support renewal for currently supported software is also available via this agreement.
<a href="#">Microsoft</a>		NNG15SD34B	Software	Agencywide agreement for new and renewal Microsoft software are available from the vendor's existing SEWP contract.
<a href="#">MSC</a>		NNG15SC39B	Tokens	Token-based software licensing system - Access to over 100 engineering tools with a single license installation
<a href="#">National Instruments</a>		NNX15MD98B	System Design Software/Mechanical and Control Systems Hardware	Software Programming Environments and Applications. Data Acquisition, Automated Test, Embedding Control and Monitoring Hardware. Industrial Communication Buses and Instrument Control.
<a href="#">Nlyte</a>		NNX16MC59Z	Service Management	Blanket Purchase Agreement for Remedy and Nlyte products and services – includes support renewals, migration/upgrades
<a href="#">No Magic/MagicDraw</a>		NNX15ME58Z	Design Software	No Magic software and software assurance. Available products include SysMIL™, PARAMagic, PARAMagic Lite, Teamwork Server, and Cameo.
<a href="#">Oracle</a>	All Oracle orders outside of the Agency-wide Renewal will be processed as standalone purchases.	80N55C18F0002	DBMS	Database Management System-ELA Renewal
<a href="#">Pointwise</a>		NNX14ME73Z	CFD	Computational Fluids Dynamics Software
<a href="#">PowerMapper</a>		80N55C17F1255	Website software	The software licenses and annual support detailed on this contract are exclusive to NASA/HQ.
<a href="#">Prevo Technologies/Tech Doc</a>		NNX15ME45B	Document Management	Software applications supporting management of electronic documents, records and images. DocuBrain with TechDoc is the primary product line. Professional services related to the software offerings are also available.
<a href="#">PTC Creo and Mathcad</a>		NNG15SC31B	Design Software	An interoperable suite of Product Design software used to create, analyze and view product design. Consulting and Training Services are also available. The agreement leverages the vendor's existing SEWP contract.
<a href="#">PTC Creo and Windchill for HEOMD</a>		NNX15MF63D	Design and Design Collaboration Software	Interoperable suite of product design software used to create, analyze and view product design. Manage content and processes, heterogeneous data, distributed product development and complex information assets.
<a href="#">PTC Windchill</a>		NNG15SC31B	Business Collaboration	Product Lifecycle Management (PLM) software which manages product content and business processes throughout the product and service lifecycle. The agreement leverages the vendor's existing SEWP contract.

Click on the Manufacturer / Publisher link to access the agreement information sheet that provides information pertaining to the agreement

Ordering Instructions  
are included on each  
ELMT Contract  
Information Sheet

## NSSC ELMT Microsoft Agreement Information Sheet

**Product:** Microsoft Software and Online Services

**Manufacturer:** Microsoft

**Vendor:** Minburn Technology Group LLC

**Summary:** The NASA Shared Services Center (NSSC) Enterprise License Management Team (ELMT) portfolio now includes an agency agreement for Microsoft software and support with Minburn Technology leveraging their existing SEWP contract. The agreement includes access to all Microsoft solutions including Microsoft's Azure Cloud Services. Product line items include, but are not limited to:

- **Traditional Microsoft Perpetual Licenses:**
  - Office, Project, Visio, Windows Server, SQL Server, SharePoint, etc.
- **Online Services: (NOTE: available for purchase, pending appropriate agency/center security validation and approval)**
  - Office 365
  - Azure Cloud Services
- **Media:**

## Enterprise License Management Team (ELMT)

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

Authorized Center POC	<ul style="list-style-type: none"> <li>- A Center POC coordinates and obtains quotation from the vendor</li> <li>- Quotation should include: (Product Name, Description, Part Number, Quantity, End User Name, Phone Number and E-mail Address)</li> <li>- (Click <a href="#">here</a> for the current Microsoft Product List)</li> <li>- Include License Number, if applicable</li> <li>- a NASA Procurement POC**</li> <li>- a Purchase Request (PR) (or confirmation that funds are available)*</li> <li>- <a href="#">PR Instructions for NNG15SD34B</a></li> <li>- Finalize PR (funding) to NSSC Procurement <i>(If requirements are complex and you have questions, please contact the ELMT for assistance)</i></li> </ul>
<p>* Per FAR Subpart 32.7: Before executing any contract, the contracting officer shall— (a) <b>Obtain written assurance from responsible fiscal authority that adequate funds are available</b> or (b) Expressly condition the contract upon availability of funds in accordance with 32.703-2.</p>	
<p>** NSSC Procurement can only accept funding from other NASA Center Procurement offices for Microsoft Contract transactions.</p>	
NSSC ELM Team	<ul style="list-style-type: none"> <li>- Review the PR submission to validate requirements detail and current pricing against current SEWP pricing, etc.</li> <li>- Finalize funding requirement</li> </ul>
NSSC Procurement	<ul style="list-style-type: none"> <li>- Execute Purchase Order to vendor for procurement via NASA SEWP Program Office</li> </ul>
Vendor	<ul style="list-style-type: none"> <li>- Execute Delivery Order</li> <li>- Invoice NASA (NSSC)</li> </ul>
NSSC	<ul style="list-style-type: none"> <li>- Route invoice for payment approval – Finance -&gt; Procurement -&gt; COR -&gt; Procurement -&gt; Finance</li> </ul>
NSSC Procurement	<ul style="list-style-type: none"> <li>- Courtesy copy of approved invoice routed to Microsoft license account manager</li> </ul>
ELMT	<ul style="list-style-type: none"> <li>- Add product line item(s) information to the NSSC Enterprise Asset Tracking System (EATS) for license management</li> </ul>

**General ordering information for PR Funded Orders is included on the Information Sheet in the 'How to Order' section of the Information Sheet.**



## Enterprise License Management Team (ELMT)

**Vendor-specific ordering information is detailed on the 'PR Instruction' document included by link in the Information Sheet**

PR Process in SAP for ordering Microsoft under SEWP NNG15SD34B; Minburn Technology Group LLC

The subject line contains a contract number that we ask you to reference in all communication as we move forward.

1. **Header Text** information is EXTREMELY IMPORTANT, and should include the following data:

Description of purchase: \_\_\_\_\_  
(Please specify for your requirement)

Center: \_\_\_\_\_, POC: \_\_\_\_\_  
(Your center) (The POC for your center)

Brad Binder, Bldg. 1111, Jerry Hlass Road, RM 292N  
Phone: 228-813-6110

2. Please use **Material Group D311. Item Category D (Service)**

3. **P-Group** IMPORTANT: Center PRs awarded by the NSSC will require the use of the following **P-Group that is determined by your center**:

AXA - ARC;	CXA - GRC;
DXA - AFRC;	HXA - HQ;
GXA - GSFC;	JXA - JSC;
NXA - NMO;	LXA - LaRC;
KXA - KSC;	SXA - SSC.
MXA - MSFC;	

4. **Purchasing Org** must be **NASA**

①	②	③
Government Purchase Cards (GPC)	Simplified Acquisition Team (SAT)	Enterprise License Management Team (ELMT)
Intended for purchases equal to or less than \$10K.	This path is intended for purchases equal to or less than \$250K.	The ELMT avenue should be used for purchases greater than \$250K.

(\*)Note: this may vary depending upon Center policies; please consult with your local Center ITAM for guidance.

④
<b>**Enterprise License Management Team (ELMT) Individual Purchases</b>
The ELMT optional approach may be used for purchases greater than \$250K.

**(\*\*)Note: this option is not required by NASA policy. This only serves as an option for NASA customers.**



**NSSC NASA SHARED SERVICES CENTER**

Enter Search Terms Here [Site Search](#)

Home For NASA Users For Vendors/Grantees For Public For NSSC Employees NSSC Services Contact

**ELMT**

Complete Contract List

NASA FAR Supplement (pdf) See Section 1807.70 "Use of the ELMT Program"

Software Coordination Instructions

ELMT Services

Center IT Asset Mgrs.

ELMT Members

ELMT 101

ELMT Balancing Act

ELMT Service Delivery Guide

ELMT Factsheet

**Enterprise License Management Team**

The Enterprise License Management Team (ELMT) was established at the NSSC to provide support for the discovery, analysis, establishment and management of Agency enterprise software licensing. The ELMT manages initiatives for licensing and contract consolidation and negotiates standard pricing for selected software for NASA. The ELMT maintains licensing and contract consolidation initiatives activities for NASA and negotiates economy of scale pricing for selected software.

By seeking best-value procurements, cost avoidance and savings opportunities for the Agency, the ELMT provides NASA with the means to take full advantage of reduced software and procurement costs. Other tangible benefits include increased Agency access to vendor software suites, centralized license compliance and audit support gained through leveraged purchasing power and economies of scale.

ELMT managed agreements optimize cost savings by leveraging the full purchasing capacity of the Agency based on economies of scale. By leveraging the ELMT managed agreements, NASA can improve the Agency's ability to identify, acquire, distribute, and manage software—and save NASA funds to use elsewhere.

**FIND AN ANSWER**

- [How do I Order from an Existing NASA Enterprise License Agreement \(ELA\)?](#)  
Each contract will have specific instructions. View the complete list. From the list...
- [NASA's Enterprise License Agreement \(ELA\) Definition](#)  
An Enterprise License Agreement (ELA) is an agreement to license the entire population of an entity...
- [ELMT Services](#)  
ELMT services include: Business case analysis for potential transitions to an Enterprise Agreement...
- [Schedule & Milestones](#)  
Date Event 12/8/2017 Release RFP 12/14/2017 12/21/2017...
- [NCCIPS Recompete - Document e-Library](#)  
NCCIPS Industry Day Slides...
- [NCCIPS Recompete - Industry Day Slides](#)  
NCCIPS Industry Day was held on Dec. 14, 2017. To view event presentation, see NCCIPS...
- [ELMT Members](#)  
Please Send Comments and Inquiries and General Requests to ELMT's Mailbox: [nssc@elmt@mail.nasa.gov](mailto:nssc@elmt@mail.nasa.gov)...
- [Center Information Technology Asset Managers \(ITAMs\)](#)  
Center ITAMs provide active, timely, and professional management of NASA...
- [NCCIPS Recompete Announcements](#)  
October 1, 2017 The schedule for the NCCIPS re-compete is now available.
- [NASA End-user Services and Technologies \(NEST\) Industry Day Notice](#)  
Registration for Industry Day has closed. Please contact Melissa Currie at...

[More Results](#)

**Forms and Quick Links**

Latest News

Headquarters Procurement

NSSC Procurement

OCIO

ELMT Candidate Recommendation

**ELMT Individual Purchases Procurement Information Requirements**

ESRI Project Capture Worksheet (EPCW)

Spares Pool Transfer

**Tweets by @NASA\_NSSC**

NASA NSSC @NASA\_NS  
[nasa.gov/press-release/...](#)  
[nasa.gov/press-release/...](#)

NASA Finds An...  
NASA's Curiosit...  
[nasa.gov](#)

Jun 7, 2018

NASA NSSC @NASA\_NS  
[facebook.com/NASANSSC/posts...](#)

Jun 1, 2018

Go to the ELMT website at <http://www.nssc.nasa.gov/elmt> and Click on the "ELMT Individual Purchases Procurement Information Requirements" link to access information the ELMT requires to place the Order

## Completing a Procurement Request for ELMT individual purchases expected to exceed the Federal Acquisition Regulation (FAR) micro-purchase threshold<sup>1</sup>

Acquisition requests submitted to the ELMT for items not available through an agreement in the ELMT Portfolio require the following basic information in order to initiate a Request for Quote (RFQ). E-mail request to: [nsscslmt@mail.nasa.gov](mailto:nsscslmt@mail.nasa.gov). The data below is required; missing data will result in your acquisition being delayed.

<sup>1</sup>Note: If Center policy requires funding an order otherwise eligible for payment with a Government Purchase Card, with a purchase requisition (PR), please advise the ELMT and provide the following information.

- 1) Requestor's Information
  - a) Requestor's contact information to include name, email address, and telephone number
  - b) End User contact information to include name, email address, and telephone number.
- 2) Funding Information
  - a) Requisition contact information to include name, email address, and telephone number.
  - b) Requisition Number/ PR #
- 3) Required Delivery Date
  - a) Provide a date when the order is required. ("ASAP" is not a validated date)
  - b) If this date is not provided; the ELMT will assume a minimum of 7-10 business days after the order has been placed by the ELMT as the delivery date.
  - c) Purchase requests are processed as they are received at the ELMT. Note that a procurement deemed an emergency by the requesting Center will be given due consideration.
- 4) Suggested Vendor Information
  - a) Provide complete name, address, telephone number, contact name, and email address of the suggested source and all applicable market research and correspondence. If you do not have a recommended source then enter "Best Source."
  - b) If the suggested vendor is the only known source provide a Justification.
- 5) Vendor quotes and correspondence
  - a) If a RFI is posted on SEWP by the Requestor, the RFI shall only be posted to SEWP categories B and C if the anticipated award value is less than \$150,000.00.
  - b) Quotes should be valid for a minimum of 30 days
  - c) If a quote is from a large business the NSSC will require additional procurement lead time to re-post an RFI to SEWP, GSA, or FedBizOps.
  - d) If the quote is for the renewal of an existing license the quote should clearly define that in the item description.
  - e) Attach copies of all correspondence with the vendor, SEWP, GSA, or FBO.
- 6) Requirements
  - a) Provide specific application (e.g., maintenance renewal, support, new software purchase, etc.)
  - b) Complete detailed description, vendor catalog, part or SKU number; manufacturer name and part number; size; color; voltage; specifications, etc.

## Completing a Procurement Request for ELMT individual purchases expected to exceed the Federal Acquisition Regulation (FAR) micro-purchase threshold<sup>1</sup>

- c) Number of requirements and unit of issue (i.e. each, package, month)
  - d) Unit price, amount from catalog, vendor's website, email quote, etc.
  - e) Ship To, provide the end user's name, Center, physical address, or other appropriate delivery location detail.
- 7) NASA Form 1707 Special Approvals and Affirmations of Requisitions
    - a) Provide a signed and completed 1707
    - b) Provide any of the required supporting documentation (IPV6 waivers, 508 compliance-VPATs, etc.)
    - c) For all software purchases and renewal select and complete the second block in Section 1. I. Information System
  - 8) NASA Form 1823
    - a) Review the Approved and Assessed list at the following [link](#) to determine if this software has previously been assessed and approved for use by the NASA OCIO for IT Security.
    - b) If the request is for a new software license not previously in use at the Center an approved NASA Form 1823 is required, providing the software does not appear on the Approved and Assessed list.
    - c) If this is for a renewal of an existing license a NASA Form 1823 is not required.
  - 9) Comments
 

Enter additional information or remarks about the delivery, special shipping instructions, specific campaign, or other information relative to the procurement.
  - 10) Procurement Request
    - a) Once all required documentation has been gathered by the Requestor, a PR should be submitted to the NSSC for the amount quoted by the vendor with all documents attached.
    - b) Upon receipt and review of the PR package, it may be necessary to request a revision to increase the committed value of the PR prior to placing awarding a delivery/purchase order.

## Section 5: ELMT Coordination Request



- **The NASA FAR Supplement 1807.70 - Enterprise License Management Team (ELMT) Program states:**

*“...the requiring office and the Center CIO or IT Asset Manager shall coordinate with the ELMT Program Office to determine whether existing or planned ELMT software agreements can fulfill a software requirement 30 days prior to entering into a new contract, exercising an option, consenting to a subcontract, issuing a task or delivery order, or making a purchase using a governmentwide purchase card.”*

- **ELMT coordination is accomplished by submitting a Software Coordination Request to the ELMT by email ([nsscelmt@mail.nasa.gov](mailto:nsscelmt@mail.nasa.gov)). Your request should include: your contact information, a complete description of the product, the product’s manufacturer / part number (if available), and what license type you are looking for. ELMT recommends CC: Center ITAM on all coordination request for awareness. See below for sample request:**

**To:** NSSC-ELMT [nsscelmt@mail.nasa.gov](mailto:nsscelmt@mail.nasa.gov)  
**CC:** Center ITAM  
**Subject:** Oracle Hyperion

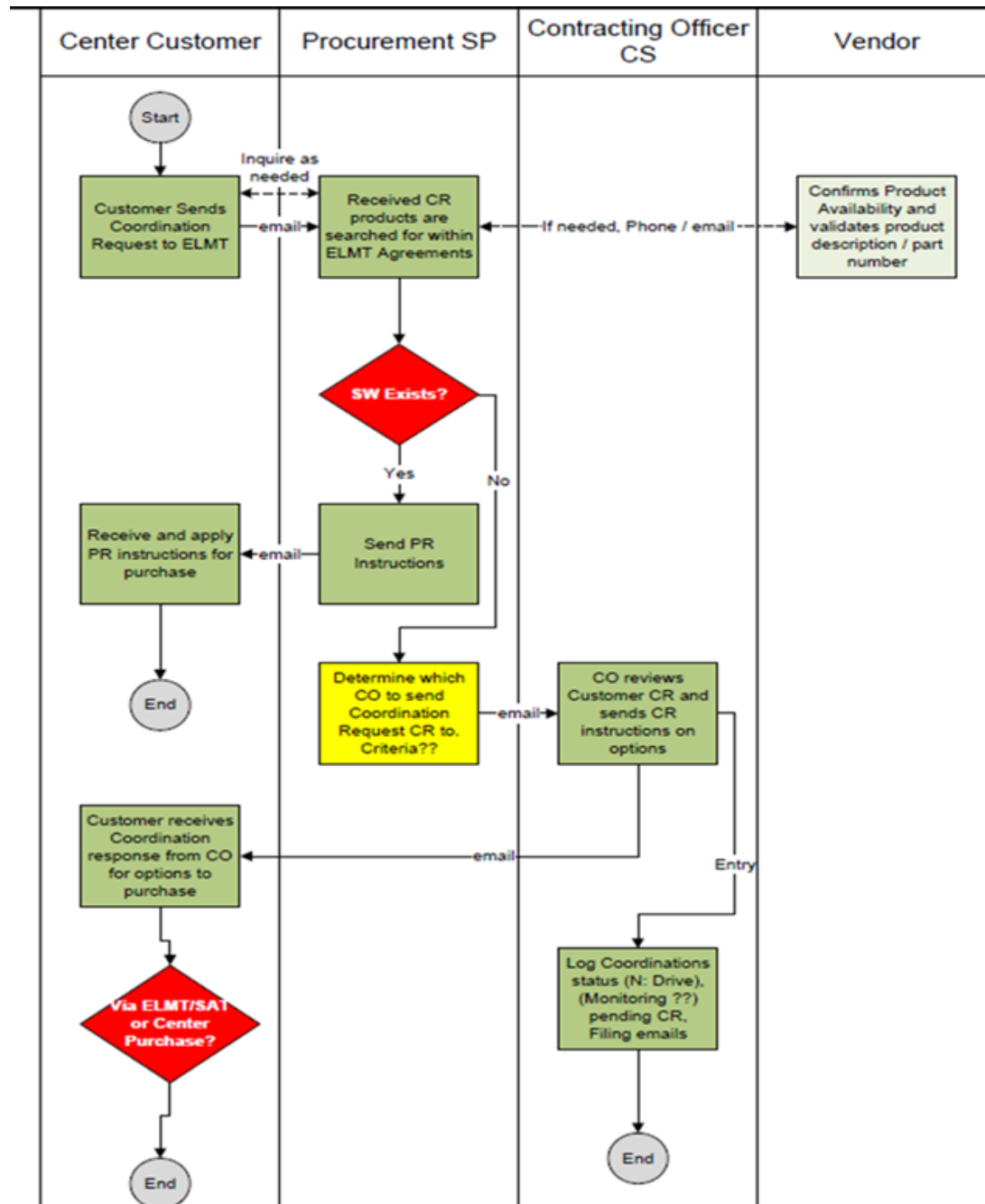
*In accordance with NFS 1807.70 the NSSC requests ELMT’s review/approval that coordination occurred for the renewal of Oracle Hyperion which is a product that is not on the ELMT portfolio. The NSSC anticipates placing the renewal agreement through SAT. Please submit confirmation so we may be able to proceed with the renewal activity.*

Customer Name  
Customer contact Information

- The ELMT will receive and review whether your requested software product(s) is covered under an existing agreement
- If it is determined to be covered under an existing agreement, you will be provided purchasing instructions through the associated contract agreement
- Typically, the ELMT will respond to software coordination requests within three business days
- If the software is not covered under any of the ELMT managed agreements, the ELMT will respond providing options for procurement depending upon value, which include executing either through the GPC, ELMT, SAT or at your local Center. Procuring software through the ELMT that is not available through an ELMT agreement is not required by NASA policy but is an option for NASA customers

*See Backup for sample ELMT Coordination Response*

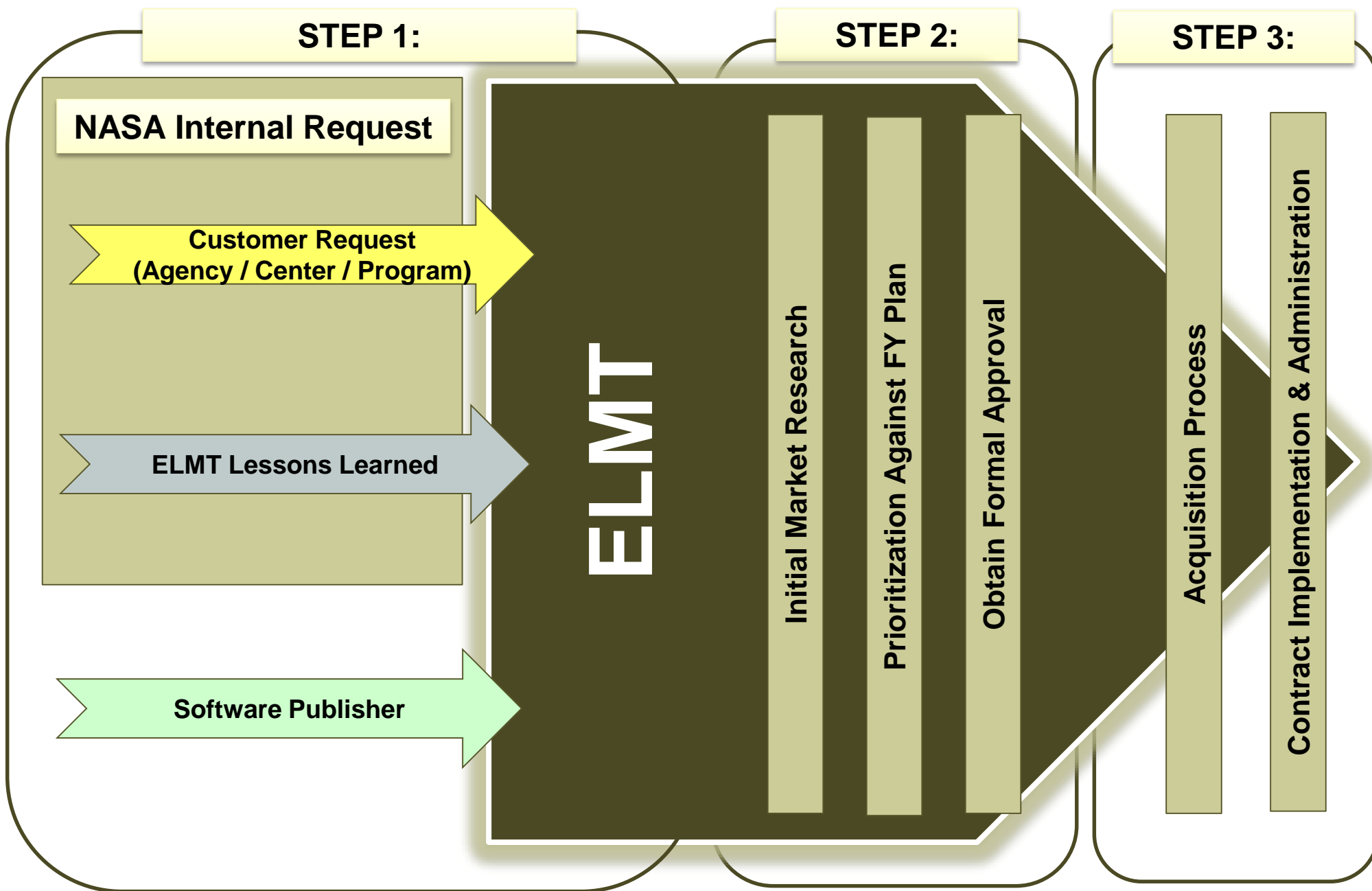
# ELMT Coordination Request (cont.)



## **Section 6: Entry Points / Submitting ELMT Request / Business Case Development / Contact Us**



# ELMT Portfolio Entry Points



**NSSC NASA SHARED SERVICES CENTER**

Enter Search Terms Here [Site Search](#)

Home For NASA Users For Vendors/Grantees For Public For NSSC Employees NSSC Services Contact

**ELMT**

Complete Contract List

NASA FAR Supplement (pdf) See Section 1807.70 "Use of the ELMT Program"

Software Coordination Instructions

ELMT Services

Center IT Asset Mgrs.

ELMT Members

ELMT 101

ELMT Balancing Act

ELMT Service Delivery Guide

ELMT Factsheet

**Enterprise License Management Team**

The Enterprise License Management Team (ELMT) was established at the NSSC to provide support for the discovery, analysis, establishment and management of Agency enterprise software licensing. The ELMT manages initiatives for licensing and contract consolidation and negotiates standard pricing for selected software for NASA. The ELMT maintains licensing and contract consolidation initiatives activities for NASA and negotiates economy of scale pricing for selected software.

By seeking best-value procurements, cost avoidance and savings opportunities for the Agency, the ELMT provides NASA with the means to take full advantage of reduced software and procurement costs. Other tangible benefits include increased Agency access to vendor software suites, centralized license compliance and audit support gained through leveraged purchasing power and economies of scale.

ELMT managed agreements optimize cost savings by leveraging the full purchasing capacity of the Agency based on economies of scale. By leveraging the ELMT managed agreements, NASA can improve the Agency's ability to identify, acquire, distribute, and manage software—and save NASA funds to use elsewhere.

**FIND AN ANSWER**

- How do I Order from an Existing NASA Enterprise License Agreement (ELA)? Each contract will have specific instructions. View the complete list. From the list...
- NASA's Enterprise License Agreement (ELA) Definition An Enterprise License Agreement (ELA) is an agreement to license the entire population of an entity...
- ELMT Services ELMT services include: Business case analysis for potential transitions to an Enterprise Agreement...
- Schedule & Milestones Date Event 12/8/2017 Release RFP 12/14/2017 12/21/2017...
- NCCIPS Recompete - Document e-Library NCCIPS Industry Day Slides...
- NCCIPS Recompete - Industry Day Slides NCCIPS Industry Day was held on Dec. 14, 2017. To view event presentation, see NCCIPS...
- ELMT Members Please Send Comments and Inquiries and General Requests to ELMT's Mailbox: nssc@elmt@mail.nasa.gov...
- Center Information Technology Asset Managers (ITAMs) Center ITAMs provide active, timely, and professional management of NASA...
- NCCIPS Recompete Announcements October 1, 2017 The schedule for the NCCIPS recompete is now available.
- NASA End-user Services and Technologies (NEST) Industry Day Notice Registration for Industry Day has closed. Please contact Melissa Currie at...

[More Results](#)

**Forms and Quick Links**

Latest News

Headquarters Procurement

NSSC Procurement

OCIO

**ELMT Candidate Recommendation**

ELMT Individual Purchases Procurement Information Requirements

ESRI Project Capture Worksheet (EPCW)

Spares Pool Transfer

Tweets by @NASA\_NSSC

NASA NSSC @NASA\_NS nasa.gov/press-release/... nasa.gov/press-release/...

NASA Finds An... NASA's Curiosity... nasa.gov

Jun 7, 2018

NASA NSSC @NASA\_NS facebook.com/NASANSSC/posts... Jun 1, 2018

Go to the ELMT website at <http://www.nssc.nasa.gov/elmt> and Click on the "ELMT Candidate Recommendation" link to download an Excel spreadsheet that requests information the ELMT requires to possibly pursue an Agency agreement; the ELMT will contact the requestor if additional information is required

- **The ELMT researches and compiles information to develop business cases that inform and influence decision makers concerning whether to proceed with the acquisition process to secure an enterprise software agreement**
  
- **Business cases typically include:**
  - Software Publisher Information
  - 508 and IPv6 Compliance Status
  - Verification that software is on IT Security's Assessed and Cleared List or an approved Request for Investigation (NF 1823)
  - Publisher and/or Value Added Reseller (VAR) Availability and Size Status
  - Customer Points of Contact (POCs)
  - License and Product Consumption
  - Available Government Contract Vehicles
  - Software Requirements
  - Funding Source
  - Contract Type
  - Alignment of Periods of Performances (POPs)
  
- **The time to complete a business case is impacted by the complexity of researching and developing the content**
  
- **Three levels of complexity are used to describe the time and effort to complete market research and develop a business case: Low, Moderate, and High**



**Please contact the ELMT with questions at**

**[NSSCELMT@mail.nasa.gov](mailto:NSSCELMT@mail.nasa.gov)**

**Or**

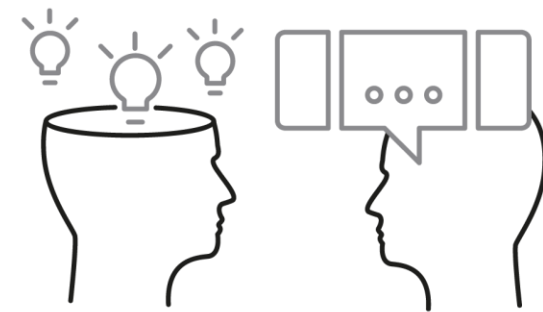
**visit our website at**

**<http://www.nssc.nasa.gov/elmt>**





*Strategic vendor management is a strategic approach leveraged for managing and optimizing software vendor relationships*



	<b>Coordination</b> <i>Strategic Vendor Analysis &amp; Planning</i>	<b>Communication</b> <i>Vendor Engagement Framework</i>	<b>Cooperation</b> <i>Acquisition &amp; Strategy Implementation</i>	<b>Collaboration</b> <i>Ongoing Management &amp; Vendor Engagement</i>
<b>Objective</b>	Develop best practice management strategies tailored to the vendor to optimize opportunities	Engage vendor to identify improvements for enterprise agreements and to develop/enhance relationships	Implement the vendor management strategies & acquisition activities related to enterprise agreements	Maintain & continuously improve vendor management internal processes and vendor relationships
<b>Key Outcomes</b>	<ul style="list-style-type: none"> <li>Increased Visibility</li> <li>Market Intelligence</li> <li>Cost Avoidance / Savings Potential</li> </ul>	<ul style="list-style-type: none"> <li>Vendor Familiarity &amp; Understanding</li> <li>ELMT Awareness of Pros &amp; Cons to Enterprise Approaches</li> <li>Vendors awareness of Applicable Federal Laws, FAR and NFS clauses</li> </ul>	<ul style="list-style-type: none"> <li>Mature Market Analysis</li> <li>Positive Negotiations</li> <li>Communications and Change Management Focus</li> <li>Reduced Agency Procurement footprint</li> </ul>	<ul style="list-style-type: none"> <li>Enhanced Visibility and Tracking</li> <li>Vendor Performance</li> <li>Assessment of Vendor Performance</li> <li>Optimization of Requirements</li> <li>Improved order fulfillment</li> </ul>



# Balancing Act (cont.)

## Pros for Software Publisher

- Less risk for the Software Publisher
- Software Publisher is incentivized to provide optimal pricing for new licenses and ongoing maintenance
- Reduce procurement activity due to standardized requirements

**Flexibility**



**Price**



**ELAs**

## Cons for Government

- Requires major purchase and consensus for all impacted organizations (orgs)
- Software Publisher is less inclined to reduce quantities once established without major re-price
- Difficult to develop and promotes publisher lock-in

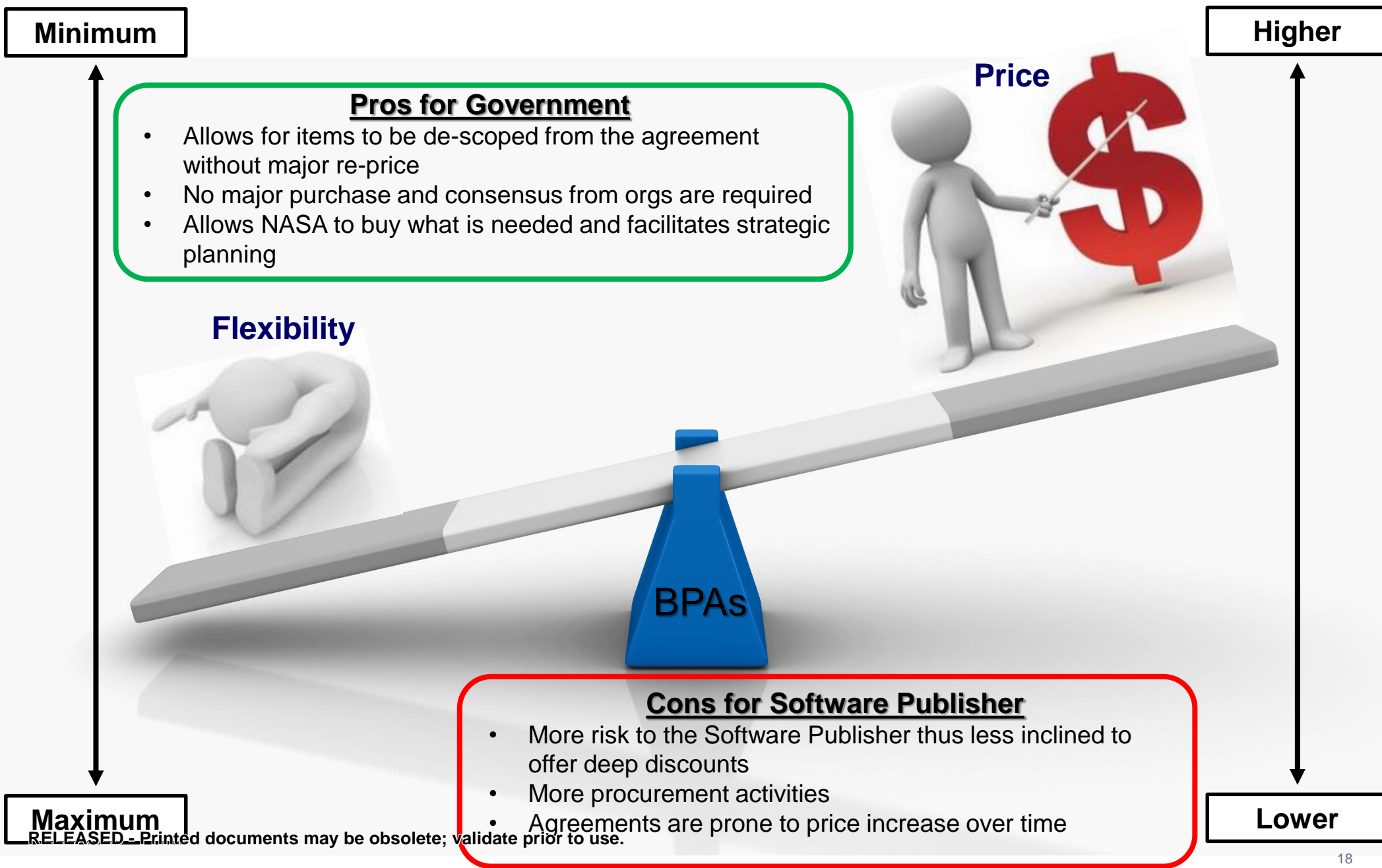
**Minimum**

**Higher**

**Maximum**

**Lower**

RELEASED - Printed documents may be obsolete; validate prior to use



## \*Sample ELMT Coordination Request Response

Good Afternoon,

Please Note: The ELMT typically responds to coordination requests within 3 business days.

The requested software license is currently not available for procurement under an existing Enterprise License Management Team (ELMT) contract. Procurement requests for software licenses and/or maintenance renewals for items not currently under the ELMT portfolio with an anticipated award value less than the Simplified Acquisition Threshold (SAT) of \$250,000.00 should be submitted to the NSSC Simplified Acquisition Team for procurement. Information on how to submit a procurement request to SAT can be found at the following link.

<https://www.nssc.nasa.gov/simplifiedacquisition>

If the anticipated award value is great than \$250,000.00 the ELMT is capable and willing to procure new software licenses and/or maintenance renewals for items not currently in the ELMT portfolio. If you should decide to leverage the ELMT to procure the referenced item, please notify the ELMT by email @ [nsscelmt@mail.nasa.gov](mailto:nsscelmt@mail.nasa.gov). This will allow the NSSC to plan the necessary resources for the incoming procurement request. Once notification is submitted prepare and provide a complete Purchase Request (PR) that includes all supporting documentation (e.g., NF 1707 and all supporting documents, approved NF 1823, requirements, and justifications). Upon receipt of each Purchase Request the NSSC will conduct a review of the PR package within 5 business days of receipt. Any required documentation missing from the PR package will be identified to the requestor. In the event the PR does not contain the appropriate forms that are completed accurately, have supporting documentation, and include the appropriate justifications (i.e., Limited Source Justification, JOFOC, Brand Name Justification, etc...), the ELMT will not process the PR. Additionally, the ELMT will not process a PR package that is under the Simplified Acquisition Threshold (\$150K) that was not set-a-side to small business consideration or provided with a written justification to support the procurement being made to a large business. If no justification is provided, the procurement will be reposted as a small business set-a-side. Note, that the ELMT will not take any action on the procurement unless the information contained in the PR is accurate and complete. Once the ELMT has received a complete procurement package, it will typically will take the ELMT thirty (30) calendar days to complete a procurement.

Although no Agency agreement is in place at this time, processing these types of orders provides the ELMT insight into Center requirements that will assist the ELMT in identifying future consolidation opportunities unless the purchase item in question can be purchased with a Government Purchase Card (GPC). If the software product that you are seeking to purchase can be made with a GPC, the ELMT would recommend that you proceed with the purchase at your Center. In the event the total purchase price of the software is above the simplified acquisition threshold, please provide the following information that will allow the ELMT the ability to process the order:

[https://search.nssc.nasa.gov/servlet/sm.web.Fetch/Completing\\_a\\_Procurement\\_Request\\_for\\_ELMTrev5.pdf?rhid=1000&did=1774272&type=released](https://search.nssc.nasa.gov/servlet/sm.web.Fetch/Completing_a_Procurement_Request_for_ELMTrev5.pdf?rhid=1000&did=1774272&type=released)

It is not our intent to impede your Center's new purchase and/or renewal efforts. Please note that if the ELMT should secure an Agency agreement for any of the product/support in the future, it would be our recommendation that your Center secure option year support through the ELMT managed agreement. Keep in mind that this coordination response does not provide a blanket approval to make purchases of the same products. Please feel free to contact the ELMT if you have further questions.

# Entry Points (cont.): Type of Request - Step 1

- Types of Request:

- NASA Internal Request

- » Customer Request (Agency / Center / Program) submit inquiries to the ELMT to investigate securing a specific enterprise license agreement to provide:
      - Reallocation of unused and underutilized software licenses across the Agency
      - Opportunities for cost avoidance/savings through bulk buys and/or consolidating contracts
      - Tracking software inventories for their Center and/or Programs
      - New purchasing through an Agency vehicle
      - Centralized software provisioning
    - » ELMT Lessons Learned may generate a request from the contract administration of an existing agreement that may warrant NASA considering alternative solutions to an existing agreement
  - Official Equipment Manufacturer (Publisher) requests are normally received in the form of an Unsolicited Proposal or a request to replace an obligation and/or consolidate existing contracts

# Entry Points (cont.): Initiate Market Research – Step 2



- **Market Research / Business Case Development / Approvals:**

- Initial Market Research includes a preliminary assessment of the request to determine whether or not the request should move into business case development by the ELMT
- Prioritization Against Fiscal Year Plan entails the review of the new license request against the planned fiscal year activities
- Business Case Development & Initial Review occurs when ELMT further refines the initial market research. Initial reviews of the business case assess clarity of the requirements and assumptions and assess the accuracy of the estimates
- Formal Approvals are obtained from the requesting organization and/or the cognizant governing organization, which provide the ELMT authorization to proceed to the Acquisition Process or True-Up / Renewal activity

# Entry Points (cont.): Acquisition Process – Step 3

- **Acquisition Process:**

- Contracting Staff:

- » Review requirements
    - » Determine the best acquisition approach (GSA Schedule, SEWP, Open Market)
    - » Determine whether or not to set-aside for small business
    - » Obtain appropriate acquisition approvals and prepare solicitation documents

- ELMT Service Providers (SPs):

- » Assist with gathering customer requirements,
    - » Assist writing the statement of work
    - » Develop preliminary asset database to track Center quantities
    - » Support developing in-house government estimates for all procurements
    - » Assist with developing the customer preliminary funding requirements for planning purposes

# Entry Points (cont.): Contract Implementation – Step 3



- **Contract Implementation:**
  - Contracting Staff:
    - » Release solicitation
    - » Manage questions and answers
    - » Receive proposals or quotes
    - » Evaluate proposals or quotes
    - » Determine best value
    - » Ensure sufficient funding to award
    - » Award contract
    - » Notify losing offerors, debrief losing vendors if necessary
    - » Distribute contract
    - » Ensure funds get obligated
  - ELMT SPs:
    - » Prior to contract award, refine the asset database to reflect Center customer changes in requirements
    - » Assist the ELMT Contracting Officer (CO) with preparing the customer's funding requirement which helps the customer complete the purchase request (PR) needed to forward funding for the final award



# Entry Points (cont.):

## Contract Administration – Step 3

- **Contract Administration:**

- Incrementally fund (if necessary) make modifications, negotiate changes, assist with contract closeout
- ELMT Service Providers (SPs) track each contract's list of customer assets to reflect any changes in requirements. SPs also assist the ELMT Contracting Officer (CO) with preparing the customer's funding requirement to assist the customer with completing purchase request (PR) to forward the funding for final award

# Business Case Development (cont.)

Business Case (BC) Content	Low Complexity	Moderate Complexity	High Complexity
<b>Software Publisher Data</b>	Most of the data is provided by the requesting organization; requires minimal market research and coordination with the Software Publisher to refine	Some of the data is provided by the requesting organization; requires additional market research and coordination with the Software Publisher to refine	Little to no information is provided by the requesting organization and requires additional market research and coordination with the Software Publisher
<b>508 Compliance</b>	Electronic and Information Technology Accessibility is easily verified	Electronic and Information Technology Accessibility requires additional research to verify	Electronic and Information Technology Accessibility is not easily verified or is found to be non-compliant and requires waiver per NASA Procurement Information Circular 05-01
<b>Software Publisher/VAR Availability and Size Status</b>	VARs availability and Size status is provided and easily validated; no source justification are required	VAR availability is not provided and requires additional market research and/or communication with the Software Publisher; minimal source justifications are required	Software Publisher is the only distributor of their product and may require additional source justifications
<b>Customer POCs</b>	Easily obtained from requesting organization and/or Software Publisher	Software Publisher provides POCs and ELMT validates POCs through various communication methods	No Customer POCs can be found through Software Publisher or Originating Org; Agency call to Centers to provide POCs
<b>License and Product Consumption</b>	Product density is known by Government/Software Publisher and can be easily validated	Product density is known by Government and/or Software Publisher and validation cannot be easily validated	Product Density is unknown by vendor/government and additional discovery is required
<b>Available Government Contract Vehicles</b>	Multiple Government Vehicles exist (SEWP, GSA, and other GWACs)	GSA and other GWACs are available (SEWP not an option)	Current software doesn't have a government vehicle / Possibly open market procurement
<b>Software Requirements</b>	Simplistic and well defined / with minimal refinement	Well defined however requires moderate refinement	Not well defined to no requirements defined with extensive refinement
<b>Funding Source</b>	Single source / Commitment to funding provided by approving org	5 or less sources with varied commitment to funding	Multiple Funding Sources (above 6 sources) and no clear commitment to funding and possible incremental funding request
<b>Contract Type</b>	FFP and BPA	FFP, BPA, IDIQ, or Hybrid	FFP, BPA, IDIQ, or Hybrid
<b>Alignment of POPs</b>	No Alignment Required	Some Alignment Required	Multiple Alignment Required
<b>~Time to Complete BC</b>	70 days	135 days	285 days
<b>*Originating Orgs Approvals and Funding</b>	60 days	90 days	60 days