NSSC ELMT
Esri Agreement
Information Sheet

See Section: How to Order

See Section: How to Access Training Request

Product: Esri software, support, and services

Manufacturer: Environmental Systems Research Institute, Inc. (Esri)

Vendor: Environmental Systems Research Institute, Inc. (Esri)

Summary: The NASA Shared Services Center (NSSC) Enterprise License Management Team (ELMT) portfolio includes the agency blanket purchase agreement (BPA) for Esri geographic information systems (GIS) Software and Services. **All Esri software offered in GSA SINs 132-32 and 132-33, Category A is available for unlimited deployment to all authorized users (NASA employees and authorized contractors) through the ELA.**

INCLUDED: Unlimited use by all Authorized users (NASA employees and authorized contractors) at all NASA facilities
INCLUDED: Software Media Kits, Hardware Keys, and Right to Call Tier 2 support
INCLUDED: Deployment and maintenance for a capped quantity of Schedule Category B items
INCLUDED: Esri Conference Passes
INCLUDED: Unlimited Virtual Campus for Esri Authored Courses
INCLUDED: NASA rolled-in licenses: Category A
INCLUDED: Indefinite Delivery/Indefinite Quantity (IDIQ) Schedule for acquisition of items not included as part of Exhibit A, B, or C in agreement

LICENSE TERM: One Year base, with four additional one-year options.

Award Date: October 1, 2020

Period of Performance: Base Period: 10/01/2020 – 09/30/2021
Option Year 1: 10/01/2021 – 09/30/2022
Option Year 2: 10/01/2022 – 09/30/2023
Option Year 3: 10/01/2023 – 09/30/2024
Option Year 4: 10/01/2024 – 09/30/2025

Renewal Cycle Schedule: Annually, beginning July

NASA Contract #: 80NSSC21A0001

For questions associated with this agreement contact the following:

NASA Customer Contact Center: Call: 1-877-NSSC123 (1-877-677-2123)
- Select Option 3, Select Option 1 NASA employee, Select Option 3 Procurement

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(or)
NSSC ELMT Team: Email: nsscelmt@mail.nasa.gov

Vendor POC:

Charlie Hoffman	choffman@esri.com	David Williamson	DWilliamson@esri.com

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Product Offering: ESRI GSA Schedule

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How to Order:

A. **Category A - GSA SINs 132-32 and 132-33 Perpetual Software and Maintenance** - is available for unlimited deployment to all authorized users (NASA employees and authorized contractors) through the ELA.

- **Submit a NASA Access Management System (NAMS) request and Project Capture Worksheet**

  NASA Access Management System (NAMS) Request detail information:
  NAMS: https://idmax.nasa.gov/nams/user
  NAMS New Request:
  1. Search <ESRI- Agency Enterprise License>
  2. Select Your User Center
  3. Review the common product selections
     a. Find the link to Category A products under, "Click here" and Review Category A common products
     b. If product of choice is not listed, please proceed to the below section on how to order Categories B and C.
  4. Complete Esri Project Capture Worksheet (A link can also be found in NAMS) and forward your copy to agency-esri-tier1-support@mail.nasa.gov.
  5. Provide business justification in NAMS
  6. Submit NAMS Request

Note: Final approval for submitted NAMS request is determined by the requestor's Center IT Asset Manager (ITAM), or designee. Your approved NAMS request and completed ESRI PROJECT CAPTURE WORKSHEET are necessary for the ELMT to provision licensing.

B. **Categories B and C- GSA SINs 132-32 and 132-33 Perpetual Software and Maintenance**

- **Find the complete GSA Schedule containing all products (Category A,B,C) by logging in or use the link to register at** http://www.esri.com/industries/apps/federal/gsa/check.cfm
- Complete purchase following the GPC or PR instructions below.
- Complete Esri Project Capture Worksheet and forward your copy to agency-esri-tier1-support@mail.nasa.gov

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A Government wide Purchase Card (GPC) may be used to procure software and support for Esri GSA offerings on this agreement.

For software procurements at or below $250,000 for ELMT enterprise agreement purchases, the Simplified Acquisition Threshold (SAT) team at the NSSC will process these requests.

To proceed via SAT: click the link NSSC PR Services Support Requests, then go to NSSC Simplified Acquisition Customer Portal to initiate the purchase. When creating a ticket please include the ELMT agreement number in the "Give a brief description" field.

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

For NASA P-Card Orders:

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.

Authorized Center Esri POC or Center Government Purchase Card (GPC) holder	– A Center POC coordinates and obtains quotation from the vendor – Quotation should include: (Esri Product Name, Description, GSA Number, Quantity, End User Name, Phone Number and E-mail Address) – License Number, if applicable
Center GPC holder	– Place Order with Esri ** – ESRI GPC Instructions/Vendor Contact Information – Center POC would Email final quotation and send completed Esri Project Capture Worksheet to the agency-esri-tier1-support@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

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	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

For Purchase Request (PR) Funded Orders:

Center POC	− A Center POC coordinates and obtains quotation from the vendor
	− Quotation should include: (Esri Product Name, Description, GSA Number, Quantity, End User Name, Phone Number and E-mail Address)
	− License Number, if applicable
	− a NASA Procurement POC**
	− a Purchase Request (PR) (or confirmation that funds are available)* PR instructions
	− a completed Esri Project Capture Worksheet ***
	− Finalize PR (funding) NSSC Procurement
	(If requirements are complex and you have questions, please contact the ELMT for assistance)
* Per FAR Subpart 32.7: Before executing any contract, the contracting officer shall— (a) **Obtain written assurance from responsible fiscal authority that adequate funds are available** or (b) Expressly condition the contract upon availability of funds in accordance with 32.703-2.	
*** NSSC Procurement can only accept funding from other NASA Center Procurement offices for Esri Contract transactions.*	
*** Esri Project Capture Worksheet	
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 Esri license account manager
ELMT	− Add product line item(s) information to the NSSC Enterprise Asset Tracking System (EATS) for license management

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For Esri Users Access Training:

Users who wish to access this training must request permission to connect to the account.
To request access to Esri Training, send an email to agency-esri-tier1-support@mail.nasa.gov

After access is granted, you will receive an email invitation to connect to the NASA Organization in My Esri to access training, software media downloads, and support cases.

For Esri Conference Passes:

If you are interested in attending the Esri Developer Summit or the Esri International User Conference, please email your complimentary pass request to: agency-esri-tier1-support@mail.nasa.gov. For each pass requested, please include the following:
- o Name
- o Email address
- o indicate if the requestor has attended a previous Esri Conference or Summit on a NASA pass; if yes, please include attendance year

Additional Information:

Environmental Systems Research Institute, Inc. (Esri): http://www.esri.com

Esri's GSA Contract GS-35F-253CA Schedule - Register at:
http://www.esri.com/industries/apps/federal/gsa/register.cfm
(GSA SINs 132-32 Term Software – Category A and 132-33 Perpetual Software – Category A)

NASA Access Management System (NAMS): https://idmax.nasa.gov/nams/user

Agency Esri Tier I Support: TOLL FREE Telephone Number – 877.283.2220

Hours: Monday – Friday, 8am – 5pm (Central)
Tier 1 Support for Authorized Users Includes:
- initial point of contact for all questions and incidents
- those activities that assist the user in resolving how-to and operational questions
- questions on installation and troubleshooting procedures

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

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