NSSC ELMT
FedSelect
Contract Information Sheet

Core Product: FedSelect, a proposal evaluation/source selection support tool

Manufacturer: CACI

Vendor: CACI

Summary: The NASA Shared Services Center (NSSC) Enterprise License Management Team (ELMT) portfolio includes the Agency enterprise license agreement (ELA) for a FedSelect Enterprise License. This license will allow all NASA Centers and sites to use the tool for an unlimited number of source selections, with an unlimited number of users, for a specified period of performance. Toll free help desk support and all upgrades, as released, are inclusive.
Onsite FedSelect Administrator Training and FedSelect Evaluator Training are also available for procurement through the ELA. All training may be exercised an unlimited number of times during the base and each option year, provided funding is available.

License Term: One Year

Award Date: August 10, 2012

Period of Performance: Base Period: September 1, 2012 – August 31, 2013
Option Year 1: September 1, 2013 – August 31, 2014
Option Year 2: September 1, 2014 – August 31, 2015

Renewal True-Up Schedule:
Renewal True-up/Discovery Phase: June – July
Finalize Agency License Requirements: July – August
Vendor Renewal Year Start Date: September 1

NASA Contract #: NNX12AA67D
Contract Specialist: Lewis Hansen (NSSC), 228-813-6518, lewis.r.hansen@nasa.gov
Contracting Officers Representative (COR): Darryl Smith, 228.813.6388 darryl.a.smith@nasa.gov

Vendor POC: Alexander Granados
Acquisition Manager
CACI Acquisition Support Group
(703) 486 -3266 ext 1013
(202) 299-4354
agranados@caci.com

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How to Order:
Software
Training (See below for additional information: in 'Other Information, Training Options Detail:' section)

Software

Authorized Center POC	Email requirement to nsscelmt@nasa.gov . Include − Center name − POC name − POC e-mail address OR contact any member of the ELMT
ELMT	Coordinate requirement with Vendor
Vendor	Provision FedSelect enterprise license to Center via secure file delivery service − technical support included − toll free help desk support included
Vendor	Notify ELMT when provisioning activity is complete
ELMT	Add provisioning detail(s) to the NSSC Enterprise Asset Tracking System (EATS) for license management

Training

Authorized Center POC	Email requirements to nsscelmt@nasa.gov . Include − Type of training − Number of participants − Proposed dates, if known − Location of training − Anticipated date of next source selection and RFP, if known − Organization or project affiliated with, or contracted for, at the Center level − a PR (or confirmation that funds are available)* − A NASA Procurement POC OR contact any member of the ELMT
* 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	− Validate request eligibility − Execute Purchase Order to vendor for procurement
ELMT, NASA Center POC	Facilitate Center training requirement with Vendor
Vendor	Complete training at Center
Vendor, Center	Notify ELMT when training activity is complete
Vendor	Invoice NASA for allowable reimbursable travel expenses
NSSC	Route invoice for payment approval: –> Finance -> Procurement -> COR -> Procurement -> Finance
NSSC Procurement	Courtesy copy of approved invoice routed to NASA FedSelect Account Manager (ELMT)
ELMT	Add transaction(s) to the NSSC Enterprise Asset Tracking System (EATS)

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For NASA P-Card Orders:

Authorized Center FedSelect POC or Center Government Purchase Card (GPC) holder	Email requirements to nsscelmt@mail.nasa.gov . Include − Requirement detail (FedSelect Product Name, Description, GSA Number, Quantity)
NSSC Team	− Validate requirements detail − Acquire vendor quote from CACI and route to Requestor with Vendor Contact information for Credit Card purchases
Center GPC holder	− Complete CACI Credit Card form attached to Vendor Contact information for Credit Card purchase as provided by NSSC Team
** Payment by GPC for ELMT purchases shall be made in accordance with FAR 52.212-4, Contract Terms and Conditions – Commercial items, which provides for funding through a Work Breakdown Structure (WBS) number.	

Vendor	− Provide transaction-specific documentation to the Contracting Officer within 3 to 5 business days:
	  1. Contract/BPA Number
	  2. Order Log Number
	  3. Confirmation/Transaction Number
	  4. Product Name
	  5. Product Description/Item Number
	  6. Quantity Purchased
	  7. Unit Price
	  8. Extended Price
	  9. Date of Transaction and Date of Delivery
	  10. NASA GPC holder name and associated Center (including contact information)
	  11. License and/or maintenance user's name and contact information (if different from card holder)

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

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Other Information:

Center Points of Contact:

Authorized Center FedSelect Points of Contact

Center	License SW	Role	Last Name	First Name	Email address
ARC	FedSelect	Primary POC	Andrae	Sarah M.	sarah.m.andrae@nasa.gov
DFRC	FedSelect	Primary POC	Medina	Robert	robert.medina-1@nasa.gov
DFRC	FedSelect	Alternate POC	Bowman	Brian	brian.g.bowman@nasa.gov
GRC	FedSelect	Primary POC	Sepesi	Ronald	ronald.w.sepesi@nasa.gov
GSFC	FedSelect	Primary POC	Whyte	Christopher	christopher.d.whyte@nasa.gov
HQ	FedSelect	Primary POC	Whyte	Christopher	christopher.d.whyte@nasa.gov
JSC	FedSelect	Primary POC	Burridge	Craig	craig.g.burridge@nasa.gov
JSC	FedSelect	Alternate POC	Kincaid	Mary L.	mary.l.kincaid@nasa.gov
JSC	FedSelect	Technical POC1	Robert	Jones	robert.b.jones@nasa.gov
JSC	FedSelect	Technical POC2	Damon	Saber	damon.saber-1@nasa.gov
KSC	FedSelect	Primary POC	Lamke	Jeff	jeffrey.c.lamke@nasa.gov
LaRC	FedSelect	Primary POC	Jones	David H.	david.h.jones@nasa.gov
LaRC	FedSelect	Alternate POC	Fran	Risinger	Fran.risinger@nasa.gov
LaRC	FedSelect	Technical POC	Urquhart	Linda	linda.s.urquhart@nasa.gov
MSFC	FedSelect	Primary POC	Gill-Bates	Wendye	wendye.d.gill-bates@nasa.gov
MSFC	FedSelect	Alternate POC	Hanson	Marty	marty.b.hanson@nasa.gov
MSFC	FedSelect	Technical POC	Maples	Tracy	tracy.s.maples@nasa.gov
MSFC	FedSelect	Procurement POC	Lacey	Melissa	melissa.m.lacey@nasa.gov
NSSC	FedSelect	Primary POC	Berdux	Michelle	michelle.l.berdux@nasa.gov
NSSC	FedSelect	Alternate POC	Smith	Darryl	darryl.a.smith@nasa.gov
SSC	FedSelect	Primary POC	Carmichael	Christopher A.	christopher.a.carmichael@nasa.gov

Center IT Asset Manager: (ITAM)

CACI: http://www.caci.com/

FedSelect: http://www.caci.com/bmd/FedSelect/fedselect.shtml

Training Options Detail:
FedSelect™ Administrator Training includes:
- One (1) competitive acquisition consultant will provide NASA representatives with administrator training. The training will include instruction on the four (4) modules of FedSelect™ (administration, evaluation, consensus and reports). The training will provide attendees with a general understanding of the administrative, caucus/leader, reports and evaluator modules of the source selection tool.
- In addition to providing instruction on the four (4) modules, the administrator training includes full functionality of the tool. In this training we will guide the users on how to build an evaluation from beginning to end within the FedSelect™. This training includes, but is not limited to: adding evaluation factors/subfactors, entering evaluation criteria, entering users and assigning roles to each user, entering offerors and attaching proposal documents as well as creating and assigning rating methods and rating definitions. We will also demonstrate how to teach and train evaluators to perform meaningful evaluations through the usage of FedSelect™, how to facilitate consensus, and how to run reports for final documentation.

FedSelect™ Evaluator Training includes:

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- One (1) competitive acquisition consultant will provide NASA representatives with detailed evaluator training. The training will include full functionality on the evaluation module and all materials associated with the training. At the conclusion of this training, evaluators will be ready to commence their evaluations utilizing the FedSelect™ evaluation tool.

TRAVEL:

Travel shall be reimbursed in accordance with the Federal Travel Regulations (FTR} (41 Code of Federal Regulations (CFR)). Guidance for allowable reimbursable travel expenses can be found at www.gsa.gov.   ALL travel expenses must be allowable and supported by receipts submitted to the Contracting Officer for approval.   Per Diem expenses shall not exceed the authorized rates published and maintained by the General Services Administration.

For additional information contact any member of the ELMT, 855.610.2871 (Toll Free) or
Email: nsscelmt@mail.nasa.gov

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