NSSC ELMT
MSC Tokens & Royalty Products- Immix Technology, Inc. Information Sheet

Important Notice: See Section on How to Request Quotes & Place Orders on the Next Page

Product: MSC Tokens & Royalty Products

Manufacturer: MSC Software Corporation

Vendor: Immix Technology, Inc.

Summary: The NASA Shared Services Center (NSSC) Enterprise License Management Team (ELMT) portfolio now includes an agency-wide SEWP catalog agreement for MSC Software MasterKey Plus Base tokens, MSC One, and other associated royalty products. This agreement allows for all agency orders of MSC to be procured under it for consolidations. This agreement reduces the overall cost for NASA to operate MSC computer aided engineering (CAE) applications. Within the agreement, each participating Center contributes funding to purchase tokens for their Center’s use only and for a shared token pool. This agency token count is used for Tiered discounting on tokens. MSC also offers a new platform, MSC One, which allows users to leverage the tokens and other royalty products in one system.

Agreement Term: Three Years - Base Period with two (2) one year options

Award Date: May 15, 2017

Effective Date: April 1, 2017

Ordering Periods: Base Period: April 1, 2017 – March 31, 2018
Option Period 1: April 1, 2018 – March 31, 2019
Option Period 2: April 1, 2019 – March 31, 2020

Renewal Cycle Schedule: Renewal True-up/Discovery Phase: Oct - Nov
Finalize Agency License Requirements: Dec - Jan
Vendor Renewal Year Start Date: April 1, annually

NASA Contract #: SEWP Contract Number NNG15SC39B

Contracting Officer Representative (COR):
Genevieve Dixon
757.864.7209
genevieve.d.dixon@nasa.gov

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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 March 2017
- NF 1787, Small Business Coordination, signed April 2017
- MSC Voluntary Product Accessibility Templates, dated 2013-2015
- MSC IPv6 Compliance Waiver, dated May 2017

How to Request Quotations and Place Orders:

Please contact Immix Technology, Inc.’s points of contact below to obtain a quotation:

**Quote POC:**

<table>
<thead>
<tr>
<th>Renewals:</th>
<th>New Purchases:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meghan Cohen</td>
<td>Nicole Vo</td>
</tr>
<tr>
<td>Inside Sales Representative III</td>
<td>Inside Sales Associate</td>
</tr>
<tr>
<td>703-677-9799 direct</td>
<td>703-752-0610 main</td>
</tr>
<tr>
<td>571-385-5783 mobile</td>
<td>703-752-0611 fax</td>
</tr>
<tr>
<td><a href="mailto:Meghan_Cohen@immixgroup.com">Meghan_Cohen@immixgroup.com</a></td>
<td><a href="mailto:Nicole.Vo@immixgroup.com">Nicole.Vo@immixgroup.com</a></td>
</tr>
</tbody>
</table>

Darren Gagne
Inside Sales and Renewals
703.752.0654 direct | 703-752-0610 main
571-355-5042 mobile | 703-752-0611 Fax
[Darren.Gagne@immixgroup.com](mailto:Darren.Gagne@immixgroup.com)

Andrea McDaniel
Strategic Account Manager
703-712-4999 direct | 703-752-0610 main
571-385-9639 mobile | 703-752-0611 Fax
[Andrea_McDaniel@immixgroup.com](mailto:Andrea_McDaniel@immixgroup.com)

A Purchase Request (PR) is required to order under this agreement if the amount of the order exceeds the Federal Acquisition Regulation (FAR) threshold for micro-purchases.

For software procurements **at or below $250,000** for ELMT enterprise agreement purchases, the Simplified Acquisition Threshold (SAT) team at the NSSC will process these requests. To initiate the request you can proceed either directly to SAT through their portal or you can send the PR directly to the ELMT via email at nsscelmt@mail.nasa.gov.

To proceed via SAT: click the ESD link [https://esd.nasa.gov/esd/](https://esd.nasa.gov/esd/), then go to **Order Services** and then go to [NSSC Simplified Acquisition Customer Portal](https://esd.nasa.gov/esd/), then go to **Order Services** and then go to [NSSC Simplified Acquisition Customer Portal](https://esd.nasa.gov/esd/) (Green SAT Button) to initiate the purchase. When creating a ticket please include the ELMT agreement number in the “Give a brief description” field.

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

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

<table>
<thead>
<tr>
<th>Authorized Center POC</th>
<th>- A Center POC coordinates and obtains quotation from the vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Quotation should include: (Product Name, Description, Part Number, Quantity, End User Name, Phone Number and E-mail Address)</td>
<td></td>
</tr>
<tr>
<td><strong>Current MSC Product List</strong> Include License Number, if applicable</td>
<td></td>
</tr>
<tr>
<td>a NASA Procurement POC**</td>
<td></td>
</tr>
<tr>
<td>a Purchase Request (PR) (or confirmation that funds are available)* <strong>PR Instructions</strong> for NNG15SC39B</td>
<td></td>
</tr>
<tr>
<td>Finalize PR (funding) to NSSC Procurement</td>
<td></td>
</tr>
<tr>
<td>(If requirements are complex and you have questions, please contact the ELMT for assistance)</td>
<td></td>
</tr>
</tbody>
</table>

* Per FAR Subpart 32.7: Before executing any contract, the contracting officer shall—
  (a) **Obtain written assurance from responsible fiscal authority that adequate funds are available** or (b) Expressly condition the contract upon availability of funds in accordance with 32.703-2.

** NSSC Procurement can only accept funding from other NASA Center Procurement offices for Contract transactions.

| NSSC ELM Team | Review the PR submission to validate requirements detail and current pricing against current SEWP Contract pricing, etc. |
| Finalize funding requirement |
| NSSC Procurement | Execute Purchase Order to vendor for procurement via NASA SEWP Program Office |
| Vendor | Execute Delivery Order |
| | Invoice NASA (NSSC) |
| NSSC | Route invoice for payment approval – Finance -> Procurement -> COR -> Procurement -> Finance |
| NSSC Procurement | Courtesy copy of approved invoice routed to license account manager |
| ELMT | Add product line item(s) information to the NSSC Enterprise Asset Tracking System (EATS) for license management |

Payment with a Government-wide Purchase Card (GPC) is authorized when an order does not exceed the Federal Acquisition Regulation (FAR) micro-purchase threshold, currently **$10,000.00**. However for software purchases, you should check with your Center’s Chief Information Officer’s policies for proper guidance.

**For NASA P-Card Orders:**

| Authorized Center POC or GPC holder | A Center POC coordinates and obtains quotation from the vendor |

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RELEASED - Printed documents may be obsolete; validate prior to use.
- Quotation should include: (Product Name, Description, Part Number, Quantity, End User Name, Phone Number and E-mail Address)
- [Current MSC Product List] Include License Number, if applicable
  (If requirements are complex and you have questions, please contact the ELMT for assistance)

** Center GPC holder **
- Place Order with Immix Technology, Inc.: GPC Instructions for NNG15SC39B
- Center POC would Email final quotation to the nsscelmt@mail.nasa.gov

** Payment by GPC for ELMT purchases shall be made in accordance with FAR 52.212-4, Contract Terms and Conditions – Commercial items, which provides for funding through a Work Breakdown Structure (WBS) number. **

**Vendor**
- Send credit card order report to NASA SEWP Program Office
- 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 from the Center POC quotation to the NSSC Enterprise Asset Tracking System (EATS) for license management

**Additional Information:**


**Technical POC:**
Brian Brown
Solutions Consultant
MSC Software Corporation
T: 714.540.8900 ext. 4152
M: 240.444.3997

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brian.brown@mscsoftware.com

Other Information:

Center IT Asset Managers: (ITAM)

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

Email: nsscelmt@mail.nasa.gov
ELMT Website: www.nasa.gov/elmt