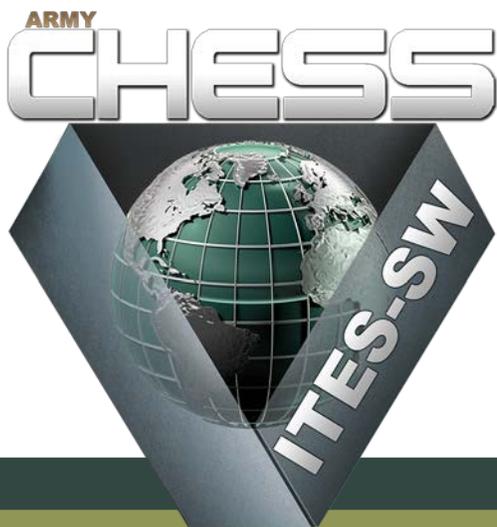




INFORMATION TECHNOLOGY ENTERPRISE SOLUTIONS – SOFTWARE (ITES-SW)

ORDERING GUIDE

June 2016



FORWARD

These ordering guidelines cover all the information needed to issue Delivery Orders (DOs) against the Army's Information Technology Enterprise Solutions – Software (ITES-SW) Indefinite Delivery/Indefinite Quantity (ID/IQ) Multiple Award (MA) contracts. These contracts were competitively awarded using the procedures of Federal Acquisition Regulation (FAR) Part 12, Acquisition of Commercial Items, in conjunction with FAR Part 15, Contracting by Negotiation. The contracts are structured as ID/IQ contracts, using decentralized ordering procedures for the acquisition of a full range of Software products and related maintenance services in accordance with commercial items definition FAR 2.101. DOs will be issued and separately funded under these contracts and each awardee will be provided a fair opportunity in accordance with FAR 16.505(b). These contracts are available to **CONUS and OCONUS Army customers** and are mandatory for any software connecting to an Army network.

Questions regarding these guidelines and procedures for placing orders against the contracts should be directed to the Computer Hardware, Enterprise Software and Solutions (CHESS) Directorate. Questions of a contractual nature should be directed to the Contracting Office (CO) Army Contracting Command – Rock Island (ACC-RI). These guidelines will be revised, as needed, to improve the process of awarding and managing orders under the ITES-SW contracts.

CHESS

ATTN: SFAE-PS-CH
9351 Hall Road, Bldg 1456
Fort Belvoir, VA 22060-5526
Toll Free Customer Line 1-888-232-4405
armychess@mail.mil

ACC-RI

ATTN: CCRC-TA
Bldg 102, 2nd Floor SW
1 Rock Island
Rock Island, IL 61299-8000
309-782-1844
jill.m.sommer.civ@mail.mil

Information regarding the ITES-SW contracts, including links to the prime contractors' home pages, can be found at: <https://chess.army.mil>.



TABLE OF CONTENTS

CHAPTER 1: ITES-SW GENERAL INFORMATION

1. Background
2. Scope
3. Prime Contractors
4. Contract Terms/Approach
5. Orders under ITES-SW

CHAPTER 2: ITES-SW ROLES AND RESPONSIBILITIES

1. Army Contracting Command – Rock Island
2. Computer Hardware, Enterprise Software and Solutions
3. Requiring Activity
4. Ordering Contracting Officer
5. Ordering Contracting Officer's Representative
6. Contractors
7. Ombudsman

CHAPTER 3: ITES-SW ORDERING GUIDANCE

1. General
2. Pricing
3. Order Forms and Numbering
4. Security Considerations
5. Fair Opportunity to be Considered
6. Ordering Procedures

ATTACHMENTS

Attachment 1: ITES-SW Delivery Order Request Checklist and Instructions

Attachment 2: ITES-SW Acronyms



CHAPTER 1

ITES-SW GENERAL INFORMATION

1. BACKGROUND

Enterprise Software contracts were limited to two basic models, Enterprise Software Agreements (ESA) and Enterprise License Agreements (ELA). Those models focused on specific software products that have a significantly large demand throughout the Department of Defense or Army communities. The Army lacked a model that focused on the large number of smaller software requirements that may not be a candidate for an ESA or ELA due to the low demand.

To determine the amount of software potentially being procured that was not available on an existing ESA or ELA an analysis was conducted. The primary data source used was the Army CHES waiver repository. The analyses indicated there was a capability gap for procurement of commercial off the shelf (COTS) software that has an overall low cost and demand with a current Certificate of Networthiness (CON). It was determined that to satisfy this capability gap and provide additional benefits to the Army customers, procuring non-enterprise software, multiple ID/IQ contract vehicles should be established to support this requirement.

The ITES-SW contracts are multiple award, ID/IQ contract vehicles specifically designed as the primary source for the Army to procure commercial off-the-shelf (COTS) software products and related services not currently on an Enterprise License Agreement (ELA) or DoD Enterprise Software Initiative (ESI) that has currently achieved a CON.

It is essential that the ITES-SW software integrate and enhance Army net-operations/net-centric capabilities, while providing a common look and feel for Army applications at all levels of both the strategic and tactical Army enterprise. Emphasis should be placed on software that can be updated or enhanced in order to incorporate long-term migration strategies with performance enhancements. The software must be in compliance with existing DoD and Department of Army (DA) standardization and interoperability policies.

Working in partnership with the prime contractors, CHES manages the contracts in coordination with ACC-RI. ITES-SW contractors are to enhance Army capabilities by partnering with and supporting the implementation of Network Enterprise Technology Commands (NETCOM) net-worthiness program.

2. SCOPE

ITES-SW includes a range of commercially available off-the-shelf (COTS) software solutions categorized into four (4) functional catalogs. These catalogs represent four Network Enterprise Technology Command (NETCOM), Certificate of Networthiness (CON) categories; IT Utility and Security, Modeling and Simulation, Multimedia and Design, and Program and Development, necessary for the Army to satisfy the Army enterprise infrastructure and infostructure goals within the Contiguous United States (CONUS) and Outside the Contiguous United States (OCONUS).

It is the intention of the Government to establish a scope that is sufficiently flexible to satisfy requirements that may change over the period of performance, allowing the addition of in-scope software not initially established in this acquisition.



The Army and Contractors supporting the Army will be authorized to fulfill requirements under ITES-SW. The scope is considered to be both CONUS and OCONUS in geographic breadth.

3. PRIME CONTRACTORS

The following is a list of the ITES-SW prime contractors, their respective contract numbers, business size applicable to the specific contract and links to the prime contractor websites.

Prime Contractor	Contract Number	Business Type
Four LLC	W52P1J-15-D-0006	Small Business
Immix Technology	W52P1J-15-D-0007	Large Business
Carahsoft Technology, Inc.	W52P1J-15-D-0008	Large Business

4. CONTRACT TERMS/APPROACH

Separate, multiple awards were made for ITES-SW with the following contract terms and provisions:

Contract Terms	ITES-SW
Contract Maximum	<ul style="list-style-type: none"> • \$49M over a 5-year period of performance • The contract maximum represents the total requirement for the life of the contract shared among all contract holders.
Period of Performance	<ul style="list-style-type: none"> • 5 Years Base Period
Pricing Structure	<ul style="list-style-type: none"> • Firm Fixed Price • One Cost Reimbursable (CR) Line Not to Exceed 10,000
Ordering Guidance and Process	<ul style="list-style-type: none"> • See Chapter 3

5. ORDERS UNDER ITES-SW

SECTION B, SCHEDULE OF SUPPLIES AND SERVICES:

CLIN 0001-CATALOGS I-IV:

This CLIN is IAW Attachment 0001, SOW, paragraph 3.

IT Utilities & Security - Catalog I

System software that helps to analyze, configure, optimize, protect, and maintain computers and the network infrastructure. This catalog consists of network administration tools, firewalls, backups, security tools encryption tools, password managers, file compression, registry tools test and document editors, data mining, decision support systems, asset and inventory management, and handheld software.

Modeling & Simulation - Catalog II

Software that facilitates a level of understanding of the interaction of the parts of a system, and of the system as a whole; this catalog includes: numerical analysis, statistical, GIS software, games/gaming, 3D modeling, and mapping software.



Multimedia & Design - Catalog III

Software used for graphic design, multimedia development, specialized image development, general image editing, or to access graphic files. This catalog includes: 3D drawing, computer aided dispatch (CAD), digital photography applications, animation creation, Illustration, image editing, font tools, authoring tools, desktop publishing, graphics, and label makers (CD & paper).

Programming & Development - Catalog IV

Software that assists in the development of software applications; this catalog includes: editors, compilers, parsers, interpreters, loaders, programming libraries, documentation tools, testing environments, application creation, and web design.

CLIN 0002-MAINTENANCE:

This CLIN is IAW Attachment 0001, SOW, paragraph 3.6. This CLIN entitles the license holder to all product version updates free of charge throughout the duration of the software maintenance term. Product version updates include bug fix updates, minor version updates, or major version updates. Additional software maintenance may be purchased at the time of initial license purchase or after registration date.

CLIN 0003-MISCELLANEOUS WITHIN SCOPE ITEMS:

This CLIN is IAW Attachment 0001, SOW, paragraph 3.5. Its use is intended for miscellaneous within scope items necessary to support the software; e.g. additional memory, storage, CPU's or on-site support. Price shall be determined at Delivery Order level. Price not to exceed (NTE) \$10,000 per Delivery Order.

CLIN 0004-CONTRACT DELIVERABLE REPORTS:

As evidenced in the Contract Data requirements List (CDRL), DD FORM 1423, the following reports shall be submitted by the contractor in accordance with the Statement of Work, Paragraph 5.2, and Appendix A, respectively. The following reports are applicable as identified by sequence number and are not separately priced:

EXHIBIT A, DATA ITEM NO A001, Order Transaction (OT) Report

EXHIBIT B, DATA ITEM NO B001, Vendor Status (VS) Report

EXHIBIT C, DATA ITEM NO C001, Product Attributes (PA) Report

In addition to the instructions identified within EXHIBIT A, DATA ITEM NO A001, Order Transaction (OT) Report, this report shall also be submitted to ACC-RI Contract Specialist Angeline Graff via email to angeline.a.graff.civ@mail.mil.

Software Catalog Solutions:

IAW Attachment 0001, SOW, paragraph 3.7, it is noted that software product titles may be added to any catalog solution on a quarterly basis as follows: March, June, Sep, and Dec. No change will be applied to the IDIQ contract until notification of approval in writing is provided by the PCO to the contractor. The Government shall evaluate all requests to determine if the software title addition is within scope of existing catalogs. Validation of CON numbers will be assessed. Proposed catalog changes may be aggregated by the Government before effecting a modification to the contract.



CHAPTER 2

ITES-SW ROLES AND RESPONSIBILITIES

The following is a summary of the roles and responsibilities for the primary organizations in the ITES-SW contract process.

1. ARMY CONTRACTING COMMAND – ROCK ISLAND

The ACC-RI roles and responsibilities are as follows:

- Serves as the PCO for the ITES-SW contracts. The PCO has overall contractual responsibility for the ITES-SW contracts. All orders issued are subject to the terms and conditions of the contract. The contract takes precedence in the event of conflict with any order.
- Provides advice and guidance to requiring activities, ordering contracting officers, and contractors regarding contract scope, acquisition regulation requirements, and contracting policies.
- Approves and issues contract modifications.
- Represents the contracting officer position at various contract-related meetings.

2. COMPUTER HARDWARE, ENTERPRISE SOFTWARE AND SOLUTIONS

The CHES roles and responsibilities are as follows:

- Designated by the Secretary of the Army as the Army's primary source for commercial IT.
- Is the requiring activity (RA) for this acquisition
- Maintains the IT e-mart, a web-based, e-commerce ordering and tracking system. The IT e-mart website is: <https://chess.army.mil>.
- With support from the Communication Electronics Command, Information Systems Engineering Command, Technology Integration Center, assists Army organizations in defining and analyzing requirements for meeting the Army's enterprise infrastructure and infostructure goals.
- Works with requiring activities, including those outside of the Army, to help them understand how ITES-SW can best be used to meet their enterprise requirements.
- Conducts periodic meetings with the prime contractors, e.g., quarterly In-Process Reviews, as needed to ensure requirements, such as approved DOD standards, are understood.
- Serves as the procuring contracting officer's representative (COR).

3. REQUIRING ACTIVITY

RA is defined as any organizational element within the Army, DOD, or other Federal Agencies. The RA roles and responsibilities are as follows:

- Adheres to the requirements and procedures defined in the ITES-SW contracts and these ordering guidelines.
- Defines requirements.
- Funds the work to be performed under ITES-SW orders.
- Prepares delivery order requirements packages.



4. ORDERING CONTRACTING OFFICER

The OCOs roles and responsibilities are as follows:

- Ordering contracting officers within the Army are authorized to place orders within the terms of the contract and within the scope of their authority.
- They are not authorized to make changes to the contract terms. The ordering contracting officer's authority is limited to the individual orders.
- Serves as the interface between the contractor and the government for individual orders issued under the ITES-SW contracts.
- Responsible for requesting, obtaining and evaluating proposals/quotations and for obligating funds for delivery orders issued.
- Responsible for addressing non-TAA compliant product issues affecting individual delivery orders and preparing any waivers or determinations necessary to acquire non-TAA compliant products.
- Ordering contracting officers may incorporate specific terms and conditions, and clauses applicable at the delivery order level. (For example, FAR 52.217-9 Option to extend the Term of the Contract.) Additionally, as noted below in Chapter 3, ITES-SW Ordering Guidance, the Master Software License Agreement (MSLA) may be utilized as a template to negotiate specific terms and conditions.

5. ORDERING CONTRACTING OFFICER'S REPRESENTATIVE

The Order CORs roles and responsibilities are as follows:

- Order CORs will be designated by letter of appointment from the OCO.
- Serves as the focal point for all task activities, and primary point of contact (POC) with the contractors.
- Provides technical guidance in direction of the work; not authorized to change any of the terms and conditions of the contract or order.
- Obtains required COR training. Note: The Army Contracting Command (ACC), COR Guide provides a list of approved COR training courses:
<https://www.us.army.mil/suite/doc/24452057&inline=true>.

6. CONTRACTORS

The principal role of the contractor is to deliver products identified in orders issued under its contract within the time frame specified under the contract. Contractors must provide technical assistance and perform warranty services IAW the terms and conditions of the ITES-SW contract.

7. OMBUDSMAN

IAW 10 U.S. Code 2304c (f) and FAR 52-216-4592 ITES-SW contractors that are not selected for award under a delivery order competition may seek independent review by the designated Ombudsman. The ACC-RI Ombudsman will review complaints from the contractors on all delivery orders issued by ACC-RI and ensure that all contractors are afforded a fair opportunity to be considered for each delivery order, consistent with the procedures in the contract. The Ombudsman for delivery orders not issued by ACC-RI will be the Ombudsman that supports the ordering contracting officer. The designated Ombudsman for the ITES-SW contracts issued by ACC-RI is:

U.S. Army Sustainment Command
ATTN: AMSAS-GCB/Task and Delivery Order
Ombudsman, Rock Island, IL 61299-6500
309-782-7287



CHAPTER 3

ITES-SW ORDERING GUIDANCE

1. GENERAL

- Ordering is decentralized for all ITES-SW requirements. Ordering under the contracts is authorized to meet the needs of the Army customers only. There are no approvals, coordination, or oversight imposed by the PCO on any ordering contracting officer. Ordering contracting officer's are empowered to place orders IAW the terms and conditions of the contracts, ITES-SW ordering guidelines, the FAR, DFARS (as applicable), and their own agency procedures.
- The PCO will not make judgments or determinations regarding orders awarded under the ITES-SW contracts by an ordering contracting officer. All issues must be resolved consistent with individual agency procedures and/or oversight.
- Upon request, the PCO is available to provide guidance to ordering contracting officers executing orders under the ITES-SW contracts.
- The CHESST IT e-mart at <https://chess.army.mil> is available to submit Request for Quote (RFQ)/Reverse Auction among all awardees and solicit competitive quotes. Only software and related services incidental products are to be released on the ITES-SW IT e-mart. The ordering contracting officer will initiate the delivery order request (DOR) process by issuing a DOR to all awardees via the CHESST IT e-mart.
- When posting an RFQ/Reverse Auction, requiring activities are not to simply submit a vendor's quote as an RFQ/Reverse Auction.
- Master Software License Agreement (MSLA): The Government's MSLA as referenced in Section J of the Contract is provided as a template only. This template may be modified to capture specific license terms and conditions at the delivery order level.

2. PRICING

- CLIN 0001 Software products contained in Catalogs I-IV are not priced. CLIN 0002 additional software maintenance is not priced. The ordering contracting officer is required to utilize FAR 15.4 policy and methods to establish fair and reasonable pricing for each delivery order.
- In accordance with the contract writing system being utilized to execute individual delivery orders, the following minimum information is required for each delivery order: catalog number, part number, title, item quantity, unit price, and extended amount, any discount applied and the discounted grand total, if applicable.

3. ORDER FORMS AND NUMBERING

- An appropriate order form (Defense Department (DD) Form 1155, Order for Supplies or Services, or Standard Form (SF) 1449, Solicitation/Contract/Order for Commercial Items) shall be issued for each delivery order. The use of government credit cards is also authorized IAW applicable rules and procedures. Delivery orders may be issued via telephone, fax, e-mail, postal mail or CHESST's IT e-mart.
- Ordering contracting officers shall not use any order numbers beginning with 0001 through 9999, which are reserved for ACC-RI. DoD agencies should use ordering numbers as specified in DFARS 204.7004(d)(2)(i). Non-DoD federal



agencies may use any numbering system provided it does not conflict with either of these numbering systems.

4. DELIVERY REQUIREMENTS

- Delivery of products to Continental United States (CONUS) and OCONUS locations shall be IAW individual delivery orders. Maximum delivery time to the addresses specified in each delivery order shall be within 30 calendar days for CONUS addresses and 35 calendar days for OCONUS from the date a valid order is received by the contractor, or as otherwise agreed to by the parties. All contractors offer the ability to expedite delivery, some subject to negotiation or additional cost, with the quickest expedited delivery beginning within 24 to 48 hours ARO. Partial shipments and partial payments are authorized under the contracts. Shipping shall be free on board destination.
- The ordering contracting officer's authority is limited to the individual orders. They are not authorized to make changes to the contract terms.
- Coordination and scheduling of shipment and delivery is the responsibility of the ordering activity. Commercial shipping is required in lieu of developing a shipping mechanism reliant upon government personnel intervention.
- If an item cannot be delivered within the delivery time for that item, the contractor shall notify the ordering contracting officer and CHES, within two business days of order receipt, of the expected delivery date for the ordered item(s). Upon notification, the Ordering Agency may choose to cancel the delivery order or request due consideration for the delay.

5. SECURITY CONSIDERATIONS

Orders shall indicate any security clearances required and the level of classified access necessary. A DD Form 254, DoD Contract Security Classification Specification, shall be prepared when required.

6. FAIR OPPORTUNITY TO BE CONSIDERED

IAW FAR 16.505(b)(1), for any order exceeding \$3,000, orders exceeding the simplified acquisition threshold, and orders exceeding \$5 million, the ordering contracting officer shall give each awardee a fair opportunity unless one of the exceptions to fair opportunity applies.

Exceptions to Fair Opportunity

As provided in FAR 16.505(b)(2)(i) the ordering contracting officer shall give every awardee a fair opportunity to be considered for a delivery-order exceeding \$3,000 UNLESS one of the statutory exceptions identified under FAR 16.505(b)(2)(i) (A)-(F) apply. Should this apply, a justification for an exception to fair opportunity shall be in writing and will follow the guidelines identified in FAR 16.505(b)(2)(ii)(A) or (B). DFARS 216.505-70 provides guidance if only one offer is received.

Orders Under Multiple Award Contracts

In accordance with DFARS 216-505(70), if only one offer is received in response to an order exceeding the simplified acquisition threshold that is placed on a competitive basis, the contracting officer shall follow the procedures at DFARS 215.371.

7. ORDERING PROCEDURES

Delivery Order Request

- The RA prepares the delivery order request package and submits it to the ordering



contracting officer. Attachment 1 is an example of a delivery order checklist. At a minimum, the package should contain the following:

- List of requirements: the RA will provide details on specific requirements, including a list of software and any related services.
- Funding Document: ITES-SW Orders are funded by the RA. Individual ordering contracting officers should provide specific instructions as to the format and content.
- Independent Government Cost Estimate: the estimate will assist the ordering contracting officer in determining the reasonableness of the contractors' cost and technical proposals. The estimate is for government use only and should not be made available to the ITES-SW contractors.
- Basis for Delivery Order Award: the ordering contracting officer, in conjunction with the RA, develops the evaluation criteria that form the basis for delivery order award. Whether the award will be based on low price, technical acceptability or best value, the criteria should be provided to the contractor. If the award will be based on best value, evaluation factors and significant sub factors that will affect contract award and their relative importance should be shown.

Request for Quote (RFQ)/Reverse Auction

- The ordering contracting officer will issue an RFQ/Reverse Auction to all contractors for the software products being acquired, unless a waiver has been documented, using the CHESSE IT e-mart: <https://chess.army.mil>.
- Recommend an RFQ/Reverse Auction submission date of 3-5 calendar days after issuing a delivery order proposal/quote request. Upon mutual agreement between the contractor(s) and the government, a shorter or longer response time may be established.
- If unable to perform a requirement, the contractor shall submit a "no bid" reply in response to the RFQ/Reverse Auction. All "no bids" shall include a brief statement as to why the contractor is unable to perform, e.g., conflict of interest.
- In responding to RFQ's/Reverse Auctions, contractors are expected to facilitate maximum utilization of ESI source software.

Evaluation

The government will evaluate the contractor's quote IAW the selection criteria identified in the RFQ/Reverse Auction.

- Award may be determined as a result of the lowest price technically acceptable or a tradeoff process resulting in the best value to the government. When determining "best value," the ordering contracting officer shall consider price as one of the factors in the selection decision. In addition, the ordering contracting officer should consider past performance on earlier orders under the contract, including quality and timeliness. While the ordering contracting officer should keep contractor submission requirements to a minimum, other factors that may be considered include:
 - Special features of the supply or service required for effective program performance.
 - Trade-in considerations.
 - Probable life of the item selected compared with that of a comparable item.
 - Warranty considerations.
 - Maintenance availability.
 - Environmental and energy efficiency considerations.
 - Delivery terms.



- Socioeconomic status.
- The ordering contracting officer shall document in the contract file the rationale for placement and price of each order, including the basis for award and the rationale for any trade-offs among cost or price and non-cost considerations in making the award decision. This documentation need not quantify the tradeoffs that led to the decision.
- At a minimum, the following information shall be specified in each delivery order awarded:
 - Date of order.
 - Contract and order number.
 - POC (name), commercial telephone, facsimile number and e-mail address.
 - Ordering contracting officer's commercial telephone number and e-mail address.
 - Description of the supplies to be provided, quantity, and unit price (TO INCLUDE CLIN AND/OR SLIN). Defense Finance and Accounting Service (DFAS) requires identification of the CLIN/SLIN numbers on the order form (or credit card form) for initial entry of orders into their automated payment system. When the contractor submits a request for payment, DFAS will compare the request for payment of CLIN/SLINs with the order CLIN/SLINs. Use of item numbers other than CLINs/SLINs in the "Item No." block on the order form may result in payment delays and excessive administrative costs to both the contractor and the government.
 - Delivery date for supplies and performance period for services.
 - Address of place of delivery or performance to include consignee.
 - Packaging, packing and shipping instructions, if any.
 - Accounting and appropriation data and Contract Accounting Classification Reference Number (ACRN). (DFAS requires an ACRN(s) on all orders.) Specific instructions regarding how payments are to be assigned when an order contains multiple ACRNs.
 - Invoice and payment instructions to the extent not covered by the contract.
 - Orders for known foreign military sales (FMS) requirements shall clearly be marked "FMS requirement" on the face of the order, along with the FMS customer and the case identifier code.
 - Other pertinent information.

Instructions on how to create an External SF1449 Award in Standard Procurement System Procurement Desktop Defense for ITES-SW, instructions are provided on the IT e-mart, <https://chess.army.mil>, under CHESS Resources, Contracting Guidelines.

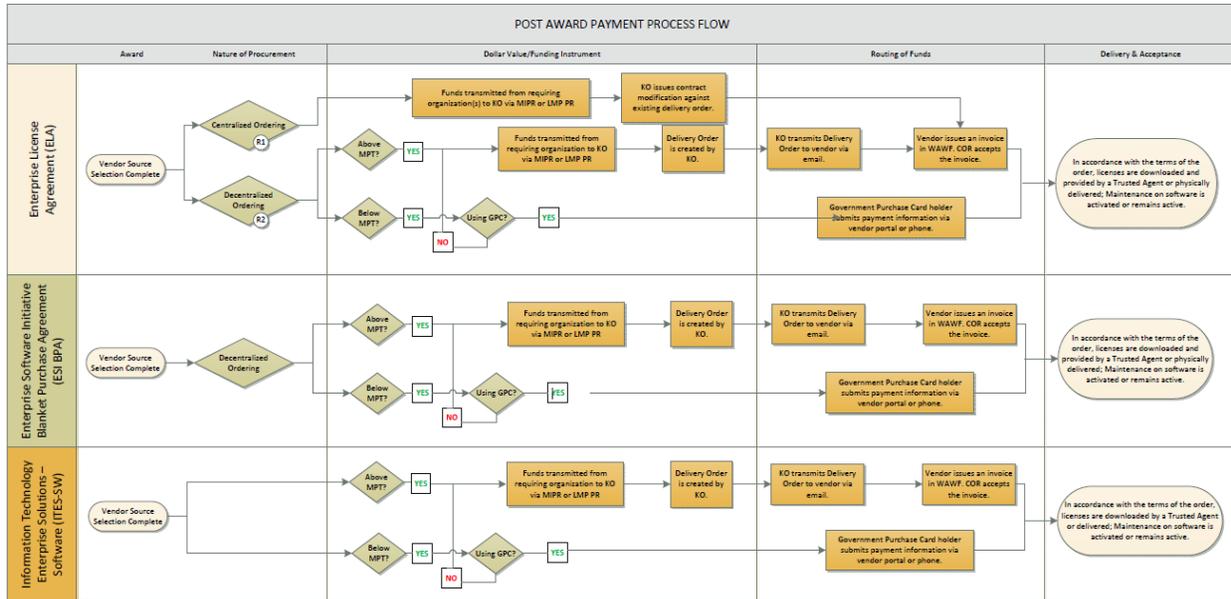
The ordering contracting officer's decision on each order shall be final and shall not be subject to protest under FAR Subpart 33.1. A protest is not authorized in connection with the issuance or proposed issuance of a delivery order except for a protest on the ground that the order increases the scope, period, or maximum value of the contract or a protest of an order valued in excess of \$10,000,000. The ACC-RI Ombudsman will review complaints from the contractors and ensure that all contractors are afforded a fair opportunity to be considered for each order, consistent with the procedures in the contract. The designated Ombudsman is identified in Chapter 2, section 7 of these guidelines.

The executed order will be transmitted via mail, facsimile, e-mail, or by verbal direction from the ordering contracting officer. If verbal direction is given, written confirmation will be provided within five working days.



Post-award Notices and Debriefings: The ordering contracting officer shall NOTIFY unsuccessful awardees when the total price of a delivery order exceeds \$5 million. The procedures for notifying unsuccessful awardees shall follow FAR 15.503(b)(1). The ordering contracting officer shall follow the procedures of FAR 15.506 when providing a post-award DEBRIEFING to unsuccessful awardees when the total price of a delivery order exceeds \$5 million.

Post Award Payment Process Flow



R1 Centralized Ordering – Centralized ordering through ELA contracts involves multiple organizations consolidating their requirements and funding for a consolidated purchase of software and/or maintenance from one source in a given timeframe. ELA ordering may be entirely centralized, or partially centralized for a few products common to several organizations across the enterprise. Due to the large dollar value nature of centralized ordering, GPC is typically not a viable option.

R2 Decentralized Ordering – Decentralized ordering involves eligible organizations purchasing licenses or maintenance as required at their own pace.



ATTACHMENT 1 EXAMPLE

ITES-SW DELIVERY ORDER REQUEST CHECKLIST

This form constitutes a request for contract support under the ITES-SW contracts. The requiring activity (RA) completes this form, together with the associated attachments, and forwards the entire package to the appropriate ordering contracting officer for processing.

<p>1. RA Point of Contact. Include name, title, organization, commercial and DSN phone numbers for voice and fax, and e-mail address:</p>
<p>2. Designated Order Contracting Officer Representative (COR) (if applicable). Include name, title, organization, commercial and DSN phone numbers for voice and fax, and e-mail address (If same as block 2, type "same"):</p>
<p>3. Wide Area Work Flow Inspector/Acceptor POC (if applicable). Include name, e-mail address, and phone number:</p>
<p>4. Attachments Checklist. Complete package must include the following items. Send files electronically via e-mail or fax to the OCO.</p> <ul style="list-style-type: none"><input type="checkbox"/> Funding Document(s) (scanned or other electronic version is preferable)<input type="checkbox"/> Independent Government Cost Estimate<input type="checkbox"/> Proposal Evaluation Plan Bundling Determination (if needed)<input type="checkbox"/> Delivery order unique Defense Department (DD) Form 254 (only if order unique security requirements exist)
<p>5. Delivery Order Information</p>
<p>Federal Acquisition Streamlining Act (FASA) Exception. If you are citing a FASA exception to fair opportunity competition, designate which one below with a justification.</p> <p>FASA Exception Justification:</p> <ul style="list-style-type: none"><input type="checkbox"/> The agency need for services is of such urgency that providing such opportunity would result in unacceptable delays.<input type="checkbox"/> Only one such contractor is capable of providing services required at the level of quality required because they are unique or highly specialized.<input type="checkbox"/> The order should be issued on a sole-source basis in the interest of economy and efficiency as a logical follow-on to an order already issued under this contract, provided that all ITES-SW contractors were given a fair opportunity to be considered for the original order.<input type="checkbox"/> A statute expressly authorizes or requires that the purchase be made from specified source.
<p>6. Order COR Training Certification:</p> <p>Army Order CORs are required to have COR training prior to appointment</p>
<p>Order COR Training Certification Date:</p>



ATTACHMENT 2

ITES-SW ACRONYMS

Below is a list of acronyms pertinent to the ITES-SW ordering guide:

- ACC-RI - Army Contracting Command - Rock Island
- ACRN - Accounting Classification Reference Number
- ARO - After Receipt of Order
- CHESS - Computer Hardware Software Enterprise Software and Solutions
- CLINs - Contract Line Items
- CONUS - Continental United States
- COR - Contracting Officer Representative
- COTS - Commercial Off-The-Shelf
- CR- Cost Reimbursable
- DD - Defense Department
- DFARS - Defense Federal Acquisition Regulation Supplement
- DFAS - Defense Finance and Accounting Service
- DOD - Department of Defense
- DOR - Delivery Order Request
- ESI - Enterprise Software Initiative
- FAR - Federal Acquisition Regulation
- FASA - Federal Acquisition Streamlining Act
- FFPs - Firm Fixed Prices
- FMS - Foreign Military Sales
- FP - Fixed Price
- FY - Fiscal Year
- GAO - Government Accountability Office
- IAW - In Accordance With
- ID/IQ - Indefinite Delivery/Indefinite Quantity
- IT - Information Technology
- ITES-SW - Information Technology Enterprise Solution
- NDAA - National Defense Authorization Act
- OCONUS - Outside the Continental United States
- PCO- Procuring Contracting Office
- PCs- Personal Computers
- PDAs - Personal Digital Assistants
- POC - Point of Contact
- RA - Requiring Activity
- RFQ - Request For Quote
- SF - Standard Form
- SLIN - Sub Line Item Number
- TAA - Trade Act Agreement
- VTC - Video Teleconferencing

