



ORDERING GUIDE

Department of Defense

IBM Consolidated Products Enterprise Software Agreement

Blanket Purchase Agreement (BPA) W52P1J-14-A-0003

Contractor: **Four LLC (d.b.a. Four Inc.)**
GSA Schedule: GS-35F-0312U
BPA Number: W52P1J-14-A-0003
BPA Issue Date: 31 March 2014
BPA Expiration: 30 March 2019 (subject to annual review)

This ESI Agreement is issued in the spirit of the policy and guidelines provided in the Defense Federal Acquisition Regulation Supplement (DFARS) Section 208.74. This DFARS clause directs all departments and agencies to fulfill requirements for commercial software and related services, such as software maintenance, in accordance with the Department of Defense (DoD) Enterprise Software Initiative (ESI). The ESI web site can be viewed at www.esi.mil.

BPA Summary: CHES on behalf of the DoD ESI Program has awarded the IBM On-Ramp Blanket Purchase Agreement (BPA) with Four Inc. to provide IBM Software product licenses and maintenance to DoD agencies and their support contractors, the U.S. Coast Guard and the Intelligence Community. The BPA was awarded competitively against GSA schedule. Products are listed on the ESI site at www.esi.mil under Contract Vehicles.

Authorized BPA Users: The Agreement is open for ordering by all DoD components. For the purposes of this Agreement, a DoD component is defined as follows: the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff, the Unified Combatant Commands, the Inspector General of the Department of Defense (DoD IG), the Defense Agencies, the DoD Field Activities, the U.S. Coast Guard, NATO, the Intelligence Community, and FMS with a Letter of Authorization.

BPA and GSA Terms and Conditions: Terms and conditions of the BPA and GSA contract apply and can be viewed at:

- **BPA** <http://www.esi.mil/download.aspx?id=3520>
- **GSA** <https://www.gsaadvantage.gov/advantage/contractor/viewCatalog.do?contractNum=GS-35F-0312U>

ORDERING:

1. Ordering is decentralized. Customers will use their designated contracting offices to process orders in accordance with FAR Part 8 and other applicable terms and conditions. It is the responsibility of the Ordering Officer to ensure compliance with all fiscal laws prior to issuing an order under a BPA and to ensure that the vendor selected represents the best value for the requirement being ordered (see FAR



8.404). DoD Contractors are encouraged to use the ESI agreements when approved by their contracting officer in accordance with FAR 51.

2. To request a quote, contact Chad Morgan at (703) 994-9245 or cmorgan@fourincorp.com.
3. Requests for quote should include the following, in addition to any other information required by applicable terms and conditions:
 - a. IBM product part numbers
 - b. Quantities
 - c. IBM Passport Advantage (PPA) Site number
 - i. For more information on PPA:
<http://www-01.ibm.com/software/passportadvantage/aboutpassport.html>
4. Orders may be placed directly with Four LLC after compliance with the ordering procedures specified in all applicable regulations such as FAR, DFARS, and all other laws and requirements that may apply to each transaction.
5. Placing Government Purchase Card (GPC) Orders is allowed. Customers seeking to pay for products using GPC procedures must disclose this in the Request for Quote submitted to Four LLC.
6. To complete a GPC Order, customers shall provide the following:
 - a. Four Inc. Quote #
 - b. Sale Amount
 - c. Credit card information
 - d. Billing Address
 - e. Government Point of Contact authorizing the transaction
 - f. Authorizing Government Point of Contact phone number and e-mail address
7. To complete SF1449 Orders, submit the order through the servicing base contracting office
 - a. Ordering and Remit To Address:
Four Inc. – c/o Bree Burk
12930 Worldgate Drive
Suite 125
Herndon, VA 20170
 - b. Contractor Information:

▪ CAGE	4M422
▪ DUNS	789007064
▪ TIN	75-3227157
▪ Business Size	Small Business



- c. *Place BPA number W52P1J-14-A-0003 in Block 2 and locally assigned delivery order number in Block 4
**In lieu of item C above, serving base contracting office may also elect to place Four LLC's GSA contract number GS-35F-0312U in Block 2 and a locally assigned GSA delivery order number in Block 4. Block 20 of the SF1449 must include a statement that the order is subject to the terms and conditions of BPA W52P1J-14-A-0003*
- d. Open Market (non-contract) items may be added to an FSS BPA individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the *order activity* for the open market items
- e. The completed SF1449 will be forwarded to the contractor at the following address:
 - Four Inc.
12930 Worldgate Dr., Suite 125
Herndon, VA 20170
 - E-mail: orders@fourincorp.com
 - Fax: (703) 563 - 9652

POINTS OF CONTACT:

- **Four LLC Points of Contact (POCs)**

	Program Manager	Sales Quotes	Ordering
POC	Bree Burk	John Todd	Chad Morgan
Phone	(757) 343-4795	703-304-3687	(703) 994-9245
Email	bburk@fourincorp.com	Esi-ibm@fourincorp.com	cmorgan@fourincorp.com

- **Government POCs**

	Procuring Contract Officer	Alternate POC
POC	Jill M. Sommer	Megan M. Francis
Phone	(309) 782-3582	(309) 782-2234
Email	jill.m.sommer.civ@mail.mil	megan.m.francis3.civ@mail.mil

	Software Product Manager	Alternate POC
POC	Rick Klemencic	CHESS Customer Support
Phone	1-888-232-4405	1-888-232-4405
Email	armychess@mail.mil	armychess@mail.mil