VMware ESL Agreement License Custodian Form

Agreement #: N66001-16-A-0001

Instructions

- This form is intended to assure VMware orders are accurately assigned to the appropriate Command/Organization for inventory tracking and sustainment responsibility.

- The license custodian named here is responsible for verifying license ownership and certifying responsibility for future sustainment.

- Before submitting ANY order, each customer must complete and submit the attached form with either a Blanket Purchase Agreement (BPA) order or a Purchase Card order. Other contractual vehicles are discouraged. Further instructions by individual Commands may apply.

- ALL IT procurements require an APPROVED Navy ITPR# or Marine Corps ITPRAS # and funding # unless evidence of exception is received.

- The Budget Submitting Office (BSO) POC or alternate (see URL below under POC section) must review and approve the assignment of the BSO/ Org prior to order submittal. Carahsoft is not permitted to process an order without this information.

- Please remember that once both signature blocks have been signed, the form will lock with the exception of Section 6 Vendor Use Only.

- All license orders must be obtained with Navy and Marine Corps funding.

- Please only use organizational emails for the License Custodian Form.

- DON ESLs are for DON use only. Procurements supporting non-DON customers must use a different vehicle, such as DoD ESI (Enterprise Software Initiative), http://www.esi.mil/

- A DON contractor may use a DON ESL on behalf of the DON if authorization is obtained from the Contracting Officer.

- DON policy requires software maintenance be procured with any new licenses and be kept current on all existing licenses.

More information, governance policy, and ordering guide can be found at https://navy.deps.mil/peoeis/sites/pmm110/vmware/default.aspx

Section 1) Customer Ordering Information

Customer name (Last, First, MI)

Phone number
E.g. 111-111-1111 Ext 1111

Ext.

E-mail

Date
E.g. MM-DD-YY

Ordering UIC#

Note: If ordered by a Contractor, attach confirmation of Program Contract Officer Authorization to buy on behalf of the Program.
The Ordering UIC will either be the specific contracting office that you normally use or credit card holder's UIC, whichever applies.

Section 2) Product Owner Information

Product Owner/BSO #

Which Program/Department does this support?

Owner UIC

License Custodian Name (Last, First, MI)/(Product Owner)

Phone number
E.g. 111-111-1111 Ext 1111

Ext.

E-mail

Secondary Point of Contact (Last, First, MI)

Phone number
E.g. 111-111-1111 Ext 1111

Ext.

E-mail

BSO Responsible for sustainment through June 2019 (Applicable for ELA Orders Only)

*As a rule of thumb, when identifying the product owner, one question you want to answer is "who owns the licenses once the project/contract is complete?" The answer is usually a good indicator of who will own the licenses.

*For UIC listing and BSO crosswalk, reference Ordering Guide section at https://navy.deps.mil/peoeis/sites/pmm110/vmware/

Section 3) Order Approval Information

ELA Agreement/BPA # N66001-16-A-0001

CLIN/Product Name

Part Number

Version

Quantity

If your order contains more than one line item, please enter details for those line items in the additional fields located on page 3 of this form.

ITPR #/ITPRAS#

Funding #
(PR# or NWA for SPAWAR)

Are any of the products on this procurement an upgraded version to software you already own and sustain?

Yes

No

Were non-Navy funds used to procure this software? If so, identify

Section 4) Software Downloads

Name of person responsible for receiving download permissions (Last, First, MI)

Phone number
E.g. 111-111-1111 Ext 1111

Ext.

E-mail

Note: permissions to be granted by the Owning Command/BSO's Enterprise Software Administrator and NOT by the VMware vendor.

Section 5) Signatures (Mandatory)

Information on BSO Enterprise Software Administrator POC can be found on the PEO/EIS VMware Portal

Program/Org Lead

BSO Enterprise Software Administrator/POC

Section 6) Vendor Use Only

Custodian Form #

Section 7) Additional Product Order Information

Product Name	Part #	Version	Qty.
Product Name	Part #	Version	Qty.
Product Name	Part #	Version	Qty.
Product Name	Part #	Version	Qty.
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