VMware Enterprise License Agreement (ELA) End-User Acknowledgements

NOTE: If an end-user cannot commit to the terms outlined below, new licenses and maintenance must be procured directly from the BPA (N66001-16-A-0001) in accordance with BPA Terms and Conditions Section 15.1 through 15.3.

Please acknowledge the following when joining the ELA:

☐	I've read the "*Instructions for Ordering Products Under the ELA*" section 15.4 of the BPA Terms and Conditions [Click Here to View](#) (Use Email Cert).

☐	New licenses bought under this agreement will come with 12-months of software maintenance (also known as VMware Support and Subscriptions (SnS)) from the date of purchase. I understand that this SnS must be co-termed on the second year to align with the ELA's 31 May co-termination date. *For example: purchasing new software with a maintenance period of 1 December to 30 November would require the second year maintenance be prorated to 31 May to co-term with the ELA.*

☐	I acknowledge that when renewing my existing SnS, I must co-term the coverage to align to 31 May of the following year.

☐	I acknowledge that by joining this ELA, SnS payments on my licenses must be made annually through the remainder of the ELA term (through 31 May 2019).

☐	 I acknowledge that if I choose to discontinue SnS payments during the term of this ELA, I must show evidence of de-installation of the software by submitting the License Deactivation Certification Form.

☐	I acknowledge that the ELA order is centrally managed out of SPAWAR Systems Center Pacific. Changes to this order may only be made by the Contracting Officer: Mr. Spencer Sessions at spencer.sessions@navy.mil. The Contract Specialist is Ms. Amanda Qualls at Amanda.qualls@navy.mil

☐	I acknowledge that the COR for this order, Mr. Bob Franco (Robert.franco@navy.mil), is also the sole "Acceptor" for the ELA order in Wide-Area-Workflow per DFARS 252.232-7006. I agree to provide Mr. Franco a written acknowledgement of the receipt/download of my licenses within 7-calendar days of the order being placed in order to comply with the Government's responsibilities under the Prompt Payment Act (see FAR subpart 32.9). I further agree to notify Mr. Franco of any errors in the delivery/download of licenses within this 7-day period.

_____	_____	_____

Signature	Name	Date
(Digital Signature Acceptable)

Funds Routing Instructions for VMware ELA

The following are the instructions for routing funds to SPAWAR Systems Center Pacific for participation in the (centrally managed) DON ESL VMware Enterprise License Agreement (ELA). For FY16, Navy orders will be aggregated on N66001-16-A-0001 Delivery Order 0001; USMC orders will be aggregated Delivery Order 0002. Non-ELA orders can be placed on a decentralized basis against DON ESL BPA N66001-16-A-0001 through your local contracting office. See Ordering Guide Section 5 for more detail.

Follow one of the three funds routing instructions below:

I. **Sponsors external to Navy ERP (e.g. USMC, ONR)**:

1) Funding document (WX document for Navy sponsors or MIPR for USMC sponsors):
    a) The description on the funding document can be generic enough to where it states what the purpose is for the funding that ties to the funding source
    b) One line of accounting (LOA) per funding document using direct cite funds
    c) Email the funding document directly to Kristina Roe for processing (contact info below).

2) Attachments to the PR Container
    a) Include a completed ITPR, quote from Carahsoft, and DON ESL Custodian Form .

II. **Sponsors at NAVAIR/NAVSUP internal to NERP (must follow CCCIC guidelines for sending direct cite):**

1) NAVAIR/NAVSUP enters the PR
    a) Please contact Kristina Roe so she can provide NAVAIR/NAVSUP with the correct documents to attach to the PR DMG container (and if they need our contact info, information for the header text, or purchasing group and desired vendor number for PR)

2) Attachments to the DMS Container
    a) Include a completed ITPR, DON ESL Custodian Form, and quote from Carahsoft Technology Corp.

III. Sponsors at SPAWAR HQ, SSC Atlantic and NAVSEA internal to NERP (must follow CCCIC guidelines for sending direct cite):

1) Kristina Roe will enter the PR
    a) Contact Kristina and provide her with SPAWAR or NAVSEAWBS/NWA to cite on the contract PR
    b) Provide Kristina with information needed for the PR (command specific info for header text, material group, and command specific Plant)

2) Accompanying Documents
    a) Include a completed ITPR, DON ESL Custodian Form, and quote from Carahsoft Technology Corp.

DESCRIPTION:
There should be a sufficient description of the intended purchase to allow a PR to be created at SPAWAR SSC PACIFIC. The BPA # should be listed as "N66001-16-A-0001."

POINT OF CONTACT INFO:
Space and Naval Warfare System Center Pacific
UIC: N66001
53560 Hull Street, San Diego, CA 92152-5001

FINANCIAL POC:
Primary: Kristina Roe at kristina.roe@navy.mil (619) 553-5122
Secondary: Kirsten Griffin at kirsten.griffin@navy.mil (619) 553-5040

CONTRACTUAL POC:
Contract Specialist: Amanda Qualls; Amanda.qualls@navy.mil; (619)553-7708
Contracting Officer: Spencer Sessions; Spencer.sessions@navy.mil; (619) 553-4523

TECHNICAL POC:
Primary: Bob Franco; Robert.franco@navy.mil (619)553-6028
Secondary: Lynda Potters; Lynda.potters@navy.mil (619)553-0923

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 (if different than Product Owner)

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