

**ORDERING GUIDE  
FOR  
DoD Enterprise Software Blanket  
Purchase Agreement (BPA)  
# N00104-07-A-ZF42**



***Merlin International*  
ORDERING GUIDE**

*For orders placed against the*

***DoD Enterprise Software BLANKET PURCHASE AGREEMENT (BPA)***

***For BEA Products***

# ORDERING GUIDE

*For orders placed against the*  
**DOD Enterprise Software Blanket Purchase Agreement (BPA)**  
**For DOD BEA Enterprise License BPA**

1. **GENERAL.** Blanket Purchase Agreement (BPA) # N00104-07-A-ZF42 was issued to Merlin International, Inc. (Merlin), under GSA contract, GS-35F-0783M on Dec 20, 2006. This guide is provided to assist in ordering and administration at decentralized locations and to provide basic terms of the BPA. The BPA is managed by the Naval Inventory Control Point, who maintains awareness of market conditions to ensure this BPA continues to deliver the highest quality products at the best possible price!
2. **TERM OF BPA.** This BPA was established on 12/20/2006 and expires 12/19/2009. Expiration is contingent upon the Contractor maintaining or renewing a GSA FSS Schedule. The BPA will be reviewed annually to ensure that it still represents a "best value".
3. **AUTHORIZED BPA USERS.** The BPA is open for ordering by all Department of Defense (DoD) Components, the Coast Guard, and the Intelligence Community. For the purposes of this agreement, a DoD component is defined as: the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Inspector General of the Department of Defense (DoDIG), the Defense Agencies, the DoD Field Activities and all other organizational entities within the DoD. This BPA is open to DoD Contractors authorized to order in accordance with the FAR Part 51.
4. **DELIVERY ORDERS.** The scope of this effort is worldwide. Delivery requirements will be stipulated on Delivery Orders. Ordering via this BPA is decentralized. Orders are prepared by a Government Ordering Officer (a duly warranted Contracting Officer whose warrant authorizes purchases from the GSA Schedule) in accordance with the terms and conditions of this BPA and the GSA Schedule.
5. **ORDERING METHODS.** Orders are placed directly with Merlin in accordance with published ordering procedures (reference FAR 8.4). Orders can be placed via Electronic Data Interchange (EDI), e-commerce sites such as the Virtual IT Marketplace (VITM) or ITEC-Direct, paper or facsimile, SF1449, or Department of Defense (DD) Form 1155, or by telephone using the Government Wide Credit Card. These options are subject to your local policy. In addition to the use of the Government Wide Credit Card, organizations may place orders subject to invoice and payment through Government Paying Offices. Merlin has a World Wide Web (www) page for information and ordering [http://www.merlin-intl.com/contracting\\_ESIBPA.asp](http://www.merlin-intl.com/contracting_ESIBPA.asp).

- **GOVERNMENT WIDE CREDIT CARD ORDERS:** Contact Inside Sales POC below.

- **SF1449 ORDERS:** Process SF1449s through the servicing base contracting office.
  - ◊ Ordering Address, Remit To and CAGE information:
    - ⇒ Federal TIN: 84-1424371
    - ⇒ DUNS: 07-3521101
    - ⇒ CAGE Code: 1XAZ0
    - ⇒ Ordering Address: Merlin International  
4B Inverness Court East  
Englewood, CO 80112
    - ⇒ Remit To: See Payment below
  - ◊ Place GSA contract Number GS-35F-0783M in Block 2 and a locally assigned order number in Block 4. The applicable BPA number N00104-07-A-ZF42 must be shown in block 20.
  - ◊ Or, place BPA number N00104-07-A-ZF42 in Block 2 and a locally assigned delivery order number in Block 4.
  - ◊ Assign contract accounting classification reference numbers (ACRNs) to the accounting and appropriation data in accordance with DFARS 204.7107.
  - ◊ Open Market (non-contract) items may be added to a 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 *ordering activity* for the open market items.
  - ◊ The completed SF1449 will be forwarded (fax or mail) to the contractor at the following address:
    - Fax: 303-221-0534
    - Mailing Address: Merlin International  
4B Inverness Court East  
Englewood, CO 80112  
Attn: Donovan Quinonez
    - A copy of your SF1449 must be sent to your servicing DFAS center.

## 6. DELIVERY.

- Merlin is required to deliver all products within 30 days of receipt of order. More expedient delivery terms may be proposed on individual orders, and are encouraged.

Deliveries will be made to the address specified on the delivery orders issued against the BPA.

- Terms and conditions of the BPA and the GSA contract apply. A copy of the GSA contract and the BPA are available at the Merlin home page, [www.merlin-intl.com](http://www.merlin-intl.com).

## 7. PAYMENTS

<b>For Wires and EFT:</b> Merlin International, Inc. DBA: Merlin Technical Solutions, Inc. Silicon Valley Bank ABA #121-140399	<b>Payment by check submit to:</b> Merlin International, Inc. DBA: Merlin Technical Solutions, Inc. Dept. CH17364 Palatine, IL 60055-7364
--	---

- **FAST PAYMENT PROCEDURE.** The provisions of FAR 52.213-1 FAST PAYMENT PROCEDURE are incorporated in this BPA by reference and pertain to Credit Card purchases or other applicable order deliveries. Fast Payment procedures may be used when the conditions of FAR 13.402 are met and the delivery order authorizes Fast Payment. Full text of this clause can be found on the web at URL: <http://farsite.hill.af.mil/>.
  - **PRECEDENCE.** The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of the BPA and the Contractor's invoice, the provisions of the BPA will take precedence.
8. **POINTS OF CONTACT.** For information or questions regarding ordering, order status, delivery, warranty or maintenance, contact Inside Sales at the number below.
- **Merlin points of contacts (POC):**

Inside Sales:

Merlin International  
4B Inverness Court East  
Englewood, CO 80112

POC: Donovan Quinonez  
Phone: 303-339-2211  
Fax: 303-221-0534  
Email: [dquinonez@merlin-intl.com](mailto:dquinonez@merlin-intl.com)

Program Management:

Merlin International  
8381 Old Courthouse Road, Suite 200  
Vienna, VA 22182

PCO: Don Tiaga  
Phone: 703-752-8369  
Fax: 703-752-2928  
Email: [dtiaga@merlin-intl.com](mailto:dtiaga@merlin-intl.com)

- **Government points of contacts (POC):**

Contracting Office:

Naval Inventory Control Point  
Code 0272, Building 407  
5450 Carlisle Pike  
Mechanicsburg, PA 17055-0788

POC: Sylvia Neidig  
Phone: 717-605-1548  
Fax: 717-605-4600  
Email: [sylvia.neidig@navy.mil](mailto:sylvia.neidig@navy.mil)

Software Product Manager (SPM):  
DON IT Umbrella Program Management Office  
SPAWAR Systems Center San Diego  
Code 2829  
53560 Hull Street  
San Diego, CA 92152-5001

SPM: Steve Thompson  
Phone: 619-524-9640  
Fax: 619-524-9678  
Email: [steve.thompson@navy.mil](mailto:steve.thompson@navy.mil)

Procuring Contracting Officer (PCO):

Naval Inventory Control Point  
Code 0272, Building 407  
5450 Carlisle Pike  
Mechanicsburg, PA 17055-0788

PCO: Rod Klinger  
Phone: 717-605-3824  
Fax: 717-605-4600  
Email: [rodney.klinger@navy.mil](mailto:rodney.klinger@navy.mil)

Alternate Point of Contact:  
DON IT Umbrella Program Management Office  
SPAWAR Systems Center San Diego  
Code 2829  
53560 Hull Street  
San Diego, CA 92152-5001

POC: Linda Greenwade  
Phone: 619-524-9616  
Fax: 619-524-9678  
Email: [linda.greenwade@navy.mil](mailto:linda.greenwade@navy.mil)

**9. DD350 OR CONTRACT ACTION REPORT (CAR) INFORMATION**

<u>DESCRIPTION</u>	<u>CONTENTS</u>
DUNS	07-3521101
Cage Code	1XAZ0
Contractor Name & Division Name	Merlin International
Contractor Address	4B Inverness Court East Englewood, CO 80112
TIN	84-1424371
Business Size	Small Business

**10. LICENSE.** Software licenses purchased under this BPA are perpetual software licenses subject to the licensing provisions of Vendor Product License Agreement and the terms of GSA Schedule SIN 132-33. Proof of license shall be provided to the end use customer. The product license key and delivery order invoice constitutes “proof of license”. Upon receipt of the delivery order, BEA will email the end user the software license information which contains the product license key and the applicable URL to download the software.

**11. MEDIA.** Media for software products can be downloaded or shipped. Shipped media have a “-S” at the end of the part number. Downloadable software products can be recognized by a “-D” at the end of the product part number. Upon delivery order acceptance, BEA will send the named end-user an email confirmation and a license key to permit download of the Software products.

**12. MAINTENANCE.** Support services are subject to the terms and conditions of SIN 132-34 of GSA Schedule GS-35F-0783M and the special Support Services terms in effect on the date Support Services are ordered. BEA’s Support Services policies currently in effect are set forth in Exhibit A to the BEA License Agreement found in Attachment (B) of the BPA.

**13. E-COMMERCE SITE.** DFARS Section 208.74 directs software buyers and requiring officials to check the DoD ESI website for DoD inventory or an ESA before using another method of acquisition. These steps for the buyer are summarized below:

- a. Check the Enterprise Agreement Summary Table to determine if software rights or maintenance have already been purchased and are available from DoD inventory. If they are available, purchase the designated software from DoD inventory and reimburse the SPM.
- b. If the required software rights or maintenance are not available from inventory or from an ESA, you may use an alternate method of acquisition, subject to laws and policy.
- c. If the required software rights or maintenance are not available from inventory but are available from an ESA, you must follow the procedure in the DoD ESI Policy, Section 6.2.3.
- d. If you must obtain the software or software maintenance outside the DoD ESA, you may seek a waiver from a management official designated by your DoD Component.

The web site can be viewed at <http://www.esi.mil/>. On-line ordering can also be accomplished at <http://www.itec-direct.navy.mil>.

**14. PRICE REDUCTION** (Most Favored Customer Prices). The prices under this BPA shall be at least as low as the prices that the contractor has under any other contract instrument under like terms and conditions. If at any time the prices under any other contract instrument become lower than the prices in this BPA, this BPA will be modified to include the lower prices.

**15. PRICING TERMS.** Attachment A of the BPA provides all applicable prices. Prices shall not escalate and are not subject to upward adjustment during the term of the BPA. Spot discounting is encouraged and all promotions shall be offered to the individual customers. The prices on the BPA will be reviewed annually, or as required to determine whether a reduction is appropriate in accordance with the price reduction provisions of the agreement.

**16. PRICE LIST.** Merlin's current price list is located at the DON-IT Umbrella website. The URL is: [http://www.it-umbrella.navy.mil/contract/enterprise/application\\_integration/Merlin/index.shtml](http://www.it-umbrella.navy.mil/contract/enterprise/application_integration/Merlin/index.shtml). Click on the Attachment A link to download the pricing pdf.