DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
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WASHINGTON DC 20310-0103

SAAL-PP

DEC 29 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Enterprise Software Agreements

The Defense Federal Acquisition Regulation Supplement (DFARS) Subpart 208.74–Enterprise Software Agreements (ESAs) requires all contracting offices to fulfill requirements for commercial software and related services, such as software maintenance. To fulfill these requirements follow the acquisition procedures at DFARS 208.7403 and Army Regulation 25-1, Army Knowledge Management and Information Technology dated 15 July 2005, which designates the Army Small Computer Program (ASCP) as the primary source for all commercial information technology to include software.

Each PARC shall ensure that all contracting offices develop procedures and controls to ensure that ESAs are used to the maximum extent. As a minimum, the standing operating procedures shall:

a. Ensure that all software or related services purchase requests are screened against the ESAs before considering other sources.

b. Review hardware purchase requests to make sure that they do not include software that is available from enterprise agreements particularly Microsoft software products.

c. Maintain a record of waivers received from the Army's Software Product Manager, ASCP if ESAs are not used.

For questions regarding this memorandum the point of contact is Ms. Barbara Binney, (703) 604-7113, or e-mail: Barbara.binney@hqda.army.mil. The Department of Defense website cited at DFARS 208.7402 maintains a current listing of the ESAs.

For questions regarding ESAs and the current listings, the point of contact is Ms. Katrina Macksey, (732) 427-6788, or e-mail: Katrina.Macksey@us.army.mil. The ASCP phone number is (888) 232-4405.

E. Ballard
Deputy Assistant Secretary of the Army
(Policy and Procurement)

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