

NSSC ELMT

National Instruments IDIQ

Agreement Information Sheet

Software Products: LabVIEW, LabWindows™/CVI, and Measurement Studio, TestStand, VeriStand, Vision Builder, Switch Executive, Diadem and Multisim, Vision builder for Automated Inspection, Signal Express, Requirements Gateway, AWR Design Environment, InsightCM™ Enterprise.

Hardware Products: Data Acquisition, Automated Test, Embedded Control and Monitoring Hardware, Industrial Communication Buses, Instrument Control, Educational Hardware, Hardware Platforms

Publisher/Manufacturer: National Instruments

Vendor: National Instruments

Summary: The NASA Shared Services Center (NSSC) Enterprise License Management Team (ELMT) awarded an agency-wide agreement for National Instruments software, software maintenance and hardware. NASA and Associated Facilities are authorized to place orders under the agreement.

Award Date: September 28, 2015

Period of Performance: Base Year: September 28, 2015 – September 27, 2016
Option Year one: September 28, 2016 – September 27, 2017
Option Year two: September 28, 2017 – September 27, 2018
Option Year three: September 28, 2018 – September 27, 2019
Option Year four: September 28, 2019 – September 27, 2020

Renewal Cycle Schedule: Renewal True-up/Discovery Phase: July
Finalize Agency License Requirements: August
Vendor Renewal Year Start Date: September 28

NASA Contract #: NNX15MD98B

Contracting Officer: Nathan Carver, 228.813.6412, Nathan.carver-1@nasa.gov

Document Date: October 15, 2015, Updated July 14, 2016, updated January 26, 2017, March 15, 2017, September 19, 2017, March 15, 2018

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Vendor Points of Contact (POC):

Kevin McKerley
Contract Manager
National Instruments Corporation
512-683-5024
Kevin.Mckerley@ni.com

David Freeman
Sales Governance Manager
National Instruments Corporation
512-683-9440
David.Freeman@ni.com

How to Request Quotations and Place Orders:

The following documents were completed or submitted and are filed at the NSSC's Procurement Division:

NF1707, Special Approvals and Affirmations of Requisitions, signed 04/15/2015
NASA NSSC Limited Source Justification, signed 7/20/2015
NF1823, Request for Investigation (RFI) / IT Product Source Assessment, approved 12/04/2014
National Instruments Voluntary Product Accessibility Templates, dated November 1, 2011

For software procurements at or below \$250,000 for ELMT enterprise agreement purchases, the Simplified Acquisition Threshold (SAT) team at the NSSC will process these requests. To initiate the request you can proceed either directly to SAT through their portal or you can send the PR directly to the ELMT via email at nsscelmt@mail.nasa.gov.

To proceed via SAT: click the ESD link <https://esd.nasa.gov/esd/>, then go to **Order Services** and then go to **NSSC Simplified Acquisition Customer Portal** (Green SAT Button) to initiate the purchase. When creating a ticket please include the ELMT agreement number in the "Give a brief description" field.

All purchases for software over \$250,000, for ELMT enterprise agreement purchases, ELMT will process these requests.

Quotes:

Please mail requirements to contact NI, directly QUOTES@NI.COM to obtain a quote or <http://www.ni.com/> Click on "Products"

Discounts:

National Instruments offers discounts on Single Seat (Named User License/Computer-Based License) Volume License Program software.

License Quantity	1-4	5-9	10-24	25-49	50-99	100+
% Discount on Current U.S. List Price	0%	5%	10%	15%	20%	30%

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Evaluation Licenses; Pre-Release Software, Compile-Only Licenses (Measurement Studio), Driver Interface Software, Multiple Access Licenses (NI-488.2 Software for GPIB-ENET), Concurrent Use Licenses, or Debug Licenses are not eligible for discounts.

Discounts are not offered for annual software maintenance.

National Instruments offers a 3% discount on Current U.S. List Prices for National Instruments Hardware.

Discounts are available to NASA and its subcontractors and require creating a USER PROFILE on NI.COM and requesting a quote. Refer to FAQ's, below.

[Frequently Asked Questions \(FAQ's\) and Instructions](#)

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For Purchase Request (PR) Funded Orders:

Center POC	– A Center POC coordinates and obtains quotation from the vendor – Quotation should include: (Product Name, Description, Part Number, Quantity, End User Name, Phone Number and E-mail Address) – Email requirements to contact NI, directly QUOTES@NI.COM or http://www.ni.com/ Click on “Products” – License Number, if applicable – a NASA Procurement POC** – a Purchase Request (PR) (or confirmation that funds are available)* PR Instructions for NNX15MD98B – Finalize PR (funding) to NSSC Procurement – <i>(If requirements are complex and you have questions, please contact the ELMT for assistance)</i>
* Per FAR Subpart 32.7: Before executing any contract, the contracting officer shall— (a) Obtain written assurance from responsible fiscal authority that adequate funds are available or (b) Expressly condition the contract upon availability of funds in accordance with 32.703-2.	
** NSSC Procurement can only accept funding from other NASA Center Procurement offices	
NSSC ELM Team	– Review the PR submission to validate requirements detail and current pricing against current GSA Schedule pricing, etc. – Finalize funding requirement
NSSC Procurement	– Execute Purchase Order to vendor for procurement
Vendor	– Execute Delivery Order – Invoice NASA (NSSC)
NSSC	– Route invoice for payment approval – Finance -> Procurement -> COR -> Procurement -> Finance
NSSC Procurement	– Courtesy copy of approved invoice routed to license account manager
ELMT	– Add product line item(s) information to the NSSC Enterprise Asset Tracking System (EATS) for license management

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Payment with a Government-wide Purchase Card (GPC) is authorized when an order does not exceed the Federal Acquisition Regulation (FAR) micro-purchase threshold, currently **\$10,000.00**. [However for software purchases, you should check with your Center's Chief Information Officer's policies for proper guidance.](#)

For NASA P-Card Orders:

Center POC or GPC holder	– A Center POC coordinates and obtains quotation from the vendor – Quotation should include: (Product Name, Description, Part Number, Quantity, End User Name, Phone Number and E-mail Address) – Email requirements to contact NI, directly QUOTES@NI.COM or http://www.ni.com. Click on "Products" – License Number, if applicable (If requirements are complex and you have questions, please contact the ELMT for assistance)
Center GPC holder	– Place Order GPC Instructions – Center POC would Email final quotation to the nsscelmt@mail.nasa.gov
<i>** Payment by GPC for ELMT purchases shall be made in accordance with FAR 52.212-4, Contract Terms and Conditions – Commercial items, which provides for funding through a Work Breakdown Structure (WBS) number.</i>	
Vendor	– Provide transaction-specific documentation to the Contracting Officer within 3 to 5 business days: 1. Contract/IDIQ Number 2. Order Log Number 3. Confirmation/Transaction Number 4. Product Name 5. Product Description/Item Number 6. Quantity Purchased 7. Unit Price 8. Extended Price 9. Date of Transaction and Date of Delivery 10. NASA GPC holder name and associated Center (including contact information) 11. License and/or maintenance user's name and contact information (if different from card holder)
ELMT	– Add product line item(s) information from the Center POC quotation to the NSSC Enterprise Asset Tracking System (EATS) for license management

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Additional Information

National Instruments: <http://www.ni.com/>

Center IT Asset Managers: [\(ITAM\)](#)

NASA Customer Contact Center (CCC): 877.677.2123, call **877-677-2123**, choose option 3 for SATERN, Finance, HR, and **Procurement**, then 1 for NASA employees, then option 3 for Procurement.

Email: nsscelmt@mail.nasa.gov

ELMT Website: www.nasa.gov/elmt

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