Hewlett Packard Enterprise Company
Public Sector - Federal

Federal Partner Ready Agent

Rules of Engagement FY16

Updated 2/1/16
The following document is provided as a guide for Hewlett Packard Enterprise Company ("HPE") Federal Authorized Partner Ready Partners who wish to participate as an HPE Agent Partner in the sale of HPE product to Federal Customers on eligible HPE Contracts. All participating Partners will be required to ensure their representatives are in full compliance with the current Federal Rules of Engagement as set forth herein in order to receive commissions and to remain an active Partner Ready Agent in the Federal program.

All HPE Federal Contract terms and conditions and compliance to those terms and conditions are the responsibility of the HPE Public Sector organization. Hewlett Packard Enterprise Company must maintain full compliance to each Contract terms and conditions and cannot accept any deviation from these terms in granting Partner Ready Agent participation. In instances where the Federal Customer prefers a direct purchase relationship with HPE, the HPE Federal direct Sales team will fulfill the requirements and maintain the relationship as requested by the Customer.

Eligibility

Hewlett Packard Enterprise Company fully recognizes the extended abilities of its Partners to successfully develop HPE business and support ongoing HPE Customer relationships in Federal Government Agencies throughout the United States. In order to increase development of new Federal sales opportunities, and to provide additional vehicles to offer HPE Products and Services to Federal Customers, HPE Federal will permit approved Partners to act as Partner Ready Agents ("Agent Partners") on designated HPE Federal Contracts. Participation as a Federal Partner Ready Agent is open to Partners who have submitted and signed both the Hewlett Packard Enterprise U.S. Partner Agreement and the Hewlett Packard Enterprise Agent Addendum.

Rules of Engagement for Authorized Partner Ready Agent participation in HPE product sales to Federal Government Agencies set forth herein, supplement the Hewlett Packard Enterprise U.S. Partner Agreement and the Agent Chapter of the Partner Ready Program Guide, which appear on the HPE Partner Portal. Partners authorized to participate as Federal Partner Ready Agents under an approved HPE Federal Contract must adhere to the Federal Rules of Engagement prescribed herein in order to remain eligible for commission payment and to remain active in the program. In addition to any other remedies available in the terms and conditions of the Hewlett Packard Enterprise U.S. Partner Agreement and the Hewlett Packard Enterprise Agent Addendum, should Hewlett Packard Enterprise Company incur damages arising from independent commitments made by a Partner Ready Agent outside HPE Contract Terms, or should a Partner Ready Agent otherwise fail to comply with these Rules of Engagement, HPE reserves the right to withhold commission payments.

Getting Started

New Federal Partner Ready Agent Partners should contact the HPE Federal End-User Account Manager covering the individual Federal Agency where they wish to develop new business. This contact will bring awareness to the Federal Account Manager of the Partner intent to jointly develop new HPE business.

HPE Federal Partner Ready Agent Partners are strongly encouraged to develop and maintain ongoing relationships with Federal Customers at both end user and associated procurement office levels, thereby fully comprehending both technical solution requirements and buying vehicle preference in their sales coverage.

New Partners should add their name to the list of approved Federal Partner Ready Agents by completing the registration authorization document located on the HPE Partner Portal https://partner.hpe.com
Federal Partner Ready Agent Rules of Engagement 2016

1. Scope

Federal Partner Ready Agent participation, is limited to HPE EG Products and Services offered on the relevant HPE Federal Contract and defined as Agent eligible within the HPE Partner Ready Demand and Compensation Matrix, which can be found on the HPE Partner Portal at (https://partner.hpe.com). Agent Partners are authorized to offer HPE Federal Contract quotes to eligible Federal Customers permitted to buy from the relevant HPE Federal Contract. Customer orders must be issued directly to Hewlett Packard Enterprise Company under the appropriate HPE Federal Contract number. Federal Partner Ready Agents may not accept Customer orders in their own name referencing an HPE Federal Contract Number.

A list of approved HPE Federal Contracts open to Federal Referral or Partner Ready Agent participation appears as Exhibit A to this document. HPE reserves the right to limit Partner Ready Agent participation on HPE Federal Contracts.

2. HPE Federal Contract Award/Conditions

All Federal Partner Ready Agent quotes must meet the associated HPE Contract Terms and Conditions exactly. Partner Ready Agent quotes may not exceed Contract Terms and Conditions under any circumstances without written approval of the HPE Federal Contract Program Manager.

3. Quoting

3a. General

Partner must meet all current Product Authorization requirements for each specific product area included in the opportunity. Quotes will be issued directly to the Customer from the authorized Federal Partner Ready Agent. Federal Partner Ready Agents are authorized to offer HPE quotes to Federal Customers using approved HPE Federal Contract Product and Services offerings only. Multiple HPE Federal Contracts may not be combined on a single quote. Authorization to offer Enterprise Track quotes is limited to Agent eligible HPE Products and Services as defined within the HP Partner Ready Demand and Compensation Matrix and to those HPE Products and Services contained within the HPE Federal Contract being quoted. HPE Products that are not part of a Contract offering are considered to be “open market”. The addition of open market products to a quote will be limited to those products approved and procured by HPE and limited to the minimum content necessary to ensure a complete configuration. Open market items are restricted to the maximum level of allowable open market content deemed acceptable to the government contracting office. All open market items must be clearly identified as such on quotes and corresponding orders.

SEWP V – NNG15SC14B, does not allow for Open Market.

HPE Public Sector Federal has a dedicated Inside Sales Call Center Team (1-844-579-4346) to assist Federal Partner Ready Agent Partners with questions regarding specific HPE Contract procedures, order processing and price verification questions.

Quotes to US Government DOD, Military and State Department Customers outside the continental United States (OCONUS) must include additional shipping costs. Shipping costs must be obtained from the HPE Federal Call Center Sales Representatives (1-844-579-4346) prior to submitting a quote to the Customer.
3b. Instructions for Quoting Enterprise Class Products:

BCS, ISS and Non-stop Servers, Enterprise Class Storage, HP Networking, HP software, Enterprise Security, and HP Services

All Federal Enterprise-level Partner Ready Agent Partners must use the Deal Registration Tool to register, obtain approval, and claim Agent Enterprise Track deals, except those involving ESP products. ESP deals must be registered through the Deal Registration process on the Enterprise Security Products site. EG opportunities should be registered before the product ship date; HPE Software opportunities must be registered at least 30 calendar days before the product ship date. Deal registrations will remain active and partner-accessible in the Deal Registration Tool or ESP Deal Registration process for six months from the date of registration by the partner.

Public Sector Agent Partners will register for the following Partner Ready Agent compensation level:

Value-add Incentive. 
Partner must meet all current Product Authorization requirements for each specific product area included in the opportunity. All opportunities must be pre-registered and approved through the Agent Enterprise Track Deal Registration (process noted above) prior to Partner submitting an HPE Federal Contract quote to the Customer. Quotes must contain only HPE Enterprise-level Products and Services currently listed on HPE Federal Contracts approved for this activity. Approvals will be granted at the sole discretion of the HPE End-User Account Manager covering the associated Federal Account. HPE reserves the right to deny approval in Customer accounts where HPE has an established a direct relationship and the Customer is not desirous of Agent Partner involvement.

To qualify an opportunity for the value-add incentive commission, partners must:

• Meet all criteria for the standard commission
• Meet all current Product Authorization requirements for each specific product area included in the opportunity
AND
• Provide substantial value-add by either:
  1. Creating demand for a technology solution (including Business Process Consulting and Business Strategy Consulting) and creating demand for the HPE brand across the HPE portfolio
  OR
  2. Creating demand for the HPE brand AND providing substantial value-add or unique value/expertise required to close the business in two or more of the following ways:
   – Enterprise Application Integration/Development/Management
   – Project/Program/Asset Management
   – Network Installation/Implementation/Management
   – Infrastructure Management/Operations/Recovery of end-user customer’s IT
   – Portfolio selling that includes HPE Technology Services
   – Onsite placement of professional resources, (solution architects, engineers, consultants)
   – Customer support/Help Desk Management
   – Training
   – Complete solution delivery (infrastructure/design/integration)
   – Qualifying the lead, configuration, and quoting at the customer’s or HPE’s request
   – Providing face-to-face sales support for a Public Sector Account (State and Local Government, Education, and select Federal contracts)

Please see the Agent Chapter of the Partner Ready Guide for additional requirements specific to earning Agent Enterprise Track compensation on HPE Software and HPE Technology Services deals.

Enterprise Class product quotes may only be issued to Federal Customers eligible to purchase from the Contract being quoted. Federal Enterprise Partner Ready Agent Partners should attach a copy of the associated HPE Federal Contract Ordering Instructions. Ordering instructions for eligible HPE Contracts open to Agent Partner participation are attached to this document in Attachment A. Eligible HPE Federal Contract offerings under two or more HPE Federal Contracts may not be combined on a single quote to the Customer.

Third Party Products or Services cannot be included on an HPE Federal Contract quote to the Customer unless they are an approved HPE Federal Contract offering. Non-Contract Third Party products included on a quote must be approved and procured by HPE as open market items, and are subject to (1) the minimum content necessary to ensure a complete configuration (2) be within the maximum level of allowable open market content on the Contract it is being quoted for (3) deemed acceptable to the government contracting office.
Should the Customer require third party products or services outside the HPE Contract offering, the Agent Partner must submit a separate quote to the Customer from its own product offering under a Partner-owned federal contract.

Partners acting as a HPE Partner Ready Agent may not combine product and/or services offerings from their own GSA Schedule Contract with those of an HPE GSA Schedule Contract without a valid written GSA Teaming Agreement issued by Hewlett Packard Enterprise Company. Valid GSA Teaming Agreement quotes must match HPE GSA Schedule prices exactly (or a specific Customer special price approved by the Federal Account Manager) in order for a commission to be paid. HPE Federal Order Management may require the Partner Ready Agent to submit a copy of the original quote to the Customer for verification purposes.

HPE Federal Contract prices reflect direct pricing from HPE to the Customer and may not be altered by the Partner Ready Agent either directly or indirectly through after-the-fact discounts or rebates. Anticipated Partner Ready Agent Commissions may not be applied to reduce the HPE Contract price quote to the customer, or to offer the Customer free units thereby reducing the quantity of items purchased at the established price.

HPE Contract delivery terms are clearly stated in each eligible HPE Federal Contract as it applies under that contract. Value-Add Partner Ready Agent quotes may not bind or commit HPE to any other delivery terms without prior written approval from the corresponding HPE Federal Contract Program Manager.
4. **Shipping Costs**

HPE will pay (FOB destination) shipping costs for orders of HPE eligible products shipped to destinations within the Continental United States (CONUS). Additional shipping charges for all shipments outside the continental United States (OCONUS) must be included on the quote to the Customer. All shipping costs must be obtained from the HPE Federal Sales Desk (844-579-4346) prior to submitting a quote to the Customer. OCONUS shipping charges may not be altered or waived by the Partner Ready Agent. HPE reserves the right to withhold commission to the Partner Ready Agent on any OCONUS order omitting shipping charges. HPE may require the Agent Partner to submit a copy of the original quote to the Customer for verification purposes.

5. **Surcharges**

Some Federal Contracts require the Customer to pay a surcharge on each order submitted. Contract terms and conditions will specify when surcharge fees apply. Partner Ready Agents must be fully aware of this requirement when quoting to the Customer and include the appropriate calculation on each quote. All fees must be calculated and rounded to the nearest cent (i.e. .735 = 74 cents or .733 = 73 cents). Surcharges will appear on the website under the Contract ordering guidelines. Failure of the Agent Partner to include a required Contract surcharge on a Customer quote will result in forfeiture of commission. HPE may require the Agent Partner to submit a copy of the original quote to the Customer for verification purposes.

Federal Agencies that impose other internal Agency Fees will collect the additional amounts through their own separate procedures. These additional charges do not appear on the HPE Contract orders.

6. **Competition**

HPE has authorized multiple Partner Ready Agents within its approved Contract programs. It is not Hewlett Packard Enterprise’s intention, however, to promote Partner Ready Agent competition within a single Federal Customer account. If more than one HPE Partner Ready Agent partner is competing for business in the same Customer account, or if the End Customer’s Procurement office solicits multiple quotes in order to make a best value determination, designation of the successful Partner Ready Agent will be determined by the Customer.

7. **Order Fulfillment**

Customer orders must be issued directly to Hewlett Packard Enterprise under the correct Contract number. Appropriate ordering instructions are provided by Contract as attachments to this document (Exhibit A).

There is no additional charge to the HPE Federal Contract Customer for integration of HPE product options. Please ensure Customer integration requirements are clearly stated on each order.

The decision to accept an HPE Federal Contract order for processing is at the sole discretion of Hewlett Packard Enterprise Company. Partner Ready Agent partners are not authorized to sign Customer Order Acceptance on behalf of HPE at any time.

8. **Pricing Rules**

Contract pricing is revised on a schedule commensurate with HPE pricing actions. The associated HPE Contract Program Office submits new Products or Services to the government contracting office for approval on the date of announcement. Products and Services are added to the Contract catalog at the discretion and approval of the HPE Federal Strategic Program and Contracts teams. New Products must be approved on a contract by the associated government contracting office before HPE can accept orders for the proposed product.

Current HPE contract pricing may be obtained by accessing the HPE website at [www.hpe.com/info/fedcontracts](http://www.hpe.com/info/fedcontracts) or by contacting the HP Federal Call Center Sales Team (844-579-4346).

Federal Partner Ready Agent partners are authorized to offer standard contract price for HPE Products and Services to Federal Customers eligible to purchase from the associated HPE Contract. Standard contract price is the HPE direct price to the Customer and may not be altered when acting as a Partner Ready Agent. All Contract Order prices must match HPE Contract price or have an approved Direct special pricing (Big Deal) in order to be processed. No pricing discrepancies will be waived or special pricing granted after order receipt.
Zero dollar items or “free” products or services may not be added to an HPE Contract quote or order by a Partner Ready Agent.

HPE reserves the right to request a copy of the quote submitted to the Customer by the Partner Ready Agent for verification of compliance with these Rules of Engagement in order for a commission to be paid.

9. **Customer Special Pricing**

In instances where the potential volume of an opportunity or competitive situation may warrant additional price consideration to a Federal Customer on an HPE Federal Contract, special pricing may be requested through the HPE Federal Call Center Sales Team or directly through the assigned HPE Federal End-User Account Manager. **Special Pricing on an HPE Federal Contract is granted at the sole discretion of the HPE Federal Account Manager. HPE reserves the right to limit the number of Partners permitted to offer HPE Federal Contract special pricing to a Customer on a single opportunity.**

**On highly competitive opportunities, HPE reserves the right to negotiate a reduced commission payable to the Partner Ready Agent.**

10. **Commissions**

Commissionable HPE Products, Services, rates of commission and commission statements are available online by accessing [http://www.hpe.com/partners/us](http://www.hpe.com/partners/us). Partner Ready Agent Enterprise Track commissions are paid within thirty (45) days of completed claim submission. Commissions are based on net Customer purchase price and the specific product category.

Partner Ready Agent Enterprise Class product Customer orders must be submitted directly to HPE Direct Order Management (as outlined in Contract specific ordering information) and Orders must be issued directly to Hewlett Packard Enterprise Company listing the applicable HPE Federal Contract Number. After HPE orders shipment, Agent Partner must submit a claim against their approved Deal Registration with the appropriate required documentation, including the specific HPE sales order numbers being claimed. Agent Enterprise Track commissions are processed and paid in order of submittal with a target, 45-day turn-around time from the date of the completed claim submission. Agent Partners are compensated for eligible Enterprise Products at the rates effective at the time the deal was registered. Commission rates are based on the commission level (standard or value-add incentive) by product line, as validated by HPE.

It is the responsibility of the Agent Partner to ensure all HPE requirements for authorization to participate as an HPE Partner Ready Agent have been approved prior to submitting a quote to the Customer. Commission payments cannot be issued to Partner Ready Agents who have not completed required authorizations.

**Anticipated Partner Ready Agent Commissions may not be applied to reduce the HPE Contract price quote to the customer, or to offer the Customer free units thereby reducing the quantity of items purchased at the established price.**

HPE Federal Contract prices reflect direct pricing from HPE to the Customer and **may not be altered** by the Partner Ready Agent either directly or indirectly through after-the-fact discounts or rebates in order for a commission to be paid.

HPE Contract delivery terms are clearly stated in each HPE Federal Contract as it applies under that contract. Partner Ready Agent quotes **may not bind or commit HPE to any other delivery terms without prior written approval from the corresponding HPE Federal Contract Program Manager**. (Exhibit A)

Commissions are subject to refund in the event that the Customer rejects or returns the products associated with the order for which the commission was paid or if the price becomes subject to adjustment, refund, or rebate, or in other circumstances specified in the HPE Partner Ready Agent terms and conditions.
EXHIBIT A

Approved HPE Federal Contract Programs

Current HPE Federal Contract Programs open to Partner Ready Agent participation are listed in this document. HPE Federal also holds a number of Contracts that are not available for Partner Ready Agent activity, or have limited participation. Please refer to this list periodically to verify Contract Programs eligible for participation. Each eligible HPE Contract Program Ordering Instructions are attached to this document. Point of contact information for Program Manager or Contract Administrator and Sales assistance are provided.

Contract specific marketing collateral should be coordinated and submitted to the appropriate HPE Program Manager for review.

Products and Services from two separately awarded contracts may not be combined on the same order at this time. Updates and changes to this policy will be communicated as available.

<table>
<thead>
<tr>
<th>GSA Schedule</th>
<th>Contract # GS-35F-025DA</th>
</tr>
</thead>
<tbody>
<tr>
<td>NASA SEWP V</td>
<td>Contract # NNG15SC14B</td>
</tr>
</tbody>
</table>
Hewlett Packard Enterprise

GSA (U.S. General Services Administration Schedule 70) Contract Information

<table>
<thead>
<tr>
<th>Contract Number: GS-35F-0250A</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contract Term:</strong> 10/21/15-10/20/20</td>
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<tr>
<td><strong>Federal ID#:</strong> 47-3298624</td>
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<tr>
<td><strong>DUNS#:</strong> 079871820</td>
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<tr>
<td><strong>Cage Code:</strong> 7ES51</td>
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<tr>
<td><strong>Payment Terms:</strong> Net 30 days</td>
</tr>
<tr>
<td><strong>Sales Hotline</strong> (844) 579-4346</td>
</tr>
<tr>
<td><strong>HPE Fax Number</strong> (844) 745-2055</td>
</tr>
<tr>
<td><strong>Website Address:</strong> <a href="http://www.hpe.com/info/gsa">http://www.hpe.com/info/gsa</a></td>
</tr>
<tr>
<td><strong>GSA Program Manager:</strong> N/A</td>
</tr>
<tr>
<td><strong>GSA Contracts Manager:</strong> Robyn Grimsley, (703) 713-7764</td>
</tr>
<tr>
<td><strong>Ordering Address:</strong> Hewlett Packard Enterprise Company Federal Contracts 13600 EDS Drive Herndon, VA 20171</td>
</tr>
<tr>
<td><strong>Remit-to Address:</strong> Hewlett Packard Enterprise Company P.O. Box 101125 Atlanta, GA 30392-1125</td>
</tr>
<tr>
<td><strong>For contract terms and conditions:</strong> <a href="http://www.hpe.com/info/gsa">http://www.hpe.com/info/gsa</a></td>
</tr>
<tr>
<td><strong>For Electronic Funds Transfers Remit To:</strong> Hewlett Packard Enterprise Company Wells Fargo ABA No: 121000248 Account No. 4141238782</td>
</tr>
</tbody>
</table>

ALL OPEN MARKET ITEMS MUST BE CLEARLY IDENTIFIED ON ALL QUOTES AND ORDERS
Hewlett Packard Enterprise

SEWP V (NASA Solutions for Enterprise-Wide Procurement) Contract Information

Contract Number: NNG15SC14B

Contract Term: 05/01/2015 – 4/30/2020

(base ordering period and one option)

05/01/2020 – 04/30/2025

Federal ID#: 47-3298624

DUNS#: 079871820

Cage Code: 7E551

Payment Terms: Net 30 days

Delivery Negotiated on delivery order

Sales Support: (844) 579-4351

Order & Order Status: sewphpsales@hpe.com

Warranty Support: (844) 806-3425

Website Address: www.hpe.com/info/sewp

Program Manager: W. Gayle Ward, (301) 332-2634

Contractor address: Hewlett Packard Enterprise Company

Federal Contracts

13600 EDS Drive

Herndon, VA 20171

Remit-to Address: Hewlett Packard Enterprise

P.O. Box 101125

Atlanta, GA 30392-1125

NASA SEWP V Terms and Conditions www.sewp.nasa.gov

Fax orders directly to NASA SEWP at (301) 286-0317 or email: sewporders@sewp.nasa.gov NASA SEWP Help Desk (301) 286-1478

Surcharge Requirement: NASA SEWP surcharge fee 0.39%

Built into the price

For Electronic Funds Transfers Remit To:

Hewlett Packard Enterprise Company

Wells Fargo

ABA No: 121000248

Account No. 4141238782

Product Offerings: HPE products, software and associated services

Note: All SEWP RFQ/RFI online requests must be coordinated through the HPE Sales team.

No Open Market Allowed

All SEWP quotes must reference which items are TAA and non-TAA compliant.