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SEWP VI ORDERING GUIDE

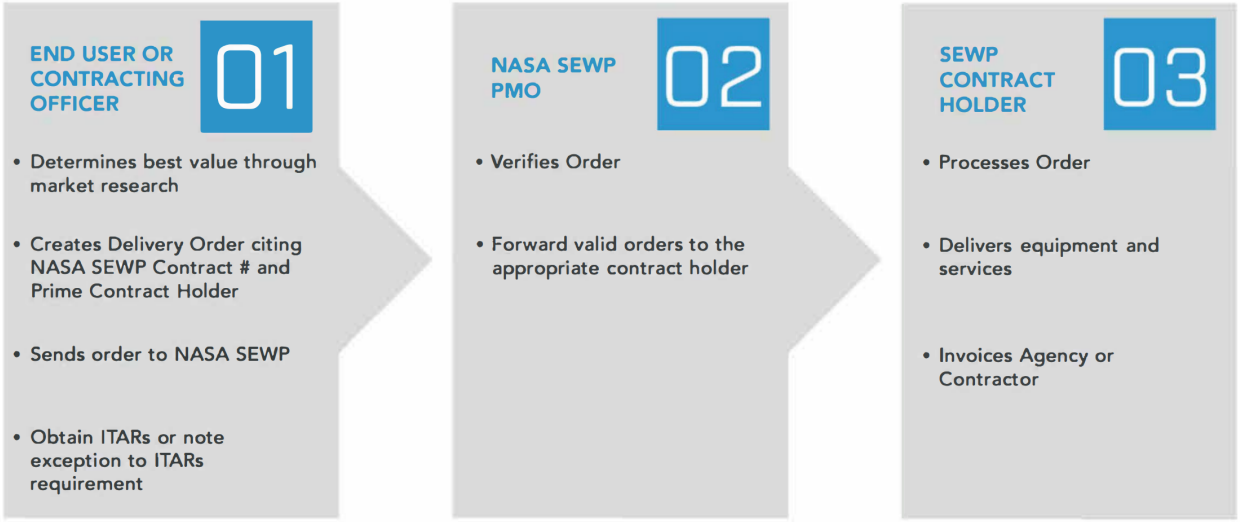
The SEWP (Solutions for Enterprise-Wide Procurements) contracts are open to NASA civil employees, NASA contractors, federal agencies, and federal agency contractors. This document explains how to procure through SEWP. The contracts are managed and administered by NASA's Goddard Space Flight Center (GSFC) at the NASA SEWP Program Management Office (PMO).

The scope of the SEWP VI contract covers a broad suite of Information Technology, Communications, and Audio-Visual (ITC/AV) solutions, products, and related services for federal agencies.

1. Ordering Process

The internal ordering process of each agency varies. Some agencies have special requirements for issuing IT Delivery Orders. It is the Issuing Agency's Contracting Officers' (COs/KOs) responsibility to be aware of any agency-specific policies regarding issuing orders via an existing contract vehicle and Government Wide Acquisition Contracts. There are no requirements under the SEWP Contracts for issuing agencies to use other intermediary procurement offices, except as directed through their own internal policies.

Regardless of Agency-specific Ordering processes, the general flow for SEWP orders is:



If modifications are made to any order, these modifications must also route through the SEWP Program Management Office (PMO).

Delivery orders are required to contain the following information for processing. If the below information does not appear on the delivery order, the order may not be processed, or processing may be delayed.

- Delivery Order Number (any valid Government DO is allowed)
- Quote from a SEWP Contract Holder verifying the viability of the order
- Date Delivery Order Issued
- SEWP Contract Number
- SEWP Contract Holder's mailing address and phone number
- Issuing Office: Agency Name and Mailing Address
- Ship to Office: Agency Name and Mailing Address
- Total dollar amount of order
- Contracting Officer's Signature
- Contracting Officer's Phone Number
- Date Delivery Order Signed
- Line Items/Pricing

Please note SEWP Delivery Orders should be routed to the NASA SEWP Program Office either via fax at 301-286-0317 or **sewporders@sewp.nasa.gov**. Contract Holders may only accept Delivery Orders tracked through the NASA SEWP Program Office. The **SEWP fax cover sheet**, or a similar form providing contact information, should accompany all orders. The processing time is typically less than one business day between the receipt of a Delivery Order at the NASA SEWP Program Office and delivery of the order to the Contract Holder.

SEWP V includes a fee of .34%.

Please visit **www.sewp.nasa.gov** to view the SEWP Training Video for a comprehensive walk-through of the website and tools, as well as SEWP V Terms and Conditions and complete ordering instructions.

Contract Number

80TECH26D2097 – Category A

80TECH26D1302 – Category B

Contract Type

Government-Wide Acquisition Contract (GWAC)

Contract Duration

All SEWP V Contracts have an effective ordering period of November 1, 2026 – October 31, 2036

Categories

- Category A - IT Solutions (IT Products and Product-Based Services)
- Category B – Enterprise-Wide IT Service Solutions
- Category C – Small Business IT Mission-Based Services (Through First15 Group JV)

Scope

SEWP VI contracts offer a wide variety of IT products and services through a dynamic catalog based on customer requests.

- Information Technology & Networking
- Software & Cloud Computing
- Mobility & Communications
- Supporting Technology
- AV/Conferencing
- Services

NAICS Codes

541519 / 541512

Contract Overview

The NASA SEWP (Solutions for Enterprise-Wide Procurement), pronounced "soup", provides the latest Information Technology, Communication, and Audio-Visual (ITC/AV) solutions and services for all Federal Agencies and their approved contractors. Created om 1003, SEWP was the first Government-Wide Acquisition Contract (GWAC) in the federal acquisition space. Originally, the contract vehicle provided only technology products for NASA and all other agencies. SEWP has continually evolved over the past 30 years, expanding its scope to meet the requests of its customers. The SEWP vehicle represents acquisition innovation within the Federal Government. The program is self-funded through usage fees (0.34%) and provides all Federal agencies with acquisition support - more than 50,000 orders a year.

Benefits

- Low Contract Access Fee (CAF)
- Technical Refresh (TR) reviewed & approved by SEWP PMO within 24-hours
- Pre & Post order support
- Delivery Order with Options (DOWO)
- GSS Catalogs & Agency Catalogs
- Product Category Catalogs
- Assisted Acquisitions
- Available to all federal civilian agencies and DoD

CAGE Code

711P6

DUNS Number

079191408

Address

Everforth ECS
2750 Prosperity Avenue, Suite 600
Fairfax, Virginia 22031-4312 United States

Contract Access Fee

0.34%

Payment Terms

Net 30 Days

Payment Information

Upon Request

Fair Opportunity

FAR 16.505(b) (1) provides that each contractor shall be given fair opportunity to be considered for each order exceeding $3,000 and issued under multiple award contracts. The FAR states that the method to obtain fair opportunity is at the discretion of the CO and that the CO must document the rationale for placement and price of each order. The SEWP on line RFI/RFQ tool is the recommended method to assist in this activity and to augment the required decision documentation. The SEWP RFI/RFQ tool will automatically include the Contract Holders within a selected Group or based on a suggested source.

SEWP Quote Request Tool (QRT)

The SEWP QRT is the recommended method for soliciting quotes from industry.

Per Fair Opportunity as required by FAR Part 16, there is no requirement to obtain 3 quotes as long as all Contract Holders within any one individual group or set-aside are provided fair opportunity to provide a quote for each order exceeding $10K.

The method to obtain Fair Opportunity is at the discretion of the OCO; however, the SEWP on-line QRT automatically provides the Fair Opportunity groupings when selecting Contract Holders.



For quotes, order status, installation, warranty questions, technical or software support, post-delivery assistance, or a problematic order, contact our SEWP program team below.

2. Contact Information

Elizabeth Turpin, Program Manager
(703) 969-1795
Elizabeth.Turpin@ECStech.com

Justin Grasso, Deputy Program Manager
(571) 719-5850
Justin.Grasso@ECStech.com

3. Certifications

ISO/IEC 20243:2018

ECS' registered ISO Open Trusted Technology Provider v1 O-TTPS 1.1 (ISO/IEC 20243:2018) provides guidelines, requirements, and recommendations that, when practically applied, create a business benefit in terms of reduced risk of acquiring maliciously tainted or counterfeit products for the technology acquirer. Our purchasing processes provide supply chain risk management by conforming to the ISO 20243:2015 standard.

4. SEWP VI Information

SEWP Program Management Office (PMO)

10210 Greenbelt Road, Suite 200
Lanham, MD 20706
301-286-1478 (Phone)
301-286-0317 (Fax)

SEWP Website

www.sewp.nasa.gov

SEWP Helpline

301-286-1478
help@sewp.nasa.gov

SEWP Orders

FAX 301-286-0317
sewporders@sewp.nasa.gov

SEWP Customer Support Center

www.support.sewp.nasa.gov

There is a requirement that all SEWP Delivery Orders be routed through the NASA SEWP Program Management Office (PMO) to ensure all ordering information is complete, accurate and in scope with the applicable contract. However, NASA does not issue orders for other agencies under the SEWP contracts, and other Federal Agencies do not send funds to NASA. Each SEWP Delivery Order is funded and issued to the SEWP Prime Contractor by a Contracting Officer at the ordering Federal Agency.

As of December 1, 2020, the SEWP surcharge for all orders is 0.34%. The fee is included in the price of all products and is not separately listed on quotes. It is the Contract Holder's responsibility to pay the fee for their quoted product prices.

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