

# SEWP Solutions, LLC

## Ordering Guide

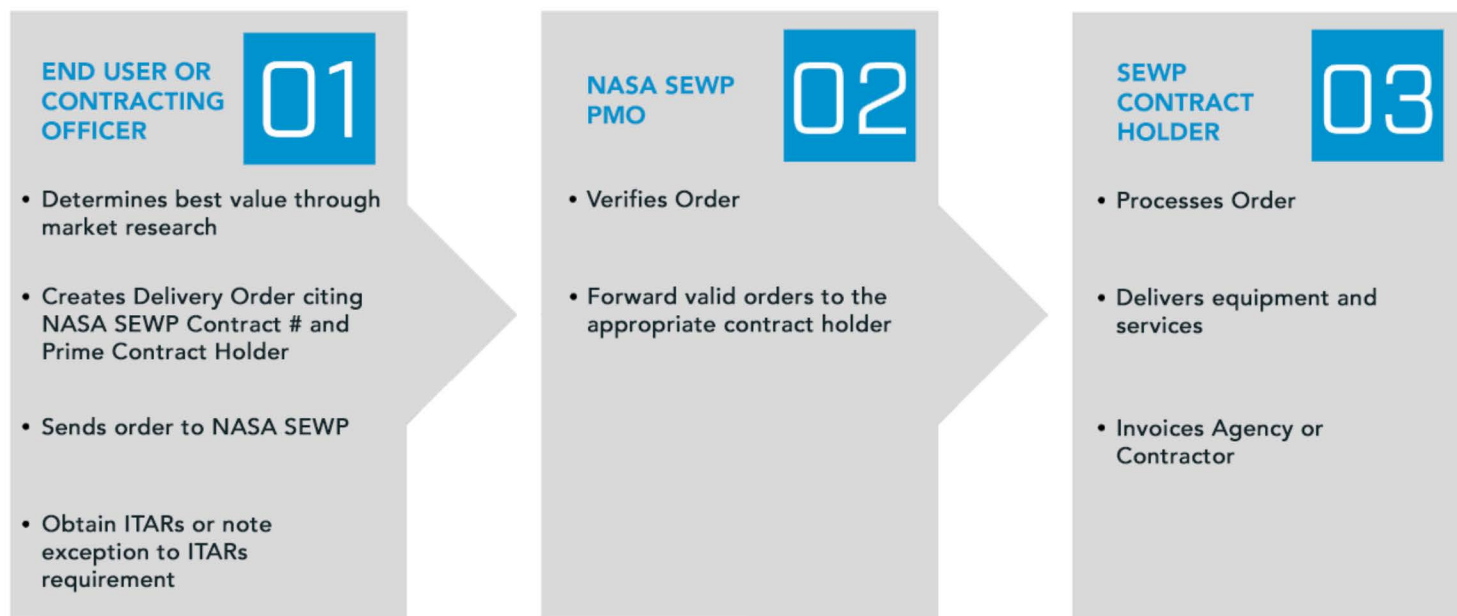
The SEWP (Solutions for Enterprise-Wide Procurements) contracts are open to NASA civil employees, NASA contractors, federal agencies, and federal agency contractors. This document explains how to procure through SEWP. The contracts are managed and administered by NASA's Goddard Space Flight Center (GSFC)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

SEWP contracts focus on Information Technology product: servers, peripherals, software, supporting equipment and associated training, installation, and implementation solutions.

### 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](mailto: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](http://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

NNG15SC19B

### Contract Type

Fixed Price, IDIQ

### Contract Duration

All SEWP V Contracts have an effective ordering period of May 1, 2015, through April 30, 2025. The base contracts were awarded for 5 years with one 5 year option for a total of 10 years.

## Authorized Buyers

As an OMB authorized GWAC, the contracts are utilized by all Federal Agencies and Authorized Federal Contractors

## Scope

Solutions for Enterprise-Wide Procurement (SEWP) V is a \$20 Billion dollar multi-award Government-Wide Acquisition Contract (GWAC) Vehicle for ITC (Information Technology and Communication) and Audio/Visual Product Solutions and Related Product Services.

## NAICS Code

334111

## Contract Group

Other Than Small Business under SEWP V Group A (OEM)

## CAGE Code

711P6

## DUNS Number

079191408

## Federal TIN

46-3779867

## Address

SEWP Solutions, LLC  
4050 Legato Road, Suite 700  
Fairfax, VA 22033

## Payment Terms

Net 30 Days

## Payment Information

Upon Request

## Warranty

Standard Commercial Warranty included; Extended Warranty and Customized Options Available

## 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 online 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)

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.

Fair Opportunity

The default view/options for the SEWP Quote Request Tool (QRT) has been changed to better reflect the selection processes to maximize competition and provide full set-aside options. Please note that the Group based view previously available on the QRT can still be accessed by selecting 'Group view'. However, the SEWP PMO highly recommends the default view be used.

Micropurchase (Agency dependent, but typically under \$10,000). Micropurchases do not require Fair Opportunity and as such, orders can be placed directly by contacting any contract holder on the [following page](#).

To view the original Fair Opportunity, select [Group View](#)

Select All, or an available Set-aside from Group A, or Group B, C, D.\*  
Click on "List" to see which Contract Holders (CH) are in Group A or Group B, C, D. The number in parentheses after each category indicates how many Contract Holders are in that selection.

<b>Group A (NAICS 334111) (List)</b>	<b>Group B, C, D (NAICS 541519) (List)</b>
<input type="radio"/> All Contract Holders (35 Contract Holders)	<input type="radio"/> All Contract Holders (131 Contract Holders)
<input type="radio"/> WOSB (8 Contract Holders)	<input type="radio"/> WOSB (29 Contract Holders)
<input type="radio"/> Small Business (18 Contract Holders)	<input type="radio"/> HUBZone (26 Contract Holders)
	<input type="radio"/> SDVOSB (33 Contract Holders)
	<input type="radio"/> Small Business (59 Contract Holders)
	<input type="radio"/> EDWOSB (10 Contract Holders)

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To obtain a quote for hardware, software or services: [sales@sewpsolutions.com](mailto:sales@sewpsolutions.com)

To receive policy and procedural information regarding installation, basic warranty, extended warranty, technical support, software support and other post-delivery issues: [sales@sewpsolutions.com](mailto:sales@sewpsolutions.com)

To troubleshoot a problematic order: [sales@sewpsolutions.com](mailto:sales@sewpsolutions.com)

Links to Related Web Sources: [www.sewpsolutions.com](http://www.sewpsolutions.com)

# Member Overview

## ECS

ECS (managing Joint Venture (JV) partner) is a leading certified provider and authorized reseller of products and services from leading manufacturers to include: Amazon Web Services (AWS), Microsoft Azure, Microsoft Office 365, McAfee, RSA Security, Tychon, ForeScout, and Elasticsearch.

## Premier Systems, LTD.

Premier Systems is an HP Elite Partner with specialties in mission-critical computing, virtualization, data storage, networking, and commodity IT solutions.

## SwishData

SwishData architects and implements high performing data infrastructure solutions and provides enterprise data storage, network optimization, and backup solutions.

## VION

ViON specializes in designing, delivering and maintaining storage and server solutions to enterprise-class data centers throughout the Federal Government.

# Certifications

## ISO/IEC 20243:2015

ECS, of SEWP Solutions LLC, registered ISO Open Trusted Technology Provider v1 O-TTPS 1.1 (ISO/IEC 20243:2015) 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.

# Contact Information

## Program Manager

Liz Turpin  
703-969-1795  
Elizabeth.Turpin@inforeliancesolutions.com

## Contracts Administrator

Laura Childers  
571-232-1412  
Contracts@sewpsolutions.com



# SEWP V 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](http://www.sewp.nasa.gov)

## SEWP Helpline

301-286-1478  
[help@sewp.nasa.gov](mailto:help@sewp.nasa.gov)

## SEWP Orders

FAX 301-286-0317  
[sewporders@sewp.nasa.gov](mailto:sewporders@sewp.nasa.gov)

## SEWP Customer Support Center

[www.support.sewp.nasa.gov](http://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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