



SEWP IV Ordering Guide

CONTRACT # NNG07DA63B

Order Submission Guidance

Customers must send orders to the NASA SEWP Program Office, not directly to the contractor.

Email orders in .pdf or image files to sewporders@sewp.nasa.gov or FAX orders to (301)286-0317, or Mail orders to:

SEWP Program Office (BOWL)
10210 Greenbelt Road
Suite #270
Lanham, MD 20706

GTRI SEWP IV Points of Contact

GTRI SEWP Sales Team
SEWPSALES@gtri.com
Toll Free: 877-603-1984

GTRI/SEWP Contract Management Team:

Jodi Darnell
Program Manager
jdarnell@gtri.com
(303) 503-3786

Barbara Beckner
Director Capture Management
bbeckner@gtri.com
(720) 746-7881
(303) 898-0906

Government SEWP IV Points of Contact

SEWP IV Program, scope or technical questions:

Joanne Woytek
NASA SEWP Program Manager
help@sewp.nasa.gov
(301) 286-1478

Order processing, Web tool questions, or post-order support:

SEWP Helpline
help@sewp.nasa.gov
(301) 286-1478

NASA SEWP Website: www.sewp.nasa.gov

SEWP IV General Information

The NASA SEWP GWAC (Government-Wide Acquisition Contract) provides the latest in Information Technology (IT) products for all Federal Agencies. The statutory authority allowing usage of the SEWP contracts by the entire Federal Government is NASA's designation as an Executive Agent by OMB based on the Information Technology Management Reform Act (ITMRA) of 1996, now the Clinger Cohen Act.

NASA's Goddard Space Flight Center administers the contract and provides a program office, the SEWP Business Operations and Workstation Laboratory (BOWL), to process orders issued by user agencies and to provide pre- and post-order customer service. Through the use of SEWP IV, users have a flexible means of meeting IT needs quickly, efficiently, and cost effectively.

The SEWP IV contracts are commercial contracts, and the acquisition was conducted using formal Source Evaluation Board (SEB) procedures. The SEWP IV solicitation was comprised of one set of terms and conditions, one set of proposal instructions and evaluations criteria, and 11 sets of specifications for Information Technology (IT) developed around the core competencies of 11 separate classes of IT equipment and products. Each class of IT equipment was evaluated as a separate requirement and competition.

At the conclusion of evaluations, NASA awarded 48 Indefinite Delivery Indefinite Quantity (IDIQ) contracts to 38 prime contract holders, both manufacturers and resellers of IT equipment. The contracts were awarded in May/June of 2007. All contracts have a period of performance of 7 years.

SEWP IV Contract Structure

The SEWP IV GWAC is composed of 11 multi-award classes. NASA has divided the contracts into 5 groupings. At minimum, Fair Opportunity (refer to FAR 16.505(b)) must be given to all contractors in the group. Note that each competed group has the same scope providing overlap among all contracts and groups.

Group A	Category A VARs and Computer System OEMs (9 contract holders)
Group B	Service Disabled Veteran-Owned Small Businesses (6 contract holders)
Group C	Small Business Set-Asides (12 contract holders)
Group D	Category B VARs (15 contract holders)
Group E	8(a) Non-competed Set-asides (4 contract holders)

(continued on next page)



Some points to remember are:

1) The issuing Contracting Officer (CO) may negotiate additional terms and conditions for a specific order (e.g. the ordering agency’s IT security policies, procedures, and requirements or leasing of equipment may be included in individual orders). The contract shall prevail in the event of conflict with any order (A.1.3. PROCEDURES FOR ORDERS).

2) SEWP focuses on IT products. Labor services *other than* product training, site planning, installation and initial implementation may be purchased using the Service CLINs on the contract, provided that all such labor services are firm fixed price and directly support the associated equipment purchased on that delivery order and provided that these additional services do not exceed 10% of the price of the associated equipment/products.(A.1.7. DISCOUNTS FOR TECHNOLOGY EQUIPMENT). It is also assumed that such services will be for no longer than three months and cannot be extended beyond the initial period of performance. Product training, site planning, installation and initial implementation may be purchased without limitation and may be a stand-alone purchase.

3) Commercial warranty plans are available through the SEWP contracts. Warranty may be available either as part of a product purchase or as a stand-alone purchase. Extended warranty coverage can be purchased and begin at any time during the standard commercial warranty period up to 36 months after its initial start date, regardless of the commercial warranty period (A.1.14. EXTENDED WARRANTY).

Mission critical warranties are available for NASA sites and may be made available to other federal agencies upon mutual agreement (A.1.15. MISSION CRITICAL WARRANTY – NASA SITES).

4) A surcharge of 0.45 % of the total price of the Delivery Order (DO) shall be applied to all orders. The fee may either be quoted as a separate line item or built into the price of each product quoted. The issuing Agency is only responsible for including a separate fee in the delivery order if the associated quote lists the fee as a separate line item. Otherwise, it is assumed the product price(s) includes the fee. Agencies that collect their own surcharge beyond the SEWP surcharge will collect the additional amount through their own separate procedures (A.1.28. CONTRACTOR COLLECTION OF AGENCY ADMINISTRATIVE HANDLING FEE). The SEWP program’s goal is to keep the surcharge as low as

possible. The fee amount may change during the contract life. The SEWP website will post the fee percentage.

The SEWP surcharge for all orders is a base of 0.45% with a cap of \$10,000 per order. The authorized scale is:

Order Amount	Fee percentage
\$0 - \$2,222.222	0.45%
> \$2,222,222	\$10,000 cap

**NASA SEWP reserves the right to adjust all surcharge rates as the SEWP BOWL budget so requires.*

SEWP IV Ordering Process

1) SEWP orders are orders placed under existing IDIQ contracts. SEWP orders do not need to be synopsisized. Exemption of this action falls under Federal Acquisition Regulation (FAR) Part 5.202(a)(6), which states that the Contracting Officer need not submit the notice required by 5.201 when the contract action is an order placed under Subpart 16.5. SEWP orders are orders placed under existing IDIQ contracts.

2) Economy Act Determination and Findings are not required for SEWP orders. FAR 17.500(b) states The Economy Act applies when more specific statutory authority does not exist. Examples of acquisitions to which The Economy Act does not apply (17.500(b) (2)) include acquisitions using Government-Wide Acquisition Contracts.

3) SEWP Delivery Orders are to be routed to the NASA SEWP BOWL either electronically to sewporders@sewp.nasa.gov or via fax at 301-286-0317. Orders should not be forwarded directly to a contractor. In accordance with their contracts, contractors may only accept delivery orders that have been routed through the NASA SEWP BOWL office and have been assigned a NASA SEWP tracking number. All orders should be accompanied by the SEWP fax cover sheet or a similar form with contact information provided. The processing time is typically less than 24 hours between the receipt of a DO at the NASA SEWP BOWL and delivery of the order to the appropriate contractor. If an order cannot be processed due to incomplete or incorrect information, both the issuing CO and the contractor will be contacted by a member of the SEWP BOWL customer service staff. When an order is processed, e-mail confirmation may be sent to the issuing CO upon request. Inquiries concerning orders should be directed to the SEWP Helpline at (301) 286-1478.

4) Credit card orders do not require NASA SEWP BOWL routing or an assigned NASA SEWP tracking number. SEWP Contract Holders are authorized to accept credit card orders directly. The contractor provides the NASA SEWP program office with daily reports on all credit card orders to ensure that the SEWP database contains information on all orders. Note: delivery orders issued with payment by credit card are not considered credit card orders and are to be sent directly to the NASA SEWP BOWL for processing.

5) The issuing CO may use any valid federal agency Delivery Order form with their agency unique order number, in addition to the SEWP contract number. The internal ordering process of each agency varies. The processes and forms for Purchase Requests (PRs) and DOs are defined by the issuing agency, not the NASA SEWP office. The typical process, however, is for an end-user to determine a requirement and generate a procurement request (PR) after completion of market research. The PR, along with any necessary funding information, is sent to a procurement office that will issue the order.

6) Some agencies have special policy requirements for issuing IT DOs. It is the issuing agency's CO's 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.

7) The published SEWP prices are the negotiated discounts off the contractor's list price and are the maximum prices the contractor can charge the government. Normally these are priced on a single item basis. COs are encouraged to get quotes, especially for large orders. Contractors are allowed to charge less, either on a per order basis or for a limited-time basis (e.g. closeout sale).

SEWP IV Terms and Conditions	
Contract Number:	NNG07DA63B
Contract Period:	06/08/2007-06/07/2014
Who Can Order:	All Federal government agencies and authorized government prime contractors
Products:	Offers a vast selection and wide range of advanced technology UNIX, Linux, and Windows-based workstations and servers, along with peripherals, network equipment, audio visual equipment, storage devices, security tools, software, and other IT products and solutions.
Business Size:	Other than small
Credit Card Accepted:	Yes
Geographic Scope:	48 contiguous states, D.C., Alaska, Hawaii, U.S. Territories and Commonwealths and overseas U.S. Government installations
FOB Point:	Destination
Standard Delivery Time:	Shipping within 30 days ARO; negotiable at the delivery order level
Item Fees:	0.45% for orders up to \$2,222,222; \$10,000 maximum surcharge PER DELIVERY ORDER
Payment Terms:	Net 30 days from the date of invoice or date of acceptance whichever is later
Maximum Order:	None
Minimum Order:	None
Partial Shipments:	Must be approved by the Ordering Contracting Officer
Open Market Line Items:	Yes – total Open Market items cannot exceed \$3,000 PER QUOTE/AWARD
Warranty:	If the OEM warranty is less than 3-yr on-site, extended warranty is available.
Acceptance Date:	1st scheduled workday following receipt of product
Order Process:	Customers must send orders to the NASA SEWP Program Office, not directly to the contractor. Email orders in .pdf or image files to sewporders@sewp.nasa.gov or FAX orders to (301)286-0317, or Mail orders to: SEWP Program Office (BOWL) 10210 Greenbelt Road Suite #270 Lanham, MD 20706
Shipping	Free standard ground shipping in the continental US; Expedited delivery available
CAGE Code:	1KPQ8
DUNS Number:	05-534-2690
Tax ID Number:	84-1482895

SEWP IV WEB Tools

The SEWP website provides tools for manufacturer and product searches and for Request for Quotes (RFQs). These tools are available to assist customers with buying decisions and as one means to provide documentation for any needed selection criteria. The following steps may assist customers in determining which contract best fulfills their requirements:

1) Market Research: The Federal Acquisition Regulations (FAR) Part 10 prescribes that appropriate market research must be accomplished and in a manner appropriate to the size and complexity of the acquisition. The online SEWP tools can assist in this market research activity. The tools allow for either multiple searches across the various SEWP contracts or a direct RFQ which can be sent to selected contractors. These tools provide access to all SEWP contractors across all classes and groups.

2) Fair Opportunity: FAR 16.505(b) (1) provides that each contractor shall be given a fair opportunity to be considered for each order exceeding \$3,000 issued under multiple-award Delivery Order 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 Search/RFQ tool is provided to assist in this activity and to augment the required decision documentation required by FAR 16.505(b). The search capability will provide a summary comparison of the requirements based on part numbers. The SEWP RFQ tool will automatically include the vendors within a selected group in the RFQ/search process. The RFQ tool will e-mail an RFQ to the vendors with various options for a reply. Please bear in mind that fair opportunity is only required within a specific group, and not across all contracts.

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Joanne Woytek
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