



SEWP V ORDERING GUIDE
for NASA's Solutions for Enterprise-Wide Procurement
(SEWP V)

NNG15SC41B - Group D

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Information:

SEWP V: Great Customer Service, Minimal Fees:

The NASA SEWP is a pre-competed IDIQ that provides the latest in Information Technology (IT) products for all Federal Agencies.

A preferred vehicle by many, it strives to eliminate the cumbersome, complicated and time-consuming factors associated with government IT acquisition. As your advocate, the SEWP Program Office leverages more than 12 years of success to ensure that your companies IT procurements are streamlined and compliant.

Contract Rules:

1. Fees
 - a. SEWP V Fee is .39% of total award value and cannot be shown as a separate line on the quote. The fee must be included in the price of the products. (SEWP FEE is subject to change with notice from SEWP PMO Office.)
 - b. There is NO CAP on the SEWP fee.
2. Allowable Items
 - a. Open Market items are not allowed on the quote, even \$0 items.
 - b. All CLINs must be added to contract and in Oracle prior to quoting the customer. This includes MRR (Market Research) responses.
3. Allowable Customers
 - a. All Federal agencies
 - b. Authorized Federal Contractors, Primes, and System Integrators (receipt of a SEWP STN# constitutes approval of the Prime and Iron Bow is not required to also get a FAR51 letter)
4. Miscellaneous
 - a. Iron Bow is classified as a Large business on SEWP, therefore, Iron Bow may not accept SEWP orders that contain Small Business Set Aside (SBSA).

Market Research:

According to Federal Acquisition Regulations, (FAR) Part 10, appropriate market research based on the size and complexity of the acquisition is required. The Online Manufacturer Lookup and RFI/RFQ SEWP tools assist in this market research process.

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. NOTE: Fair Opportunity to all Contract Holders within one or more SEWP Groups is required. There is no requirement to obtain 3 quotes as long as all Contract Holders within a Group were provided opportunity to provide a quote.

Best Value:

Once market research is completed, the end-user's needs, technical requirements, Contract Holder past performance, price, Agency policy and other factors related.

Ordering Process:

The internal ordering process of each agency varies. The process and accompanying forms for PR's and DO's that are issued against a SEWP contract is defined by the issuing agency and not the NASA SEWP Program Management Office (PMO). The typical process, however, is for an end-user to determine a requirement and generate a purchase request (PR). The PR along with any necessary funding information is sent to that Agency's procurement office which results in the issuance of a delivery order (DO). Any valid Federal Agency DO form and the associated delivery order number may be used. The NASA SEWP Program Management Office (PMO) does not issue DO's - these must be issued through the issuing Agency's procurement office. The SEWP Program Management Office (PMO) reviews, processes and tracks issued DOs and forwards them to the Contract Holder(s).

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:

HOW THE SEWP ORDER PROCESS WORKS:

- A. END USER OR SEWP Contracting Officer
 - a. Determine best value through market research
 - b. Create Delivery Order - Cite NASA SEWP Contract # and Prime Contract Holder
 - c. Sends Order to NASA SEWP Bowl
- B. NASA SEWP Program Management Office (PMO)
 - a. Verifies Order
 - b. Forwards valid Order to the appropriate Contract Holder
- C. SEWP Contract Holder
 - a. Processes Order
 - b. Delivers Equipment & Services
 - c. Invoices Agency or Contractor

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

To assist in preparing your delivery orders, below please find important information in reference to processing delivery orders through the SEWP Program office. Please feel free to contact the SEWP helpline if you have any questions concerning your purchase orders, SEWP's web-tools or any SEWP related topics at 301-286-1478.

SEWPs hours of operation are as follows: Monday - Friday 7:30 am to 6:00pm EST.

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

- SEWP Fair Opportunity Form for orders over \$5 Million PDF DOC
- 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

What can be procured through SEWP V?

Information Technology	Computer Hardware, Tablets Storage Security
Software & Cloud	Software Virtualization and Cloud Computing XaaS (e.g. SaaS=Storage as a Service)
Networking & Communications	Network Appliances: Routers, Modems Telecommunication Devices and Monthly Service
Supporting Technology	Scanners, Printers, Copiers, Shredders Associated Supplies and Accessories Sensors Health IT
AV/Conferencing	A/V Equipment and Accessories TVs, Display Monitors, Projectors and Screens
Services	Maintenance / Warranty Site Planning / Installation Product Based Training Product Based Engineering Services

