



## Background

Solutions for Enterprise-Wide Procurement (SEWP, pronounced 'soup'), a Government-Wide Acquisition Contract (GWAC) vehicle, consists of 38 pre-competed Contract Holders. The SEWP contracts offer a wide range of advanced technology including UNIX-, Linux-, and Windows-based desktops and servers, along with peripherals, network equipment, storage devices, security tools, software, and other IT products and product-based solutions to all Federal Agencies and authorized Federal Agency support service contractors.

SEWP GWAC receives statutory authority from the Information Technology Management Reform Act (ITMRA) of 1996, now the Clinger Cohen Act. National Aeronautics and Space Administration's (NASA) SEWP contracts are available to the entire Federal Government as a GWAC through NASA's designation as an Executive Agent by Office of Management and Budget (OMB). NASA's Goddard Space Flight Center administers the contracts 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.

## SEWP IV Acquisition

The SEWP IV contracts are commercial-based contracts, whose acquisition ensued using formal Source Evaluation Board (SEB) procedures. The SEWP IV solicitation comprised one set of terms and conditions, one set of proposal instructions and evaluation criteria, and multiple sets of specifications for Information Technology (IT) developed around core competencies of state-of-the-art IT products. Two sets of specifications were set-aside; one for Small Businesses and one for Service Disabled Veteran Owned Small Businesses (SDVOSB). The remainder of the solicitation utilized full and open competition.

At the conclusion of evaluations, NASA awarded 48 Indefinite Delivery Indefinite Quantity (IDIQ) contracts to 38 prime Contract Holders (both Original Equipment Manufacturers (OEM) and Value Added Resellers (VARs)). Forty-five contracts were awarded on May 1, 2007 and 3 contracts (NNG07DA62B, NNG07DA63B, and NNG07DA64B) were awarded on June 8, 2007. The period of performance of all competed contracts is 7 years with a \$5.6 billion contract limit.

## SEWP IV Structure

The primary SEWP contracts are divided into four Groups. Groups A, B, C and D were awarded through a Competitive process with the Group B competition set-aside for SDVOSBs and Group C set-aside for Small Business. A fifth Group (Group E) consists of non-Competed 8(a) set-aside contracts and is described at the end of this document.

Note that each Competed Group has the same scope providing overlap among all Contracts and Groups.

At a minimum, to provide Fair Opportunity as required by Federal Acquisition Regulations ([FAR](#)) [Part 16.505\(b\)](#), all Contract Holders within any one individual Group must be provided Opportunity (the SEWP On-line RFI/RFQ tool automatically provides the Fair Opportunity groupings when selecting Contract Holders). For maximum competition one, two, three or all four Groups can be selected.



Company	Contract(s)	Small Business Designation
<b>Group A: VARs &amp; Computer System OEM's</b>		
Alliance Technology	NNG07DA10B	Small, Woman-Owned, 8(a)
Dell Federal Systems	NNG07DA15B	
Force 3, Inc.	NNG07DA11B/ NNG07DA18B	Small, Minority-Owned
Four Points Tech.	NNG07DA16B	SDVOSB
Hewlett Packard (HP)	NNG07DA17B	
IBM	NNG07DA12B	
PC Mall Gov	NNG07DA08B	
Silicon Graphics Fed.	NNG07DA14B	
Unisys	NNG07DA09B/ NNG07DA13B	
<b>Group B: SDVOSB set-side VARs</b>		
Alvarez & Associates	NNG07DA46B	SDVOSB
FedStore Corporation	NNG07DA43B	SDVOSB
MicroTech LLC	NNG07DA47B	SDVOSB, 8(a)
i3 Federal	NNG07DA42B	SDVOSB
Three Wire Systems	NNG07DA44B	SDVOSB
ThunderCat Technology	NNG07DA45B	SDVOSB
<b>Group C: Small Business set-aside VARs</b>		
Affigent, LLC	NNG07DA19B	Small, 8(a), ANC
Blue Tech, Inc.	NNG07DA22B	Small, Woman-Owned, Hub-Zone, 8(a)
CounterTrade Products	NNG07DA24B	Small, Woman-Owned, 8(a)
FCN Technology	NNG07DA26B	Small, Woman-Owned
GC Micro	NNG07DA30B	Small, Minority-Owned, Woman-Owned
iGov.com	NNG07DA27B	Small
immixGroup	NNG07DA20B	Small
Intelligent Decisions	NNG07DA28B	Small, Minority-Owned
Merlin International	NNG07DA23B	Small, Veteran-Owned, 8(a)
Red River	NNG07DA25B	Small
Sword and Shield	NNG07DA21B	Small
Technica Corporation	NNG07DA29B	Small, Disadvantaged, Minority, Veteran-Owned
<b>Group D: VARs</b>		
Best Buy, Gov LLC	NNG07DA48B	
CDW*G	NNG07DA35B	
CounterTrade Products	NNG07DA40B/NNG07DA50B	Small, Woman-Owned, 8(a)
Emtec Federal	NNG07DA51B	
GovConnection, Inc.	NNG07DA32B/NNG07DA38B	
GTRI	NNG07DA63B	
GTSI Corp.	NNG07DA33B/NNG07DA49B	
immixGroup	NNG07DA64B	Small
Iron Bow Technologies	NNG07DA31B/NNG07DA39B	
PC Mall Gov	NNG07DA62B	
Presidio	NNG07DA36B	
Ricoh Americas Corp.	NNG07DA52B	
Softchoice Corp.	NNG07DA37B	
Unisys	NNG07DA34B	
WWT	NNG07DA41B	



## SEWP Contracts

All competed contracts have a period of performance of seven years. The contract terms and conditions and the [SEWP Statement of Work \(SOW\)](#) are published on the SEWP Web site (<http://www.sewp.nasa.gov>). Some points to remember:

1. The issuing Contracting Officer (CO/KO) may negotiate additional terms and conditions for a specific order (e.g., the ordering agency's IT security policies, delivery requirements, and leasing terms 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.

3. Commercial warranty and maintenance plans are 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. Extended warranty packages may be invoiced and paid at the start of the warranty period. (A.1.14 EXTENDED WARRANTY)

4. A surcharge shall be applied to all orders. The SEWP Web site posts the current fee percentage. 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 prices include the fee. (A.1.28. CONTRACTOR COLLECTION OF AGENCY ADMINISTRATIVE HANDLING FEE)

The SEWP surcharge for all orders is a base of 0.45% with limits as noted below. The authorized scale is:

Order Amount	Fee
\$0 - \$2,222,222	0.45%
\$2,222,222 and up	\$10,000 cap

NASA SEWP reserves the right to adjust all surcharge rates as the SEWP BOWL budget so requires. These fees are effective Nov. 1, 2010, for all SEWP IV Delivery Orders.

## SEWP Orders

1. SEWP orders are placed under the existing IDIQ contracts. They do not need a synopsis. 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.

2. Economy Act Determination and Findings are not required for SEWP orders. [FAR 17.500\(b\)](#) states The Economy Act applies when a 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 must be routed to the NASA SEWP BOWL either via fax at 301-286-0317 or [sewporders@sewp.nasa.gov](mailto:sewporders@sewp.nasa.gov). Do not forward orders directly to a Contract Holder. Contract Holders may only accept delivery orders through the NASA SEWP BOWL office and the orders must have an assigned SEWP tracking number. The SEWP [fax cover sheet](#), or a similar form providing contact information, should accompany all orders. The processing time is typically less than 24 hours between the receipt of a delivery order at the NASA SEWP BOWL and delivery of the order to the appropriate Contract Holder. If an order cannot be processed due to incomplete or incorrect information, both the issuing CO and the Contract Holder 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. Direct all inquiries concerning orders to the SEWP Helpline at (301) 286-1478.

4. Credit card orders require routing to the NASA SEWP BOWL. Exceptions to this rule require the following: the total purchase price, including surcharge, must equal \$3000 or less; ordering must take place over the phone or via a web-site; and the Contract Holders must immediately forward the order to the SEWP BOWL for tracking. The Contract Holder must also provide the NASA SEWP program office with daily reports on all credit card orders. This ensures accurate accounting in the SEWP database.

5. Issuing COs may use any valid Federal Agency Delivery Order form with their agency unique order number, in addition to the SEWP contract number. Internal ordering processes of each agency vary. Issuing agencies, not the NASA SEWP office, mandate required processes and forms for purchase /procurement requests (PR) and delivery orders. The typical process, however, is for an end-user to determine a requirement and generate a PR after completion of market research. The PR, along with any necessary funding information, advances to a procurement office that will issue the order.

6. Some agencies have special policy requirements for issuing an IT purchase request. It is the COs responsibility to acquire knowledge of and follow any agency-specific policies via existing contract vehicles and/or 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 pre-negotiated discounts off the contractor's list price and are the maximum prices the contractor can charge the Government. COs are encouraged to always obtain quotes using the SEWP RFI/RFQ tool. Contract holders may charge less on a per order basis or on a limited-time basis (e.g. closeout sale). Agencies may negotiate further price reductions with Contract Holders.

8. Custom User Purchase Agreement (CUPA) is a term used by SEWP Contract Holders to refer to a SEWP-based Purchase Agreement. For more information on SEWP Purchase Agreements, contact Joanne Woytek, the SEWP Program Manager (contact information below).

## SEWP Web Tools

The SEWP Web site provides tools for manufacturer searches and for Request for Information/Request for Quotes (RFI/RFQ). 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:** 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.

2. **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.

3. **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 to the exercise of sound business judgment should be considered in making a best value determination.

## SEWP Non-Competed 8(a) Contracts

SEWP awards a limited number of non-Competed 8(a) set-aside contracts which may provide IT support services along with IT products. This is Group E and complements the offerings on the larger competed Contracts in Groups A, B, C and D. Contracts NNG11FF47B, NNG11FF48B and NNG11FF49B are limited to a total of \$4 Million each and NNG08DA02B is limited to \$3.5 Million.

Group E: non-competed 8(a) Set-Asides		
Copper River IT	NNG11FF48B	Small, Minority-Owned, 8(a)
PSI Technology	NNG08DA02B	8(a)
VAZtech, Inc.	NNG11FF47B	Small, Minority-Owned, 8(a)
Victory Global.	NNG11FF49B	Small, 8(a)

## POINTS OF CONTACT

### Order Processing, Web Tool Questions, or Post-Order Support:

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

### Program, Scope or Technical Questions:

NASA SEWP Program Manager/CoTR  
Joanne Woytek  
[Joanne.Woytek@nasa.gov](mailto:Joanne.Woytek@nasa.gov)  
301-614-7128

### Contractual Questions:

NASA SEWP Deputy Program Manager  
Darlene Coen  
[darlene.e.coen@nasa.gov](mailto:darlene.e.coen@nasa.gov)  
301-614-7127

Rev: 1/10/2012