



Contract Background

SEWP III NASA SEWP NASA SEWP

Background

SEWP (pronounced soup) is a Government-Wide Acquisition Contract (GWAC) vehicle consisting of twenty-six contracts that offer a vast selection and wide range of advanced technology UNIX, Linux, and Windows-based workstations and servers, along with peripherals, network equipment, storage devices, security tools, and software, and other IT products and solutions to all federal agencies and authorized federal agency contractors.

The statutory authority for the SEWP GWAC is the Information Technology Management Reform Act (ITMRA) of 1996, now the Clinger Cohen Act. The 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 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 III Acquisition

The SEWP III contracts are commercial contracts, and the acquisition was conducted using formal Source Evaluation Board (SEB) procedures. The SEWP III solicitation was comprised of one set of terms and conditions, one set of proposal instructions and evaluations criteria, and 14 sets of specifications for Information Technology (IT) developed around the core competencies of 14 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 15 Indefinite Delivery Indefinite Quantity (IDIQ) contracts to eight prime contract holders (both manufacturers and resellers of IT equipment) based on full and open competition. These contracts were awarded in July of 2001.

In September 2002, two classes of small business contracts were added to the SEWP vehicle through a separate competition.

Three non-competitive 8(a) set-aside contracts were awarded in April/May of 2004. These 8(a) contracts are capped at \$3M with a limited scope, as described below.

SEWP GWAC Structure

The SEWP GWAC is composed of nine separate classes of contracts, four that were awarded as single-award contracts and five that were awarded as multi-award contracts. While this allows use of the contracts without requiring further competition for single award classes, Fair Opportunity (refer to FAR 16.505(b)) must be given to all contractors in multi-award classes. The contracts and classes for SEWP III are as follows:



Contract Background

SEWP III NASA SEWP NASA SEWP III NASA SEWP NASA SEWP III NASA SEWP NASA SEWI

All competed contracts have a period of performance of five years. The contract terms and conditions and the SEWP Statement of Work (SOW) are published on the SEWP website. 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 SEWP equipment may be included in individual orders.). The contract shall prevail in the event of conflict with any order (A.1.2. PROCEDURES FOR ORDERS).
2. SEWP focuses on IT products, and not services. Integration and analyst services cannot exceed 30% of the price of the associated equipment/products. Note that maintenance, warranty, and training is not included in the 30% restriction (A.1.6. DISCOUNTS FOR TECHNOLOGY EQUIPMENT).
3. Commercial warranty and maintenance plans are available through the SEWP contracts. Warranty and maintenance 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.1.15. EXTENDED WARRANTY).

Mission critical warranties are available for NASA sites and may be made available to other federal agencies upon mutual agreement (A.1.16. MISSION CRITICAL WARRANTY – NASA SITES).

4. A surcharge, not to exceed 0.6 % of the total price of the Delivery Order (DO), shall be applied to all orders. The SEWP website will post the fee percentage. Agencies should reference the surcharge CLIN directly on DOs. Agencies that collect their own surcharge beyond the SEWP surcharge will collect the additional amount through their own separate procedures (A.1.29. CONTRACTOR COLLECTION OF AGENCY ADMINISTRATIVE HANDLING FEE). The SEWP program's goal is to keep the surcharge as low as possible.

The current surcharge rate for SEWP III is as follows:

Orders under \$2,500	No surcharge
Orders between \$2,500 and \$1,250,000	0.6% surcharge
Orders over \$1,250,000.....	\$7,500 cap

SEWP Orders

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.
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.



SEWP III NASA SEWP NASA SEWP III NASA SEWP NASA SEWP III NASA SEWP NASA SEWP

3. SEWP Delivery Orders are to be routed to the NASA SEWP BOWL either via fax at 301-286-0317 or s3orders@sewp.nasa.gov. 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.
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). Numerous government agencies have combined this flexibility with the inherent and ongoing internal SEWP competition to negotiate large savings, particularly for large purchases.

SEWP 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, both single and multi-award.



Contract Background

SEWP III NASA SEWP NASA SEWP III NASA SEWP NASA SEWP III NASA SEWP NASA SEWI

2. Once market research is completed, the end-user-decides which source provides the best value for the government, considering their needs, technical requirements, past performance, price, and other factors related to the exercise of sound business judgment. If the selected source is a multi-award class, then either a class specific search, an RFQ to all contract holders in that class or another equivalent method for providing fair opportunity must be done. Actual determination of the method used is at the discretion of the issuing agency's CO. SEWP provides the search and RFQ tools as one possible path.
3. Fair Opportunity: FAR 16.505(b) (1) provides that each contractor shall be given a fair opportunity to be considered for each order exceeding \$2,500 issued under multiple 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 Class 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 class 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 class, and not across all classes.

POINTS OF CONTACT

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

SEWP Helpline

help@sewp.nasa.gov

301-286-1478

Program, scope or technical questions:

NASA SEWP Program Manager/CoTR

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Questions or comments about this document:

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