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NASA SEWP

Solutions for Enterprise-Wide Procurement

Contract Holder User Manual (CHUM)

For any questions, please reach out to SEWP's Contract Holders Helpdesk by emailing ***chhelp@sewp.nasa.gov****,* submit a ticket via the CH Support Portal *or calling* ***(301) 286-4555****.*

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General Overview

The SEWP Contract is a dynamic set of contracts that enables the federal government to purchase the latest in IT equipment with ease.
The Contract Holder User Manual (CHUM) is designed to give SEWP Contract Holders practical guidance on how to use the SEWP Contract to meet the needs of the federal government while maintaining the integrity of the contract and following the rules set forth by the SEWP Program Management Office (PMO).
This manual also provides guidance on all requirements as it relates to Electronic Data and Report interchange, including:

- A detailed description of how to use the **Contract Holder Only Page** (CHOP) and its many tools
- Information to help the Contract Holder stay informed on policy changes
- Guidance on reports to the SEWP PMO as required by their SEWP contract
- Guidance on providing quotes to the government
- Information on Performance Requirements to remain in good standing with the SEWP PMO, this information is also included in the Program Performance document.
- Guidance on email communication between the Contract Holder and the SEWP PMO and communication between the Contract Holder and the government users

It is required that all quotes from all Contract Holders for any requests issued by the government through the SEWP Quote Request Tool (QRT) pass through the Quote Tool on the CHOP. The CHOP should be the Contract Holder's primary tool in responding to customer's requested order updates/modifications and requests.

This manual should be used to enhance the Contract Holder's experience while using SEWP. This manual will be updated periodically to remain in accordance with contractual and policy updates.

Contract Holder Personnel

The Contractor Holder Program Office will consist of, at the very least, a designated Program Manager (PM) and Deputy Program Manager (DPM). The PM and DPM will serve as the main points of contact (POC) between the Contract Holder (CH) and the SEWP PMO. The POCs are responsible for ensuring all contractual and program requirements are fulfilled. The PM's & DPM's full contact information must be provided and maintained on the SEWP Home website and at the SEWP PMO.

The Program Manager must be dedicated solely to a single Contract Holder. A Program Manager can only be a Program Manager for one Contract Holder, but they are permitted to be a Deputy Program Manager for another Contract Holder. A Deputy Program manager can be the deputy program manager for multiple contract holders.

The Program Manager's duties are as follows, but not limited to:

- Attending annual SEWP Program Manger's meetings
- Ensuring all Contract Holder staff and partners are adequately trained
- Ensuring all reports are on time and accurate
- Responding to SEWP PMO requests in a timely manner
- Responding to SEWP customer issues in a timely manner and ensure an adequate resolution has been reached
- Sending all financial reports and quarterly payments to the SEWP PMO
- Granting CHOP access to all Contract Holder employees

How to Designate a Program Manager (PM)/ Deputy Program Manager (DPM) in CHOP:

1. Log into the Contract Holder Only Page (CHOP)
2. Under the "CHOP Admin" heading, select "CH Info"
3. In the headings beginning with "Contract Holder Info", select the "Contacts" heading.
4. Select the orange "+ Add Contact" cell
5. Fill in the applicable information under the fields that appear after clicking "+ Add Contact" to designate the Program Manager/ Deputy Program Manager

Email Addresses MUST be an individual email address with the Contract Holder's domain (ex. First.last@contractholder.com)

Make sure to complete all fields marked with an asterisk as they are required

Step for updating your Program Manager (PM)/ Deputy Program Manager (DPM):

1. Log into the Contract Holder Only Page (CHOP)
2. Under the "CHOP Admin" heading, select "CH Info"
3. In the headings beginning with "Contract Holder Info", select the "Contacts" heading.
4. To remove the departing Program Manager and/ or Deputy Program Manager, click the black "X" cell found next to their name
5. To add the new Program Manager and/ or Deputy Program Manager, select the orange "+ Add Contact" cell
6. Fill in the applicable information under the fields that appear after clicking "+ Add Contact" to designate the Program Manager/ Deputy Program Manager
7. Notify the PMO of your changes by sending an email to the Contract Holder Help Desk chhelp@sewp.nasa.gov

Finance

Administrative Handling Fee:

The SEWP contract agreement A.1.26 Contractor Collection of Agency Administrative Handling Fee

An Agency Administrative Handling Fee, not to exceed 0.34% of the total price of the delivery order, shall be applied to all orders under the SEWP VI contracts. The SEWP VI website will post the Agency Administrative Handling Fee percentage, and the Contractor shall be notified via email by the SEWP PMO. The handling fee collection shall be done in accordance with the procedures outlined below.

Contractor Responsibilities:

(a) In providing quotations to agencies, the Contractor shall be responsible for including the SEWP fee within the total amount of the quote inclusive of all costs including handling, and travel costs. The fee may be rounded to the nearest whole dollar.

(b) The fee shall NOT be listed separately on quotes or orders. The fee must be included within the price of the quoted offerings.

(c) The fee will apply to all such orders. These include, but are not limited to, original orders, modifications to orders, etc. On modifications that reduce the original price of an order, a credit for the handling fee may be included in the new total amount.

- If a fee cap exists, the cap applies to each order and each separate modification to the original order. This includes any modification that exercises an option or provides additional funding. The fee cap is applied on an individual invoice basis

(d) The Contractor shall invoice the ordering agency for the entire amount of the order (including the handling fee).

(e) Quarterly, the Contractor shall be responsible for sending a payment to NASA/Information Technology Office, SEWP, Code LP013, reflecting the total administrative handling fee collected during that period. The Contractor will be only responsible for forwarding payment on handling fees invoiced and collected. The Contractor shall determine the timing of the initial quarterly payment. The payment is to be made via electronic methods payable to NASA/HQ, at the following NASA Pay.Gov website:

https://www.nasa.gov/forms/nssc-pay-gov/

(f) Coinciding with the payment, the Contractor must send an “Agency Administrative Handling Fees Collected” report electronically to the SEWP Program Office. The report must be an Excel Spreadsheet and include the SEWP Control Number (SCN) and/or Agency Order number, the Total Order Amount, and the administrative handling fee collected for each order reflected in the total payment. The report must be sorted by SCN or by Agency Order number. The report must have totals for the Total Order Amount and the Agency Administrative Handling Fee Collected. This report

must be submitted electronically to
gsfc-dl-sewp-finance@mail.nasa.gov

Reports should be submitted as described in the Contract Holder User Manual.

Before a Contract Holder processes their first electronic payment, they must contact the SEWP Financial Department to get their unique customer number. If there are any questions about the above process, please contact gsfc-dl-sewp-finance@mail.nasa.gov.

Surcharge Statements

The Contractor Holder can run Surcharge statement reports at any time through the CHOP tools. This report shows all outstanding orders and partial payments that are shown due to the SEWP office. This Statement is to be used to reconcile your finance records with the statement and let the finance office know of any issues or corrections. **This statement is NOT an invoice and will not be an acceptable reason for your payment being late to the SEWP Office.** All individuals pulling reports of the CHOP must have a company email address. (example: no AOL, YAHOO or Gmail).

Fee Calculation

The fee is not 0.34% of the total order amount which would mean SEWP is charging a fee on top of the fee. The 0.34% is applied against the total order amount minus the fee. So, the percentage against the total order amount (including the fee) is 0.003388479170819215.

Provider Information

New Provider Requests – Submission Guidelines

1. **Provider Name**
    a. Do not send in names of Providers in all capitals.

        i. Example:
            1. Correct: Dell Technologies, Inc.
            2. Incorrect: DELL TECHNOLOGIES INCORPORATED

    b. Use the legal name as the Provider name – you can usually find the official legal company name at the bottom of their webpage, in their Terms of Use, and or Privacy Policy.

        i. Example:
            1. Correct: Dell Technologies, Inc.
            2. Incorrect: Dell Technologies Incorporated

    c. Do not send in the name of the Providers product as the Company Name or Alias.

            i. Example:
                1. i.e. Casecomplete is the software product.
                    a. That should be entered as a searchable Product Name/Trademark Name, not the company or alias name

2. **Description**
    a. Visible to the government customer
    b. Include a brief description of what the Provider offers.
        i. Example: Dell, Inc. develops, manufactures, sells, and supports personal computers and other computer-related products.
3. **URL (Company Website)**
    a. Use the company's URL not the product page URL.
4. **Additional Details**
    a. Enter a request number (RFP, RFQ, MMR, RFI), the customer's detailed requirements, and/or the product or service this provider is the originator of.

        i. Example:
            1. Example: PowerEdge R760 Server
            2. Example: This is for Department of Army. The requested product is PowerEdge R760 Server
5. **Provider Alias(es)**
    a. The Contract Holder can request additional aliases be added for a Provider.
    b. This can be a DBA (doing business as) or another name the provider is identified as.
    c. Do not submit the request in all caps.

        i. Example:
            1. Correct alias: Dell EMC
            2. Incorrect alias: DELL EMC
6. **Trademark Product(s)**
    a. Can be added during initial provider request.
    b. A Trademark product line by the provider.
        i. Example:
            1. PowerEdge (Dell)
            2. Windows (Microsoft)
7. **Company's Headquarters Address**
    a. Click the "International" button for any company that is located outside of the US.
    b. The complete address of a provider's global HQ.
    c. P.O. Boxes cannot be used as a valid address.
    d. Zip code/Postal code required

8. **Provider Relationship Details**

Provider Relationships

A customer can require that a Contract Holder has a "relationship" with the provider that they are purchasing from. This relationship tells the customer that the contract holder is sourcing a product or service in a way where the customer knows they will be able to receive support.
Provider relationships are not required but encouraged. Providing false information will result in an Information Distribution Program Performance Strike.

a. Provider Relationships are requested through the "Provider Tool" in CHOP by clicking on the "options button" next to the correct provider.
b. Relationships must be kept current by the Contract Holder
c. If you are buying through one of the Provider's distributors, you must have a relationship with the Provider, not the distributor.

Provider Relationship Types

a) Manufacturer (Provider/Self) – Contract Holder is the manufacturer of the products. The SEWP PMO will make this designation. (Contract Holders cannot set this designation using the Provider Tool)

b) Approved Reseller – Contract Holder is approved to sell all the Providers products and/or services to the Federal Government, when buying through an acceptable channel (direct, distribution, or reseller). *(Must provide Provider POC)

c) Subset Reseller – Contract Holder is approved to sell specific products and/or services offered by the Provider to the Federal Government, when buying through an acceptable channel (direct, distribution, or reseller). * (Must provide Provider POC and used in conjunction with TR keywords)

i. Product Lines
   - When a provider selects that they offer subset relationships they will provide a list of available product lines for the Contract Holder to choose from.
   - Manufacturer product lines must be submitted with a subset relationship request.
   - Product lines should be simple. They must match what is submitted on TRs

ii. Subset Discrepancies
   - If product/service offering submitted with a subset relationship is not accurate, the provider is able to contact the Contract Holder through the Provider Page to notify them to make the needed corrections.

iii. No Relationship Offered
   - The provider does not offer relationships with contract holders.

d) One-off Reseller – Contract Holder is approved to sell the Providers products and/or services as outlined below to the Federal Government, when buying through an acceptable channel (direct, distribution, or reseller).

1. Agency One-off – Contract Holder is approved to sell the products/services of a provider to a specified agency (Must provide Provider POC and the specific agency.)

2. RFQ One-off – Contract Holder is approved to sell a Provider's products/services for a specific RFQ. (Must provide Provider POC and RFQ number)

3. Storefront One-off – Contract Holder is approved to sell a Provider's products/services on a specific SEWP Storefront. (Must provide Provider contact and the specific SEWP Storefront)

4. External Request One-off – Contract Holder is approved to sell a Provider's products/services on a specific external RFP.
   - The request number and detailed description are required for external requests.

e) None – When "none" is selected, the Contract Holder does not have a relationship with the provider.

Changing the relationship from "Approved" or "Subset" to "None" will remove the relationship with the provider.

Provider Restrictions

A restriction is placed on a provider limiting the type of offering that can be added to contract or limiting contract holder's access to the provider.

a. Limited Use
   - Only specific parts from a provider are in scope
   - Contract Holders must provide SEWP with the specific part numbers that they wish to add to contract
   - SEWP will review the part numbers submitted by contract holders.

- Only approved part numbers can be added to contract via TR.
- Contract Holders are allowed to request additional parts to be approved after the initial provider request.
- Part numbers can be submitted through the "Provider tool" within CHOP.

b. Single-Use

- A provider can only be used for a single opportunity (RFQ/External request)
    - Provider will only be visible for the duration of the request
- For external requests, the provider will be visible for 15 days unless otherwise specified

c. Prohibited

- A Provider whose products and/or services are prohibited from being procured via federal contracts, grants, procurement awards due to statutory requirements, regulatory restrictions, or policy-based determinations.

Variably Priced CLINs

The following CLINs and their descriptions will be added to the Contract to cover non-product line items which have a varying price associated with them: When utilizing these CLINs the quote must clearly state the dollar amount and fully describe the specific use of the CLIN for the given quote.

1) TRAVEL-Z: Travel expenses based on the current Government rates for per diem and transportation. Any other travel cost related to order fulfillment, e.g. installation, shall be negotiated on a per- order basis. Travel will be reimbursed at actual cost in accordance with the limitations set forth in FAR 31.205-46.
   Profit shall not be applied to travel costs. Contractors may apply indirect costs to travel in accordance with the Contractor's usual accounting practices consistent with FAR 31.2.
2) CREDIT-Z: Credit Discount. Any credits such as trade-ins. This must always be quoted as a negative dollar amount and is the only contract line item that can be quoted as a negative amount.
3) DELIVERY-Z: Delivery Fee. See Section A.1.29 of your SEWP contract.
4) GOVERNMENTAL-Z: External Government imposed fees such as California Waste fee, tariffs, etc. Additional costs imposed by a Governmental entity not directly specific to the SEWP contracts. Detailed description must be included on the quote. Supporting documentation may be requested by the ordering agency as the ordering agency will assess the impact of the tax laws of its jurisdiction.
5) PURCHASECARD-Z: surcharge for Government payment using a Government Purchase Card or similar authorized credit card. Use of this CLIN must follow the requirements in A.1.43 GOVERNMENT PURCHASE CARD
6) ODC-Z: Other Direct Cost. Supporting documentation may be requested.
7) OVERHEAD-Z: Expenses directly related to the management of an order's award. Supporting documentation may be requested.

8) GENADMINI-Z: expenses incurred in the day-to-day operations of a business. Supporting documentation may be requested.

Labor Categories

A labor category is a standardized job classification used in government contracts to define a role's title, duties, qualifications, billing rate, and compliance. Below are some contract level LCATS (Labor Categories) that are available for use, but you may add your own. Please see "S6 Labor Categories" spreadsheet that includes descriptions for each LCAT listed below.

LABOR_CATEGORY_NAME	Shorthand Labor Category Code
Artificial Intelligence / Machine Learning / Large Language Model (AI / ML / LLM) Engineer	AIML
Audio and Video Technicians	AVT
Business Analyst	BA
Budget Analyst	BDGA
Business Intelligence Analyst	BIA
Business Process Reengineering Specialist	BPRS
Computer and Information Systems Manager	CINFOM
Computer and Information Research Scientist	CIRS
Chief Information Security Officer	CISO
Computer Operator	CMOP
Computer Network Architect	CNAR
Computer Network Support Specialist	CNSS
Communications Specialist	COMMS
Computer Scientist	CS
Computer Systems Analyst	CSA
Computer Systems Engineer / Architect	CSEA
Computer Support Specialist	CSSP
Data Architect	DA
Database Administrator	DBA
Database Architect	DBAR
Data Entry Clerk	DEC
Document Management Specialist	DMS
Disaster Recovery Specialist	DRS
Data Scientists	DS
Data Warehousing Specialist	DWS
Electrical Engineer	EE
Electrical and Electronics Drafters	EED
Financial Analyst	FA

Geospatial Developer / Engineer / Analyst	GEODEV
Geospatial Information Scientist and Technologist	GEOIST
Geographic Information Systems Technician	GISTECH
Graphics Artist / Specialist	GRFX
Help Desk Manager	HDM
Computer Hardware Engineer	HWENG
Information Security Analyst	ISA
IT Strategic/Capital Planner	ITPLAN
IT Policy/Legislative Specialist	ITPLS
Information Technology Project Manager	ITPM
Logistician	LOG
Management Analyst	MA
Network and Computer Systems Administrator	NCSA
Computer Programmer	PROG
Software Quality Assurance Analyst and Tester	QA
Supply Chain Risk Management Analyst	SCRMA
Subject Matter Expert	SME
Software Developer	SWDEV
Telecommunications Engineering Specialist	TCES
Training and Development Specialist	TDS
Test Engineer	TE
Telecommunications Equipment Installer and Repairer	TEIR
Technical Writer/Editor	TWE
Video Game Designer	VGD
Video Specialist	VS
Web Administrator	WEBADMIN
Web Developer	WEBDEV

Technology Refreshment (TRs)

Technology Refreshments (TRs) are the process in which Contract Holders update their offerings on the SEWP contracts.
In order to provide technology refreshments to the Contract, the Contractor must be able to provide a technology refreshment report. The technology refreshment report will be provided via:

1) TR Upload tool via the Contract Holder Only Page (CHOP) with the technology refreshment request in textual format (txt). The text must follow a keyword - value format with predefined keywords. The keywords and values must be separated by an agreed upon delimiter ([).

2) The format and required fields may be periodically updated.

TR requests can:

- Add CLINs to contract and storefronts
- End-of-Life (EOL) products from contract.
- Increase or decrease pricing
- Update product description

TR requests must follow these limitations:

- No larger than 5,000 line items
- 1-2 regular TRs a day
- Up to 10 Provider TRs a day. (2 during business hours 7:30 AM ET to 6:00 PM ET daily) A provider TR is a TR of 5,000 line items from one single provider
- If an item is excluded, TR may be sent on that day to fix the issues that caused the exclusion (e.g. to improve the description)

TR Submissions Guidelines

1) Multiple TRs a day should be limited to a reasonable number. Reasonable would be typically 1 to 2 regular TRS; 1 to 2 “fixer” TRs (e.g. to fix CLINs that were denied); and 1 to 2 “bundle” TRS (TRs containing only bundle). Consolidate your TR. Avoid submitting TRs with one or two line times. Pick a time that is best suited for your company to submit all new CLINs on one TR.

2) Companies sending in more than a reasonable number of TRs a day will be monitored and notified if we find a pattern of unreasonable number of submissions. If a company, after notification that they are exceeding the reasonable TR limit, continues to do so, their TRs will only be processed at the rate of 2 per day – no matter how many they send in.

3) If you occasionally need to send in a third or even fourth TR, just do so. Point number 2, listed above, is for companies that continuously send in large numbers of TRs a day. Do not send us emails asking for permission to send in a TR because you forgot something, or for any other reason. Submit as needed. We will let you know if there is an issue.

4) Contract Holders are limited to two (2) provider TRs during business hours**, 7:30 AM ET – 6:00 PM ET**. You are still allowed to submit ten (10) total for the day, however, the other eight (8) must be submitted between **6:00 PM ET – 7:30 AM ET**.

(See Sample -1 on page 47 for template)

TR Tips

Travel CLINs

- Do not submit travel-related CLINs. Use TRAVEL-Z to quote travel.

Delivery CLINs

- Do not submit delivery-related CLINs. Use DELIVERY-Z to quote special shipping or delivery charges.

Training CLINs

- The following information must be provided.
    - Class name or list of topics covered.
    - Length of class.
    - Number of students.
- The required information can be provided in the long description or through backup data.

Labor CLINs

- Labor rates must be added to the contract first.
- Labor rates must be either hourly or daily.
- Any labor CLIN for more than a day needs to be a bundle.

Labor Bundles

- A BACKUPDATA request that includes the statement of work (SOW) must be submitted to chhelp@sewp.nasa.gov and approved
- The CLIN long description must contain a short statement of the work to be done. For minor work, the long CLIN description can be sufficient if detailed.
- Labor Bundle should then be submitted for the specific requirement.
- BACKUPDATAFLAG should be set to the ticket number of the approved SOW (if necessary).

Maintenance CLINs, including non-returnable disks

- If one product is being supported.
    - CLIN long description must contain the following:
        - Product supported.
        - Period of performance.
        - If price is not fixed, data must be provided that shows how the price was derived.
- If multiple products are being supported.
    - Submit backup data containing:

    - Complete list of products being supported.
    - Period of performance for the support.
    - Detailed data that shows how the price was calculated.
  - When backup data is approved.
    - Submit CLIN for approval.
    - BACKUPDATAFLAG should be set to the ticket number of the approved backup data.

Non-returnable disk example:

Non-Returnable Disk Plus - (24) 800GB SSD Hard Drives for EF5X0 Enclosure - 36 Month Service - Media Retention

Reinstatement Fees

- Submit backup data containing:
  - Product(s) whose support has lapsed.
  - Period of the lapse.
  - Detailed data that shows how the reinstatement fee was calculated.
- When backup data is approved.
  - Submit CLIN for approval.
  - BACKUPDATAFLAG should be set to the ticket number of the approved backup data.

End-of-Life (EOL) CLINs

- To remove products from your contract, submit the CLIN on your contract with the EOLDATE filled in.
- If you mistakenly EOL a CLIN, you can re-add it by adding a new CLIN via your TR. Once you EOL a CLIN, that CLIN cannot be reused.

Zero Dollar ($0) CLINs

- Contract Holders cannot quote a CLIN at zero dollars ($0) if the CLIN has a contract price greater $0. If you intend on quoting an item and there is already a version of that CLIN on your contract with a price, you will need to add a new $0 version of that CLIN to your contract.

Additional Tips

- If a part has a variable price to it because of different configurations, support options, or other differences, then each time that part is added, you must use a new CLIN and the description must provide distinct and specific information indicating what the price is based on.

- You **CANNOT** have a CLIN on contract that you reuse for different configurations, pricing strategies, support options, etc. If we find that you are using a single CLIN to quote different pricing and instances of a variable priced part, you will receive a downgrade in contract adherence for each time you do so. Each CLIN must be distinct and priced based on a specific requirement.

- If you have a quantity – such as months or years of warranty – if possible, add a single unit CLIN and the set the bundle CLIN to indicate the quantity. This will reduce many denials we now send because of apparent pricing issues.

End of Life (EOL) all CLINs from a Single Provider

In order to end-of-life (EOL) or remove, a single provider's entire set of CLINs from your contract, a Contract Holder can submit a one CLIN TR with the CLIN listed as 'EOL-ALL-MFR' and identify the provider they desire to EOL in the provider keyword field. They must also include the EOL date they want the products removed from their contract.

TR Responses

TR Responses	Meaning
"Test TR Received…"	The TR has been received by our Test system if no issues are present and FORWARDNOERRORFLAG set to Y, TR will be forwarded to the production system. If errors present, they will be identified in this email.
"TR Received…"	The TR has been received by our production system and is in queue for review
"Possible Problem CLINS…"	Identifies CLINs that will face additional scrutiny during review. No action is necessary. Do not send a request for a BACKUPDATAFLAG until after the TR is reviewed.
"TR Approved in Full…"	All CLINs on TR have been approved and have been added to your contract.
"TR Approved with Deletions…"	All CLINs **EXCEPT** the ones identified at the top of the email response have been added. Denied CLINs should follow the instruction given in the TR response for that specific CLIN (i.e. submit for backup data, correct PROVIDER or CLINTYPE etc.)
"TR Overwritten…"	No CLINs on the TR have been added to your contract. Review instruction for resubmission if you choose.

Backup Data

1. Send in your Backup Data request to chhelp@sewp.nasa.gov. CLINs requiring SOWs are as follows:

    a. **Maintenance Bundle**– Any maintenance that includes a long list of items to be covered by the support. Please include the list of products covered, quantity and cost for each, maintenance level for each product, and period of performance.
    b. **Labor Bundle** – reviewed for scope to ensure service provided falls within the SEWP scope.
    c. **CLINs denied via TR**- submission should include denial email as well as supporting documentation as to why CLIN should have been approved.
    d. **Professional Services –** reviewed for scope to ensure services provided fall within the SEWP scope.

2. WAIT FOR THE SUBMISSION TO BE REVIEWED AND APPROVED BY SEWP. You will get an email response from SEWP to your SOW request that says "Approved". However, if more documentation is needed, it will be detailed in the response. Resubmitting the CLINs and using a ticket number without receiving an approval may result in a contract adherence downgrade.

3. After your Backup Data request has been approved, send in your TR and set the Backup Data flag to include your ticket number.

Example: ***CASE 12345***

On your TR include the following keyword as a separate line for the CLIN in question:

BACKUPDATAFLAG[12345

Failure to follow step 2 above will result in the entire TR being overwritten.

Pricing information provided to SEWP will not be shared with any additional parties

Backup Data Tips

- If you are sending Backup Data in advance of a TR, please state that this is in advance of a TR.

- When an item is denied because the price is too high or because it needs Backup Data, please do not send us a quote you received from a manufacturer, distributor or partner unless there is more information in that quote than you provided on the TR. We are not concerned with the price that was quoted to you. We are reviewing if that price is within a similar range to others and/or if we can tell from the description how the price was derived. If the price is higher than others, you will need to provide an explanation (not a quote) as to why the price is higher. If we request backup data, we usually require more information – not a repeat of what was provided in the TR.

- If you are submitting a maintenance / warranty requirement for one or a small number of items, do not send Backup Data. Submit each instance as a separate CLIN and fully describe each CLIN. Then you can create a bundle, if necessary.

- If you have a large number of items (e.g. pages/spreadsheets of line items) to be warranted in a single bundle, then you can send backup data in advance for review and approval.

- If you are sending backup data in response to a TR denial, you are required to include the TR rejection email. If you do not do so, we will not review the backup until the rejection email is submitted.

- When submitting Backup Data for a large dollar amount of services Contract Holders are required to submit written requirements that clearly document the services being requested by the customer. When Backup Data is requested by the PMO for large dollar amount CLINs, the SEWP PMO will not accept that the requirements were based on a phone call or conversation with the customer. The SEWP PMO will need to see the actual written requirements to ensure that what is being requested is in scope. Without the proper documentation the SEWP PMO will not approve the Backup Data in order for the CLIN to be submitted on your TR.

How to submit a Backup Data Request by creating a Service Now Ticket from CHOP:

1. Log into the Contract Holder Only Page (CHOP)
2. Click the "Contract Holder Support Portal" Hyperlink on top right
3. On the following screen, click "Create a Case"
4. On the "Create a Case" page, fill out all required fields including all of the required attachments for the Backup Data
5. Notate on the case that it is a Backup Data request
6. Once completed, submit the case by clicking the green "Submit" button on the right side of the page – a ServiceNow ticket will then be created and sent to the SEWP PMO for review.

If you are unable to access, please send an email to the Contract Holder Helpline email chhelp@sewp.nasa.gov with your Backup Data request and inform us that you are unable to create ServiceNow tickets in CHOP

Email Addresses

These are the emails to use for any correspondence you are to have with the SEWP PMO. Each address listed below has its specific function.

Email Address for Requests and Questions:
chhelp@sewp.nasa.gov – Questions regarding SEWP procedures, policies, and orders.

Email Addresses for SEWP Reports:
orders01@sewp.nasa.gov – Order receipt acknowledgement.
sewporders@sewp.nasa.gov – Order submission.

These are the emails the SEWP PMO manages to send notifications to Contract Holders. The Contract Holder All Email list is to send correspondence such as program related informational updates, webinar/meeting information, tech issues, etc. The Credit Card Micro Purchase email is used by Government Customers to send micro purchase request for quotes.

How to add or remove a Point of Contact (POC) to the Contract Holder All Email list (sewp6-allch@lists.nasa.gov):

1. Send an email to the Contract Holder Helpline email chhelp@sewp.nasa.gov with the full name, email, and affiliation of the POC you are requesting be added or removed.

How to add or remove a Point of Contact (POC) to the Credit Card Micro Purchase email list (sewp6-creditcard@lists.nasa.gov):

1. Send an email to the Contract Holder Helpline email chhelp@sewp.nasa.gov with the full name, email, and affiliation of the POC you are requesting be added or removed.

Quote Request Types

Request For Quote (RFQ): Contains specific requirements. CLINs must be on contract at time of quoting, quote must include verification file. Generally, results in an award.

Request For Information (RFI): General in nature, does not have specific requirements. CLINs do not have to be on contract at time of quoting, verification file not required.

Market Research Request (MRR): Customer is researching specific requirements. CLINs must be on contract at time of quoting, quote must include verification file.

Request for Storefront (RFS): – used by customers to create a Storefront. Customers may also use the RFS to create a Blanket Purchase Agreement (BPA) request. All CLINS must be on contract at time of quoting and must include a verification file.

Customers are granted access to the RFS after meeting with the SEWP PMO to determine their needs. Requests for Storefronts and BPAs may also come through any of the Quote Request Types (RFQ, MRR, RFI)

Sharing of Request information

Government issued requests are not to be shared or "directly fed" to the public. They should only be provided to companies for whom you accept contractual and programmatic responsibility and oversight and with whom you have a business relationship in order to have them work with you and assist you in responding. Formal source selection for the SEWP contracts contained requirements that discussed the various "relationship" levels that are an important aspect of the SEWP PMO. In addition, the Supply Chain Risk Management portion of the SEWP PMO specifically addresses the different levels of the supply chain and reinforces the importance of "relationships" between a SEWP Contract Holder and Industry.

Your company is responsible for how the information you share is used and all actions by any companies related to those requests. If a company obtains a request from you and uses that information for any other reason than to assist your company with a quote, your performance rating will be negatively affected. Examples of misuse would include but are not limited to contacting the customer without your knowledge and oversight, providing quotes or other information outside SEWP, questioning the customer on their requirements, requesting information concerning awards, contacting the customer post-award to complain about their selection, etc. All communications must be coordinated through and with your company.
Since the subject of sharing requests can be sensitive due to possible proprietary information, sensitive and/or classified requirements, etc. the SEWP PMO is concerned about any "direct feeding" of requests to the public and/or any fees that a SEWP Contract Holder may be charging to provide that direct feed service. The practice of not only direct feeding to the public, but of possible fee charging for this service can lead into legal, contractual, and program performance concerns if a Contract Holder is found doing so.

General SEWP Rules

1. Contract Holders are required to have no less than one representative at every Program Manager's Meeting.
2. Two POCs should be listed on the SEWP website at all times for each Contract Holder, this includes the Program Manager and Deputy Program Manager. Each must have individual contact information, no email aliases.
3. For help questions, Contract Holders are to e-mail chhelp@sewp.nasa.gov. CH sales reps should contact their PM first prior to using the chhelp email address.
4. If you receive customer contact information from the SEWP PMO you cannot use that contact info to populate any marketing database. It can only be used for the purpose of corresponding with the customer on the matter at hand.
5. Do not in any form coerce, demand, or harass the customer about the date a request closes.

6. Contract Holders can begin fulfillment of orders only after they have received the order, which has been assigned a SCN, from the SEWP PMO.
7. Customers may request that an order or modification be signed by the Contract Holder prior to the order being submitted to the SEWP PMO. Once the order is signed, the Contract Holder should send the order back to the customer who should then submit the order to the SEWP PMO. The Contract Holder shall not, under any circumstances, begin fulfillment of the order until they have received confirmation from the SEWP PMO that the order has been processed and assigned a SCN. Processing an order or modification without it first being processed by the SEWP PMO will result in a Program Performance strike.
8. Once a request has closed Contract Holders are allowed one business like contact to the customer to inquire about the status of a request. Continued contact may be construed as harassment and will result in a Customer Satisfaction strike in Program Performance.
9. If a customer sends you an order or modification to you, you are allowed to send the order to sewporders@sewp.nasa.gov. You should not direct the customer under any circumstance to only send the order to you directly.
10. As a prime Contract Holder your company is solely responsible for the fulfilment of the order regardless of if you are utilizing sub-contractors to assist you in the complete fulfillment. All communication should be with the prime Contract Holder, and you should be involved in every step of the process.

SEWP Quoting Rules

1. When a request is issued via the Quote Request Tool (QRT) the Contract Holder must respond via the Contract Holder Only Page (CHOP) with a quote in an image file, MS Word, or Excel document or mutually agreed upon format. The quote must be accompanied with a verification file listing all CLINs' quantities and prices matching exactly what was in the quote and all CLINs must be on your SEWP contract

2. The SEWP Program Office has ZERO TOLERANCE for sending quotes outside the SEWP Quote tools when that is where the request originated. If the request was issued through the SEWP QRT, and the customer requests a quote to be emailed to them, the SEWP PMO will encourage the customer to use the "Request Updated Quote" feature of the SEWP QRT. If emailed to a customer without them requesting your company to do so, it will result in an immediate downgrade in the Contract Adherence category of Program Performance.

   If the customer asks for a revised quote, you must tell them that you can only send them a revised quote through the SEWP system using the "Request-Updated-Quote" feature. Be clear with the customer that this does not reopen the RFQ. It is a process that allows SEWP to verify the CLINS on your quote are on contract and properly priced. But you cannot send a quote to them even if the customer has requested it. If the customer insists that they want a revised quote and will not re-open the RFQ, you only have 2 options:

i. Decline to provide them with a quote.

ii. Have the customer contact the SEWP PMO for further guidance at help@sewp.nasa.gov

iii. Only if the customer requests a courtesy copy can you send them the quote via email, but it must match exactly what you have uploaded to the CHOP Quote Tool first.

iv. If this is a credit card micro-purchase and the customer contacted you directly for a quote and you provided a quote to the customer, then you can send them an updated quote via email even if they may have used the SEWP tools.

3. All quotes must indicate the period they are valid for.
4. If you quote it, you must be able to provide it.
5. Salespeople are not to force customers to re-open requests or change Fair Opportunity selections.
6. Partial quoting is only allowed if indicated by the customer in their request. If you are unable to respond to the entire solicitation the Contract Holder must provide a no-bid for the opportunity.
7. Each individual item on a quote should be clearly marked with its Trade-Act-Agreement (TAA) status. Items whose statuses are unknown should be clearly marked as non-compliant.
8. Once an order has shipped, Contract Holders must provide the customer with the shipment tracking number via the CHOP.
9. "No bids" are not required but encouraged.
10. All questions, comments or other correspondence with customers during the request process must only be through the Q&A feature; if the customer has turned the feature off, the "Would Quote" option must be used. Direct e-mails or phone calls to the customer during the time a request is open will be considered a Customer Satisfaction strike in Program Performance, unless the customer initiated the correspondence or indicated clearly in their request that direct communication was allowed.
11. If the customer selects Market Research Request (MRR) and there is no pricing information induced in the Contract Holder's response. The Contract Holders should use the CREDIT-Z CLIN at the price of zero dollars ($0) as their verification file submission. Ex. CREDIT-Z|$0|1
12. All quotes must be on the SEWP prime Contract Holder's paper. Quotes from individual JV Members, teaming partners, etc. are not permitted.

Order Processing

SEWP Contract Holders shall not begin fulfillment of an order until it has been assigned a SEWP Control Number (SCN) by the SEWP Program Management Office (PMO).

The order or order modification (mod) should be submitted by the customer or contract holder to the SEWP PMO via fax (301-286-0317) or to sewporders@sewp.nasa.gov. It is the contract holder's responsibility to ensure the order gets submitted for processing within a timely manner.

Once received from the customer or Contract Holder, SEWP will log the order and check that the order total matches the verification file at time of quoting.

If the total does not match or customer did not use QRT, the Contract Holder will be required to provide an updated or new ***verification file**** via order review tool on the CHOP (Contract Holder Only Page).

The following Information is required for each order:

- Date of order
- Name of authorized Government Ordering Official;
    - Contracting Officer for order
    - Credit Card Holder Name for credit card orders
- Name, phone number, and email address of authorized Government Ordering Official
- Name of Issuing Agency
- Name of Ordering Agency (if different from Issuing Agency)
- Order Number
    - Unique order number for the Ordering Government entity - Ordering Agency determines the Order Number
- Contract Holder's name
- Appropriation and accounting data
- Billing and invoice address
- Shipping address
- SEWP CLINs and product descriptions to be delivered
- Total order amount
- Additional mutually agreed upon Terms and Conditions, Statement of Work, etc.
- Period of performance for any associated services

CLIN Verification Reports

Prior to the assignment of an SCN and therefore prior to the Contract Holder processing an order, Contract Holders are required to supply to the SEWP PMO with a CLIN verification file that matches the product and price information on the order and/or mod. The following information is required in the verification file:

a. Unique identifier (if the verification file is associated with a quote provided in the SEWP Quote Request Tool, this will be the SEWP RFQ Number)
b. For each item ordered: CLIN, unit price, quantity

The total of the items listed in the verification file must equal the total amount of the order.

For order modifications/updates, a new verification file must be provided that includes all information associated with the original order and all subsequent modifications to date.

To avoid delays, Contractor Holders can submit verification files at the time of a quote, even if the quote is provided outside the SEWP on-line Quote Request Tool.

If a Contract Holder has not provided a verification file or the total in the verification file does not equal the order amount, the order will not be assigned an SCN and cannot be processed until a verification file that matches the order is provided. Any resultant delay will count against the Contract Holder's delivery performance if the reason for the delay is caused by the Contract Holder.

Order Status Updates

Contractor Holders are required to supply to the SEWP PMO an order status report via the CHOP within two business days of a status change to an order. Contract Holders are responsible for managing the status of deliverables/services, to include Period of Performance and/or estimated ship date. Status changes include, at least, the following changes:

a. Update to expected delivery date
b. Ship date
c. Proper order status (i.e. Pending, Reviewing, etc.)

Receiving an order

Contract Holders are required to log into CHOP and mark an order as "Received" within one business day of the order being processed. Failure to do so may affect the Contract Holders' Program Performance.

The SEWP Marketplace

The SEWP Marketplace refers to the complete SEWP information offering to the acquisition community. More specifically, the SEWP Marketplace refers to:

A. The Public SEWP Website (www.sewp.nasa.gov), Frequently Ask Questions (FAQs) and all resources available online.
B. SEWP Customer Service Teams and Customized On-Site Training for Federal Customers
C. The Quote Request Tool (QRT), Online Catalog, Strategic Solutions (including BPAs) and all other applications available to Federal Customers

The SEWP Marketplace offers a redesigned customer experience that provides new integrated applications, market intelligence and procurement information for the Federal acquisition workforce.

The SEWP Online Catalog

The SEWP Program Management Office (PMO) provides a contract vehicle that delivers an Online Catalog of IT solutions and services, enabling federal customers to review, purchase, or request the technology they need. The SEWP Online Catalog is updated continuously based on available technology solutions from SEWP Contract Holders.
The Online Catalog represents a fundamental shift in how federal agencies procure IT solutions—moving from manual, time-intensive processes to a modern, transparent, searchable platform. By integrating catalog browsing with quote request workflows and purchasing capabilities, SEWP VI enables customers to discover, compare, and acquire solutions seamlessly.

Online Catalog Features & Functionality

Feature	Description
Searchable Catalog	Search by part number, provider, keyword, or labor category (LCAT)
Advanced Filtering	Filter results by category, CLIN type, price range, date added to contract
Solution Detail View	View storefronts, TAA/EPEAT compliance, estimated price range, confidence level, contract/pricing type, small business set-asides
Request List	Add items to a request list for transfer to the Quote Request Tool (QRT)
Market Research Support	Estimated pricing, confidence levels, supply chain verification
Public Landing Page	Public-facing version showing summary availability with login prompt for full access
Cart Check-Out	Add items to cart and create a direct order

The SEWP Online Catalog strategically aligns with SEWP's vision by bringing to market a new, innovative set of applications and features that streamline the acquisition process for all stakeholders. This product enables federal customers to discover and procure IT solutions faster, with greater transparency, while providing Contract Holders with a modern, competitive channel to reach new customers and differentiate their offerings. The catalog transforms SEWP from a traditional schedule vehicle into a digital-first procurement platform.

To Be Quoted (TBQ) Contract Line Item (CLIN)

To Be Quoted (TBQ) Contract Line Items (CLINS) represent variably priced IT solutions. TBQs can be utilized when a Contract Holder wants to show IT solution availability but cannot provide pricing without configuration requirements or customer specific information (such as configurable systems or maintenance).

- In order to provide a quote to a customer the Contract holder will have to submit a TR containing a TBQ child CLIN for each instance where this solution would be quoted.
- Any IT solutions that have a set price should not be a TBQ CLIN.

Advantage of TBQs: Enables Contract Holders to show availability of configurable solutions
Disadvantage of TBQs: Two TR's are required, (TBQ-Parent and TBQ-Child)

TBQ CLIN Business Rules
1. TBQ-Parent CLINs are $0 (zero dollar) CLINS
2. TBQ-Parent CLINs are restricted from being used on quotes, they cannot be used to respond to anything from the SEWP QRT. TBQ-Parent CLINs are visible in the Online Catalog.
- A TBQ Child CLIN must be added to contract for use on responses.
3. End-Of Life: Once the TBQ-Parent CLIN is EOL'd, additional TBQ-Child CLINs cannot be added. Any TBQ-Child CLIN's that already exist prior to EOL will continue to exist.
4. Quoted TBQ-Child CLINs are to be restricted from Online Catalog visibility except reporting for Orders or Quotes. In other words, **TBQ-Child CLINS will not be viewable within the SEWP Online Catalog (Online the zero-dollar Parent CLIN will be visible).**
5. TBQ-Parent and TBQ-Child CLINs will be viewable in our internal CLIN tools and on CHOP via the CLIN checker
6. TBQ-Parent CLINS and TBQ-Child CLINS MUST have the same part number but not the same CLIN number. The child is a unique new CLIN. Description MUST be different and explain the difference between the Parent and Child.
7. TBQ-Parent CLINs and their children are verified by the TR App and appropriate error messages provided to CH.
8. TBQ-Parent CLINs DO NOT require Supporting Justification CLIN Data (used to be called 'backup data')
9. TBQ-Child CLINs MAY require Supporting CLIN Data (used to be backup data)

Strategic Storefronts

A Strategic Storefront is an offering available to all federal agencies that provides a snapshot of products, solutions and/or services as defined by an Agency's requirements and availability on the SEWP VI Contracts.

A Strategic Storefront is created by defining a set of objective filters that can be applied to the overall SEWP Database of Record. Filters may be Contract Holder based such as business size, socioeconomic status, approved resellers, etc. Filters can also include Contract Line Item (CLIN) attributes such as TAA compliance and Electronic Product Environmental Assessment Tool (EPEAT) level and product/brand name, technical specifications, standards-based requirements, etc.

All Contract Holders are allowed to participate in a Storefront if they receive the Request for Storefront (RFS) and can satisfy the requirements and criteria set by the customer.

To be considered for any Storefront, Contract Holders must reply to the Request For Storefront (RFS) using only CLINs that are on contract and pricing shall not exceed SEWP CLIN pricing. The quote response must include a verification file and all CLINS must have an approved reseller status.

They SEWP PMO will notify the Contract Holder, via email, of their Storefront participation. Upon receipt, the Contract Holder is responsible for adding Storefront CLINs, via Technology Refresh (TR), with pricing that does not exceed the quote(s) prices submitted in response to the RFS. Contract Holders will have 3 business days to have all Storefront CLINs added. All Storefront CLINs submitted must be unique and have the SSPART field complete in the TR. The SSPARTs are provided by the SEWP PMO in the Storefront participation email notice.

Customers may place orders at any time using CLINs added to the Storefront by the Contract Holder(s). This includes credit card orders that can be placed directly through the Storefront by the customer. All Storefront orders follow the same SEWP ordering process.

It is the Contract Holders responsibility to maintain their CLINs in any Storefront. Customers can work directly with Contract Holders for CLIN updates and can utilize the Storefront RFQ/MRR option to have items added, removed, updated, etc. The Storefront RFQ/MRR feature can also be used to request quantity discounts on items already in the Storefront. Contract Holders must have at least 1 CLIN present in the Storefront to receive any Storefront RFQ/MRRs.

Storefront Periods of Performance (POP) are determined by the Agency and can be decommissioned at any time. No formal order documents/agreements are required by the customer, and no funding/ceiling amounts are required to have a Storefront started.

Blanket Purchase Agreement (BPA)

As a result of the recent overhaul of the Federal Acquisition Regulation (FAR), SEWP now has the availability of Blanket Purchase Agreements (BPAs) as an added option under its Strategic Solution offerings.

Federal Agencies may establish a BPA for recurring purchases from one or more suppliers for pre-defined products and services using the SEWP contracts.

A BPA is a method of filling anticipated repetitive needs for supplies or product-based services by establishing "charge accounts" with qualified sources of supply. The Government is only obligated to the extent that authorized orders are placed under BPAs.

Estimated ceiling values for prospective BPA awards shall never exceed a Contract Holder's available ceiling.

Agencies seeking a BPA can issue a solicitation via any of the SEWP Quote Request Tool (QRT) options

BPA customers have the option of using Storefronts for their BPA. If the BPA Storefront is created for the customer, Contract Holders will be responsible for following the same Storefront TR procedure, including the SSPART to have the proper CLINs added to the BPA Storefront.

Ordering Guide

The Contractor shall publish an electronic ordering guide suitable for downloading and printing by

SEWP customers. The guide shall be available prior to placement of the first delivery order after contract award. Updated versions shall be available no later than 10 business days following each contract modification. The ordering guides should contain the following components:

1) Program support information including:
    a) How to obtain a quote for hardware, software, or services, including names, telephone numbers and email addresses of appropriate sales representatives.
    b) Policy and procedural information regarding installation, basic warranty, extended warranty, technical support, software support, and other post-delivery issues. This will include the names, telephone numbers and email addresses of appropriate support staff.
    c) How to troubleshoot a problematic order including names, telephone numbers and email addresses of appropriate support staff.
2) Overview information about the Contractor and the SEWP contracts.

**There is no defined template.*

Debrief Guidance

Once a request has closed Contract Holders are allowed business like contact of the customer to inquire about the status of an RFQ. Continued contact may be construed as harassment and will result in a customer satisfaction strike in Program Performance.

- Orders less than $6 Million
    - Post-award debriefs and award notification are at the Issuing Agency's discretion
    - Quote Request Tool includes *optional* Award Notification function
- Orders of $6 Million or more
    - Post-award debriefs shall be provided upon request
    - Contracting Officer shall notify unsuccessful bidders
- Protests (FAR 16.505(a)(10)): No protest under subpart 33.1; except
    - Protests that the order increases the scope, period, or maximum value of the contract
    - Orders over $10 Million for agencies other than NASA, DOD, USCG
    - Orders over $25 Million for NASA, DOD, USCG

Customer Requirements/Quotes Outside of the QRT

SEWP does not review or control information and processes defined by our customers during Request for Quote (RFQ)/Quote interactions.

Some customers, due to concerns about the transmission of classified/sensitive data, utilize a different mechanism from the normal Quote Request Tool (QRT)/CHOP process. For example, if the customer has a classified/sensitive request for which they are obtaining SEWP quotes, the SEWP process allows the customer to notify Contract Holders via the QRT or another mechanism of their choice. This helps the customer directly and securely submit that material to the Contract Holders via their own agency method.

If you receive an request that requires a direct response to the customer to obtain a Statement of Work or Bill of Materials, follow the directions as provided by the customer to obtain that information and submit your quote by the method they have identified. All CLINs on that quote must still be on your SEWP contract. If they require you to submit any documentation via SEWP that verifies you have submitted your quote to them through the means they have identified, submit that documentation via the CHOP and include a verification file that uses CREDIT-Z, Quantity 1, $0.00.

Excessive Discounts

The SEWP PMO reviews orders where SEWP has determined an unjustified excessive discount was given based on the Contract Holders SEWP price. Oftentimes Contract Holders are giving discounts upwards of 60%, or using CLINs as ceiling CLINs, which means the Contract Holder is adding the CLIN at high price and then quoting various prices for the same CLIN on multiple orders, both of which are not allowed.

The SEWP PMO will assess program performance penalties for Contract Holders using ceiling CLINs and Contract Holders who are frequent offenders of excessively discounting CLINs. Any Contract Holder found using ceiling CLINs will receive an automatic downgrade in contract adherence for each individual instance of ceiling CLIN and the CLINs will be immediately End-of-Lifed (EOL'd) from your contract. For Contract Holders receiving e-mails from the SEWP PMO with more than 3 orders a week where CLINs are excessively discounted the Contract Holder will receive a strike in contract adherence.

However, the SEWP PMO does understand there may be times where a Contract Holder may have special or registered pricing for an order that is a justified reason for offering such a discount. If you are contacted by the SEWP PMO for an excessively discounted CLIN(s) on an order and inform the SEWP PMO that this is a registered deal, SEWP will allow the discount to remain, but the CLIN can only be quoted once for that particular order and should not be found on any other orders. If the SEWP PMO can identify the CLIN being quoted multiple times then that indicates to the SEWP PMO this particular CLIN is not a "registered" deal and you will need to add a separate CLIN for each instance of that part number.

Once you are contacted by our office and it is determined you will need to add a new CLIN to your contract you will need to complete that process within the time specified in the email which is three (3) business days. Failure to respond will result in a contract adherence strike. Since the quoted price and description are not changing, a modification for the order will not be necessary. The SEWP PMO will require you to add a new contract CLIN priced for the unique opportunity and submit a verification file for the order using the newly added CLIN. Remember, the process is not complete until you have uploaded a new verification file via the CHOP Order Tool for the order.

For clarification, a part number is the Original Equipment Manufacturer (OEM), also known as the Provider, part number unaltered. For example, an OEM may have one part number that they use to identify a certain model of laptops. That part number can be on your contract multiple times to represent several different configurations of that particular laptop configuration. However, each unique configuration must be represented on your contract as its own separate CLIN. The same goes for maintenance, every unique iteration of maintenance or support on your contract should be represented by its own unique CLIN, whether it is a different Period of Performance (POP) or level of service, the CLIN must be unique. Bundle CLINs are also subject to excessive discount review. Bundle CLINs should be added at a reasonable price which is equal or less than the total of the individual CLINs.

Many Contract Holders have asked, "What constitutes excessive?" There is no set percentage; but consider what a reasonable person would consider excessive. Clearly a 10% discount is ok. Even a 30% discount may not be excessive. But if it is 75% or 95%, then the price being quoted does not reasonably match the reality of the initial (contract/SEWP) price.

Additional CLIN Guidance

- When quoting option years, each year should be represented by its own CLIN.
- Contract Holders should not add or quote service CLINs with small dollar amounts (i.e. $1.00) and use quantities to affect the price - service CLINs need to be added and quoted at the full extended/total price with a quantity of 1.
- If you have an order with several option periods, SEWP would advise against EOL'ing any CLINs from the base or previous periods if the order still has open options years the customer may wish to exercise at a later date.

Credit Card Policy

All Contract Holder must accept payment via EFT and Government Purchase card or other Agency approved credit card payment regardless of the order size. If a credit card surcharge is applicable, the quote must clearly state such including the amount to be charged. The credit card surcharge is to be quoted using the **PURCHASECARD-Z CLIN.** Purchase card surcharges are regulated by the appropriate State authority.

Contract Holders are allowed to inquire about the form of payment during the open period of any request via the Question & Answer feature of the QRT. If the customer does not state they are paying by Government Purchase card at time of issuing the RFQ but choses to pay by credit card at time of award, and there is an additional cost for purchasing with a Government Purchase Card, the contract holder must notify the customer of the additional cost and is permitted to provide the customer an updated quote reflecting that cost using the **PURCHASECARD-Z CLIN.**

The following limitations apply to imposed credit card surcharges:

- The surcharge amount is limited to the specific and negotiated acceptance rate of a Contract Holder and the networks; meaning that Contract Holder is not allowed to profit from choosing to assess surcharges. For example, if a Contract Holder's negotiated acceptance rate with VISA and MasterCard is 3%, the Contract Holder is allowed to impose a surcharge of no more than 3% of the total transaction value. Please note that the total surcharge rate a Contract Holder can impose cannot exceed 4% in any State.

- Contract Holders are prohibited from imposing different surcharge amounts for different networks. For example, a Contract Holder cannot impose a 3% surcharge for a VISA or MasterCard network product and a 2% surcharge for a non-VISA or MasterCard network product. In this example, the Contract Holder would only be able to add a surcharge of up to 2% for all charge cards and credit cards accepted.

- Contract Holders must provide the SEWP Program Office with their surcharge percentage which will then be posted on the SEWP Website.

Credit Card Micro Purchase Point of Contact (POC) List:
The Credit Card Micro Purchase POC List organizes all of the Contract Holder Micro Purchase POCs into one location. When a Customer has an order that meets the credit card micro purchase criteria, they are able to engage directly with Contract Holders via the Credit Card Micro Purchase email list. The Credit Card Micro Purchase POC List can be found on the SEWP public page.

For instructions on how add a POC to the Credit Card Micro Purchase POC List, see Page 16

Prohibited Technology

There are lists of technologies that have been prohibited from purchase against the SEWP contracts. Any attempts by a Contract Holder to quote this technology against its SEWP contract will result in an immediate downgrade in Contract Adherence. The list is as follows:

- AO Kaspersky Lab
- China Mobile International USA Inc.
- China Telecom (Americas) Corp.
- Pacific Network Corp/ ComNet USA, LLC
- China Unicom (Americas) Operations Limited
- Huawei Technologies Company
- ZTE Corporation
- Hytera Communications Corporation
- Hangzhou Hikvision Digital Technology Company
- Dahua Technology Company

Contract Holder should also follow guidance as outlined in Section 889 of the 2019 National Defense Authorization act.
If you have any questions regarding this list or are unsure of a product please contact chhelp@sewp.nasa.gov.

Sensitive/Classified Information

Any classified, **Personally Identifiable Information** (PII) or other **For Official Use Only** (FOUO) documents should be transmitted outside of the SEWP tools through a secure methodology as

decided upon between the Contract Holder and Issuing Agency.
There is a minimal amount of information needed to be provided to SEWP in these situations. The amount of the order, some indication as to what is being purchased, a point of contact, an agency and who the Contract Holder is. If any of that info falls under classified data, please contact the SEWP PMO for further instruction.

Classified Quoting and Order Process

For classified requests, customers will begin with the SEWP Quote Request Tool (QRT) and use the QRT to create an RFQ. The purpose of the request is to notify the contract holders of an upcoming classified opportunity. The classified requirements should not be included at this time. Instead, this RFQ will advise the contract holders of the process to be followed to receive the classified requirements from the customer. This step normally involves contract holders submitting an NDA or another form of acknowledgement indicating they understand and consent to the classified request process to be used by the customer.

Responding contract holders who meet the criteria for receipt of the requirements are sent the requirements by the customer. Communication of the requirements to the contract holders and submission of quotes by contract holders is accomplished via the agency's secure communication channel, not through the QRT.

Once the request period closes, received quotes are evaluated and the customer makes their best-value decision on an awardee. For classified orders, SEWP permits the customer to send us the order with the CLINs either redacted or lumped into a bundle. In addition to the CLIN info, SEWP requires basic information to enter the order into our system including order number, SEWP contract number of the awardee, award date, total amount, order POC and expected delivery date. The redacted order is sent to SEWP at sewporders@sewp.nasa.gov. The detailed order is sent to the contract holder through the agency’s secure communication channel.

Once the redacted order has been received at SEWP, it is verified and transmitted to the contract holder for acknowledgment. The contract holder must then submit to SEWP an Order CLIN Report with a single CLIN (with a custom part number and whose provider is the contract holder) priced at the order total and containing a description that includes the following:

This CLIN is submitted in response to classified order SCN XXX. We attest all CLINs contained on the order are in scope.

Submission of the Order CLIN Report concludes the SEWP classified quoting and ordering process.

Third-Party Marketplace Guidance

A Third-Party Marketplace is a platform for customers to discover, try, and buy apps that are compatible with products made by the marketplace Provider. SEWP does not allow these applications to be added to contract with the named marketplace as the Provider. Instead, CHs will need to associate the marketplace CLINs with the company that has developed them. Since SEWP realizes many of these companies may only develop software applications that are compatible with the named marketplace's products, we are defaulting "A-TP" statuses for Contract Holders that are Approved Resellers for the provider of the named marketplace. The POC for these defaulted statuses is the SEWP PMO. This defaulted status will only apply to those providers in that a given marketplace that SEWP has deemed as a company whose purview does not go beyond the development of software applications for that marketplace's products.

Examples of Third-Party Marketplaces:

Atlassian Marketplace

United Nations Standard Products and Services Code – UNSPSC

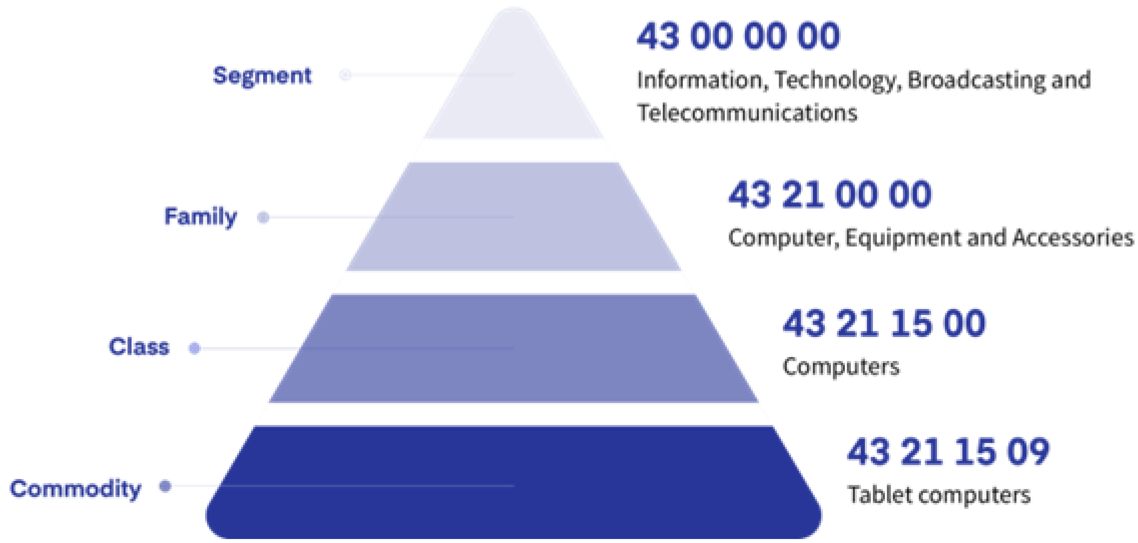
To properly identify products and services all CLINs in the SEWP database of record must have an associated United Nations Standard Products and Services Code (UNSPSC®) code. UNSPSC® is an open, global, multi-sector standard for efficient, accurate classification of products and services. Full information concerning UNSPSC® is located at: https://www.undp.org/unspsc.

A full list of all currently identified in-scope UNSPSC® codes for in-scope offerings will be made available for download via the SEWP website and CHOP. As the UNSPSC® keyword database and ICT/AV technology evolves, the provided list will be updated. Note that within the full list:

1) Column "Limited Use" provides key information such as whether a given code is restricted to offerings as part of an in-scope solution. For example, hand tools are in-scope only if purchased as part of a networking solution.

2) UNSPSC® is a Four-Level Hierarchical Classification model consisting of an 8 number value, made up of 4 2-digit identifiers. Ex: UNSPSC 43211509 is for "Tablet computer"

   - 43 - first two digits identify the Segment, "Information Technology Broadcasting and Telecommunications"
   - 21 - second two digits identify the family, "Computer Equipment and Accessories"
   - 15 – third two identifies the Class, "Computers"
   - 09 – fourth two identified the Commodity, "Tablet computer"

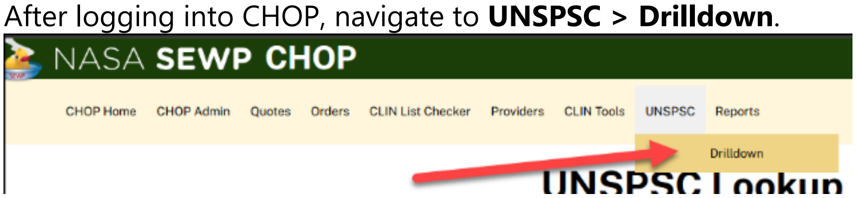


(See list of valid UNSPSC® codes to date – Exhibit 1 on Page 47)

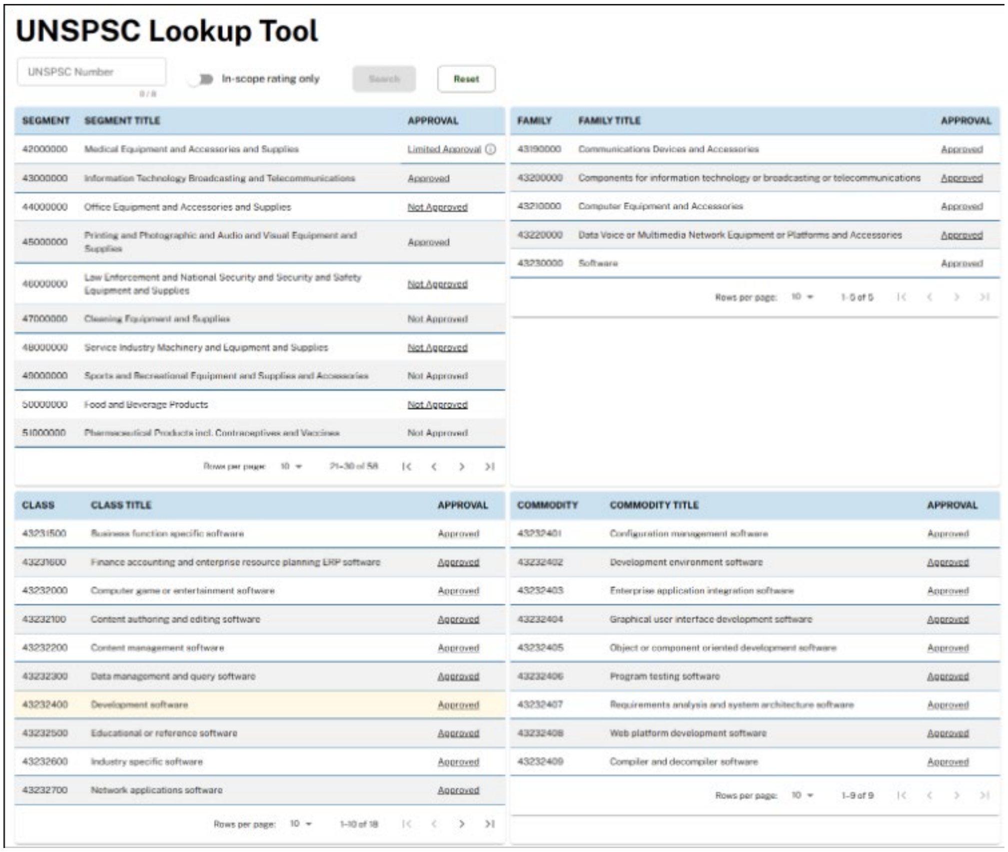
3) Where applicable, the SEWP Provided list shows the highest level for which all UNSPSC® codes are in scope. For example, 43000000 is indicated since all technology starting with 43 ("Information Technology Broadcasting and Telecommunications") is in scope is indicated in the SEWP Notes column. Contract Holders are required to maintain the accuracy of the UNSPSC® codes as it relates to their contract.

4) Use Class or Commodity level UNSPSC codes on CLINs. Higher-level Segment or Family codes lack the detail needed for proper identification.

UNSPSC Lookup Tool
After logging into CHOP, navigate to **UNSPSC > Drilldown**.



This tool provides a drill-down view of the UNSPSC categories, starting at the Segment level and drilling down to the Commodity level. Clicking on a Segment will open a list of the Family codes below it. This hierarchy continues through Families and Classes down to the Commodity level.



UNSPSC Lookup Tool

UNSPSC Number | In-scope rating only | Search | Reset

SEGMENT	SEGMENT TITLE	APPROVAL
42000000	Medical Equipment and Accessories and Supplies	Limited Approval ⓘ
43000000	Information Technology Broadcasting and Telecommunications	Approved
44000000	Office Equipment and Accessories and Supplies	Not Approved
45000000	Printing and Photographic and Audio and Visual Equipment and Supplies	Approved
46000000	Law Enforcement and National Security and Security and Safety Equipment and Supplies	Not Approved
47000000	Cleaning Equipment and Supplies	Not Approved
48000000	Service Industry Machinery and Equipment and Supplies	Not Approved
49000000	Sports and Recreational Equipment and Supplies and Accessories	Not Approved
50000000	Food and Beverage Products	Not Approved
51000000	Pharmaceutical Products incl. Contraceptives and Vaccines	Not Approved

Rows per page: 10 21–30 of 58

FAMILY	FAMILY TITLE	APPROVAL
43190000	Communications Devices and Accessories	Approved
43200000	Components for information technology or broadcasting or telecommunications	Approved
43210000	Computer Equipment and Accessories	Approved
43220000	Data Voice or Multimedia Network Equipment or Platforms and Accessories	Approved
43230000	Software	Approved

Rows per page: 10 1-5 of 5

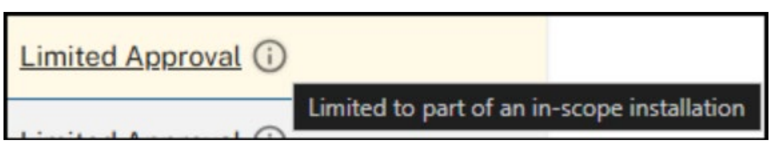
CLASS	CLASS TITLE	APPROVAL
43231500	Business function specific software	Approved
43231600	Finance accounting and enterprise resource planning ERP software	Approved
43232000	Computer game or entertainment software	Approved
43232100	Content authoring and editing software	Approved
43232200	Content management software	Approved
43232300	Data management and query software	Approved
43232400	Development software	Approved
43232500	Educational or reference software	Approved
43232600	Industry specific software	Approved
43232700	Network applications software	Approved

Rows per page: 10 1–10 of 18

COMMODITY	COMMODITY TITLE	APPROVAL
43232401	Configuration management software	Approved
43232402	Development environment software	Approved
43232403	Enterprise application integration software	Approved
43232404	Graphical user interface development software	Approved
43232405	Object or component oriented development software	Approved
43232406	Program testing software	Approved
43232407	Requirements analysis and system architecture software	Approved
43232408	Web platform development software	Approved
43232409	Compiler and decompiler software	Approved

Rows per page: 10 1–9 of 9

Approval Statuses In addition to showing the codes and their titles, the tool displays an "Approval" status for each code. The values and definitions are:

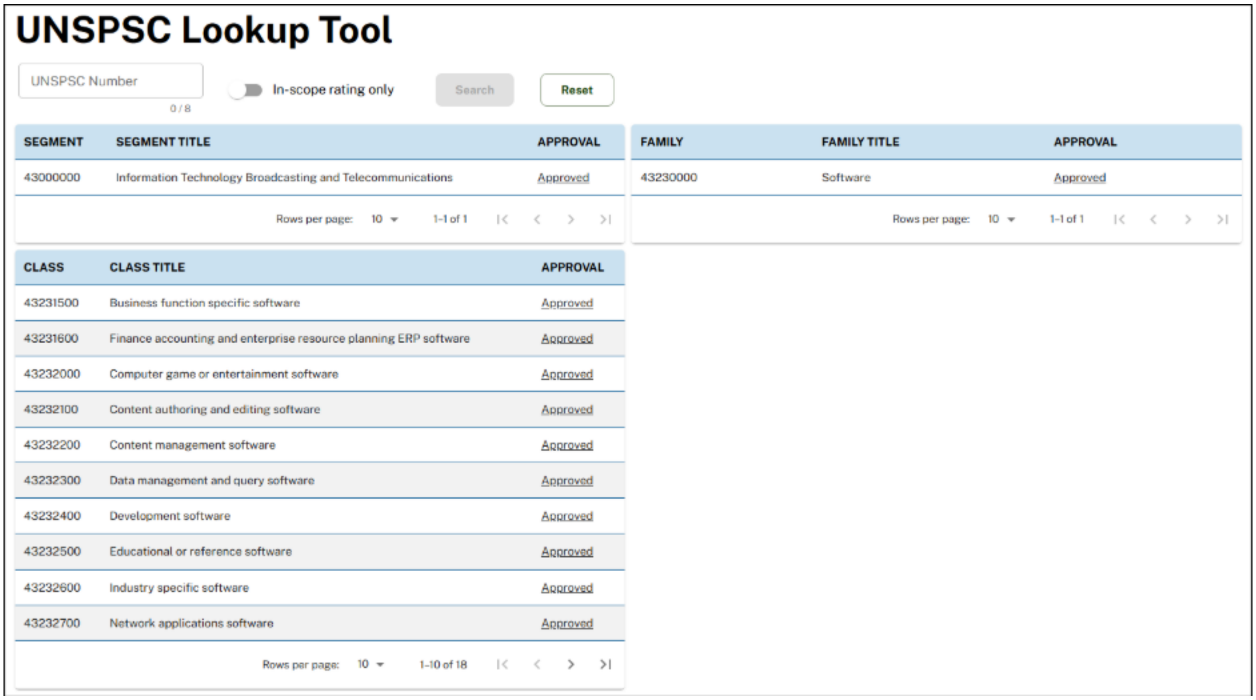
- Approved
  - Allowed to be purchased through the SEWP contract as is.
- Limited Approval
  - Allowed to be purchased through the SEWP contract as a supporting part of a project.
  - Hovering over the ⓘ next to the code will display the types of projects the code is allowed for.
  - 

- Not Approved
  - Not allowed to be purchased through the SEWP contract.

Navigation and Filtering Features

Search Bar: Search for specific Commodity codes, or jump directly to a Family or Class by entering the full or partial code.

->



SEGMENT	SEGMENT TITLE	APPROVAL
43000000	Information Technology Broadcasting and Telecommunications	Approved

Rows per page: 10 1-1 of 1

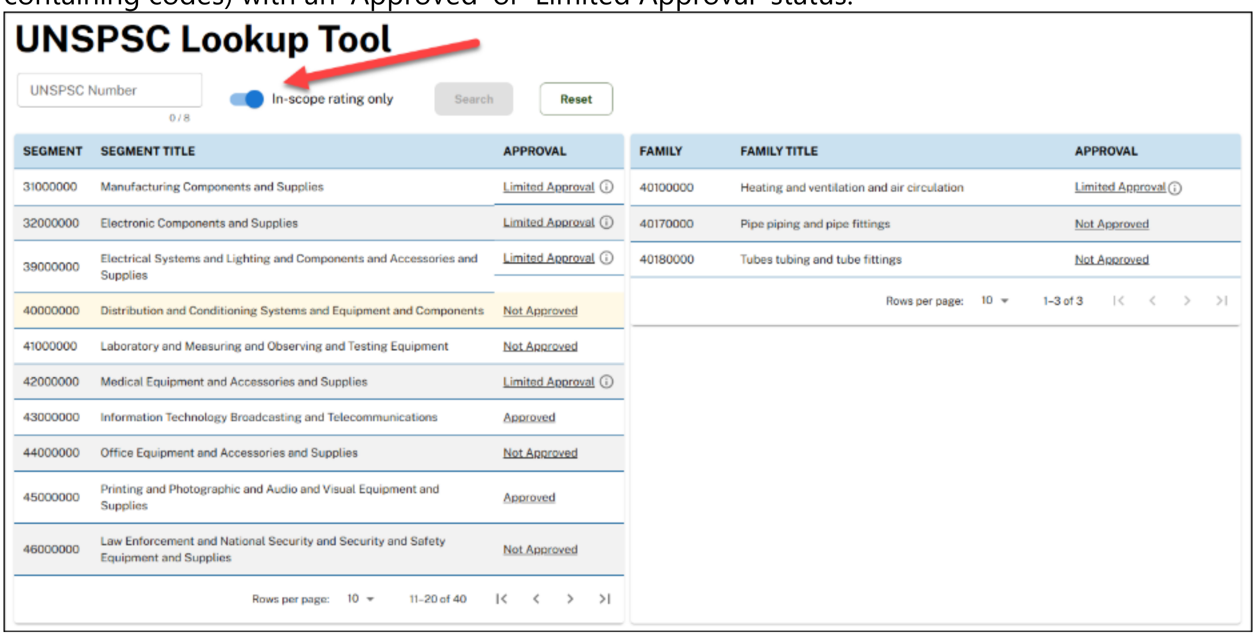
FAMILY	FAMILY TITLE	APPROVAL
43230000	Software	Approved

Rows per page: 10 1-1 of 1

CLASS	CLASS TITLE	APPROVAL
43231500	Business function specific software	Approved
43231600	Finance accounting and enterprise resource planning ERP software	Approved
43232000	Computer game or entertainment software	Approved
43232100	Content authoring and editing software	Approved
43232200	Content management software	Approved
43232300	Data management and query software	Approved
43232400	Development software	Approved
43232500	Educational or reference software	Approved
43232600	Industry specific software	Approved
43232700	Network applications software	Approved

Rows per page: 10 1-10 of 18

In-Scope Rating Only Toggle: Selecting this toggle filters the tool to show only codes (or categories containing codes) with an 'Approved' or 'Limited Approval' status.



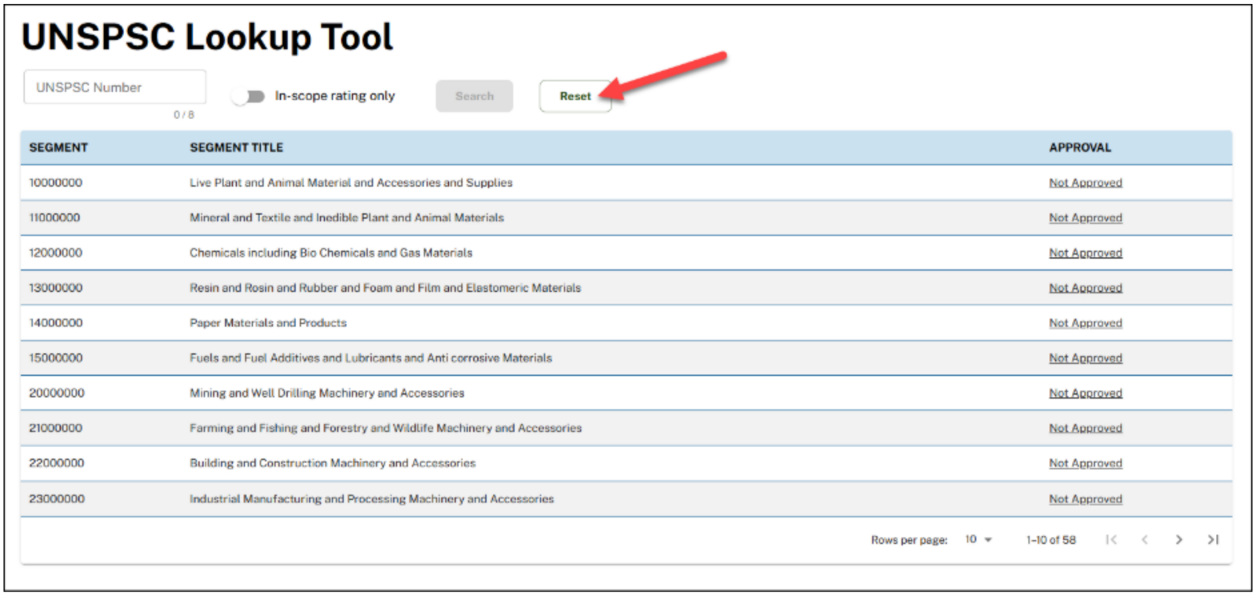
SEGMENT	SEGMENT TITLE	APPROVAL
31000000	Manufacturing Components and Supplies	Limited Approval
32000000	Electronic Components and Supplies	Limited Approval
39000000	Electrical Systems and Lighting and Components and Accessories and Supplies	Limited Approval
40000000	Distribution and Conditioning Systems and Equipment and Components	Not Approved
41000000	Laboratory and Measuring and Observing and Testing Equipment	Not Approved
42000000	Medical Equipment and Accessories and Supplies	Limited Approval
43000000	Information Technology Broadcasting and Telecommunications	Approved
44000000	Office Equipment and Accessories and Supplies	Not Approved
45000000	Printing and Photographic and Audio and Visual Equipment and Supplies	Approved
46000000	Law Enforcement and National Security and Security and Safety Equipment and Supplies	Not Approved

Rows per page: 10 11-20 of 40

FAMILY	FAMILY TITLE	APPROVAL
40100000	Heating and ventilation and air circulation	Limited Approval
40170000	Pipe piping and pipe fittings	Not Approved
40180000	Tubes tubing and tube fittings	Not Approved

Rows per page: 10 1-3 of 3

Reset Button: Clicking the Reset button returns the menu to the top-level view.



SEGMENT	SEGMENT TITLE	APPROVAL
10000000	Live Plant and Animal Material and Accessories and Supplies	Not Approved
11000000	Mineral and Textile and Inedible Plant and Animal Materials	Not Approved
12000000	Chemicals including Bio Chemicals and Gas Materials	Not Approved
13000000	Resin and Rosin and Rubber and Foam and Film and Elastomeric Materials	Not Approved
14000000	Paper Materials and Products	Not Approved
15000000	Fuels and Fuel Additives and Lubricants and Anti corrosive Materials	Not Approved
20000000	Mining and Well Drilling Machinery and Accessories	Not Approved
21000000	Farming and Fishing and Forestry and Wildlife Machinery and Accessories	Not Approved
22000000	Building and Construction Machinery and Accessories	Not Approved
23000000	Industrial Manufacturing and Processing Machinery and Accessories	Not Approved

Electronic Product Environmental Assessment Tool (EPEAT)

To properly identify the EPEAT rating for products in the SEWP database of record, SEWP validates CLIN products against the EPEAT registry (EPEAT.net) based on their specific versions, generations, and models.

VALID CLIN EPEAT Ratings: We accept the following values for EPEAT ratings:

- **G** – Gold Certification
- **S** – Silver Certification
- **B** – Bronze Certification
- **NC** – Non-Compliant: Products that do not meet EPEAT requirements.
- **NA** – Not Applicable: Non-IT products that do not apply to the EPEAT registry.

EPEAT CLIN EOL Notifications: End-of-Life (EOL) notifications are sent exclusively to the PM and DPM for one of the following reasons:

- **Invalid Rating:** The rating or product was not found in the EPEAT Registry.
- **Invalid Part Number:** Research was unsuccessful in verifying the CLIN part number. The OEM base part number must be provided.
- **Incorrect Description:** The CLIN description lacks sufficient detail (e.g., the product has multiple models, but the specific model was not specified in the description).

Updates and Error Reporting:

- If a CLIN contains a part number that we have already identified as having an EPEAT rating, the TR will update the CLIN to match the rating we have on record.
- If you identify an EOL notification error, please submit an email to Chhelp@sewp.nasa.gov and include the relevant EPEAT registry backup information.

Federal Risk and Authorization Management Program – FedRAMP

A government-wide program that provides a standardized approach to security assessment, authorization, and continuous monitoring for cloud products and services. Full information about FedRAMP and certified products located at: https://fedramp.gov.

Contracting Requirements

Assignment of Claims (See FAR 32.802(e))

Assignment of Claims can be processed at the Contract or the Delivery Order level. The Assignment would apply to all Orders under the Contract if processed at the Contract level. At the Deliver Order level, the Assignment would be for the specified Order and would be processed and approved by the Issuing Contracting Officer (CO).

If approved, a contract modification will be issued by the SEWP Contracting Officer to change the payee information. If a contract modification is not completed, the information in the Federal Procurement Data System (FPDS) will not be updated, thus preventing proper payment.

As a Contract Holder you are responsible for:

- The assignee sends a written notice of assignment together with a true copy of the assignment instrument to the—

  (1) SEWP Contracting Officer (CO);

  (2) Surety on any bond applicable to the contract; and

  (3) Disbursing officer designated in the contract to make payment.

  (4) Supply a True Copy of the assignment and the original notice of assignment for the contract file.

  (5) Provide two copies to the Disbursing Office and a copy to the assignee.

The SEWP Contracting Officer will sign the Notice and return it, (**please include a self-addressed envelope or a FedEx/UPS)** label**. Payments will be processed to the contractor's Bank/Trust Company/ or other financing institution, including any Federal lending agency Tax Identification Number associated with the assignment of claims.**

Approved Contractors

The SEWP contracts are for use by NASA, all Federal Agencies including the Department of Defense and authorized support service Federal Agency contractors. Any Government Contracting Officer or duly authorized representative is authorized to place delivery orders against the contract. Support Service Contractors may be approved by their Government Contracting Officer to purchase from the SEWP Contracts on behalf of the Government.

Contract Performance Assessment Reports (CPARs) SEWP contracts are not subject to CPARs in its entirety. However, Delivery Orders that meet the Simplified Acquisition Threshold (SAT) are subject to CPARS. Issuing Contracting Officers shall prepare an evaluation of Contractor performance for each Order that exceeds the SAT placed against a SEWP contract.

Past performance evaluations shall be prepared at least annually and at the time the work under a contract or order is completed. Past performance evaluations are required for **contracts and orders** for supplies, services, research and development, and contingency operations, including contracts and orders performed inside and outside the United States. Issuing Contracting Officers shall prepare an evaluation of contractor performance for each order that exceeds the simplified acquisition threshold that is placed under a Federal Supply Schedule contract or placed under a task-order contract or a delivery-order contract awarded by another agency (i.e., Government-wide acquisition contract or multi-agency contract).

Agencies are required to prepare an evaluation if a modification to the order causes the dollar amount to exceed the simplified acquisition threshold.

Contract Modifications

The following Contract Holder changes require a contract modification to be completed by the SEWP Contracting Officer prior to fulfilling any additional SEWP delivery orders such as, but not limited to:

- Contractor Novation/Name Change (See Novation Procedures)
- Change of Address
- Cage Code
- DUNS Number
- Assignment of Claims (See Assignment of Claims Procedures)

Contact the SEWP Contracting Officer for clarification if there is uncertainty or questions regarding those changes that require formal contract modifications.

Debarment/Suspension

Contracts will be assessed annually in accordance with FAR Part 9.405-1-Continuation of Current Contracts.

In the event a Contract Holder is debarred, suspended, or proposed for debarment, as defined in the exclusion information listed in SAM, said Contract Holder will be excluded from receiving delivery orders, and agencies shall not solicit offers from, award delivery orders to, or consent to subcontracts with the contractor.

The suspended/debarred company may continue to perform on an existing delivery order, but cannot increase or accept work on any Delivery Order.

The SEWP PMO will remove said Contract Holder's ability to view and respond to any open requests or receive any additional award in accordance with the exclusion information in SAM.

Delivery Orders with Options (DOWOs)

SEWP has the ability to be used for Delivery Orders with Options (DOWOs) and along with the Fair Opportunity procedures in FAR Part 16.507, some of the functionality related to Purchase Agreements can be applied to the SEWP process. This functionality is as follows:

If an Agency has a requirement to purchase a set of known in-scope items and products but is uncertain of the timing of those purchases, an RFQ can be submitted using Fair Opportunity guidelines to one or more SEWP Categories.

The Agency may award one or more Delivery Orders based on the quotes received. The initial base Delivery Order would establish the products/product solutions and price for those products quoted. The maximum time for the existence of this order and any instructions for exercising options / placing option calls against the original quote and initial Delivery Order should be noted in the initial order.

Agency officials may then follow the procedures as stated in the base Delivery Order to place orders against the initial quote. This is per the FAR Part 16 exception to Fair Opportunity for logical follow-on to a Delivery Order, which was itself awarded based on Fair Opportunity.

Any substantive change to the initial quote and subsequent base Delivery Order, such as increasing the scope of products quoted, would require a renewed Quoting and ordering cycle including issuing a new RFQ following Fair Opportunity procedures;

The base and option years cannot exceed 5 years in duration.

The actual usage and set-up of the base Delivery Order is the Issuing Contracting Officer’s responsibility. Typically, the base order is set up with an initial Delivery Order listing the products/solutions and prices included in the awarded quote. Subsequent Delivery Orders are issued options either as modifications or calls against the base order.

ESRS Reporting

Other than Small Contract Holders shall comply with the reporting requirements by submitting one Summary Subcontracting Report (SSR) annually by October 30 for the twelve months in eSRS, for all contracts covered by its commercial plan. This report will be acknowledged or rejected in eSRS by the Contracting Officer who approved the plan. Review and approval/rejection of the SSR is based on the CH’s ability to meet its socio-economic goals as specified in the approved sub-contracting plan When an SSR is rejected, the contractor is required to submit a revised SSR within 30 days of receiving the notice of SSR rejection.

Follow instructions as provided at: http://www.esrs.gov.

Comply with the reporting requirements by submitting one Summary Subcontracting Report (SSR) in eSRS, for all contracts covered by its commercial plan. This report will be acknowledged or rejected in eSRS by the Contracting Officer who approved the plan. The report shall be submitted within 30 days after the end of the Government's fiscal year.

Reports are due annually- October 1-October 30. Follow

Instructions as provided at: http://www.esrs.gov.

End-User License Agreements

52.212-4(u) Unauthorized Obligations

(1) Except as stated in paragraph (u)(2) of this clause, when any supply or service acquired under this contract is subject to any **End User License Agreement** (EULA), **Terms of Service** (TOS), or similar legal instrument or agreement, that includes any clause requiring the Government to indemnify the Contractor or any person or entity for damages, costs, fees, or any other loss or liability that would create an Anti-Deficiency Act violation (31 U.S.C. 1341), the following shall govern:

(i) Any such clause is unenforceable against the Government.

(ii) Neither the Government nor any Government authorized end user shall be deemed to have agreed to such clause by virtue of it appearing in the EULA, TOS, or similar legal instrument or agreement. If the EULA, TOS, or similar legal instrument or agreement is invoked through an "I agree" click box or other comparable mechanism (*e.g.*, "click-wrap" or "browse-wrap" agreements), execution does not bind the Government or any Government authorized end user to such clause.

(iii) Any such clause is deemed to be stricken from the EULA, TOS, or similar legal instrument or agreement.

(2) Paragraph (u) (1) of this clause does not apply to indemnification by the Government that is expressly authorized by statute and specifically authorized under applicable agency regulations and procedures.

Limitations on Subcontracting

The clause at FAR 52.219-14 is contained in the basic SEWP contracts for small businesses. The rule states that for small businesses awarded a set-aside contract, the prime Contract Holder will not pay more than 50 percent of the amount paid by the Government for contract performance, excluding the cost of materials, to subcontractors that are not similarly situated entities. Any work that a similarly situated entity further subcontracts will count towards the Prime's 50 percent subcontract amount that cannot be exceeded. When a contract includes both supplies and services, the 50 percent limitation shall apply only to the supply portion of the contract. However, on SEWP, this clause is applied at Delivery Order (DO) level and the following reporting requirement applies at the contract level.

Compliance - Contract Holders must provide written certification to the SEWP Contracting Officer annually on October 30th from the date of contract award, that they certify compliance with this rule. Failure to submit timely will result in a negative impact to CHs Program Performance.

NAICS Codes

The eligible NAICS Codes in scope for SEWP VI is defined in the contract's terms and conditions Section A.1.34 NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) & NAICS CODES WITHIN SCOPE. The Ordering CO has the responsibility to determine which predominant NAICS code applies to a task order solicitation, whether the task order is unrestricted or set-aside, including the type of socio-economic set-aside if applicable, and whether the solicitation is sole-source or competitive. NAICS Codes automatically flow down from the basic contracts and populate the Federal Procurement Data System regardless of the NAICS Code assigned at the delivery order level.

Category A: ITC/AV (Information Technology, Communication and Audio Visual)– Solutions

NAICS	Description
325910	Printing Ink Manufacturing
325992	Photographic Film, Paper, Plate, and Chemical Manufacturing
334111	Electronic Computer Manufacturing
334112*	Computer Storage Device Manufacturing
334118	Computer Terminal and Other Computer Peripheral Equipment Manufacturing
334210	Telephone Apparatus Manufacturing
334220	Radio and Television Broadcasting and Wireless Communications Equipment Manufacturing
334290	Other Communications Equipment Manufacturing
334310	Audio and Video Equipment Manufacturing
334419	Other Electronic Component Manufacturing
334510	Electromedical and Electrotherapeutic Apparatus Manufacturing
334511	Search, Detection, Navigation, Guidance, Aeronautical, and Nautical System and Instrument Manufacturing
334610	Manufacturing and Reproducing Magnetic and Optical Media
335139	Stage Lighting Equipment Manufacturing
335311	Power, Distribution and Specialty Transformer Manufacturing
335313	Switchgear and Switchboard Apparatus Manufacturing
334515	Battery testers, electrical, manufacturing
335921	Fiber Optic Cable Manufacturing
335929	Other Communication and Energy Wire Manufacturing
335931	Current-Carrying Wiring Device Manufacturing
335932	Noncurrent-Carrying Wiring Device Manufacturing
335999	All Other Miscellaneous Electrical Equipment and Component Manufacturing
337214	Office Furniture (Except Wood) Manufacturing
339112	Surgical and Medical Instrument Manufacturing
512191	Tele production and Other Postproduction Services
512290	Other Sound Recording Industries
513210	Software Publishers
516210	Subscription Services, Video On Demand, Television Networks
517111	Wired Telecommunications Carriers
517112	Wireless Telecommunications Carriers (except Satellite)
517410	Satellite Telecommunications

517121	Telecommunications Resellers
518210	Computing Infrastructure Providers, Data Processing, Web Hosting, and Related Services
519290	Web Search Portals
541330	Engineering Services
541513	Computer Facilities Management Services
541519	Other Computer Related Services
541990	All Other Professional, Scientific and Technical Services
611420	Computer Training
811210	Electronic and Precision Equipment Repair and Maintenance

Category B: Enterprise-Wide ITC/AV Service Solutions & Category C: ITC/AV Program Level Services

NAICS	Description
518210	Computing Infrastructure Providers, Data Processing, Web Hosting, and Related Services
519290	Web Search Portals and All other Information Services
541330	Engineering Services
541430	Graphic Design Services
541490	Other Specialized Design Services
541511	Custom Computer Programming Services
541512*	Computer Systems Design Services
541513*	Computer Facilities Management Services
541519*	Other Computer Related Services
541614	Process, Physical Distribution, and Logistics Consulting Services
541618	Other Management Consulting Services
541690	Other Scientific and Technical Consulting Services
541990	All Other Professional, Scientific, and Technical Services
561621	Security Systems Services (except Locksmiths)
611420	Computer Training

*= NAICS Codes that require to use of Ability One as subcontractors

Novation and Change of Name Agreements

Many Contract Holders have contracts with multiple Federal Government Agencies. There should be only ONE Agency that prepares and executes the Novation/Change-of-Name Agreements. This is a coordinated action and the SEWP Contracting Officer (CO) should be notified if another agency is processing the Agreement.

Novation/Change-of-Name Agreements are changes that require a modification to the contract. Sending an email or contacting SEWP Helpline will not suffice. No changes in System for Award Management (SAM), the Websites, logo etc. can be done until a contract modification has been processed.

The information in the contract modification must be the same as provided in SAM. Failure to comply may result in program performance infractions. Requesting a Change of Name whereby all other terms and conditions remain unchanged and in full force requires Contracting and Legal review and approval.

Novation Agreements

41 U.S.C. 6305 prohibits transfer of Government contracts from the contractor to a third party. FAR 42.1204 sets forth processes and requirements for a Contract Holder to request that the Government recognize a third party as the successor in interest to the contract.

As provided in FAR 42.1204, these requests will only be considered when the novation is in the Government's interest. In addition, the third party's interest in the contract must arise from transfer of: (1) all the contractor's assets; or (2) the entire portion of the assets involved in performing the contract. A Contract Holder must include all of its SEWP contracts in any novation request to satisfy these requirements.

If a Contract Holder wishes the Government to recognize a successor in interest to its contracts, the Contract Holder shall submit a written request to the responsible Contracting Officer for evaluation. This request must include all components identified in FAR 42.1204(f) before it will be processed.

See FAR 42.1202 which addresses Responsibility for Executing Agreements.

Please Note*: The processing and review time for a novation request is lengthy and can take up to several months to complete. Some requests may require multiple submissions, leading to additional rounds of review. Each case is different and will be processed accordingly.*

Agreements

Requesting a Change of Name whereby all other terms and conditions remain unchanged and in full force requires Contracting and Legal review and approval.

NOTE: Novation and Change of Name Agreements

Many Contract Holders have contracts with several Federal Government Agencies. There should be only ONE agency that prepares and executes the Novation/Change-of-Name Agreements. This is a coordinated action and the SEWP Contracting Officer (CO) should be notified if another agency is processing the Agreement.

Novation/Change-of-Name Agreements are changes that require a modification to the contract. Sending an email or contacting Chhelp will not suffice. No changes in SAM, the Website, logo etc. can be done until a contract modification has been processed.

The information in the contract modification must be the same as provided in SAM. Failure to comply may result in program performance infractions.

Small Business Jobs Act of 2023

The Small Business Jobs Act of 2023 permits agencies to make commitments to set aside orders, or preserve the right to consider set-asides when the “rule of two” is met. Since the basic SEWP contracts contain the Small Business Jobs Act clauses, if two or more specific socio-economic designations are present in a category, an Issuing Contracting Officer can set- aside a delivery order to that specific socio-economic designation.

The issuing Contracting Officer should state in the Request for Quotation (RFQ) and resulting delivery order award what process will be used—*e.g.,* automatic application of order set-asides or preservation of right to consider order set-asides. These alternatives will maximize agencies’ flexibility in exercising their discretion to determine when and how best to use set-asides under multiple award contracts.

Subcontracting Plan

A commercial plan (as defined in 19.701) is the required type of subcontracting plan for contractors furnishing commercial items. Once a contractor's commercial plan has been approved, the Government shall not require another subcontracting plan from the same contractor while the plan remains in effect, as long as the product or service being provided by the contractor continues to meet the definition of a commercial item. The contractor shall-

(1) Submit the commercial plan to either the first Contracting Officer awarding a contract subject to the plan during the contractor's fiscal year, or, if the contractor has ongoing contracts with commercial plans, to the Contracting Officer responsible for the contract with the latest completion date. The Contracting Officer shall negotiate the commercial plan for the Government. The approved commercial plan shall remain in effect during the contractor's fiscal year for all Government contracts in effect during that period;

(2) Submit a new commercial plan, 30 working days before the end of the Contractor's fiscal year, to the Contracting Officer responsible for the uncompleted Government contract with the latest completion date. The contractor must provide a plan to each Contracting Officer responsible for an ongoing contract subject to the plan, and the identity of the Contracting Officer that will be negotiating the new plan;

(3) When the new commercial plan is approved, provide a copy of the approved plan to each Contracting Officer responsible for an ongoing contract that is subject to the plan.

(4) Submit a Summary Subcontract Report (SSR) using the Electronic Subcontracting Reporting System (eSRS)at http://www.esrs.gov

Subcontracting Plans are provided annually and must be submitted 30 working days before the end of the Contractor’s fiscal year. Failure to provide the Plan within the required timeframe will affect a Contract Holder’s Performance rating.

(See Subcontracting Plan requirements at FAR 19.704)

System for Award Management (SAM)

The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of Central Contractor Registry (CCR) /Federal Agency Registration (FedReg), Online Representations and Certifications Applications (ORCA), and Excluded Party List System (EPLS).

All Contract Holders are required to keep all company information recorded in the SAM database up to date. If the information is incorrect or out of date, it will affect the Contract Holder's ability to receive new orders. Information will be checked monthly for accuracy, failure to keep information up to date may result in program performance infractions.

To update or review SAM information, please visit the following website: www.sam.gov
Effective December 22, 2024 it is mandated that all SDVOSBs must be SBA Certified to be eligible to receive SDVOSB concern credit. Issuing agencies will no longer recognize SDVOSBs that are self-certified for the purpose of this.

Re-representation (5 Year)

FAR Part 19.301-2 requires small businesses who were awarded long term contracts (5 years in duration or longer, including options) to re-represent its size status for the North American Industry Classification System (NAICS) by updating their Representations and Certifications in System for Award Management (SAM) before the end of the 5th year of the contract's period of performance.

After a Contract Holder re-represents that it is other than small in accordance with 52.219-28, the agency may no longer include the value of options exercised, modifications issued, orders issued, or purchases made under blanket purchase agreements on that contract in its small business prime contracting goal achievements. A modification to the contract capturing the re-representation will be issued and reported in the Federal Procurement Data System (FPDS) within 30 days after notification of the re-representation." A change in size status does not change the terms and conditions of the contract."

- The Contractor Holder affected by the re-representation will remain on the contract and can compete in full and open competitions, but will not be able to compete in small business set aside awards.

Trade Agreements Act

Contract Holders must ensure that all items offered are identified as either compliant or non- compliant with the Trade Agreements Act at the time of quote. The Trade Agreements Act (19 U.S.C. 2501, et seq.) is the enabling statute that implements numerous multilateral and bilateral international trade agreements and other trade initiatives. Since the estimated dollar value of each SEWP Contract exceeds the established Trade Agreements Act (TAA) threshold, all products are subject to the TAA.

In accordance with the TAA, only U.S.-made or designated country end products shall be purchased under SEWP contracts unless an exception exists and is documented by the Issuing Contracting Officer as noted in FAR 25.401. Otherwise, the Issuing Contracting Officer must follow the Procedures as outlined in "FAR 25.408 Procedures".

Trade Agreements Act Certificate

The certificate is applicable at the contract level and may not be applicable to each Delivery Order. Each Issuing Contracting Officer must conduct due diligence in making the determination on the applicability of the Certificate. If a certificate is required for a specific delivery order, the Issuing Contracting Officer will request it during the Request for Quote (RFQ) period.

VIP Database

The Veteran's Administration (VA) requires that any Contract Holder representing themselves as Service Disabled Veteran-Owned Small Businesses (SDVOSBs) be registered in the Vendor Information Pages (VIP) Database (https://www.vetbiz.va.gov/).

For assistance with registration, please visit, http://www.vetbizresourcecenter.com/index.html. Failure to register in this database will most likely result in Contract Holders not being able to receive awards that are set-aside for SDVOSBs. Once the SEWP Contracting Officer receives confirmation from a Contract Holder stating registration and approval, the information will be verified and posted on the SEWP website.

Contract Holder Off-Ramp

Per the contract clause A.1.41: NASA reserves the right to **Off-Ramp** under-performing Contractors. Contractors that are Off-Ramped have no active task orders under their SEWP Contract at the time of the Off-Ramping. All attempts for corrective action will occur with the SEWP PMO while the contractor is in Dormant status. Contractors under more than one SEWP Category will only be Off-Ramped from the SEWP Category where the under-performance issues have occurred. Off-Ramping methods may result from one of the following conditions:

1. After a Contractor is placed in Dormant Status and the Contractor has completed all previously awarded task orders under SEWP
2. Responsibility Determination IAW FAR 9.104
3. Debarment, Suspension, or Ineligibility as defined in FAR Subpart 9.4.
4. Contractor who fails to meet the requirements of performance, deliverables, or SEWP compliances (Attachment C).
2. Lack of activity with no orders within the last 12 months
3. Taking any other activities which may be permitted under the SEWP terms and conditions.
4. Novation resulting in a Contract Holder having multiple contracts within one Category
5. Mutually agreed upon between the Contractor and Government

Sample 1 - TR Template

SEWP VI TR Message Format

Keyword	Required	Edits/Values	Description

CLIN	Y	80 characters, [\, %, |, <, >] not permitted, not "Z" CLIN	Contract line item number (CLIN)
PROVIDER	Y	Validated	Provider Name or Alias. Alias will be converted to Provider Name.
PARTNUMBER	Y	80 characters	Provider's Part Number
UNSPSC	Y	8 characters	UNSPSC Code for this CLIN
PRODUCTLINE	C	80 characters	Provider's SCRM Product Line. Required if CH-Provider relationship is subset reseller
ITEMDESC	Y	Multiple Lines Allowed	Long description of CLIN.
SHORTDESC	N	80 characters	Short description of CLIN. Default first 80 characters of ITEMDESC
BACKUPDATAREF	N	Service Now Ticket Number, 7 characters, numeric	Submit backup data number provided in the backup request ticket response.
EOLDATE	N	MM-DD-YYYY, Must be on or after submission of TR	End of Life Date
SEWPPRICE	Y	Positive Numeric	SEWP Price for the CLIN
LISTPRICE	Y	Positive Numeric	List price of the CLIN
DISCOUNTPCT	N	Positive Numeric	Discount percent, default 0%
GSAPRICE	N	Positive Numeric	GSA price of the CLIN
TAAFLAG	N	C, NA, NC	C=Compliant, NA=Not Applicble, NC=Not Compliant, Default NC. Only applies to products.
MADEINAMERICAFLAG	N	Y,N,U,NA	Y=Yes,N=No,U=Unknown,NA=Not Applicable. Default U for products, NA for all other CLIN types
EPEATFLAG	N	B,G,NA,NC,S	B = EPEAT certified bronze,G = EPEAT certified gold,NA = Not Applicable,NC = non-compliant,S = EPEAT certified silver. Default NC for products to which EPEAT applies, NA for all else
ENERGYSTARFLAG	N	C, NA, NC	Energy star compliant. C = Compliant, NA = Not Applicable, NC = Not Compliant. Default NC
RFQ	N	Validated against DB	SEWP Request Sequence, used when a CLIN is for a single-use provider
REQUESTTYPE	C	R, E	SEWP [R]equest, [E]xternal request. Required when [RFQ] field populated
CLASSIFIED	N	N, Y	Denotes that a CLIN is for a Classified Opportunity. Default N.
LABORCATEGORY	C	Validated against DB	Shorthand Labor Category code
WORKSITEFLAG	N	C,G	Only for labor CLINs, is worksite [G]overnment or [C]ontractor
LOCATIONFLAG	N	C,O	Only for labor CLINs, is rate [C]onus or [O]conus

SSPART	N	80 characters	Strategic Source part number associated with this CLIN. This will be provided by SEWP.
TBQFLAG	N	N,Y	Is this a To Be Quoted CLIN. Default N. If Y price set to $0.
TBQPARENT	C	80 characters	Parent CLIN (must be an existing CLIN with TBQFLAG of Y) for "child" CLIN associated with the parent.
BUNDLEFLAG	N	N,Y	Is this CLIN a bundle, default N
BUNDLEPART	N	Multiple Lines Allowed	CLIN that is a component of the bundle. One clin per line, format is BUNDLEPART[CLIN[PRICE[QTY[SS_COMPONENT[SS_COMPONENT_VALUE. Total price of bundle must be <= component total. See **Bundle Fields** section below for more detail.

Bundle Fields

Position, Field name	**Required**	**Values**	**Description**
1, CLIN	Y	Valid, Approved Pre-Existing CLIN	Bundle component CLIN
2, Price	Y	Numeric	Bundle Component Price
3, Quantity	Y	Numeric, must be greater than 0	Bundle Compoent Quantiuty
4, Component	C	80 Characters, verified in DB	SS Component. Required if SSPART is provided.
5, Component Value	C	80 Characters	SS Component Value. Required if SSPART is provided.
		Required Field: (Y)es, (N)o, (C)onditional	
Revised August 12, 2026			

Sample 2 - CLIN Verification File – Must be submitted in .txt file, follow provided format, and match as they were submitted on TR.

Format: CLIN|PRICE|Quantity Example:

CLIN1|1.00|4
CLIN2|20.00|45
CLIN3|14.45|5
CLIN4|6,000|2
CLIN5|5000|15
CLIN6|1000|15
CLIN7|3,000|1
CLIN8|1.08|6
CLIN9|1.56|3
CLIN10|63|2
CLIN11|31.04|3
CLIN12|45|3
CLIN13|30.0|3
CLIN14|31.04|3
CLIN15|28.3|3
CLIN16|465.303
CLIN17|88.62|3
CLIN18|39.65|3
CLIN19|300.203
CLIN20|25413|1

Exhibit -1 – UNSPSC® Codes

UNSPSC Codes as of 07/16/2026

For updated codes please check https://www.undp.org/unspsc

Segment	Segment Title	Family	Family Title	Class	Class Title	Commodity	Commodity Title	Scope	Limited Use
11000000	Mineral and Textile and Inedible Plant and Animal Materials	11160000	Fabrics and leather materials	11162100	Specialty fabrics or cloth	11162114	Hook and loop fabrics or tapes	Limited	Limited to in support of IT/AV Projects
14000000	Paper Materials and Products	14110000	Paper products	14111500	Printing and writing paper			Limited	Limited to supply for in-scope technology
14000000	Paper Materials and Products	14110000	Paper products	14111500	Printing and writing paper	14111506	Computer printout paper	Allowed	
14000000	Paper Materials and Products	14110000	Paper products	14111500	Printing and writing paper	14111507	Printer or copier paper	Allowed	
14000000	Paper Materials and Products	14120000	Industrial use papers	14121800	Coated papers	14121812	Photography paper	Allowed	
15000000	Fuels and Fuel Additives and Lubricants and Anti corrosive Materials	15100000	Fuels					Limited	Limited to initial generator installation for in-scope facility suppport
15000000	Fuels and Fuel Additives and Lubricants and Anti corrosive Materials	15120000	Lubricants and oils and greases and anti corrosives	15121500	Lubricating preparations	15121520	General purpose lubricants	Limited	Limited to in support of IT/AV Projects
15000000	Fuels and Fuel Additives and Lubricants and Anti corrosive Materials	15120000	Lubricants and oils and greases and anti corrosives	15121900	Greases	15121902	Grease	Limited	Limited to accessory for 3D printers
22000000	Building and Construction Machinery and Accessories	22100000	Heavy construction machinery and equipment					Limited	Limited to cabling solutions as a lease
23000000	Industrial Manufacturing and Processing Machinery and Accessories	23150000	Industrial process machinery and equipment and supplies	23151500	Rubber and plastic processing machinery and equipment and supplies	23151503	Extruders	Limited	Limited to accessory for 3D printers
23000000	Industrial Manufacturing and Processing Machinery and Accessories	23150000	Industrial process machinery and equipment and supplies	23151500	Rubber and plastic processing machinery and equipment and supplies	23151513	Rubber or plastic extrusion dies	Limited	Limited to accessory for 3D printers
23000000	Industrial Manufacturing and Processing Machinery and Accessories	23210000	Electronic manufacturing machinery and equipment and accessories	23211000	Electronic assembly machinery and support equipment			Limited	Limited to semiconducter and electronic components
23000000	Industrial Manufacturing and Processing Machinery and Accessories	23210000	Electronic manufacturing machinery and equipment and accessories	23211100	Electronic manufacturing and processing machinery			Limited	Limited to semiconducter and electronic components
23000000	Industrial Manufacturing and Processing Machinery and Accessories	23240000	Metal cutting machinery and accessories					Limited	Limited to part of an in-scope installation

23000000	Industrial Manufacturing and Processing Machinery and Accessories	23260000	Rapid prototyping machinery and accessories	23261500	Rapid prototyping machines			Allowed	
23000000	Industrial Manufacturing and Processing Machinery and Accessories	23260000	Rapid prototyping machinery and accessories	23261600	Rapid prototyping machine accessories			Allowed	
23000000	Industrial Manufacturing and Processing Machinery and Accessories	23270000	Welding and soldering and brazing machinery and accessories and supplies	23271800	Welding and soldering and brazing supplies	23271818	Solder wire	Limited	Limited to in support of IT/AV Projects
23000000	Industrial Manufacturing and Processing Machinery and Accessories	23290000	Industrial machine tools					Limited	Limited to part of an in-scope installation
23000000	Industrial Manufacturing and Processing Machinery and Accessories	23300000	Wire machinery and equipment	23301500	Wire working machinery and equipment and accessories	23301501	Wire and cable cutting and terminal assembly equipment	Limited	Limited to part of an in-scope installation
24000000	Material Handling and Conditioning and Storage Machinery and their Accessories and Supplies	24100000	Material handling machinery and equipment	24101600	Lifting equipment and accessories	24101605	Loading equipment	Limited	Limited to in support of IT installation projects
24000000	Material Handling and Conditioning and Storage Machinery and their Accessories and Supplies	24100000	Material handling machinery and equipment	24101700	Conveyors and accessories			Limited	Limited to in support of IT/AV Projects
24000000	Material Handling and Conditioning and Storage Machinery and their Accessories and Supplies	24100000	Material handling machinery and equipment	24102000	Shelving and storage	24102001	Rack systems for rack mount electronic equipment	Allowed	
24000000	Material Handling and Conditioning and Storage Machinery and their Accessories and Supplies	24110000	Containers and storage	24111500	Bags	24111507	Tool bags	Limited	Limited to part of an in-scope installation
24000000	Material Handling and Conditioning and Storage Machinery and their Accessories and Supplies	24110000	Containers and storage	24112400	Storage chests and cabinets and trunks	24112412	Equipment transportation case	Limited	Limited to in support of IT equipment
24000000	Material Handling and Conditioning and Storage Machinery and their Accessories and Supplies	24120000	Packaging materials	24121500	Packaging boxes and bags and pouches			Limited	Limited to in support of IT equipment
24000000	Material Handling and Conditioning and Storage Machinery and their Accessories and Supplies	24140000	Packing supplies	24141500	Securing and protecting supplies	24141510	Cable protectors	Allowed	
25000000	Vehicles and their Accessories and	25130000	Aircraft	25132100	Unmanned aerial vehicle			Limited	Limited to Drones: non-offensive, data

	Components								collection only
25000000	Vehicles and their Accessories and Components	25170000	Transportation components and systems	25173100	Location and navigation systems and components			Limited	Limited to GPS and navigation systems
25000000	Vehicles and their Accessories and Components	25170000	Transportation components and systems	25174400	Vehicle interior systems	25174410	Vehicle sound systems and components	Allowed	
25000000	Vehicles and their Accessories and Components	25170000	Transportation components and systems	25174400	Vehicle interior systems	25174419	Vehicle audio video system	Allowed	
25000000	Vehicles and their Accessories and Components	25190000	Transportation services equipment	25191500	Air transportation support systems and equipment	25191504	Aircraft flight simulators or trainers	Allowed	
25000000	Vehicles and their Accessories and Components	25190000	Transportation services equipment	25191500	Air transportation support systems and equipment	25191536	Navaids training systems	Allowed	
25000000	Vehicles and their Accessories and Components	25190000	Transportation services equipment	25191500	Air transportation support systems and equipment	25191537	Flight Management System (FMS)	Allowed	
25000000	Vehicles and their Accessories and Components	25190000	Transportation services equipment	25191500	Air transportation support systems and equipment	25191538	Airport information system	Allowed	
25000000	Vehicles and their Accessories and Components	25190000	Transportation services equipment	25191600	Space transportation support systems and equipment	25191601	Spacecraft flight simulators	Allowed	
25000000	Vehicles and their Accessories and Components	25200000	Aerospace systems and components and equipment	25201700	Flight communications related systems			Allowed	
26000000	Power Generation and Distribution Machinery and Accessories	26100000	Power sources					Limited	Limited to direct and backup power for in-scope technology
26000000	Power Generation and Distribution Machinery and Accessories	26110000	Batteries and generators and kinetic power transmission					Limited	Limited to direct and backup power for in-scope technology
26000000	Power Generation and Distribution Machinery and Accessories	26120000	Electrical wire and cable and harness					Limited	Limited to direct and backup power for in-scope technology
27000000	Tools and General Machinery	27110000	Hand tools					Limited	Limited to part of an in-scope installation
30000000	Structures and Building and Construction and Manufacturing Components and Supplies	30100000	Structural components and basic shapes	30101800	Channels	30101804	Steel channels	Limited	Limited to in support of IT installation projects
30000000	Structures and Building and Construction and Manufacturing	30140000	Insulation	30141600	Specialty insulation	30141605	Fireproofing material	Limited	Limited to fire-retardant-treated plywood or insulation as part of an IT project

	Components and Supplies								
30000000	Structures and Building and Construction and Manufacturing Components and Supplies	30160000	Interior finishing materials					Limited	Limited to part of an in-scope installation
30000000	Structures and Building and Construction and Manufacturing Components and Supplies	30170000	Doors and windows and glass	30171500	Doors			Limited	Limited to security / specialized doors
30000000	Structures and Building and Construction and Manufacturing Components and Supplies	30190000	Construction and maintenance support equipment	30191500	Ladders and scaffolding			Limited	Limited to part of an in-scope installation
31000000	Manufacturing Components and Supplies							Limited	Limited to part of an in-scope installation
31000000	Manufacturing Components and Supplies	31260000	Housings and cabinets and casings	31261700	Acoustical or noise control housings or enclosures			Allowed	
32000000	Electronic Components and Supplies							Limited	Limited to supply for in-scope technology
39000000	Electrical Systems and Lighting and Components and Accessories and Supplies							Limited	Limited to part of an in-scope installation/AV/Security/Computer Facilities
40000000	Distribution and Conditioning Systems and Equipment and Components	40100000	Heating and ventilation and air circulation					Limited	Limited to AV/Security/Computer Facilities/network tool
40000000	Distribution and Conditioning Systems and Equipment and Components	40140000	Fluid and gas distribution	40141600	Valves	40141605	Solenoid valves	Limited	Limited to accessory for 3D printers
40000000	Distribution and Conditioning Systems and Equipment and Components	40160000	Industrial filtering and purification	40161500	Filters	40161505	Air filters	Limited	Limited to in support of IT equipment
40000000	Distribution and Conditioning Systems and Equipment and Components	40160000	Industrial filtering and purification	40161500	Filters	40161513	Fuel filters	Limited	Limited to accessory for 3D printers
40000000	Distribution and Conditioning Systems and Equipment and Components	40170000	Pipe piping and pipe fittings	40172300	Pipe bushings			Limited	Limited to in support of IT installation projects
40000000	Distribution and Conditioning Systems and Equipment and Components	40170000	Pipe piping and pipe fittings	40172400	Pipe caps	40172407	Stainless steel pipe cap	Limited	Limited to accessory for 3D printers
	Distribution and Conditioning								

40000000	Systems and Equipment and Components	40170000	Pipe piping and pipe fittings	40173500	Pipe plugs	40173507	Stainless steel pipe plug	Limited	Limited to accessory for 3D printers
40000000	Distribution and Conditioning Systems and Equipment and Components	40180000	Tubes tubing and tube fittings	40183000	Rubber and plastic tubing	40183002	PVC plastic tubing	Limited	Limited to accessory for 3D printers
40000000	Distribution and Conditioning Systems and Equipment and Components	40180000	Tubes tubing and tube fittings	40183000	Rubber and plastic tubing	40183006	Heat shrink tubing	Limited	Limited to in support of IT/AV Projects
41000000	Laboratory and Measuring and Observing and Testing Equipment	41110000	Measuring and observing and testing instruments					Limited	Limited to IT based test and sensor technology
42000000	Medical Equipment and Accessories and Supplies							Limited	Limited to Health ICT / AV
42000000	Medical Equipment and Accessories and Supplies	42180000	Patient exam and monitoring products	42183400	Ophthalmic cameras			Allowed	
42000000	Medical Equipment and Accessories and Supplies	42190000	Medical facility products	42191900	Clinical cabinetry	42191909	Computerized medication dispensing cabinets	Allowed	
42000000	Medical Equipment and Accessories and Supplies	42190000	Medical facility products	42192400	Medical equipment transport and transfer and storage products	42192404	Medical carts	Allowed	
42000000	Medical Equipment and Accessories and Supplies	42190000	Medical facility products	42192400	Medical equipment transport and transfer and storage products	42192407	Medical cart accessories	Allowed	
43000000	Information Technology Broadcasting and Telecommunications							Allowed	
44000000	Office Equipment and Accessories and Supplies	44100000	Office machines and their supplies and accessories	44101500	Duplicating machines			Allowed	
44000000	Office Equipment and Accessories and Supplies	44100000	Office machines and their supplies and accessories	44101600	Paper processing machines and accessories	44101603	Paper shredding machines or accessories	Limited	Limited to in support of IT equipment
44000000	Office Equipment and Accessories and Supplies	44100000	Office machines and their supplies and accessories	44101700	Printer and photocopier and facsimile accessories			Allowed	
44000000	Office Equipment and Accessories and Supplies	44100000	Office machines and their supplies and accessories	44102200	Scanner accessories			Limited	Limited to in support of IT equipment
44000000	Office Equipment and Accessories and Supplies	44100000	Office machines and their supplies and accessories	44102400	Labeling machines	44102412	Adhesive label cartridges	Limited	Limited to in support of IT equipment
44000000	Office Equipment and Accessories and Supplies	44100000	Office machines and their supplies and accessories	44102900	Office machine accessories			Allowed	
	Office Equipment and		Office machines and their						

44000000	Accessories and Supplies	44100000	supplies and accessories	44103000	Fusers and accessories	44103004	Fusers	Allowed	
44000000	Office Equipment and Accessories and Supplies	44100000	Office machines and their supplies and accessories	44103100	Printer and facsimile and photocopier supplies			Allowed	
44000000	Office Equipment and Accessories and Supplies	44110000	Office and desk accessories	44111600	Cash handling supplies			Limited	Limited as part of a POS solution
44000000	Office Equipment and Accessories and Supplies	44110000	Office and desk accessories	44111900	Boards			Limited	Limited to electronic boards and screens and accessories
44000000	Office Equipment and Accessories and Supplies	44120000	Office supply	44122100	Fastening supplies	44122109	Hook and loop fastener	Limited	Limited to in support of IT equipment
44000000	Office Equipment and Accessories and Supplies	44120000	Office supply	44121700	Office Equipment and Accessories and Supplies			Limited	Limited to part of an Limited to in support of IT/AV Projects
45000000	Printing and Photographic and Audio and Visual Equipment and Supplies							Allowed	
46000000	Law Enforcement and National Security and Security and Safety Equipment and Supplies	46110000	Conventional war weapons	46111700	Infrared IR sensors			Allowed	
46000000	Law Enforcement and National Security and Security and Safety Equipment and Supplies	46150000	Law enforcement	46151700	Forensic equipment and supplies and accessories			Limited	Limited to AV/Security/Computer Facilities/network tool
46000000	Law Enforcement and National Security and Security and Safety Equipment and Supplies	46170000	Security surveillance and detection	46171500	Locks and security hardware and accessories			Limited	Limited to biometric or card based locks
46000000	Law Enforcement and National Security and Security and Safety Equipment and Supplies	46170000	Security surveillance and detection	46171600	Surveillance and detection equipment			Allowed	
46000000	Law Enforcement and National Security and Security and Safety Equipment and Supplies	46180000	Personal safety and protection	46181700	Face and head protection	46181707	Facial shields parts or accessories	Limited	Limited to in support of IT/AV Projects
46000000	Law Enforcement and National Security and Security and Safety Equipment and Supplies	46180000	Personal safety and protection	46182100	Anti static equipment and supplies			Allowed	
46000000	Law Enforcement and National Security and Security and Safety	46180000	Personal safety and	46182500	Personal safety devices or	46182506	Electromagnetic interference EMI	Allowed	

	Equipment and Supplies		protection		weapons		shielding equipment		
46000000	Law Enforcement and National Security and Security and Safety Equipment and Supplies	46180000	Personal safety and protection	46182500	Personal safety devices or weapons	46182507	Electromagnetic interference EMI shielding material	Allowed	
46000000	Law Enforcement and National Security and Security and Safety Equipment and Supplies	46190000	Fire protection	46191500	Fire prevention			Limited	Limited to sensors
46000000	Law Enforcement and National Security and Security and Safety Equipment and Supplies	46200000	Defense and law enforcement and security and safety training equipment	46201000	Public safety training equipment	46201002	Disaster management training simulation system	Allowed	
46000000	Law Enforcement and National Security and Security and Safety Equipment and Supplies	46200000	Defense and law enforcement and security and safety training equipment	46201000	Public safety training equipment	46201003	Simulated equipment for military training	Allowed	
46000000	Law Enforcement and National Security and Security and Safety Equipment and Supplies	46210000	Workplace safety equipment and supplies and training materials	46211700	Work area safety and protective equipment			Limited	Limited to in support of IT installation projects
47000000	Cleaning Equipment and Supplies	47120000	Janitorial equipment	47121600	Floor machines and accessories	47121604	Wet or dry combination vacuum cleaners	Limited	Limited to in support of IT installation projects
49000000	Sports and Recreational Equipment and Supplies and Accessories	49210000	Other sports	49211800	Physical education classroom equipment	49211805	Lanyard	Limited	Limited to Badging projects
52000000	Domestic Appliances and Supplies and Consumer Electronic Products	52100000	Floor coverings	52101500	Rugs and mats	52101510	Anti fatigue mats	Limited	Limited as part of an ergonomic solution
52000000	Domestic Appliances and Supplies and Consumer Electronic Products	52160000	Consumer electronics	52161500	Audio and visual equipment			Allowed	
52000000	Domestic Appliances and Supplies and Consumer Electronic Products	52160000	Consumer electronics	52161600	Audio visual equipment accessories			Allowed	
53000000	Apparel and Luggage and Personal Care Products	53120000	Luggage and handbags and packs and cases	53121600	Purses and handbags and bags	53121603	Backpacks	Limited	Limited if used for laptops
53000000	Apparel and Luggage and Personal Care Products	53120000	Luggage and handbags and packs and cases	53121700	Business cases	53121705	Equipment cases	Allowed	
53000000	Apparel and Luggage and Personal Care Products	53120000	Luggage and handbags and packs and cases	53121700	Business cases	53121706	Computer bags	Allowed	
	Timepieces and Jewelry and								

54000000	Gemstone Products	54110000	Timepieces	54111600	Clocks	54111601	Wall clocks	Limited	Limited to in support of IT/AV Projects
55000000	Published Products	55100000	Printed media					Limited	Limited to ICT / AV products
55000000	Published Products	55110000	Electronic reference material	55111500	Electronic publications and music			Allowed	
55000000	Published Products	55110000	Electronic reference material	55111600	Electronic software reference material			Limited	Limited to in support of IT equipment
55000000	Published Products	55120000	Signage and accessories	55121500	Tags	55121502	Security tags	Allowed	
55000000	Published Products	55120000	Signage and accessories	55121500	Tags	55121503	Identification tags	Limited	Limited to in support of IT equipment
55000000	Published Products	55120000	Signage and accessories	55121500	Tags	55121511	Safety tag	Limited	Limited to in support of IT equipment
55000000	Published Products	55120000	Signage and accessories	55121600	Labels			Limited	Limited to bar code/security/IT related
55000000	Published Products	55120000	Signage and accessories	55121700	Signage			Limited	Limited as part of a electronic signage or security solution
55000000	Published Products	55120000	Signage and accessories	55121800	Identification documents	55121802	Identification cards or bands or similar products	Limited	Limited as part of a security card solution
56000000	Furniture and Furnishings	56100000	Accommodation furniture	56101500	Furniture	56101501	Stands	Limited	Limited to in support of IT/AV Projects
56000000	Furniture and Furnishings	56100000	Accommodation furniture	56101500	Furniture	56101505	Entertainment centers	Allowed	
56000000	Furniture and Furnishings	56100000	Accommodation furniture	56101500	Furniture	56101530	Storage cabinets	Limited	Limited to in support of IT/AV Projects
56000000	Furniture and Furnishings	56100000	Accommodation furniture	56101500	Furniture	56101536	Instrument tripods	Allowed	
56000000	Furniture and Furnishings	56100000	Accommodation furniture	56101700	Office furniture			Limited	Limited to in support of IT/AV Projects
56000000	Furniture and Furnishings	56100000	Accommodation furniture	56101700	Office furniture	56101706	Conferencing tables	Allowed	
56000000	Furniture and Furnishings	56100000	Accommodation furniture	56101700	Office furniture	56101710	Projector stands or carts	Allowed	
56000000	Furniture and Furnishings	56110000	Commercial and industrial furniture	56111600	Panel systems	56111601	Screens for panel systems	Allowed	
56000000	Furniture and Furnishings	56110000	Commercial and industrial furniture	56112000	Computer support furniture	56112001	Computer support lighting or power or data components	Allowed	
56000000	Furniture and Furnishings	56110000	Commercial and industrial furniture	56112000	Computer support furniture	56112002	Computer support work surfaces	Allowed	
56000000	Furniture and Furnishings	56110000	Commercial and industrial furniture	56112000	Computer support furniture	56112003	Computer support storage accessories	Allowed	
56000000	Furniture and Furnishings	56110000	Commercial and	56112000	Computer support furniture	56112004	Computer support organization	Allowed	

			industrial furniture						
56000000	Furniture and Furnishings	56110000	Commercial and industrial furniture	56112000	Computer support furniture	56112005	Computer support parts or accessories	Allowed	
56000000	Furniture and Furnishings	56110000	Commercial and industrial furniture	56112200	Desking systems	56112201	Desk based screens	Allowed	
56000000	Furniture and Furnishings	56110000	Commercial and industrial furniture	56112200	Desking systems	56112204	Worksurfaces	Limited	Limited to Standing and Exercising Desks
57000000	Humanitarian Relief Items, Kits, or Accessories	57080000	Humanitarian IT equipment	57080100	Emergency IT equipment kits			Allowed	
60000000	Musical Instruments and Games and Toys and Arts and Crafts and Educational Equipment and Materials and Accessories and Supplies							Limited	Limited to ICT/AC educational tools
64000000	Financial Instruments, Products, Contracts and Agreements	64100000	Bank offered products	64101700	Electronic fund transfer and payment products			Limited	Limited as part of a POS solution
64000000	Financial Instruments, Products, Contracts and Agreements	64120000	Insurable interest contracts	64121500	Property insurance contracts	64121514	Warranty policy	Limited	Limited to warranties for IT equipment and software
64000000	Financial Instruments, Products, Contracts and Agreements	64130000	General agreements and contracts	64131600	Contracts	64131606	Labor hour contract	Limited	Limited to Labor
72000000	Building and Facility Construction and Maintenance Services							Limited	Limited to network/computer/storage solution facilities
73000000	Industrial Production and Manufacturing Services	73150000	Manufacturing support services	73151500	Assembly services			Limited	Limited to in support of IT/AV Projects
77000000	Environmental Services	77100000	Environmental management	77101500	Environmental impact assessment	77101505	Environmental monitoring	Allowed	
78000000	Transportation and Storage and Mail Services							Limited	Limited to Delivery-Z CLINs only
80000000	Management and Business Professionals and Administrative Services							Limited	Limited to in support of in-scope services
80000000	Management and Business Professionals and Administrative Services	80100000	Management advisory services	80101500	Business and corporate management consultation services	80101504	Strategic planning consultation services	Allowed	
80000000	Management and Business Professionals and Administrative Services	80100000	Management advisory services	80101500	Business and corporate management consultation services	80101505	Corporate objectives or policy development	Allowed	

80000000	Management and Business Professionals and Administrative Services	80100000	Management advisory services	80101500	Business and corporate management consultation services	80101506	Organizational structure consultation	Allowed	
80000000	Management and Business Professionals and Administrative Services	80100000	Management advisory services	80101500	Business and corporate management consultation services	80101507	Information technology consultation services	Allowed	
80000000	Management and Business Professionals and Administrative Services	80100000	Management advisory services	80101500	Business and corporate management consultation services	80101508	Business intelligence consulting services	Allowed	
80000000	Management and Business Professionals and Administrative Services	80100000	Management advisory services	80101500	Business and corporate management consultation services	80101509	Government affairs and community relations consultation service	Allowed	
80000000	Management and Business Professionals and Administrative Services	80100000	Management advisory services	80101500	Business and corporate management consultation services	80101510	Risk management consultation service	Allowed	
80000000	Management and Business Professionals and Administrative Services	80100000	Management advisory services	80101500	Business and corporate management consultation services	80101511	Human resources consulting service	Allowed	
80000000	Management and Business Professionals and Administrative Services	80100000	Management advisory services	80101500	Business and corporate management consultation services	80101512	Actuarial consulting services	Allowed	
80000000	Management and Business Professionals and Administrative Services	80100000	Management advisory services	80101500	Business and corporate management consultation services	80101513	Process and procedures management consultation service	Allowed	
80000000	Management and Business Professionals and Administrative Services	80100000	Management advisory services	80101500	Business and corporate management consultation services	80101514	Business regulatory and compliance research service	Allowed	
80000000	Management and Business Professionals and Administrative Services	80100000	Management advisory services	80101600	Project management			Allowed	
80000000	Management and Business Professionals and Administrative Services	80100000	Management advisory services	80101700	Industrial management	80101704	Supply chain analysis or re engineering services	Allowed	
80000000	Management and Business Professionals and Administrative Services	80100000	Management advisory services	80101700	Industrial management	80101709	Emergency response management and consultancy services	Allowed	
	Management and Business								

80000000	Professionals and Administrative Services	80160000	Business administration services	80161500	Management support services	80161506	Data archiving services	Allowed	
80000000	Management and Business Professionals and Administrative Services	80160000	Business administration services	80161500	Management support services	80161507	Audio visual services	Allowed	
80000000	Management and Business Professionals and Administrative Services	80160000	Business administration services	80161500	Management support services	80161508	Document destruction services	Allowed	
80000000	Management and Business Professionals and Administrative Services	80160000	Business administration services	80161500	Management support services	80161509	Vendor management services	Allowed	
80000000	Management and Business Professionals and Administrative Services	80160000	Business administration services	80161600	Business facilities oversight	80161602	Receiving or inventorying services	Allowed	
80000000	Management and Business Professionals and Administrative Services	80160000	Business administration services	80161600	Business facilities oversight	80161604	Information technology IT management services	Allowed	
80000000	Management and Business Professionals and Administrative Services	80160000	Business administration services	80161700	Asset recovery service			Allowed	
80000000	Management and Business Professionals and Administrative Services	80160000	Business administration services	80161800	Office equipment rental or leasing services	80161801	Photocopier rental or leasing service	Allowed	
81000000	Engineering and Research and Technology Based Services	81100000	Professional engineering services	81101500	Civil engineering	81101512	Geographic information system GIS services	Allowed	
81000000	Engineering and Research and Technology Based Services	81100000	Professional engineering services	81101700	Electrical and electronic engineering			Allowed	
81000000	Engineering and Research and Technology Based Services	81100000	Professional engineering services	81103100	Technology research and development service			Allowed	
81000000	Engineering and Research and Technology Based Services	81100000	Professional engineering services	81103200	Research and development innovation and technology services			Allowed	

81000000	Engineering and Research and Technology Based Services	81100000	Professional engineering services	81103400	Engineering procurement and project management services	81103402	Front-end engineering design services	Limited	
81000000	Engineering and Research and Technology Based Services	81100000	Professional engineering services	81103400	Engineering procurement and project management services	81103406	Conceptual Studies and Pre-Front-end engineering design services	Limited	

Contact Information

Please contact the NASA SEWP **Contract Holder Helpdesk** if you have any questions concerning the **Contract Holder User Manual (CHUM)**, or questions about any of the instructions provided.

The **SEWP Online Customer Support Center** also offers responses to **SEWP's Frequently Asked Questions (FAQs)**:

https://sewpprod.servicenowservices.com/support