

## NASA SEWP V Ordering Guide

### SEWP V General Overview

The NASA Solutions for Enterprise-Wide Procurement (SEWP) V contract is a multi-award government-wide acquisition contract (GWAC) for Information Technology products and services. It is an indefinite delivery, indefinite quantity (IDIQ) contract. All federal government agencies and authorized government prime contractors are able to use the SEWP contract, and there is no per-agency limit.

SEWP can be used to purchase commercially available information technology (IT) equipment, network and telecommunication products, cyber security solutions, Audio Visual and Teleconferencing products, and software products including Software as-a-Service (SaaS), warranty, and services at a firm fixed price. The SEWP V contracts were awarded in 2015 and have a period of performance of five years with an additional five-year option period.

The SEWP Business Operations & Workstation Laboratory (BOWL) manages the SEWP program and puts a small administrative surcharge (0.34%) on all contract orders. Additional information about SEWP can be found on [www.sewp.nasa.gov](http://www.sewp.nasa.gov).

### How to Obtain a Quote

The recommended method for getting a SEWP quote is by using the RFQ/RFI tool available at the SEWP website. Using this tool assists in providing and documenting fair opportunity. Quotes may also be obtained by contacting a contract holder directly, however you are then responsible for ensuring Fair Opportunity is provided.

### Placing an Order with SEWP V

All Delivery Orders must be routed through the SEWP Program Office (PMO) and should not be sent directly to Koi Computers or any other contract holder. Once received from the customer, SEWP will log the order and check that the order total matches the verification file from the quote. SEWP orders can be placed via email or fax:

- Email a .pdf or image file to [sewporders@sewp.nasa.gov](mailto:sewporders@sewp.nasa.gov)
- Fax orders and completed forms to (301) 286-0317

SEWP will process your order and assign a SEWP Tracking Number (STN). The SEWP Bowl will then send the order to the Contract Holder for processing.

### Koi Computers and SEWP

You can contact us at any time with SEWP questions or concerns through our SEWP Program Manager Catherine Ho.

- Email at [catherine@koicomputers.com](mailto:catherine@koicomputers.com)
- Call Direct at (630) 627-9638



### Koi Computers' SEWP Program Manager

Catherine Ho

[catherine@koicomputers.com](mailto:catherine@koicomputers.com)

### GOVERNMENT SEWP V POC for SEWP V Program, scope or technical questions:

Joanne Woytek

NASA SEWP Program Manager

[help@sewp.nasa.gov](mailto:help@sewp.nasa.gov)

(301)286-1478

### Order processing, web tool questions, or post-order support:

SEWP Helpline

[help@sewp.nasa.gov](mailto:help@sewp.nasa.gov)

(301)286-1478

### Koi Computers' Information:

- SEWP Contract: NNG15SD50B
- DUNS: 83-911-1234
- CAGE CODE: 05NR4
- ISO 9001:2015 (with design) Certified
- ISO/IEC 20243:2018 Certified

### **Delivery Orders**

All Delivery Orders regardless of order value and credit card orders over the micro-purchase limit must be sent, processed, and assigned a SEWP Tracking Number (STN) by the SEWP PMO prior to being processed by Koi Computers.

### **Delivery Order Information**

Delivery orders are required to contain the following information for processing. If the below information does not appear on the delivery order, the order may not be processed, or processing may be delayed.

- Date of Order
- Signature (direct, electronic, or implied through pre-approved method) of authorized Government Ordering Official
- Name and phone number of authorized Government Ordering Official
- Name of Issuing Agency
- Name of Ordering Agency (if different from Issuing Agency)
- Order Number (Ordering Agency determines the Order Number)
- Contractor Name and SEWP Contract Number
- 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

### **Labor and Services**

SEWP focuses on IT products. Labor services and ancillary products (other than product training, maintenance, warranty, site planning, installation, integration and product engineering services and products already defined in the Product Classification Groups) may be purchased using the Service CLINs on the contract provided that those services/products directly support the associated equipment purchased on that delivery and provided that these additional services/products do not exceed 5% of the price of the associated equipment/products.

These limited services/products shall not be purchased separately from the related product purchase.

The 5% restriction does not apply to product training, maintenance, warranty, site planning, installation, integration and product engineering services and products.

The NASA SEWP helpline (301-286-1478) is your best resource when you have any questions concerning purchase orders, SEWP's web-tools or any SEWP-related topics.

The helpline is open Monday - Friday 7:30 am to 6:00pm EST.