



**KOI
COMPUTERS**
SOLUTIONS TODAY WITH
TOMORROW'S TECHNOLOGY

NASA SEWP VI Ordering Guide

NASA SEWP VI



Solutions for
Enterprise-
Wide
Procurement

Koi Computers' SEWP VI Program Manager

Catherine Ho
catherine@koicomputers.com

GOVERNMENT SEWP VI POC for SEWP VI Program, scope or technical questions:

Joanne Woytek
NASA SEWP VI Program Manager
help@sewp.nasa.gov
(301)286-1478
www.sewp.nasa.gov

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

SEWP VI Helpline
help@sewp.nasa.gov
(301)286-1478

Koi Computers' Information

- SEWP VI Contract No.: 80TECH26D2082
- DUNS: 83-911-1234
- CAGE CODE: 05NR4
- ISO 9001:2015 (with design) Certified
- ISO/IEC 20243:2018 Self Certified

SEWP VI General Overview

NASA SEWP VI – The NASA SEWP VI (Solutions for Enterprise-Wide Procurement), pronounced "soup", provides the latest Information Technology, Communication, and Audio-Visual (ITC/AV) solutions and services for all Federal Agencies and their approved contractors. Created in 1993, SEWP VI I was the first Government-Wide Acquisition Contract (GWAC) in the federal acquisition space.

Originally, the contract vehicle provided only technology products for NASA and all other agencies. SEWP VI has continually evolved over the past 30 years, expanding its scope to meet the requests of its customers. The SEWP VI vehicle represents acquisition innovation within the Federal Government. The program is self-funded through usage fees (0.34%) and provides all Federal agencies with acquisition support - more than 50,000 orders a year.

Fair Opportunity

FAR 16.505(b) (1) provides that each contractor shall be given fair opportunity to be considered for each order exceeding \$10,000 and issued under multiple award contracts. The FAR states that the method to obtain fair opportunity is at the discretion of the Contracting Officer (CO) and that the CO must document the rationale for placement and price of each order.

Using the SEWP VI online Quote Request Tool is the recommended method to assist in this activity and to augment the required decision documentation. The SEWP VI Quote Request Tool (QRT) will automatically include the Contract Holders within a selected Group or based on a suggested source.

Koi Computers and SEWP VI

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

- Email at catherine@koicomputers.com
- Call Direct at (630) 627-8811

Warranty, Technical Support, and Post-Delivery Assistance

For installation assistance, warranty inquiries, technical support, software support, and other post-delivery issues, customers may contact Koi Computers' SEWP VI Program Manager, Catherine Ho, at catherine@koicomputers.com or (630) 627-8811. Support requests will be routed to the appropriate Koi Computers or manufacturer support team. Manufacturer warranties apply as provided by the original equipment manufacturer.



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Delivery Orders

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 VI Contract Number
- Appropriation and accounting data
- Billing and Invoice Address
- Shipping Address
- SEWP VI 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

Placing an Order with SEWP VI

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

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

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

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 VI Tracking Number (STN) by the SEWP VI PMO prior to being processed by Koi Computers

Labor and Services

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

The helpline is open Monday - Friday 8:30 am to 5:00pm EST.



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