

# SEWP V Ordering Guide

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Group A Contract Number:  
NNG15SD51B (Small Business)

Group C Contract Number:  
NNG15SD85B (Small Business)

CAGE: 1BEK6  
UEI: MDTGPS4LMMR5  
TIN: 54-1822366



## ABOUT SEWP

The NASA SEWP (Solutions for Enterprise-Wide Procurement) GWAC (Government-Wide Acquisition Contract) provides the latest in Information and Communications Technology (ICT) and Audio-Visual (AV) products and services for all Federal Agencies and their approved contractors. The statutory authority allowing usage of the SEWP contracts by the entire Federal Government is NASA's designation as an Executive Agent by OMB based on the Information Technology Management Reform Act (ITMRA) of 1996, now the Clinger-Cohen Act.



## SEWP Mission

The SEWP Program Office manages a suite of government-wide IT products and services contracts that enable NASA and all Federal Agencies to achieve their missions and strategic initiatives by providing streamlined access to critical technologies and solutions. The Program provides best value for the Federal Government and American taxpayer through innovative procurement processes, premier customer service and outreach, acquisition insight, and partnership with Government entities and Industry.

## SEWP Vision

NASA SEWP is regarded as the Federal Government's vehicle of choice for Information and Communications Technology and Audio Visual solutions focusing on the Next Best Practices in customer interactions supported by a knowledgeable and responsive staff. Information flow and initiatives are driven by premier-level quality data centered on industry offerings and government acquisition practices, meeting agency's needs through a flexible, intuitive, and adaptive, catalog-based platform. Our collective customer odyssey creates a foundation that combines a dynamic infrastructure which leverage advanced data analytics resulting in a contextualized and personal, next-generation standard for a first-of-its-kind acquisition experience.

## Ordering Process

The internal ordering process of each agency varies. The process and accompanying forms for PR's and DO's that are issued against a SEWP contract is defined by the issuing agency and not the NASA SEWP Program Management Office (PMO). The typical process, however, is for an end-user to determine a requirement and generate a purchase request (PR). The PR along with any necessary funding information is sent to that Agency's procurement office which results in the issuance of a delivery order (DO). Any valid Federal Agency DO form and the associated delivery order number may be used. The NASA SEWP Program Management Office (PMO) does not issue DO's - these must be issued through the issuing Agency's procurement office. The SEWP Program Management Office (PMO) reviews, processes and tracks issued DOs and forwards them to the Contract Holder(s)

Some agencies have special requirements for issuing IT Delivery Orders. It is the Issuing Agency's Contracting Officers' (COs/KOs) responsibility to be aware of any agency-specific policies regarding issuing orders via an existing contract vehicle and Government Wide Acquisition Contracts. There are no requirements under the SEWP Contracts for issuing agencies to use other intermediary procurement offices, except as directed through their own internal policies.

If modifications are made to any order, these modifications must also route through the SEWP Program Management Office (PMO).

To assist you in preparing your delivery orders, below you will find important information in reference to processing delivery orders through the SEWP Program office. Please feel free to contact the SEWP helpline if you have any questions concerning your purchase orders, our web-tools or any SEWP related topics at 301-286-1478. Our hours of operation are as follow Monday - Friday 7:30 am to 6:00pm EST.

## Required Order Information

The following information is needed to submit an order:

NCS Technologies, Inc.  
9601 Discovery Blvd.  
Manassas, VA 20109

**Contract Number:**

NNG15SD51B (Group A), NNG15SD85B (Group C)

**CAGE:** 1BEK6

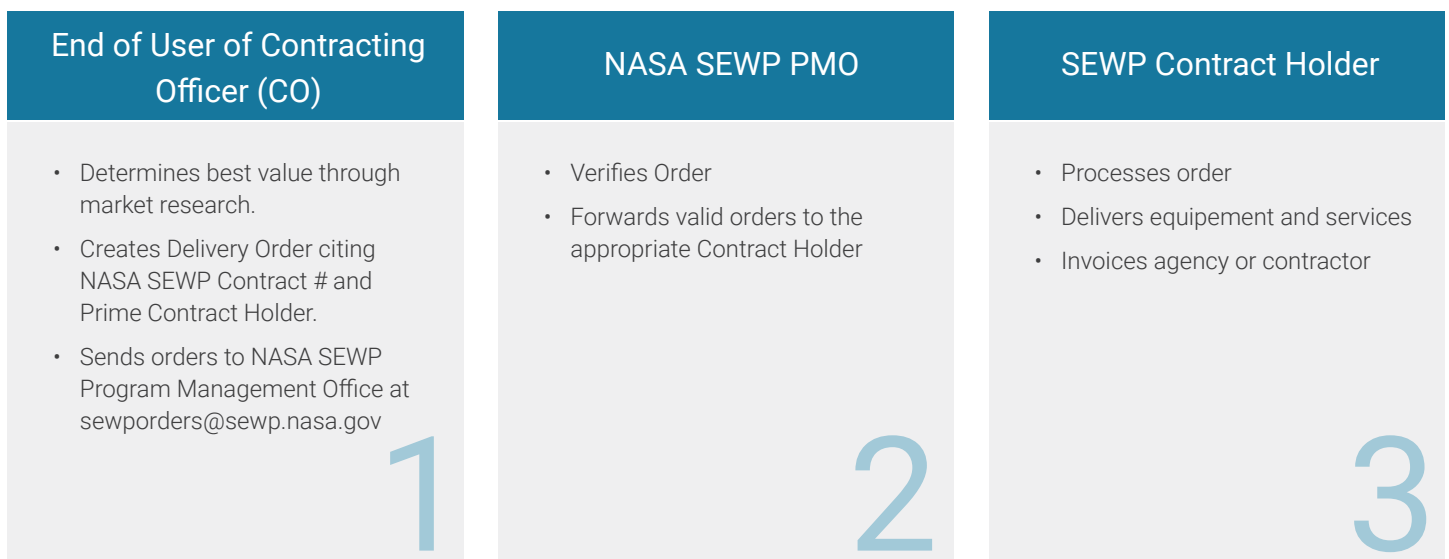
**TIN:** 54-1822366

**UEI:** MDTGPS4LMMR5

**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.**

- Delivery Order Number (any valid Government DO is allowed)
- Quote from a SEWP Contract Holder verifying the viability of the order
- Date Delivery Order Issued
- SEWP Contract Number
- SEWP Contract Holder's mailing address and phone number
- Issuing Office: Agency Name and Mailing Address
- Ship to Office: Agency Name and Mailing Address
- Total dollar amount of order
- Contracting Officer's Signature
- Contracting Officer's Phone Number
- Date Delivery Order Signed
- Line Items/Pricing

GENERAL FLOW FOR SEWP ORDERS, REGARDLESS OF AGENCY-SPECIFIC ORDERING PROCESSES



## Who Can Use SEWP Contract Vehicle

The SEWP contracts are for use by NASA, all Federal Agencies and approved Federal Agency support service contractors. Approved support service contractors must comply with the requirements of SEWP and the Issuing Agency.

To authorize a contractor to purchase from the SEWP contracts, the authorizing Contracting Officer should send a copy of the completed Authorization Letter Template to the SEWP Program Management Office (PMO) containing all of the following information:

1. Authorizing Agency Name, Contracting Officer (CO) Name, Mailing Address, Phone/FAX number, email address, and the contractor corporate name, division, and address.
2. Contract number and period of performance (current POP only, not including unexercised option periods, a new letter will need to be submitted with each option period)
3. A statement that the contractor is authorized to purchase from SEWP contracts in support of the above contract.
4. The CO's/KO's signature and date signed.

**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 CO and that the CO must document the rationale for placement and price of each order. Using the SEWP online Quote Request Tool is the recommended method to assist in this activity and to augment the required decision documentation. The SEWP QRT tool will automatically include the Contract Holders within a selected Group or based on a suggested source.

NOTE: Fair Opportunity to all Contract Holders within one or more SEWP Groups or set-asides is required. There is no requirement to obtain 3 quotes as long as all Contract Holders within a Group or set-aside were provided opportunity to provide a quote.

## Surcharge

As of October 1, 2020, the SEWP surcharge for all orders is 0.34%. This fee is included in the price of all products and services and is not separately listed on quotations. The Contract Holder is responsible for paying this fee to the NASA SEWP Program Management Office (PMO).

NASA SEWP reserves the right to adjust all surcharge rates as the SEWP Program Management Office (PMO) budget so requires.

## Submitting Your Order

All SEWP V Delivery Orders must be sent to the NASA SEWP Bowl.

Email PDF and/or image files to: [sewporders@sewp.nasa.gov](mailto:sewporders@sewp.nasa.gov)

Orders can also be mailed or faxed to:

SEWP Program Management Office (PMO)  
10210 Greenbelt Road  
Suite #200  
Lanham, MD 20706

Fax: (301) 286-0317

### **SEWP Helpline:**

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

### **SEWP Office Hours:**

Monday – Friday, 7:30 AM – 6:00 PM Eastern Time

**Website:** [www.sewp.nasa.gov](http://www.sewp.nasa.gov)

## NCS Points of Contact

### **Program Manager:**

Bob Rose  
[rrose@ncst.com](mailto:rrose@ncst.com)  
(843) 441-3454

### **Deputy Program Manager:**

Doug Eacker  
[deacker@ncst.com](mailto:deacker@ncst.com)  
(703) 743-8550

### **Placing orders and order inquiry:**

[sewppv@ncst.com](mailto:sewppv@ncst.com)

