Ordering Guide

SEWP OVERVIEW

NASA SEWP VI – The NASA SEWP (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 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 has continually evolved over the past 30 years, expanding its scope to meet the requests of its customers. The SEWP 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 OPPORTUNTIY

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

https://www.sewp.nasa.gov/fairopportunity.shtml

Scope

Solutions for Enterprise-Wide Procurement (SEWP) VI is a $20 Billion dollar multi-award Government-Wide Acquisition Contract (GWAC) Vehicle for ITC (Information Technology and Communication) and Audio/Visual Product Solutions and Related Product Services.

Payment Terms

NET30/Credit Card

Warranty

Standard Commercial Warranty included; Extended Warranty and Customized Options Available

Ordering through SEWP VI

NASA's SEWP VI Program Management Office maintains a Quote Request Tool that allows customers to initiate Requests for Quote (RFQs) to initiate orders. The Quote Request Tool is accessible through the SEWP website: http://www.sewp.nasa.gov/index.shtml . In addition to facilitating submission of RFQs, the site provides many other tools and support information to assist SEWP customers with managing orders throughout their lifecycle.

How to Place an Order

SEWP Delivery Orders must be routed through the SEWP Program Office before work can begin on your order. Please send orders to sewporders@sewp.nasa.gov or fax to (301)286-0317. Orders received by New Tech Solutions directly will be forwarded to the SEWP program office. The SEWP PMO will assign a SEWP Tracking number (STN) and forward the order to the prime contract holder.

Processing time of the order at NASA is typically less than one business day from receipt of the Delivery Order to delivery to the contract holder.

The following information should be included on all Delivery Orders.

Period of Performance:
11/01/2026 - 10/31/2036
Ceiling: $20B per contract
NAICS: 541519e
Order Fee: 0.34% with no per order limits and is included in final pricing

Contractor Name and Address
New Tech Solutions, Inc.
4179 Business Center Drive,
Fremont, CA 94538
Phone: 510-353-4070
Fax: 510-353-4076

Anita Vasantrai, Program Manager
Phone: (510)-353-4070 x 327
Email: anita@ntsca.com

Rajesh Patel, Deputy Program Manager
Phone: (510)-353-4070 x 307
Email: rajesh@ntsca.com

SEWP VI CAT-A Contract Number: 80TECH26D1521
SAM UEID: XK11LLUL61A7
Cage Code: 1QN24
TIN Number: 94-328-4685

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 are 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.

Regardless of Agency-specific Ordering processes, the general flow for SEWP orders is:



Download SEWP Order process flow.
https://www.sewp.nasa.gov/documents/order_proc.pdf

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

Resources

NASA SEWP Program Management Office
If additional assistance is required, customers may contact the NASA SEWP Help Desk:

NASA SEWP PMO
Phone: (301) 286-1478
Email: help@sewp.nasa.gov
Website: https://www.sewp.nasa.gov
M-F, 7:30 AM – 6 PM (ET)

For all order-related issues, customers are encouraged to copy the NASA SEWP Help Desk on correspondence to ensure timely resolution and tracking of the issue.