NASA SEWP VI

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.

SEWP VI FEE

The SEWP surcharge for all orders is 0.34%. The fee is included in the price of all products and is not separately listed on quotes.

FAIR OPPORTUNITY CLAUSE

The NASA Solutions for Enterprise-Wide Procurement (SEWP) VI contract is a multi-award government-wide acquisition contract (GWAC) and includes the following clause:

A.1.21. FAIR OPPORTUNITY AND REQUESTS FOR QUOTES

Contractors will be provided fair opportunity at the individual order level as appropriate per FAR Part 16.505(b), including the SEWP RFQ tools. No documentation for the order selection is required to be submitted with the order. All such documentation is to be maintained by the issuing procurement office.

The Contractor shall not market, quote or otherwise offer for sale, under the contract, any products not listed in Attachment F, Pricing Exhibits as defined in the SEWP database of record until the said products are included in the SEWP database, and available to all Government end-users.

If the Government issues a Request for Information (RFI) as part of market research, the Contractor may provide items not yet listed on their SEWP contract as part of a market research quote if:

1. all such items are clearly marked as not yet available on their SEWP contract;
2. the contractor submits a technology refreshment request to add those products to their contract

If the Government issues a Request for Quote (RFQ) or a Market Research Request (MRR), the Contractor may only respond with items available on their Contract. If the Contractor has insufficient items on their contract to fully respond to the Formal RFQ, the Contractor must

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respond with a No Bid. Unless the RFQ specifically allows for partial quotes, the Contractor must respond fully to all requirements specified in the RFQ.

When the Contractor markets, quotes or otherwise offers for sale a product under this contract, the price of each item shall be the no greater than the price in Attachment F, Pricing Exhibits as defined in the SEWP database of record at the time the quote is issued.

When submitting a quote to a Government end-user, the contractor must clearly state the length of time the quote is valid. The contractor shall honor any order submitted within the stated time period of a quote.

When responding to an RFQ or MRR issued from the NASA SEWP on-line quoting system, the Contractor must respond as outlined in Attachment D, Section D.1. On-line Quoting.

As a result of the Small Business jobs act, the issuing Contracting Officer can set aside an order for small businesses as long as there are two or more with that designation.

ABOUT CTG FEDERAL

CTG Federal, a Cohesive Technology Group company™, is a small business that excels in servicing federal defense, intelligence, and civilian organizations with best-in-class information technology. Our experienced team of sales and engineering professionals design and deliver IT hardware and software solutions that save time and money for our customers. Headquartered in Virginia, we have dedicated resources in all regions across the continental United States.

WHAT'S IN SCOPE FOR SEWP VI?

SEWP is designed to provide a broad suite of Information Technology, Communication and Audio Visual (ITC/AV) solutions and services. Technology is ever-evolving and for that reason SEWP's processes enable Contract Holders to add new commercial technology and IT services to their contract daily, as requested by our customers. The focus of SEWP is on the full suite of technology offerings that simplify Governmental access and Industry offerings across the entire ITC/AV solutions and services landscape. SEWP is composed of three (3) scope categories detailed below. If you would like SEWP to determine if your requirement is within scope of the SEWP VI contract, please send an overview and/or bill of materials (BOM) to help@sewp.nasa.gov and we will quickly review and provide feedback.

The SEWP Contracts were awarded by scope category, the three categories are:

CATEGORY	SCOPE
Category A	ITC/AV Solutions
Category B	Enterprise-Wide ITC/AV Service Solutions
Category C	Mission-Based ITC/AV Service Solutions

OBTAINING A QUOTE

The best method for obtaining a quote is to use the SEWP QRT (Quote Request Tool) which is available on the SEWP website. Customers will need to create a SEWP account to access it and SEWP offers in depth training on how to use the tool.

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Of course, 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.

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

A. END USER OR Contracting Officer
   1. Determines best value through market research.
   2. Create Delivery Order – Cite NASA SEWP Contract # and Prime Contract Holder.
   3. Sends Order to NASA SEWP PMO at sewporders@sewp.nasa.gov
B. NASA SEWP Program Management Office (PMO)
   1. Verifies Order.
   2. Forwards valid Order to the appropriate Contract Holder.
C. SEWP Contract Holder
   1. Processes Order.
   2. Delivers Equipment & Services.
   3. Invoices Agency or Contractor.

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 webtools or any SEWP related topics at 301-286-1478. Our hours of operation are as follow Monday – Friday 7:30 am to 6:00 pm EST.

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
- SEWP Fair Opportunity Form for orders over $5 Million PDF DOC

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- 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

For technical assistance from CTG after an order has been placed, please visit https://www.ctgfederal.com/techsupport/ You can also contact us through the following:

techsupport@ctgfederal.com

Toll Free: 888-876-6885

CTG FEDERAL

FIELD	VALUE
Contract Holder	CTG Federal, LLC
Address	1818 Library Street Suite 500 Reston, VA 20190
Contract Number	80TECH26D0491
Category	A
Period of Performance	November 2026 – October 2036

CTG FEDERAL CONTRACT RESOURCES

ROLE	NAME	EMAIL	PHONE
Program Manager	Kendra Nelson	kendra@ctgfederal.com	720-220-7196
Deputy Program Manager	Brooke Ronan	brooke@ctgfederal.com	303-356-2275
Customer Support	CTG Federal	contact@ctgfederal.com	703-278-3885

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SEWP CONTACT INFORMATION

RESOURCE	DETAIL
Helpline	301-286-1478
Email	help@sewp.nasa.gov
Orders	FAX 301-286-0317
SEWP Website	www.sewp.nasa.gov

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