

MicroTech SEWP IV Ordering Guide

Effective April 1, 2007



Contract # NNG07DA49B

8330 Boone Blvd.
Vienna, VA 22182

SEWP IV General Information

The NASA SEWP IV GWAC (Government-Wide Acquisition Contract) provides the latest in Information Technology (IT) products for all Federal Agencies. 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.

The SEWP IV contracts are commercial contracts, and the acquisition was conducted using formal Source Evaluation Board (SEB) procedures. The SEWP IV solicitation was comprised of one set of terms and conditions, one set of proposal instructions and evaluations criteria, and 11 sets of specifications for Information Technology (IT) developed around the core competencies of 11 separate classes of IT equipment and products.

At the conclusion of evaluations, NASA awarded Indefinite Delivery Indefinite Quantity (IDIQ) contracts to 38 prime contract holders (both manufacturers and resellers of IT equipment) based on full and open competition. These contracts were awarded in May of 2007.

All contracts have a period of performance of 7 years. The SEWP IV Statement of Work (SOW) can be found at: http://www.sewp.nasa.gov/documents/statement_of_work.doc

A surcharge, not to exceed 0.60 % of the total price of the Delivery Order (DO), shall be applied to all orders. The SEWP website will post the fee percentage. Agencies should reference the surcharge CLIN directly on DOs. Agencies that collect their own surcharge beyond the SEWP surcharge will collect the additional amount through their own separate procedures.

The surcharge rate for SEWP IV is:

The SEWP surcharge for all orders is a base of 0.60% with limits as noted below. The authorized scale is:

Order Amount	Fee percentage
\$0 - \$1,667,000.00	0.60%
\$1,667,000 - Cap	\$10,000

SEWP IV Ordering Process

1) SEWP orders are orders placed under existing IDIQ contracts. SEWP orders do not need to be synopsisized. Exemption of this action falls under Federal Acquisition Regulation (FAR) Part 5.202(a)(6), which states that the Contracting Officer need not submit the notice required by 5.201 when the contract action is an order placed under Subpart 16.5. SEWP orders are orders placed under existing IDIQ contracts.

2) Economy Act Determination and Findings are not required for SEWP orders. FAR 17.500(b) states The Economy Act applies when more specific statutory authority does not exist. Examples of acquisitions to which The Economy Act does not apply (17.500(b) (2)) include acquisitions using Government-Wide Acquisition Contracts.

3) SEWP Delivery Orders are to be routed to the NASA SEWP BOWL either via fax at 301-286-0317 or s3orders@sewp.nasa.gov. Orders should not be forwarded directly to contract holders. In accordance with their contracts, contractors may only accept delivery orders that have been routed through the NASA SEWP BOWL office and have been assigned a NASA SEWP tracking number. All orders should be accompanied by the SEWP fax cover sheet or a similar form with contact information provided. The processing time is typically less than 24 hours between the receipt of a DO at the NASA SEWP BOWL and delivery of the order to the appropriate contractor. If an order cannot be processed due to incomplete or incorrect information, both the issuing CO and the contractor will be contacted by a member of the SEWP BOWL customer service staff. When an order is processed, e-mail confirmation may be sent to the issuing CO upon request. Inquiries concerning orders should be directed to the SEWP **Helpline** at **(301) 286-1478**.

4) All credit card orders come directly to MicroTech do not require NASA SEWP BOWL routing or an assigned NASA SEWP tracking number. MicroTech provides the NASA SEWP program office with weekly reports on all credit card orders to ensure that the SEWP database contains information on all orders.

5) The issuing CO may use any valid federal agency Delivery Order form with their agency unique order number, in addition to the SEWP contract number. The internal ordering process of each agency varies. The processes and forms for Purchase Requests (PRs) and DOs are defined by the issuing agency, not the NASA SEWP office. The typical process, however, is for an end-user to determine a requirement and generate a procurement request (PR) after completion of market research. The PR, along with any necessary funding information, is sent to a procurement office that will issue the order.

6) Some agencies have special policy requirements for issuing IT DOs. It is the issuing agency's CO's 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 IV contract for issuing agencies

to use other intermediary procurement offices, except as directed through their own internal policies.

7) The published SEWP IV prices are the negotiated discounts off the contractor's list price and are the maximum prices the contractor can charge the government. Normally these are priced on a single item basis. COs are encouraged to get quotes, especially for large orders. Contractors are allowed to charge less either on a per order basis or for a limited-time basis (e.g. closeout sale). Numerous government agencies have combined this flexibility with the inherent and ongoing internal SEWP IV competition to negotiate large savings, particularly for large purchases.

SEWP IV Terms and Conditions

<i>Contract Number:</i>	NNG07DA47B
<i>Contract Period:</i>	5/14/2007-04/30/2014
<i>Who Can Order:</i>	All Federal government agencies and authorized government support contractors
<i>Products:</i>	Offers a vast selection and wide range of advanced technology UNIX, Linux, and Windows-based workstations, servers, peripherals, network equipment, storage devices, security tools, visualization tools, software, and other IT products and solutions to all federal agencies and authorized federal agency contractors
<i>Buy American Act (BAA):</i>	Does not apply
<i>Trade Agreement Act (TAA):</i>	Does Apply for orders over \$193,000; Non-TAA must be specified at the product line
<i>Business Size:</i>	Large
<i>Credit Card Accepted:</i>	Yes
<i>Geographic Scope:</i>	48 contiguous states, D.C., Alaska, Hawaii, U.S. Territories and Commonwealths and overseas U.S. Government installations
<i>FOB Point:</i>	Destination
<i>Standard Delivery Time:</i>	Shipping within 30 days ARO; negotiable at the delivery order level
<i>Item Fees:</i>	0.60% for orders up to \$1,670,000; \$10,000 for orders above \$1,670,000
<i>Payment Terms:</i>	Net 30 days
<i>Maximum Order:</i>	None
<i>Minimum Order:</i>	None
<i>Partial Shipments:</i>	Must be approved by the Ordering Contracting Officer
<i>Open Market Line Items:</i>	Yes – total Open Market items cannot exceed \$3000

Warranty: If the OEM warranty is less than 3-yr on-site, extended warranty is available.

Acceptance Date: Acceptance is upon receipt. The Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government may require repair or replacement of nonconforming supplies or re-performance of nonconforming services at no increase in contract price. The Government must exercise its post-acceptance rights -- (1) Within a reasonable time after the defect was discovered or should have been discovered (usually considered to be 30 days); and(2) Before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

Product Returns: In accordance with FAR Part 52.212-4, The Government may require repair or replacement of nonconforming supplies or re-performance of nonconforming services at no increase in contract price. The Government must exercise its post-acceptance rights -- (1) Within a reasonable time after the defect was discovered or should have been discovered; and (2) Before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

CAGE Code: 3TSJ0
DUNS Number: 145454-182
Tax ID Number: 20-0209553

SEWP IV WEB Tools

The SEWP website provides tools for manufacturer and product searches and for Request for Quotes (RFQs). These tools are available to assist customers with buying decisions and as one means to provide documentation for any needed selection criteria. The following steps may assist customers in determining which contract best fulfills their requirements:

1) Market Research: The Federal Acquisition Regulations (FAR) Part 10 prescribes that appropriate market research must be accomplished and in a manner appropriate to the size and complexity of the acquisition. The online SEWP tools can assist in this market research activity. The tools allow for either multiple searches across the various SEWP contracts or a direct RFQ which can be sent to selected contractors. These tools provide access to all SEWP contract holders.

2) Once market research is completed, the end-user-decides which source provides the best value for the government, considering their needs, technical requirements, past

performance, price, and other factors related to the exercise of sound business judgment. If the selected source is a multi-award class, then either a class specific search, an RFQ to all contract holders in that class or another equivalent method for providing fair opportunity must be done. Actual determination of the method used is at the discretion of the issuing agency's CO. SEWP provides the search and RFQ tools as one possible path.

3) Fair Opportunity: FAR 16.505(b)(1) provides that each contractor shall be given a fair opportunity to be considered for each order exceeding \$3,000 issued under multiple Delivery Order 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. The SEWP online RFQ tool is provided to assist in this activity and to augment the required decision documentation required by FAR 16.505(b). The SEWP RFQ tool will automatically include the vendors within a selected group, category, or class. The RFQ tool will e-mail an RFQ to the vendors with various options for a reply.

Order Submission Guidance

Note: All orders should be accompanied by the SEWP Fax Cover Sheet (PDF).

FAX orders and completed forms to:
(301)286-0317

OR E-Mail PDF or Image Files to:
sewporders@sewp.nasa.gov

OR Send orders and completed forms to:

NASA Goddard Space Flight Center
Mailstop 720.4
Greenbelt, MD 20771

MICROTECHSEWP IV Points of Contact

Contact MicroTech at 1(703) 891-1073

MicroTech SEWP Contract Management Team:

Sara Berlin

sberlin@microtech.net

703-891-1073

Sarah Jimenez, Program Manager

sjimenez@microtech.net

Bill Kraye, Program Manager

bkraye@microtech.net

703-891-1073 X 103

Government SEWP IV Points of Contact

SEWP IV Program, scope or technical questions:

Joanne Woytek, NASA SEWP Program Manager

Joanne.r.woytek@nasa.gov

301-614-7128

Pat Logan, NASA SEWP Deputy Program Manager

Patrick.d.logan@nasa.gov

301-614-7127

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

SEWP Helpline

help@sewp.nasa.gov

301-286-1478