



# Federal



**i3 Federal LLC**  
11400 Quailwood Manor Dr.  
Fairfax Station, VA 22039

## **SEWP IV Ordering Guide**

**Contract #** NNG07DA42B  
**CAGE Code:** 4n0d6  
**DUNS Number:** 785013215  
**Tax ID Number:** 20-5522584  
**SDVOSB**

## **Government Contact List**

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301-614-7127

**SEWP Orders via E-mail (pdf or image files)**

[sewporders@sewp.nasa.gov](mailto:sewporders@sewp.nasa.gov)

**SEWP Helpline**

[help@sewp.nasa.gov](mailto:help@sewp.nasa.gov)

301-286-1478

## **i3 Federal Contact List**

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## Company Overview

i3 Federal is a Service-Disabled Veteran-Owned Small Business (SDVOSB) and a value-added reseller of IT products and solutions, with expert focus on storage and advanced data management. i3 Federal believes that rapid data access from heterogeneous sources, accurate and reliable data reduction, specialized extraction and correlation leading to graphic visualization of output will be key components of the next revolution in businesses processes and new efficiencies in Government.

## SEWP IV General Information

The SEWP contracts are for use by NASA, all Federal Agencies including Department of Defense and authorized support service Federal Agency contractors. Any Government Contracting Officer or duly authorized representative is authorized to place delivery orders against the contract. Support Service Contractors may be authorized by their Government Contracting Officer to purchase from the SEWP Contracts on behalf of the Government.

Providing the latest in Information Technology (IT) products and services, the NASA Solutions for Enterprise Wide Procurement (SEWP) IV contract vehicle has an outstanding track record of serving up fresh technology for federal agencies. SEWP is a Government-Wide Acquisition Contract (GWAC) consisting of [thirty-eight Competed Prime Contract Holders](#) , including [twenty-one small businesses](#) of which nine are Veteran-Owned Businesses, six of which are SDVOSB (Service Disabled Veteran Owned Small Businesses); and several [non-competed 8\(a\) Set-Aside Contractors](#). These contracts offer a vast selection and wide range of advanced technology, including UNIX, Linux and Windows based computer systems and servers along with peripherals, network equipment, storage devices and other IT products and product solutions, to all Federal Agencies (including Department of Defense) and their [authorized contractors](#). SEWP offers low prices (generally below GSA schedule prices), the lowest [surcharge](#) (0.45%) and the easiest and fastest [ordering procedure](#) using pre-competed contracts.

Through SEWP, agencies can find an exact fit for their needs at the best overall value by searching the Web and choosing the right solutions offered directly by leading hardware and software manufacturers and experienced Government integrators.

The SEWP IV Statement of Work (SOW) can be found at:  
[http://www.sewp.nasa.gov/documents/SEWP\\_IV\\_Attachment\\_C\\_SOW.pdf](http://www.sewp.nasa.gov/documents/SEWP_IV_Attachment_C_SOW.pdf)

## SEWP IV Ordering Process

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

End user or Contracting Officer (CO)	NASA SEWP PMO	SEWP Contract Holder
<ol style="list-style-type: none"> <li>Determines best value through market research.</li> <li>Creates Delivery Order citing NASA SEWP Contract # and Prime Contract Holder.</li> <li>Sends order to NASA SEWP BOWL.</li> <li>Obtain ITARs or note exception to ITARs requirement</li> </ol> <p style="text-align: right; font-size: 2em; color: green;">1</p>	<ol style="list-style-type: none"> <li>Verifies Order.</li> <li>Forwards valid Orders to the appropriate Contract Holder.</li> </ol> <p style="text-align: right; font-size: 2em; color: yellow;">2</p>	<ol style="list-style-type: none"> <li>Processes Order.</li> <li>Delivers equipment and services.</li> <li>Invoices Agency or Contractor.</li> </ol> <p style="text-align: right; font-size: 2em; color: orange;">3</p>

Figure 1: NASA SEWP Ordering Process

In order for the end-user or contracting officer (CO) to determine the best value through evaluating quality, price and seller experience, SEWP provides web tools to easily conduct market research.

- 1. Market Research:** The Federal Acquisition Regulations (FAR) Part 10 prescribes that appropriate market research must be accomplished in a manner appropriate to the size and complexity of the acquisition. Online [SEWP Tools](#) can assist in this market research activity through the Request for Quote Tool's ability to include Request for Quote, Market Research Request, and Request for Information as options in the "Request Type" field.

*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.*

- 2. Submit a Request for Quote,** using the Request for Quote [SEWP Tools](#). 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.
- 3. Create a Delivery Order,** using the Request for Quote [SEWP Tool](#). Delivery Order submissions can be tied directly to a request through the use of this tool.

*All Delivery Orders over \$5 million must include the [SEWP Fair Opportunity Form](#) or equivalent information with the Delivery Order. 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.*

- 4. Send order to NASA SEWP BOWL.** SEWP Delivery Orders must be routed to the NASA SEWP Program Office (BOWL) either via fax or e-mail. *Do not forward orders directly to a Contract Holder.* Contract Holders may only accept Delivery Orders through the NASA SEWP Program Office and the orders must have an assigned SEWP tracking number, referred to as an OSN (Ordering Sequence Number). The SEWP [fax cover sheet](#), or similar form providing contact information, should accompany all orders.

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

E-Mail PDF or Image Files to:  
[sewporders@sewp.nasa.gov](mailto:sewporders@sewp.nasa.gov)

OR Send orders and completed forms to:

SEWP Program Office (BOWL)  
10210 Greenbelt Road  
Suite #270  
Lanham, MD 20706

Phone: (301)286-1478  
Fax: (301)286-0317

**Note:** It is preferred that orders be accompanied with the [SEWP Fax Cover Sheet](#).

- 5. NASA SEWP PMO verifies order and forwards valid orders to the appropriate Contract Holder.** The processing time is typically less than one business day between the receipt of a Delivery Order at the NASA SEWP Program Office and delivery of the order to the appropriate Contract Holder. If an order cannot be processed due to incomplete or incorrect information, both the issuing CO and the Contract Holder will be contacted by a member of the NASA SEWP Customer Service staff. When an order is processed, e-mail confirmation is sent to the issuing CO upon request.
- 6. Contract Holder processes order, delivers equipment and services, and invoices Agency or Contractor.** The delivery time varies based on the size, complexity and type of the order. Quotes should include a delivery timeline. If one is not provided on the quote, a maximum 30 day delivery time is assumed. The SEWP Program Office tracks delivery time based on the customer's expected delivery time provided on a Delivery Order. If the Contract Holder is unable to meet the expected time, they must delay acceptance of the Delivery Order until a new delivery time is mutually agreed upon by the Customer and Contract Holder.

## Surcharge

The SEWP surcharge for all orders is a base of 0.45% with limits as noted below. The authorized scale is:

Order Amount	Fee percentage
\$0 - \$2,222,222	0.45%
\$2,222,222 on up	\$10,000 cap

NASA SEWP reserves the right to adjust all surcharge rates as the SEWP Program Management Office (PMO) budget so requires. These fees are effective Nov. 1, 2010, for all SEWP IV Delivery Orders.

A Quote may have the fee separately listed using the SEWP-Z CLIN or the fee may be incorporated in the product prices and not shown as a separate line item. If the fee is not separately shown on the quote, do not include it as a line item on your order.

Note that the cap is applied on a per-order and modification basis. If an order exceeds \$2,222,222, the fee will be capped at \$10,000 for that order. If a modification is placed that increases the order amount, the fee is reapplied for the modified amount; e.g. if the mod is for an additional \$1 M, the total fee for the order, including the modification, will be \$14,500.

Note that the NASA SEWP Program Management Office (PMO) operates on a non-profit, self-contained Full Cost Accounting Budget. The fees are set solely to fund the services and staff provided by the NASA SEWP BOWL. Collection of excess fees will result in either an increase in services, a decrease in the fee structure or a combination of the two.

## **SEWP IV Terms and Conditions**

**Contract Number:** NNG07DA42B

**Contract Period:** 5/14/2007-04/30/2014

**Who Can Order:** All Federal government agencies and authorized government support contractors.

**Products:** 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

**Credit Card Accepted:** Yes

**FOB Point:** Destination

**Standard Delivery Time:** Shipping within 30 days ARO; negotiable at the delivery order level

**Item Fees:** 0.45% with a cap of \$10,000.

**Payment Terms:** Net 30 days

**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.