



Victory Global Solutions, Inc. NASA SEWP V Ordering Guide



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Contract # NNG15SC95B



SEWP V General Information

Providing the latest in Information Technology (IT) products and services, NASA's Solutions for Enterprise-Wide Procurement (SEWP) V contract vehicle has an *outstanding* track record of serving up fresh technology for federal agencies. The NASA SEWP V is a Government-Wide Acquisition Contract (GWAC) consisting of Competed Prime Contract Holders (CH), including small businesses and Woman Owned Small Businesses (WOSB) with a Not to Exceed (NTE) Value of \$20B per contract. 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 as well as IT services, to all Federal Agencies (including Department of Defense) and their authorized contractors. SEWP offers low prices (generally below GSA schedule prices), the lowest surcharge (0.34%) and the easiest and fastest ordering procedure using pre-competed contracts. The Fair Opportunity Clause can be found within the body of the Contract.

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 V Statement of Work (SOW) can be found at:

http://www.sewp.nasa.gov/documents/ATTACHMENT-C_SOW_SEWP_V.pdf

Surcharge

The SEWP surcharge for all orders is a 0.34%. The fee is included in the price of all products and is not separately listed on quotes. It is the Contract Holder's responsibility to pay the fee from their quoted product prices.

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

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 Program Management Office (PMO). 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 V Ordering Process

1. SEWP orders are orders placed under existing IDIQ contracts. SEWP orders do not need to be synopsized. 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 Program Management Office (PMO) either electronically to sewporders@sewp.nasa.gov or via fax at 301-286-0317. Orders should not be forwarded directly to a contractor. In accordance with their contracts, contractors may only accept delivery orders that have been routed through the NASA SEWP PMO 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 PMO 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 PMO 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. SEWP V Contract Holders may be authorized to accept Government credit card orders directly as long as the purchase is under \$100,000 and being made over the phone or through a website using a shopping cart/checkout ordering system. The Contract Holders will report all such orders to the NASA SEWP PMO for tracking purposes. There is no SEWP contractual limit on credit card orders - purchase card limits are based on the individual's own agency's limit. Delivery Orders paid by credit card, credit card orders placed via fax or e-mail and all orders over \$100,000 must be routed through the SEWP PMO and may not be sent directly to the Contract Holder.
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 contracts for issuing agencies to use other intermediary procurement offices, except as directed through their own internal policies.
7. The published SEWP prices are Firm-fixed 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).

SEWP V Terms and Conditions

Contract Number: NNG15SC95B Group C – Small Business

Contract Period: 5/1/2015 – 4/30/2026

Who Can Order: All Federal government agencies (Defense & Civilian) as well as the agencies 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, solutions and IT services 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: 0.34%.

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.

SEWP V 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.
- 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 email an RFQ to the vendors with various options for a reply.

Submitting Orders

All Delivery Orders **MUST** be routed through the SEWP PMO and should not be sent directly to the Contract Holder. All delivery orders are processed within one business day of receipt and electronically forwarded to the Contract Holder by the SEWP PMO.

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:
SEWP Program Office (PMO)
10210 Greenbelt Road

Suite #270
Lanham, MD 20706
Phone: (301) 286-1478 Hours of Operation: 7:30am – 6pm EST
Fax: (301) 286-0317

Customer Service, Order processing, Web tool questions and/or Post-order support:
SEWP Helpline
Email: help@sewp.nasa.gov
Helpline: (301) 286-1478

Victory Global Solutions SEWP V Points of Contacts:

Victory's NASA SEWP Program Manager
Deborah Wright (615) 708-7818 or dwright@victorygs.com

Victory NASA SEWP Deputy Program Manager
Robin Ware (301) 928-3015 or rware@victorygs.com

For Engineering & Technical Services: clientservices@victorygs.com

NASA SEWP V Small Businesses Contract Holders
<http://www.sewp.nasa.gov/cgi-bin/vendorcontacts.pl?small=yes>

Questions? Please email us at sewp@victorygs.com

Our Team Victory, looks forward to serving you and your agency.

Thank You for your time and consideration.

