Solutions for Enterprise Wide Procurement (SEWP)

What is SEWP?

SEWP is a:

- Multi-award suite of contracts
  - 145 Companies / 119 small businesses

- Government-Wide Acquisition Contract (GWAC)
  - Authorized by OMB
  - Utilized by every Government Agency

- Contract Vehicle for ICT (Information and Communication Technology) and Audio/Visual Solutions

- Program Management Office (PMO) to provide support and information throughout the Acquisition Process

What can be procured through SEWP?

SEWP IS A SOLUTIONS CONTRACT – PRODUCTS AND SERVICES	
Information Technology & Networking	Computer Hardware, Tablets Network Appliances: Routers, Modems, VOIP Storage Security
Software & Cloud	Software Virtualization and Cloud Computing XaaS (e.g. SaaS=Storage as a Service)
Mobility & Communications	Telecommunication Devices and Services
Supporting Technology	Scanners, Printers, Copiers, Shredders Associated Supplies and Accessories Sensors Health IT
AV/Conferencing	A/V Equipment and Accessories TVs, Display Monitors, Projectors and Screens
Services	Maintenance / Warranty Site Planning / Installation / Cabling Product Based Training Product Based Engineering Services

Dynamic Availability

'Catalog by Request' not 'Request by Catalog'

- ✓ **Thousands of Providers** including Cisco, NetApp, Microsoft, Oracle, etc..
  - ✓ New providers added daily
- ✓ **Millions of Unique Products & Product Based Services**
  - ✓ **Items added daily to contract based on customer requests**
  - ✓ **On-line contract database of record**
  - ✓ **Quotes and orders are verified against contract catalog**

Static Views

- ✓ **Quote Request Tool includes options for Request for Information (RFI) or Market Research Request (MRR)**

- ✓ **Market Research Tool (MRT) combines 'Search' with RFI to add new products**

- ✓ **Agency Catalogs**

  - ✓ **Snapshot of product availability and pricing based on agency requirements**

- ✓ **Delivery Order With Options (DOWO)**

  - ✓ **An order awarded for recurring product/service needs, with options to purchase from the same quote/initial order for a defined period of time**

Quote Verification File

- RFQ can specify requirements such as Authorized Reseller, TAA Compliance, etc..

- Quoted items are verified to be on contract and properly priced

- Information provided for all quoted line items:
  - Discount off contract price
  - Supply Chain – Level of Provider Authorization
    - Authorized reseller (verified with OEM)
    - Authorized Distributor
    - Unverified relationship
  - Trade Agreements Act (TAA)
  - EPEAT/Energy Star compliance

FAR 16.505(b)

Pre-award activities/verification

- Performed at basic contract level
  - e.g. business size and financial responsibility determinations, etc.

Provide Fair Opportunity to a full category or any available set-aside

- Does not apply to orders under $3,500
- Process for Fair Opportunity (per FAR) is at CO's Discretion
- SEWP Quote Request Tool is the only RECOMMENDED method
- Best Value determination

Brand Name and Sole Source

- **Brand Name:** Posting in the RFQ of a Justification and Approval (J&A) is required for orders over $30,000
- **Sole Source:** Exceptions and procedures in FAR 16.505

Fair Opportunity Options

Group A (NAICS 334111)

➢ All Group A Contracts or

➢ Set Asides:
  ➢ Small Business

Groups B/C/D (NAICS 541519)

➢ All Group B, C and D Contracts or

➢ Set Asides:
  ➢ Small Business
  ➢ SDVOSB
  ➢ HUBZone
  ➢ WOSB
  ➢ EDWOSB

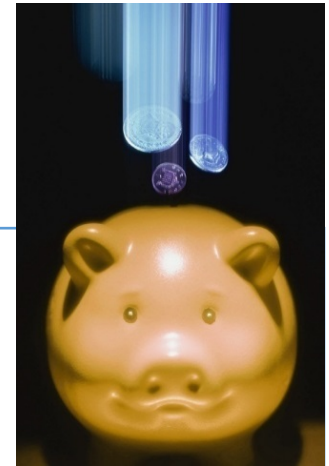RFQs can be submitted to one of the two NAICS Groups/Set-asides

All Contracts have same scope and product and service availability

Issuing Agency determines Groups/Set-aside based on Market Research, Agency Goals, Experience, etc.

Pricing

Contract Price

- Contractual Processes set pricing including:
  - Must be less than Contract Holder's GSA Price
  - Must be comparable to other contracts

Quoted Price

- Consolidation and internal competition maximizes price discounts
- Product prices may be negotiated and/or questioned

Fair and reasonable pricing set at contract level

- All products
- All fixed price services

Labor price reasonableness determined by initiator

- Level of effort
- Labor Category
- Labor Rate

Procurement Lifecycle

Pre-Order Support

- Assistance on SEWP Processes including step-by-step walk through
- Review Requirements upon request

Order Processing

- Review, process and forward orders and mods
  - *Orders/Mods must be sent to SEWP Program Management Office (PMO) via sewporders@sewp.nasa.gov by Government Agency*
  - *All orders verified by PMO prior to forwarding to Contract Holder*

Post-Order Support

- Reconcile and track orders through completion
- Process and post order status data
- Assist with problem resolution

Post-Award Guidance

SEWP provides minimal Award status information to Contract Holders

- RFQs are notated when they have been awarded

- SEWP PMO does not divulge awardee or related order information

From FAR Part 16.505:

- **ALL ORDERS**
  - Fair Opportunity issues may be referred to an Ombudsman
- **ORDER LESS THAN $5.5 MILLION**
  - Post-award debriefs and award notification are at the Issuing Agency's discretion
  - Quote Request Tool includes *optional* Award Notification function
- **ORDERS OF $5.5 MILLION OR MORE**
  - Post-award debriefs shall be provided
  - Contracting Officer shall notify unsuccessful bidders
- **PROTESTS (UPDATES AS OF OCT 1, 2016)**
  - All Agencies: Orders protestable for out of scope requirements or ordering outside the contract period of performance
  - DoD, NASA & Coast Guard only: Orders over $10 M may be protested (FAR 33.104)

SEWP Support

During Business Hours (7:30AM - 6:00PM EST)
- ➢ Phone (301) 286-1478
- ➢ Online Chat

CHAT NOW!

Assistance Anytime
- ➢ help@sewp.nasa.gov

- ➢ support.sewp.nasa.gov

FAST ACCESS

SEWP LOG-IN

FAQ

TRAINING VIDEO

SEWP V CONTRACT INFO

REQUEST A QUOTE

NASA CREDIT CARDS

ADDRESS AND DIRECTIONS

GIVE US YOUR FEEDBACK

Free Training Options
- ➢ In Person
- ➢ Webinars &Training Videos
- ➢ Training Document
- ➢ SEWP Forum at NCMA World Congress

SEWP Customer Service Contacts

Web	www.sewp.nasa.gov	24x7x365
E-mail	Help@sewp.nasa.gov	Get responses within 1 business day
Helpline	301-286-1478	Mon–Fri 7:30 AM – 6:00 PM EST
Fax	301-286-0317	Fax orders
E-mail Orders	sewporders@sewp.nasa.gov	E-mail orders
Mail	10210 Greenbelt Road, Suite 200, Greenbelt, MD 20771	

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Group:
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Civil Servant Management Team*

Program Manager	Joanne Woytek	301-614-7128	Joanne.R.Woytek@nasa.gov
Deputy Program Manager	Darlene Coen	301-614-7127	Darlene.E.Coen@nasa.gov

*Questions are best sent to help@sewp.nasa.gov for fastest assistance

SEWP Website Overview

I. Frequently Asked Questions (FAQ)

II. Contract Information

III. Points of Contact

IV. Program Performance Page

V. Agency Specific Pages

VI. Tools Review
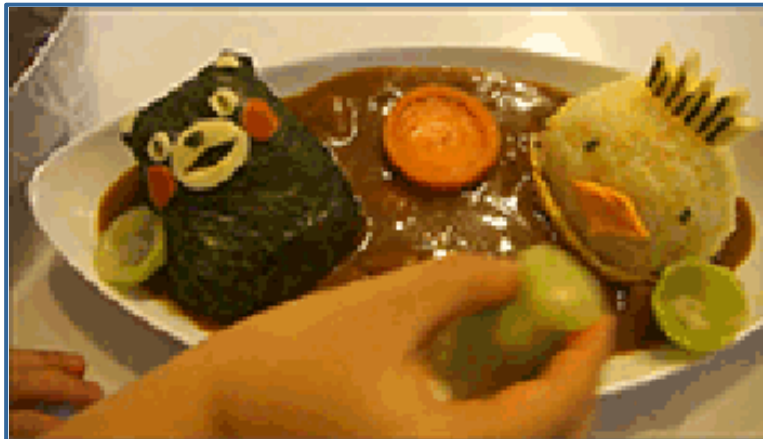
"Easy as Duck Soup"

- Marx Brothers

Additional SEWP Information

(Backup Slides)

Supply Chain Risk Management

Levels of Provider designation:

Manufacturer

Authorized/Approved Reseller - <u>All</u> provider items

Authorized Reseller - Subset of provider items

Authorized Partner or Distributor

Authorized Reseller - One Item / One Time

Unidentified or unknown source

Strategic and Recurring Requirements

Delivery Order With Options (DOWO)

- An order awarded for recurring product/service needs, with options to purchase from the same quote/initial order for a defined period of time (not greater than 5 years)
- Delivery orders can be structured similar to a purchase agreement
- Fair Opportunity required for initial order

Product Category Catalogs

- Government-Wide/GSS, Agency, or Organization level
  - NSSC has added numerous NASA-wide software catalogs
- Pricing obtained through RFQ to provide Fair Opportunity
- Specialized line items and pricing added to contract
- Structure and refresh time determined by agency (annually, quarterly)
- SEWP creates a catalog of accepted items
  - Purchase direct via credit card (optional)
  - Create order form

Contract Basics

➢ Basic Contracts are on SEWP website including list of incorporated clauses

➢ Delivery Order against existing Contract
  - Additional Clauses and T's & C's may be negotiated at the delivery order level

➢ Agency Specific Policies are easily applied

FAST ACCESS

SEWP LOG-IN

FAQ

TRAINING VIDEO

SEWP V CONTRACT INFO

REQUEST A QUOTE

NASA CREDIT CARDS

ADDRESS AND DIRECTIONS

GIVE US YOUR FEEDBACK

Contract Clauses:

Download the SEWP V Contract Clauses

Contract SOW:

Download the SEWP V Contract Statement of Work SOW

Franchise Fund Options

Franchise Funds

- Provide Procurement Support
- Can accept direct funding
- Primary Agencies:
  - GSA Acquisition Services
  - Department Of Interior Acquisition Services Division
  - Department of Defense DISA / DITCO

Not SEWP

Here are the POCs we have for these agencies:

Assisted Acquisition Organizations
DOD Assisted Acquisition Support
DISA, DITCO at Scott AFB DISA/DITCO
2300 East Drive Scott AFB, IL 62225-5406

Deb Powell-Schaffer, Chief, Hardware Section, (618) 229-9467
Jackie Johnson, Hardware Section Team Lead, (618) 229-9351
Danette Wesselmann – 618-229-9273
Lori Dahl – 618-229-9487
http://www.ditco.disa.mil/Default.asp

GSA Assisted Acquisition Support
GSA FEDSIM
2100 Crystal Drive, Suite 800, Arlington, VA 20406
Phone: (866) 333-7461
POC: None specific, caller will be assigned a FEDSIM representative based on requesting agency.
http://www.gsa.gov/portal/content/104719

Department of Interior
Acquisition Services Directorate (AQD)
381 Elden Street, Suite 4000, Herndon, VA 20170
Phone: 703-964-8800
POC: Myra Freilich
http://www.aqd.nbc.gov/

PLOT

Program

Level

Outreach

Team

SEWP PLOT provides guidance on IT Procurements that are:

- ➤ Strategic
- ➤ Complex
- ➤ Significant in size

Contact SEWP to arrange an onsite meetings for your Agency

When To Create A Delivery Order with Options (DOWO)

Predictable/Set Requirements and Procurement Ordering Cycle

Predictable volume of products/solutions required for the bulk of the delivery order

Set Terms and Conditions

Set Option Years

Ability to quote optional line items but bulk of the requirement should be defined

Issuing Agencies shall include the appropriate FAR Clause(s) for Options at the delivery order level as appropriate

Delivery Order with Options [DOWO]

If an Agency has a requirement to purchase a set of known in-scope products/solutions, a Request for Quote (RFQ) can be submitted using Fair Opportunity guidelines to one or more SEWP Contract Groups

The Agency may award one or more Delivery Orders based on the quotes received. The initial base Delivery Order would establish the products/solutions and pricing for those items. The maximum time for the existence of this order and any instructions for exercising options per the original quote and initial Delivery Order should be noted in the initial order

The base and option years cannot exceed 5 years in duration

Delivery Order with Options [cont.]

Agency officials may then follow the procedures as stated in the base Delivery Order to place orders against the initial quote

Any substantive change to the initial quote and subsequent base Delivery Order, such as increasing the scope of products/solutions quoted, would require a renewed quoting and ordering cycle including issuing a new RFQ following Fair Opportunity procedures

The actual usage and set-up of the base Delivery Order is the Contracting Officer's responsibility. Typically, the base order is set up with an initial Delivery Order listing the products/solutions and prices. Subsequent Delivery Orders are issued options as modifications against the base order.

When To Create An Agency Specific Catalog

Known Set of Specifications / Requirements

Requirements may be added later

- Additional requirements are within the initial scope
- Substantive change rule is considered

Unpredictable Procurement Ordering Cycle

Unpredictable volume of products/solutions

Standard technology updates

Speed and simplicity of ordering process

Multiple ordering locations

Ability to quote base and optional line items but bulk of the catalog should be defined

What else can be procured through SEWP V?

➢ **Computer Hardware**
- Tablets, Laptops, Embedded Systems
- Desktops, Servers, Supercomputers
- Peripherals and Accessories: Monitors, Keyboards, Cables, etc..
- Computer Carts, Racks and Enclosures
- Computer Cards / Boards

➢ **Networking and Communications**
- Network Appliances
- Network Connectivity: Routers, Modems, etc..
- Telecommunication Devices
- Wireless Networking
- Cables and Accessories

➢ **Security Hardware**
- Control and Authentication Devices
- Forensic Systems
- Computer Anti-Theft Hardware
- Security Appliances
- Surveillance Systems
- Sensors

➢ **Supporting Hardware**
- Scanners, Barcodes, RFID Devices
- Cooling Systems
- Digital Devices; e.g. Calculators
- GPS
- Remote Management
- Printers, Copiers, Fax Machines, Shredders
- Associated Supplies

➢ **Specialized Hardware**
- Notification Systems associated with Computer Facility
- Asset Management Systems
- Computer Room Monitoring
- Health IT

➢ **Storage Hardware**
- Backup and Recovery
- DVD, CD, Tape and Digital Systems and Supplies
- Disk Systems
- Network Based Storage
- Storage Accessories

➢ **AV/Conferencing**
- AV Equipment and Accessories
- Cameras, Display Monitors, Consoles, etc..
- Accessories including privacy screens and camera accessories
- Video and Tele-conferencing
- Speakers, Microphones, Theater and Music Systems, Lighting
- TV, Projectors and Screens
- Visualization Systems

➢ **Electrical**
- Note: Must be related to an IT / AV system
- Power Conditioning
- Uninterrupted Power Supply, Batteries, etc..
- Cables, Components, etc..

➢ **Software and Virtualization**
- Commercial software packages of any variety
- Software As A Service
- Cloud Computing
- Virtual Storage

➢ **Services Fully In Scope**
- Maintenance / Warranty / Help desk support
- Installation of in-scope Products
- Site Planning; e.g. determining required products
- Product Based Training
- Product Based Engineering Services

➢ **Services Limited In Scope**
Submit SOW for scope review for these services:
- Software development
- On-site operational labor
- Consulting (unless part of in scope services)
- Staff Augmentation

➢ **If uncertain:**
- Stop
- Send SOW (Statement of Work), BOM (Bill of Materials), and/or Requirements Statement to help@sewp.nasa.gov
- SEWP will review and get back with any scope issues

Scope: What You <u>Cannot</u> Buy

PRODUCTS	SERVICES
• Mobile Data Collection Devices • Wheels, Engines • Non-IT Health Devices • Fire Suppression Systems/ Maintenance • Military Technology (if outside the scope listed previously) • Office Furniture	• Software Development • General Support Services • Consulting

Group A: OEM / Full & Open

- *Abba Technologies*
- *ACE Computers*
- *Alliance Technology Group*
- *Better Direct*
- *Carahsoft Technology Corporation*
- *CDW Government (CDWG)*
- *Counter Trade Products (CTP)*
- *Dell Federal Systems*
- *Direct Systems Support (DSS)*
- *DLT Solutions*
- *DRS Technologies*
- *Dynamic Systems*

- *Emergent*
- *Force 3*
- *General Dynamics One Source*
- *Global Technology Resources (GTRI)*
- *Hewlett Packard (HP)*
- *IBM Corporation*
- *IMMIX Group*
- *Intelligent Decisions (ID)*
- *JUNOVenture*
- *KOI Computer*
- *Merlin International*
- *NCS Technologies*

- *PCMG*
- *PetroSys Solutions (PSI)*
- *SEWP Solutions*
- *SHI International Corporation*
- *Silicon Graphics Federal (SGI)*
- *Sterling Computers Corporation*
- *Transource Services Corporation*
- *Unicom Government*
- *Unisys Corporation*
- *World Wide Technology (WWT)*
- *Zones*

Group B(1): HUBZone

- *4 Star Technologies*
- *Akira Technologies*
- *Anacapa Micro Products*
- *BAHFed Corporation*
- *Better Direct*
- *Blue Tech*
- *FedBiz IT Solutions*

- *GovSmart*
- *MVS*
- *OGIS Communications Group*
- *Panamerica Computers*
- *Premier Technical Services Corporation*
- *WestWind Computer Products*
- *WildFlower International*

Group B(2): SDVOSB

- *AATD*
- *Alpha Six Corporation*
- *Alvarez & Associates*
- *Cutting Edge Technologies & Solutions (CETECHS)*
- *Cynergy Professional Systems*
- *Epoch Concepts*
- *FedStore Corporation*
- *Four Points Technology*
- *Gov Acquisition (GovAcq)*

- *i3 Federal*
- *ISSTSPi*
- *Kpaul Properties*
- *Minburn Technology Group*
- *MNQ Business Solutions*
- *NAMTEK Corporation*
- *Phoenix Data Security*
- *RedHawk IT Solutions*
- *Regan Technologies Corporation*

- *Techanax*
- *ThreeWire Systems*
- *Thundercat*
- *V3Gate*
- *Veteran Information Technologies (VIT)*
- *Video & Telecommunications (VTI)*
- *Vigilant Technologies*

Group C: Small Businesses

- A&T Marketing
- Abba Technologies
- ABM Federal Sales
- Accelera Solutions
- ACE Technology Partners
- Advanced Computer Concepts
- Affigent
- Akira Technologies
- Alliance Technology Group
- Alpha Six Corporation
- Alvarez & Associates
- American Wordata (AWData)
- Anacapa Micro Products
- AS Global Corporation
- Better Direct
- Blue Tech
- Capital Supply
- Carolina Advanced Digital (CAD)
- Cartridge Technologies (CTI)
- Chandler Automated Systems
- Coast to Coast Computer Products
- Computer Marketing Associates (CMA)
- Convergence Technology Consulting (CTC)
- Copper River Information Technology
- CounterTrade Products (CTP)
- CSP Enterprises

- Cynergy Professional Systems
- DASNet Corporation
- DiSys Solutions
- Dynamic Computer Corporation
- Dynamic Systems
- Enterprise Technology Solutions (ETSI)
- Fastech
- FCN
- Federal Tech Solutions (FTSI)
- FedStore Corporation
- Four Points Technology
- Four
- GC Micro
- GMC Tek
- Government Acquisitions (GAI)
- GovPlace
- HMS Technologies
- Integration Technologies Group (ITG)
- Knowledge Information Solutions (KIS)
- Lyme Computer Solutions (LCS)
- M&A Technology
- M2 Technology
- MA Federal
- Marshall Communications Corporation
- MCP Computer Products
- Mercom
- NCS Technologies

- New Tech Solutions (NTS)
- Norseman Defense Technologies
- Optivor Technologies
- Petrosys Solutions (PSI)
- Phoenix Data Security
- RedHawk IT Solutions
- Red River Computer
- Seeds of Genius
- Spectrum Systems
- Sterling Computers Corporation
- Storsoft Technology Corporation
- Strategic Communications
- Swish Data Corporation
- Sword and Shield Enterprise Security (SSES)
- Sysorex Government Services
- Technology Solutions Provider (TSPi)
- Thundercat
- Transource Services Corporation
- Tribalco
- Unistar-Sparco Computers
- VAE
- Victory Global Solutions
- Video & Telecommunications (VTI)
- Walker and Associates
- Wildflower International
- Yorktel

Group D: VARs / Full & Open

- *Accessagility*
- *Advanced Computer Concepts (ACC)*
- *Affigent*
- *All Points Logistics*
- *AT&T Government Solutions*
- *Blue Tech*
- *Carahsoft Technology Corporation*
- *CDW Government (CDWG)*
- *Connected Workplace Solutions (CWPS)*
- *Copper River Information Technology*
- *CounterTrade Products (CTP)*
- *D&S Consultants (DSCI)*
- *DiSYS Solutions (DSI)*
- *DLT Solutions*
- *DRS Technologies*

- *Emergent*
- *Force 3*
- *General Dynamics One Source (GD)*
- *Global Technology Resources (GTRI)*
- *GovConnection*
- *GovPlace*
- *Hyperion*
- *IMMIX Group*
- *Insight Public Sector*
- *Intelligent Decisions (ID)*
- *Iron Bow Technologies*
- *JUNOVenture*
- *MicroTechnologies*
- *Namtek Corporation*
- *Northern Technologies Group (NTG)*
- *PCMG*

- *Presidio Networked Solutions*
- *Red River Computer*
- *SHI International Corporation*
- *SMS Data Products Group (SMS)*
- *Softchoice*
- *Sterling Computers Corporation*
- *Strategic Communications*
- *Technica Corporation*
- *Technology Integration Group (TIG)*
- *Tribalco*
- *Unicom Government (UGI)*
- *Unisys Corporation*
- *VT Milcom*
- *Walker and Associates*
- *World Wide Technology (WWT)*

Mini-Quiz Part 1

The following questions will test your knowledge of the SEWP Program and Contracts.

We will address any questions that you are unsure of during today's training.

1) *What does the acronym GWAC stand for?*
    a. General Workstation Acquisition Contract
    b. Gone With A Cloud
    c. Government Wide Acquisition Contract
    d. Give Wine a Chance

2) *The SEWP Program began*
    a. In the past 5 years
    b. 5-10 years ago
    c. 10-20 years ago
    d. Over 20 years ago

3) *SEWP Customer Care can be reached for support via:*
    a. Live chat, phone or email
    b. Telepathy
    c. Pony express
    d. All of the above

4) *SEWP's mascot is based on?*
    a. Marketing Consultant Idea
    b. The Marx Brothers movie "Duck Soup"
    c.. The saying "it is as easy as Duck Soup
    d. The saying "Duck Soup is hot"

5) *Which Federal Agencies are SEWP's top users?*
    a. Department of Defense and Veteran Affairs
    b. NASA and NOAA
    c. OPIC and FHFA
    d. USAID and US Courts

6) *The SEWP Program Management Office (PMO) responds to all emails, phone calls, order process requests*
    a. Within one business day
    b. Within three business days
    c. Within 1 week
    d. When we feel like it

7) *Why was SEWP started?*
    a. To subsidize NASA procurement
    b. To assist a scientist in obtaining his computers
    c. To take focus away from NASA's manned missions

Mini-Quiz Part 2

8) *The following are not in scope:*
   a. Product based services
   b. A/V products and services
   c. Software Development
   d. Product optimization services

9) *The following information can be obtained directly from the SEWP website, www.sewp.nasa.gov*
   a. Business Size
   b. Contract Number
   c. DUNS, TIN and Cage Code
   d. All of the above
   e. None of the above – you need to go to SAM to get this info

10) *An example of a static view of the SEWP dynamic catalog is:*
   a. Quote Request Tool
   b. Agency Catalog
   c. FAQ

11) *The relationship (authorized reseller; using a distributor; unknown) between each contract holder and provider (OEM) is verified by the SEWP PMO and provided with the verification file that accompanies each quote*
   a. True
   b. False

12) *You can select 'all Contract Holders' to receive and respond to an RFQ.*
   a. True
   b. False

13) *The Issuing Office must do a Price reasonableness determination:*
   a. Never
   b. For all purchases over the micro-purchase limit
   c. For Labor-based services

14) *Award notifications and debriefs*
   a. Are required for all orders
   b. Only required for orders over $5.5 Million
   c. May be requested once by a Contract Holder
   d. None of the above
   e. b and c only