



SEWP V ORDERING GUIDE

Contract# NNG15SD82B

Solutions for Enterprise-Wide Procurement (SEWP, pronounced 'soup') V, is a multi-award Government-Wide Acquisition Contract (GWAC) vehicle focused on IT products and product-based services. The SEWP Government-Wide Acquisition Contract (GWAC) contract has a base ordering period of 5 years, with one 5-year option. This GWAC offers a dynamic set of contracts that enables any Federal Government Agency and any Authorized Federal Contractor to purchase a wide range of advanced technology including:

- Information Technology Computer Hardware Tablets Storage Security
- Software & Cloud Software / License Renewal Virtualization & Cloud Computing XaaS (e.g. SaaS=Storage as a Service)
- Networking & Communications Network Appliances: Routers, Modems Telecommunication Devices and Monthly Service
- Supporting Technology Scanners, Printers, Copiers, Shredders Associated Supplies and Accessories Sensors (SEWP V) Medical IT (SEWP V)
- AV/Conferencing A/V Equipment and Accessories TVs, Display Monitors, Projectors and Screens
- Services Warranty / Upgrades / Maintenance Site Planning / Installation Product Based Training Product Based Engineering Services (SEWP V)

[Marshall Communications Corporation](#) (MARSHALL) is one of multiple awardees that is a Small Business with the maximum ordering value of each contract of \$20,000,000,000. We specialize in delivering COTS product solutions that are cost effective and promote quality of service and reliability. All contractors on SEWP V will be provided Fair Opportunity at the individual order level as appropriate per [FAR Part 1.6.505\(b\)](#). The FAR provides that each contractor shall be given fair opportunity to be considered for each order exceeding \$10,000 and issued under multiple award 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. Using the SEWP online [Quote Request Tool](#) is the recommended method to assist in this activity and to augment the required decision documentation. The [SEWP QRT tool](#) will automatically include the Contract Holders within a selected Group or based on a suggested source.

NOTE: Fair Opportunity to all Contract Holders within one or more SEWP Groups or set-asides is required. There is no requirement to obtain 3 quotes as long as all Contract Holders within a Group or set-aside were provided opportunity to provide a quote.

CONTACT INFORMATION:

To obtain a quote for hardware, software, or services it is highly recommended that the [SEWP Quote Request](#)

[Tool](#) (QRT) be utilized. If you have questions regarding a quote, an order, or you can't find a particular product in our catalog, please contact MARSHALL's SEWP V Program Manager or MARSHALL's SEWP V Sales at the contact information below and we will be happy to assist you.

MARSHALL SEWP V Program Manager:

Amber Hutchinson | ahutchinson@missionsolutionsgroup.com | 843.344.6581

MARSHALL SEWP V Deputy Program Manager:

Rie Gibbons | rie.gibbons@missionsolutionsgroup.com | 843.481.3131 ext 2117

MARSHALL SEWP V Director of Supply Chain

Lynn Mizzell | lynn.mizzell@missionsolutionsgroup.com | 843-504-3242XT 2312

MARSHALL SEWP V Sales & Order Information

Amber Hutchinson | ahutchinson@missionsolutionsgroup.com | 843.344.6581

MARSHALL Headquarters:

44040 Airport View Drive
Suite A
Hollywood, MD 20636-3103

NASA SEWP SUPPORT:

SEWP Helpline: 301.286.1478, Mon-Fri, 7:30AM-6:00AM (EST) or email: help@sewp.nasa.gov

SEWP Live Chat: www.sewp.nasa.gov | **SEWP Customer Support Center:** <http://support.sewp.nasa.gov>

For more information and additional resources, please visit: www.sewp.nasa.gov


HOW TO ORDER UTILIZING SEWP V:

Request for Quote: The recommended method by the NASA SEWP Program Office for obtaining SEWP quotes is the utilization of the [SEWP Quote Request Tool](#) available at the SEWP Website: www.sewp.nasa.gov.

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

Orders can be sent to SEWP in one of the following ways:

TO:	
FAX orders and completed forms:	301.286.0317
E-Mail PDF or Image Files:	sewporders@sewp.nasa.gov
	SEWP Program Management Office (PMO) 10210 Greenbelt Road Suite #200 Lanham, MD 20706
Mail orders and completed forms:	Lanham, MD 20706



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.

1. Delivery Order Number (any valid Government DO is allowed)
2. Quote from a SEWP Contract Holder verifying the viability of the order
3. Date Delivery Order Issued
4. SEWP Contract Number
5. SEWP Contract Holder's mailing address and phone number
6. Issuing Office: Agency Name and Mailing Address

7. Ship to Office: Agency Name and Mailing Address
8. Total dollar amount of order
9. Contracting Officer's Signature
10. Contracting Officer's Phone Number
11. Date Delivery Order Signed
12. Line Items/Pricing

A SEWP Tracking Number (STN) will be assigned after the order is submitted and processed by the SEWP BOWL and then forwarded to MARSHALL as a Delivery Order with Options (DOWO) for processing.

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

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

ORDER LIFECYCLE:

End user or Contracting Officer (CO)	NASA SEWP PMO	SEWP Contract Holder
1. Determines best value through market research. 2. Creates Delivery Order citing NASA SEWP Contract # and Prime Contract Holder. 3. Sends order to NASA SEWP BOWL. 4. Obtain ITARs or note exception to ITARs requirement 1	1. Verifies Order. 2. Forwards valid Orders to the appropriate Contract Holder. 2	1. Processes Order. 2. Delivers equipment and services. 3. Invoices Agency or Contractor. 3

Text version of the [SEWP Order process flow](#)

For additional Ordering Information, including Credit Card and Purchase Card Orders, please visit: <https://www.sewp.nasa.gov/ordering.shtml#PROCESS>

ORDERING APPROVAL AUTHORIZATION

Authorized Support Service Contractors may purchase from the SEWP V Contract on behalf of the Government. Approved support service contractors must comply with the requirements at [FAR 51.103](#). To authorize a contractor to purchase from the SEWP contracts, the authorizing contracting officer should send a copy of the authorization letter to the SEWP Program Management Office (PMO) containing all of the following information:

1. Authorizing Agency Name, Contracting Officer (CO) Name, Mailing Address, Phone/FAX number and the contractor corporate name, division, and address.
2. Contract number and period of performance
3. A statement that the contractor is authorized to purchase from SEWP contracts in support of the above contract.
4. The CO's/KO's signature and date signed.

The letter should be sent in advance of or with the first order via fax, e-mail or Ground Mail.
sewporders@sewp.nasa.gov

SEWP Program Management Office (PMO)
10210 Greenbelt Road
Suite #200
Lanham, MD 20706
Phone: (301)286-1478
Fax: (301)286-0317

Upon approval of the authorization letter, the contractor's name and contract information will be added at the [Approved Support Service Contractors](#) web page.

[Authorization Letter Template](#)

Approved support service contractors need to include the following paragraph from [Far 51.103\(a\)\(2\)](#):

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

Please note: Local and State Governments, and Federal Tribes are not authorized to issue orders against the SEWP V contract.

CONTRACT TERMS AND CONDITIONS:

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

As of November 1, 2019, NASA SEWP Surcharge fee is .36% (NASA reserves the right to adjust the fee, if required by the SEWP budget).

Credit Card Accepted: Yes

Geographic Scope: Worldwide

FOB Point: Destination

Delivery Time: Standard is 30 days;

Expedited is less than 30 days, mutually agreed upon at Quote;

Non-Standard is other than 30 days, mutually agreed upon at Quote.

Payment Terms: Net 30

Partial Delivery: No, unless authorized on the Delivery Order or by the Contracting Officer prior to delivery.

Minimum Order Limitation: \$25 or less

Maximum Order Limitation: The Contractor is not obligated to honor—

- (1) Any order for a single item in excess of \$2 million;
- (2) Any order for a combination of items in excess of \$10 million;
- (3) A series of orders from the same ordering office within 30 days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.

Warranty: OEM provided warranty, extended warranty, customized warranty, and maintenance plans, which include software updates and security patches, are available upon request.

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 excise 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 due to the defect of the item.

If you are a vendor and are interested in adding your products to our catalog please contact:
ahutchinson@missionsolutionsgroup.com

"We do more than satellite communications"