



Federal



i3 Federal LLC

12030 Henderson Rd
Clifton, VA, 20124-2210

SEWP V Ordering Guide

Contract # NNG15SD31B
CAGE Code: 4n0d6
DUNS Number: 785013215
UEI: T8BVM29MEWU5
Group B (SDVOSB)
www.i3federal.com

Company Overview:

i3 Federal LLC is a Service-Disabled Veteran Owned Small Business originally established in 2006 as a Value-Added Reseller (VAR) to compete for SEWP IV. As a successful competitor for both SEWP IV and SEWP V, i3 Federal is focused on providing both custom and commercial-off-the-shelf (COTS) IT solutions to the most complex challenges facing government agencies. With extensive experience in selectively matching technology to specific problems and needs i3 Federal has repeatedly demonstrated expert ability to assist the Government in finding the ideal nexus of cost and capability the true definition of "value added".

In addition to VAR capabilities i3 Federal has both cleared personnel (multiple agencies) and extensive history in the Intelligence Community and expert capabilities in Cyber.

i3 Federal Points of Contact:

Please contact the Program Manager, Bobbi Sorrell, for assistance relating to services/support and questions regarding orders at bobbi@i3federal.com

Bobbi Sorrell, Program Manager

bobbi@i3federal.com

703-825-1043

Paul De Money, Deputy Program Manager

paul@i3federal.com

703-825-1043

Sales Team

sales@i3federal.com

703-825-1043

SEWP V General Information

SEWP Contact List:

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

sewporders@sewp.nasa.gov

SEWP Helpline

help@sewp.nasa.gov

301-286-1478

SEWP Website

www.sewp.nasa.gov

About SEWP:

The NASA SEWP (Solutions for Enterprise-Wide Procurement) GWAC (Government-Wide Acquisition Contract) provides the latest in Information Technology (IT) products and services for all Federal Agencies and their approved contractors. 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. [More About SEWP V...](#)

SEWP Mission:

The SEWP Program Office manages a suite of government-wide IT products and services contracts that enable NASA and all Federal Agencies to achieve their missions and strategic initiatives by providing streamlined access to critical technologies and solutions. The Program provides best value for the Federal Government and American taxpayer through innovative procurement processes, premier customer service and outreach, acquisition insight, and partnership with Government entities and Industry.

SEWP Vision:

SEWP will provide Federal Agencies high availability access and insight to strategic solutions through utilization of SEWP's suite of ICT products and services. High level agency decision makers will have direct access to their acquisition data to assist with strategic oversight and control of internal ICT acquisition and external supply chain processes.

Parts of the FAR SEWP Contracts Fall Under:

SEWP V contracts are commercial contracts awarded under FAR Part 12. Fair Opportunity requirements in FAR Part 16.505 govern in regards to how quotes are solicited and how award selections are made.

Fair Opportunity: FAR 16.505(b) (1) 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.

Who Can Use SEWP:

SEWP is a Government-Wide Acquisition Contracts (GWAC), authorized by OMB for all Federal Agencies to utilize. The SEWP contracts are open to NASA civil employees, NASA contractors, federal agencies and federal agency contractors. The contracts are managed and administered by NASA's Goddard Space Flight Center (GSFC) at the NASA SEWP Program Management Office (PMO).

Items that can be purchased on SEWP:

<u>In-Scope Categories</u>	<u>Examples of In-Scope Products & Services</u>
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

<p>Services</p>	<p>Maintenance / Warranty Site Planning / Installation / Cabling Product Based Training Product Based Engineering Services</p>
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Ordering Process:

Credit card purchases under the micro-purchase limit (Agency dependent, but typically between \$3,500 and \$10,000) may be performed by us directly at sales@i3federal.com to request a quote.

How to Obtain Quotes on SEWP:

The SEWP QRT tool is the recommended method for obtaining quotes. The SEWP Quote Request Tool is available at the SEWP Website. Use of this tool assists in providing and documenting Fair Opportunity and verifying and assuring items quoted are on contract and properly priced. Quotes may also be obtained by other methods; however, it is then your responsibility to assess the reasonableness of any additional fees, level of competition, compliance with Fair Opportunity, terms and conditions, price and availability verification, scope, etc.

The internal ordering process of each agency varies. The process and accompanying forms for PR's and DO's that are issued against a SEWP contract is defined by the issuing agency and not the NASA SEWP Program Management Office (PMO). The typical process, however, is for an end-user to determine a requirement and generate a purchase request (PR). The PR along with any necessary funding information is sent to that Agency's procurement office which results in the issuance of a delivery order (DO). Any valid Federal Agency DO form and the associated delivery order number may be used. The NASA SEWP Program Management Office (PMO) does not issue DO's - these must be issued through the issuing Agency's procurement office. The SEWP Program Management Office (PMO) reviews, processes and tracks issued DOs and forwards them to the Contract Holder(s)

Some agencies have special requirements for issuing IT Delivery Orders. It is the Issuing Agency's Contracting Officers' (COs/KOs) 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.

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

End user or Contracting Officer (CO)	NASA SEWP PMO	SEWP Contract Holder
<ol style="list-style-type: none"> 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 <div style="text-align: right; font-size: 48px; color: green; font-weight: bold;">1</div>	<ol style="list-style-type: none"> 1. Verifies Order. 2. Forwards valid Orders to the appropriate Contract Holder. <div style="text-align: center; font-size: 48px; color: yellow; font-weight: bold;">2</div>	<ol style="list-style-type: none"> 1. Processes Order. 2. Delivers equipment and services. 3. Invoices Agency or Contractor. <div style="text-align: right; font-size: 48px; color: orange; font-weight: bold;">3</div>

If modifications are made to any order, these modifications must also route through the SEWP Program Management Office (PMO).

To assist you in preparing your delivery orders, below you will find important information in reference to processing delivery orders through the SEWP Program office. Please feel free to contact the SEWP helpline if you have any questions concerning your purchase orders, our web-tools or any SEWP related topics at 301-286-1478. The hours of operation are Monday - Friday 7:30 am to 6:00pm EST.

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.

- Delivery Order Number (any valid Government DO is allowed)
- Quote from a SEWP Contract Holder verifying the viability of the order
- Date Delivery Order Issued
- SEWP Contract Number
- SEWP Contract Holder's mailing address and phone number
- Issuing Office: Agency Name and Mailing Address
- Ship to Office: Agency Name and Mailing Address
- Total dollar amount of order
- Contracting Officer's Signature
- Contracting Officer's Phone Number
- Date Delivery Order Signed
- Line Items/Pricing

General Information

i3 Federal Contract Number: NNG15SD31B

Contract Type: Fixed Price, IDIQ

SEWP Group: B, SDVOSB

Contract Effective Dates: i3 Federal's SEWP Contract NNF15SD31B has an effective ordering period of May 1, 2015 through April 30, 2025 with a \$20 Billion contract limit.

Contract, Contract Clauses, and SOW can be found at [Contract, Clauses & SOW \(nasa.gov\)](#)

Credit Card Accepted: Yes

FOB Point: Destination

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

Surcharge: As of October 1, 2020, 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.

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.

Payment Terms: Net 30 days