

i3 Federal LLC
11400 Quailwood Manor Dr.
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SEWP IV Ordering Guide

Contract # NNG07DA42B
CAGE Code: 3TSJ0
DUNS Number: 145454-182
Tax ID Number: 20-0209553

SEWP IV General Information

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](#) (0.6%) 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/statement_of_work.doc

Surcharge

The SEWP surcharge for all orders is a base of 0.6% with limits as noted below. The authorized scale is:

Order Amount	Fee percentage
\$0 - \$1,666,666	0.6%
\$1,666,666 on up	\$10,000 cap

NASA SEWP reserves the right to adjust all surcharge rates as the SEWP BOWL budget so requires.

These fees are effective 08/01/07 for all SEWP IV Delivery Orders.

In SEWP IV, Contract Holders have the option to either include the fee as part of the Product price or as a separate Line Item, referred to as the SEWP-Z CLIN. If the fee is part of the product price, the Contract Holder should note in their quote the value of the included fee and any orders over the \$1,666,666 cap should have a Credit CLIN equivalent to the fee amount over the cap limit.

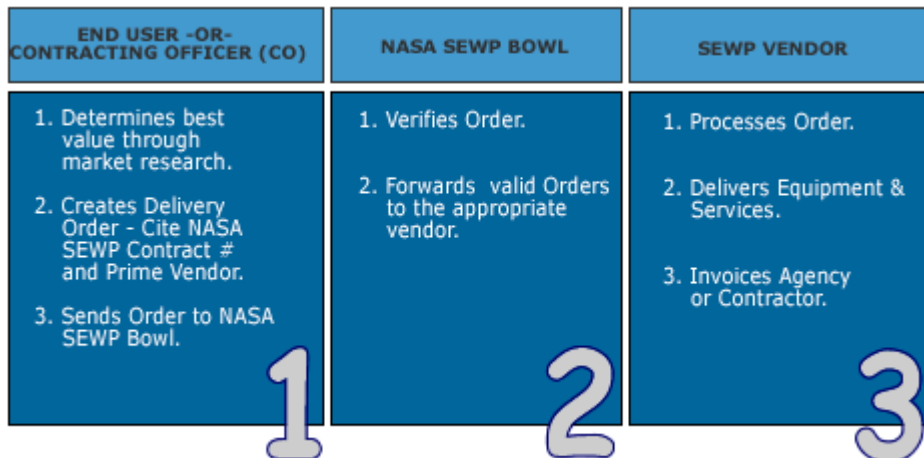
Note that the NASA SEWP BOWL operates on a non-profit, self-contained Full Cost Accounting Budget. The fees are set solely to fund the services and staff provided by the NASA SEWP BOWL. Collection of excess fees will result in either an increase in services, a decrease in the fee structure or a combination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

SEWP IV Ordering Process

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 BOWL. 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 BOWL does not issue DO's - these must be issued through the issuing Agency's procurement office. The SEWP BOWL reviews, processes and tracks issued DOs and forward the DO to the Contract Holder.

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:



Or [click here](#) to see the text version of the SEWP Order process flow.

*The order bundle must include the following:

- Delivery Order (any valid Government DO is allowed)
- Quote from a SEWP Contract Holder verifying the viability of the order
- [SEWP Fair Opportunity Form](#) for orders over \$5 Million

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

Buy American Act (BAA): Does not apply

Trade Agreement Act (TAA): Does Apply for orders over \$193,000; Non-TAA must be specified at the product line

Credit Card Accepted: Yes

FOB Point: Destination

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

Item Fees: 0.60% for orders up to \$1,666,666; \$10,000 cap for orders above \$1,666,666

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 IV 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 e-mail an RFQ to the vendors with various options for a reply.

Submitting Orders

All Delivery Orders MUST be routed through the SEWP BOWL 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 BOWL.

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 (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 by the SEWP Fax Cover Sheet([PDF](#)).

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

i3 Federal Points of Contact

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Bobbi Sorrell, Program Manager
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(703) 347-9570

Chad Porter, Federal Accounts Executive
chad@i3llc.net
(804) 769-7119

Government SEWP IV Points of Contact

Order processing, Web tool questions, or post-order support:
SEWP Helpline
help@sewp.nasa.gov
301-286-1478