



# NASA SEWP V ORDERING GUIDE

Enterprise Technology solutions **Contract Overview**

Group C (Small Business Set - Aside)  
Contract # NNG15SD76B

## SEWP V General Overview

The NASA Solutions for Enterprise-Wide Procurement V (SEWP V) contract is a government-wide acquisition contract (GWAC) for Information Technology products and services. It is an indefinite delivery, indefinite quantity (IDIQ) contract. The maximum ordering value of each contract shall not exceed \$20 billion with a minimum value of \$25.00. Starting on May 1, 2015 with a period of performance of ten years five (5) years base and option period of five (5) years.

All federal government agencies and authorized government prime contractors can use the SEWP V contract, and there is no per-agency limit.

SEWP V offers advanced technology solutions including IT Virtualization, Infrastructure Consolidation, Servers, IT peripherals, Network equipment, Storage systems, Security tools, Software products, Cloud based services, Video conferencing systems, and other IT products. Product based services such as installation, training, maintenance and warranty are also available through SEWP.

The SEWP V Business Operations & Workstation Laboratory (BOWL) manages the SEWP V program, and applies a small administration surcharge (0.34%) on all contract orders. SEWP V administration surcharge shall not be shown separately and must be included as part of the item pricing.

The recommended method is using the SEWP Quote Request Tool (QRT) available on the SEWP Website ([sewp.nasa.gov](http://sewp.nasa.gov)). Use of this tool assists in providing and documenting Fair Opportunity and verifying and assuring items quoted are on the contract and properly priced. All SEWP quotes and orders MUST go through the SEWP Bowl.

Enterprise Technology solutions, Inc is a Value Added Reseller of computer hardware, peripherals, software, storage and backup media products. As a global distributor of technology products & solutions, Enterprise Technology Solutions is a privately held California Corporation with office in Maryland. Decades of combined experience in technology, distribution and logistics are at the foundation of Enterprise Technology Solutions. We provide technology expertise, proven processes and leading edge solutions across critical areas of IT. We use our unique network of suppliers and industry experience to bring price advantage and availability to a highly competitive marketplace.

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**SEWP V Web Site**  
[www.sewp.nasa.gov/sewpv/](http://www.sewp.nasa.gov/sewpv/)  
**NASA SEWP Helpline:**  
Monday - Friday  
7:30am to 6pm EST  
(301)286-1478  
[help@sewp.nasa.gov](mailto:help@sewp.nasa.gov)



## HOW TO OBTAIN A QUOTE

SEWP Quote Request Tool (QRT) on the SEWP V Customer Page is the best way to obtain SEWP quotes in accordance with the FAR and verified to be contractually correct. Orders must be sent through the SEWP Program Management Office (PMO). The NASA SEWP V Contract is open to all Federal Agencies. Enterprise Technology Solutions Inc. is part of the small business category on the NASA SEWP V Contract.

## How to order through SEWP

### Step 1

1. Once you have found the correct solution, create a delivery order using NASA SEWP contract number.
2. Send your order to SEWP PMO.
  - i. Send an Award Document to SEWP through Email at [sewporders@sewp.nasa.gov](mailto:sewporders@sewp.nasa.gov)
  - ii. Send an Award Document to SEWP through Fax (301)286-0317
  - iii. Or you can directly send through Ground Mail at:  
SEWP Program Management Office (PMO)  
10210 Greenbelt Road  
Suite #200  
Lanham, MD 20706

### Step 2

1. SEWP PMO reviews the order & then sends it to the appropriate contract holder.

### Step 3

Enterprise Technology Solutions, Inc will process the order and deliver the products/services & Invoices to Contracting Officer or Agency

## Credit Card

Enterprise Technology Solutions, Inc is authorized to accept Government credit card orders directly for purchases. There is no SEWP contractual limit on credit card orders. Purchase card limits are based on the individual's own agency's limit. Micro-purchase orders (under \$3000) may be sent to Enterprise Technology Solutions, Inc directly. Enterprise Technology Solutions, Inc will forward the order information to the NASA SEWP Program Office for processing and tracking. All Delivery Orders paid by Credit Card must be routed to the NASA SEWP Program Office from the customer regardless of the order total.