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# Strategic Communications SEWP V Ordering Guide





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## SEWP V

### National Aeronautics and Space Administration (NASA) Solutions for Enterprise-Wide Procurement (SEWP) V

**Contract #:** NNG15SC90B – Group C

**Contract #:** NNG15SC50B – Group D

**Contract Type:** Indefinite Delivery Indefinite Quantity (IDIQ), Firm Fixed Price

**Contract Period:** May 1st, 2015 – April 30th, 2026

**Authorized Users:** Open to all Federal agencies and authorized contractors

#### SEWP V: Great Customer Service, Minimal Fees

The NASA SEWP is a pre-competes IDIQ providing the latest in Information Technology (IT) products for all Federal Agencies.

A preferred vehicle by many, NASA SEWP is designed to eliminate the cumbersome, complicated and time-consuming factors associated with government IT acquisition. As your advocate, the SEWP program office leverages decades of success to ensure your IT procurements are streamlined and compliant.

#### Key Advantages

- Lowest fee of any GWAC (.34%)
- No fee cap
- Technology not in catalog can be added to contract in days, not months
- Customer-focused: SEWP BOWL, customer satisfaction surveys, and weekly quality assurance calls
- Nearly a million unique IT products from 2,000+ manufacturers
- Proven track record of high customer satisfaction

#### Fair Opportunity when Using SEWP Contracts

SEWP V Group D (Network Devices, Computer Security Tools and Advanced Video and Conference Tools) is composed of multiple IDIQ contracts and SEWP V Group C (Server Support and Multifunctional Devices) is composed of multiple prime contract holders, both manufacturers and resellers of IT equipment, based on full and open competition. While this allows use of the contracts without requiring further competition for single award classes, Fair Opportunity (refer to FAR 16.505(b)) must be given to all contractors in multiple-award classes.

The SEWP website provides tools for manufacturer searches and for Requests for Information/Requests for Quotes (RFIs/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:** According to Federal Acquisition Regulations, (FAR) Part 10, appropriate market research based on the size and complexity of the acquisition is required. The SEWP Online Manufacturer Lookup and RFI/RFQ SEWP tools assist in this market research process.
2. **Fair Opportunity:** FAR 16.505(b) (1) provides that each contractor shall be given fair



opportunity to be considered for each order exceeding \$3,000 and issued under multiple award contracts. FARs state the method to obtain fair opportunity is at the discretion of the Contracting Officer (CO) and the CO must document the rationale for placement and price of each order. The SEWP online RFI/RFQ tool is the recommended method to assist in this activity and augment the required decision documentation. The SEWP RFI/RFQ tool will automatically include 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 is required. There is no requirement to obtain three quotes as long as all Contract Holders within a Group were provided opportunity to provide a quote.

- 3. Best Value:** Once market research is complete, the end user's needs, technical requirements, Contract Holder past performance, price, agency policy, and other factors related to the exercise of sound business judgment should be considered in making a best value determination.

## Ordering Guide

### SEWP ordering process made simple

The process for ordering through SEWP should be painless for Government users. If you have any questions, please contact either your sales representative, Strategic Communications' SEWP V Program Manager, or call the SEWP Helpline at (301)286-1478. You may also view the SEWP Ordering Guide online.

### How to obtain a quote on SEWP V

The recommended method for obtaining SEWP quotes is utilization of the RFQ/RFI tool available at the SEWP Website. Use of this tool assists in providing and documenting fair opportunity. Quotes may also be obtained by contacting your Sales Representative directly; however, you are then responsible for ensuring Fair Opportunity is provided.

### Placing your Order with SEWP

Once you have submitted a quote request to the SEWP RFQ tool and specified the timeframe for which Contract Holders have to respond, you will receive responses until 11:59pm EST on the close date (Due Date) of the RFQ. At that time, you can evaluate responses. After a decision has been made, send in your Order directly to the SEWP Bowl via FAX using the FAX Form Tool and fax to (301)286-0317, or via e-mail to [SEWPORDERS@SEWP.NASA.GOV](mailto:SEWPORDERS@SEWP.NASA.GOV)

SEWP will process your order and assign a SEWP Tracking Number (STN). The SEWP Bowl will then send the order to the Contract Holder for processing.

### Who Can Use SEWP?

The SEWP contracts are for use by NASA, all Federal agencies and approved federal agency support service contractors. Contracting officers considering authorizing support service contractors should review the policy at FAR 51.101, and any agency specific guidance or policy, to make the appropriate determination and written finding which supports issuance of the authorization, as required by FAR 51.102 and FAR 51.107. (For NASA contracting officers, additional guidance is provided in the NASA Far Supplement at [Subpart 1851](#).) 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](mailto: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.

Approved support service contractors need to include the following paragraph:

This order is placed under written authorization from \_\_\_\_\_ dated \_\_\_\_\_. In the event of any inconsistency between the terms and conditions of this order the SEWP contracts, the contract shall prevail. (A.1.2. PROCEDURES FOR ORDERS).

### Terms and Conditions

The issuing Contracting Officer (CO) may negotiate additional terms and conditions for a specific order (e.g. the ordering agency's IT security policies, procedures, and requirements or leasing of equipment may be included in individual orders). The contract shall prevail in the event of a conflict with any order.

### Labor and Services

The SEWP V contract focuses on delivering IT products. Labor services other than product training, site planning, installation and initial implementation may be purchased using the Service CLINs on the contract. Pricing for the labor services must be firm fixed and directly support the associated equipment purchased on that delivery order. The additional services cannot exceed 10% of the total price of the associated equipment/products on the Delivery/Task Order. Assumptions are made that such services will be for no longer than three months and cannot be extended beyond the initial period of performance of the contract. Product training, site planning, installation and initial implementation may be purchased without limitation and may be a stand-alone purchase.

### Delivery Order Information



Delivery orders are required to contain the following information for processing. If the information below 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 ·
- SEWP Fair Opportunity Form for orders over \$5 Million
- 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

The SEWP helpline 800-889-0608 is your best resource when you have any questions concerning purchase orders, SEWP's web-tools or any SEWP-related topics. The helpline is open Monday - Friday 7:00 am to 7:00pm EST.

### **Economy Act**

Delivery orders issued against the SEWP contracts are not subject to the Economy Act. FAR 17.500(b) states The Economy Act applies when more specific statutory authority does not exist. Examples of acquisitions to which the Economy Act does not apply (17.500(b)(2)) include acquisitions using Government-wide acquisition contracts. The SEWP contracts are Government Wide Acquisition Contracts. The authority for the SEWP contracts is from the Office of Management and Budget (OMB), pursuant to Section 5112(e) of the Information Technology Management Reform Act ("Clinger-Cohen Act"), 40 U.S.C. 1412(e), which authorizes the Director of OMB to designate one or more heads of executive agencies as executive agents for government-wide acquisitions contracts for IT.

There is a requirement that all SEWP Delivery Orders be routed through the NASA SEWP Program Management Office (PMO) to insure all ordering information is complete, accurate and in scope with the applicable contract. However, NASA does not issue orders for other agencies under the SEWP contracts, and other Federal Agencies do not send funds to NASA. Each SEWP Delivery Order is funded and issued to the SEWP Prime Contractor by a Contracting Officer at the ordering Federal Agency.

### **Policy and Procedural Information**

For assistance or questions pertaining to installation, basic warranty, extended warranty, technical



support, software support, and other post-delivery issues, contact Strategic' s SEWP V Help Desk at [sewpvpm@yourstrategic.com](mailto:sewpvpm@yourstrategic.com) or call 800-889-0608. Our SEWP V team will be happy to assist you with your questions and troubleshoot any issues.

**Questions?** Please feel free to contact Strategic Communications' SEWP Program Manager, Nick Rosenberg, at (502)813-8019 or [nrosenberg.sewpv@yourstrategic.com](mailto:nrosenberg.sewpv@yourstrategic.com).