NASA SEWP VI Ordering Guide

SEWP Overview

NASA SEWP VI – The NASA SEWP (Solutions for Enterprise-Wide Procurement), pronounced "soup", provides the latest Information Technology, Communication, and Audio-Visual (ITC/AV) solutions and services for all Federal Agencies and their approved contractors. Created in 1993, SEWP I was the first Government-Wide Acquisition Contract (GWAC) in the federal acquisition space. Originally, the contract vehicle provided only technology products for NASA and all other agencies. SEWP has continually evolved over the past 30 years, expanding its scope to meet the requests of its customers. The SEWP vehicle represents acquisition innovation within the Federal Government. The program is self-funded through usage fees (0.34%) and provides all Federal agencies with acquisition support - more than 50,000 orders a year.

SEWP Scope

The SEWP Program allows NASA and all Federal Agencies to efficiently and effectively procure mission-critical Information Technology, Communication, and Audio Visual (ITC/AV) solutions and services through a collection of contracts that includes a wide range of business sizes and offerings. SEWP provides customized reporting, simplified procurement processes, innovative applications, high-quality customer service, acquisition insights, and strong Government/Industry partnerships to deliver Best-in-Class value to the Federal Government.

NASA Solutions for Enterprise-Wide Procurement (SEWP) VI is a multi-award Government-Wide Acquisition Contract (GWAC) vehicle. Each prime contract has a $20B ceiling and a 10-year ordering period. The primary purpose of the GWAC is to simplify the procurement of commercial IT, communications, audiovisual (ITC/AV) products, cloud solutions, cybersecurity, and related professional services. The GWAC is organized into three segments: Category A, Category B, and Category C.

Vertosoft has been awarded Category A (ITC/AV Solutions), which Includes hardware, software, cloud solutions, maintenance, and product-based services.

Vertosoft Overview

At Vertosoft, we are a trusted, value-driven distributor of innovative technology solutions. Our experienced team and tailored services equip our channel partners and suppliers with the tools, contracts, and secure systems needed to succeed in the public sector market.

Vertosoft LLC

Category A Contract

Contract #: 80TECH26D1415

Vertosoft SEWP Representatives

Kevin Kaldes
Program Manager
kevin.kaldes@vertosoft.com
(540) 990 - 2379

Ashlianne Shigley
Deputy Program Manager
ashlianne.shigley@vertosoft.com
(571) 799 - 9578

Program Support

- To troubleshoot a problematic order or obtain assistance with other post-delivery issues, please contact the Vertosoft SEWP team.
- Policies and procedures regarding installation, basic and extended warranties, technical support, software support, and other post-delivery issues vary by manufacturer.

For assistance, please contact:

- Kevin Kaldes or Ashlianne Shigley
- sewp@vertosoft.com

SEWP Helpline

- help@sewp.nasa.gov
- (301) 286-1478
- M-F, 7:30 AM – 6 PM (ET)
- www.sewp.nasa.gov

Ordering Process

To obtain a Vertosoft SEWP VI quote under Category A, please contact: sales@vertosoft.com

The internal ordering process of each Agency varies. The process and accompanying forms for Purchase Requests (PR) and Delivery Orders (DO) that are issued against a SEWP contract is defined by the issuing Agency, not the NASA SEWP Program Management Office (PMO). The typical process 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 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 DOs - 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.

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

A.1.1.13 Fair Opportunity And Requests For Quotes

Contractors will be provided a fair opportunity at the individual order level as appropriate per FAR Part 16.505(b), including the SEWP RFQ tools. No documentation for the order selection is required to be submitted with the order. All such documentation is to be maintained by the issuing procurement office.
The Contractor shall not market, quote or otherwise offer for sale, any IT Solutions not listed under this contract, until the said solutions are included in the SEWP database of record, and available to all Government end-users.

If the Government issues a Request For Information (RFI) as part of market research, the Contractor may provide items not yet listed on their SEWP contract as part of a market research quote if:

1. all such items are clearly marked as not yet available on their SEWP contract; and
2. the contractor submits a technology refreshment request to add those products to their contract

If the Government issues a Request For Quote (RFQ) or a Market Research Request (MRR), the Contractor may only respond with items available on their Contract and the price of each item shall be the no greater than the price in Attachment F SEWP database of record at the time the quote is issued. If the Contractor has insufficient items on their contract to fully respond to the Formal RFQ, the Contractor must respond with a No Bid.

Unless the RFQ specifically allows for partial quotes, the Contractor must respond fully to all requirements specified in the RFQ.

When submitting a quote to a government end-user, the contractor must clearly state the length of time the quote is valid. The contractor shall honor any order submitted within the stated time period of a quote.
When responding to an RFI or RFQ issued from the NASA SEWP RFQ on-line quoting system, the Contractor must respond as outlined in Attachment C: Contract Holder User Manual (CHUM).

Contract Holders are prohibited from using Government information posted on the NASA SEWP Contract Holder Only Page, such as RFQs, RFIs, etc., for purposes other than proposing on SEWP requirements. This includes Contract Holders providing third parties with SEWP information and requirements for the purpose of assisting companies, that are not SEWP Contract Holders, with providing unsolicited proposals to meet agency requirements already posted to the NASA SEWP RFQ on-line quoting system.