



**Veteran Information Technologies LLC**  
5472 Mark Dabling Blvd, Suite 320  
Colorado Springs, CO 80918

**SEWP V Ordering Guide**

**Contract Number** NNG15SD41B  
**CAGE Code** 6ZQW0  
**DUNS** 07-9129400  
**EIN** 46-3629538  
**SDVOSB**

## Contact Information

### Government Points of Contact

<b>NASA SEWP Program Manager</b>	Joanne Woytek	301-614-7128	<a href="mailto:joanne.r.woytek@nasa.gov">joanne.r.woytek@nasa.gov</a>
<b>SEWP Deputy Program Manager</b>	Darlene Coen	301-614-7127	<a href="mailto:darlene.e.coen@nasa.gov">darlene.e.coen@nasa.gov</a>
<b>SEWP Orders via E-mail</b> (pdf or image files)			<a href="mailto:sewporders@sewp.nasa.gov">sewporders@sewp.nasa.gov</a>
<b>SEWP Helpline</b>		301-286-1478	<a href="mailto:help@sewp.nasa.gov">help@sewp.nasa.gov</a>
<b>SEWP Office Hours</b>	Monday—Friday	0730-1800 Eastern Time	
<b>Website</b>			<a href="http://sewp.nasa.gov">http://sewp.nasa.gov</a>

### Veteran Information Technologies Points of Contact

Program Manager	Tom Harold	888-707-6337 ext. 2	<a href="mailto:tharold@vetinfotech.com">tharold@vetinfotech.com</a>
Deputy Manager	Andrew Bennett	888-707-6337 ext. 3	<a href="mailto:abennett@vetinfotech.com">abennett@vetinfotech.com</a>

## **Company Overview**

Veteran Information Technologies, LLC (VIT) – is a Service Disabled Veteran-Owned Small Business (SDVOSB) specializing in providing cutting-edge Information Technology (Hardware, Software, and Services). VIT has also aligned the best in class cyber security OEM's as a one stop solution to government agencies and Fortune 500 companies. VIT is a joint venture between Veteran Engineering Technology LLC, a cVe certified SDVOSB, and IMPRES Technology Solutions, Inc., a HUBZone, SDB, 8(a) company.

## **SEWP V General Information**

The NASA SEWP (Solutions for Enterprise-Wide Procurement) GWAC (Government-Wide Acquisition Contract) provides the latest in Information Technology (IT) products for all Federal Agencies. 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. For more information on the procurement aspects of utilizing SEWP contracts, view the SEWP Procurement Information Brochure.

SEWP is divided into 4 Groups of contracts. Groups A, B, C and D were awarded through a competitive process. Group B is Set-Aside for HUBzone and Service-Disabled Veteran-Owned Small Businesses (SDVOSB) and Group C for Small Business.

SEWP V consists of 202 Competed Prime Contract Holders, including 14 Hubzone small businesses, 25 Service Disabled Veteran-Owned Small Businesses (SDVOSB), 79 Group C, 36 Group A, and 48 Group D.

The SEWP contracts offer a vast selection and wide range of advanced technology, including, desktops and servers; IT peripherals; network equipment; storage systems; security tools; software products; cloud based services; video conferencing systems and other IT and Audio-Visual products along with product based services such as installation and maintenance to all Federal Agencies (including Department of Defense) and their approved support service contractors.

SEWP offers low prices (generally below GSA schedule prices), the lowest surcharge (0.39%) 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.

## SEWP V Ordering Process

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

Table 1. NASA SEWP Ordering Process, <http://www.sewp.nasa.gov/info/ordering.shtml>

End user or Contracting Officer (CO)	NASA SEWP PMO	SEWP Contract Holder
<ol style="list-style-type: none"> <li>1. Determines best value through market research.</li> <li>2. Creates Delivery Order citing NASA SEWP Contract # and Prime Contract Holder.</li> <li>3. Sends order to NASA SEWP BOWL.</li> <li>4. Obtain ITARs or note exception to ITARs requirement</li> </ol> <div style="text-align: right; font-size: 2em; color: green; font-weight: bold;">1</div>	<ol style="list-style-type: none"> <li>1. Verifies Order.</li> <li>2. Forwards valid Orders to the appropriate Contract Holder.</li> </ol> <div style="text-align: center; font-size: 3em; color: yellow; font-weight: bold;">2</div>	<ol style="list-style-type: none"> <li>1. Processes Order.</li> <li>2. Delivers equipment and services.</li> <li>3. Invoices Agency or Contractor.</li> </ol> <div style="text-align: center; font-size: 3em; color: orange; font-weight: bold;">3</div>

In order for the end-user or contracting officer (CO) to determine the best value through the evaluation of quality, price and seller background and experience, SEWP provides web-enabled tools to easily conduct market research.

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. NASA’s Online SEWP tools assist in this market research process.
2. **Submit a Request for Quote** using the Quote Request Tool.
3. **Create a Delivery Order** using the SEWP [help@sewp.nasa.gov](mailto:help@sewp.nasa.gov) support for government guidance.

All Delivery Orders over \$5 Million must include the SEWP Fair Opportunity Form or equivalent information with the Deliver Order. Add link to NASA’s [PDF form](#) and [doc form](#)

4. **Send order to NASA SEWP BOWL.** SEWP Delivery Orders must be routed through the SEWP Program Management Office (PMO) via fax or email. They should *not* be sent directly to the Contract Holder. Contract Holders may only accept Delivery Orders through the NASA SEWP Program Office and those orders must have an assigned SEWP tracking number or OSN (Ordering Sequence Number).

FAX orders and completed forms to (301) 286-0317 or

E-mail PDF or Image Files to: [sewporders@sewp.nasa.gov](mailto:sewporders@sewp.nasa.gov)

Or, send orders and completed forms to:

SEWP Program Management Office (PM)  
10201 Greenbelt Road, Suite 200  
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.

5. **NASA SEWP PMO verifies order** and forwards valid Orders to the appropriate Contract Holder. Under normal circumstances, the time between the receipt of a Delivery Order at the NASA SEWP Program Management Office (PMO) and submission of the order to the appropriate Contract Holder is less than 1 business day.
6. **SEWP Contract Holder processes the order, delivers equipment and services, and invoices the Agency or Contractor.**

### **Surcharge**

The SEWP surcharge for all orders is a base of 0.39% with limits noted below.

As of April 30, 2015, the SEWP surcharge for all orders is a 0.39%. The fee is included in the price of all products and is not separately listed on quotes. It is the Contract Holder's responsibility to pay the fee from their quoted product prices.

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.

## SEWP V Terms and Conditions

**Contract Number:** NNG15SD41B

**Contract Period:** 5/1/2015-4/30/2025

**Who Can Order:** All Federal government agencies and authorized government support contractors.

**Products:** SEWP IV contracts focus on Information Technology product: servers, peripherals, software, supporting equipment and associated training, installation and implementation solutions.

**Credit Card Accepted:** Credit card orders are not accepted.

**FOB Point:** Destination

**Standard Delivery Time:** Shipping within 30 days of ARO. Negotiable at the delivery order level

**Item Fees:** 0.39%

**Payment Terms:** Net 30 days

**Acceptance Date:** Shipments shall be accepted by customer within 48 hrs upon receipt.

**Product Returns:** Returns must be factory sealed, unopened and, undamaged. Return requests must be made within 20 calendar days. Upon approval an RMA number will be issued and the customer will have 15 calendar days to ship product back for replacement or refund. Opened products are not returnable. Product damaged in freight should be refused at time of delivery. Software licenses are not returnable. Custom hardware is not refundable. Restocking fees may apply.

**Delivery:** Lower 48 delivery is FOB Destination. Alaska, Hawaii, Guam and Puerto Rico will be FOB Origin. OCONUS freight will be an additional charge.