



Veteran Information Technologies LLC

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SEWP V Ordering Guide

Contract Number	NNG15SD41B
CAGE Code	6ZQW0
DUNS	07-9129400
EIN	46-3629538
Designation/Group	SDVOSB (Group B)

Contact Information

NASA SEWP Points of Contact

Program Manager	Joanne Woytek	301-614-7128	joanne.r.woytek@nasa.gov
Deputy Manager	Theresa Kinney	301-614-7138	Theresa.m.kinney@nasa.gov
	George Nicol	301-614-7133	George.s.nicol@nasa.gov

SEWP Orders via E-mail	(pdf or image files)	sewporders@sewp.nasa.gov
SEWP Helpline	301-286-1478	help@sewp.nasa.gov
SEWP Office Hours	Monday—Friday	0730-1800 Eastern Time
Website		http://sewp.nasa.gov

VETERAN INFORMATION TECHNOLOGIES (VetInfoTech) Points of Contact

Program Manager	Stan Rount	270-735-7896	srount@vetinfotech.com
Deputy Manager	Elizabeth Rooney	562-298-4231	erooney@vetinfotech.com

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 and small business.

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 142 Competed Prime Contract Holders, including 14 HubZone small businesses, 25 Service-Disabled Veteran-Owned Small Businesses (SDVOSB), 76 Group C, 36 Group A, and 45 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 2nd lowest surcharge (0.34%) 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.html>

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

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

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 support for government guidance. All Delivery Orders over \$5 Million must include the SEWP Fair Opportunity Form or equivalent information with the Deliver Order.
4. **Send order to NASA SEWP.** 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 (STN).

FAX orders and completed forms to (301) 286-0317
E-mail PDF or Image Files to sewporders@sewp.nasa.gov

or, mail orders and completed forms to:

SEWP Program Management Office (PM)
10201 Greenbelt Road, Suite 200
Lanham, MD 20706
Phone: (301) 286-1478

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

As of October 1, 2020, the SEWP surcharge for all orders is a 0.34%. 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.
- **Solutions:** SEWP V contracts focus on Information Technology products and services: client and enterprise hardware, peripherals, software, supporting equipment and associated training, installation, and implementation solutions.
- **Credit Card Accepted:** Credit card orders are accepted.

- **FOB Point:** Destination
- **Standard Delivery Time:** Shipping within 30 days of ARO. Negotiable at the delivery order level
- **Item Fees:** 0.34%
- **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.

How to Obtain Pricing and Order Support

<https://www.sewp.nasa.gov/ordering.html>

- VetInfoTech provides regular support and updates for customers who have recently placed an award.
 - After receipt of your order, you may be contacted for confirmation that you received your product, service, maintenance, or software.
- For immediate support, reach out to the VetInfoTech PM team to connect you with the proper sales and operations representatives.
 - Stan Routt (270-735-7896, sroutt@vetinfotech.com)
 - Elizabeth Rooney (562-298-4231, erooney@vetinfotech.com)
- Quotes and pricing can be obtained by reaching out to the VetInfoTech PM team as well, or contacting us at sales@vetinfotech.com