



# **SEWP V ORDERING GUIDE**

## **NASA's Solutions for Enterprise-Wide Procurement (SEWP V)**

### **Contract Numbers:**

**NNG15SD22B (Group B SDVOSB)**  
**NNG15SC74B (Group C Small Business)**

**Four Points Technology, LLC**  
**14900 Conference Center Dr. Suite 100**  
**Chantilly, VA 20151**  
**(703) 657-6100**

## **Introduction**

### ***Important Information about SEWP***

NASA's Solutions for Enterprise-Wide Procurement (SEWP) is a Government-Wide Acquisition Contract (GWAC) consisting of 148 Competed [Prime](#) Contract Holders, including 17 [small](#) businesses: Service Disabled Veteran-Owned Small Businesses (SDVOSB); Woman-Owned Small Businesses (WOSB); HUBZone Small Businesses; Veteran-Owned Small Businesses (VOSB); and Small Disadvantaged Businesses (SDB). 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, telecommunication, Health IT, 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. The maximum purchase limit per contract is \$20 Billion. For critical SEWP information, please visit the NASA SEWP website at <http://www.sewp.nasa.gov>.

SEWP is divided into 4 groups of contracts:

1. Group A – Value Added Resellers (VARs) & Computer System Original Equipment Manufacturers (OEMs)
2. Group B (1) – Hub-zone Small Business Set Aside
3. Group B (2) – Service Disabled Veteran-Owned Small Business Set Aside
4. Group C – Small Business Set Aside
5. Group D – Large and Small Business

All competed contracts have a period of performance of 10 years, with an end date of April 30, 2025. Contract Terms and Conditions and the SEWP Statement of Work (SOW) can be found on the SEWP website at <http://www.sewp.nasa.gov>.

### ***Four Points Technology's SEWP V Contract***

Four Points Technology is a CVE verified Service-Disabled Veteran-Owned Small Business (SDVOSB). Our SEWP contracts are listed under Groups B and C: (SDVOSB) and (Small Business). As a SEWP V Contract Holder, Four Points Technology offers firmed fixed pricing and IT needs that include:

- Desktop Computers and Laptops
- High performance servers and data-base servers
- Mass storage and network devices
- Advanced video and visualization solutions
- Computer support devices
- Security systems and tools
- Audio-Visual systems
- Telecommunications
- Sensors

- Health IT
- Cost per Copy Multi-Functional Printers
- Warranty and Maintenance
- Implementation and Installation
- Product-based Training
- Product-based Engineering

### ***Benefits of using SEWP V***

- Available leasing and financing options
- A range of choices from multiple manufacturers and competing products
- Multiple competing contractors means competitive pricing
- Sell prices drop as list prices drop
- Products and prices can be added and refreshed quickly
- Each delivery order can specify its own special terms

### ***The NASA SEWP Office***

NASA provides contract services through the NASA SEWP Program Office. The Program Office operates the SEWP contract on behalf of all Government agencies and tracks agency spending and DPA limits, manages contract data, tracks and displays order statuses, and posts contract holder past performance data to the website. Order status and contract purchase information can be found on the SEWP BOWL webpages.

### ***Placing a SEWP Purchase Order***

Ordering through SEWP is similar to ordering through GSA with one exception – competitive bids are not required. However, Fair Opportunity\* must be granted to other contract holders within Four Point Technology’s Award Group before a delivery order can be awarded.

*\*Fair Opportunity:* Federal Acquisition Regulation (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. The FAR states that the method to obtain fair opportunity is at the discretion of the Contracting Officer (CO) and that 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 to augment the required decision documentation. The SEWP RFI/RFQ tool will automatically include the Contract Holders within a selected Group or based on a suggested source.

Follow the steps below to place an order:

1. Generate an RFQ using SEWP’s Quote Request Tool.
2. Four Points Technology will provide a quote for the desired products and/or services. The quote in response to the RFQ will serve as product/service availability and pricing assurance.

3. After receipt of an RFQ response via the NASA SEWP on-line RFQ tool, filling out a SEWP order is similar to the process for filling out a GSA schedule order, except the contract number is different. Place the quote sheet and all contract line item numbers (CLINs) and credits with your order. Please be sure to include the following information with your order:

- 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 PDF DOC
- 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

**NOTE:** If the above information does not appear on the delivery order, processing may be delayed.

4. NASA requires a surcharge for SEWP orders that is bid to you on your quote sheet. The surcharge amount is 0.375% of the total order.
5. Fax or email the order to the NASA SEWP BOWL; fax to (301)286-0317 or email to [sewporders@sewp.nasa.gov](mailto:sewporders@sewp.nasa.gov). Upon receipt of the order, NASA is able to record the order and assign a tracking number.
6. Additional information about Four Points Technology that may be required when placing an order:

DUNS: 08-989-6737

Cage Code: 1YS78

SEWP Contract Numbers: NNG15SD22B (SDVOSB)

NNG15SC74B (Small Business)

TIN: 03-0433660

Address: 14900 Conference Center Drive, Suite 100, Chantilly, VA 20151

### ***CLINs and Pricing***

Contract CLINs are available on NASA's website at [http:// www.sewp.nasa.gov](http://www.sewp.nasa.gov). Users can search for CLIN, product number, product description, or other search criteria.

If you require a new product to be added to Four Points Technology’s SEWP contract, we can typically accommodate the change in three business days or less.

**Purchase Agreements**

SEWP users can easily put in place multi-year Purchase Agreements that are similar to GSA-based BPAs.

**Special CLINs**

CLINs ending in “-Z” are used for products or services with prices that vary from order to order. These prices vary depending on several factors: the products/services purchased, quantities purchased, total purchase price, etc. The “-Z” CLINs are as follows:

- TRAVEL-Z: Used for travel expenses
- DELIVERY-Z: Used for special delivery charges
- CREDIT-Z: Used for order discounts

***SEWP Contact Information***

| NASA SEWP Office            |                                 |  |
|-----------------------------|---------------------------------|--|
| SEWP HelpLine:              | (301) 286-1478                  | <a href="mailto:Help@sewp.nasa.gov">Help@sewp.nasa.gov</a>             |
| SEWP FAX:                   | (301) 286-0317<br>(ORDERS ONLY) |  |
| SEWP WEB Page:              |                                 | <a href="http://www.sewp.nasa.gov">http://www.sewp.nasa.gov</a>        |
| NASA SEWP Government Staff  |                                 |  |
| NASA Program Manager / COTR |                                 |  |
| Joanne Woytek               | (301) 614-7128                  | <a href="mailto:Joanne.R.Woytek@nasa.gov">Joanne.R.Woytek@nasa.gov</a> |
| NASA Deputy Program Manager |                                 |  |
| Darlene Coen                | (301) 614-7127                  | <a href="mailto:Darlene.E.Coen@nasa.gov">Darlene.E.Coen@nasa.gov</a>   |

| Four Points’ SEWP Points of Contact  |                |  |
|--|----------------|--|
| <b>Four Points SEWP Program Management</b><br><i>General Email:</i> <a href="mailto:SEWP@4points.com">SEWP@4points.com</a> |                |  |
| <b>Four Points SEWP Program Manager:</b><br>Natasha Stephens   | 571-353-7229   | <a href="mailto:nstephens@4points.com">nstephens@4points.com</a> |
| <b>Four Points Deputy SEWP Program Manager:</b><br>Amy Moss  | (703) 657-6133 | <a href="mailto:amos@4points.com">amos@4points.com</a>           |