

**SEWP V ORDERING GUIDE**

**PROCUREMENT  
(SEWP V)**

**-WIDE**

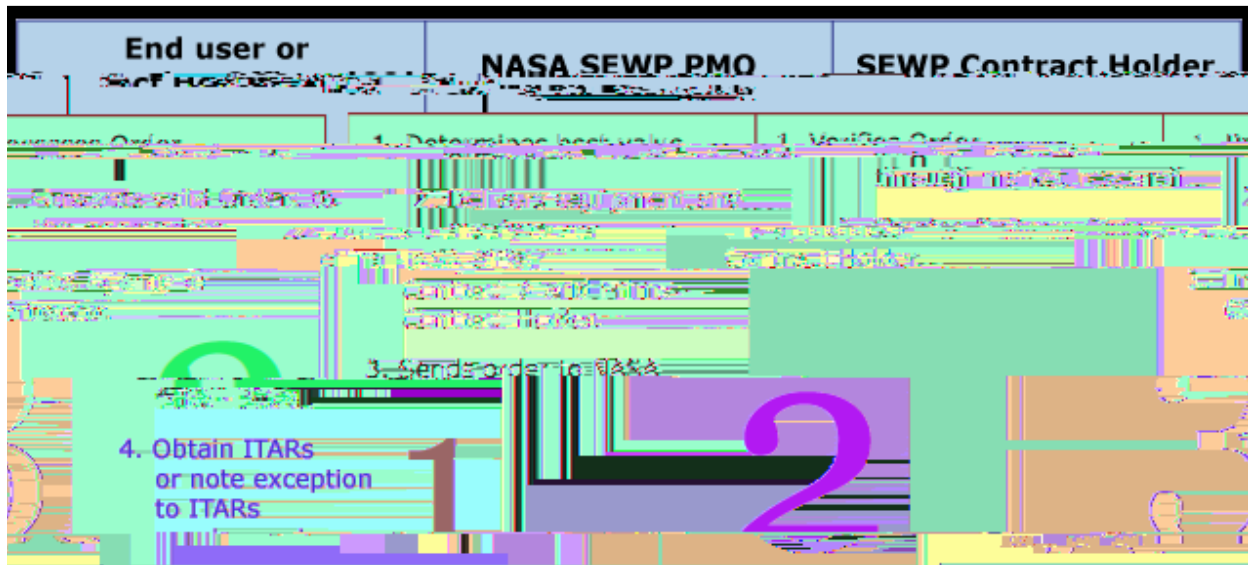


## **Corporate Summary**

Trace Systems Inc. (“Trace”) is headquartered in Vienna, Virginia. Founded in 2006, Trace provides comprehensive, end-to-end IT, networking, cross-domain solutions, cybersecurity, and



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



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

To assist in preparing delivery orders, below is important information in reference to processing delivery orders through the SEWP Program office. Please feel free to contact the SEWP helpline if you have any questions concerning your purchase orders, our web-tools or any SEWP related topics at 301-286-1478. The SEWP helpline hours of operation are Monday - Friday 7:30 am to 6:00pm EST.

**Delivery orders are required to contain the following information for processing. If the below information 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
- 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



## Step by Step Process

### 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



1. Authorizing Agency Name, Contracting Officer (CO) Name, Mailing Address, Phone/FAX number and the contractor's 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)

Upon review of the authorization letter, the contractor's name and contract information will be added at the [Approved Support Service Contractors](#) web page.

[Authorization Letter Template](#) - Updated January 2022

[OCI Specific Authorization Letter Template](#) - Updated January 2022

### **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 ensure 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.

### **Fair Opportunity When Using SEWP Contracts**

SEWP V is composed of 197 Indefinite Delivery Indefinite Quantity (IDIQ) contracts to over 140 pre-competed Prime Contract Holders, both manufacturers and resellers of IT equipment. The contracts were awarded in 5 contract Groups - 2 full and open and 3 set-aside competitions. Since all awards were multi-award contracts, Fair Opportunity (refer to **FAR 16.505(b)**) must be given to all contractors in one or more Groups or set-asides.



The SEWP website provides the only SEWP recommended tools for manufacturer searches Market Research Tool and for Request for Information/Request for Quotes (RFI/RFQ) (Quote Request Tool). 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 Online Market Research Tool and Quote Request Tool 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 \$10,000 and issued under multiple award contracts. The FAR states that the method to obtain fair opportunity is at the discretion of the CO and that the CO must document the rationale for placement and price of each order. Using the SEWP online Quote Request Tool is the recommended method to assist in this activity and to augment the required decision documentation. The SEWP QRT tool will automatically include the 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 or set asides is required. There is no requirement to obtain 3 quotes as long as all Contract Holders within a Group or set-aside were provided opportunity to provide a quote.

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

### NASA SEWP Program Management Office (PMO)

Contact Information		
NASA SEWP Helpline	(301) -286-1478	<a href="mailto:help@sewp.nasa.gov">help@sewp.nasa.gov</a>
NASA SEWP Contract Holders Helpline	(301) 286-4555	<a href="mailto:chhelp@sewp.nasa.gov">chhelp@sewp.nasa.gov</a>
NASA SEWP Orders		