

Overview

The Solutions for Enterprise-Wide Procurement (SEWPV) Contract (NNG15SE13B) is a Government Wide Agency Contract (GWAC) available to all United States Government agencies and authorized government contractors. SEWPV is a product solutions contract which means the contract vehicle for the purchase of information and communication technology, audio visual products and product-related services. NASA administers and manages the SEWPV contract. SEWPV works on a dynamic catalog basis which is a catalog by request, the contract holders will add products to the contract based on the customers' request. The SEWPV Program Management Office (PMO) supports the quoting process throughout the pre order, order processing, and post order; each step of the way will be reviewed by the PMO to ensure customer satisfaction.

The SEWPV administration surcharge of 0.39% is included in all products priced on contract.

Steps in using SEWPV's Quote Request Tool (QRT):

1. Login or request login information.
2. To start a new request, go to the tab labeled "Request", select "Create New Request".
3. Enter the subject for the request.
 - ✓ This is visible to Contract Holders, so the more detailed the subject the more inclined contract holders will be to respond
4. Next, select the request type: Request for Quote (RFQ), Market Research (MMR), or Request for Information (RFI).
5. The next section is the "Fair Opportunity" where the groups of contract holders are selected to be included in the request.
 - ✓ NOTE: there is an option to select/deselect certain contract holders, but this may cause problems with the Fair Opportunity clause.
 - ✓ ALSO: Micro purchase option for orders less than \$3500; Micro-purchases do not have to follow Fair Opportunity rules.
6. Requirement Documentation: Attach any necessary documents to aid the contract holders in responding to the request.

7. Contact Information: Verify information is correct, add additional contacts, and alter notification settings.
8. Enter the reply-by-date: Providing adequate time for the contract holders to gather accurate information.
 - ✓ NOTE: Default is 3 days for RFQs and MMRs, while it is 5 days for RFIs.
9. Save and submit.
10. Review the quotes in the home tab. All active requests will populate that page.
11. On the right side of the bar that has information populated regarding the quote, there is selection arrow to make mods to the request, review the quotes, cancel the request, and award.

Orders

1. Once you have selected the bid most suited towards your needs, prepare necessary documentation to send to SEWPV's PMO.
 - a. Email: sewporders@sewp.nasa.gov
 - b. Fax: 301.286.0317
 - c. Mail: SEWP Program Management Office
10210 Greenbelt Road, Suite #200
Landham, MD 20706

NOTE: Internal ordering processes will vary with each agency.
2. All Delivery orders must be routed through the SEWPV PMO.

TIG Point of Contacts:

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