

SEWP V ORDERING GUIDE

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

NNG15SC79B - Group C

**Integration Technologies Group, LLC 2475
Hartland Rd, Falls Church, VA 22043**

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Information:

Integration Technologies Group, Inc

ITG was founded in 1984 to develop and provide IT systems and services for United States Government Agencies. Our growth accelerated as we built our reputation on a track record of quality, dependability and customer service. Because of our unwavering commitment to uncompromising performance, we have garnered a diverse -and global - client base.

Today, we are a global, Best Practices IT Services Company that supports clients in more than 1,230 locations and 70 countries. We hold the prestigious position of being One of very few Companies to hold multiple organizational and product certifications for ISO 9001:2005, ISO 20000-1: 2005, ISO 27001:2005, CMMI Level 3 and ITIL. Clients rely on our talented and certified engineers, staff consultants and subcontractors to provide expertise, tools and hands-on assistance. Our perseverance and attention to quality has helped us achieve eighty quarters of continued profitability, a feat accomplished by very few in this challenging and volatile industry.

We maintain the contract vehicles and the teaming partnerships necessary to deliver wherever, whenever, our clients need us. In fact, we were accepted as a member of the American Society for Quality and as a Partner to the DoD's Software Engineering Institute for CMMI in January 2007.

Name of Company	Integration Technologies Group, Inc. 2745 Hartland Road, Falls Church, VA 22043 3541
Remittance Address	Integration Technologies Group, Inc. 2745 Hartland Road, Falls Church, VA 22043 3541
Federal Tax ID Code	52-1401535
Cage Code	1EJ55
DUNNS:	126511963
Business Size	Small
Estimated Delivery Date	30 days after date of order
Discount Terms	N/A
Foreign Product (Yes/No):	TBD
SEWP-V Contract No.	NNG15SC79B

SEWP V: Great Customer Service, Minimal Fees:

The NASA SEWP (Solutions for Enterprise-Wide Procurement) GWAC (Government-Wide Acquisition Contract) provides the latest in Information Technology (IT) products and services for all Federal Agencies and their approved contractors. 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.

Providing the latest in commercial ICT/AV products and services, the NASA SEWP contract vehicle has an outstanding track record of serving up fresh technology for Federal Agencies. SEWP is a GWAC consisting of over 140 pre-competed Prime Contract Holders, including more than 110 small businesses.

Contract Rules:

1. Fees

- a. SEWP V Fee is .36% of total award value and cannot be shown as a separate line on the quote. The fee must be included in the price of the products. (SEWP FEE is subject to change with notice from SEWP PMO Office.)
- b. There is NO CAP on the SEWP fee.

2. Allowable Items

- a. Open Market items are not allowed on the quote, even \$0 items.
- b. All CLINs must be added to contract and in Oracle prior to quoting the customer. This includes MRR (Market Research) responses.

3. Allowable Customers

- a. All Federal agencies
- b. Authorized Federal Contractors, Primes, and System Integrators (receipt of a SEWP STN# constitutes approval of the Prime and ITG is not required to also get a FAR51 letter)

4. Miscellaneous

- a. ITG is classified as a Small business on SEWP, therefore, ITG may accept SEWP orders that contain Small Business Set Aside (SBSA).

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 Manufacturer Lookup and RFI/RFQ SEWP tools assist in this market research process.

Fair Opportunity:

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 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. NOTE: Fair Opportunity to all Contract Holders within one or more SEWP Groups is required. There is no requirement to obtain 3 quotes as long as all Contract Holders within a Group were provided opportunity to provide a quote

Best Value:

Once market research is completed, the end-user's needs, technical requirements, Contract Holder past performance, price, Agency policy and other factors related.

Ordering Process:

The internal ordering process of each agency varies. The process and accompanying forms for PR's and DO's that are issued against a SEWP contract is defined by the issuing agency and not the NASA SEWP Program Management Office (PMO). The typical process, however, is for an end-user to determine a requirement and generate a purchase request (PR). The PR along with any necessary funding information is sent to that Agency's procurement office which results in the issuance of a delivery order (DO). Any valid Federal Agency DO form and the associated delivery order number may be used. The NASA SEWP Program Management Office (PMO) does not issue DO's - these must be issued through the issuing Agency's procurement office. The SEWP Program Management Office (PMO) reviews, processes and tracks issued DOs and forwards them to the Contract Holder(s).

Some agencies have special requirements for issuing IT Delivery Orders. It is the Issuing Agency's Contracting Officers' (COs/KOs) responsibility to be aware of any agency-specific policies regarding issuing orders via an existing contract vehicle and Government Wide Acquisition Contracts. There are no requirements under the SEWP Contracts for issuing agencies to use other intermediary procurement offices, except as directed through their own internal policies.

Regardless of Agency-specific Ordering processes, the general flow for SEWP orders is: HOW THE SEWP ORDER PROCESS WORKS:

- 1. END USER OR SEWP Contracting Officer**
 - a. Determine best value through market research
 - b. Create Delivery Order - Cite NASA SEWP Contract # and Prime Contract Holder
 - c. Sends Order to NASA SEWP Bowl
- 2. NASA SEWP Program Management Office (PMO)**
 - a. Verifies Order
 - b. Forwards valid Order to the appropriate Contract Holder
- 3. SEWP Contract Holder**
 - a. Processes Order
 - b. Delivers Equipment & Services

c. Invoices Agency or Contractor

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

To assist in preparing your delivery orders, below please find 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, SEWP’s web-tools or any SEWP related topics at **301-286-1478**.

SEWPs hours of operation are as follows: 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
- 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

What can be procured through SEWP V?

Information Technology	Computer Hardware, Tablets Storage
	Security
Software & Cloud	Software
	Virtualization and Cloud Computing XaaS (e.g. SaaS=Storage as a Service)
Networking & Communications	Network Appliances: Routers, Modems
	Telecommunication Devices and Monthly Service

Supporting Technology	Scanners, Printers, Copiers, Shredders Associated Supplies and Accessories Sensors
	Health IT
AV/Conferencing	A/V Equipment and Accessories
	TVs, Display Monitors, Projectors and Screens
Services	Maintenance / Warranty Site Planning / Installation Product Based Training
	Product Based Engineering Services

NASA SEWP Program Office

NASA SEWP Helpline	(301) 286-1478	help@sewp.nasa.gov
NASA SEWP Contract Holders Helpline	(301) 286-4555	chhelp@sewp.nasa.gov
NASA SEWP Orders FAX	(301) 286-0317	sewporders@sewp.nasa.gov