

# FCN NASA SEWP V – Group C – Order Guide



**Contract Number:** NNG15SC71B

- **NAICS Code:** 541519, including IT VAR Exception 18
- **Ordering Period:** May 1, 2015 - April 30, 2025
- **Terms:** Firm Fixed Price

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. The SEWP contracts offer a vast selection and wide range of commercial advanced technology, including:

- Desktops and servers
- Cloud based services
- ICT peripherals
- Telecommunication
- Network equipment
- Health ICT
- Storage systems
- Video conferencing systems
- Security tools
- Other ICT and Audio-Visual products
- Software products

SEWP also offers product-based services such as installation, maintenance and other services related to in-scope products to all Federal Agencies (including Department of Defense) and their approved support service contractors. SEWP offers low prices and the easiest and fastest quoting and ordering procedures using pre-competes contracts.

**Fair Opportunity:** Contractors will be provided fair opportunity at the individual order level as appropriate per FAR Part 16.505(b), including the SEWP RFQ tools. No documentation for the order selection is required to be submitted with the order. All such documentation is to be maintained by the issuing procurement office.

**Ordering:** All Delivery Orders and Modifications MUST be routed through the SEWP BOWL and should not be sent directly to the Contract Holder.

**SEWP Contract Surcharge:** The SEWP surcharge for all orders is 0.36%. The fee is included in the price of all items and is not separately listed on quotes.

Steps for Obtaining a Quote for Hardware, Software, or Services

## **THE CUSTOMER WILL:**

- Submit purchase request and receives approval from Government Contracting Officer
- Determine best value through market research (using SEWP Quote Request Tool)
- Create an order and submit it to SEWP

## **THE SEWP PROGRAM MANAGEMENT OFFICE (PMO) WILL:**

- Verify the order and enter it into the SEWP database\*
- Submit valid orders to the awarded Contract Holder
- Monitor the order for delivery

## **THE FCN PMO WILL:**

- Confirm receipt of order from SEWP
- Fulfill/Deliver the order
- Process the order
- Invoice the customer

All quotes must be registered at the SEWP site at <https://sewp.nasa.gov/>. For any questions about how to receive a quote from FCN, contact our SEWP PMO. (\*Agencies, such as Department of Defense have additional criteria for SEWP ordering)

All delivery orders are processed within one business day of receipt and electronically forwarded to the Contract Holder by the SEWP BOWL.

**Or Mail orders and completed forms to:** SEWP Program Office (BOWL), 10210 Greenbelt Road Suite #270, Lanham, MD 20706, P: (301) 286-1478 F: (301) 286-0317

All Delivery Orders greater than \$5M must include the SEWP Fair Opportunity Form with the Delivery Order.

## **SEWP V Program Contacts**

### SEWP V Website

**W:** [www.sewp.nasa.gov](http://www.sewp.nasa.gov)

### SEWP Helpline

**E:** [help@sewp.nasa.gov](mailto:help@sewp.nasa.gov)  
**P:** (301) 286-1478

### SEWP Program Office

**E:** [sewporders@sewp.nasa.gov](mailto:sewporders@sewp.nasa.gov)  
**F:** (301) 286-0317

### NASA SEWP Program Manager

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**P:** (301) 614-7128

### NASA SEWP Deputy Program Mgr.

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**P:** (301) 614-7127

## **FCN SEWP V Program Contacts**

Contact FCN for assistance with quoting and for more information on how procuring IT hardware, software, and services under SEWP V can meet your organizations requirements:

**E:** [sewp@fcnit.com](mailto:sewp@fcnit.com)

### FCN Program Manager

Kristen Ford  
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### Deputy Program Manager

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### Primary Sales POC

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### Contracts Manager

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