

SEWP VI ORDERING GUIDE

Category B Contract 80TECH26D00483

SAIC®



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SEWP PMO Hours:

M-F, 7:30 AM – 6 PM (ET)

www.sewp.nasa.gov

SEWP VI OVERVIEW

The NASA Solutions for Enterprise-Wide Procurement (SEWP) VI contract, provides the latest Information Technology, Communication, and Audio-Visual (ITC/AV) solutions and services for all Federal Agencies and their approved contractors. The SEWP VI vehicle represents acquisition innovation within the Federal Government. The program is self-funded through the SEWP VI surcharge fee (0.34%) and provides all Federal agencies with acquisition support - more than 50,000 orders a year.

ABOUT SAIC

Science Applications International Corporation (SAIC) is a premier mission integrator focused on advancing the power of technology and innovation to serve and protect our world. Our robust portfolio of offerings across the defense, space, intelligence, and civilian markets includes secure high-end solutions in mission IT, enterprise IT, engineering services, and professional services. We integrate emerging technology, rapidly and securely, into mission critical operations that modernize and enable critical national imperatives.

We are approximately 23,000 strong; driven by mission, united by purpose, and inspired by opportunities. Headquartered in Reston, Virginia, SAIC has annual revenues of approximately \$7.3 billion. For more information, visit www.saic.com. For ongoing news, please visit our newsroom.

- **Purpose:** Advance the power of technology and innovation to serve and protect our world
- **Vision:** We will be our nation's most trusted solutions integrator to secure and digitally evolve U.S. critical missions with our customers
- **Mission:** Partner with our customers to transform government, by creating and integrating digital solutions that address national imperatives with our diverse talent and innovative tech

WHAT'S IN SCOPE FOR SEWP VI?

SEWP VI is designed to provide a broad suite of ITC/AV solutions and services. Technology is ever evolving and for that reason SEWP VI's processes enable SAIC to add new commercial technology and IT services to our contract daily, as requested by customers. The focus of SEWP VI is composed of three (3) scope categories, one (1) of which SAIC is awarded: **Category B - Enterprise-Wide ITC/AV Service Solutions**. If you would like SEWP to determine if your requirement is within scope of the SEWP VI contract, please send an overview and/or bill of materials (BOM) to help@sewp.nasa.gov and the NASA SEWP Program Management Office (PMO) will quickly review and provide feedback.

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 Contracting Officer (CO) and that the CO must document the rationale for placement and price of each order. Using the SEWP online Quote Request Tool (QRT) is the recommended method to assist in this activity and to augment the required decision documentation. The SEWP QRT will automatically include the Contract Holders within a selected category or based on a suggested source.

HOW TO OBTAIN A QUOTE ON SEWP VI

The recommended method for obtaining SEWP VI quotes is utilization of the SEWP QRT available at the [SEWP VI Website](#). Use of this tool assists in providing and documenting fair opportunity.

HOW TO PLACE AN ORDER ON SEWP VI

1. Delivery Order Creation

- **Issue order:** The agency's CO generates an official Delivery Order (DO). Any modifications to the order must also follow this process
- **Required details:** The DO must cite the correct NASA SEWP VI Contract Number, Prime Contract Holder, line items, pricing from the vendor quote, and required agency signatures

2. Submission to the SEWP PMO

- **Route the order:** Send the validated DO to the SEWP PMO via email at sewporders@sewp.nasa.gov or fax to 301-286-0317
- **Verification:** The SEWP PMO reviews and verifies the DO for completeness, accuracy, and scope within one business day, then assigns a SEWP Control Number (SCN). Once the DO has been verified, the Contract Holder is sent an email that a DO has been entered by the SEWP PMO

3. Fulfillment and Invoicing

- **Forward to Contract Holder:** The SEWP PMO forwards the validated DO directly to the appropriate SEWP Contract Holder to begin work or delivery. The Contract Holder has one day to "Mark as Received" on the Contract Holders Only Page (CHOP).

4. Delivery & Invoice

- The Contract Holder delivers the equipment or services and sends the invoice directly to the ordering agency. The 0.34% SEWP VI surcharge fee to use the SEWP VI contract that was already included in the customer pricing is remitted back to the SEWP PMO by the Contract Holder once the product/service has been delivered

POLICY AND TROUBLESHOOTING

For any of the following post-delivery issues, please contact the SAIC SEWP VI Program Support team at SEWPI_Support@saic.com.

- Order issues
- Installation support
- Basic warranty
- Extended warranty
- Technical support
- Software support
- Any other post-delivery concerns