

## NASA SEWP V Ordering Guide

Contract No. NNG15SC25B

Group D Networking, Security and Video Conferencing Tools (Other than Small)

### SEWP V General Overview

The NASA Solutions for Enterprise-Wide Procurement V (SEWP V) contract is a government-wide acquisition contract (GWAC) for Information Technology products and services. It is an indefinite delivery, indefinite quantity (IDIQ) contract. The maximum ordering value of each contract shall not exceed \$20 billion with a minimum value of \$25.00. Awarded in 2015 with a period of performance of ten years five (5) years base and option period of five (5) years.

All federal government agencies and authorized government prime contractors can use the SEWP V contract, and there is no per-agency limit.

SEWP V can be used to purchase commercially available information technology (IT) Equipment, Network and Telecommunication products, and Software products including Software As-A-Service, Audio Visual Products, Teleconferencing, and Videoconferencing Products, System Security, Warranty, and Services at a firm fixed price.

Labor services and ancillary products may be purchased using the Service CLINs on the contract provided those services/products directly support the associated equipment purchased on that delivery and provided that these additional services/products do not exceed 5% of the price of the associated equipment/products. These limited services/products shall not be purchased separately from the related product purchase. The 5% restriction does not apply to product training, maintenance, warranty, site planning, installation, integration and product engineering services and products.

The SEWP V Business Operations & Workstation Laboratory (BOWL) manages the SEWP V program, and applies a small administration surcharge (.39%) on all contract orders. SEWP V administration surcharge shall not be shown separately and must be included as part of the item pricing. The SEWP V surcharge caps at \$10,000 per order. The cap applies on a per-order and mod basis. If an order exceeds \$2,222,222, the fee will be capped at \$10,000 for that order. For additional information about SEWP V: [www.sewp.nasa.gov](http://www.sewp.nasa.gov)



#### General Inquiries or Contracts Questions:

SEWP V Delivery Orders (DOs) route to:  
NASA SEWP Program Office at  
[sewporders@sewp.nasa.gov](mailto:sewporders@sewp.nasa.gov)

#### All Points Logistics, LLC – SEWP V

4815 Bradford Drive  
Huntsville, AL 35805  
[www.allpointslc.com](http://www.allpointslc.com)

#### Program Management and Pricing Questions:

Scott Muir  
Account Executive  
256-963-0132  
[smuir@allpointslc.com](mailto:smuir@allpointslc.com)



### All Points Logistics, LLC Overview

All Points Logistics, LLC is a dynamic, award winning, Service Disabled Veteran Owned Small Business (SDVOSB) with the experience and demonstrated performance to provide low risk, competitively priced services.

Headquartered in Merritt Island, FL, with offices in Houston, TX, Reston, VA, and Huntsville, AL. All Points provides a full range of Technology and Mission Critical Services within our core competencies: Systems Engineering and Technical Services, Information Technology and Cyber Security, Program Management Support, Software Development, Test and Verification, Life-Cycle Logistics, Property Management, and Facility Services, Warfighter and Mission Support, and Hardware and Software Integration and Solutions (VAR).

All Points offers a wide range of advanced technology, including tablets, desktops and servers, IT peripherals, network equipment, storage systems, security tools, software products, cloud-based services, video conferencing systems and other IT and Audio-Visual products. Product-based services such as installation, training, maintenance and warranty are also available through SEWP V.

### Product Availability

Utilize the SEWP Website at [www.sewp.nasa.gov](http://www.sewp.nasa.gov) to access over two million+ line items. Site updated daily based on customer requests.

Due to the SEWP catalog dynamic nature, to obtain current available products and pricing utilize the SEWP online Quote Request Tool at [www.sewp.nasa.gov](http://www.sewp.nasa.gov).

### Ordering Guidelines

All Delivery Orders **must be routed** through the SEWP V Program Office (PMO) and should not be sent directly to All Points Logistics, LLC or any other contract holder.

Submission of a SEWP V order:

- Email delivery order with attachment(s) to [sewporders@sewp.nasa.gov](mailto:sewporders@sewp.nasa.gov)
  - \* Plain text
  - \* PDF
  - \* HTML
  - \* JPEG

- \* TIFF
- \* GIF
- \* Microsoft Excel
- \* Microsoft Word
- Fax orders and completed forms to 301-286-0317
- Mail orders to:
  - SEWP Program Management Office (PMO)
  - 10210 Greenbelt Road, Suite #200
  - Lanham, MD 20706

### How to obtain a Quote

Through the SEWP V portal, commonly known as the CHOP, please submit all RFQ opportunities to Scott Muir 256-963-0132, [smuir@allpointslc.com](mailto:smuir@allpointslc.com).

### Credit Cards/Purchase Card Orders

SEWP V Contractors may be authorized to accept credit card orders over the telephone and/or through a Website or other electronic means from a Government entity without first passing the order through the SEWP PMO based on the following requirements:

- Orders under the micro-purchase limit (Micro-purchase threshold" means \$3,000, FAR):
  - \* Within one business week of receipt of the order, the contractor must send to the SEWP PMO by fax or e-mail a credit card order report.
  - \* Upon receipt of a credit card order report, the SEWP PMO will review and process the order and assign an SEWP Tracking Number (STN) and report the information to the Contractor.
- Orders over the micro-purchase limit:
  - \* Prior to processing the order, within one business day of receipt of the order, the contractor must send to the SEWP PMO by fax or e-mail a credit card order form.
  - \* Upon receipt of a credit card order form, the SEWP PMO will review and process the order and assign an STN tracking number and report the information to the Contractor
  - \* After the Contractor receives the assigned STN tracking number, the Contractor may process the order

Note Delivery Orders paid with a Government credit card are considered Delivery Orders and not credit card orders and, must, therefore be sent to the SEWP PMO for processing.



### Terms and Conditions

The issuing Contracting Officer (CO) may negotiate additional terms and conditions for a specific order (e.g., the ordering agency's IT security policies, procedures, and requirements or leasing of equipment may be included in individual orders). The contract shall prevail in the event of conflict with any order.

### Fair Opportunity Clause

[FAR 16.505\(b\) \(1\)](#) provides each contractor for consideration of each order exceeding \$3,000, and issued under multiple award contracts. At a minimum, to provide Fair Opportunity, all Contract Holders within any one of the four individual competed Groups must be provided Opportunity. For maximum competition, one, two, three or all four Groups can be selected. Recommend usage of the [SEWP Online Quote Request Tool](#) to assist in this activity and to augment the required decision documentation.

### Labor and Services

SEWP V focuses on IT products. Agencies may utilize SEWP contracts to purchase product based services. These services include site-planning, installation, integration and product-engineering services using the Service CLINs on the contract provided the services directly support the site planning, installation and implementation of in scope equipment/products. The products may be purchased either separately from SEWP or another means or at the same time as the services.

Labor services and ancillary products other than product training, maintenance, warranty, site planning, installation, integration and product engineering services and products may be purchased using the Service CLINs on the contract. If those services/products directly support the associated equipment purchased on that delivery and provided these additional services/products do not exceed 5% of the price of the associated equipment/products. These limited services/products shall not be purchased separately from the related product purchase. The 5% restriction does not apply to product training, maintenance, warranty, site planning, installation, integration and product engineering services and products.

### Training and Documentation

Training and Documentation (both online and hardcopy) CLINS may be provided if the training and documentation directly relates to products that are in scope for SEWP V.

### Maintenance, Warranty and Licensing

Maintenance, warranty services and product licensing may be provided for any in scope product and treated as a commercial product unless the product is priced on a usage basis.

An extended warranty, which can be purchased and begin at any time during the standard commercial warranty period up to and including the end of the commercial warranty period. Extended warranty packages may be invoiced and paid at the start of the warranty period. This extended warranty shall provide coverage based on the standard commercial warranty.

Software maintenance as a product includes the publishing of bug/defect fixes via patches and updates/upgrades in function and technology to maintain the operability and usability of the software product. No charge support includes items such as user blogs, discussion forums, on-line help libraries and Frequently Asked Questions (FAQ), hosted chat rooms, and limited telephone, email and/or web-based general technical support for user's self-diagnostics. Software maintenance as a product does NOT include the creation, design, implementation, integration, etc. of a software package.

### Delivery Order Information

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)
  - \* Unique order number for the Ordering Government entity - Ordering Agency determines the Order Number
- Quote from a SEWP V Contract Holder verifying the viability of the order
- Date Delivery Order Issued



- SEWP Contract Number
- SEWP Contract Holder's mailing address and phone number
- Government Ordering Official Name, Phone Number and Signature
- Issuing Office/ Agency: Name and Mailing Address
- Ordering Office/ Agency: Name (if different from Issuing Agency)
- Ship to Office: Agency Name and Mailing Address
- Total dollar Amount of Order
- Appropriation and Accounting Data
- Billing and Invoice Address
- Credit Card Holder Name for Credit Card Orders
- Contracting Officer's Signature for Purchase Delivery
- Contracting Officer's Phone Number

- Date Delivery Order Signed
- Line Items/Pricing - SEWP CLINs (Contract Line Item Numbers) and product descriptions to be delivered
- Delivery Orders over \$5 million must include the SEWP Fair Opportunity Form or equivalent information with the Delivery Order. [PDF Form](#)  
[DOC Form](#)
- Period of performance for any associated service
- Additional mutually agreed upon Terms and Conditions, Statement of Work, etc.

After order processing at the SEWP PMO (electronically or manually), a SEWP Tracking Number (STN) is assigned by the SEWP PMO.

### Delivery Time

Delivery time varies based on the size, complexity and type of the order. Quotes should include a delivery timeline. Quotes without a delivery time assume a maximum 30-day delivery time.

### Help, Assistance and Issues

SEWP offers a helpline available open Monday - Friday 7:30am to 6:00pm EST at 301-286-1478 and **SEWP's** web-tools and homepage at <http://www.sewp.nasa.gov>.

All Points Logistics, LLC representative Scott Muir is available Monday - Friday 8am to 5pm CST at 256-963-0132 or [smuir@allpointslc.com](mailto:smuir@allpointslc.com).

All Points Logistics, LLC  
1950 Roland Clark Place, Suite 210  
Reston, VA 20191