



The following is a sample of the FAQs available on the SEWP Website – www.sewp.nasa.gov - by clicking ‘FAQ’ on the Fast Access Menu.

What does SEWP stand for?

SEWP (pronounced ‘soup’) stands for Solutions for Enterprise-Wide Procurement. The name reflects the ability to obtain mission critical, cutting edge and high-end IT products (from Blackberries to Supercomputers) and product-based solutions (e.g. installation, maintenance) for individual, site or Agency-wide requirements.

Why does SEWP use a duck for a mascot?

The ducks came to be associated with SEWP (pronounced ‘soup’) based on the saying “it will be as easy as duck soup.” The ducks were further inspired by the Marx Brothers’ movie ‘Duck Soup.’ From Wikipedia: The phrase ‘duck soup’ is an old Americanism that has been around since at least 1902. It refers to something that is very easy; a cinch; a breeze. It has been in constant use for 100 years, although it is admittedly becoming less and less common as time goes on. The most interesting thing about it is that no one knows where it came from.

What is the period of performance of the SEWP V Contracts?

The period of performance of all SEWP Contracts is five years with one five year option, May 1st, 2015 - April 30, 2025.

Are BPAs/Blanket Purchase Agreements allowed on SEWP?

SEWP does not have a structure available that is identical to Blanket Purchase Agreements (BPAs). However, SEWP has the ability to be used for Delivery Orders with Options (DOWOs) and along with the Fair Opportunity procedures in [FAR Part 16.505\(b\)](#), some of the functionality related to Blanket Purchase Agreements can be applied to the SEWP process. This functionality is as follows:

If an Agency has a requirement to purchase a set of known in-scope products/solutions, a Request for Quote (RFQ) can be submitted using the Fair Opportunity guidelines to one or more SEWP Contract Groups.

- » The Agency may award one or more Delivery Orders based on the quotes received. The initial base Delivery Order would establish the products/solutions and pricing for those items. The maximum time for the existence of this order and any instructions for exercising options per the original quote and initial Delivery Order should be noted in the initial order. The base and option years shall not exceed 5 years in duration.
- » Agency officials may then follow the procedures as stated in the base Delivery Order to place orders against the initial quote.
- » Any substantive change to the initial quote and subsequent base Delivery Order, such as increasing the scope of products/solutions quoted, would require a renewed quoting and ordering cycle including issuing a new RFQ following Fair Opportunity procedures.
- » The actual usage and set-up of the base Delivery Order is the Issuing Contracting Officer’s responsibility. Typically, the base order is set up with an initial Delivery Order listing the products/solutions and prices. Subsequent Delivery Orders are issued options as modifications against the base order.

**What type of products can I acquire through SEWP?**

The NASA SEWP Procurement Vehicle is for IT products and product related services. Included in the scope of SEWP is:

- » IT hardware including servers, laptops, supercomputers, etc.
- » Network and telecommunication products
- » Software products including Software As A Service
- » Cloud Computing
- » Audio Visual products
- » Teleconferencing and Videoconferencing products
- » Peripherals and supplies such as printers, power supplies, etc.
- » Maintenance and warranty
- » Installation
- » Site Planning
- » Product Training
- » Product-based Engineering Services

For services involving labor rates, such as installation and engineering services, price reasonableness is not determined at the contract / catalog level. Price reasonableness for labor based services must be determined at the delivery order level by the ordering agency.

Labor Support Services that are unrelated to a product and not list above, such as general operational support, are available on a very limited basis – no more than 5% of the costs of products being purchased can be used to purchase initial support services.

Any questions concerning scope can be referred to help@sewp.nasa.gov.

How can I find out what products are currently on the Contract?

The SEWP Website – www.sewp.nasa.gov – is directly tied into the Contract Database of Record. There are currently over two million line items. The products are updated daily based on customer requests. Because of the dynamic nature of the SEWP catalog, the only way to determine what is available through SEWP is to utilize the [SEWP on-line Quote Request Tool](#).

How does one satisfy Fair Opportunity / Competition Requirements when using a SEWP Contract?

[FAR 16.505\(b\)\(1\)](#) provides that each contractor shall be given Fair Opportunity to be considered for each order exceeding the micro-purchase limit (typically \$3,500) and issued under multiple award contracts. At a minimum, to provide Fair Opportunity, all Contract Holders within any one of the individually competed [Contract Groups](#) or selected set-aside must be provided Opportunity. The SEWP online [Quote Request Tool](#) is the recommended method to assist in this activity and to augment the required decision documentation..



Do I need to obtain three quotes to comply with Fair Opportunity?

No. Fair Opportunity, not the ‘three quote’ rule applies to the SEWP Contracts. You must provide Fair Opportunity to all Contract Holders within at least one of the four Contract Holder Groups. If after providing the Fair Opportunity (preferably using the [SEWP Quote Request Tool](#)), only one company provides a quote, you may proceed with the award and order. Note that this is not a sole source since you provided Opportunity to the other Contract Holders.

It is recommended that if only one Contract Holder Group is queried and only one quote is obtained, the RFQ should be re-issued, including all four Contract Holder Groups in order to maximize competition.

Are SEWP prices “fair and reasonable”?

The SEWP Contracts are [FAR Part 12](#) Commercial Contracts. Additional price analysis was done in accordance with the following: The price design for SEWP is a proposed discount off the offerer’s commercial list price. Price analysis was conducted in accordance with [FAR 15.305\(a\)\(1\)](#), to ensure that a ‘fair and reasonable’ price is paid by the Government.

Reasonableness of proposed prices was established in accordance with FAR [15.403-1\(c\)\(1\)\(i\)\(B\)](#), which provides that a price is based on adequate price competition if two or more responsible offerers, competing independently submit priced offers that satisfy the Government’s expressed requirement and there is not any finding that the price of an otherwise successful offer is unreasonable. To verify price reasonableness, offerers were instructed to submit their published price catalog or published schedule of list prices in a form regularly maintained by the manufacturer or offerers, such as a catalog, price list, schedule or other verifiable and established record. Additionally, each contractor proposed a discount off product categories (such as input-output device) of IT equipment.

These discounts remain for the life of the contract. Therefore, when new technology is added or list prices change due to market fluctuations, the SEWP price remains fair and reasonable.

There are several other price reasonability checkpoints in SEWP:

- » A SEWP Prime Contract Holder cannot offer prices higher on their SEWP contract than is offered on their GSA contract. This is exclusive of the surcharge. Since the SEWP fee is 0.39% compared to GSA’s 0.75% fee, SEWP prices must be lower than GSA for that Contract Holder.
- » When items are added or prices updated on a SEWP contract, prices are automatically compared to other SEWP Contracts and must be within a reasonable price of all other contracts. Further comparisons with GSA, commercial and other contracts may be done to verify any questionable pricing.
- » All SEWP Delivery Orders are subject to Fair Opportunity. This internal competition provides an incentive for Contract Holders to provide the best possible price in order to be selected for award.

Although the SEWP PMO database of record contains the fair and reasonable pricing determination before a product is added to the contract, it is ultimately the issuing COs responsibility to determine fair and reasonable pricing at the delivery order level based upon the specifics of the requirement. Price analysis techniques at FAR 15.404-1(b)(2) were utilized in the development of contract level pricing, however, in certain situations a CO may have a specific requirement that requires further determination using the techniques at FAR 15.404-1(b)(2) as applicable. An example is a labor based services order where the price is based on the statement of work at the order level.



How can I obtain quotes from the Contract Holders on the SEWP Contracts?

The only method provided, and therefore recommended, by the NASA SEWP Program Office for obtaining SEWP Quotes is the utilization of the [SEWP Quote Request Tool](#) available at the SEWP Website. Use of this tool assists in providing and documenting Fair Opportunity and verifying and assuring items quoted are on contract and properly priced. Quotes may also be obtained by other methods; however, it is then your responsibility to assess the reasonableness of any additional fees, level of competition, compliance with Fair Opportunity, terms and conditions, price and availability verification, scope, etc..

Can I limit my RFQ to three suggested sources?

No. At a minimum, Fair Opportunity to all Contract Holders in a suggested source's Group must be provided.

Can I specify brand name?

Brand Name or equal requirements traditionally apply when the Government is soliciting a new requirement and is specifying a particular Brand Name in the solicitation. The SEWP Program recommends the following regarding Brand Name:

- » To the greatest extent possible, utilize generic specifications rather than Brand Names.
- » While the use of a Brand Name can help clarify the specifications, if specifying brand name provides clarification, then the use of Brand Name or Equal is recommended for requirements, whenever possible.
- » If the requirement is truly limited to one manufacturer and the order size will be over \$30,000, per [FAR Part 16.505\(a\) \(4\)](#) a justification and approval (J&A) document must be created and posted along with the RFQ to all companies within the solicited Group(s).
- » Brand name justifications should not include any sensitive/proprietary/pricing data. In writing a Justification and Approval Document, refer to [FAR 6.302-7](#) for guidance.

How do I order from the SEWP Contract?

The internal ordering process of each Agency varies. The process and accompanying forms for Purchase Requests (PRs) and Delivery Orders (DOs) issued against a SEWP contract are defined by the issuing Agency and not NASA SEWP. The typical process, however, is for an end-user to determine a requirement and generate a PR. The PR along with any necessary funding information is sent to that Agency's procurement office, which results in the issuance of a DO. Any valid Federal Agency DO form and the associated Delivery Order number may be used. NASA SEWP does not issue DOs; these must be issued through the issuing Agency's procurement office.

Some Agencies have special requirements for issuing IT Delivery Orders. It is the Issuing Agency's Contracting Officer's (CO's/KO's) responsibility to be aware of any Agency-specific policies regarding issuing orders via existing contract vehicles and Government-Wide Acquisition Contracts.

SEWP Delivery Orders must be routed to the NASA SEWP Program Office either via fax at 301-286-0317 or sewporders@sewp.nasa.gov. Do not forward orders directly to a Contract Holder. Contract Holders may only accept Delivery Orders through the NASA SEWP Program Office and the orders must have an assigned SEWP tracking number, referred to as an OSN (Ordering Sequence Number). The SEWP [fax cover sheet](#), or similar form providing contact information, should accompany all orders.



The processing time is typically less than one business day between the receipt of a Delivery Order at the NASA SEWP Program Office and delivery of the order to the appropriate Contract Holder. If an order cannot be processed due to incomplete or incorrect information, both the issuing CO and the Contract Holder will be contacted by a member of the NASA SEWP Customer Service staff. When an order is processed, e-mail confirmation is sent to the issuing CO upon request.

How does the requirement in FAR Part 17.502-1(a) affect SEWP?

FAR Part 17.502-1(a) requires a best procurement approach analysis be conducted prior to utilizing a GWAC or interagency contract. If you would like assistance in the analysis for using the SEWP contracts, please contact the SEWP helpline at 301-286-1478 / help@sewp.nasa.gov

What is the current surcharge (handling fee) for using the SEWP contracts?

As of March 2, 2015, the SEWP surcharge for all orders is a 0.39%. The fee is included in the price of all products and is not separately listed on quotes. It is the Contract Holder's responsibility to pay the fee from their quoted product prices.

When do End Of the Fiscal Year orders need to be sent?

The award date for Delivery Orders made against SEWP Contracts is the date the order is signed by the Issuing Agency's Contracting Officer. Therefore, any order signed and dated by the Issuing Agency's Contracting Officer on or before Sept. 30, 2015 is considered to be an FY14 order, even if the order arrives at the NASA SEWP Office after Sept. 30, 2015. The SEWP Program Office is open extended hours during September including up to Midnight ET on Sept. 30.

What is the delivery time for SEWP orders?

The delivery time varies based on the size, complexity and type of the order. Quotes should include a delivery timeline. If one is not provided on the quote, a maximum 30-day delivery time is assumed.

The SEWP Program Office tracks delivery time based on the customer's expected delivery time provided on a Delivery Order. If the Contract Holder is unable to meet the expected time, they must delay acceptance of the Delivery Order until a new delivery time is mutually agreed upon by the Customer and Contract Holder.

Can my Delivery Order / Lease / Purchase Agreement extend beyond the Contract End date of 2014?

From the SEWP Contract:

A.1.3. PROCEDURES FOR ORDERS

“Such orders may be issued from the effective date of the contract through the ordering period. Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after the last date of the last item to be delivered in the issued Delivery Order schedule.”



SEWP Program Office guidelines:

- » The end date of the effective ordering period of the SEWP IV Contracts is scheduled to occur in the Spring of 2015 . The end of performance for a Delivery Order is based on the end date of that Delivery Order. The Contract Holder is obligated to continue to perform until all deliverables are met. This includes warranty, maintenance, installation and other in-scope services.
- » Delivery Orders can extend beyond the end of the SEWP IV contracts; however, substantive modifications to an existing Delivery Order are not recommended unless optional line items were requested at the time of quote in the RFQ and incorporated into the awarded delivery order at the time of award.
- » Administrative modifications to Delivery Orders signed before or after the end of the SEWP IV contract period are allowed.

Some examples:

- » Product based leases can extend beyond the end of the SEWP Contract period including options set-up prior to the end of the SEWP Contract period. However, no new items may be added to the lease and no new options can be added after the end of the SEWP Contract period.
- » Multi-year warranty and software licenses can extend up to 5 years beyond the end of the SEWP Contract period. However, no new items may be added to the warranty or license; warranty and licenses cannot be renewed or extended beyond the period of performance including options set forth in the original Delivery Order.
- » A Delivery Order may include option years that extend beyond the end of the contract period if, at a minimum:
 - The order is placed before the end of the contract period
 - No substantive changes are made to the Delivery Order after the expiration of the contracts; for example, adding more products to the order
 - The option years do not extend more than 5 years after the end of the contract period