



SEWP V Ordering Process

The process and accompanying forms for PR's and DO's that are issued against a SEWP contract are 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 DO number may be used. The NASA SEWP PMO does not issue DO's - these must be issued through the issuing Agency's procurement office. The SEWP PMO reviews, processes and tracks issued DOs and forwards them to the Contract Holder.

Some agencies have special requirements for issuing IT DOs. 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.

SEWP V General Order Flow & Responsibilities

End User or KO	NASA SEWP PMO	SEWP Contract Holder
Determines best value through market research. Creates DO citing NASA SEWP Contract Number and Prime Contract Holder. Sends DO to SEWP PMO at sewporders@sewp.nasa.gov .	Verifies DO. Forwards valid DO to the appropriate Contract Holder	Processes DO. Delivers ordered products and/or services. Invoices Agency or Contractor.

Note - ALL modifications must also route through the SEWP PMO

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.

- DO Number (any valid Government DO is allowed)
- Quote from a SEWP Contract Holder verifying the viability of the DO
- Date DO 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 DO
- Contracting Officer's Signature
- Contracting Officer's Phone Number
- Date Delivery Order Signed
- Line Items/Pricing

www.4star-tech.com 757-965-9037

Contract Number: NNG15SD06B Group B_HUBZone NAICS Code: 541519 UEI: UYLVJZ49BFC6 DUNS: 610109675 Cage: 4ERC5
585 South Birdneck Road, Suite 102 Virginia Beach, VA 23451



Surcharge

As of October 1, 2020, the SEWP surcharge for all orders is 0.34%. 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.

NASA SEWP reserves the right to adjust all surcharge rates as the SEWP PMO budget so requires.

Note that the NASA SEWP PMO operates on a non-profit, self-contained Full Cost Accounting Budget. The fees are set solely to fund the services and staff provided by the NASA SEWP PMO. Collection of excess fees will result in either an increase in services, a decrease in the fee structure or a combination of the two.

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 CO and that the CO must document the rationale for placement and price of each order. Using the SEWP online Quote Request Tool is the recommended method to assist in this activity and to augment the required decision documentation. The SEWP QRT 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 or set-asides is required. There is no requirement to obtain 3 quotes as long as all Contract Holders within a Group or set-aside were provided opportunity to provide a quote.

4 Star Technologies & SEWP PMO Support/Contacts

The 4 Star Technologies team stands ready to assist with any SEWP V requirements and along with the SEWP PMO we are available to answer any questions and address any issues. Your 4 Star Technologies SEWP Team:

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Blair Harrison - SEWP Deputy Program Manager, 757-222-1857, blair.ebeling@4star-tech.com

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Jake Welsh - SEWP Sales & Support, 757-965-9035, jake.welsh@4star-tech.com

NASA SEWP PMO Helpline - 301-286-1478, help@sewp.nasa.gov

SEWP V Website: <https://www.sewp.nasa.gov>