SEWP VI ORDERING GUIDE

NASA SEWP VI | Category C Contract Holder

SEWP OVERVIEW

NASA SEWP VI – The NASA SEWP (Solutions for Enterprise-Wide Procurement), pronounced “soup”, provides the latest Information Technology, Communication, and Audio-Visual (ITC/AV) solutions and services for all Federal Agencies and their approved contractors. Created in 1993, SEWP I was the first Government-Wide Acquisition Contract (GWAC) in the federal acquisition space. Originally, the contract vehicle provided only technology products for NASA and all other agencies. SEWP has continually evolved over the past 30 years, expanding its scope to meet the requests of its customers. The SEWP vehicle represents acquisition innovation within the Federal Government. The program is self-funded through usage fees (0.34%) and provides all Federal agencies with acquisition support – more than 50,000 orders a year.

FAIR OPPORTUNITY

FAR 16.505(b)(1) provides that each contractor shall be given a 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 QRT will automatically include the Contract Holders within a selected Group or based on a suggested source.

NetSEA responds to RFQs and RFIs issued through the QRT in accordance with the SEWP Contract Holder User Manual (CHUM). Quoted prices will not exceed the price in the SEWP database of record at the time the quote is issued, each quote states how long it remains valid, and NetSEA honors any order submitted within that period.

ABOUT NETSEA TECHNOLOGIES

NetSEA Technologies, LLC is an engineer-owned small business founded in 2010 and headquartered in Belcamp, Maryland. NetSEA provides systems engineering, tactical and enterprise network integration, SATCOM/RF communications, test and evaluation, program management, training and sustainment, and cybersecurity services to Federal customers, supported by over 50 engineers and cleared professionals. As a SEWP VI Category C Contract Holder, NetSEA is positioned to support mission-based ITC/AV service requirements across the Federal Government.

Visit our website: netseatechnologies.com

NetSEA Technologies, LLC

Category C Contract

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UEI: HL6JEPE4BKM7
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SEWP VI Program Support

Order Issues and Post-Delivery Contacts

Jim Marsh
SEWP VI Program Manager
jmarsh@netseatechnologies.com
774-571-2191

John Anglin
SEWP VI Deputy Program Manager
janglin@netseatechnologies.com
410-920-9768

NetSEA SEWP Team Email
info@netseatechnologies.com

SEWP Helpline

help@sewp.nasa.gov
(301) 286-1478
SEWP PMO Hours:
M–F, 7:30 AM – 6 PM (ET)
www.sewp.nasa.gov

WHAT'S IN SCOPE FOR SEWP VI?

SEWP is designed to provide a broad suite of Information Technology, Communication and Audio Visual (ITC/AV) solutions and services. Technology is ever-evolving and for that reason SEWP's processes enable Contract Holders to add new commercial technology and IT services to their contract daily, as requested by customers. The focus of SEWP is on the full suite of technology offerings that simplify Governmental access and Industry offerings across the entire ITC/AV solutions and services landscape. SEWP contracts were awarded by scope category (below); NetSEA holds a Category C contract. If you would like SEWP to determine whether 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 SEWP PMO will quickly review and provide feedback.

CATEGORY A

ITC/AV Solutions

CATEGORY B

Enterprise-Wide ITC/AV Service Solutions

CATEGORY C

Mission-Based ITC/AV Service Solutions

NETSEA'S CONTRACT CATEGORY

HOW TO OBTAIN A QUOTE

Federal customers may request a quote for hardware, software, or services from NetSEA in either of two ways:

- **Through the NASA SEWP Quote Request Tool (QRT)** at www.sewp.nasa.gov – the recommended method, which supports the fair opportunity process.
- **Directly from the NetSEA SEWP team** using the contact below.

To help NetSEA respond quickly, please include a description of the requirement (or a statement of work / bill of materials), quantities, period of performance or delivery date, delivery location, and the date the quote is needed.

SALES / QUOTE REQUESTS

Jim Marsh, SEWP VI Program Manager

jmarsh@netseatechnologies.com | 774-571-2191

INSTALLATION, WARRANTY, AND TECHNICAL SUPPORT

Questions about installation, basic or extended warranty, technical support, software support, and other post-delivery matters on items or services delivered under this contract should be directed to the NetSEA SEWP team below. NetSEA will coordinate with the applicable manufacturer or teaming partner to resolve the issue.

POST-DELIVERY SUPPORT

John Anglin, SEWP VI Deputy Program Manager

janglin@netseatechnologies.com | 410-920-9768

TROUBLESHOOTING A PROBLEMATIC ORDER

If an order is delayed, incomplete, or incorrect, contact the NetSEA SEWP team first. Please have the following ready: the Delivery Order (DO) number, the issuing agency and ordering office, the NetSEA quote reference, and a short description of the issue. The SEWP Helpline (help@sewp.nasa.gov, (301) 286-1478) is also available to Federal customers.

ORDER TROUBLESHOOTING

Jim Marsh, SEWP VI Program Manager

jmarsh@netseatechnologies.com | 774-571-2191

ORDERING PROCESS

The internal ordering process of each Agency varies. The process and accompanying forms for Purchase Requests (PR) and Delivery Orders (DO) issued against a SEWP contract are defined by the issuing agency, not the NASA SEWP Program Management Office (PMO). The typical process is shown below.

1 **Define the requirement**
The end-user determines a requirement and generates a Purchase Request (PR).

2 **Request quotes**
Quotes are requested from SEWP Contract Holders. Using the SEWP Quote Request Tool (QRT) is the recommended method and helps document fair opportunity.

3 **Issue the Delivery Order**
The PR, along with any necessary funding information, is sent to the Agency's procurement office, which issues the DO. Any valid Federal Agency DO form and its associated DO number may be used. The NASA SEWP PMO does not issue DOs.

4 **PMO review and routing**
The SEWP PMO reviews, processes, and tracks issued DOs and forwards them to the Contract Holder(s).

5 **Delivery and support**
NetSEA delivers under the DO and provides post-delivery support through the contacts in this guide.

Some Agencies have special requirements for issuing IT Delivery Orders. 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.

If modifications are made to any order, these modifications must also route through the SEWP Program Management Office (PMO).

QUICK REFERENCE: NETSEA SEWP VI TEAM

Need	Contact	Email	Phone
Quotes / sales	Jim Marsh (PM)	jmarsh@netseatechnologies.com	774-571-2191
Installation, warranty, support	John Anglin (DPM)	janglin@netseatechnologies.com	410-920-9768
Order troubleshooting	Jim Marsh (PM)	jmarsh@netseatechnologies.com	774-571-2191
General / contracts team	NetSEA SEWP Team	info@netseatechnologies.com	443-966-0586
SEWP scope questions	NASA SEWP Helpline	help@sewp.nasa.gov	(301) 286-1478