

# WWT SEWP IV Ordering Guide

Contract Number: NNG07DA41B

May 1, 2007-April 31, 2014



Corporate Headquarters

World Wide Technology, Inc.

60 Weldon Parkway

St. Louis, MO 63043-3101

(Phone) 314-919-1400

(Fax ) 314-919-1420

Phone Number 1-800-432-7008

Standard Business Hours Monday - Friday 8:00am - 5:00pm CST

Government Fiscal Year-end August - September 7:00am - 7:00pm CST

### Government Contact List

Joanne Woytek, NASA SEWP Program Manager

[joanne.r.woytek@nasa.gov](mailto:joanne.r.woytek@nasa.gov)

301-614-7128

Darlene Coen, NASA SEWP Deputy Program Manager

[darlene.e.coen@nasa.gov](mailto:darlene.e.coen@nasa.gov)

301-614-7127

SEWP Helpline

[help@sewp.nasa.gov](mailto:help@sewp.nasa.gov)

301-286-1478

### WWT Contact List

Mike Schmitt, Program Manager

[mike.schmitt@wwt.com](mailto:mike.schmitt@wwt.com)

314-919-1448

Sean O'Rourke, Federal Business Operations Manager

[sean.orourke@wwt.com](mailto:sean.orourke@wwt.com)

314-919-1652

Jeff Mika, Director of Federal Sales

[jeff.mika@wwt.com](mailto:jeff.mika@wwt.com)

314-919-1411

## **Company Overview**

World Wide Technology, Inc. (WWT) is a leading Systems Integrator providing technology and supply chain solutions to customers and suppliers around the world, with annual sales of \$2 billion. WWT understands that today's advanced technologies, when properly planned, procured, and deployed are business solutions that reduce costs, increase profitability, and ultimately improve a company's ability to effectively serve their customers.

## **SEWP IV Overview**

SEWP is a Government-Wide Acquisition Contract (GWAC) consisting of thirty-eight Competed Prime Contract Holders , including twenty-one small businesses of which nine are Veteran-Owned Businesses, six of which are SDVOSB (Service Disabled Veteran Owned Small Businesses; and several non-competed 8(a) Set-Aside Contractors. These contracts offer a vast selection and wide range of advanced technology, including UNIX, Linux and Windows based computer systems and servers along with peripherals, network equipment, storage devices and other IT products and product solutions, to all Federal Agencies (including Department of Defense) and their authorized contractors. SEWP offers low prices (generally below GSA schedule prices), the lowest surcharge (0.5%) and the easiest and fastest ordering procedure using pre-competed contracts.

Through SEWP, agencies can find an exact fit for their needs at the best overall value by searching the Web and choosing the right solutions offered directly by leading hardware and software manufacturers and experienced Government integrators.

## **Fair Opportunity When Using SEWP Contracts**

SEWP IV is composed of 48 Indefinite Delivery Indefinite Quantity (IDIQ) contracts to 39 prime contract holders, both manufacturers and resellers of IT equipment, based on full and open competition. While this allows use of the contracts without requiring further competition for single award classes, Fair Opportunity (refer to FAR 16.505(b)) must be given to all contractors in multi-award classes.

The SEWP website provides tools for manufacturer and product searches and for Request for Information/Request for Quotes (RFI/RFQ). These tools are available to assist customers with buying decisions and as one means to provide documentation for any needed selection criteria. The following steps may assist customers in determining which contract best fulfills their requirements:

**1. Market Research:** According to Federal Acquisition Regulations, (FAR) Part 10, appropriate market research based on the size and complexity of the acquisition is required. The Online Manufacturer Lookup and RFI/RFQ SEWP tools assist in this market research process.

**2. Fair Opportunity:** FAR 16.505(b) (1) provides that each contractor shall be given fair opportunity to be considered for each order exceeding \$3,000 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. The SEWP online RFI/RFQ tool is the recommended method to assist in this activity and to augment the required decision documentation. The search capability provides a summary comparison of the requirements based on part numbers. The SEWP RFI/RFQ 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 is required. There is no requirement to obtain 3 quotes as long as all Contract Holders within a Group were provided opportunity to provide a quote.

**3. Best Value:** Once market research is completed, the end-user's needs, technical requirements, Contract Holder past performance, price, Agency policy and other factors related to the exercise of sound business judgment should be considered in making a best value determination.

## **SEWP IV Ordering Process**

Supplies or services to be furnished under this contract shall be specified by the issuance of firm fixed price delivery orders from any Government agency priced in accordance with Clause A.1.7 and Attachment F, Pricing Exhibits. 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.

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

Delivery orders will identify the exact destination for shipment and warranties, which is limited to the United States and its possessions. Shipments to United States Government installations located outside the U.S. and its possessions are per mutual agreement between the ordering Government Agency and Contractor.

The firm-fixed price for each delivery order may not be increased except when authorized by a modification to the delivery order. If the Contractor decreases the price of any item ordered, they shall notify the issuing Contracting Officer via e-mail within 2 business days.

The price of each item in a delivery order shall be no greater than the price in the SEWP database of record on the date the issuing Contracting Officer signs the order or the date of the order field if the signature date is not present.

All delivery orders shall be submitted directly to the SEWP Business Operations Workstation Laboratory (BOWL), prior to acceptance and processing of the delivery order by the contractor and are charged a SEWP IV Contract Administration Fee (Surcharge), based on below.

<b>Order Amount</b>	<b>Fee percentage</b>
\$0 - \$2,000,000	0.5%
\$2,000,000 (\$2M) on up	\$10,000 cap

## **Order Submission Options**

FAX orders and completed forms to:

(301)286-0317

OR E-Mail PDF or Image Files to:

[sewporders@sewp.nasa.gov](mailto:sewporders@sewp.nasa.gov)

OR Send orders and completed forms to:

SEWP Program Office (BOWL)  
10210 Greenbelt Road Suite #270  
Lanham, MD 20706

Phone: (301)286-1478

Fax: (301)286-0317

Note: It is preferred that orders be accompanied by the SEWP Fax Cover Sheet([PDF](#)).

All Delivery Orders over \$5 Million must include the [Fair Opportunity Form](#) or equivalent information with the Deliver Order.

## **Credit Card Orders**

SEWP Contract Holders may be authorized to accept Government credit card orders directly as long as the purchase is under \$100,000 and being made over the phone or through a website using a shopping cart/checkout ordering system. The Contract Holders will report all such orders to the NASA SEWP Program office for tracking purposes. There is no SEWP contractual limit on credit card orders - purchase card limits are based on the individual's own agency's limit.

Delivery Orders paid by credit card, credit card orders placed via fax or e-mail and all orders over \$100,000 must be routed through the SEWP BOWL and may not be sent directly to the Contract Holder.

## **WWT SEWP IV Terms and Conditions**

**Contract Number:** NNG07DA41B

**Contract Period:** 5/01/2007 – 04/30/2014

**Who Can Order:** The SEWP IV contracts are for use by NASA, all Federal agencies and authorized federal agency contractors

**Products:** Personal Computers, Workstations, Networking Equipment, Peripherals, Software, Warranty, Maintenance, Security, Training, Professional Services and Leasing

**Business Size:** Large

**Credit Card Accepted:** Yes

**Geographic Scope:** Worldwide

**FOB Point:** Destination

**Standard Delivery Time:** Standard delivery time is 30 days

**Item Fees:** .5% fee with a \$10,000 cap on all orders over \$2,000,000

**Payment Terms:** Net 30

**Maximum Order Limitation:** No Limit

**Partial Shipment:** Yes, if approved by Contracting Officer

**Open Market Line Items:** Yes, but can not exceed \$3,000.00

**Warranty:** OEM provided warranty, extended warranty, customized warranty and maintenance plans, which include software updates and security patches are available upon request

**Product Returns:** In accordance with FAR Part 52.212-4, The Government may require repair or replacement of nonconforming supplies or re-performance of nonconforming services at no increase in contract price. The Government must exercise its post-acceptance rights -- (1) Within a reasonable time after the defect was discovered or should have been discovered; and (2) Before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

## **SEWP Tools**

### **RFI/RFQ Tool**

Obtain market research information and/or quotes from SEWP prime contract holders

This tool will allow you to create RFI / RFQ requests as well as retrieve previous requests, make modifications and cancel existing requests. Registration is required, yet simple. [Manufacturer](#)

### **Tool**

The SEWP Manufacturer Lookup Tool lists all Original Equipment Manufacturers (OEMs) whose products are available on one or more SEWP contracts. The Manufacturer table indicates how many contracts and how many line items (CLINs) are available for the given manufacturer. Selecting a manufacturer will display more details including the SEWP Contracts with that Manufacturer and a link to the OEMs website. [Product Search](#)

SEWP offers this Search tool to assist IT customers in obtaining product information and in meeting FAR requirements for Fair Opportunity.

This option should be used to determine which SEWP contract has the products with the best value to you.

Also this tool allows you to search the catalogues of one or all classes on SEWP III. You have the capability of searching for products using any or all of the following search criteria: Manufacturer Part Numbers, CLIN's or Manufacturer Descriptions.