

# GC Micro Corporation

## SEWP V Ordering Guide

**Contract Number:**

NNG15SC75B

**Contract Type:**

Multi-award Government-Wide Acquisition Contract (GWAC), IDIQ, FFP

**Group:**

Group C – WOSB Eligible

**Contract Effective Dates:**

Effective ordering period of May 1, 2015 through April 30, 2025.

**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 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 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.

**About SEWP:**

The NASA SEWP (Solutions for Enterprise-Wide Procurement) GWAC (Government-Wide Acquisition Contract) provides the latest in Information Technology (IT) products and services for all Federal Agencies and their approved contractors. The statutory authority allowing usage of the SEWP contracts by the entire Federal Government is NASA's designation as an Executive Agent by OMB based on the Information Technology Management Reform Act (ITMRA) of 1996, now the Clinger Cohen Act.

Providing the latest in commercial ICT/AV products and services, the NASA SEWP contract vehicle has an outstanding track record of serving up fresh technology for Federal Agencies.

Also available through the SEWP contract vehicle are product based services such as installation, maintenance, deployment, optimization, and sanitization.

### **Who can use SEWP:**

GC Micro's SEWP contract is for use by NASA, all Federal agencies and approved federal agency support service contractors. Contracting officers considering authorizing support service contractors should review the policy at FAR 51.101, and any agency specific guidance or policy, to make the appropriate determination and written finding which supports issuance of the authorization, as required by FAR 51.102 and FAR 51.107. (For NASA contracting officers, additional guidance is provided in the NASA Far Supplement at [Subpart 1851](#).) Approved support service contractors must comply with the requirements at FAR 51.103.

To authorize a contractor to purchase from the SEWP contracts, the authorizing contracting officer should send a copy of the authorization letter to the SEWP Program Management Office (PMO) containing all of the following information:

1. Authorizing Agency Name, Contracting Officer (CO) Name, Mailing Address, Phone/FAX number and the contractor corporate name, division, and address.
2. Contract number and period of performance
3. A statement that the contractor is authorized to purchase from SEWP contracts in support of the above contract.
4. The CO's/KO's signature and date signed.

The letter should be sent in advance of or with the first order via fax, e-mail or Ground Mail. [sewporders@sewp.nasa.gov](mailto:sewporders@sewp.nasa.gov)

SEWP Program Management Office (PMO)  
10210 Greenbelt Road  
Suite #200  
Lanham, MD 20706  
Phone: (301)286-1478  
Fax: (301)286-0317

Upon approval of the authorization letter, the contractor's name and contract information will be added at the [Approved Support Service Contractors](#) web page.

[Authorization Letter Template](#)

### **How to Get a Quote:**

The SEWP online RFI/RFQ tool is the recommended method to assist in this activity and to augment the required decision documentation. The SEWP RFI/RFQ tool will automatically include the Contract Holders within a selected Group or based on a suggested source.

To access the SEWP QRT (Quote Request Tool) you may do so by clicking [here](#).

You may also contact our dedicated SEWP team directly at [NASASEWP@gcmicro.com](mailto:NASASEWP@gcmicro.com) or by dialing 800-426-4276 M-F 8-5 PT for assistance.

### **Ordering Process:**

Various agencies have different processes for ordering. The process, forms and accompanying documentation required with each order are defined by the issuing agency and not SEWP Program Office or GC Micro.

The general process for ordering is outlined below by SEWP.

#### Step 1 - END USER OR SEWP Contracting Officer

1. Determine best value through market research.
2. Create Delivery Order - Cite NASA SEWP Contract # and Prime Contract Holder.
3. Sends Order to NASA SEWP Bowl.

#### Step 2 - NASA SEWP Program Management Office (PMO)

1. Verifies Order.
2. Forwards valid Order to the appropriate Contract Holder.

#### Step 3 - SEWP Contract Holder

1. Processes Order.
2. Delivers Equipment & Services.
3. Invoices Agency or Contractor

Any valid Federal Agency delivery order form will be accepted. Modifications to existing DO's must also be processed through the SEWP PMO as well.

To assist you in preparing your delivery orders, below you will find important information in reference to processing delivery orders through the SEWP Program office. Please feel free to contact the SEWP helpline if you have any questions concerning your purchase orders, our web-tools or any SEWP related topics at 301-286-1478. The hours of operation are as follow Monday - Friday 7:30 am to 6:00pm EST.

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.

1. Delivery Order Number (any valid Government DO is allowed)
2. Quote from a SEWP Contract Holder verifying the viability of the order
3. Date Delivery Order Issued
4. SEWP Contract Number
5. SEWP Contract Holder's mailing address and phone number
6. Issuing Office: Agency Name and Mailing Address
7. Ship to Office: Agency Name and Mailing Address
8. Total dollar amount of order

9. Contracting Officer's Signature
10. Contracting Officer's Phone Number
11. Date Delivery Order Signed
12. Line Items/Pricing

GC Micro is the holder of 2 Agency Catalogs as described below. For more information on each you may contact the individuals listed. The ordering process depends on the agency and we can assist with directing you to the right people.

NASA Atlassian Catalog - Open to all NASA sites

Deputy Program Manager - Joseph Whitson - [jwhitson@gcmicro.com](mailto:jwhitson@gcmicro.com) - 707-789-0600 x246

Product Sales and Quotes - Tom Arend - [tarend@gcmicro.com](mailto:tarend@gcmicro.com) - 707-789-0600 x266

DOE Software - Open to Sandia Laboratories

Product Sales and Quotes - Eric Grumley - [egrumley@gcmicro.com](mailto:egrumley@gcmicro.com) - 707-789-0600 x271

**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 Program Management Office (PMO) budget so requires.

Note that the NASA SEWP Program Management Office (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 Program Management Office (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.

**Policies and Information:**

All products sold by GC Micro under the SEWP V contract are covered by, and subject to, the manufacturer's warranties and return conditions unless otherwise specified. All CTO (Configured to Order) purchases are non-returnable unless otherwise specified. All returns must be accompanied with an RMA approval.

Installation of products can be arranged on a case-by-case basis depending on location and must be requested at time of quote.

GC Micro will assist our customers in obtaining technical support from the manufacturers of product purchased through GC Micro.

To request more information, a SEWP quote, place a Credit Card order, or for help with a custom requirement please contact:

Deputy Program Manager: Joseph Whitson

Call: 707.789.0600  
Fax: 707.789.0700  
Email: [nasasewp@gcmicro.com](mailto:nasasewp@gcmicro.com)

For all post award delivery and support issues please contact:

Program Manager: Lonnie Landers  
Deputy Program Manager: Joseph Whitson  
Call: 707.789.0600  
Fax: 707.789.0700  
Email: [nasasewp@gcmicro.com](mailto:nasasewp@gcmicro.com)

[GC Micro's SEWP Page](#) - Please visit NASA SEWP V website for Contract information and Contacts.

[GC Micro's Home Page](#) - Find more information about GC Micro, our products, and our customers.

### **SEWP PMO Information:**

Below are relevant links and information to assist you with your journey as a SEWP customer.

NASA SEWP Helpline - 301-286-1478 - [help@sewp.nasa.gov](mailto:help@sewp.nasa.gov)  
NASA SEWP Orders - Fax 301-286-0317 - [sewporders@sewp.nasa.gov](mailto:sewporders@sewp.nasa.gov)  
NASA SEWP Homepage - [www.sewp.nasa.gov](http://www.sewp.nasa.gov)  
NASA SEWP RFI/RFQ Login - <https://sewp.nasa.gov/sewp5public/security/login.sa>  
Agency Specific Resources Website - <https://sewp.nasa.gov/agencies.shtml>  
NASA SEWP Customer Support Center - <https://sewpprod.servicenowservices.com/support>