



# ORDERING GUIDE **NOV 2020**

Contract # NNG15SC40B

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PUBLIC SECTOR

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so you don't  
have to.

Call us at 1.800.862.8758 today to get started.

Insight Public Sector is here to help make your agency's procurement process as simple, efficient and affordable as possible.





# Exceeding your **SEWP V** needs

## About SEWP

The NASA Solutions for Enterprise-Wide Procurement (SEWP) Government-Wide Acquisition (GWAC) provides the latest IT products and products-based services for federal agencies and their authorized contractors, including a wide range of advanced technology such as desktops and servers; network devices; storage and security systems; software products; video conferencing equipment and other audio-visual products.

With over 26 years of experience providing IT solutions to federal agencies across the country, Insight Public Sector is focused on offering cost-effective IT solutions, including the installation, integration and maintenance services that can help agencies lower costs, increase agility, improve efficiencies and succeed in today's global economy. Insight Public Sector is ISO 9001:2015 certified and our federal sales office is located in Northern Virginia.

## Extensive capabilities

- Simple online quotes and product verification
- Flexibility to add new products and manufacturers within 24–48 hours
- Broad distribution channels which leverage partnerships with the largest IT manufacturers, including Apple, Cisco, Dell Technologies, Hewlett Packard Enterprise and Hewlett Packard Inc., Microsoft and NetApp
- Competitive prices, easy ordering, proactive tracking and a low surcharge (0.34%)
- In-scope professional services delivered through over 1,200 technical professionals

## Purchasing through SEWP

The SEWP quote request tool provides an easy way to submit Requests for Quotes (RFQs), follow the Federal Acquisition Regulation (FAR) fair opportunity rules and obtain quotes that have been verified to be accurate and contractually correct.

Buyers can request any product or service that is in-scope. If a company wants to respond to a buyer's request and does not yet have the items on contract, they can submit a request to the NASA SEWP Program Management Office (PMO) to add the needed items. If approved by the NASA SEWP PMO, the company can then respond to the quote request.

# SEWP V General Information and Ordering Process

## SEWP V General Information

The principal purpose of the SEWP V contract is to provide state-of-the-art information technology and computer technologies, high-end scientific and engineering processing capabilities, network equipment and peripherals. These GWAC contracts are available for ordering by all NASA centers, all federal agencies and their contractors. NASA's Goddard Space Flight Center, Greenbelt, Maryland manages the SEWP V effort. Each contract will have an effective ordering period of 10 years, consisting of a five-year base period from May 15, 2015 to April 20, 2020, and one five-year option to extend the period of performance through April 30, 2025.

## SEWP V Ordering Process

1. SEWP delivery orders are to be routed to the NASA SEWP BOWL either via fax at 301.286.0317 or emailed to [sewporders@sewp.nasa.gov](mailto:sewporders@sewp.nasa.gov). Orders should not be forwarded directly to contract holders.
  - a. In accordance with their contracts, contractors may only accept delivery orders that have been routed through the NASA SEWP BOWL office and have been assigned a NASA SEWP tracking number (STN).
  - b. All orders should be accompanied by the SEWP fax cover sheet or a similar form with contact information provided and a SEWP RFQ number.
  - c. The processing time is typically less than 24 hours between receipt of a DO at the NASA SEWP BOWL and delivery of the order to the appropriate contractor. If an order cannot be processed due to incomplete or incorrect information, both the issuing CO and the contractor will be contacted by a member of the SEWP BOWL customer service staff.
  - d. When an order is processed, email confirmation may be sent to the issuing CO upon request. Inquiries concerning orders should be directed to the SEWP helpline: 301.286.1478.
2. The published SEWP V prices are the negotiated discounts off the contractor's list price and are the maximum prices the contractor can charge the government. Normally, these are priced on a single item basis.
  - a. COs are encouraged to get quotes, especially for large orders.
  - b. Contractors are allowed to charge less either on a per-order basis or for a limited-time basis.

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Information about SEWP can be found at <http://www.sewp.nasa.gov>.

# Insight Public Sector SEWP V Contract Terms and Conditions

<b>Contract number</b>	Group D: NNG15SC40B
<b>Contract period</b>	5/1/2015 - 4/30/2025
<b>Who can order</b>	All federal agencies and authorized government support service contractors
<b>Products</b>	Information and Communications Technology (ICT) and Audio Visual (AV) products, including hardware; software; maintenance; warranty; product based engineering, installation and implementation services; and product training
<b>Trade Agreement Act (TAA)</b>	Does not apply to orders under \$182,000. All items are added to contract with the TAA status. Whether a TAA-compliant product is required is left to the discretion of the ordering contracting officer.
<b>Business size</b>	Large
<b>Credit card accepted</b>	Yes
<b>Geographic scope</b>	48 contiguous states, D.C., Alaska, Hawaii, U.S. Territories and commonwealths and overseas U.S. government installations
<b>FOB point</b>	Destination
<b>Standard delivery time</b>	Shipping within 30 days ARO; negotiable at the delivery order level, unless noted on quote
<b>Item fees</b>	0.34% embedded in line item cost
<b>Payment terms</b>	Net 30 days
<b>Maximum order</b>	None
<b>Minimum order</b>	None
<b>Partial shipments</b>	Must be approved by the ordering contracting officer
<b>Open market line items</b>	None
<b>Warranty</b>	Standard commercial warranties apply. Extended warranties may be available.
<b>Acceptance date</b>	Acceptance is upon receipt. The government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. 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 (usually considered to be 30 days); and (2) before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.
<b>Product returns</b>	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 items, unless the change is due to the defect in the item.
<b>Cage code</b>	06ZC1 for SEWP V contract
<b>DUNS number</b>	159776806 for SEWP V contract
<b>Tax ID number</b>	36-3949000



1.800.862.8758 | [www.ips.insight.com/sewp](http://www.ips.insight.com/sewp) | 14520 Avion Pkwy., Suite 310, Chantilly, VA 20150

## Order submission guidance

**Note:** All orders should be accompanied by the SEWP Fax Cover Sheet -[http://sewp.nasa.gov/fax\\_form.shtml](http://sewp.nasa.gov/fax_form.shtml), or a similar form with contact information provided and a SEWP RFQ Number.

**Fax:** 301.286.0317

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

**Mail:** SEWP Program Office (BOWL)  
10210 Greenbelt Road, Suite 200, Lanham, MD 20706

## Government SEWP V Point of Contact

**SEWP Program Office**

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

**Phone:** 301.286.1478

## Insight Public Sector SEWP V Point of Contacts

**Lisa McSwain**

Deputy Program Manager / Compliance Manager

**Email:** [Lisa.McSwain@Insight.com](mailto:Lisa.McSwain@Insight.com)

**Phone:** Ph. 703.227.2911

**Federal Sales Team**

**Email:** [DG-NA-IPSFederalSales@Insight.com](mailto:DG-NA-IPSFederalSales@Insight.com)

**Phone:** 800.862.8758

## SEWP V program and web tool support questions

**SEWP helpline**

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

**Phone:** 301.286.1478

**SEWP customer support center:**

<https://sewpprod.servicenowservices.com/support>