NASA SEWP VI ORDERING GUIDE

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 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 is the recommended method to assist in this activity and to augment the required decision documentation. The SEWP Quote Request Tool (QRT) will automatically include the Contract Holders within a selected Group or based on a suggested source.

SEWP HELPLINE

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

ABOUT E-PANZER INC.

E-Panzer Inc. is a small business IT value-added reseller (VAR) and professional services provider. We deliver hardware, software, cybersecurity, and infrastructure solutions, with implementation, deployment, and technical services that support the full technology lifecycle. Our approach begins with understanding the customer's mission, operating environment, and technical requirements. Solutions are designed with the goal of getting the architecture and implementation right from the start, helping reduce rework, delays, and avoidable cost.

E-PANZER SEWP VI CONTRACT INFORMATION

CATEGORY
Category A

CONTRACT NUMBER
80TECH26D0490

PERIOD OF PERFORMANCE
November 2026 - October 2036

MAIN OFFICE ADDRESS
3921 Long Prairie Rd, Building 5
Flower Mound, TX 75028
PMB #17066013

PHONE
+1 (877) 230-2333

SEWP VI PROGRAM SUPPORT

Order Issues and Post-Delivery Contacts

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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 our Contract Holders to add new commercial technology and IT services to their contract daily, as requested by our 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 is composed of three (3) scope categories detailed below. If you would like SEWP to determine if 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 we will quickly review and provide feedback.

The SEWP Contracts were awarded by scope category. The three categories are:

- Category A - ITC/AV Solutions
- Category B - Enterprise-Wide ITC/AV Service Solutions
- Category C - Mission-Based ITC/AV Service Solutions

ORDERING PROCESS

The internal ordering process of each Agency varies. The process and accompanying forms for Purchase Requests (PR) and Delivery Orders (DO) that are issued against a SEWP contract is defined by the issuing

Agency, not the NASA SEWP Program Management Office (PMO). The typical process 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 DO. Any valid Federal Agency DO form, and the associated Delivery Order number may be used. The NASA SEWP Program Management Office (PMO) does not issue DOs - these must be issued through the issuing Agency's procurement office. The SEWP Program Management Office (PMO) reviews, processes and tracks issued DOs and forwards them to the Contract Holder(s).

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.

HOW TO OBTAIN A QUOTE

Government customers should use the NASA SEWP Quote Request Tool (QRT) to request quotes for products and services available through SEWP VI.

New users can create a SEWP account through the NASA SEWP website. The QRT is NASA SEWP's preferred method for obtaining quotes and assists agencies with fair opportunity and contract compliance.

Once the agency issues a Delivery Order, the NASA SEWP Program Management Office processes the order and forwards it to E-Panzer as the Contract Holder.

Ordering Flow

Requirement → Request for Quote → Purchase Request (PR) → Agency Procurement Office → Delivery Order (DO) → SEWP PMO → E-Panzer

For assistance with the SEWP system, account access, the Quote Request Tool, or the SEWP ordering process, customers should contact the NASA SEWP Helpline.

SEWP Helpline

help@sewp.nasa.gov
(301) 286-1478
Monday-Friday, 7:30 AM-6:00 PM ET

E-PANZER ORDER & POST-DELIVERY SUPPORT

Once an order is issued and forwarded to E-Panzer through the SEWP process, the E-Panzer SEWP Program Team serves as the initial point of contact for order coordination and support.

The Program Manager will review the order and route the customer to the appropriate E-Panzer Account Manager, who will serve as the primary point of contact for fulfillment, delivery coordination, implementation, deployment, and post-delivery support.

Applicable manufacturer warranty terms will be identified with the quoted products or solutions, as appropriate. Extended warranty and support options may also be provided when requested or available. Following award, E-Panzer will assist with coordination of warranty issues, technical support, software support, installation and deployment support, and other post-delivery matters.

SEWP Program Manager

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