

# ***NASA SEWP VI Ordering Guide***



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**Contract No. 80TECH26D1935**

## About Minburn Technology Group, LLC

Minburn Technology Group, LLC (“Minburn”) is a Value-Added Reseller of Information Technology Solutions founded in 2010 and focused on U.S. Federal Government and Healthcare markets. Our core competency is supporting complex technical, contracting, and financing transactions for select IT manufacturers. Minburn is an SBA-certified Service-Disabled Veteran-Owned Small Business (SDVOSB).

## SEWP VI Overview

The NASA Solutions for Enterprise-Wide Procurement (“SEWP,” pronounced “soup”) provides the latest Information Technology, Communication, and Audio-Visual (ITC/AV) solutions and services for all Federal Agencies and their approved contractors. 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 per year.

## How to Obtain a Quote / 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.

The [SEWP website](#) provides the only SEWP recommended tools for manufacturer searches Market Research Tool and for Request for Information/Request for Quotes (RFI/RFQ) (Quote Request Tool). These tools are available to assist customers with buying decisions and as one means to provide documentation for any needed selection criteria.

## 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 and access and Industry offerings across the entire ITC/AV solutions and services landscape. SEWP is comprised 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](mailto: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

## Placing an Order under SEWP V

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.

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

Delivery Orders must be routed through the SEWP Program Office (PMO) and should not be sent directly to the contract holder. Once received from the customer, SEWP will log the order and check that the order total matches the verification file from the quote.

SEWP orders can be placed via email or fax:

- Email a .pdf or image file to [sewporders@sewp.nasa.gov](mailto:sewporders@sewp.nasa.gov)
- Fax orders and completed forms to (301) 286-0317

SEWP will process your order and assign a SEWP Control Number (SCN). The SEWP PMO will then send the order to the Contract Holder for processing.

## Minburn Quotes, Post-Delivery Procedures, and Order Troubleshooting

For inquiries regarding Minburn's SEWP VI product offerings, or for questions related to post-delivery policies, procedures or order issues, please email [info@minburntech.com](mailto:info@minburntech.com), or contact:

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