

# NASA SEWP VI Ordering Guide



**Group C**  
**Contract #NNG15SD71B**  
**Small Business**



## SEWP V General Overview

The SEWP V contract is a Government-Wide Acquisition Contract (GWAC) used to streamline procurement of Information Technology products and services. SEWP V is an indefinite delivery, indefinite quantity (IDIQ) contract for use by all federal agencies and agency support contractors.

As required by the Fair Opportunity clause in FAR Part 16, all contract holders within each group must be considered, and it is recommended that requirements be posted to multiple groups for maximum competition. The Quote Request Tool provides Fair Opportunity Groupings when selecting contract holders.

## SEWP V Contacts

**SEWP V Website:**  
[www.sewp.nasa.gov](http://www.sewp.nasa.gov)

**SEWP V Helpline:**  
[help@sewp.nasa.gov](mailto:help@sewp.nasa.gov) / 301-286-1478

**NASA SEWP Program Manager:**  
Joanne Woytek  
[joanne.r.woytek@nasa.gov](mailto:joanne.r.woytek@nasa.gov) / 301-614-7128

**NASA SEWP Deputy Program Manager:**  
Darlene Coen  
[darlene.e.coen@nasa.gov](mailto:darlene.e.coen@nasa.gov) / 301-614-7127

## Ordering Process

**While the ordering process of each agency varies, the typical process involves**

### End User/Contracting Officer (CO):

1. Determines best value through market research.
2. Creates Delivery Order (DO) citing NASA SEWP V Contract # and Prime Contract Holder.
3. Sends orders to NASA SEWP Program Management Office at [sewporders@sewp.nasa.gov](mailto:sewporders@sewp.nasa.gov)

### NASA SEWP PMO:

1. Verifies Order.
2. Forwards valid orders to appropriate contract holder.

### SEWP Contract Holder:

1. Processes order.
2. Delivers equipment and services.
3. Invoices Agency or Contractor.

## All DOs must contain the following

- >Delivery Order Number
- >Quote from a SEWP Contract Holder verifying the viability of the order
- >Date Delivery Order Issued
- >SEWP Contract Number
- >SEWP Contract Holder's address/phone number
- >Issuing Office: Agency Name/Mailing Address
- >Ship to Office: Agency Name/Mailing Address
- >Total dollar amount of order
- >Contracting Officer's Signature
- >Contracting Officer's Phone Number
- >Date Delivery Order Signed
- >Line Items/Pricing

## Surcharges

As of October 1, 2020, the SEWP surcharge for all orders is 0.34%. This 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 (PMO) budget so requires.

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## CMA Overview

CMA is a dynamic solutions provider specializing in delivering cutting-edge technology solutions to the federal government. We are strategically focused on enhancing security operations, improving network visibility, and protecting data. We carefully curate our vendor portfolio to select only the best-of-breed solutions that meet the rigorous standards and requirements of the federal government.

We leverage our deep understanding of government procurement processes and our extensive experience to deliver innovative solutions that address critical mission objectives. With the requisite federal credentials in place, CMA is fully equipped to handle sensitive information and projects. Our team of experienced professionals possesses a deep understanding of the Federal Acquisition Regulations (FAR) and federal contracting, ensuring compliance and efficiency throughout the entire procurement process. As a trusted partner to federal agencies, we are a prime contractor on go-to GWACs including NASA SEWP V, NIH CIO-CS, and GSA. These contracts enable us to offer a wide range of solutions to our clients, ensuring seamless procurement and implementation.

CMA is a collaborative, innovative and entrepreneurial organization that values customer satisfaction above all else. We are committed to staying ahead of the curve by closely monitoring federal standards and mandates and our agile approach allows us to adapt quickly to changing requirements and provide tailored solutions.

Learn more about CMA: [www.cmai.com](http://www.cmai.com)

Visit our SEWP V website: [www.cmai.com/contract-vehicles/nasasewp-v/](http://www.cmai.com/contract-vehicles/nasasewp-v/)

## Program Support

### To obtain a quote for hardware, software, services, or support:

>Reach out to CMA's SEWP Program and/or Deputy Program Managers,  
OR  
>Submit your request on NASA SEWP utilizing the Quote Request Tool.

### For information on installation, basic warranty, extended warranty, technical support, software support, and other post delivery issues:

>Reach out to CMA's SEWP Program and/or Deputy Program Managers.

### Troubleshooting:

>Reach out to CMA's SEWP Program and/or Deputy Program Managers.

## CMA Contacts

### SEWP V Program Manager:

Joe Corini  
[joe.corini@cmai.com](mailto:joe.corini@cmai.com) / 703-917-7726

### SEWP V Deputy Program Manager:

Gina Brown  
[gina.brown@cmai.com](mailto:gina.brown@cmai.com) / 301-728-6177

### SVP Sales/Operations:

Nik Scalise  
[nik.scalise@cmai.com](mailto:nik.scalise@cmai.com) / 571-220-4606

## CMA Contract Information

NAICS: 514519

Cage Code: 3HHD4

UEI: PG4AHPP8MDN6

GSA Schedule IT-70  
Contract No: GS-35F-055OU

NASA SEWP V  
Contract No: NNG15SD71B

NIH CIO-CS  
Contract No: HHSN316201500052W