



Veteran Engineering and Technology, LLC
5475 Mark Dabling Blvd, Suite 300
Colorado Springs, CO 80918

SEWP VI Category C Ordering Guide

Contract Number	80TECH26D0373
CAGE Code	3FZY4
UEI	FA69EMZTNXF4
EIN	71-0943311
Designation/Group	SDVOSB (Category C)

Contact Information

NASA SEWP Points of Contact

SEWP Orders via E-mail	(pdf or image files)	sewporders@sewp.nasa.gov
SEWP Helpline	301-286-1478	help@sewp.nasa.gov
SEWP Office Hours	Monday–Friday	0730–1800 Eastern Time
SEWP Website		https://www.sewp.nasa.gov

VETERAN ENGINEERING AND TECHNOLOGY (VET) Points of Contact

Program Manager	Craig Newmaker	719-623-3600	craig.newmaker@vetengineering.com
Deputy Prog. Manager	Dena Pollard	719-394-4237	dena.pollard@vetengineering.com
VET Website			www.vetengineering.com

Company Overview

Veteran Engineering and Technology, LLC (VET) is an SBA-certified Service-Disabled Veteran-Owned Small Business (SDVOSB) and a premier software systems, systems engineering, technical support, and network engineering firm. We specialize in the development and sustainment of high-end, cost-effective, quality software and technical support services to meet and exceed customer objectives.

SEWP VI General Information

The NASA SEWP (Solutions for Enterprise-Wide Procurement) GWAC (Government-Wide Acquisition Contract) provides the latest in Information Technology (IT) products for all Federal Agencies. 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.

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 Contract Holders to add new commercial technology and IT services to their contracts daily, as requested by customers. The focus of SEWP is on the full suite of technology offerings that simplify Government 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 for review and feedback.

SEWP is divided into 3 categories of contracts; each category has its own scope and set of Contract Holders.

- Category A
 - o Category A covers the full breadth and depth of ITC/AV technology and solutions and therefore all similar and related technologies are within Category A's scope.
 - o Services may be provided without limitation if they are product-based or with limitation when they are general services included in a product solution.
- Category B
 - o All ITC/AV services that meet the definition and provide an enterprise-wide solution are within scope and may be used to support an agency's mission needs.
 - o Ancillary products are limited to supporting an overall enterprise-wide services requirement.
- Category C
 - o All ITC/AV services that meet the definition and provide an enterprise-wide solution are within scope and may be used to support a particular mission need.
 - o Ancillary products are limited to supporting a mission-based services requirement.

The SEWP contracts offer a vast selection and wide range of advanced technology, including desktops and servers; IT peripherals; network equipment; storage systems; security tools; software products; cloud-based services; video conferencing systems and other IT and Audio-Visual products, along with product-based services such as installation and maintenance, to all Federal Agencies (including the Department of Defense) and their approved support service contractors.

SEWP offers low prices (generally below GSA schedule prices), a low surcharge (0.34%), and a fast ordering procedure using pre-competed contracts.

Through SEWP, agencies can find an exact fit for their needs at the best overall value by searching the Web and choosing the right solutions offered directly by leading hardware and software manufacturers and experienced Government integrators.

SEWP VI Ordering Process

Regardless of Agency-specific ordering processes, the general flow for SEWP orders is depicted in the table below:

End user or Contracting Officer (CO)	NASA SEWP PMO	SEWP Contract Holder
1. Determines best value through market research. 2. Creates Delivery Order citing NASA SEWP Contract # and Prime Contract Holder. 3. Sends order to NASA SEWP BOWL. 4. Obtain ITARs or note exception to ITARs requirement 1	1. Verifies Order. 2. Forwards valid Orders to the appropriate Contract Holder. 2	1. Processes Order. 2. Delivers equipment and services. 3. Invoices Agency or Contractor. 3

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

In order for the end-user or Contracting Officer (CO) to determine the best value through the evaluation of quality, price, and seller background and experience, SEWP provides web-enabled tools to easily conduct market research.

1. **Market research.** According to the Federal Acquisition Regulation (FAR) Part 10, appropriate market research based on the size and complexity of the acquisition is required. NASA's online SEWP tools assist in this market research process.
2. Submit a Request for Quote using the Quote Request Tool (QRT).
3. Create a Delivery Order, contacting help@sewp.nasa.gov for government guidance as needed. All Delivery Orders over \$5 million must include the SEWP Fair Opportunity Form or equivalent information with the Delivery Order.
4. **Send order to NASA SEWP.** SEWP Delivery Orders must be routed through the SEWP Program Management Office (PMO) via fax or email. They should not be sent directly to the Contract Holder. Contract Holders may only accept Delivery Orders through the NASA SEWP Program Office, and those orders must have an assigned SEWP Tracking Number (STN).

Fax orders and completed forms to (301) 286-0317

E-mail PDF or image files to sewporders@sewp.nasa.gov

or mail orders and completed forms to:

SEWP Program Management Office (PMO)

10210 Greenbelt Road, Suite 200

Lanham, MD 20706

Phone: (301) 286-1478

Note: It is preferred that orders be accompanied by the SEWP Fax Cover Sheet.

5. NASA SEWP PMO verifies the order and forwards valid orders to the appropriate Contract Holder. Under normal circumstances, the time between receipt of a Delivery Order at the SEWP PMO and submission of the order to the appropriate Contract Holder is less than 1 business day.

6. The SEWP Contract Holder processes the order, delivers equipment and services, and invoices the Agency or Contractor.

Surcharge

Under SEWP VI, 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.

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 SEWP 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.

Fair Opportunity

FAR 16.505(b)(1) provides that each contractor shall be given a fair opportunity to be considered for each order exceeding the micro-purchase threshold 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 VI Terms and Conditions

- **Contract Number:** 80TECH26D0373
- **Contract Period:** November 1, 2026 – October 31, 2036
- **Who Can Order:** All Federal government agencies and authorized government support contractors.
- **Solutions:** SEWP VI contracts focus on Information Technology products and services: client and enterprise hardware, peripherals, software, supporting equipment, and associated training, installation, and implementation solutions.
- **Credit Card Accepted:** Credit card orders are accepted.
- **FOB Point:** Destination
- **Standard Delivery Time:** Shipping within 30 days of ARO. Negotiable at the delivery order level.
- **SEWP VI Item Fee:** 0.34%
- **Payment Terms:** Net 30 days
- **Acceptance Date:** Shipments shall be accepted by the customer within 48 hours of receipt.
- **Product Returns:** Returns must be factory sealed, unopened, and undamaged. Return requests must be made within 20 calendar days. Upon approval, an RMA number will be issued and the customer will have 15 calendar days to ship product back for replacement or refund. Opened products are not returnable. Product damaged in freight should be refused at time of delivery. Software licenses are not returnable. Custom hardware is not refundable. Restocking fees may apply.
- **Delivery:** Lower 48 delivery is FOB Destination. Alaska, Hawaii, Guam, and Puerto Rico will be FOB Origin. OCONUS freight will be an additional charge.

How to Obtain Pricing and Order Support

VET provides regular support and updates for customers who have recently placed an award. After receipt of your order, you may be contacted for confirmation that you received your product, service, maintenance, or software. For immediate support, reach out to the VET PMO team to connect you with the proper sales and operations representatives.

- o Program Manager – Craig Newmaker (719-623-3600, craig.newmaker@vetengineering.com)
- o Deputy Program Manager – Dena Pollard (719-394-4237, dena.pollard@vetengineering.com)

Quotes and pricing can be obtained by reaching out to the VET PMO team or by contacting us at engineering@vetengineering.com.