



SEWP V Ordering Guide

CONTRACT NUMBERS

SEWP V Group C: NNG15SC96B | Group D: NNG15SC54B



Company Overview

As a national, woman-owned small business, Walker and Associates, Inc. is the premier supplier of IT and communication networking products and solutions to government agencies, contractors, and to the private sector. Walker supplies and stocks products from leading technology manufacturers and has been in business for nearly 50 years as an IT/communication Value-Added Equipment Distributor:

- SAM REGISTERED
- Cage Code: 5U440
- IMPAC cards gladly accepted, as well as other major credit cards. Credit card orders should follow standard quoting procedures using the [SEWP Quote Request Tool](#).
- Electronic invoices

Specialties

Products

- | | |
|---|--|
| <ul style="list-style-type: none"> • Network Connectivity and Hardware • Optical Technologies • Outside Plant Products • Power Systems • SDN/NFV | <ul style="list-style-type: none"> • Security Technologies • Software • Storage Devices and Servers • Switching and Routing • Tactical Networking Devices • Wireless |
|---|--|

Services

- | | |
|--|--|
| <ul style="list-style-type: none"> • Distribution and Logistics • Customized Deployment Kits • Integration and Fabrication • Product Installation • Network Architecture and Design | <ul style="list-style-type: none"> • Customer Asset Management <ul style="list-style-type: none"> • Customer/Virtual Warehousing • UID Labels and Asset Tags • Network Implementation • Project Management |
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What is SEWP?

Providing the latest in Information Technology (IT) products and services, the NASA Solutions for Enterprise Wide Procurement (SEWP) IV contract vehicle has an outstanding track record of serving up fresh technology for Federal Agencies. SEWP is a Government-Wide Acquisition Contract (GWAC) consisting of 37 Competed Prime Contract Holders, including 17 small businesses. Small Business categories include: Service Disabled Veteran-Owned Small Businesses (SDVOSB); Woman-Owned Small Businesses (WOSB); HUBZone Small Businesses; Veteran-Owned Small Businesses (VOSB); and Small Disadvantaged Businesses (SDB). There are 4 non-competed 8(a) Set-Aside Contracts that are used to complement the competed contracts in providing IT services and solutions.

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 Department of Defense) and their approved support service contractors. SEWP offers low prices (generally below GSA schedule prices), the lowest surcharge (0.39%) and the easiest and fastest 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.

What's in SEWP V?

SEWP IV are firm fixed price contracts that offer a wide variety of IT products and product solutions, including:

- Desktop computers and laptops
- High performance servers and data-base servers
- Mass storage and network devices
- Advanced video and visualization solutions
- Computer support devices
- Security systems and tools
- Audio-visual systems
- Cost per copy multi-functional printers
- Warranty and maintenance
- Implementation and installation
- Product-based training
- And many more

Walker and Associates SEWP V Contract Information

Status: Prime Contractor - Woman-Owned Small Business

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Available for Use By: The SEWP (Solutions for Enterprise-Wide Procurements) contracts are open to NASA civil employees, NASA contractors, federal agencies and federal agency contractors

Processing Fees: As of March 2, 2015, the SEWP surcharge for all orders is a 0.39%. 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. Note that 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 NASA SEWP Program Management Office (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

Contract Effective Dates: All SEWP V Contracts, have an effective ordering period of May 1, 2015 through April 30, 2025. The base contracts were awarded for 5 years with one 5 year option for a total of 10 years. Each contract has a \$20 Billion contract limit.

Contact Information

Corporate Headquarters:

Walker and Associates, Inc.
7129 Old Hwy 52
Welcome, NC 27374

Remit To Address:

Walker and Associates, Inc.
2596 Momentum Place
Chicago, IL 60689-5325

To obtain a quote for hardware, software, services, or troubleshoot a problematic order, or if you have any questions concerning policy and procedural information regarding installation, basic warranty, extended warranty, technical support, software support, and other post-delivery issues, please reach out to the appropriate representative listed below:

Primary Walker and Associates Sales and Customer Service Contacts:

Federal Government (Civilian)

Joey Manno

Direct: 800-491-3894

joey.manno@walkerfirst.com

Federal Government (DoD)

Patricia Buelin

Direct: 800-222-5460

patricia.buelin@walkerfirst.com

Walker and Associates Program Management Contacts:

Walker and Associates SEWP Program Manager
Jane Hefner-Brightwell
jane.brightwell@walkerfirst.com
Office: 336-731-5263
Cell: 336-250-6078

Walker and Associates Deputy SEWP Program Manager
Chris Walker
chris.walker@walkerfirst.com
Direct: 800-471-2294
Fax: 336-731-1606
Cell: 913-213-9883

NASA SEWP Resources

SEWP Website:
<http://www.sewp.nasa.gov/>

Helpline: (301) 286-1478
help@sewp.nasa.gov

Orders: FAX (301) 286-0317
sewporders@sewp.nasa.gov

Customer Support Center
<https://support.sewp.nasa.gov/>

How the SEWP Order Process Works

1st - END USER OR SEWP Contracting Officer

1. Determine best value through market research
2. Create Delivery Order - Cite NASA SEWP Contract #and Prime Contract Holder
3. Sends Order to NASA SEWP Bowl

2nd - NASA SEWP Program Management Office (PMO)

1. Verifies Order
2. Forwards valid Order to the appropriate Contract Holder

3rd - SEWP Contract Holder

1. Processes Order
2. Delivers Equipment & Services
3. Invoices Agency or Contractor

SEWP Delivery Orders (DOs) must be routed to the NASA SEWP Program Office:
sewporders@sewp.nasa.gov using the official SEWP [cover sheet](#).

Delivery orders are required to contain the following information for processing. If the below information does not appear on the delivery order, the order may not be processed or processing may be delayed.

- Delivery Order Number (any valid Government DO is allowed)
- Quote from a SEWP Contract Holder verifying the viability of the order
- SEWP Fair Opportunity Form for orders over \$5 Million PDF DOC
- Date Delivery Order Issued
- SEWP Contract Number
- SEWP Contract Holder's mailing address and phone number
- Issuing Office: Agency Name and Mailing Address
- Ship to Office: Agency Name and Mailing Address
- Total dollar amount of order
- Contracting Officer's Signature
- Contracting Officer's Phone Number
- Date Delivery Order Signed
- Line Items/Pricing

Who Can Use SEWP?

The SEWP contracts are for use by NASA, all Federal agencies and approved federal agency support service contractors. Contracting officers considering authorizing support service contractors should review the policy at FAR 51.101, and any agency specific guidance or policy, to make the appropriate determination and written finding which supports issuance of the authorization, as required by FAR 51.102 and FAR 51.107. (For NASA contracting officers, additional guidance is provided in the NASA Far Supplement at [Subpart 1851](#).) Approved support service contractors must comply with the requirements at FAR 51.103.

To authorize a contractor to purchase from the SEWP contracts, the authorizing contracting officer should send a copy of the authorization letter to the SEWP Program Management Office (PMO) containing all of the following information:

1. Authorizing Agency Name, Contracting Officer (CO) Name, Mailing Address, Phone/FAX number and the contractor corporate name, division, and address.
2. Contract number and period of performance
3. A statement that the contractor is authorized to purchase from SEWP contracts in support of the above contract.
4. The CO's/KO's signature and date signed.

The letter should be sent in advance of or with the first order via fax, e-mail or Ground Mail.
sewporders@sewp.nasa.gov

SEWP Program Management Office (PMO)
 10210 Greenbelt Road, Suite #200
 Lanham, MD 20706
 Phone: 301-286-1478
 Fax: 301-286-0317

Economy Act

Delivery orders issued against the SEWP contracts are not subject to the Economy Act. FAR 17.500(b) states The Economy Act applies when more specific statutory authority does not exist. Examples of acquisitions to which the Economy Act does not apply (17.500(b)(2)) include acquisitions using Government-wide acquisition contracts. The SEWP contracts are Government Wide Acquisition Contracts. The authority for the SEWP contracts is from the Office of Management and Budget (OMB), pursuant to Section 5112(e) of the Information Technology Management Reform Act ("Clinger-Cohen Act"), 40 U.S.C. 1412(e), which authorizes the Director of OMB to designate one or more heads of executive agencies as executive agents for government-wide acquisitions contracts for IT.

There is a requirement that all SEWP Delivery Orders be routed through the NASA SEWP Program Management Office (PMO) to insure all ordering information is complete, accurate and in scope with the applicable contract. However, NASA does not issue orders for other agencies under the SEWP contracts, and other Federal Agencies do not send funds to NASA. Each SEWP Delivery Order is funded and issued to the SEWP Prime Contractor by a Contracting Officer at the ordering Federal Agency.

Fair Opportunity and Requests for Quotes

Contractors will be provided fair opportunity at the individual order level as appropriate per FAR Part 16.505(b), including the SEWP RFQ tools. No documentation for the order selection is required to be submitted with the order. All such documentation is to be maintained by the issuing procurement office.

The Contractor shall not market, quote or otherwise offer for sale, under this contract, any products not listed in Attachment F, Pricing Exhibits as defined in the SEWP database of record until the said products are included in the SEWP database, and available to all Government end-users.

If the Government issues a Request For Information (RFI) as part of market research, the Contractor may provide items not yet listed on their SEWP contract as part of a market research quote if:

1. All such items are clearly marked as not yet available on their SEWP contract;
2. The contractor submits a technology refreshment request to add those products to their contract

If the Government issues a Request For Quote (RFQ) or a Market Research Request (MRR), the Contractor may only respond with items available on their Contract. If the Contractor has insufficient items on their contract to fully respond to the Formal RFQ, the Contractor must respond with a No Bid.

Unless the RFQ specifically allows for partial quotes, the Contractor must respond fully to all requirements specified in the RFQ.

When the Contractor markets, quotes or otherwise offers for sale a product under this contract, the price of each item shall be no greater than the price in Attachment F, Pricing Exhibits as defined in the SEWP database of record at the time the quote is issued.

When submitting a quote to a Government end-user, the contractor must clearly state the length of time the quote is valid. The contractor shall honor any order submitted within the stated time period of a quote.

When responding to an RFQ or MRR issued from the NASA SEWP on-line quoting system, the Contractor must respond as outlined in Attachment D, Section D.1. On-line Quoting. As a result of the Small Business jobs act, the issuing Contracting Officer can set aside an order for small businesses as long as there are two or more with that designation.