



## SEWP V Ordering Guide



Lancer Information Solutions , LLC  
SEWP V Contract #: NNG15SD29B  
Contract Type: GWAC (Government-wide Acquisition Contract)  
Lancer Contract Period: 5/1/2015 to 4/30/2026  
DUNS: 789481798  
UEI: NNDATBHM7KY1  
NAICS 541519  
SEWP FEE: .34%  
Credit Cards Accepted  
Net 30 Payment Terms  
NASA SEWP V Home Page: <https://www.sewp.nasa.gov>

### **About Lancer Information Solutions**

Lancer Information Solutions, an established Small Business, is a leading provider of Information Technology (IT) products and solutions for the Federal and State & Local Government markets. Lancer provides a wide variety of leading Commercial Off-the-Shelf (COTS) products, customized IT solutions and IT consulting services.

## **SEWP V GENERAL INFORMATION**

The NASA SEWP (Solutions for Enterprise-Wide Procurement) GWAC (Government-Wide Acquisition Contract) provides the latest in Information and Communications Technology (ICT) and Audio-Visual (AV) products and services for all Federal Agencies and their approved contractors. 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 Mission**

The SEWP Program Office manages a suite of government-wide IT products and services contracts that enable NASA and all Federal Agencies to achieve their missions and strategic initiatives by providing streamlined access to critical technologies and solutions. The Program provides best value for the Federal Government and American taxpayer through innovative procurement processes, premier customer service and outreach, acquisition insight, and partnership with Government entities and Industry

### **SEWP Vision**

NASA SEWP is regarded as the Federal Government's vehicle of choice for Information and Communications Technology and Audio Visual solutions focusing on the Next Best Practices in customer interactions supported by a knowledgeable and responsive staff. Information flow and initiatives are driven by premier-level quality data centered on industry offerings and government acquisition practices, meeting agency's needs through a flexible, intuitive, and adaptive, catalog-based platform. Our collective customer odyssey creates a foundation that combines a dynamic infrastructure which leverage advanced data analytics resulting in a contextualized and personal, next-generation standard for a first-of-its-kind acquisition experience.

## **The SEWP contracts offer a vast selection and wide range of commercial advanced technology, including:**

- Desktops and servers
- ICT peripherals
- Network equipment
- Storage systems
- Security tools
- Software products
- Cloud based services
- Telecommunication
- Health ICT
- Video conferencing systems
- Other ICT and Audio-Visual products

SEWP also offers product based services such as installation, maintenance and other services related to in-scope products to all Federal Agencies (including Department of Defense) and their approved support service contractors. SEWP offers low prices and the easiest and fastest quoting and ordering procedures using pre-competed contracts.

Through SEWP, Agencies can find an exact fit for their needs at the best overall value by choosing the right solutions offered directly by leading hardware and software manufacturers and experienced government integrators and service providers.

### **How to obtain a quote on SEWP V**

The recommended method for obtaining SEWP quotes is utilization of the RFQ/RFI tool available at the SEWP Website. Use of this tool assists in providing and documenting fair opportunity. Quotes may also be obtained by contacting your Sales Representative directly; however, you are then responsible for ensuring Fair Opportunity is provided

- REQUEST FOR QUOTE ( RFQ),
- REQUEST FOR INFORMATION (RFI),
- AND MARKET RESEARCH REQUEST (MRR) All SEWP quotes and orders MUST go through the SEWP Bowl. SEWP offers a helpline [help@sewp.nasa.gov](mailto:help@sewp.nasa.gov). NASA SEWP Helpline Program Management Office Hours of Operation: Mon-Fri, 7:30AM - 6PM ET at 301- 286-1478 available and SEWP's web-tools and homepage at SEWP Website <http://www.sewp.nasa.gov>.

## NASA SEWP V Ordering Guide

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.

- SEWP Contract Number
- SEWP Contract Holder's mailing address and phone number
- Government Ordering Official Name, Phone Number and Signature
- Issuing Office: Agency: Name and Mailing Address
- Ship to Office: Agency Name and Mailing Address
- SEWP Fair Opportunity Form for orders over \$5 Million PDF DOC
- Total dollar Amount of Order
- Date Delivery Order Signed
- Quote from a SEWP Contract Holder verifying the viability of the order
- Billing and Invoice Address
- Contracting Officer's Signature
- Contracting Officer's Phone Number
- Date Delivery Order Signed
- Line Items/Pricing

SEWP orders can be placed in several ways:

- Email a .pdf or image file to [sewporders@sewp.nasa.gov](mailto:sewporders@sewp.nasa.gov)
  - NASA SEWP Orders Fax and completed forms to (301) 286-0317 (Orders Only)
- SEWP will process your order and assign a SEWP Tracking Number (STN). The SEWP PMO will then send the order to the Contract Holder for processing
- Mail orders to: SEWP Program Management Office (PMO) 10210 Greenbelt Road, Suite #200 Lanham, MD 20706
- Office hours of Operation Monday – Friday 7:30 AM ET to 6:00 PM ET  
SEWP Ordering Process: <https://www.sewp.nasa.gov/ordering.shtml>  
Customer Support Center: <https://support.sewp.nasa.gov/>

## SURCHARGE

As of October 1, 2020, the SEWP surcharge for all orders is a 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.

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. For additional information about SEWP V: [www.sewp.nasa.gov](http://www.sewp.nasa.gov)

**Fair Opportunity-FAR 16.505(b):**

1- Market Research: According to Federal Acquisition Regulations, (FAR) Part 10, appropriate market research based on the size and complexity of the acquisition is required.

2- Fair Opportunity: FAR 16.505(b) (1) provides that each contractor shall be given fair opportunity to be considered for each order exceeding \$3,000 and issued under multiple award contracts. The FAR states that the method to obtain fair opportunity is at the discretion of the CO and that the CO must document the rationale for placement and price of each order. The SEWP online QRT tool is the recommended method to assist in this activity and to augment the required decision documentation. The SEWP QRT tool will automatically include the Contract Holders within a selected Group or based on a suggested source.

3- NOTE: Fair Opportunity to all Contract Holders within one or more SEWP Groups is required. There is no requirement to obtain 3 quotes as long as all Contract Holders within a Group were provided the opportunity to provide a quote.

4- Best Value: Once market research is completed, the end-user's needs, technical requirements, Contract Holder program performance, price, agency policy and other factors related to the exercise of sound business judgment should be considered in making a best value determination

**TO OBTAIN A QUOTE FOR HARDWARE, SOFTWARE, OR SERVICES:**

SEWP Program Manager: David Pellicci

Phone: (703) 627.6205

Contact Email: [david.pellicci@lancerinfo.com](mailto:david.pellicci@lancerinfo.com)

**CONTACT FOR ANY PROBLEMATIC AND POST DELIVERY FULFILLMENT ISSUES:**

SEWP Program Manager: David Pellicci

Phone: (703) 627.6205

Contact Email: [david.pellicci@lancerinfo.com](mailto:david.pellicci@lancerinfo.com)

**CONTACT FOR INSTALLTION, BASIC WARRANTY, EXTENDED WARRANTY, TECHNICAL SUPPORT. SOFTWARE SUPPORT:**

SEWP Program Manager: David Pellicci

Phone: (703) 627.6205

Contact Email: [david.pellicci@lancerinfo.com](mailto:david.pellicci@lancerinfo.com)