

EPOCH CONCEPTS, LLC

SEWP V Ordering Guide on NASA's Solutions
for Enterprise-Wide Procurement (SEWP V)

EPOCH CONCEPTS, LLC

1510 W Canal Ct. Ste 1000
Littleton, CO 80120

CONTRACT NUMBER:

NNG15SD30B (Group B)

CONTRACT TYPE:

GWAC (Government-wide Acquisition Contract)

CONTRACT ISSUE DATE: May 1, 2015

CONTRACT EXPIRATION: April 30, 2025

SALES TO RECEIVE A QUOTE:

SEWPrequest@epochconcepts.com

SEWP V PROGRAM MANAGER

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DEPUTY PROGRAM MANAGER

Stephanie Scott (703) 727-4724



EPOCH CONCEPTS, LLC

Epoch Concepts is a Service-Disabled Veteran Owned Small Business (SDVOSB) Information Technology Value-Added Reseller (IT VAR) that has been working with the Federal Government for over 15 years. As an IT solutions provider focused on overcoming your organizational challenges with solutions that don't just address your problems but also create opportunities and competitive advantages. With no two organizations and no two missions alike Epoch not only architects and sources fully customizable IT solutions we have the tools and services expertise to implement, activate, and support them. Our core capabilities cover three major areas Services, Solutions, and Integrations.

Services include:

- Augmented Expertise
- Procurement
- Secure Warehousing
- Systems Integration

Integration:

- Hardware Integration
- Software Preloading Burn-In
- Component Testing Asset
- Tagging

Questions:

- How to obtain a quote
- Procedures for obtaining service/support
- Contact for order issues
- Please contact:
SEWPREQUEST@epochconcepts.com

Solutions include:

Enterprise IT Infrastructure

- Application Infrastructure
- Archiving
- Backup and Recovery
- Converged / Hyper-Converged Infrastructure
- Desktop Consolidation
- Disaster Recovery
- eDiscovery
- On-Prem, Cloud and Hybrid
- Server Consolidation
- Storage Consolidation
- Virtualization

Networking and Cyber Security

- Application Security
- Behavioral Analytics
- Cloud Computing
- Cloud Networking
- Data Loss and Prevention
- DevSecOps
- Framework Risk Management
- Identity and Key Management
- Internet of Things (IoT)
- Mobile and Wireless
- Risk Management
- Threat Intelligence
- Threat Lifecycle Management
- Zero Trust



Epoch sources from our partner network of more than 100 of the world leading IT vendors and the world's largest solutions providers, parts suppliers, and distributors.

Enterprise IT Infrastructure Partnerships (partial list)

AWS	Morpheus Data
BKM	NetApp
Brandes Associates	Netscout Systems Inc
Citrix	Nutanix
Cloudera	OpenText Inc
Cohesity	Penguin
Commvault	Pure Storage
Dell Technologies	Qlik
DTECH Labs	Rackspace
Hashicorp	Red Hat
Hidataics	Rubrik
Hitachi	South Bay Technology
HPE	Spectra Logic
IBM	VAST
Infinidat	Veeam Software
Intel	Violin Systems
Microsoft	VMware

Networking & Cyber Security Partnerships (partial list)

Aruba	LogRhythm
BeyondTrust	Menlo Security
Cisco	Owl Cyber Defense
CommScope	Palo Alto Networks
Delinea	Proofpoint
Elastic	Rapid7
Extreme Networks	RedSeal Networks
F5 Networks	Riverbed Technologies
FireEye Inc.	RSA
Forcepoint	Sealing Technologies
Forescout	Shift5
Fortinet	SolarWinds
Fuse	Splunk
Gigamon	Symantec
Imperfa	Thales e-Security
Infiniti Electro-Optics	Trellix
Juniper Networks	Verodin

Visit www.epochconcepts.com/partners for the full list.

The NASA SEWP (Solutions for Enterprise-Wide Procurement) GWAC (Government-Wide Acquisition Contract) provides the latest in innovative Information Technology (IT) 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 consists of over 140 pre-competed Prime Contract Holders, including more than 110 small businesses. SEWP contracts offer a vast selection and wide range of commercial advanced technology, including, desktops and servers, IT peripherals, network equipment, storage systems, security tools, software products, cloud based services, telecommunication, Health IT, video conferencing systems and other IT and Audio-Visual products along with 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.

CONTRACT LIFE:

NASA is currently on the 5th iteration of the SEWP contract. Awards for the current SEWP V contract were made in May of 2015, and the duration of the contract will run from May 1, 2015 to April 30, 2025.

SCOPE:

The scope of the NASA SEWP GWAC covers a broad range of IT hardware, such as laptops, servers, tablets, peripherals, network equipment, storage systems, software products, cloud based services, telecommunications, security tools, as well as product-centric services such as installation, training, engineering, and maintenance services.

COMPETITION:

SEWP is a multi-award contract with well over 100, meaning that many companies hold NASA SEWP contracts. As with all GWACs, SEWP operates according to FAR Part 16.505(b), which defines that unless an exception exists, fair opportunity must be provided to all the contract holders within a given contract group. The government buyer can only specify a vendor to guide the contracting office towards specific contract groups.

Requests can be limited to just Category B – SDVOSB and still meet all the competition requirements while supporting small business goals.

PURCHASING THROUGH SEWP:

The SEWP quote request tool provides an easy means for the buyer to submit RFQs, follow the FAR fair opportunity rules, and obtain quotes that have been verified to be accurate and contractually correct.

Buyers can request any product or service that is in-scope. If a company wants to respond to a buyers request and does not yet have the items on contract, they submit a request to the NASA SEWP Program Management Office to add the needed items. If approved by the NASA SEWP Program Management Office (PMO), the company can then respond to the quote request.

SEWP ORDERING PROCESS:

The internal ordering process of each agency varies. The process and accompanying forms for PR's and DO's that are issued against a SEWP contract is defined by the issuing agency and not the NASA SEWP Program Management Office (PMO). The typical process, however, 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 delivery order (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 DO's - 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.

Regardless of Agency-specific Ordering processes, the general flow for SEWP orders is:

End user or Contracting Officer (CO)	NASA SEWP PMO	SEWP Contract Holder
<ul style="list-style-type: none"> Determine best value through market research Creates Delivery Order citing NASA SEWP Contract # and Prime Contract Holder Sends orders to NASA SEWP Program Management Office at sewporders@sewp.nasa.gov Obtain ITARs or note exception to ITARs 	<ul style="list-style-type: none"> Verifies Order Forwards valid Orders to the appropriate Contract Holder 	<ul style="list-style-type: none"> Processes Order Delivers equipment and services Invoices Agency or Contractor
1	2	3

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

To assist you in preparing your delivery orders, below you will find important information in reference to processing delivery orders through the SEWP Program office. Please feel free to contact the SEWP helpline if you have any questions concerning your purchase orders, our web-tools or any SEWP related topics at 301-286-1478.

Our hours of operation are as follow Monday - Friday 7:30 am to 6:00pm EST.

DELIVERY ORDER INFORMATION

Delivery orders are required to contain the following information for processing. If the information below 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
- Date Delivery
- SEWP
- 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



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.

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

DETAILED REPORTING:

The SEWP Program Management Office provides detailed utilization reporting to government CIOs which is a tremendous benefit in helping them meet the requirements of the Federal Information Technology Acquisition Reform Act (FITARA).



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 WHEN USING SEWP CONTRACTS:

SEWP V is composed of 202 Indefinite Delivery Indefinite Quantity (IDIQ) contracts to 148 prime contract holders, both manufacturers and resellers of IT equipment. The contracts were awarded in 5 contract Groups – 2 full and open and 3 set-aside competitions. Since all awards were multi-award contracts, Fair Opportunity (refer to FAR 16.505(b)) must be given to all contractors in one or more Groups.

The SEWP website provides the only SEWP recommended tools for manufacturer searches (Quick RFI 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. The following steps may assist customers in determining which contract best fulfills their requirements:

- **Market Research:** According to Federal Acquisition Regulations, (FAR) Part 10, appropriate market research based on the size and complexity of the acquisition is required. The Online Quick RFI Tool and Quote Request Tool SEWP tools assist in this market research process.
- **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. 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 QRT tool will automatically include the Contract Holders within a selected Group or based on a suggested source. 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 opportunity to provide a quote.

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.