



**SEWP V ORDERING GUIDE  
FOR NASA'S SOLUTIONS FOR ENTERPRISE-WIDE  
PROCUREMENT  
(SEWP V)**

Contract Number: NNG15SC48B

Trace Systems, Inc.

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## Corporate Summary

Trace Systems Inc. (“Trace”) is headquartered in Vienna, Virginia. Founded in 2006, Trace provides comprehensive, end-to-end IT, networking, cross-domain solutions, cybersecurity, and communications products, services, solutions, and integrated systems to the Department of Defense (DoD), Intelligence Community, and other U.S. Government Agencies and customers. With more than 375 employees located around the globe in support of our U.S. Government customers, Trace specializes in designing, engineering, integrating, fielding, testing, operating, and supporting integrated solutions to our USG customers, wherever and whenever required.

Our wide-ranging experience includes data center and Tier I-III support to Theater, and site-level communications planning centered on satellite and terrestrial Wide Area Network (WAN) transport to program sites for warfighter use, WAN extensions, and Local Area Network (LAN) transport for wired and wireless distribution to end users. Trace provides end-to-end, full lifecycle satellite and terrestrial communications solutions on a global scale, with the ability to operate in hazardous and austere environments as well as communications planning involving stakeholders dispersed globally who meet regularly to coordinate planning, provisioning, performance, and utilization monitoring of satellite and terrestrial networks and information collaboration services.

We have designed, developed, tested, and proven custom solutions for the DoD at our facilities in the National Capital Region and Tampa. We maintain a highly skilled team of engineers, technicians, and support staff responsible for driving innovative technical products and solutions for our customers. Our research and development efforts have been instrumental to the growth and advancement of new technologies and solutions, including virtualization, cyber, cloud computing, storage, hyper-convergence, and software-defined networking (SDN). Trace brings a mission-focused attitude and culture during the continuous support we have provided across all geographical Combatant Commands (CCMDs) in over 50 countries.

Trace Systems has extensive relationships with various OEM partners to deliver product sales and expertise in the following areas.

## Ordering Guide

The SEWP (Solutions for Enterprise-Wide Procurements) contracts are open to NASA civil employees, NASA contractors, federal agencies, and federal agency contractors. This document explains how to procure through SEWP. The contracts are managed and administered by NASA's Goddard Space Flight Center (GSFC) at the NASA SEWP Program Management Office (PMO).

SEWP contracts focus on Information Technology product: servers, peripherals, software, supporting equipment and associated training, installation, and implementation solutions.

Benefits of using SEWP V:

- Available leasing and financing options
- Ease of use – Product updates with 24 hrs.
- Multiple manufactures with competing products and pricing
- Each delivery order can specify its own special terms
- Ability to support a “stand-alone” CUPA BPA

### **The NASA SEWP Office**

NASA provides contract services through the NASA SEWP Program Office. The Program Office operates the SEWP contract on behalf of all Government agencies and tracks agency spending and DPA limits, manages contract data, tracks, and displays order status, and posts contract holder past performance data to the main website. Order status and contract purchase information can be found on the SEWP BOWL website.

### **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
<ol style="list-style-type: none"> <li>1. Determines best value through market research.</li> <li>2. Creates Delivery Order citing NASA SEWP Contract # and Prime Contract Holder.</li> <li>3. Sends order to NASA SEWP BOWL.</li> <li>4. Obtain ITARs or note exception to ITARs requirement</li> </ol> <p style="text-align: right; font-size: 2em; color: green;">1</p>	<ol style="list-style-type: none"> <li>1. Verifies Order.</li> <li>2. Forwards valid Orders to the appropriate Contract Holder.</li> </ol> <p style="text-align: center; font-size: 3em; color: yellow;">2</p>	<ol style="list-style-type: none"> <li>1. Processes Order.</li> <li>2. Delivers equipment and services.</li> <li>3. Invoices Agency or Contractor.</li> </ol> <p style="text-align: center; font-size: 3em; color: orange;">3</p>

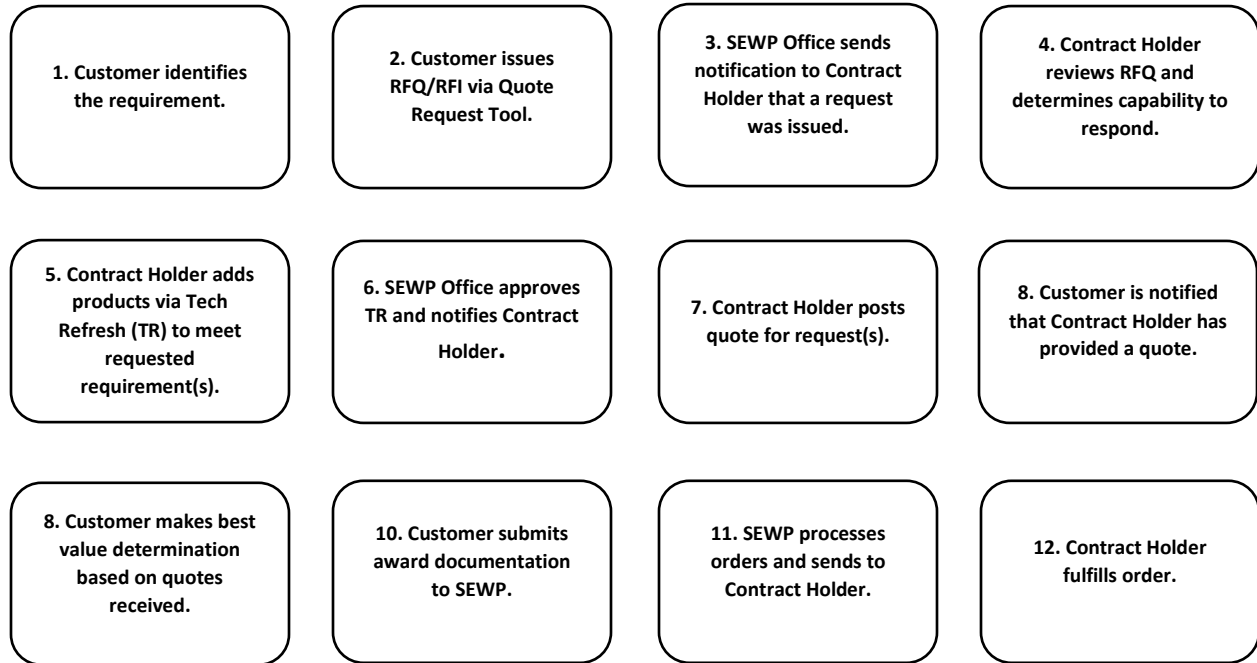
If modifications are made to any order, these modifications must also route through the SEWP Program Management Office (PMO).

To assist in preparing delivery orders, below is 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. The SEWP helpline hours of operation are Monday - Friday 7:30 am to 6:00pm EST.

**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
- 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

### Step by Step Process



### 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 is Eligible to Use SEWP?

Reference SEWP V Section A.1.12. INDIVIDUALS AUTHORIZED TO ISSUE ORDERS

The SEWP contracts are for use by NASA, all Federal Agencies and approved Federal Agency support service contractors. Approved support service contractors must comply with the requirements of SEWP and the Issuing Agency.

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's 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](mailto:sewporders@sewp.nasa.gov)

Upon review of the authorization letter, the contractor's name and contract information will be added at the [Approved Support Service Contractors](#) web page.

[Authorization Letter Template](#) - Updated January 2022

[OCI Specific Authorization Letter Template](#) - Updated January 2022

### **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 ensure 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 197 Indefinite Delivery Indefinite Quantity (IDIQ) contracts to over 140 pre-competed 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 or set-asides.

The SEWP website provides the only SEWP recommended tools for manufacturer searches Market Research 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:

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. The Online Market Research Tool and Quote Request Tool SEWP tools assist in this market research process.

2. **Fair Opportunity:** FAR 16.505(b) (1) provides that each contractor shall be given fair opportunity to be considered for each order exceeding \$10,000 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 or set asides is required. There is no requirement to obtain 3 quotes as long as all Contract Holders within a Group or set-aside were provided opportunity to provide a quote.

3. **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.

### NASA SEWP Program Management Office (PMO)

Contact Information		
NASA SEWP Helpline	(301) -286-1478	<a href="mailto:help@sewp.nasa.gov">help@sewp.nasa.gov</a>
NASA SEWP Contract Holders Helpline	(301) 286-4555	<a href="mailto:chhelp@sewp.nasa.gov">chhelp@sewp.nasa.gov</a>
NASA SEWP Orders	FAX (301) 286-0317	<a href="mailto:sewporders@sewp.nasa.gov">sewporders@sewp.nasa.gov</a>
NASA SEWP WEB Page		<a href="http://www.sewp.nasa.gov">www.sewp.nasa.gov</a>

### Trace Systems SEWP V Points of Contacts

Role	Name	Contact
Program Manager	Alisha Kelly	<a href="mailto:akelly@tracesystems.com">akelly@tracesystems.com</a>
Deputy Program Manager	Tony Weyhrich	<a href="mailto:tweyhrich@tracesystems.com">tweyhrich@tracesystems.com</a>
Business Development Team		<a href="mailto:bdsupport@tracesystems.com">bdsupport@tracesystems.com</a>
Contracts Team		<a href="mailto:contractactions@tracesystems.com">contractactions@tracesystems.com</a>