



SEWP V

Ordering Guide

The 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.

HOW THE SEWP ORDER PROCESS WORKS:

1 End User Or Contracting Officer	2 NASA SEWP PMO	3 SEWP Contract Holder
<ol style="list-style-type: none"> Determines best value through market research. Creates Delivery Order, citing NASA SEWP Contract Number and Prime Contract Holder. Sends order to NASA SEWP BOWL. 	<ol style="list-style-type: none"> Verifies Order. Forwards valid order to the appropriate Contract Holder. 	<ol style="list-style-type: none"> Processes Order. Delivers Equipment & Services. Invoices Agency or Contractor.

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



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VAE SEWP Contract Info

Program Support

How to obtain a quote for hardware, software, or services/support:

To request a SEWP quote directly from VAE, Inc., please reach out to our SEWP Program and/or Deputy Program Managers. You may also make your request on NASA SEWP utilizing the SEWP Quote Request Tool.

Delivery Order Issues:

Please contact our SEWP Program and/or Deputy Program Managers with any NASA SEWP related issues you are experiencing.

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.

VAE, Inc. SEWP V Contract Points of Contact

Contact us today to see how we can support your SEWP V needs and help your agency obtain a quote!

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NASA SEWP Help Line

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