



MCP Computer Products, Inc

# SEWP V Ordering Guide

## NNG15SD83B

### Group: C – Small Business

*Period of Performance: May 1, 2015 through April 30, 2025  
(5-Year Base with a 5-Year Option Period)  
SEWP fee is 0.34%.*



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# About SEWP

The NASA SEWP (Solutions for Enterprise-Wide Procurement) GWAC (Government-Wide Acquisition Contract) provides the latest in 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 is a GWAC consisting of over 140 pre-competed Prime Contract Holders, including more than 100 small businesses.

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

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 RFI/RFQ tool is the recommended method to assist in this activity and to augment the required decision documentation. The SEWP RFI/RFQ 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.

# About MCP

**MCP Computer Products Inc.:** As a Woman Owned Business, MCP provides IT Solutions, Hardware, Software and services to the U.S. Federal Government as well as large Integrators that support the Federal Government. MCP provides end-to-end solutions and services that go above

and beyond what our customers' expectations require. MCP believes that through our strategic enterprise partnerships, we can promote change that will move your agency closer to its goals.

MCP's expertise in the federal marketplace is built on winning partnerships with both industry and end users that produce relevant end-to-end solutions to our customers.

## How to Obtain a Quote

The recommended method for getting a SEWP quote is by using the RFQ/RFI tool available at the SEWP website, called NASA SEWP Quote Request Tool. Using this tool assists in providing and documenting fair opportunity. Quotes may also be obtained by contacting a contract holder directly, however you are then responsible for ensuring Fair Opportunity is provided.

## Ordering

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.

## The Sewp Order Process:



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 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

Please note SEWP Delivery Orders should be routed to the NASA SEWP Program Office either via fax at 301-286-0317 or [sewporders@sewp.nasa.gov](mailto:sewporders@sewp.nasa.gov). Contract Holders may only accept

Delivery Orders tracked through the NASA SEWP Program Office. The SEWP fax cover sheet, or a similar form providing contact information, should accompany all orders. The processing time is typically less than one business day between the receipt of a Delivery Order at the NASA SEWP Program Office and delivery of the order to the Contract Holder. SEWP V includes a fee of .34%.

Please visit [www.sewp.nasa.gov](http://www.sewp.nasa.gov) to view the SEWP Training Video for a comprehensive walk-through of the website and tools, as well as SEWP V Terms and Conditions and complete ordering instructions.