



# ABM Federal NASA SEWP V Ordering Guide



## Group C Contract

(Small Business Set-Aside)

**SEWP Contract Number:  
NNG15SC56B**

Base Ordering Period:

November 1, 2014 through April 30, 2019

Option Period III:

February 1, 2026 through September 30, 2026

### Main Office Address:

ABM Federal Sales, Inc.  
285 Chesterfield Business Parkway  
Chesterfield, MO 63005

**Phone:** 800.522.9226

**Fax:** 800.729.4454

### Standard Business Hours:

Monday – Friday  
8:00 AM to 5:00 PM CST

### SEWP V Program Support Order Issues Post Delivery Contacts

Cheryl Antoine  
SEWP Program Manager  
Cheryl.Antoine@abmfederal.com  
636.486.1137

Yvonne Felker  
SEWP Deputy Program Manager  
Yvonne.Felker@abmfederal.com  
800.522.9226 Ext 8129

### SEWP Helpline

help@sewp.nasa.gov

(301) 286-1478

SEWP PMO hours:

M-F, 7:30 am - 6:00 pm Eastern

www.sewp.nasa.gov

## SEWP OVERVIEW

**NASA SEWP V** – The NASA SEWP (Solutions for Enterprise-Wide Procurement) Contract is a **GWAC** (Government-Wide Acquisition Contract) managed and administered by NASA under the authority of OMB (Office of Management & Budget).

Now in its 5<sup>th</sup> iteration, the SEWP V Contract provides the latest in both commodity and advanced IT / Information Technology products and services for ALL Federal Agencies and their approved contractors. With over 140 pre-competed Prime Contract Holders (including more than 100 Small Businesses), SEWP has an excellent record of responsiveness, high customer satisfaction, and a low contract administration fee.

**FAIR OPPORTUNITY WHEN USING SEWP CONTRACTS** – SEWP V is comprised of IDIQ (Indefinite Delivery – Indefinite Quantity) contracts, both manufacturers and resellers of IT Products / Services, across 5 contract groups (2 full-and-open, and 3 set-aside competitions). Since all awards were multi-award contracts, Fair Opportunity (per **FAR 16.505(b)**) must be given to all contractors in one or more of these groups or set-asides.

## About ABM Federal

ABM Federal has specialized in providing secure, innovative technology product and service solutions to the federal government across the U.S. and worldwide since 1978. We are a Small Business with strong “Best In Class” (BIC) contract vehicles and an excellent past-performance record. Our experience, agility, dedicated contract teams, and network of partners help customers simplify IT.

Visit our website: <https://abmfederal.com/>

## WHAT'S IN SCOPE FOR SEWP V?

SEWP V contract offers a wide variety of IT products and product based services including:

<b><u>In-Scope Categories</u></b>	<b><u>Examples of In-Scope Products &amp; Services</u></b>
<b>Information Technology &amp; Networking</b>	Computer Hardware, Tablets Network Appliances: Routers, Modems, VOIP Storage Security
<b>Software &amp; Cloud</b>	Software Virtualization and Cloud Computing XaaS (e.g. SaaS=Storage as a Service)
<b>Mobility &amp; Communications</b>	Telecommunication Devices and Services
<b>Supporting Technology</b>	Scanners, Printers, Copiers, Shredders Associated Supplies and Accessories Sensors Health IT
<b>AV/Conferencing</b>	A/V Equipment and Accessories TVs, Display Monitors, Projectors and Screens
<b>Services</b>	Maintenance / Warranty Site Planning / Installation / Cabling Product Based Training Product Based Engineering Services

### How to Obtain a Quote

If your requirements are within the scope of SEWP, you can send out a Request for Quote or a Request for Information (RFI) for the IT products/services you are looking to obtain. The Contract Holders will add the items to the contract based on your request and send you back a quote. You can then order the items based on the quote. If you are uncertain about the scope, send your requirements to [help@sewp.nasa.gov](mailto:help@sewp.nasa.gov) for review.

The SEWP on-line Quote Request Tool (QRT), Market Research Tool and simplified RFI tool can be used to request availability and pricing information from the Contract Holders. When using the QRT to obtain quotes, the Contract Holder must also send in a Verification File along with their quote. This Verification File is checked against the SEWP database automatically by the SEWP Program Office during the quote submission process. The verification summary is available under the 'CLIN List' column of the on-line Quotes tab. The customer need only check that the items in the 'Pass' file under the 'CLIN List' column match the items and pricing on the quote. If a quote is obtained from outside the QRT, the verification process will not occur until the order is processed by the SEWP Program office.

Or

**Contact ABM Federal directly to receive a quote, and/or for general questions or consultation regarding products, services and support:**

**IT Hardware Products, Services and Support:**

**Dan Riley**  
IT Sales Engineer  
[dan.rilery@abmfederal.com](mailto:dan.rilery@abmfederal.com)  
636.229.8102

**Print Hardware, Services (MPS) and Support**

**Ron Alphin**  
Vice President  
[Ron.Alphin@abmfederal.com](mailto:Ron.Alphin@abmfederal.com)  
800.522.9226

## 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.

End user or Contracting Officer (CO)	NASA SEWP PMO	SEWP Contract Holder
1. Determines best value through market research. 2. Creates Delivery Order citing NASA SEWP Contract # and Prime Contract Holder. 3. Sends order to NASA SEWP BOWL. 4. Obtain ITARs or note exception to ITARs requirement	1. Verifies Order. 2. Forwards valid Orders to the appropriate Contract Holder.	1. Processes Order. 2. Delivers equipment and services. 3. Invoices Agency or Contractor.
<b>1</b>	<b>2</b>	<b>3</b>

For additional information on the SEWP ordering process go to <https://www.sewp.nasa.gov/ordering.shtml>

## To Place an Order

Delivery Orders MUST be routed through SEWP Orders.

- E-mail PDF Orders to: [sewporders@sewp.nasa.gov](mailto:sewporders@sewp.nasa.gov)
- FAX order forms to SEWP: 301.286.0317
- Mail Order forms to: SEWP Program Office  
10210 Greenbelt Road Suite #270 Lanham, MD 20706

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.

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Delivery Order Number (any valid Government DO is allowed)</li> <li>• Quote from a SEWP Contract Holder verifying the viability of the order</li> <li>• Date Delivery Order Issued</li> <li>• SEWP Contract Number</li> <li>• SEWP Contract Holder's mailing address and phone number</li> </ul> | <ul style="list-style-type: none"> <li>• Issuing Office: Agency Name and Mailing Address</li> <li>• Ship to Office: Agency Name and Mailing Address</li> <li>• Total dollar amount of order</li> <li>• Contracting Officer's Signature</li> <li>• Contracting Officer's Phone Number</li> <li>• Date Delivery Order Signed</li> <li>• Line Items/Pricing</li> </ul> |
|---|---|

Questions/concerns regarding you order should be directed to either:

Cheryl Antoine  
SEWP Program Manager  
[Cheryl.Antoine@abmfederal.com](mailto:Cheryl.Antoine@abmfederal.com)  
636.486.1137

Yvonne Felker  
SEWP Deputy Program Manager  
[Yvonne.Felker@abmfederal.com](mailto:Yvonne.Felker@abmfederal.com)  
800.522.9226 Ext 8129

## ABM Federal SEWP Contract Holder Information:

<https://www.sewp.nasa.gov/sewp5public/contractholders#/detail/74>

## ABM Federal SEWP V Terms & Conditions –

<b>SEWP Contract Number:</b>	NNG15SC56B
<b>Group C</b>	Small Business Set-Aside
<b>Base Contract Period:</b>	Nov 1, 2014 to April 30, 2019
<b>Option Period III:</b>	February 1, 2026 through September 30, 2026
<b>Ordering Authority:</b>	All Federal Agencies, and authorized Federal Contractors (FAR 51.103)
<b>Business Size:</b>	SBA Certified “Small Business”
<b>Geographic Scope:</b>	CONUS and OCONUS (Worldwide)
<b>Credit Card Accepted:</b>	Yes
<b>Standard Delivery Time:</b>	30 Days
<b>FOB Point:</b>	Destination
<b>Non-Standard Delivery Fees:</b>	An additional fee may be quoted for special delivery requirements such as OCONUS delivery, expedited delivery, specialized handling, etc.
<b>SEWP Admin Fee:</b>	.34% fee
<b>Payment Terms:</b>	Net 30
<b>Minimum Order Size:</b>	\$25.00
<b>Maximum Order Size:</b>	No Limit
<b>Partial Shipment:</b>	Yes, if approved by the Contracting Officer (Ordering Agency)
<b>Remit Check Payments* to:</b>	ABM Federal – Attn: Accounting 625 Maryville Centre Drive, Suite 160 Saint Louis, Mo 63141  *To set-up ACH/EFT payment: please contact Deanna Zuccerallo@ 636.229.8101
<b>Warranty:</b>	OEM-provided warranty, extended warranty, customized warranty and maintenance plans / software updates and security patches available.
<b>Product Returns:</b>	In accordance with FAR Part 52.212-4: The Government may require repair or replacement of nonconforming products or re-performance of nonconforming services at no increase in contract price. The Government must exercise its post-acceptance rights (1) Within a reasonable time period after the defect was discovered or should have been discovered, and (2) Before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

Note: The issuing Contracting Officer May negotiate additional terms and conditions for a specific delivery order. The SEWP V Contract shall prevail in the event of any conflict.