

psitechnology Inc.
SEWP
ORDERING GUIDE

for the
NASA Solutions for Enterprise Wide Procurement

Version 5.0
psitechnology
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INTRODUCTION

What you need to know about SEWP

Most of the information you need is on the NASA SEWP website, <http://www.sewp.nasa.gov>. The NASA Solutions for Enterprise Procurement (SEWP) is a Government-wide purchasing vehicle for products and services. It is an indefinite delivery, indefinite quantity (IDIQ) contract, meaning there is no guaranteed minimum purchase. There are multiple prime contractors on SEWP. The maximum purchase limit per contract is \$20 Billion. There is ***no per-agency limit***.

Several original equipment manufacturers (OEMs) hold SEWP contracts. These include IBM, HP, Dell, and HPE. Other SEWP contract holders include WWT, SHI, Unisys, and Petrosys Solutions Inc DBA psitechnology.

Note to Agency procurement offices: SEWP was a competitive award. NASA operates the contract as a multi-award, parallel set of purchasing vehicles. This means that *SEWP is perpetually competitive; therefore, agencies do not have to run a competition in order to purchase from the vehicle.*

Who Can Use the SEWP Contract?

The contract is open to ***all federal agencies***. In addition to direct agency use, ***Government contractors*** may also procure Government equipment or services using SEWP. This is accomplished via a letter agreement with the contractor by the agency contracting officer.

psitechnology's SEWP Contract

psitechnology's SEWP contract is a **Woman Owned Small business** contract in both Category A (334111) and C (541519) Small business set aside. The class of technology for products and services for Category A & C is based on mandatory products and available products. The contract carries the following:

- Computer Systems / Servers
- Complementary Products
- Labor and Services from psitechnology
- Multi-Functional Devices

Why Should the Government Use SEWP?

- *Every order is D.O. rated - often meaning faster delivery*
- *Leasing and financing are available*
- *Everything is available and implemented on the WWW*
- *Multiple manufacturers and competing products to choose from*
- *Prices are competitive since there are multiple competing contractors*
- *Sell prices drop as list prices drop*
- *Products and prices are refreshed quickly*

The NASA SEWP BOWL

NASA provides contract services through the NASA SEWP Business Operations and Workstation Lab (BOWL). The SEWP BOWL operates the SEWP contract on behalf of all Government agencies. The business part of the SEWP BOWL tracks agency spending and DPA limits, manages contract data, tracks and displays order status on the web. The SEWP BOWL web pages are the first place to look for order status or contract purchase information.

Agency Installation Points of Contact (IPOCs)

Joanne Woytek at NASA can talk to a Government customer and tell them if there is an Installation point of contact with an agency.

Responsibility	Person	Phone	Web/Email
NASA SEWP Page			www.sewp.nasa.gov
PSI SEWP Home Page			http://www.petrosys.com/federal-sewp5/
Where Clients send SEWP Orders		Fax order to: 301-286-0317	Or email to: orders@sewp.nasa.gov
NASA SEWP Bowl	George Nicol	301-286-1478	George.s.nicol@nasa.gov
PSI Maintenance Dispatch		1-877-738-7679	
SEWP Program Office		1-877-738-7679	
Senior Program Manager	Irene Griffith	X219	ireneg@petrosys.com
Deputy Program Manager	Lesley Kim	X202	lesleyg@petrosys.com
PSI Proposals	Inside Sales		salespsi@petrosys.com
Technical	Bryan		bryan@petrosys.com
Contracts	Tim Griffith	X220	timg@petrosys.com
SEWP Quote Support			
Main Call-in		1-877-738-7679	
Escalation		713-355-2202	
Service	Stacey Sims	X200	service@petrosys.com
Returns	Edward Carizales	X203	rma@petrosys.com

HOW TO PLACE AN ORDER USING SEWP

Ordering from SEWP is easy. It is really no different than using GSA, except that no competitive bids are required. End users or Government Agencies not familiar with SEWP may contact psitechnology, visit the NASA website at www.sewp.nasa.gov, or contact the COTR, Joanne Woytek at 301-286-7695.

Anyone using SEWP should follow the following steps to place order:

1. When you are ready to discuss configurations, contact **psitechnology** at 1-877-738-7679 and ask for Bryan (x201). Or you can access **psitechnology** SEWP home page at <http://psitechnology.com/SEWP> to configure peripherals or look for item.
2. The **psitechnology** toll hotline or the **psitechnology** Program Office for SEWP will supply a quote sheet. This is your assurance of pricing and availability.
3. Access the NASA website at www.sewp.nasa.gov to do a "fair opportunity" search using the RFI search selection.
4. Filling out a SEWP order is no different than filling out GSA order. Only the contract number is different. Place all CLINs, credits, and the quote sheet (or number from it) in your order.
5. Other important information you may need:
 - **psitechnology** DUNS Number: 95-884-2601
 - **psitechnology** UEI Number: D3VH5VFYF85
 - Cage Code: IJN88
 - **psitechnology** SEWP Contract Number: NNG15SD52B or NNG15SD86B
 - **psitechnology** Taxpayer ID Number: 76-0515694
 - **psitechnology** address:
psitechnology Inc.
5909 West Loop South #390, Attn Irene Griffith
Bellaire, Tx 77401

1. **NASA requires a surcharge for orders. It will be on your quote sheet. The amount is based on the order subtotal (before surcharge): .034%**
2. **FAX your order to the NASA SEWP BOWL at 301-286-0317.** This lets NASA record it and assign a tracking number to it. You may also fax a courtesy copy to **psitechnology** at 713-355-3997.
3. **If you want to order by credit card**, you may do so. Call Houston or call the SEWP Program Office to place the order.

That's it! **psitechnology** will bill your agency directly for all CLINs. **psitechnology** will pay NASA the surcharge once we collect it from your agency. The NASA surcharge is fully payable on the first invoice (e.g. for monthly maintenance).

Other Contract Information

Contract Line Item Numbers (CLINs)

The contract line item number is 9 characters long. It always starts with "X", which is psitechnology's NASA SEWP class of peripherals. Each character position has a meaning:

CHARACTER POSITION	MEANING
1 - 3 Contract	Manufacturer Abbreviation
2 - 20 Manufacturer Part number	This is an extension of the manufacturers part number

9 - Type (optional)	Type of CLIN: O = Product, billable upon delivery F = Full installation M = Monthly maintenance, billable in arrears X = Extended warranty, billable up front R = Rate (e.g. hourly rate) billable in arrears A = Annual fee, billable up front T = Travel Z = Quoted at time of order

Therefore, a CLIN such as X5111001M would be **psitechnology** product sequence 111001, monthly maintenance.

CLIN Price

The sell price of the CLIN is the *unit* sell price. To obtain more than one of the CLIN, multiply the quantity ordered times this unit price.

Ordering Installation, Maintenance, and Technical Support Services

Installation, maintenance, and technical support services may be obtained via hourly rate CLINs on SEWP. Please contact **psitechnology** to obtain a statement of work for services and travel. These services are available on SEWP via hourly rates or for fixed price quotes using CLINs quoted at time of order (see below). Travel can be billed actual or it can be quoted at fixed price. Fixed price travel is useful when destinations are unknown at the time of order. There are both CONUS and OCONUS fixed rates and they include hotel, car rental, meals, etc.

Product Warranties

Hardware warranties for most **psitechnology** products are 12 months. Software warranties are 90-day media only warranties unless otherwise noted.

Hardware warranty and maintenance are mission critical, meaning 24x7 with 2-hour response time. Software annual maintenance entitles the end user to all upgrades and new releases during the maintenance period. Please make sure you understand what comes with software and hardware warranties and support since **psitechnology** and non-**psitechnology** products differ.

Product Extended Warranty CLINs

The extended warranty extends warranty to 36 months. The CLIN description shows how many months are added onto the existing warranty when the CLIN is purchased.

Monthly Maintenance CLINs

CLINs which end in "M" are Monthly Maintenance CLINs. Almost all product maintenance must be purchased in amounts of no less than 12 months.

Annual Purchase CLINs

CLINs ending in "A" are annual purchase CLINs. Some items, such as technical support, annual upgrade subscriptions, or annual license charges, are purchased at the beginning of an order and

are billable when **psitechnology** receives the order. The purchase normally engages a service or delivery option for a 12 month period.

Some software maintenance is based upon the pricing of the original product. In this case, we only use one CLIN to order any combination of software maintenance. This CLIN ends in a "Z" and the description carries how much of a discount off list and SEWP sell price the maintenance price will be.

CLINs Quoted at Time of Order

CLINs starting "4Q" or ending in "Z" are quoted at time of order. These are CLINs that do not have a price until time of order because the contents of the order are not always known ahead of time. These CLINs include: education or site training, miscellaneous cables and accessories, site licenses, equipment leasing or financing, travel, and order credit amounts.

The order credit CLIN (10Q008Z) is used to provide a fixed dollar amount off the order subtotal. This is convenient for large purchases or for swapping out components of a suite for another item. This CLIN is also used for financing to represent the amount of money necessary to be subtracted in order to arrive at the total payments for the order. This is called "credit for deferred payments."

The Agency Surcharge CLIN - SEWPZ

NASA charges a fee, or surcharge, (see ***Ordering Step 6*** above) on all non-NASA and non-EPA orders. The SEWP is included in the price and is not priced separately.

CLINS AND PRICES

The contract CLINs are available on the web pages. You can search for them or list by category (via psitechnology web pages). Prices for upgrades for all hardware assume that any parts replaced or removed will be returned to the manufacturer.

Installation for some products must be quoted via the Onsite Services CLIN (10Q002Z) or via the hourly rate CLINs. Other products have installation included with the product when purchased. For a hard copy list of CLINs, please contact Irene Griffith.