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SEWP VI ORDERING GUIDE

Solutions for Enterprise-Wide Procurement Through NASA SEWP VI

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INTRODUCTION

Solutions for Enterprise-Wide Procurement

NASA SEWP VI ORDERING GUIDE

Streamlined federal technology procurement, presented by AnythingIT.

SOLUTIONS FOR ENTERPRISE-WIDE PROCUREMENT

NASA's Solutions for Enterprise-Wide Procurement (SEWP VI) program gives federal buyers a streamlined path to acquire mission-focused technology. The program supports access to information technology, audio/visual products, related solutions, and services through a government-wide acquisition framework.

WHO MAY USE SEWP

SEWP is available to NASA, federal agencies, and authorized federal support-service contractors, providing a consistent acquisition channel across government.

WHY AGENCIES USE SEWP

- Broad technology and services selection
- Competitive pricing opportunities
- Streamlined ordering workflows
- Program training and acquisition support
- Online quote and RFI tools
- Built-in compliance verification

GETTING STARTED

Federal buyers begin through the NASA SEWP VI portal. After creating an account, users can request quotes, review vendor responses, prepare orders, and use the program's online acquisition tools.

1	**REGISTER** Create or access your account through the NASA SEWP website.
2	**DEFINE THE REQUIREMENT** Prepare the product, solution, service, quantity, delivery, and technical requirements needed for the acquisition.
3	**REQUEST COMPETITION** Use the SEWP Quote Request Tool to distribute the requirement and obtain responsive quotations.
4	**EVALUATE & DOCUMENT** Review pricing, technical fit, delivery, and other evaluation factors while documenting the ordering decision.
5	**PLACE THE ORDER** Complete the order using the agency's approved acquisition process and SEWP ordering procedures.

FAIR OPPORTUNITY

For orders under multiple-award contracts, FAR 16.505(b)(1) establishes fair-opportunity requirements for qualifying orders. The contracting officer determines the method used and documents the rationale for order placement and price. NASA SEWP recommends its online Quote Request Tool as a practical way to support this process and strengthen the acquisition record.

OBTAINING QUOTES

The SEWP online Quote Request Tool (QRT) is the program's recommended method for requesting SEWP quotations. It provides agencies with a centralized way to communicate requirements, receive vendor responses, and support fair-opportunity documentation.

BUILD A CLEAR REQUEST

Include complete technical requirements, quantities, delivery locations, requested timelines, and any agency-specific instructions. A well-defined request helps vendors return more accurate and comparable responses.

SUPPORT, WARRANTY & SERVICES

Warranty, installation, technical support, and software-support terms may vary by manufacturer and by the specific solution quoted. Extended coverage, when available, should be reviewed as part of the quotation so the agency can confirm the applicable period, scope, and manufacturer terms.

A MODERN PROCUREMENT CHECK

- Confirm the quoted item or service is SEWP-eligible.
- Review manufacturer warranty and support terms.
- Validate delivery expectations and destination details.
- Document the evaluation and award rationale.
- Retain the quote package and ordering records in accordance with agency procedures.

TECHNOLOGY CATEGORIES

SEWP supports a broad range of technology acquisitions. Depending on current contract availability and the vendor's approved catalog, agencies may source products and related services across categories such as:

END-USER COMPUTING

Desktop systems, laptops, peripherals, and user-support devices.

SERVERS & INFRASTRUCTURE

High-performance servers, enterprise infrastructure, and related computing platforms.

STORAGE & NETWORKING

Mass storage, network devices, connectivity, and infrastructure components.

AUDIO / VISUAL

Advanced video, visualization, collaboration, and related A/V technologies.

CYBERSECURITY

Security systems, tools, access control, monitoring, and related security capabilities.

IT SERVICES

Eligible services that support deployment, configuration, maintenance, and technology operations.

THE ANYTHINGIT APPROACH

AnythingIT's ordering-guide presentation is designed to make the SEWP process easier to understand at a glance: identify the requirement, use the program's quote tools, evaluate responses, document the decision, and complete the order through the appropriate agency process.

SEWP QUICK REFERENCE

Program	NASA Solutions for Enterprise-Wide Procurement (SEWP VI)
Primary users	NASA, federal agencies, and authorized federal support-service contractors
Quote method	NASA SEWP online Quote Request Tool (QRT)
Core purpose	Streamlined acquisition of eligible technology products, solutions, and related services
NASA SEWP helpline	301-286-1478
NASA SEWP email	help@sewp.nasa.gov

IMPORTANT

This redesigned guide summarizes the ordering concepts contained in the supplied reference document and is intended as an easy-to-read overview. Before issuing an order, buyers should confirm current SEWP VI procedures, contract details, eligibility, and ordering instructions through official NASA SEWP resources and applicable agency acquisition guidance.

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