



SEWP V ORDERING GUIDE

For

NASA's Solutions for Enterprise-Wide Procurement (SEWP V)

Contract Number **NNG15SD39B** Group B SDVOSB

Regan Technologies Corporation
515 Centerpoint Drive, Suite 115
Middletown, CT 06457-7570

Information 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.

Providing the latest in commercial ICT/AV products and services, the NASA SEWP contract vehicle has an outstanding track record of serving up fresh technology for Federal Agencies. SEWP is a GWAC consisting of over 140 pre-competed [Prime](#) Contract Holders, including more than 110 [small](#) businesses.

Small Business categories include:

- [Service Disabled Veteran-Owned Small Businesses \(SDVOSB\)](#);
- [Woman-Owned Small Businesses \(WOSB\)](#);
- [Economically Disadvantaged Woman-Owned Small Businesses \(EDWOSB\)](#);
- [Historically Underutilized Business Zones \(HUBZone\) Small Businesses](#);
- Veteran-Owned Small Businesses (VOSB);
- Small Businesses (SB)

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

SEWP also offers product based services such as installation, maintenance and other services related to in-scope products to all Federal Agencies (including Department of Defense) and their approved support service contractors. SEWP offers low prices and the easiest and fastest quoting and ordering procedures using pre-competed contracts.

Through SEWP, Agencies can find an exact fit for their needs at the best overall value by choosing the right solutions offered directly by leading hardware and software manufacturers and experienced government integrators and service providers.

Other things to know about SEWP:

- All Federal Agencies use SEWP
- [Quote Request Tool](#)

SEWP Mission

The SEWP Program Office manages a suite of government-wide IT products and services contracts that enable NASA and all Federal Agencies to achieve their missions and strategic initiatives by providing streamlined access to critical technologies and solutions. The Program provides best value for the Federal Government and American taxpayer through innovative procurement processes, premier customer service and outreach, acquisition insight, and partnership with Government entities and Industry.

SEWP Vision

SEWP will provide Federal Agencies high availability access and insight to strategic solutions through utilization of SEWP's suite of ICT products and services. High level agency decision makers will have direct access to their acquisition data to assist with strategic oversight and control of internal ICT acquisition and external supply chain processes.

Regan Technologies Corporation SEWP V Contract

Regan Technologies Corporation is a CVE verified Service Disabled Veteran Owned Small Business (SDVOSB). Our SEWP contracts are listed under Groups B (SDVOSB).

Benefits of using SEWP V

- ☐ Available leasing and financing options

- ❑ A range of choices from multiple manufacturers and competing products
- ❑ Multiple competing contractors means competitive pricing
- ❑ Sell prices drop as list prices drop
- ❑ Products and prices can be added and refreshed quickly
- ❑ Each delivery order can specify its own special terms

The NASA SEWP Office

NASA provides contract services through the NASA SEWP Program Office. The Program Office operates the SEWP contract on behalf of all Government agencies and tracks agency spending and DPA limits, manages contract data, tracks and displays order statuses, and posts contract holder past performance data to the website. Order status and contract purchase information can be found on the SEWP BOWL webpages.

Quoting Process

Customers who are in need of a quote, market research, or request for information should contact Regan Technologies at (202) 869-0120 or send an email request to federal.gov@regantech.com or use our “Contact Us” link on www.regantech.com to get in touch with our dedicated team.

For more complex requirements you can contact our NASA SEWP Program Management personnel listed in the table on the last page of this document.

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.

Regardless of Agency-specific Ordering processes, the general flow for SEWP orders is:

End user or Contracting Officer (CO)	NASA SEWP PMO	SEWP Contract Holder
<ol style="list-style-type: none"> 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 <div style="text-align: right; font-size: 2em; color: green; font-weight: bold;">1</div>	<ol style="list-style-type: none"> 1. Verifies Order. 2. Forwards valid Orders to the appropriate Contract Holder. <div style="text-align: center; font-size: 4em; color: yellow; font-weight: bold;">2</div>	<ol style="list-style-type: none"> 1. Processes Order. 2. Delivers equipment and services. 3. Invoices Agency or Contractor. <div style="text-align: center; font-size: 4em; color: orange; font-weight: bold;">3</div>

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

NOTE: If the above information does not appear on the delivery order, processing may be delayed.

1. NASA requires a surcharge for SEWP orders that is bid to you on your quote sheet. The surcharge amount is 0.36% of the total order.
2. Fax or email the order to the NASA SEWP BOWL; fax to (301)286-0317 or email to sewporders@sewp.nasa.gov. Upon receipt of the order, NASA is able to record the order

and assign a tracking number.

3. Additional information about Regan Technologies Corporation:

DUNS: 111580007
Cage Code: 365K3
SEWP Contract Numbers: NNG15SD39B (SDVOSB)
TIN: 06-1485273

Address:

515 Centerpoint Drive, Ste. 115
Middletown, CT 06457-7570

POST-Award Contact

Once the order has been placed with SEWP you will receive regular e-mail updates regarding an order confirmation, shipment tracking, or other information regarding installation, warranties, and/or any other post award relevant information pertaining to your order. If you have any questions whatsoever please send an email to fedservice@regantech.com or call 202-922-4464 and someone will direct you to the appropriate Regan Technologies resource(s).

If, at any time, you encounter a problem with your order please contact our Regan Technologies Corporation NASA SEWP Program Manager Payal Anand at 703-449-6777 or payal.anand@regantech.com. You may also call our Deputy Program Manager Christopher Regan at 203-479-2006 or christopher.regan@regantech.com.

CLINs and Pricing

Contract CLINs are available on NASA's website www.sewp.nasa.gov. Users can search for CLIN, product number, product description, or other search criteria.

If you require a new product to be added to Regan's SEWP contract, we can typically accommodate the change in one business days or less.

Purchase Agreements SEWP users can easily put in place multi-year Purchase Agreements that are similar to GSA-based BPAs.

Special CLINs

CLINs ending in "-Z" are used for products or services with prices that vary from order to order. These prices vary depending on several factors: the products/services purchased, quantities purchased, total purchase price, etc. The "-Z" CLINs are as follows:

- ☐ TRAVEL-Z: Used for travel expenses
- ☐ DELIVERY-Z: Used for special delivery charges
- ☐ CREDIT-Z: Used for order discounts

Credit Card Orders

Regan Technologies Corporation accepts all common forms of Government Credit Cards/Purchase Cards. Please inquire with your Sales Representative about processing Credit Cards transactions on the SEWP Contract.

SEWP Contact Information

NASA SEWP Office		
SEWP HelpLine:	(301) 286-1478	Help@sewp.nasa.gov
SEWP FAX:	(301) 286-0317 (ORDERS ONLY)	
SEWP WEB Page:		http://www.sewp.nasa.gov
NASA SEWP Government Staff		
NASA Program Manager / CoTR		
Joanne Woytek	(301) 614-7128	Joanne.R.Woytek@nasa.gov
NASA Deputy Program Manager		
Darlene Coen	(301) 614-7127	Darlene.E.Coen@nasa.gov

Regan Technologies Corporation SEWP Points of Contact		
Regan Technologies SEWP Program Management Addresses:		
General Email: federal.gov@regantech.com Customer Service: fedservice@regantech.com		
Regan Technologies SEWP Program Manager: Payal Anand	(703) 459-6777	Payal.Anand@regantech.com
Regan Technologies Deputy SEWP Program Manager: Christopher Regan	(202) 869-0120	Christopher.Regan@regantech.com