



SEWP V ORDERING GUIDE

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)

Fair Opportunity: FAR 16.505(b) (1) provides that each contractor shall be given a fair opportunity to be considered for each order exceeding \$10,000 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.

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"> Determines best value through market research. Creates Delivery Order citing NASA SEWP Contract # and Prime Contract Holder. Sends orders to NASA SEWP Program Management Office at sewporders@sewp.nasa.gov. <p style="text-align: right; font-size: 2em; color: green;">1</p>	<ol style="list-style-type: none"> Verifies Order. Forwards valid Orders to the appropriate Contract Holder. <p style="text-align: right; font-size: 2em; color: yellow;">2</p>	<ol style="list-style-type: none"> Processes Order. Delivers equipment and services. Invoices Agency or Contractor. <p style="text-align: right; font-size: 2em; color: orange;">3</p>

CSP Enterprises
1539 Tilco Drive, Suite108
Frederick, MD 21704
UEI #GJJRGECWBFKP
CAGE Code #1QNJ2

Contract Number:
NNG15SC66B

SEWP Program Manager
Corinne Lingeback
540-660-2131
clingebach@cspenterprises.com

Deputy Program Manager:
Sheryl Vesper
301-695-6951 ext 1
Sherry@cspenterprises.com

SEWP V Surcharge: 0.34% on all contract orders.

Detailed Company information
cspenterprises.com

HOW TO CONTACT SEWP:

WWW.SEWP.NASA.GOV

NASA SEWP HELPLINE:

(301) 286-1478

HELP@SEWP.NASA.GOV

NASA SEWP ORDERS:

FAX (301) 286-0317

SEWPORDERS@SEWP.NASA.GOV