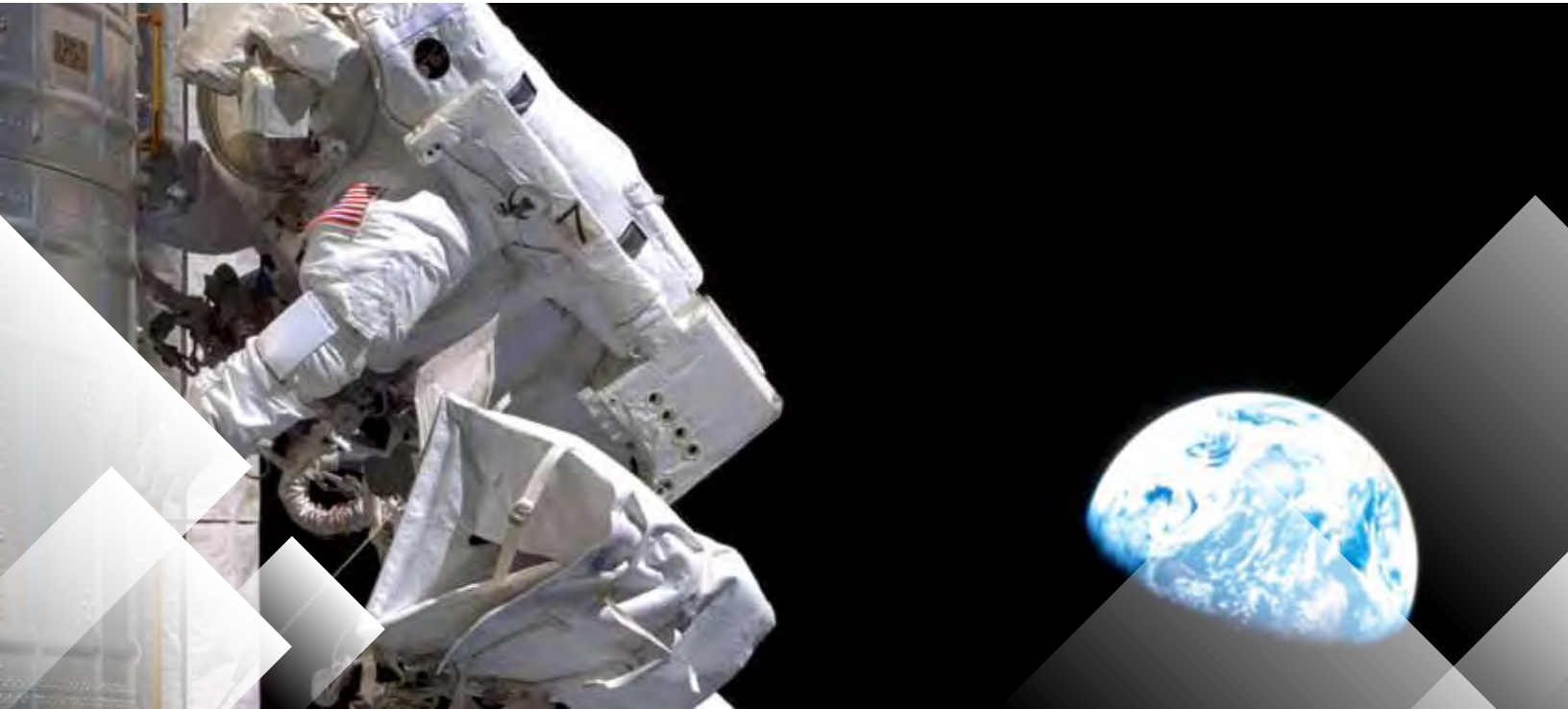


SOLUTIONS ⇨  
SERVICES ⇨  
TECHNOLOGY ⇨



# SEWP IV ORDERING INFORMATION



## WHO WE ARE

Established in 1964, Emtec Federal is a systems integrator that provides IT services and products to the federal government. Our market leading value-based management methods, coupled with best-in-class IT technology, consulting and development services, address a wide range of specific client needs, as well as support broader IT transformation initiatives. Emtec Federal's service capabilities span the United States and US installations around the globe.

## OUR COMMITMENT TO RESULTS

Results are what matters to your organization and to ours. That's why delivering on promises is one of our key missions. For over 45 years, Emtec Federal has been delivering results through our comprehensive portfolio of services that combine today's premier technology with outstanding expertise. We are dedicated to exceeding your expectations. Our list of long term clients is testament to our unwavering commitment to delivering tangible results.

## AN INVESTMENT IN EXPERTISE

Our company's success is due, in large part, to our engineers' ability to identify the best solution for a client's need. Consequently, Emtec Federal requires its engineers to continuously expand their skill sets and to maintain certifications. Through this continuous investment in training and Emtec Federal's commitment to maintaining certifications, we are able to provide the caliber of support that our clients require.

# FEATURED PRODUCT LINES



HP's **BladeSystem** is designed to share components between enclosures, making it fast and easy to create, customize and grow.



- **HP BladeSystem ProLiant Server Blades**
  - » Choice of size, storage and connectivity options

- **HP BladeSystem ProLiant Workstation Blades**

- » Delivers an outstanding workstation experience with excellent graphic capabilities in a small device footprint

- **HP BladeSystem Enclosures**

- » Custom build your, integrated solutions and have them shipped fully-configured

- **HP BladeSystem Integrity Server Blades**

- » Brings Integrity capabilities to a c-Class form factor

- **HP BladeSystem Storage Blades**

- » Flexible blade storage expansion and data protection
- » Works side by side with Integrity and ProLiant server blades for a variety of solutions from small environments to large datacenters

- **HP BladeSystem Tape Blades**

- » Complete data protection and disaster recovery solution



Virtualization is changing the way resources are deployed and managed by simplifying and speeding up the IT response to a changing business environment. Virtualization can help you:

- Reduce IT management requirements and expenses by running multiple applications and operating systems independently on a single server
- Prioritize business needs and maximize server resources by quickly moving workloads from one virtual workspace to another
- Emtec Federal partners with VM Ware to bring the benefits of virtualization to your environment, regardless of your size.



### Dell PowerEdge Servers

Dell's portfolio of servers address:



- Reliability
- Manageability
- Energy Efficiency
- Memory Scalability and Capacity
- Virtualization Performance
- Business Value

Dell PowerEdge servers are purpose-built to focus on the challenges you face in your IT environment. Combined with a new suite of systems management solutions and flexible services, Dell PowerEdge servers can help control soaring costs, improve productivity, and free up valuable time so you can do more.



### NetApp Products and Technologies

Data center proven and engineered to simplify your critical storage networking infrastructure.



Network Appliance delivers powerful, data center proven products and services designed to simplify complex IT environments and dramatically reduce your total cost of ownership. Designed to

support large data centers, these industry-leading products make your data management scalable, flexible, and available.

*There are many more products on this contract and through Technical Refresh any IT (Information Technology) equipment can be added.*

## ORDERING OVERVIEW

The SEWP (Solutions for Enterprise-Wide Procurements) IV contracts are open to NASA civil employees, NASA contractors, federal agencies and federal agency contractors. The contracts are managed and administered by NASA's Goddard Space Flight Center (GSFC) at the NASA SEWP Program Office referred to as the SEWP BOWL (Business Operations and Workstation Laboratory).

SEWP IV contracts focus on Information Technology product: servers, peripherals, software, supporting equipment and associated training, installation and implementation solutions.

### Who Can Use SEWP IV:

The SEWP IV contracts are for use by NASA and all Federal agencies and authorized federal agency contractors.

Department of Defense customers must be trained in order to issue SEWP IV Delivery orders. Registering and viewing a video will provide a provisional certification (maintained by SEWP office) to allow SEWP IV ordering until we can arrange free training at your site. If interested in registering multiple people please send your list to [events@sewp.nasa.gov](mailto:events@sewp.nasa.gov).

While training is not mandatory for non-DoD customers, we encourage all procurement and technical personnel involved in SEWP IV usage to request the free on-site training and in the meantime to view this video. Requests for free training may be made either via e-mail [events@sewp.nasa.gov](mailto:events@sewp.nasa.gov) or by contacting the SEWP Helpline (301-286-1478).

The SEWP IV training video can be viewed at [www.sewp.nasa.gov/cgibin/register.pl?ACTION=EVENT&EVENT=training\\_video](http://www.sewp.nasa.gov/cgibin/register.pl?ACTION=EVENT&EVENT=training_video)

### Ordering Process:

An end-user determines a requirement and generates 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 BOWL does not issue DO's - these must be issued through the issuing Agency's procurement office. The SEWP BOWL reviews, processes and tracks issued DOs and forward the DO to the Contract Holder.

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:

### HOW THE SEWP ORDER PROCESS WORKS:

- 1ST = END USER OR SEWP Contracting Officer
1. Determine best value through market research.
  2. Create Delivery Order - Cite NASA SEWP Contract # NNG07DA51B and Emtec Federal.
  3. Send the Order to NASA SEWP Bowl.
- 2ND = NASA SEWP BOWL
1. Verifies Order.
  2. Forwards valid Order to Emtec Federal.
- 3RD = Emtec Federal
1. Processes Order.
  2. Delivers Equipment & Services.
  3. Invoices Agency or Contractor.

If modifications are made to any order, these modifications must also route through the SEWP BOWL.

### Surcharge:

The SEWP surcharge for all orders is a base of 0.45% with limits as noted below. The authorized scale is:

Order Amount	Fee Percentage
\$0 - \$2,000,000	0.45%
\$2,000,000 on up	\$10,000 cap

NASA SEWP reserves the right to adjust all surcharge rates as the SEWP BOWL budget so requires.

In SEWP IV, Contract Holders have the option to either include the fee as part of the Product price or as a separate Line Item, referred to as the SEWP-Z CLIN. If the fee is part of the product price, the Contract Holder should note in their quote the value of the included fee and any orders over the \$2,000,000 cap should have a Credit CLIN equivalent to the fee amount over the cap limit.

Note that the NASA SEWP BOWL operates on a non-profit, self-contained Full Cost Accounting Budget. The fees are set solely to fund the services and staff provided by the NASA SEWP BOWL.

### Order Details:

Name and phone number of end-user representative or Contracting Officer's Technical Representative (COTR), including e-mail address.

- End user identification (name, phone number, address)
- Contract line item number (CLIN) of each desired product or service
- Description of each CLIN
- Required number of units
- Unit and extended price
- Copy of the original Quote

Emtec Federal requests that you place the product CLIN first, followed by the associated installation and warranty CLINs (if ordered). This will help the SEWP BOWL and Emtec Federal process your order.

### SEWP BOWL Address:

All Delivery Orders MUST be routed through the SEWP BOWL and should not be sent directly to the Contract Holder. All delivery orders are processed within one business day of receipt and electronically forwarded to the Contract Holder by the SEWP BOWL.

**FAX** orders and completed forms to: (301)286-0317

*Note: It is preferred that orders be accompanied by the SEWP Fax Cover Sheet (PDF).*

OR **E-Mail** PDF or Image Files to: [sewporders@sewp.nasa.gov](mailto:sewporders@sewp.nasa.gov)

OR **Send** orders and completed forms to:

**SEWP Program Office (BOWL)**  
**NASA Goddard Space Flight Center**  
**Mail Stop 720.4**

**Greenbelt, MD 20771**

**Phone: (301) 286-1478**

All Delivery Orders over \$5 Million must include the **SEWP Fair Opportunity Form** or equivalent information with the Deliver Order.

### Special Note:

SEWP Delivery Orders are to be routed to the NASA SEWP BOWL address from the appropriate agency's procurement office and should not be sent directly to a Contract Holder. Contract Holders may only accept Delivery Orders which have been routed through the NASA SEWP BOWL office. Under normal circumstances, the time between the receipt of a Delivery Order at the NASA SEWP BOWL and submission of the order to the appropriate Contract Holder is less than 1 business day.

**Contract Number:** NNG07DA51B  
**Federal ID#:** 22-1913563  
**DUNS#:** 06-429-9332  
**Cage Code:** 3Y916  
**Payment Terms:** Net 30 days  
**Sales Hotline:** 703-961-1125  
**Order Status:** 703-961-1125  
**Website Address:** www.emtecfederal.com  
**Contractor address:** Emtec Federal  
11 Diamond Rd.  
Springfield, NJ 07081-3101  
**Remit To Address:** Emtec Federal  
P.O. Box 8500 (S-42005)  
Philadelphia, PA. 19178  
**Contract Duration:** May 1, 2007 - April 30, 2014  
**Reminder:** NASA SEWP surcharge fee 0.45%  
with a cap of \$10,000 per order  
**NASA SEWP IV  
Contract T/C's:** www.sewp.nasa.gov

**IMPORTANT NASA CONTACTS:**

POINTS OF CONTACT

Order processing, Web tool questions,  
or post-order support:  
SEWP Helpline  
help@sewp.nasa.gov  
301-286-1478

Program, scope or technical questions:  
NASA SEWP Program Manager/CoTR  
Joanne Woytek  
joanne.r.woytek@nasa.gov  
301-614-7128

Questions or comments about this document:  
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Darlene Coen  
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