The SEWP Playbook:

A Step-by-Step Guide to Online Technology Procurement

SEWP Approved
Federal Government IT Provider
SEWP V
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Introduction

If you're eligible to purchase IT goods and services through SEWP V, you're in for big savings and a great procurement experience.

NASA's Solutions for Enterprise-Wide Procurement, or SEWP, is a contract that's designed to make it easier for government agencies to purchase IT hardware, software, and services. SEWP is a 25-year-old federal procurement effort that processes more than $4.5 billion in purchases each year—and that amount is rapidly growing.

Through SEWP V, agencies and their authorized contractors can find an exact fit for their technology needs, at the best value. Products and services offered via SEWP V are provided directly by the technology industry's leading hardware and software manufacturers and experienced information technology hardware and software integrators.

It's easy to get started. Here's a quick, three-part guide to developing your agency's SEWP V playbook.

Part I: Getting the Lay of the Land—SEWP V Basics

Before you can plan your agency's SEWP V strategy, it's helpful to understand the basics of how the contract works.

Are You Eligible?

SEWP V is available to all federal agencies (including the Department of Defense) and their authorized contractors.

What Products and Services Can You Purchase through SEWP V?

SEWP V specializes in IT needs and offers a vast selection and wide range of advanced technology, including:

- State-of-the-art tablets, desktops, and servers
- IT peripherals
- Network equipment
- Storage systems
- Security tools

- Software products
- Cloud-based services
- Videoconferencing systems
- Other IT and audio-visual products
- IT-related services such as installation, training, and maintenance

How Much Does It Cost to Use SEWP V?

SEWP V can make procurement more affordable. It offers the lowest surcharge in the industry (0.34%), while facilitating fast and easy ordering procedures using pre-competed contracts. As part of the contracts process, price reasonableness has already been established by the NASA SEWP V Program Management Office.

What Providers Are Part of SEWP V?

More than 140 organizations provide products and services as part of SEWP V, including the technology industry's most trusted manufacturers and service providers. Here's a current list, which includes a searchable database, business designation, and contract numbers.

Part II: Tactics—Understanding the SEWP V Toolset

Using SEWP V makes it easier to buy the IT products and services you need. To get started, consider the scope of your purchase, and then use SEWP's extensive toolset to gather the information you need for smart, regulation-compliant IT purchases.

Define Your Purchase Size: Micro-Purchases and Larger Contracts

The first step is determining your purchase size. There are two ways to buy products through SEWP V:

1. Micro-purchases: Typically, the limit for these smaller purchases, or "micro-purchases," falls between $3,500 and $10,000. Each agency is different, so check with your agency's contracting office. If the purchase you want to make falls under the micro-purchase limit, simply contact the provider you want to work with and place the order.

2. Standard purchases: Purchases over the micro-purchase limit follow the standard SEWP V ordering process. Start by conducting market research on the products you're looking for or opening a Request for Quote. From there, you'll be able to determine the best provider to work with, and then work with your agency's contracting officer to create a delivery order. Here's an overview of the full process.

Use SEWP V Tools to Gather Information

SEWP V offers a variety of tools to make your procurement process easier. Some of the most important are outlined below.

Accessing many of the SEWP V tools requires a log-in. It's easy to set up an account. The step-by-step guide to creating an account in Part III of this playbook walks you through it.

Quote Request Tool: Use the Quote Request Tool to reach out to more than 140 vetted providers—or a subset of those providers—to get quotes on pricing and availability. The tool considers scope, availability, and Fair Opportunity compliance to simplify the Request for Quote (RFQ) process. Creating an RFQ is easy. You'll be asked to outline:

- Exactly what you're looking for. Be as specific as possible; for example, if you're purchasing a notebook computer and need a specific number of gigabytes of RAM, include that information. If you're not sure, be as descriptive as possible.

- Project timelines; provide a deadline for provider responses.

- Preferred brands, a general outline of your requirements, or a brand to use as a starting point and note you'll accept equivalents.

- Provider specifications, such as the preference to work with a specific type of business (e.g. small business) to meet agency set-aside requirements.

Not sure if what you're looking for is in-scope? Email your question to help@sewp.nasa.gov and the team will let you know if SEWP V contract holders offer the product or service.

Market Research Tool: The SEWP Market Research Tool allows you to search more than 5 million unique products and services (and that number is growing every day). Explore the available options, and then use search results to create a Request for Information (RFI). The SEWP team can also add specific providers to your RFI, typically within one business day at the most.

GSS Catalog Tool: The GSS Catalog Tool makes it easy to search for desktop and notebook computers that meet agency specifications. GSS refers to the Government-wide Strategic Solutions (GSS) catalog for Desktops and Laptops. These pre-configured and pre-competed computer options are available at the lowest prices. Search the tool now to see if an existing computer meets your needs.

Provider Lookup Tool: SEWP V also lets users search the Provider Lookup Tool. The database offers information on the SEWP providers, such as company details, contracted products, and pricing. You can search by keyword, product name, and more.

Connection Catalog: Visit the Connection online SEWP experience to learn more about the hardware, software, and services that Connection provides. Ready to view the full Connection Catalog? You'll need to set up an account. It's quick and easy and can be done through this form.

Already have a Connection account? Log in.

Once you're logged in, the easy interface allows you to search by keyword, manufacturer, or part name; use a category-based dropdown menu to browse available products; use filters such as compliant standards or manufacturer's name to refine your results; compare products; and add to cart.

If you're making a micro-purchase—typically a purchase under your agency's micro-purchase limit, which could range from $3,500 to $10,000—Connection offers easy online credit card processing. Need more info about using a credit card for a SEWP V purchase? Read more.

Need more help? Visit Connection's Ordering Guide for step-by-step instructions.

FedRAMP Reference List: Are you upgrading your cloud applications or migrating to the cloud? SEWP maintains an updated list of FedRAMP compliant cloud products and solutions. Refer to the list for information on solutions, authorization status, and agency authorizations.

Reporting and Analytics: SEWP provides agencies with a detailed dashboard for reporting. These reports provide insights on spending trends, agency-level budget details, spending by category, and compliance with selected IT-related programs.

Part III: Your SEWP Strategy in Action

Ready to Get Started?

1. Begin by signing up for an account. It's easy. Just visit the Register Now page, provide basic information about your agency, choose a username and password, and then hit "Submit." Keep an eye on your inbox. You'll receive a welcome email that contains a validation code, which you'll need to upload to the SEWP Account Validation page to activate your account.

2. Get to know the SEWP ordering guidelines. Learn more about the full ordering process, and get quick answers to eligibility and other questions.

3. Ordering for NASA? Learn more about specific credit card processing guidelines.

4. Ready for liftoff? Submit your online quote request now to get started.

Conclusion

SEWP V offers your agency fast, efficient buying options at some of the best prices. Whether you're in the market for cloud software or you're upgrading critical hardware, this dynamic procurement solution can help.

For more information on ordering through SEWP V, contact a Connection Account Manager today.

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