# STEMBoard

## NASA SEWP VI GWAC Ordering Guide

Contract No. 80TECH26D1440 | Category C: IT Mission-Based Services | CAGE 71WJ2 | UEI NBX7JATGGKK5

### 1. SEWP OVERVIEW

NASA Solutions for Enterprise-Wide Procurement (SEWP) VI is a multiple-award, indefinite-delivery/indefinite-quantity (IDIQ) Government-Wide Acquisition Contract (GWAC) managed by the NASA SEWP Program Office. Through SEWP, any U.S. federal agency can buy information technology, communications, and audio-visual products and related services from pre-competed contract holders.

- **Contract type:** GWAC
- **Who can use it:** All U.S. federal agencies and their authorized contractors
- **SEWP fee:** 0.34%, included in STEMBoard's quoted prices
- **Fair opportunity:** Orders are placed under FAR Part 16.505(b). Each eligible contract holder in the relevant category receives a fair opportunity to be considered, unless a FAR 16.505(b)(2) exception applies.
- **No separate agency agreement needed:** Contracting officers can place orders directly against STEMBoard's SEWP contract.
- **STEMBoard's category:** Category C, IT Mission-Based Services: IT services that support agency missions

### 2. HOW TO OBTAIN A QUOTE

**The SEWP Quote Request Tool (QRT) is the recommended way to get a quote.** QRT sends your request to every eligible contract holder at once, records the responses, and documents fair opportunity for your contract file.

1. Log in to the SEWP website at www.sewp.nasa.gov and open the Quote Request Tool.
2. Enter your requirement, the category, any set-aside, and the response due date.
3. Select STEMBoard (or all contract holders in the category) as recipients and submit the request.
4. STEMBoard will respond through QRT with a quote that references our SEWP contract number and includes the SEWP fee.
5. Questions before you post a request? Contact STEMBoard at contracts@stemboard.com or Program Manager Aisha Bowe at aisha@stemboard.com, (734) 657-2790.

### 3. PLACING AN ORDER

1. Issue a delivery order or task order that cites STEMBoard's SEWP contract number and the quote number.
2. Send the order to STEMBoard at contracts@stemboard.com and to the SEWP Program Office at sewporders@sewp.nasa.gov (fax (301) 286-0317).
3. STEMBoard confirms receipt and gives you a point of contact for delivery and invoicing.

## 4. OBTAINING SERVICES AND SUPPORT

For technical questions, help scoping a requirement, or support on an active order, contact the STEMBoard SEWP program team:

| Role | Name | Email | Phone |
|---|---|---|---|
| Program Manager | Aisha Bowe | aisha@stemboard.com | (734) 657-2790 |
| Deputy Program Manager | Debbie Lovinsky | debbie@stemboard.com | (305) 747-1784 |
| Quotes & Sales | Aisha Bowe / STEMBoard Contracts | aisha@stemboard.com / contracts@stemboard.com | (734) 657-2790 / (703) 884-2121 |

## 5. ORDER ISSUES AND CUSTOMER SERVICE

For order status, delivery, invoicing, or modifications, contact Deputy Program Manager Debbie Lovinsky or STEMBoard Contracts first. If an issue is not resolved, escalate to Program Manager Aisha Bowe. The SEWP Program Office can also help.

| Role | Name | Email | Phone |
|---|---|---|---|
| Deputy Program Manager | Debbie Lovinsky | debbie@stemboard.com | (305) 747-1784 |
| Contracts | STEMBoard Contracts | contracts@stemboard.com | (703) 884-2121 |
| Escalation: Program Manager | Aisha Bowe | aisha@stemboard.com | (734) 657-2790 |

## 6. NASA SEWP PROGRAM OFFICE CONTACTS

| Need | Contact |
|---|---|
| Customer Help Desk | help@sewp.nasa.gov \| (301) 286-1478 |
| Submitting Orders | sewporders@sewp.nasa.gov \| Fax (301) 286-0317 |
| SEWP Homepage & QRT | www.sewp.nasa.gov |

## STEMBOARD MAIN OFFICE

3100 Clarendon Blvd., Suite 200, Arlington, VA 22201 | opps@stemboard.com | (703) 884-2121 | www.stemboard.com/nasa-sewp