



# NASA SEWP V Contract Ordering Guide

Contract Group C: NNG15SD73B (Small Business)

Contract Group D: NNG15SE04B (Full and Open)

POP: May 1, 2015 - Sept. 30, 2026 CAGE CODE: 674Q4

**NASA SEWP (Solutions for Enterprise-Wide Procurement)** is a Governmentwide Acquisition Contract (GWAC) that supports government requirements for high-performance information technology by providing state-of-the-art commercial hardware, software, services, and solutions. The SEWP contracts have an outstanding track record for offering a vast selection and wide range of advanced technology to NASA, all Federal Agencies, and authorized contractors. SEWP V was awarded through Full and Open Competition offering low prices, the lowest surcharge, and the easiest and fastest ordering procedure.

## Benefits of SEWP

SEWP V contracts are firm & fixed-priced with a wide range of benefits, including:

- ✓ Competitive prices and discounts
- ✓ Compliance verification
- ✓ Easy-to-use online quote and RFI (Request for Information) tools
- ✓ Free training on how to use SEWP V
- ✓ Streamlined ordering
- ✓ Wide variety of products and services

## Get Started

Visit [www.sewp.nasa.gov](http://www.sewp.nasa.gov) and register for an account. With a SEWP account you can request quotes, view responses, create orders, and more.

## Request a Quote for Products & Services

The SEWP online [Quote Request Tool \(QRT\)](#) is the method recommended by the NASA SEWP Program Office for obtaining quotes.

## Installation, Support, and Warranty

DSI Tech engineers cover many disciplines to provide onsite installation and support. Basic warranty offerings are specific to each manufacturer's product. Extended warranty can be purchased anytime during the standard commercial warranty period and provides coverage for 12, 24, or 36 months after the initial start date, regardless of the commercial warranty period. The extended warranty coverage depends on the option purchased from the product manufacturer.

**Questions? Issues?** The DSI Tech team is here to help! For assistance in all areas of the ordering & installation process, including troubleshooting support for problematic orders, contact the Program Manager (Michael Cherry, 571-831-3379, [michael.cherry@dsitech.com](mailto:michael.cherry@dsitech.com)) or [FedSales@dsitech.com](mailto:FedSales@dsitech.com).

**Fair Opportunity** FAR 16.505(b) (1) provides that each contractor shall be given 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. Using the SEWP online [Quote Request Tool](#) is the recommended method to assist in this activity and to augment the required decision documentation.



Contact DSI Tech: 571-707-3636, [FedSales@dsitech.com](mailto:FedSales@dsitech.com)

Program Manager: Michael Cherry, 571-831-3379, [michael.cherry@dsitech.com](mailto:michael.cherry@dsitech.com)

Deputy Program Manager: Vinant Prahlad, 571-707-3772, [vinant.prahlad@dsitech.com](mailto:vinant.prahlad@dsitech.com)



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DISYS Solutions Inc. (dba DSI Tech) • Performance Period: 05/01/2015-09/30/2026 • CAGE CODE: 674Q4

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## Ordering Process

The internal ordering process of each agency varies. Here is the general flow for SEWP orders:

- |                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                    |                                                                                                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>1 End User or Contracting Officer</b></p> <ol style="list-style-type: none"> <li>Determine best value through market research.</li> <li>Create Delivery Order citing NASA SEWP Contract # and Prime Contract Holder.</li> <li>Sends Order to NASA SEWP Bowl.</li> <li><i>Obtain ITARs or note exception to ITARs requirement.</i></li> </ol> | <p><b>2 NASA SEWP PMO</b></p> <ol style="list-style-type: none"> <li>Verifies Order.</li> <li>Forwards valid Orders to the appropriate Contract Holder.</li> </ol> | <p><b>3 SEWP Contract Holder</b></p> <ol style="list-style-type: none"> <li>Processes Order.</li> <li>Delivers equipment and services.</li> <li>Invoices Agency or Contractor.</li> </ol> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

All Delivery Orders and Modifications MUST be routed through SEWP and should not be sent directly to DSI Tech. All Delivery Orders are processed within one business day of receipt and electronically forwarded to DSI Tech by SEWP.

### Contact DSI Tech

**Customer Support & Quote Requests:**

571-707-3636, [FedSales@dsitech.com](mailto:FedSales@dsitech.com)

**SEWP Program Manager: Michael Cherry**

571-831-3379, [michael.cherry@dsitech.com](mailto:michael.cherry@dsitech.com)

**SEWP Deputy Program Manager: Vinant Prahlad**

571-707-3772, [vinant.prahlad@dsitech.com](mailto:vinant.prahlad@dsitech.com)

**DSITECH.COM**

### Contact NASA SEWP

**SEWP Website:**

[www.sewp.nasa.gov](http://www.sewp.nasa.gov)

**SEWP Orders:**

FAX 301-286-0317 • [sewporders@sewp.nasa.gov](mailto:sewporders@sewp.nasa.gov)

**SEWP Ordering Details:**

[www.sewp.nasa.gov/ordering.shtml](http://www.sewp.nasa.gov/ordering.shtml)

**SEWP Helpline:**

301-286-1478 • [help@sewp.nasa.gov](mailto:help@sewp.nasa.gov)

**SEWP Program Management Office**

**Hours of Operation:** Mon-Fri, 7:30AM - 6PM ET