

NASA SEWP VI ORDERING GUIDE

EMW, INC. | CATEGORY C | SMALL BUSINESS

Contract Information

CONTRACT HOLDER	EMW, Inc.
CONTRACT NUMBER	80TECH26D1446
CATEGORY	C – Mission-Based ITC/AV Service Solutions (Small Business)
CONTRACT TYPE	NASA SEWP VI, a multiple-award Government-Wide Acquisition Contract (GWAC)

Overview

The NASA Solutions for Enterprise-Wide Procurement (SEWP) program provides Information Technology, Communications, and Audio-Visual (ITC/AV) solutions and services to all Federal agencies and their approved contractors. SEWP VI is a multiple-award GWAC with three scope categories; EMW, Inc. holds a Category C (Mission-Based ITC/AV Service Solutions) contract in the Small Business lane.

Established in 1995, EMW, Inc. is a systems integration company headquartered in Fairfax, Virginia, providing Systems Engineering and Technical Assistance (SETA), Engineering and Installation (E&I), Operations and Maintenance (O&M), and Cyber Security services.

Fair Opportunity and Requests for Quotes (Contract Clause A.1.13)

Contractors will be provided a fair opportunity at the individual order level as appropriate per FAR Part 16.505(b), including the SEWP RFQ tools. No documentation for the order selection is required to be submitted with the order. All such documentation is to be maintained by the issuing procurement office.

The Contractor shall not market, quote, or otherwise offer for sale any IT solutions not listed under this contract until the said solutions are included in the SEWP database of record and available to all Government end-users. If the Government issues a Request for Information (RFI) as part of market research, the Contractor may provide items not yet listed on their SEWP contract as part of a market research quote if: (1) all such items are clearly marked as not yet available on their SEWP contract; and (2) the Contractor submits a technology refreshment request to add those products to their contract. If the Government issues a Request for Quote (RFQ) or a Market Research Request (MRR), the Contractor may only respond with items available on their contract, and the price of each item shall be no greater than the price in the Attachment F SEWP database of record at the time the quote is issued. If the Contractor has insufficient items on their contract to fully respond to the Formal RFQ, the Contractor must respond with a No Bid. Unless the RFQ specifically allows for partial quotes, the Contractor must respond fully to all requirements specified in the RFQ.

When submitting a quote to a Government end-user, the Contractor must clearly state the length of time the quote is valid. The Contractor shall honor any order submitted within the stated time period of a quote. When responding to an RFI or RFQ issued from the NASA SEWP RFQ online quoting system, the Contractor must respond as outlined in Attachment C: Contract Holder User Manual (CHUM).

Program Support Contacts

ROLE	NAME	TELEPHONE	EMAIL
Program Manager	Christopher Welch	(703) 273-5801 ext. 405	NASASEWP@emw.com
Deputy Program Manager	Elizabeth Glista	(703) 273-5801 ext. 202	NASASEWP@emw.com
Contracts Manager	Heather Stevens	(703) 273-5801 ext. 200	NASASEWP@emw.com

How to Obtain a Quote

Agencies request quotes through the NASA SEWP Quote Request Tool at www.sewp.nasa.gov, selecting Category C. For quote questions, contact Elizabeth Glista, Deputy Program Manager, at (703) 273-5801 ext. 202 or NASASEWP@emw.com.

Installation, Warranty, Technical Support, and Post-Delivery Issues

Installation, warranty, technical support, software support, and other post-delivery terms are stated in each EMW quote and the resulting delivery order. For any of these issues, contact Christopher Welch, Program Manager, at (703) 273-5801 ext. 405 or NASASEWP@emw.com.

Troubleshooting a Problematic Order

For order terms, modifications, pricing, or invoicing, contact Heather Stevens, Contracts Manager, at (703) 273-5801 ext. 200 or NASASEWP@emw.com. For escalation, contact Christopher Welch, Program Manager, at (703) 273-5801 ext. 405 or NASASEWP@emw.com.

Related Links

- NASA SEWP home page — www.sewp.nasa.gov
- EMW, Inc. home page — www.emw.com