



# SEWP V

## USER GUIDE

# Simplified, Streamlined Procurement



### ABOUT NASA SEWP V

The NASA Solutions for Enterprise-Wide Procurement (SEWP) V government-wide acquisition contract provides for information technology and communication, audio/visual product solutions, and related product services for all federal agencies.

### PRESIDIO FEDERAL NASA SEWP V CONTRACT INFORMATION:

**Contract Number:** NNG15SC45B | GROUP D

**Unique Entity ID:** SE9UPFTEVQ36

**DUNS:** 11-7598316

**CAGE Code:** 8NVQ0

**Period of Performance:** May 1, 2015 – April 30, 2025

**Authorized Buyers:** Government Wide

### SEWP ORDERING PROCESS

Procurement orders must be routed through the SEWP Program Management Office (PMO), instead of directly to the Contract Holder. All delivery orders are processed within the business day of receipt and electronically forwarded to the Contract Holder.

SEWP online RFI/RFQ tool is the recommended method to assist in this activity and to augment the required decision documentation. SEWP has an online, dynamic, constantly updated catalog. The SEWP RFI/RFQ tool will automatically include the Contract Holders within a selected Group or based on a suggested source.



### SEWP ORDERING PROCESS

STEP  
**1**

#### END USER OR CONTRACTING OFFICER

1. Determines best value through market research.
2. Creates delivery order citing SEWP contract number.
3. Sends order to SEWP PMO

STEP  
**2**

#### NASA SEWP PMO

1. Verifies order.
2. Forwards valid order to appropriate contract holder.

STEP  
**3**

#### PRESIDIO FEDERAL

Presidio Federal processes order, delivers equipment and services, and invoices agency or contractor.

### SEWP PMO

**NASA Goddard Space Flight Center**

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### PRESIDIO FEDERAL CONTACT

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