SEWP V ORDERING GUIDE

CAROLINA ADVANCED DIGITAL, INC.

Contract # NNG15SD67B * Group C – Small Business

Period of Performance: May 1, 2015 – January 31, 2027

Solutions for Enterprise-Wide Procurement (SEWP) is a multi-award Government-Wide Acquisition Contract (GWAC) vehicle focused on IT products and product-based services. The SEWP V contract has a base ordering period of 5 years, with one 5-year option, totaling $20,000,00 per contract holder. SEWP V is focused on depth & breadth of IT solutions that enables all Federal Government Agencies to purchase a wide range of advanced technology

Carolina Advanced Digital, Inc. was awarded SEWP V in Group C, Small Business.
Carolina Advanced Digital, Inc. leverages over more than 35 years in business to provide the depth & breadth of IT products, solutions and services that SEWP customers require. As an engineering focused reseller for many of the offered solutions, we can provide a higher level of assurance to SEWP V customers of great customer support.

Carolina Advanced Digital, Inc. is an SBA certified HUBZone and VA CVE Certified Service Disabled Veteran-owned Small Business.

CONTACT INFORMATION:

To obtain a quote for hardware, software, or services it is highly recommended that the SEWP Quote Request Tool (QRT) be utilized; https://sewp.nasa.gov/sewp5public/security/login.sa

If you have questions regarding a quote or order, or need technical support, please contact Carolina Advanced Digital, Inc. SEWP V Program Manager or Deputy Program Manager via the information below.

Carolina Advanced Digital, Inc.
PO Box 318
Siler City, NC 27344
www.cadinc.com

SEWP V Program Manager
Heather Evans
heather@cadinc.com
(919) 460-1313, ext. 308

SEWP V Deputy PM
Susan Jabbusch
susan@cadinc.com
(919) 460-1313, ext. 102

https://www.sewp.nasa.gov/sewp5public/contractholders#/detail/86

SEWP SUPPORT:

SEWP Helpline: 301.286.1478, Mon-Fri, 7:30AM - 6:00PM (EST) or email: help@sewp.nasa.gov
SEWP Live Chat: www.sewp.nasa.gov
SEWP Customer Support Center: http://support.sewp.nasa.gov

For more information and additional resources, please visit: www.sewp.nasa.gov

HOW TO ORDER UTILIZING SEWP V:

Request for Quote: The recommended method by the NASA SEWP Program Office for obtaining SEWP Quotes is the utilization of the SEWP Quote Request Tool available at the SEWP Website: www.sewp.nasa.gov

All Delivery Orders MUST be routed through the SEWP BOWL and should not be sent directly to Carolina Advanced Digital, Inc. Orders will be forwarded by the SEWP PMO.

Orders can be sent to SEWP in one of the following ways:

FAX:	Email:	Mail:
(301) 286-0317	sewporders@sewp.nasa.gov	SEWP Program Management Office (PMO) 10210 Greenbelt Road Suite #200 Lanham, MD 20706

Please include the following information when submitting orders:

1. Delivery Order Number (any valid Government DO is allowed) & Issue Date
2. SEWP Contract Holder's Name, Mailing Address & Phone Number
3. Quote from Contract Holder (for verification of order)
4. SEWP Contract Number
5. Issuing Office: Agency Name & Zip Code
6. Ship to Office: Agency Name & Mailing Address
7. Total Dollar Amount of Order
8. Contracting Officer's Signature, Phone #, and Date Delivery Order Signed
9. Line Items / Pricing
10. SEWP Fair Opportunity Form for orders over $5 Million
11. Agency-Specific Information, if applicable

A SEWP Tracking Number **(STN)** will be assigned after the order is submitted and processed by the SEWP PMO and then forwarded to Carolina Advanced Digital, Inc. as a Delivery Order for processing.

All Delivery Orders over $5 Million must include the SEWP Fair Opportunity Form found on the SEWP website at http://www.sewp.nasa.gov or equivalent information with the Delivery Order.

Fair Opportunity: All contractors on SEWP V will be provided Fair Opportunity at the individual order level as appropriate per FAR Part 16.505(b). 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. To assist in ordering and to bolster the required decision documentation, the use of the SEWP Quote Request Tool (QRT) is highly recommended. The SEWP Quote Request Tool (QRT) will automatically include the Contract Holders within a selected Group or based on a suggested source.

NOTE: Fair Opportunity to all Contract Holders within one or more SEWP Groups is required. There is no requirement to obtain 3 quotes as long as all Contract Holders within a Group were provided opportunity to provide a quote.

ORDERING APPROVAL AUTHORIZATION:

Authorized Support Service Contractors may purchase from the SEWP V Contract on behalf of the Government. For ordering approval to purchase from the SEWP V contract, the authorizing contracting officer should send a copy of the authorization letter to the SEWP Program Office containing all of the following information:

1. Authorizing Agency Name, Contracting Officer (CO/KO) Name, Mailing Address, Email Address, Phone/FAX number
2. Complete contractor corporate name, division, and address.
3. Contract number and period of performance
4. A statement that the contractor is authorized to purchase from SEWP contracts in support of the above contract.
5. The CO's/KO's signature and date signed.

The letter should be sent in advance of or with the first order via fax, e-mail at sewporders@sewp.nasa.gov or Ground Mail.

SEWP Program Management Office (PMO) 10210 Greenbelt Road Suite #200 Lanham, MD 20706	Phone: (301) 286-1478 Fax: (301) 286-0317

Approved support service contractors need to include the following paragraph: This order is placed under written authorization from_____dated_____. In the event of any inconsistency between the terms and conditions of this order the SEWP contracts, the contract shall prevail. (A.1.2. PROCEDURES FOR ORDERS).

Please note: Local and State Governments, and Federal Tribes are not authorized to issue orders against the SEWP V contract.

CONTRACT TERMS & CONDITIONS:

NASA SEWP Surcharge fee is .34% (NASA reserves the right to adjust the fee if required by the SEWP budget)
Credit Card Accepted: Yes Geographic Scope: Worldwide
FOB Point: Destination (except for extraordinary freight requirements listed in quote/order)
Delivery Time: Standard is 30 days;
Expedited is less than 30 days, mutually agreed upon at Quote;
Non-standard is other than 30 days, mutually agreed upon at Quote.
Payment Terms: NET 30
Partial Delivery: No, unless authorized on the Delivery Order or by the Contracting Officer prior to delivery. Minimum Order Limitation: $25 or less
Maximum Order Limitation: The Contractor is not obligated to honor—
(1) Any order for a single item in excess of $2 million;
(2) Any order for a combination of items in excess of $10 million;
A series of orders from the same ordering office within 30 days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above