

# We do IT so you don't have to

Ordering guide JANUARY 2026  
contract #NNG15SC18B and #NNG15SC40B



## About SEWP

The NASA Solutions for Enterprise-Wide Procurement (SEWP) Government-Wide Acquisition Contract (GWAC) provides the latest IT products and product-based services to federal agencies and their authorized contractors. These offerings include a wide range of advanced technology such as desktops and servers, network devices, storage and security systems, and software products. SEWP also supplies video conferencing equipment and other audio-visual products.

## Extensive capabilities

- ✓ Simple online quotes and product verification
- ✓ Flexibility to add new products and manufacturers within 24–48 hours
- ✓ Broad distribution channels, which leverage partnerships with the largest IT manufacturers, including Apple, Cisco, Dell Technologies, Hewlett Packard Enterprise and Hewlett Packard Inc., Microsoft and NetApp
- ✓ Competitive prices, easy ordering, proactive tracking, and a low surcharge (0.34%)
- ✓ In-scope professional services delivered through over 1,200 technical professionals

### Order submission guidance

**Note:** All orders should be accompanied by a coversheet containing contact information and the SEWP RFQ number.

**Fax:**  
301.286.0317

**Email:**  
[sewporders@sewp.nasa.gov](mailto:sewporders@sewp.nasa.gov)

### Government SEWP V Point of Contact

#### [SEWP Program Office](#)

Email: [help@sewp.nasa.gov](mailto:help@sewp.nasa.gov)  
Phone: 301.286.1478

### SEWP V program and web tool support questions

#### [SEWP helpline](#)

Email: [help@sewp.nasa.gov](mailto:help@sewp.nasa.gov)  
Phone: 301.286.1478

[SEWP customer support center](#)

# Exceeding your **SEWP V** needs

## Insight Public Sector SEWP V Point of Contacts

### Federal Sales Team

Email: DG-NA-IPSFederalSales@insight.com

Phone: 800.862.8758

### Melissa Turner

Program Manager

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### Lisa McSwain

Deputy Program Manager / Compliance Manager

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## About Insight Public Sector

For more than 30 years, Insight Public Sector has empowered public entities with hardware and software from the world's leading manufacturers and publishers in addition to providing advanced IT services and solutions. With deep expertise and end-to-end capabilities, Insight will help you manage today's priorities and prepare for tomorrow's needs.

Insight's goal in the public sector space is simple: to assist local, state, and federal government agencies, educational institutions, public safety entities, and nonprofit organizations in leveraging technology to deliver on their missions to the public as cost-effectively as possible.

# SEWP V General Information and Ordering Process

## General Information

The principal purpose of the SEWP V contract is to provide state-of-the-art information technology and computer technologies, high-end scientific and engineering processing capabilities, network equipment, and peripherals. These GWAC contracts are available for ordering by all NASA centers, all federal agencies, and their contractors. NASA's Goddard Space Flight Center, Greenbelt, Maryland, manages the SEWP V effort. The ordering period for the SEWP V IDIQ contract has been extended from May 01, 2015 - April 30, 2025 to May 01, 2015 - April 30, 2026.

## Ordering Process

1. SEWP delivery orders are to be routed to the NASA SEWP BOWL either via fax at 301.286.0317 or emailed to [sewporders@sewp.nasa.gov](mailto:sewporders@sewp.nasa.gov). Orders should not be forwarded directly to contract holders.
  - a. In accordance with their contracts, contractors may only accept delivery orders that have been routed through the NASA SEWP BOWL office and have been assigned a NASA SEWP tracking number (STN).
  - b. All orders should be accompanied by the SEWP fax cover sheet or a similar form with contact information provided and a SEWP RFQ number.
  - c. The processing time is typically less than 24 hours between receipt of a DO at the NASA SEWP BOWL and delivery of the order to the appropriate contractor. If an order cannot be processed due to incomplete or incorrect information, both the issuing CO and the contractor will be contacted by a member of the SEWP BOWL customer service staff.
  - d. When an order is processed, email confirmation may be sent to the issuing CO upon request. Inquiries concerning orders should be directed to the SEWP helpline: 301.286.1478.
2. The published SEWP V prices are the negotiated discounts off the contractor's list price and are the maximum prices the contractor can charge the government. Normally, these are priced on a single item basis.
  - a. COs are encouraged to get quotes, especially for large orders.
  - b. Contractors are allowed to charge less either on a per-order basis or for a limited-time basis.

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Information about SEWP can be found at <http://www.sewp.nasa.gov>.

# Insight Public Sector SEWP V Contract Terms and Conditions

<b>Contract number</b>	NNG15SC18B (Group A) and NNG15SC40B (Group D)
<b>Contract period</b>	5/1/2015 - 04/30/2026
<b>Who can order</b>	All federal agencies and authorized government support service contractors
<b>Products</b>	Information and Communications Technology (ICT) and Audio Visual (AV) products, including hardware; software; maintenance; warranty; product based engineering, installation and implementation services; and product training
<b>Trade Agreement Act (TAA)</b>	Does not apply to orders under \$193,000. All items are added to contract with the TAA status. Whether a TAA-compliant product is required is left to the discretion of the ordering contracting officer.
<b>Business size</b>	Large
<b>Credit card accepted</b>	Yes
<b>Geographic scope</b>	48 contiguous states, D.C., Alaska, Hawaii, U.S. Territories and commonwealths, and overseas U.S. government installations
<b>FOB point</b>	Destination
<b>Standard delivery time</b>	Shipping within 30 days ARO; negotiable at the delivery order level, unless noted on quote
<b>Item fees</b>	0.34% embedded in line item cost
<b>Payment terms</b>	Net 30 days
<b>Maximum order</b>	None
<b>Minimum order</b>	None
<b>Partial shipments</b>	Must be approved by the ordering contracting officer
<b>Open market line items</b>	None
<b>Warranty</b>	Standard commercial warranties apply. Extended warranties may be available.
<b>Acceptance date</b>	Acceptance is upon receipt. The government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The government may require repair or replacement of nonconforming supplies or re-performance of nonconforming services at no increase in contract price. The government must exercise its post-acceptance rights (1) within a reasonable time after the defect was discovered (usually considered to be 30 days); and (2) before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.
<b>Product returns</b>	In accordance with FAR Part 52.212-4, the government may require repair or replacement of nonconforming supplies or re-performance of nonconforming services at no increase in contract price. The government must exercise its post-acceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the items, unless the change is due to the defect in the item.
<b>Cage code</b>	3DLL3
<b>DUNS number</b>	FLZ4SYA9U2D1
<b>Tax ID number</b>	36-3949000