



**SEWP V ORDERING GUIDE for
NASA's Solutions for Enterprise-Wide Procurement (SEWP V)**

Contract No. NNG15SC17B
Category A - Computer Systems/Serves - NAICS 334111
Group A - Computer Based Systems (Full and Open Competition)

Small Business
Veteran Owned Small Business

Merlin International, Inc.
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Tysons, VA 22182
Phone: 703-752-2928
insidesales@merlin-intl.com

About SEWP

The NASA Solutions for Enterprise-Wide Procurement (SEWP) is a multi-award Government-Wide Acquisition Contract (GWAC) vehicle focused on IT products and product based services. SEWP provides the latest in Information Technology (IT) products for all Federal Agencies, including: tablets, desktops and servers; IT peripherals; network equipment; storage systems; security tools; software products; cloud based services; video conferencing systems and other IT and Audio-Visual products. Product based services such as installation, training, maintenance and warranty are also available through SEWP. As an OMB authorized GWAC, the SEWP contracts can be utilized by all Federal Agencies. For more information, please visit the NASA SEWP website at <http://www.sewp.nasa.gov/>

SEWP V adheres to Far 16.5059(b) Fair Opportunity Clause which provides that each contractor shall be given fair opportunity to be considered for each order exceeding \$3,000 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. The SEWP online RFI/RFQ tool is the recommended method to assist in this activity and to augment the required decision documentation. The SEWP RFI/RFQ tool will automatically include the Contract Holders within a selected Group or based on a suggested source.

About Merlin International

Merlin is a SEWP V prime contract holder in Group A. A Veteran-owned business, Merlin provides comprehensive information technology solutions to the US Federal Government and is widely regarded as one of the foremost experts in Cyber Security offerings. Supporting clients across Defense, Civilian, and Healthcare agencies, we deliver customized technology systems and operational support services that address complex challenges in networking, communications, applications, and data systems across federal enterprises. Our portfolio of solutions includes:

- Cyber Security
- Network Performance Management
- Data Center and Storage
- Enterprise Applications

We work closely with each client to ensure the best technologies are selected to achieve optimal outcomes. We employ ISO 9001, PMI, CMMI, and ITIL best operations. The results are clear: improved productivity, lower costs and enhanced capabilities.

Placing an Order

Follow the steps below to place an order:

1. Generate an RFQ using SEWP's Quote Request Tool.
2. Merlin will provide a quote for the desired products and/or services. The quote in response to the RFQ will serve as product/service availability and pricing assurance.
3. After receipt of an RFQ response via the NASA SEWP on-line RFQ tool, Place the quote sheet and all contract line item numbers (CLINs) and credits with your order. Please be sure to include the following information with your order:
 - Delivery Order Number (any valid Government DO is allowed)
 - Quote from a SEWP Contract Holder verifying the viability of the order
 - Date Delivery Order Issued
 - SEWP Contract Number
 - SEWP Contract Holder's mailing address and phone number
 - Issuing Office: Agency Name and Mailing Address
 - Ship to Office: Agency Name and Mailing Address
 - Total dollar amount of order
 - Contracting Officer's Signature
 - Contracting Officer's Phone Number
 - Date Delivery Order Signed
 - Line Items/Pricing

NOTE: If the above information does not appear on the delivery order, processing may be delayed.

4. NASA requires a surcharge for SEWP orders that is bid to you on your quote sheet. The surcharge amount is 0.39% of the total order.
5. Fax or email the order to the NASA SEWP BOWL; fax to (301)286-0317 or email to sewporders@sewp.nasa.gov. Upon receipt of the order, NASA is able to record the order and assign a tracking number.

OR



Send orders and completed forms to:

SEWP Program Management Office (PMO)

10210 Greenbelt Road

Suite #200

Lanham, MD 20706

Phone: 301-286-1478

Fax: 301-286-0317

Note: It is preferred that orders be accompanied by the SEWP Fax Cover Sheet (PDF).

6. Additional information about Merlin may be required when placing an order:

CONTRACTOR:

Merlin International, Inc.

CONTRACT NUMBER:

Group A Small: NNG15SC17B

CONTRACT ISSUE DATE:

November 1, 2014

CONTRACT EXPIRATION:

October 31, 2019 (with a one 5-year option period)

DUNS#:

073521101

TIN#:

841424371

CAGE CODE:

1XAZ0



For additional assistance with placing orders, contact Merlin at 703-752-2928, or the NASA SEWP Help Line at 301-286-1478.

Customer Support

For assistance with any issue involving a SEWP order, including product delivery, installation, maintenance, or warranty claims, please contact Merlin directly at 703-752-2928 or email us at insidesales@merlin-intl.com.

Contact Information

SEWP V Website

www.sewp.nasa.gov/sewpv/

Contact SEWP Helpline

help@sewp.nasa.gov

Phone: 301-286-1478

Contact Merlin General Ordering Inquiries

insidesales@merlin-intl.com

Merlin SEWP Program Manager

Arietta Stevens

Phone: 703-752-9954

astevens@merlin-intl.com

Merlin SEWP Senior Account Manager

Joni Kocet

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kocet@merlin-intl.com