



# NTG SEWP V Ordering Guide

NTG SEWP Contract: NNG15SC43B



## SEWP V

[www.sewp.nasa.gov](http://www.sewp.nasa.gov)

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## I. General Information

NTG General Information	
Legal Company Name	Northern Technologies Group, Inc.
DBA	NTG
Contractor Status	EDWOSB / 8m
Federal ID	01-0678620
DUNS	877805718
CAGE Code	5FH93
Physical Address	14413 N. Nebraska Ave., Tampa, FL 33613
Remittals Address	14413 N Nebraska Ave, Tampa, FL 33613
Small Business NAICS Code	541519
NTG SEWP Program Manager	Dr. Sean Kenney <a href="mailto:sean.kenney@ntgit.com">sean.kenney@ntgit.com</a>
NTG SEWP Deputy Program Manager	Jeff Wilder Jeff.wilder@ntgit.com
Office Phone	1 (855) GO NTGIT (466-8448)
Fax	1 (813) 902-7491
SEWP V Contract #	NNG15SC43B
SEWP V Contract Duration	5 Year Base + 5 Year Option
SEWP V Fee	0.36%

SEWP Program Management Office		
Help	<a href="mailto:help@sewp.nasa.gov">help@sewp.nasa.gov</a>	SEWP Email customer assistance
Customer Support Center	<a href="http://support.sewp.nasa.gov">http://support.sewp.nasa.gov</a>	SEWP's 24/7, self-service customer resource
E-mail Orders/ Order Issues	<a href="mailto:sewporders@sewp.nasa.gov">sewporders@sewp.nasa.gov</a>	Used for the initial submission /order related updates.
Helpline	1-301-286-1478	Mon - Fri, 7:30 am - 6:00 pm (EST)
Live Chat	<a href="http://www.sewp.nasa.gov">www.sewp.nasa.gov</a> 	Mon - Fri, 7:30 am - 6:00 pm (EST)
Fax	1-301-286-0317	
Address	10210 Greenbelt Rd, Suite 270	Greenbelt, MD 20706

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## II. About NTG

NTG is a world class **IT consulting and engineering organization**, specializing in "state of the art" and technologically innovative approaches to optimizing IT Infrastructures resulting in dramatic cost savings, significantly improved operational performance, efficiency and enhanced business value. As a full service Information Technology (IT) Value Added Reseller (VAR), NTG has the experience and resources to support your agencies IT acquisition requirements.

NTG provides Data Center Virtualization and Cloud Computing, Network Infrastructure, Unified Communications, and Department of Defense Tactical network deployment and support. We recognize intellectual talent and practical experience as our core competencies, and essential to our customers' success. NTG fields a wide variety of talents with our principal consultants holding the highest level professional certifications and we have established strategic partnerships with industry leaders in enterprise data center, communications, and collaboration.

## III. SEWP V Contract Overview

The principal purpose of the **Solutions for Enterprise Wide Procurement (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 Government-Wide Acquisition Contracts are available for ordering by all NASA centers, all federal agencies and their authorized contractors. NASA's Goddard Space Flight Center, Greenbelt, Maryland procures and manages the SEWP V effort. This is a firm-fixed-price, indefinite-delivery/indefinite-quantity \$20 billion contract with a period from May 1 to April 31, 2020, and one five-year option to extend the period of performance through April 30, 2025.

In support of managing this program, the NASA SEWP Program Management Office (SEWP PMO) charges a small administration handling fee which is applied to all contract orders and the fee is calculated at 0.34% of the order amount. The administrative fee will not be shown as a separate charge – the charge is built into the item pricing. As agreed upon by the SEWP PMO, NTG will collect the fee and pay it to the SEWP PMO on a quarterly basis.

Under normal circumstances, the time between the receipt of a Delivery Order (DO) at the NASA SEWP PMO and submittal of the order to NTG is less than 1 business day. To view the NASA SEWP V Terms/Conditions and complete ordering instructions at the NASA SEWP web site at <http://www.sewp.nasa.gov>

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## IV. SEWP V Scope

### Scope of Product

Agencies may utilize the SEWP contract to purchase commercially available ITC (Information Technology and Communication), Audio-Visual Product Solutions, and related Services at firm fixed prices.

### Scope of Services

The SEWP V contract is a vehicle for purchase integration and analyst services using the Service CLINs on the contract provided that the services are firm fixed price and directly support the installation, site planning, and the initial implementation of equipment and/or product purchased. For site planning services, the delivery order for those services must include a clear Statement of Work (SOW), describing the technology requirements to be acquired based on the site planning. This labor cannot be purchased separately from the related product purchase.

### Scope of Labor

Labor services (excluding site planning, installation and initial implementation) may be purchased using the Service CLINs on the contract provided that all such services are firm fixed price and directly support the associated equipment purchased on that delivery and provided that these additional services do not exceed 10% of the price of the associated equipment/products. This labor cannot be purchased separately from the related product purchase.

If you have questions about scope for either product or services we encourage you to send an email to [sewp@ntgit.com](mailto:sewp@ntgit.com) and inquire if the item(s) in question is within scope prior to submitting an RFQ or RFI.

## V. NTG's SEWP V Ordering Guidelines

All orders **must be routed directly** to the NASA SEWP PMO using one of the following methods. Orders should **not** be sent to the NTG. The SEWP catalog is updated daily with new innovative products and pricing. SEWP customers should visit the NASA SEWP catalog and Quote Request Tool at: [www.sewp.nasa.gov](http://www.sewp.nasa.gov).

Submission of a SEWP order;

- SEWP V RFI/RFQ tool at URL: [http://www.sewp.nasa.gov/web\\_tools.shtml](http://www.sewp.nasa.gov/web_tools.shtml)
- OR E-Mail PDF or Image Files to: [sewporders@sewp.nasa.gov](mailto:sewporders@sewp.nasa.gov)
- OR FAX orders and completed forms to: (301 ) 286-0317

Terms and Conditions:

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The issuing Contracting Officer (CO) has the ability to negotiate additional terms and conditions for a specific order. The contract shall prevail in the event of conflict with any order.

**Delivery Time:**

Delivery time will vary based on the complexity, size and scope of the order. Quotes placed should include the required/expected delivery timeline. If a quote is submitted without a delivery time noted, the assumed delivery time will be a maximum of 30 days.

**Order Issues/Support:**

The NTG SEWP Customer Support Team is available from 8:00am to 5:00pm Monday - Friday to address any questions or issues with your SEWP order. Please have either the RFQ number, order number, or NTG quote number available for verification purposes. The NTG SEWP Customer Support Team can be reached via email at [sewp@ntgit.com](mailto:sewp@ntgit.com) or by phone at 813-885-7500 and look forward to assisting you.

SEWP PMO helpline offers assistance at 301-286-1478

Monday - Friday 7:30 am - 6:00 pm EST

Or: <http://www.sewp.nasa.gov>

To find out more, visit our NTG Website at: <http://www.ntgit.com>

Or contact the NTG SEWP Program Management Team with any questions or inquiries concerning the NASA SEWP V Contract.

NTG PMO office: 813-885-7500

NTG Toll free phone number: 1-800-GONTGIT (466-8448)

Monday - Friday 8:00 am.to 5:00 pm (EST)

NTG SEWP V PMO email address: [SEWP@NTGIT.com](mailto:SEWP@NTGIT.com)