



WESTWIND

Solutions for Enterprise-Wide Procurements Contract NNG15SD04B



SEWP contracts focus on Information Technology products: servers, peripherals, software, supporting equipment and associated training, installation and implementation solutions.

Why Westwind?

Founded in 1992, Westwind Computer Products, Inc. provides comprehensive, integrated IT solutions to Federal Government agencies throughout the US and overseas.

With a variety of contract vehicles and Small Business (SB) certifications, including Minority, Woman-Owned, and HUBZone designations, Westwind supports your mission by helping you make effective procurement decisions.

Experience. With more than 25 years serving the Federal Government, the Westwind team is adept at navigating the procurement process and delivering effective results.

Expertise. Our solution engineers hold certifications from many of the industry's leading technology manufacturers and service providers.

Excellence. Westwind partners with major distributors to provide our customers with the best products and the most reliable services.

Your Mission Is Our Mission. Having worked with federal agencies for decades, we're well-suited to help you accomplish your goals.

We Work Regardless of Scale. We start with your requirements and then our engineers work through the options to create a cost-effective solution.

We Understand Your Budget. We help you make smart procurement decisions that meet your goals while working within your budgetary constraints

We Know the Protocols. We're familiar with the security and tracking requirements involved in the logistics and delivery of sensitive equipment to restricted facilities. Westwind can:

- Physically and electronically segregate sensitive equipment during storage and shipping to prevent tampering.
- Configure packaging to accommodate special circumstances or requirements.
- Track equipment via RFID to provide visibility throughout the delivery cycle.
- Validate equipment authenticity to keep the supply chain free of grey market and/or refurbished items.



SBA Certifications



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Ordering Information

The SEWP contracts are open to NASA civil employees, NASA contractors, federal agencies and federal agency contractors. The contracts are managed and administered by NASA’s Goddard Space Flight Center (GSFC) at the NASA SEWP Program Management Office (PMO).

The SEWP fee for all orders is 0.36%. This fee is included the price of all quoted products and is not separately listed. The SEWP PMO maintains a Quote Request Tool that allows customers to initiate Requests for Quote (RFQs) to initiate orders. The Quote Request Tool is accessible through the SEWP website.

Ordering Process

The process and accompanying forms for purchase requests (PR’s) and delivery order (DO’s) that are issued against a SEWP contract is defined by the issuing agency and not the NASA SEWP PMO. Typically an end-user determines a requirement and generates a PR. The PR along with any necessary funding information is sent to that Agency’s procurement office which results in the issuance of a DO. Any valid Federal Agency DO form and the associated delivery order number may be used. The NASA SEWP PMO does not issue DO’s - these must be issued through the issuing Agency’s procurement office. The SEWP PMO reviews, processes and tracks issued DO’s and forwards them to the Contract Holder(s).

It is the Issuing Agency’s Contracting Officers’ (COs/KOs) responsibility to be aware of any agency-specific policies regarding issuing orders via an existing contract vehicle and Government Wide Acquisition Contracts.

Regardless of Agency-specific Ordering processes, the general flow for SEWP orders is:

End-User or Contracting Officer (CO)	NASA SEWP PMO	SEWP Contract Holder
<ul style="list-style-type: none"> • Determines best value through market research • Creates delivery order citing NASA SEWP contract # and prime contract holder • Sends order to sewporders@sewp.nasa.gov • Obtains ITARs or note exception to ITARs requirement 	<ul style="list-style-type: none"> • Verifies Order • Forwards valid orders to the appropriate contract holder 	<ul style="list-style-type: none"> • Processes order • Delivers equipment and services • Invoice agency or contractor

If modifications are made to any order, these modifications must also route through the SEWP Program Management Office (PMO).

Delivery orders are required to contain the following information for processing. If the below information does not appear on the delivery order, the order may not be processed or processing may be delayed.

- 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

If you have an order issue, you can call or email the Helpline: (301) 286-1478 help@sewp.nasa.gov