



# M2 Technology



## M2 TECHNOLOGY SEWP V ORDERING GUIDE

Contract No. NNGI5SC81B, Group C

### **M2 TECHNOLOGY, INC**

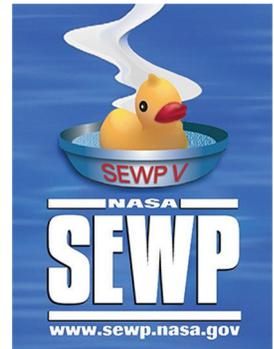
M2 Technology (M2) is an Information Technology (IT) provider specializing in enterprise solutions that range from the Data Center to Client Computing for the Department of Defense (DoD) and the Federal Government. The knowledge and experience of our team provides M2 with a balanced perspective from the customer's view, as well as an understanding of the intricacies of the supply chain. Our engineering department is trained and certified across the technology grid and skilled in designing the right solutions to meet complex and mission critical requirements. Leveraging our account teams, we utilize a consultative engagement model while applying "best practice" principles. The result is an architecturally sound and price conscious decision that complies with the appropriate standards and meets the business needs and mission of the agency.

M2 Technology offers a trusted and secure supply chain to all of our Federal customers. Our strength is delivering price conscience Commercial-Off-The-Shelf (COTS) technology. Our objective is to help our customers enhance mission effectiveness, take advantage of substantially discounted pricing, facilitate agency efforts to standardize technology, simplify the procurement process and reduce acquisition and lead times to deliver speed to capability.

M2 is a Small Disadvantaged Business (SDB) and Veteran-Owned company delivering IT Solutions with a Human Connection. We provide system design and architecture support, order & delivery management, implementation services, systems integration, installation of computer network equipment, and technical support.

## SEWP V GENERAL OVERVIEW

The NASA SEWP (Solutions for Enterprise-Wide Procurement) GWAC (Government-Wide Acquisition Contract) provides the latest in Information and Communications Technology (ICT) and Audio-Visual (AV) products and services for all Federal Agencies and their approved contractors. The statutory authority allowing usage of the SEWP contracts by the entire Federal Government is NASA's designation as an Executive Agent by OMB based on the Information Technology Management Reform Act (ITMRA) of 1996, now the Clinger-Cohen Act.



SEWP V contracts are firm fixed price contracts that offer a wide variety of IT products and product-based services, including:

- Desktop Computers and Laptops
- High performance servers and data-base servers
- Mass storage and network devices
- Advanced video and visualization solutions
- Audio-Visual systems
- Security systems and tools
- Computer support devices
- Telecommunications
- Sensors
- Health IT
- Cost per Copy Multi-Functional Printers
- Warranty and Maintenance
- Implementation and Installation
- Product-based Training
- Product-based Engineering Services
- And many more products and services

**Millions of contract line items (CLINs) from thousands of manufacturers and service providers are available through the SEWP Contract Holders.**

For more information about SEWP V Visit: [www.sewp.nasa.gov](http://www.sewp.nasa.gov)

## SEWP V CONTRACT INFORMATION

SEWP is divided into five contract Groups: Groups A, B(1), B(2), C and D were awarded through a competitive process. Group A was a full and open competition and consists primarily of large and small OEM's/manufacturers. Groups B, C, and D consists primarily of Value-Added Resellers. Group B(1) was a small business set-aside competition for HUBZone businesses. Group B(2) was a small business set-aside for Service Disabled Veteran Owned Small Businesses (SDVOSB). Group C was a small business set-aside for Small Businesses. Group D was a full and open competition and consists of both small and large businesses.

Note that each competed group has the same scope which provides overlap among all contracts and groups.

*Per Fair Opportunity as required by FAR Part 16*, all Contract Holders within any one individual group must be considered (the SEWP on-line Quote Request Tool automatically provide the Fair Opportunity groupings when selecting Contract Holders). It is recommended to post requirements to multiple groups for maximum competition.

**Contract Effective Dates:** All SEWP V Contracts have an effective ordering period of May 1, 2015 through April 30, 2026. The base contracts were awarded for 5 years with one 5-year option for a total of 10 years. NASA issued two six-month contract extensions while evaluations conclude on SEWP VI. Each contract has a \$20 Billion contract limit.

**Contract Ceiling Limit:** The current available ceiling for any given contract is a minimum of \$18,700,958,395.58.

## Fair Opportunity When Using SEWP Contracts

SEWP V as a GWAC with over 140 pre-competed Prime Contract Holders both manufacturers and resellers of IT equipment, including more than 100 small businesses like M2 Technology. The contracts were awarded in 5 contract Groups - 2 full and open and 3 set-aside competitions. Since all awards were multi-award contracts, Fair Opportunity (refer to FAR 16.505(b)) must be given to all contractors in one or more Groups or set-asides.

The SEWP website provides the only SEWP recommended tools for manufacturer searches Market Research Tool and for Request for Information/Request for Quotes (RFI/RFQ) (Quote Request Tool). These tools are available to assist customers with buying decisions and as one means to provide documentation for any needed selection criteria. The following steps may assist customers in determining which contract best fulfills their requirements:

1. Market Research: According to Federal Acquisition Regulations, (FAR) Part 10, appropriate market research based on the size and complexity of the acquisition is required. The Online Market Research Tool and Quote Request Tool SEWP tools assist in this market research process.
2. Fair Opportunity: FAR 16.505(b) (1) provides that each contractor shall be given fair opportunity to be considered for each order exceeding \$10,000 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. Using the SEWP online Quote Request Tool is the recommended method to assist in this activity and to augment the required decision documentation. The SEWP QRT tool 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 or set-asides is required. There is no requirement to obtain 3 quotes as long as all Contract Holders within a Group or set-aside were provided opportunity to provide a quote.*

3. Best Value: Once market research is completed, the end-user's needs, technical requirements, Contract Holder program performance, price, Agency policy and other factors related to the exercise of sound business judgment should be considered in making a best value determination.

## Get A Quote

To request a quote directly, contact the M2 Contract Program Manager (PM), [sarah.chekroun@m2ti.com](mailto:sarah.chekroun@m2ti.com) or the M2 Sales Representative in your region.

The preferred method provided, and therefore recommended, by the NASA SEWP Program Office for obtaining SEWP Quotes is the utilization of the SEWP Quote Request Tool available at the SEWP Website. Use of this tool assists in providing and documenting Fair Opportunity and verifying and assuring items quoted are on contract and properly priced.

Please contact the SEWP Program Office at [help@sewp.nasa.gov](mailto:help@sewp.nasa.gov), or (301) 286-1478.

The helpline is open Monday - Friday 7:30 am to 6:00pm EST.

## SEWP V Ordering Guidelines and Catalog

M2 Technology is a part of Group C – Small Business. You must include Group C in the request in order for us to submit a quote. All contract holders of Group C will be given a fair opportunity. FAR 16.505(b) (1) 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. Using the SEWP online Quote Request Tool (QRT) is the recommended method to assist in this activity and to augment the required decision documentation. The SEWP QRT tool will automatically include the Contract Holders within a selected Group or based on a suggested source.

<http://www.sewp.nasa.gov/fairopportunity.shtml>

All Delivery Orders must be routed through the SEWP Program Office (PMO) and should not be sent directly to M2 or any other contract holder. Once received from the customer, SEWP will log the order and check that the order total matches the verification file from the quote. SEWP orders can be placed via email or fax:

- Email a .pdf or image file to [sewporders@sewp.nasa.gov](mailto:sewporders@sewp.nasa.gov)
- Fax orders and completed forms to (301) 286-0317

SEWP will process your order and assign a SEWP Tracking Number (STN). SEWP will then send the order to the Contract Holder for processing. 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
- SEWP Fair Opportunity Form for orders over \$5 Million
- 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

### Send in your Delivery Order with any attachments:

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

Fax :: (301) 286-0317

Mail :: SEWP Program Management Office (PMO)

10210 Greenbelt Road, Ste# 200

Lanham, MD 20706

## Policies and Procedures

The following policy and procedural information reflect the terms and conditions of M2's contract with SEWP.

**INSTALLATION:** The Government may order computer systems, software, components and other equipment with no installation. However, the contractor shall offer installation of all system hardware, system software, and cabling. This does not need to include attachment to a network or configuration of network parameters.

**WARRANTY:** The Contractor shall provide an extended warranty, which can be purchased and begin at any time during the standard commercial warranty period up to and including the end of the commercial warranty period. Extended warranty packages may be invoiced and paid at the start of the warranty period. This extended warranty shall provide coverage based on the standard commercial warranty.

At the Government's discretion, the Government may order, at any time during a warranty period, monthly maintenance at a Discounted Monthly Extended Warranty amount in lieu of the extended warranty.

**SOFTWARE MAINTENANCE / PRODUCT EXTENDED WARRANTY AS A PRODUCT:** Product and software maintenance, warranty and licensing shall be treated as a commercial product unless such product is priced on a usage basis; e.g. maintenance on a printer based on usage must be invoiced monthly. Software maintenance as a product includes the publishing of bug/defect fixes via patches and updates/upgrades in function and technology to maintain the operability and usability of the software product. It may also include other no charge support that is included in the purchase price of the product in the commercial marketplace. No charge support includes items such as user blogs, discussion forums, on-line help libraries and Frequently Asked Questions (FAQ), hosted chat rooms, and limited telephone, email and/or web-based general technical support for users selfdiagnostics.

Software maintenance as a product does NOT include the creation, design, implementation, integration, etc. of a software package. These examples are considered software maintenance as a service and are to be billed monthly.

**CERTIFICATE OF MAINTAINABILITY:** A "Certificate of Maintainability" is not required for equipment acquired and maintained under this contract unless it is specifically requested by the issuing Contracting Officer. If it is requested, the Contractor shall issue the certification within twenty calendar days of the request.

**For questions about warranty, extended warranty, technical support, software support, and other post-delivery issues, please contact the M2 PM, [sarah.chekroun@m2ti.com](mailto:sarah.chekroun@m2ti.com) or the M2 Sales Representative listed on the quote/order.**

## Support

For Technical Support, Troubleshooting or Post Delivery Questions, please contact the M2 PM or the M2 Representative for your order.

**Carl Hare** - East  
304.712.0812  
carl.hare@m2ti.com

**Kristen Lewis** - South Central  
281.851.6686  
kristen.lewis@m2ti.com

**Joe Fisher** - West  
757.784.6511  
joe.fisher@m2ti.com

**Erika Morales** - North Central  
805.223.4199  
erika.morales@m2ti.com

## SEWP V Contacts:

**SEWP V Website:**  
[www.sewp.nasa.gov](http://www.sewp.nasa.gov)

**SEWP V Delivery Orders (DO's):**  
[sewporders@sewp.nasa.gov](mailto:sewporders@sewp.nasa.gov)

**M2 Technology:**  
21702 Hardy Oak, Ste 100  
San Antonio, Texas 78258  
210.566.3773  
[www.m2ti.com](http://www.m2ti.com)

**M2 Technology Program Management & Procurement:**  
Sarah Chekroun  
[sarah.chekroun@m2ti.com](mailto:sarah.chekroun@m2ti.com)  
843.991.7147