


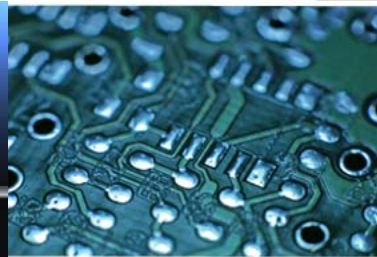
*TKC* Integration  
Services, LLC

## SEWP USERS GUIDE:

Your SEWP Guide  
to Easier Procurement Process



**TKC Integration Services**  
13873 Park Center Road  
Suite 400N  
Herndon, Virginia 20171



SEWP Contract Number:	NNG07DA19B
D&B#	141089040
CAGE CODE#	3NBK4
Contract Duration:	5/1/07-4/30/14

## ABOUT US

TKC Integration Services, LLC ("TKCIS") is a small, disadvantaged Alaska Native Corporation. TKCIS has 140+ employees, and has won over 100 federal government contracts. TKCIS is a subsidiary of NANA Development Corporation.

TKCIS partners with hardware manufacturers, software developers, professional consultants, security and system integration companies to deliver a wide spectrum of technology solutions needed by the federal government.

TKCIS works closely with government executives, program managers and contracting officers to understand, identify, offer and deliver solutions to satisfy their information technology needs in a timely manner.

TKCIS' clients benefit from the experience of our management team and the expertise of our program managers. Our dedication to superior results and customer service is the hallmark of our company.



## SEWP IV Ordering Overview

The SEWP (Solutions for Enterprise-Wide Procurement) IV contracts are open to all federal agencies (DOD and Civilian) and approved federal agency contractors. The contracts are managed and administered at NASA Goddard Space Flight Center by the NASA SEWP Program Office, referred to as the SEWP BOWL (Business Operations and Workstation Laboratory).

SEWP IV contracts focus on Information Technology products: servers, peripherals, network and security infrastructure, wireless and wire LANs, VoIP, supporting equipment and associated training, installation and implementation solutions.





**TKCIS VICE PRESIDENT**

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## ORDERING PROCESS

An end-user determines a requirement and presents a purchase request (PR). The PR along with any necessary funding information is sent to the Agency's procurement office. The NASA SEWP BOWL does not issue DOs—these must be issued through the issuing Agency's procurement office. The SEWP BOWL reviews, processes, and tracks issued DOs and forwards the DO to the Contract Holder.

### HOW THE SEWP ORDER PROCESS WORKS:

- I. End User and/or Contracting Officer
  1. Determines best value through market research
  2. Provides fair opportunity
  3. Creates Delivery Order—Cite NASA SEWP Contract #NNG07DA19B and TKC Integration Services
  4. Sends the Order to NASA SEWP BOWL
- II. NASA SEWP BOWL
  1. Verifies order
  2. Forwards valid order to TKC Integration Services
- III. TKC Integration Services
  1. Processes order
  2. Delivers equipment and services

### SURCHARGE

The SEWP surcharge for all orders is a base of 0.5% with a maximum fee of \$10,000 as noted below:

<u>Order Amount Fee</u>	<u>Percentage</u>
\$0—\$1,999,999	0.5%
\$2,000,000 on up	\$10,000

## ORDER DETAILS

Name and phone number of end-user representative or Contracting Officer's Technical Representative (COTR), including e-mail address.

- End user identification (name, phone, address)
- Contract line item number (CLIN) of each desired product or service
- Description of CLIN
- Required number of units
- Unit and extended price
- Copy and original quote

### SEWP BOWL ADDRESS

All Delivery Orders MUST be routed through the SEWP BOWL and may not be sent directly to the Contract Holder. All delivery orders are processed within the business day of receipt and electronically forwarded to the Contract Holder by the SEWP BOWL.

**FAX orders:** 301-286-0317

**Or E-Mail PDF or Image Files to:**  
[sewporders@sewp.nasa.gov](mailto:sewporders@sewp.nasa.gov)

**Or Send Orders to:**  
SEWP Program Office (BOWL)  
NASA Goddard Space Flight  
Center  
Mail Stop 720.4  
Greenbelt, MD 20771  
Fax: (301) 286-0317  
Phone: (301) 286-1478

