

SEWP VI Order Guide

- **Category A Contract - 80TECH26D0503**
- **Category B Contract - 80TECH26D0150**
- **PoP: 11/1/26 – 10/31/36**

SEWP Overview



The NASA SEWP (Solutions for Enterprise-Wide Procurement) VI GWAC (Government-Wide Acquisition Contract) provides the latest Information Technology, Communication, and Audio-Visual (ITC/AV) solutions and services for all Federal Agencies and their approved

contractors. Created in 1993, SEWP I was the Government-Wide Acquisition Contract (GWAC) in the federal acquisition space. Originally, the contract vehicle provided only technology products for NASA and all other agencies. SEWP has continually evolved over the past 30 years, expanding its scope to meet the requests of its customers. The SEWP vehicle represents acquisition innovation within the Federal Government. The program is self-funded through usage fees (0.34%) and provides all Federal agencies with acquisition support - more than 50,000 orders a year.

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 Contracting Officer (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 Quote Request Tool (QRT) will automatically include the Contract Holders (CH) within a selected Group or based on a suggested source.

What's in scope for SEWP VI?

SEWP is designed to provide a broad suite of Information Technology, Communication and Audio Visual (ITC / AV) solutions and services. Technology is ever evolving and for that reason SEWP's processes enable our Contract Holders to add new commercial technology and IT services to their contract daily, as requested by our customers. SEWP is composed of three (3) scope categories detailed below. If you would like SEWP to determine if your requirement is within scope of the SEWP VI contract, please send an overview and/or bill of materials (BOM) to help@sewp.nasa.gov and we will quickly review and provide feedback. The SEWP Contracts are awarded by scope category.

SEWP VI PROGRAM SUPPORT / ORDER / POST DELIVERY ISSUES CONTACTS:

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HOW TO CONTACT NASA SEWP:

- **SEWP PMO Hours:**
Mon-Fri, 7:30 AM – 6 PM (ET)
- **Email:**
help@sewp.nasa.gov
- **Customer Help Desk:**
(301) 286-1478
- **Website:**
www.sewp.nasa.gov

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Category A	Category B	Category C*
Is focused on the full range of ITC/AV Solutions such as hardware and software products, including cloud-based solutions, installation, integration, testing, training, maintenance, and other product-based services.	Is focused on Enterprise-wide Strategic Solutions that improve and enhance the Agency's ITC/AV infrastructure through methodologies such as cloud services; managed services such as computer or printer services; and shared services such as Agency-wide help desk ticketing systems.	Is focused on ITC/AV mission-based services that provide a full range of technology services such as custom computer programming services, telecommunication services including network operations, ITC/AV based engineering and design services, data processing and analysis services, hosting, and related services, ITC/AV and network operation and computer facilities, ITC/AV management services, ITC/AV consulting and educational services, digital government services, and cybersecurity and security systems services.

*Category C is Small Business Set-Aside, Booz Allen is not a contract holder

ORDERING PROCESS

The SEWP VI contract provides a clear, structured process for federal clients to place orders. The internal ordering process of each Agency varies. The process and accompanying forms for Purchase Requests (PR) and Delivery Orders (DO) that are issued against a SEWP contract is defined by the issuing Agency, not the NASA SEWP Program Management Office (PMO). The typical process is for an end-user to determine a requirement and generate a Purchase Request (PR). Here is a step-by-step overview:

Step	Description	Key Actions/Notes
1 Agency identifies needs and creates Requirement via the SEWP Quote Request Tool	Government customers create a Request for Information (RFI), Market Research Request (MRR), or Request for Quote (RFQ) at www.sewp.nasa.gov .	Select the category (A, B or C) that matches the requirement
2 Receive and Review Quotes	Contract holders respond to RFQs via the SEWP system with quotes and a verification file listing all CLINs, quantities, and prices.	All quotes must be submitted through SEWP tools unless otherwise specified for classified or sensitive requirements.
3 Order Processing and Fulfillment	SEWP PMO assigns a SEWP Control Number (SCN) to the order. Contract holders must not begin fulfillment until the SCN is assigned.	Contract holders provide order status updates and shipment tracking via the Contract Holder Only Page (CHOP). Clients receive their products/services as specified.

This structured process ensures compliance, transparency, and efficiency for federal IT/AV procurements through SEWP.