SEWP VI Ordering Guide

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STRATEGIC SOLUTIONS • DEFENSE • CYBER

SIGSFEDERAL holds a NASA SEWP VI Category B & C contract as an SBA-certified Small Disadvantage Business, 8(a), and HUBZone. Federal agencies can buy hardware, software, cloud solutions, and related services from us through SEWP's streamlined ordering process.



How to Order on SEWP VI

Each agency sets its own internal process and forms for purchase requests & delivery orders, so your contracting office's policies come first. The steps below show how a typical SEWP VI order moves from requirement to delivery with SIGSFEDERAL.

1. **Define your requirement.** Your end user identifies what's needed and creates a purchase request (PR). If you're not sure whether a requirement falls within SEWP VI scope, contact the SEWP PMO at help@sewp.nasa.gov.
2. **Request a quote.** Submit a request for quote through the SEWP Quote Request Tool (QRT), or reach out to our team directly. If you request a quote from us directly, your contracting officer is responsible for providing and documenting fair opportunity.
3. **Select a quote and issue the delivery order.** Your contracting officer makes a best value decision and issues a delivery order (DO) through your agency's procurement office.
4. **Send the delivery order to SEWP.** Every SEWP VI order routes through the SEWP PMO. Email a PDF of the order to sewporders@sewp.nasa.gov, fax it to (301) 286-0317, or mail it to the SEWP Program Office, 10210 Greenbelt Road, Lanham, MD 20706.
5. **SEWP processes the order.** The PMO reviews the order for completeness, pricing, and scope, assigns a SEWP Control Number (SCN), and forwards it to SIGSFEDERAL.

Contract Details

Category B Contract
80TECH26D0388

Category C Contract
80TECH26D0428

PoP: Nov. 1, 2026 - Oct. 31, 2036
UEI: C8F9VVMFQAN5
NAICS Code: 541512

Main Office Address

SIGSFEDERAL
643 Massachusetts Ave. Suite 200
Indianapolis, IN 46204

Order Issues & Post-Delivery Contacts

Jacky Jones
Program Manager
jjones@sigsfederal.com
(571) 212-7394

Nick Rosenberg
Deputy Program Manager
nrosenberg@sigsfederal.com
(502) 813-8019

Delivery Order Requirements

The SEWP PMO needs the following information on every delivery order. If anything is missing, your 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 order
- Date the delivery order was issued
- NAICS code that applies to the order
- Contract type
- 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 the order
- Contracting officer's signature
- Contracting officer's phone number
- Date the delivery order was signed
- Line items and pricing

Key SEWP VI Advantages

- Low fee of just 0.34%, sits below most other GWACs
- New solutions can be added to contract in days, not months
- Customer-focused: SEWP BOWL, customer satisfaction surveys, and weekly quality assurance calls
- Nearly a million unique IT products from 2,000+ manufacturers
- Proven track record of high customer satisfaction

NASA SEWP VI Overview

NASA's Solutions for Enterprise-Wide Procurement (SEWP) is a governmentwide acquisition contract (GWAC) for Information Technology, Communication, and Audio Visual (ITC/AV) products and services. NASA created SEWP in 1993 as the first GWAC in federal acquisition, and the program now supports more than 50,000 orders a year. SEWP VI is open to NASA, every federal agency, and their approved support service contractors.

SEWP VI contracts were awarded in three scope categories:

Category A: ITC/AV Solutions

Category B: Enterprise-Wide ITC/AV Service Solutions

Category C: Mission-Based ITC/AV Service Solutions

SIGSFEDERAL holds Category B & C contracts, which covers the full range of ITC/AV solutions, including hardware & software, cloud-based solutions, installation, integration, testing, training, maintenance, and other product-based services. Because technology keeps changing, SEWP lets contract holders add new commercial products and services to their contracts as customers ask for them.

SEWP Helpline

help@sewp.nasa.gov
(301) 286-1478

SEWP PMO Hours

Monday - Friday
7:30 AM - 6:00 PM (ET)

www.sewp.nasa.gov/sewpvi

SEWP VI
www.sewp.nasa.gov

About SIGSFEDERAL

Strategic Communications is a Louisville, Kentucky-based IT solutions provider and an SBA-certified woman-owned small business (WOSB). We help public sector organizations plan, buy, deploy, and support the technology their missions depend on, from the data center to the conference room.

Through our SEWP VI Category A contract, agencies can work with us across:

- Cloud solutions backed by our AWS Government Competency
- Cybersecurity
- Data and analytics
- IT infrastructure
- Digital transformation
- Collaboration and audio-visual (A/V) solutions
- Responsible AI
- Professional services, including installation, integration, and training

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Fair Opportunity, Set-Asides, & Best Value

SEWP VI is a multiple-award contract, so orders above the micro-purchase threshold must give contract holders a fair opportunity to be considered under FAR 16.505(b).

These three steps can help your team choose a contract holder and document the decision.

- **Market research:** FAR Part 10 calls for market research that fits the size and complexity of the acquisition. The SEWP Online Catalog lets you search by part number, keyword, or provider, and the Quote Request Tool can help you gather information before you request quotes.
- **Fair opportunity:** Your contracting officer decides how to provide fair opportunity and documents the rationale for the placement and price of each order. NASA recommends the Quote Request Tool (QRT), which automatically includes every contract holder in the group you select and creates a record that supports your decision documentation.
- **Best value:** Once your market research is done, weigh the end user's needs, technical requirements, contract holder past performance, price, agency policy, and other relevant factors to make a best value determination.

Setting Aside an Order for Small Businesses

SEWP VI allows any form of small business set-aside at the order level in all three categories. NAICS codes are set at the order level too, so you can use any valid, in-scope NAICS code for your requirement. A contract holder is eligible for an order when its NAICS codes and business designation match the ones you select, so choosing the 8(a) or HUBZONE designation when you request quotes puts your requirement in front of small businesses like SIGSFEDERAL.

Program Fee & Economy Act

SEWP charges a 0.34% program fee on all orders. The fee is included in the price of every product and service we quote and never appears as a separate line item, because contract holders pay it to SEWP out of their quoted prices. The SEWP PMO runs on a nonprofit, self-funded budget, so the fee covers only the services and staff that support customers, and NASA SEWP may adjust it as that budget requires.

Economy Act

Delivery orders issued against SEWP contracts aren't subject to the Economy Act. Under FAR 17.500(b), the Economy Act applies only when a more specific statutory authority doesn't exist, and acquisitions using governmentwide acquisition contracts are one of the listed exceptions. SEWP's governmentwide authority comes from NASA's designation as an executive agent by the Office of Management and Budget (OMB) under the Information Technology Management Reform Act of 1996, now known as the Clinger-Cohen Act.

Every SEWP delivery order routes through the SEWP PMO so it can confirm the ordering information is complete, accurate, and in scope. NASA doesn't issue orders on behalf of other agencies, though, and agencies don't send funds to NASA. Each order is funded and issued to the contract holder by a contracting officer at the ordering agency.

Policy & Procedural Information

For assistance or questions pertaining to installation, basic warranty, extended warranty, technical support, software support, and other post-delivery issues, contact SIGSFEDERAL's SEWP VI team.

Jacky Jones
Program Manager
jjones@sigsfederal.com
(571) 212-7394

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(502) 813-8019

Our SEWP VI team will be happy to assist you with your questions and troubleshoot any issues.

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