NASA SEWP VI Ordering Guide

Category B: Enterprise-Wide ITC/AV Service Solutions

Guide Version 1.3 · November 2026 · Updated within 10 business days of every contract modification (SOW §A.6)

We are an awarded NASA SEWP VI Category B contract holder and a Service-Disabled Veteran-Owned Small Business. This guide is maintained by the contract holder and is not a NASA or United States Government publication; nothing in it implies NASA endorsement. Where this guide and the SEWP VI contract differ, the contract governs.

Note on identity: the contract holder of record is the legal entity shown on the contract award documents and in SAM.gov. The company operates under additional brand names; for anything contractual — quotes, orders, invoices — the legal name on the award governs.

Questions, comments, or suggestions on this guide? general@vortexfederal.com — we would genuinely like the feedback.

Your support team (and NASA's)

What you need	Who	Contact
Start a requirement, request a quote, scope questions	Robert Thomas, CEO — Sales	rt@vortexfederal.com · (503) 853-1329
Order support, program questions, escalation	Philip Craig, Program Manager	pc@vortexfederal.com · (509) 430-1153
Order support (second line), escalation	Daniel Linder, Deputy Program Manager	dlinder@vortexfederal.com · (925) 787-2363
Anything else	General inbox	general@vortexfederal.com
Support hours	Monday–Friday, 8:00 AM – 5:00 PM CST	Typical response within 24–48 hours
Unresolved order issue	Escalates to Robert Thomas	(503) 853-1329
NASA SEWP scope review / program questions	SEWP Program Office	help@sewp.nasa.gov · (301) 286-1478 · Hours M–F 7:30 AM–6:00 PM ET
Order submission	SEWP PMO	sewporders@sewp.nasa.gov · fax (301) 286-0317
Official SEWP information	NASA SEWP website	www.sewp.nasa.gov

Correspondence from the SEWP Program Office comes only from @sewp.nasa.gov and @nasa.gov domains. All quotes and scope discussions are free of charge.

SEWP overview

NASA's Solutions for Enterprise-Wide Procurement (SEWP) provides Information Technology, Communications, and Audio-Visual (ITC/AV) products and services to all federal agencies and their approved contractors. Created in 1993, SEWP was the first Government-Wide Acquisition Contract (GWAC); the program is now in its sixth iteration and is self-funded through an Agency Administrative Handling Fee of **0.34%, already included in quoted prices** and never listed separately. More than 50,000 orders are processed a year.

SEWP VI contracts were awarded in three scope categories:

Category A — ITC/AV product and product-based services solutions

Category B — **Enterprise-wide ITC/AV Service Solutions** ← this guide

Category C — Mission-based ITC/AV service solutions (small business set-aside)

Category B, in plain terms: the way to buy IT *services* that serve your whole agency or enterprise program — managed services, service desks, application development and integration, cloud, cybersecurity, compliance, data analytics, software licensing analysis, data-center analysis, training, and related enterprise-wide work. The scope "provides Federal Agencies with customized enterprise-wide Strategic Solutions that improve and enhance the Agency ITC/AV infrastructure." Work tied to a single product without an enterprise solution behind it may belong in Category A instead.

Is your requirement in scope? If unsure, send an overview or bill of materials to **help@sewp.nasa.gov** — the scope check is free, fast, and the cheapest way to avoid rework later.

How to get a quote

Recommended route — NASA's Quote Request Tool (QRT). You or your contracting officer issues a Request for Quote (RFQ), Request for Information (RFI), or Market Research Request (MRR) through the QRT. We receive the request automatically and respond through the Contract Holder Operations Page.

Direct route: contact **Robert Thomas** (rt@vortexfederal.com, (503) 853-1329). Anything you build with us still routes through the QRT/CHOP for the formal quote.

What a good request includes (a complete request gets an accurate quote on the first pass):

The outcome and the statement of work or performance work statement, with how success will be measured

Period of performance — start, end, and any option periods

Place of performance — on-site, remote, or hybrid

Information handling: does the work touch controlled unclassified information (CUI) or federal contract information (FCI)? Any known security or supply-chain requirements? *(This one drives your responder pool — see Security below.)*

Preferred request type: RFQ (award intended), RFI (exploring), or MRR (pricing research)

Labor categories expected, travel requirements, product/licensing details — anything that makes quotes comparable

Our quote commitments:

Commitment	What it means
Validity period stated	Every quote states how long it is valid, and we honor any order submitted within that period
Quoted = deliverable	If we quote it, we can provide it
On-contract pricing	Every quoted price is at or below the price in the SEWP database of record at quote time
Full response	Unless your request allows partial quotes, we respond to the full requirement or submit a No Bid
Fees never surprise	The 0.34% handling fee is inside the price. A Government Purchase Card surcharge, if applicable, is quoted as its own PURCHASECARD-Z line — up front, never added after

Request type	Use when	What you get
RFQ	You can name the requirement and intend to award	Quotes from on-contract offerings, with a verification file; generally results in an award
MRR	You are researching specific requirements but not yet awarding	Actual available pricing (items must be on contract)
RFI	You are still deciding what to buy	Capabilities and approaches, without price commitments

The ordering path (eight steps)

Each step names who acts. Steps 1–5 are the acquisition; steps 6–8 turn a signed order into delivered work.

#	Step	Who acts	Done when
1	Confirm scope — send the overview/BOM to the SEWP Program Office; we can help prepare it	You (with us)	NASA's scope feedback, documented
2	Set the acquisition approach — predominant NAICS code, set-aside treatment, competitive or sole-source path	Your Ordering Contracting Officer (OCO)	Approach and NAICS determined
3	Choose the request type — RFQ / RFI / MRR	You with your OCO	Type stated in the request
4	Issue and quote — request issued through the QRT; contract holders respond through the CHOP Quote Tool	OCO issues; we respond	Quotes flow through the QRT
5	Evaluate and select — fair opportunity among contract holders	OCO	Award decision documented
6	Place the order — signed delivery order goes to the SEWP PMO (sewporders@sewp.nasa.gov)	OCO (or you or us, per your process)	Order submitted
7	SCN assigned — the PMO verifies the order total against our verification file and assigns a SEWP Control Number	SEWP PMO	SCN received

#	Step	Who acts	Done when
8	Fulfill and track — we acknowledge, deliver, and report status in the CHOP	Us (you track)	Delivery through closeout

Three rules that keep orders out of trouble:

Nothing starts before the SCN. NASA's manual is explicit: contract holders "shall not begin fulfillment of an order until it has been assigned a SEWP Control Number." If delivery pressure arrives before the SCN, tell us — we will work the processing lag with the PMO rather than start work NASA's rules don't allow.

The verification file must match the order. A mismatch between the order amount and our quote's verification file blocks SCN assignment. If the order total changed since quoting, we re-file first. *(One business day, per the CHUM.)*

Order modifications follow the same path. Changes to funding, options, or price route through the SEWP PMO before we act on them.

Standing arrangements. If you want repeat ordering without issuing a new requirement each time, two NASA mechanisms help: a **Delivery Order with Options** (base order establishes items and pricing; future purchases follow it), and — new under Modification 01 — **BPAs** through our contract. Contact us and we will help structure either.

Market research and standing arrangements (NEW — Modification 01)

Modification 01, effective November 1, 2026, added first-class BPA procedures to SEWP VI. If your program has repetitive service needs, a **Blanket Purchase Agreement** works like a charge account: terms are set once, then BPA orders are placed against established pricing. Fair-opportunity procedures still apply to establishing the BPA and to orders under multiple-award BPAs.

Talk to us early if a BPA might fit: we can support ceiling estimation, schedule framing, and the fair-opportunity mechanics your OCO will document.

Fair opportunity, briefly

SEWP VI is an indefinite-delivery contract: your OCO does not run a fresh full competition for every order. Instead the FAR directs the OCO to develop placement procedures that "provide each awardee a fair opportunity to be considered for each order." What that means for you:

The **SEWP QRT is the standard mechanism** — it distributes the request to the eligible contract holders and documents the competition.

Price or cost must be a selection factor, and above the simplified acquisition threshold ($350,000) orders are placed competitively unless a written determination supports an exception.

Sole source is an exception path, not a preference — it requires a documented justification approved before the order is placed. If you believe your requirement needs one, raise it with your OCO early.

If your program already has a contractor in mind, fair opportunity still applies — structure the requirement so the competition is real.

The QRT handles the mechanics. Your job is a clear requirement; your OCO's job is the documented selection.

Security and supply-chain intake

The question that shapes everything: will this work process, store, or transmit CUI or FCI?

If yes, DFARS 252.204-7021 requires the order to specify a **Cybersecurity Maturity Model Certification (CMMC)** level — from Level 1 (Self), Level 2 (Self), Level 2 (C3PAO), or Level 3 (DIBCAC) — and the contractor must hold and maintain that status for the contract's duration, with flowdown to subcontracts.

Two practical points for scoping:

The level is set by the order, not the contractor. A requirement that handles CUI without addressing CMMC will narrow your responder pool more than you intend.

If the security picture is unsettled, say so in the request and route the determination through your OCO and security office. We can tell you what we currently hold; the certification decision itself is the government's.

One check before any award: confirm the contract holder's exclusion status in SAM (System for Award Management). A debarred or suspended holder is excluded from receiving orders — NASA's manual says so directly.

Pricing, labor, and how to read a quote

Contract types are set by the vehicle and the order. The types you will see: Firm-Fixed-Price (FFP) — the price is the price; Time-and-Materials (T&M) — fixed hourly rates plus materials, legitimate where the extent or duration of work cannot be estimated at the time of placing the contract, and worth asking "why?" if proposed for precisely-scoped work; Labor-Hour; and hybrids.

Labor categories. When labor is in scope, the hourly rates are only as comparable as the role definitions behind them. Two quotes at the same rate mean different things if one staffs senior engineers and the other does not. State the labor categories, duties, and qualifications you expect, and every quote will price the same work.

Variable-priced line items ("Z" CLINs). Travel (TRAVEL-Z), delivery (DELIVERY-Z), purchase-card surcharge (PURCHASECARD-Z), and similar cost elements may be quoted as their own variable-priced lines. When they appear, the quote must state the specific dollar amount and describe the specific use. Treat a Z-CLIN as a disclosure, not an estimate — ask for the amount up front. **Profit is not applied to travel costs** under NASA's rules.

After award: order processing and support

SCN first. Fulfillment begins only after the SEWP Control Number exists.

Acknowledgment. We acknowledge receipt of the order through the CHOP within one business day.

Status reporting. Status changes are reported in the CHOP within two business days, current through closeout.

Post-delivery and troubleshooting. For installation questions, warranty, technical or software support, or any problem with an order in progress, contact **Philip Craig** (pc@vortexfederal.com, (509) 430-1153). If unresolved, escalate per the support table above. For fixed-price orders, FAR 52.212-4 permits the government to require re-performance of nonconforming services at no increase in price — we stand behind our quotes.

Order changes (funding, options, price) route through the SEWP PMO before we act.

Debriefs. For orders of $6 million or more, a post-award debrief is available on request; below that at the issuing agency's discretion.

About the company

We provide IT and professional services to federal missions, including enterprise IT services under this SEWP VI Category B contract: managed services, cybersecurity and compliance, application development and integration, cloud, data analytics, software licensing analysis, and related enterprise-wide work — performed by our staff and vetted teammates under our prime management.

Contract at a glance:

Attribute	Value
Contract number	80TECH26D1532 — *pending final confirmation against award documents; an earlier company profile recorded this as 80TECH24R0001 (solicitation-format), which matches the RFP pattern rather than the executed contract-number pattern used by other Cat B holders*
Vehicle	Multi-Award Government-Wide Acquisition Contract (GWAC), SEWP VI Category B, Group B2 (SDVOSB Set-Aside)
Ordering period	November 1, 2026 – October 31, 2036
Order completion tail	Up to 60 months past the ordering period ends
NAICS — primary	541690 — Other Scientific and Technical Consulting Services
NAICS — full registered set (14 of 28 Cat B codes)	513210 · 518210 · 519290 · 541330 · 541511 · 541512 · 541513 · 541519 · 541611 · 541618 · 541690 · 541990 · 561621 · 611420
Business size designation	Small business (SDVOSB, CVE-verified) — verify current size status in SAM.gov
Authorized order types	FFP, T&M, Labor-Hour, and hybrids per contract
Handling fee	0.34% — already in quoted prices
Payment	EFT and Government Purchase Card accepted
UEI / CAGE	Y37FMBPV6W38 / 9GRX8
Contract holder legal name	*(name change modification pending per CHUM Page 36; SAM.gov shows current legal name — award documents govern until the mod executes)*

Note: a change-of-name modification is pending with the SEWP Program Office per the CHUM's Novation/Change-of-Name process (CHUM Page 36). Contract number, NAICS codes, UEI, and CAGE do not change under that modification; only the contract-holder legal name and any logo/branding change, and only once the modification executes.

NASA SEWP contacts (reference)

Need	Contact
Scope review; requirement-fit questions	help@sewp.nasa.gov · (301) 286-1478
Order submission	sewporders@sewp.nasa.gov · fax (301) 286-0317
SEWP program website	www.sewp.nasa.gov
PMO hours	M–F, 7:30 AM – 6:00 PM ET

A note on standing with this document: this guide is maintained by the contract holder of record and re-issued within 10 business days of every contract modification (SOW §A.6). Version and issue date appear on the cover. The SEWP VI contract, the Contract Holder User Manual (CHUM), and NASA's published scope details govern where any statement here and the contract differ. Nothing in this guide implies NASA endorsement. Official correspondence comes only from @sewp.nasa.gov and @nasa.gov domains.