SEWP VI Ordering Guide

NASA SOLUTIONS FOR ENTERPRISE-WIDE PROCUREMENT VI

Categories A and B and C

NASA SEWP VI Solutions for Enterprise-Wide Procurement Contract Holder

SNAP SEWP VI Support Staff

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Program Support Information

How To Obtain a Quote From SNAP

To obtain a quote for hardware, software, or services, please contact the SNAP SEWP VI Program Management Office:
sewp-vi-pmo@snapinc.com

SEWP VI Order Process

1. Customer or Contract Holder submits orders to SEWP VI Program via email (sewporders@sewp.nasa.gov) or fax (301-286-0317).
2. SEWP VI PMO enters order into system and assigns the order a case number.
3. If an RFQ number is provided with the order, the CLIN list provided by the Contract Holder during quoting is reverified against the order total and assigned a SEWP VI Control Number (SCN).

   **If the totals do not match or the RFQ number is not provided, the Contract Holder will have to re-enter the CLIN verification file using the CHOP order tool, within one (1) business day. An SCN will not be assigned until the CLIN list is verified. (A CLIN list is required for all new orders and order modifications that change the dollar amount of the order)*
4. Once the order has been verified, the Contract Holder is sent an email that an order has been entered by the SEWP VI PMO
5. The Contract Holder must then acknowledge receipt of the order by replying directly to the order email, or using the "Mark as Received" button on the CHOP, within one (1) business day.

The following information is required for each order:

- Date of Order
- Signature (direct, electronic, or implied through preapproved method) of Authorized Government Ordering Official
  - Contracting Officer for order
  - Credit Card Holder Name for credit card orders
- Name and Phone Number of Authorized Government Ordering Official
- Name of Issuing Agency
- Name of Ordering Agency (if different from Issuing Agency)
- Order Number
  - Unique order number for the Ordering Government entity – Ordering Agency determines the Order Number
- Contractor Name and SEWP VI Contract Number
- Appropriation and Accounting Data
- Billing and Invoice Address
- Shipping Address
- SEWP VI CLIN and Product Descriptions To Be Delivered
- Total Order Amount
- Additional Mutually Agreed Upon Terms and Conditions, Statement of Work, and so forth
- Period of Performance for Any Associated Services

How to Contact SEWP
SEWP PMO Hours: Monday – Friday, 7:30 AM – 6:00 PM ET
Email: help@sewp.nasa.gov
Customer Help Desk: (301) 286-1478
Website: www.sewp.nasa.gov

SEWP VI Agency Administrative Handling Fee

An Agency Administrative Handling Fee, not to exceed **0.34%** of the total price of the delivery order, shall be applied to all orders under the SEWP VI contracts. The SEWP VI website will post the Agency Administrative Handling Fee percentage, and the Contractor shall be notified via email by the SEWP VI PMO.

Policy and Procedures

For information on:

- How to obtain a quote from SNAP
- Installation, basic warranty, extended warranty, technical support, software support, and other post-delivery issues
- Troubleshooting a Problematic Order

Please contact the SNAP SEWP VI PM and DPM at sewp-vi-pmo@snapinc.com.

SNAP SEWP VI Contracts

Award Category: Category A – *Information Technology, Communication and Audio Visual (ITC/AV) Solutions*
Contract Number: 80TECH26D1660
CAGE Code: 3C8J5
UEI: FUENZZ7CP922
NAICS Code: 541512, IT Value Added Reseller

Award Category: Category B - *Enterprise-Wide ITC/AV Service Solutions*
Contract Number: 80TECH26D1285
CAGE Code: 3C8J5
UEI: FUENZZ7CP922
NAICS Code: 541512, Computer System Design Services

Award Category: Category C – *ITC/AV Mission-Based Services*
Contract Number: 80TECH26D0581
CAGE Code: 3C8J5
UEI: FUENZZ7CP922
NAICS Code: 541512, Computer System Design Services
Anticipated Ordering Period: November 1, 2026–October 31, 2036

NASA SEWP VI Overview

NASA SEWP VI Mission

The SEWP VI Program enables NASA and all Federal Agencies to efficiently and effectively acquire mission critical Information Technology, Communication and Audio Visual (ITC/AV) solutions and services via a suite of contracts encompassing a diversity of business sizes and offerings. SEWP's customized reporting, streamlined procurement processes, innovative applications, premier customer service, acquisition insight and Government/Industry partnership deliver the Best-in-Class value for the Federal Government.

NASA SEWP VI is a multi-award Government-Wide Acquisition Contract (GWAC) vehicle. It features a $20 billion ceiling per prime contract and a 10-year ordering period. The contract's core purpose is to streamline procurement of ITC/AV products, cloud, cybersecurity, and related professional services. The GWAC is divided into three segments: Category A, Category B, and Category C.

Category A (ITC/AV Solutions): Covers hardware, software, cloud solutions, maintenance, and product-based services. Split into unrestricted and SBSA groups.

Category B (Enterprise-Wide ITC/AV Service Solutions): Focused on enterprise-level IT, communications, and audiovisual infrastructure support services. Open to businesses of all sizes.

Category C (ITC/AV Mission-Based Services): Restricted to small businesses.

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NASA SEWP VI Vision

SEWP VI is the Pre-eminent World-class Leader utilizing a broad range of comprehensive and intuitively accessible processes and methodologies to manage, inform, display and acquire state-of-the-art technology solutions via the visionary SEWP VI Marketplace and Agency Storefronts.

Fair Opportunity When Using SEWP VI Contracts

Contractors will be provided a fair opportunity at the individual order level as appropriate per FAR Part 16.505(b), including the SEWP VI RFQ tools. No documentation for the order selection is required to be submitted with the order. All such documentation is to be maintained by the issuing procurement office.

The Contractor shall not market, quote or otherwise offer for sale, any IT Solutions not listed under this contract, until the said solutions are included in the SEWP VI database of record, and available to all Government end-users.

If the Government issues a Request For Information (RFI) as part of market research, the Contractor may provide items not yet listed on their SEWP VI contract as part of a market research quote if:

1. All such items are clearly marked as not yet available on their SEWP VI contract; and
2. The contractor submits a technology refreshment request to add those products to their contract

If the Government issues a Request For Quote (RFQ) or a Market Research Request (MRR), the Contractor may only respond with items available on their Contract and the price of each item shall be the no greater than the price in Attachment F SEWP VI database of record at the time the quote is issued. If the Contractor has insufficient items on their contract to fully respond to the Formal RFQ, the Contractor must respond with a No Bid.

Unless the RFQ specifically allows for partial quotes, the Contractor must respond fully to all requirements specified in the RFQ.

When submitting a quote to a Government end-user, the contractor must clearly state the length of time the quote is valid. The contractor shall honor any order submitted within the stated time period of a quote.

When responding to an RFI or RFQ issued from the NASA SEWP VI RFQ on-line quoting system, the Contractor must respond as outlined in Attachment C: Contract Holder User Manual (CHUM).

Contract Holders are prohibited from using Government information posted on the NASA SEWP VI Contract Holder Only Page, such as RFQs, RFIs, etc., for purposes other than proposing on SEWP VI requirements. This includes Contract Holders providing third parties with SEWP VI information and requirements for the purpose of assisting companies, that are not SEWP VI Contract Holders, with providing unsolicited proposals to meet agency requirements already posted to the NASA SEWP VI RFQ on-line quoting system.

SNAP Overview

SNAP helps Government and private-industry clients align technology with mission and business objectives. Our technology and professional services combine innovation, secure engineering, and mission-focused delivery to help customers modernize capabilities, address evolving requirements, and sustain reliable operations.

