

CDI SEWP VI ORDERING GUIDE:

Category B Contract No: 80TECH26D1619

Category C Contract No: 80TECH26D1210

Period of Performance: 01 NOV 2026 – 31 OCT 2036



OVERVIEW: NASA SEWP (Solutions for Enterprise-Wide Procurement), pronounced "sōōp", 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 first 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. SEWP 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.



SEWP VI HELPLINE:

help@sewp.nasa.gov
301.286.1478

SEWP VI PMO HOURS:

7:30AM – 6:00PM (ET), M-F
www.sewp.nasa.gov

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 within a selected Group or based on a suggested source.

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(*Points-of-Contact for Order Management, Project Management, Post-Delivery Support, Order-Level Troubleshooting, and Customer Service points-of-contact will be assigned upon award of an Order and are dependent upon the Ordering Federal Agency.)

SEWP VI SCOPE

- 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. The focus of SEWP is on the full suite of technology offerings that simplify Governmental access and Industry offerings across the entire ITC/AV solutions and services landscape. SEWP 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 were awarded by the following scope categories. CDI holds contracts for Category B and Category C.



Category A:

ITC/AV Solution

Category B:

Enterprise-Wide ITC/AV Service Solutions

Category C:

Mission-Based ITC/AV Service Solutions

- To obtain a quote for hardware, software, or services, customers can use the SEWP QRT. Customers can use this tool to issue a Request-For-Information (RFI), Request-For-Quote (RFQ), Market Research Request (MRR). Customers may also obtain a quote by contacting CDI's SEWP Sales Representative, Mack McIntosh, at mark.mcintosh@dynamo.works or 571.563.6703.

SEWP VI ORDERING PROCESS

- The internal ordering process of each Agency varies. The process and accompanying forms for Purchase Requests (PRs) and Delivery Orders (DOs) 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 PR.
- The PR along with any necessary funding information is sent to the Agency's procurement office which results in the issuance of a DO. Any valid Federal Agency DO form, and the associated DO number may be used. The NASA SEWP PMO does not issue DOs – these must be issued through the issuing Agency's procurement office. The SEWP PMO reviews, processes and tracks issued DOs and forwards them to the Contract Holders (CH).
- Some Agencies have special requirements for issuing IT Delivery Orders. It is the issuing Agency's Contracting Officer's (CO/KO) responsibility to be aware of any Agency-specific policies regarding issuing Orders via an existing contract vehicle and GWACs. There are no requirements under the SEWP contracts for issuing Agencies to use other intermediary procurement offices, except as directed through their own internal policies.
- Policy & Procedural Information:
 - Customer sends Order to SEWP Program Management Office (PMO); email Order to sewporders@sewp.nasa.gov or fax Order and SEWP Fax Cover Sheet to 301.286.0317;
 - SEWP PMO reviews and enters the Order information into SEWP database and assigns SEWP Control Number (SCN);
 - SEWP PMO sends the Order to CDI;
 - CDI acknowledges receipt of Order; and
 - CDI begins fulfillment of Order.
- Order-level Points-of-Contact: Order management, project management, post-delivery support, Order-level troubleshooting, and customer service points-of-contact will be assigned upon award of an Order and are dependent upon the ordering federal agency.