SOLUTIONS FOR ENTERPRISE-WIDE PROCUREMENT

NASA SEWP VI ORDERING GUIDE
Category C
Contract# 80TECH26D0059
Period of Performance (PoP) November 2026 – 2036

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NASA SEWP VI OVERVIEW



The NASA Solutions for Enterprise-Wide Procurement (SEWP) pronounced "soup", 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. 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 (QRT) is the recommended method to assist in this activity and to augment the required decision documentation. The SEWP QRT will automatically include the Contract Holders within a selected Group or based on a suggested source.

SEWP Helpline

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

SEWP PMO Hours

- M-F, 7:30 AM – 6 PM (ET)

www.sewp.nasa.gov

ABOUT SAVAN GROUP

Savan Group, LLC (Savan) is a tech-enabled data and information management firm. We provide customized solutions in data management, information management, digital transformation, and management and advisory support that help government agencies transform data into actionable insights, boost efficiency, and enhance decision-making. Trusted by many federal agencies, we are dedicated to excellence and collaboration, improving governmental operations, and delivering tangible results.

Savan helps the Federal Government solve its most critical challenges by making data and information work for people. By prioritizing the human perspective, we organize data and information into an interconnected ecosystem that delivers actionable insights, informs decisions, boosts efficiencies, and improves the American experience. Savan's core capabilities include:

- **Data Management**
- **Information Management**
- **Digital Transformation**
- **Management and Advisory**

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. 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 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 were awarded by scope category. Savan is a NASA SEWP VI Category C ITC/AV Mission-Based Services contract holder. Visit our website for more information about using Savan's NASA SEWP contract for ITC/AV Mission Based Services: **https://www.savangroup.com**

CATEGORY: A	CATEGORY: B	CATEGORY: C
ITC/AV (Information Technology, Communications and Audio Visual) Solutions	**Enterprise-wide ITC/AV Service Solutions**	**ITC/AV Mission-Based Services**

ORDERING PROCESS

1. **Identify Requirement(s)**
2. **Submit PR**
3. **Initiate Acquisition**
4. **Issue DO**
5. **SEWP PMO Processes**

The internal ordering process of each Agency varies. The first step is to **Identify the Requirement(s)**. 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 PR to initiate the acquisition.

The PR along with any necessary funding information is sent to that 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 Holder(s).

Some Agencies have special requirements for issuing IT DOs. It is the Issuing Agency's Contracting Officers' (COs/KOs) 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. If modifications are made to any order, these modifications must also route through the SEWP Program PMO.

HOW TO OBTAIN A QUOTE

Government customers may request quotations through the NASA SEWP online quote system, **QRT**. Savan responds to NASA SEWP Requests for Information (RFIs), Requests for Quotes (RFQs), and Market Research for ITC/AV Mission Based Services in accordance with NASA SEWP VI contract requirements.

For assistance with Savan SEWP VI ITC/AV Mission Based Services requirements, contact:

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POST DELIVERY ISSUES/PROBLEMATIC ORDER SUPPORT

For policy and procedural information regarding issues and/or troubleshooting problematic order support for installation, basic warranty, extended warranty, technical support, software support, and other post-delivery issues contact Savan's **SEWP PM** or **SEWP DPM** listed above.