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NASA SEWP VI Category B Ordering Guide

About the SEWP VI Contract

Solutions for Enterprise-Wide Procurement VI (SEWP VI)

is a National Aeronautics and Space Administration (NASA) multi-award Government-Wide Acquisition Contract (GWAC) providing streamlined acquisition of information technology (IT) products, solutions and associated services for Federal agencies. SEWP has historically supported a broad range of IT acquisitions, including hardware, software, cloud offerings, networking, security and related product-based services.

This ordering guide provides Federal agencies and authorized support contractors with procedures for ordering products and services from **Companion Data Services, LLC (CDS)** through the NASA SEWP VI GWAC. It contains essential information regarding the SEWP catalog for CDS, including authorized users, points of contact (POC), services available for purchase, ordering instructions and processing information.

For SEWP information, please visit the NASA SEWP website at <http://www.sewp.nasa.gov>.

About CDS

CDS is a leading provider of IT and business solutions supporting Federal agencies, healthcare organizations and commercial customers. CDS delivers secure, scalable and mission-focused services, including cloud solutions, cybersecurity, application development, systems integration, data analytics, managed IT services and digital modernization initiatives.

CDS holds an award under **SEWP VI category B: Enterprise-Wide Information Technology, Communication and Audio Visual (ITC/AV) Strategic Solutions (Contract 80TECH26D1878)**.

Category B covers enterprise-scale service solutions including managed IT services, cloud services, cybersecurity, application development, data analytics and systems integration. SEWP VI supports multiple contract types at the order level, including firm fixed price (FFP), time and material (T&M), labor hour (LH), fixed price award fee (FPAF) and fixed price incentive fee (FPIF), giving agencies flexibility to structure task orders around mission needs.

Fair Opportunity

SEWP VI is a multi-award GWAC. All task orders are subject to the Fair Opportunity procedures required by FAR 16.505(b). Under Fair Opportunity, the ordering agency issues a request for quote (RFQ) to SEWP contract holders within the applicable category or categories and evaluates responses to determine best value. Exceptions to Fair Opportunity are limited to those provided in FAR 16.505(b)(2).

Points of Contact

For information about CDS, visit us at CompanionDataServices.com.

For CDS SEWP VI information, visit us at CompanionDataServices.com/nasa-sewp-vi.

Kristy McLean

Program Manager
P: 803-264-4097
E: Kristy.McLean@companiondataservices.com

Ponce Cureton

Deputy Program Manager
P: 803-264-6744
E: Ponce.Cureton@companiondataservices.com

NASA SEWP Program Management Office

If additional assistance is required, customers may contact the NASA SEWP Help Desk:

NASA SEWP PMO

Phone: (301) 286-1478
Email: help@sewp.nasa.gov
Website: <https://www.sewp.nasa.gov>

For all order-related issues, customers are encouraged to copy the NASA SEWP Help Desk on correspondence to ensure timely resolution and tracking of the issue.



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How to Obtain a Quote

Step 1: Identify the Requirement

Determine the IT service or solution needed. SEWP VI covers a broad range of ITC/AV products and services.

Step 2: Submit a Request Through the SEWP Quote Request Tool

The primary method for requesting a quote is through the NASA SEWP Quote Request Tool (QRT) at <https://www.sewp.nasa.gov>. The QRT allows ordering agencies to issue RFQs, requests for information (RFIs) and market research requests (MRRs) to SEWP contract holders. CDS monitors the QRT and responds to all applicable requests.

Step 3: Contact CDS

Agencies that need pre-quote assistance scoping requirements, determining whether a need is in scope for SEWP VI or identifying the right contract type may contact CDS directly. CDS provides configuration analysis to determine the suitability, correctness and availability of offerings to the customer's requirements at no charge.

Step 4: Receive the Quote

CDS provides quotes through the SEWP online QRT. All quotes include a Contract Line Item Number (CLIN) verification file matching the quoted items and pricing. Quotes reference the current SEWP pricing contract and are valid for the period stated on the quote.

Step 5: Place the Order

Once the agency selects CDS, the Contracting Officer issues a delivery order or task order. The order must be submitted to the NASA SEWP Program Management Office (PMO) at sewporders@sewp.nasa.gov. The SEWP PMO will assign a SEWP Control Number (SCN) and route the order to CDS. CDS will not begin work on any order over the micro-purchase threshold until the SCN has been assigned.

Commercially available technical specifications for any service on CDS' SEWP VI contract are available upon request at no charge.

Troubleshooting a Problematic Order

CDS is committed to resolving order-related issues quickly and professionally. If a problem arises involving order status, delivery, invoicing, product availability, warranty support or contract administration, customers should contact the CDS SEWP PMO as soon as possible. CDS will acknowledge all inquiries promptly, investigate the issue, coordinate with manufacturers or service providers as necessary and provide status updates through resolution. If required, CDS will work directly with the NASA SEWP PMO to facilitate issue resolution.

NASA SEWP VI



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