NASA SEWP VI Ordering Guide

Background

NASA SEWP VI (Solutions for Enterprise-Wide Procurement) is a 10-year multi-award Government-Wide Acquisition Contract (GWAC) providing the latest Information Technology, Communication, and Audio-Visual (ITC/AV) solutions and services. The SEWP vehicle is self-funded through contract surcharge usage fees (0.34%) and provides all Federal agencies with acquisition support - more than 50,000 orders a year.

Technology is ever-evolving and for that reason SEWP's processes enable Contract Holders to add new commercial technology and IT services to their contract daily, as requested by SEWP 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.

About IBSS

IBSS is a women-owned, small business (WOSB) with a history of delivering innovative, cost-effective, high-quality IT services to federal government customers since 1992. Our cybersecurity, IT modernization, and engineering solutions are underpinned by ISO 9001, ISO 20000 and ISO 27001 certified practices, CMMI DEV/SVC accreditations, and ITILv4 best practices. As a SEWP Category C WOSB vendor, IBSS' mission-based ITC/AV services include:

- Innovation Services
- Information and Data Analytics Services
- Application Services/Software Development
- Cybersecurity Services
- Cloud Services
- Digital Multimedia and Technical Communications Services
- IT Operations and Maintenance/Help Desk/Call Center Support
- Network Services
- Database Services
- In-Scope Training
- Program Management/Ancillary Services and Supplies

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Category C Contract: 80TECH26D0144

Period of Performance: November 2026 - October 2036
Primary NAICS: 541519
UEI: LU7GZQJBMLM8
Main Office Address: 1110 Bonifant Street, Suite #315, Silver Spring, MD 20910
Website: www.ibsscorp.com/nasa-sewp-vi
Email: sewpvi@ibsscorp.com

Contacts for Quotes, Program Support, Order Issues, or Post-Delivery Support

Jack Byrne, IBSS SEWP VI Program Manager
Email: jack.byrne@ibsscorp.com
Dr. Forest O'Neill, IBSS SEWP VI Deputy Program Manager
Email: forest.oneill@ibsscorp.com
Phone: 301-942-9014, ext. 1020

Order Troubleshooting

For questions about an order, technical support, and other post-delivery issues, please contact the point of contact listed on the quote/order, or our SEWP Team via email at sewpvi@ibsscorp.com, or by phone 301-942-9014, ext. 1020.

How to Contact SEWP

Email: help@sewp.nasa.gov
Phone: 301-286-1478
Website: www.sewp.nasa.gov/sewpvi
SEWP PMO Hours: Mon-Fri, 7:30 a.m. to 6 p.m. (ET)

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.



How the SEWP Order Process Works

Agency COs can direct an opportunity as a “set-aside” to various socio-economic categories.

IBSS is a WOSB on NAICS codes 517810, 518210, 519290, 541330 (exceptions), 541511, 541512, 541513, 541519, 541715.

The internal ordering process of each Agency varies. The process and accompanying forms for Purchase Requests (PR) and Delivery Orders (DO) that are issued against a SEWP contract are 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 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 - those 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 responsibility of the Issuing Agency's CO to be aware of any Agency-specific orders via an existing contract vehicle and GWAC. 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 PMO.

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**.