NASA SEWP VI Ordering Guide

Systems Engineering Solutions Corporation (SES)

Category B: Enterprise-Wide ITC/AV Strategic Solutions
Category C: ITC/AV Mission-Based Services, Small Business Set-Aside

Contract Holder	Systems Engineering Solutions Corporation (SES)
Category B Contract	80TECH26D1081 - Enterprise-Wide ITC/AV Strategic Solutions
Category C Contract	80TECH26D0627 - ITC/AV Mission-Based Services, Small Business Set-Aside
UEI / CAGE	DVKNB2QVA3K8 / 3DXL7
Business Size	Small Business
Primary Website	https://sescorporation.com
Address	8229 Boone Blvd, Suite 885, Vienna, VA 22182
Phone	240-865-3080

Purpose of this guide

This customer-facing ordering guide provides federal buyers and authorized support contractors with a concise overview of how to request quotes, route orders, and engage SES under NASA SEWP VI Categories B and C.

1. SEWP Overview

The NASA SEWP (Solutions for Enterprise-Wide Procurement), 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. 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.

2. About Systems Engineering Solutions (SES) Corporation

Founded in 2003, Systems Engineering Solutions Corporation (SES) is a small business IT consulting firm that supports multiple federal government agencies in modernizing complex, mission-critical environments. Our experienced professionals deliver systems engineering, infrastructure modernization, cloud, data analytics, IT operations, and program management solutions tailored to each customer's mission. Through NASA SEWP VI Categories B and C, SES provides agencies with streamlined access to enterprise-wide strategic solutions and mission-based ITC/AV services.

3. SEWP VI Quick Reference

Item	SES Information	Buyer Use
Vehicle	NASA SEWP VI Government-Wide Acquisition Contract (GWAC)	Use for ITC/AV service solution requirements that fit Category B or Category C scope.
Category B	Enterprise-Wide ITC/AV Strategic Solutions; SES Contract 80TECH26D1081	Use when the requirement is enterprise-wide or agency-wide and involves large-scale integration, managed services, cybersecurity, cloud, data, application, or related ITC/AV services.
Category C	ITC/AV Mission-Based Services; Small Business Set-Aside; SES Contract 80TECH26D0627	Use for mission, program, project, or office-level ITC/AV service requirements. Category C is small-business restricted.
Primary ordering path	SEWP Quote Request Tool (QRT) and/or agency procurement process, followed by routing the order to NASA SEWP PMO	Ordering agencies issue their delivery/task order through their own procurement office; NASA SEWP PMO reviews, processes, tracks, and orders.
NASA SEWP order email	sewporders@sewp.nasa.gov	Orders and modifications should route through NASA SEWP PMO.
NASA SEWP Customer Help	help@sewp.nasa.gov | 301-286-1478	Use for SEWP ordering, tools, and ordering-process support.

4. SES SEWP VI Scope and Service Areas

Category	Scope Summary	Representative SES Service Areas
Category B	Enterprise-wide ITC/AV strategic solutions designed for large-scale agency or enterprise needs. Product-only requirements are not in scope for this category.	Managed IT services; enterprise service program integration; cloud services; enterprise cybersecurity; enterprise application services and software development; data analytics; network services; digital multimedia/technical communications; program management and ancillary services.
Category C	Mission-based ITC/AV services at the mission, program, or project level. Category C is restricted to small	IT operations and maintenance; help desk/call center support; database services; software development; cybersecurity; network services; cloud; information/data analytics; digital

	businesses.	multimedia/technical communications; in-scope training; program management and ancillary services.

5. How to Place an Order

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 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 Purchase Request (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 Delivery Order number may be used. The NASA SEWP Program Management Office (PMO) does not issue Dos. These must be issued through the issuing Agency's procurement office. The SEWP Program Management Office (PMO) reviews, processes and tracks issued DOs and forwards them to the Contract Holder(s). The ordering Contracting Officer issues the order and submits DOs to the SEWP PMO at sewporders@sewp.nasa.gov.

Some Agencies have special requirements for issuing IT Delivery Orders. 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 Government-Wide Acquisition Contracts. 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 Management Office (PMO).

6. Fair Opportunity and Set-Asides

- 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.
- Ordering agencies may use applicable category selections, small-business filters, and other market research to determine the appropriate group of contract holders to solicit.
- Category C is intended for small-business mission-based services. Buyers should document their acquisition strategy and any set-aside or exception rationale in accordance with agency policy.

7. Order Issues and Post-Delivery Contacts

Role	Name / Office	Email	Phone
SES Help	SES Corporate Operations	SEWPVI@sescorporation.com	240-865-3080
NASA SEWP Customer Help	NASA SEWP PMO	help@sewp.nasa.gov	301-286-1478
Order Submission	NASA SEWP PMO	sewporders@sewp.nasa.gov	—

Helpful Links: NASA SEWP Website | SES Website