CONTRACT HOLDER ORDERING GUIDE

NASA SEWP VI

Solutions for Enterprise-Wide Procurement | Category C

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. 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, supporting 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 QRT will automatically include the Contract Holders within a selected Group or based on a suggested source.

ABOUT ODRG ADV JV

Organizational Development Resource Group, LLC solves complex problems for our federal clients by developing solutions in the areas of communications, multimedia, information technology, organizational development, coaching, thought leadership, grants management and more.

- Program/Project Management Support
- Human-Centered Design
- Digital Transformation
- DevSecOps
- Data Analytics
- AI-Powered Geoservices
- Geospatial Analytics
- Security Cooperation

Visit our website: odrgllc.com/nasa-sewp-vi

NASA SEWP VI

Solutions for Enterprise-Wide Procurement

Contract Holder

CONTRACT NUMBER

80TECH26D1006

CATEGORY

C – Mission-Based ITC/AV Service Solutions

PERIOD OF PERFORMANCE

November 2026 – October 2036

UEI

LQ69JYCG9XJ6

SEWP SURCHARGE

0.34%

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

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 Contract Holders to add new commercial technology and IT services to their contract daily, as requested by customers. The focus of SEWP is on the full suite of technology offerings that simplify Government access and Industry offerings across the entire ITC/AV solutions and services landscape.

If you would like SEWP to determine whether your requirement is within scope of the SEWP VI contract, send an overview and/or bill of materials (BOM) to help@sewp.nasa.gov for a quick review and feedback. The SEWP VI contracts were awarded by three scope categories:

CATEGORY A

ITC/AV Solutions

CATEGORY B

Enterprise-Wide ITC/AV Service Solutions

CATEGORY C

Mission-Based ITC/AV Service Solutions
ODRG ADV JV Contract Holder

BASIC SERVICE WARRANTY

ODRG ADV JV is committed to delivering responsive, high-quality services throughout the lifecycle of each SEWP VI order. We work closely with customers to ensure services are performed on schedule, meet defined requirements, and are supported by clear communication and timely issue resolution from task initiation through completion.

We warrant that all services are performed in a professional and workmanlike manner by qualified personnel and in accordance with the requirements of the delivery order.

ORDERING PROCESS

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:

01

Identify Requirement

The end user determines a requirement and generates a Purchase Request (PR), including funding information and an acquisition strategy.

02

Request Quotes

Submit an RFQ through SEWP

Issue a Request for Quote through the QRT, selecting Category C contract holders. This satisfies and documents fair opportunity under FAR 16.505(b)(1).

03

Evaluate Responses

The Government evaluates technical, pricing, and best-value factors.

04

Issue Delivery Order

The Agency's procurement office issues the Delivery Order (DO), citing the SEWP VI contract number, contract holder information, and required line-item details. Any valid Federal Agency DO form and DO number may be used.

05

NASA SEWP VALIDATION

The SEWP PMO reviews, processes, and tracks the issued DO and forwards it to ODRG ADV JV following validation.

06

Performance and Delivery

ODRG ADV JV performs the work and provides ongoing customer support throughout execution.

The SEWP PMO Does Not Issue DOs

Delivery Orders 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).

Agency-Specific Requirements

Some Agencies have special requirements for issuing IT Delivery Orders. It is the Issuing Agency 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.

No Intermediary Offices Required

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.

Order Modifications

If modifications are made to any order, these modifications must also route through the SEWP Program Management Office (PMO).