NASA
SEWP VI
Contract Holder

SEWP VI Ordering Guide

NASA SOLUTIONS FOR ENTERPRISE-WIDE PROCUREMENT VI

Leverage Information Systems, Inc. (dba NWNFederal) Program Management Contacts:

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Program Support Information

How To Obtain a Quote

The SEWP Quote Request Tool (QRT) is the recommended method for obtaining a quote.

SEWP VI Order Process

1. Customer or Contract Holder submits orders to SEWP VI Program via email (sewporders@sewp.nasa.gov) or fax (301-286-0317).
2. SEWP VI PMO enters order into system and assigns the order a case number.
3. If an RFQ number is provided with the order, the CLIN list provided by the Contract Holder during quoting is reverified against the order total and assigned a SEWP VI Control Number (SCN).

   **If the totals do not match or the RFQ number is not provided, the Contract Holder will have to re-enter the CLIN verification file using the CHOP order tool, within one (1) business day. An SCN will not be assigned until the CLIN list is verified. (A CLIN list is required for all new orders and order modifications that change the dollar amount of the order)*

4. Once the order has been verified, the Contract Holder is sent an email that an order has been entered by the SEWP VI PMO
5. The Contract Holder must then acknowledge receipt of the order by replying directly to the order email, or using the "Mark as Received" button on the CHOP, within one (1) business day.

The following information is required for each order:

- Date of Order
- Signature (direct, electronic, or implied through preapproved method) of Authorized Government Ordering Official
  - Contracting Officer for order
  - Credit Card Holder Name for credit card orders
- Name and Phone Number of Authorized Government Ordering Official
- Name of Issuing Agency
- Name of Ordering Agency (if different from Issuing Agency)
- Order Number
  - Unique order number for the Ordering Government entity – Ordering Agency determines the Order Number
- Contractor Name and SEWP VI Contract Number
- Appropriation and Accounting Data
- Billing and Invoice Address
- Shipping Address
- SEWP VI CLIN and Product Descriptions To Be Delivered
- Total Order Amount
- Additional Mutually Agreed Upon Terms and Conditions, Statement of Work, and so forth
- Period of Performance for Any Associated Services

SEWP VI Agency Administrative Handling Fee

An Agency Administrative Handling Fee, not to exceed **0.34%** of the total price of the delivery order, shall be applied to all orders under the SEWP VI contracts. The SEWP VI website will post the Agency Administrative Handling Fee percentage, and the Contractor shall be notified via email by the SEWP VI PMO.

Customer Service

For information on:

- How to obtain a quote from NWNFederal (sales)
- Installation, basic warranty, extended warranty, technical support, software support, and post-delivery support
- Troubleshooting a problematic order or customer service

Please contact Marilyn Mazza, NWNFederal NASA SEWP VI PM: marilyn.mazza@leverageis.com

Awarded Contracts

Leverage Information Systems/NWNFederal SEWP VI Contracts

Award Category: Category A – Information Technology, Communication and Audio Visual (ITC/AV) Solutions

Contract Number	80TECH26D1811
CAGE Code	0X6H7
UEI	ZS5DDL1K9N45
NAICS Code	541519 – IT Value Added Reseller
Anticipated Ordering Period	November 1, 2026–October 31, 2036

NASA SEWP VI Overview

NASA SEWP VI Mission

The SEWP VI Program enables NASA and all Federal Agencies to efficiently and effectively acquire mission critical Information Technology, Communication and Audio Visual (ITC/AV) solutions and services via a suite of contracts encompassing a diversity of business sizes and offerings. SEWP's customized reporting, streamlined procurement processes, innovative applications, premier customer service, acquisition insight and Government/Industry partnership deliver the Best-in-Class value for the Federal Government.

NASA SEWP VI is a multi-award Government-Wide Acquisition Contract (GWAC) vehicle. It features a $20 billion ceiling per prime contract and a 10-year ordering period. The contract's core purpose is to streamline procurement of ITC/AV products, cloud, cybersecurity, and related professional services. The GWAC is divided into three segments: Category A, Category B, and Category C.

Category A (ITC/AV Solutions): Covers hardware, software, cloud solutions, maintenance, and product-based services. Split into unrestricted and SBSA groups.

Category B (Enterprise-Wide ITC/AV Service Solutions): Focused on enterprise-level IT, communications, and audiovisual infrastructure support services. Open to businesses of all sizes.

Category C (ITC/AV Mission-Based Services): Restricted to small businesses.