



NASA SEWP VI ORDERING GUIDE

Blue Tech Inc.

Blue Tech SEWP VI POC

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Blue Tech Company Info

Group A, HUBZone: 80TECH26D1943
UEI: MDC5LDZKQAM4
Tax ID #: 33-0092192

You can contact Blue Tech at any time with SEWP questions or concerns at sewp@bluetech.com or by calling toll free (800) 456-1410. The Blue Tech team is ready to serve you!

SEWP VI Overview

The NASA Solutions for Enterprise-Wide Procurement (SEWP) VI contract is a multi-award government-wide acquisition contract (GWAC) for Information Technology products and services. It is an indefinite delivery, indefinite quantity (IDIQ) contract. All federal government agencies and authorized government prime contractors are able to use the SEWP contract, and there is no per-agency limit.

SEWP can be used to purchase commercially available information technology (IT) equipment, network and telecommunication products, cyber security solutions, Audio Visual and Teleconferencing products, and software products including Software as-a-Service (SaaS), warranty, and services at a firm fixed price. The SEWP VI contracts period of performance began November 1, 2026 and have a period of performance of ten years.

SEWP puts a small administration surcharge (0.34%) on all contract orders. Additional information about SEWP can be found on 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 our Contract Holders to add new commercial technology and IT services to their contract daily, as requested by our 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. SEWP is composed of three (3) scope categories detailed below. 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 and we will quickly review and provide feedback.

The SEWP Contracts were awarded by scope category, the three categories are:

- Category A – ITC/AV Solutions
- Category B – Enterprise-Wide ITC/AV Service Solutions
- Category C – Mission-Based ITC/AV Service Solutions

How to Obtain a Quote

The recommended method for getting a SEWP quote is by using the RFQ/RFI tool available on the SEWP website. Using this tool assists in providing and documenting fair opportunity. Quotes may also be obtained by contacting a contract holder directly, however you are then responsible for ensuring Fair Opportunity is provided.

SEWP VI Ordering Process

Placing 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).



Delivery Order Information

Delivery orders are required to contain the following information for processing. If the below information does not appear on the delivery order, the order may not be processed or processing may be delayed.

- Date of Order
- Signature (direct, electronic, or implied through pre-approved method) of authorized Government Ordering Official
- Name and phone number of authorized Government Ordering Official
- Name of Issuing Agency
- Name of Ordering Agency (if different from Issuing Agency)
- Order Number (Ordering Agency determines the Order Number)
- Contractor Name and SEWP Contract Number
- Appropriation and accounting data
- Billing and Invoice Address
- Shipping Address
- SEWP CLINs and product descriptions to be delivered
- Total order amount
- Additional mutually agreed upon Terms and Conditions, Statement of Work, etc.
- Period of performance for any associated services

SEWP Control Number (SCN)

All orders (including delivery orders, task orders, credit card orders, and order modifications) must be sent to the SEWP Program Office and should not be sent directly to Blue Tech or any other contract holder. Once received from the customer, SEWP will log the order and check that the order total matches the verification file from the quote.

SEWP will process your order and assign a SEWP Control Number (SCN). SEWP will then send the order to the Contract Holder for processing.

All Delivery Orders regardless of order value and credit card orders over the micro-purchase limit must be sent, processed, and assigned a SEWP Control Number (SCN) by the SEWP PMO prior to being processed by Blue Tech.



More about SEWP

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 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 Category or based on a suggested source.

Post-Delivery Procedures and Order Troubleshooting

For questions about warranty, extended warranty, technical support, software support, and other post-delivery issues, please contact the sales representative listed on the quote/order, or our SEWP Sales Team via email at sewp@bluetech.com, or phone (800) 456-1410. The Blue Tech team is ready to assist you!

The NASA SEWP helpline (301-286-1478) is your best resource when you have any questions concerning purchase orders, SEWP's web-tools or any SEWP-related topics. The helpline is open Monday - Friday 7:30 am to 6:00pm EST.