NASA SEWP VI Ordering Guide

Category C Contract 80TECH26D1594 · PoP: November 2026 – October 2036

SEWP VI program support, order issues and post-delivery contacts

SEWP PROGRAM MANAGER

Matthew Foster

mfoster@avatar-computing.com

508-459-3778 ext. 111

SEWP DEPUTY PROGRAM MANAGER

Scott DiGiorno-Shankle

sshankle@avatar-computing.com

508-459-3778 ext. 114

Program support

How to obtain a quote

Request a quote through the NASA SEWP Quote Request Tool (QRT), the recommended way to meet and document fair opportunity. For a direct quote, or questions before posting a request, contact our Program Manager or Deputy Program Manager.

Installation, warranty and post-delivery support

Installation, basic and extended warranty, technical support, software support and other post-delivery terms are defined in each AVATAR quote and the resulting delivery order. Direct any post-delivery question to our Program Manager or Deputy Program Manager.

Troubleshooting a problematic order

Contact our Program Manager or Deputy Program Manager with your delivery order number and a short description of the issue. Order processing questions can also go to the SEWP Program Office at help@sewp.nasa.gov or (301) 286-1478.

About AVATAR Computing

Established in 2005, AVATAR Computing, Inc. is a Service-Disabled Veteran-Owned Small Business based in Worcester, Massachusetts. AVATAR develops technology solutions for the Government's most complicated problems and supports the Army, Navy, Air Force and commercial organizations across many industries. Learn more at avatar-computing.com.

Main office

AVATAR Computing, Inc.
67 Millbrook Street, Suite 419
Worcester, MA 01606
Phone: 508-459-3778
avatar-computing.com

Contract details

Contract number: 80TECH26D1594

Category: C, Mission-Based ITC/AV Service Solutions

Contract type: Multi-award GWAC

SEWP surcharge: 0.34%

UEI: UW9RDZ9LRLL5 · **CAGE:** 1LKQ0

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 – more than 50,000 orders a year.

Fair opportunity

FAR 16.505(b)(1) provides that each contractor shall be given a fair opportunity to be considered for each order exceeding the micro-purchase threshold issued under multiple-award contracts. The method used to provide fair opportunity is at the discretion of the Contracting Officer (CO), and 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) automatically includes the Contract Holders within a selected Group or based on a suggested source.

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 SEWP’s processes enable Contract Holders to add new commercial technology and IT services to their contracts daily, as requested by 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.

The SEWP VI 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** (AVATAR's contract category)

To have SEWP confirm whether a requirement is within scope of SEWP VI, send an overview and/or bill of materials (BOM) to help@sewp.nasa.gov for a quick review and feedback.

Ordering process

The internal ordering process of each Agency varies. The process and accompanying forms for Purchase Requests (PRs) and Delivery Orders (DOs) 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 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 PMO does not issue DOs; these 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 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 PMO.

SEWP Helpline

Email: help@sewp.nasa.gov · Phone: (301) 286-1478

Hours: Monday–Friday, 7:30 AM – 6:00 PM ET · www.sewp.nasa.gov