DINÉ SOURCE

SEWP VI Ordering Guide

NASA SEWP VI Solutions for Enterprise-Wide Procurement
Contract Holder

CONTRACT INFORMATION

Contract Holder
Diné Source

Period of Performance
November 1, 2026 – October 31, 2036

Category B Contract
80TECH26D1402
Enterprise-Wide ITC/AV Service Solutions

Category C Contract
80TECH26D1153
Mission-Based ITC/AV Service Solutions

SEWP Fee 0.34%

Diné Source Office Address
714 E. Monument Avenue
Dayton, OH 45402

Overview

NASA Solutions for Enterprise-Wide Procurement (SEWP) VI is a Government-Wide Acquisition Contract (GWAC) designed to streamline federal procurement of Information Technology, Communication, and Audio-Visual (ITC/AV) products, solutions, and services. Available to federal agencies and their approved contractors, SEWP VI provides access to a broad range of technology capabilities to support evolving mission needs.

Authorized Ordering Entities

Any Government Contracting Officer or duly authorized representative, including a Government Purchase Card holder, may place orders. A Delegation of Procurement Authority is not required. Authorized support-service contractors may order when the SEWP PMO receives a Contracting Officer-signed Letter of Authorization.

Fair Opportunity and Contracting Officer Authority

Fair Opportunity and Contracting Officer Authority 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.

Scope

The SEWP VI contract spans a broad range of ITC/AV solutions and services. Due to the evolving technology landscape, contract holders can add new IT services and commercial technology to their contracts through the SEWP Technology Refresh Process. For an official scope review, send a requirement overview and/or bill of materials to **help@sewp.nasa.gov**.

Category	Scope	Diné Source
B	Customized strategic ITC/AV services supporting large-scale, enterprise-wide agency requirements.	Contract 80TECH26D1402
C	Customized ITC/AV services supporting specific agency mission-level requirements.	Contract 80TECH26D1153

Ordering Process

1. **Define the requirement.** The requiring activity identifies the ITC/AV need, funding, technical and performance requirements, period of performance, delivery location, security requirements, and agency approvals.
2. **Conduct market research.** Use the SEWP Online Catalog, Strategic Storefronts, an RFI, or a Market Research Request to assess available capabilities, providers, scope, contract line items, pricing, and compliance attributes.
3. **Select the acquisition strategy.** Choose Category A, B or C as appropriate, select the NAICS code and business size, determine whether to use a set-aside, and establish the fair-opportunity or authorized exception approach.
4. **Issue the request.** Use the QRT to release the RFQ, MRR, RFI, or RFS to the eligible Contract Holder group. State the requirement, evaluation factors, response instructions, delivery or performance terms, and whether partial quotes are acceptable.
5. **Receive and review responses.** Contract Holders respond through the SEWP portal. For RFQs and MRRs, quoted offerings must be on contract and the response includes a CLIN-list verification file. SEWP performs automated and program-office checks against contract data.
6. **Evaluate and select best value.** Evaluate responses using the stated criteria, determine price fair and reasonable at the order level, document the decision, and make the award in accordance with agency procedures.
7. **Issue and submit the order.** The ordering agency issues its delivery or task order and sends the complete order package to the SEWP PMO at **sewporders@sewp.nasa.gov.** The NASA SEWP PMO does not issue the agency's order.
8. **Wait for validation and SCN.** The SEWP PMO confirms that ordered offerings are on contract and properly priced, enters the order, and assigns the SEWP Control Number. Except for qualifying micro-purchase credit-card orders, fulfillment cannot begin before SCN assignment.
9. **Administer performance.** The Contract Holder acknowledges receipt, performs to the order terms, updates status, invoices the agency, and coordinates delivery, service, warranty, and support matters with the customer.
10. **Route modifications and closeout.** Send every formal order modification to the SEWP PMO. At completion, follow agency closeout requirements and resolve any remaining delivery, invoice, property, or performance matters.

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Diné Source Program Support

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NASA SEWP Support

SEWP Helpline: help@sewp.nasa.gov | 301.286.1478

Hours: Monday – Friday 7:30 AM–6:00 PM Eastern Time

Website: www.sewp.nasa.gov

Order Submission: sewporders@sewp.nasa.gov