



NASA SEWP VI Ordering Guide



NASA SEWP VI Contract Holder: Zartek Solutions, LLC

NASA SEWP VI Overview

The NASA SEWP (Solutions for Enterprise-Wide Procurement), pronounced “soup,” is a multiple-award, indefinite-delivery/indefinite-quantity acquisition vehicle managed by NASA. SEWP provides the latest Information Technology, Communications, and Audio-Visual (ITC/AV) solutions and services to Federal agencies and their approved contractors. Established in 1993, SEWP I was the first Government-Wide Acquisition Contract (GWAC) in the federal acquisition space. Over the past 30 years, SEWP has continually evolved and expanded its scope to meet customer needs. SEWP VI, the sixth iteration of NASA’s SEWP program, offers a broad range of IT solutions, including hardware, software, cloud services, cybersecurity, engineering solutions, consulting services, and more. The SEWP vehicle represents acquisition innovation within the Federal Government. The program is self-funded through a 0.34% usage fee and supports all Federal agencies with acquisition assistance, processing more than 50,000 orders annually.

Scope for NASA SEWP VI

NASA SEWP VI is a \$20 Billion dollar multi-award Government-Wide Acquisition Contract (GWAC) Vehicle, designed to provide a broad suite of Information Technology (IT), Communication and Audio Visual (ITC/AV) solutions and services for all Federal Agencies and their approved contractors. 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 IT, 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

Contract Duration

All NASA SEWP VI contracts have an effective ordering period from November 1, 2026, through October 31, 2036, providing a 10-year ordering period.

Authorized Buyers

The NASA SEWP VI contracts are available for use by all Federal agencies and authorized Federal contractors.

A.1.13 Fair Opportunity and Requests For Quotes

Contractors will be provided a fair opportunity at the individual order level as appropriate per FAR Part 16.505(b), including the SEWP RFQ tools. No documentation for the order selection is required to be submitted with the order. All such documentation is to be maintained by the issuing office.

The Contractor shall not market, quote or otherwise offer for sale, any IT Solutions not listed under this contract, until the said solutions are included in the SEWP database of record, and available to all Government end-users.

General Contract Information

Contractor: Zartek Solutions, LLC

SEWP VI Contract Number: 80TECH26D1483

Category: B

Contract Type: GWAC

Contract Issue Date: November 1, 2026

Contract Expiration Date: October 31, 2036

SEWP VI Contract Number: 80TECH26D0818

Category: C

Contract Type: GWAC

Contract Issue Date: November 1, 2026

Contract Expiration Date: October 31, 2036

SEWP Surcharge: SEWP has a 0.34% surcharge.

NASA SEWP Program Website: www.sewp.nasa.gov

SEWP PMO Hours: Mon-Fri, 7:30 AM – 6 PM (ET)

SEWP Email: help@sewp.nasa.gov

SEWP Customer Help Desk: 301-286-1478

About Zartek Solutions, LLC

Zartek Solutions is a Small Business Administration (SBA) certified 8(a), Economically Disadvantaged Woman-Owned Small Business (EDWOSB), and HUBZone Small Disadvantaged Business that provides a full range of affordable, efficient, and robust IT services to public- and private-sector clients. We are committed to consulting, educating, and collaborating with our clients to deliver the right IT solutions and services to achieve their strategic, technical, and organizational goals. Established in 2015, Zartek is an International Organization for Standardization (ISO)-certified firm, with certifications including ISO 9001:2015 (Quality Management), ISO 20000-1:2018 (Service Management), and ISO 27001:2022 (Information Security). We facilitate the effective integration of people, processes, and technology to create opportunities and deliver lasting value for our partners, clients, team members, and communities.

NASA SEWP VI Program Management Contacts

NASA SEWP Program Manager – Neetika Singh

If the Government issues a Request For Information (RFI) as part of market research, the Contractor may provide items not yet listed on their SEWP contract as part of a market research quote if:

1. all such items are clearly marked as not yet available on their SEWP contract; and
2. the contractor submits a technology refreshment request to add those products to their contract.

If the Government issues a Request For Quote (RFQ) or a Market Research Request (MRR), the Contractor may only respond with items available on their Contract and the price of each item shall be the no greater than the price in Attachment F SEWP database of record at the time the quote is issued. If the Contractor has insufficient items on their contract to fully respond to the Formal RFQ, the Contractor must respond with a No Bid. Unless the RFQ specifically allows for partial quotes, the Contractor must respond fully to all requirements specified in the RFQ.

When submitting a quote to a government end-user, the contractor must clearly state the length of time the quote is valid. The Contractor shall honor any order submitted within the stated time period of a quote.

When responding to an RFI or RFQ issued from the NASA SEWP RFQ on-line quoting system, the Contractor must respond as outlined in Attachment C: Contract Holder User Manual (CHUM).

Contract Holders are prohibited from using Government information posted on the NASA SEWP Contract Holder Only Page, such as RFQs, RFIs, etc., for purposes other than proposing on SEWP requirements. This includes Contract Holders providing third parties with SEWP information and requirements for the purpose of assisting companies, that are not SEWP Contract Holders, with providing unsolicited proposals to meet agency requirements already posted to the NASA SEWP RFQ on-line quoting system.

Ordering Process

NASA’s SEWP VI Program Management Office (PMO) maintains an online Quote Request Tool (QRT) that enables customers to initiate Requests for Quote (RFQs) and orders. However, some customers may utilize a different mechanism from the normal Quote Request Tool (QRT)/CHOP process due to concerns about the transmission of classified/sensitive data. For example, if the customer has a classified/sensitive request for which they are obtaining SEWP quotes, the SEWP process allows the customer to notify Contract Holders via the QRT or another mechanism of their choice. This helps the customer directly and securely submit that material to the Contract Holders via their own agency method.

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 VI 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 NASA SEWP VI 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 NASA SEWP VI PMO.

How to Place an Order

Customers may submit orders to the NASA SEWP Program Office via email at sewporders@sewp.nasa.gov or via fax at 301-286-0317. The customer is responsible for determining the applicable NAICS code and business size based on its requirements, policies, processes, and fair opportunity procedures. All orders must be submitted to the NASA SEWP Program Office for processing. A SEWP order cannot be processed until the SEWP PMO assigns a SEWP Control Number (SCN) to the order and forwards the order to the applicable Contract Holder(s).

The default response time is five days, although customers have full discretion to establish the response period based on the complexity of their requirements. SEWP recommends allowing sufficient time for Contract Holders to develop and submit responsive quotes. The response period may range from a minimum of one day to a maximum of one year.

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Learn more about Zartek Solutions at:

www.zarteksolutions.com