



NASA SEWP VI Ordering Guide

Version 1.1 · Updated September 2026

KAPS Solutions, LLC

Category B · 80TECH26D1802

Enterprise-Wide ITC/AV Service
Solutions

Category C · 80TECH26D1764

Mission-Based ITC/AV Service Solutions

PoP: November 2026 – October 2036

UEI NU9LMK6EJDN8 · CAGE 6CG53

SEWP OVERVIEW

NASA SEWP VI – 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 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

CONTRACT INFORMATION

CONTRACT TYPE

Multi-award Government-Wide
Acquisition Contract (GWAC)

CATEGORY B

80TECH26D1802

CATEGORY C

80TECH26D1764

PERIOD OF PERFORMANCE

November 2026 – October 2036

SEWP SURCHARGE

0.34%

SEWP HELPLINE

help@sewp.nasa.gov

(301) 286-1478

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

www.sewp.nasa.gov

documentation. The SEWP Quote Request Tool (QRT) will automatically include the Contract Holders within a selected Group or based on a suggested source.

ABOUT KAPS SOLUTIONS

KAPS Solutions, LLC is an SBA-certified 8(a), EDWOSB and WOSB small business delivering management consulting, technology and professional services to federal agencies, including business process reengineering, cybersecurity, data analytics, and program and project management.

Visit our website: www.kapssolutions.com

SEWP VI PROGRAM SUPPORT

Obtaining a quote

Submit your requirement through the NASA SEWP Quote Request Tool (QRT), selecting Category B or Category C and including KAPS Solutions, LLC (CAGE 6CG53).

For market research or questions before issuing an RFQ, contact our SEWP Program Manager or Deputy Program Manager directly, or write to our quote inbox.

Pooja Baheti

SEWP Program Manager

571-402-5096

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Jonathan Retzke

SEWP Deputy Program Manager

571-402-5096

jonathan.retzke@kapssolutions.com

Quote inbox

info@kapssolutions.com

Order issues and post-delivery

1. Contact our SEWP Program Manager or Deputy Program Manager with your SEWP delivery order number, agency, and a description of the issue.
2. We will work the issue with your contracting office and, where needed, with the NASA SEWP PMO.
3. If the issue remains unresolved, contact the SEWP Helpline. Any change to the order must route through the SEWP PMO.

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INSTALLATION, WARRANTY AND POST-DELIVERY SUPPORT

INSTALLATION

Where a delivery order includes installation or configuration, it is performed as specified in that order's statement of work.

EXTENDED WARRANTY

Available only where quoted as a line item and listed on our SEWP contract.

OTHER POST-DELIVERY ISSUES

Contact our SEWP Program Manager or Deputy Program Manager with the SEWP delivery order number.

BASIC WARRANTY

Services are performed to the requirements of each delivery order. Commercial products provided under an order carry the original manufacturer's standard warranty, passed through to the ordering agency.

TECHNICAL AND SOFTWARE SUPPORT

Provided under the terms of the delivery order. Software support follows the manufacturer's published support terms.

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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** — held by KAPS Solutions
- **Category C - Mission-Based ITC/AV Service Solutions** — held by KAPS Solutions

KAPS Solutions — Category B (80TECH26D1802)

- Workflow engineering and enterprise platform integration
- Business intelligence and data analytics services
- Enterprise security and risk management services

KAPS Solutions — Category C (80TECH26D1764)

- Business process reengineering and organizational change management
- Cybersecurity operations, including event monitoring, threat detection, vulnerability remediation and incident response
- Data science, executive reporting and program management
- Security and continuity operations, including personnel security and information system contingency planning

ORDERING PROCESS

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).

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 Program Management Office (PMO).

Ordering from KAPS Solutions

1. **Request a quote through SEWP.** Use the NASA SEWP Quote Request Tool (QRT) at sewp.nasa.gov, select Category B or Category C, and include KAPS Solutions, LLC (CAGE 6CG53).
2. **Market research questions.** Contact our SEWP Program Manager or Deputy Program Manager, or write to info@kapssolutions.com. Any item not yet on our contract will be clearly marked as such, as clause A.1.13 requires.

3. **Issue the delivery order.** Your agency's procurement office issues the delivery order citing the applicable contract: Category B 80TECH26D1802 or Category C 80TECH26D1764.
4. **SEWP PMO processing.** The NASA SEWP PMO reviews, processes and forwards the order to KAPS Solutions. Any modification to the order also routes through the SEWP PMO.

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 procurement 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.

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 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.

NASA SEWP is a Government-Wide Acquisition Contract (GWAC) managed by the National Aeronautics and Space Administration (NASA). Reference to the NASA SEWP VI contract vehicle or display of SEWP program logos does not constitute an endorsement by NASA or the Federal Government of KAPS Solutions, LLC, its products, or its services.

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