ORDERING GUIDE

Zimmerman Associates, Inc.

NASA SEWP VI

Solutions for Enterprise-Wide Procurement

Contract Holder

SEWP OVERVIEW

NASA SEWP VI, Solutions for Enterprise-Wide Procurement, pronounced "soup," provides the latest IT, 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.

SEWP SCOPE

SEWP is designed to provide a broad suite of ITC/AV solutions and services. Technology is ever-evolving and for that reason SEWP's processes do enable contract holders to add new commercial technology and IT services to our contract. 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 comprises three scope categories, listed below. ZAI was awarded Category B. 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 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

CATEGORY B CONTRACT
80TECH26D1445
PoP: 11/2026 – 7/2036

ZAI ADDRESS
2677 Prosperity Avenue, Suite 225
Fairfax, VA 22030
Ph: 703-883-0506
Fx: 703-991-0654

SEWP VI PROGRAM SUPPORT

Order Issues and Post-Delivery Contacts

Monica McClendan
SEWP VI Program Manager
E: sewpvi@zai-inc.com
Ph: 703-259-6729

Rachel Williams
SEWP VI Deputy Program Manager
E: sewpvi@zai-inc.com
Ph: 703-259-6706

SEWP VI Helpline
E: help@sewp.nasa.gov
Ph: 301-286-1478
M – F, 7:30am – 6pm (ET)
www.sewp.nasa.gov

SEWP 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 by the NASA SEWP Program Management Office (PMO). The typical process is for an end-user to determine a requirement and generate a 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 DO number may be used. The 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 DOs. 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 GWACs. 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.

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.

ABOUT ZAI

ZAI is an ISO 9001-, 20000-1, and 270001-certified and CMMI Level 3 assessed company with nearly 50 years of experience providing the Federal Government with a full range of information management/technology, customer contact center, records management, and library services, including the infusion of technology into existing operations to improve service and reduce costs. Our people are the heart of what we do, and our culture drives our success. ZAI fosters a culture of participation and problem solving from any level. Regular discussion among our project teams cross-pollinates our projects with new ideas and technologies.

CATEGORY B CONTRACT
80TECH26D1445
PoP: 11/2026 – 7/2036

ZAI ADDRESS
2677 Prosperity Avenue, Suite 225
Fairfax, VA 22030
Ph: 703-883-0506
Fx: 703-991-0654

SEWP VI PROGRAM SUPPORT

Order Issues and Post-Delivery Contacts
Monica McClendan
SEWP VI Program Manager
E: sewpvi@zai-inc.com
Ph: 703-259-6729

Rachel Williams
SEWP VI Deputy Program Manager
E: sewpvi@zai-inc.com
Ph: 703-259-6706

SEWP VI Helpline
E: help@sewp.nasa.gov
Ph: 301-286-1478
M – F, 7:30am – 6pm (ET)
www.sewp.nasa.gov