

NASA SEWP VI Ordering Guide

Vinsys-IT HUB, LLC



Vinsys and SEWP VI

You can contact Vinsys-IT HUB, LLC at any time with SEWP questions or concerns at sreedhar@vinsysinc.com or by calling toll free (703)371-4120. The Vinsys-ITHub LLC team is ready to serve you!

Contracts:

80TECH26D1800 - A
80TECH26D1762 - B
80TECH26D0634 - C

SEWP FEE: 0.34%

Contract Type: GWAC

Vinsys SEWP VI POC

Program Manager

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Order processing, web tool questions, or post-order support:

SEWP Helpline

help@sewp.nasa.gov

(301) 286-1478

Vinsys Company Info

Group A, WOSB

Group B, HUBZone

Group C, Small Business

SEWP VI General Overview

NASA Solutions for Enterprise-Wide Procurement (SEWP) VI is a multiple-award government-wide acquisition contract (GWAC) for Information Technology, Communications, and Audio-Visual (ITC/AV) products, solutions, and services. This indefinite-delivery, indefinite-quantity (IDIQ) vehicle is available to federal agencies and approved support service contractors.

SEWP VI covers ITC/AV product solutions (Category A), enterprise-wide ITC/AV service solutions (Category B), and mission-based ITC/AV service solutions (Category C). Orders must be within the scope of the selected Vinsys contract.

NASA lists the ordering period as November 1, 2026 through October 31, 2036, including a five-year base and one five-year option. Order contract types and exercised options are governed by the applicable contract.

The SEWP Program Management Office (PMO) manages the program. The current 0.34% surcharge is included in quoted prices, not added separately. Current program information is available at www.sewp.nasa.gov.

How to Obtain a Quote

The recommended method for getting a SEWP quote is by using the Quote Request Tool (QRT) available on the SEWP website. Using this tool assists in providing and documenting fair opportunity. Quotes may also be obtained by contacting a contract holder directly, however you are then responsible for ensuring Fair Opportunity is provided.

Placing an Order with SEWP VI

All delivery orders must route through the SEWP Program Management Office (PMO) before fulfillment by Vinsys. The issuing agency prepares and funds the order; the PMO reviews, tracks, and forwards it. Submit the order and supporting quote using current NASA SEWP instructions:

- Email a .pdf or image file to sewporders@sewp.nasa.gov
- Route order modifications through the SEWP PMO as well.

SEWP assigns a SEWP Tracking Number (STN) and forwards the order to the contract holder for processing. Retain the STN for order inquiries.

Additional Things to Know About SEWP



Delivery Orders

Delivery orders must route through the SEWP PMO for review, processing, and assignment of a SEWP Tracking Number (STN) before fulfillment by Vinsys. Follow current NASA and agency instructions for purchase-card transactions.

Delivery Order Information

Delivery orders are required to contain the following information for processing. If the below information does not appear on the delivery order, the order may not be processed or processing may be delayed.

- Date of Order
- Contracting Officer signature and date signed
- Name and phone number of authorized Government Ordering Official
- Name of Issuing Agency
- Name of Ordering Agency (if different from Issuing Agency)
- Order Number (Ordering Agency determines the Order Number)
- Contractor name, address, phone, and SEWP contract number
- Appropriation and accounting data
- Billing and Invoice Address
- Shipping Address
- Line items, descriptions, quantities, and unit prices
- Total order amount
- Applicable NAICS code, contract type, and agreed terms
- Delivery schedule, service period of performance, and SOW as applicable

Fair Opportunity

FAR 16.505(b)(1) requires fair opportunity for each awardee on orders exceeding the applicable micro-purchase threshold, subject to applicable exceptions. The general threshold is currently \$15,000 under FAR 2.101; special thresholds may apply. The Contracting Officer (CO) determines appropriate ordering procedures within FAR requirements. FAR 16.505(b)(7) requires the CO to document the rationale for order placement and price, including the award basis and tradeoffs. Use the SEWP online Quote Request Tool (QRT) to support fair opportunity and decision documentation. QRT automatically provides fair opportunity groupings when contract holders are selected. Include the applicable category or authorized socioeconomic set-aside. A suggested source does not remove fair opportunity obligations. Exceptions require applicable justification and approval.

Post-Delivery Procedures and Order Troubleshooting

For installation, warranty, extended warranty, technical support, software support, or order issues, contact the sales representative listed on the quote/order, or our SEWP Sales Team via email at nasasewpvi@vinsysinfo.com, or phone (703)-371-4120. The Vinsys-ITHub LLC team is ready to assist you!

NASA SEWP Helpline: (301) 286-1478
help@sewp.nasa.gov
Monday–Friday, 7:30 a.m.–6:00 p.m. ET

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