

SEWP VI Ordering Guide

How federal agencies order IT, communications, and audio-visual solutions and services from Aperture Solutions Group through the NASA SEWP VI contract.

SMALL BUSINESS | CAGE 7MW90 | UEI ZFVHNRDDJTP3

NASA SEWP VI



Solutions for
Enterprise-
Wide
Procurement

Contract Holder

01 Contract at a Glance

CONTRACT HOLDER Aperture Solutions Group, Inc.		SEWP VI CONTRACT NUMBER 80TECH26D0615	BUSINESS SIZE Small Business
CATEGORY C: ITC/AV Mission-Based Services	CONTRACT TYPE GWAC	PERIOD OF PERFORMANCE Nov 2026 – Oct 2036	SEWP SURCHARGE 0.34%
OFFICE 1800 Alexander Bell Drive, Suite 100, Reston, VA 20191 703-988-4115 Contract holder information: www.sewp.nasa.gov			

02 Who to Contact

PROGRAM MANAGER

Cameron Raithel

cameron.raithel@aperturesg.com
703-988-4115

DEPUTY PROGRAM MANAGER

Ben Hickinbotham

ben.hickinbotham@aperturesg.com
703-988-4115

NASA SEWP PROGRAM OFFICE

Order Processing

Orders: sewporders@sewp.nasa.gov

Order fax: (301) 286-0317

Helpline: (301) 286-1478 • help@sewp.nasa.gov

Hours: Mon–Fri, about 7:30 AM – 6:00 PM ET

03 About NASA SEWP VI

NASA's Solutions for Enterprise-Wide Procurement program (SEWP, said like "soup") is a multiple-award Government-Wide Acquisition Contract. Because OMB designated NASA as an Executive Agent under the Clinger-Cohen Act, any federal agency, and contractors it approves, can buy Information Technology, Communication, and Audio-Visual (ITC/AV) products and services through SEWP. Started in 1993, the program is now in its sixth generation, which pairs products with a full suite of ITC/AV services. A 0.34% surcharge on each order funds it, including the Program Management Office (PMO) that reviews and processes orders.

04 Aperture on SEWP VI

Aperture Solutions Group is a small business prime contractor on SEWP VI Category C, ready to support agencies across the full scope of ITC/AV mission-based services.

Agencies can order the solutions and services their missions require through SEWP's pre-competed ordering process, and our team manages each order from quote through delivery.

05 The Three SEWP VI Scope Categories

CATEGORY A

ITC/AV Solutions

Hardware, software, cloud, maintenance, and services tied to products. Includes unrestricted and small business set-aside groups.

CATEGORY B

Enterprise-Wide ITC/AV Service Solutions

Enterprise-scale support for IT, communications, and audio-visual infrastructure. Open to all business sizes.

CATEGORY C

ITC/AV Mission-Based Services

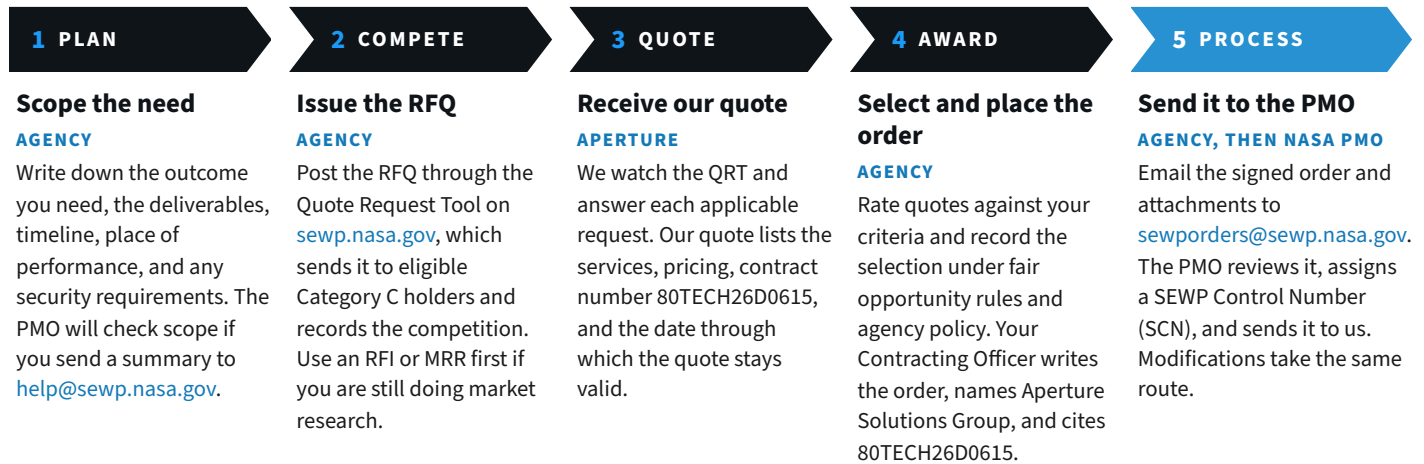
Reserved for small businesses. Aperture holds contract 80TECH26D0615 in this category.

APERTURE'S CATEGORY

NAICS codes and set-asides are chosen order by order. **Not sure a requirement fits?** Send an overview or bill of materials to help@sewp.nasa.gov for a PMO scope review.

06 Ordering Process

Every SEWP VI order follows the same path, from the agency's requirement to work starting. Aperture's part begins with the quote and resumes once the PMO releases the order.



BEFORE WORK STARTS

Aperture starts work only after the PMO processes the order and assigns an SCN. Please route every order and modification through sewporders@sewp.nasa.gov rather than sending it to us directly.

07 Help After Award

The Aperture team stays with each order from kickoff to closeout. Reach out to our team about:

- Order status, schedules, and delivery questions
- Technical issues, warranty, or installation
- Invoices and other administrative questions

TO SPEED THINGS UP, INCLUDE

The SEWP Control Number and your delivery order number in your first message.

SEWP PROCESS QUESTIONS

Scope, routing, or order processing:
help@sewp.nasa.gov or (301) 286-1478.

Reference Contract Clause A.1.13: Fair Opportunity and Requests for Quotes

sewp.nasa.gov/fairopportunity.shtml

Reproduced from the SEWP VI contract. This clause applies to all SEWP VI contract holders.

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 on the NASA SEWP RFQ on-line quoting system.