SEWP VI ORDERING GUIDE

NASA SEWP VI
Solutions for Enterprise-Wide Procurement
Contract Holder

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. Since its start in 1993, 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 OPPORTUNTIY

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 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 Group or based on a suggested source.

About FSR Consulting LLC dba Cirrus Systems

FSR Consulting LLC dba Cirrus Systems is a Pennsylvania-based small business established in 2009 and a NASA SEWP VI Category A Contract Holder. As a Value-Added Reseller (VAR), the company provides IT, ICT, hardware, software, and Audio-Visual (AV) solutions to Federal customers, focusing on reliable and value-driven technology solutions.

FSR Consulting LLC dba Cirrus Systems

Category A Contract 80TECH26D1225

POP: Nov 01, 2026 – Oct 31, 2036

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SEWP VI Program Support

Order Issues and Post-Delivery Contacts

Furqan Saeed
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Phone: (267) 541-3141
moali@cirrussystemsus.com

SEWP Helpline

help@sewp.nasa.gov
(301) 286-1478
SEWP PMO Hours:
M-F, 7:30 AM – 6:00 PM (ET)
www.sewp.nasa.gov

1. 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 in 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**
- **Category C - Mission-Based ITC/AV Service Solutions**

2. 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).

3. Program support information

Obtaining a Quote

To obtain a quote for hardware, software, or services contact the SEWP Sales Team and provide the following information:

- Agency Name
- Contact Information
- Product or Service Requirements
- Quantities
- Delivery Location
- Required Delivery Date
- Any Special Instructions

Designation	Name	Phone	Email
SEWP Sales Manager	Adam Raheel	(267) 541-3669	adam.raheel@cirrussystemsus.com

Installation, Warranty, and Technical Support

For post-delivery assistance, contact the given support staff for the following:

- Installation
- Basic Warranty
- Extended Warranty
- Technical Support
- Software Support
- Other Post-Delivery Issues

Designation	Name	Phone	Email
SEWP Sales Manager	Adam Raheel	(267) 541-3669	adam.raheel@cirrussystemsus.com

Problematic Order Support

For a problematic order, contact the Program Manager and provide the applicable delivery order number and details of the issue.

Designation	Name	Phone	Email
Program Manager	Furqan Saeed	(484) 214-6541	frank@cirrussystemsus.com
Deputy Program Manager	Mo Ali	(267) 541-3141	moali@cirrussystemsus.com

Ordering Guide Version

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