SteelGate LLC SEWP VI Ordering Guide

SteelGate SEWP VI Program Support

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Contract 80TECH26D1106
Category B

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SEWP PMO Hours:
M-F, 7:30 AM – 6 PM (ET)
www.sewp.nasa.gov

SEWP VI OVERVIEW

The NASA Solutions for Enterprise-Wide Procurement (SEWP) VI contract provides Federal agencies and their authorized contractors with access to innovative Information Technology, Communications, and Audio-Visual (ITC/AV) products, solutions, and services. Designed to streamline Federal procurement, SEWP VI offers an efficient, governmentwide acquisition vehicle supported by a 0.34% transaction-based surcharge. The SEWP program supports Federal agencies with acquisition resources and ordering capabilities for mission-critical technology requirements.

ABOUT STEELGATE

WHO WE ARE:	OUR MISSION:	OUR VISION:
We are a fast-growing, highly responsive, certified SDVOSB helping solve the Government's most complex IT & Defensive Cyber Operations (DCO) problems.	To bring mission-critical IT, Cybersecurity, and 4IM solutions, services, and support to the Warfighter faster than the speed of conflict.	To be a global force multiplier in solving the US Government's most complex IT & cybersecurity, distributed command and control, AI/ML, data science, C4IT systems, and C5ISR challenges.

SEWP VI SCOPE

The NASA Solutions for Enterprise-Wide Procurement (SEWP) VI contract is designed to provide a broad range of Information Technology, Communications, and Audio-Visual (ITC/AV) solutions and

services to meet evolving Federal agency requirements. Through SEWP VI's flexible acquisition framework, SteelGate can respond to emerging customer needs by offering eligible commercial technologies and IT services within the scope of its contract award.

SteelGate is awarded **Category B – Enterprise-Wide ITC/AV Service Solutions**, which supports enterprise-level technology services and capabilities.

To determine whether a specific requirement falls within the scope of SEWP VI, customers may submit a requirement overview and/or bill of materials (BOM) to the NASA SEWP Program Management Office at help@sewp.nasa.gov for review and guidance.

FAIR OPPORTUNITY

Under FAR 16.505(b), eligible contract holders must generally be provided a fair opportunity to be considered for applicable task and delivery orders issued under multiple-award contracts, subject to regulatory exceptions. The Contracting Officer (CO) determines the appropriate ordering procedures and must document the rationale for the award decision and order price, as required by applicable regulations.

For SEWP VI procurements, the NASA SEWP Quote Request Tool (QRT) is a recommended resource to facilitate fair-opportunity considerations and support the required award documentation. The QRT helps identify applicable contract holders based on the selected SEWP VI category or a suggested source, supporting an efficient and compliant acquisition process.

HOW TO OBTAIN A QUOTE

The recommended method for requesting quotes under the SEWP VI contract is through NASA's online Quote Request Tool (QRT), available on the SEWP VI website. Using the QRT helps facilitate the fair-opportunity process and supports documentation of the acquisition and award decision in accordance with applicable requirements.

HOW TO PLACE AN ORDER ON SEWP VI

1. **Delivery Order Creation**
    - **Issue order:** The agency's CO generates an official Delivery Order (DO). Any modifications to the order must also follow this process
    - **Required details:** The DO must cite the correct NASA SEWP VI Contract Number, Prime Contract Holder, line items, pricing from the vendor quote, and required agency signatures
2. **Submission to the SEWP PMO**
    - **Route the order:** Send the validated DO to the SEWP PMO via email at sewporders@sewp.nasa.gov or fax to 301-286-0317
    - **Verification:** The SEWP PMO reviews and verifies the DO for completeness, accuracy, and scope within one business day, then assigns a SEWP Control Number (SCN). Once the DO has been verified, the Contract Holder is sent an email that a DO has been

entered by the SEWP PMO

3. **Fulfillment and Invoicing**

   - **Forward to Contract Holder:** The SEWP PMO forwards the validated DO directly to the appropriate SEWP Contract Holder to begin work or delivery. The Contract Holder has one day to "Mark as Received" on the Contract Holders Only Page (CHOP).

4. **Delivery & Invoice**

   - The Contract Holder delivers the equipment or services and sends the invoice directly to the ordering agency. The 0.34% SEWP VI surcharge fee to use the SEWP VI contract that was already included in the customer pricing is remitted back to the SEWP PMO by the Contract Holder once the product/service has been delivered

POLICY AND TROUBLESHOOTING

For any of the following post-delivery issues, please contact the SteelGate SEWP VI Program Support Team at SEWP_Support@steelgatellc.com

- Order issues
- Installation support
- Basic warranty
- Extended warranty
- Technical support
- Software support
- Any other post-delivery concerns