

The Ordering Process

The NASA Solutions for Enterprise-Wide Procurement (SEWP) VI contract is a multi-award Government-Wide Acquisition Contract (GWAC) authorized by the U.S. Office of Management and Budget (OMB) and managed by the NASA SEWP Program Management Office (PMO). It is open to all Federal Agencies and their approved contractors. **NS4 Inc holds a SEWP VI Category C contract** for ITC/AV mission-based services.

The internal ordering process of each agency varies. The process and accompanying forms for Purchase Requests (PRs) and Delivery Orders (DOs) issued against a SEWP contract are defined by the issuing agency and not the NASA SEWP PMO. The typical process is for an end user to determine a requirement and generate a purchase request. The PR, along with any necessary funding information, is sent to that agency's procurement office, which results in the issuance of a delivery order. Any valid Federal Agency DO form and the associated delivery order number may be used. The NASA 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.

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.

How the SEWP Order Process Works

1 End User or Contracting Officer	2 NASA SEWP Program Office	3 SEWP Contract Holder (NS4 Inc)
1. Determines best value through market research. 2. Creates Delivery Order, citing the NASA SEWP contract number and Prime Contract Holder. 3. Sends order to the NASA SEWP PMO at sewporders@sewp.nasa.gov.	1. Verifies the order. 2. Forwards the valid order to the appropriate Contract Holder.	1. Processes the order. 2. Delivers equipment & services. 3. Invoices the agency or contractor.

If modifications are made to any order, these modifications must also route through the NASA SEWP Program Management Office.

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

- Delivery Order Number (any valid Government DO is allowed)
- Quote from a SEWP Contract Holder verifying the viability of the order
- SEWP Fair Opportunity Form for orders over \$5 Million
- Date Delivery Order Issued
- SEWP Contract Number
- SEWP Contract Holder's mailing address and phone number
- Issuing Office: Agency Name and Mailing Address
- Ship-to Office: Agency Name and Mailing Address
- Total dollar amount of order
- Contracting Officer's Signature
- Contracting Officer's Phone Number
- Date Delivery Order Signed
- Line Items / Pricing

NS4 Inc SEWP VI Contract Information

CONTRACT NUMBER	CATEGORY	UEI	CAGE CODE	ORDERING PERIOD	SURCHARGE
80TECH26D2144	Category C	C4E7ZG55KPM6	8JR81	Nov 1, 2026 – Oct 31, 2036	0.34%

Program Support

How to obtain a quote for hardware, software, or services

Option 1 – SEWP Quote Request Tool (preferred). Log in to the NASA SEWP web portal at sewp.nasa.gov and use the Quote Request Tool (QRT) to create a Request for Quote. Select the appropriate SEWP VI category to include NS4 Inc in your Fair Opportunity pool.

Option 2 – Contact NS4 Inc directly. Reach out to our SEWP Sales Representative, Sachin Narula, for market research, configuration assistance, or direct inquiries at sachin.narula@ns4inc.com or 832-545-2477.

Delivery order issues

Please contact our SEWP Program Manager, Madina Shaik (madina.shaik@ns4inc.com, 832-264-6140), and/or our Deputy Program Manager, Qamer Baber (qamer.baber@ns4inc.com, 301-523-0499), with any NASA SEWP related issues you are experiencing.

Fair Opportunity

In accordance with Federal Acquisition Regulation (FAR) 16.505(b), all SEWP VI contract holders must be provided a fair opportunity to be considered for each order exceeding the micro-purchase threshold, unless a statutory exception applies. Ordering Contracting Officers (OCOs) are required to utilize the SEWP Quote Request Tool (QRT) or other approved SEWP PMO methods to ensure Fair Opportunity is achieved and documented.

Per contract clause A.1.13, Fair Opportunity and Requests for Quotes, NS4 Inc quotes only solutions available on our SEWP VI contract, at prices no greater than those in the SEWP database of record when the quote is issued. Market-research items are clearly identified as not yet on contract and are submitted for Technology Refreshment. Where our contract holds insufficient items to respond fully to a formal RFQ, NS4 Inc returns a No Bid. Every quote states its validity period, and NS4 Inc honors any order placed within it.

SEWP Surcharge

The NASA SEWP program is self-funded through a usage fee, currently **0.34%**, which applies to all orders. The fee is included in the price of all products and services and is not separately listed on quotes; it is the Contract Holder's responsibility to pay it from quoted prices. NASA SEWP may adjust the rate as the PMO budget requires; the current rate is published at www.sewp.nasa.gov.

NS4 Inc SEWP VI Points of Contact

SEWP PROGRAM MANAGER Madina Shaik madina.shaik@ns4inc.com 832-264-6140	SEWP DEPUTY PROGRAM MANAGER Qamer Baber qamer.baber@ns4inc.com 301-523-0499	SEWP SALES REPRESENTATIVE Sachin Narula sachin.narula@ns4inc.com 832-545-2477	POST-DELIVERY & TECHNICAL SUPPORT Mark Stine mark.stine@ns4inc.com 832-310-9738	ORDER TROUBLESHOOTING NS4 Help Desk helpdesk@ns4inc.com 832-310-9738
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Support, Warranty & Program Management

Installation, Warranty & Technical Support

Basic & extended warranty

All hardware and software products include the Original Equipment Manufacturer (OEM) standard commercial warranty. Extended warranties may be purchased as separate Contract Line Items (CLINs) at the time of your order.

Installation & configuration

Installation and configuration services are available and must be explicitly detailed in your Request for Quote and subsequent Delivery Order.

Technical support

For technical support or software licensing issues, please contact our post-delivery support team. We will coordinate directly with the OEM to ensure your mission-critical systems remain operational.

Post-Delivery & Technical Support • Mark Stine • mark.stine@ns4inc.com • 832-310-9738

Troubleshooting a Problematic Order

If you experience any issues with an order — such as shipping delays, partial shipments, discrepancies in CLINs, or damaged goods — please contact our dedicated troubleshooting team immediately. NS4 Inc will work directly with the SEWP Program Management Office and your agency to resolve the issue promptly.

Order Troubleshooting • NS4 Help Desk • helpdesk@ns4inc.com • 832-310-9738

NS4 Inc SEWP VI Program Management Office

Our dedicated Program Office ensures all contractual and program requirements are strictly fulfilled. For programmatic inquiries, contract modifications, or escalated issues, please contact our Program Manager, Madina Shaik, or our Deputy Program Manager, Qamer Baber, listed in the Points of Contact section of this guide.

NASA SEWP Program Management Office

The SEWP Program Management Office — staffed by Government civil servants and NASA support personnel — serves as the focal point of contact for SEWP contractors and customers, providing contract management, technical oversight, administrative support, and customer support. All orders are validated and routed through the SEWP PMO prior to contract holder acceptance.

SEWP HELP LINE	HELP EMAIL	ORDERS EMAIL	HOURS (ET)
(301) 286-1478	help@sewp.nasa.gov	sewporders@sewp.nasa.gov	Mon–Fri, 7:30 a.m. – 6:00 p.m.

NASA SEWP Program Management Office • 10210 Greenbelt Road, Suite 270, Lanham, MD 20706 • www.sewp.nasa.gov

About NS4 Inc

Founded in 2019 and headquartered in Leesburg, Virginia, NS4 Inc delivers secure, high-performing information technology services — technology solutions, cybersecurity, cloud, mission mobility and collaboration, and VTC engineering — to Federal Agencies and commercial clients. Under SEWP VI Category C, NS4 Inc provides ITC/AV mission-based services tied to specific agency missions.

About SEWP VI & NS4 Category C Scope

Solutions for Enterprise-Wide Procurement (SEWP) is a premier Government-Wide Acquisition Contract operated by the NASA SEWP Program Management Office. SEWP VI, awarded June 22, 2026, is the latest generation of the program, providing streamlined access to Information and Communications Technology (ICT) and Audio-Visual (AV) products and services for all Federal Agencies and their approved contractors.

AWARDED June 22, 2026	CONTRACT TYPE Multi-Award IDIQ GWAC	ORDER TYPES FFP, Labor-Hour, T&M
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SEWP VI Categories

Category A – IT Solutions	The full range of ITC/AV product solutions such as hardware and software products, including cloud-based solutions, installation, integration, testing, training, and maintenance.
Category B – Enterprise-Wide IT Service Solutions	Enterprise-wide strategic solutions that improve an agency's ITC/AV infrastructure through cloud services, managed services, and shared services.
Category C – IT Mission-Based Services NS4 INC AWARDED CATEGORY	ITC/AV mission-based services providing a full range of technology services tied to specific agency missions.

Category C Services Available from NS4 Inc

- Custom Computer Programming Services
- Telecommunication Services & Network Operations
- ITC/AV Engineering & Design Services
- Data Processing & Analysis Services
- Hosting & Related Services
- ITC/AV & Network Operation and Computer Facilities
- ITC/AV Management Services
- ITC/AV Consulting & Educational Services
- Digital Government Services
- Cybersecurity & Security Systems Services

Who May Order

Deliverables are available to NASA and any other federal government agency, and may be utilized by:

- Government civil servants
- Government on-site (or near-site) contractors
- Government off-site contractors
- Principal investigators
- Universities through grants or cooperative agreements
- Government-Owned Contractor-Operated (GOCO) organizations

Delivery is provided at continental United States (CONUS) rates; Federal Agencies with OCONUS locations may utilize SEWP contracts based on mutually agreed upon delivery arrangements.

Ready to order? Submit your Request for Quote through the SEWP Quote Request Tool at www.sewp.nasa.gov, or contact the NS4 Inc SEWP team directly at sachin.narula@ns4inc.com / 832-545-2477. Full contract details are available at www.ns4inc.com/sewp-vi.

