# Ordering Guide

## SEWP VI Contracts

**Category A Contract Number 80TECH26D0455**
**Category C Contract Number 80TECH26D1589**
**Contract Holder: RedHawk IT Solutions, LLC Contract**
**Period of Performance: 11/1/2026 – 10/31/2036**

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# 1. Introduction

### 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. Created in 1993, SEWP I was the first Government Wide Acquisition Contract (GWAC) in the federal acquisition space. Originally, the contract vehicle provided only technology products for NASA and all other agencies. 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.

This guide supplements but does not supersede the SEWP V contract terms, the Federal Acquisition Regulation (FAR), or agency-specific acquisition regulations.

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# 2. Scope of the SEWP VI Contract

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 is 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**

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- **Program Manager:** Dan Dyson – 703-490-9192x103 – dan.dyson@redhawkit.com
- **Deputy Program Manager:** James Hawkins – 703-490-9192x102 – james.hawkins@redhawkit.com
- **Sales Director:** Kevin Hawkins – 703-490-9192 x105 – kevin.hawkins@redhawkit.com
- **Order Processing:**
  - Spencer Burba – 703-490-9192 x109 – spencer.burba@redhawkit.com
  - Achilles Shideler – 703-490-9192 x108 –achilles.shideler@redhawkit.com

**Order Issues and Post-Delivery Contacts**

Dan Dyson - SEWP VI Program Manager
Dan.dyson@redhawkit.com
703-490-9192x103

James Hawkins – SEWP VI Deputy Program Manager
James.hawkins@redhawkit.com
703-490-9192x102

General Order Questions: Order Processing Team – orderproc@redhawkit.com

## b) Quote Process

1. The recommended method for obtaining a quote for hardware, software, or services is to use the SEWP QRT (Quote Request Tool).
2. Include detailed requirements: product type, quantities, delivery location, delivery schedule, and any additional services required.
3. RedHawk IT Solutions will respond with a detailed quote including:
   - SEWP VI contract number
   - Quote validity period
   - Pricing inclusive of SEWP surcharge
   - Terms and warranty information
4. The accepted quote must be referenced on your Delivery Order (DO).

# 4. Ordering Procedures & Delivery Order Requirements

All Delivery Orders (DOs) must be submitted through the **NASA SEWP Program Management Office (PMO)** prior to award.

**Submit orders to:** sewporders@sewp.nasa.gov
301-286-0317

**Required DO Information:**

- Delivery Order Number
- SEWP Contract Number
- RedHawk IT Solutions, LLC (Contract Holder)
- Issuing Agency name and address
- Ship-To address
- Total dollar value of order
- Reference to RedHawk IT Solutions quote number
- Contracting Officer's name, signature, and contact information
- Detailed line items, quantities, and unit pricing

**Note:** Modifications to existing orders must also be routed through the SEWP PMO.

# 5. Fair Opportunity and Competition

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 that 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.

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# 6. Warranty, Technical Support, and Post-Delivery Services

- **Standard warranty:** Provided by the original equipment manufacturer (OEM) or as specified in the quote.
- **Extended warranty & maintenance:** Available upon request and must be included in the quote.
- **Technical support:**
  - **CTO:** Dan Dyson – 703-490-9192 x103 – dan.dyson@redhawkit.com
- **Post-delivery services:** Installation, configuration, training, and technical support can be provided by RedHawk IT Solutions as part of your order.

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# 7. Policy & Procedural Information

- The SEWP surcharge (0.34%) is **included** in all pricing.
- Only items and services within the SEWP V scope may be ordered.
- Market research must be conducted by the ordering agency to confirm requirement scope.
- Orders must comply with all agency-specific acquisition regulations and the SEWP V contract.

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# 8. Points of Contact

**Corporate Headquarters:**
RedHawk IT Solutions, LLC
Phone: 703-490-9192

| Role | Name | Phone / Extension | Email |
|---|---|---|---|
| CEO / Program Manager | James A. Hawkins | 703-490-9192 x102 | james.hawkins@redhawkit.com |
| HR Manager | Angela Hawkins | 703-490-9192 X101 | Angela.hawkins@redhawkit.com |
| CTO | Dan Dyson | 703-490-9192 x103 | dan.dyson@redhawkit.com |
| FSO | Robert F. Symczak | 703-490-9192 x110 | robert.symczak@redhawkit.com |
| Sales Director | Kevin Hawkins | 703-490-9192 x105 | kevin.hawkins@redhawkit.com |
| Order Processing | Spencer Burba | 703-490-9192 x109 | spencer.burba@redhawkit.com |
| Order Processing | Achilles Shideler | 703-490-9192 x108 | achilles.shideler@redhawkit.com |

**NASA SEWP Program Office**

- Help Desk: 301-286-1478
- Email: help@sewp.nasa.gov
- Orders: sewporders@sewp.nasa.gov
- Website: https://www.sewp.nasa.gov

# 9. Revision History

| Version | Date | Description of Changes |
|---|---|---|
| 1.0 | September 2026 | Initial publication |
| 1.1 | | Suggested edits |

# 10. Appendix

**Attachment A:** Sample Delivery Order Checklist
**Attachment B:** Agency Ordering Flowchart
**Attachment C:** Sample Quote Request Form
**Attachment D:** Glossary of Terms

# Attachment A – Sample Delivery Order Checklist

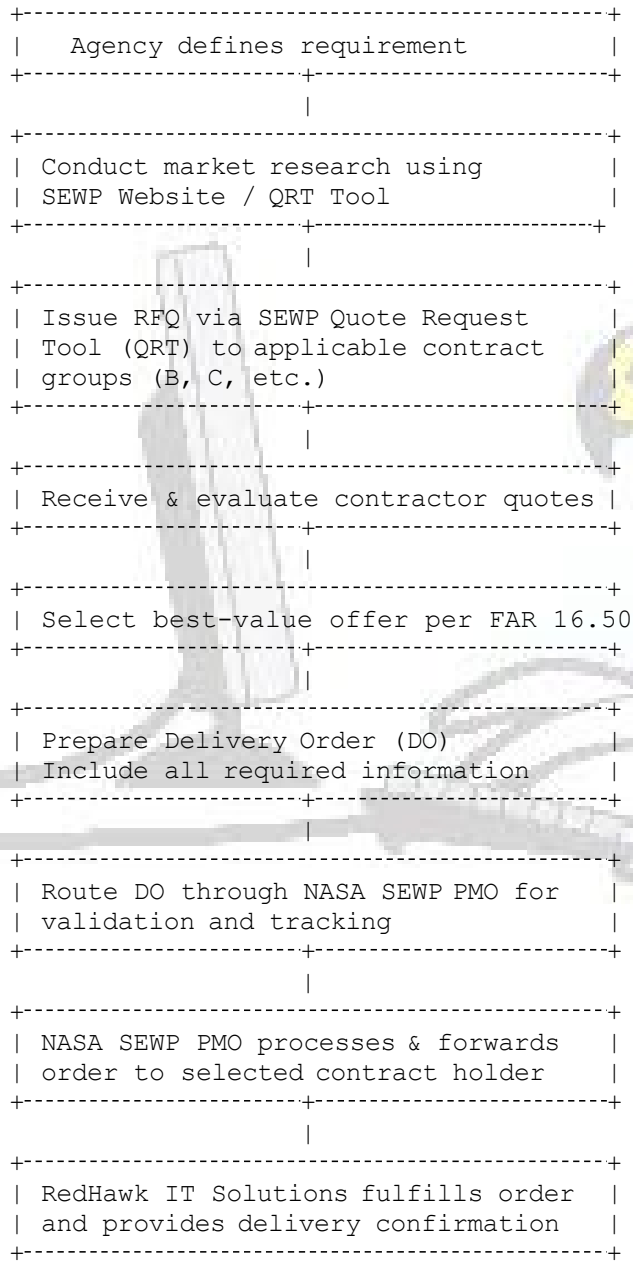
## SEWP VI Delivery Order Checklist

Before submitting your order to the NASA SEWP Program Management Office (PMO), ensure all required elements are complete.

| Required Element | Description / Notes | Included? (✓) |
|---|---|---|
| ☐ Delivery Order Number | Unique number assigned by issuing agency. | |
| ☐ Issuing Agency | Name and address of the contracting office. | |
| ☐ Ship-To Address | Complete address of delivery location. | |
| ☐ SEWP Contract Number | Must list: 80TECH26D0455 or 80TECH26D1589 (RedHawk IT Solutions, LLC). | |
| ☐ Quote Number | Reference RedHawk IT Solutions quote #. | |
| ☐ Line Items & Pricing | Each CLIN includes product description, part #, quantity, and unit price (SEWP surcharge included). | |
| ☐ Total Dollar Value | Total including options, shipping, and surcharge. | |
| ☐ Contracting Officer Name & Signature | Authorized signature is required. | |
| ☐ Period of Performance | Delivery or service dates clearly stated. | |
| ☐ Scope Verification | Order within SEWP VI scope (IT hardware, software, or related services). | |
| ☐ Funding Information | Appropriation/funding line(s) included. | |
| ☐ Routing to NASA SEWP PMO | E-mailed to sewporders@sewp.nasa.gov or faxed 301-286-0317. | |

# Attachment B – Agency Ordering Flowchart

## Federal Agency SEWP VI Ordering Process



# Attachment C – Sample Quote Request Form

**SEWP VI Quote Request Form (RFQ)**
*Submit to:* quotes@redhawkit.com or via SEWP QRT

**Requestor Information**

Agency / Office
Contracting Officer / Buyer
Phone / Email
Delivery Address
Funding Type / CLIN Ref

**Request Details**

Required Items / Description
Manufacturer / Part Numbers
Quantities
Required Delivery Date
Installation / Warranty Needs
Additional Services (if any)
Special Instructions

**Administrative Information**

| | |
|---|---|
| SEWP Contract Number | 80TECH26D0455 or 80TECH26D1589 (RedHawk IT Solutions, LLC) |
| Contract Group | Category A or Category C |
| Date of Request | |
| Required Response Date | |

**Please allow up to 2 business days** for standard quote responses.

# Attachment D – Glossary of Terms

| Term / Acronym | Definition |
|---|---|
| **SEWP** | Solutions for Enterprise-Wide Procurement – NASA's GWAC for IT products and services. |
| **GWAC** | Government-Wide Acquisition Contract. |
| **IDIQ** | Indefinite Delivery / Indefinite Quantity contract type. |
| **DO** | Delivery Order – individual task or purchase order issued under the SEWP contract. |
| **QRT** | Quote Request Tool – NASA SEWP's online system for RFQs and quote distribution. |
| **FAR** | Federal Acquisition Regulation – the primary set of rules for federal procurement. |
| **OEM** | Original Equipment Manufacturer. |
| **POC** | Point of Contact. |
| **SB** | Small Business. |
| **SDVOSB** | Service-Disabled Veteran-Owned Small Business. |
| **PMO** | Program Management Office – NASA office responsible for SEWP oversight. |
| **CLIN** | Contract Line Item Number – line item used to specify deliverables and pricing. |