SEWP VI ORDERING GUIDE

CYKOR, LLC — NASA SOLUTIONS FOR ENTERPRISE-WIDE PROCUREMENT (SEWP) VI

SEWP VI OVERVIEW

NASA SEWP VI — the NASA 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. Over more than 30 years the vehicle has continually evolved, expanding its scope to meet customer needs and representing acquisition innovation within the Federal Government. The program is self-funded through a 0.34% usage fee and provides all Federal agencies with acquisition support — more than 50,000 orders per year.

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. Because technology is ever-evolving, SEWP's processes allow Contract Holders to add new commercial technology and IT services to their contract daily, as requested by customers. SEWP VI is composed of three (3) scope categories:

Category A — ITC/AV Solutions
Category B — Enterprise-Wide ITC/AV Service Solutions
Category C — Mission-Based ITC/AV Service Solutions

CyKor, LLC holds a **Category A (ITC/AV Solutions)** contract under SEWP VI. To confirm whether a requirement is within scope, send an overview and/or bill of materials (BOM) to help@sewp.nasa.gov for a quick review and feedback.

WHO CAN USE SEWP VI

The SEWP contracts are for use by NASA, all Federal agencies, and approved federal agency support service contractors. Contracting officers considering authorizing support service contractors should review the policy at FAR 51.101, and any agency-specific guidance or policy, to make the appropriate determination and written finding supporting issuance of the authorization, as required by FAR 51.102 and FAR 51.107. Approved support service contractors must comply with the requirements at FAR 51.103.

To authorize a contractor to purchase from the SEWP contracts, the authorizing contracting officer should send a copy of the authorization letter to the SEWP Program Management Office (PMO) containing all of the following:

- Authorizing Agency name, Contracting Officer (CO) name, mailing address, phone/fax number, and the contractor corporate name, division, and address.
- Contract number and period of performance.
- A statement that the contractor is authorized to purchase from SEWP contracts in support of the above contract.
- The CO's/KO's signature and date signed.

The letter should be sent in advance of, or with, the first order via email (sewporders@sewp.nasa.gov) or ground mail to:

SEWP Program Management Office, NASA/Information Technology Procurement Office, 7601 Ora Glen Dr, Greenbelt, MD 20770.

NASA SEWP VI
Solutions for Enterprise-Wide Procurement
Contract Holder

Contractor: CyKor, LLC
Contract Number: 80TECH26D0519
SEWP VI Scope: Category A — ITC/AV Solutions
Solicitation Number: 80TECH24R0001
UEI: J4BPM3UKM674
CAGE Code: 7QKG2
NAICS: 541519
Period of Performance: Nov 2026 - Oct 2036
Business Designations: Small Business

CONTRACT BENEFITS

- Best in Class (BIC) designation
- Streamlined, fast acquisition process using pre-competed contracts
- Low prices, generally below GSA prices
- Low 0.34% surcharge, included in the price to the customer and paid by the Contract Holder
- Broad range of ITC/AV products, solutions, and services available

RESOURCES

Program Manager:
Kelsey Lyons - klyons@cykor.com
410-844-9275

Deputy Program Manager:
Elissa Walter - ewalter@cykor.com
619-842-1377

Sales/Order Support:
sewp@cykor.com

SEWP VI Website:
www.sewp.nasa.gov

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

SEWP PMO Address:
NASA/ITPO
7601 Ora Glen Dr.
Greenbelt, MD 20770

HOW TO OBTAIN A QUOTE

The recommended method for requesting a quote is through SEWP's online Quote Request Tool (QRT). Customers can visit www.sewp.nasa.gov and register for an account. With portal access, agencies can issue Requests for Information, Market Research Requests, and Requests for Quote, as well as issue Delivery Orders. All SEWP Delivery Orders must be routed through the SEWP Program Office at sewporders@sewp.nasa.gov for processing.

Please reach out to sewp@cykor.com or 410-844-9099 for any questions related to the quoting and ordering process for SEWP.

ORDERING PROCESS

The internal ordering process of each Agency varies. The process and accompanying forms for Purchase Requests (PR) and Delivery Orders (DO) issued against a SEWP contract are defined by the issuing Agency, not the NASA SEWP PMO. Typically, an end-user determines a requirement and generates a Purchase Request (PR).

The PR, along with any necessary funding information, is sent to the Agency's procurement office, which results in issuance of a DO. 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(s).

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

SURCHARGE

SEWP offers low prices, the lowest surcharge, and a fast, easy ordering procedure using pre-competed contracts. The SEWP surcharge for all orders is 0.34%. The fee is included in the price of all products and is not separately listed on quotes. It is the Contract Holder's responsibility to pay the fee from their quoted product prices.

WARRANTY, INSTALLATION, AND TECHNICAL SUPPORT

Available basic and extended warranty offerings are specific to each manufacturer's product. Extended warranties can vary in support levels and usually range from 12 to 36 months after the initial start date. CyKor can work with the customer to determine the best option based on the requirement. We can also provide installation and technical support for our top OEMs as required by the customer.

HOW TO TROUBLESHOOT A PROBLEMATIC ORDER

For any questions or concerns related to an order, please contact our SEWP support team at sewp@cykor.com. CyKor is ready to assist with any issues that may arise and will work toward a speedy resolution.

A.1.13 FAIR OPPORTUNITY

SEWP is a pre-competed multi-award contract. FAR 16.505(b)(1) provides that each contractor shall be given fair opportunity to be considered for each order exceeding $10,000 issued under multiple-award contracts.

The FAR states that the method to obtain fair opportunity is at the discretion of the CO, and that the CO must document the rationale for placement and price of each order. The SEWP Quote Request Tool is the recommended method to help ensure fair opportunity, as it will automatically include the Contract Holders within a selected Category or based on a suggested source.

NOTE: Fair Opportunity to all Contract Holders within one or more SEWP Categories or set-asides is required. There is no requirement to obtain 3 quotes, as long as all Contract Holders within a Category or set-aside were provided the opportunity to quote.