

NASA SEWP VI



Solutions for
Enterprise-
Wide
Procurement

Contract Holder

PROGRAM OVERVIEW

The NASA SEWP VI (Solutions for Enterprise-Wide Procurement VI) GWAC provides the latest in Information Technology (IT) products and services for all federal agencies. The statutory authority allowing usage of the SEWP contracts by the entire Federal Government is NASA's designation as an Executive Agent by OMB based on the Information Technology Management Reform Act (ITMRA) of 1996, now the Clinger Cohen Act

OBTAINING A QUOTE

Please submit quote requests through the SEWP Quote Request Tool, which can be found on the [SEWP website](https://www.sewp.nasa.gov), or contact the Four Inc. Sales Team at sales@fourinc.com.

Your designated Sales Representative can assist with product questions, pricing, availability, and other requirements. For any sales-related escalations or concerns, please contact SEWPVI@fourinc.com.

INSTALLATION, WARRANTY, AND TECHNICAL SUPPORT

We provide commercial off-the-shelf (COTS) IT products and services and rely on the applicable manufacturers' and software publishers' established policies and procedures for installation, warranty, extended warranty, technical support, software support, and other post-delivery services.

Our team is available to assist customers throughout the post-delivery process and can help coordinate with the appropriate manufacturer or support provider when needed. For assistance with a post-delivery issue, please contact your designated Sales Representative or the Four Inc. SEWP VI Program Management Office at sewpvi@fourinc.com. Our team will help assess the issue, coordinate with the appropriate manufacturer or support provider, and work with all parties toward resolution.

ABOUT FOUR INC

Four Inc. is a premier technology provider that enables government customers with streamlined access to mission-critical IT while helping OEMs and their partners win and grow in the Public Sector. Backed by industry expertise, value-add solutions and distribution, and a seamless partnership, Four Inc. delivers lasting value across the entire government technology ecosystem.

SEWP VI CONTRACT QUESTIONS

For general inquiries regarding Four Inc.'s SEWP VI offerings, or for assistance, please email the Four Inc. SEWP VI Program Management Office at sewpvi@fourinc.com, or contact our PM / DPM.

For more information about the SEWP VI Program, visit <https://www.sewp.nasa.gov/sewpvi/>. If you need assistance from the SEWP Program Management Office, please contact their Helpline directly. NASA SEWP Helpline: (301) 286-1478 / help@sewp.nasa.gov

Four LLC

Category A

Contract No:
80TECH26D0691

PoP: 11/1/2026 - 10/31/2036

Request a Quote:
sales@fourinc.com

Visit our Website:
www.fourinc.com/sewp-vi

Program Management

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703-625-3210

Jennifer Jordan, Deputy Program Manager
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571-301-1198

SEWP Helpline

help@sewp.nasa.gov
301-286-1478

SEWP PMO Hours
Monday – Friday, 7:30 AM – 6:00PM
(ET)
<https://www.sewp.nasa.gov/sewpvi/>

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 Contract Holders to add new commercial technology and IT services to their contract daily. 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 they will quickly review and provide feedback.

The three SEWP Contracts are:

- **Category A - ITC/AV Solutions (Four Inc. Contract Holder)**
- Category B - Enterprise-Wide ITC/AV Service Solutions
- Category C - Mission-Based ITC/AV Service Solutions

FAIR OPPORTUNITY

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 Category or based on a suggested source.

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 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 DO 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 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.

Please send all SEWP orders to the NASA SEWP Order Processing Team at sewporders@sewp.nasa.gov, directly to your Four Inc. Sales Representative, or to the Four Inc. SEWP VI Program Management Office at sewpv@fourinc.com. Any modifications to an order must also be routed through the NASA SEWP PMO in accordance with applicable SEWP ordering procedures.

TROUBLESHOOTING A PROBLEMATIC ORDER

If you experience a problem with an order, including issues related to delivery, product performance, configuration, installation, or other order-related concerns, please contact our SEWP VI Program Management Office at sewpvi@fourinc.com).

Our staff will work with you to understand the issue, determine the appropriate course of action, and coordinate with the applicable manufacturer or service provider when necessary.