



NASA SEWP VI ORDERING GUIDE

Procon Consulting LLC
NASA SEWP VI Contract Holder – Category C
Contract No.: 80TECH26D1843

SEWP Overview

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. SEWP has continually evolved over the past 30 years, expanding its scope to meet the requests of its customers. 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.

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 issued under multiple-award contracts. The Contracting Officer (CO) documents the rationale for placement and price of each order. The SEWP Quote Request Tool (QRT) automatically includes Contract Holders within a selected group or based on a suggested source.

About Procon Consulting

Procon Consulting LLC is a technology-driven program, project, and construction management firm with 25 years of experience supporting federal agencies nationwide, recognized by Engineering News-Record (ENR) as a Top 50 CM Firm. Under SEWP VI, Procon provides Mission-Based ITC/AV Service Solutions (Category C), including ITC/AV engineering and design services, systems integration, GIS, BIM, and PMIS/facility asset-management support for federal facilities and infrastructure programs.

Category C is reserved for small business only — a Category C award is by default a small-business set-aside, designation under NAICS 541512 for SEWP VI.

Headquarters:

Procon Consulting LLC
1800 Tysons Boulevard, Suite 620
McLean, VA 22102
Phone: 703.527.7059 | Fax: 703.852.2733
proconconsulting.com

SEWP VI PROGRAM SUPPORT

For all SEWP VI Contract inquiries, please email sewpVIcontract@proconconsulting.com

How to Obtain a Quote

To request a quote for ITC/AV engineering, design, systems integration, GIS, BIM, or PMIS/facility asset-management services under SEWP VI, submit your requirement — including a statement of work, task description, or bill of materials, as applicable — to Christopher Gorrell, SEWP VI Program Manager, at cgorrell@proconconsulting.com or 443.841.9333. Procon will review the requirement and provide a written quote.

Installation, Warranty, Technical & Software Support

As a Category C Mission-Based ITC/AV Service Solutions provider, Procon's services are delivered and supported in accordance with the statement of work and performance requirements of the applicable Delivery Order. For questions about installation, technical support, software support, or any other post-delivery issue, contact Christopher Gorrell, SEWP VI Program Manager, at cgorrell@proconconsulting.com or 443.841.9333.

How to Troubleshoot a Problematic Order

If an issue arises with a Delivery Order — including questions about scope, schedule, deliverables, or performance — contact Maral Mouradian, SEWP VI Deputy Program Manager, at mmouradian@proconconsulting.com or 732.966.2396, with the Delivery Order number and a description of the issue. Procon's Program Office will work directly with the ordering Agency's Contracting Officer/Contracting Officer's Representative (CO/COR) to investigate and resolve the issue promptly.

Quick-reference contacts:

Purpose	Contact
Quotes (hardware/software/services)	Christopher Gorrell (PM), 443.841.9333, cgorrell@proconconsulting.com
Installation / warranty / technical support	Christopher Gorrell (PM), 443.841.9333, cgorrell@proconconsulting.com
Order troubleshooting	Maral Mouradian (DPM), 732.966.2396, mmouradian@proconconsulting.com

SEWP Helpline: help@sewp.nasa.gov / (301) 286-1478

SEWP PMO Hours: Mon–Fri, 7:30 AM – 6 PM (ET)

SEWP website: www.sewp.nasa.gov

What's in Scope for SEWP VI

SEWP provides a broad suite of Information Technology, Communication, and Audio-Visual (ITC/AV) solutions and services. The SEWP Contracts were awarded by scope category:

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

If you'd like SEWP to determine whether your requirement is in scope, send an overview and/or bill of materials (BOM) to help@sewp.nasa.gov for feedback.

Ordering Process

The internal ordering process of each Agency varies. The typical process is for an end-user to determine a requirement and generate a Purchase Request (PR). The PR, with any necessary funding information, is sent to that Agency's procurement office, which issues a Delivery Order (DO). The NASA SEWP Program Management Office (PMO) does not issue DOs — these must be issued through the issuing Agency's own 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, they must also route through the issuing Agency's procurement office.