



IT FEDERAL SALES

NASA SEWP VI ORDERING GUIDE
Solutions for Enterprise-Wide Procurement (SEWP) VI

Category A – ITC/AV Products and Product-Based Services
Category C – ITC/AV Mission-Based Services | Small Business

Contract Number:

- 80TECH26D2053 (Category A)
- 80TECH26D0698 (Category C)

Contract Holder Information

Parameter	Details
Version	1.0
Date	October 2026
Contract Holder	IT Federal Sales LLC
Address	2461 Eisenhower Avenue Alexandria, Virginia, 22331
UEI	PBNMTGRC4LE8
CAGE CODE	44BH3
Webpage	https://itfedsales.com
SEWP Program Site	https://itfedsales.com/sewp-vi

1. About IT Federal Sales

IT Federal Sales is a dedicated Service Disabled Veteran Owned Small Business (SDVOSB) providing enterprise information technology solutions, zero trust architectures, system integration, consulting, and professional mission support to Federal Civilian agencies, the Department of Defense (DoD), and intelligence communities. We deliver mission-focused IT capabilities spanning cybersecurity, cloud infrastructure and migrations, enterprise platform modernizations, network operations, and lifecycle program management.

IT Federal Sales combines technical expertise, agile program execution, rigorously vetted personnel, and compliance reporting to ensure procurement accuracy and low-risk delivery across all task orders. We offer a multidisciplinary approach that combines an in-depth understanding of the technology with creative problem-solving and effective collaboration among experts from various fields to harness its full potential.

Our approach is focused on the Identity Pillar of the CISA Zero Trust Architecture and, more importantly, within three specific areas: Identity and Access Management, Privileged Access Management, and Cloud Infrastructure Entitlement Management.

2. About NASA SEWP VI

Solutions for Enterprise-Wide Procurement (SEWP) is a premier multi-award Government-Wide Acquisition Contract (GWAC) managed by the NASA SEWP Program Management Office (PMO) located at Goddard Space Flight Center. Established pursuant to the Information Technology Management Reform Act (ITMRA) of 1996 (Clinger-Cohen Act), SEWP VI is available to all Federal agencies, including the Department of Defense, and to authorized Federal contractors.

SEWP contracts offer a streamlined acquisition pathway, low surcharge fees, pre-competed terms, and flexible pricing structures.

Contract Overview

Feature	Description
Contract Number	80TECH26D2053 (Category A) 80TECH26D0698 (Category C)
Contract Types	Firm-Fixed-Price (FFP), Time and Materials (T&M), Labor-Hour (LH), Fixed-Price Incentive, Cost-Reimbursement, or Hybrid

Feature	Description
Period of Performance	November 1, 2026 – October 31, 2036 (10-year base ordering period); orders may extend up to 60 months beyond the ordering period
Contract Ceiling	\$20 Billion (program-wide shared ceiling)
Minimum Order	\$25.00
SEWP Fee	0.34% administrative surcharge included in all quoted prices; never listed separately on quotes or orders
Payment Terms	Net 30 days under the Prompt Payment Act; EFT and Government Purchase Cards (GPC) accepted at 0% surcharge
Primary NAICS	541512 (Computer Systems Design Services) or 541519 (Other Computer Related Services / IT VAR)
Fair Opportunity	FAR 16.505(b)(1) competitive procedures apply to orders exceeding the micro-purchase threshold

3. Who Can Order

- **Federal Agencies:** Any Federal Contracting Officer (CO) or authorized ordering official representing executive, civilian, defense, or intelligence agencies.
 - **Federal Support Service Contractors:** Authorized contractors purchasing on behalf of the Government, provided a formal Contracting Officer Authorization Letter is submitted to and approved by the NASA SEWP PMO at least three business days prior to placing orders.
 - **Other Entities:** Non-Federal agencies or entities specifically authorized by Congressional mandate.
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4. How to Obtain a Quote

4.1 Through the SEWP Quote Request Tool (Recommended)

1. Navigate to www.sewp.nasa.gov and log in to the Quote Request Tool (QRT).
2. Initiate a new Request for Quote (RFQ), Request for Information (RFI), or Market Research Request (MRR).
3. Select the appropriate contract category/group and use the tool's socioeconomic filters to identify IT Federal Sales (Small Business).
4. Attach your Statement of Work (SOW), Performance Work Statement (PWS), or Bill of Materials (BOM), designating the contract type, period of performance, and evaluation criteria.
5. IT Federal Sales will respond through the SEWP portal with a compliant formal quote and CLIN verification file.

4.2 Directly via IT Federal Sales for Market Research

For pre-solicitation scoping, rough order of magnitude (ROM) estimates, labor categorization, or requirement structuring, contact the IT Federal Sales SEWP Program Team directly at orders@itfedsales.com.

**Note: All formal competitive proposals responding to active RFQs must be submitted through the SEWP QRT.*

4.3 Pricing and Fair Opportunity

- **Fair Opportunity:** Pursuant to FAR 16.505(b)(1), fair opportunity is satisfied by issuing the RFQ through the SEWP tool to all contract holders within the selected category/group; obtaining three quotes is not mandatory provided all eligible holders received the opportunity.
 - **Labor & Service Rates:** Quoted labor and pricing are maintained in the official SEWP Database of Record, representing discounted ceiling rates. IT Federal Sales quotes order-specific pricing reflecting required labor mixes, volume discounts, and agency terms.
 - **Travel:** Quoted under the TRAVEL-Z CLIN at actual cost in direct compliance with FAR 31.205-46 and the Joint Travel Regulations (JTR) with 0% fee/profit applied.
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5. How to Place an Order

1. **Generate the Delivery/Task Order:** Issue an order on standard agency procurement forms (e.g., SF 1449, OF 347, or internal ERP purchase orders), referencing:
 - NASA SEWP Contract Number:

- 80TECH26D2053 (Category A)
- 80TECH26D0698 (Category C)
- IT Federal Sales Quote Number
- 2. **Submit to the SEWP BOWL:** All orders and modifications must be sent directly to the NASA SEWP PMO for validation—do not route initial orders directly to IT Federal Sales.
 - Email: sewporders@sewp.nasa.gov
 - Fax: 301-286-0317
- 3. **PMO Verification:** The SEWP PMO reviews order CLINs against IT Federal Sales's verified quotation and issues a SEWP Control Number (SCN).
- 4. **Order Acknowledgment:** IT Federal Sales acknowledges receipt within one (1) business day of PMO release and initiates service onboarding or fulfillment. Work begins only after an SCN is assigned.

Mandatory Order Elements

To avoid administrative holds at the SEWP PMO, each Delivery Order must include:

- Date of order and unique Government order/delivery number
- Name, phone number, and signature of the authorized Contracting Officer
- Issuing Agency and Invoice/Billing Agency addresses
- Contractor Name (IT Federal Sales) and SEWP Contract Number
- Place of performance and shipping addresses
- Accounting and appropriation data (fund citation)
- Itemized SEWP CLINs matching the verified quote
- Total order amount, base performance period, and option terms
- SOW, PWS, or technical specifications
- For orders exceeding \$5M, include the SEWP Fair Opportunity Form (or agency justification documentation).

6. Performance, Support, and Administration

- **Performance & Reporting:** IT Federal Sales initiates performance on the date established in the delivery order post-SCN assignment. We submit required monthly progress and expenditure reports through the SEWP Contract Holder portal and directly to the agency Contracting Officer's Representative (COR).
- **Personnel & Transition Management:** All assigned technical personnel are vetted to meet or exceed labor category qualifications, undergo background security verifications, and fulfill agency-specific clearance mandates. If a transition-in period is required, an

execution timeline is submitted with our proposal. Personnel adjustments are managed promptly at no additional cost to the Government.

- **Invoicing:** Invoices are delivered in accordance with order instructions (e.g., via IPP, WAWF, or NSSC) with carbon copies delivered to the SEWP Finance Office (gsfc-dl-sewp-finance@mail.nasa.gov). Standard terms are Net 30.
- **Modifications:** Changes in scope, period of performance, or obligated funding require a formal written modification from the Contracting Officer, submitted through the SEWP PMO. Contact IT Federal Sales prior to release to prepare updated CLIN verification schedules.
- **Warranty & Re-Performance:** Services are warranted to conform to the contracted SOW/PWS, with deficiencies rectified via immediate re-performance at zero cost. Product-based items carry standard manufacturer warranties or extended options purchased at the order level.

7. Escalation and Problem Resolution

For order status inquiries, CLIN verifications, delivery tracking, or performance issues, IT Federal Sales commits to acknowledging all inquiries within one business day:

Escalation Level	Focus Area	Contact Information
Level 1	Order Status, Quotes, CLIN Verification, Invoicing	Deputy Program Manager Justin Drunagel Jjdrunagel@itfedsales.com 540-325-3871
Level 2	Contract Compliance, QA, Modifications, Reporting	Contracts & Compliance Lead Program Manager Paul Ryan paulryan@itfedsales.com 443-956-4220
Level 3	Executive Escalation	Executive Leadership / SEWP Program Manager Paul Ryan paulryan@itfedsales.com 443-956-4220

8. Program Contact Information

IT Federal Sales SEWP Program Office

- **Program Manager:** Paul Ryan | paulryan@itfedsales.com | 443-956-4220
- **Deputy Program Manager** Justin Drunagel | Jdrunagel@itfedsales.com | 540-325-3871
- **Contracts & Compliance:** Paul Ryan | paulryan@itfedsales.com | 443-956-4220
- **General Inquiries & Orders:** orders@itfedsales.com | www.itfedsales.com

NASA SEWP Program Management Office (PMO)

- **General Website:** www.sewp.nasa.gov
 - **SEWP Helpline:** 301-286-1478 | help@sewp.nasa.gov
 - **Order Processing (BOWL):** sewporders@sewp.nasa.gov | Fax: 301-286-0317
 - **Mailing Address:** SEWP Program Office, 10210 Greenbelt Road, Suite #270, Lanham, MD 20706
 - **Hours of Operation:** Monday – Friday, 7:30 AM – 6:00 PM ET
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9. Maintenance and Compliance Notice

This Ordering Guide is published in accordance with the NASA SEWP VI Contract Holder guidelines and will be updated within ten (10) business days following any administrative or scope modification to the prime contract.