

ORDERING GUIDE

NASA SEWP VI

Mission-focused IT services.
Proven federal delivery.

Optimized Technical Solutions, Inc. • Category C
Mission-Based ITC/AV Service Solutions

CONTRACT NUMBER
80TECH26D0102

SCOPE CATEGORY
Category C

VEHICLE TYPE
Multiple-award GWAC / IDIQ

IN THIS GUIDE

01 About this guide
02 Contract at a glance
03 About NASA SEWP VI
04 How to buy
05 Fair opportunity
06 Pricing and fees

07 Award and order administration
08 Other ordering considerations
09 Customer support
10 Contacts
11 Appendices

01 • ABOUT THIS GUIDE

Ordering from OTS under SEWP VI

This guide helps ordering agencies, particularly contracting officers, place orders with Optimized Technical Solutions, Inc. (OTS) under the NASA Solutions for Enterprise-Wide Procurement (SEWP) VI Government-Wide Acquisition Contract, Category C, contract 80TECH26D0102. It covers contract details, the ordering process, fair opportunity, pricing, support, and contacts.

This guide is published by OTS under SEWP VI Statement of Work A.6. It is not an official NASA publication, and it is not a stand-alone reference: readers should also be familiar with the SEWP VI contract and the resources at www.sewp.nasa.gov. OTS updates this guide within 10 business days of any contract modification; the current version is always available at optechs-inc.com/sewp.

Unless stated otherwise, FAR citations follow the Revolutionary FAR Overhaul (RFO) at acquisition.gov/far-overhaul. SEWP refers to orders as delivery orders; this guide uses "orders" and "delivery orders" interchangeably for any order placed against the OTS contract.

Version 1.0 • October 2026

Technology services for your mission

Optimized Technical Solutions modernizes and sustains the systems that support federal defense, logistics, human resources and financial missions.

OTS holds a Category C contract under NASA SEWP VI, a multiple-award Government-Wide Acquisition Contract for mission-based Information Technology, Communication and Audio-Visual service solutions.

OTS is an SBA-certified 8(a) and Woman-Owned Small Business with a Top Secret Facility Clearance, CMMC Level 2 certification and an ISO 9001:2015 certified quality management system.

Other OTS contract vehicles: GSA Multiple Award Schedule (SINs 518210C, 54151S), Navy SeaPort-NxG (N0017825D7653), and Missile Defense Agency SHIELD IDIQ.

Contract holder	Optimized Technical Solutions, Inc.
Contract	80TECH26D0102
Category	C — Mission-Based ITC/AV Service Solutions
Vehicle type	Multiple-award GWAC / IDIQ
Effective date	November 2026
Period of performance	November 2026 – October 2036
UEI	VNM1B8QGND5
CAGE	7NJX4
Socioeconomic	SBA 8(a); WOSB
Primary NAICS	541511 (28 Category C codes, Appendix B)
SEWP fee	0.34%
Purchase card fee	4%
Facility clearance	Top Secret

The OTS difference

Cloud & DevSecOps

Cloud architecture, infrastructure as code, container platforms, automated deployment pipelines and application sustainment.

Oracle Solutions

Oracle application and database architecture, ERP modernization, cloud migration and ongoing platform support.

Software Development

Requirements, development, integration, testing and sustainment for federal business and mission applications.

Cybersecurity

RMF support, security assessments, application security, vulnerability remediation and continuous monitoring.

Managed M365 Services

Exchange Online, SharePoint, Teams, identity administration, automation and user support.

Mission experience

Air Force HRSTS, BES Atlassian Toolset, ERP Common Services, AFGIMS/GFM-DI cyber, RMRC, AMARG, and Air University M365 support under SEWP V.

A pre-competed GWAC for mission IT

NASA SEWP (Solutions for Enterprise-Wide Procurement), pronounced "soup," provides 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 in the federal acquisition space, and the program has continually expanded its scope to meet customer needs. SEWP is self-funded through a 0.34% usage fee and supports more than 50,000 orders a year.

A GWAC is a task- or delivery-order contract for IT established by one agency for governmentwide use and operated by an executive agent designated by the Office of Management and Budget under 40 U.S.C. 11302(e). GWACs were established under Section 5112(e) of the Clinger-Cohen Act and are not subject to the Economy Act. In a July 18, 2025 memo, OMB emphasized Executive Order 14240 and the benefits of interagency acquisition; ordering under an OMB-approved GWAC is presumed to be in the Government's best interest.

Category C scope

SEWP VI was awarded by scope category. OTS holds **Category C – Mission-Based ITC/AV Service Solutions**, covering mission-focused IT services such as custom software development, computer systems design, computing infrastructure and cloud services, engineering, and IT-related consulting, across the 28 Category C NAICS codes in Appendix B.

Why order through SEWP

- Pre-competed contracts open to all Federal agencies
- Quote Request Tool that supports and documents fair opportunity
- Shorter procurement lead times and limited order-level protests
- SEWP PMO processing of every order and modification
- Free scope reviews and socioeconomic credit through FPDS

Who can order

Orders are placed by warranted Federal contracting officers, through direct acquisitions (the customer agency manages its own acquisition) or assisted acquisitions (an assisted acquisition organization manages it on the customer's behalf). SEWP VI is open to all Federal agencies and their approved contractors. Agency contracting officers should follow agency policy on any additional justification for the vehicle choice.

Start with your requirement

The ordering contracting officer (OCO) is responsible for acquisition planning and due diligence. The process can be configured to agency needs, provided it is consistent with the SEWP VI contract, agency policy, and FAR 16.506 and 16.507 (Class Deviation RFO-2025-16).

01 Plan the acquisition

Orders under a GWAC are not exempt from acquisition planning under FAR Parts 7 and 39 (FAR 16.506(c)(1)); FAR Part 6 competition requirements and FAR 15.3 do not automatically apply to orders. Consider the total life-cycle value including options, do not split requirements to avoid thresholds, select the NAICS that best describes the principal purpose (FAR 19.103(b)(1)), and use the PSC Selection Tool at psctool.us.

02 Discuss your mission needs

Contact the OTS SEWP program team with your statement of work, objectives, expected schedule and support needs. OTS can assist with scope questions, market research and rough orders of magnitude before a formal request exists.

03 Define the requirement

Clear requirements improve the Government estimate, pricing accuracy and performance measurement. For performance-based acquisitions, include a performance work statement describing required outcomes and measurable standards (FAR 37.102-1). The request should include the work statement, evaluation factors, contract type, pricing instructions, period and place of performance, deadline, and any agency clauses, cybersecurity or clearance requirements. Price must always be an evaluation factor.

04 Confirm scope (optional)

The NASA SEWP PMO reviews requirement overviews, statements of work or bills of materials at no cost. Send them to help@sewp.nasa.gov or call (301) 286-1478. You do not need to contact OTS first.

05 Request a quote

Issue an RFQ, RFI or Market Research Request through the SEWP Quote Request Tool (QRT) at www.sewp.nasa.gov. Select Category C and include Optimized Technical Solutions, or let the QRT select holders by group or suggested source. Quotes are subject to the services available on the OTS contract.

06 Evaluate and award

Evaluate quotes strictly against the stated criteria and document the order file under FAR 16.507. Your agency's contracting office issues the order on any valid Federal order form.

07 Route the order through SEWP

The NASA SEWP PMO reviews, processes and tracks issued orders and forwards them to OTS. All modifications must also be routed through the SEWP PMO.

Fair opportunity and related requirements

SEWP VI contracts were awarded competitively as multiple awards. Unless an exception applies, every order above the micro-purchase threshold must give each contract holder a fair opportunity to be considered (FAR 16.507). The method is at the contracting officer's discretion, and the CO must document the rationale for placement and price of each order. The **SEWP Quote Request Tool** is the recommended method: it automatically includes the contract holders in a selected group or suggested source and records the request and responses.

Orders over \$7.5 million Fair opportunity is met only if all contract holders receive (FAR 16.507-5): 1. A notice with a clear statement of requirements 2. A reasonable response period 3. Disclosure of significant factors and subfactors, including price, and their relative importance 4. For best-value awards, a written statement of the basis for award 5. An opportunity for a post-award debriefing if timely requested	Exceptions Exceptions must be consistent with FAR 16.507-6(b), with justification, approval and posting under FAR 16.507-6(d)–(f): 1. Unusual urgency 2. Only one source capable (unique or highly specialized) 3. Logical follow-on to an order competed under the contract 4. Satisfying a minimum guarantee 5. Statutory authorization or requirement (above the SAT) 6. For DoD, NASA and Coast Guard, an exception under FAR 6.103
---	--

Small business set-asides

FAR Part 19 and 15 U.S.C. 644(r) authorize set-asides of orders under multiple-award contracts. OTS is an SBA-certified 8(a) and Woman-Owned Small Business. Contact the SEWP PMO to confirm set-aside procedures for a specific requirement.

Streamlined, multi-phased requests

A preliminary RFQ issued through the QRT can describe the requirement's key characteristics and ask contract holders to opt in by a stated date; the final RFQ then goes to those that opted in. All contract holders must still receive fair opportunity under FAR 16.507-2, and the order file should record transmittals and responses.

A.1.13 Fair Opportunity and Requests for Quotes

Contractors will be provided a fair opportunity at the individual order level as appropriate per FAR Part 16.505(b), including the SEWP RFQ tools. No documentation for the order selection is required to be submitted with the order. All such documentation is to be maintained by the issuing procurement office.

The Contractor shall not market, quote or otherwise offer for sale, any IT Solutions not listed under this contract, until the said solutions are included in the SEWP database of record, and available to all Government end-users.

If the Government issues a Request For Information (RFI) as part of market research, the Contractor may provide items not yet listed on their SEWP contract as part of a market research quote if: 1. all such items are clearly marked as not yet available on their SEWP contract; and 2. the contractor submits a technology refreshment request to add those products to their contract

If the Government issues a Request For Quote (RFQ) or a Market Research Request (MRR), the Contractor may only respond with items available on their Contract and the price of each item shall be the no greater than the price in Attachment F SEWP database of record at the time the quote is issued. If the Contractor has insufficient items on their contract to fully respond to the Formal RFQ, the Contractor must respond with a No Bid.

Unless the RFQ specifically allows for partial quotes, the Contractor must respond fully to all requirements specified in the RFQ.

When submitting a quote to a government end-user, the contractor must clearly state the length of time the quote is valid. The contractor shall honor any order submitted within the stated time period of a quote.

When responding to an RFI or RFQ issued from the NASA SEWP RFQ on-line quoting system, the Contractor must respond as outlined in Attachment C: Contract Holder User Manual (CHUM).

Contract Holders are prohibited from using Government information posted on the NASA SEWP Contract Holder Only Page, such as RFQs, RFIs, etc., for purposes other than proposing on SEWP requirements. This includes Contract Holders providing third parties with SEWP information and requirements for the purpose of assisting companies, that are not SEWP Contract Holders, with providing unsolicited proposals to meet agency requirements already posted to the NASA SEWP RFQ on-line quoting system.

Source: Contract 80TECH26D0102, Terms and Conditions, A.1.13.

06 • PRICING AND FEES

Pricing and fees

The OCO determines and documents price reasonableness consistent with FAR 15.4. Because competition and negotiation may produce lower pricing, contract-level prices should not automatically be accepted as order prices.

SEWP fee

SEWP is self-funded through a 0.34% usage fee on orders placed under the program.

Purchase card

OTS accepts agency-approved purchase cards at a 4% fee.

Specialized needs

Where requirements such as specialized clearances raise costs, the request can ask holders to justify affected pricing, and the OCO may require data other than certified cost or pricing data (FAR 15.403-1).

After the quote

Award documentation

Under FAR 16.507, the OCO documents the rationale for placement and price of each order, the basis for award and any tradeoffs, and the basis for any exception to fair opportunity.

Socioeconomic credit

Agencies report actions above the micro-purchase threshold in FPDS-NG/SAM.gov (FAR 4.301). Orders awarded to OTS may provide 8(a) and WOSB credit as applicable.

Announcements and debriefings

Announcing awards to competing holders is encouraged, especially above \$7.5 million. Debriefings are required when timely requested above \$7.5 million (FAR 16.507-5) and encouraged below it.

Alternative dispute resolution

ADR may be used whenever the OCO has authority to resolve the issue (FAR 33.205-8).

Protests and ombudsman

No protest is authorized for orders valued at or below \$10 million, except on grounds that the order increases the contract's scope, period or maximum value (FAR 16.508(a)). Complaints go to the ordering agency's Task-Order and Delivery-Order Ombudsman (FAR 16.507-2(b), FAR 52.216-32).

Performance oversight

The OCO ensures performance meets order requirements. Any COR delegation should document authority and limits (FAR 1.404), with a copy provided to OTS.

Past performance

CPARS evaluations are completed at the end of performance, and annually for orders longer than one year, above the simplified acquisition threshold (FAR 42.1102).

Closeout

The OCO closes out orders in accordance with FAR 4.308.

Other ordering considerations

Order duration

Orders may be awarded only during the ordering period. Option pricing (including FAR 52.217-8) must be evaluated at award, and options may be exercised after the ordering period ends when documented as in the Government's best interest (FAR 17.204-1).

Security clearances

Requests should state whether classified access is needed during the request process, the required facility and personnel clearance levels, and any safeguarding level. Interim personnel clearances should generally be treated as equivalent to final clearances. **OTS holds a Top Secret Facility Clearance.**

Cybersecurity and supply chain

Agencies may add cybersecurity requirements beyond the contract baseline. OTS holds CMMC Level 2 certification and has provided its C-SCRM attestation to the SEWP PMO.

Subcontracting

Limitations on subcontracting may be applied at the order level, and requests may ask holders to disclose work performed with their own resources. Consent to subcontract may be required under FAR 44.201 and 52.244-2.

Responsibility and conflicts

Before each award, OCOs review SAM.gov exclusions (FAR 9.405) and address any potential organizational conflict of interest under FAR Subpart 9.5.

Funding and travel

Funding is at the order level, and incremental funding may be used consistent with agency policy. Travel, if required, is determined on a case-by-case basis and governed by the terms of each order.

Size re-representation

OCO may require re-representation of size status as a condition of award under FAR 52.219-28; state this explicitly in the request.

Labor standards, data rights, cancellation

The OCO determines Service Contract Labor Standards applicability, addresses data rights in each order, and may cancel an RFQ at its discretion, documenting the rationale per agency policy.

Support throughout your order

Contact the named OTS program representatives for installation, warranty, technical and software support, and post-delivery issues. Applicable contract and order terms govern the support provided.

Installation and deployment

When included in an order, OTS coordinates installation or deployment schedules, system access, security requirements and acceptance activities with the customer in accordance with the applicable contract and order.

Basic warranty and extended coverage

Warranty, correction of nonconforming services and any extended warranty or maintenance coverage are governed by the applicable contract and order terms. Third-party products and software are subject to the manufacturer's or publisher's terms identified in the quote and order.

Technical and software support

Technical support, software maintenance, configuration management and defect correction are provided as specified in the order. Support hours, service levels and any extended or on-call coverage are established in the applicable contract and order.

Problem orders and escalation

For schedule, staffing, invoice, delivery or service concerns, contact Alyssa Martinez or Cedric Hall. Include the order number, SEWP Control Number if available, affected service, issue description, mission impact and your contact information. Customers may also contact the NASA SEWP PMO at help@sewp.nasa.gov or (301) 286-1478.

10 • YOUR PROGRAM TEAM

Request a quote. Get support.

Contact our SEWP VI representatives for quotes, contract questions, support or assistance with an existing order.

SEWP VI PROGRAM MANAGER

Cedric Hall

CedricHall@optechs-inc.com

(334) 207-5775

SEWP VI DEPUTY PROGRAM
MANAGER

Alyssa Martinez

alyssamartinez@optechs-inc.com

(844) 678-3247, ext. 2

(210) 281-1724

PROGRAM AND SCOPE
ASSISTANCE

NASA SEWP PMO

help@sewp.nasa.gov

(301) 286-1478

Mon–Fri, 7:30 AM–6:00 PM ET

OTS main office: 85 NE Loop 410, Suite 624, San Antonio, TX 78216 • (844) OPTECHS • info@optechs-inc.com

Appendix A – Roles and responsibilities

NASA SEWP PMO

- Administers SEWP VI and the Quote Request Tool
- Provides scope reviews of requirements and modifications
- Reviews, processes and tracks orders and modifications
- Answers program questions through the SEWP Helpline

Requiring activity

- Defines the requirement and Government estimate
- Secures funding and prepares the purchase request
- Supports evaluation and monitors performance through the COR

Ordering contracting officer

- Plans the acquisition and provides fair opportunity or documents an exception
- Evaluates quotes, determines price reasonableness and documents award
- Issues the order and routes it and modifications through the SEWP PMO
- Reports in FPDS-NG, completes CPARS and closes out the order

OTS (contract holder)

- Responds to requests per clause A.1.13 and the CHUM
- Performs orders according to their terms and the SEWP VI contract
- Maintains this guide and its SEWP VI web page, and keeps contacts current

Appendix B – Category C NAICS codes

The 28 NAICS codes available under SEWP VI Category C are listed below. Codes in **bold** are those OTS currently performs under.

NAICS	Description
512191	Teleproduction and Other Postproduction Services
512290	Other Sound Recording Industries
513210	Software Publishers
516210	Media Streaming Distribution Services, Social Networks, and Other Media Networks and Content Providers
517111	Wired Telecommunications Carriers
517112	Wireless Telecommunications Carriers (except Satellite)
517410	Satellite Telecommunications
517121	Telecommunications Resellers
517810	All Other Telecommunications
518210	Computing Infrastructure Providers, Data Processing, Web Hosting, and Related Services
519290	Web Search Portals and All Other Information Services
541330	Engineering Services
541430	Graphic Design Services
541490	Other Specialized Design Services
541511	Custom Computer Programming Services (OTS primary)
541512	Computer Systems Design Services
541513	Computer Facilities Management Services
541519	Other Computer Related Services
541611	Administrative Management and General Management Consulting Services
541613	Marketing Consulting Services
541614	Process, Physical Distribution, and Logistics Consulting Services
541618	Other Management Consulting Services
541690	Other Scientific and Technical Consulting Services
541715	Research and Development in the Physical, Engineering, and Life Sciences (except Nanotechnology and Biotechnology)
541990	All Other Professional, Scientific, and Technical Services
561621	Security Systems Services (except Locksmiths)
611420	Computer Training
611710	Educational Support Services

Appendix C – References and resources

Resource	Link
NASA SEWP program, Quote Request Tool and contract holder directory	www.sewp.nasa.gov

Resource	Link
OTS SEWP VI page	optechs-inc.com/sewp
OTS corporate site	www.optechs-inc.com
FAR Overhaul (RFO)	acquisition.gov/far-overhaul
PSC Selection Tool	psctool.us
System for Award Management	www.sam.gov
CPARS	www.cpars.gov