

# NASA SEWP VI Ordering Guide



Jazz Solutions, Inc.

SEWP VI Category C Contract

80TECH26D0288

PoP: November 2026 – November 2036

Contract information: [jazzsolutions.com/nasa-sewp-vi](https://jazzsolutions.com/nasa-sewp-vi)

To obtain a quote: [sewp.nasa.gov/sewpvi/sewppublic/login/](https://sewp.nasa.gov/sewpvi/sewppublic/login/)

## ABOUT NASA SEWP VI & CATEGORY C CONTRACTS

NASA SEWP VI is a Government-Wide Acquisition Contract providing Information Technology, Communications, and Audio-Visual solutions and services to Federal agencies and their approved contractors. Jazz Solutions, Inc. (JSL) holds a Category C contract for mission-based Information Technology, Communications, and Audio-Visual (ITC/AV) services tailored to agency program and mission requirements. For more information on NASA SEWP, visit [sewp.nasa.gov/sewpvi](https://sewp.nasa.gov/sewpvi).

Providing the latest in commercial IT products and services, the NASA SEWP contract vehicle has an outstanding track record of serving up fresh technology for Federal Agencies. Through JSL's Category C contract, agencies can acquire mission-focused services such as the following:

- Application Development & Modernization
- Systems Integration
- Cloud and DevSecOps
- Data Analytics and AI
- Cybersecurity & Identity Management
- IT Operations and Maintenance
- Technical Consulting
- Mission IT Program Management & Agile Delivery

SEWP also offers product-based services such as installation, maintenance and other services related to in-scope products to all Federal Agencies (including Department of Defense) and their approved support service contractors. SEWP offers low prices and the easiest and fastest quoting and ordering procedures using pre-competed contracts.

Through SEWP, Agencies can find an exact fit for their needs at the best overall value by choosing the right solutions offered directly by experienced government integrators and service providers.

Users can search for CLIN, product number, product description, or other search criteria. If you require a new product to be added to Jazz Solutions' SEWP contract, we can typically accommodate the change in three business days or less.

## ABOUT JAZZ SOLUTIONS

Founded in 2013, Jazz Solutions, Inc. (JSL) is a woman-owned, other-than-small federal IT services firm that modernizes, secures, and sustains mission-critical systems. JSL delivers mission-based services spanning application modernization and systems integration, cloud and DevSecOps, cybersecurity and identity management, data analytics and AI, and technical and program management. Our teams combine federal mission knowledge with agile delivery to improve service outcomes, security, and operational continuity.

## ORDERING PROCESS

### HOW TO ORDER / HOW TO OBTAIN A QUOTE

Federal customers may use the NASA SEWP Quote Request Tool (QRT) to submit a Request for Information (RFI) or Request for Quote (RFQ) to applicable Category C Contract Holders. For information about JSL's capabilities or assistance with a service requirement, customers may contact the JSL SEWP VI Program Manager or Deputy Program Manager listed below.

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). Regardless of agency-specific acquisition procedures, the general flow for SEWP orders is as follows:

#### 1. The End User or Contracting Officer (CO):

- a. Conducts market research and submits the requirement through the SEWP QRT;
- b. Evaluates quotations and determines the best-value solution;
- c. Creates a delivery order citing the NASA SEWP contract number and selected Prime Contract Holder; and
- d. Sends the delivery order and selected quotation to the NASA SEWP Program Management Office at [sewporders@sewp.nasa.gov](mailto:sewporders@sewp.nasa.gov).

#### 2. The NASA SEWP Program Management Office (PMO):

- a. Reviews and processes the order; and
- b. Forwards the validated order to the selected Contract Holder.

#### 3. The SEWP Contract Holder — Jazz Solutions:

- a. Processes the order;
- b. Performs the ordered services and provides the required deliverables; and
- c. Invoices the ordering agency or authorized contractor.

## POLICIES & PROCEDURES

Matters including installation activities, manufacturer or supplier warranty coverage, technical support, software support, and post-delivery support will be addressed in accordance with the applicable order requirements, license agreements, manufacturer or supplier warranty terms, or other applicable contractual requirements. Warranty claims or requests for technical, software, or post-delivery support should be directed to the JSL SEWP VI Program Manager. Each request should include the following information: SEWP Delivery Order number; RFQ order number (when available); Agency name; Agency point-of-contact information (name, phone, email); description of the issue; date the issue was identified; relevant system, service, or product information; and requested resolution or assistance. The JSL SEWP VI Program Manager will coordinate with the appropriate technical personnel, subcontractors, manufacturers, or suppliers to resolve the issue.

## ORDER ISSUE RESOLUTION

For assistance with a quotation, order, invoice, deliverable, or post delivery, contact the JSL SEWP VI Program Manager and provide the SEWP RFQ or order number, agency, description of the issue, and the requested resolution.

For SEWP processing or vehicle-related assistance, contact the NASA SEWP Helpline at [help@sewp.nasa.gov](mailto:help@sewp.nasa.gov) or 301.286.1478.

## FAIR OPPORTUNITY

In accordance with FAR 16.505(b), ordering agencies must provide eligible SEWP VI Contract Holders a fair opportunity to be considered. NASA recommends using the SEWP Quote Request Tool (QRT) to solicit applicable Category C Contract Holders and support documentation of the agency's best-value decision.

## CONTACT

### JSL POINTS OF CONTACT FOR ORDER AND POST-DELIVERY ISSUES

#### J. Michael Feters

SEWP VI Program Manager  
[james.feters@jazzsol.com](mailto:james.feters@jazzsol.com)  
571.262.1188

#### Amy Larson

SEWP VI Deputy Program Manager  
[amy.larson@jazzsol.com](mailto:amy.larson@jazzsol.com)  
319.440.5317

#### SEWP HELPLINE

[help@sewp.nasa.gov](mailto:help@sewp.nasa.gov)  
301.286-1478

#### SEWP PMO HOURS

M–F, 7:30 a.m. – 6 p.m. ET  
[sewp.nasa.gov/sewpvi](https://sewp.nasa.gov/sewpvi)