PHASE II

THE OTHER SIDE OF SERVICE

NASA SEWP VI · CATEGORY C · GOVERNMENT-WIDE ACQUISITION CONTRACT

SEWP VI Ordering Guide

Phase II Staffing and Contracting, LLC (dba Phase II)

Phase II SEWP VI contract information

Contract number	80TECH26D0803
Category	Category C – Mission-Based ITC/AV Service Solutions
Contract type	Government-Wide Acquisition Contract (GWAC), multiple award, IDIQ
Period of performance	November 1, 2026 – October 31, 2036
SEWP surcharge	0.34%
UEI / CAGE	RQ5WLXRVLY36 / 7QES1
Socio-economic status	Small Business; SBA-certified Service-Disabled Veteran-Owned Small Business (SDVOSB)
Main office	521 C Street, Quantico, Virginia 22134
SEWP web page	www.p2sc.net/contracts/sewp/
Purchase card	Government purchase card orders accepted

1. Program Support

How to obtain a quote

Agencies may request a quote for services or solutions through the SEWP Quote Request Tool (QRT) at www.sewp.nasa.gov, or by contacting Phase II's SEWP sales representative directly. Please include the requirement description or statement of work, the required period of performance, place of performance, and any security clearance requirements. Every Phase II quote states the length of time it is valid, and Phase II will honor any order submitted within that period.

Program support contacts

Support area	Contact	Phone	Email
Quotes – SEWP sales representative	Don Prioleau	571-205-6001	dprioleau@mcfaglobal.com
Installation, warranty, technical and software support	Michael Trump, Technical Support Lead	443-744-8096	mtrump@mcfaglobal.com
Order troubleshooting	Nathan Goodall, Order Support Lead	719-453-8577	ngoodall@mcfaglobal.com
SEWP Program Manager	Nathan Goodall	719-453-8577	ngoodall@mcfaglobal.com
SEWP Deputy Program Manager	Don Prioleau	571-205-6001	dprioleau@mcfaglobal.com

Installation, warranty, and post-delivery support policy

- **Installation:** Installation, configuration, and integration services are performed as specified in each delivery order. Schedules, site access, and acceptance criteria are confirmed with the ordering agency's point of contact at order kickoff.
- **Basic warranty:** Services are performed in accordance with the delivery order and the terms of the SEWP VI contract. Any products delivered incidental to a service carry the original equipment manufacturer's (OEM) standard warranty, which Phase II passes through to the Government.
- **Extended warranty:** Extended warranty and maintenance coverage, where available, is quoted as a separate line item and is in effect for the term stated in the order.
- **Technical support:** Contact the Technical Support Lead listed above. Phase II coordinates directly with OEMs and partners so the agency has one point of contact.
- **Software support:** Software maintenance and subscription support follow the publisher's license and support terms as quoted. Phase II coordinates renewals and support requests with the publisher.

How to troubleshoot a problematic order

1. Contact the Order Support Lead listed above by phone or email. Include the SEWP contract number (80TECH26D0803), the agency delivery order number, and a short description of the issue.
2. Phase II acknowledges the request within one business day and assigns a single point of contact to track it until it is resolved.
3. If the issue is not resolved to the agency's satisfaction, escalate to the SEWP Program Manager or Deputy Program Manager listed above.
4. For contract-level issues, the agency may also contact the NASA SEWP Program Management Office (see Section 7).

2. About Phase II

Phase II Staffing and Contracting, LLC (dba Phase II) is an SBA-certified Service-Disabled Veteran-Owned Small Business headquartered in Quantico, Virginia, and founded in 2016 by veterans, for veterans. Phase II delivers IT, cybersecurity, program management, logistics, and field services to the Department of Defense and federal agencies, with past performance supporting the US Army, Navy, and Air Force.

Core capabilities include technical and IT support; Highly Adaptive Cybersecurity Services, including Assessment and Authorization and the Risk Management Framework; program management and analysis; integrated logistics services; and system integration, training, and field service. Phase II holds ISO 9001:2015 and ISO 27001:2022 certifications and is CMMC Level 2 self-certified.

Website: www.p2sc.net

3. 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. Originally, the contract vehicle provided only technology products for NASA and all other agencies. 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 for more than 50,000 orders a year.

4. Fair Opportunity

FAR 16.505(b)(1) provides that each contractor shall be given a fair opportunity to be considered for each order exceeding the micro-purchase threshold and issued under multiple award contracts. The method used to provide fair opportunity is at the discretion of the Contracting Officer (CO), who must document the rationale for placement and price of each order. Using the SEWP online Quote Request Tool (QRT) is the recommended method to support this activity and to augment the required decision documentation. The QRT automatically includes the Contract Holders within a selected Group or based on a suggested source.

Contract clause 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 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.

5. 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. Because technology is always evolving, SEWP's processes let Contract Holders add new commercial technology and IT services to their contracts as customers request them. SEWP VI was awarded in three scope categories:

- **Category A** – ITC/AV Solutions
- **Category B** – Enterprise-Wide ITC/AV Service Solutions
- **Category C** – Mission-Based ITC/AV Service Solutions (Phase II's award)

Phase II's Category C contract covers mission-based ITC/AV services, including IT and network support, cybersecurity, program management, systems integration, training, and field service. To confirm whether a requirement is within scope, send an overview or bill of materials to help@sewp.nasa.gov for review by the SEWP Program Management Office.

6. Ordering Process

The internal ordering process of each Agency varies. The process and forms for Purchase Requests (PR) and Delivery Orders (DO) issued against a SEWP contract are defined by the issuing Agency, not the NASA SEWP Program Management Office (PMO). Typically, an end user identifies a requirement and generates a Purchase Request.

The PR, along with funding information, goes to the Agency's procurement office, which issues the DO. Any valid Federal Agency DO form and its associated Delivery Order number may be used. The NASA SEWP PMO does not issue DOs; these must be issued by the Agency's procurement office. The SEWP PMO reviews, processes, and tracks issued DOs and forwards them to the Contract Holder.

Some Agencies have special requirements for issuing IT Delivery Orders. The issuing Agency's Contracting Officers are responsible for knowing any Agency-specific policies on ordering through existing contract vehicles and GWACs. The SEWP contracts do not require issuing Agencies to use other intermediary procurement offices, except as directed by their own internal policies.

Any modification to an order must also be routed through the SEWP Program Management Office.

> **When ordering from Phase II,** please reference SEWP VI contract number 80TECH26D0803 and the Phase II quote number on the Delivery Order.

7. How to Contact SEWP

NASA SEWP Program Management Office contact information

SEWP PMO hours	Monday – Friday, 7:30 AM – 6:00 PM (ET)
Email	help@sewp.nasa.gov
Customer help desk	(301) 286-1478
Website	www.sewp.nasa.gov

The information in this ordering guide complies with the requirements of the SEWP VI Contract Holder User Manual (CHUM). Phase II will publish an updated version of this guide no later than 10 business days after each contract modification.