NASA SEWP VI ORDERING GUIDE

ACC3 International | SEWP VI Contract Holder

Category B

Enterprise-Wide ITC/AV Service Solutions
Contract #80TECH26D1987

Category C

Mission-Based ITC/AV Service Solutions
Contract #80TECH26D1009

Contract Period: November 2026 – 2036

SEWP VI OVERVIEW

NASA Solutions for Enterprise-Wide Procurement (SEWP) VI is a Government-wide Acquisition Contract (GWAC) providing Federal agencies and authorized support-service contractors access to ITC/AV solutions and services.

ACC3 Category	Contract	Scope
B	80TECH26D1987	Enterprise-wide ITC/AV service solutions
C	80TECH26D1009	Mission-based ITC/AV service solutions

Category C ordering thresholds: Year 1 – $2M per order; Year 2 – $10M per order, inclusive of options; beginning Year 3, restrictions are subject to removal under the SEWP VI contract and NASA implementation.

WHO MAY USE SEWP VI

- NASA and other Federal agencies, subject to applicable agency procedures.
- Authorized Federal agency support-service contractors, when properly authorized by the agency Contracting Officer. The required authorization should be provided to the SEWP PMO in advance of the contractor needing access to place orders, consistent with the current SEWP process.

Ordering responsibility: The issuing Agency remains responsible for FAR, agency-specific, funding, fair-opportunity, and other acquisition requirements. The executed SEWP VI contract controls if there is a conflict.

HOW TO REQUEST A QUOTE

1. Send ACC3 the SOW/PWS or equivalent requirement, period of performance, place of performance, and agency-specific terms.
2. ACC3 confirms the applicable SEWP VI category/contract scope and prepares the quote.
3. The Government conducts required market research and fair opportunity. The SEWP Quote Request Tool (QRT) is the recommended method when applicable.
4. ACC3 provides pricing, assumptions, quote validity, and required verification information. For QRT requests, ACC3 responds through the SEWP system/CHOP.

SEWP REQUEST TYPES

Request	Use
RFQ	Specific requirement; generally results in an order.
MRR	Researches a specific requirement; quoted CLINs must be on contract.
RFI	General market research; not necessarily an award request.

FAIR OPPORTUNITY

Under FAR 16.505(b), the Contracting Officer must provide each awardee a fair opportunity to be considered for orders exceeding the applicable micro-purchase threshold, subject to statutory and FAR exceptions. The Contracting Officer selects the appropriate ordering procedure and documents the basis for the order and price.

- For QRT requests, ACC3 submits the quote through the SEWP system. Customer-requested revised quotes should use SEWP's Request Updated Quote function when applicable.
- During an open QRT request, ACC3 uses the Q&A/Would Quote process unless the customer authorizes another communication method.
- For orders of $6 million or more, the CHUM provides for a post-award debriefing upon request and unsuccessful-bidder notification by the Contracting Officer.
- Partial quotes are provided only when permitted by the customer request; otherwise ACC3 will no-bid an opportunity it cannot fully satisfy. If ACC3 quotes it, ACC3 must be able to provide it.

SUGGESTED ACC3 PO / DELIVERY ORDER PROCESS

This is ACC3's recommended service-order workflow and does not replace the issuing Agency's procedures.

Step	Action	Owner
1	Customer sends SOW/PWS or requirements, period/place of performance, and requested pricing format.	Customer
2	ACC3 confirms scope/category and provides the SEWP VI quote.	ACC3
3	Customer completes required market research/fair opportunity and selects the source.	Customer / CO
4	Customer issues the agency-authorized PO/Delivery Order referencing the applicable SEWP VI contract and accepted quote.	Customer / CO
5	Customer or ACC3 submits the order to the NASA SEWP PMO through the current approved process.	Customer / ACC3
6	ACC3 verifies that SEWP processed the order and assigned a SEWP Control Number (SCN). ACC3 does not begin performance before SCN assignment.	ACC3
7	ACC3 confirms acceptance, assigns the program lead, performs services, and invoices per the order.	ACC3
8	Any modification follows Agency procedures and is routed through SEWP as required.	Customer / ACC3

Service orders: ACC3 does not provide physical products under the offering covered by this guide. Shipping, freight, FOB, and physical-product return provisions are not applicable.

PO / DELIVERY ORDER SHOULD IDENTIFY

- Applicable SEWP VI contract number (Category B or C).
- Agency PO/Delivery Order number; issuing/ordering agency; authorized Government ordering official/Contracting Officer and contact information.
- Clear description of services, period/place of performance, applicable CLINs/labor categories, quantities/hours, and pricing.
- Appropriation/accounting data, billing/invoice address, and invoicing instructions.
- Acceptance criteria and any applicable security, accessibility, data, or cybersecurity terms.

ORDER PROCESSING / SEWP CONTROL NUMBER

- Orders and order modifications may be submitted by the customer or Contract Holder to the SEWP PMO at sewporders@sewp.nasa.gov or another current SEWP-approved method.
- ACC3 must provide the SEWP PMO a verification file matching the order/quote CLINs, quantities, and prices when required.
- ACC3 will not commence performance until the SEWP PMO has processed the order and assigned an SCN.

SERVICE SUPPORT / PROBLEMATIC ORDERS - For service-performance, deliverable, billing, or order issues, the Program Manager is the primary escalation point; the Deputy Program Manager provides secondary escalation and continuity support.

Need	Contact
Quote Request	SEWP.PM@ACC3Int.com | 847-952-6989
Program Manager	Paula Mackenzie | 619-254-9816 | paula.mackenzie@acc3int.com
Deputy Program Manager	Christian Lopez | 619-505-0462 | christian.lopez@acc3int.com
NASA SEWP PMO	sewporders@sewp.nasa.gov | help@sewp.nasa.gov | 301-286-1478

Order-level compliance: The Ordering CO determines the applicable NAICS code and socioeconomic designation. Applicable cybersecurity, accessibility, data, and other agency requirements apply at the order level. The SEWP VI administrative handling fee is included in ACC3's total quote and is not separately listed.