

NASA SEWP VI ORDERING GUIDE

4A Consulting, LLC | Contract 80TECH26D0626 | Category C - Mission-Based ITC/AV Service Solutions

About the contract

NASA Solutions for Enterprise-Wide Procurement (SEWP) VI is a multiple-award Government-Wide Acquisition Contract (GWAC) providing federal agencies with access to eligible information, communications technology, and audio/visual (ITC/AV) solutions and services. 4A Consulting, LLC is a Category C contract holder supporting mission-based ITC/AV service requirements. Specific offerings must be within the scope and available under the contract at the time of quotation.

Contract holder	4A Consulting, LLC
Contract number	80TECH26D0626
Vehicle / category	NASA SEWP VI GWAC / Category C
Ordering period	Nov. 1, 2026 - Oct. 31, 2031 base; Nov. 1, 2031 - Oct. 31, 2036 option, if exercised
SEWP surcharge	0.34%, included in quoted pricing; not an additional line-item fee
Eligible ordering customers	Federal agencies and other authorized SEWP users, including qualifying agency support contractors

Fair opportunity and competition

Ordering activities must comply with the fair opportunity requirements in FAR 16.505(b). Eligible SEWP contract holders within the applicable category and/or socioeconomic grouping must be given a fair opportunity to compete unless a properly justified exception applies. NASA's Quote Request Tool (QRT) supports competitive requests and fair opportunity grouping. The ordering contracting officer remains responsible for the acquisition, evaluation, selection rationale, and required file documentation.

Ordering steps

1. Define the requirement. The ordering agency develops the statement of work, desired outcomes, deliverables, applicable security requirements, period of performance, and evaluation criteria.
2. Request quotations. Use the NASA SEWP Quote Request Tool to issue an RFQ or appropriate market research request to the eligible pool in compliance with fair opportunity.
3. Evaluate and select. The ordering agency assesses responses and documents the award decision according to FAR and agency procedures.
4. Issue and route the order. The agency contracting officer issues the delivery/task order. All orders and order modifications must be routed through the NASA SEWP Program Management Office for processing and forwarding to the contract holder.
5. Initiate delivery. After valid order processing, coordinate project kickoff and service delivery with the 4A program team.

Order documentation checklist

Include the delivery/task order number and issue date; supporting SEWP contract holder quote; SEWP contract number; applicable NAICS and contract type; contract holder mailing address and phone; agency issuing and ship-to office addresses; total amount; contracting officer name, signature, phone and signature date; and line items/prices. Confirm the current NASA checklist before submission.

Surcharge and pricing

The NASA SEWP surcharge is 0.34% as currently published by the SEWP Program Management Office. It is included in quoted solution/service prices rather than separately charged to the ordering agency. NASA may adjust this fee. Ordering agencies determine price reasonableness for labor-based services at the order level.

Program support and contacts

4A SEWP Program Manager: Ramesh Ponnada | ramesh.ponnada@4a-consulting.com

4A Deputy Program Manager: Max Savenok | max.savenok@4a-consulting.com

Client escalations / post-delivery: Silpa Nunna | silpa@4a-consulting.com

NASA SEWP Help Desk: (301) 286-1478 | help@sewp.nasa.gov

Official ordering resources

[NASA SEWP VI Ordering Information](#) | [SEWP VI Website](#) | [SEWP VI FAQs](#)

This 4A-prepared quick reference is informational; the applicable contract, current NASA SEWP instructions, FAR, and ordering agency rules govern in the event of a discrepancy. Contract-specific mailing address and phone must be obtained from 4A's current award record when preparing a delivery order. Effective ordering begins November 1, 2026.