

SEWP VI

NASA SEWP VI Customer Ordering Guide & Process

NASA **SEWP VI**



Solutions for
Enterprise-
Wide
Procurement

Contract Holder

Overview

The NASA SEWP VI (Solutions for Enterprise-Wide Procurement) contract is a Government-Wide Acquisition Contract (GWAC) that provides the latest Information Technology, Communication, and Audio-Visual (ITC/AV) solutions and services to all Federal Agencies and their approved contractors. As an authorized Contract Holder, Sterling Computers Corporation delivers streamlined acquisition pathways across the entire technology landscape.

Standard Ordering Process

Follow these 4 simple steps to place a Delivery Order (DO):

- 1. Define Requirements:** The end-user identifies their technological needs and builds a Bill of Materials (BOM) or Scope of Work.
- 2. Obtain a Quote:** Request an official quote using the online SEWP Quote Request Tool (QRT) at www.sewp.nasa.gov. Alternatively, contact Sterling Computers directly via the points of contact below.
- 3. Internal Agency Approval:** Submit your standard internal Purchase Request (PR) through your agency's procurement office. Your Contracting Officer (CO/KO) will process the funding and issue a valid Federal Agency Delivery Order (DO).
- 4. Route via SEWP PMO:** All completed DO forms and subsequent order modifications must be routed directly through the NASA SEWP Program Management Office (PMO) for processing, verification, and tracking. The PMO will then formally forward the order to Sterling Computers.

Sterling Computers & Program Support Contacts

Please reach out to the appropriate contact below to request quotes, resolve problematic orders, or address post-delivery support items (such as installation, warranties, and technical support):

Role / Support Area	Contact Name	Contact Information
Quotes & Sales Support <i>Hardware, software, & services</i>	Sales Team	info@sterling.com
Order Troubleshooting <i>Problematic orders & tracking</i>	Order Management	csr@sterling.com
Post-Delivery Support <i>Warranties, installation, & tech help</i>	Customer Service	csr@sterling.com
NASA SEWP Helpline <i>General contract vehicle questions</i>	SEWP PMO Help Desk	help@sewp.nasa.gov Phone: (301) 286-1478

Category A Contract 80TECH26D0054

PoP: November 2026 – 2036

DUNS: 93-883-6541

UEI: YZTLALWM4UC7

Cage Code: 06APO

Main Office Address:

Sterling Computers
303 Centennial Drive
North Sioux City, SD 57049
Phone: 877-242-4074

Program Manager:

Kristina Drost
Email: kristina.drost@sterling.com
Phone: 854-201-9134

Deputy Program Manager:

Tracy Wriedt
Email: tracy.wriedt@sterling.com
Phone: 605-242-4002

About Sterling Computers

For over 30 years, Sterling has been a trusted partner for secure, reliable, and cost-effective technology solutions. We start by discovering what your goals are as well as the obstacles that might be holding you back from achieving them. Next, we design a tailored solution to meet your needs, personally integrate that solution to ensure optimal performance, and then empower your team with the tools and resources necessary for securing the best possible outcome. Throughout the process, we stand beside you from start to finish, as a true partner in your success.

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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. Technology is ever-evolving and for that reason SEWP's processes enable our Contract Holders to add new commercial technology and IT services to their contract daily, as requested by our customers. The focus of SEWP is on the full suite of technology offerings that simplify Governmental access and Industry offerings across the entire ITC/AV solutions and services landscape. SEWP is composed of three (3) scope categories detailed below. If you would like SEWP to determine if your requirement is within scope of the SEWP VI contract, please send an overview and/or bill of materials (BOM) to help@sewp.nasa.gov and we will quickly review and provide feedback.

The SEWP Contracts were awarded by scope category, the three categories are:

- Category A – ITC/AV solutions
- Category B – Enterprise-Wide ITC/AV Service Solutions
- Category C – Mission-Based ITC/AV Service Solutions

CATEGORY A

ITC/AV (Information Technology, Communications, and Audio-Visual Solutions)

CATEGORY B

Enterprise-Wide ITC/AV Service Solutions

CATEGORY C

ITC/AV Mission-Based Services

Ordering Process

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). The typical process is for an end-user to determine a requirement and generate a Purchase Request (PR).

The PR along with any necessary funding information is sent to that Agency's procurement office which results in the issuance of a DO. Any valid Federal Agency DO form, and the associated Delivery Order number may be used. The NASA SEWP Program Management Office (PMO) does not issue DOs – these must be issued through the issuing Agency's procurement office. The SEWP Program Management Office (PMO) reviews, processes and tracks issued DOs and forwards them to the Contract Holder(s).

Some Agencies have special requirements for issuing IT Delivery Orders. It is the Issuing Agency's Contracting Officers' (COs/KOs) responsibility to be aware of any Agency-specific policies regarding issuing orders via an existing contract vehicle and Government-Wide Acquisition Contracts. There are no requirements under the SEWP Contracts for issuing Agencies to use other intermediary procurement offices, except as directed through their own internal policies.

If modifications are made to any order, these modifications must also route through the SEWP Program Management Office (PMO).