

ORDERING GUIDE

NASA SEWP VI Ordering Guide



Concept Solutions, LLC · Category B · Contract 80TECH26D1492

VERSION REVISED PROGRAM OFFICE
1.0 2026-08-31 sewp6@concept-solutions.com

CURRENT VERSION

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1. Contract at a glance

SEWP VI Contract Number	80TECH26D1492
Scope Category	Category B – Enterprise-Wide ITC/AV Service Solutions
Contract Type	Government-Wide Acquisition Contract (GWAC)
Track	Unrestricted (Category B)
Period of Performance	Through Jul 8, 2036
Ordering Begins	November 1, 2026
SEWP Surcharge	0.34% of order value
Unique Entity ID (UEI)	LJHJJWALKA93
CAGE Code	1TF42
NAICS Codes	28 codes – see Appendix A
SEWP Contract Holder Page	https://www.sewp.nasa.gov/sewpvi/sewppublic/contractholders#/detail/528
Company Website	https://www.concept-solutions.com

2. About NASA SEWP VI

NASA SEWP (Solutions for Enterprise-Wide Procurement), pronounced "soup", provides the latest Information Technology, Communication, and Audio-Visual (ITC/AV) solutions and services to 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. Over more than 30 years SEWP has expanded its scope to meet customer demand, and today the program supports more than 50,000 orders a year.

SEWP is self-funded through a usage fee of 0.34%, among the lowest of any federal contract vehicle. That fee is included in the price quoted to the customer; agencies pay no separate charge to use SEWP. SEWP VI orders begin November 1, 2026.

3. About Concept Solutions

Concept Solutions, LLC (CS) is a federally focused government contractor established in 1999, headquartered in Reston, Virginia. We deliver aviation systems engineering, aeronautical information management, geospatial intelligence, cybersecurity, and mission-critical information technology services to civil, defense, and national security customers. more than 25 years of continuous performance in complex FAA and DoD operational environments has built deep institutional knowledge of environments where reliability, security, and regulatory compliance are not negotiable.

We are appraised at CMMI-DEV Maturity Level 3 (Appraisal #81965, valid through 10 April 2029) for software development and systems engineering. We hold ISO 9001:2015, ISO/IEC 20000-1:2018 and ISO/IEC 27001:2022 registrations for our corporate quality, service management, and information security systems, and we apply that same process architecture to program delivery. Concept Solutions maintains a Top Secret facility clearance.

4. Fair opportunity

FAR 16.505(b)(1) provides that each contract holder shall be given a fair opportunity to be considered for each order exceeding the micro-purchase threshold issued under a multiple-award contract. The method of providing fair opportunity is at the discretion of the Contracting Officer, who documents the rationale for placement and price of each order.

The SEWP online SEWP Quote Request Tool (QRT) is the recommended method for satisfying and documenting fair opportunity. The QRT automatically includes the contract holders within a selected Group or based on a suggested source, and produces the decision documentation the Contracting Officer retains in the order file. Concept Solutions responds to every QRT request we receive within our scope category.

The Fair Opportunity Clause from the body of our contract is posted in full on our [SEWP VI contract page](https://www.concept-solutions.com/contract-vehicles/nasa-sewp-vi/#fair-opportunity) → <https://www.concept-solutions.com/contract-vehicles/nasa-sewp-vi/#fair-opportunity>.

5. What is in scope for SEWP VI

SEWP VI provides a broad suite of Information Technology, Communication, and Audio-Visual (ITC/AV) solutions and services. Contract holders add new commercial technology and IT services to their contracts continuously, as requested by customers. The SEWP VI contracts were awarded in three scope categories:

SEWP VI scope categories, and the one Concept Solutions holds

CATEGORY	SCOPE	CONCEPT SOLUTIONS
A	ITC/AV Solutions	Not held
B	Enterprise-Wide ITC/AV Service Solutions	Contract Holder
C	Mission-Based ITC/AV Service Solutions	Not held

Confirming scope before you order

If you would like SEWP to determine whether your requirement falls within the scope of the SEWP VI contract, send an overview and/or bill of materials (BOM) to help@sewp.nasa.gov. The SEWP Program Management Office reviews and responds quickly.

6. What Concept Solutions delivers under Category B

Category B covers Enterprise-Wide ITC/AV Service Solutions – enterprise-scale services rather than product resale. Concept Solutions delivers the following service areas under this contract:

Digital Modernization

Application and platform modernization, cloud architecture and migration, DevSecOps, enterprise architecture and integration, and 24x7 IT operations for mission-critical federal systems.

Data Science and Intelligence

Data engineering and warehousing, analytics, AI/ML, and decision-support services grounded in aviation and national-security data.

Geospatial Intelligence

Web GIS and spatial services, airspace and obstruction analysis, geospatial data management, and GEOINT for aviation, defense, and emergency management.

Cybersecurity and Compliance

NIST RMF and FISMA support, security authorization and continuous compliance, Zero Trust architecture, and security operations.

IT Service Management

Enterprise service desk, ITIL-aligned service operations, infrastructure operations, and end-user support.

Requirements are scoped as services and priced against the labor categories on our SEWP VI contract. If you are unsure whether a requirement is best met as a service under Category B, contact us before issuing your request and we will help you frame it.

7. Your Concept Solutions contacts

One address reaches us for everything on this contract – quotes, delivery order questions, service delivery, and order issues:

sewp6@concept-solutions.com

The mailbox is monitored by both of the individuals below, either of whom you may also contact directly.

Concept Solutions SEWP VI program office

ROLE	NAME	TELEPHONE	EMAIL
SEWP VI Program Manager	Kevin Schweer	703.889.8444	kevin.schweer@concept-solutions.com
SEWP VI Deputy Program Manager	Steven Butler	703.889.8444	steven.butler@concept-solutions.com

8. How to order

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 by the NASA SEWP Program Management Office (PMO). The typical sequence is:

1. Define the requirement

The end user determines a requirement and generates a Purchase Request. Contact us at this stage if you would like help scoping the requirement as an enterprise-wide service.

2. Request quotes

Issue a Request for Quote through the SEWP Quote Request Tool (QRT), selecting Category B contract holders. This satisfies and documents fair opportunity under FAR 16.505(b)(1).

3. Receive our quote

We respond through the QRT with pricing, the period the quote remains valid, and a technical response addressing your requirement.

4. Issue the Delivery Order

Your procurement office issues the DO. Any valid Federal agency DO form and associated order number may be used. The SEWP PMO does not issue delivery orders.

5. SEWP PMO processes the order

The PMO reviews, processes, and tracks the issued DO and forwards it to Concept Solutions.

6. Service commencement

We acknowledge the order and begin the onboarding and service commencement steps described below.

Modifications to an existing order

If modifications are made to any order, those modifications must also route through the NASA SEWP Program Management Office. Email sewp6@concept-solutions.com first and we will coordinate the change with the PMO.

9. How to obtain a quote

The fastest route is the SEWP Quote Request Tool (QRT), which reaches every eligible Category B contract holder at once and creates your fair opportunity record automatically. To reach Concept Solutions directly – to discuss a requirement, request a rough order of magnitude, or ask whether something is within scope – email sewp6@concept-solutions.com, or contact Kevin Schweer or Steven Butler using the details in [Your Concept Solutions contacts](#) above.

Every quote we issue states the period for which it remains valid. We honor any order submitted within that period.

10. Fees and payment

Agency administrative handling fee

An agency administrative handling fee not to exceed 0.34% of the total price applies to all orders under the SEWP VI contracts. This is the fee that funds the program, and it is among the lowest of any federal contract vehicle. Two procedural points matter to you as a customer, and both come from the contract:

The fee is included in the total price we quote, inclusive of handling and travel costs. It may be rounded to the nearest whole dollar.

The fee is **not** listed separately on a quote or an order. If you see a separate handling fee line, the quote is wrong: tell us.

We invoice the ordering agency for the entire amount of the order, including the fee, and remit the collected fees to NASA quarterly.

Government purchase card

We accept agency-approved purchase card payment regardless of order size. Our negotiated card acceptance rate is 2.9%. If a card processing fee is to apply it must be quoted up front, using the PURCHASECARD-Z line item: a fee that was not specified on the quote cannot be added afterward, and the Government is not required to cover it. **If you intend to pay by card, say so when you request the quote.**

11. Service delivery, warranty, and post-delivery support

Under Category B we deliver services rather than resell products, so the commitments below describe service commencement, service warranty, and ongoing support rather than product return and repair.

Service commencement and onboarding

We acknowledge every delivery order within one business day of receipt from the SEWP Program Management Office and confirm a start date with your designated point of contact. Onboarding activities – personnel in-processing, security and badging actions, and access provisioning – begin on acknowledgment and are tracked to completion with your program office.

Basic service warranty

We warrant that all services are performed in a professional and workmanlike manner by qualified personnel and in accordance with the requirements of the delivery order. If any service does not conform, we re-perform it at no additional cost to the Government when the nonconformity is reported within 30 days of the affected deliverable's acceptance.

Extended warranty and optional service periods

Where a delivery order includes optional service periods, maintenance, or sustainment, the same service warranty applies for the full duration of each exercised period. Warranty and support for any third-party hardware or software is passed through on the original manufacturer's or publisher's terms, which we identify in the quote.

Technical support

Technical support is delivered by the team assigned to your delivery order and coordinated through the Program Manager. Requests are logged, tracked to closure, and reported through the status reporting cadence established for your order.

Software support and maintenance

For software we develop or sustain under a delivery order, we provide defect correction, configuration management, and version control in accordance with the order's requirements. Support for commercial third-party software is delivered under the publisher's license and maintenance terms, which we identify in the quote.

Support hours and response

Standard support hours are 8:00 AM to 5:00 PM ET, Monday through Friday, excluding Federal holidays. Extended, on-call, or 24x7 coverage is available where a delivery order requires it and is priced in the quote.

For any post-delivery matter – installation and onboarding, warranty, technical or software support – email sewp6@concept-solutions.com, or contact Kevin Schweer or Steven Butler using the details in [Your Concept Solutions contacts](#).

12. Troubleshooting a problematic order

If anything about an order is not going as expected – a delayed start, a staffing question, an invoice discrepancy, or a service level not being met – contact us directly. We resolve issues at the lowest level possible and escalate on a defined clock rather than on request.

Order issue escalation, owners and response commitments

TIER	WHEN IT APPLIES	OWNER	RESPONSE COMMITMENT
1	Any question or concern about an active order	Deputy Program Manager (Steven Butler)	Acknowledged within 1 business day; status update every 2 business days until closed
2	Unresolved after 5 business days, or any issue affecting schedule, cost, or agreed service levels	Program Manager (Kevin Schweer)	Acknowledged within 1 business day; written resolution plan within 3 business days

TIER	WHEN IT APPLIES	OWNER	RESPONSE COMMITMENT
3	Unresolved after 10 business days, or any dispute over order scope or terms	Program Manager with Concept Solutions corporate leadership	Senior-level response within 2 business days
4	Any matter the customer prefers to raise through the vehicle	NASA SEWP Program Management Office	help@sewp.nasa.gov / (301) 286-1478, per SEWP PMO practice

To raise an order issue, email sewp6@concept-solutions.com or contact Kevin Schweer or Steven Butler directly using the details in [Your Concept Solutions contacts](#). You do not need to work up the tiers yourself – we escalate on the clock above.

13. Contacting NASA SEWP

You may also raise any order or scope question directly with the NASA SEWP Program Management Office.

SEWP Customer Help Desk	(301) 286-1478
Email	help@sewp.nasa.gov
SEWP PMO hours	Monday to Friday, 7:30 AM to 6:00 PM ET
Website	www.sewp.nasa.gov < https://www.sewp.nasa.gov/ >

14. Appendix A: NAICS and size standard crosswalk

Concept Solutions holds 28 NAICS codes under SEWP VI Category B. Small business status is determined per NAICS code against the applicable SBA size standard. The table below reflects the crosswalk we submitted to NASA under SEWP VI Exhibit 4.

NAICS codes held under Category B, with small business status per code (8 of 28 qualify as small)

NAICS	DESCRIPTION	SMALL BUSINESS
512191	Teleproduction and Other Postproduction Services	No
512290	Other Sound Recording Industries	No
513210	Software Publishers	Yes
516210	Subscription Services, Video On Demand, Television Networks	Yes
517111	Wired Telecommunications Carriers	Yes
517112	Wireless Telecommunications Carriers (except Satellite)	Yes
517121	Telecommunications Resellers	Yes
517410	Satellite Telecommunications	Yes
517810	All Other Telecommunications	No

NAICS	DESCRIPTION	SMALL BUSINESS
518210	Computing Infrastructure Providers, Data Processing, Web Hosting, and Related Services	No
519290	Web Search Portals and All Other Information Services	Yes
541330	Engineering Services	No
541430	Graphic Design Services	No
541490	Other Specialized Design Services	No
541511	Custom Computer Programming Services	No
541512	Computer Systems Design Services	No
541513	Computer Facilities Management Services	No
541519	Other Computer Related Services	No
541611	Administrative Management and General Management Consulting Services	No
541613	Marketing Consulting Services	No
541614	Process, Physical Distribution, and Logistics Consulting Services	No
541618	Other Management Consulting Services	No
541690	Other Scientific and Technical Consulting Services	No
541715	Research and Development in the Physical, Engineering, and Life Sciences (except Nanotechnology and Biotechnology)	Yes
541990	All Other Professional, Scientific, and Technical Services	No
561621	Security Systems Services (except Locksmiths)	No
611420	Computer Training	No
611710	Educational Support Services	No

Concept Solutions holds the SEWP VI Category B contract on the Unrestricted (Category B) track, and is not a small business under the majority of the codes above. Where a requirement is set aside under a code for which we do not qualify, we are available as a teaming partner or subcontractor.

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This ordering guide is published under SEWP VI SOW Attachment A, A.6. Updated versions are published within 10 business days of each contract modification.

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