



NASA

Solutions for Enterprise-Wide Procurement VI (SEWP VI)

Ordering Guide



Contract Number: 80TECH26D0403



TABLE OF CONTENTS

1.	NASA SEWP VI Category B – Enterprise-Wide ITC/AV Service Solutions.....	1
2.	About NASA SEWP VI	1
3.	REI Category B Scope	1
4.	How to Obtain a Quote	2
5.	Fair Opportunity	2
6.	Ordering Process.....	2
7.	Installation, Warranty, Technical, and Post-Delivery Support	3
8.	Assistance with Existing Orders	3
9.	NASA SEWP VI Customer Resources	4
10.	About REI Systems	4
11.	Customer Quick Reference	4

1. NASA SEWP VI CATEGORY B – ENTERPRISE-WIDE ITC/AV SERVICE SOLUTIONS

Contract Holder	REI Systems, Inc.
Contract Number	80TECH26D0403 – Category B
Contract Type	Multiple-Award Government-Wide Acquisition Contract (GWAC)
Period of Performance	November 1, 2026 – October 31, 2036
REI Systems Address	45335 Vintage Park Plaza, Sterling, VA 20166

PURPOSE: This guide provides federal customers with practical information for obtaining quotes, ordering, and receiving support under REI Systems' NASA SEWP VI Category B contract.

2. ABOUT NASA SEWP VI

NASA Solutions for Enterprise-Wide Procurement VI (SEWP VI) is a multiple-award GWAC providing Information Technology, Communication, and Audio-Visual (ITC/AV) solutions and services to federal agencies and their approved contractors. SEWP VI is organized into three discrete scope categories:

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

REI Systems, Inc. (REI) is a SEWP VI Contract Holder in Category B. Category B encompasses ITC/AV services that provide an enterprise-wide solution. Ancillary products may support an overall enterprise-wide services requirement.

The service fee to purchase services on NASA SEWP VI is .34%, which is lower than all other GWAC contracts.

3. REI CATEGORY B SCOPE

Through its Category B contract, REI provides enterprise-wide IT solutions and services within the SEWP VI scope, including:

- Enterprise-Wide Network Services
- Enterprise-Wide Grants Management Solution Services
- Enterprise AI/SI and Data Solution Services
- IT Managed Services
- Enterprise-Wide Innovation Services
- IT Service Management
- Enterprise Service Program Integration
- Enterprise-Wide Information and Data Analytics Services
- Enterprise-Wide Application Services / Software Development
- Enterprise-Wide Cybersecurity Services
- Enterprise-Wide Cloud Services
- Enterprise-Wide Digital Multimedia and Technical Communications Services
- Program Management / Ancillary Services and Supplies

SCOPE ASSISTANCE: For an official SEWP VI scope determination, customers may send an overview of the requirement and/or bill of materials to help@sewp.nasa.gov.

4. HOW TO OBTAIN A QUOTE

Federal customers may contact the **REI SEWP VI Team** for assistance in identifying REI offerings and understanding how REI can support an enterprise-wide requirement.

Formal requests for quote should be conducted in accordance with NASA SEWP VI ordering procedures and applicable Fair Opportunity requirements. NASA recommends using the SEWP VI online Quote Request Tool (QRT) to support the Fair Opportunity process.

When contacting REI for assistance, customers should provide available information about the requirement(s), including the services or solutions needed, anticipated schedule or period of performance, place of performance, and other relevant acquisition information.

REI SEWP VI Program Support and Quote Contacts

Program Manager	Brandon Smith 703.932.1759 brandon.smith@reisystems.com
Deputy Program Manager	Jacqueline Solomon 703.881.8690 jacqueline.solomon@reisystems.com
SEWP VI General Quote Support	REI_NASASEWPVI_QuoteSupport@reisystems.com
Credit Card Sales	creditcardpayments@reisystems.com

REI SEWP VI Solution Specific Support Contacts

GovOrch, AI/SI & Data Solutions	Anand Trivedi 857.500.1969 anand.trivedi@reisystems.com
GovReview, GovSBIR Solutions	Heather Morgan 703.574.9247 hmorgan@reisystems.com
GovGrants, Case Management, & REINA AI/SI Solutions	Sarat Goli 703.870.8883 sarat.goli@reisystems.com
No-Code/Low Code Solutions, Case Management, & Salesforce Solutions	Chetan Rane 703.480.7648 crane@reisystems.com

5. FAIR OPPORTUNITY

FAR 16.505(b)(1) provides that each contractor shall be given a fair opportunity to be considered for each order exceeding \$10,000 issued under multiple-award contracts. The Contracting Officer determines the method used to provide fair opportunity and documents the rationale for placement and price of each order. NASA recommends that customers use the SEWP VI online QRT to assist with this process and the required decision documentation. The QRT includes Contract Holders within the selected Category or based on a suggested source.

6. ORDERING PROCESS

Each agency establishes its internal process and forms for Purchase Requests (PR) and Delivery Orders (DO) issued against SEWP VI. A typical process is:

1	The end user identifies the requirement and prepares the agency PR and supporting acquisition information.
2	The agency procurement office conducts the acquisition in accordance with applicable agency procedures and Fair Opportunity requirements and issues the DO.

3	The DO is routed through the NASA SEWP VI Program Management Office (PMO). NASA reviews, processes, and tracks the order and forwards it to the Contract Holder.
4	REI begins fulfillment only after the order has completed the required NASA SEWP processing, and REI has received authorization to proceed.
5	Any modification to a SEWP VI order must also be routed through the NASA SEWP VI PMO.

IMPORTANT: The NASA SEWP VI PMO does not issue an agency DO. The issuing agency's procurement office issues the order; NASA SEWP VI PMO reviews, processes, tracks, and forwards the order to the Contract Holder.

7. INSTALLATION, WARRANTY, TECHNICAL, AND POST-DELIVERY SUPPORT

Support applicable to an REI SEWP VI order will be provided in accordance with the applicable SEWP VI offering, REI quote, manufacturer or software publisher terms where applicable, and the resulting Delivery Order. REI will identify applicable support terms in its quote and order documentation.

Support Area	REI Policy / Procedure
Installation Support	Installation and implementation support will be provided when included in the quoted solution and resulting order. Scope, location, schedule, dependencies, and acceptance requirements will be defined in the applicable quote and order.
Basic Warranty	Applicable basic warranty terms will be identified in the quote or associated offering documentation. Where an ancillary product is included, manufacturer warranty terms may apply.
Extended Warranty	Extended warranty or maintenance options, when available and applicable to the ordered solution, will be identified in the quote and resulting order.
Technical Support	Technical support applicable to the ordered solution or service will be provided in accordance with the quoted support model and resulting order.
Software Support	Software support, maintenance, subscription, or publisher support terms, when applicable to the ordered solution, will be identified in the quote and associated order documentation.
Other Post-Delivery Support	For delivery, performance, warranty, support, or other post-delivery questions, customers should contact the REI SEWP VI Program Office using the contacts below.

8. ASSISTANCE WITH EXISTING ORDERS

Customers experiencing an issue with an existing REI SEWP VI order should contact the REI SEWP VI Program Office. To support timely resolution, please provide the SEWP VI Control Number (SCN), agency order number, a description of the issue, and the appropriate customer point of contact. REI will coordinate internal resolution and, when required, escalate to the NASA SEWP VI PMO.

Program Manager	Brandon Smith 703.932.1759 brandon.smith@reisystems.com
Deputy Program Manager	Jacqueline Solomon 703.881.8690 jacqueline.solomon@reisystems.com

9. NASA SEWP VI CUSTOMER RESOURCES

NASA SEWP VI provides acquisition and scope support to federal customers at the contact data below.

SEWP VI Helpline	help@sewp.nasa.gov
Telephone	301.286.1478
PMO Hours	Monday – Friday, 7:30 AM – 6:00 PM Eastern Time
SEWP VI Website	www.sewp.nasa.gov
REI Website	www.reisystems.com

10. ABOUT REI SYSTEMS

REI Systems, Inc. is a federal technology company founded in 1989. REI supports federal agencies with digital modernization, cloud, data and analytics, cybersecurity, application development, IT service management, program integration, and related enterprise technology services. REI is a NASA SEWP VI Category B Contract Holder under Contract 80TECH26D0403.

11. CUSTOMER QUICK REFERENCE

Customer Need	Where to Go
Need help understanding REI's available SEWP VI capabilities?	Contact the REI SEWP VI Program Manager or Deputy Program Manager.
Need an official SEWP VI scope determination?	Contact the NASA SEWP VI Helpline at help@sewp.nasa.gov .
Need to conduct a Fair Opportunity?	Use applicable FAR 16.505(b) procedures; NASA recommends the SEWP VI Quote Request Tool.
Ready to issue an order?	Follow your agency procurement procedures and route the resulting SEWP VI order through the NASA SEWP VI PMO.
Problem with an existing REI order?	Contact the REI SEWP VI PMO and provide the SCN, agency order number, issue description, and customer Point of Contact.

DOCUMENT CONTROL: This Ordering Guide should be reviewed and updated when applicable contract modifications or NASA SEWP VI guidance affect customer-facing ordering information. The current version should remain available for downloading and printing from REI's public SEWP VI webpage.

End of Guide