DOBBS
DEFENSE SOLUTIONS

SEWP VI ORDERING GUIDE

Dobbs Defense Solutions, LLC

Solutions for Enterprise-Wide Procurement (SEWP) VI

Contract Holder	Dobbs Defense Solutions, LLC
SEWP VI Contract Number	80TECH26D1208
Award Category	CATEGORY C
Period of Performance	November 2026 – October 2036

1. SEWP Overview

NASA SEWP VI (Solutions for Enterprise-Wide Procurement, pronounced “soup”) is a NASA multi-award Government-Wide Acquisition Contract (GWAC) vehicle focused on IT products and product-based services. Offered to all Federal agencies, the SEWP contracts offer a vast selection of advanced technology products including tablets, desktops and servers; IT peripherals; network equipment; storage systems; security tools; software products; cloud-based services; telecommunications; Health IT; sensors; video conferencing systems and other IT and Audio-Visual products. Product-based services such as installation, training, maintenance and warranty are also available through SEWP. Benefits of utilizing SEWP include low pricing (generally below GSA schedule prices), lowest surcharge for use (0.34%), and fast, simple ordering procedures using pre-competed contracts. Additionally, SEWP assists customers with buying decisions, as well as providing documentation for any needed selection criteria, through the SEWP website.

Program status. NASA has awarded SEWP VI contracts and anticipates a program go-live date of November 1, 2026. Ordering activities will be conducted in accordance with applicable federal acquisition regulations, NASA SEWP VI procedures, and the terms and conditions of the awarded contract.

- Available for use by federal agencies and authorized federal contractors, subject to applicable acquisition regulations and agency policies.
- Supports requirements within the Continental United States (CONUS) and, where authorized and mutually agreed upon, Outside the Continental United States (OCONUS).
- Provides centralized NASA SEWP procurement tools supporting market research, competitive quote requests, order validation, tracking, and customer assistance.
- Supports a broad range of ITC/AV solutions and mission-based services, including cybersecurity, enterprise IT operations, systems engineering, cloud services, software development, data analytics, and technical communications.
- All orders must fall within the scope of the contract holder's awarded SEWP VI category and comply with applicable ordering requirements.

Dobbs Defense Solutions SEWP VI Program

Dobbs Defense Solutions LLC (D2S) provides responsive program management, quote support, order processing, technical coordination, and post-delivery assistance for its NASA SEWP VI customers.

As a **NASA SEWP VI Category C Prime Contract Holder (Contract No. 80TECH26D1208)**, D2S delivers mission-focused services spanning cybersecurity, enterprise IT operations, systems and network engineering, cloud solutions, software development, data analytics, secure AV/VTC engineering, and technical program management. Leveraging extensive federal past performance supporting Department of Defense (DoD) and civilian missions, D2S combines proven technical expertise, a cleared workforce, and CMMI Level 3 and ISO-certified management practices to deliver secure, reliable technology services that advance mission objectives.

2. Fair Opportunity

FAR 16.505(b)(1) generally requires that eligible contract holders receive a fair opportunity to compete for orders exceeding $10,000 under a multiple-award contract, unless an authorized exception applies. The Ordering Contracting Officer (OCO) is responsible for determining the appropriate acquisition strategy, evaluating quotations, and documenting the award and best-value determination.

- The **NASA SEWP Quote Request Tool (QRT)** facilitates fair opportunity by allowing ordering activities to distribute Requests for Quotation (RFQs) and other acquisition requests to eligible contract holders based on contract category, business classification, and acquisition requirements. The QRT also supports market research, competition, and acquisition documentation.
  - **Regulatory Compliance:** The OCO must comply with applicable FAR provisions, agency supplements, competition requirements, and set-aside procedures.
  - **Limited Competition:** Brand-name, limited-source, or sole-source requirements must be supported by appropriate justifications and approvals.
  - **Response Periods:** Ordering activities should establish reasonable response deadlines based on the complexity, scope, and urgency of the requirement.
  - **Award Documentation:** Use of the QRT supports fair opportunity but does not replace the OCO's responsibility to document the acquisition decision and price reasonableness.

3. Contact Information

Replace the highlighted fields with current personnel information before publishing. Identify separate contacts when sales, order administration, technical support, and post-delivery support are handled by different staff.

Role	Name	Email	Telephone
SEWP Program Manager	Erica Dobbs	erica@dobbs-defense.com	301-494-3367
Deputy Program Manager	Jacqueline Elisca	jelisca@dobbs-defense.com	301-494-3367
Sales / Quote Support	Charmette Morgan	D2S_NASA_SEWP_VI_PROGRAM@thinkd2s.us	301-494-3367
Order Administration	Erica Dobbs	erica@dobbs-defense.com	301-494-3367
Technical / Warranty Support	Jacqueline Elisca	jelisca@dobbs-defense.com	301-494-3367
Order Issue Escalation	Lativa Pearson	D2S_NASA_SEWP_VI_PROGRAM@thinkd2s.us	301-494-3367

Corporate and NASA SEWP Contacts

Dobbs Defense Solutions	8201 Corporate Dr Landover, Suite 520 Landover, MD 20785| 301-494-3367| D2S_NASA_SEWP_VI_PROGRAM@thinkd2s.us
NASA SEWP Customer Support	help@sewp.nasa.gov | (301) 286-1478 | www.sewp.nasa.gov

4. What's in Scope for SEWP VI?

SEWP VI covers a broad suite of ITC/AV solutions and services. NASA organizes the contract into three scope categories. Dobbs Defense Solutions may quote and accept orders only under its awarded category or categories and approved contract offerings.

Category	Representative Scope
Category A	ITC/AV solutions, including hardware and software products, cloud-based solutions, installation, integration, testing, training, maintenance, and other product-based services.
Category B	Enterprise-wide ITC/AV service solutions, including cloud services, managed services, shared services, and solutions that improve or enhance agency-wide ITC/AV infrastructure.
Category C	Mission-based ITC/AV services, including custom programming, telecommunications and network operations, engineering and design, data processing and analysis, hosting, IT management and consulting, digital government, cybersecurity, and security-system services.

Dobbs Defense Solutions Awarded Scope assistance: Customers may send a requirement summary and/or bill of materials to help@sewp.nasa.gov for an official scope review.

Awarded Scope: Category C – ITC/AV Mission-Based Services

Dobbs Defense Solutions, LLC (D2S) is a NASA SEWP VI Category C Prime Contract Holder under **Contract No. 80TECH26D1208**. D2S provides mission-focused technology services encompassing **Cybersecurity, Zero Trust Architecture, Enterprise IT Operations, Systems Engineering, Network and Communications Engineering, Cloud Services, Software Development, Data Analytics, and Digital Modernization**, aligned with NASA's 11 Category C technical service areas.

Category C Technical Service Areas

1. **Innovation Services:** Emerging technologies, digital transformation, systems modernization, and continuous improvement.
2. **Information and Data Analytics Services (IDAS):** Data science, advanced analytics, artificial intelligence, machine learning, data engineering, and business intelligence.
3. **Application Services/Software Development:** Software engineering, application development, systems integration, modernization, testing, and operational support.

4. **Cybersecurity Services:** Cybersecurity engineering, Zero Trust Architecture (ZTA), Risk Management Framework (RMF), information assurance, security assessments, vulnerability management, threat detection, and continuous monitoring.
5. **Cloud Services:** Cloud architecture, migration, infrastructure engineering, hosting, security, governance, and management.
6. **Digital Multimedia and Technical Communications Services:** Secure AV/VTC engineering, multimedia systems integration, digital communications, and technical communications support.
7. **IT Operations and Maintenance/Help Desk/Call Center Support:** Enterprise IT operations, systems administration, infrastructure management, configuration management, maintenance, and service desk support.
8. **Network Services:** Systems and communications engineering, telecommunications, network architecture, LAN/WAN operations, unified communications, network integration, and modernization.
9. **Database Services:** Database engineering, development, administration, integration, security, and performance optimization.
10. **In-Scope Training:** Technical training, workforce development, knowledge transfer, and instruction supporting mission-based technology systems and services.
11. **Program Management/Ancillary Services and Supplies:** Technical program management, systems integration, transition management, and ancillary support integral and necessary to in-scope mission-based technology services.

Scope Assistance: Customers may submit a requirement summary and/or bill of materials to **help@sewp.nasa.gov** for an official NASA SEWP scope determination.

5. Ordering Process

Agency procedures vary. The following sequence is a general SEWP VI ordering workflow and does not supersede the FAR, agency acquisition regulations, or local policy.

1. **Define the requirement.** The requiring activity develops the technical requirement, performance work statement or statement of work, bill of materials, delivery needs, funding information, and applicable terms and conditions.
2. **Confirm scope and acquisition strategy.** The OCO confirms that the requirement is within SEWP VI scope, identifies the applicable category and set-aside strategy, and addresses agency-specific approvals and mandatory sources.
3. **Conduct market research or request quotes.** Use the NASA SEWP QRT to issue an RFI, market research request, or RFQ to eligible contract holders. Include relevant attachments, accessibility requirements, supply-chain requirements, evaluation factors, and a reasonable response deadline.
4. **Evaluate responses and determine best value.** The OCO evaluates compliant responses using the stated criteria, documents fair opportunity, and completes any required price analysis, responsibility review, justification, or approval.
5. **Request a Dobbs Defense Solutions quote.** Send the requirement and QRT reference number to the designated Dobbs sales or quote-support contact. Dobbs will validate availability, configuration, pricing, terms, and applicable contract coverage.
6. **Issue and route the order.** The issuing agency creates its delivery order or task order using the agency's required form and order number. Route the order through the NASA SEWP PMO in accordance with current SEWP instructions. The contractor may not begin fulfillment until the order is validated and assigned a SEWP Tracking Number.
7. **Delivery, invoicing, and support.** Dobbs processes the validated order, coordinates delivery and acceptance, invoices according to the order, and provides warranty, technical, and post-delivery support through the contacts listed in this guide.

Order Submission Checklist

- Correct Dobbs Defense Solutions SEWP VI contract number and awarded category
- Agency delivery/task order number and Procurement Instrument Identifier (PIID), when required
- SEWP QRT or RFQ reference number and selected quote
- Bill-to and ship-to information
- Delivery schedule, period of performance, and place of performance
- Funding, accounting, invoicing, and acceptance information
- Applicable statement of work, bill of materials, terms, and attachments
- Authorized contracting officer signature and order date

Quote, Warranty, and Post-Delivery Procedures

Dobbs Defense Solutions LLC (D2S) provides centralized quote management, order administration, technical coordination, and post-delivery support for NASA SEWP VI customers. All services are performed in accordance with the applicable task order, contract terms, and NASA SEWP procedures.

- **Quote Turnaround:** D2S reviews Requests for Quotation (RFQs), confirms technical requirements, and provides responsive quotations within the customer's requested timeframe, subject to requirement complexity and necessary clarifications.
- **Order Acknowledgment:** Upon receipt of a NASA SEWP-validated order, D2S confirms acceptance, coordinates implementation requirements, and communicates the anticipated performance schedule.
- **Installation and Implementation:** D2S coordinates engineering, configuration, integration, testing, and deployment services as specified in the task order.
- **Warranty and Service Coverage:** Applicable warranties, workmanship guarantees, maintenance provisions, and extended support options are identified in the quotation or task order. Coverage is governed by the applicable contractual terms.
- **Software and Technical Support:** D2S provides application, infrastructure, cybersecurity, and technical support services as required by the task order, including applicable software maintenance and troubleshooting.
- **Returns and Corrective Actions:** Product returns, replacements, service corrections, and warranty claims are coordinated in accordance with applicable contract terms and manufacturer requirements.
- **Issue Resolution and Escalation:** D2S documents and coordinates customer-reported issues, assigns appropriate technical or program management resources, and communicates resolution status. Unresolved matters are elevated to the D2S SEWP VI Program Manager.
- **Problematic Orders:** Orders involving delivery delays, performance concerns, technical discrepancies, or contractual issues are promptly reviewed and coordinated with the Ordering Contracting Officer (OCO) and NASA SEWP Program Management Office (PMO), as appropriate.

Customer Support: D2S NASA SEWP VI Program Office
Email: D2S_NASA_SEWP_VI_PROGRAM@thinkd2s.us
Phone: (301) 494-3367

Important Ordering Notes

- An award notification in the QRT does not create or submit an order.
- An award notification through the NASA SEWP Quote Request Tool (QRT) does not constitute an official order.
- Orders and modifications must be submitted through the NASA SEWP PMO in accordance with established procedures.
- The NASA SEWP PMO validates and tracks orders; the ordering agency is responsible for issuing the official delivery or task order.
- All services, support obligations, warranties, and performance requirements are governed by the applicable contract and task order.
- This ordering guide does not supersede the Federal Acquisition Regulation (FAR), agency supplements, contract terms, or current NASA SEWP guidance.

Source References

- NASA SEWP VI Home Page: https://www.sewp.nasa.gov/sewpvi/
- NASA SEWP VI Statement of Work, Attachment A: https://www.sewp.nasa.gov/documents/ATTACHMENT%2BA-SEWP%2BSOW%2BAmendment%2B11.pdf
- NASA Example Ordering Guide for SEWP VI Contract Holders: https://www.sewp.nasa.gov/documents/Example_Ordering_Guide_for_SEWP-VI_CHs.pdf
- FAR 16.505, Ordering: https://www.acquisition.gov/far/16.505

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