

VECTOR SOLUTIONS

NASA SEWP VI — Category C: ITC/AV Mission-Based Services

ORDERING GUIDE

Contract Period of Performance: July 1, 2026 – June 30, 2036

1. About Vector Solutions

Vector Solutions provides intelligence, training and technology services for defense and federal customers. Vector Solutions specializes in delivering subject matter expertise in IT services, specialized mission support, training, logistics support, and program and personnel management support to the federal government.

Through advanced data solutions, Vector Solutions empowers organizations to achieve information dominance and drive secure, efficient operations. Our AI/ML technologies deliver powerful predictive insights, transforming raw data into actionable intelligence. Through IT modernization, we replace outdated systems with high-performing, future ready infrastructure. With managed services, we assume full responsibility for IT operations, reducing internal workload and ensuring reliable performance. Our knowledge management solutions streamline access to mission-critical information, while our cloud services offer secure, scalable storage environments. With cybersecurity at the core of every solution, we protect sensitive data and ensure resilience against evolving threats. We don't just support decision-making – we enable smarter, faster decisions with confidence.

Vector Solutions holds the following NASA SEWP VI contract award:

SEWP VI Contract Number	80TECH26D0563
Contract Category	Category C — ITC/AV Mission-Based Services
Contract Type	Indefinite Delivery, Indefinite Quantity (IDIQ), Firm Fixed Price
Period of Performance	July 1, 2026 – June 30, 2036
UEI	D5PKCPNDMCV9
CAGE Code	7H4F5
Primary NAICS Codes	541512
Contract Admin. Fee	0.34% (included in all quoted prices — not listed separately)

Vector Solutions' SEWP VI Program Manager serves as the primary Point of Contact between Vector Solutions and the SEWP Program Management Office (PMO) for all contractual and program requirements.

2. About NASA SEWP VI

NASA Solutions for Enterprise-Wide Procurement VI (SEWP VI) is an Office of Management and Budget (OMB) designated Government-Wide Acquisition Contract (GWAC) managed by NASA's Goddard Space Flight Center. SEWP VI provides federal agencies with a streamlined, competitively awarded vehicle for acquiring information technology, communications, and audio/visual products and services.

Who May Use SEWP VI

SEWP VI is available to all of the following:

- ☐ All Federal agencies
- ☐ NASA
- ☐ Authorized federal agency support service contractors (per FAR 51.101; the authorizing CO must provide written authorization to the SEWP PMO)

Key SEWP VI Links

SEWP VI Program Website	https://www.sewp.nasa.gov/sewpvi/
Fair Opportunity Information	https://www.sewp.nasa.gov/sewpv/fairoppportunity.shtml
Quote Request Tool (RFQ)	https://www.sewp.nasa.gov/sewpv/sewp5public
SEWP Help	chhelp@sewp.nasa.gov 301-286-4555

Fair Opportunity

Per FAR 16.505(b)(1), each contractor shall be given fair opportunity to be considered for each order exceeding \$10,000 issued under SEWP VI. Contracting Officers are responsible for documenting the rationale for order placement and price. **Use of the SEWP online RFQ tool is the recommended method** to document fair opportunity — the system automatically routes RFQs to all eligible Category C contract holders and records the process.

Note: Delivery orders issued under SEWP VI are not subject to the Economy Act. The authority for SEWP contracts derives from the Information Technology Management Reform Act (Clinger-Cohen Act), 40 U.S.C. 1412(e).

3. Services Available Under SEWP VI Category C

Under SEWP VI Category C (ITC/AV Program Level Services), Vector Solutions offers the following IT services to federal agencies:

- ☐ *TBD- Pending CLIN approvals and addition to the SEWP VI Online Catalog*
- ☐ TBD
- ☐ TBD
- ☐ TBD

All services are priced on a firm, fixed-price basis. Pricing is at or below the rates established in the Vector Solutions SEWP VI base contract. The SEWP Administrative Handling Fee (0.34%) is included in all quoted prices and is **not listed separately** on quotes or orders.

4. How to Obtain a Quote

Recommended Method — SEWP RFQ Tool

The recommended method for obtaining a SEWP VI quote is the **SEWP Quote Request Tool** at <https://www.sewp.nasa.gov/sewpv/sewp5public>. This tool documents fair opportunity automatically by routing your request to all eligible Category C contract holders and recording the competition process. Use of the RFQ tool is strongly recommended for orders over \$10,000.

Alternative — Direct Contact

Agencies may also contact Vector Solutions directly to discuss requirements and obtain a quote. **Note:** when obtaining quotes outside the SEWP RFQ tool, the Contracting Officer is responsible for ensuring and documenting fair opportunity per FAR 16.505.

Vector Solutions Sales Contacts

SEWP VI Program Manager	Luke Layman
Phone	877-520-5521 x11
Email	llayman@vectorsolutions.us
SEWP VI Deputy PM	Joe Denton
Phone	877-520-5521 x15
Email	jdenton@vectorsolutions.us
Mailing Address	295 Seven Farms Dr, Ste C-198, Daniel Island, SC 29492
SEWP Website	

5. How to Place an Order

Step-by-Step Ordering Process

- ☐ Obtain a quote from Vector Solutions (via SEWP RFQ Tool or direct contact — see Section 4).
- ☐ Award decision made — Contracting Officer selects Vector Solutions and prepares delivery order.
- ☐ Submit delivery order to the SEWP PMO: **Email: sewporders@sewp.nasa.gov | Fax: (301) 286-0317**
- ☐ SEWP PMO assigns a SEWP Tracking Number (STN) — typically within one business day.
- ☐ SEWP PMO forwards the order to Vector Solutions for processing.
- ☐ Vector Solutions acknowledges receipt and begins performance.

Required Information on All Delivery Orders

The following must appear on every delivery order to avoid processing delays:

- ☐ Delivery Order Number
- ☐ Date Delivery Order Issued and Signed
- ☐ SEWP VI Contract Number: 80TECH26D0563
- ☐ Vector Solutions Contractor Information:
 - ☐ Company Name: Vector Solutions
 - ☐ Mailing Address: 295 Seven Farms Dr, Ste C-198, Daniel Island, SC 29492
 - ☐ UEI: D5PKCPNDMCV9
 - ☐ CAGE Code: 7H4F5
- ☐ Issuing Office: Agency Name and Mailing Address
- ☐ Ship-To / Deliver-To Address (with Point of Contact name and phone)
- ☐ Total Dollar Amount of Order (including SEWP Admin Fee)

- ☐ Line Item Descriptions and Pricing
- ☐ Contracting Officer Name, Signature, and Phone Number

SEWP PMO — Order Submission Address

SEWP Program Management Office	NASA Goddard Space Flight Center
Address	10210 Greenbelt Road, Suite 200, Lanham, MD 20706
Order Email	sewporders@sewp.nasa.gov
Fax	(301) 286-0317
SEWP Helpline	chhelp@sewp.nasa.gov 301-286-4555

6. Post-Award / Post-Delivery Support

Vector Solutions is committed to responsive, high-quality support throughout the life of each task order. The contacts below handle all post-award service delivery questions, technical support, warranty issues, and other post-delivery matters.

Technical Support & Service Delivery

Primary Support Contact	TBD
Title	TBD
Phone	TBD
Email	TBD
Support Hours	TBD

Warranty & Service Terms

All services delivered under SEWP VI include the following standard support provisions:

- ☐ **Workmanship and Performance Standards**

Vector Solutions commits to delivering all services in a professional manner consistent with applicable industry standards and the specific requirements of each delivery order Statement of Work (SOW). All personnel assigned to delivery orders will meet or exceed the minimum qualifications, experience levels, and any clearance requirements specified in the SOW. Performance is governed by the inspection and acceptance provisions incorporated into each delivery order under FAR 52.246-4 (Inspection of Services — Fixed Price) or the applicable clause designated by the ordering Contracting Officer.

- ☐ **Deficiency Correction**

If the Government determines that services delivered under a task order are deficient, do not conform to SOW requirements, or do not meet the acceptance criteria established in the delivery order, Vector Solutions will re-perform or correct the deficiency at no additional cost to the Government. The timeline for correction will be established by the ordering Contracting Officer or Contracting Officer's Representative (COR) based on the nature and urgency of the deficiency. This commitment applies to both labor performance and any written deliverables produced under the engagement.

- ☐ **Written Deliverables**

Reports, assessments, plans, and other written deliverables are subject to a Government review and acceptance period as defined in each delivery order. Vector Solutions will address all Government-provided comments and provide revised deliverables within the timeframe specified in the delivery order or as mutually agreed with the COR.

☐ **Personnel Substitution**

Vector Solutions understands that personnel continuity is important to mission success. In the event that a key personnel substitution is necessary, Vector Solutions will notify the ordering COR in advance (except in cases of unplanned separation), propose a qualified replacement with equivalent or superior qualifications, and obtain Government approval prior to substitution as required by the delivery order terms.

☐ **Transition Assistance**

At the conclusion of a delivery order, Vector Solutions will provide reasonable transition assistance to support continuity of services. This includes documentation of work performed, knowledge transfer sessions with successor contractors or Government personnel, and orderly handoff of any Government-furnished equipment or information, as specified in the delivery order SOW or as directed by the Contracting Officer.

☐ **Limitation**

Warranty and service terms applicable to any commercial hardware or software products procured incidental to a services engagement are governed by the original manufacturer or developer terms and are passed through to the Government to the maximum extent permitted. Vector Solutions does not extend additional hardware or software product warranties beyond those provided by the original manufacturer.

The rights and remedies of the Government described herein are in addition to, and not in limitation of, any other rights and remedies provided by law or under the applicable delivery order.

For questions about additional warranty, extended support agreements, or customized service options, contact the Vector Solutions SEWP VI Program Manager (see Section 4).

7. Troubleshooting a Problematic Order

If you experience issues with an order — including delivery problems, billing discrepancies, performance concerns, or any other order-related issue — contact Vector Solutions first. We will work to resolve all issues promptly and document corrective actions as needed.

Vector Solutions — Order Issue Contact

Order Issues / Escalation	TBD
Phone	TBD
Email	TBD
Response Commitment	TBD

Escalation to SEWP PMO

If an issue cannot be resolved directly with Vector Solutions, contact the SEWP Program Management Office:

SEWP Help Desk	chhelp@sewp.nasa.gov 301-286-4555
SEWP Help Hours	Monday – Friday, 7:00 AM – 7:00 PM ET

SEWP PMO Email	gsfc-dl-sewp-space@mail.nasa.gov
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Common Issue Types & Where to Start

Billing / invoice discrepancy	Vector Solutions PM → SEWP Financial if unresolved
Service delivery / performance concern	Vector Solutions Support Contact (Section 6)
Order not received / not forwarded	SEWP PMO Help Desk — confirm STN assignment
Contract compliance question	SEWP PMO — gsfc-dl-sewp-space@mail.nasa.gov

8. Contract & Ordering Reference Information

Vector Solutions SEWP VI Contract Summary

Contractor Name	Vector Solutions
SEWP VI Contract #	80TECH26D0563
Category	Category C — ITC/AV Mission-Based Services
Contract Type	IDIQ, Firm Fixed Price
Period of Performance	July 1, 2026 – June 30, 2036
UEI	D5PKCPNDMCV9
CAGE Code	7H4F5
NAICS	541512
Admin Fee Rate	0.34% (included in all quoted prices)
Payment Terms	Net 30 Days

Delivery Order Payment Terms & Instructions

All payments for SEWP VI delivery orders are made **directly from the ordering federal agency to Vector Solutions**. NASA does not issue orders or receive funds on behalf of other agencies. Each delivery order is funded and issued by the Contracting Officer at the ordering agency.

Payment instructions:

- ☐ Payment Coordination: AP@vectorsolutions.us
- ☐ Payment method: Per delivery order terms (electronic preferred)
- ☐ Payment terms: Net 30 from invoice date (or as specified in the delivery order)
- ☐ Reference: Delivery Order Number, SEWP Contract Number, STN, and line items

Ordering Terms & Conditions

The terms and conditions of the SEWP VI base contract govern all delivery orders. The Issuing Contracting Officer may negotiate additional terms and conditions for a specific order (e.g., agency IT security policies, special delivery

requirements). In the event of a conflict between order terms and the base contract, the **base contract shall prevail**.

Support contractor orders: Authorized federal agency support service contractors must include the following statement on their orders:

"This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and the SEWP contracts, the contract shall prevail." (FAR A.1.2 — Procedures for Orders)

This ordering guide was prepared in accordance with SEWP VI SOW Section A.6 and the Contract Holder User Manual. It will be updated within 10 business days of any contract modification. Questions about this guide: contact the Vector Solutions SEWP VI Program Manager (Section 4) or the SEWP Help Desk at chhelp@sewp.nasa.gov / 301-286-4555.

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