



NASA SEWP VI Ordering Guide

The Winvale Group, LLC



Prepared in accordance with the SEWP VI Contract Holder User Manual (CHUM), Ordering Guide requirements (p. 21–22). Required components: (1) program support (a) how to obtain a quote, (b) warranty & post-delivery support information, (c) how to troubleshoot a problematic order, and (2) overview of the Contractor and the SEWP contracts.



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Welcome

Thank you for choosing Winvale as your NASA SEWP VI contract holder.

This guide is designed to help federal contracting officers and authorized buyers successfully navigate the ordering process under Winvale's **NASA SEWP VI Category A** contract. Whether you are requesting a quote, placing an order, or seeking post-award support, this guide provides the information needed to complete each step with confidence.

Need Assistance?

If you have questions that are not answered in this guide, our team is available to help. Visit: **winvalepublicsector.com/SEWP-VI**, or reach out to our SEWP POC below:

POC	Isabel Sabie
Title	SEWP Program Manager
Address	3951 Westerre Parkway, Suite 250, Richmond, VA 23233
Phone Number	804-313-6459
Email Address	ISabie@winvale.com or SEWP_Orders@Winvale.com



SEWP VI Contract Information

The following information provides a quick reference to Winvale's NASA SEWP VI contract. Refer to this page when requesting quotes, placing an order, or confirming contract information.

Item	Information
Contract Vehicle	NASA SEWP VI
Contract Category	Category A
Contract Holder	Winvale
SEWP VI Contract Number	80TECH26D0562
Contract Period	Nov. 1, 2026 – Oct. 31, 2036
Socioeconomic Status	Small Business
UEI	DQ6RYNAB8MJ7
CAGE Code	35RS6
Website	winvalepublicsector.com/SEWP-VI

Contract Type

Firm Fixed Price, IDIQ GWAC (Government-Wide Acquisition Contract). The SEWP VI GWAC also permits Time and Material, Labor Hour, Fixed Price Economic Price Adjustment, and hybrid commercial contract types at the order level, as agreed between the ordering agency and the Contract Holder.



SEWP Agency Administrative Handling Fee

Per SEWP VI contract clause **A.1.26 (Contractor Collection of Agency Administrative Handling Fee)**, an Agency Administrative Handling Fee **not to exceed 0.34%** of the total delivery-order price applies to all orders under the SEWP VI contracts. The current percentage is posted on the SEWP VI website. The fee is included within the quoted price (may be rounded to the nearest whole dollar) and **is not listed separately** on quotes or orders.

Contract Duration

The SEWP VI contract effective ordering period is 10 years (per GSFC 52.217-92). The contract period is November 1, 2026 through October 31, 2036. Orders placed against the contract may be performed up to 60 months (5 years) beyond the end of the effective ordering period.

Authorized Buyers

As an OMB-authorized GWAC, the SEWP VI contracts are utilized by all Federal Agencies and Authorized Federal Contractors. Support Service Contractors may be authorized by their Government Contracting Officer to purchase from SEWP on behalf of the Government (authorization letter must be sent to the SEWP PMO in advance of ordering access).

Scope

Solutions for Enterprise-Wide Procurement (SEWP) VI is a multi-award Government-Wide Acquisition Contract (GWAC) vehicle for Information Technology and Communication and Audio/Visual (ITC/AV) product solutions. Category A covers ITC/AV Solutions (IT Value Added Reseller), under which The Winvale Group holds award 80TECH26D0562.

Contractor Address

The Winvale Group, LLC
3951 Westerre Parkway, Suite 250
Richmond, VA 23233



Payment Terms

Net 30 Days

Warranty

Standard Commercial Warranty included; Extended Warranty and Customized Options available. Software Maintenance / Product Extended Warranty may also be offered as a separate product line item.

1) Program Support — How to Obtain a Quote / Place an Order

Obtaining a Quote (RFQ)

The NASA SEWP Program Management Office (PMO) maintains an online **Quote Request Tool (QRT)** that allows customers to initiate Requests for Quote (RFQs). The QRT is accessible through the SEWP website: <https://www.sewp.nasa.gov>. All Contract Holder quotes are submitted through the online **Contract Holder Only Page (CHOP)** quote tool. The SEWP RFI/RFQ tool automatically includes Contract Holders within a selected Category or based on a suggested source.

To request a quote directly from The Winvale Group, contact the Winvale SEWP team at SEWP_orders@winvale.com (see full contact information below).

Fair Opportunity When Using SEWP Contracts

FAR 16.505(b)(1) provides that each contractor shall be given fair opportunity to be considered for each order exceeding \$10,000 issued under multiple-award contracts. The method to obtain fair opportunity is at the discretion of the Contracting Officer, who must document the rationale for placement and price of each order. The SEWP online RFI/RFQ tool is the recommended method to assist in this activity and augment the required decision documentation.



How to Place an Order –SEWP VI Order Process

SEWP Contract Holders **shall not begin fulfillment of an order until it has been assigned a SEWP Control Number (SCN)** by the SEWP Program Office. (Only credit-card orders under the micro-purchase threshold may be processed prior to SCN assignment.)

1. The customer or Contract Holder submits the order (or modification) to the SEWP PMO by email to sewporders@sewp.nasa.gov or by fax to **(301) 286-0317**.
2. The SEWP PMO enters the order and assigns a case number.
3. If an RFQ number is provided, the CLIN list from quoting is re-verified against the order total and an **SCN** is assigned. (If totals don't match or no RFQ number is provided, Winvale must re-enter the CLIN verification file via the CHOP order tool within one business day. An SCN is not assigned until the CLIN list is verified.)
4. Once verified, the SEWP PMO emails Winvale SEWP POC that the order has been entered.
5. Winvale SEWP POC acknowledges receipt within one (1) business day (reply to the order email or use "Mark as Received" on the CHOP).

Information required on each Delivery Order:

- Date of order
- Signature of authorized Government Ordering Official
- Name and phone of that official
- Issuing agency (and ordering agency if different)
- Order number
- Contractor name and SEWP contract number
- Appropriation/accounting data
- Billing and invoice address
- Shipping address
- SEWP CLINs and product descriptions



- Total order amount
- Any mutually agreed terms/SOW
- Period of performance for services

Contractor Identifiers for Delivery Orders

Contractor Name and Address

The Winvale Group, LLC

3951 Westerre Parkway, Suite 250

Richmond, VA 23233

SEWP VI Contract Number	80TECH26D0562
UEI	DQ6RYNAB8MJ7
CAGE Code	35RS6
TIN	20-0019673

Winvale is committed to providing responsive communication, accurate quotes, and knowledgeable support throughout the ordering process. Our goal is to help government buyers complete acquisitions efficiently while providing a positive customer experience before, during, and after the purchase.

2) Warranty, Technical & Post-Delivery Support

Standard Commercial Warranty is included on products; Extended Warranty and Software Maintenance are available as separate line items. For installation, basic/extended warranty claims, technical support, software support, and other post-delivery issues, contact the Winvale SEWP support team (see contacts below). Once an order has shipped, Winvale will provide the customer with the shipment tracking number.



3) How to Troubleshoot a Problematic Order

- **First point of contact:** the Winvale SEWP Delivery POC / support team (see contacts below) for order status, delivery, warranty, or post-delivery issues.
- **SEWP PMO Customer Support:** for unresolved issues, order-status questions, or fair-opportunity/process questions, contact the SEWP PMO helpline at **301-286-1478** or help@sewp.nasa.gov.
- **Contract Holder Help Desk (PMO):** chhelp@sewp.nasa.gov / 301-286-4555.

4) Contractor & SEWP Overview

The Winvale Group, LLC is a Small Business and an authorized SEWP VI Category A (IT Value Added Reseller) Contract Holder under contract 80TECH26D0562. SEWP VI is NASA's multi-award GWAC for IT/communications and audio-visual product solutions and related services, available to all Federal agencies. A link to the NASA SEWP website (<https://www.sewp.nasa.gov>) is provided in accordance with SEWP Program Performance requirements.

Delivery Point of Contact

Name	Isabel Sabie
Title	SEWP Program Manager
Address	3951 Westerre Parkway, Suite 250, Richmond, VA 23233
Phone Number	804-313-6459
Email Address	ISabie@winvale.com or SEWP_Orders@Winvale.com