

Contract Holder Ordering Guide

Solutions for Enterprise-Wide Procurement

SEWP OVERVIEW

NASA SEWP VI – The NASA SEWP (Solutions for Enterprise-Wide Procurement), pronounced “soup”, provides the latest Information Technology, Communication, and Audio-Visual (ITC/AV) solutions and services for 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. Originally, the contract vehicle provided only technology products for NASA and all other agencies. SEWP has continually evolved over the past 30 years, expanding its scope to meet the requests of its customers. The SEWP vehicle represents acquisition innovation within the Federal Government. The program is self-funded through usage fees (0.34%) and provides all Federal agencies with acquisition support – more than 50,000 orders a year.

FAIR OPPORTUNITY

FAR 16.505(b)(1) provides that each contractor shall be given fair opportunity to be considered for each order exceeding \$10,000 and issued under multiple award contracts. The FAR states that the method to obtain fair opportunity is at the discretion of the Contracting Officer (CO) and that the CO must document the rationale for placement and price of each order. Using the SEWP online Quote Request Tool is the recommended method to assist in this activity and to augment the required decision documentation. The SEWP Quote Request Tool (QRT) will automatically include the Contract Holders within a selected Category or based on a suggested source.

ABOUT SECURE INNOVATE TECHNOLOGY CORP.

Secure Innovate Technology Corp (DBA – SecureInTech Corp) is an SBA certified Economically Disadvantaged Woman-Owned Small Business (EDWOSB, WOSB) based in Northern Virginia. We bring all aspects of cutting-edge digital transformation and solutions to Federal, State and commercial clients in AI and machine learning, advanced analytics, cloud computing (ServiceNow, SharePoint and Salesforce), cybersecurity, as well as program management, quality assurance and risk management. SecureInTech is a ServiceNow Partner as well as an ISO 9001:2015 and ISO 27001:2022 certified. Our CMMI Level III certification is in progress.

Visit our website: www.secureintech.com and AI site: www.secureintech.ai

Secure Innovate Technology Corp

Category B Contract
80TECH26D0432

Category C Contract
80TECH26D0250

PoP: November 2026 – 2036

Main Office Address:

SecureInTech Corp
585 Grove St, Ste 145 #786

Herndon, VA 20170

Phone: 703-300-8358

Fax: 571-322-8862

iamiri@secureintech.com

SEWP VI Program Support

Order Issues and Post-Delivery Contacts

Dr. Iqbal Amiri

SEWP Program Manager

iamiri@secureintech.com · 703-300-8358

Anmol Kapoor

SEWP Deputy Program Manager

akapoor@secureintech.com · 703-637-7000

SEWP Helpline

help@sewp.nasa.gov

(301) 286-1478

SEWP PMO Hours:

M–F, 7:30 AM – 6 PM (ET)

www.sewp.nasa.gov

WHAT'S IN SCOPE FOR SEWP VI?

SEWP is designed to provide a broad suite of Information Technology, Communication and Audio Visual (ITC/AV) solutions and services. Technology is ever-evolving and for that reason SEWP's processes enable our Contract Holders to add new commercial technology and IT services to their contract daily, as requested by our customers. The focus of SEWP is on the full suite of technology offerings that simplify Governmental access and Industry offerings across the entire ITC/AV solutions and services landscape. SEWP is composed of three (3) scope categories detailed below. If you would like SEWP to determine if your requirement is within scope of the SEWP VI contract, please send an overview and/or bill of materials (BOM) to help@sewp.nasa.gov and SEWP will quickly review and provide feedback.

The SEWP Contracts were awarded by scope category. **SecureInTech Corp holds awards in both Category B and Category C:**

CATEGORY A ITC/AV Solutions Information Technology, Communications and Audio-Visual products and solutions Not held by Secure Intech	CATEGORY B Enterprise-Wide ITC/AV Service Solutions Services delivered across an agency's enterprise 80TECH26D0432	CATEGORY C Mission-Based ITC/AV Service Solutions Services supporting a specific agency mission or program 80TECH26D0250
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SecureInTech Corp service areas under Categories B and C

AI and Machine Learning · Advanced Analytics, Data Curation and Visualization · Cloud Computing - ServiceNow (ITSM, ITBM/SPM, ITAM, ITOM, HR, CSM, AI - NOWAssist, Otto) · SharePoint and Salesforce Development, Migration and Integration · Cloud Solutioning · Cybersecurity · Digital Transformation · Program, Project and Risk Management · Quality Assurance and Testing and Training

ORDERING PROCESS

The internal ordering process of each Agency varies. The process and accompanying forms for Purchase Requests (PR) and Delivery Orders (DO) that are issued against a SEWP contract is defined by the issuing Agency, not the NASA SEWP Program Management Office (PMO). The typical process is for an end-user to determine a requirement and generate a Purchase Request (PR).

The PR along with any necessary funding information is sent to that Agency's procurement office which results in the issuance of a DO. Any valid Federal Agency DO form, and the associated Delivery Order number may be used. The NASA SEWP PMO does not issue DOs – these must be issued through the issuing Agency's procurement office. The SEWP PMO reviews, processes and tracks issued DOs and forwards them to the Contract Holder(s).

Some Agencies have special requirements for issuing IT Delivery Orders. It is the Issuing Agency's Contracting Officers' (COs/KOs) responsibility to be aware of any Agency-specific policies regarding issuing orders via an existing contract vehicle and Government-Wide Acquisition Contracts. There are no requirements under the SEWP Contracts for issuing Agencies to use other intermediary procurement offices, except as directed through their own internal policies.

If modifications are made to any order, these modifications must also route through the SEWP Program Management Office (PMO).

When ordering from SecureInTech Corp, cite the contract number for the category the requirement falls under – Category B: 80TECH26D0432 or Category C: 80TECH26D0250 – and send the DO to the SEWP PMO for processing.

Secure Innovate Technology Corp Program Support

HOW TO OBTAIN A QUOTE

Secure Intech provides quotes for services, and for any hardware or software incidental to a service solution, under Category B and Category C. Quotes can be requested two ways:

- 1. **SEWP Quote Request Tool (QRT)** – select Category B or Category C, or name SecureInTech Corp as a suggested source. This is the recommended method for fair-opportunity documentation.
- 2. **Direct request** – email our sales team with the requirement (SOW/PWS or BOM), period and place of performance, security or clearance requirements, quote due date, and the Contracting Officer’s contact information.

Every quote cites the applicable SEWP VI contract number, includes the SEWP fee in the quoted price, and states its validity period of 120 days.

SALES REPRESENTATIVE Dr. Iqbal Amiri SEWP Sales / Business Development iamiri@secureintech.com · 703-300-8358	CONTRACTS / QUOTES DESK Uzma Amiri SEWP Contracts Manager uamiri@secureintech.com · 703.628.8962
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INSTALLATION, WARRANTY AND POST-DELIVERY POLICY

Installation & Onboarding

Installation, configuration and deployment are performed as defined in the Delivery Order. A kickoff meeting is held within 5 business days of award to confirm schedule, access and points of contact.

Extended Warranty

Extended warranty, maintenance and support renewals are quoted as separate line items when requested and follow the OEM’s terms.

Software Support

Covers licensing, updates, patches and platform support (e.g. ServiceNow, SharePoint, Salesforce) for the term stated in the order, coordinated with the software publisher as needed.

Basic Warranty

Services are warranted to conform to the order’s SOW/PWS; nonconforming work is corrected at no cost. Hardware and software carry the OEM’s standard commercial warranty, passed through to the Government.

Technical Support

Available M–F, 8:00 AM – 6:00 PM (ET). Issues are logged, acknowledged within 3 business hours, and tracked to resolution by the assigned Program Manager.

Other Post-Delivery Issues

Acceptance, invoicing, returns, order modifications and closeout are handled by the Contracts Manager; all modifications route through the SEWP PMO.

PROGRAM MANAGER Anmol Kapoor akapoor@secureintech.com · 703-637-7000	TECHNICAL SUPPORT LEAD Shiraz Amiri shamiri@secureintech.com · 703-447-1801
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HOW TO TROUBLESHOOT A PROBLEMATIC ORDER

If an order is delayed, incorrect, or disputed – for example a DO citing the wrong category or contract number, a delivery or start-date issue, an invoicing discrepancy, or a pending modification – contact Secure Intech with the Delivery Order number and a short description. Issues move up the escalation path below until resolved.

Level	Contact	Handles	Email / Phone
1	Anmol Kapoor Program Manager	Order status, delivery, schedule and performance issues	akapoor@secureintech.com 703-637-7000
2	Uzma Amiri Contracts Manager	DO errors, modifications, invoicing, acceptance and closeout	uamiri@secureintech.com 703-628-8962
3	Dr. Iqbal Amiri Executive Sponsor	Unresolved issues after 3 business days	iamiri@secureintech.com 703-300-8358
4	SEWP Program Management Office	Issues not resolved with the Contract Holder	help@sewp.nasa.gov 301-286-1478

SECURE INTECH AT A GLANCE

Company	Secure Innovate Technology Corp (DBA SecureInTech Corp)
SEWP VI Contracts	Category B – 80TECH26D0432 · Category C – 80TECH26D0250
Address	585 Grove St, Ste 145 #786, Herndon, VA 20170
Phone / Email	703-300-8358 · iamiri@secureintech.com
UEI / CAGE	RLA2S7MNLPN3 · 7HHZ5
Primary NAICS	541511 – Custom Computer Programming Services
Other NAICS	511210, 541512, 541513, 541519, 611420
Other Vehicles	US Navy Seaport-NxG
Certifications	SBA Certified EDWOSB / WOSB · Small Disadvantaged Business · Minority-Owned Business MBE · ISO 9001:2015 and ISO 27001:2022 certified. CMMI Level III certification is in progress (Tentative Certification Date Nov 2026)
Business Hours	M–F, 8:00 AM – 6:00 PM (ET)

About this guide. This ordering guide is published in accordance with the SEWP VI Statement of Work (Attachment A, A.6) and the SEWP Contract Holder User Manual. It is updated no later than 10 business days after each contract modification. The current version is available at <https://www.secureintech.com/contract>