

NASA SEWP VI CONTRACT HOLDER

SEWP VI *Ordering* Guide

Softek Enterprises LLC (dba Softek LLC) – Contract 80TECH26DO246 –
Category C, Group C1, Mission-Based ITC/AV Service Solutions (Small Business
Set-Aside)

SEWP Overview

NASA's Solutions for Enterprise-Wide Procurement VI (SEWP VI), pronounced "soup", provides 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, and the program has continually expanded its scope to meet the requests of its customers.

SEWP VI is a multiple-award GWAC with a 10-year ordering period, November 2026 through October 2036. The program is self-funded through a 0.34% usage fee and provides all Federal Agencies with acquisition support. For more information, visit the NASA SEWP VI website at www.sewp.nasa.gov/sewpvi.

About Softek LLC

Softek Enterprises LLC (dba Softek LLC) is an engineer-led, SBA 8(a) and HUBZone certified small business delivering technology services to federal agencies. Under SEWP VI Category C, agencies can order Softek mission-based services across our core practice areas:

- AI and Intelligent Automation
- Modern Applications
- Cloud and Modernization
- Data Intelligence
- Cybersecurity
- Mission Support

Softek is appraised at CMMI Level 3 and certified to ISO 9001:2015, ISO 27001:2013 and ISO 20000-1:2018.

Key Information

CONTRACT NUMBER

80TECH26DO246

CATEGORY

C – Mission-Based ITC/AV Service
Solutions

GROUP

C1, Small Business Set-Aside

CONTRACT TYPE

GWAC, multiple award

PERIOD OF PERFORMANCE

November 2026 – October 2036

SEWP FEE

0.34%

UEI

EZRGNLZ325B3

CAGE

6DH41

SOFTEK SEWP VI PAGE

softek-llc.com/contracts/sewp-vi

SEWP VI HELPLINE

help@sewp.nasa.gov

(301) 286-1478

Mon-Fri, 7:30 AM – 6:00 PM (ET)

Fair Opportunity

FAR 16.505(b)(1) provides that each contractor shall be given a fair opportunity to be considered for each order exceeding the micro-purchase threshold under multiple-award contracts. The method used to provide fair opportunity is at the discretion of the Contracting Officer, who documents the rationale for placement and price of each order. The Softek SEWP VI contract states:

Contractors will be provided a fair opportunity at the individual order level as appropriate per FAR Part 16.505(b), including the SEWP RFQ tools. No documentation for the order selection is required to be submitted with the order. All such documentation is to be maintained by the issuing procurement office.

Clause A.1.13, Fair Opportunity and Requests for Quotes. The full clause is posted at softek-llc.com/contracts/sewp-vi.

The SEWP online Quote Request Tool (QRT) is the recommended method to support fair opportunity and augment the required decision documentation. The QRT automatically includes the Contract Holders within a selected Group, such as Category C Group C1, or based on a suggested source.

What's in Scope for SEWP VI

SEWP provides a broad suite of ITC/AV solutions and services. Because technology evolves constantly, SEWP's processes let Contract Holders add new commercial technology and IT services to their contracts as customers request them. SEWP VI contracts are awarded in three scope categories:

Category A ITC/AV Solutions. Products including hardware, software, networking, communication gear and audio-visual equipment.	Category B Enterprise-Wide ITC/AV Service Solutions. Large enterprise solutions, infrastructure management, integrated IT services and wide-scale technical support.	Category C Mission-Based ITC/AV Service Solutions. Professional services, systems integration and agency-specific mission support. Small Business Set-Aside. SOFTEK - GROUP C1
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If you would like SEWP to determine whether a requirement is within scope of the SEWP VI contract, send an overview or bill of materials (BOM) to help@sewp.nasa.gov for review and feedback.

Ordering Process

How to obtain a quote

- 1 The customer identifies the requirement.
- 2 The customer submits a Request for Information (RFI) or Request for Quote (RFQ) through the NASA SEWP Quote Request Tool (QRT), selecting Category C Group C1 or naming Softek as a suggested source.
- 3 Contract Holders are notified and submit their responses through the QRT.
- 4 The customer makes a best-value determination on the quotes received and issues the order through its procurement office.
- 5 The SEWP PMO processes the order, assigns a SEWP Control Number, and forwards it to the Contract Holder.
- 6 Softek confirms the order with SEWP and delivers.

For a quote outside the QRT, contact Imran Memon, Program Manager (see Contact Information). Every Softek quote states how long it is valid, and Softek honors any order submitted within that period.

Issuing an order

The internal ordering process of each agency varies. The process and forms for Purchase Requests (PR) and Delivery Orders (DO) issued against a SEWP contract are defined by the issuing agency, not by the NASA SEWP Program Management Office (PMO).

Typically, an end user determines a requirement and generates a PR. The PR and its funding information go to the agency's procurement office, which issues a DO. Any valid Federal Agency DO form and DO number may be used. The SEWP PMO does not issue DOs; it reviews, processes and tracks issued DOs and forwards them to the Contract Holder.

Some agencies have special requirements for issuing IT delivery orders. The issuing agency's Contracting Officer is responsible for any agency-specific policies on ordering through existing contract vehicles and GWACs. SEWP does not require issuing agencies to use intermediary procurement offices, except as directed by their own internal policies.

Modifications to any order must also route through the SEWP PMO.

Contact Information

Softek SEWP VI program management contacts

ROLE	NAME	PHONE	EMAIL
SEWP Program Manager	Imran Memon	443.824.7922	imran.memon@softek-llc.com
SEWP Deputy Program Manager	Stephen Goldstein	202.276.7820	stephen.goldstein@softek-llc.com

Who to contact, by topic

TOPIC	CONTACT
Quotes and sales	Imran Memon, Program Manager.
Installation, warranty, extended warranty, technical support, software support and other post-delivery issues	Terms are established in each task order. Contact Stephen Goldstein, Deputy Program Manager.
A problematic order	Contact the point of contact listed in the order, or Stephen Goldstein. If unresolved, escalate to Imran Memon. If further guidance is needed, contact the NASA SEWP Customer Help Desk at (301) 286-1478 or help@sewp.nasa.gov .

Links

- Softek LLC SEWP VI page: www.softek-llc.com/contracts/sewp-vi
- Softek LLC home page: www.softek-llc.com
- NASA SEWP: www.sewp.nasa.gov
- NASA SEWP VI: www.sewp.nasa.gov/sewpvi

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