

The Ordering Process

The NASA Solutions for Enterprise-Wide Procurement (SEWP) VI contract is a multi-award Government-Wide Acquisition Contract (GWAC) authorized by the U.S. Office of Management and Budget (OMB) and managed by the NASA SEWP Program Management Office (PMO). It is open to all Federal Agencies and their approved contractors. **CompQsoft, Inc. holds a SEWP VI Category B contract** for Enterprise-Wide IT Service Solutions.

The internal ordering process of each agency varies. The process and accompanying forms for Purchase Requests (PRs) and Delivery Orders (DOs) issued against a SEWP contract are defined by the issuing agency and not the NASA SEWP PMO. The typical process is for an end user to determine a requirement and generate a purchase request. The PR, along with any necessary funding information, is sent to that agency's procurement office, which results in the issuance of a delivery order. 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.

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.

How the SEWP Order Process Works

1 End User or Contracting Officer	2 NASA SEWP Program Office	3 SEWP Contract Holder (CompQsoft)
1. Determines best value through market research. 2. Creates Delivery Order, citing the NASA SEWP contract number and Prime Contract Holder. 3. Sends order to the NASA SEWP PMO at sewporders@sewp.nasa.gov.	1. Verifies the order. 2. Forwards the valid order to the appropriate Contract Holder.	1. Processes the order. 2. Delivers equipment & services. 3. Invoices the agency or contractor.

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

Delivery orders must contain the following information for processing. If the information below does not appear on the delivery order, the order may not be processed or processing may be delayed.

- Delivery Order Number (any valid Government DO is allowed)
- Quote from a SEWP Contract Holder verifying the viability of the order
- SEWP Fair Opportunity Form for orders over \$5 Million
- Date Delivery Order Issued
- SEWP Contract Number
- SEWP Contract Holder's mailing address and phone number
- Issuing Office: Agency Name and Mailing Address
- Ship-to Office: Agency Name and Mailing Address
- Total dollar amount of order
- Contracting Officer's Signature
- Contracting Officer's Phone Number
- Date Delivery Order Signed
- Line Items / Pricing

CompQsoft SEWP VI Contract Information

CONTRACT NUMBER	CATEGORY	UEI	CAGE CODE	ORDERING PERIOD	SURCHARGE
80TECH26D1403	Category B	KTU8QJE27RN8	1TTA2	Nov 1, 2026 – Oct 31, 2036	0.34%

Program Support

How to obtain a quote for hardware, software, or services

Option 1 – SEWP Quote Request Tool (preferred). Log in to the NASA SEWP web portal at sewp.nasa.gov and use the Quote Request Tool (QRT) to create a Request for Quote. Select the appropriate SEWP VI category to include CompQsoft in your Fair Opportunity pool.

Option 2 – Contact CompQsoft directly. Reach out to our SEWP Sales Representative, Sachin Narula, for market research, configuration assistance, or direct inquiries at sachin@compqsoft.com or 832-545-2477 (main SEWP line).

Delivery order issues

Please contact our SEWP Program Manager, Madina Shaik (mshaik@compqsoft.com, 832-264-6140), and/or our Deputy Program Manager, Qamer Baber (qamer.baber@compqsoft.com, 301-523-0499), with any NASA SEWP related issues you are experiencing.

Fair Opportunity

In accordance with Federal Acquisition Regulation (FAR) 16.505(b), all SEWP VI contract holders must be provided a fair opportunity to be considered for each order exceeding the micro-purchase threshold, unless a statutory exception applies. Ordering Contracting Officers (OCOs) are required to utilize the SEWP Quote Request Tool (QRT) or other approved SEWP PMO methods to ensure Fair Opportunity is achieved and documented.

CompQsoft quotes only solutions available on our SEWP VI contract, at prices no greater than those in the SEWP database of record at the time the quote is issued. Items offered during market research are clearly identified as not yet available on contract and are submitted for Technology Refreshment. Where our contract holds insufficient items to respond fully to a formal RFQ, CompQsoft returns a No Bid. Every quote states its validity period, and CompQsoft honors any order placed within that period.

SEWP Surcharge

A SEWP program surcharge is established by the NASA SEWP Program Management Office and applies to all orders. The fee is included in the price of all products and is not separately listed on quotes; it is the Contract Holder's responsibility to pay the fee from quoted product prices. NASA SEWP reserves the right to adjust surcharge rates as the SEWP PMO budget requires. **The SEWP VI surcharge is 0.34%, included in quoted prices.** For any rate adjustments, refer to the NASA SEWP program site at www.sewp.nasa.gov.

CompQsoft SEWP VI Points of Contact

SEWP PROGRAM MANAGER Madina Shaik mshaik@compqsoft.com 832-264-6140	SEWP DEPUTY PROGRAM MANAGER Qamer Baber qamer.baber@compqsoft.com 301-523-0499	SEWP SALES REPRESENTATIVE Sachin Narula sachin@compqsoft.com 832-545-2477	ORDER TROUBLESHOOTING POC Sergio Saez Sergio.Saez@compqsoft.com 703-606-0211
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Support, Warranty & Program Management

Installation, Warranty & Technical Support

Basic & extended warranty

All hardware and software products include the Original Equipment Manufacturer (OEM) standard commercial warranty. Extended warranties may be purchased as separate Contract Line Items (CLINs) at the time of your order.

Installation & configuration

Installation and configuration services are available and must be explicitly detailed in your Request for Quote and subsequent Delivery Order.

Technical support

For technical support or software licensing issues, please contact our post-delivery support team. We will coordinate directly with the OEM to ensure your mission-critical systems remain operational.

Post-Delivery & Technical Support • Madina Shaik, PM • mshaik@compqsoft.com • 832-264-6140 • Qamer Baber, DPM • qamer.baber@compqsoft.com • 301-523-0499

Troubleshooting a Problematic Order

If you experience any issues with an order — such as shipping delays, partial shipments, discrepancies in CLINs, or damaged goods — please contact our dedicated troubleshooting team immediately. CompQsoft will work directly with the SEWP Program Management Office and your agency to resolve the issue promptly.

Order Troubleshooting • Sergio Saez • Sergio.Saez@compqsoft.com • 703-606-0211

CompQsoft SEWP VI Program Management Office

Our dedicated Program Office ensures all contractual and program requirements are strictly fulfilled. For programmatic inquiries, contract modifications, or escalated issues, please contact our Program Manager, Madina Shaik, or our Deputy Program Manager, Qamer Baber, listed in the Points of Contact section of this guide.

NASA SEWP Program Management Office

The SEWP Program Management Office — staffed by Government civil servants and NASA support personnel — serves as the focal point of contact for SEWP contractors and customers, providing contract management, technical oversight, administrative support, and customer support. All orders are validated and routed through the SEWP PMO prior to contract holder acceptance.

SEWP HELP LINE	SUPPORT EMAIL	ORDERS EMAIL	HOURS (ET)
(301) 286-1478	help@sewp.nasa.gov	sewporders@sewp.nasa.gov	Mon–Fri, 7:30 a.m. – 6:00 p.m.

NASA SEWP Program Management Office • 10210 Greenbelt Road, Suite 270, Lanham, MD 20706 • www.sewp.nasa.gov

About SEWP VI & CompQsoft Category B Scope

Solutions for Enterprise-Wide Procurement (SEWP) is a premier Government-Wide Acquisition Contract operated by the NASA SEWP Program Management Office. SEWP VI, awarded June 22, 2026, is the latest generation of the program, providing streamlined access to Information and Communications Technology (ICT) and Audio-Visual (AV) products and services for all Federal Agencies and their approved contractors.

AWARDED June 22, 2026	CONTRACT TYPE Multi-Award IDIQ GWAC	CEILING \$20B per contract	ORDER TYPES FFP, Labor-Hour, T&M
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SEWP VI Categories

Category A – IT Solutions	The full range of ITC/AV product solutions such as hardware and software products, including cloud-based solutions, installation, integration, testing, training, and maintenance.
Category B – Enterprise-Wide IT Service Solutions COMPQSOFT AWARDED CATEGORY	Enterprise-wide strategic solutions that improve and enhance an agency's ITC/AV infrastructure through cloud services, managed services, and shared services.
Category C – IT Mission-Based Services	ITC/AV mission-based services providing a full range of technology services tied to specific agency missions.

Category B Services Available from CompQsoft

Cloud Services	Enterprise cloud methodologies that modernize and enhance agency ITC/AV infrastructure.
Managed Services	Agency-wide managed offerings such as computer and printer services.
Shared Services	Enterprise-wide shared solutions such as agency-wide help desk and ticketing systems.

Services that adhere to the definition of ITC/AV services and encapsulate an enterprise-wide solution are within scope and may be provided to meet an agency's particular mission needs.

Who May Order & About CompQsoft

Who May Order

Deliverables are available to NASA and any other federal government agency, and may be utilized by:

- Government civil servants
- Government on-site (or near-site) contractors
- Government off-site contractors
- Principal investigators
- Universities through grants or cooperative agreements
- Government-Owned Contractor-Operated (GOCO) organizations

Delivery is provided at continental United States (CONUS) rates; Federal Agencies with OCONUS locations may utilize SEWP contracts based on mutually agreed upon delivery arrangements.

About CompQsoft

CompQsoft, Inc. is an IT services and digital platform company headquartered in Leesburg, Virginia, serving federal agencies and commercial clients since 1997. The company delivers software development and engineering, cloud, data and analytics, application modernization, cybersecurity, network management and engineering, unified communications, and automation services to Government and commercial customers.

CompQsoft holds prime federal contracts spanning AV/VTC requirements, software development, application modernization, cybersecurity, and satellite communications, with past performance including the U.S. Coast Guard, the Defense Information Systems Agency (DISA), and the Department of Homeland Security (DHS).

Visit www.compqsoft.com

Ready to order? Submit your Request for Quote through the SEWP Quote Request Tool at www.sewp.nasa.gov, or contact the CompQsoft SEWP team directly at sachin@compqsoft.com. Full contract details are available at www.compqsoft.com/sewp-vi.

