NASA SEWP VI Ordering Guide

Solutions for Enterprise-Wide Procurement (SEWP) VI
Government-Wide Acquisition Contract (GWAC)

Contract Information	Details
Category B Contract	80TECH26D2141 — Enterprise-wide ITC/AV Service Solutions
Category C Contract	80TECH26D0590 — ITC/AV Mission-Based Services
Ordering Period	November 1, 2026 – October 31, 2036 (10 years)
CAGE / UEI	CAGE 6K1J2 | UEI C5JMCDPSCJU1
Business Status	HUBZone | Woman-Owned Small Business (WOSB/EDWOSB) | 8(a)

1. About Cinteot

Cinteot Inc. is a HUBZone-certified, Woman-Owned Small Business specializing in cybersecurity, data & database solutions, software engineering, systems testing, and related IT services. We deliver full-scope cyber and IT solutions supporting Defense, Intelligence Community, and civilian agency missions.

Headquarters: 75 S Main Street, Chambersburg, PA 17201

Website: www.cinteot.com

Main Phone: (717) 496-9262

2. Program Management & Support Contacts

Cinteot's Program Manager (PM) and Deputy Program Manager (DPM) serve as the primary points of contact for all SEWP VI matters, including:

- Obtaining a quote for hardware, software, or services
- Installation, warranty, technical support, and other post-delivery policy questions
- Troubleshooting a problematic order

Role	Name	Email	Phone
Program Manager	Christopher Hunt	chris.hunt@cinteot.com	(717) 214-0606
Deputy Program Manager	Nell Behta	nell.behta@cinteot.com	(717) 713-3455

Quotes / Orders Email: sewpvi@cinteot.com

3. Contract Scope

Cinteot holds awards under both Category B and Category C of SEWP VI:

Category B – Enterprise-wide ITC/AV Service Solutions

- Enterprise-Wide Network Services
- IT Managed Services
- Enterprise-Wide Innovation Services
- IT Service Management
- Enterprise Service Program Integration
- Enterprise-Wide Information and Data Analytics Services
- Enterprise-Wide Application Services / Software Development
- Enterprise-Wide Cybersecurity Services
- Enterprise-Wide Cloud Services
- Enterprise-Wide Digital Multimedia and Technical Communications Services
- Program Management / Ancillary Services and Supplies (Technical Area 11)

Category C – ITC/AV Mission-Based Services

- Innovation Services
- Information and Data Analytics Services
- Application Services / Software Development
- Cybersecurity Services
- Cloud Services
- Digital Multimedia and Technical Communications Services
- IT Operations and Maintenance / Help Desk / Call Center Support
- Network Services
- Database Services
- In-Scope Training
- Program Management / Ancillary Services and Supplies (Technical Area 11)

Category C Order Limitations: Per Section A.1.2 (Scope of Work) of the SEWP VI Terms and Conditions, Category C orders are limited to $2 million per order during the first year of the ordering period and $10 million per order during the second year (inclusive of options). These limitations are subject to removal beginning in the third year of the ordering period.

4. How to Order through SEWP VI

SEWP VI orders are placed through NASA's online tools. Requirements can be sourced either by browsing the searchable SEWP Online Catalog (part of the SEWP Marketplace) or by submitting a formal request through the SEWP Quote Request Tool (QRT); there is no separate, static price list outside these NASA-hosted tools.

Step 1: Define Requirement & Conduct Market Research

Determine your requirement and perform appropriate market research (FAR Part 10). The SEWP Online Catalog and NASA SEWP tools can assist with this process.

Step 2: Request Quotes via the SEWP Quote Request Tool (QRT)

Log into the SEWP website and create an RFQ, Market Research Request (MRR), or RFI. Selecting Cinteot (or the appropriate Category) ensures we receive the opportunity. Use of the QRT helps document Fair Opportunity (FAR 16.505(b)).

Step 3: Evaluate Quotes & Select Best Value

Review responses and make a best-value determination. Document the rationale as required by your agency.

Step 4: Issue Delivery / Task Order

Create the order on your agency's form. Cite the applicable Cinteot SEWP VI contract number (80TECH26D2141 or 80TECH26D0590) and Cinteot as the Contract Holder.

Step 5: Submit Order to the NASA SEWP Program Management Office (PMO)

All Delivery Orders and modifications must be routed through the NASA SEWP PMO. Do not send the order directly to Cinteot for formal acceptance.

Step 6: SEWP PMO Processes & Forwards Order

The PMO verifies the order, assigns a tracking (SEWP Control) number, and forwards it to Cinteot for fulfillment.

Step 7: Cinteot Performs & Invoices

Cinteot executes the work/delivers the solution and invoices the ordering agency.

5. Submitting Orders to the NASA SEWP PMO

Send Delivery Orders (PDF or image files) to the NASA SEWP Program Management Office:

- **Email (Preferred):** sewporders@sewp.nasa.gov
- **Fax:** (301) 286-0317
- **Helpline:** (301) 286-1478 | help@sewp.nasa.gov
- **Hours:** Monday – Friday, approximately 7:30 a.m. – 6:00 p.m. ET

Cinteot may only accept and begin work on orders that have been processed by the SEWP PMO and assigned a tracking (SCN) number.

6. Required Information on Delivery Orders

To avoid delays, every Delivery Order should include the following, per the NASA SEWP VI Contract Holder User Manual (CHUM):

- Delivery Order Number (any valid Government DO is acceptable)
- Quote from Cinteot verifying viability of the order
- Date Delivery Order Issued
- Applicable SEWP VI Contract Number (80TECH26D2141 or 80TECH26D0590)
- Applicable NAICS code
- Contract type
- Cinteot's name, mailing address, and phone number
- Issuing Office: Agency Name and Mailing Address
- Ordering Agency Name and Mailing Address, if different from the Issuing Office

- Name, phone number, and email address of the authorized Government Ordering Official (Contracting Officer, or Credit Card Holder name for card orders)
- Appropriation and accounting data
- Billing and invoice address
- Ship-to / Performance Location: Agency Name and Address
- Total dollar amount of the order
- Contracting Officer's signature, phone number, and date signed
- Line-item descriptions and pricing
- Period of performance for any associated services

7. Fair Opportunity

FAR 16.505(b) requires that each contractor be given a fair opportunity to be considered for orders exceeding the micro-purchase threshold issued under multiple-award contracts. Use of the NASA SEWP Quote Request Tool is the recommended method to satisfy and document Fair Opportunity.

Per SEWP VI contract clause A.1.13 (Fair Opportunity and Requests for Quotes), no Fair Opportunity documentation is required to be submitted with the order itself — all such documentation is maintained by the issuing procurement office. Exceptions to Fair Opportunity are limited and must be properly justified and documented by the ordering Contracting Officer.

8. Support, Troubleshooting & Post-Delivery

Cinteot's Program Manager and Deputy Program Manager (Section 2) are the primary points of contact for all SEWP VI support matters and can be reached directly or via sewpvi@cinteot.com. They cover:

Quotes & Ordering Assistance

Help obtaining a quote, questions on order status, and general ordering support.

Installation, Warranty & Technical Support

Policy and procedural questions regarding installation, basic and extended warranty, technical support, software support, and other post-delivery issues.

Troubleshooting a Problematic Order

Delivery delays, incorrect items, invoicing questions, or any other post-award issue. Please reference your SEWP Tracking Number / Delivery Order number so we can resolve the issue quickly.

9. Additional Notes

- **Authorized Users:** NASA, all Federal agencies, and approved Federal agency support-service contractors.
- **Economy Act:** Delivery orders against SEWP are not subject to the Economy Act (SEWP is a designated GWAC).
- **Contract Types:** SEWP VI supports Firm-Fixed-Price, Time-and-Materials, Labor-Hour, and other authorized commercial contract types at the order level.
- **Administrative Fee:** An Agency Administrative Handling Fee (not to exceed 0.34%) applies and is included in quoted prices (not shown as a separate line).
- **Updates:** This guide will be revised within 10 business days of any relevant contract modification.

10. Official NASA SEWP Resources

- **SEWP Website:** www.sewp.nasa.gov
- Quote Request Tool & Online Catalog access available after login
- **SEWP Helpline:** (301) 286-1478 | help@sewp.nasa.gov
- **Orders:** sewporders@sewp.nasa.gov | Fax (301) 286-0317

Questions? Contact Christopher Hunt, Nell Behta, or email sewpvi@cinteot.com. We look forward to supporting your mission requirements.

Cinteot Inc. | SEWP VI Ordering Guide | October 2026