CHARTIS FEDERAL

NASA SEWP VI

ORDERING GUIDE

NASA SEWP VI Solutions for Enterprise-Wide Procurement Contract Holder

Chartis Consulting Corporation (dba Chartis Federal)
Categories Awarded:

- Category B - Enterprise-Wide ITC/AV Service Solutions
- Category C - Mission-Based ITC/AV Services

SEWP VI OVERVIEW

NASA SEWP VI is a Government-Wide Acquisition Contract (GWAC) that provides Federal agencies and authorized contractors streamlined access to Information Technology, Communications, and Audio Visual (ITC/AV) solutions and services. SEWP VI may be used by all Federal agencies, including civilian and defense organizations, as well as authorized Federal contractors supporting government requirements. SEWP VI supports fair opportunity ordering, rapid acquisition timelines, and a broad range of enterprise-wide and mission-focused technology services.

SEWP VI PROGRAM SUPPORT

- **SEWP VI Program Office:** 703.854.1143 / NASASEWPVI@chartisfed.com
- **SEWP VI Program Manager:** Chris Ziniti, cziniti@chartisfed.com
- **SEWP VI Deputy Program Manager:** Bailey Scarff, bscarff@chartisfed.com

SEWP VI HELPLINE

- **SEWP VI PMO Hours:** M-F 7:30AM-6:00PM EST
- **Customer Help Desk:** 301.286.1478
- **Email:** help@sewp.nasa.gov
- **Website:** www.sewp.nasa.gov

HOW TO OBTAIN A QUOTE

To obtain a quote for services or an integrated ITC/AV solution under Chartis Federal's SEWP VI Category B or Category C award, submit the requirement through the NASA SEWP VI RFQ process or contact the Chartis Federal SEWP VI team. Chris Ziniti, Program Manager, and Bailey Scarff, Deputy Program Manager, coordinate customer requests, internal solutioning, pricing, and order support.

For the fastest response, provide:

- Agency/organization
- Contracting office
- RFQ or requirement number
- Statement of Work (SOW)
- Period of Performance
- Place of performance
- Security requirements
- Deliverable
- Technical or labor category requirements

WHO CAN USE SEWP VI?

- **Federal Civilian Agencies** (DHS, DOJ, Treasury, HHS, VA, DOT)
- **Department of Defense Components** (Army, Navy, Air Force, Marine Corps, Defense Agencies)
- **Intelligence Community Organizations** (CIA, NSA, DIA, NGA, NRO)
- **Independent Federal Agencies** (NASA, EPA, GSA, FCC, SEC)
- **Federally Funded Research & Development Centers** (FFRDCs) (MITRE, Aerospace Corporation, RAND)
- **Authorized Government Support Contractors** (Contractors authorized to purchase through SEWP in support of an eligible Federal customer)
- **Government-Owned Contractor-Operated (GOCO) Facilities** (Federally owned facilities operated by contractors, such as certain DOE national laboratories)

CATGORY B SERVICES

- IT modernization
- Cloud services
- Enterprise managed services
- Cybersecurity
- Communications and collaboration
- Data and analytics
- Infrastructure operations
- Systems integration

CATGORY C SERVICES

- Software development
- Telecommunications and network operations
- Systems engineering
- Data processing and analysis
- Digital services
- Cybersecurity operations
- Engineering and technical services
- Mission support solutions

POLICY + POST-DELIVERY SUPPORT

Chartis Federal manages service delivery, implementation, technical support, software support, warranty coordination when applicable, and other post-delivery matters in accordance with the awarded order, statement of work, and applicable OEM or software publisher terms. Customers may contact the SEWP VI Program Manager or Deputy Program Manager for any order-specific support need. The following support services are provided in accordance with the awarded task order and applicable contract requirements.

Implementation & Deployment
- Installation coordination
- Integration support
- Acceptance activities

Warranty & Maintenance
- Basic and extended warranty coordination
- OEM/software publisher support
- Maintenance coordination

Technical & Software Support
- Technical issue resolution
- Escalation management
- Status communications

Order Administration
- Deliverable tracking
- Invoicing support
- Performance management

Troubleshooting a Problematic Order: Contact Chris Ziniti or Bailey Scarff or info@chartisfed.com. Provide the order number, SEWP VI case number/SCN if available, agency point of contact, issue description, affected service or deliverable, relevant dates, and desired resolution. Chartis Federal will triage the issue, assign ownership, coordinate corrective action, and maintain customer communication through resolution.

SEWP VI ORDER PROCESS

1. **DEFINE REQUIREMENT** — Identify mission needs, funding, scope, and acquisition objectives.
2. **REQUEST A QUOTE** — Submit an RFQ through NASA SEWP VI or contact Chartis Federal.
3. **RECEIVE A SOLUTION** — Chartis Federal develops and submits a compliant technical and pricing response.
4. **ISSUE THE ORDER** — The Government places the order using the authorized SEWP process.
5. **ORDER VALIDATION** — NASA SEWP verifies scope, pricing, authorization, and contract compliance.
6. **EXECUTE & DELIVER** — Chartis Federal delivers services, provides support, and manages performance through closeout.

THE FOLLOWING INFORMATION IS REQUIRED FOR EACH ORDER:

- Date of order and authorized ordering official approval
- Contracting Officer / ordering official contact information
- Issuing and ordering agency
- Unique order number and Chartis Federal identification
- Appropriation/accounting data and billing information
- Place of performance / shipping information
- Applicable CLINs, descriptions and total order amount
- SOW/terms, deliverables and period of performance

Note: Agency ordering procedures may vary. Delivery Orders and modifications are issued by the ordering agency and processed through the SEWP PMO.

FAIR OPPORTUNITY + CONTRACT HOLDER USER MANUAL COMPLIANCE (CHUM)

- Chartis Federal participates in fair opportunity in accordance with FAR 16.505(b) and the SEWP VI RFQ process.
- Quotes are limited to solutions and services available under our applicable SEWP VI contract and database of record, except where the contract permits market-research responses.
- Chartis Federal follows applicable CHUM and CHOP requirements, including quote validity and restrictions on Government information.
- The SEWP Quote Request Tool supports fair opportunity among eligible Contract Holders.

ABOUT CHARTIS FEDERAL

Chartis Federal is a systems engineering and integration company specializing in mission-critical communications, enterprise technology, advanced engineering, financial and data management, and emerging technologies. Since 2008, our teams have supported Federal missions across homeland security, law enforcement, public safety, defense, and civilian agencies - designing, integrating, modernizing, and sustaining systems where reliability is nonnegotiable.

Category B Contract Number	80TECH26D0444
Category C Contract Number	80TECH26D1060
Period of Performance	Anticipated Ordering Period: November 1, 2026–October 31, 2036
UEI	EHDKD39SMZV4
CAGE Code	6SVG0
SEWP VI Contract Access Fee	Orders include an Agency Administrative Handling Fee of up to 0.34%.
Contract Ceiling	$20B per Prime Contract