USMAX CORPORATION

NASA SEWP VI Ordering Guide

Category C — Mission-Based ITC/AV Service Solutions

Contract at a glance

Prime contractor	USmax Corporation
Contract number	80TECH26D0293
Vehicle / category	Category C - Multiple-award, Government-Wide Acquisition Contract (GWAC)
Ordering period	November 1, 2026 – October 31, 2036 (five-year base plus five-year option, subject to contract terms)
SEWP usage fee	0.34%; included in quoted prices and not separately itemized
UEI / CAGE	L1CETZZ5GBG3 / 1QK65

About SEWP VI and USmax

NASA SEWP (Solutions for Enterprise-Wide Procurement, pronounced “soup”) is a multiple-award federal acquisition vehicle for Information Technology, Communication, and Audio-Visual (ITC/AV) products, services, and solutions. Category C covers customized services supporting individual agency missions and programs.

USmax is an SBA-certified Woman-Owned Small Business supporting federal missions in professional services, digital modernization, cybersecurity, and enterprise IT.

USmax serves federal, civilian, healthcare, and national security customers.

Start here

1

Define the need

Prepare a statement of work and review Category C scope.

2

Request quotes

Use NASA SEWP’s Quote Request Tool to support fair opportunity.

3

Issue the order

Your agency issues the delivery order; route it through NASA SEWP PMO.

ACQUISITION PLANNING

Scope and requesting a quote

What's in scope for Category C?

Category C supports mission- and program-level ITC/AV service solutions in the following 11 technical areas:

1. Innovation services
2. Information and data analytics services
3. Application services and software development
4. Cybersecurity services
5. Cloud services
6. Digital multimedia and technical communications services
7. IT operations and maintenance; help desk and call center support
8. Network services
9. Database services
10. In-scope training
11. Program management and ancillary services

> **Unsure whether your requirement fits?** Email the statement of work or a requirements description to help@sewp.nasa.gov to confirm any associated deliverables or supplies are within the applicable contract scope.

How to obtain a quote

Preferred: SEWP Quote Request Tool

Visit NASA SEWP and submit an RFQ under Category C. The online tool supports fair-opportunity groupings and contract verification. Include USmax among eligible contractors as applicable.

Questions and coordination: USmax

Program Manager
Brett Steiner
(703) 861-8995
sewp@usmax.com

Deputy Program Manager
David Pak
(443) 745-3326
sewp@usmax.com

Information to include in your request

- Agency and contracting office
- Technical objectives and statement of work
- Required services and deliverables
- Place of performance and security needs
- Required performance dates or option periods
- Estimated labor effort, if applicable
- Evaluation and award criteria
- Response due date and point of contact

FROM ACQUISITION TO EXECUTION

How to place a SEWP VI order

Each agency follows its own purchase-request and delivery-order processes. The NASA SEWP Program Management Office (PMO) checks and routes orders; it does not issue orders for the agency.

Five-step ordering workflow

01 Identify and approve the requirement

The end user develops the service requirement and submits a purchase request with required approvals and funding information to the agency's procurement office.

02 Provide fair opportunity and evaluate quotations

The contracting officer uses appropriate FAR 16.505 procedures, conducts the required evaluation, and documents the order-selection rationale. NASA's Quote Request Tool is recommended.

03 Issue the delivery order

The agency's authorized contracting official issues the delivery order against USmax contract **80TECH26D0293**, citing the accepted quote and applicable service terms.

04 Route the order through NASA SEWP PMO

Submit the signed order to sewporders@sewp.nasa.gov or fax (301) 286-0317. NASA reviews and tracks the order, verifies applicable information, and forwards it to USmax.

05 Perform, monitor, and close out

USmax acknowledges and performs the order as awarded. The agency and USmax coordinate performance, acceptance, invoicing, and resolution of service or delivery issues under the order's terms.

Delivery-order completeness checklist

- Agency order number and order date
- Authorized ordering official's signature and contact
- Issuing and ordering agency names
- USmax legal name, SEWP contract number, mailing address, and phone number
- Quote or RFQ reference and applicable line items
- Funding and accounting information
- Billing and applicable delivery addresses
- Order value, statement of work, and service period

Fair opportunity, compliance, and support

Under **FAR 16.505(b)**, ordering agencies generally must afford eligible multiple-award contract holders a fair opportunity at the order level unless an authorized exception applies. The contracting officer maintains the required decision documentation; this paperwork is not normally sent with the order.

- **Contract scope:** Quote only in-scope services and items available through the applicable USmax SEWP contract and NASA's contract database of record.
- **Accurate pricing:** Ensure contract line items and pricing conform to the SEWP contract; labor-based services require order-level price-reasonableness evaluation by the agency.
- **Complete responses:** Address the RFQ in full unless partial quotes are expressly permitted. Indicate no-bid when a compliant full response cannot be provided.
- **Quote validity:** State the quotation's validity period, and honor conforming orders placed during that period.
- **Protected information:** Use nonpublic solicitation information only for the authorized SEWP response and protect it under applicable requirements.

Who to contact

Need	Contact	Phone / email
Program Manager — quotes, contract questions, or order issues	**Brett Steiner** Program Manager	(703) 861-8995 sewp@usmax.com
Deputy Program Manager	**David Pak** Deputy Program Manager	(443) 745-3326 sewp@usmax.com
NASA SEWP program guidance or scope confirmation	NASA SEWP Help Desk*	(301) 286-1478 help@sewp.nasa.gov
Submit issued orders or modifications	NASA SEWP PMO	sewporders@sewp.nasa.gov Fax: (301) 286-0317

*NASA SEWP Help Desk hours: Monday–Friday, 7:30 a.m.–6:00 p.m. Eastern Time.

Official resources

- NASA SEWP program website and Quote Request Tool
- NASA SEWP VI frequently asked questions and scope details
- NASA SEWP VI contracting information
- USmax Federal Group contact information

This guide is informational; the awarded contract, agency policies, applicable FAR provisions, and NASA SEWP instructions govern.