NASA SEWP VI
Solutions for Enterprise-Wide Procurement
Contract Holder

VIRSIG, LLC

NASA SEWP VI Ordering Guide

Solutions for Enterprise-Wide Procurement (SEWP) VI | Category A and Category C | Government-Wide Acquisition Contract (GWAC)

Version 1.1 | October 2026

1. VIRSIG SEWP VI Contract Information

Contract Holder	VIRSIG, LLC
Category A Contract	80TECH26D1513, ITC/AV Solutions (NAICS 541519, Information Technology Value Added Reseller)
Category C Contract	80TECH26D1047, Mission-Based ITC/AV Service Solutions (NAICS 541512, Computer Systems Design Services)
Contract Type	Multiple-Award Government-Wide Acquisition Contract (GWAC)
Ordering Period	Anticipated November 1, 2026 to October 31, 2036
Authorized Order Types	Firm Fixed Price, Time and Material, Labor Hour, Fixed Price Award Fee, Fixed Price Incentive Fee, Fixed Price Economic Price Adjustment, or any hybrid of commercial contract types
SEWP Fee	Agency Administrative Handling Fee of 0.34%, included in all quoted prices
UEI / CAGE	K2E3BGLM1Y53 / 77KG0
Primary Place of Business	1510 Richmond Rd, Suite 1-B, Easton, PA 18040
Mailing and Remit Address	95 Seaview Blvd, Suite 201, Port Washington, NY 11050
Phone / Fax	(718) 819-6400	Nationwide (844) 484-7744	Fax (844) 470-3031
Website	www.virsig.com
SEWP Contract Holder Listing	NASA SEWP VI Contract Holders

2. About VIRSIG, LLC

VIRSIG, LLC is a small business specializing in electronic security systems integration, access control, Sensitive Compartmented Information Facility (SCIF) construction, and information technology procurement for Government customers. VIRSIG is an SBA 8(a) Program participant and a certified Service-Disabled Veteran-Owned Small Business (SDVOSB).

Through SEWP VI, VIRSIG offers Federal agencies ITC/AV products, integrated solutions, and product-based services under Category A, and mission-based ITC/AV services under Category C.

3. SEWP Overview

NASA SEWP (Solutions for Enterprise-Wide Procurement), pronounced "soup," provides the latest 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. Originally the vehicle provided only technology products for NASA and other agencies; over the past 30 years SEWP has expanded its scope to meet the requests of its customers. The program is self-funded through usage fees (0.34%) and supports Federal agencies with more than 50,000 orders a year.

Federal agencies, and contractors authorized by their Government contracting officer, may order from SEWP VI. A support contractor may place orders only after the authorizing contracting officer sends an authorization letter to the SEWP Program Office at least 3 days before access is needed. Non-Federal governments may not use the contract unless mandated by Congress.

4. What's in Scope for SEWP VI

SEWP is designed to provide a broad suite of ITC/AV solutions and services. SEWP processes allow Contract Holders to add new commercial technology and IT services to their contracts as customer requirements evolve. An agency that wants the SEWP Program Office to confirm whether a requirement is in scope may send an overview or bill of materials (BOM) to help@sewp.nasa.gov.

SEWP VI contracts were awarded by scope category: Category A, ITC/AV Solutions; Category B, Enterprise-Wide ITC/AV Service Solutions; and Category C, Mission-Based ITC/AV Service Solutions. Each order is quoted and fulfilled within one category. VIRSIG holds Category A and Category C contracts. VIRSIG does not hold a Category B contract. Category A includes an unrestricted group and a small business set-aside group; Category C is a small business set-aside category.

Category A: ITC/AV Solutions (80TECH26D1513)

Category A covers the full breadth and depth of ITC/AV technology, including solutions that combine products with services such as installation and maintenance. Orders may combine technical areas; for example, security and AV technology together support video security and command and control systems. Technical areas include:

- IT computer systems and compute facilities
- IT storage systems
- Networking and communication equipment
- Imaging equipment and supporting technology
- IT power and cabling equipment
- Audio and video equipment
- Security and sensor equipment
- Software and cloud technology
- Product-based services, including site planning, installation, integration, maintenance, training, and warranty services

Category C: Mission-Based ITC/AV Service Solutions (80TECH26D1047)

Category C provides customized ITC/AV service solutions at the mission or program level, performed at Government or contractor locations worldwide as specified in each order. Product only requirements are not in scope for Category C. Technical areas include:

- Innovation services

- Information and data analytics services
- Application services and software development
- Cybersecurity services
- Cloud services
- Digital multimedia and technical communications
- IT operations and maintenance, help desk, and call center support
- Network services
- Database services
- In-scope training
- Program management and ancillary services and supplies

Category C order limits: $2 million per order, inclusive of options, in the first year of contract performance and $10 million per order in the second year. These thresholds are subject to removal beginning in the third year of contract performance.

5. Fair Opportunity

Under FAR Part 16, the ordering contracting officer must give each awardee a fair opportunity to be considered for each order above the micro-purchase threshold, unless an exception applies. The contracting officer decides how fair opportunity is provided and documents the basis for each order. The SEWP Quote Request Tool (QRT) is the SEWP recommended method to support this process and the required decision documentation. It automatically includes the Contract Holders within a selected group or a suggested source.

SEWP VI Contract Clause A.1.13, Fair Opportunity and Requests for Quotes

> 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.
>
> The Contractor shall not market, quote or otherwise offer for sale, any IT Solutions not listed under this contract, until the said solutions are included in the SEWP database of record, and available to all Government end-users.
>
> If the Government issues a Request For Information (RFI) as part of market research, the Contractor may provide items not yet listed on their SEWP contract as part of a market research quote if:
>
> > 1. all such items are clearly marked as not yet available on their SEWP contract; and
> > 2. the contractor submits a technology refreshment request to add those products to their contract
>
> If the Government issues a Request For Quote (RFQ) or a Market Research Request (MRR), the Contractor may only respond with items available on their Contract and the price of each item shall be the no greater than the price in Attachment F SEWP database of record at the time the quote is issued. If the Contractor has insufficient items on their contract to fully respond to the Formal RFQ, the Contractor must respond with a No Bid.
>
> Unless the RFQ specifically allows for partial quotes, the Contractor must respond fully to all requirements specified in the RFQ.
>
> When submitting a quote to a government end-user, the contractor must clearly state the length of time the quote is valid. The contractor shall honor any order submitted within the stated time period of a quote.
>
> When responding to an RFI or RFQ issued from the NASA SEWP RFQ on-line quoting system, the Contractor must respond as outlined in Attachment C: Contract Holder User Manual (CHUM).

> Contract Holders are prohibited from using Government information posted on the NASA SEWP Contract Holder Only Page, such as RFQs, RFIs, etc., for purposes other than proposing on SEWP requirements. This includes Contract Holders providing third parties with SEWP information and requirements for the purpose of assisting companies, that are not SEWP Contract Holders, with providing unsolicited proposals to meet agency requirements already posted to the NASA SEWP RFQ on-line quoting system.

6. VIRSIG SEWP VI Program Office Contacts

VIRSIG's SEWP VI Program Office handles quotes, order processing, post-delivery support, and order issues for both contracts.

Name and Role	Phone	Email	Contact For
Mark Wirtz, Program Manager	Mobile (516) 329-3107 Office (718) 819-6400	mwirtz@virsig.com	Quotes, post-delivery support, order issues, SEWP PMO liaison
Mike Alombro, Deputy Program Manager	Mobile (516) 330-1991 Office (718) 819-6400	malombro@virsig.com	Quotes, post-delivery support, order issues
VIRSIG SEWP VI Program Management Office	Office (718) 819-6400	sewp@virsig.com	Quotes, post-delivery support, order issues

7. How to Request a Quote

Federal agencies may request a quote from VIRSIG through the NASA SEWP Quote Request Tool (QRT) or by contacting the VIRSIG SEWP Program Office listed in Section 6.

- VIRSIG quotes only items on its SEWP VI contracts, at or below the price in the SEWP database of record.
- Every quote states how long it is valid, and VIRSIG honors any order submitted within that period.
- The SEWP fee is included in quoted prices and is not listed as a separate line item.
- Any additional terms and conditions, including license agreements, are identified in writing in the quote.
- At no charge, VIRSIG provides commercially available technical specifications for any product on its SEWP contracts and analysis of whether its offerings meet a customer's requirement.

8. Ordering Process

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 the NASA SEWP Program Management Office (PMO). Typically, an end user determines a requirement and generates a PR.

The PR and any necessary funding information go to the agency's procurement office, which issues the DO. Any valid Federal agency DO form and the associated DO number may be used. The NASA SEWP PMO does not issue DOs; DOs 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. The issuing agency's contracting officer is responsible for knowing any agency specific policies on issuing orders through an existing contract vehicle or a GWAC. The SEWP contracts do not require issuing agencies to use any intermediary procurement office, except as directed by the agency's own internal policies.

Submitting Orders and Modifications

Unless the SEWP PMO has granted the agency an exemption, every order and order modification passes through the SEWP PMO:

1. The agency submits the order or modification to sewporders@sewp.nasa.gov or by fax to (301) 286-0317.
2. The SEWP PMO logs the order and checks the order total against the CLIN verification file from the quote. If the totals do not match, or the QRT was not used, VIRSIG submits an updated verification file through the SEWP Contract Holder Only Page.
3. The SEWP PMO assigns a SEWP Control Number (SCN) and forwards the order to VIRSIG.
4. VIRSIG acknowledges receipt within one business day and begins fulfillment only after the SCN is assigned.

Each order should include:

- Date of order
- Name of the authorized Government ordering official (contracting officer, or card holder for purchase card orders), with phone number and email address
- Issuing agency, and ordering agency if different
- Order number
- Contract Holder name (VIRSIG, LLC) and SEWP VI contract number
- Appropriation and accounting data
- Billing and invoice address, and shipping address
- SEWP CLINs and product descriptions
- Total order amount
- Any additional agreed terms and conditions, statement of work, and period of performance for associated services

For classified requirements, the agency may send the SEWP PMO a redacted order with basic order information and send the detailed order to VIRSIG through the agency's secure communication channel.

Payment

VIRSIG accepts payment by electronic funds transfer (EFT), Government Purchase Card, or other agency approved credit card, regardless of order size. A purchase card surcharge fee of 3.7% applies to all Credit Card Payments.

9. Installation, Warranty, and Post-Delivery Support

Installation and integration. Site planning, installation, integration, and product engineering services may be ordered with products under VIRSIG's Category A contract, or separately when they support in-scope technology, and are priced on the order.

Basic warranty. Each product carries its standard commercial warranty, as identified in the quote. Delivery orders identify the destination for shipment and warranties.

Extended warranty. VIRSIG offers extended warranty that can be purchased and begin at any time during the standard commercial warranty period, up to the end of that period. Coverage is based on the commercial warranty period, and extended warranty packages may be invoiced and paid at the start of the warranty period. At the Government's discretion, monthly maintenance may be ordered at a Discounted Monthly Extended Warranty amount instead of extended warranty.

Technical and software support. Software maintenance, including bug and defect fixes, patches, and updates or upgrades, is provided as a product unless it is priced on a usage basis. Creation, design, implementation, or integration of a software package is software maintenance as a service and is billed monthly.

Contacts. Installation, warranty, technical support, and software support requests go to the VIRSIG SEWP Program Office contacts in Section 6.

10. Order Issues and Troubleshooting

For any problem with a SEWP VI order, including delivery, product, invoicing, or performance issues, contact the VIRSIG SEWP Program Office in Section 6 and provide the agency order number. The VIRSIG Program Manager is the main point of contact with the NASA SEWP Program Office and coordinates resolution with the PMO when needed.

Customers may also contact the SEWP Help Desk, which provides problem determination, escalation, and resolution support for SEWP orders.

11. SEWP Fee

An Agency Administrative Handling Fee of 0.34% applies to all SEWP VI orders. The SEWP VI contract sets the fee at not to exceed 0.34%. The fee is included in VIRSIG's quoted prices for all offerings, including products, services, labor, and other direct costs, and is not listed separately on quotes or orders. NASA SEWP's program budget is self-contained; the program receives no funding from NASA's budget.

12. How to Contact SEWP

SEWP PMO Hours	Monday to Friday, 8:00 AM to 5:00 PM (ET)
Email	help@sewp.nasa.gov
Customer Help Desk	(301) 286-1478
SEWP Website	www.sewp.nasa.gov
SEWP VI Information	www.sewp.nasa.gov/sewpvi
Order Submission	sewporders@sewp.nasa.gov Fax (301) 286-0317

This ordering guide is updated within 10 business days after each SEWP VI contract modification. The current version is posted at www.virsig.com.