



NASA SEWP VI Ordering Guide

Mission First Cyber LLC | SDVOSB

NASA SEWP VI



Solutions for
Enterprise-
Wide
Procurement

Contract Holder

Contract at a Glance

SEWP VI Contract Number:	80TECH26D0509
Category:	A (ITC/AV Solutions)
Contract Type:	Multiple-award IDIQ Government-Wide Acquisition Contract (GWAC)
Period of Performance:	November 1, 2026 to October 31, 2036
SEWP Administrative Fee:	0.34% (included in all quoted prices)
Business Size / Status:	Small Business; Service-Disabled Veteran-Owned Small Business (SDVOSB)
UEI / CAGE:	MQE8MFLKDE73 / 7TOR6
Headquarters:	325 Gambrills Road, Suite D, Gambrills, MD 21054
Main Phone / Fax:	833.612.9237 / N/A
General SEWP Inquiries:	contact@missionfirstcyber.com
SEWP Web Page:	https://www.missionfirstcyber.com/sewp-vi
Guide Version / Date:	Version 1.0, September 24, 2026

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 to all Federal Agencies and their approved contractors. Created in 1993, SEWP was the first Government-Wide Acquisition Contract (GWAC) in the federal acquisition space and has continually evolved to meet the needs of its customers. The program is self-funded through a 0.34% usage fee and supports more than 50,000 orders a year.

SEWP VI contracts are multiple-award, Indefinite Delivery / Indefinite Quantity (IDIQ) GWACs with a period of performance of November 1, 2026 through October 31, 2036. Orders may be firm-fixed-price, time-and-materials, labor-hour, or other commercial pricing arrangements as defined in the contract.

Fair Opportunity

FAR 16.505(b)(1) provides that each contractor shall be given a fair opportunity to be considered for each order exceeding the micro-purchase threshold issued under multiple-award contracts. The method used to provide fair opportunity is at the discretion of the Contracting Officer, who must document the rationale for placement and price of each order. The SEWP Quote Request Tool (QRT) is the recommended method: it automatically includes all Contract Holders within the selected Category, NAICS code, and business-size criteria and augments the required decision documentation.

Per 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 full clause is posted on our SEWP web page.

What's in Scope for SEWP VI

SEWP provides a broad suite of ITC/AV products, solutions, and services. Contract Holders may add new commercial technology to their contracts through the SEWP Technology Refreshment process as customer requirements evolve. SEWP VI was awarded in three scope categories:

- **Category A:** ITC/AV Solutions (products and product-based solutions)
- **Category B:** Enterprise-Wide ITC/AV Service Solutions
- **Category C:** Mission-Based ITC/AV Service Solutions

Mission First Cyber holds a Category A SEWP VI contract. To confirm whether a requirement is in scope, send an overview or bill of materials to help@sewp.nasa.gov, or contact our SEWP Program Manager, Courtney Deuchler.

About Mission First Cyber

Mission First Cyber LLC is a U.S. cybersecurity value-added reseller and professional services provider and a Service-Disabled Veteran-Owned Small Business (SDVOSB) headquartered in Gambrills, Maryland. We deliver cybersecurity, AI and data intelligence, DevSecOps, and dark-site / restricted-environment solutions to Department of Defense, civilian, and intelligence community customers. Through our SEWP VI contract, Mission First Cyber offers solutions from F5, Cisco, Legrand, and OpenText. Our engineers design, integrate, and sustain these technologies in classified, disconnected (dark-site), and highly regulated mission environments.

SEWP VI OEM Partners: F5 | Cisco | Legrand | OpenText

Website: <https://www.missionfirstcyber.com>

How to Obtain a Quote

- **SEWP Quote Request Tool (recommended):** log in at www.sewp.nasa.gov and issue an RFQ, RFI, or Market Research Request. Select Mission First Cyber LLC, or the appropriate Category, NAICS code, and business size.
- **Email:** send your requirement or bill of materials to sales@missionfirstcyber.com.
- **Phone:** call 833.612.9237 and ask for the SEWP Sales Team.

Quotes are valid for 30 days unless otherwise stated on the quote, and Mission First Cyber honors any order submitted within that period. Quoted prices are at or below the prices in the SEWP database of record. Sales hours: Monday through Friday, 9:00 AM to 5:00 PM ET, excluding federal holidays.

Ordering Process

The internal ordering process of each agency varies. Purchase Requests and Delivery Orders issued against a SEWP contract are defined by the issuing agency, not the SEWP PMO. The typical process is:

1. **Requirement & Fair Opportunity.** The customer defines the requirement and issues an RFQ, RFI, or Market Research Request through the SEWP Quote Request Tool (QRT), or documents a sole-source / brand-name justification per agency policy and FAR 16.505.
2. **Quote.** Mission First Cyber responds through the SEWP Contract Holder Only Page (CHOP) with an itemized quote, delivery lead time, and quote validity period. The 0.34% SEWP fee is included in all prices and is never listed separately.
3. **Order.** The agency contracting office issues a Delivery Order (DO) or Government Purchase Card (GPC) order citing Contract No. 80TECH26D0509. Any valid federal DO form may be used. Orders are sent to the SEWP PMO (sewporders@sewp.nasa.gov or fax 301-286-0317), which assigns a SEWP Control Number (SCN) and forwards the order to Mission First Cyber.
4. **Fulfillment.** Fulfillment begins only after the SEWP-processed order is received. Standard delivery is 30 days ARO, FOB Destination, within the continental United States; OCONUS delivery is quoted case by case.
5. **Invoicing & Payment.** Mission First Cyber invoices after delivery, submitting each invoice to the Designated Billing Office shown on the delivery order in accordance with contract clause A.1.28. Invoices are submitted through the system the ordering agency requires: PIEE/Wide Area Workflow (WAWF) for Department of Defense orders, the NASA Shared Services Center (NSSC) for NASA orders, and the Treasury Invoice Processing Platform (IPP) or the agency's designated portal for other civilian orders. Payment terms are Net 30 by Electronic Funds Transfer in accordance with the Prompt Payment Act. Government Purchase Card orders are processed directly by Mission First Cyber and include a 3% card processing fee. Third-party payment services are never required.
6. **Modifications.** Any change to an existing order is routed through the SEWP PMO in the same way as the original order.

Some agencies have special requirements for issuing IT orders; it is the issuing Contracting Officer's responsibility to be aware of agency-specific policies. SEWP does not require agencies to use intermediary procurement offices except as directed by their own internal policies.

Program Support Contacts

Role	Name	Phone	Email
SEWP Program Manager (contract & order issues)	Courtney Deuchler	443-812-1252	courtney.deuchler@missionfirstcyber.com
SEWP Deputy Program Manager	Adriana Rosencranz	443-422-0133	adriana.rosencranz@missionfirstcyber.com
SEWP Sales Team (quotes)	Sales Team	833.612.9237	sales@missionfirstcyber.com
General SEWP Inquiries	Mission First Cyber	833.612.9237	contact@missionfirstcyber.com
Technical Support / Warranty	Support Team	833.612.9237	warranty@missionfirstcyber.com
Software Licensing & Renewals	Sales Team	833.612.9237	sales@missionfirstcyber.com
Accounts Receivable / Invoicing	Sales Team	833.612.9237	sales@missionfirstcyber.com

NASA SEWP Program Management Office (PMO)

Help Desk: help@sewp.nasa.gov | (301) 286-1478

Orders: sewporders@sewp.nasa.gov | Fax (301) 286-0317

Hours: Monday through Friday, 7:30 AM to 6:00 PM ET

Website: <https://www.sewp.nasa.gov> | SEWP VI: <https://www.sewp.nasa.gov/sewpvi/>

Warranty, Support & Post-Delivery Policy

Installation: Professional installation and configuration services are available and quoted separately on request.

Basic Warranty: All products carry the Original Equipment Manufacturer (OEM) standard commercial warranty; warranty terms are stated on each quote. Mission First Cyber sources only from OEMs and OEM-authorized distributors.

Extended Warranty & Maintenance: OEM extended warranties, maintenance contracts, and software maintenance / subscription renewals are available and quoted as separate line items.

Technical Support: First-line support for products purchased under our SEWP contract is provided by Mission First Cyber's support team, with escalation to the OEM as needed. We manage OEM escalation, RMA, and advance replacement on the customer's behalf.

Software Support: License keys, activation, and vendor support entitlements are delivered electronically to the ordering point of contact. Renewal reminders are sent 60 days before expiration.

Returns / DOA: Dead-on-arrival or mis-shipped items reported within 30 days of receipt are replaced or credited at no charge, subject to OEM return policies.

Support Hours: Monday through Friday, 9:00 AM to 5:00 PM ET, excluding federal holidays.

Troubleshooting an Order

If there is a problem with an order, such as a missing SEWP Control Number, a delivery delay, an incorrect or damaged item, an invoice question, or a needed modification, use the contacts below.

Order issues and modifications

- **SEWP Program Manager:** Courtney Deuchler | 443-812-1252 | courtney.deuchler@missionfirstcyber.com
- **SEWP Deputy Program Manager:** Adriana Rosencranz | 443-422-0133 | adriana.rosencranz@missionfirstcyber.com

Invoices and billing

- **Accounts Receivable:** sales@missionfirstcyber.com | 833.612.9237

Warranty, returns, and technical issues

- **Technical Support / Warranty:** warranty@missionfirstcyber.com | 833.612.9237

SEWP tools and order routing

- **NASA SEWP Help Desk:** help@sewp.nasa.gov | (301) 286-1478 | Monday through Friday, 7:30 AM to 6:00 PM ET

This ordering guide is updated within 10 business days of any SEWP VI contract modification. The current version is always available at <https://www.missionfirstcyber.com/sewp-vi>.