EDC Consulting LLC
NASA SEWP VI Ordering Guide

(Categories B and C)

Version 1.0 · Effective November 1, 2026

1. About EDC Consulting

For over twenty years, EDC Consulting has delivered mission-critical IT solutions to the Department of Defense, Federal agencies, the Department of Homeland Security, State & Local customers and the private sector. EDC's core expertise is providing Business System Integration, IT, Cloud and Cybersecurity services, along with System Engineering, Software Development, Data Analytics, Business Intelligence, GIS and end-user support using agile and lean processes for rapid results. We don't just support the mission— we're part of it. EDC Consulting is a Service-Disabled Veteran-Owned Small Business (SDVOSB) headquartered in Tysons Corner, Virginia. Founded on the principles of Esprit de Corps— the spirit of shared purpose and commitment. EDC has grown into one of the federal sector's most trusted IT and business systems integrators. We've fine-tuned our craft through many years of experience, military discipline, enterprise-grade rigor and small business agility —every engagement, every time.

Main Office

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2. About the NASA SEWP VI Program

The NASA SEWP (Solutions for Enterprise-Wide Procurement) program, 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; SEWP has continually evolved over the past 30 years, expanding its scope to meet the requests of its customers. The SEWP

vehicle represents acquisition innovation within the Federal Government. The program is self-funded through usage fees (0.34%) and provides all Federal agencies with acquisition support — more than 50,000 orders a year.

Who may use SEWP: All federal agencies — civilian, Department of Defense, and other authorized federal organizations — as well as federal contractors purchasing on behalf of an agency where that authority has been established by the agency contracting officer.

3. EDC's SEWP VI Contract Information

Company	EDC Consulting LLC
SEWP VI Contract Number — Category B	80TECH26D1055
Category B Scope	Enterprise-Wide ITC/AV Service Solutions
SEWP VI Contract Number — Category C	80TECH26D0924
Category C Scope	Mission-Based ITC/AV Service Solutions
Contract Type	GWAC
Period of Performance	November 2026 – October 2036
***SEWP Surcharge**	0.34%
UEI	WCVMGHCG9LA7
CAGE Code	4AB54
Geographic Coverage	CONUS, OCONUS (by mutually agreed delivery arrangement)
EDC SEWP VI Webpage	http://edcconsulting.com/contracts/nasasewpvi

*The 0.34% surcharge is the SEWP Program's government-wide administrative and usage fee — a fixed rate set by the SEWP Program Office, applied to every order placed under any SEWP contract, and remitted to NASA SEWP via Pay.gov. It is not an EDC charge.

4. Fair Opportunity

EDC Consulting's SEWP VI contracts are part of a multi-award Government-Wide Acquisition Contract. Orders are placed competitively at the individual order level.

Contract §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 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.

5. What's in Scope for SEWP VI

SEWP is designed to provide a broad suite of Information Technology, Communication and Audio Visual (ITC/AV) solutions and services. Technology is ever-evolving, and SEWP's processes enable Contract Holders to add new commercial technology and IT services to their contracts daily, as requested by customers. The SEWP Contracts were awarded by scope category:

- **Category B: Enterprise-Wide ITC/AV Service Solutions (Contract #: 80TECH26D1055)**
- **Category C: Mission-Based ITC/AV Service Solutions (Contract #: 80TECH26D0924)**

Category B covers enterprise-wide strategic solutions that improve and enhance an agency's ITC/AV infrastructure — cloud services, managed services, and shared services such as agency-wide help desk and ticketing systems. It is intended for large-scale requirements involving multiple departments, locations, customers, or field offices within an agency.

Category C covers technology services tied to a specific agency mission or program: custom computer programming; telecommunications services including network operations; ITC/AV engineering and design; data processing, hosting, and analysis; ITC/AV and network operations and computer facilities management; ITC/AV management, consulting, and educational services; digital government services; and cybersecurity and security systems services.

Where EDC Focuses

Within Categories B and C, EDC brings depth in:

- Business and financial management systems implementation, modernization, sustainment, and post-production support for federal financial, business systems and other ERP programs.
- Cybersecurity — security architecture, compliance and controls implementation, continuous monitoring, and security operations support
- Cloud and infrastructure modernization — migration, managed services, and operations for enterprise environments
- System Engineering, Software Development, Agile/DevOps
- Data Analytics and Business Intelligence — data engineering, reporting, and decision support for mission and business operations
- IT service management — enterprise service desk, ITSM process design, and end-user support

Scope determinations. Technical areas are representative, not all-inclusive. If you would like SEWP to determine whether your requirement is within scope of the SEWP VI contract, send an overview and/or bill of materials (BOM) to help@sewp.nasa.gov and the PMO will review and provide feedback. You may also contact the EDC SEWP Program Manager, who will confirm scope before you invest effort in an RFQ.

6. How to Obtain a Quote

Preferred Method — SEWP Quote Request Tool
Issue Requests for Quote, Requests for Information, and Market Research Requests through the SEWP Quote Request Tool (QRT) at www.sewp.nasa.gov. Using the QRT provides and documents fair opportunity, confirms that quoted items and services are on contract and correctly priced, and routes the request to EDC automatically.

EDC SEWP Program Support Contacts

Role	Name	Email	Phone
SEWP Program Manager	Madison McConnell	madison.mcconnell@edcconsulting.com	202.938.0040
SEWP Deputy Program Manager	Adam Kaplan	adam.kaplan@edcconsulting.com	703.639.0568

The EDC SEWP Program Manager and Deputy Program Manager serve as the points of contact for quotes and sales inquiries, installation and warranty questions, technical and software support, post-delivery issues, and order troubleshooting.

Information to Include in a Quote Request
Requirement description or statement of work; applicable category (B or C); place of performance; period of performance; required delivery or start date; agency and point of contact; contract type sought; and any applicable set-aside or socioeconomic requirement.

Quote Turnaround and Validity
EDC acknowledges SEWP quote requests within one business day. Standard quotes are returned within three business days. For complex enterprise requirements, EDC provides a firm quote delivery date within two business days of receipt.

Every EDC quote states the period for which it remains valid, and EDC honors any order submitted within that stated period, in accordance with contract §A.1.13. Unless otherwise stated on the quote, EDC quotes are valid for 30 days from the date of issue.

7. Ordering Process

The internal ordering process of each Agency varies. The process and accompanying 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).

a. An end user determines a requirement and generates a Purchase Request (PR).
b. The PR, along with any necessary funding information, is sent to that Agency's procurement office, which results in issuance of a Delivery Order. Any valid Federal Agency DO form and the associated Delivery Order number may be used. The SEWP PMO does not issue DOs — these must be issued through the issuing Agency's procurement office.
c. The DO references the applicable EDC SEWP VI contract number — 80TECH26D1055 (Category B) or 80TECH26D0924 (Category C) and the EDC quote number.
d. The SEWP PMO reviews, processes, and tracks issued DOs and forwards them to the Contract Holder. The PMO validates that the order is from a federal agency or authorized federal contractor and includes a valid contract number, signature, date, and total dollar amount.
e. EDC confirms receipt and provides a point of contact and performance schedule.
f. Some Agencies have special requirements for issuing IT Delivery Orders. It is the issuing Agency's Contracting Officer's responsibility to be aware of Agency-specific policies regarding issuing orders via an existing contract vehicle or Government-Wide Acquisition Contract. There are no requirements under the SEWP Contracts for issuing Agencies to use other intermediary procurement offices, except as directed through their own internal policies.

If modifications are made to any order, those modifications must also route through the SEWP Program Management Office.

Contract types available. SEWP VI permits firm fixed price, time and materials, labor hour, fixed price award fee, fixed price incentive fee, fixed price economic price adjustment, and hybrid commercial contract types at the order level.

Invoicing and Payment
EDC invoices in accordance with the payment instructions in each delivery order. Invoices are submitted electronically through the system designated by the ordering agency:

- **Department of Defense orders** — Wide Area Workflow (WAWF) within the Procurement Integrated Enterprise Environment (PIEE), in accordance with DFARS 252.232-7003 and 252.232-7006. WAWF is EDC's preferred invoicing method where the ordering agency supports it.
- **Civilian agency orders** — the U.S. Treasury Invoice Processing Platform (IPP) or the agency-designated electronic invoicing portal.

Where a delivery order specifies a different method or additional agency-specific requirements, EDC follows the instructions in that order.

Invoicing frequency follows the contract type. Time-and-materials and labor-hour orders are invoiced monthly in arrears. Firm-fixed-price orders are invoiced on completion of the applicable deliverable, milestone, or billing period, unless the order specifies otherwise.

Payment terms are Net 30, governed by the Prompt Payment Act (31 U.S.C. § 3903) and FAR 52.232-25: payment is due 30 days from the later of the date a proper invoice is received or the date of Government acceptance. Payment is made by electronic funds transfer using the remittance information in EDC's active SAM.gov registration.

Each EDC invoice references the applicable SEWP VI contract number — 80TECH26D1055 (Category B) or 80TECH26D0924 (Category C) the delivery order number, the period of performance covered, and the CLIN or line item structure of the order. Direct invoice and payment questions to Adam Kaplan at adam.kaplan@edcconsulting.com or 703.639.0568.

The 0.34% SEWP program surcharge is not invoiced to the customer as a separate line item. It is remitted by EDC directly to NASA SEWP via Pay.gov.

8. Installation, Warranty, and Post-Delivery Support

Services warranty. EDC warrants that all services performed under a SEWP VI order will be rendered in a professional and workmanlike manner by qualified personnel in accordance with the requirements of the applicable order. If services do not conform, notify the EDC Program

Manager; EDC will re-perform the non-conforming work at no additional cost to the Government, subject to the terms of the applicable order.

Product and third-party warranty. Where hardware, software, or third-party items are provided in support of a services solution, EDC passes through the full manufacturer or publisher warranty without diminishment. Basic warranty terms are identified on the quote.

Extended warranty and maintenance. Extended warranty, maintenance, and support options are quoted and priced at the order level and documented on the applicable quote.

Installation and integration. Installation, configuration, integration, testing, and training are scoped, priced, and scheduled at the order level. EDC coordinates site access, security and clearance requirements, and scheduling with the designated agency point of contact prior to mobilization.

Technical and software support. Software licensing, maintenance, and technical support follow the publisher's standard terms unless the order specifies otherwise. EDC coordinates license registration and entitlement transfer to the Government end user.

Post-delivery issues. Report post-delivery issues to the EDC SEWP Deputy Program Manager, Adam Kaplan, at adam.kaplan@edcconsulting.com or 703.639.0568. EDC acknowledges within one business day, provides an assessment and remediation plan, and keeps the customer point of contact informed until closure.

9. Troubleshooting a Problematic Order

If an order is delayed, incorrect, or otherwise not proceeding as expected, use the escalation path below. If you do not receive a response within the target time, escalate to the next step.

Step 1 — SEWP Deputy Program Manager
Adam Kaplan · adam.kaplan@edcconsulting.com · 703.639.0568
Order status, delivery schedules, invoicing questions, configuration or quantity discrepancies, and delivery order modifications. *Target response: one business day.*

Step 2 — SEWP Program Manager
Madison McConnell · madison.mcconnell@edcconsulting.com · 202.938.0040
Unresolved issues, contract-level questions, performance concerns, or any matter requiring EDC executive attention. *Target response: one business day.*

Step 3 — NASA SEWP Program Management Office
Customers may contact the SEWP PMO at any time for order validation, problem determination, escalation, and resolution by emailing help@sewp.nasa.gov or calling the Customer Help Desk at (301) 286-1478.

When reporting an issue, provide: SEWP order number, EDC contract number, agency and point of contact, order date, and a description of the problem.

10. How to contact the NASA SEWP VI Program Office

SEWP PMO Hours: Monday–Friday, 7:30 AM – 6:00 PM (ET)
Email: help@sewp.nasa.gov
Customer Help Desk: (301) 286-1478
Website: www.sewp.nasa.gov

11. Resources and Links:

- NASA SEWP Program Home: www.sewp.nasa.gov
- SEWP Quote Request Tool (QRT): www.sewp.nasa.gov
- EDC Consulting Home: www.edcconsulting.com

12. Document Control

This ordering guide is published on EDC Consulting's SEWP VI webpage in downloadable and printable form. It is available prior to placement of the first delivery order following contract award, and updated versions are published no later than 10 business days following each contract modification, in accordance with SEWP Statement of Work §A.6. Content complies with the requirements of the Contract Holder User Manual (CHUM), Attachment C.

Guide owner: Adam Kaplan, Deputy Program Manager, EDC NASA SEWP VI PMO. Tel: (703) 639-0568, adam.kaplan@

Version	Date	Summary of Change
1.0	September 1, 2026	Initial publication