



SUBSIDIUM INC.

NASA SEWP VI ORDERING GUIDE

Category B – Enterprise-wide ITC/AV Service Solutions

Contract 80TECH26D1623

Category C – ITC/AV Mission-Based Services

Contract 80TECH26D1515

1. About Subsidium and SEWP VI

Subsidium, Inc. is a global provider of engineering, systems integration, technical, and programmatic services to Government and commercial customers. The company delivers mission-critical services to Department of Defense (DoD) customers throughout the continental United States (CONUS), outside the continental United States (OCONUS), and in forward-deployed environments. Subsidium's approach emphasizes innovation, flexibility, mission focus, and practical solutions to complex and evolving operational challenges. Its employees are committed to mission accomplishment, customer success, and organizational excellence.

Subsidium is also a NASA Solutions for Enterprise-Wide Procurement (SEWP) VI Contract Holder in Categories B and C. Through SEWP VI, Subsidium can support federal customers with enterprise-wide and mission-based Information Technology, Communications, and Audio-Visual (ITC/AV) services and solutions, consistent with the scope and terms of its awarded contracts.

Category B covers enterprise-wide ITC/AV service solutions. Category C covers mission-based ITC/AV services. Ancillary products may support the applicable services requirement when within the scope and terms of the selected category.

2. Subsidium SEWP VI Contract Information

Item	Subsidium Information
Contract Holder	Subsidium Inc.
Category B Contract	80TECH26D1623
Category C Contract	80TECH26D1515
Contract Type	Multiple-award GWAC
Primary NAICS Code	541611 – Administrative Management and General Management Consulting Services
Business Address	9309 Center St., Suite 103, Manassas, VA 20110-5599
Corporate Phone	(540) 743-1799
Subsidium SEWP VI Webpage	https://www.subsidium.us/sewp-vi
SEWP Contract Holder Public Page	https://www.sewp.nasa.gov/sewpvi/sewppublic/contractholders#/detail/894
SEWP VI Ordering Period	November 1, 2026 – October 31, 2036



3. Program Support and Customer Contacts

Subsidium Inc. is committed to providing responsive support throughout the SEWP VI ordering process and after delivery. Our designated representatives are available to assist customers with requests for quotations, order-related questions, installation and warranty matters, technical and software support, post-delivery issues, and troubleshooting of problematic orders.

The appropriate Subsidium points of contact for each support function are provided below. Customers are encouraged to contact the representative associated with their specific need to ensure timely assistance.

Function	Name	Email	Telephone
SEWP Program Manager	Patrick Narod	patrick.narod@subsidium.us	540-743-1799 ext 249
SEWP Deputy Program Manager	John Hilkert	john.hilkert@subsidium.us	540-743-1799 ext 252
Quotes / Sales	Chris Clark	chris.clark@subsidium.us	540-842-2556
Order Issues / Post-Delivery Support	Subsidium Program Management Team	sewpvi@subsidium.us	540-743-1799
Technical / Software Support	Ashley Beahm	ashley.beahm@subsidium.us	540-743-1799 ext 243
Installation / Warranty Support	Ashley Beahm	ashley.beahm@subsidium.us	540-743-1799 ext 243

4. Fair Opportunity

SEWP VI is a multiple-award Government-Wide Acquisition Contract (GWAC). Ordering activities are responsible for providing Fair Opportunity in accordance with FAR Part 16 and applicable agency procedures. Within an individual SEWP VI category, all applicable Contract Holders must be considered unless an authorized exception to Fair Opportunity applies and is properly documented. NASA's SEWP Quote Request Tool (QRT) supports the Fair Opportunity process by providing the applicable Contract Holder groupings. The ordering activity remains responsible for its acquisition strategy, source selection, and required acquisition documentation.

5. How to Obtain a Quote

1. Define the requirement, including scope, statement of work/performance work statement, period of performance, delivery locations, applicable security/accessibility requirements, and desired contract type.
2. Select the appropriate SEWP VI category. Use Category B for an enterprise-wide ITC/AV service solution and Category C for a mission-based ITC/AV service requirement, consistent with the contract scope.
3. Use the NASA SEWP Quote Request Tool (QRT) when appropriate to conduct market research or request quotations. Customer selections such as category, NAICS, business size/set-aside, and other criteria affect which Contract Holders receive the request.
4. For a Request for Quote (RFQ) or Market Research Request (MRR), Subsidium may quote only offerings/CLINs that are on its applicable SEWP VI contract at the time the quote is issued. The quote must be supported by the required matching CLIN verification file.
5. Evaluate quotations using the ordering activity's stated best-value factors and document fair opportunity as required by the FAR and agency procedures.
 - A. Define the requirement, including scope, statement of work/performance work statement, period of performance, delivery locations, applicable security/accessibility requirements, and desired contract type.



- B. Select the appropriate SEWP VI category. Use Category B for an enterprise-wide ITC/AV service solution and Category C for a mission-based ITC/AV service requirement, consistent with the contract scope.
 - C. Use the NASA SEWP Quote Request Tool (QRT) when appropriate to conduct market research or request quotations. Customer selections such as category, NAICS, business size/set-aside, and other criteria affect which Contract Holders receive the request.
 - D. Customers may use a Request for Information (RFI) to obtain technical or market information before requesting a quotation. RFI responses are informational and are not verified by the SEWP PMO as quotations.
 - E. For a Request for Quote (RFQ) or Market Research Request (MRR), Subsidium may quote only offerings/CLINs that are on its applicable SEWP VI contract at the time the quote is issued. The quote must be supported by the required matching CLIN verification file.
 - F. Evaluate quotations using the ordering activity's stated best-value factors and document Fair Opportunity as required by the FAR and agency procedures.
 - G. Issue the order using Subsidium's applicable SEWP VI contract number and submit the order to the SEWP Program Management Office (PMO) for processing.
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6. Quote and Pricing Rules

- All quoted CLINs for RFQs/MRRs must be on Subsidium's applicable SEWP VI contract and the verification file must match the quote.
- Pricing on an order may not exceed the applicable SEWP Database of Record price at the governing order date. Subsidium may offer lower prices where permitted.
- Quotes must indicate the period for which they are valid.
- The SEWP Agency Administrative Handling Fee is included within quoted offering prices and is not shown as a separate SEWP fee line item. The contract permits a fee not to exceed 0.34%; customers should rely on the current SEWP-published rate.
- Any credit-card surcharge, if applicable, must be disclosed in the quote in accordance with SEWP rules and applicable law; it cannot be added after quote submission if it was not quoted.

7. Placing an Order

Delivery/task orders should include the Delivery Order number, the applicable SEWP quote, issue date, Subsidium's applicable SEWP VI contract number, applicable NAICS code, contract type, Subsidium mailing address and telephone number, issuing office and ship-to office information, total order amount, Contracting Officer signature and telephone number, date signed, and the applicable line items and pricing. Service orders should also identify the applicable period of performance and any order-specific terms and conditions.

SEWP orders must be routed through the NASA SEWP Program Management Office (PMO) for processing. Subsidium will not begin fulfillment of an order until the SEWP PMO has assigned a SEWP Control Number (SCN), except where SEWP procedures expressly permit processing of an eligible credit-card micro-purchase. If an order is sent directly to Subsidium, Subsidium will ensure that the order is transmitted to the SEWP PMO for processing.



SEWP order submission: sewporders@sewp.nasa.gov

8. Order Administration and Post-Delivery Support

Subsidium remains responsible as the prime Contract Holder for complete order fulfillment, including work performed by subcontractors. Order-specific delivery schedules, acceptance criteria, warranties, security requirements, licensing terms, and other mutually agreed terms should be stated in the order. The SEWP contract terms control if an order-level term conflicts with the governing SEWP contract.

After shipment, applicable tracking information is provided through CHOP. For installation, basic or extended warranty, technical support, software support, returns, delivery issues, or other post-delivery matters, contact the Subsidium support contact identified in Section 3. For unresolved SEWP process questions, the SEWP Contract Holder/Customer support channels may also be used.

9. NASA SEWP Contact Information

Resource	Contact
NASA SEWP Website	https://www.sewp.nasa.gov
SEWP Customer Help Desk	help@sewp.nasa.gov (301) 286-1478
SEWP Order Submission	sewporders@sewp.nasa.gov
SEWP Contract Holder Help	chhelp@sewp.nasa.gov (301) 286-4555

10. Important Customer Notes

- Only offerings within the applicable Subsidium SEWP VI contract/category and current SEWP Database of Record may be quoted for an RFQ/MRR.
- Customer-specific requirements may impose additional terms, clauses, security, accessibility, delivery, or reporting obligations.
- SEWP VI Category B and Category C are service-focused categories; customers should select the category that matches the nature of the requirement.
- For questions about whether a specific requirement is within SEWP scope, customers may contact the NASA SEWP Help Desk.