IT PARTNERS, INC

EXPERIENCE MATTERS

FEDERAL ACQUISITION / CUSTOMER ORDERING GUIDE

NASA SEWP VI

Ordering Guide
Version: 2

NASA SEWP VI
Solutions for Enterprise-Wide Procurement
Contract Holder

CONTRACT HOLDER	**IT Partners, Inc.**
CATEGORY B	**80TECH26D1444**
CATEGORY C	**80TECH26D0541**
ORDERING PERIOD	11/1/2026 - 10/31/2036

IT PARTNERS, INC.
13800 Coppermine Rd | Herndon, VA 20171 | www.itpfed.com

1.1 ABOUT NASA SEWP

NASA Solutions for Enterprise-Wide Procurement (SEWP) is a premier Government-Wide Acquisition Contract (GWAC) that provides federal agencies with streamlined access to information technology, communications, audio-visual solutions, and related services.

Managed by NASA, SEWP enables agencies to rapidly acquire innovative, competitively priced technology solutions that support both enterprise and mission-specific requirements. The SEWP VI program is self-funded through usage fees (0.34%). NASA SEWP VI is available to all Federal Government agencies, including civilian and Department of Defense organizations, as well as authorized federal contractors purchasing on behalf of the government in support of approved contracts. For more information on NASA SEWP VI, visit the SEWP VI Homepage: www.sewp.nasa.gov/sewpvi/

2.1 IT PARTNERS INC. (ITP) SEWP VI CONTRACT INFORMATION

Contract Holder:	IT Partners, Inc.
Contractor Holder Cage:	5VZB1
Contractor Holder UEI:	MC14E2K22EY4
Contract Vehicle:	NASA SEWP VI
Category B Contract:	80TECH26D1444
Category C Contract:	80TECH26D0541
Contract Ordering Period:	11/1/2026 - 10/31/2036
Contractor Website:	www.itpfed.com

3.1 IT PARTNERS INC. (ITP) SERVICES

Through SEWP VI, IT Partners Inc. delivers a full range of Information Technology, Communications, and Audio-Visual (ITC/AV) services and solutions services across SEWP VI Contract Categories B and C.

Category B	Category C
Enterprise-Wide ITC/AV Service Solutions	**Mission-Based ITC/AV Service Solutions**
Provides strategic, agency-wide IT services and solutions, including cloud, managed services, shared services, and enterprise infrastructure modernization initiatives.	Provides specialized technology services that directly support agency missions, including software development, cybersecurity, network operations, systems engineering, telecommunications, and data analytics.

4.1 SEWP PROGRAM SUPPORT CONTACTS FOR IT PARTNERS (ITP)

PROGRAM MANAGER
Christine Cecchini
Email cjcecchini@itpfed.com
Phone 877-288-6044 ext 3

DEPUTY PROGRAM MANAGER
Tracy Denny
Email tracy.denny@itpfed.com
Phone 877-288-6044 ext 6

5.1 SEWP VI ORDERING PROCESS

Ordering through SEWP VI is a straightforward process designed to provide agencies with timely access to technology products, solutions, and services.

01	**Define the Requirement** The requesting organization develops its requirement, including the statement of work, product list, or performance objectives, and identifies available funding.
02	**Submit the Requirement for Quote** The agency submits the requirement through the NASA SEWP Quote Request Tool, to obtain pricing and technical responses from qualified contract holders. SEWP Quote Request Tool (QRT): https://www.sewp.nasa.gov
03	**Evaluate Responses** The ordering agency evaluates quotations and determines the best-value solution in accordance with applicable procurement procedures.
04	**Issue a Delivery Order** The agency's warranted Contracting Officer issues a delivery order under the SEWP VI contract vehicle.
05	**Order Processing and Performance** The ordering agency or ITP submits the order to sewporders@sewp.nasa.gov for processing. ITP begins fulfillment only after receiving the processed order from the SEWP Program Management Office with an assigned SEWP Control Number (SCN).
06	**Process Modifications, as Required** Order modifications are issued by the ordering agency and submitted to sewporders@sewp.nasa.gov for processing. ITP implements a modification only after receiving confirmation that the SEWP Program Management Office has processed it.

ORDERING AUTHORITY: While NASA SEWP serves as the contract vehicle, individual task and delivery orders are issued and administered by the ordering agency's warranted Contracting Officer or designated representative, who maintains responsibility for the acquisition and order management process.

6.1 REQUESTING A QUOTE FROM IT PARTNERS INC.

Ordering agencies may issue a Request for Quote (RFQ) directly to one or more NASA SEWP VI Contract Holders when conducting market research or soliciting quotations for a specific requirement. The RFQ should include sufficient information regarding the scope, technical requirements, period of performance, evaluation criteria, and any applicable terms and conditions to enable Contract Holders to prepare responsive quotations. The ordering agency's warranted Contracting Officer remains responsible for the solicitation, evaluation, award decision, and administration of any resulting task or delivery order. For requests originating in the NASA SEWP Quote Request Tool (QRT), ITP submits quotations and revisions through the Contract Holder Only Page (CHOP), in accordance with CHUM requirements. Direct quote submissions are subject to applicable CHUM exceptions and customer instructions. Contacting ITP directly does not replace applicable fair-opportunity requirements. To request a quote from IT Partners, Inc. please contact:

ITP SEWP QUOTE REQUEST

Christine Cecchini, ITP SEWP VI PM
Email cjcecchini@itpfed.com
Phone 877-288-6044 ext 3

7.1 FAIR OPPORTUNITY

The ordering Contracting Officer provides eligible contract holders fair opportunity in accordance with FAR 16.505(b), including applicable thresholds, exceptions, and set-aside procedures. The FAR states that the method to obtain fair opportunity is at the discretion of the Contracting Officer (CO) and that the CO must document the rationale for placement and price of each order. Using the SEWP online Quote Request Tool is the recommended method to assist in this activity and to augment the required decision documentation. The SEWP Quote Request Tool (QRT) will automatically include the Contract Holders within a selected Group or based on a suggested source.

8.1 INSTALLATION, WARRANTY, AND POST-DELIVERY SUPPORT

Installation, implementation, integration, acceptance support, warranty coverage, technical support, software maintenance, license support, help desk services, and other post-delivery services are dependent upon the specific solution and scope of the order. For professional services, support will be provided in accordance with the applicable task order, statement of work, service level requirements, and any negotiated terms and conditions. For products, software licenses, cloud services, or third-party solutions, applicable manufacturer, publisher, cloud service provider, or original equipment manufacturer (OEM) warranties and support provisions will apply, as identified in the contractor's quotation and incorporated into the resulting order.

Any applicable warranty, maintenance, sustainment, subscription, or post-delivery support terms will be clearly identified in the contractor's quotation and/or the resulting task or delivery order. Customers should retain all order documentation as the authoritative source for coverage periods, responsibilities, service levels, response times, escalation procedures, and points of contact.

Basic warranty coverage, including its duration, exclusions, and service provider, will be identified in the quotation and resulting order, as applicable. Customers may request available extended warranty options through the ITP SEWP VI Program Manager; coverage and pricing will be identified in the quotation and resulting order.

To arrange installation or request warranty, technical, or software support, contact the Program Manager listed below with the order number, affected item or service, and assistance requested. ITP will confirm applicable coverage and coordinate scheduling, service instructions, and any required return authorization with the responsible provider.
For questions regarding installation, implementation, acceptance, warranty coverage, maintenance, technical support, software support, service performance, or other post-delivery assistance, customers may contact:

ITP SEWP WARRANTY AND POST-DELIVERY SUPPORT

Christine Cecchini, ITP SEWP VI PM
Email cjcecchini@itpfed.com
Phone 877-288-6044 ext 3

9.1 ITP SEWP VI ORDER TROUBLESHOOTING

For assistance with an existing order, quotation, delivery status, invoicing, contract modifications, acceptance, service performance, licensing matters, or other order-related issues, customers should provide the following information, if available:

- SEWP RFQ, Market Research Request, or solicitation number
- Delivery Order or Task Order number and applicable SEWP VI contract number
- Ordering agency and Contracting Officer point of contact
- Contractor quote number and date
- Applicable Contract Line Item Number (CLIN), deliverable, product, software license, or service affected
- Description of the issue, including relevant supporting documentation and requested resolution
- Any applicable delivery, acceptance, performance, or response deadline

ITP SEWP ORDER TROUBLESHOOTING SUPPORT

Christine Cecchini, ITP SEWP VI PM
Email cjcecchini@itpfed.com
Phone 877-288-6044 ext 3

Upon receipt of an issue, the ITP SEWP VI PM will coordinate with the appropriate program, technical, service delivery, supplier, licensing, cloud service provider, or subcontractor personnel, as applicable, to facilitate timely resolution.

The Contractor will work collaboratively with the ordering agency to identify, track, communicate, and resolve issues affecting order performance, delivery, acceptance, invoicing, licensing, or contract administration. Customers may also contact the NASA SEWP Program Office or SEWP Customer Service Desk for assistance with SEWP-related ordering procedures or other program-level matters.

SEWP PROGRAM SUPPORT

SEWP Helpline
help@sewp.nasa.gov
(301) 286-1478

Program Management Office Hours
M-F, 7:30 AM - 6 PM (ET)
www.sewp.nasa.gov

10.1 ITP NASA SEWP ORDER GUIDE MAINTENANCE

IT Partners, Inc. maintains an electronic ordering guide suitable for downloading and printing by SEWP customers. The guide will be available before placement of the first delivery order after contract award. Updated versions will be available no later than 10 business days following each contract modification.