ORDERING GUIDE

NASA SEWP VI Ordering Guide

KeyLogic, LLC · Category B · Contract 80TECH26D1373

VERSION	REVISED	PROGRAM OFFICE
1.0	**2026-10-20**	michele.smith@keylogic.com

CURRENT VERSION
keylogic.com/nasa-sewp-vi

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1. Contract at a glance

SEWP VI contract number	80TECH26D1373
Scope category	Category B — Enterprise-Wide ITC/AV Service Solutions
Contract type	Government-Wide Acquisition Contract (GWAC), IDIQ
Socioeconomic status	Large Business
Ordering begins	November 1, 2026
Ordering period	Through October 31, 2036
SEWP administrative handling fee	0.34% maximum, included in the price we quote
Purchase card acceptance rate	3.5%
Unique Entity ID (UEI)	YSL4NDJMULJ1
CAGE code	1KWG7
NAICS codes	28 codes, large business under every one — see Appendix A
SEWP contract holder page	sewp.nasa.gov/sewpvi/sewppublic/chprovider/chdetail/700/
Company website	keylogic.com

2. About NASA SEWP VI

NASA SEWP (Solutions for Enterprise-Wide Procurement), pronounced "soup", provides Information Technology, Communication, and Audio-Visual (ITC/AV) solutions and services to all federal agencies and their approved contractors. Created in 1993, SEWP I was the first Government-Wide Acquisition Contract in the federal acquisition space. Over more than three decades the program has expanded its scope to meet customer demand and today supports tens of thousands of orders each year.

SEWP is self-funded through an administrative handling fee of 0.34%, among the lowest of any federal contract vehicle. That fee is included in the price quoted to the customer; agencies pay no separate charge to use SEWP. Ordering under SEWP VI begins November 1, 2026.

3. About KeyLogic

KeyLogic is an innovative mid-sized company that provides analytic and digital technology solutions to leading data-centric customers across the Federal Market. “Data to decisions” is our specialty, with insights that help clients navigate complex challenges. Our broad science and technology expertise coupled with unique analytical capabilities help clients make informed decisions, solve tough problems, and accelerate the technologies that maximize mission impact.

KeyLogic supports federal customers across DOE, DoD, EPA, NASA, and other agencies with mission management services, systems research and analysis, advanced analytics, digital transformation, and cybersecurity. KeyLogic holds DOE "Q" facility clearances as well as a GSA Multiple Award Schedule contract for information technology services (47QSWA18D008D). UEI YSL4NDJMULJ1 · CAGE 1KWG7

4. Fair opportunity

FAR 16.505(b)(1) provides that each contract holder shall be given a fair opportunity to be considered for each order exceeding the micro-purchase threshold issued under a multiple-award contract. The method of providing fair opportunity is at the discretion of the contracting officer, who documents the rationale for placement and price of each order.

The SEWP Quote Request Tool (QRT) is the recommended method for satisfying and documenting fair opportunity. The QRT automatically includes the contract holders within a selected group or based on a suggested source and produces the decision documentation the contracting officer retains in the order file. KeyLogic responds to every QRT request we receive within our scope category.

5. What is in scope for SEWP VI

SEWP VI provides a broad suite of Information Technology, Communication, and Audio-Visual (ITC/AV) solutions and services. Contract holders add new commercial technology and IT services to their contracts continuously, as customers request them. SEWP VI contracts were awarded in three scope categories:

CATEGORY	SCOPE	KEYLOGIC
A	ITC/AV Solutions	Not held
B	Enterprise-Wide ITC/AV Service Solutions	Contract holder
C	Mission-Based ITC/AV Service Solutions	Not held

> **Confirming scope before you order.** If you would like SEWP to determine whether your requirement falls within the scope of the SEWP VI contract, send an overview and/or bill of materials to help@sewp.nasa.gov. The SEWP Program Management Office reviews and responds quickly.

6. What KeyLogic delivers under Category B

Category B covers Enterprise-Wide ITC/AV Service Solutions — enterprise-scale services rather than product resale. KeyLogic delivers the following service areas under this contract, drawn from the combined bench of both venture members:

Cybersecurity & Information Assurance
Proactive monitoring, threat detection, migration and modernization, and compliance-driven security operations that keep critical environments resilient and audit-ready.

Advanced Analytics & Systems Engineering
Data engineering, analytic products, and systems engineering across the full lifecycle — requirements and architecture through integration and sustainment.

Enterprise Transformation
Program and project management that keeps complex initiatives on track, aligned, and measurable, with structured change management that drives adoption.

Budget and Financial Insights
Budget formulation and execution support, cost and performance reporting, and the financial documentation federal programs are graded on.

Energy Transition & Technical Analysis
Strategic energy transition support and interdisciplinary analysis for federal science and energy programs, including R&D evaluation and technology assessment.

Professional Support Services
Embedded staff augmentation and professional suppor across IT operations, service desk, end-user support, and enterprise information management.

Digital Solutions Innovation
Modern, secure applications and digital platforms built with Agile and DevSecOps practices, from targeted enhancements to full-scale modernization.

Communications and Outreach
Technical communications, documentation, and stakeholder outreach that make program results legible to sponsors, partners, and the public.

Requirements are scoped as services and priced against the labor categories on our SEWP VI contract. If you are unsure whether a requirement is best met as a service under Category B, contact us before issuing your request and we will help you frame it.

7. Your KeyLogic contacts

Either contact below reaches our SEWP VI program office for everything on this contract — quotes, delivery order questions, service delivery, and order issues. The Deputy Program Manager will respond when the Program Manager is unavailable.

ROLE	NAME	TELEPHONE	EMAIL
Program Manager	Michele Smith	443.539.9062	michele.smith@keylogic.com
Deputy Program Manager	Mary Catherine Pauley	443.539.9055	marycatherine.pauley@keylogic.com

General inquiries: info@keylogic.com

8. How to order

Each agency's internal ordering process varies. The process and forms for purchase requests and delivery orders issued against a SEWP contract are defined by the issuing agency, not by the NASA SEWP Program Management Office (PMO). The typical sequence is:

1. **Define the requirement.** The end user determines a requirement and generates a purchase request. Contact us at this stage if you would like help scoping the requirement as an enterprise-wide service.
2. **Request quotes.** Issue a request for quote through the SEWP Quote Request Tool, selecting Category B contract holders. This satisfies and documents fair opportunity under FAR 16.505(b)(1).
3. **Receive our quote.** We respond through the QRT with pricing, the period the quote remains valid, and a technical response addressing your requirement.
4. **Issue the delivery order.** Your procurement office issues the order. Any valid federal agency delivery order form and associated order number may be used. The SEWP PMO does not issue delivery orders.
5. **SEWP PMO processes the order.** The PMO reviews, processes, and tracks the issued order and forwards it to KeyLogic.
6. **Service commencement.** We acknowledge the order and begin the onboarding steps described in section 11.

> **Modifications to an existing order.** Any modification to an order must also route through the NASA SEWP Program Management Office. Email us first and we will coordinate the change with the PMO.

9. How to obtain a quote

The fastest route is the SEWP Quote Request Tool, which reaches every eligible Category B contract holder at once and creates your fair opportunity record automatically. To reach KeyLogic directly — to discuss a requirement, request a rough order of magnitude, or ask whether something is within scope — contact Michele Smith or Mary Catherine Pauley using the details in section 7.

Every quote we issue states the period for which it remains valid. We honor any order submitted within that period.

10. Fees and payment

Agency administrative handling fee

An agency administrative handling fee not to exceed **0.34%** of the total price applies to all orders under the SEWP VI contracts. This is the fee that funds the program, and it is among the lowest of any federal contract vehicle. Two procedural points matter to you as a customer, and both come from the contract:

- The fee is **included in the total price we quote**, inclusive of handling and travel costs. It may be rounded to the nearest whole dollar.
- The fee is **not listed separately** on a quote or an order. If you see a separate handling fee line, the quote is wrong — tell us.

We invoice the ordering agency for the entire amount of the order, including the fee, and remit the collected fees to NASA quarterly.

Government purchase card

We accept agency-approved purchase card payment regardless of order size. Our negotiated card acceptance rate is **3.5%**. If a card processing fee is to apply it must be quoted up front, using the PURCHASECARD-Z line item: a fee that was not specified on the quote cannot be added afterward, and the Government is not required to cover it. If you intend to pay by card, say so when you request the quote.

11. Service delivery, warranty, and post-delivery support

Under Category B we deliver services rather than resell products, so the commitments below describe service commencement, service warranty, and ongoing support rather than product return and repair.

Service commencement and onboarding

We acknowledge every delivery order within one business day of receipt from the SEWP Program Management Office and confirm a start date with your designated point of contact. Onboarding activities — personnel in-processing, security and badging actions, and access provisioning — begin on acknowledgment and are tracked to completion with your program office.

Basic service warranty

We warrant that all services are performed in a professional and workmanlike manner by qualified personnel and in accordance with the requirements of the delivery order. If any service does not conform, we re-perform it at no additional cost to the Government when the nonconformity is reported within 15 days of the affected deliverable's acceptance.

Optional service periods

Where a delivery order includes optional service periods, maintenance, or sustainment, the same service warranty applies for the full duration of each exercised period. Warranty and support for any third-party hardware or software is passed through on the original manufacturer's or publisher's terms, which we identify in the quote.

Technical support

Technical support is delivered by the team assigned to your delivery order and coordinated through the Program Manager. Requests are logged, tracked to closure, and reported through the status reporting cadence established for your order.

Support hours and response

Standard support hours are 8:00 AM to 5:00 PM ET, Monday through Friday, excluding federal holidays. Extended, on-call, or 24x7 coverage is available where a delivery order requires it and is priced in the quote.

12. Troubleshooting a problematic order

If anything about an order is not going as expected — a delayed start, a staffing question, an invoice discrepancy, or a service level not being met — contact us directly. We resolve issues at the lowest level possible and escalate on a defined clock rather than on request.

TIER	WHEN IT APPLIES	OWNER	RESPONSE COMMITMENT
1	Any question or concern about an active order	Program Manager (Michele Smith)	Acknowledged within 1 business day; status update every 2 business days until closed
2	Unresolved after 5 business days, or any issue affecting schedule, cost, or agreed service levels	Program Manager (Michele Smith)	Acknowledged within 1 business day; written resolution plan within 3 business days
3	Unresolved after 10 business days, or any dispute over order scope or terms	Program Manager (Michele Smith)	Senior-level response within 2 business days
4	Any matter the customer prefers to raise through the vehicle	NASA SEWP Program Management Office	help@sewp.nasa.gov / (301) 286-1478, per SEWP PMO practice

You do not need to work up the tiers yourself — we escalate on the clock above.

13. Contacting NASA SEWP

You may also raise any order or scope question directly with the NASA SEWP Program Management Office.

SEWP customer help desk	(301) 286-1478
Email	help@sewp.nasa.gov
SEWP PMO hours	Monday to Friday, 7:30 AM to 6:00 PM ET
Website	sewp.nasa.gov

14. Appendix A: NAICS and size standard crosswalk

KeyLogic, LLC represents as a **large business** under every NAICS code below. Size status is determined per code against the applicable SBA size standard; the table reflects our federal representations and certifications under FAR 52.2123(c), current as of October 20, 2026.

NAICS	DESCRIPTION	SBA SIZE STANDARD	SMALL BUSINESS
512191	Tele production and Other Postproduction Services	$39.0M	No
512290	Other Sound Recording Industries	$22.5M	No
513210 [a]	Software Publishers	$47.0M	No
516210	Subscription Services, Video OnDemand, Television Networks	$47.0M	No
517111	Wired Telecommunications Carriers	1,500 employees	No
517112	Wireless Telecommunications Carriers (except Satellite)	1,500 employees	No
517410	Satellite Telecommunications	$44.0M	No
517121	Telecommunication Resellers	1,500 employees	No
517810	All Other Telecommunications	$40.0M	No
518210	Computing Infrastructure Providers, Data Processing, Web Hosting, and Related Services	$40.0M	No
519290	Web Search Portals and All other Information Services	1,000 employees	No
541330	Engineering Services [b]	$25.5M	No
541430	Graphic Design Services	$9.0M	No
541490	Other Specialized Design Services	$13.5M	No
541511	Custom Computer Programming Services	$34.0M	No
541512	Computer Systems Design Services	$34.0M	No

NAICS	DESCRIPTION	SBA SIZE STANDARD	SMALL BUSINESS
541513	Computer Facilities Management Services	$37.0M	No
541519	Other Computer Related Services [c]	$34.0M	No
541613	Marketing Consulting Services	$19.0M	No
541614	Process, Physical Distribution, and Logistics Consulting Services	$20.0M	No
541618	Other Management Consulting Services	$19.0M	No
541611	Administrative Management and General Management Consulting Services	$24.5M	No
541690	Other Scientific and Technical Consulting Services	$19.0M	No
541715	Research and Development in the Physical, Engineering, and Life Sciences (except Nanotechnology and Biotechnology) [d]	1,000 employees	No
541990	All Other Professional, Scientific, and Technical Services	$19.5M	No
561621	Security Systems Services (except Locksmiths)	$21.5M	No
611420	Computer Training	$16.0M	No
611710	Educational Support Services	$15.0M	No

a. 513210 exception for purposes of Government procurement, the purchase of software subject to potential waiver of the nonmanufacturer rule pursuant to § 121.1203(d) should be classified under this NAICS code.
b. 541330 exceptions carry a $47.0M standard: military and aerospace equipment and military weapons; contracts and subcontracts for engineering services awarded under the National Energy Policy Act of 1992; marine engineering and naval architecture.
c. 541519 exception for Information Technology Value Added Resellers carries a 150-employee standard.
d. 541715 exceptions carry employee-based standards: aircraft, aircraft engine and engine parts, 1,500; other aircraft parts and auxiliary equipment, 1,250; guided missiles and space vehicles, their propulsion units and propulsion parts, 1,300.
