



NASA SEWP VI Ordering Guide

CVTEK-JV, LLC

Category C – Mission-Based ITC/AV Service Solutions

Contract Number: 80TECH26D0731

Period of Performance: November 1, 2026 – October 31, 2036

Business Type: SBA Mentor-Protégé Joint Venture Small Business

UEI: SFZWNP27MLR3

Headquarters

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Version	Date	Revision Description
1.0	09/18/2026	Initial Release



ABOUT CVTEK-JV

CVTEK-JV, LLC (CVTEK) is an SBA-approved Mentor-Protégé Joint Venture between Choisis Technology, Inc. and ValidaTek, Inc. Formed to deliver best-value mission-focused technology solutions to Federal customers, CVTEK combines the agility and innovation of a growing small business with the maturity, process rigor, and technical depth of a leading federal IT contractor.

CVTEK provides mission-based services supporting:

- › IT Modernization
- › Cloud Engineering and Migration
- › Cybersecurity and Zero Trust Architectures
- › Data Management and Analytics
- › Enterprise Infrastructure Services
- › Application Development and DevSecOps
- › Program and Project Management
- › Emerging Technology Solutions

CVTEK maintains mature management systems and proven federal delivery processes aligned with ISO, CMMI, NIST, CMMC, and federal cybersecurity requirements.

NASA SEWP VI SCOPE

NASA SEWP VI provides Information Technology, Communications, and Audio Visual (ITC/AV) solutions and services. The contract contains three categories:

- › Category A – ITC/AV Solutions
- › Category B – Enterprise-Wide ITC/AV Service Solutions
- › Category C – Mission-Based ITC/AV Service Solutions

CVTEK-JV holds a Category C contract focused on mission-based service solutions supporting customer-specific requirements.

HOW TO OBTAIN A QUOTE

Customers may request quotes directly from CVTEK through any of the below methods. CVTEK will only quote items/services currently active in the SEWP Database of Record and will always clearly state the length of time our quotes are valid.

Option 1 – SEWP Quote Request Tool (Preferred)

The NASA SEWP Quote Request Tool (QRT) provides Federal agencies with a streamlined method for obtaining competitive quotes from SEWP contract holders.

Access the QRT through the SEWP website: www.sewp.nasa.gov



Option 2 – Direct Request to CVTEK

Requests for Information (RFIs), Market Research Requests (MRRs), Bills of Materials (BOMs), Statements of Work (SOWs), Performance Work Statements (PWSs), and Requests for Quotation (RFQs) may be submitted directly to:

SEWP Program Manager

James Barnes

james.barnes@cvtek.com

CVTEK will respond with:

- › Solution recommendations
- › Product pricing
- › Service pricing
- › Labor rate information
- › Technical clarification support
- › Delivery schedules
- › OEM sourcing and availability information

Typical response times will be based on the complexity of the request and customer requirements.

Fair Opportunity

FAR 16.505(b)(1) requires that all contract holders be provided fair opportunity to be considered for orders over applicable thresholds unless a statutory exception applies. The SEWP Quote Request Tool assists agencies in documenting and conducting fair opportunity competitions.

FAR 16.505(b)(1) states:

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.

ORDERING PROCESS

1. Customer submits a requirement via the SEWP QRT or directly to CVTEK.
2. CVTEK reviews requirements and develops a compliant response.
3. Customer evaluates responses and determines best value.
4. Contracting Officer issues a Delivery Order against the SEWP VI contract.
5. The SEWP Program Management Office receives and processes the order.
6. CVTEK executes delivery and performance requirements.
7. Customer receives ongoing contract administration and post-delivery support.

The issuing agency remains responsible for all agency-specific procurement procedures and approvals. The NASA SEWP PMO processes and tracks orders but does not issue Delivery Orders.

SEWP VI PROGRAM SUPPORT INFORMATION

Table 1: Primary Program Contacts

Role	Name	Email	Phone
SEWP Program Manager	James Barnes	james.barnes@cvtek.com	571-458-7400 ext 414
SEWP Deputy Program Manager	Danika Harmon	danika.harmon@cvtek.com	571-458-7400 ext 414

Table 2: Additional Program Support

Role	Name	Email	Phone
SEWP Support Team	CVTEK PMO	SEWP@cvtek.com	703-972-2272
Contracts Manager	Karima Sherdil	cvtek.contracts@cvtek.com	517-302-6423
NASA SEWP Help Desk www.sewp.nasa.gov		help@sewp.nasa.gov	(301) 286-1478 Hours: M-F, 7:30 AM-6:00 PM ET

Installation and Deployment Support

For services requiring implementation or deployment support, CVTEK provides:

- › Deployment planning
- › Configuration management
- › System installation
- › Integration support
- › Transition and onboarding services
- › Operational readiness reviews
- › Technical documentation

Deployment support requirements should be identified during the quotation process to ensure accurate scoping and pricing.

Warranty and Product Support

For commercial products acquired through SEWP VI:

- › Manufacturer warranties apply as provided by the Original Equipment Manufacturer (OEM).
- › Extended warranties may be purchased when available.
- › Maintenance agreements and support subscriptions may be included as separately priced Contract Line Item Numbers (CLINs).
- › Warranty terms are documented in the delivered quote and order documentation.

Customers requiring warranty support should contact the CVTEK Support Team, who will coordinate directly with the OEM as needed.

Technical Support and Post-Delivery Assistance

CVTEK provides post-award support including:

- › Order status inquiries
- › Delivery tracking
- › Warranty coordination
- › Maintenance renewals
- › Hardware replacement coordination



- › Software licensing support
- › Contract administration support
- › Escalation management

TROUBLESHOOTING AND ESCALATION PROCESS

For any order-related issue, customers should take the following steps:

Level 1 – Program Support

Contact the designated SEWP Program Manager, James Barnes (james.barnes@cvtek.com or 571-458-7400 ext 414) or CVTEK's support mailbox (SEWP@cvtek.com or 703-972-2272).

When contacting, please provide:

- › Delivery Order number
- › Agency name
- › Description of issue
- › Relevant vendor or OEM information

Level 2 – Management Escalation

If the issue is not resolved within an acceptable timeframe, the matter may be escalated to:

- › Deputy Program Manager – Danika Harmon, danika.harmon@cvtek.com, 571-458-7400 ext 414
- › Contracts Manager – Karima Sherdil, cvtek.contracts@cvtek.com, 517-302-6423

Level 3 – SEWP PMO Assistance

For unresolved contract vehicle issues, customers may contact:

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