CTI FEDERAL SOLUTIONS

GOVERNMENT-WIDE ACQUISITION CONTRACT

NASA SEWP VI Ordering Guide

Category A Contract Holder | Contract Number 80TECH26D0617

1. NASA SEWP VI Overview

NASA Solutions for Enterprise-Wide Procurement (SEWP), pronounced "soup," is a Government-Wide Acquisition Contract (GWAC) that enables federal agencies and authorized contractors to acquire Information Technology, Communications, and Audio-Visual (ITC/AV) products, solutions, and related services.

Established in 1993, the SEWP program has evolved from a technology-product procurement vehicle into a comprehensive acquisition resource supporting federal technology requirements. The program provides government customers with access to qualified contract holders, competitive solutions, and centralized acquisition support.

CTI holds a **SEWP VI Category A contract**, supporting federal customers with ITC/AV technology products, integrated solutions, and associated services within the scope of its contract.

NASA SEWP is administered by the SEWP Program Management Office (PMO), which provides acquisition guidance, facilitates ordering, and maintains oversight of the contract vehicle.

Fair Opportunity

Orders placed under NASA SEWP VI are subject to the fair opportunity requirements of FAR 16.505(b), as applicable.

For orders exceeding the applicable threshold, contracting officers generally must provide eligible contract holders a fair opportunity to be considered, unless an authorized exception applies. The ordering contracting officer determines the appropriate method of competition and documents the basis for the award.

NASA's online **Quote Request Tool (QRT)** provides a convenient method for soliciting quotations from eligible SEWP contract holders and supporting the ordering agency's acquisition documentation.

The QRT allows government customers to communicate requirements, obtain competitive quotations, and evaluate available solutions through the SEWP procurement environment.

2. CTI SEWP VI Program Contacts

SEWP PROGRAM MANAGER

Matthew Laszacs
CTI Federal Solutions
Email: Matthew.laszacs@cti.com
Phone: 202-938-0959
Alternate: 336-339-9177

SEWP DEPUTY PROGRAM MANAGER

Ali Small
CTI Federal Solutions
Email: Ali.small@cti.com
Phone: 202-644-9603

NASA SEWP PROGRAM MANAGEMENT OFFICE

SEWP Customer Support
Email: help@sewp.nasa.gov
Phone: 301-286-1478
Website: www.sewp.nasa.gov
SEWP PMO Support Hours: Monday–Friday, 7:30 a.m.–6:00 p.m. Eastern Time

3. SEWP VI Ordering Procedures

Initiating an Order

Each federal agency establishes its own internal procedures for identifying requirements, obtaining funding approval, and issuing delivery orders.

Typically, the acquisition process begins when a government end user identifies a technology requirement and prepares a purchase request. The request, along with the necessary funding documentation, is forwarded to the agency's contracting or procurement office.

The contracting office conducts the required acquisition activities and issues a delivery order against the appropriate NASA SEWP contract.

Agencies may use their authorized government delivery order forms and numbering conventions. NASA SEWP does not require a particular agency-specific purchase request or delivery order format.

Issuing Delivery Orders

Delivery orders are issued by the purchasing agency's authorized contracting office, not by the NASA SEWP PMO.

Once issued, delivery orders are routed through NASA SEWP for processing and transmission to the designated contract holder.

The SEWP PMO reviews and tracks orders issued under the program and forwards valid orders to the appropriate contractor for fulfillment.

Government customers should also ensure that any agency-specific procurement policies applicable to GWAC orders are satisfied. Responsibility for compliance with these internal requirements rests with the ordering agency and its contracting officer.

Order Modifications

Any changes to an existing SEWP delivery order must be issued by the authorized ordering contracting office.

Delivery order modifications must also be transmitted through the NASA SEWP PMO to ensure proper processing, documentation, and tracking.

4. Required Delivery Order Information

To facilitate accurate and timely processing, delivery orders issued to CTI under SEWP VI should include the following information:

1	**Delivery Order Number**	The ordering agency's official delivery order identifier.
2	**SEWP Contract Number**	80TECH26D0617.
3	**Contract Holder**	Conference Technologies, Inc. (CTI).
4	**Delivery Order Issue Date**	The date the order was issued.
5	**Issuing Office**	Agency name and complete mailing address.
6	**Ship-To Location**	Receiving organization and complete delivery address.
7	**CTI Quotation**	A valid CTI SEWP quotation supporting the products, services, quantities, and pricing ordered.
8	**Line-Item Detail**	Description, quantity, unit price, and extended price for each ordered item.
9	**Total Order Value**	The total dollar amount of the delivery order.
10	**Contracting Officer Authorization**	The authorized contracting officer's signature and signature date.
11	**Contracting Officer Contact Information**	Name and telephone number.
12	**CTI Contact Information**	Applicable contractor mailing address and telephone number.

CTI CORPORATE MAILING ADDRESS

Matthew Laszacs C/O Kelsie Foley
11653 Adie Rd
Maryland Heights, MO 63043

Incomplete or inconsistent order information may result in processing delays or require clarification before the order can be fulfilled.

5. General SEWP VI Order Flow

STEP 1
Government Customer / Contracting Officer
→
STEP 2
NASA SEWP Program Management Office
→
STEP 3
CTI Federal Solutions

Step 1 — Government Customer / Contracting Officer

The government customer identifies its requirements and conducts the appropriate market research to determine the best-value solution.

The ordering contracting officer then:

- Obtains and evaluates quotations as required.
- Selects the appropriate SEWP contract holder.
- Prepares a delivery order identifying CTI and its NASA SEWP contract number, **80TECH26D0617**.
- Submits the delivery order through the NASA SEWP ordering process.
- Completes any required agency-specific acquisition documentation.

Step 2 — NASA SEWP Program Management Office

Upon receipt of the delivery order, the SEWP PMO:

- Reviews the order for required information and processing requirements.
- Records and tracks the order within the SEWP program.
- Transmits the valid delivery order to CTI for fulfillment.

Step 3 — CTI Federal Solutions

Following receipt of the order, CTI:

- Reviews the delivery order for accuracy and consistency with the applicable quotation.
- Coordinates procurement, project execution, and fulfillment.

- Delivers the ordered equipment, software, and/or services in accordance with the delivery order.
- Provides applicable order status and delivery coordination.
- Invoices the ordering agency or authorized customer in accordance with the order's terms.

Order Flow: Government Customer → NASA SEWP PMO → CTI Federal Solutions

6. Requesting a CTI SEWP VI Quotation

Federal agencies and authorized contractors may request quotations for eligible ITC/AV products, solutions, and associated services through CTI.

Quotation requests may be initiated directly with CTI's SEWP Program Manager or Deputy Program Manager, or through NASA's online SEWP Quote Request Tool.

For assistance with product availability, technical requirements, solution configuration, or quotation preparation, please contact:

SEWP PROGRAM MANAGER
Matthew Laszacs
Matthew.laszacs@cti.com
202-938-0959

SEWP DEPUTY PROGRAM MANAGER
Ali Small
Ali.small@cti.com
202-644-9603

CTI can assist government customers with identifying suitable technology solutions and developing quotations consistent with the scope and requirements of its SEWP VI contract.

7. Delivery Order Support

For questions concerning CTI delivery orders, order status, fulfillment coordination, or post-delivery support, customers should contact CTI's SEWP Program Manager or Deputy Program Manager.

CTI will coordinate internally with its sales, procurement, engineering, and project delivery teams as appropriate to address customer requirements.

Questions concerning NASA SEWP program procedures or general ordering policies may also be directed to the NASA SEWP PMO.

8. NASA SEWP Program Fee

NASA SEWP VI includes a program fee of **0.34%**, which supports the administration and operation of the SEWP program.

The fee is incorporated into CTI's quoted prices and is not separately added as a line-item surcharge on customer quotations or delivery orders.

CTI is responsible for remitting applicable program fees to the NASA SEWP PMO in accordance with its contract requirements.

NASA SEWP reserves the right to adjust the program fee as necessary to support program operations.

9. Additional Information

For information about NASA SEWP VI, including the Quote Request Tool, ordering resources, and program guidance, visit:

NASA SEWP: www.sewp.nasa.gov

For CTI-specific SEWP VI quotation requests, ordering assistance, and delivery support, contact the CTI SEWP Program Manager or Deputy Program Manager listed above.

Conference Technologies, Inc. (CTI)
NASA SEWP VI Category A Contract Holder
Contract Number: 80TECH26D0617

CORPORATE MAILING ADDRESS
Matthew Laszacs C/O Kelsie Foley
11653 Adie Rd
Maryland Heights, MO 63043