

Olympus Solutions

SEWP VI Ordering Guide

SEWP VI CONTRACT NUMBER	80TECH26D1724
CATEGORY	C - Mission-Based ITC/AV Service Solutions
CONTRACT TYPE	Government-Wide Acquisition Contract (GWAC), multiple award
PERIOD OF PERFORMANCE	November 2026 – October 2036
SEWP SURCHARGE	0.34%
UEI	ZPFGQ7NGWPG6
CAGE CODE	8FXT5
MAIN OFFICE	Olympus Solutions, 140 S Beach St, Suite 404, Daytona Beach, FL 32114
PHONE / EMAIL	1-386-888-0810 info@olympussolutionsinc.com

SEWP OVERVIEW

The NASA SEWP (Solutions for Enterprise-Wide Procurement), pronounced "soup", provides the latest Information Technology, Communication, and Audio-Visual (ITC/AV) solutions and services for all Federal Agencies and their approved contractors. Created in 1993, SEWP I was the first Government-Wide Acquisition Contract (GWAC) in the federal acquisition space. Originally, the contract vehicle provided only technology products for NASA and all other agencies. SEWP has continually evolved over the past 30 years, expanding its scope to meet the requests of its customers. The SEWP vehicle represents acquisition innovation within the Federal Government. The program is self-funded through usage fees (0.34%) and provides all Federal agencies with acquisition support — more than 50,000 orders a year.

Olympus Solutions Inc. holds contract 80TECH26D1724 in SEWP VI Category C (Mission-Based ITC/AV Service Solutions). It is one of multiple awards under the SEWP VI GWAC, and every order placed against it is subject to the Fair Opportunity clause of the contract, reproduced in full below.

Olympus is a Service-Disabled Veteran-Owned Small Business delivering identity, credential, and access management (ICAM), public key infrastructure, and cybersecurity services to federal agencies.

FAIR OPPORTUNITY

FAR 16.505(b)(1) provides that each contractor shall be given fair opportunity to be considered for each order exceeding \$10,000 and issued under multiple award contracts. 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 Category or based on a suggested source.

HOW TO OBTAIN A QUOTE

- 1. Use the SEWP Quote Request Tool (QRT) at www.sewp.nasa.gov, the method the SEWP program recommends. Select Category C, or name Olympus Solutions Inc. as a suggested source, and the tool routes your RFQ, RFI, or market research request to us.
- 2. Or contact the Olympus SEWP Program Manager or Deputy Program Manager by email or phone to discuss a requirement or statement of work before you issue a request.
- 3. Olympus responds with a quote that cites contract 80TECH26D1724 and states how long the quote is valid. We honor any order submitted within that period.
- 4. Your agency's procurement office issues the delivery order against the contract. The SEWP Program Management Office reviews, processes, and tracks the order and forwards it to Olympus.

OLYMPUS SOLUTIONS SEWP PROGRAM CONTACTS

For quotes, order status, order issues, and post-delivery support:

SEWP PROGRAM MANAGER Roger Adams sewp@olympussolutionsinc.com	SEWP DEPUTY PROGRAM MANAGER Eric Fisher sewp@olympussolutionsinc.com
---	--

INSTALLATION, WARRANTY, AND SUPPORT

The Olympus SEWP VI contract is a Category C contract for mission-based ITC/AV services. Installation, configuration, integration, and transition work is performed as defined in the statement of work and schedule of each order.

Services are delivered under the Olympus ISO 9001:2015 certified quality management system. Deliverables are subject to the inspection and acceptance terms of the order; if a deliverable does not meet the order's requirements, contact the program team and we will correct it under those terms.

Where an order includes third-party hardware or software, the applicable manufacturer or publisher warranty, extended warranty, and software support terms are identified in the quote.

Technical support and any other post-delivery question on an order goes to the Olympus SEWP Program Manager or Deputy Program Manager.

TROUBLESHOOTING AN ORDER

- 1. Contact the Olympus SEWP Program Manager or Deputy Program Manager with your delivery order number. They own order status, delivery, invoicing, and correction of any problem with an order.
- 2. A change to an existing order is issued by your agency's procurement office as an order modification, which routes through the SEWP Program Management Office the same way the original order did.
- 3. If an issue is not resolved to your satisfaction, the NASA SEWP Program Management Office can help: help@sewp.nasa.gov or (301) 286-1478.

WHAT'S IN SCOPE FOR SEWP VI?

SEWP is designed to provide a broad suite of Information Technology, Communication, and Audio Visual (ITC/AV) solutions and services. Technology is ever-evolving, and for that reason SEWP's processes enable Contract Holders to add new commercial technology and IT services to their contracts daily, as requested by customers. The focus of SEWP is on the full suite of technology offerings that simplify Governmental access and Industry offerings across the entire ITC/AV solutions and services landscape.

To have the SEWP Program Management Office determine whether a requirement is within scope of the SEWP VI contract, send an overview and/or bill of materials (BOM) to help@sewp.nasa.gov for review and feedback.

The SEWP contracts were awarded by scope category. The three categories are:

- **Category A — ITC/AV Solutions**
- **Category B — Enterprise-Wide ITC/AV Service Solutions**
- **Category C — Mission-Based ITC/AV Service Solutions (the Olympus contract)**

ORDERING PROCESS

The internal ordering process of each Agency varies. The process and accompanying forms for Purchase Requests (PR) and Delivery Orders (DO) that are issued against a SEWP contract are defined by the issuing Agency, not the NASA SEWP Program Management Office (PMO). The typical process is for an end-user to determine a requirement and generate a Purchase Request (PR).

The PR along with any necessary funding information is sent to that Agency's procurement office, which results in the issuance of a DO. Any valid Federal Agency DO form, and the associated Delivery Order number, may be used. The NASA SEWP PMO does not issue DOs — these must be issued through the issuing Agency's procurement office. The SEWP PMO reviews, processes, and tracks issued DOs and forwards them to the Contract Holder(s).

Some Agencies have special requirements for issuing IT Delivery Orders. It is the issuing Agency's Contracting Officers' (COs/KOs) responsibility to be aware of any Agency-specific policies regarding issuing orders via an existing contract vehicle and Government-Wide Acquisition Contracts. There are no requirements under the SEWP contracts for issuing Agencies to use other intermediary procurement offices, except as directed through their own internal policies.

If modifications are made to any order, these modifications must also route through the SEWP PMO.

FAIR OPPORTUNITY CLAUSE (CONTRACT TEXT)

A.1.1.13 FAIR OPPORTUNITY AND REQUESTS FOR QUOTES

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.

SEWP HELPLINE AND RELATED LINKS

NASA SEWP Program Management Office: help@sewp.nasa.gov | (301) 286-1478 | Monday–Friday, 7:30 AM – 6 PM (ET)

NASA SEWP home page: <https://www.sewp.nasa.gov>

SEWP contract holder information: <https://www.sewp.nasa.gov/sewpvi/sewppublic/chprovider/chdetail/1349/>

Olympus Solutions: <https://www.olympussolutionsinc.com>

Olympus Solutions SEWP VI page: <https://www.olympussolutionsinc.com/contracts/sewp>