CUSTOMER ORDERING GUIDE

Ordering IT Services from Hunter Strategy through NASA SEWP VI

Category B and Category C contract holder · Period of performance November 2026–October 2036

ABOUT SEWP VI

NASA's Solutions for Enterprise-Wide Procurement (SEWP, pronounced "soup") is a GWAC that gives every federal agency, and contractors those agencies approve, access to information technology, communication and audio-visual (ITC/AV) products and services. SEWP I launched in 1993 as the first GWAC in federal acquisition. It began as a products-only vehicle and has grown over more than 30 years to cover a full range of solutions and services.

The program funds itself through a 0.34% usage fee, which is built into contract holder pricing rather than billed separately. The SEWP Program Management Office (PMO) supports more than 50,000 orders each year.

FAIR OPPORTUNITY

Under FAR 16.505(b)(1), every contract holder on a multiple-award contract must receive fair opportunity to be considered for each order over $10,000. The Contracting Officer (CO) decides how to provide fair opportunity and documents the reasoning behind each order's placement and price.

NASA recommends the SEWP Quote Request Tool (QRT) for this step. The QRT automatically includes the contract holders in the category you select, or a suggested source, and creates a record that supports the CO's decision documentation.

ABOUT HUNTER STRATEGY

Hunter Strategy is a HUBZone-certified federal IT consulting firm delivering cybersecurity, cloud, program management and mission IT services to agencies including DISA, DCSA, VA, NIH, FDIC, NASA, NOAA and the U.S. Courts. Our quality and security practices are independently appraised and certified: CMMI Level 3, ISO 27001, ISO 9001, ISO 20000 and CMMC Level 2.

Learn more at www.hunterstrategy.net.

Contract Information

Category B	**80TECH26D1487**
Category C	**80TECH26D1008**
Contract type	**GWAC (multi-award)**
PoP	**Nov 2026–Oct 2036**
SEWP fee	**0.34%**
UEI	**DCNYSJXG7MW9**
CAGE code	**7CM65**
Socioeconomic	**HUBZone**

Main Office

Hunter Strategy, LLC
3711 Macomb Street NW #3B
Washington, DC 20016
Phone: (703) 935-4868

SEWP VI Program Contacts

For quotes, ordering, post-delivery support and order issues

Monique Williams
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Corie Queen
SEWP Deputy Program Manager
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WHAT SEWP VI COVERS

SEWP VI offers a broad set of ITC/AV solutions and services. Because technology changes constantly, the program lets contract holders add new commercial technology and IT services to their contracts as customers need them. SEWP VI awards are organized into three scope categories. Hunter Strategy holds Categories B and C.

Category A
ITC/AV Solutions
Products and product-based services

Category B · Hunter Strategy
Enterprise-Wide ITC/AV Service Solutions
80TECH26D1487

Category C · Hunter Strategy
Mission-Based ITC/AV Service Solutions
80TECH26D1008

Not sure whether your requirement fits SEWP VI? Send an overview or bill of materials to help@sewp.nasa.gov and the SEWP PMO will review it and respond. Our program team is also glad to help you scope it.

REQUESTING A QUOTE

Hunter Strategy delivers ITC/AV services through the NASA SEWP VI GWAC. We encourage agencies to request quotes through the SEWP QRT, NASA's recommended method for competitive quotations on the vehicle.

1. Go to www.sewp.nasa.gov and open the Quote Request Tool (QRT).
2. Select Category B or Category C and describe the services you need.
3. Add specifications, quantities, delivery or performance requirements, and any other technical or administrative details.
4. Submit the request to the contract holders in that category.
5. Review the quotes you receive and work with your agency CO to place the order.

You can also contact our SEWP program team directly for help with requirements, scoping or quote preparation. Every order must follow SEWP ordering procedures and fair opportunity requirements.

HOW ORDERING WORKS

Each agency sets its own internal ordering process and forms. Typically, an end user identifies a need and creates a Purchase Request (PR). The PR and funding information go to the agency's procurement office, which issues a Delivery Order (DO). Any valid federal DO form and number can be used.

- The SEWP PMO does not issue DOs. It reviews, processes and tracks DOs issued by agencies and forwards them to the contract holder, usually within one business day.
- Your agency CO is responsible for any agency-specific policies on ordering through a GWAC. SEWP does not require you to route orders through an intermediary procurement office unless your own agency policy does.
- Any modification to an order must also be routed through the SEWP PMO.

Include on every Delivery Order: Hunter Strategy, LLC, 3711 Macomb Street NW #3B, Washington, DC 20016 · Contract 80TECH26D1487 (Category B) or 80TECH26D1008 (Category C) · UEI DCNYSJXG7MW9 · CAGE 7CM65

POST-DELIVERY SUPPORT

For help after an order is in place, including transition and onboarding questions, service level concerns, technical support coordination or software-related issues, contact our SEWP program team below. We will route each request to the right delivery lead, subcontractor or provider and keep you informed until it is closed.

ORDER TROUBLESHOOTING AND ISSUE RESOLUTION

We are committed to resolving any concern with an order placed on our SEWP VI contracts, whether it involves order processing, performance, staffing, invoicing or deliverables. To help us respond quickly, please include:

1. The SEWP contract number and Delivery Order number
2. Your agency and point of contact
3. A description of the issue
4. The services, deliverables or line items involved
5. Any supporting documents, such as invoices, status reports or correspondence

Once we receive your request, we will review it, coordinate with the right internal team or partner, and confirm next steps with you. Resolution may include verifying order details, corrective action, staffing adjustments or other steps consistent with your Delivery Order. Any issue that requires a contract change will be coordinated with your Contracting Officer and processed under SEWP procedures.

WHO TO CONTACT

Our Program Manager and Deputy Program Manager are your contacts for quotes, ordering, post-delivery support and order issues.

Contact	Role	Email	Phone
Monique Williams Primary	SEWP Program Manager	monique.williams@hunterstrategy.net	(703) 935-4868
Corie Queen Alternate	SEWP Deputy Program Manager	corie.queen@hunterstrategy.net	(703) 935-4868
NASA SEWP Helpdesk	SEWP Program Management Office	help@sewp.nasa.gov	(301) 286-1478

SEWP PMO hours: Monday–Friday, 7:30 AM–6:00 PM ET · www.sewp.nasa.gov