Tell Us What You Need

NASA SEWP VI Ordering Guide

Tell Us What You Need LLC · Category C Contract Holder
Contract 80TECH26D1166

Period of Performance
November 1, 2026 - October 31, 2036

For federal agencies and authorized contractors
Version 1.2 | September 18, 2026

Keeping YOU Connected.

Using this guide

This guide explains how federal buyers can use NASA SEWP VI to request quotes and place orders with Tell Us What You Need. It is written as practical ordering guidance and does not replace the FAR, agency policy, the SEWP VI contract, or instructions from the NASA SEWP Program Management Office (PMO).

Fast start: define the requirement, use the NASA SEWP Quote Request Tool (QRT) to obtain competition and quotes, select best value under your agency procedures, issue the delivery order, and route the order through the SEWP PMO for validation.

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Contract facts

Contract holder	Tell Us What You Need LLC
Contract number	80TECH26D1166
Award category	Category C - Mission-Based ITC/AV Service Solutions
Business type	Service-Disabled Veteran-Owned Small Business (SDVOSB)
UEI	VNTMNSLBDTW5
CAGE	8FAV3
Period of performance	November 1, 2026 - October 31, 2036

1. SEWP VI and Tell Us What You Need at a glance

NASA SEWP (Solutions for Enterprise-Wide Procurement, pronounced “soup”) is a multiple-award Government-Wide Acquisition Contract that gives federal agencies and authorized contractors access to current information technology, communications, audio-visual solutions, and related services. The SEWP PMO supports agencies through the acquisition process.

Tell Us What You Need

Tell Us What You Need is a Service-Disabled Veteran-Owned Small Business focused on technology integration for public-sector missions.

Its capabilities include cybersecurity, cloud services, network management, help desk services, IT personnel staffing, IT audit readiness, digital wayfinding, gunshot detection, and IT/AV product sourcing.

> **TUWYN’s SEWP VI award is Category C: mission-based ITC/AV service solutions tied to an agency mission or program.**

Why buyers use SEWP

Dynamic access	The SEWP contract database can add commercial technology and services as customer requirements evolve.
Acquisition support	The NASA SEWP PMO provides tools and support throughout market research, quotation, order validation, and tracking.
Federal reach	SEWP is available government-wide to federal agencies and authorized contractors, subject to agency rules and mandatory-source requirements.

Tell Us What You Need business information

1125 Emancipation Highway, Suite 400, Fredericksburg, Virginia 22401
Company: TUWYN Technology Integration | CAGE: 8FAV3 | UEI: VNTMNSLBDTW5

2. What is in scope

SEWP VI is organized into three scope categories. TUWYN is a **Category C** contract holder. Buyers should match the requirement to the awarded category and use the SEWP scope-review process when uncertain.

Category A	**ITC/AV Solutions** Technology products, integrated solutions, and associated services.
Category B	**Enterprise-Wide ITC/AV Service Solutions** Services supporting broad enterprise requirements.
Category C	**Mission-Based ITC/AV Service Solutions** Services tied to a specific agency mission or program. **TUWYN's award category.**

Cybersecurity Threat protection, intelligence, Zero Trust architecture, monitoring, and remediation.	**Cloud services** Managed hosting, private cloud, cloud-native security, Microsoft Azure, and infrastructure as code.
Network management Design, monitoring, modernization, KPI reporting, operations support, and scalability.	**Help desk and staffing** ITIL-based Tier 2/Tier 3 help desk, technical staffing, and surge support.
Mission technology Digital wayfinding, gunshot detection, audiovisual and IT product sourcing.	**Audit readiness** Automation, audit monitoring, compliance support, and remediation.

Scope question? Send an overview of the requirement and/or bill of materials to help@sewp.nasa.gov for review and feedback.

3. Fair opportunity and quote requests

FAR 16.505(b)(1) requires each contractor to receive a fair opportunity to be considered for applicable orders under multiple-award contracts. The ordering contracting officer selects the method and documents the rationale for placement and price. The NASA SEWP Quote Request Tool is the recommended method for market research and competition.

Using the Quote Request Tool

1. **Describe the requirement**
   Prepare the statement of work, performance outcomes, bill of materials, security or accessibility requirements, delivery needs, and evaluation approach.

2. **Select the right scope and sources**
   Choose the appropriate SEWP VI category and any authorized socioeconomic set-aside. Include all contract holders required by the agency's fair-opportunity approach.

3. **Release the request**
   Use the QRT for an RFI, market research request, or RFQ. Keep communications in the tool when the request is open unless the customer's request permits direct contact.

4. **Evaluate and document**
   Evaluate quotations under the stated factors and agency procedures. Document best value, fair opportunity, and any exception or brand-name justification.

5. **Issue and route the order**
   Create the delivery order using an agency-authorized form, cite the SEWP contract and selected contract holder, then route it through the SEWP PMO for processing.

Orders must not begin fulfillment until the SEWP PMO assigns a SEWP Control Number (SCN).

Important buyer notes

- Agency acquisition procedures and the FAR control the transaction.
- Requirements above the applicable micro-purchase threshold generally require fair opportunity unless a documented exception applies.
- The QRT creates a record of the request and the quotations received.
- If a requirement's scope is unclear, obtain a SEWP PMO scope review before issuing the order.

4. Ordering process

Each agency controls its internal purchase-request and funding workflow. The flow below shows the typical SEWP process.

1. **Define the need**
   The program office or end user develops the requirement, funding package, delivery location, acceptance criteria, and any agency-specific terms.

2. **Conduct market research and request quotes**

   Category C requests, contact Sunshine Saliendra for quote support.

3. **Select best value**
   The ordering contracting officer evaluates responses and completes the agency's required determination, approvals, and award documentation.

4. **Create the delivery order**
   Issue a valid federal delivery order that cites the NASA SEWP VI contract number, TUWYN's contract number 80TECH26D1166, the selected quote/RFQ reference, line items, funding, ship-to information, and invoice instructions.

5. **Submit for SEWP processing**
   The customer or contract holder sends the order or modification to the NASA SEWP PMO. Current NASA guidance identifies sewporders@sewp.nasa.gov for order submission.

6. **Wait for validation and SCN**

   order, assigns an SCN, and forwards the order.

7. **Deliver, accept, and invoice**

Order modifications

Modifications to SEWP orders must also route through the SEWP PMO. Coordinate any scope, schedule, funding, or

Credit-card or micro-purchase orders

Follow the current NASA SEWP tools and your agency's micro-purchase policy. SEWP does not collect customer card information or perform the financial transaction. The applicable fair-opportunity rules depend on the order value and current acquisition thresholds.

5. Program support and contacts

Tell Us What You Need program management

SEWP PROGRAM MANAGER **Christopher K. Cox** christopher.k.cox@tuwyn.net	SEWP DEPUTY PROGRAM MANAGER **Connie Robbins** connie.robbins@tuwyn.net
SALES, QUOTES AND ORDERING **Sunshine Saliendra** info@tuwyn.net	CUSTOMER SUPPORT **Sunshine Saliendra** info@tuwyn.net
TECHNICAL SUPPORT **Chris Sinclair** info@tuwyn.net	ORDER ISSUES AND ESCALATION **Connie Robbins** connie.robbins@tuwyn.net

Post-delivery support

For installation, warranty, software, technical, or other post-delivery questions, contact Tell Us What You Need customer support or technical support using the contacts above. Tell Us What You Need will review the delivery order, applicable manufacturer or publisher terms, and the specific issue; coordinate next steps with the customer; and keep the ordering team informed. Warranty coverage, response commitments, and remedies are governed by the awarded delivery order and applicable product or service terms.

Problem orders and escalation

Send the order number and SCN, a clear description of the issue, affected line items or services, relevant dates, requested outcome, and the best customer contact. Tell Us What You Need will acknowledge the issue, investigate with the responsible delivery or technical team, and follow up through resolution. Escalate unresolved order issues to Connie Robbins.

NASA SEWP PMO

Help desk: help@sewp.nasa.gov
Hours: Monday-Friday, 7:30 AM-6:00 PM Eastern | https://www.sewp.nasa.gov

6. Resources and buyer checklist

Buyer checklist

- Requirement is within the selected SEWP VI scope category.
- Mandatory sources and agency-specific acquisition rules have been addressed.
- Market research and fair-opportunity approach are documented.
- Quote, evaluation factors, and selected line items align.
- Delivery order cites TUWYN contract 80TECH26D1166 and the SEWP RFQ/quote reference.
- Funding, delivery, acceptance, invoicing, security, and accessibility requirements are complete.
- Order or modification is routed through the SEWP PMO.
- Performance begins only after SEWP validates the order and assigns an SCN.

Official resources

NASA SEWP home: https://www.sewp.nasa.gov
NASA SEWP VI program: https://sewp.nasa.gov/sewpvi/
NASA SEWP Quote Request Tool and buyer tools: available through the SEWP website

Tell Us What You Need website: https://telluswhatyouneed.net

Source and revision note

Prepared from NASA SEWP guidance, the SEWP VI example ordering-guide requirements, TUWYN contract information, and Tell Us What You Need's September 2026 capability statement and program contacts. Update this guide within 10 business days after a

before placing an order.

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