

November 1, 2026

NASA SEWP VI Ordering Guide

Overview

Guidehouse is a global AI led professional services firm delivering advisory, technology, and managed services to commercial and government clients. The company brings together industry, mission, technology, and operational expertise to help clients address complex challenges and sustain results.

Guidehouse serves public and private sector organizations across communities, energy and infrastructure; defense and security; financial services; health; and state and local government. Its service model includes advisory, technology, and managed services capabilities.

For additional company information, visit Guidehouse at <https://guidehouse.com>. The Guidehouse NASA SEWP VI page is available at <https://guidehouse.com/government-contract-vehicles>.

Purpose and Applicability

This ordering guide explains how federal agencies and other authorized customers can obtain Guidehouse Inc. professional services through the NASA Solutions for Enterprise Wide Procurement VI (SEWP VI) contract. It provides a practical path from requirement definition through quote request, delivery order, service performance, and issue resolution.

Guidehouse is a services focused SEWP VI Contract Holder. Guidehouse does not offer hardware or software products for resale under this ordering guide. Product installation, basic warranty, extended warranty, and software support provisions are therefore not applicable. Guidehouse provides services specific delivery, performance, acceptance, post award support, and escalation procedures as described below.

Customers remain responsible for following their agency specific acquisition policies, applicable Federal Acquisition Regulation requirements, and NASA SEWP procedures. This guide does not replace the customer's procurement regulations or the terms of the SEWP VI contract.

Contract Information

Table 1. Guidehouse's NASA SEWP VI Contract Information.

Item	Guidehouse Information
Contract Number	80TECH26D1844
Awarded Category	Category B – Enterprise Wide ITC/AV Service Solutions
Contract Type	GWAC, multiple award IDIQ
Period of Performance	11/1/2026 – 10/31/2036
Contract Use Fee	0.34%; The fee will be included in the total quoted price and is not listed as a separate line item on a quote or order.

Category B covers enterprise scale ITC/AV service solutions. Guidehouse requirements are scoped as services and priced against the labor categories included on the SEWP VI contract. Customers that are unsure whether a requirement is appropriately framed as a Category B service may contact Guidehouse before issuing a request.

Program Management Contacts

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How to request a quote

Customers should use the NASA SEWP Quote Request Tool (QRT) to request quotes and place orders. The QRT alerts eligible Category B Contract Holders and supports the customer's fair opportunity process. The QRT is accessible through the SEWP website:

<http://www.sewp.nasa.gov/index.shtml>.

In addition to facilitating submission of RFQs, the site provides many other tools and support information to assist SEWP customers with managing orders throughout their lifecycle. Customers should provide a clear requirement package, such as a Statement of Work, Performance Work Statement, or other requirements document.

Key Takeaway

The QRT is accessible through the SEWP website:

<http://www.sewp.nasa.gov/index.shtml>

Information to Include in a Quote:

- Agency and requiring organization;
- Contracting Officer or authorized ordering official contact information;
- Mission, business, and technical objectives;
- Tasks, work breakdown, and required deliverables;
- Place or mode of performance and any remote work requirements;
- Period of performance, options, and anticipated start date;
- Required labor categories or qualifications, if known;
- Estimated level of effort, staffing, or workload information, if available;
- Security, privacy, clearance, access, and facility requirements;
- Travel and other direct cost requirements;
- Acceptance criteria and reporting requirements; and
- Requested quote due date and quote validity period.

Ordering and Delivery Order Process

The issuing agency determines its internal ordering process, required forms, delivery order number, funding documentation, and approvals. NASA SEWP provides the contract vehicle and program support; it does not replace the agency's procurement office.

Step	Action
1. Define the Requirement	The customer identifies the required services and prepares the solicitation or requirements package.
2. Request Quotes	The customer uses the NASA QRT to issue the request to eligible Category B Contract Holders.
3. Evaluate Responses	The customer conducts the applicable fair opportunity, market research, or other acquisition procedures and documents its decision as required by the agency.
4. Select an Awardee	The customer selects the successful contractor and prepares its delivery order or other authorized order document.
5. Route the Order	The customer routes the order through the NASA SEWP PMO and its agency procurement process as required.
6. Begin Performance	Guidehouse confirms order receipt, completes required kickoff and transition activities, and begins performance after required authorizations and SEWP processing are complete.

For requests involving sensitive or classified information, customers should follow their agency's approved secure transmission method. Guidehouse will follow the customer's instructions for receiving and protecting the requirement package.

Service Performance and Post Award Support

After receipt of an authorized order, Guidehouse will coordinate with the customer's Contracting Officer and designated technical representatives to establish the performance baseline. The applicable order will govern the detailed performance requirements, deliverables, service levels, and acceptance process.

- Kickoff and transition planning;
- Staffing and key-personnel coordination;
- Work planning, status reporting, and risk management;
- Deliverable submission and customer review;
- Issue, action, and decision tracking;
- Change control and configuration management;
- Service-level or performance reporting when required by the order;
- Security and access coordination; and
- Transition-out and knowledge-transfer activities when required.

Product Warranty and Software Support Applicability

Guidehouse does not provide hardware or software products for resale under this guide. Product warranty, extended warranty, software support, and product installation provisions are not applicable unless a future contract modification expressly adds an applicable offering.

Order Issue and Troubleshooting Process

Customers should report service or order issues promptly and include the contract number, delivery order number, SEWP control number if available, affected task or deliverable, description of the issue, and requested resolution date.

Contact	Information
Level 1	Youssif Debala SEWP VI Deputy Program Manager 571-670-7018 ydebala@guidhouse.com
Level 2	Carrmen Wrenn SEWP VI Program Manager 202-964-3498 cwrenn@guidhouse.com
Level 3	NASA SEWP Help Desk help@sewp.nasa.gov (301) 286-1478 Monday-Friday, 7:30 AM-6:00 PM ET.

Guidehouse will acknowledge the issue, assess its impact, coordinate the responsible delivery team, and communicate the resolution or corrective-action plan. Order-specific service levels or response times, when applicable, will be governed by the delivery order.

About Guidehouse

Guidehouse is a global professional services firm delivering advisory, technology, and managed services to the commercial and government sectors. With an integrated business technology approach, Guidehouse drives efficiency and resilience in the healthcare, financial services, energy, infrastructure, and national security markets. Built to help clients across industries outwit complexity, the firm brings together approximately 18,000 professionals to achieve lasting impact and shape a meaningful future. [guidehouse.com](https://www.guidehouse.com)

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