NASA SEWP VI Ordering Guide

PD INC INTERNATIONAL / FEDERAL ACQUISITION / VERSION 1.1

Use this guide to request a quote, issue a delivery order, or get help with an existing order under PD's mission-based IT services contract.



Contract at a glance

Contract number 80TECH26D1650

Contract holder PD INC International, Baltimore, Maryland. PD supports federal mission teams in software engineering, cybersecurity, and IT research, development, testing and evaluation.

Vehicle NASA Solutions for Enterprise-Wide Procurement (SEWP) VI. Multiple-award, indefinite-delivery/indefinite-quantity Government-wide Acquisition Contract.

Award Category C, Mission-Based IT, Communications and Audiovisual (ITC/AV) Service Solutions. Category NAICS 541512, Computer Systems Design Services.

Ordering period November 1, 2026 through October 31, 2036.

Company identifiers CAGE 1WVR6 | UEI PU8WMD9HAU35 | SBA-certified 8(a) and HUBZone.

Mailing address 10 W 24th St, Suite 100, Baltimore, MD 21218.

Program contacts

Ning Li SEWP VI Deputy Program Manager. Start here for quote assistance, installation, warranty questions, technical support and order status.
nli@pdinc.us | 410.808.5966

Larry G. Paige II Chief Strategic Officer and SEWP VI Program Manager. Escalate unresolved issues or issues affecting the mission.
lpaige@pdinc.us | 970.306.9144

Shared PD contracts mailbox Contracts+80TECH24R0001@pdinc.us

PD corporate telephone 202-741-9397

NASA Quote Request Tool | PD corporate website | NASA SEWP VI

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Check the scope and request a quote

Federal agencies may use SEWP VI. A support service contractor buying on an agency's behalf needs authorization from its contracting officer. The contracting officer sends the authorization letter to the NASA SEWP Program Management Office (PMO).

Determine whether Category C fits

Describe the mission outcome, such as securing an application, integrating a cloud service or operating a program network. Hardware, software and related support must be part of an in-scope service solution. Standalone product purchases fall outside PD's Category C award.

Order limits Year one is limited to $2 million per order including options. Year two is limited to $10 million per order. Check PD's NASA listing and current modifications for the applicable limit, including any removal of restrictions from year three. The $20 billion contract ceiling applies across orders.

For a scope determination, send NASA a releasable statement of work or bill of materials at help@sewp.nasa.gov. For assistance preparing an inquiry, contact Ning Li at nli@pdinc.us or 410.808.5966.

Prepare the request

Identify the agency and mission, required outcomes, deliverables, acceptance criteria, period and place of performance, quantities or labor needs, options, and response deadline. State any accessibility, security, installation, software support or warranty requirements. Use agency-approved channels for sensitive material.

Request for Information (RFI). Use for early market research. PD identifies anything not yet on contract and follows the technology-refresh conditions in the clause on page 5.

Market Research Request (MRR). Use for market research that calls for pricing. PD quotes only items already on its contract.

Request for Quote (RFQ). Use NASA's Quote Request Tool to select the appropriate category or group and solicit quotes from eligible holders. PD's formal quote identifies contract line items, pricing, delivery terms and the quote's validity period.

Fair opportunity. The ordering contracting officer applies FAR 16.505(b), documents the award rationale or applicable exception, and retains the decision record. PD's mailbox provides assistance. Use the competition and submission channel specified by the ordering agency.

Fee. The current SEWP administrative fee is 0.34%. PD includes it in quoted prices. It does not appear as a separate line on quotes or orders.

Open the Quote Request Tool | Review NASA's Category C scope | Find contract holders

Issue and track a delivery order

The ordering agency’s procurement office issues the order. NASA’s SEWP PMO reviews, tracks and forwards it to PD. Apply your agency’s acquisition procedures and use an authorized ordering official.

Prepare the order package

1. **Identify the award.** State PD INC International and contract 80TECH26D1650. Include the agency delivery order number, issuance date, applicable order NAICS code and order type.
2. **Match the signed order to the quote.** Attach the current quote and RFQ reference, if applicable. Show each SEWP contract line item number (CLIN), description, quantity, unit price and total. Reconcile the sum to the order total. Include the service period, deliverables, statement of work and agreed terms.
3. **Identify the parties and funding.** Include issuing and ordering agency names and addresses, ship-to or service address, billing and invoice address, and accounting and appropriation data. Include PD’s mailing address and telephone on page 1.
4. **Authorize the order.** Include the contracting officer’s name, signature, telephone number and signature date. Retain the evaluation and pricing decision in the agency file.

Submit the order to NASA

Send the signed order and quote to sewporders@sewp.nasa.gov or use the PMO’s designated electronic method. Send modifications through the PMO as well. Unless the agency has a PMO exemption, sending an order only to PD does not complete routing.

NASA verifies the line items and total, then assigns the SEWP Control Number (SCN). A NASA case number acknowledges intake. PD begins fulfillment after the SCN is assigned. Retain both the agency order number and the SCN for status inquiries.

Resolve a missing control number

Contact Ning Li with the agency order number, RFQ or quote number, submission date, and NASA case number if available. PD can reconcile line items or totals against its verification file. An agency correction or modification must come from the authorized ordering office.

For NASA processing questions, call 301-286-1478 or email help@sewp.nasa.gov.

NASA delivery order instructions | NASA contracting information

Installation and post-delivery support

For quotes, order status or technical support, contact Ning Li, Deputy Program Manager, at nli@pdinc.us or 410.808.5966.

Include the agency order number, SCN if assigned, affected CLIN, site, callback details and mission impact. Escalate unresolved or mission-critical issues to Larry G. Paige II, Program Manager, at lpaige@pdinc.us or 970.306.9144. Reference any prior case or correspondence.

Installation and acceptance

Identify the site lead, requested installation window, site access, prerequisites, configuration, test criteria and affected line items. PD checks the order for covered work, coordinates access and a schedule, and submits the installation or test results to the agency’s designated acceptance official. Refer changes in price, scope or schedule to the ordering contracting officer.

Basic and extended warranties

For a basic warranty claim, identify the affected component, serial number or license, delivery or acceptance date, symptoms and requested remedy. PD checks the applicable commercial warranty and order terms, confirms coverage and coordinates repair, replacement or referral. Obtain return instructions before shipping an item.

Under § A.1.20, extended coverage may be purchased and begin any time through the end of the standard commercial warranty. Ask PD for scope, start and end dates, price and exclusions before the standard warranty expires. The Government may elect discounted monthly maintenance during the warranty period in lieu of an extension. The ordering contracting officer authorizes the purchase.

Technical and software support

Provide the product or service, software version, error, time of onset, steps already tried and operational impact. PD checks the ordered support entitlement and routes the issue to the technical or software provider. For patches, licensing, upgrades or maintenance, PD identifies available coverage, the proposed fix and any agency approval needed. Use an approved channel for logs or sensitive data.

Problem orders and escalation

For late delivery, a mismatch, damage or an invoice discrepancy, identify the expected and actual dates, quantities, price or condition. PD checks the quote, order and fulfillment records, gives the customer a point of contact and proposed correction, and follows up through closure. Under § A.1.18, if an item cannot meet its delivery date, PD notifies the issuing contracting officer and PMO within two business days of receiving the order or the manufacturer’s notice of expected delivery.

If the issue persists, request Program Manager review and a written disposition. For NASA routing or processing issues, contact the SEWP help desk on page 3.

Fair opportunity and requests for quotes

CONTRACT TEXT / SECTION A.1.13

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 the 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.

(End of text)

Guide maintenance

The PD SEWP VI Program Manager maintains this guide. Updated versions are available within 10 business days after each contract modification. Request a current electronic or printed copy through the shared PD contacts on page 1. The governing contract and authorized order control.

NASA Contract Holder User Manual | NASA SEWP VI FAQs