

NASA SEWP VI Ordering Guide

DSD Laboratories, Inc.

Prepared to support the ordering-guide requirements of the SEWP VI Contract Holder User Manual (CHUM).

Updated [September 2026]



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Welcome

Thank you for choosing DSD Laboratories, Inc. as your NASA SEWP VI Contract Holder. This guide is intended to help federal contracting officers and authorized buyers navigate quoting, ordering, and post-award support under DSD's SEWP VI contract.

Need Assistance?

For questions not addressed in this guide, please use the DSD SEWP webpage ([NASA SEWP VI — DSD Laboratories](#)) or contact the DSD SEWP point of contact below.

Item	Information
Program Manager	Benjamin Patterson 571-328-2545 Benjamin.Patterson@dsdlabs.com or Contracts@dsdlabs.com
Deputy Program Manager	Jennifer DeZarn 334-730-9519 jennifer.dezarn@dsdlabs.com or Contracts@dsdlabs.com
Address	950 N. Washington St. Alexandria, VA 22314

SEWP VI Contract Information

Use this section as a quick reference when confirming DSD contract information, preparing a quote request, or placing an order.

Item	Information
Contract Vehicle	NASA SEWP VI
Contract Category	Category C, Group C1 Small Business Set-Aside
Contract Holder	DSD Laboratories, Inc.
SEWP VI Contract Number	80TECH26D0100
Ordering Period	[11/1/2026 - 10/31/2036]
Business Size / Socioeconomic Status	Small Business
UEI	MBMHMGJMQFC7
CAGE Code	0ABU8
Website	NASA SEWP VI — DSD Laboratories

Contract Type

The SEWP GWAC allows for Firm Fixed Price, Time and Material, Labor Hour, Fixed Price Award Fee, Fixed Price Incentive Fee, Fixed Price Economic Price Adjustment, or any hybrid of commercial contract types for orders. Ordering Contracting Officers are required to include the appropriate FAR and agency clauses when using a respective contract type.

SEWP Agency Administrative Handling Fee

SEWP VI orders are subject to NASA's current Agency Administrative Handling Fee, which may not exceed 0.34% of the total order price. DSD includes the applicable fee in the total quoted amount; the fee is not listed as a separate line item on the quote or order.

Contract Duration

[The effective ordering period of this contract shall be for a period of 10 years from the contract's effective date of November 1, 2026. Orders placed against this contract can be completed up to 60 months past the contract's expiration date.

Authorized Buyers

Federal agencies and other authorized users may place orders under NASA SEWP VI in accordance with SEWP procedures and applicable agency acquisition requirements. Authorized Government Contracting Officers (COs) and other duly authorized representatives may utilize SEWP ordering tools, including the SEWP Marketplace, Strategic Storefronts, and Strategic Catalogs, as applicable to the agency and requirement. Strategic Storefronts may be limited to authorized users within a specific agency, while Strategic Catalogs may identify designated authorized buyers for recurring acquisitions.

Scope

Category C – ITC/AV Mission-Based Services, Group C1 Small Business Set Aside. DSD provides customized mission- and program-level IT services, including innovation services, software development, data analytics/AI, cybersecurity, cloud services, IT operations and maintenance, help desk support, database services, training, program management, and related mission-support services. Product-only requirements are not in scope.

Contractor Address

DSD Laboratories, Inc.
950 N Washington St Alexandria, VA 22314-2393

Payment Terms

Payment terms and invoicing requirements will be specified at the order level in accordance with the applicable SEWP VI contract terms and the ordering agency's instructions.

DSD Laboratories accepts Government Purchase Cards (GPCs) and other agency-approved credit card payments in accordance with NASA SEWP VI requirements. A 3% surcharge applies to credit card transactions. The surcharge will be clearly identified in the quotation using the PURCHASECARD-Z CLIN and must be included in the quote prior to order placement.

1) Program Support - How to Obtain a Quote / Place an Order

Obtaining a Quote (RFQ)

Customers may use NASA SEWP's online Quote Request Tool (QRT) to issue RFQs. DSD will respond to SEWP-issued RFQs through the Contract Holder Only Page (CHOP) quote tool. For direct inquiries or situations in which direct contact is permitted, use the DSD SEWP contact information listed in this guide.

To request a quote directly from the DSD Laboratories team, contact the DSD SEWP team at Contracts@DSDLabs.com.

Fair Opportunity When Using SEWP Contracts

Ordering officials are responsible for satisfying applicable fair-opportunity requirements for multiple-award contracts. NASA's online RFI/RFQ tools are available to support competition and acquisition documentation. DSD customers should follow the ordering procedures and thresholds applicable at the time of the order.

How to Place an Order - SEWP VI Order Process

1. The ordering activity prepares and issues the order in accordance with its acquisition procedures and applicable SEWP VI requirements.
2. Unless NASA grants an exemption, the issuing agency submits the order or modification directly to the SEWP PMO through an approved SEWP ordering channel before contractor acceptance and processing.
3. The SEWP PMO records and validates the order.
4. After SEWP validation, DSD receives and acknowledges the order in accordance with contract and CHOP procedures.

Information Required on Each Task Order

- Date of order
- Signature of authorized Government Ordering Official
- Name and phone number of the ordering official
- Issuing agency and ordering agency, if different
- Order number
- Contractor name and SEWP contract number
- Appropriation/accounting data
- Billing and invoice address
- Shipping address
- SEWP CLINs and product/service descriptions

- Total order amount
- Any mutually agreed terms or Statement of Work
- Period of performance for services, when applicable

Contractor Identifiers for Task Orders

Item	Information
Contractor Name and Address	DSD Laboratories, Inc. 950 N Washington St Alexandria, VA 22314-2393
SEWP VI Contract Number	80TECH26D0100
UEI	MBMHMGJMQFC7
CAGE Code	0ABU8
Business Size / Socioeconomic Status	Small Business

DSD is committed to responsive communication, accurate quoting, and knowledgeable support throughout the SEWP ordering lifecycle.

2) Software Maintenance, Technical & Post-Deployment Support

DSD Laboratories provides IT operations and maintenance, software system administration, technical support, and operational support under its SEWP VI Category C contract, as required by the applicable order. Services may include software updates and patches, configuration management, troubleshooting, system monitoring, installation of new software releases, and ongoing operational support. Specific requirements will be defined at the individual order level.

3) How to Troubleshoot a Problematic Order

For questions regarding an order's status, delivery, invoicing, performance, or post-delivery support, contact DSD first:

DSD SEWP Order Support

Email: Contracts@DSDLabs.com

Program Manager: Benjamin Patterson

Deputy Program Manager: Jennifer DeZarn

For unresolved NASA SEWP order-processing questions or SEWP program support, contact NASA SEWP Customer Support:

NASA SEWP Customer Support

Phone: 301-286-1478

Email: help@sewp.nasa.gov

Customer Support Center: <https://support.sewp.nasa.gov/>

DSD will work with the ordering activity and NASA SEWP, as appropriate, to resolve the issue promptly.

4) Contractor & SEWP Overview

DSD Laboratories, Inc. is a NASA SEWP VI Category C Contract Holder providing mission-based information technology services to federal customers. Through SEWP VI, DSD supports scalable and evolving mission requirements across application and software development, data analytics and artificial intelligence, cybersecurity, cloud services, IT operations and maintenance, network services, database services, digital communications, innovation, and technical training.

DSD provides full-lifecycle IT support, including assessment and planning, Agile software development, testing, deployment, integration, maintenance, modernization, and operational sustainment. DSD leverages Agile, DevOps, cloud, cybersecurity, and emerging technologies to deliver secure, scalable solutions tailored to agency mission requirements.

Order Support Point of Contact

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