NASA SEWP VI ORDERING GUIDE

Navitas Business Consulting, Inc.

Category B: 80TECH26D1474 | Category C: 80TECH26D0761

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1. Contract at a Glance

Contract holder	Navitas Business Consulting, Inc.
Category B	80TECH26D1474 – Enterprise-Wide ITC/AV Service Solutions
Category C	80TECH26D0761 – Mission-Based ITC/AV Service Solutions
Vehicle	NASA SEWP VI multiple-award Government-Wide Acquisition Contract (GWAC)
Period of performance	November 1, 2026–October 31, 2036
UEI / CAGE	RRMNXHDCWJN3 / 5Q2E6
Business size / set-aside groups	WOSB
SEWP administrative fee	0.34%
SEWP contract-holder listing	https://www.sewp.nasa.gov/sewpvi/
Navitas SEWP webpage	https://www.navitastech.com/NASA-SEWP-VI

2. Company Points of Contact

SEWP Program Manager	Michele Hoopes | 703-675-9334 Michele.Hoopes@Navitastech.com SEWPVI@navitastech.com
Deputy Program Manager	Paresh Dharia | 703-624-6826 Paresh.Dharia@Navitastech.com SEWPVI@navitastech.com
Quotes / sales	Shashi Goli | 571-451-3667 sales@navitastech.com
Order processing / status	Shashi Goli | 571-451-3667 sales@navitastech.com
Installation, warranty and software support	Preston Gann | 571-222-4646 support@navitastech.com
Problematic orders / escalation	Srini Bayireddy| 214-727-1720 SEWPsupport@navitastech.com
Contracts / invoicing	Rozy Gupta | 571-233-4106 accounting@navitastech.com

Main office: 13241 Woodland Park Rd, Suite 200, Herndon, VA 20171. 571-222-4646, SEWPVI@navitastech.com; business hours: Monday-Friday 8:30AM-5:30PM.

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3. NASA SEWP VI Overview

NASA Solutions for Enterprise-Wide Procurement (SEWP VI) provides information technology, communication, and audio-visual (ITC/AV) solutions and services to Federal agencies and authorized contractors through a multiple-award GWAC. Navitas holds Category B and Category C awards. Orders must be placed under the applicable awarded contract and within its scope.

NASA SEWP PMO: help@sewp.nasa.gov | (301) 286-1478 | www.sewp.nasa.gov | Monday–Friday, 7:30 AM–6:00 PM Eastern Time.

4. Fair Opportunity

Ordering Contracting Officers are responsible for applying the fair-opportunity procedures of FAR 16.505(b), including documenting any applicable exception. The SEWP Quote Request Tool (QRT) can support competition and documentation among eligible contract holders. Agency-specific requirements and the terms of the relevant order also apply.

5. Scope of Navitas Awards

SEWP VI encompasses Category A (ITC/AV Solutions), Category B (Enterprise-Wide ITC/AV Service Solutions), and Category C (Mission-Based ITC/AV Service Solutions). Navitas holds Category B and Category C. Customers should verify proposed labor, deliverables, and other requirements against the specific contract scope and available SEWP contract records. For scope questions, consult the SEWP PMO at help@sewp.nasa.gov.

What services Agencies can buy from Navitas:

- **DevSecOps and Cloud:** DevSecOps implementation, CI/CD, cloud engineering, continuous delivery, platform modernization, and infrastructure automation.
- **Software Engineering and Modernization:** Application development, Agile delivery, legacy modernization, system integration, automated testing, and lifecycle support.
- **IT Service Management and Operations:** IT service delivery, operations support, ITSM, performance management, service transition, and technology sustainment.
- **Strategic and Technical Support:** Technology strategy, acquisition support, portfolio management, business analysis, change management, and technical writing.
- **Systems Engineering and Architecture:** Systems engineering, enterprise architecture, requirements management, technical analysis, integration, and lifecycle decision support.
- **Data, Analytics, and Automation:** Data engineering and analytics, dashboards, workflow automation, AI and machine learning, and robotic process automation.

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- **Cybersecurity:** Cyber engineering and compliance, Zero Trust, RMF and ATO support, security integration, continuous authorization, and cyber risk management.
- **Program and Project Management:** Agile delivery, governance, risk and schedule management, transition, performance management, and executive reporting.

Not sure if the requirement fits? We can discuss our capabilities and their alignment with your requirements at SEWPVI@navitastech.com.

6. About Navitas

Federal Mission IT Experience:
Navitas has been supporting federal civilian and defense missions since 2006, with particular depth in DevSecOps, systems engineering, data and analytics, cloud modernization, digital transformation, cybersecurity, quantum-proof security, and mainframe encryption innovation, and project/program management support services. With more than 200 employees, over 90% of whom hold active security clearances, Navitas brings the scale, security infrastructure, and delivery capacity to support complex mission environments.

Navitas is an official channel partner with major cloud platforms such as AWS, Google Cloud, and Microsoft Azure, enabling us to architect highly scalable, secure, and future-ready solutions. Our technology accelerators and solution frameworks help clients modernize rapidly, meet critical security requirements, and integrate advanced AI models responsibly and securely.

Security and Delivery Credentials:
Top Secret Facility Clearance (FCL) | CMMC Level 2 (C3PAO) | CMMI-Services | CMMI-Development & Services| ISO Certified: Quality Management, IT Service Management, and Information Security Management.

Small Business Status:
Small Business | Small Disadvantaged Business (SDB) | SBA-Certified Women-owned Small Business (WOSB)

Navitas has achieved high-growth honors with a decade-long presence on the Inc. 5000 list and consistent recognition as a Washington Post Top Workplace for eight consecutive years.

7. Ordering Process

Agencies follow their own internal acquisition procedures. NASA recommends the SEWP Quote Request Tool (QRT), and all orders must be processed through the SEWP PMO before fulfillment.

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Define the requirement	The program office defines the mission need, desired outcomes, deliverables, security requirements, period of performance, and other acquisition requirements
Select Category B or C and NAICS code	Category B & C are small business only. The ordering activity selects the applicable NAICS code and, if appropriate, a more specific small business designation
Request and evaluate quotes	The ordering Contracting Officer (CO) conducts the ordering process and evaluates responses using the agency's stated criteria. (NASA recommends the SEWP Quote Request Tool)
Prepare and send the order to NASA SEWP	The ordering CO prepares the Delivery or Task Order naming Navitas Business Consulting Inc and citing Contract 80TECH26D1474 or 80TECH26D0761 and then submits the order to the NASA SEWP PMO.
NASA SEWP validates and processes the order	The SEWP PMO verifies the order and associated offerings, enters the order in the SEWP database, assigns the SEWP Control Number (SCN), and notifies Navitas
Navitas begins performance	Once SEWP processing is complete, Navitas coordinates kickoff, staffing, access, onboarding, reporting, transition, and other activities required by the order.

Order checklist: identify the contract number; Navitas legal name and address; quote/reference number; agency order number; line items and funding; total price; ordering, technical, billing and delivery contacts; place of performance; delivery dates or period of performance; and applicable contract type. Services orders should also identify labor categories/hours or deliverables, acceptance criteria, security requirements, and approved travel/ODCs as relevant.

8. Quote, Delivery and Acceptance Policies

Quotes will follow the awarded contract, applicable SEWP procedures, and individual RFQ instructions. Deliverables and services will be reviewed and accepted according to the delivery order and applicable SOW/PWS. No blanket warranty or delivery-time commitment is made in this draft.

9. Installation, Warranty and Post-Delivery Support

Navitas will coordinate applicable installation, warranty, extended warranty, technical support, software support, and other post-delivery matters as provided in the order and any relevant manufacturer or service terms. Customers should provide the order number, description of the issue, and the associated documentation. The assigned Navitas Program

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Manager (PM) serves as the primary day-to-day delivery contact unless the order states otherwise.

10. Returns, Invoicing and Payment

Returns and exchanges, if applicable, are subject to the relevant order, manufacturer terms, and approved Navitas procedures. Invoices will follow the order's authorized invoicing instructions and acceptance/payment terms.

11. Problematic Order Resolution

For an order issue, the customer should contact the designated Navitas order-resolution representative and provide the agency order number, SEWP Control Number if assigned, and a description of the issue. Navitas will coordinate resolution and escalate to program management and, where appropriate, the NASA SEWP PMO.

Escalation – SEWP Program Manager	**Michele Hoopes | 703-675-9334** **Michele.Hoopes@Navitastech.com** **SEWPVI@navitastech.com**
Deputy / alternate	Paresh Dharia | 703-624-6826 Paresh.Dharia@Navitastech.com SEWPVI@navitastech.com
NASA SEWP PMO	help@sewp.nasa.gov | (301) 286-1478

12. Compliance and Subcontractors

Navitas will meet the compliance requirements incorporated into its applicable SEWP VI contract and individual delivery orders. Navitas remains responsible for its subcontracted performance in accordance with contract terms.

13. SEWP VI Web Resources

NASA SEWP: https://www.sewp.nasa.gov/

SEWP VI contract-holder information: https://www.sewp.nasa.gov/sewpvi/

Navitas public SEWP VI webpage and downloadable guide: https://www.navitastech.com/NASA-SEWP-VI

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