



NASA SEWP VI | CUSTOMER ORDERING GUIDE

Contract 80TECH26D0827 • Category C Mission-Based ITC/AV Services • November 1, 2026 – October 31, 2036

99999 Consulting (“Five Nines”) supports mission-based IT consulting, integration, networking, wireless, cloud, cybersecurity, systems administration and operations. Category C covers mission-based ITC/AV services, not standalone product-only resale. Contract scope and approved offerings control eligibility.

HOW TO ORDER — RESPONSIBILITIES AT EACH STAGE

Agency requiring offices define needs; agency contracting/ordering offices manage acquisitions and issue orders; 99999 quotes and performs; NASA SEWP validates and tracks orders.

OPTIONAL HELP — AT ANY STAGE govsales@99999consulting.com | (202) 505-4597. Ask about capabilities, contract scope or the quote process. Agency acquisition decisions remain with the Government.

1

DEFINE THE NEED — Agency requiring activity

GOVERNMENT ACTION Describe mission objectives, scope, deliverables, location, schedule and access/security requirements. Send the requirement or SOW to the agency acquisition office.

OTHER RESPONSIBILITY 99999 can provide capability information; the agency contracting office determines acquisition eligibility and NAICS.

2

REQUEST QUOTES — Agency contracting/ordering office

GOVERNMENT ACTION Choose the fair-opportunity and competition approach and issue a Request for Information (RFI), Market Research Request (MRR) or Request for Quote (RFQ) using the SEWP Quote Request Tool (QRT) or an authorized agency process that meets fair-opportunity rules. Sign in to the QRT and start a request; specify the requirements, due date and evaluation basis.

OTHER RESPONSIBILITY 99999 responds when eligible and maintains its Contract Line Item Number (CLIN) data. QRT: [Open NASA QRT](#)

3

EVALUATE AND SELECT — Agency contracting/ordering office

GOVERNMENT ACTION Evaluate submissions, document the selection and the basis for any fair-opportunity exception, and prepare the agency order for an authorized official to approve.

OTHER RESPONSIBILITY 99999 may clarify its quote; NASA SEWP does not select the winning contractor.

4

SUBMIT THE ORDER — Agency contracting/ordering office

GOVERNMENT ACTION Issue the authorized order and transmit its required information to sewporders@sewp.nasa.gov. Include the agency order number and selected contract holder.

OTHER RESPONSIBILITY 99999 supplies or updates CLIN verification data if needed; NASA validates the order and assigns a SEWP Control Number (SCN). If 99999 receives an order directly, it forwards it to NASA.

5

BEGIN AUTHORIZED WORK — Agency and 99999 after NASA processing

GOVERNMENT ACTION For ordinary task/delivery orders, coordinate the start date after NASA confirms processing and sends the SEWP Control Number (SCN) to 99999.

OTHER RESPONSIBILITY 99999 verifies authorization before starting performance. A separate micro-purchase credit-card procedure applies (page 2).

CUSTOMER ORDER INFORMATION — AGENCY CONTRACTING / ORDERING OFFICE

The ordering activity supplies the following details as part of its usual agency order process. SEWP verifies the contract-holder offerings and applicable CLIN data. Purple markers match Step 4 (Submit the Order) on page 1.

- **IDENTIFY THE ORDER** Order date, unique agency order number, issuing agency and ordering agency (if different).
- **IDENTIFY THE OFFICIAL** Authorized ordering official's name, issuing-office address, phone and email; approved order and signature/date as required.
- **IDENTIFY THE CONTRACT** 99999 Consulting LLC (address/phone in contact section), Contract 80TECH26D0827, selected quotation, NAICS, contract type and applicable terms/SOW.
- **DESCRIBE DELIVERY** Fund/accounting information, billing address, ship-to agency address, performance location, scope, period of performance and deliverables.
- **IDENTIFY PRICING** Ordered SEWP CLINs, descriptions and total order value; 99999 provides any required CLIN list, and NASA may reuse the matching QRT quote CLIN list.
- **ROUTE MODIFICATIONS** The agency submits authorized modifications through NASA SEWP; 99999 updates its CLIN data if the ordered CLIN details change.

IMPORTANT ORDER RULES

CATEGORY C THRESHOLDS: The limit is \$2 million per order including options in contract year 1 and \$10 million in year 2; restrictions may be removed beginning year 3. Verify current limits before award.

MICRO-PURCHASE EXCEPTION: Qualifying Government purchase-card orders within the agency's micro-purchase threshold may be placed directly with 99999 and fulfilled before NASA issues an SCN, subject to applicable agency and SEWP conditions. 99999 must send the required order report and CLIN data to NASA within one business week. Other card orders require NASA processing before fulfillment.

SEWP FEE: NASA SEWP's administrative handling fee of 0.34% is included in quoted prices, not added as a separate invoice line.

SENSITIVE INFORMATION: Use an approved secure channel for classified or sensitive information; do not include it in ordinary SEWP quote-tool submissions or email.

AFTER AWARD — SERVICE SUPPORT AND TROUBLESHOOTING

After NASA SEWP processes the order, 99999 Consulting will coordinate with the customer to confirm the project kickoff, work location, required access, schedule, deliverables, and acceptance procedures. Installation and site-readiness assistance are provided only when included in the awarded task order. Service correction or reperformance follows the task-order terms; extended warranties and software or manufacturer support apply only when included in the awarded quote/order.

For order or service issues: (1) Contact govsales@99999consulting.com or (202) 505-4597. (2) Give the order number, SEWP Control Number, affected work, problem and desired remedy. (3) Program Manager Joshua Mills or Deputy Program Manager Jefferson Eskew coordinates contractual correction and escalates processing issues to NASA as needed.

99999 CONSULTING — CONTACTS & SUPPORT

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Program Manager — Joshua Mills	contracts.oversight@99999consulting.com (202) 505-4597
Deputy Program Manager — Jefferson Eskew	contracts.oversight@99999consulting.com (202) 505-4597

NASA SEWP — CUSTOMER RESOURCES



Customer questions	help@sewp.nasa.gov (301) 286-1478
Government order submissions	sewporders@sewp.nasa.gov
NASA SEWP website	https://www.sewp.nasa.gov/ QRT

Contract holder: 99999 Consulting LLC • UEI KA6LKDFHG5E1 • CAGE 5HET2 • 8280 Willow Oaks Corporate Drive, Suite 600, Fairfax, VA 22031.