VERSA INTEGRATED SOLUTIONS, INC.
3901 Calverton Blvd, Suite 185 · Calverton, MD 20705

NASA SEWP VI
Solutions for Enterprise-Wide Procurement
Contract Holder

NASA SEWP VI
ORDERING GUIDE

Categories B and C · Contract Holder Guide for Federal Customers

Category B Contract	**80TECH26D1963**
Category C Contract	**80TECH26D0548**
Category B Scope	**Enterprise-Wide ITC/AV Service Solutions**
Category C Scope	**Mission-Based ITC/AV Service Solutions**
Period of Performance	**November 1, 2026 – October 31, 2036**
Contract Type	**IDIQ Government-Wide Acquisition Contract (GWAC)**
Individual Contract Ceiling	**$20 Billion**
UEI / CAGE / DUNS	**CP5UGDR6ZNA4 | 4BEL9 | 620842513**
Business Size	**Small Business · Small Disadvantaged Business**
Website	**www.versais.com**

Version 1.1 · September 10, 2026
Prepared for Federal agency customers and authorized Government contractors
NASA SEWP Helpline: help@sewp.nasa.gov · (301) 286-1478
This guide is suitable for download and printing. Updated versions will be published within 10 business days of any contract modification.

1. Purpose and Contract Overview

This Ordering Guide provides Federal customers and authorized Government contractors with VERSA Integrated Solutions, Inc. (VERSA) contact information, quote procedures, ordering guidance, support policies, and escalation instructions for NASA Solutions for Enterprise-Wide Procurement (SEWP) VI Categories B and C. The executed SEWP VI contracts, NASA SEWP procedures, the Federal Acquisition Regulation, and the issuing agency's order control in the event of any inconsistency with this guide.

VERSA was awarded two SEWP VI contracts: Category B contract 80TECH26D1963 (Enterprise-Wide ITC/AV Service Solutions) and Category C contract 80TECH26D0548 (Mission-Based ITC/AV Service Solutions). Agencies may order against either or both contracts, depending on whether the requirement is enterprise-wide or mission/program-level.

Contract Summary

Contract Holder	VERSA Integrated Solutions, Inc.
Headquarters	3901 Calverton Blvd, Suite 185, Calverton, MD 20705
Telephone / Fax	(301) 577-7760 | Fax (301) 586-0809 or 866.602.1886
Email / Website	info@versais.com | www.versais.com
Hours of Operation	Monday–Friday, 9:00 AM – 5:00 PM ET (closed weekends and Federal holidays)
Category B Contract	80TECH26D1963 — Enterprise-Wide ITC/AV Service Solutions
Category C Contract	80TECH26D0548 — Mission-Based ITC/AV Service Solutions
Primary NAICS	541513 — Computer Facilities Management Services
Common SEWP B/C NAICS	541512 — Computer Systems Design Services (order-level NAICS selected by the customer)
Other Common NAICS	541511, 541519, 518210, 541330, 541611, 611420
UEI / CAGE / DUNS	CP5UGDR6ZNA4 | 4BEL9 | 620842513
EIN	20-4142318
Business Size	Small Business; Small Disadvantaged Business (SDB); Maryland DOT-certified MBE
Quality Systems	ISO 9001:2015, ISO 20000:2018, ISO 27001:2013; CMMI Level 3 v2.0 (Services & Development)
Period of Performance	Anticipated ordering period November 1, 2026 – October 31, 2036
Individual Ceiling	$20 billion per contract
Authorized Order Types	FFP, T&M, Labor-Hour, FPAF, FPIF, FPEPA, and authorized hybrid orders
SEWP Fee	Agency Administrative Handling Fee not to exceed 0.34%, included in the quoted price (not a separate line item)
Payment Methods	Electronic Funds Transfer (EFT) and Government Purchase Card (GPC)

NASA currently anticipates that SEWP VI ordering will begin November 1, 2026, subject to NASA activation of the SEWP VI Marketplace and Quote Request Tool. The contractual ordering period and

expiration date are governed by VERSA's executed contracts and any subsequent modifications. No quotes may be submitted and no orders may be accepted until both the contract Effective Date and VERSA's Active status (completion of the SEWP Onboarding Checklist) have been reached.

2. About NASA SEWP VI

The NASA SEWP (Solutions for Enterprise-Wide Procurement), pronounced "soup," provides the latest Information Technology, Communication, and Audio-Visual (ITC/AV) solutions and services for all Federal agencies and their approved contractors. Created in 1993, SEWP I was the first Government-Wide Acquisition Contract (GWAC) in the federal acquisition space. SEWP has continually evolved over more than 30 years and is designated Best in Class. SEWP VI has a $60 billion program ceiling and a $20 billion ceiling per prime contract. The program is self-funded through usage fees (not to exceed 0.34%) and supports more than 50,000 orders a year.

SEWP is a request-based vehicle. There is no static catalog to search. Contract Holders add commercial technology and IT services through the SEWP Database of Record / Marketplace as requested by customers. Technology is ever-evolving; SEWP processes enable Contract Holders to add new offerings daily.

The SEWP contracts were awarded by scope category. The three categories are:

- Category A — ITC/AV Solutions (hardware, software, cloud tools, and peripherals). VERSA was not awarded Category A.
- Category B — Enterprise-Wide ITC/AV Service Solutions. VERSA awarded contract 80TECH26D1963.
- Category C — Mission-Based ITC/AV Service Solutions (Small Business Set-Aside). VERSA awarded contract 80TECH26D0548.

If you would like NASA SEWP to determine whether a requirement is within scope, send an overview and/or bill of materials to help@sewp.nasa.gov. NASA will review and provide feedback.

3. About VERSA Integrated Solutions

VERSA Integrated Solutions, Inc. is a Small Disadvantaged Business and Maryland DOT-certified Minority Business Enterprise headquartered in Calverton, Maryland. Established in 2006, VERSA delivers lean, cost-effective, and value-driven Information Technology, Communications, and Audio/Visual (ITC/AV) solutions and services. We fuse technical expertise with industry-best practices to help Federal agencies accelerate modernization, improve mission agility, and mitigate operational risk.

VERSA's people-first culture and High-Performance Team approach produce outcome-driven results aligned with each customer's mission priorities, dependencies, and budget profile. We are ISO 9001:2015, ISO 20000:2018, and ISO 27001:2013 certified and CMMI Level 3 v2.0 appraised for Services and Development.

Under SEWP VI, VERSA emphasizes advanced application platforms, intelligent automation, and digital transformation services first, supported by deep infrastructure, communications, and operations expertise.

SEWP VI Service Capabilities

SAP, Enterprise Applications & Human Capital Transformation

- SAP PartnerEdge partner for SuccessFactors (HR transformation, Workforce Analytics / Workforce Planning), ERP & Finance, CRM, Business Technology Platform, Application Development & Integration, Analytics, and Intelligent Technologies.
- End-to-end implementation support across prepare, explore, realize, and deploy phases, including data migration, configuration, training, organizational change management, and post-go-live hypercare.
- Cloud-based SAP environments with integrations to legacy systems, dashboards, reporting, and workflow automation.

Application Development, DevOps & Software Engineering

- Full-lifecycle custom application development, modernization, enhancement, and integration using Agile, Scrum, and DevOps methods.
- Platforms include Java, .NET, Azure, Power Platform / Dataverse, ServiceNow, SharePoint, Salesforce, mobile applications, APIs, and database architecture.
- SDLC support, CI/CD, reverse engineering, system integration, and custom tool development.

RPA, AI & Intelligent Automation

- Robotic Process Automation (RPA) to design, configure, and deploy bots that automate workflows, document routing, data processing, and routine tasks.
- Intelligent automation using Power Automate, Power Apps, and Power BI to streamline Federal business processes and provide real-time visibility.
- AI and machine learning integration, led by VERSA's Chief AI Officer, to accelerate modernization, enhance analytics and workforce planning, and mitigate operational risk.

Cloud, Data Architecture & Cybersecurity

- Full and hybrid cloud strategy, migration, and operations (including AWS GovCloud and Azure).
- Data architecture, database administration, data migration, analytics, and reporting.
- Cybersecurity engineering, risk assessments, vulnerability management, continuous monitoring, and compliance support aligned with Federal standards.

Enterprise Network, Unified Communications & Collaboration

- Large-scale enterprise network design, transformation, and optimization supporting voice, video, and data convergence (WAN, dark fiber, SIP/PRI, wired/wireless, remote access, security, TIC, load balancing, COOP, and disaster recovery).
- End-to-end IP Telephony and Unified Communications platforms with presence, IM, and desktop video collaboration, including large-scale migrations from legacy telephony.

Audio/Visual, VTC, Data Center & Operations

- AV/VTC system design, integration, installation, maintenance, and support; digital signage and enterprise collaboration environments.
- Data center design, upgrade, consolidation, migration, and systems integration.
- Full-lifecycle IT engineering, Service Desk / Help Desk / Call Center support, in-scope training, and program/project management.

Why Agencies Partner with VERSA on SEWP VI

- Proven Federal performance delivering complex application, automation, and infrastructure solutions across civilian agencies, including CMS, USDA, NIH, FDA, DOC (Census, NIST, NOAA, NTIS), and DOL.

- Mature quality systems: ISO 9001:2015, ISO 20000:2018, ISO 27001:2013, and CMMI Level 3 (Services and Development).
- Modern digital platforms (SAP, Power Platform, RPA, AI) combined with deep network, UC, AV, and operations expertise.
- Responsive, customer-centric support with a designated Program Manager (Douglas Jefferson) and Deputy Program Manager (Edwin Rogers Jr.).
- Ability to add CLINs and Providers through the SEWP Technology Refreshment process.
- Accepts Government Purchase Cards and EFT.

4. Category B Scope — Enterprise-Wide ITC/AV Service Solutions

Contract Number: 80TECH26D1963. Category B supports customized enterprise-wide solutions involving multiple departments, locations, customers, and/or field offices. Services may be performed at Government and/or contractor locations worldwide as specified in the order. The technical areas below describe representative Category B capabilities. The executed VERSA contract and the NASA SEWP Database of Record determine the offerings available for a specific request.

Scope limitation. Product-only requirements are not in scope for Category B. Ancillary hardware and software may be included only when integral and necessary to the enterprise-wide services solution. Product-only requirements should generally be acquired under SEWP VI Category A.

TA	Technical Area	Representative VERSA Capabilities
7b	Enterprise-Wide Application Services / Software Development	SAP SuccessFactors & ERP; Agile/.NET/Java; ServiceNow; SharePoint; Salesforce; Power Platform; APIs; DevSecOps
6b	Enterprise-Wide Information and Data Analytics Services (IDAS)	Workforce analytics; data science; AI/ML; dashboards; rapid prototyping and sustainment
3b	Enterprise-Wide Innovation Services	RPA bots; intelligent automation; process improvement; next-generation tooling
9b	Enterprise-Wide Cloud Services	Cloud strategy, migration, governance, security, and X-as-a-Service (AWS GovCloud, Azure)
8b	Enterprise-Wide Cybersecurity Services	Architecture, monitoring, vulnerability management, RMF, privacy, and incident response
4b	IT Service Management	ITSM processes and tools; incident/request; knowledge; continual improvement
2b	IT Managed Services	End-user computing; MDM; collaboration; infrastructure; service desks
5b	Enterprise Service Program Integration	Cross-service integration spanning apps, networks, cyber, data centers, and metrics
1b	Enterprise-Wide Network Services	LAN/WAN, voice/data, UCC, cable plant, TIC, COOP, and operations
10b	Enterprise-Wide Digital Multimedia & Technical Communications	AV/VTC, digital signage, websites, broadcasting, and multimedia engineering
11b	Program Management / Ancillary Services and Supplies	PMO, transition, logistics, and ancillary products only when integral to the services solution

Technical Areas are representative, not exhaustive. Other ITC/AV services that meet the Category B enterprise-wide definition may be in scope.

5. Category C Scope — Mission-Based ITC/AV Service Solutions

Contract Number: 80TECH26D0548. Category C is a Small Business Set-Aside and supports customized solutions at the mission or program level that improve and enhance an agency's ITC/AV environment. Representative work includes custom computer programming, network operations, ITC/AV engineering and design, data processing and analysis, hosting, computer facilities, ITC/AV management, consulting and educational services, digital government services, and cybersecurity.

Scope limitation. Product-only requirements are not in scope for Category C. Ancillary hardware and software may be included only when integral and necessary to the mission-based services solution.

TA	Technical Area	Representative VERSA Capabilities
3c	Application Services / Software Development	Custom development, modernization, integration, and sustainment
2c	Information and Data Analytics Services (IDAS)	Analytics, reporting, AI/ML, and workforce/data insights
1c	Innovation Services	RPA, Power Platform automation, and process innovation
5c	Cloud Services	Cloud adoption, hosting, operations, and X-as-a-Service
4c	Cybersecurity Services	Security engineering, assessments, monitoring, and compliance
6c	Digital Multimedia & Technical Communications	AV/VTC, collaboration rooms, digital communications
7c	IT Operations and Maintenance / Help Desk / Call Center	O&M, service desk, IMS, asset and license management
8c	Network Services	Network operations, engineering, UCC, and telecommunications
9c	Database Services	DBA, DBMS, monitoring, tuning, and database security
10c	In-Scope Training	Identify, develop, and deliver training for technologies and systems
11c	Program Management / Ancillary Services	PMO support and ancillary items only when integral to the services solution

Customers should select the Category (B or C) and NAICS code that best describe the purchase. VERSA will respond only to requirements that fall within an awarded Category and that match VERSA's verified Exhibit 4 NAICS size standards.

6. How to Obtain a Quote

The recommended method for obtaining a quote is the NASA SEWP Quote Request Tool (QRT) at www.sewp.nasa.gov. Using the QRT documents Fair Opportunity and automatically includes Contract Holders within the selected Category and set-aside group. VERSA monitors the QRT and responds to applicable Requests for Quote (RFQ), Requests for Information (RFI), and Market Research Requests (MRR).

Agencies that need help scoping a requirement, confirming Category B versus Category C, or identifying the appropriate contract type may contact VERSA before issuing a formal request. Pre-solicitation assistance is provided at no charge and does not replace Fair Opportunity.

Quote Process

1. Define the requirement. Identify the objective, users, locations, required outcomes, technical scope, performance standards, security and privacy controls, Section 508 needs, period of performance, contract type, and evaluation criteria.
2. Confirm scope and Category. Determine whether the work is enterprise-wide (Category B, contract 80TECH26D1963) or mission/program-level (Category C, contract 80TECH26D0548). Identify any ancillary hardware or software and explain why it is integral and necessary to the services solution.
3. Submit the request through the NASA SEWP Quote Request Tool once SEWP VI ordering tools are active. Select the appropriate Category and competition group. Include the statement of work or PWS, instructions, evaluation criteria, due date, and required attachments.
4. Optional pre-quote assistance. Contact Program Manager Douglas Jefferson at djefferson@versais.com or (703) 399-6626, or Deputy Program Manager Edwin Rogers Jr. at ejrogers@versais.com or (703) 969-5881. General inquiries may also be sent to info@versais.com or (301) 577-7760. For an active SEWP request, provide the SEWP request number, agency, ordering office, due date, scope, place of performance, requested contract type, and security requirements.
5. Receive and evaluate the quote. VERSA submits formal responses through the NASA-prescribed process (Contract Holder Only Page / QRT). Each quote states its validity period and applicable order-specific terms, assumptions, dependencies, licensing provisions, and service conditions. Quoted prices will be at or below the SEWP Database of Record price at the time of quote. The Agency Administrative Handling Fee is included in the quoted price and is not listed as a separate line. Commercially available technical specifications are available upon request at no charge.
6. Place the order. After the best-value decision, the issuing Contracting Officer creates the Delivery Order / Task Order and routes it to the NASA SEWP Program Management Office. VERSA will not begin performance until NASA has processed the order and assigned a SEWP Control Number (SCN).

When to Contact VERSA Directly

Contact Program Manager Douglas Jefferson at djefferson@versais.com or (703) 399-6626, Deputy Program Manager Edwin Rogers Jr. at ejrogers@versais.com or (703) 969-5881, or the general line at info@versais.com or (301) 577-7760 if you need help with any of the following:

- How to obtain a quote for services, or for ancillary hardware/software that is integral to a services solution.
- Determining whether a requirement belongs in Category B or Category C.
- Installation, basic or extended warranty, technical support, or software support questions prior to award.
- Post-delivery issues or troubleshooting a problematic order.

7. Fair Opportunity

FAR 16.505(b)(1) provides that each contractor shall be given a fair opportunity to be considered for each order exceeding the micro-purchase threshold as defined in FAR 2.101 and issued under multiple-award contracts. The method to obtain Fair Opportunity is at the discretion of the Contracting Officer, who must document the rationale for placement and price of each order. No selection documentation is required to be submitted with the order to NASA SEWP; the issuing procurement office maintains that documentation. Exceptions are limited to those in FAR 16.505(b)(2).

Using the SEWP online Quote Request Tool is the recommended method to assist in this activity and to augment the required decision documentation. The QRT will automatically include the Contract Holders

within a selected Category or based on a suggested source. There is no requirement to obtain three quotes so long as all Contract Holders within the selected Category or set-aside were given the opportunity to quote. All three SEWP VI Categories allow small-business and socioeconomic set-asides at the order level.

8. Ordering and Order Administration

The internal ordering process of each agency varies. The process and forms for Purchase Requests (PR) and Delivery Orders (DO) / Task Orders (TO) issued against a SEWP contract are defined by the issuing agency, not by the NASA SEWP Program Management Office (PMO). The NASA SEWP PMO does not issue DOs; it reviews, processes, and tracks issued DOs and forwards them to the Contract Holder.

Typical flow:

1. The end user or Contracting Officer determines best value through market research and Fair Opportunity.
2. The issuing procurement office creates the Delivery Order / Task Order citing the NASA SEWP contract number (80TECH26D1963 or 80TECH26D0548) and VERSA Integrated Solutions, Inc. as the prime Contract Holder.
3. The order is sent to the NASA SEWP PMO at sewporders@sewp.nasa.gov (preferred). Fax 301-286-0317 is also accepted.
4. The NASA SEWP PMO verifies the order, assigns a SEWP Control Number (SCN), and forwards the valid order to VERSA.
5. VERSA acknowledges receipt, confirms points of contact and schedule, and begins performance only after receiving the processed order bearing an SCN.
6. VERSA delivers the services and any integral ancillary products, and maintains status, acceptance, warranty, support, invoicing, and modification records.

Required Information on the Delivery Order

If the following information does not appear on the delivery order, processing may be delayed or the order may not be processed:

- Delivery Order Number (any valid Government DO is allowed).
- Quote from VERSA verifying the viability of the order.
- SEWP Fair Opportunity documentation for orders over the micro-purchase threshold.
- Date the Delivery Order was issued and date signed.
- SEWP Contract Number (80TECH26D1963 or 80TECH26D0548).
- VERSA mailing address and phone number.
- Issuing office: agency name and mailing address.
- Ship-to / place of performance: agency name and address.
- Total dollar amount of the order and line-item pricing.
- Contracting Officer signature and phone number.

SEWP Fee, Contract Types, and Performance Start

The Agency Administrative Handling Fee is included in the total quoted price and is not shown as a separate line item. NASA posts the applicable rate; the contract permits a fee not to exceed 0.34%.

Authorized order types include Firm-Fixed-Price, Time-and-Materials, Labor-Hour, Fixed-Price Award-Fee, Fixed-Price Incentive-Fee, Fixed-Price Economic Price Adjustment, and authorized hybrid orders. The QRT allows the customer to select the contract type when issuing a request.

VERSA will not begin performance, fulfillment, purchasing, or delivery until the NASA SEWP PMO has processed the order, assigned a SEWP Control Number, and transmitted the processed order to VERSA. If a customer sends an order directly to VERSA before NASA processing, VERSA will route it through the required SEWP process and will not begin work until the processed order and SCN are received.

Modifications

All modifications — including funding changes, option exercises, and changes affecting price or scope — must be routed through the NASA SEWP PMO. VERSA will not implement a modification until NASA has processed it and provided the applicable SEWP Control Number.

9. Installation, Warranty, Technical Support, Software Support, and Post-Delivery

The following policies apply to services and any ancillary products delivered under VERSA's SEWP VI Category B and Category C contracts. Order-specific terms in the Delivery Order / Task Order control if they differ from this summary.

Installation and Transition

VERSA coordinates installation, transition-in, and cutover activities specified in the order, including scheduling, site-preparation guidance, and on-site or remote installation support. Installation and related services are quoted when requested, based on the customer's requirements, locations, and security constraints.

Basic Warranty

Standard commercial warranties on any ancillary hardware or software are included in the product price and follow the Original Equipment Manufacturer (OEM) or publisher warranty unless the order states otherwise. VERSA is the single point of contact for warranty claims, coordinates with the OEM or publisher on the customer's behalf, and tracks resolution through completion.

Extended Warranty

Extended warranty and maintenance options are available at the time of quoting and are priced to the customer's requested term and service level. Extended coverage is specified in the quote and resulting order.

Technical Support

VERSA provides technical support for services and solutions delivered under SEWP VI orders, including troubleshooting, configuration assistance, and guidance on operation and maintenance. For OEM-supported products, standard support is provided by the OEM; VERSA assists in resolving issues and escalates as needed.

Software Support

For software delivered or implemented under a SEWP VI order, VERSA supports installation, licensing, updates, and compatibility issues and coordinates with publishers for license management, renewal, and escalated support. Application, RPA, SAP, and platform sustainment levels are defined in the order.

Post-Delivery and Acceptance

VERSA supports customer acceptance in accordance with the order. Post-delivery issues — including incorrect configuration, incomplete deliverables, or damaged ancillary products — should be reported immediately to Program Manager Douglas Jefferson at djefferson@versais.com or (703) 399-6626, Deputy Program Manager Edwin Rogers Jr. at ejrogers@versais.com or (703) 969-5881, or info@versais.com / (301) 577-7760. VERSA coordinates correction, replacement, return, or repair and tracks the issue through resolution.

Section 508

VERSA supports Section 508 accessibility requirements identified in the request and order. If an accessible alternative format of this Ordering Guide or of a deliverable is needed, contact Douglas Jefferson at djefferson@versais.com or (703) 399-6626, or info@versais.com or (301) 577-7760.

10. Resolving Problematic Orders

If an issue arises with an existing order, VERSA's goal is to resolve it as quickly as possible. Contact Program Manager Douglas Jefferson at djefferson@versais.com or (703) 399-6626 (primary) or Deputy Program Manager Edwin Rogers Jr. at ejrogers@versais.com or (703) 969-5881, and reference the agency Delivery Order number and the SEWP Control Number.

Delivery or Performance Status

Customers may inquire about the status of any open order. VERSA maintains current status in the SEWP Contract Holder Only Page (CHOP) and provides updates upon request. If a delivery or milestone date will change, VERSA notifies the customer in advance.

Order Modifications

If requirements change after an order is placed, the ordering Contracting Officer submits a modification through the SEWP PMO. VERSA processes modifications promptly after NASA assigns the applicable SCN.

Incorrect, Incomplete, or Damaged Deliverables

If a delivered service or ancillary product does not match the order, or if a product arrives damaged, contact VERSA immediately. VERSA coordinates correction, replacement, return, or repair and tracks the issue through resolution.

Billing and Invoicing

Questions about invoices, CLIN mapping, the SEWP fee inclusion, or payment status should be directed to Douglas Jefferson at djefferson@versais.com or (703) 399-6626, Edwin Rogers Jr. at

ejrogers@versais.com or (703) 969-5881, or info@versais.com / (301) 577-7760. VERSA accepts EFT and Government Purchase Cards.

Escalation

If an issue cannot be resolved at the VERSA program-management level, escalate to the NASA SEWP PMO at help@sewp.nasa.gov or (301) 286-1478, and copy sewporders@sewp.nasa.gov for order-processing matters.

11. VERSA Sales and Support Contacts

All formal communication with the NASA SEWP Program Management Office is coordinated through VERSA's designated Program Manager and Deputy Program Manager. A dedicated quotes mailbox is pending confirmation; until that mailbox is published, send quote requests and general inquiries to the Program Manager, Deputy Program Manager, or info@versais.com. This guide will be updated within 10 business days of any change to designated contacts, fax number, or quotes mailbox.

Role	Name / Organization	Contact
SEWP VI Program Manager	Douglas Jefferson	djefferson@versais.com · (703) 399-6626
SEWP VI Deputy Program Manager	Edwin Rogers Jr.	ejrogers@versais.com · (703) 969-5881
Executive Sponsor	Kevin Mitchell, CEO & Founder	info@versais.com · (301) 577-7760
Quotes, RFQ / RFI / MRR assistance	Douglas Jefferson (primary) Edwin Rogers Jr. (backup) General / dedicated mailbox TBD	djefferson@versais.com · (703) 399-6626 ejrogers@versais.com · (703) 969-5881 info@versais.com · (301) 577-7760
Installation, warranty, technical & software support	Douglas Jefferson (primary) Edwin Rogers Jr. (backup)	djefferson@versais.com · (703) 399-6626 ejrogers@versais.com · (703) 969-5881
Post-delivery issues & order troubleshooting	Douglas Jefferson (primary) Edwin Rogers Jr. (backup)	djefferson@versais.com · (703) 399-6626 ejrogers@versais.com · (703) 969-5881
Corporate Office	3901 Calverton Blvd, Suite 185, Calverton, MD 20705	Fax (301) 586-0809 or 866.602.1886 (primary fax TBD)
Hours	Monday–Friday, 9:00 AM – 5:00 PM ET	Closed weekends and Federal holidays

Program Manager Douglas Jefferson is the primary point of contact for day-to-day SEWP operations, policy compliance, customer issue resolution, and interactions with the SEWP PMO. Deputy Program Manager Edwin Rogers Jr. provides backup coverage and supports quote and order administration.

12. NASA SEWP Customer Assistance

SEWP Helpline	help@sewp.nasa.gov · (301) 286-1478
SEWP PMO Hours	Monday–Friday, 7:30 AM – 6:00 PM ET

Submit orders (preferred)	sewporders@sewp.nasa.gov
Submit orders (fax)	(301) 286-0317
Program website	https://www.sewp.nasa.gov
SEWP VI information	https://www.sewp.nasa.gov/sewpvi/
Quote Request Tool	Available via https://www.sewp.nasa.gov once SEWP VI tools are active
Scope questions	Send an overview or BOM to help@sewp.nasa.gov

The NASA SEWP PMO provides customer webinars, virtual and in-person training for agency acquisition personnel upon request, and help determining whether a requirement is in scope. Customers who are unfamiliar with SEWP may be referred to help@sewp.nasa.gov for guidance.

13. Official Resources and Document Control

- NASA SEWP Program website: https://www.sewp.nasa.gov
- NASA SEWP Ordering Guide: https://www.sewp.nasa.gov/documents/SEWP_Ordering_Guide.pdf
- VERSA company information: https://www.versais.com
- VERSA capabilities: https://www.versais.com/capabilities
- NASA SEWP tools: https://www.sewp.nasa.gov/sewp_tools.shtml
- Fair Opportunity information: https://www.sewp.nasa.gov/fairopportunity.shtml
- VERSA other contract vehicles: GSA IT Schedule 70 & Health IT (GS-35F-527AA), GSA OASIS+, SeaPort-NxG, NOAA NMITS (CTA), Air Force SBEAS (Mission Assured JV), and WMATA ITIO.

Document Accessibility

This Ordering Guide is published as an electronic file suitable for downloading and printing. It is prepared to support Section 508 access. If you experience difficulty accessing the information or require an alternative format, contact info@versais.com or (301) 577-7760.

Source Control

Version 1.1 — September 10, 2026. This guide will be updated no later than 10 business days following each contract modification, in accordance with SEWP VI Contract Holder requirements (Attachment A, Ordering Guides). The executed contracts, NASA SEWP procedures, and the ordering agency's order control in the event of any inconsistency.

NASA SEWP is a registered trademark of the National Aeronautics and Space Administration. This document is provided for customer convenience and does not amend VERSA's SEWP VI contracts.

VERSA Integrated Solutions, Inc.
3901 Calverton Blvd, Suite 185, Calverton, MD 20705
Tel (301) 577-7760 · info@versais.com · www.versais.com
Category B 80TECH26D1963 · Category C 80TECH26D0548