

NASA SEWP IV ORDERING GUIDE

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1. ABOUT AD HOC

AD HOC

Ad Hoc is a digital services company that helps the federal government better serve people. Our team of experts from across commercial industry and government brings the modern skills necessary to help agencies transform public services into digital services. Our work enables agencies to meet the needs of their users while closing the gap between consumer expectations and government.

2. OUR SERVICES

DIGITAL EXPERIENCES

- Web and native mobile applications
- Omnichannel development
- UI/UX and service design
- Content strategy and management

SYSTEMS TRANSFORMATION

- Application and API delivery
- Platform development
- Cloud migration

DATA INTEROPERABILITY

- Data analytics and visualization
- Data infrastructure and automation
- Data strategy and governance

AI AND AGENTIC AUTOMATION

- Agent and automation development
- Agent platforms
- AI infrastructure

3. THE CONTRACT VEHICLE

ABOUT THE NASA SEWP VI GWAC

Ad Hoc is a **Category B awardee** on the NASA Solutions for Enterprise-Wide Procurement (SEWP) VI, part of a multi-award Government-Wide Acquisition Contract (GWAC) and one of the federal government's premier acquisition vehicles for information technology products and services.

SEWP VI enables federal agencies to efficiently access a broad range of emerging technologies and IT capabilities to meet evolving mission needs. As a SEWP VI contract holder, Ad Hoc will bring proven expertise in digital modernization, systems transformation, and cloud and scalable technology delivery to help agencies improve performance, enhance the user experience, and deliver more resilient government services.

4. TERMS

FAIR OPPORTUNITY CLAUSE

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 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.

5. ONLINE PROGRAM SUPPORT

HOW TO WORK WITH US ON SEWP VI

Ad Hoc is committed to providing responsive support throughout the acquisition lifecycle—from obtaining a quote to post-award support and issue resolution for NASA SEWP VI customers.

HOW TO OBTAIN A QUOTE

Name: Jen Mosier

Email: nasasewpVI@adhoc.team

Phone: 202-818-8710, ext. 1412

POLICY AND PROCEDURAL INFORMATION

For questions regarding installation, warranties, technical support, software support, delivery, or other post-award contract administration matters, please contact:

Name: David Macaluso

Email: nasasewpVI@adhoc.team

Phone: 202-818-8710, ext. 1372

TROUBLESHOOTING PROBLEMS WITH ORDERS

If you experience an issue with an existing order, our SEWP support team will work with you to quickly resolve questions related to order status, fulfillment, delivery, or other order-specific concerns.

Name: Jen Mosier

Email: nasasewpVI@adhoc.team

Phone: 202-818-8710, ext. 1412