InterImage

SEWP Helpline

help@sewp.nasa.gov
(301) 286-1478
www.sewp.nasa.gov

SEWP PMO Hours:
M-F, 7:30 AM– 6 PM(ET)

InterImage, Inc. Contacts

Program Manager
Leslie Steele
Lsteele@iimage.com
(703) 522-2301

Deputy Program Manager
Kennady Hertz
Khertz@iimage.com
(571) 482-1024

InterImage, Inc. Contracts

Category B - 80TECH26D1113
Category C - 80TECH26D0203

Ordering Period: November 1, 2026 through October 31, 2036

Business Size: Woman-Owned Small Busines (WOSB)

NASA SEWP VI
Solutions for Enterprise-Wide Procurement

Contract Holder

SEWP VI Ordering Guide

How to request a quote, place an order, and obtain support through InterImage, Inc.

SEWP VI - Great Customer Service, Minimal Fees
The NASA SEWP (Solutions for Enterprise WIde Procurement) is a pre-competed IDIQ that provides the latest in Information Technology (IT) products for all Federal Agencies. A preferred vehicle by many, it strives to eliminate the cumbersome, complicated and time-consuming factors associated with government IT acquisition. As your advocate, the SEWP program office leverages more than 30 years of success to ensure that your IT procurements are streamlined and compliant.

About InterImage
InterImage, Inc. is an award-winning Woman-Owned Small Business (WOSB) with more than 30 years of experience delivering secure, agile digital transformation solutions across the Department of War (DoW), Intelligence Community (IC), and federal civilian agencies. Our capabilities span application modernization, software development, systems integration, business process and workflow automation, cybersecurity, cloud, data management, robotic process automation (RPA), and artificial intelligence (AI). Backed by CMMI Level 3 (Dev), ISO 9001:2015, and ISO 27001:2022 certifications, InterImage combines deep domain expertise, disciplined execution, and technical excellence to deliver scalable, cost-effective solutions that improve mission performance, efficiency, security, and operational readiness. For more company information, visit www.iimage.com.

Physical Address
4121 Wilson Blvd 5th Floor
Arlington, VA 22203
United States

SEWP VI Information

InterImage

What's in Scope for SEWP VI

SEWP is designed to provide a broad suite of Information Technology, Communication and Audio Visual (ITC/ AV) solutions and services. Technology is ever-evolving and for that reason SEWP's processes enable us to add new commercial technology and IT services to our contract daily, as requested by our customers. The focus of SEWP is on the full suite of technology offerings that simplify Governmental access and Industry offerings across the entire ITC/AV solutions and services landscape. InterImage holds contracts in two of the three SEWP scope categories:

- **Category B** - Enterprise-Wide ITC/AV Service Solutions
- **Category C** - Mission-Based ITC/AV Service Solutions

If you would like SEWP to determine if your requirement is within scope of the SEWP VI contract, please send an overview and/or bill of materials (BOM)to help@sewp.nasa.gov and the SEWP PMO will quickly review and provide feedback.

Contract Rules

Fees

- The SEWP IV fee is **.34%** of total award value and cannot be shown as a separate line on the quote. The fee is included in the price of the products.
- There is no CAP on the SEWP fee.

Allowable Items

- Open Market items are not allowed on the quote, even $0 items.
- All CLINs must be added to contract prior to quoting the customer. This includes MRR (Market Research) responses.

Allowable Customers

- All Federal agencies
- Authorized Federal Contractors, Primes, and System Integrators (receipt of a SEWP STN# constitutes approval of the Prime

Miscellaneous

- InterImage is classified as a WOSB on SEWP.

Market Research

According to Federal Acquisition Regulations, (FAR) Part 10, appropriate market research based on the size and complexity of the acquisition is required. The Online Manufacturer Lookup and RFI/RFQ SEWP tools assist in this market research process.

Fair Opportunity

FAR 16.505(b) (1) provides that each contractor shall be given fair opportunity to be considered for each order exceeding $10,000 and issued under multiple award contracts. The FAR states that the method to obtain fair opportunity is at the discretion of the Contracting Officer (CO) and that the CO must document the rationale for placement and price of each order. Using the SEWP online Quote Request Tool is the recommended method to assist in this activity and to augment the required decision documentation.

Ordering Process

InterImage

The internal ordering process of each Agency varies. The process and accompanying forms for Purchase Requests (PR) and Delivery Orders (DO) that are issued against a SEWP contract are defined by the issuing Agency, not the NASA SEWP Program Management Office (PMO). The typical process is for end-user to determine a requirement and generate a PR.

The PR along with any necessary funding information is sent to that Agency's procurement office which results in the issuance of a DO. Any valid Federal Agency DO form, and the associated Delivery Order number may be used. The NASA SEWP PMO does not issue DOs - these must be issued through the issuing Agency's procurement office. The SEWP PMO reviews, processes and tracks issued DOs and forwards them to the Contract Holder(s), such as InterImage.

Some Agencies have special requirements for issuing IT Delivery Orders. It is the Issuing Agency's Contracting Officers' (COs/KOs) responsibility to be aware of any Agency-specific policies regarding issuing orders via an existing contract vehicle and Government-Wide Acquisition Contracts. There are no requirements under the SEWP Contracts for issuing Agencies to use other intermediary procurement offices, except as directed through their own internal policies.

The SEWP Ordering Process Flow

Regardless of Agency-specific Ordering processes, the general flow for SEWP orders is:

a. END USER OR SEWP Contracting Officer
    i. Determines best value through market research.
    ii. Creates Delivery Order - Cite NASA SEWP Contract # and Prime Contract Holder.
    iii. Sends Order to NASA SEWP Bowl.
b. NASA SEWP Program Management Office (PMO)
    i. Verifies Order.
    ii. Forwards valid Order to the appropriate Contract Holder.
c. SEWP Contract Holder
    i. Processes Order.
    ii. Delivers Equipment & Services.
    iii. Invoices Agency or Contractor.

If modifications are made to any order, these modifications must also route through the SEWP Program Management Office (PMO).

Ordering Process (cont.)

InterImage

Get Started with a Delivery Order

Delivery orders are required to contain the following information for processing. If the below information does not appear on the delivery order, the order may not be processed or processing may be delayed.

- Date of order
- Signature (direct, electronic, or implied through pre-approved method) of authorized Government Ordering Official;
  - Contracting Officer for Order
  - Credit Card Holder Name for credit card orders
- Name and phone number of authorized Government Ordering Official
- Name of Issuing Agency
- Name of Ordering Agency (if different from Issuing Agency)
- Order Number
  - Unique order number for the Ordering Government entity - Ordering Agency determines the Order Number
- Contractor Name and SEWP Contract Number

Using the SEWP Quote Request Tool (QRT)

The QRT is available on the SEWP website, https://www.sewp.nasa.gov. Use of this tool assists in providing and documenting Fair Opportunity and verifying and assuring items quoted are on contract and properly priced.

Agency's can submit the following quote request types:

- ***Request-For-Quote (RFQ)***: Contains specific requirements. CLINs must be on contract at time of quoting, quote must include verification file. Generally results in an award.
- ***Request-For-Information (RFI)***: General in nature, does not have specific requirements. CLINs do not have to be on contract at time of quoting, verification file not required.
- ***Market-Research-Request (MRR)***: Customer is researching specific requirements. CLINS must be on contract at time of quoting, quote must include verification file.

Obtaining Quotes Outside of the QRT

There may be times when the Agency may use a different mechanism from the normal QRT process. For example, if the customer has a classified/sensitive request for which they are obtaining SEWP quotes. The SEWP process allows the customer to notify Contract Holders via the QRT or another mechanism of their choice, such as email. This helps the customer directly and securely submit that material to the Contract Holders via their own agency method. In these cases, the customer may go directly to InterImage for a quote. InterImage will respond in the Agency indicated manner and will coordinate with the SEWP PMO to log the order.

Installation and Post Delivery Support

InterImage's PM and/or DPM will coordinate installation and product support. Specific coverage, charges, exclusions, and response commitments are established by the applicable contract, quote, order, and provider terms.

Warranty coverage may vary by product and provider. When requesting warranty assistance, include the order number, product or part number, serial number if applicable, delivery date, and a description of the problem.

For Assistance

Please contact the SEWP helpline if you have any questions concerning your purchase orders, the SEWP webtools or any SEWP related topics at 301-286-1478. The SEWP PMO hours of operation are Monday - Friday 7:30 am to 6:00pm EST.

You can also contact the InterImage PMO to obtain quotes, clarify a quote, or discuss any order related issues:

- Program Manager (PM) - Leslie Steele | Lsteele@iimage.com | (703) 522-2301
- Deputy Program Manager (DPM) - Kennady Hertz | Khertz@iimage.com | (571) 482-1024