



BANNER QUALITY MANAGEMENT INC.

SEWP VI Ordering Guide

Category C

CONTRACT # 80TECH26D0015

Contract Period of Performance: November 2026 - October 2036



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BQMI OVERVIEW

Banner Quality Management Inc. (BQMI) is a certified Woman Owned Small Business (WOSB) and an Economically Disadvantaged Small Business (EDWSOSB), as well as being 8(a) certified by the Small Business Administration through 2028. BQMI is an experienced NASA and DoD prime contractor, supporting NASA since 2013.

BQMI Capabilities

BQMI perform services for the government that include Innovation Services, IT Management and Governance, Workplace and Collaboration Services, Information Management, Portfolio Management, Multimedia and Collaboration Services, Communication, Application and Software Development, Programming, Cybersecurity, Cloud Services, Digital Multimedia and Technical Communications Services, IT Operations and Maintenance, Help Desk/Call Center Support, Network Services, Database Services, End-User Services, Safety & Mission Assurance (SMA) Training and Professional Development, Safety Leadership, Program and Project Management, Mishap Investigation, Web Development, Data Analysis & Management, Risk Management, Systems Engineering & Design, Artificial Intelligence, Information Dissemination, Training, Financial Services, and Program Management/Ancillary Services.

BQMI is ISO 9001:2015 certified, appraised at CMMI Development Maturity Level 3, and CMMC Level 2 (Self) compliant. It also maintains a Top-Secret facility clearance, demonstrating a strong commitment to quality, security, and dependable performance.

Headquarters	820 S. Friendswood Drive, Suite 105, Friendswood, TX 77546
Website	www.bqmi.com
CAGE Code	6XT74
UEI	DL41QANLBET5
Business Size	8(a), EDWOSB, WOSB

SEWP VI OVERVIEW

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. Originally, the contract vehicle provided only technology products for NASA and all other agencies. Over the past 30 years SEWP has continually expanded its scope to meet customer needs. The SEWP vehicle represents acquisition innovation within the Federal Government. The program is self-funded through usage fees (0.34%) and provides acquisition support to all Federal agencies - more than 50,000 orders a year.

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 Contract Holders (CH) to add new commercial technology and IT services to their 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. SEWP is composed of three (3) scope categories detailed below. 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 they will quickly review and provide feedback.

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

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

On SEWP VI, BQMI will provide services under Category C, Mission-Based Services (Small Business Set-Aside). The Category C scope provides Federal agencies with customized Solutions at a Mission/Program level that improve and enhance an ITC/AV infrastructure through methodologies including but not limited to:

- custom computer programming services,
- telecommunication services including network operations, IT, AV, and Communications based engineering and design services,
- data processing and analysis services,
- hosting and related services,
- IT and network operation and computer facilities,
- ITC and AV management services,
- IT consulting and educational services,
- digital government services, and
- cybersecurity and security systems services.

SEWP VI supports multiple contract types at the order level, including firm fixed price (FFP), time and material (T&M), labor hour (LH), fixed price award fee (FPAF), and fixed price incentive fee (FPIF), giving agencies flexibility to structure task orders around mission needs.

FAIR OPPORTUNITY

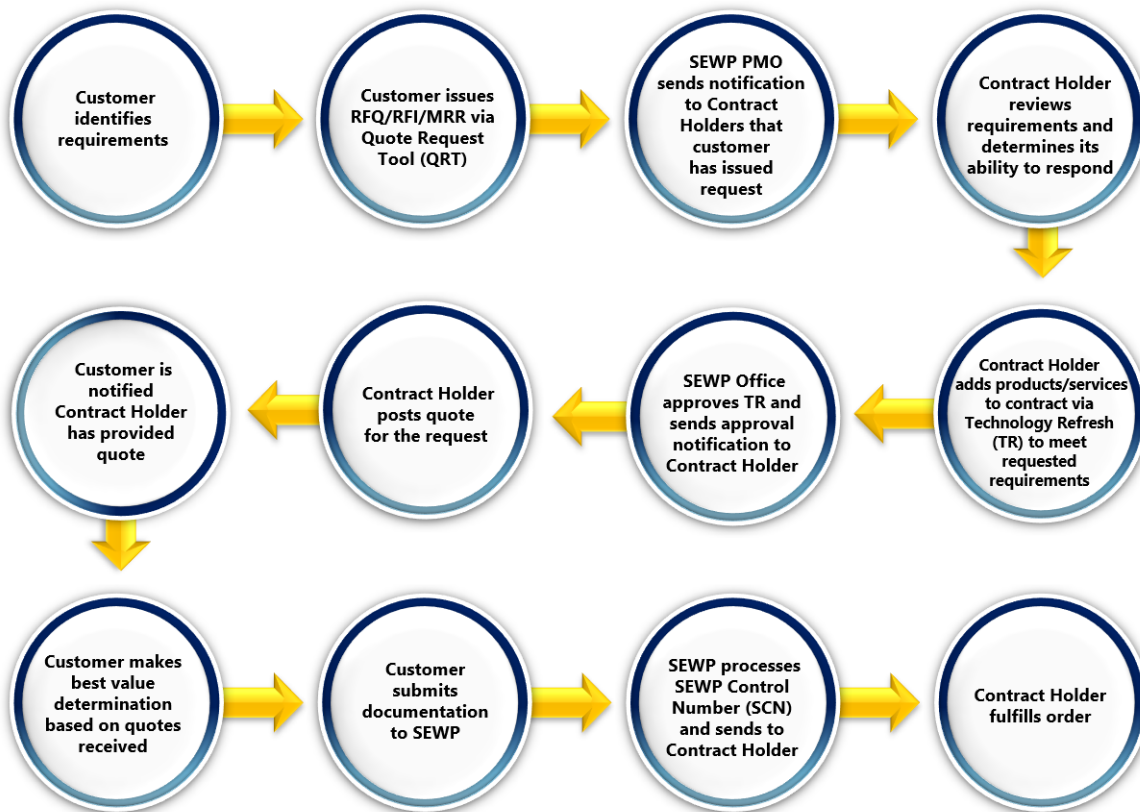
FAR 16.505(b) (1) provides that each contractor shall be given fair opportunity to be considered for each order exceeding \$10,000 and issued under multiple award contracts. The FAR states that the method to obtain fair opportunity is at the discretion of the Contracting Officer (CO) and that the CO must document the rationale for placement and price of each order. Using the SEWP online Quote Request Tool (QRT) is the recommended method to assist in this activity and to augment the required decision documentation. The SEWP QRT will automatically include the Contract Holders within a selected Group or based on a suggested source.

ORDERING PROCESS

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 is defined by the issuing Agency, not the NASA SEWP Program Management Office (PMO). The typical process is for an end-user to determine a requirement and generate a Purchase Request (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 Program Management Office (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).

Some Agencies have specific 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.



SEWP VI Procurement Cycle

If modifications are made to any order, these modifications must also route through the SEWP PMO.

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.

The following Information is required for each order:

- Date of order
- Name of authorized Government Ordering Official
- Contracting Officer for order
- Credit Card Holder Name for credit card orders
- Name, phone number, and email address 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)
- Contract Holder's name
- Appropriation and accounting data
- Billing and invoice address
- Shipping address
- SEWP CLINs and product descriptions to be delivered
- Total order amount
- Any additional mutually agreed upon Terms and Conditions, Statement of Work, etc.
- Period of performance for any associated services.

BQMI ORDERING PROCESS

The SEWP VI ordering process follows the steps below. For detailed guidance, visit the NASA SEWP website at <https://www.sewp.nasa.gov>.

Step 1: Agency Identifies Requirement

The ordering agency determines its ITC/AV requirement and confirms it falls within SEWP VI scope.

Step 2: Agency Submits RFQ via SEWP Quote Request Tool

The ordering Contracting Officer submits a Request for Quote (RFQ), Request for Information (RFI), or Market Research Request (MRR) through the SEWP online Quote Request Tool to the applicable SEWP VI category or categories.

Step 3: BQMI Responds with Quote and Verification File

BQMI provides a quote through the SEWP Contract Holder Only Page CHOP quote tool, accompanied by a CLIN verification file matching the quoted items and pricing. All quoted items are on contract at the time of the quote.

Step 4: Agency Evaluates and Selects

The ordering agency evaluates quotes per Fair Opportunity procedures (FAR 16.505(b)) and determines best value.

Step 5: Agency Issues Delivery Order or Task Order

The ordering Contracting Officer issues the order and submits it to the SEWP PMO at sewporders@sewp.nasa.gov.

Step 6: SEWP PMO Assigns SCN

The SEWP PMO validates the order, assigns a SEWP Control Number (SCN), and routes the order to BQMI.

Step 7: BQMI Begins Performance

Upon receipt of the order with an assigned SCN, BQMI begins performance. BQMI provides regular status updates through the SEWP CHOP and directly to the customer as required. Payment is accepted via Electronic Funds Transfer (EFT) and Government Purchase Card, regardless of order size.

BQMI applies a flat 3% transaction fee to all quote-approved payments, including credit card and ACH transactions. The fee will be disclosed on the customer quote and invoice and added to the total amount due at the time of payment. By submitting payment, the customer acknowledges and accepts the applicable transaction fee.

ORDER ISSUES AND POST DELIVER CONTACTS

BQMI addresses ordering issues as quickly as possible. Common issues include:

Delivery Status Customers may inquire about the delivery status of any open order. BQMI maintains current delivery status in the SEWP Contract Holder Only Page (CHOP) and provides updates to customers upon request. If a delivery date changes, BQMI notifies the customer in advance.

Order Modifications If requirements change after an order is placed, the ordering Contracting Officer may submit a modification through the SEWP PMO. Modifications are processed promptly, and an updated CLIN reflecting the modification is created.

Billing and Invoice Questions For questions about invoicing and payment, contact BQMI program office. BQMI's invoicing complies with all FAR requirements and aligns with the banking information registered in SAM.gov.

Escalation If an issue is not resolved to the customer's satisfaction through normal channels, customers may escalate concerns to the NASA SEWP Program Management Office at chhelp@sewp.nasa.gov or by visiting <https://www.sewp.nasa.gov>.

SEWP VI PROGRAM SUPPORT CONTACT INFORMATION

Order Issues and Post-Delivery Contacts

Cynthia Carter, BQMI SEWP VI Program Manager

202-361-1309; ccarter@bqmi.com

Michael Daniels, BQMI SEWP VI Deputy Program Manager

713-562-1235; mdaniels@bqmi.com

SEWP Helpline

help@sewp.nasa.gov

(301) 286-1478

SEWP PMO Hours:

M-F, 7:30 AM – 6 PM (ET)

www.sewp.nasa.gov