



Ordering Guide

SEWP V Contracts

Contract Number: NNG15SD38B

Groups: B (SDVOSB) & C (SB)

Contract Holder: RedHawk IT Solutions, LLC

Contract Performance Date: Awarded 2015 Extended Until 09/30/2026

1. Introduction

This Ordering Guide has been developed in accordance with clause **C.1.3.3** of the SEWP V contract. It provides federal agencies and authorized support contractors with information, policies, and procedures for ordering products and services from RedHawk IT Solutions, LLC under the SEWP V Government-Wide Acquisition Contract (GWAC).

This guide supplements but does not supersede the SEWP V contract terms, the Federal Acquisition Regulation (FAR), or agency-specific acquisition regulations.

2. Scope of the SEWP V Contract

- SEWP V is a Government-Wide Acquisition Contract (GWAC), Indefinite Delivery/Indefinite Quantity (IDIQ) vehicle providing access to high-quality IT products, solutions, and related services.
 - Authorized users include all federal agencies and approved federal support contractors.
 - Products and services available under SEWP V include:
 - IT hardware (servers, desktops, laptops, peripherals)
 - Software, licenses, and cloud services
 - IT-related professional services, installation, training, and maintenance
 - A SEWP administrative surcharge of **0.34%** is included in all item pricing. It must **not** be listed separately on quotes or delivery orders.
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3. How to Obtain a Quote

a) Contact Information

RedHawk IT Solutions, LLC

- **Sales Director:** Kevin Hawkins – 703-490-9192 x105 – kevin.hawkins@redhawkit.com
- **Order Processing:**
 - Spencer Burba – 703-490-9192 x109 – spencer.burba@redhawkit.com
 - Achilles Shideler – 703-490-9192 x108 – achilles.shideler@redhawkit.com

b) Quote Process

1. Submit your Request for Quote (RFQ) or Request for Information (RFI) via the **SEWP Quote Request Tool (QRT)** or via direct email.
2. Include detailed requirements: product type, quantities, delivery location, delivery schedule, and any additional services required.
3. RedHawk IT Solutions will respond with a detailed quote including:
 - SEWP V contract number
 - Quote validity period
 - Pricing inclusive of SEWP surcharge
 - Terms and warranty information
4. The accepted quote must be referenced on your Delivery Order (DO).

4. Ordering Procedures & Delivery Order Requirements

All Delivery Orders (DOs) must be submitted through the **NASA SEWP Program Management Office (PMO)** prior to award.

Submit orders to: sewporders@sewp.nasa.gov

☎ 301-286-0317

Required DO Information:

- Delivery Order Number
- SEWP Contract Number (NNG15SD38B)
- RedHawk IT Solutions, LLC (Contract Holder)
- Issuing Agency name and address
- Ship-To address
- Total dollar value of order
- Reference to RedHawk IT Solutions quote number
- Contracting Officer's name, signature, and contact information
- Detailed line items, quantities, and unit pricing

Note: Modifications to existing orders must also be routed through the SEWP PMO.



5. Fair Opportunity and Competition

In accordance with **FAR 16.505(b)(1)**, all contractors must be provided a fair opportunity to be considered for each order exceeding the micro-purchase threshold.

Use of the **SEWP Quote Request Tool (QRT)** ensures compliance with the fair-opportunity process.

If a single-source selection is made, appropriate justification must be documented per FAR and agency policy.

6. Warranty, Technical Support, and Post-Delivery Services

- **Standard warranty:** Provided by the original equipment manufacturer (OEM) or as specified in the quote.
 - **Extended warranty & maintenance:** Available upon request and must be included in the quote.
 - **Technical support:**
 - **CTO:** Dan Dyson – 703-490-9192 x103 – dan.dyson@redhawkit.com
 - **Post-delivery services:** Installation, configuration, training, and technical support can be provided by RedHawk IT Solutions as part of your order.
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7. Policy & Procedural Information

- The SEWP surcharge (0.34%) is **included** in all pricing.
 - Only items and services within the SEWP V scope may be ordered.
 - Market research must be conducted by the ordering agency to confirm requirement scope.
 - Orders must comply with all agency-specific acquisition regulations and the SEWP V contract.
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8. Points of Contact

Corporate Headquarters:
RedHawk IT Solutions, LLC
Phone: 703-490-9192

Role	Name	Phone / Extension	Email
CEO / Program Manager	James A. Hawkins	703-490-9192 x102	james.hawkins@redhawkit.com
HR Manager	Angela Hawkins	703-490-9192 X101	Angela.hawkins@redhawkit.com
CTO	Dan Dyson	703-490-9192 x103	dan.dyson@redhawkit.com
FSO	Robert F. Symczak	703-490-9192 x110	robert.symczak@redhawkit.com
Sales Director	Kevin Hawkins	703-490-9192 x105	kevin.hawkins@redhawkit.com
Order Processing	Spencer Burba	703-490-9192 x109	spencer.burba@redhawkit.com
Order Processing	Achilles Shideler	703-490-9192 x108	achilles.shideler@redhawkit.com

NASA SEWP Program Office

- Help Desk: 301-286-1478
- Email: help@sewp.nasa.gov
- Orders: sewporders@sewp.nasa.gov
- Website: <https://www.sewp.nasa.gov>

9. Revision History

Version	Date	Description of Changes 31
1.0	October 2015	Initial publication
1.1	28 October 2025	Updated POCs and contact info
1.2	04 May 2026	Updated Period of Performance



10. Appendix

- Attachment A:** Sample Delivery Order Checklist
Attachment B: Agency Ordering Flowchart
Attachment C: Sample Quote Request Form
Attachment D: Glossary of Terms

Attachment A – Sample Delivery Order Checklist

SEWP V Delivery Order Checklist

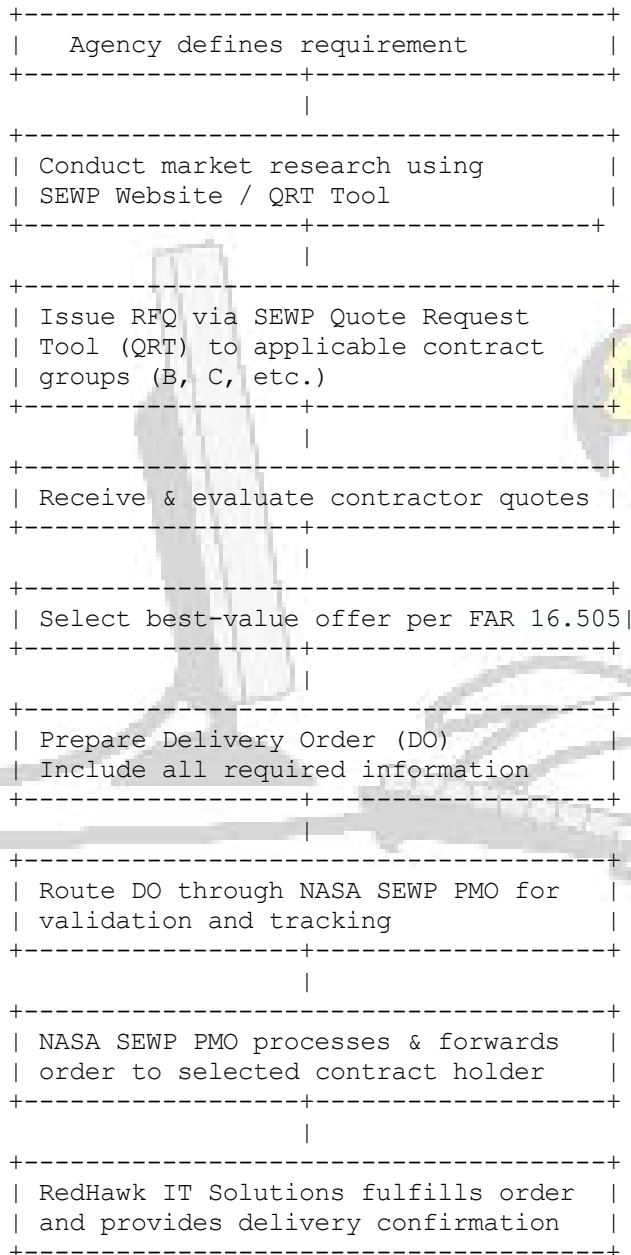
Before submitting your order to the NASA SEWP Program Management Office (PMO), ensure all required elements are complete.

Required Element	Description / Notes	Included? (✓)
<input type="checkbox"/> Delivery Order Number	Unique number assigned by issuing agency.	
<input type="checkbox"/> Issuing Agency	Name and address of the contracting office.	
<input type="checkbox"/> Ship-To Address	Complete address of delivery location.	
<input type="checkbox"/> SEWP Contract Number	Must list: NNG15SD38B (RedHawk IT Solutions, LLC).	
<input type="checkbox"/> Quote Number	Reference RedHawk IT Solutions quote #.	
<input type="checkbox"/> Line Items & Pricing	Each CLIN includes product description, part #, quantity, and unit price (SEWP surcharge included).	
<input type="checkbox"/> Total Dollar Value	Total including options, shipping, and surcharge.	
<input type="checkbox"/> Contracting Officer Name & Signature	Authorized signature is required.	
<input type="checkbox"/> Period of Performance	Delivery or service dates clearly stated.	
<input type="checkbox"/> Scope Verification	Order within SEWP V scope (IT hardware, software, or related services).	
<input type="checkbox"/> Funding Information	Appropriation/funding line(s) included.	
<input type="checkbox"/> Routing to NASA SEWP PMO	E-mailed to sewporders@sewp.nasa.gov or faxed 301-286-0317.	



Attachment B – Agency Ordering Flowchart

Federal Agency SEWP V Ordering Process





Attachment C – Sample Quote Request Form

SEWP V Quote Request Form (RFQ)

Submit to: quotes@redhawkit.com or via SEWP QRT

Requestor Information

Agency / Office

Contracting Officer / Buyer

Phone / Email

Delivery Address

Funding Type / CLIN Ref

Request Details

Required Items / Description

Manufacturer / Part Numbers

Quantities

Required Delivery Date

Installation / Warranty Needs

Additional Services (if any)

Special Instructions

Administrative Information

SEWP Contract Number NNG15SD38B (RedHawk IT Solutions, LLC)

Contract Group B (SDVOSB) & C (SB)

Date of Request

Required Response Date

Please allow up to 2 business days for standard quote responses.



Attachment D – Glossary of Terms

Term / Acronym	Definition
SEWP	Solutions for Enterprise-Wide Procurement – NASA’s GWAC for IT products and services.
GWAC	Government-Wide Acquisition Contract.
IDIQ	Indefinite Delivery / Indefinite Quantity contract type.
DO	Delivery Order – individual task or purchase order issued under the SEWP contract.
QRT	Quote Request Tool – NASA SEWP’s online system for RFQs and quote distribution.
FAR	Federal Acquisition Regulation – the primary set of rules for federal procurement.
OEM	Original Equipment Manufacturer.
POC	Point of Contact.
SB	Small Business.
SDVOSB	Service-Disabled Veteran-Owned Small Business.
PMO	Program Management Office – NASA office responsible for SEWP oversight.
CLIN	Contract Line Item Number – line item used to specify deliverables and pricing.