SEWP VI Ordering Guide

ThinkTek LLC | Category C | ITC/AV Mission-Based Services

This guide explains how federal customers can request a quote, place an order, and obtain support under ThinkTek's NASA SEWP VI Category C services contract.

Contract at a glance

Item	ThinkTek SEWP VI contract
Contract holder	ThinkTek LLC
Contract number	80TECH26D1080
Contract type	Government-Wide Acquisition Contract (GWAC)
Awarded category	Category C, ITC/AV Mission-Based Services
Business status	Small Business
Period of performance (POP) / ordering period	November 1, 2026 through October 31, 2036 Five-year base with one five-year option.
SEWP fee	0.34% of order value; included in all quoted prices. Not listed separately. ThinkTek remits the fee to NASA. NASA may adjust the surcharge rate.

Ordering in four steps

1. **Define the requirement.** Prepare the scope, performance period, funding, security requirements, and evaluation approach.
2. **Request competition.** Use the SEWP Quote Request Tool and select the appropriate Category C pool.
3. **Evaluate and award.** Evaluate responses under the stated criteria and issue the order under contract 80TECH26D1080.
4. **Route the order.** Send the order to NASA SEWP. ThinkTek begins work only after NASA processes it and assigns a SEWP Control Number.

ThinkTek Category C services

ThinkTek delivers mission-level ITC/AV services. Examples include software and systems engineering, DevSecOps, data processing and analysis, network operations, hosting, ITC/AV consulting, and cybersecurity. Each requirement must fit the awarded scope and available SEWP line items.

Fair opportunity

For orders exceeding the applicable micro-purchase threshold, the ordering contracting officer provides fair opportunity under FAR 16.505(b) unless an authorized exception applies. The agency determines and documents its approach. The SEWP Quote Request Tool supports market research and competition within the appropriate pool.

How to request a quote

Prepare the request

Describe the mission outcome, statement of work, deliverables, performance period and location, security needs, and evaluation factors.

Submit the SEWP request

Use the SEWP Marketplace to submit an RFQ, RFI, or Market Research Request. Select Category C and the appropriate fair-opportunity pool.

Manage communications

Use the request's question-and-answer function while it is open, unless the solicitation permits another channel. Do not send restricted information through unapproved channels.

Receive ThinkTek's quote

For an RFQ issued through the SEWP Quote Request Tool, ThinkTek responds through SEWP. For assistance, contact Stephen Forgue through the shared SEWP VI email and phone listed on page 3.

Information to include in the order

- Order date, agency order number, issuing agency, and ordering agency if different.
- Authorized ordering official's name, telephone number, and email address.
- ThinkTek LLC and SEWP VI contract number 80TECH26D1080.
- In-scope SEWP line items, descriptions, quantities, prices, and total amount.
- Statement of work, performance period, applicable terms, billing information, and accounting data.
- Required order signature and date.

Submit and process the order

The customer or ThinkTek should send the signed order or modification to sewporders@sewp.nasa.gov or fax it to (301) 286-0317. NASA processes the order and assigns a SEWP Control Number. ThinkTek begins fulfillment only after that process is complete. Modifications must also be routed through NASA SEWP.

Service delivery and post-award support

Installation, transition, and implementation

These services are provided when included in the awarded Category C order. At kickoff, ThinkTek and the ordering agency confirm deliverables, schedule, site access, agency security rules, and acceptance criteria.

Basic and extended warranty and software support

ThinkTek's Category C offering is for services and does not currently include standalone hardware or software sales. Product warranties generally do not apply to a services-only order. If an in-scope order includes an authorized ancillary item, any basic or extended warranty or software support must be specified in the quote and awarded order. Extended coverage is not automatic. Service corrections and acceptance are handled under the contract and order terms.

Technical and other post-delivery issues

Email SEWPVI@thinktekllc.com or call (703) 665-0919. Provide the SEWP Control Number, agency order number, affected line items, a description of the issue, and a contact for follow-up. ThinkTek will review the request and coordinate the applicable action under the order.

Resolve a problematic order

- **Identify the order.** Have the SEWP Control Number, agency order number, and affected line items ready.
- **Describe the issue.** State the problem, mission impact, and requested response time.
- **Contact ThinkTek.** Use the shared SEWP VI email or phone below so the team can investigate.
- **Escalate if needed.** Ask for Stephen Forgue or John Ahad. Changes to scope, price, or schedule require an authorized order modification.

ThinkTek contacts

Purpose	Named contact	Phone and email
Quotes and program support	**Stephen Forgue** Program Manager	(703) 665-0919 stephen.forgue@thinktekllc.com
Post-delivery support and order issues	**John Ahad** Deputy Program Manager	(703) 665-0919 john.ahad@thinktekllc.com

NASA SEWP support

Customer help: help@sewp.nasa.gov | (301) 286-1478

Order submission: sewporders@sewp.nasa.gov | Fax (301) 286-0317

NASA SEWP VI program information