NASA SEWP VI
Solutions for Enterprise-Wide Procurement
Contract Holder

ORDERING GUIDE

About SEWP

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. SEWP has continually evolved over the past 30 years, expanding its scope to meet the requests of its customers. The SEWP vehicle represents acquisition innovation within the Federal Government. The program is self-funded through usage fees (0.34%) and provides all Federal agencies with acquisition support - more than 50,000 orders a year.

Purpose and Use

This guide helps Federal customers request quotes and place orders with Liona Enterprises through NASA SEWP VI. It also identifies the information customers should provide for installation, warranty, technical, software, post-delivery, and problematic-order support.

Agency ordering officials remain responsible for their internal acquisition, competition, fiscal, security, and approval requirements. Where this guide conflicts with the applicable SEWP VI contract, order, NASA guidance, or law, the controlling authority governs.

Liona Enterprises, Inc.

Category A Contract: 80TECH26D1339
Category B Contract: 80TECH26D1441
Category C Contract: 80TECH26D0538

Period of Performance:
November 1, 2026 - October 31, 2036

Main Office Address:
308 Reading Road, Suite 300
Cincinnati, OH 45202
(888) 730-3986

SEWP VI Program Support
Order Issues and Post-Delivery Contacts

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SEWP Deputy Program Manager
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Liona Sales Team
sewp6@lionaenterprises.com
(800) 218-0684

SEWP Help Line
www.sewp.nasa.gov
help@sewp.nasa.gov
301-286-0317
Office Hours:
Monday-Friday,
7:30 AM – 6 PM (ET)

CUSTOMER QUICK START: Use the SEWP Quote Request Tool when applicable, identify the correct category, and provide complete technical, delivery, security, support, and funding requirements. Liona will not begin fulfillment until the SEWP Program Management Office has processed the order and assigned a SEWP Control Number.

About Liona

Liona Enterprises, Inc. is a Woman-Owned Small Business (WOSB) and mission technology integrator headquartered in Cincinnati, Ohio. Founded in 2015, Liona delivers Information Technology, Communications, and Audio-Visual (ITC/AV) solutions and services to Federal civilian, defense, and commercial customers through a combination of technical expertise, strategic technology partnerships, and disciplined program execution. Liona's core business areas include Audio Visual Teleconferencing (AV/VTC) Solutioning, Staff Augmentation, Value-Added Resale (VAR), Asset Management, enterprise modernization, cybersecurity, and lifecycle technology support.

Through its NASA SEWP VI contracts, Liona provides access to a broad portfolio of in-scope ITC/AV products, enterprise solutions, managed services, engineering support, cybersecurity capabilities, cloud technologies, collaboration platforms, and mission-based services. Liona supports customers throughout the entire technology lifecycle, including acquisition, integration, deployment, operations, sustainment, technology refresh, and asset accountability.

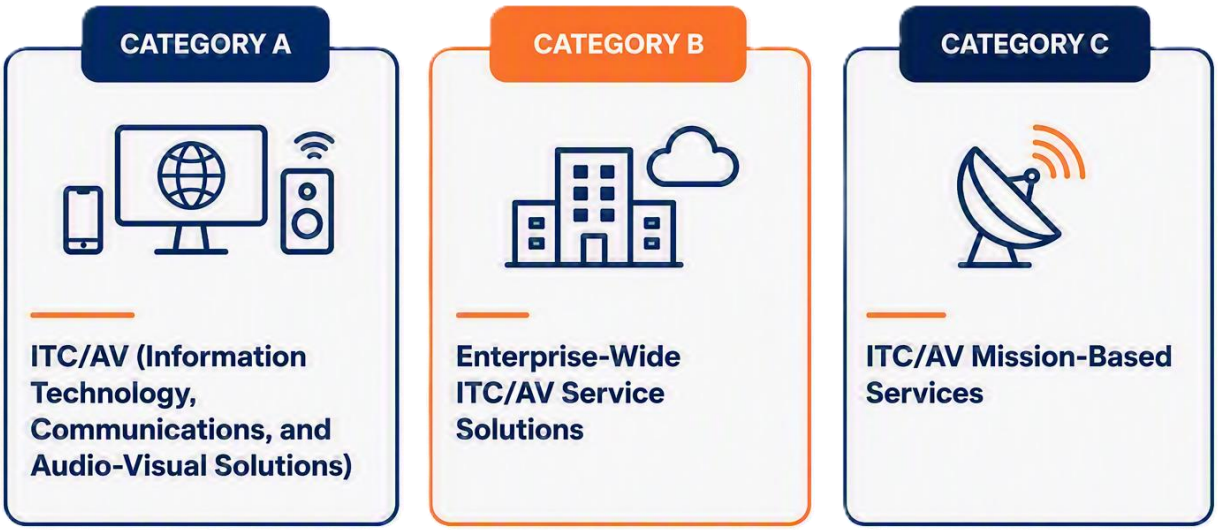
Contract and Company Information

Item	Details
Contract Holder	Liona Enterprises, Inc.
Address	308 Reading Road, Suite 300, Cincinnati, OH 45202
Unique Entity Identifier	VF7NT1YFNBN3
CAGE	764F7
Contract vehicle	NASA SEWP VI Government-Wide Acquisition Contract

Scope and Category Selection

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 our Contract Holders to add new commercial technology and IT services to their contract daily, as requested by out 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 we will quickly review and provide feedback.

Customers should select the category and NAICS code that matches the principal purpose of the requirement and their agency procedures. Each SEWP VI category is separate. A requirement spanning more than one category may require separate requests and orders.



Examples of potentially in-scope offering areas include hardware, software, cloud products, audiovisual technology, cybersecurity, engineering support, managed services, implementation support, and mission-focused IT services. Actual eligibility depends on category, scope, contract status, and the approved offerings included in the response.

How to Obtain a Quote

1. Define the requirements, including technical, delivery, security, procurement, support, period-of-performance, and funding needs.
2. Select the appropriate SEWP VI category, NAICS code, business size or set-aside approach, and acquisition strategy under agency procedures.
3. Use the NASA SEWP Quote Request Tool (QRT) to issue an RFI, Market Research Request, or RFQ when applicable. The SEWP QRT is the recommended method.
4. For a request issued through the QRT, Liona submits its response through the CHOP Quote Tool with the required verification file.
5. Liona validates that quoted offerings are on the applicable contract and priced in accordance with SEWP requirements before submission.
6. The customer evaluates responses and documents its award decision under agency procedures.

Request Types

Request type	Typical customer use	Response control
Request for Information (RFI)	Gather information before the requirement is finalized.	Liona provides factual, responsive information. Clearly defined RFIs may be treated differently from quotes under SEWP offering rules.
Market Research Request (MRR)	Research a specific need or acquisition approach.	Any quoted offering must meet applicable SEWP contract and pricing controls.
Request for Quote (RFQ)	Obtain evaluated pricing and terms that may lead to award.	Liona uses approved offerings, the applicable category, and a matching verification file.

How to Place an Order

Step	Action	Control
1	Define the requirement	Confirm category, NAICS, competition approach, security, delivery, support, and funding.
2	Issue the request	Use the SEWP QRT when applicable or the customer's authorized alternate method.
3	Receive Liona response	Confirm that the response addresses the requirement and includes applicable quote terms.
4	Evaluate and award	Follow agency evaluation, fair opportunity, approval, and documentation procedures.
5	Submit the order	Route the order or modification to the SEWP PMO, preferably from the customer.
6	SEWP validation	SEWP validates the order and verification information.
7	SCN assignment	SEWP assigns the unique SEWP Control Number.
8	Fulfillment	Liona begins only after receiving confirmation of SEWP processing and SCN assignment.

Credit Card Orders and Payment

Liona accepts payment by electronic funds transfer and may accept a Government Purchase Card or other agency-authorized credit card, subject to the order, applicable SEWP requirements, and Liona's approved finance controls. Liona processes card payment directly and does not use third-party payment platforms for SEWP orders.

A credit card surcharge of 2.9% may apply to orders paid by Government Purchase Card or other authorized credit card.

Order Processing, Verification, and Status

An order or modification should be sent to sewporders@sewp.nasa.gov or faxed to 301-286-0317. Liona may also submit an order received directly from a customer. Liona does not begin fulfillment until the SEWP PMO has processed the order and assigned an SCN.

The CLIN verification file must include the unique identifier and, for each item, the CLIN, unit price, and quantity. Its total must equal the order total. For a modification, the new file must include the original order and all modifications to date.

Liona maintains order-status information in CHOP and provides an update within two business days after a status change. Status information includes deliverables or services, period of performance, estimated ship date, ship date, and the current order status.

Installation, Warranty, and Post-Delivery Support

Support is coordinated according to the awarded order, product or service scope, manufacturer or provider terms, contract terms, and customer order documentation. To expedite support, provide the agency order number, SCN, Liona quote number, affected offering, issue description, requested resolution, and required response date.

Troubleshooting and Escalation

For a problematic order, contact Liona SEWP Order Support and provide the information below.

- Agency order number and SCN, if assigned.
- RFI, MRR, or RFQ number and Liona quote number, if applicable.
- Contract number and category, if known.
- Affected product, service, or solution.
- Issue description and relevant delivery, installation, warranty, software, or technical details.
- Requested resolution and required response date.

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 Contracting Officer (CO), and 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. The SEWP Quote Request Tool (QRT) will automatically include the Contract Holders within a selected Group or based on a suggested source.

Sensitive or Classified Requirements

Do not transmit classified information, controlled unclassified information, personally identifiable information, or other sensitive material through a channel that is not authorized for that information. Coordinate the required transmission method with the agency security official and Liona before sharing the material. When a customer directs use of an authorized alternate quote method, Liona follows that direction and applies the applicable SEWP contract and order controls.

If CUI transmission is required use cui@lionaenterprises.us