PARSONS

NASA SEWP VI

CATEGORIES A & B
COMPREHENSIVE ORDERING GUIDE

Category A - ITC/AV Solutions
Category B - Enterprise-Wide IT Solutions

Contract Holder	Parsons Government Services Inc.
SEWP VI Contracts	Category A: 80TECH26D1942 Category B: 80TECH26D0819
Awarded Categories	A and B
Category A Master NAICS	541519 - IT Value Added Reseller
Period of Performance / Ordering Period	November 1, 2026 – October 31, 2036 (both contracts)
Maximum Ordering Value	$20,000,000,000

Prepared as a customer-facing ordering aid. The SEWP VI master contract, current Contract Holder User Manual (CHUM), ordering activity solicitation/order, and current SEWP database of record control.

Contents

- 1. Purpose and How to Use This Guide
- 2. Contract at a Glance

2A. Parsons SEWP VI Contacts

- 3. Who May Use NASA SEWP VI
- 4. Understanding Parsons' Category A and Category B Coverage
- 5. Determining the Appropriate Category
- 6. What Customers May Order
- 7. Authorized Contract and Order Types
- 8. Acquisition Planning, Market Research, and Fair Opportunity
- 9. RFIs, MRRs, RFQs, and Quote Rules
- 10. Order-Level NAICS, Set-Asides, and Socioeconomic Decisions
- 11. Detailed Ordering Process - 10 Steps
- 12. Parsons Quote Content and Customer Evaluation Checklist
- 13. Pricing Rules and SEWP Administrative Handling Fee
- 14. Delivery, Shipping, Specialized Delivery, and Acceptance
- 15. Invoicing, Payment, and Government Purchase Card
- 16. Order Administration and Reporting
- 17. Technology Refreshment and Adding New Solutions
- 18. Supply Chain Risk and Compliance Considerations
- 19. Modifications, Changes, Credits, and Cancellations
- 20. Category A vs. Category B Quick Decision Matrix
- 21. Customer Ordering Checklist
- 22. Parsons Internal/Customer Coordination Checklist
- 23. Frequently Asked Questions
- 24. Contract References and Source Documents

1. Purpose and How to Use This Guide

This guide provides Federal ordering activities and Parsons personnel with a practical framework for acquiring Information Technology, Communication and Audio Visual (ITC/AV) solutions and enterprise-wide IT solutions from Parsons Government Services Inc. under NASA Solutions for Enterprise-Wide Procurement VI (SEWP VI). It is designed to translate the ordering provisions of the Parsons SEWP VI contract into an operational customer workflow.

This guide does not replace the SEWP VI master contract, the current CHUM/CHOP instructions, or an ordering activity's own acquisition policies.

Customers should use this guide during acquisition planning, market research, RFQ development, quote evaluation, order placement, delivery/acceptance, invoicing, and post-award administration. Parsons personnel should use it to help ensure proposed solutions are within scope, available in the SEWP database of record, correctly priced, and supported by the required order documentation.

2. Contract at a Glance

Contractor	Parsons Government Services Inc.
Contract Numbers by Category	Category A: 80TECH26D1942 Category B: 80TECH26D0819
Awarded Coverage	Category A - ITC/AV Solutions; Category B - Enterprise-Wide IT Solutions
Award Address	5875 Trinity Parkway, Suite 190, Centreville, VA 20120
Contract Phone	703-988-8500
Category A Master NAICS	541519 - IT Value Added Reseller
Period of Performance / Ordering Period	November 1, 2026 – October 31, 2036 for Category A and Category B; 10-year ordering period
Maximum Ordering Value	$20 billion
Minimum Contract Ordering Obligation	$25 during the effective ordering period
Order Continuation	Orders issued during the ordering period may continue for up to five years beyond the effective ordering period when otherwise authorized.

Contract reference: A.1.6, A.1.9 and A.1.12; Parsons SF 1449 award.

2A. Parsons SEWP VI Contacts

Primary Point of Contact

Will Williams - Program Manager

Email: Will.Williams@parsons.us

Phone: 863-380-1835

Alternate Point of Contact

Kelly Russ - Deputy Program Manager

Email: Kelly.Russ@parsons.com

Phone: 843-323-5607

The Primary and Alternate Points of Contact support SEWP VI program management, sales coordination, and customer support for Parsons Government Services Inc.

3. Who May Use NASA SEWP VI

SEWP VI is available to Federal agencies and other authorized Federal ordering activities. Authorized Government support-service contractors may also be permitted to purchase when the Government Contracting Officer provides the required authorization and the SEWP Program Office receives the required notification in advance.

- Federal agencies and authorized Federal ordering organizations may issue delivery orders.
- Authorized support-service contractors may purchase only when properly authorized by the Government CO.
- The contract does not generally authorize non-Federal governments unless Congress provides specific authority.

Contract reference: A.1.4 and A.1.5.

4. Understanding Parsons' Category A and Category B Coverage

Category A - ITC/AV Solutions

Category A is oriented toward ITC/AV products and associated solutions. A customer requirement may include hardware, software, communications, audio-visual components, related support, and other in-scope elements when the proposed items are authorized under Parsons' contract and available in the SEWP database of record.

Category B - Enterprise-Wide IT Solutions

Category B is oriented toward enterprise-wide IT services-based solutions. The contract also permits ancillary support when that support is integral and necessary to the IT services effort. Examples identified in the contract include program management and integration, financial management, logistics, phase-in/transition management, procurement, physical and cybersecurity management, facilities management, ancillary ITC/AV products, and minor alteration/repair to real property when appropriate to the IT solution.

Contract reference: SEWP VI scope and ancillary support provisions, including A.1.2.

5. Determining the Appropriate Category

The ordering activity should begin with the predominant purpose of the requirement. The category selection should reflect what the Government is principally buying rather than a secondary component of the solution.

Decision Factor	Category A	Category B
Predominant need	ITC/AV products and associated solutions	Enterprise-wide IT services solution

Typical center of gravity	Products, equipment, software and integrated solution components	Services, technical performance, enterprise IT outcomes
Ancillary elements	May accompany the product solution when in scope	Ancillary support may be included when integral and necessary to the IT services effort

The ordering Contracting Officer remains responsible for determining the appropriate category, predominant NAICS, set-aside approach, and order-level acquisition strategy.

6. What Customers May Order

A customer may order in-scope supplies and services that are authorized under Parsons' SEWP VI contract. For formal RFQ responses, Parsons may quote only items that are available on the contract at the time of quote. A product or service that is not yet listed cannot be marketed, quoted, or sold as an available SEWP item until the applicable technology refreshment or contract update is approved and the item appears in the SEWP database of record.

- Category A: authorized ITC/AV products and associated solutions.
- Category B: authorized enterprise-wide IT services-based solutions.
- Ancillary support may be included when permitted by the contract and integral to the principal solution.
- Bundled solutions must follow SEWP rules; components that require separate contract availability must be properly established.

Contract reference: A.1.13 and technology refreshment provisions.

7. Authorized Contract and Order Types

The SEWP VI terms authorize multiple commercial order structures, allowing the ordering activity to select the structure appropriate to its requirement.

- Firm-Fixed-Price (FFP)
- Time-and-Materials (T&M)
- Labor-Hour (LH)
- Fixed-Price Award Fee
- Fixed-Price Incentive Fee
- Fixed-Price Economic Price Adjustment (EPA)
- Hybrid combinations of authorized commercial contract types

The ordering Contracting Officer should select the order type based on requirement maturity, risk allocation, price/cost information, and applicable FAR/agency policy. The order may contain additional order-specific terms when those terms do not conflict with the SEWP VI master contract.

Contract reference: A.1.7 and A.1.8.

8. Acquisition Planning, Market Research, and Fair Opportunity

SEWP VI orders are placed under the fair-opportunity framework applicable to multiple-award IDIQ contracts. The ordering activity is responsible for applying FAR 16.505(b), documenting its selection as required by its own procedures, and using the SEWP tools as appropriate.

- Define the requirement and identify whether Category A or B best represents the predominant need.
- Conduct market research using authorized SEWP mechanisms and other permitted sources.
- Develop the RFQ/MRR so that scope, evaluation factors, delivery/performance needs, and response instructions are clear.
- Provide fair opportunity to eligible contract holders unless a valid exception applies.
- Maintain the ordering activity's acquisition and selection documentation in the order file.

Contract reference: A.1.13; FAR 16.505(b).

9. RFIs, MRRs, RFQs, and Quote Rules

Market Research / RFI

During market research, Parsons may identify a solution that is not yet available on the contract only when it is clearly identified as unavailable and Parsons submits the appropriate technology refreshment request. Market research does not convert an unavailable item into an orderable SEWP item.

Formal RFQ / MRR Response

- Parsons may quote only contract-available items for a formal RFQ/MRR response.
- Quoted prices may not exceed the applicable SEWP database price at the time of quote.
- If Parsons cannot provide sufficient contract items to fully respond, the contract requires a No Bid.
- Unless the RFQ expressly permits partial quotes, Parsons must respond to the complete requirement.
- The quote must state a clear validity period, and Parsons must honor an order submitted within that validity period.
- Responses through the NASA SEWP online quoting system must comply with the current CHUM.
- Government information obtained through CHOP may be used only for proposing on SEWP requirements.

Contract reference: A.1.13.

10. Order-Level NAICS, Set-Asides, and Socioeconomic Decisions

The master contract provides category-level scope and NAICS structure, but the ordering Contracting Officer determines the predominant NAICS for the individual order and decides whether the procurement will be unrestricted, set aside, socioeconomically set aside, sole source when authorized, or competed.

- Do not assume the Category A master NAICS automatically controls every order.
- Use the order's predominant work to support the NAICS determination.
- Apply agency small-business policy and FAR requirements at the order level.
- Document any exception to fair opportunity or special acquisition approach as required by the ordering activity.

Contract reference: SEWP VI order-level NAICS and set-aside provisions.

11. Detailed Ordering Process - 10 Steps

Define the Requirement - Describe the required outcomes, products/services, quantities, period of performance, delivery locations, security considerations, acceptance criteria, and funding constraints.

Select Category A or B - Determine whether the predominant requirement is an ITC/AV solution (A) or an enterprise-wide IT services solution (B).

Determine Order-Level Acquisition Strategy - Establish predominant NAICS, fair-opportunity approach, set-aside status, contract type, evaluation method, and any required approvals.

Conduct Market Research - Use SEWP tools and permitted market-research methods to identify capable contract holders and available solutions.

Issue the RFQ/MRR - State scope, instructions, evaluation factors, delivery/performance requirements, quote validity, and whether partial quotes are permitted.

Receive and Evaluate Quotes - Confirm scope, technical compliance, availability in the SEWP database, price, delivery/performance, and compliance with RFQ terms.

Select Parsons and Finalize the Order - Document the best-value/selection decision and incorporate order-specific terms that do not conflict with the master contract.

Route the Order Through SEWP PMO - Unless the agency has an applicable SEWP PMO exemption, the issuing agency submits the delivery order to the SEWP PMO before Parsons accepts/processes it.

Parsons Performs and Reports - Parsons fulfills the order, provides required status/progress reporting, manages delivery/performance, and addresses issues promptly.

Accept, Invoice, Close, and Final Report - The ordering activity accepts deliverables, processes invoices, administers changes, and Parsons completes required final order reporting.

Contract reference: A.1.8, A.1.13 and order administration/reporting provisions.

12. Parsons Quote Content and Customer Evaluation Checklist

Quote Element	Customer Check	Key Consideration
Contract/Category	Confirm Parsons contract and applicable Category A/B	Requirement must be within scope.
Technical Solution	Evaluate compliance with the RFQ	Formal quote items must be available on contract.
CLINs/Line Items	Confirm line-item clarity and traceability	Use approved SEWP line-item structure.
Price	Confirm price does not exceed database price	SEWP fee is included in total quote, not separately listed.
Delivery/Performance	Confirm dates, location, milestones and acceptance	Specialized delivery may require DELIVERY-Z.
Quote Validity	Confirm expiration date	Parsons must honor orders submitted within the stated validity period.

Order Type	Confirm authorized contract type	FFP, T&M, LH and other authorized commercial structures may be used.
Terms/Licenses	Review additional terms, EULAs/licenses as applicable	Master contract prevails if there is a conflict.
Purchase Card	Identify surcharge, if any, at quote stage	Surcharge cannot be added after quote submission.

13. Pricing Rules and SEWP Administrative Handling Fee

The price of an item on an order may not exceed the applicable price in the SEWP database of record on the date the ordering Contracting Officer signs the order, or the award date when no signature date applies. Parsons may provide discounts below the database price.

- SEWP administrative handling fee: not to exceed 0.34% of the total delivery order price.
- Parsons includes the fee in the total quoted amount; it is not shown as a separate line on the quote/order.
- The fee applies to original orders and applicable modifications; credits may apply when an order value is reduced.
- Parsons invoices the ordering agency for the full amount, inclusive of the SEWP fee.
- Parsons provides the required quarterly fee payment/reporting to the NASA SEWP finance function.

Contract reference: A.1.8 and A.1.26.

14. Delivery, Shipping, Specialized Delivery, and Acceptance

Unless otherwise agreed, the standard delivery framework is 30 calendar days from SEWP PMO receipt/processing for non-credit-card orders and 30 days from placement for credit-card orders. Expedited delivery of fewer than 30 days may be mutually agreed. Non-standard delivery schedules may also be proposed at the CLIN or quote level.

- The delivery order identifies the exact destination.
- Specialized delivery, including OCONUS, expedited, or special handling, may be quoted using DELIVERY-Z when appropriate.
- If Parsons cannot meet delivery, Parsons must notify the issuing CO and SEWP PMO within two business days of order receipt or manufacturer notification, as applicable.
- The ordering activity may cancel or seek consideration when delivery requirements cannot be met, consistent with the order and contract.
- Acceptance requirements should be explicit in the RFQ/order, especially for integrated solutions and services.

Contract reference: A.1.18 and A.1.29.

15. Invoicing, Payment, and Government Purchase Card

Invoices are submitted to the Designated Billing Office/Payment Office identified in the delivery order and must include the information required by FAR 52.212-4 and the order.

- Typical invoice data include contractor name/address, invoice date and number, contract/order/line-item identifiers, description, quantity, unit and extended price, and shipment/performance information.
- Prompt Payment Act requirements apply.
- Parsons must accept EFT and Government Purchase Card/other approved card regardless of order size, subject to contract terms.

- If a purchase-card surcharge applies, it must be stated in the quote and handled using PURCHASECARD-Z; it cannot be added after quote submission.
- Any card surcharge is limited by the applicable negotiated acceptance/network rules and may not exceed 4% in any state.
- Monthly invoice copies for Category A order awards valued at $6 million or more must also be sent to the SEWP PMO.
- Monthly invoice copies for all Category B order awards must also be sent to the SEWP PMO.

Contract reference: A.1.28; FAR 52.212-4; purchase-card provisions.

16. Order Administration and Reporting

SEWP VI includes post-award reporting obligations that should be incorporated into Parsons' order-management workflow.

- Monthly progress reports are required for active orders and are uploaded through CHOP as prescribed.
- A Final Order Report is due within 30 days after order completion.
- Fixed Price Incentive and Fixed Price task orders may have additional SEWP PMO reporting elements.
- Parsons should track delivery/performance, modifications, invoice status, acceptance, issues, and closeout milestones.
- Order-specific reporting requirements imposed by the ordering activity remain applicable in addition to SEWP reporting.

Contract reference: SEWP VI order administration and reporting provisions.

17. Technology Refreshment and Adding New Solutions

SEWP VI uses technology refreshment to keep contract offerings current. Parsons must follow the current CHUM format and process to add or update offerings. Approved technology refreshment items are added to the electronic SEWP database of record and may then be quoted and ordered.

- The Government may remove an item that is out of scope, not reasonably priced, out of date, or missing required technical information.
- An item on contract for more than 18 months may be considered out of date.
- A not-yet-listed item may be discussed during market research only under the contract's stated conditions; it is not orderable until approved/listed.
- Bundled line items are permitted only when each product already exists as a separate CLIN and the required item/price spreadsheet is submitted for PMO approval.

Contract reference: Technology refreshment provisions and current CHUM.

18. Supply Chain Risk and Compliance Considerations

Parsons and the ordering activity should address applicable supply-chain risk, cybersecurity, product authenticity, country-of-origin, licensing, data, and other compliance requirements at the solution and order level. The SEWP VI contract includes supply-chain safeguards, while the individual order may impose additional agency-specific controls.

- Validate that quoted products/services are contract-authorized and traceable to the current SEWP database.
- Review OEM, licensing, warranty, support, cybersecurity, and supply-chain conditions applicable to the solution.
- Identify order-specific security, access, data-handling, and personnel requirements in the RFQ.
- Do not use this guide as a substitute for order-specific legal, cybersecurity, export, or supply-chain review.

19. Modifications, Changes, Credits, and Cancellations

The ordering Contracting Officer administers changes to the delivery order. The order price may not increase except through an authorized order modification. Modifications that change value may affect the SEWP administrative fee, including potential credits for reductions.

- Document changes through an authorized order modification.
- Do not process informal scope or price changes outside the ordering CO's authority.
- Coordinate delivery impacts with both the ordering activity and SEWP PMO when required.
- Ensure modified items and pricing remain consistent with SEWP contract/database requirements.

20. Category A vs. Category B Quick Decision Matrix

Question	If Yes - Likely A	If Yes - Likely B
Is the center of gravity an ITC/AV product/integrated product solution?	Yes	Usually no
Is the center of gravity enterprise IT services and outcomes?	Usually no	Yes
Are ancillary products supporting a larger services solution?	Possible	Often Category B when integral to services
Are enterprise program/integration/logistics/security support elements integral to the IT services effort?	Secondary consideration	Category B framework expressly contemplates ancillary support

21. Customer Ordering Checklist

- ☐ Requirement is within SEWP VI and Parsons' awarded Category A or B scope.
- ☐ Predominant category and order-level NAICS have been determined.
- ☐ Fair-opportunity/set-aside strategy is documented.
- ☐ RFQ clearly states technical, price, delivery/performance, evaluation, and quote-validity requirements.
- ☐ Quoted items/services are available in the SEWP database of record.
- ☐ Quoted prices do not exceed applicable SEWP database prices.
- ☐ SEWP fee is included in total price and is not separately listed.
- ☐ Order type is authorized and appropriate.
- ☐ Licenses/additional terms have been reviewed for conflict with the master contract.
- ☐ Delivery destination, acceptance criteria, invoice office, and funding are identified.
- ☐ Order is routed through SEWP PMO before Parsons processing unless an applicable exemption exists.
- ☐ Post-award reporting, invoice-copy, and final-report requirements are assigned.

22. Parsons Internal/Customer Coordination Checklist

- ☐ Confirm the customer requirement maps to Category A or Category B.
- ☐ Confirm every formal RFQ line item is orderable under the current contract/database.
- ☐ Validate pricing against the database ceiling and document discounts.

- ☐ Identify specialized CLINs such as DELIVERY-Z, PURCHASECARD-Z, TRAVEL-Z, CREDIT-Z, GOVERNMENTAL-Z, ODC-Z, OVERHEAD-Z, or GENADMINISTRATION-Z only when contractually appropriate.
- ☐ State quote validity and delivery/performance assumptions clearly.
- ☐ Escalate unavailable items for technology refreshment rather than quoting them as currently orderable.
- ☐ Track SEWP PMO routing/acceptance before processing the order.
- ☐ Establish monthly reporting and invoice-copy requirements at kickoff.
- ☐ Complete Final Order Report within 30 days after completion.

23. Frequently Asked Questions

Q: Does an agency have to use Category A because the requirement includes hardware?

A: No. The ordering activity should identify the predominant requirement. Hardware can be ancillary to a Category B enterprise IT services solution when permitted by the contract.

Q: Can Parsons quote an item that is not yet in the SEWP database?

A: Not in a formal RFQ/MRR response as an orderable item. Market research may identify an unavailable item only under the contract's stated conditions and technology refreshment process.

Q: Can Parsons discount below its SEWP database price?

A: Yes. The contract establishes the database price as a ceiling for the applicable item/order date; discounts may be offered.

Q: Should the SEWP administrative fee appear as a separate line?

A: No. The fee is included in the total quote/order price and is not separately listed.

Q: What if Parsons cannot fully satisfy an RFQ?

A: If insufficient contract items are available to fully respond, Parsons must No Bid unless the RFQ expressly permits partial quotes.

Q: Can an order continue after the master ordering period ends?

A: An order issued during the effective ordering period may continue for up to five years beyond that period when otherwise authorized by the contract/order.

Q: Who chooses the order-level NAICS and set-aside status?

A: The ordering Contracting Officer.

Q: Are monthly invoice copies always required for Category B?

A: Yes, the contract requires monthly invoice copies for all Category B order awards to the SEWP PMO. Category A uses the $6 million-and-over threshold.

24. Contract References and Source Documents

This comprehensive guide was developed from the Parsons SEWP VI award documentation and the SEWP VI Terms and Conditions provided for this effort. Key contract sections reflected in the guide include A.1.2, A.1.4-A.1.9, A.1.12-A.1.13, A.1.18, A.1.23, A.1.26, A.1.28-A.1.29, technology refreshment provisions, reporting provisions, and FAR 52.212-4 as incorporated/referenced by the contract.

Primary source documents:

- Parsons Government Services Inc. SEWP VI awards — Category A: 80TECH26D1942; Category B: 80TECH26D0819. Period of performance / ordering period: November 1, 2026 – October 31, 2036 for both contracts.
- NASA SEWP VI Terms and Conditions supplied with the Parsons award materials.
- Current Contract Holder User Manual (CHUM) and CHOP instructions should be consulted at the time of each transaction.

Where this guide and the SEWP VI contract, CHUM, ordering activity solicitation, or delivery order conflict, the controlling contractual/order document governs.

Revision Notes for Parsons Review

Yellow highlighting = text added or revised for NASA SEWP VI onboarding Case 1232492.

October 28, 2026 update: Added NASA-requested Parsons SEWP VI contact information. Will Williams is identified as Primary POC and Kelly Russ as Alternate POC, including work email addresses and phone numbers. Yellow highlighting identifies all revisions made for NASA onboarding review, including contract-number/period-of-performance updates and the new contact information.

Changes highlighted in yellow: added explicit period of performance / ordering dates on the cover and in Section 2; identified the separate Category A and Category B contract numbers consistently; updated the award references in Section 24.

NASA request: Tiarra Troy's October 27, 2026 email for Case 1232492 asks Parsons to add the second contract number to its website and add period of performance dates to the ordering guide. This revision addresses the guide. The website update remains a separate action.

Review basis: the supplied guide already contains 80TECH26D1942 and 80TECH26D0819. The available Category A award file identifies Category A. The second number is assigned to Category B in this review copy; confirm that mapping against the Category B executed award before publication.

Date basis: Parsons' published SEWP VI page states November 2026 through October 2036. Public award records for 80TECH26D1942 report November 1, 2026 through October 31, 2036; the public Parsons award listing reports November 1, 2026 commencement for both contracts. Confirm exact dates for each contract against the executed awards before publication. The NASA email itself does not provide dates.

Sources checked October 27, 2026: https://www.parsons.com/nasa-sewp-vi/ ; https://spacenexus.us/capture/award/CONT_IDV_80TECH26D1942_8000 ; https://spacenexus.us/capture/incumbent/NMBCAG1JBKL7 .

Website coordination: display Category A — 80TECH26D1942 and Category B — 80TECH26D0819, and align the website period of performance with the confirmed award dates. Remove this internal review page before publishing the guide.