

BlueSun NASA SEWP VI

ORDERING GUIDE

Solutions for Enterprise-Wide Procurement

Category C: Mission-Based ITC/AV Service Solutions

Contract Information	BlueSun Data
Contract Holder	BlueSun Technologies Inc.
SEWP VI Category / Contract No.	Category C / 80TECH26D1092
Ordering Period	Base: November 1, 2026 – October 30, 2031 Option: November 1, 2031 – October 31, 2036
Guide Version	1.0
Contract Vehicle	Government-Wide Acquisition Contract (GWAC)
Prepared	October 10, 2026

9124 Lucys Overlook Way, Ellicott City, MD 21042
443-865-3955 | sewp@bluesuntech.net | www.bluesuntech.net

Document Control and Compliance Crosswalk

Document Control

- **Document Owner:** BlueSun SEWP Program Management Office
- **Approval Authority:** BlueSun SEWP Program Manager
- **Publication Format:** Electronic Word/ suitable for downloading and printing
- **Update Requirement:** Publish before placement of the first delivery order and update no later than 10 business days after each contract modification.
- **Primary Contact:** SEWP@bluesuntech.net

A.6 Ordering Guide Compliance Crosswalk

Required Component	Guide Coverage	Location
Quote process and sales contacts	Quote-request methods, required inputs, response coordination, and contact information.	Sections 4 and 5
Service support, warranty terms, and post-delivery issues	Support intake, service-specific terms, escalation, and issue coordination.	Sections 7 and 8
Troubleshooting problematic orders	Issue categories, intake data, escalation path, status coordination, and contacts.	Section 8
Contractor and SEWP overview	BlueSun profile, SEWP VI purpose, Category C scope, and contract data.	Sections 2 and 3
Contract Holder User Manual alignment	Ordering, modifications, records, fair opportunity, and use of NASA SEWP tools are addressed at a practical guide level.	Sections 5, 6, 9, and 10

1. Purpose and Use of This Guide

This ordering guide provides federal customers and authorized contractors with practical information for requesting quotes, placing and modifying orders, obtaining support, resolving post-delivery issues, and escalating problematic orders under **BlueSun's NASA SEWP VI Category C contract**.

- Use this guide together with the ordering agency's acquisition policies, the SEWP VI contract, and the current NASA SEWP Contract Holder User Manual.

- Agency Contracting Officers and Ordering Officers retain responsibility for agency approvals, fair opportunity, funding, evaluation, and order issuance.
- NASA SEWP PMO reviews, processes, tracks, and forwards issued delivery orders; it does not issue the ordering agency's delivery order.

2. SEWP VI Overview

NASA SEWP is a Government-Wide Acquisition Contract for Information Technology, Communication, and Audio-Visual (ITC/AV) solutions and services available to federal agencies and authorized users. SEWP VI is organized into three categories:

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

BlueSun holds a **Category C** contract. For an official scope review, customers may submit a requirement overview and/or scope description to help@sewp.nasa.gov or sewp@bluesuntech.net.

3. About BlueSun Technologies

BlueSun Technologies Inc. is a federal contractor established in 2001. BlueSun provides innovative information technology and professional services to federal customers, supported by disciplined program management, quality assurance, service management, information security, and supply chain risk management practices.

Representative Capabilities

- Enterprise program and project management
- Systems and network engineering
- Identity and Access Management
- ServiceNow Engineering
- AI-driven automation
- Service desk and end-user support
- Data analytics and business intelligence

Corporate Information	BlueSun Information
Legal Name	BlueSun Technologies Inc.
Address	9124 Lucys Overlook Way, Ellicott City, MD 21042
Main Phone	443-865-3955
Corporate Email	info@bluesuntech.net
Website	www.bluesuntech.net
Unique Entity ID	K6Z8U63FKHS6
CAGE Code	3YAP4
Tax ID	52-2359253
SEWP VI Contract	Category C Contract 80TECH26D1092
Ordering Period	November 1, 2026 through October 31, 2036

4. Program Support and Points of Contact

BlueSun uses a centralized SEWP Program Management Office to coordinate quotes, orders, contract administration, support, and escalation. The shared mailbox is the preferred entry point because it supports continuity, assignment, and tracking.

Role	Name	Purpose	Phone / Email
Program Office	BlueSun SEWP PMO	Quotes, order status, support intake, unresolved issues	443-865-3955 SEWP@bluesuntech.net
Program Manager	Stanley Nazaire	Program oversight, contract/order escalation	443-865-3955 snazaire@bluesuntech.net SEWP@bluesuntech.net
Deputy Program Manager	Seerat Farook	Alternate program oversight and escalation	443-865-3955 Seerat.Farook@bluesuntech.net SEWP@bluesuntech.net
Sales Representative	Stanley Nazaire	Service quote development	443-865-3955 SEWP@bluesuntech.net

NASA SEWP Help Desk

Channel	Information
Email	help@sewp.nasa.gov
Telephone	301-286-1478
Hours	Monday through Friday, 7:30 a.m. to 6:00 p.m. Eastern Time
Website	www.sewp.nasa.gov

5. How to Obtain a Quote

5.1 Preferred Quote-Request Method

The recommended method is the NASA SEWP online Quote Request Tool (QRT). Customers may also contact the BlueSun SEWP Program Office for service information, scope questions, preliminary market research, or assistance preparing a quote request.

5.2 Submit a Complete Requirement

- Agency and requesting organization
- Requestor and Contracting Officer contact information
- SEWP VI Category C and BlueSun contract number
- Statement of work, performance work statement, technical requirements, or objectives
- Place of performance, security requirements, service levels, and required labor categories
- Required delivery or performance schedule
- Inspection, acceptance, invoicing, and payment instructions
- Quote due date, desired validity period, and required quote format
- Applicable clauses, agency terms, socioeconomic considerations, and evaluation factors

5.3 Direct Quote Assistance

Email SEWP@bluesuntech.net using the subject line "SEWP VI Quote Request - [Agency] - [Requirement Name]." BlueSun will coordinate review of the requirement, confirm the

applicable scope and contract information, identify the responsible solution lead, and submit its response through the required channel.

A quote is not an order. Work begins only after BlueSun receives and validates an authorized delivery order and any required funding, security, technical, and performance documentation.

6. Ordering Process

1. The end user defines the requirement and develops the purchase request, funding package, and supporting documentation.
2. The ordering activity follows its agency procedures and satisfies fair-opportunity requirements for the applicable multiple-award contract category.
3. The ordering activity requests and evaluates quotes, documents its decision, and selects the appropriate contract holder.
4. An authorized Contracting Officer or Ordering Officer issues a delivery order using a valid federal agency order form and delivery-order number.
5. The ordering activity transmits the order through the NASA SEWP process and provides BlueSun with the documents needed for performance.
6. NASA SEWP PMO reviews, processes, tracks, and forwards the order to BlueSun.
7. BlueSun validates the contract number, scope, pricing, funding, period, locations, terms, and acceptance requirements, then acknowledges the order.
8. BlueSun performs, invoices, and supports the order in accordance with the accepted delivery order.

6.1 Fair Opportunity

FAR 16.505(b)(1) requires each contractor to receive a fair opportunity to be considered for orders exceeding \$10,000 under multiple-award contracts, unless an applicable exception is supported and documented. The ordering Contracting Officer determines the method and documents the rationale for order placement and price. The SEWP QRT is the recommended method for supporting this process.

6.2 Order Validation Checklist

- ☐ Correct BlueSun SEWP VI contract number and Category C
- ☐ Delivery-order number and authorized signature
- ☐ Funding and accounting data
- ☐ Complete labor categories, pricing rates, and total order ceiling
- ☐ Performance dates and locations
- ☐ Acceptance, inspection, invoicing, and payment instructions
- ☐ Applicable clauses and agency-specific requirements
- ☐ Security, privacy, accessibility, and supply-chain requirements
- ☐ Contracting, technical, receiving, and invoicing points of contact

7. Troubleshooting a Problematic Order

7.1 Contact BlueSun

Send the issue to SEWP@bluesuntech.net or call 443-865-3955. Use the subject line "*SEWP VI ORDER ISSUE - [Order Number] - [Short Description]*." For urgent mission-impacting issues, call after sending the email and request Program Manager escalation.

7.2 Include These Details

- Agency, Contracting Officer, technical point of contact, and receiving contact
- BlueSun SEWP VI contract number and delivery-order number
- Affected CLIN, service task, system, or software subscription
- Description of the issue, when it began, and operational impact
- Relevant delivery, acceptance logs, screenshots, or correspondence
- Troubleshooting performed and outcome
- Requested resolution and required-by date
- Whether Contracting Officer action may be required

7.3 Escalation Path

Level	Owner	Use When	Contact
1	BlueSun SEWP PMO	New quote, order, delivery, support, or invoice issue	SEWP@bluesuntech.net 443-865-3955
2	BlueSun Program Manager (Stanley Nazaire)	Issue is unresolved, recurring, high impact, or requires escalation	snazaire@bluesuntech.net 443-865-3955
3	BlueSun Deputy Program Manager (Seerat Farook)	Alternate escalation is required	Seerat.Farook@bluesuntech.net 443-865-3955
4	Ordering CO / NASA SEWP Help Desk	Official direction, scope, fair opportunity, order routing, or vehicle-level concern	Ordering CO / help@sewp.nasa.gov 301-286-1478

Only an authorized Contracting Officer may direct changes affecting price, scope, schedule, quantity, terms, or funding. BlueSun will not act on unauthorized contractual direction.

8. Service Changes and Cancellations

8.1 Cancellations

Contact the BlueSun SEWP PMO and the ordering Contracting Officer immediately. Any cancellation, credit, termination, or related impact will be handled in accordance with the delivery order and applicable contractual terms.

8.2 Service Corrections

- Coordinate corrective action through the BlueSun SEWP PMO.
- Preserve relevant records, logs, chain-of-custody information, and acceptance documentation.
- Protect government data and systems in accordance with agency security requirements.
- Process credits, re-performance, or other remedies under the order and applicable terms.

9. Post-Delivery Administration

9.1 Invoicing and Payment

BlueSun will invoice in accordance with the delivery order's invoicing instructions, acceptance terms, and payment method. Direct invoice questions to SEWP@bluesuntech.net and include the order number, invoice number, CLIN, amount, and nature of the discrepancy. Monthly invoice copies for Category C orders must also be handled in accordance with SEWP VI contract requirements.

9.2 Records Support

- Provide deliverables, service reports, and user access/license data as required by the order.
- Customers should retain the quote, order, modifications, acceptance evidence, invoices, support records, and disposition documentation in the official acquisition file.
- Requests for replacement copies of available order records may be sent to the BlueSun SEWP PMO.

9.3 Customer Responsibilities

- Provide accurate requirements and authorized direction.
- Maintain current technical, contracting, receiving, security, and invoicing contacts.
- Ensure site readiness, access approvals, security coordination, and acceptance resources.
- Protect delivered credentials, access profiles, and sensitive information.
- Notify BlueSun promptly of discrepancies, performance concerns, or changes.
- Route contractual direction through the authorized Contracting Officer.

10. Finalization Checklist Before Publication

- [] Confirm final contract number, category, award data, and ordering period.
- [] Confirm current UEI, CAGE, legal address, Tax ID, phone, and website.
- [] Confirm the SEWP-dedicated shared mailbox (SEWP@bluesuntech.net).

- ☐ Confirm the BlueSun Program Manager (Stanley Nazaire) and Deputy Program Manager (Seerat Farook) role assignments and contact details.
- ☐ Name and validate the BlueSun sales representative and post-delivery support lead.
- ☐ Verify NASA SEWP Help Desk information and operating hours.
- ☐ Validate fair-opportunity language and threshold against the current FAR and final contract.
- ☐ Validate SEWP QRT and program website links.
- ☐ Confirm Category C support language does not promise coverage beyond the quote/order.
- ☐ Confirm consistency with the current Contract Holder User Manual.
- ☐ Approve and publish electronically before the first delivery order.
- ☐ Update within 10 business days after each contract modification.

Appendix A. Quote Request Email Template

To: SEWP@bluesuntech.net

Subject: SEWP VI Quote Request - [Agency] - [Requirement Name]

- Agency/Office:
- Requestor Name, Phone, Email:
- Contracting Officer Name, Phone, Email:
- SEWP VI Category / Contract Number: Category C / 80TECH26D1092
- Requirement Summary:
- Attachments / SOW / PWS / Technical Requirements:
- Delivery / Performance Location:
- Required Period of Performance:
- Support / SLA Requirements:
- Security / Accessibility / Supply-Chain Requirements:
- Quote Due Date and Time:
- Additional Instructions:

Appendix B. Problem Order Intake Template

- Agency/Office:
- Delivery-Order Number:
- BlueSun SEWP VI Contract Number: Category C / 80TECH26D1092
- Contracting Officer / Ordering Officer:
- Technical / Receiving Contact:
- Affected CLIN / Service Task / System / License:
- Issue Description:
- Operational Impact and Urgency:
- Date/Time Discovered:
- Troubleshooting Completed:
- Supporting Evidence Attached:
- Requested Resolution and Required-By Date:
- Contracting Officer Action Needed: