Chatham
COMMUNICATIONS

CATEGORY C CONTRACT HOLDER

NASA SEWP VI Ordering Guide

ITC/AV Mission-Based Services

A mission-motivated, integrated marketing and communications firm dedicated to driving measurable real-world impact.

Chatham Communications JV, LLC

CONTRACT NO.	PERFORMANCE	DESIGNATION
80TECH26D0944	**Nov 2026 – Oct 2036**	**WOSB · Small Business**

Contract at a Glance

Key details Federal customers need to order Chatham services under NASA SEWP VI.

CONTRACT HOLDER	Chatham Communications JV, LLC
CONTRACT VEHICLE	NASA SEWP VI, multiple-award GWAC, open to all Federal agencies
AWARD CATEGORY	Category C: ITC/AV Mission-Based Services
CONTRACT NUMBER	**80TECH26D0944**
PERIOD OF PERFORMANCE	November 1, 2026 to October 31, 2036
SEWP SURCHARGE	0.34%, included in quoted pricing
UEI	V9GSNND38K88
CAGE CODE	977X5
BUSINESS DESIGNATION	Women-Owned Small Business (WOSB); Small Business
PRIMARY NAICS	541511
CONTRACT TYPE	Order-dependent; established at the order level by the issuing agency
CONTRACT CEILING	$20 billion per contract
HEADQUARTERS	7600 Wisconsin Avenue, Suite 1000, Bethesda, MD 20814
MAIN TELEPHONE	301-656-0348
CORPORATE WEBSITE	www.chathamcomms.com
CHATHAM SEWP VI WEBPAGE	chathamcomms.com/contract-vehicles/nasa-sewp-vi
SEWP CONTRACT HOLDER LISTING	SEWP VI Awardees list
PROGRAM MANAGER	Leah Brayman · 202-559-4460 · lbrayman@chathamcomms.com
DEPUTY PROGRAM MANAGER	Kelly Stone · 202-559-4440, ext. 229 · kstone@chathamcomms.com

PRE-LAUNCH STATUS

NASA has awarded SEWP VI contracts and anticipates a November 1, 2026 go-live date. Chatham Communications will quote and accept orders once the vehicle is active and its services are available in the SEWP database of record.

1 About this Guide and SEWP VI

This guide gives Federal customers, NASA SEWP points of contact, and ordering offices the information they need to place an order with Chatham Communications JV, LLC (Chatham) under NASA SEWP VI. It covers Chatham contract information, scope, how to request a quote and place an order, policies and procedures for post-delivery support, and how to troubleshoot an order.

What is NASA SEWP VI?

The NASA Solutions for Enterprise-Wide Procurement (SEWP), pronounced "soup," is a multiple-award Government-Wide Acquisition Contract (GWAC) that provides the latest Information Technology, Communication, and Audio-Visual (ITC/AV) solutions and services to all Federal agencies and their approved contractors. Created in 1993, SEWP I was the first GWAC in the Federal acquisition space. Originally, the vehicle provided only technology products for NASA and other agencies. SEWP has evolved over more than 30 years, expanding its scope to meet the requests of its customers, and represents acquisition innovation within the Federal Government.

SEWP VI Categories

SEWP VI is composed of three scope categories:

CATEGORY A	CATEGORY B	CATEGORY C
ITC/AV Product Solutions	Enterprise-Wide ITC/AV Service Solutions	ITC/AV Mission-Based Services

Chatham Communications holds a **Category C** award.

Administrative Handling Fee

An agency administrative handling fee (SEWP surcharge) of **0.34%** applies to SEWP VI orders. Chatham includes the fee in the total quoted price; it is not listed as a separate line item on the quote or order. NASA SEWP may adjust the fee, so customers should check the SEWP VI website for the current rate.

2 About Chatham

Chatham is a certified Women-Owned Small Business (WOSB) formed as a joint venture through a mentor-protégé agreement between two established communications firms, Reingold, Inc. and The Hatcher Group, Inc. Chatham leads national integrated communications campaigns for government, state and local, private sector, healthcare, education, and nonprofit clients, with a mission-driven focus on helping clients make a positive impact. Its core service areas span program and project management, strategic communications and outreach, web and digital marketing, training, public affairs, and recruitment.

Chatham turns complex technical and scientific information into clear, accessible multimedia, data visualization, and digital content, and it delivers training from needs assessment through eLearning and instructor-led instruction. See **Section 3, Scope and Available Services**, for more detailed information on Chatham's offerings.

3 Scope and Available Services

Under SEWP VI Category C, Chatham provides ITC/AV mission-based services in several areas. The list below outlines Chatham's capabilities. Chatham helps agencies turn complex technical and scientific information into clear, accessible content through video and multimedia production, data visualization, web and multi-platform outreach, and digital asset management. Its training services cover the full instructional lifecycle, from needs assessments and curriculum design to eLearning, immersive simulations, and instructor-led training.

1 AI & Innovation

- AI strategy and assessment
- AI governance and policy
- AI architecture and orchestration
- Custom AI agents, automation, and AI-assisted content production
- Conversational and self-service AI
- AI adoption and workforce enablement

2 Experience

- Web and product development
- Mobile and application development
- UX/UI and visual design
- E-commerce
- Accessibility (ADA)
- Human-centered design
- Instructional design
- Systems integrations, CRM, and data platforms
- Hosting, managed services, and secure collaboration platforms
- Search and AI discoverability (SEO/AEO/AIO)
- Omnichannel content management and publishing (web, mobile, intranet)

3 Digital Media & Communications

- Brand strategy and design systems
- Web and application content strategy and development
- Graphic design
- Video, photography, and immersive 360°/AR/VR experiences
- Illustration and animation
- Creative and digital asset management (DAM)
- Live and on-demand webcasting and event streaming
- Transcription, captioning, and multilingual digital content
- Social content production

4 Intelligence

- Data engineering and architecture
- Data strategy and governance
- Predictive analytics and modeling
- Social analytics
- Dashboards, data visualization, and reporting
- Market analysis
- Research
- Measurement and program evaluation

5 Training

- Training needs assessments and audience research, including interviews, focus groups, and surveys
- Instructional design and curriculum development
- eLearning, including gamified and scenario-based learning
- AR/VR simulations and multi-user virtual environments
- LMS implementation, hosting, and integration
- Video-, webinar-, and print-based training products and live training facilitation
- Adaptive and personalized learning
- Training evaluation and performance analytics
- Technology adoption support and digital capacity building
- Technology and cybersecurity workforce training

Scope Assistance

Customers who would like the NASA SEWP Program Office to determine whether a requirement is within SEWP VI scope may send an overview and/or bill of materials (BOM) to help@sewp.nasa.gov for review and feedback.

Chatham can also assist with preliminary scope review and acquisition planning.

4 Requesting a Quote

Use the NASA SEWP Quote Request Tool (QRT) to issue a Request for Information (RFI), Market Research Request (MRR), or Request for Quote (RFQ). Select **Category C**, select the applicable small business group (**WOSB**), and include **Chatham Communications JV, LLC** as a suggested source.

To discuss an anticipated requirement or request a quote directly:

PRIMARY QUOTE CONTACT	Leah Brayman · 202-559-4460 · lbrayman@chathamcomms.com
ALTERNATE CONTACT	Kelly Stone · 202-559-4440, ext. 229 · kstone@chathamcomms.com
QUOTE EMAIL	sewp6@chathamcomms.com
NASA SEWP QRT	www.sewp.nasa.gov/qrt/security/login.sa

Information to Include with a Quote Request

To help Chatham prepare an accurate and timely quote, please include as much of the following information as possible:

- SEWP RFQ or MRR number, when applicable
- Agency and ordering-office contact information
- Statement of Work, Performance Work Statement, or requirement summary
- Required labor categories, skill levels, estimated hours, and period of performance
- Place of performance and any travel requirements
- Security, privacy, Section 508, data-handling, or clearance requirements
- Deliverables, delivery schedule, and acceptance criteria
- Estimated value, funding status, and requested contract type
- Quote submission requirements (e.g., format, page limits, pricing templates, or required representations)
- Evaluation factors, response deadline, and desired quote-validity period

> Unless otherwise stated in the quote, Chatham quotes remain valid for **90 days** from the date issued.

5 Ordering Process

The internal ordering process of each agency varies. The process and forms for Purchase Requests (PR) and Delivery or Task Orders issued against a SEWP contract are defined by the issuing agency, not the NASA SEWP Program Management Office (PMO). A typical process is:

1. **Define the requirement.**
   The end user identifies technical, performance, schedule, security, accessibility, and funding needs and generates a Purchase Request.
2. **Conduct market research or request quotes.**
   Provide fair opportunity in accordance with FAR 16.505(b). NASA SEWP recommends the SEWP Quote Request Tool (QRT) for this purpose.
3. **Evaluate responses.**
   The issuing agency makes a best-value determination, and the Contracting Officer documents the rationale for placement and price of the order.
4. **Issue the order.**
   The agency's procurement office issues the order on any valid Federal agency order form, citing Chatham contract **80TECH26D0944** and the Chatham quote number.
5. **Route the order through NASA SEWP.**
   Send the signed order to sewporders@sewp.nasa.gov. Agencies may also copy Chatham at sewp6@chathamcomms.com; this does not replace routing through the SEWP program office.
6. **NASA SEWP processes and forwards the order.**
   The SEWP PMO reviews, processes, and tracks the order, then forwards it to Chatham Communications.
7. **Chatham Communications fulfills the order.**
   Chatham fulfills the order in accordance with the order's terms, the approved quote, and the SEWP VI contract.

> The NASA SEWP PMO does not issue delivery or task orders; these must be issued through the agency's procurement office. Any modifications to an order must also be routed through the SEWP PMO.

Required Order Information

SEWP orders must include the following information. Orders missing any of these items may not be processed by the SEWP Program Office, or processing may be delayed.

- Delivery Order Number (any valid Government DO is allowed)
- Quote from a SEWP Contract Holder verifying the viability of the order
- Date Delivery Order Issued
- SEWP Contract Number (Chatham: **80TECH26D0944**)
- SEWP Contract Holder's mailing address and phone number
- Issuing Office: Agency Name and Mailing Address
- Ship to Office: Agency Name and Mailing Address (for services, the place of performance)
- Total dollar amount of order
- Contracting Officer's Signature
- Contracting Officer's Phone Number
- Date Delivery Order Signed
- Line Items/Pricing

Payment and Invoicing

Chatham invoices in accordance with the terms of each order and the SEWP VI contract. Unless the order specifies otherwise, Chatham submits invoices monthly. Firm-fixed-price orders are typically invoiced in equal monthly installments or upon acceptance of deliverables or milestones, as the order specifies. Time-and-materials and labor-hour orders are invoiced monthly based on hours worked at the labor categories and rates defined in the order. When authorized by the order, travel and other direct costs (ODCs) are invoiced monthly as incurred, with travel reimbursed in accordance with the Federal Travel Regulation (FTR) or Joint Travel Regulations (JTR), as applicable.

Chatham submits invoices through the electronic invoicing system specified in the order, including:

- Treasury's Invoice Processing Platform (IPP) for participating civilian agencies
- Wide Area Workflow (WAWF) accessed through Procurement Integrated Enterprise Environment (PIEE) for Department of Defense orders
- Other agency-specific systems or methods, such as email, when specified in the order

Payment terms are **net 30 days** in accordance with the Prompt Payment Act, unless the order states otherwise.

GOVERNMENT PURCHASE CARD

Chatham accepts the Government Purchase Card (Visa/Mastercard) for SEWP orders, up to the cardholder's authorized limit. All purchase card orders are documented with the NASA SEWP Program Office in accordance with SEWP procedures. For card orders placed directly with Chatham, Chatham reports the order to the SEWP Program Office and begins work once the order is processed. Delivery orders paid by purchase card must be sent to sewporders@sewp.nasa.gov like any other delivery order. Contact Chatham for card-order instructions.

BILLING CONTACT

Kim Remsberg
Vice President of Finance

accounting@chathamcomms.com
301-485-4361

6 Policies and Procedures

Installation, warranty, technical support, software support, and other post-delivery terms depend on the specific requirement. The responsibilities, service levels, deliverables, acceptance criteria, support hours, and escalation paths for each order are governed by:

- The SEWP VI contract
- The delivery or task order, including its Statement of Work or Performance Work Statement
- Chatham's quote, as incorporated into the order
- Any applicable third-party provider terms, to the extent incorporated into the order and consistent with Federal law

For questions about an order, post-delivery support, or problem resolution, see **Section 7, Troubleshooting a Problematic Order**.

7 Troubleshooting a Problematic Order

For help with an existing order, including status, quote verification, invoicing, modifications, acceptance, or performance issues, contact the Chatham Program Manager and copy the Deputy Program Manager. Please include the following information when available:

- Agency name, ordering office, and customer point of contact
- Chatham SEWP VI contract number and agency order number
- SEWP tracking or control number
- Chatham quote number and date
- Affected service, deliverable, CLIN, or period of performance
- Description of the issue, relevant dates, and mission impact
- Actions already taken and the requested resolution

Escalation Path

1. **PROGRAM MANAGER**
   Leah Brayman
   202-559-4460 · lbrayman@chathamcomms.com
2. **DEPUTY PROGRAM MANAGER**
   Kelly Stone
   202-559-4440, ext. 229 · kstone@chathamcomms.com
3. **RESPONSIBLE MANAGER**
   Amy Buckley
   301-656-0348 · abuckley@chathamcomms.com
4. **NASA SEWP PROGRAM OFFICE**
   Program-level assistance
   help@sewp.nasa.gov · 301-286-1478 · Monday to Friday, 7:30 a.m. to 6 p.m. ET

Chatham aims to acknowledge order issues within **one business day**.

SECURE TRANSMISSION

Do not send passwords, classified information, controlled unclassified information (CUI), personally identifiable information (PII), or other sensitive material by unencrypted email. Coordinate an agency-approved secure transmission method with Chatham.

8 A.1.13 Fair Opportunity and Requests for Quotes

The clause below is reproduced from the SEWP VI contract to meet the Contract Holder public posting requirement.

Contractors will be provided a fair opportunity at the individual order level as appropriate per FAR Part 16.505(b), including the SEWP RFQ tools. No documentation for the order selection is required to be submitted with the order. All such documentation is to be maintained by the issuing procurement office.

The Contractor shall not market, quote or otherwise offer for sale, any IT Solutions not listed under this contract, until the said solutions are included in the SEWP database of record, and available to all Government end-users.

If the Government issues a Request For Information (RFI) as part of market research, the Contractor may provide items not yet listed on their SEWP contract as part of a market research quote if: (1) all such items are clearly marked as not yet available on their SEWP contract; and (2) the contractor submits a technology refreshment request to add those products to their contract.

If the Government issues a Request For Quote (RFQ) or a Market Research Request (MRR), the Contractor may only respond with items available on their Contract and the price of each item shall be no greater than the price in Attachment F SEWP database of record at the time the quote is issued. If the Contractor has insufficient items on their contract to fully respond to the Formal RFQ, the Contractor must respond with a No Bid.

Unless the RFQ specifically allows for partial quotes, the Contractor must respond fully to all requirements specified in the RFQ.

When submitting a quote to a government end-user, the contractor must clearly state the length of time the quote is valid. The contractor shall honor any order submitted within the stated time period of a quote.

When responding to an RFI or RFQ issued from the NASA SEWP RFQ on-line quoting system, the Contractor must respond as outlined in Attachment C: Contract Holder User Manual (CHUM).

Contract Holders are prohibited from using Government information posted on the NASA SEWP Contract Holder Only Page, such as RFQs, RFIs, etc., for purposes other than proposing on SEWP requirements. This includes Contract Holders providing third parties with SEWP information and requirements for the purpose of assisting companies, that are not SEWP Contract Holders, with providing unsolicited proposals to meet agency requirements already posted to the NASA SEWP RFQ on-line quoting system.

9 Additional Resources and Contact Information

Related Resources

- Chatham Communications SEWP VI page: chathamcomms.com/contract-vehicles/nasa-sewp-vi
- Chatham Communications website: www.chathamcomms.com
- NASA SEWP home: www.sewp.nasa.gov
- NASA SEWP VI: www.sewp.nasa.gov/sewpvi/
- NASA SEWP Quote Request Tool: www.sewp.nasa.gov/qrt/security/login.sa
- NASA SEWP Fair Opportunity: www.sewp.nasa.gov/fairopportunity.shtml

Contact Information

FUNCTION	NAME	TELEPHONE	EMAIL
Program Manager	Leah Brayman	202-559-4460	lbrayman@chathamcomms.com
Deputy Program Manager	Kelly Stone	202-559-4440, ext. 229	kstone@chathamcomms.com
Quotes	Leah Brayman	202-559-4460	sewp6@chathamcomms.com
Order Issues / Post-Delivery	Program Management Team	202-559-4460	sewp6@chathamcomms.com
NASA SEWP Customer Help Desk	NASA SEWP PMO	301-286-1478	help@sewp.nasa.gov
NASA SEWP Order Submission	NASA SEWP PMO	—	sewporders@sewp.nasa.gov

GUIDE MAINTENANCE

Chatham Communications maintains an electronic version of this ordering guide for customers to download and print from its SEWP VI webpage. The guide will be available before the first delivery order is placed and will be updated no later than 10 business days after each contract modification that requires an update. Customers should use the version posted on the Chatham Communications SEWP VI webpage.

NASA SEWP PROGRAM MANAGEMENT OFFICE

Hours: Monday to Friday, 7:30 a.m. to 6 p.m. ET
Customer Help Desk: 301-286-1478
Email: help@sewp.nasa.gov
Website: www.sewp.nasa.gov

Document Control

VERSION	1.0	**PUBLICATION DATE**	October 29, 2026	**DOCUMENT OWNER**	Chatham Communications SEWP VI Program Manager

READY TO GET STARTED?

Let's talk about your mission.

Send quote requests and requirement questions to the Chatham SEWP VI team.

QUOTES

sewp6@chathamcomms.com

PROGRAM MANAGER

Leah Brayman · 202-559-4460 · lbrayman@chathamcomms.com

DEPUTY PROGRAM MANAGER

Kelly Stone · 202-559-4440, ext. 229 · kstone@chathamcomms.com

HEADQUARTERS

7600 Wisconsin Avenue, Suite 1000, Bethesda, MD 20814 · 301-656-0348

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