SEWP VI Customer Ordering Guide

NASA SEWP VI
Solutions for Enterprise-Wide Procurement
Contract Holder

Lufburrow and Company, Inc. (Lufco)

Category B Contract
80TECH26D1287
Category C Contract
80TECH26D0730

PoP: November 2026 - 2036

DUNS: 146593822 **UEI:** V93NDDGKBBG3
CAGE: 3WTX8

Main Office Address:
1204 Technology Dr.
Aberdeen, MD 21001
Email: info@luf.co

SEWP Program Manager
Julianna Barr
jbarr@luf.co

SEWP Deputy Program Manager
Jennifer Thermos
jthermos@luf.co

Phone: (240) 365-0550

SEWP OVERVIEW

NASA SEWP VI is a multi-award Government-Wide Acquisition Contract (GWAC) providing IT, Communication, and Audio-Visual (ITC/AV) solutions and services to all Federal Agencies and authorized contractors. The program is self-funded with a 0.34% fee.

FAIR OPPORTUNITY

Per FAR 16.505(b)(1), contractors must be given fair opportunity for orders exceeding $10,000. Using the online SEWP Quote Request Tool (QRT) at www.sewp.nasa.gov is recommended to fulfill Contracting Officer (CO) decision documentation requirements.

STANDARD ORDERING PROCESS

1. **Define Requirements:** Identify technical needs and create a SOW, SOO, or BOM.
2. **Obtain a Quote:** Request a quote via the SEWP QRT at www.sewp.nasa.gov or contact LufCo directly at info@luf.co.
3. **Internal Agency Approval:** Submit a Purchase Request (PR) through your procurement office for your Contracting Officer (CO/KO) to issue a Delivery Order (DO).
4. **Route via SEWP PMO:** All completed DO forms and subsequent order modifications must be routed directly through the NASA SEWP Program Management Office (PMO) for processing, verification, and tracking. The PMO will then formally forward the order to LufCo.
5. **Support & Troubleshooting:** For order tracking, discrepancies, or post-delivery support, email sewp_orders@luf.co with your SEWP Tracking Number (STN).

ABOUT LUFCO

Established in 2004, Lufco is a Woman-Owned Small Business (WOSB) specializing in Cloud Engineering, DevSecOps, Machine Learning, Open Architecture Systems, and Advanced Manufacturing. Supported by a 95% technical workforce and a 73,000 SQFT lab/HQ in Aberdeen, MD, LufCo maintains certified subject matter experts, prime DoD contract experience, and DCAA-approved infrastructure.

Visit our website: https://www.lufburrow.com

POST DELIVERY AND SERVICES POLICIES

Customers should contact LufCo via the contacts provided for assistance obtaining services or post-delivery support. As a SEWP Category B and C contract holder, LufCo primarily provides specialized services and custom solutions rather than standard commercial off-the-shelf products. As such, any installations, technical support, software maintenance, and warranties will be handled on an order-by-order basis per the task order Statement of Work (SOW).

Support Area	Contact Information
Quotes, Support & Order Troubleshooting	sewp_orders@luf.co Phone: (240) 365-0550
NASA SEWP Helpline	help@sewp.nasa.gov Phone: (301) 286-1478

WHAT'S IN SCOPE FOR SEWP VI?

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 our 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.

The SEWP Contracts were awarded by scope category, the three categories are:

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



ORDERING PROCESS

The internal ordering process of each Agency varies. The process and accompanying forms for Purchase Requests (PR) and Delivery Orders (DO) that are issued against a SEWP contract is defined by the issuing Agency, not the NASA SEWP Program Management Office (PMO). The typical process is for an end-user to determine a requirement and generate a Purchase Request (PR).

The PR along with any necessary funding information is sent to that Agency's procurement office which results in the issuance of a DO. Any valid Federal Agency DO form, and the associated Delivery Order number may be used. The NASA SEWP Program Management Office (PMO) does not issue DOs - these must be issued through the issuing Agency's procurement office. The SEWP Program Management Office (PMO) reviews, processes and tracks issued DOs and forwards them to the Contract Holder(s).

Some Agencies have special requirements for issuing IT Delivery Orders. It is the Issuing Agency's Contracting Officers' (COs/KOs) responsibility to be aware of any Agency-specific policies regarding issuing orders via an existing contract vehicle and Government-Wide Acquisition Contracts. There are no requirements under the SEWP Contracts for issuing Agencies to use other intermediary procurement offices, except as directed through their own internal policies.

If modifications are made to any order, these modifications must also route through the SEWP Program Management Office (PMO).