VAN CLEVE & ASSOCIATES, INC

SECURITY AND SURVEILLANCE TECHNOLOGIES

SEWP VI ORDERING GUIDE



Van Cleve & Associates, INC
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Contract Number: Group A: 80TECH26D1556
Contract Period: Nov. 1, 2026 - Oct. 31, 2036
UEI #: JEGJRY2VE2A3

Van Cleve & Associates is a small-business SEWP VI contract holder in Category A, offering eligible information technology, communications, audiovisual products, and related solutions to federal customers. Through the SEWP VI contract, federal agencies can access our capabilities using the established SEWP procurement process.
SEWP VI RFQ tools help customers request quotes and document fair-opportunity considerations in accordance with FAR Part 16.505. The ordering agency remains responsible for following the FAR, its internal procurement procedures, and applicable SEWP VI contract terms. The agency's contracting office issues the delivery order, which is then processed through the SEWP Program Management Office (PMO). SEWP VI is a governmentwide acquisition contract available to federal agencies and approved federal agency support-service contractors. 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.

SEWP VI Ordering Process

1. **Define the requirement.** The customer identifies the needed products or services, quantities, funding, delivery requirements, and applicable technical specifications.
2. **Request quotes.** The customer uses the applicable SEWP VI RFQ tool to request a quote from qualified contract holders.
3. **Evaluate the responses**. The customer reviews the quotes based on its requirements, applicable procurement procedures, price, technical compliance, delivery terms, and other relevant considerations.
4. **Prepare the delivery order.** The customer's contracting office issues the delivery order against the selected SEWP VI contract. The order should include the required agency, contract, pricing, funding, delivery, and contracting-officer information.
5. **Submit the order through the SEWP PMO.** The PMO reviews, processes, tracks, and forwards the order to Van Cleve & Associates. The PMO does not issue the delivery order; that responsibility remains with the customer's contracting office.
6. **Fulfill the order.** Once the order has been processed, Van Cleve & Associates coordinates delivery or performance with the customer and remains available to support the customer throughout the process.

We're here to help with all aspects of your order, including order questions, technical or software support, and any post-delivery needs. Your dedicated Account Manager is listed on your quotation and will be happy to assist. If you need help reaching your Account Manager or have any other questions, please contact us at SEWP@vcasecurity.com

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Order Troubleshooting

Van Cleve & Associates is a reseller with strong relationships with more than 70 manufacturers. If you experience an issue with any part of your order, your Account Manager will be available to help identify the best next steps and work toward a timely resolution.

For software or technical hardware concerns, your Account Manager may involve our internal technical support team, who can work directly with you and the manufacturer to resolve the issue. If a product does not meet the required specifications, your Account Manager will coordinate with the manufacturer to determine whether a Return Material Authorization (RMA) is needed and guide you through the next steps.

CONTACT VAN CLEVE & ASSOCIATES

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CONTACT SEWP

Ordering Email:
sewporders@sewp.nasa.gov

NASA SEWP Help Desk
Monday–Friday, 7:30 a.m.–6:00 p.m. ET

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NASA SEWP VI
Solutions for Enterprise-Wide Procurement
Contract Holder