

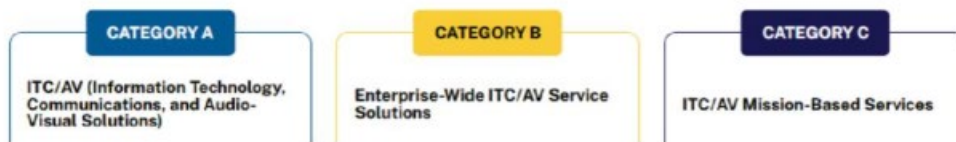
UpSlope Inc. NASA SEWP IV Ordering Guide

NASA SEWP GENERAL OVERVIEW

The NASA SEWP (Solutions for Enterprise-Wide Procurement), pronounced “soup”, provides the latest Information Technology, Communication, and Audio-Visual (ITC/AV) solutions and services for all Federal Agencies and their approved contractors. SEWP VI (Solutions for Enterprise-Wide Procurement VI) is a multi-award, indefinite-delivery/indefinite-quantity (IDIQ) GWAC that provides federal agencies with streamlined access to IT products, enterprise services, mission-based solutions, cybersecurity, cloud, AV, and engineering support. As an OMB-authorized GWAC, the SEWP contracts are utilized by all Federal Agencies. We encourage customers to utilize SEWP VI as an all-encompassing solution for their IT procurement needs.

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



Upslope Inc was awarded SEWP VI under Category B - Enterprise Wide Information Technology Communication and Audio Visual Service Solutions and Category C - Information Technology Communication and Audio Visual Program Level Services. 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.

ABOUT UPSLOPE INC.

Upslope Advisors Inc. is an SBA-certified 8(a) Professional Services company that provides mission first technical, strategic, data analytic and geospatial solutions to the federal government, including the US. Department of Defense and civilian agencies. Upslope has supported federal missions since 2016, with more than 30 years of combined team experience across acquisition, program management, technical services, geospatial support, IT modernization, cyber, data, training and mission support.

Visit our website: <https://upslopeinc.com/>

Fair Opportunity and Requests for Quotes

FAR 16.505(b) (1) provides that each contractor shall be given fair opportunity to be considered for each order exceeding

\$10,000 and issued under multiple award contracts. The FAR states that the method to obtain fair opportunity is at the discretion of the Contracting Officer (CO) and that the CO must document the rationale for placement and price of each order. Using the SEWP online Quote Request Tool is the recommended method to assist in this activity and to

augment the required decision documentation. The SEWP Quote Request Tool (QRT) will automatically include the Contract Holders within a selected Group or based on a suggested source.

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 the SEWP contract are 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 with 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.

Agency Administrative Handling Fee, not to exceed .34 % of the total price of the delivery order, shall be applied to all orders under the SEWP VI contracts. SEWP fee is included within the total amount of the quote inclusive of all costs including handling, and travel costs. The fee shall NOT be listed separately on quotes or orders. The fee must be included in the price of the quoted offerings.

HOW TO OBTAIN A QUOTE

Requests issued through the SEWP tool

1. Create an RFQ, RFI, or Market Research Request in the SEWP Quote Request Tool.
2. Select Category B, Category C, or both, as appropriate to the requirement and fair opportunity strategy.
3. Include the statement of work, evaluation method, response instructions, period of performance, place of performance, security requirements, applicable terms, and due date.
4. Direct questions and responses through the tool. UpSlope will submit its quotation through the Contract Holder Only Page when the request originated in the SEWP tool.

Customers may also obtain a quote by contacting Upslope's sales representatives at nasasewpvi@upslopeinc.com.

What UpSlope quotations will include

- UpSlope's legal name and applicable SEWP contract number
- Quotation number, issue date, and validity period
- Mapped SEWP contract line items, quantities, unit prices, and extended prices
- The SEWP administrative handling fee within the quoted prices and not as a separate line item
- Trade Agreements Act status for each item, when applicable
- Delivery or performance schedule, assumptions, and accepted payment methods
- Warranty, installation, software support, and technical support terms applicable to the proposed solution
- A verification file whose line items, quantities, prices, and total exactly match the quotation

Warranty

In accordance with Upslope's SEWP contract, Upslope shall provide an extended warranty, which can be purchased and begin at any time during the standard commercial warranty period up to and including the end of the commercial warranty period. Extended warranty packages may be invoiced and paid at the start of the warranty period. This extended warranty shall provide coverage based on the standard commercial warranty.

At the Government's discretion, the Government may order at any time during a warranty period, monthly maintenance at a Discounted Monthly Extended Warranty amount in lieu of the extended warranty.

Software Maintenance / Product Extended Warranty as a Product

Product and software maintenance, warranty and licensing shall be treated as a commercial product unless such product is priced on a usage basis; e.g. maintenance on a printer based on usage must be invoiced monthly.

Software maintenance as a product includes the publishing of bug/defect fixes via patches and updates/upgrades in function and technology to maintain the operability and usability of the software product. It may also include other no charge support that is included in the purchase price of the product in the commercial marketplace. No charge support includes items such as user blogs, discussion forums, on-line help libraries and Frequently Asked Questions (FAQ), hosted chat rooms, and limited telephone, email and/or web-based general technical support for users self diagnostics.

Software maintenance as a product does not include the creation, design, implementation, integration, etc. of a software package. These examples are considered software maintenance as a service and are to be billed monthly.

TEXT TO BE INCLUDED ON THE RIGHT HAND SIDE OF THE WEBPAGE (EXAMPLE ATTACHED)

UPSLOPE ADVISORS INC.

Category B Contract - 80TECH26D1980

Category C Contract - 80TECH26D0633

Period of Performance: November 1, 2026 – October 31, 2036

Office Address: 2239 N. Marion Street, Denver, CO 80205

Phone: 571.341.6098

CAGE Code: 7ETS4

UEI: GJ52Z9FTCHR6

SEWP IV Program Support

Order Issues and Post-Delivery Contacts

Lia Melakou – SEWP Program Manager

Aaron Kelley

SEWP Deputy Program Manager

SEWP Helpline

help@sewp.nasa.gov

(301) 286-1478

SEWP PMO Hours:

M-F, 7:30 AM – 6 PM (ET)

www.sewp.nasa.gov