NASA SEWP VI Ordering Guide

Anika Systems Incorporated · Categories B and C · Version 1.0, October 31, 2026

Anika Systems Incorporated holds NASA SEWP VI awards in Category B (Enterprise-Wide ITC/AV Service Solutions) and Category C (Mission-Based ITC/AV Service Solutions). Federal agencies and their approved contractors can order Anika Systems' IT services through SEWP VI starting November 1, 2026.

This guide explains how to request a quote, place an order, and get support. It meets the ordering guide requirements in Attachment A (SEWP SOW), Section A.6, and the Contract Holder User Manual (CHUM).

Contract Information

Item	Category B	Category C
SEWP VI contract number	80TECH26D2038	80TECH26D0831
Scope	Enterprise-Wide ITC/AV Service Solutions	Mission-Based ITC/AV Service Solutions
Contract type	Multiple-award GWAC (IDIQ)	Multiple-award GWAC (IDIQ)
Period of performance	Nov 2026 – Oct 2036	Nov 2026 – Oct 2036
SEWP surcharge	0.34%	0.34%

Company data	Value
Legal name	Anika Systems Incorporated
Address	161 Fort Evans Rd. NE, Suite 250, Leesburg, VA 20176
UEI	Y9V7J5VN9F68
CAGE code	61UP0
Socioeconomic status	Small business; woman-owned (EDWOSB)
SEWP contract holder listing	sewp.nasa.gov/sewp6public/contractholders
Company website	www.anikasystems.com

NAICS codes and any small business set-aside are set at the order level. Any valid in-scope NAICS code may be used (SEWP VI Transition Updates).

SEWP Overview and Scope

NASA SEWP (Solutions for Enterprise-Wide Procurement), pronounced "soup," provides 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 Government-Wide Acquisition Contract (GWAC). The program is self-funded through a 0.34% usage fee and supports more than 50,000 orders a year.

SEWP VI is the first SEWP contract to offer stand-alone ITC/AV services. It is awarded in three scope categories:

- **Category A:** ITC/AV Solutions (products)
- **Category B:** Enterprise-Wide ITC/AV Service Solutions (Anika Systems holds this)
- **Category C:** Mission-Based ITC/AV Service Solutions (Anika Systems holds this)

Orders may be Firm Fixed Price, Time and Material, Labor Hour, Fixed Price Award Fee, Fixed Price Incentive Fee, Fixed Price Economic Price Adjustment, or a hybrid of commercial contract types.

To confirm a requirement is in scope, send an overview to help@sewp.nasa.gov for review.

Fair Opportunity

FAR 16.505(b)(1) requires that each contract holder receive a fair opportunity to be considered for each order over $10,000 under multiple-award contracts. The method is at the contracting officer's discretion, and the CO must document the rationale for each order. NASA recommends the SEWP online Quote Request Tool (QRT), which automatically includes the contract holders in a selected group or suggested source and supports the required decision documentation. No selection documentation needs to be submitted with the order; the issuing procurement office keeps it.

About Anika Systems

Anika Systems is a woman-owned small business with 20 years of technology delivery to the federal government. We help agencies modernize through intelligent automation, data, and AI, using ISO- and CMMI-certified quality management processes.

Service area	What we deliver
AI strategy and digital transformation	AI adoption and risk frameworks, AI sandbox environments, workforce enablement
AI and machine learning	Model development, generative AI and LLMs, MLOps, responsible AI and assurance
Intelligent automation	RPA, workflow orchestration, intelligent document processing, agentic AI, low-code automation
Data intelligence and governance	Enterprise data strategy, data engineering and pipelines, governance and security, data fabric
Enterprise platforms and engineering	DevSecOps, infrastructure as code, cloud engineering, legacy system modernization
IT program management and governance	PMO support, enterprise architecture, CPIC, IT governance

Customers: IRS, NSF, CBP, USPTO, NTIS, Department of Commerce, USCIS, BEP, U.S. Coast Guard, USDA, SEC, NIH, HHS, and CMS.

Partnerships: UiPath Public Sector Certified Platinum Partner, Databricks, ServiceNow, Microsoft, AWS, Google Cloud, Salesforce (Tableau), Red Hat, Informatica, OpenAI, and Anthropic (Claude).

What sets us apart: a "show me, not tell me" approach backed by a no-cost innovation lab for prototypes, proofs of concept, and MVPs before an agency commits.

How to Order

Each agency's internal ordering process varies; the issuing agency, not the NASA SEWP Program Management Office (PMO), defines its purchase request and delivery order forms.

1. **Define the requirement.** The end user prepares a purchase request (PR) with a statement of work or objectives and funding.
2. **Request quotes.** The contracting officer issues an RFQ, RFI, or market research request through the SEWP Quote Request Tool (QRT), selecting Category B or C and any set-aside and NAICS code. When a request is issued through the QRT, Anika Systems responds only through the SEWP quote tools. For credit card micro-purchases, customers may contact Nez Harrison (nez.harrison@anikasystems.com, 703-655-1077) or Saju Varghese (saju.varghese@anikasystems.com, 571-331-6509) directly for a quote.
3. **Receive Anika Systems' quote.** Quotes include only labor categories and CLINs listed on Anika Systems' SEWP contract, at or below contract prices, with a stated validity period. Anika Systems honors any order placed within that period.
4. **Issue the order.** The agency's procurement office issues the delivery or task order on any valid federal order form and sends it to sewporders@sewp.nasa.gov or faxes it to (301) 286-0317. Orders always go to the SEWP PMO, never directly to Anika Systems.

5. **SEWP PMO processing.** The PMO verifies the order against Anika Systems' quote, assigns a SEWP Control Number (SCN), and forwards it to Anika Systems. Anika Systems acknowledges receipt within one business day and does not begin work until the SCN is assigned.
6. **Kickoff and delivery.** Anika Systems' program manager contacts the COR within one business day of receiving the order to schedule kickoff.

Modifications to any order must also be routed through the SEWP PMO.

What to include on the order (per the CHUM): order date; signature, name, and phone of the authorized ordering official (CO, or cardholder for card orders); issuing and ordering agency; order number; Anika Systems Incorporated and the SEWP contract number; appropriation and accounting data; billing, invoice, and shipping addresses; SEWP CLINs and descriptions; total amount; any agreed terms or statement of work; and the period of performance.

Category C ordering limit: Category C orders are capped at $2 million (including options) in contract year one and $10 million in year two. Larger requirements can be placed under Anika Systems' Category B contract.

Payment: Anika Systems accepts EFT and the Government Purchase Card or other agency-approved credit card for orders of any size. Card payments carry a 3% surcharge, stated on the quote using the PURCHASECARD-Z CLIN. The 0.34% SEWP fee is included in Anika Systems' quoted prices and is not listed separately.

Points of Contact

Anika Systems

Role	Name	Email	Phone
SEWP Program Manager (quotes and orders)	Nez Harrison	nez.harrison@anikasystems.com	703-655-1077
SEWP Deputy Program Manager and Contracts	Samuel Riggs	samuel.riggs@anikasystems.com	315-382-4955
Business development	Saju Varghese	saju.varghese@anikasystems.com	571-331-6509
General SEWP inquiries	SEWP team	growth@anikasystems.com	—

NASA SEWP Program Office

Contact	Details
Customer helpline	help@sewp.nasa.gov, (301) 286-1478
Contract holder helpline	chhelp@sewp.nasa.gov, (301) 286-4555
Orders	sewporders@sewp.nasa.gov
Hours	Monday–Friday, 7:30 AM–6:00 PM ET
Website	www.sewp.nasa.gov

Customer Support and Order Issues

Post-award support: Each order has a named Anika Systems project manager who is the customer's first contact for delivery, technical support, staffing, and deliverables. Anika Systems' SEWP Program Manager oversees all SEWP VI orders and keeps each order's status current in SEWP within two business days of any change.

Resolving an order problem:

1. Contact the order's Anika Systems project manager, named at kickoff.
2. If unresolved within two business days, escalate to the SEWP Program Manager, Nez Harrison (nez.harrison@anikasystems.com, 703-655-1077).
3. For contractual issues, contact Samuel Riggs, SEWP Deputy Program Manager and Contracts (samuel.riggs@anikasystems.com, 315-382-4955).
4. If still unresolved, contact the SEWP PMO at help@sewp.nasa.gov or (301) 286-1478.

As a services contract holder, installation and hardware warranty terms do not apply to Anika Systems' orders. Any third-party software delivered as part of a service is covered by the manufacturer's standard warranty.

Contract Terms

RFIs and new items. If the government issues an RFI as market research, Anika Systems may include services not yet on its SEWP contract only if they are clearly marked as not yet available and Anika Systems submits a technology refresh request to add them. For an RFQ or market research request, Anika Systems responds only with items on its contract, priced no higher than the SEWP database of record.

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

Use of SEWP information. 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 online quoting system.

Useful Links

- NASA SEWP home page
- SEWP VI Transition Updates and FAQs
- SEWP VI contract holder listing
- Anika Systems

This guide will be updated within 10 business days of any contract modification, as required by SOW Section A.6.