

MUTATIO, INC.

NASA SEWP VI CONTRACT ORDERING GUIDE

Category B & Category C Prime Contract Holder

Document Version: 1.0
PoP: Nov 1, 2026 – Oct 31, 2036
Socioeconomic: SDB / MBE

1. OVERVIEW INFORMATION

SEWP 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. Created in 1993, SEWP I was the first Government-Wide Acquisition Contract (GWAC) in the federal acquisition space. Originally, the contract vehicle provided only technology products for NASA and all other agencies. SEWP has continually evolved over the past 30 years, expanding its scope to meet the requests of its customers. The SEWP vehicle represents acquisition innovation within the Federal Government. The program is self-funded through usage fees (0.34%) and provides all Federal agencies with acquisition support—processing more than 50,000 orders a year.

About Mutatio, Inc.

Mutatio, Inc. is a minority-owned Small Disadvantaged Business (SDB) delivering enterprise-grade cloud modernization, data architecture, custom software development, systems integration, and program-level advisory services across civilian and defense sectors.

Attribute	Contractor Specification
Contract Vehicle	NASA SEWP VI
Awarded Categories & Contract Numbers	Category B (Enterprise-Wide ITC/AV Service Solutions): 80TECH26D2010 Category C (ITC/AV Mission-Based Services): 80TECH26D1632
Period of Performance (PoP)	November 1, 2026 – October 31, 2036 (5-Year Base + One 5-Year Option)
Contract Types Supported	Firm-Fixed-Price (FFP), Time-and-Materials (T&M), Labor-Hour (LH), Multi-Type / Hybrid
SEWP Administrative Fee	0.34% applied across all orders (included in quoted line items; never listed separately)

Contractor Identifiers	SAM UEI: DY1FJMHHJ2P53 • CAGE Code: 6KW56 • DUNS: 968425434
Corporate Headquarters	1765 Greensboro Station Place, Suite 900, McLean, VA 22102
Corporate Website	https://www.mutatioinc.com

2. PROGRAM SUPPORT & POINT OF CONTACT DIRECTORY

Program Role / Resource	Contact Name	Contact Details
Program Manager (PM)	Kaushal Parikh President & CEO	Email: kparikh@mutatioinc.com
Deputy Program Manager (DPM)	Jorge Linares VP Strategy & Growth	Email: jlinares@mutatioinc.com
SEWP Order & Quoting Desk	Mutatio Order Management	Email: sewporders@mutatioinc.com
NASA SEWP Helpline	SEWP PMO Support	Email: help@sewp.nasa.gov Phone: (301) 286-1478 • M–F, 7:30 AM–6 PM ET
NASA SEWP Order Desk	SEWP Processing Team	Email: sewporders@sewp.nasa.gov Fax: (301) 286-0317 • Web: www.sewp.nasa.gov

3. 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 Contract Holders to add new commercial technology and IT services to their contract daily, as requested by 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.

If you would like SEWP to determine if your requirement is within scope of the SEWP VI contract, please send an overview and/or Statement of Work (SOW) to help@sewp.nasa.gov, and they will review and provide feedback.

The SEWP Contracts were awarded by scope category:

- **Category A:** ITC/AV Solutions
- **Category B:** Enterprise-Wide ITC/AV Service Solutions (Contract # **80TECH26D2010**)
- **Category C:** Mission-Based ITC/AV Service Solutions (Contract # **80TECH26D1632**)

Mutatio's Service Scope (Categories B & C):

- **Cloud Architecture & Modernization:** Hybrid/multi-cloud engineering, migration, FedRAMP hosting alignment, and DevSecOps pipelines
- **Enterprise Data Services & Analytics:** Data fabric architecture, modern ETL, business intelligence reporting, and AI/ML data readiness
- **IT Operations & Infrastructure Maintenance:** Tier 1–4 support, systems administration, network engineering, disaster recovery, and SLA-driven maintenance.
- **Agile Software Development:** Full-lifecycle custom development, API/microservices integration, and automated quality testing.
- **Cybersecurity & Strategic Consulting:** Zero-trust architecture, NIST/FISMA compliance governance, and vulnerability management.

4. FAIR OPPORTUNITY & HOW TO OBTAIN A QUOTE

Fair Opportunity (FAR 16.505(b)(1))

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 (QRT)** 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 Category or based on a suggested source.

How to Request a Quote from Mutatio:

Step 1: Submit via QRT: Post your Request for Quote (RFQ), Request for Information (RFI), or Market Research Request (MRR) through the SEWP QRT at www.sewp.nasa.gov.

Step 2: Category Selection: Select **Category B (80TECH26D2010)** and/or **Category C (80TECH26D1632)**. You may also apply socio-economic set-aside preferences (e.g., Small Business / SDB).

Step 3: Receipt of Compliant Proposals: Mutatio will respond through the SEWP portal with verified Contract Line Item Numbers (CLINs) mapped to approved labor categories or service bundles and accompanied by official SEWP verification files.

Step 4: Direct Quoting Contact: For general pre-solicitation questions or teaming discussions, contact our team at sewporders@mutatioinc.com or reach out directly to Jorge Linares or Kaushal Parikh.

5. 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).

- **Purchase Request & Order Generation:** 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 DOI.
- **Valid Order Forms:** Any valid Federal Agency DO form and the associated Delivery Order number may be used.
- **Role of the SEWP PMO:** The NASA SEWP Program Management Office (PMO) **does not issue DOs**—these must be issued through the issuing Agency's procurement office. The SEWP PMO reviews, processes, and tracks issued DOs and forwards them to the Contract Holder(s).
- **Agency-Specific Policies:** 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.
- **Order Modifications:** If modifications are made to any order, these modifications must also route through the SEWP Program Management Office (PMO).

Order Routing Instructions:

- **Email Orders to:** sewporders@sewp.nasa.gov
- **Fax Orders to:** (301) 286-0317

6. POST-DELIVERY POLICIES & TROUBLESHOOTING

Installation, Onboarding, & Transition

Mutatio conducts formal kickoff briefings within 10 business days of task order award (or per the task order PWS). Our onboarding team manages badging, security paperwork, facility access, and technical account provisioning to ensure on-schedule performance.

Warranty, Maintenance, & Technical Support

Mutatio warrants all services against prevailing commercial and federal engineering standards. Support hours, maintenance windows, and Service Level Agreements (SLAs) are governed directly by individual task order terms. Standard helpdesk support is active Monday through Friday, 8:00 AM to 6:00 PM EST.

Troubleshooting a Problematic Order

If an agency experiences any delivery, staffing, administrative, or technical issues, follow this escalation protocol:

1. **Tier 1 (Order Desk / Project Manager):** Email sewporders@mutatioinc.com with the Agency DO Number and SCN.
2. **Tier 2 (Mutatio Program Management):**
 - **Jorge Linares**, Deputy Program Manager: jlinares@mutatioinc.com

- **Kaushal Parikh**, Program Manager: kparikh@mutatioinc.com
- 3. **Tier 3 (NASA SEWP PMO Helpline):** If vehicle-level mediation or contract guidance is required, contact the SEWP Helpline at help@sewp.nasa.gov or **(301) 286-1478**.