

DQ INC

NASA SEWP VI ORDERING GUIDE

Solutions for Enterprise-Wide Procurement (SEWP) VI
Category C – ITC/AV Mission-Based Services | Small Business
Contract Number 80TECH26D2145

Contract Holder Information	
Version	1.0
Date	September 2026
Contract Holder	DQ Inc
Address	121 Brick Kiln Road, Suite 208, Chelmsford, MA 01824
UEI / CAGE	L52LD3UQY3C1 / 9 B R M 4
Website	https://dqi.us/contracts/
SEWP Program Site	www.sewp.nasa.gov

1. About DQ Inc

DQ Inc(DQI) is a Chelmsford, MA- based SBA Certified 8(A) and WOSB Company. DQI Mission is to empower businesses and organizations with cutting-edge data science and AI solutions, enabling them to make informed decisions, drive innovation, and achieve impactful results..

DQI holds multiple government contract vehicles, including the GSA Multiple Award Schedule (47QTCA25D007B), MDA Shield, and now NASA SEWP VI. DQI's delivery model emphasizes rigorously vetted personnel, responsive program management, and disciplined compliance and reporting.

2. About NASA SEWP VI

SEWP (Solutions for Enterprise-Wide Procurement) is a multi-award Government-Wide Acquisition Contract (GWAC) managed by the NASA SEWP Program Management Office (PMO) at Goddard Space Flight Center. SEWP VI is the sixth generation of the program and is available to all Federal agencies, including the Department of Defense, and to Federal contractors authorized by their Contracting Officer.

SEWP VI is organized into three categories. DQI holds a contract in Category C, which provides IT, communications, and audio-visual services at the mission and program level, including application development, data analytics, cybersecurity, cloud, IT operations and help desk, database services, training, and program management support. Category C, Group C1 is reserved for Small Business Contract Holders.

Feature	Detail
Contract Number	80TECH26D2145
Award Date	July 11, 2026
Period of Performance	November 2026 – October 2036 (10-year ordering period); orders may be completed up to 60 months after the ordering period ends
Contract Ceiling	\$20 billion (per contract, shared program-wide)
Order Types	Firm Fixed Price, Time and Materials, Labor Hour, Fixed Price Award Fee, Fixed Price Incentive Fee, FP-EPA, or hybrid
Minimum Order	\$25
Category C Order Threshold	\$2 million per order (including options) in contract Year 1; \$10 million in Year 2; restriction lifted from Year 3
SEWP Fee	0.34%, included in all quoted prices; not listed separately on quotes or orders
Payment Terms	Net 30; EFT and Government Purchase Card accepted at no surcharge
Primary NAICS	541511– Custom Computer Programming Services

3. Who Can Order

Any Government Contracting Officer or duly authorized representative may place orders against SEWP VI. Federal support service contractors may be authorized by their Contracting Officer to purchase on behalf of the Government; the authorizing CO sends an authorization letter to the SEWP PMO at least three days before the contractor needs to place orders. Non-Federal governments may not use SEWP VI unless mandated by Congress.

4. How to Obtain a Quote

4.1 Through the SEWP Quote Request Tool (recommended)

1. Go to www.sewp.nasa.gov and open the Quote Request Tool (QRT).
2. Create a Request for Quote (RFQ), Request for Information (RFI), or Market Research Request (MRR). Select Category C and, if desired, use the tool's filters to identify Small Business Contract Holders.
3. Attach your Statement of Work or requirements, specify the contract type, period of performance, place of performance, and any agency-specific terms.
4. Fair opportunity is satisfied when all Contract Holders in the selected category are given the opportunity to quote; three quotes are not required.
5. DQI will respond through the SEWP tool with a formal quote and a CLIN verification file. All quotes state their validity period.

4.2 Directly from DQI

For market research, capability discussions, or pre-RFQ scoping, contact DQI's SEWP Program Manager or Deputy Program Manager (Section 8). DQI will help shape requirements to the SEWP scope and advise on the fastest ordering path. Formal quotes in response to an RFQ issued through the SEWP tool are always submitted through the SEWP tool.

5. How to Place an Order

1. Issue a delivery/task order on any valid agency order form, citing SEWP contract number 80TECH26D2145 and the SEWP RFQ number if applicable.
2. Submit the order to the NASA SEWP PMO – by email to sewporders@sewp.nasa.gov or fax to 301-286-0317. The PMO does not issue orders; it validates and tracks them.
3. The SEWP PMO verifies the order against DQI's quote and CLIN verification file and assigns a SEWP Control Number (SCN).

4. DQI acknowledges the order within one business day of PMO notification and begins performance. DQI does not begin work until an SCN has been assigned.

Required Order Information

To avoid processing delays, each order must include:

- Date of order and unique agency order number
- Signature, name, and phone number of the authorized Government ordering official
- Name of issuing agency and ordering agency (if different)
- Contractor name (DQ Inc) and SEWP contract number 80TECH26D2145
- Appropriation and accounting data
- Billing/invoice address and place of performance
- SEWP CLINs and descriptions of services ordered
- Total order amount and period of performance, including any options
- Statement of Work and any additional mutually agreed terms and conditions

Government Purchase Card

DQI accepts the Government Purchase Card at no surcharge (0%). Any surcharge, if ever applicable, would be stated on the quote using the PURCHASECARD-Z CLIN. Surcharges cannot be added after a quote is submitted.

6. Performance, Support, and Post-Award Issues

6.1 Service Delivery

Category C orders are for services; DQI does not deliver hardware or software products under this contract. Performance begins on the date specified in the order following SCN assignment. DQI provides monthly progress reports for every active order through the SEWP Contract Holder Only Page and directly to the ordering agency as required by the order.

6.2 Personnel and Transition

All personnel proposed on DQI quotes are screened for labor-category qualifications and complete background investigations before assignment. Where an order includes transition-in, DQI provides a transition plan with the quote. DQI will replace personnel at no additional cost to the Government if an individual does not meet the order's requirements.

6.3 Invoicing and Payment

Invoices are submitted to the billing office designated in the order, monthly unless otherwise specified, with copies to the SEWP PMO at gsfc-dl-sewp-finance@mail.nasa.gov as required for Category C orders. Payment terms are Net 30 under the Prompt Payment Act. For NASA orders, vouchers are submitted through the NASA Shared Services Center.

6.4 Order Changes and Modifications

Changes to scope, period, or value require a written modification issued by the ordering Contracting Officer and submitted to the SEWP PMO for processing. Contact DQI's Program Manager before initiating a modification so DQI can prepare an updated CLIN verification file and prevent processing delays.

6.5 Warranty and Technical Support

Services are warranted to conform to the order's Statement of Work. Deficiencies identified by the Government will be corrected by re-performance at no additional cost. Technical questions during performance go to the DQI project lead named in the order; contractual questions go to DQI's Program Manager.

7. How to Troubleshoot a Problematic Order

If an order is delayed, a quote does not match an order, an SCN has not been assigned, or performance concerns arise, contact DQI in the order below. DQI commits to acknowledging every escalation within one business day.

Escalation Level	Contact	Phone / Email
1 – Order status, quotes, CLIN verification files, invoicing	Lonnie Landers , Deputy Program Manager	703-795-2933 lonnie@dqi.us
2 – Contract compliance, modifications, reporting	Mamatha Polavarapu	978-325-3456 mamatha@dqi.us
3 – Executive escalation	Mamatha Polavarapu and SEWP Program Manager	978-325-3456 mamatha@dqi.us

For questions about SEWP program procedures, order processing status at the PMO, or the Quote Request Tool, Government customers may also contact the NASA SEWP Help Desk at help@sewp.nasa.gov or through www.sewp.nasa.gov.

8. DQI SEWP Program Contacts

Role	Name	Contact
Program Manager	Mamatha Polavarapu	978-325-3456 mamatha@dqi.us
Deputy Program Manager	Lonnie Landers	703-795-2933 lonnie@dqi.us
Contracts & Compliance	Mamatha Polavarapu	978-325-3456 mamatha@dqi.us

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9. Additional Resources

- NASA SEWP Program Home: <https://www.sewp.nasa.gov>
- SEWP VI Program Page and Contract Terms: <https://www.sewp.nasa.gov/sewpvi/>
- SEWP Order Submission: sewporders@sewp.nasa.gov | Fax 301-286-0317
- SEWP Customer Help Desk: help@sewp.nasa.gov
- DQ Inc: <https://www.DQI.us>

This Ordering Guide is provided in accordance with the NASA SEWP VI Contract Holder User Manual and will be updated within 10 business days of any modification to Contract 80TECH26D2145. Version 1.0, September 2026.