LOCH HARBOUR GROUP

NASA SEWP VI Ordering Guide

Contract at a Glance

Contract Number	80TECH26D0188 (Category B) 80TECH26D0225 (Category C)
Period of Performance	November 1, 2026 through October 31, 2036
UEI / CAGE	J3LEG8T3BL27 / 07QZ5
Main Office	Loch Harbour Group, Inc., 3060 Williams Drive, Suite 510, Fairfax, VA 22031 · 703-642-2380 · https://www.lochharbour.com/

SEWP VI Program Support Contacts

Role	Name	Phone	Email
SEWP Program Manager (quotes, orders, order issues)	Ashlee Ealy	703-642-2380	ashlee.ealy@lochharbour.com
SEWP Deputy Program Manager (backup and escalation)	Willy Baum	703-642-2380	wbaum@lochharbour.com
Post-Delivery Support (installation, warranty, technical and software support)	Ashlee Ealy	703-642-2380	ashlee.ealy@lochharbour.com

About Loch Harbour Group

Loch Harbour Group, Inc. (LHG) is a federal government contractor headquartered in Fairfax, Virginia. LHG provides technology, program management, analytical, training, and mission-support solutions to federal customers. Under NASA SEWP VI, LHG provides products and services within the scope of its awarded contract category. [Business size and socioeconomic designations, if any.]

About NASA SEWP VI

NASA SEWP (Solutions for Enterprise-Wide Procurement) is a Government-Wide Acquisition Contract (GWAC) that provides Information Technology, Communication, and Audio-Visual (ITC/AV) solutions and services to all Federal Agencies and their approved contractors. The program is self-funded through a 0.34% usage fee, which is included in quoted prices.

Scope. SEWP VI contracts were awarded in three scope categories:

- Category A – ITC/AV Solutions
- Category B – Enterprise-Wide ITC/AV Service Solutions
- Category C – Mission-Based ITC/AV Service Solutions

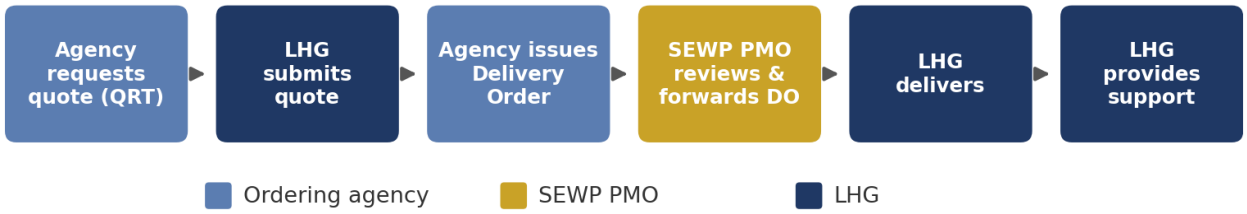
To confirm whether a requirement is in scope, send an overview or bill of materials (BOM) to help@sewp.nasa.gov.

Fair opportunity. FAR 16.505(b)(1) requires that each contract holder receive fair opportunity to be considered for orders over $10,000 under multiple-award contracts. The Contracting Officer chooses the method and documents the rationale for placement and price. The SEWP Quote Request Tool (QRT) is the recommended method and supports that documentation.

Requesting a Quote

Submit requirements through the SEWP QRT at www.sewp.nasa.gov, or contact the LHG SEWP Program Manager directly (see contacts above) for hardware, software, or services quotes. Include a description of the requirement, specifications or Statement of Work, delivery or performance location, requested schedule, and agency point of contact.

Ordering Process



Order modifications follow the same path through the SEWP PMO.

Each agency follows its own internal procurement process. The end user generates a Purchase Request (PR), and the agency's procurement office issues the Delivery Order (DO) on any valid Federal Agency DO form. The SEWP Program Management Office (PMO) does not issue DOs; it reviews, processes, and tracks them and forwards them to LHG. Please reference the LHG quote number on the DO.

Agency Contracting Officers are responsible for any agency-specific policies on ordering through GWACs. SEWP does not require the use of intermediary procurement offices. Any modification to an order must also route through the SEWP PMO.

Installation, Warranty, and Post-Delivery Support

Contact the LHG Post-Delivery Support contact above for any of the following. LHG coordinates each with the manufacturer (OEM), distributor, or subcontractor as needed.

- **Installation:** Performed when specified in the DO; LHG confirms the site, schedule, and point of contact before delivery.
- **Basic warranty:** Standard manufacturer warranty applies to all products; LHG submits and tracks warranty claims on the customer's behalf.
- **Extended warranty:** Available when quoted and ordered as a separate line item; terms follow the OEM's extended warranty.
- **Technical support:** LHG is the first point of contact and escalates to the OEM when needed.
- **Software support:** Licenses, maintenance, subscriptions, and renewals follow OEM terms; LHG provides renewal notices before expiration.
- **Other post-delivery issues:** Handled per the DO and applicable OEM terms.

Problematic Orders

For delayed, damaged, incorrect, or incomplete orders, contact the LHG SEWP Program Manager with the DO number and a description of the issue. LHG will coordinate with the appropriate internal team, manufacturer, distributor, or subcontractor to resolve it. If the issue is not resolved promptly, contact the SEWP Deputy Program Manager.

SEWP Help Desk

help@sewp.nasa.gov · (301) 286-1478 · Monday–Friday, 7:30 AM–6:00 PM ET · www.sewp.nasa.gov

Ordering Guide Updates

LHG publishes this guide electronically for download and printing. Updated versions are available no later than 10 business days following each contract modification.