

SEWP VI Ordering Guide

Full Visibility LLC | Category C | IT Mission Based Services



ORDER MISSION TECHNOLOGY SERVICES THROUGH SEWP VI

Federal agencies and approved contractors can use NASA SEWP VI to compete and order Full Visibility's in-scope mission-based IT services. This guide explains how to request a quote, issue an order, and obtain post-award support.

QUICK CONTACT

Justin Knapp*Vice President of Mission Engineering and Cyber*jknapp@fullvisibility.com

703-795-0256

CONTRACT AT A GLANCE

CONTRACT HOLDER	Full Visibility LLC
SEWP VI CATEGORY	Category C IT Mission Based Services
BUSINESS STATUS	Small Business
CONTRACT NUMBER	80TECH26D0034
ORDERING PERIOD	NASA anticipates SEWP VI go live on November 1, 2026

ORDERING IN FOUR STEPS

01 DEFINE THE REQUIREMENT Prepare the statement of work, performance period, funding information, evaluation approach, and applicable security or agency terms.	02 REQUEST COMPETITION Use the SEWP Quote Request Tool and select the appropriate Category C fair-opportunity pool. Full Visibility responds through the SEWP system.	03 EVALUATE AND AWARD Evaluate quotes under the solicitation and agency procedures. Issue the order to Full Visibility using the awarded SEWP VI contract number.	04 ROUTE THE ORDER Send the signed order to sewporders@sewp.nasa.gov or fax 301-286-0317. Performance begins only after NASA assigns a SEWP Control Number.
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CONTRACT OVERVIEW

Why Use Full Visibility Through SEWP VI

FULL VISIBILITY

MISSION DIGITAL CYBER

SEWP VI Overview

NASA SEWP VI is a Government-Wide Acquisition Contract that gives federal agencies and approved contractors a streamlined way to acquire information technology, communications, audiovisual solutions, and related services. NASA awarded Full Visibility a Category C contract for IT mission-based services. NASA currently anticipates a November 1, 2026 go-live date.

Full Visibility Overview

Full Visibility is a Virginia-based small business founded in 2006. We deliver technical services for federal and state government missions. Through SEWP VI Category C, agencies can access Full Visibility capabilities in cybersecurity, data engineering, software development, artificial intelligence, digital services, and systems engineering when those services are within the awarded contract scope.

Category C Mission Based Services

DIGITAL AND SOFTWARE	AI AND DATA	CYBER AND ENGINEERING
Application modernization, cloud engineering, DevSecOps, user-centered design, software delivery.	Data engineering, analytics, artificial intelligence, data platforms, decision support.	Cybersecurity engineering, mission engineering, systems integration, operations support.

SCOPE CONFIRMATION

The issuing agency is responsible for determining that its requirement is within scope. For assistance, send a sanitized requirement summary or statement of work to help@sewp.nasa.gov. Do not transmit classified, CUI, procurement-sensitive, or other restricted information through unapproved channels.

FAIR OPPORTUNITY

Ordering officials must provide each contract holder in the applicable multiple-award pool a fair opportunity to be considered for orders above the applicable micro-purchase threshold, unless a FAR 16.505 exception applies. The ordering contracting officer determines the acquisition approach and documents the award decision. NASA recommends the SEWP Quote Request Tool because it supports pool selection, competition, and the ordering record.

Recommended Acquisition Package

- Statement of work or performance work statement with measurable outcomes
- Period and place of performance, security requirements, deliverables, and acceptance criteria
- Applicable labor categories, estimated level of effort, travel assumptions, and funding type
- Quote instructions, evaluation factors, due date, and required representations
- Agency-specific clauses and invoicing instructions

CUSTOMER PROCESS

Request a Quote and Place an Order

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Quote Request Process

1	Prepare the Request Define the mission outcome, technical scope, schedule, security conditions, contract type, and evaluation criteria. Remove restricted information unless the agency has established an approved transmission process.
2	Create the SEWP Request Submit an RFQ, RFI, Market Research Request, or Request for Storefront through the SEWP Marketplace. Select Category C and the appropriate fair-opportunity pool.
3	Manage Communications

Use the Q&A function while the request is open unless the request expressly permits direct communication. For quote support, identify Full Visibility as a suggested source through the SEWP tool.

4 **Receive the Full Visibility Response**
Full Visibility will submit its quote through the SEWP system when the request originates there. The quote will state its validity period and include the required CLIN verification file.

5 **Evaluate and Document**
Evaluate responses using the stated factors, make the best-value decision, and document fair opportunity, price reasonableness, and the award rationale under agency procedures.

REQUIRED ORDER INFORMATION

ORDER AND CUSTOMER

- Order date and agency order number
- Issuing and ordering agency names
- Ordering official name, phone, and email
- Appropriation and accounting data
- Billing, invoice, and shipping addresses

SCOPE AND PRICE

- Full Visibility LLC and SEWP VI contract number
- SEWP CLINs, descriptions, quantities, and prices
- Total order amount
- Statement of work and mutually agreed terms
- Period of performance for services

SUBMIT THE ORDER

The Government customer or Full Visibility should submit the order or modification to the NASA SEWP Program Management Office at sewporders@sewp.nasa.gov or by fax at 301-286-0317. NASA validates the order and matching CLIN verification file, then assigns a SEWP Control Number. Full Visibility will not begin performance until NASA processes the order and provides the assigned control number.

AVOID PROCESSING DELAYS

The order total must match the CLIN verification file. A modification requires a new cumulative verification file covering the original order and all modifications.

PROGRAM SUPPORT

Installation, Warranty, and Order Assistance

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Service Delivery and Installation

Installation, transition, configuration, and implementation services are provided when included in the awarded order. At kickoff, Full Visibility will confirm the delivery approach, customer dependencies, site access, acceptance criteria, and schedule. Agency security and change-control requirements govern work in customer environments.

Warranty And Technical Support

Warranty and support terms are defined in the quote and order. For third-party products or software, the provider warranty and license terms control unless the order states otherwise. Extended warranty, maintenance, and software support may be quoted when available. Retain the SEWP Control Number, agency order number, affected CLIN, and relevant records when requesting assistance.

RESOLVE AN ORDER ISSUE

01 IDENTIFY THE ORDER Provide the SEWP Control Number, agency order number, quote number, affected CLINs, and ordering official contact.	02 DESCRIBE THE ISSUE State the problem, mission impact, date identified, affected milestone, and requested response time. Do not include restricted information in ordinary email.	03 CONTACT FULL VISIBILITY Send the issue to the post-delivery support contact. Full Visibility will acknowledge it, coordinate corrective action, and provide status.	04 ESCALATE WHEN NEEDED Contact the Program Manager or Deputy Program Manager. The ordering contracting officer controls changes to scope, price, schedule, or terms.
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FULL VISIBILITY CONTACTS

QUOTE AND BUSINESS SUPPORT Contact: Justin Knapp Role: Vice President of Mission Engineering and Cyber Email: jknapp@fullvisibility.com Phone: 703-795-0256 Contracts: contracts@fullvisibility.com	SEWP PROGRAM AND POST-DELIVERY SUPPORT Program Manager: Justin Knapp Deputy Program Manager: Thomas Kohler Support Contact: Rashonna Conteh Email: contracts@fullvisibility.com Phone: (703) 349 - 2579
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NASA SEWP SUPPORT

CUSTOMER HELP	help@sewp.nasa.gov 301-286-1478
ORDER SUBMISSION	sewporders@sewp.nasa.gov Fax 301-286-0317
PROGRAM INFORMATION	www.sewp.nasa.gov/sewpvi