

NASA SEWP VI Category C Ordering Guide

Mission Based Information Technology Communications and Audio Visual Services

Contract Holder	Charles F. Day & Associates, LLC
SEWP VI Contract	80TECH26D0911
Scope Category	Category C - Mission-Based ITC/AV Service Solutions
Business Status	Small Business SDVOSB HUBZone
Unique Entity Identifier	DA92GBMH4C95
Guide Version	Version 1.0 September 2026

Anticipated SEWP VI Go-Live: November 1, 2026

www.cfday.net/nasa-sewp-vi

This guide is intended for Federal agencies and authorized Government customers seeking to obtain in-scope services through NASA SEWP VI.

Contents

Section	Topic
1	Purpose and Quick Start
2	CFDay Contract Information
3	NASA SEWP VI Overview
4	Category C Scope and CFDay Capabilities
5	How to Obtain a Quote
6	Fair Opportunity and Best Value
7	Ordering Process
8	Order Information Checklist
9	Order Modifications
10	Post-Delivery Support and Order Troubleshooting
11	Applicable NAICS Codes
12	Program Contacts and Resources

1 Purpose and Quick Start

This guide explains how Federal agencies and authorized Government customers can request quotes, place orders, obtain support, and resolve order-related issues under Charles F. Day & Associates, LLC's NASA SEWP VI Category C contract. It also summarizes CFDay's in-scope mission-based technology services and provides the contacts needed throughout the acquisition lifecycle.

Quick Start for Customers

1. Define the mission requirement, performance outcomes, period of performance, place of performance, security needs, and applicable acquisition constraints.
2. Use NASA SEWP's online tools to conduct market research and provide fair opportunity, as applicable under FAR 16.505(b) and agency procedures.
3. Request a quote from CFDay through the NASA SEWP process or contact the CFDay SEWP VI Program Office for acquisition and technical coordination.
4. Evaluate responses, document the best-value decision, and issue the order through the ordering agency's procurement office.
5. Route the order through the NASA SEWP Program Management Office for review, tracking, and forwarding to CFDay.

2 CFDay Contract Information

Item	Information
Legal Name	Charles F. Day & Associates, LLC
SEWP VI Contract Number	80TECH26D0911
Scope Category	Category C - Mission-Based ITC/AV Service Solutions
Contract Vehicle	Multiple-award Government-Wide Acquisition Contract
Business Status	Small Business; Service-Disabled Veteran-Owned Small Business; HUBZone
UEI	DA92GBMH4C95
CAGE Code	1JUR5
SEWP Surcharge	0.34%
Anticipated SEWP VI Go-Live	November 1, 2026
Website	https://cfday.net/nasa-sewp-vi

About CFDay

Founded in 1995, CFDay is a veteran-owned Federal contractor headquartered in Davenport, Iowa. CFDay provides mission support, technology services, training, logistics, analytical support, and program management to defense and civilian agencies. The company maintains a Top Secret Facility Clearance and mature quality, development, service delivery, and information-security practices.

- CMMC Level 2 certified by a C3PAO, with no findings or corrective actions
- CMMI Services Maturity Level 5 and Development Maturity Level 3
- ISO 9001:2015 quality management certification
- ISO/IEC 27001:2022 information security management certification

3 NASA SEWP VI Overview

NASA Solutions for Enterprise-Wide Procurement, pronounced 'soup,' is a Government-Wide Acquisition Contract administered by NASA. SEWP VI provides Federal agencies and authorized Government customers access to Information Technology, Communications, and Audio-Visual solutions and services. NASA's SEWP Program Management Office supports customers and contract holders throughout the acquisition process.

SEWP VI is organized into three scope categories:

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

4 Category C Scope and CFDay Capabilities

CFDay's Category C contract supports mission-based ITC/AV services across the following technical areas. Any quoted services must be within the scope of CFDay's SEWP VI contract and supported by approved contract line items and labor categories at the time of quote.

Area	Technical Area	CFDay Support
1c	Innovation Services	Applied research, prototyping, modeling and simulation, emerging-technology assessment, and transition planning.

Area	Technical Area	CFDay Support
2c	Information and Data Analytics Services	Data engineering, analytics, visualization, decision support, artificial intelligence, machine learning, and knowledge management.
3c	Application Services and Software Development	Requirements, design, development, modernization, integration, testing, deployment, and lifecycle support.
4c	Cybersecurity Services	Cyber engineering, risk management, compliance, vulnerability management, secure operations, and workforce support.
5c	Cloud Services	Cloud strategy, architecture, migration, integration, optimization, security, and operations.
6c	Digital Multimedia and Technical Communications	Technical documentation, accessible digital content, e-learning, multimedia production, and communications support.
7c	IT Operations Maintenance Help Desk and Call Center	Service desk, end-user support, systems administration, field support, incident management, and IT operations.
8c	Network Services	Network planning, engineering, installation, monitoring, security, performance, and sustainment.
9c	Database Services	Database architecture, administration, migration, security, performance, data quality, and lifecycle management.
10c	In-Scope Training	Instructor-led and digital training, curriculum development, technical instruction, exercises, and workforce readiness.
11c	Program Management and Ancillary Services and Supplies	Integrated program management, quality, risk, schedule, acquisition, logistics, and mission-essential ancillary support.

5 How to Obtain a Quote

Customers should use the NASA SEWP online quote tools when seeking market research or quotes. The NASA SEWP Quote Request Tool supports fair-opportunity distribution, communications, response receipt, and acquisition documentation. CFDay may also assist

customers with clarifying technical requirements, identifying appropriate labor categories, and confirming whether proposed services align with CFDay's contract scope.

Information to Include in a Quote Request

- Requesting agency, contracting office, and customer points of contact
- Statement of objectives, statement of work, performance work statement, or description of the mission need
- Required outcomes, deliverables, service levels, and performance standards
- Place of performance and onsite, remote, or hybrid requirements
- Period of performance, option periods, and anticipated start date
- Security, clearance, cybersecurity, data protection, and access requirements
- Travel, equipment, materials, other direct costs, and Government-furnished resources
- Required labor categories, qualifications, certifications, and estimated level of effort, when known
- Pricing format, evaluation criteria, quote validity period, and submission deadline

CFDay Quote Contact

Function	Contact
SEWP VI Program Manager	John Pozniak jpozniak@cfday.net (586) 400-9655
SEWP VI Deputy Program Manager	Aaron Day aday@cfday.net (563) 528-2246
Quote Requests	cfdaybd@cfday.net (571) 402-1220

6 Fair Opportunity and Best Value

SEWP VI is a multiple-award contract. Ordering activities are responsible for providing fair opportunity in accordance with FAR 16.505(b), the terms of the SEWP VI contracts, and agency procedures. NASA recommends using the SEWP online Quote Request Tool to support fair opportunity and the ordering activity's decision documentation.

The ordering contracting officer determines the appropriate acquisition strategy and documents the rationale for order placement and price. Best-value considerations may include technical approach, ability to meet the mission need, past performance, program performance, price, schedule, security, risk, and other factors identified in the request.

7 Ordering Process

Each agency establishes its internal purchase-request and delivery-order procedures. NASA SEWP does not issue the ordering agency's delivery order. The ordering agency's procurement office issues the order, and the NASA SEWP Program Management Office reviews, processes, tracks, and forwards the order to the contract holder.

Step	Activity	Responsibility
1	Requirement	The end user defines the mission requirement and prepares the purchase request and supporting documentation.
2	Market Research and Fair Opportunity	The ordering activity uses applicable SEWP tools and procedures to obtain information or quotes.
3	Evaluation	The ordering activity evaluates responses and documents its best-value decision.
4	Order Issuance	The agency procurement office issues a valid delivery order containing the required information.
5	SEWP Processing	The order is submitted to the NASA SEWP Program Management Office for review, tracking, and routing.
6	CFDay Acknowledgment and Performance	CFDay acknowledges the order, coordinates kickoff and transition, and performs in accordance with the order.

8 Order Information Checklist

Orders should include the information required by NASA SEWP and the ordering agency. At minimum, customers should verify the following before submission:

- ☐ Date of order and unique agency order number
- ☐ Signature or approved authorization of the Government ordering official
- ☐ Ordering contracting officer name and contact information
- ☐ Issuing agency and ordering agency, if different
- ☐ CFDay legal name and SEWP VI contract number 80TECH26D0911
- ☐ Appropriation and accounting data
- ☐ Billing, invoicing, and performance or delivery addresses
- ☐ SEWP VI contract line items, labor categories, quantities, descriptions, and pricing
- ☐ Total order amount, including the applicable SEWP surcharge

- ☐ Statement of work or performance requirements
- ☐ Period of performance for services
- ☐ Applicable terms and conditions mutually agreed by the parties

9 Order Modifications

Modifications to SEWP VI orders must be routed through the NASA SEWP Program Management Office. The ordering contracting officer should coordinate proposed changes with CFDay and ensure the modification clearly identifies the affected order, revised requirements, contract line items, funding, pricing, schedule, and period of performance.

Changes that affect scope, price, labor categories, quantities, period of performance, delivery, funding, or other order terms must be authorized in writing by the ordering contracting officer. CFDay will not proceed with an out-of-scope or unauthorized change.

10 Post-Delivery Support and Order Troubleshooting

CFDay will manage service delivery and post-award support in accordance with each order. The applicable order will define acceptance, service levels, warranty or remediation obligations, escalation procedures, security requirements, and deliverable review. For service orders, traditional product warranties may not apply; CFDay will identify any applicable commercial software, hardware, or third-party warranty terms in the quote and order documentation.

Support Topics

Issue	Recommended Action
Order status and administration	Contact the CFDay SEWP VI Program Office and reference the agency order number and NASA SEWP tracking or control number, if assigned.
Technical or service issue	Contact the order's CFDay Program Manager or designated technical lead. Provide the affected service, location, date, impact, and requested response.
Invoice or payment question	Contact the CFDay contracts or billing representative identified in the order and provide the order and invoice numbers.
Scope or modification question	Contact the ordering contracting officer and the CFDay SEWP VI Program Office before directing or performing changed work.

Issue	Recommended Action
Unresolved or urgent matter	Escalate to the CFDay SEWP VI Program Manager, followed by the Deputy Program Manager or corporate contracts representative.

Order Issues and Post-Delivery Contacts

Function	Contact
Program and order support	John Pozniak & Beth Miller cfdaycontracts@cfday.net 563.723.9268
Technical support	Joseph Marshall cfdayit@cfday.net 563.528.2246
Order troubleshooting and escalation	John Pozniak & Aaron Day cfdaycontratcs@cfday.net 563.723.9268
Contracts and billing	Beth Miller & Kathy Rodine cfdayfinance@cfday.net 540.672.8856

11 Applicable NAICS Codes

CFDay is represented as a Small Business, Service-Disabled Veteran-Owned Small Business, and HUBZone concern under the following Category C NAICS codes identified in CFDay's SEWP VI Exhibit 4 crosswalk.

NAICS	Description
513210	Software Publishers
517111	Wired Telecommunications Carriers
517112	Wireless Telecommunications Carriers except Satellite
517810	All Other Telecommunications
518210	Computing Infrastructure Providers Data Processing Web Hosting and Related Services
541330	Engineering Services
541511	Custom Computer Programming Services

NAICS	Description
541512	Computer Systems Design Services
541513	Computer Facilities Management Services
541519	Other Computer Related Services
541611	Administrative Management and General Management Consulting Services
541614	Process Physical Distribution and Logistics Consulting Services
541618	Other Management Consulting Services
541690	Other Scientific and Technical Consulting Services
541715	Research and Development in the Physical Engineering and Life Sciences
541990	All Other Professional Scientific and Technical Services
611420	Computer Training

12 Program Contacts and Resources

CFDay SEWP VI Program Office

Role	Name	Email	Telephone
Program Manager	John Pozniak	jpozniak@cfday.net / cfdaycontratcs@cfday.net	563.723.9268
Deputy Program Manager	Aaron Day	aday@cfday.net / cfdaycontracts@cfday.net	563.528.2246
Order Issues and Post-Delivery Support	Beth Miller	bmiller@cfday.net / cfdaycontratcs@cfday.net	540.672.8856

Main office address: 702 N. Perry Street, Davenport, IA 52803

Main office telephone: 571-402-1220

SEWP VI webpage: <https://cfday.net/nasa-sewp-vi>

NASA SEWP Program Management Office

Resource	Contact
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Resource	Contact
SEWP Helpline	help@sewp.nasa.gov 301-286-1478
SEWP PMO Hours	Monday-Friday, 7:30 a.m.-6:00 p.m. Eastern Time
SEWP VI Website	https://www.sewp.nasa.gov/sewpvi/

Reference Resources

[NASA SEWP VI Program Website](#)

[Federal Acquisition Regulation Part 16.505](#)