*CHARLES F. DAY & ASSOCIATES, LLC*

# NASA SEWP VI Category C Ordering Guide

## Mission Based Information Technology Communications and Audio Visual Services

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|---|---|
| **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 2.0 \| November 2026 |

**SEWP VI Live: November 1, 2026**

**Contract Ordering Period: November 2026 – October 2036**

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.

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## Document Control

| Version | Date | Description |
|---|---|---|
| 1.0 | September 2026 | Initial public ordering guide |
| 2.0 | November 2026 | Update for ordering guide contact information / live date |
| | | |

**Update requirement.** CFDay will make updated versions available no later than 10 business days following applicable contract modifications, consistent with NASA SEWP VI requirements.

# 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% |
| SEWP VI Go-Live | November 1, 2026 |
| Website | www.cfday.net/nasa-sewp-vi |
| Payment Methods Accepted | Electronic Funds Transfer (EFT) and Government Purchase Card (GPC) / other agency-approved credit cards |

### 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 |

**Scope assistance.** Customers may send an overview of their requirement to help@sewp.nasa.gov for NASA SEWP scope review and feedback.

# 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. |
| 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. |

| Area | Technical Area | CFDay Support |
|---|---|---|
| 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 \| (563) 723-9268 |
| SEWP VI Deputy Program Manager | Aaron Day \| aday@cfday.net \| (563) 528-2246 |
| Quote Requests | nasasewpvi@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. |

**Agency-specific requirements.** Ordering contracting officers remain responsible for complying with their agency's policies for use of Government-Wide Acquisition Contracts and for routing funding and acquisition documents through their internal approval process.

# 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. |
| 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 \| nasasewpvi@cfday.net \| (563) 723-9268 |
| Technical support | Joseph Marshall \| cfdayit@cfday.net \| (563) 528-2246 |
| Order troubleshooting and escalation | Aaron Day \| nasasewpvi@cfday.net \| (563) 528-2246 |
| Contracts and billing | Beth Miller \| cfdaycontracts@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 |
| 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 | (563) 723-9268 |
| Deputy Program Manager | Aaron Day | aday@cfday.net | (563) 528-2246 |
| Order Issues and Post-Delivery Support | Beth Miller | bmiller@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://www.cfday.net/nasa-sewp-vi

## NASA SEWP Program Management Office

| 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

**CFDay Ordering Guide:** This document should be posted on the CFDay NASA SEWP VI webpage in a downloadable and printable format.