NASA SEWP VI – TRILOGY LEASING CO., LLC CONTRACT HOLDER ORDERING GUIDE

CATEGORY A – SMALL BUSINESS | CONTRACT 80TECH26D0461 | POP: 11/1/2026 – 10/31/2036

NASA SEWP VI OVERVIEW

NASA SEWP (Solutions for Enterprise-Wide Procurement, pronounced “soup”) is a Government-Wide Acquisition Contract (GWAC) that gives every Federal agency, and its approved contractors, access to current Information Technology, Communication, and Audio-Visual (ITC/AV) products, solutions, and services.

SEWP I was awarded in 1993 as the first GWAC in Federal acquisition. Over six generations the program has grown well beyond its original technology-product focus, and SEWP VI adds dedicated service categories alongside products. The program is self-funded through a 0.34% usage fee and supports tens of thousands of agency orders each year.

FAIR OPPORTUNITY

Under FAR 16.505(b)(1), each awardee on a multiple-award contract must be given a fair opportunity to be considered for orders above the micro-purchase threshold. The ordering Contracting Officer (CO) chooses how fair opportunity is provided and documents the rationale for the award and price of each order.

NASA recommends the SEWP online Quote Request Tool (QRT) for this purpose. The QRT automatically includes the Contract Holders in a selected Category (or a suggested source) and produces records that support the CO’s decision documentation. To include Trilogy, select **SEWP VI Category A** or name **Trilogy Leasing Co., LLC** as a suggested source.

TRILOGY LEASING CO., LLC HOLDS A SEWP VI CATEGORY A SMALL BUSINESS AWARD – 80TECH26D0461

Contract Holder	Trilogy Leasing Co., LLC
SEWP VI Contract	80TECH26D0461
Category	Category A
Classification	Small Business
PoP Start Date	November 1, 2026
PoP End Date	October 31, 2036
UEI	LQTPJ828MML9
CAGE Code	7CWX1

WHAT’S IN SCOPE FOR CATEGORY A?

Category A gives Federal customers a streamlined way to buy commercial ITC/AV technology, including:

- Computer systems, servers, and storage; networking and communications equipment; software licenses and cloud-based tools; peripherals and related IT hardware.

Product-related services, including:

- Installation and integration, testing and training, and equipment maintenance and support.

CONUS and OCONUS delivery is supported **when mutually agreed upon** for the order.

SEWP USAGE FEE

SEWP VI is funded by a 0.34% usage fee, included in Contract Holder pricing.

Trilogy Leasing Co., LLC | 7225-A Bryan Dairy Rd., Seminole, FL 33777 | Tel: 813-331-0340 | sewpvi@trilogyinnovations.com

ABOUT TRILOGY LEASING CO., LLC

Trilogy Leasing Co., LLC is a NASA SEWP VI Category A small business Contract Holder based in Seminole, Florida. Trilogy delivers commercial technology products and related services to Federal customers and supports them from requirements definition and quoting through fulfillment, delivery, and post-delivery support. Trilogy is certified to **ISO 9001:2015** (quality management) and **ISO 20243:2023** (trusted technology supply chain).

Our SEWP VI quoting commitments:

- Trilogy quotes only products, solutions, and services that are on its SEWP VI contract and follows SEWP online quoting and ordering procedures.
- Any item not yet on the contract is clearly marked as such in market research responses and is added through the SEWP **technology refresh process** before it is offered for order.
- Trilogy answers every RFQ and Market Research Request (MRR) it receives. If a requirement cannot be met in full, Trilogy submits a **No Bid** unless the request expressly allows partial quotes.
- Quoted prices never exceed the price in the **SEWP database of record**, and every quote states its validity period.
- Trilogy complies with applicable small-business set-aside and Federal acquisition requirements on every order.

TECHNOLOGY PARTNERS

Trilogy expects to offer products from the following manufacturers through SEWP VI at or shortly after launch:

Dell Technologies	HPE	HP Inc.
NetApp	NVIDIA	Apple
Cisco	Palo Alto Networks	Supermicro

Manufacturer availability is subject to SEWP catalog onboarding, OEM authorization, and contract availability.

POST-DELIVERY SUPPORT AND ORDER TROUBLESHOOTING

Trilogy supports Federal customers across the full order lifecycle: ordering, delivery, installation, warranty, and post-delivery service. Trilogy's SEWP VI program team is the single point of contact for order status, delivery issues, installation requirements, warranty claims, technical support, and other post-delivery questions.

Installation, Warranty, and Technical Support

Trilogy works with customers, manufacturers, and authorized service providers to meet installation and implementation requirements. Support can include:

- Installation and configuration coordination
- Standard manufacturer warranty support
- Extended warranty and service agreement coordination
- Technical support and troubleshooting
- Software support and license assistance
- Repair, replacement, and return (RMA) coordination
- Escalation to the manufacturer when required
- Post-delivery order and fulfillment follow-up

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TRILOGY SEWP VI PROGRAM CONTACTS

SEWP VI Program Manager Name: **Jason Godfrey** Telephone: **(656) 269-1770** Email: **jgodfrey@trilogyinnovations.com**	**SEWP VI Deputy Program Manager** Name: **Brooklyn Whitsett** Telephone: **(646) 225-5950** Email: **bmwhitsett@trilogyinnovations.com**
General SEWP VI Inquiries, Quotes and Orders Email: **sewpvi@trilogyinnovations.com** Main Telephone: **813-331-0340**	**Sales** Email: **sales@trilogyinnovations.com** Address: 7225-A Bryan Dairy Rd., Seminole, FL 33777

Troubleshooting a Problem Order

Trilogy uses a structured process to resolve order issues. Start by contacting the Trilogy SEWP VI program team with the **purchase order / delivery order number, product details, shipment information, and a description of the issue**. Trilogy will:

1. **Log the issue** and confirm the order, products, and delivery details.
2. **Review order and shipping records** to determine whether the problem involves fulfillment, delivery, configuration, damage, shortage, or something else.
3. **Engage the manufacturer, distributor, carrier, or service provider** as needed.
4. **Start warranty, return, replacement, or technical support procedures** where they apply.
5. **Escalate unresolved issues** to the Program Manager, Trilogy management, or manufacturer support.
6. **Keep the customer informed** until the issue is resolved or a corrective action is agreed.

NASA SEWP PROGRAM MANAGEMENT OFFICE

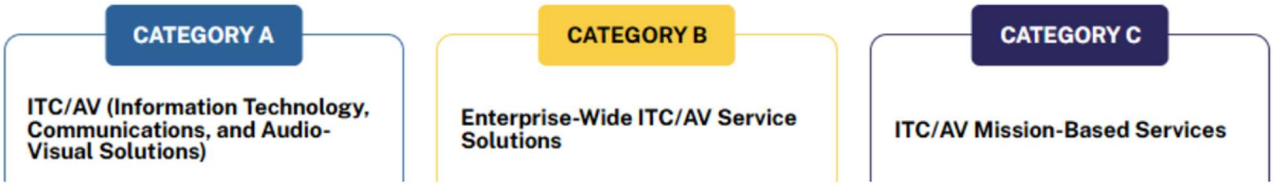
SEWP Helpline: help@sewp.nasa.gov
Telephone: (301) 286-1478
Hours: Monday–Friday, 7:30 AM–6:00 PM ET
Website: www.sewp.nasa.gov/sewpvi



WHAT'S IN SCOPE FOR SEWP VI?

SEWP VI offers a broad range of ITC/AV products, solutions, and services. Because technology changes constantly, SEWP lets Contract Holders add new commercial products and IT services to their contracts on an ongoing basis as customers request them. If you want the SEWP PMO to confirm whether a requirement is in scope, send an overview or bill of materials to help@sewp.nasa.gov for review.

SEWP VI contracts were awarded in three scope categories. **Trilogy holds a Category A award.**



ORDERING PROCESS

Each agency sets its own internal ordering process. The forms used for Purchase Requests (PRs) and Delivery Orders (DOs) against a SEWP contract are defined by the issuing agency, not by the NASA SEWP Program Management Office (PMO). Typically, an end user identifies a requirement and prepares a PR.

The PR and its funding information go to the agency's procurement office, which issues the DO. Any valid Federal agency DO form and DO number may be used. The SEWP PMO does not issue DOs; it reviews, processes, and tracks DOs issued by agencies and forwards them to the Contract Holder.

Some agencies have additional rules for IT orders. The issuing agency's Contracting Officer is responsible for knowing any agency-specific policies on ordering through existing contract vehicles and GWACs. SEWP does not require agencies to route orders through any intermediary procurement office unless their own internal policies say so.

Any modification to an order must also be routed through the SEWP PMO.

When ordering from Trilogy, reference: Trilogy Leasing Co., LLC | NASA SEWP VI Contract 80TECH26D0461 | Category A – Small Business.

Trilogy works alongside agency procurement offices throughout the ordering process to help ensure every SEWP VI order is accurate and compliant.

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