



SEWP VI Ordering Guide

Small Office Networks, LLC dba SON Technology

Categories A and C | October 7, 2026

This guide explains how Federal agencies and approved contractors can request quotes, place orders, and obtain support through SON Technology's NASA SEWP VI contracts. Select the appropriate category, define the requirement, and use NASA's Quote Request Tool to support the acquisition process.

Contract information	Small Office Networks, LLC dba SON Technology
Category A contract number	80TECH26D0493
Category C contract number	80TECH26D0035
UEI	FVM9DADJTSJ1
Category A NAICS code	541519e
Category C NAICS code	541512
CAGE code	4EAX3
Mailing address	1701 W 1 st Street Sanford, FL 32771
Main telephone and website	407-936-2220 www.sontechnology.com

About SON Technology

SON Technology provides IT infrastructure solutions and operational support for government and commercial customers. Capabilities include servers, storage, network equipment, virtualization, backup and disaster recovery, structured cabling, and data center infrastructure. Service capabilities include installation and integration, IT operations and maintenance, help desk support, and support for Windows, SQL, VMware, and applications.

About NASA SEWP VI

Solutions for Enterprise-Wide Procurement is NASA's government-wide acquisition vehicle for Information Technology, Communication, and Audio-Visual products, solutions, and services. Federal agencies and approved contractors may use the vehicle for eligible requirements. The ordering agency funds and awards its own orders.

NASA lists an ordering period of November 1, 2026 through October 31, 2036, comprising a five-year base and one five-year option. Ordering availability remains subject to the applicable contract and exercised options.

The applicable SEWP contract, current NASA instructions, and awarded order govern the transaction. This guide is maintained following contract changes and updates to company contact information.

SON Technology contract scope

Category A ITC and AV solutions

Use Category A for eligible technology solutions and product-based services. SON's offerings may include compute, storage, networking, software, backup, racks, power distribution, and cabling, together with related integration or support when authorized by the contract.

Category C mission based services

Use Category C for eligible services supporting a defined mission, including IT operations and maintenance, help desk support, network and database services, cloud support, and engineering or technical services. Product-only requirements are excluded from Category C.

NASA currently identifies Category C order limits of \$2 million in the first contract year and \$10 million in the second, with those restrictions lifted in the third year. Check the applicable contract and NASA's Contract Holder page before issuing an order.

The requirement must fit the selected contract's scope. For a scope review, send an overview, statement of work, or bill of materials to help@sewp.nasa.gov.

Requesting a quote

Submit an RFQ through NASA's SEWP VI Quote Request Tool. SON's sales or program contacts can assist with product selection, requirements development, or questions about a response. Direct discussions with SON do not replace the ordering agency's competition requirements.

- For products, provide part numbers or specifications, quantities, delivery location, required delivery date, and warranty or support needs.
- For services, provide the statement of work or performance work statement, performance period, locations, deliverables, service levels, and any access or security requirements.
- Identify applicable acquisition requirements, evaluation criteria, and the RFQ response deadline. Include the RFQ number in follow-up correspondence.

The quote should identify the applicable SON contract, items or services, pricing, delivery or performance schedule, quote validity, and any assumptions or exclusions. Confirm quoted installation, licensing, and support coverage before placing an order.

Fair opportunity

The Contracting Officer applies FAR 16.505(b), current thresholds, agency procedures, and any applicable exceptions or set-aside rules. NASA's QRT provides the relevant fair-opportunity groupings. The Contracting Officer retains responsibility for the competition and award documentation.

Placing an order

The ordering agency completes its internal approvals, evaluates quotes, and issues a funded order to SON Technology under the appropriate SEWP VI contract. NASA accepts the agency's valid order form and routes the order through its Program Management Office to the contract holder.

1 Prepare the order

Reference the selected SON quote and contract. Ensure the order reflects the agreed items, services, pricing, delivery requirements, and performance terms.

2 Route the order through NASA

Send the signed order and selected quote to sewporders@sewp.nasa.gov using NASA's current submission instructions. Include the RFQ number when applicable. Order modifications must follow the same NASA routing process.

3 Confirm and fulfill

SON reviews the processed order, coordinates any required clarification, and provides delivery or performance information through the designated order contact. Invoicing and acceptance follow the order's terms.

Order information checklist

Include the following information to support NASA processing:

- Order number, issue date, and date signed.
- SON SEWP VI contract number and the selected SON quote.
- Applicable NAICS code and order contract type.
- SON's mailing address and telephone number.
- Issuing agency and office name and mailing address.
- Receiving office and delivery address.
- Line items, quantities, prices, and total order amount.
- Contracting Officer's signature and telephone number.

Pricing and the SEWP fee

NASA's currently published SEWP fee is 0.34%. It is included in quoted product and service prices and is not presented as a separate fee line. SON is responsible for remitting the fee. NASA may change the rate.

Travel, freight, other direct costs, and credits must be expressly identified where applicable and permitted by the contract. Any special CLIN must follow the current SEWP Contract Holder User Manual. Confirm purchase-card acceptance and any applicable terms with SON before placing a card order.

Installation warranty and support

Installation and integration

Installation and configuration services must be included in the quote and order. The scope should define site readiness, access, scheduling, responsibilities, testing, deliverables, and acceptance criteria. Additional work requires written authorization through the applicable order modification process.

Basic and extended warranty

Warranty coverage follows the manufacturer’s terms and the coverage identified in the quote and order. Confirm the duration, start date, response level, and entitlement requirements. Extended warranty or maintenance coverage must be expressly included; it is not assumed to accompany every purchase.

Technical and software support

Support scope and hours follow the purchased service or manufacturer entitlement. Software support may require an active subscription, registered license, or maintenance agreement. Contact SON’s support representative for entitlement questions, installation issues, warranty coordination, or assistance reaching the appropriate provider.

Resolving an order issue

Send the order number, quote or RFQ number, affected line item, serial number if applicable, a description of the problem, and the requested resolution to the support contact below. Include relevant error messages or photographs. For damaged, incorrect, or missing shipments, retain the packaging and delivery records. Obtain return instructions before sending equipment back.

Escalate unresolved order, delivery, installation, warranty, or support issues to SON’s SEWP Program Manager, then the Deputy Program Manager. The applicable order governs response times and resolution obligations.

For quotes, problematic orders, delivery, installation, or support questions, contact SON Technology’s NASA SEWP staff:

Role	Name	Telephone and email
SEWP Program Manager	Joe Grabowski	407-936-2220 joe@sontechnology.com
Deputy Program Manager	Julie McKee	407-936-2220 julie@sontechnology.com

NASA contacts and resources

SEWP help desk: (301) 286-1478 | help@sewp.nasa.gov
Published hours: Monday through Friday, 7:30 a.m. to 6:00 p.m. Eastern
Order submission: sewporders@sewp.nasa.gov

SEWP VI portal: <https://www.sewp.nasa.gov/sewpvi/>
Ordering information: <https://www.sewp.nasa.gov/sewpvi/procurement/ordering-info/>
Scope: <https://www.sewp.nasa.gov/sewpvi/procurement/scope/>
Contracting information: <https://www.sewp.nasa.gov/sewpvi/procurement/contracting-info/>