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Q2 CONSULTING SOLUTIONS

NASA SEWP VI

ORDERING GUIDE

Solutions for Enterprise-Wide Procurement (SEWP) VI

CATEGORY C	MISSION-BASED ITC/AV SERVICE SOLUTIONS

Q2 NASA SEWP VI CONTRACT AT A GLANCE

Contract Holder	Q2 Consulting Solutions LLC
Category C Contract	80TECH26D0985
Contract Type	Government-Wide Acquisition Contract (GWAC)
Ordering Period	November 1, 2026 – October 31, 2036*

*Five-year base plus five-year option; final contract terms and exercised options govern.

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PUBLIC CUSTOMER GUIDE

www.q2consults.com • McLean, Virginia

DOCUMENT NAVIGATION

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1 Purpose and use of this guide

This ordering guide provides federal customers and authorized federal support contractors with practical information for obtaining quotes, placing delivery orders, and receiving support under Q2 Consulting Solutions' (Q2) NASA SEWP VI Category C contract.

Use this guide with the applicable agency acquisition procedures, Q2's awarded contract, NASA SEWP VI customer resources, and the current Contract Holder User Manual (CHUM). The ordering agency retains responsibility for acquisition decisions, funding, fair opportunity, order approval, and delivery-order issuance.

> Publication: This electronic guide is suitable for printing and downloading. Q2 will update within 10 business days after each contract modification.

2 SEWP VI Overview

NASA's Solutions for Enterprise-Wide Procurement (SEWP) VI is a Government-Wide Acquisition Contract (GWAC) for Information Technology, Communications, and Audio-Visual (ITC/AV) solutions and services. It provides a competitive acquisition vehicle for federal agencies and other authorized users.

CATEGORY A	CATEGORY B	CATEGORY C
ITC/AV product solutions	Enterprise-wide ITC/AV service solutions	Mission-based ITC/AV service solutions; Q2's award

Q2 is a Category C contract holder under contract 80TECH26D0985. Category C is service-focused; each requirement and any ancillary items must be evaluated against the actual awarded scope. The NASA SEWP Quote Request Tool (QRT) supports competition and sourcing within the appropriate SEWP category.

The contracting office of the ordering agency issues the delivery order. The NASA SEWP Program Management Office (PMO) processes, tracks, and forwards orders, but does not issue an agency's delivery order. Authorized modifications also follow the applicable SEWP routing process.

3 About Q2 Consulting Solutions

Q2 Consulting Solutions LLC is a minority-owned, SBA 8(a)-certified small business delivering strategic advisory and technology solutions across complex federal missions. Q2 supports clients through a combination of disciplined program management, technical expertise, and customer-focused delivery.

Q2's experience spans multiple federal areas to include the U.S. Air Force, DCSA, Space Development Agency, Treasury Office of the Comptroller of the Currency, and other civilian and defense agencies. Its core work includes cybersecurity and Risk Management Framework (RMF) support, cloud and application modernization, data and analytics, and program governance.

3.1 Corporate Information

CORPORATE FIELD	Q2 COMPANY INFORMATION
Legal Company Name	Q2 Consulting Solutions LLC
Corporate Address	7918 Jones Branch Drive, 4th Floor, Suite 424, McLean, VA 22102
Website	www.q2consults.com
Company Telephone	301-580-5500
Unique Entity ID (UEI)	DWH9LPTSLJT6
CAGE Code	93LD6
NASA SEWP VI Contract	80TECH26D0985 — Category C
GSA MAS Contract	47QRAA22D00BQ
GSA MAS SIN	54151S
Primary Q2 Contact	Darrell McGraw, President & CEO / SEWP VI Program Manager
Primary Contact Information	301-580-5500 (direct) | dmcgraw@q2consults.com

4 Q2 Category C Services

Q2 offers mission-centered technical and program services relevant to Category C requirements, subject to the final awarded scope, applicable labor/service offerings, and each customer's statement of work.

CYBERSECURITY & RMF

Security assessments, ATO/RMF support, engineering and remediation.

CLOUD & APPLICATIONS

Cloud modernization, DevSecOps, software solutions and integration.

DATA & ANALYTICS

Data management, governance, dashboards and business intelligence.

PROGRAM DELIVERY

IT program management, operations support, training and mission services.

> Scope note: Product-only purchases belong in an appropriate SEWP product category. Ancillary hardware, software or licensing may be included only when permitted by Q2's contract and explicitly included in the approved quotation and order.

5 Program Support Contacts

PROGRAM MANAGER	DEPUTY PROGRAM MANAGER	SEWP HELPLINE
Darrell McGraw	**Ilyas Hamidzai**	**NASA SEWP PMO**
☎ 301-580-5500	☎ 301-580-6027	☎ 301-286-1478
✉ dmcgraw@q2consults.com	✉ ihamidzai@q2consults.com	✉ help@sewp.nasa.gov

SEWP HELPLINE HOURS: Monday–Friday, 7:30 AM–6:00 PM (ET) | www.sewp.nasa.gov

REQUEST TYPE	POINT OF CONTACT
Quote / sales requests	Darrell McGraw, Program Manager | 301-580-5500 | dmcgraw@q2consults.com
NASA SEWP PMO / portal help	NASA SEWP Customer Service | 301-286-1478 | help@sewp.nasa.gov

6 How to Obtain a Quote

The recommended formal quote-request channel is the NASA SEWP VI Quote Request Tool (QRT). Q2 can assist with preliminary scope, capabilities, or quote logistics; the ordering agency controls the solicitation and evaluation process.

01	**Describe the mission requirement** Define objectives, SOW/PWS, service needs, deliverables, required performance period and site, and security or accessibility requirements.
02	**Submit through SEWP** Use www.sewp.nasa.gov to select the appropriate SEWP VI Category C competition group and submit the RFQ/RFI under agency procedures.
03	**Contact Q2 for quote assistance** Contact Darrell McGraw at 301-580-5500 or dmcgraw@q2consults.com regarding Q2 capabilities, clarification or scoping.
04	**Evaluate responses and document selection** The ordering contracting officer reviews technical and pricing responses, fair opportunity, best value and approvals before an order is issued.

6.1 What to include in a quote request

REQUIREMENT Agency/CO contacts, SOW/PWS, scope, deliverables, evaluation factors and quote due date.	**PERFORMANCE** Performance locations and schedule, labor/service needs, training and acceptance criteria.
CONSTRAINTS Security, privacy, Section 508/accessibility, supply-chain and site-access requirements.	**COMMERCIAL TERMS** Pricing structure, invoicing, funding, contractual clauses and any requested support.

> A quote, market-research response or informal discussion is not an order. Q2 begins work only after an authorized delivery order is properly issued, routed, received and accepted.

7 Ordering Process

The agency procurement office—not Q2 or NASA—issues the delivery order. Delivery orders and modifications must be routed through the applicable NASA SEWP PMO process.

01	**Plan** Agency defines the need, scope, funding and acquisition approach.
02	**Compete** Ordering activity uses the SEWP QRT or another permitted method to satisfy fair opportunity.
03	**Select** Agency evaluates technical and price factors and records its selection rationale.
04	**Issue** Authorized contracting officer issues the signed order citing Q2 contract 80TECH26D0985.
05	**Route** Agency transmits the order through NASA SEWP for processing, tracking and forwarding to Q2.
06	**Perform** Q2 validates the accepted order, begins authorized work and supplies the ordered services.

7.1 Fair Opportunity

Under FAR 16.505(b), orders above the applicable micro-purchase threshold generally require fair opportunity for eligible contract holders unless a permitted exception applies. The agency contracting officer remains responsible for the acquisition strategy, evaluation, supporting determination and price documentation.

7.2 Minimum Delivery-Order Information

The order should include its unique number and date, the Q2 SEWP quote and contract number, applicable NAICS and order type, issuing/receiving organizations, total value, priced line items, funding data, delivery or performance location, and authorized contracting officer signature and contact information.

7.3 Administrative Handling Fee

NASA SEWP currently applies an Agency Administrative Handling Fee of 0.34% to SEWP VI orders (the contract limits this fee to no more than 0.34%). The fee is built into Q2's total quoted prices and is not shown as a separate line item on quotes or orders. Q2, as Contract Holder, pays the fee from its quoted prices. The rate may be adjusted by NASA; refer to the current SEWP VI Ordering Information.

8 Delivery, Installation, Warranty, and Post-Delivery Support

Service delivery, implementation, acceptance, warranty and post-award coordination are governed by the final Q2 quotation, the agency's delivery order, and applicable provider terms. Q2 coordinates issues with the assigned delivery team and authorized providers.

DELIVERY & ACCEPTANCE

Performance dates, milestones, acceptance criteria and reporting follow the awarded order.

INSTALLATION / IMPLEMENTATION

Where an in-scope order expressly includes transition or implementation tasks, the signed order defines responsibilities, access and acceptance.

8.1 Warranty and Extended Coverage

STANDARD WARRANTY

Applicable OEM, publisher, service-provider or express order-specific warranty terms control coverage and exclusions.

EXTENDED COVERAGE

Extended warranty or maintenance is offered only when expressly quoted, authorized and ordered.

8.2 Post-Delivery Coordination

SERVICE DELIVERY CONCERNS

Report missed milestones, deficient deliverables or performance discrepancies for coordination and corrective action.

ADMINISTRATIVE ISSUES

Report incorrect or missing deliverables, acceptance disputes and invoice discrepancies; cite the delivery order.

> Important: This guide does not create a blanket product warranty or a guaranteed response time. Standalone installation and software technical support are not represented as standard offerings; any order-specific obligation must be expressly included in the signed order.

8.3 Customer Support Responsibilities

Q2 coordinates support inquiries with assigned delivery personnel or the applicable provider. Coverage remains subject to the signed order and incorporated warranty or service terms.

SUPPORT FUNCTION	RESPONSIBLE CONTACT	PHONE / EMAIL
Quote / sales requests	Darrell McGraw, Program Manager	301-580-5500 | dmcgraw@q2consults.com
Technical / software inquiries	Darrell McGraw (coordinates with delivery team)	301-580-5500 | dmcgraw@q2consults.com
Unresolved issues / alternate escalation	Ilyas Hamidzai, Deputy Program Manager	301-580-6027 | ihamidzai@q2consults.com
SEWP vehicle / QRT assistance	NASA SEWP Customer Help Desk	301-286-1478 | help@sewp.nasa.gov

9 Troubleshooting an Order

Use the following process for delayed, incorrect, damaged, disputed or technically problematic orders and unresolved post-delivery concerns. Report urgent mission impacts promptly.

01	**Capture the facts** Provide agency/CO contacts, order and Q2 contract numbers, affected service or CLIN, dates, impact, evidence and desired resolution.
02	**Notify Q2** Email dmcgraw@q2consults.com or ihamidzai@q2consults.com, or call 301-580-5500. Suggested subject: “SEWP VI ORDER ISSUE – [Order #] – [Issue].”
03	**Coordinate corrective action** Q2 works with the delivery lead and, where applicable, the service provider/OEM; Q2 reports planned action and status to the customer.
04	**Escalate contractual matters** Refer changes affecting scope, price, funding, schedule or terms to the ordering Contracting Officer. Route authorized modifications through NASA SEWP.

9.1 Escalation and Contractual Changes

For unresolved issues, contact Darrell McGraw (Program Manager), 301-580-5500, dmcgraw@q2consults.com; Deputy Program Manager Ilyas Hamidzai is the alternate at 301-580-6027, ihamidzai@q2consults.com. Questions about the NASA SEWP vehicle, QRT or order routing may be referred to the SEWP Help Desk: 301-286-1478 or help@sewp.nasa.gov.

9.2 Authoritative Resources

NASA SEWP VI Customer Portal	https://www.sewp.nasa.gov/sewpvi/
NASA SEWP VI Ordering Information	https://www.sewp.nasa.gov/sewpvi/procurement/ordering-info/
NASA SEWP VI Scope	https://www.sewp.nasa.gov/sewpvi/procurement/scope/
FAR 16.505 — Ordering	https://www.acquisition.gov/far/16.505
Q2 NASA SEWP VI Page	www.q2consults.com/nasasewp

Guide maintenance: Q2 will maintain this electronic guide for public downloading and printing, publish it before its first delivery order, and post a revised version within 10 business days following each SEWP contract modification.