KINLY US CORPORATION

NASA SEWP VI ORDERING GUIDE

Category A Contract — 80TECH26D0213

Contractor Name	Kinly US Corporation
SEWP VI Contract Number	80TECH26D0213
SEWP Category	A
Period of Performance	November 2026 – October 2036
Main Office Address	1350 Campus Parkway, Suite 202 Wall NJ 07753
Main Office Phone	732-413-6000
Website	www.kinly.com
Guide Version / Last Updated	Version 1 / November 1, 2026

This Ordering Guide is published by Kinly US Corporation in compliance with Attachment A, Section A.6 (Ordering Guides) of the SEWP VI Statement of Work, and Attachment C (Contract Holder User Manual). Updated versions of this guide will be made available no later than ten (10) business days following any contract modification.

1. SEWP Overview

NASA SEWP VI — The NASA SEWP (Solutions for Enterprise-Wide Procurement), pronounced “soup,” provides the latest Information Technology, Communication, and Audio-Visual (ITC/AV) solutions and services for all Federal Agencies and their approved contractors. Created in 1993, SEWP I was the first Government-Wide Acquisition Contract (GWAC) in the federal acquisition space. SEWP has continually evolved over the past three decades, expanding its scope to meet the requests of its customers. The program is self-funded through usage fees (0.34%) and provides all Federal agencies with acquisition support — more than 50,000 orders a year.

2. Fair Opportunity

FAR 16.505(b)(1) provides that each contractor shall be given fair opportunity to be considered for each order exceeding $10,000 and issued under multiple award contracts. The FAR states that the method to obtain fair opportunity is at the discretion of the ordering office (OO), and that the OO must document the rationale for placement and price of each order. Using the SEWP online Quote Request Tool (QRT) is the recommended method to assist in this activity and to augment the required decision documentation. The QRT will automatically include Contract Holders within a selected Group or based on a suggested source.

3. What's in Scope for SEWP VI

SEWP is designed to provide a broad suite of Information Technology, Communication and Audio-Visual (ITC/AV) solutions and services. Contract Holders may add new commercial technology and IT services to their contract daily, as requested by customers. The SEWP VI contracts are composed of three (3) scope categories:

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

If you would like SEWP to determine whether your requirement is within scope of the SEWP VI contract, please send an overview and/or bill of materials (BOM) to help@sewp.nasa.gov for review.

4. Ordering Process

The internal ordering process of each Agency varies. The process and accompanying forms for Purchase Requests (PR) and Delivery Orders (DO) issued against a SEWP contract are defined by the issuing Agency, not by the NASA SEWP Program Management Office (PMO). The typical process is for an end-user to determine a requirement and generate a Purchase Request (PR).

Any valid Federal Agency DO form, and the associated Delivery Order number, may be used. The NASA SEWP PMO does not issue DOs — these must be issued through the issuing Agency's procurement office, which results in the issuance of a DO. The SEWP PMO reviews, processes, and tracks issued DOs and forwards them to the Contract Holder.

Some Agencies have special requirements for issuing IT Delivery Orders. It is the issuing Agency's Contracting Officers' (COs/KOs) responsibility to be aware of any agency-specific policies regarding issuing orders via SEWP and other Government-Wide Acquisition Contracts. If modifications are made to any order, these modifications must also route through the SEWP PMO.

4.1 How to Obtain a Quote

For hardware, software, or service quotes, please contact:

Name	Phone	Email
Gail Nichols Carroll	732-413-6000	SEWP@kinly.com

5. Installation, Warranty, and Technical Support

Policy and procedural information regarding installation, basic warranty, extended warranty, technical support, and other post-delivery issues:

Support Area	Policy / Procedure Summary	Contact (Name, Phone, Email)
Installation	Per Kinly best practices	732-413-6000/SEWP@kinly.com
Basic Warranty	In accordance with OEM Polices	732-413-6000/SEWP@kinly.com
Extended Warranty	In accordance with OEM Polices	732-413-6000/SEWP@kinly.com
Technical Support	In accordance with support plan	732-413-6000/SEWP@kinly.com
Software Support	In accordance with OEM Polices	732-413-6000/SEWP@kinly.com

6. Troubleshooting a Problematic Order

If you experience an issue with an order, please contact:

Name	Phone	Email
IT Help Desk Support 24/7	1-877-242-8947	servicedesk@kinly.com

7. About Kinly US Corporation

Kinly US Corporation (formerly York Telecom Corporation) is a telecommunications, audiovisual integration, and managed services company providing ITC/AV solutions to federal, state, and local government customers nationwide.

Visit our website: www.kinly.com

8. SEWP Program Support

Name	Role	Contact
Theresa Kinney	SEWP Program Manager	Theresa@nasa.gov
George Nicol	SEWP Deputy Program Manager	George@nasa.gov

SEWP Helpline: help@sewp.nasa.gov | (301) 286-1478 | M-F, 7:30 AM – 6:00 PM (ET) | www.sewp.nasa.gov

Compliance Note

The information provided in this Ordering Guide is in compliance with the requirements of the SEWP VI Contract Holder User Manual (Attachment C). This guide is published electronically and is suitable for downloading and printing by SEWP customers. The web address to this guide is maintained in the "Ord_URL" field of Kinly US Corporation's SEWP VI CHOP profile. This guide will be updated no later than ten (10) business days following any applicable contract modification.