One Acquisition Solution for Integrated Services (OASIS) Ordering Guide

Guide Navigation

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If you have additional Questions email **oasis@gsa.gov**

This Ordering Guide (**Updated March 17th, 2022**) sets forth the procedures for issuing task orders against the OASIS family of contracts to fulfill agency mission requirements for complex, integrated professional services.

Introduction 4

Scope of the OASIS contracts 4

Services Not Allowed On OASIS Task Orders 4

OASIS was Born from and Built for MAXIMUM Flexibility 5

OASIS Pools and Contractors 5
- OASIS Unrestricted 6
- OASIS SB 6
- OASIS 8A 6

Which Agencies can use OASIS? 6

How Do I Begin Using OASIS? 6

Exception to DPA Requirement 7

Roles and responsibilities 7
- GSA Responsibilities 7
- Requiring Activity Responsibilities 7
- OCO Responsibilities 7

What ordering procedures apply to OASIS task orders? 7

What are some of the benefits of using OASIS? 7

OASIS 8A Pools 8
- Competitive 8(a) Orders 8
- Sole Source (Direct) 8(a) Orders 8
- Sole Source (Direct) 8(a) orders to ANC/Tribal Owned/NHO 8(a) concerns 9

Interagency Acquisition Applicability 9

OASIS Contract Level Prices 9

OASIS Symphony Task Order Management Suite 10

THE ORDERING PROCESS 10

Step 1: Acquisition Planning Considerations 10
- Which OASIS Vehicle To Use 11
- Small Business Set-asides Prohibited under OASIS U 11
- Set-Asides For Exclusive Socioeconomic Competitions under OASIS SB 11
- Socioeconomic Sole Sources 12
- Task Order Contract Types 12
- IDIQ or BPA against IDIQ Prohibited 12
- Security Clearance considerations for classified orders 12
- Task order duration 13
- Services MAC 13
- FAR 52.216-19 Minimum and maximum order limitations 13
- OASIS Labor Categories 13
- Pre-solicitation scope reviews 14

Step 2: Develop the solicitation **14**
NAICS selection 14
Clauses and provisions 15
Service Contract Labor Standards (SCLS) 15
Davis-Bacon Act Work 15
Rights in Data 15
Contract Access Fee (CAF) 15
Evaluation Factors 16
Labor on Time and Materials (T&M) and Labor Hours (L-H) task orders 16

Step 3: Issue the solicitation **17**
Methods of issuing the task order solicitation 17
If Issuing a Sole Source/Direct Award order 17
OASIS is UNPRICED- Do Not Ask for “Discounts” from a “Price List” 18
Contractors in Dormant Status 18

Step 4: Evaluate Proposals **18**
Price 18
Acceptable Accounting System 18

Step 5: Award the task order **18**
GSA copy of the task order 18
Public notice of awards not providing for fair opportunity 18
Order Level Protests 19
NAICS Appeals 19
Ombudsman 19
Reporting task order awards in FPDS-NG 19

Step 6: Administer the order/execute the work/close-out the order **20**
Reassigning Task Orders for Administration 20
Quality Assurance – Contractor Surveillance 20
OASIS U Subcontracting Plans 20
OASIS SB and OASIS 8A Limitations on Subcontracting 20
Performance Evaluation 21
Task Order Closeout 21

END OF ORDERING GUIDE **21**

APPENDIX A: OASIS POOLS (Small Business, 8A and Unrestricted) **22**

APPENDIX B: TASK ORDER SOLICITATION TEMPLATE (rev. March 2022) **25**

APPENDIX C: OASIS TASK ORDER AWARD INFORMATION FORM (rev. March 2022) **29**

Introduction

Thank you for choosing the OASIS family of contracts to fulfill your complex, integrated professional service needs!

The OASIS U (unrestricted awards), OASIS SB (small business) and OASIS 8A (8(a) only contractors) collectively OASIS, provide a common architecture and platform across the Federal Government for the acquisition of complex professional service requirements. These requirements typically necessitate the integration of several professional service disciplines, primarily management consulting, program management, logistics, engineering, scientific, and financial management.

OASIS is a collection of multiple-award, (MA), Indefinite Delivery, Indefinite Quantity (IDIQ), 10-year (five year base and five-year option period) contracts with no maximum on the total value of orders that can be placed under the contracts. Notwithstanding contractors may have been awarded on different dates (onramps, award batches) all contractors for each contract family have the same contract end dates. See Task Order Duration section for details. The OASIS U contracts were awarded under full and open competition. The OASIS SB contracts were awarded as 100% small business set-asides. The OASIS 8A Contracts were awarded as 100% 8(a) only set-asides offered to and accepted by SBA under SBA requirement number **IR1542815884S**.

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This Ordering Guide explains how the OASIS contracts can be used to satisfy a wide variety of professional services requirements. It does not address general contracting issues or concepts unless necessary for complete understanding. The Guide presumes the Ordering Contracting Officer (OCO) is proficient in his or her duties. Any reference in this guide to "OASIS" should be assumed to include OASIS U, OASIS SB, and the OASIS 8A Pools unless otherwise specified. Online resources supporting the use of OASIS are available at www.gsa.gov/oasis

Scope of the OASIS contracts

The services under the OASIS contracts span many areas of expertise and mission spaces. The primary professional service disciplines integrated under the contracts to provide a total solution to agency needs are: program management, management consulting, engineering, scientific, logistics, and financial. The scope also allows ancillary services and costs necessary to complete a total solution through a professional service objective.

The OASIS contracts cover services that are: commercial and non-commercial; classified and non-classified; and CONUS and OCONUS. All OASIS task orders must be within scope of OASIS. Review Section C of the OASIS IDIQ contracts for a more complete understanding of the scope. Provided the OCO determines the principal purpose NAICS code for the order to be one of the OASIS NAICS Codes (see Appendix A), it is within scope of OASIS. If the OCO determines it is a NAICS code outside one of the OASIS NAICS codes, it is not within scope of OASIS. It is that simple.

Services Not Allowed On OASIS Task Orders

OASIS task orders shall NOT include any of the following:

- Inherently governmental functions – see the prohibition at FAR subpart 7.503(a)
- Personal services as defined in FAR subpart 37.104(a)
- Architect & Engineering (A&E) Services subject to the Brooks Act and FAR Part 36 acquisition procedures (note: This does not preclude use of Architects and Engineers for services not required to be under FAR Part 36 such as Construction Management, etc.)
- Requirements where the principal purpose is to obtain IT products and/or services or any ancillary service as defined in contract paragraph C.4.
    - **IMPORTANT NOTE: Any principal purpose IT relating to 41 USC 11103(a) (intelligence activities, weapon systems,etc.) as detailed in OASIS contract**

section C.3 is considered "Non-IT" within the primary scope of OASIS

- A principal purpose NAICS code not included in any OASIS Pool Contract (see Appendix A for OASIS NAICS Codes)
- A requirement that does not include substantive effort by employees performing in a bona fide executive, administrative, or professional capacity as defined in 29 CFR Part 541. A requirement that utilizes a significant number of employees primarily employed as labor or mechanics as defined in FAR Subpart 22.401 (i.e., Service Contract Labor Standards employees (SCLS)) may indicate that the requirement is not consistent with the scope of section C.2. However, provided the requirement is within scope of section C.2 and **any amount of SCLS labor needed** is necessary and integral to support the Professional Services (29 CFR Part 541) requirement, such SCLS labor usage **is permitted and considered within scope of OASIS***

  *Please note "scope of work" does not directly correlate to labor mix/breakdown. Scope of work instead refers to the principle purpose or objective of the work required under the task order. For example, managing a warehouse for a logistics operation (NAICS 541614 OASIS Pool 1) may entail a preponderance of SCLS employees and be within scope of OASIS. **The type of labor needed does not determine scope. The principal purpose NAICS code for the order determines scope.**

OASIS was Born from and Built for MAXIMUM Flexibility

- The very essence and philosophy of the OASIS program was built on the premise that if it is not prohibited it is allowed under the following explicit FAR citations allowing for maximum flexibility:
  - FAR 1.102(d)-*If a specific strategy, practice, policy or procedure is in the best interests of the Government and is not addressed in the FAR, nor prohibited by law (statute or case law), Executive order or other regulation, that the strategy, practice, policy or procedure is a permissible exercise of authority.*
  - FAR 1.102-4 (e) *If a policy or procedure, or a particular strategy or practice, is in the best interest of the Government and is not specifically addressed in the FAR, nor prohibited by law (statute or case law), Executive order or other regulation, Government members of the Team should not assume it is prohibited. Rather, absence of direction should be interpreted as permitting the Team to innovate and use sound business judgment that is otherwise consistent with law and within the limits of their authority. Contracting officers should take the lead in encouraging business process innovations and ensuring that business decisions are sound.*
- Maximum flexibility is the driver behind the success of OASIS. The ordering activity is authorized and encouraged to use the above FAR citation authorities under the OASIS Program for its specific acquisitions needs

OASIS Pools and Contractors

- OASIS has three separate "families" of Multi-Agency Contract (MAC) vehicle programs
  - OASIS Unrestricted (U) (awarded under a full and open MAC solicitation)
  - OASIS SB (awarded under a 100% Total Small Business set-aside MAC solicitation)
  - OASIS 8A (awarded under a 100% Total 8(a)-set-aside MAC solicitation)
- Each MAC program family consists of separate and distinct MACs identified by Pool number
- Each corresponding MAC Pool number across families has the exact same scope
  - Example: Notwithstanding OASIS U Pool 1, OASIS SB Pool 1 and OASIS 8A Pool 1 are all completely separate MACs, they have the exact same scope
    - Notwithstanding the same contractor may have won the same Pool number across families (e.g. they won both an OASIS SB Pool 1 and OASIS 8A Pool 1 MAC) they would be awarded two separate contracts with two separate contract numbers
- Each MAC Pool number that consists of more than one NAICS code available under that Pool all have the exact same business size standard in that specific Pool number.
  - Example: Notwithstanding the wide scope of Pool 1 MACs each spanning 21 NAICS codes,

all NAICS codes within Pool 1 MACs have the exact same $16.5M business size standard

OASIS Unrestricted

- OASIS POOL1: Primary NAICS entered in FPDS - 541330
- OASIS POOL2: Primary NAICS enteredin FPDS- 541219
- OASIS POOL3: Primary NAICS entered in FPDS- 541330, Exception A
- OASIS POOL4: Primary NAICS entered in FPDS-541715
- OASIS POOL5A: Primary NAICS entered in FPDS- 541715, Exception B
- OASIS POOL5B: Primary NAICS entered in FPDS - 541715, Exception C
- OASIS POOL6: Primary NAICS entered in FPDS - 541715, Exception A

OASIS SB

- OASIS SB POOL1: Primary NAICS entered in FPDS- 541330
- OASIS SB POOL2: Primary NAICS entered in FPDS- 541219
- OASIS SB POOL3: Primary NAICS enteredin FPDS - 541330, Exception A
- OASIS SB POOL4: Primary NAICS entered in FPDS- 541715
- OASIS SB POOL5A: Primary NAICS entered in FPDS - 541715, Exception B
- OASIS SB POOL5B: Primary NAICS entered in FPDS - 541715, Exception C
- OASIS SB POOL6**:** Primary NAICS entered in FPDS - 541715, Exception A

OASIS 8A

- OASIS 8A P1: Primary NAICS entered in FPDS - 541330
- OASIS 8A P2: Primary NAICS entered in FPDS- 541219
- OASIS 8A P3: Primary NAICS entered in FPDS - 541330, Exception A
- OASIS 8A P4: Primary NAICS entered in FPDS - 541715
- OASIS 8A P5B: Primary NAICS entered in FPDS-541715, Exception C

See section "OASIS 8A Pools" for details on 8(a) flexibilities under the OASIS program.

See Appendix A for all the OASIS NAICS Codes available under each Pool

Detailed listings of OASIS Contractors and Pools are available at gsa.gov/oasis then Buyers and Guidance Resources (on left side) then expand the OASIS Contractors section.

Which Agencies can use OASIS?

OASIS contracts may be used by all federal agencies, including the Department of Defense (DoD), but are not open to state and local governments at this time. See 4800.2I OGP Eligibility to Use GSA Sources of Supply and Services for details.

How Do I Begin Using OASIS?

In order to solicit and place task orders under OASIS, you must obtain a Delegation of Procurement Authority (DPA). To do so, you must:

- Be a warranted Federal Contracting Officer (CO) as defined in Federal Acquisition Regulation (FAR) Subpart 2.1 Definitions
- Formally apply for and receive a DPA after attending OASIS DPA training

DPAs are issued to individuals; not to agencies. Agencies may have as many of its contracting officers as it wishes apply for a DPA. Once an agency CO receives a DPA, he/she is officially known as an Ordering Contracting Officer (OCO). An OCO has the authority to solicit, award, administer, and modify task orders against the OASIS contracts. Agency COs that do not have DPAs MAY NOT solicit and award task orders under OASIS.

No work may be performed, no obligation may accrue and no payment may be made against the OASIS contracts except as authorized by a bona-fide written order signed by an OCO having a written, GSA-issued, OASIS DPA.

DPA training may be done virtually, in person or on demand 24/7 by completing the DAU FAC 152 GSA OASIS and OASIS SB training module. DPAs may be revoked at the discretion of the OASIS/OASIS SB/OASIS 8A Contracting Officer.

Exception to DPA Requirement

In accordance with OASIS Contract section G.2.5. contractor employees authorized under FAR 51.1 Contractor Use of Government Supply Sources to use OASIS are considered OCOs and are NOT required to obtain a DPA as their authority is granted to them by a Federal Government Contracting Officer administering an applicable contract (e.g.,a FFRDC).

Roles and responsibilities

GSA Responsibilities

GSA is responsible for award, administration, and management of the OASIS master contracts. Among the responsibilities GSA will meet are:

- Monitoring and evaluation of the performance against the master contract requirements by each contract holder
- Holding exclusive, non-delegable rights to modify Basic Contract terms and conditions
- Providing advice and guidance to Ordering/requiring activities, OCOs and contractors regarding all OASIS procurement-related matters
- Conducting Meetings with OASIS prime contractors as scheduled and/or necessary
- Monitoring Limitations on Subcontracting (aggregate for all orders, not each order) for OASIS SB and OASIS 8A contracts in accordance with FAR 52.219-14(f)(1) "*...By the end of the base term of the contract and then by the end of each subsequent option period"*

Requiring Activity Responsibilities

- Defines task order requirements
- Prepares SOW/PWS/SOO for task order RFPs
- Funds requirements
- Assists OCO with quote/proposal evaluation
- Assists OCO with performance monitoring and appraisal

OCO Responsibilities

- OCOs are expected to comply with:
  - The OASIS master contract terms and conditions, the OASIS ordering guide;
  - The Federal Acquisition Regulation (FAR) or authorized agency supplement or exception thereto;
  - Applicable agency-specific statutes and policies;
  - The additional responsibilities defined in the OASIS DPA and;
  - OCOs are responsible for task orders issued under OASIS from cradle to grave
  - OCO determines the OASIS Principal Purpose NAICS code for the order

What ordering procedures apply to OASIS task orders?

The OASIS contracts are Multiple-Award IDIQ contracts. Applicable ordering procedures exist at FAR 16.505. For quick reference see OASIS Order One Page Checklist available at gsa.gov/oasis in How to Use OASIS section.

What are some of the benefits of using OASIS?

OASIS is flexible, easy to use, and allows ordering activities to:

- Meet their agency Spend Under Management (SUM) and Best in Class Contracting (BIC) Goals without the administrative burden of an Economy Act D&F
- Purchase commercial or non-commercial services
- Use any contract type, including hybrid mixtures of contract types
- Establish CLIN structures tailored to individual task order requirements
- Order work within CONUS and OCONUS
- Meet or exceed small business goals in all categories
- Add order specific labor categories (OASIS contract labor categories are optional)
- Include ancillary services and other direct costs (ODCs) as needed
- Access transactional data and data analytics for spend analysis and market research
- Obtain acquisition support through a robust Web library
- OASIS contracts are UNPRICED* for maximum order flexibility eliminating the need to endure reconciling order level proposals against contract level rates
  *Except for Sole Source T&M/L-H orders detailed later in this guide
- Save time without having to endure the following (already done at the OASIS contract level)
  - FAR 9.1 responsibility determinations
  - FAR 22.805 pre-award clearances (“EEO Clearances”)
  - GSAM 505.303-70 congressional notifications
    - However, refer to your agency policy regarding congressional notifications which may require additional procedures for orders

OASIS 8A Pools

Ordering activities seeking to satisfy their requirements through either 8(a) competitive or 8(a) Sole Source (Direct) task orders must use the OASIS 8A Pool contracts. OCOs cannot utilize OASIS SB Pools or OASIS U Pools for this purpose. Both 8(a) competitive set aside and Sole Source (Direct) 8(a) orders can be accomplished using the OASIS 8A Pools as described below.

Competitive 8(a) Orders

- Follow similar procedures to competing orders under any other OASIS pool (e.g., choose the Pool, fair opportunity, etc.). The Pool itself was set aside exclusively for 8(a) competition. If an OCO wishes to utilize a competitive 8(a) set aside task order, they would simply follow the fair opportunity procedures for soliciting to that Pool.
- May compete at any dollar level.
- All OASIS 8A Pool awardees have been offered and accepted by SBA into the 8(a) program at the IDIQ Contract Level under SBA requirement number **IR1542815884S**.
- No need to offer the order for SBA acceptance to get 8(a) credit for the order.
- In accordance with 13 CFR 121.404(a)(1)(i)(B) all competitive orders default to the size/status shown in the OASIS 8APool Contract notwithstanding their size/status shown in any other system.

Sole Source (Direct) 8(a) Orders

- Sole Source (Direct) 8(a) Orders may be issued at the OCO’s discretion subject to SBA approval. **Sole Source (Direct) 8(a) orders must each be offered to and accepted by SBA before award.**
- A firm must be a current 8(a) participant at the time of task order award in order to receive a Sole Source (Direct) order. The OCO should check the 8(a) status at SBA Dynamic Search before considering a Sole Source (Direct) order.

- Contractors who have exited from the 8(a) program are ineligible to receive an 8(a) Sole Source (Direct) order award.
- Follow your agencies' partnership agreement for offering the Sole Source (Direct) order to SBA: https://www.sba.gov/document/support--sba-and-agencies-partnership-agreements.
- In accordance with 13 CFR 121.404(a)(1)(i)(B) all OASIS 8A Pool contractors are small for each order notwithstanding their size in any other system.
- In accordance with FAR 19.805-1(a)(2) the current 8(a) Sole Source (Direct) order limit is $4.5 million;
    - Except for 8(a) concerns owned by an Indian Tribe (Tribal Owned) or an Alaska Native Corporation (ANC) (reference FAR 19.805- 1(b)(2)) which have a Sole Source(Direct) order limit of $25 million in accordance with FAR 19.808-1.
    - Department of Defense (DoD) only:
        - DoD may also issue Sole Source (Direct) orders to 8(a) Native Hawaiian Organizations (NHO) (reference 13 CFR 124.506(b)(2)).
        - DFARS 219.808-1 increases Sole Source (Direct) order limit to $100 million for ANC/Tribal Owned/NHO 8(a) concerns.

Sole Source (Direct) 8(a) orders to ANC/Tribal Owned/NHO 8(a) concerns

- Notwithstanding the OASIS 8(a) Pool IDIQ contracts were awarded competitively, 13 CFR 124.506 (b)(1) and (2)'s *"...if SBA has not accepted the requirement into the 8(a) BD program as a competitive procurement…"* only applies to an order level requirement and may not be used as a rationale to prohibit allowing orders to ANC/Tribal/NHO 8(a) concerns on a Sole Source (Direct) order basis above the FAR 19.805-1(a)(2) $4.5 million threshold.
- An OASIS 8(a) Pool order requirement that was initially solicited on a competitive basis may not be removed from competition and subsequently awarded to an ANC/Tribal/NHO 8(a) concern on a Sole Source (Direct) order basis.

Interagency Acquisition Applicability

Orders issued against the OASIS contract vehicles are considered Interagency Acquisitions.

GSA has specific statutory authority under 40 U.S.C. 501 to purchase supplies and non-personal services on behalf of other agencies. Therefore, the Economy Act does **not** apply to OASIS orders.

OASIS Contract Level Prices

OASIS is an UNPRICED contract (meaning there are no Contract level hourly rates/prices awarded on the MAC) EXCEPT for Sole Source Time and Material (T&M) or Labor Hour (L-H) task orders.

In accordance with OASIS Contract Section B.2.5.1, the pricing associated with the OASIS labor categories (LCATs) are ceiling rates for T&M or L-H task orders/CLINs placed ONLY when utilizing an exception to fair opportunity in accordance with FAR 16.505(b)(2) (EXCEPT for the exception at FAR 16.505(b)(2)(f) for socioeconmic competition under OASIS SB as that exception is for competition, not a Sole Source).

Those unpublished Sole Source T&M/L-H oder type ceiling rates do not apply to fixed-price, cost-reimbursement, T&M/L-H task orders issued without an exception to fair opportunity, or any hybrid

combination of these.

If an OCO is requiring a Sole Source T&M/L-H task order procurement utilizing an exception to fair opportunity, and needs to ensure that the awarded ceiling rates of a given OASIS contractor are at or below the Sole Source T&M/LH ordery type ceiling rates established for the contract, the OCO may forward the price proposal to and request this analysis be performed by the OASIS Contracting Officer or the OASIS Program Manager. Per the terms of the OASIS solicitation, Section L.5.6(m): *"Ceiling rates for sole-source T&M/L-H Task Orders will be incorporated by reference into any resulting contract award and are considered proprietary. These rates must not be disclosed to any customer agency."* As such, GSA is not able to provide the Sole Source T&M/rates themselves to the OCOs, but instead can confirm whether the proposed rates are at or below the ceiling rates.

OASIS Symphony Task Order Management Suite

We are excited to let you know that we have rolled out Symphony to all OASIS customers.

- Symphony provides the OASIS customers and OASIS contract holders an easy to use, highly secure, and efficient method to submit order proposals, and capture information as a database of record for all stakeholders.
- Symphony will reduce the amount of time between order creation and award, which in turn fulfills customer requirements faster thus decreasing the time spent on tedious tasks allowing more time for complex decision making.
- For OASIS customers, Symphony will make it easier to:
    - Review vendor information and capabilities
    - Submit RFIs, RFQs and amendments
    - Conduct Q&As, amendments, and monitor responses
    - Manage task orders from solicitation to task order award
- For OASIS industry partners, Symphony will make it easier to:
    - View solicitations/RFI/RFPs released via eBuy and OASIS Google group email, all in one place, refreshed daily
    - Respond to RFIs/RFPs and amendments
    - Submit Q&A
    - Submit proposals
    - Receive notifications
- See Symphony Video Links
    - How to complete Government Registration
    - How to set-up Multi-Factor Authentication
    - Performer Overview for OASIS Customers
- Login to/Register for Symphony here https://oasis.app.cloud.gov/
    - Getting started Frequently Asked Questions

THE ORDERING PROCESS

A one-page OASIS order checklist is available here. The below information is a more detailed overview of the OASIS ordering process.

Step 1: Acquisition Planning Considerations

Orders against multiple-award IDIQ contracts, such as the OASIS contracts, are not exempt from Acquisition Planning as prescribed in FAR Part 7. Conduct market research for your requirement in accordance with regulation as you would do with any procurement. OASIS offers several approaches to aid your market research:

- RFI directly to the OASIS Contract holders via three platforms
  - Use the OASIS Symphony Procurement Suite (preferred method)
  - Use GSA eBuy
  - Use the Pool Links email listserv to email directly to the pools via the OASIS Website (scroll to OASIS Contractor and email distribution list section)
- RFI using Market Research as a Service (MRAS)
  - MRAS is a free service offering a streamlined innovative approach to conducting RFI's quickly and efficiently. After completing an optional OASIS Scope Review, Contact your local GSA Customer service Director for assistance with MRAS.
  - There are various Market Research Tool options available on the OASIS website (scroll t Research Tools section)

OCOs shall follow the ordering procedures in FAR Subpart 16.505. The following features of the OASIS contracts should be considered by the OCO when planning how to best define, solicit and award its requirements:

Which OASIS Vehicle To Use

The OASIS vehicle you will use depends on the determination made in the acquisition planning process as to whether or not your requirement should be set-aside for small business. Agencies have differing standards, interpretations, and policies regarding set-aside determinations. The OASIS contracts and program office offer no opinion on any agency's decision making process concerning this issue.

Case law suggests (see MORI Associates – US Court of Federal Claims No. 10-298C, December 21, 2011 and Tolliver Grp., Inc. v. United States, No. 20-1108C (Fed. Cl. Nov. 30, 2020)) that the determination to set-aside a procurement for Small Business or not is part of the acquisition planning process and to be done *prior* to contract vehicle selection. The OASIS family of contracts is structured in accordance with this. When a Small Business set-aside is to be accomplished, use OASIS SB as that is a 100% Small Business set-aside family of contracts. Use OASIS 8A for 8(a) requirements. When a Small Business set-aside will not be accomplished, use OASIS U.

Small Business Set-asides Prohibited under OASIS U

While small businesses may be awarded an OASIS U Pool Contract, it is strictly prohibited to issue any small business set-aside order solicitations under any OASIS U Pool.

Set-Asides For Exclusive Socioeconomic Competitions under OASIS SB

OASIS SB is a total small business set-aside contract. All orders issued under OASIS SB are automatically considered set-aside for small business as only small businesses were awarded an OASIS SB contract.

Unless the order solicitation explicitly requires size/socioeconomic recertification at the order level, the OCO shall rely on the size/socioeconomic status shown in the OASIS Contracts in accordance with 13 CFR 121.404(a)(1)(i)(B) **as the size/socioeconomic certification was required at the MAC level for award.**

The OCO has discretionary authority via 15 USC 644(r)(2) to further set-aside orders based on socio-economic groups when it is anticipated that offers will be obtained from at least two small

business concerns within a specific socio-economic group.

Socio-economic groups eligible for competitive set-aside orders under OASIS SB Pools are identified as follows:

1. HUBZone small business concerns
2. Service-disabled veteran-owned small business (SDVOSB) concerns
3. ** Economically disadvantaged women-owned small business (EDWOSB) concerns eligible under the Women- owned Small Business Program and Repository
4. ** Women-owned small business (WOSB) concerns eligible under the WOSB Program and Repository

** EDWOSB and WOSB competitive set-asides are subject to specific North American Industry Classification System (NAICS) industry groups in which EDWOSBs and WOSBs are underrepresented. The eligible NAICS Codes for EDWOSB and WOSB set-asides are subject to change by the SBA. See sba.gov/wosb for the updated list of NAICS Codes to determine OASIS SB Pool NAICS availability for EDWOSB or WOSB set-asides.

Socioeconomic Sole Sources

Notwithstanding FAR 19.1306(a) (HUBZone), FAR 19.1406(a) (SDVOSB), FAR 19.1506(a) (WOSB) and FAR 19.1506(b) (EDWOSB) all show preferences for Sole Source before competitive acquisitions, orders under MACs are listed as one of the exclusions (e.g. for HUBZone see FAR 19.1304 (b)) prohibiting socioeconomic Sole Source orders. Note this prohibition has no effect on standard Sole Sources under FAR 16.505(b)(2) exceptions to fair opportunity.

Task Order Contract Types

Subject to FAR and Agency level required consideration criteria, limitations, and/or prohibitions, OCOs may use any appropriate contract type. These generally include, but aren't limited to:

- Fixed-price, all types
- Cost-reimbursement, all types
- Time-and-materials
- Labor-hour
- Hybrids of any of these types

If using a hybrid of contract types, please use separate Contract Line Item Numbers (CLINs) for the work under each contract type and annotate each CLIN with the associated contract type. This is important for clause implementation.

IDIQ or BPA against IDIQ Prohibited

Agencies may NOT issue IDIQ order instruments or Blanket Purchase Agreements (BPAs) against the OASIS contracts (see Harris IT Services Corporation B-411699,B-411796: Oct 2, 2015) However, considerable flexibility with respect to variable levels of effort and requirements can be achieved through the use of optional CLINs, T&M/LH CLINs, and Cost-type CLINs. (e.g. issuing a not to exceed Cost-type order with a wide scope that is incrementally funded via "Technical Direction Letters" within the scope of the task order). OCOs seeking further guidance on these flexibilities are encouraged to submit a scope review (see the "Pre-solicitation scope reviews" section) outlining the desired flexibility.

Security Clearance considerations for classified orders

The task order solicitation should clearly express all requirements for security clearances, both facility, and personnel. Please adhere to all classified handling procedures at all times.

Example for Classified work:

1. Determine Pool
2. Customer Notifies the pool of an upcoming classified solicitation - request interested vendors respond; state how the solicitation may be viewed; ie location (SCIF) or SIPR email instructions
3. Post solicitation (in secure location, distro via SIPR emails)
4. Review Offerors and Award
5. Notify GSA of Award - email oasisawards@gsa.gov that an award has been made (Task Order not required) and CAF amount.

Task order duration

Task orders must be solicited and awarded prior to the OASIS term expiring and may extend up to 5 years after the OASIS master contract term expires. Task order option periods may be exercised after the OASIS term expires provided the final task order option period does not extend beyond 5 years after the expiration of the OASIS term. The OASIS SB and OASIS 8A Pool contracts will expire on **December 19, 2024** - no extensions are available. The OASIS U contracts will expire on **September 2, 2024** unless extended pursuant to FAR 52.217-8.

After the OASIS contracts terms expire, the OASIS contracts will remain active for administration only. The OASIS contracts shall govern the terms and conditions of active task orders to the same extent as if they were completed during the OASIS term.

Services MAC

In case you were wondering if OASIS will have a follow-on MAC, we are excited about the new Services MAC we are working on that will encompass all the scope of the OASIS program and much more. See gsa.gov/servicesmac for details.

FAR 52.216-19 Minimum and maximum order limitations

- Minimum Order is the Simplified Acquisition Threshold (SAT
  - Notwithstanding a contractor is not obligated to accept an order valued under the SAT, it is not prohibited from doing so
- Maximum Order
  - There is no maximum order limitation under OASIS
    - The OASIS program has no ceiling on any OASIS MAC

OASIS Labor Categories

The OASIS contracts contain 104 LCATs that are mapped to 127 of the 840 occupations found in the BLS Standard Occupational Classification (SOC) System. The list of OASIS LCATs is found in the OASIS contract at Section J.1., Attachment (1). **IMPORTANT NOTE: Since the OASIS Contract is UNPRICED (except for Sole Source T&M/L-H orders detailed in the OASIS Contract Level Prices section of this guide), these labor categories are NOT required to be used by the Ordering Activity. In accordance with OASIS contract section B.2.1 the OCO must indicate in the order solicitation whether or not the OASIS labor categories will apply.** Each LCAT identifies the specific SOC occupations mapped to that LCAT.

OASIS Contract section B.2 establishes that "Except for ancillary labor as defined under Section B.3., when responding to a request for proposal under task order solicitations, regardless of contract type, the Contractor shall identify both Prime and Subcontractor labor using the OASIS Labor Categories and corresponding SOC Number that applies **(unless the OCO determines NOT to use OASIS labor categories)**. The Contractor may deviate (unless prohibited by the order solicitation) from the Junior,Journeyman, Senior, and Subject Matter Expert (SME) definitions in Section J.1., provided the Contractor clearly identifies the deviation in their proposals. Additionally, the following qualification substitution chart applies (unless prohibited by the order solicitation):

Bachelor's Degree	6 years' work experience may be substituted for a Bachelor's Degree	Associate's Degree plus 4 years' work experience may be substituted for a Bachelor's Degree
Master's Degree	12 years' work experience may be substituted for a Master's Degree	Bachelor's Degree plus 8 years work experience may be substituted for a Master's Degree
Doctorate's Degree	20 years' work experience may be substituted for a Doctorate's Degree	Bachelor's Degree plus 16 years work experience, or a Master's Degree plus 12 years work experience may be substituted for a Doctorate's Degree

Pre-solicitation scope reviews

GSA offers, and strongly encourages OCOs to take advantage of the optional pre-solicitation scope reviews. This review will ensure your requirement is being placed under the appropriate contract vehicle. Reviews may be requested via the scope review instructions on the OASIS website.

Step 2: Develop the solicitation

Use the solicitation form and format for task orders normally prescribed and used by your agency for task order solicitations, consistent with FAR 16.505 procedures.

NOTE: Use of the Uniform Contract Format found in FAR 15.204-1 is not required for OASIS orders. Furthermore, we do not recommend its use for OASIS task orders as it can lead to confusion between the ordering procedures found in FAR 16.505 versus source selection procedures found in FAR 15.3, which are not applicable to OASIS task orders. A task order solicitation template is provided in **Appendix B** for consideration.

In addition to the information required by FAR 16.505(a)(7), provide the following information at a minimum:

- Pool Number Being Solicited
- Applicable NAICS
- SOW/PWS/SOO
- Type of Services (Commercial or Non-Commercial)
- CLIN Structure
- Evaluation Factors
- Source Selection Methodology
- Contract Type(s)
- Period of Performance
- Place of Performance
- Solicitation Questions Due Date
- Proposal Due Date
- Proposal Instructions
- Other Pertinent Information (for example: agency specific clauses, optional clauses, etc)

NAICS selection

The OCO must assign the OASIS Pool NAICS code to each task order solicitation. The size standard applicable to a task order and the appropriate Pool to solicit are determined by the NAICS code selected. **The NAICS code assigned should reflect the principal nature of the work required under the task order**. The charts in **Appendix A** identify the seven NAICS pools and associated size standards under OASIS. Some pools have more than one NAICS code included, but all of the NAICS codes in each pool share the same size standard. **If the principal purpose of the requirement is for any other NAICS code outside the OASIS NAICS codes, it is out of scope for OASIS.**

CAUTION: In accordance with regulation, OCOs must select the task order NAICS code based

upon the work to be performed and not based upon the applicable size standard or program office supported. OCOs are required to provide a copy of any OASIS task order solicitation at the request of the OASIS Contracting Officers or OASIS Program Manager. Apparent discrepancies will be brought to the OCO's attention. If Pool selection is deemed inappropriate, the OASIS Contracting Officer may rescind the OCO's OASIS Delegation of Procurement Authority.

Each OASIS Pool is a distinct and separate MAC. Accordingly, the fair opportunity process for each order only applies to the OASIS contractors that were awarded contracts within the pool being solicited. An OCO may NOT issue a solicitation to more than one pool MAC at a time (e.g. issuing a solicitation to OASIS U Pool 1 and OASIS SB Pool 1 or OASIS SB Pool 1 and OASIS SB Pool 3 simultaneously is prohibited).

Clauses and provisions

OASIS contract section I.1 establishes that all Applicable and Required provisions/clauses set forth in FAR 52.301 automatically flow down to all OASIS task orders, based on their specific contract type (e.g. cost, fixed price etc), statement of work, competition requirements, commercial or not commercial, and dollar value as of the date the task order solicitation is issued. The OCO must include any FAR clauses in full text that need to be filled in (e.g. FAR 52.217-9 applicable to orders with options).

However, the OCO must identify in the task order solicitation whether FAR Part 12 commercial clauses/provisions apply or do not apply. Furthermore, the OCO must include any Optional, and/or Agency-Specific provisions/clauses for each individual task order solicitation and subsequent award.

Service Contract Labor Standards (SCLS)

The OASIS labor categories, identified in Section J.1., are considered bona fide executive, administrative, and professional labor that are exempt from SCLS. To the extent that any labor for services are within the scope of OASIS and subject to SCLS in accordance with FAR Subpart 22.10 and other applicable agency specific regulatory supplements, the OCO must identify such work in the task order solicitation and make a determination as to whether SCLS wage determinations are to be applied or not. OASIS does not include clauses applicable to any service contract labor standards that are part of a total solution within the scope of OASIS. The OCO must incorporate the appropriate clauses and provisions in each task order solicitation and subsequent award when SCLS apply.

Davis-Bacon Act Work

Minor amounts of construction, alteration, or repair may be included as ancillary services in task orders when integral and necessary to delivering a total professional service solution to a mission need. The OCO is responsible for ensuring that construction, alterations, or repairs are covered by the purpose element of the appropriation used to fund the construction portion of the task order. The OCO shall identify construction under a separate CLIN. The OCO must also include all applicable construction clauses and wage decisions in the task order.

Rights in Data

There are multiple *Rights in Data* clauses in the basic contract. The OCO should ensure that the applicable *Rights in Data* clause(s) is (are) clearly assigned in each task order solicitation and resulting task order. *Rights in Data* is a highly specialized area and OCOs should seek advice from qualified professionals on these issues to ensure the proper clause is in effect for their task order.

Contract Access Fee (CAF)

The OASIS CAF shall be included in each task order under a separate Contract Line Item Number (CLIN) (e.g. a CAF CLIN for the base and a CAF CLIN for each option period). The CAF

rate is 0.75% except for agency organizations that have established a Memorandum of Understanding (MOU) with GSA for committed obligations.

The following is a list of organizations that have MOU agreements with the OASIS Program and/or have a reduced CAF rate:

- U.S. Air Force = 0.1%
- U.S. Army = 0.1%
- U.S. Navy = 0.1%
- DoD 4th Estate = 0.1%
- Department of Homeland Security = 0.25%
- Health and Human Services (HHS) Centers for Medicare and Medicaid Services (CMS) = 0.5%
- GSA AAS=0.1%

On all task order solicitations, regardless of contract type, the OCO shall include, and the Contractor shall propose a CAF in their cost or pricing proposals as a separate and distinct CLIN. This CLIN should be established as a Cost Reimbursable CLIN. OCOs may use a different contract type for this CLIN; however, it is NOT recommended. **OCOs shall instruct contractors to bill for CAF on every invoice as a separate line item in accordance with all OASIS contracts' section G.3.1:**

Each invoice billed under the task order shall include a separate CAF line item as in the following example:

CLIN 0001 Labor $100.00
CLIN 0002 Material $50.00
CLIN 0003 Travel $50.00
Subtotal $200.00
CLIN 0004 CAF (0.75% of subtotal) $1.50
Total Invoice including CAF $201.50

In order to avoid potential funding issues, Contractors shall propose a CAF of 0.75% in response to all task order solicitations, unless the ordering office is under an organization identified above as having a reduced CAF rate.

Evaluation Factors

In accordance with FAR 16.505(b)(1)(ii)The formalized source selection procedures in FAR Part 15.3 DO NOT apply to the MAC ordering process. In accordance with FAR 16.505 *"The contracting officer may exercise broad discretion n developing appropriate order placement procedures. The contracting officer should keep submission requirements to a minimum. Contracting officers may use streamlined procedures, including oral presentations*."

The task order solicitation and award process should be as streamlined as practical to reduce solicitation and proposal preparation costs and time for both the Government and Contractor, respectively.

Labor on Time and Materials (T&M) and Labor Hours (L-H) task orders

For T&M and L-H task orders, the OCO must identify the appropriate provision among those identified in OASIS contract section B.2.5. In accordance with that same section, if the OCO chooses to use OASIS labor categories**, the OASIS standardized labor categories and their associated rates must be identified in the task order award document. Ancillary subcontract labor is to be proposed and awarded as Material.

**For Sole Source T&M/LH orders the OCO MUST use the OASIS standardized labor categories for that order.

In accordance with OASIS Section B.2.5.1, the pricing associated with the OASIS LCATs are ceiling rates for T&M or L-H task orders/CLINs placed ONLY when utilizing an exception to fair opportunity in accordance with FAR 16.505(b)(2)**(EXCEPT for the exception at FAR 16.505(b)(2)(f) for socioeconmic competition under OASIS SB as that exception is for competition, not a Sole Source).**

Those unpublished Sole Source T&M/L-H order type ceiling rates do not apply to fixed-price, cost-reimbursement, T&M/L-H task orders issued without an exception to fair opportunity, or any hybrid combination of these.

If an OCO is requiring a Sole Source T&M/L-H task order procurement utilizing an exception to fair opportunity, and needs to ensure that the awarded ceiling rates of a given OASIS contractor are at or below the Sole Source T&M/L-H order type ceiling rates established for the contract, the OCO may forward the price proposal to and request this analysis be performed by the OASIS Contracting Officer or the OASIS Program Manager. Per the terms of the OASIS solicitation, Section L.5.6(m): *"Ceiling rates for sole-source T&M/L-H Task Orders will be incorporated by reference into any resulting contract award and are considered proprietary. These rates must not be disclosed to any customer agency."* As such, GSA is not able to provide the rates themselves to the OCOs, but instead can confirm whether the proposed rates are at or below the Sole Source T&M/L-H order type ceiling rates.

Step 3: Issue the solicitation

Important: An OCO may only solicit a requirement from ONE pool at a time; it is not allowable to solicit the same requirement under two different MACs (e.g. issuing a solicitation to OASIS SB Pool 1 and OASIS U Pool 1 concurrently, OASIS SB Pool 1 and OASIS SB Pool 3 concurrently or OASIS SB Pool 1 and OASIS 8A Pool 1 concurrently, etc.). The rationale behind this is derived from 41 USC 3302 (c)(2)(A)'s *"...require fair notice of the intent to make that purchase…"* If you solicit from two separate MACs you would be in violation of that statute because each pool under the OASIS program is a completely separate MAC as detailed in the OASIS Pools and Contractors Section.

Methods of issuing the task order solicitation

An OASIS task order solicitation may be issued via these platforms:

- Use the OASIS Symphony Procurement Suite (preferred method)
- Use GSA eBuy
- Use the Pool Links email listserv to email directly to the pools via the OASIS Website (scroll to OASIS Contractor and email distribution list section).
- GSA Assisted Services Shared Information System (ASSIST) - **only applicable for GSA-issued orders.**

The use of any one of the preceding mediums to broadcast the solicitation notice to all contract holders within a given Pool satisfies the "fair opportunity" notification requirement. For classified work see Security Clearance Considerations for Classified Orders section.

If Issuing a Sole Source/Direct Award order

- Use the OASIS Symphony Procurement Suite (preferred method) or;
- Simply email the solicitation documents directly to the company. Company point of contact information can be found at the OASIS website. Do NOT use the OASIS Pool Links listserv email addresses as those email links go to all contractors in that pool.

OASIS is UNPRICED- Do Not Ask for "Discounts" from a "Price List"

As detailed in the OASIS Contract Level Prices section of this ordering guide, OASIS contracts are UNPRICED to ensure maximum competition and flexibility at the order level. The OCO may be familiar with the standard practice of "asking for discounts" under the Federal Supply Schedules (FSS)/Multiple Award Schedules (MAS) Program. **This practice is prohibited for orders under OASIS as it does not apply to OASIS as there are no hourly rates priced in the OASIS contract to discount from.** Pricing is determined fair and reasonable based on competition at the order level. As detailed in the OASIS Contract Level Prices section, the non-published OASIS ceiling rates apply only to Sole Source T&M/LH orders and no other order type. In regards to Sole Source orders, the OCO negotiates prices directly with the contractor to achieve their pricing objective.

Contractors in Dormant Status

The OASIS terms allow GSA to place contractors in a dormant status (e.g, for OASIS SB or OASIS 8A due to FAR 52.219-28 contract level size changes or for other performance reasons while they develop corrective measures for the OASIS MAC COs to review and approve).

During dormancy, contractors may continue to work on existing task order awards, but are prohibited from competing for new task order awards. Contractors in dormant status are indicated in the OASIS Master contractor list on the OASIS website. If conducting a sole source procurement, the OCO should check with the OASIS Program Office prior to solicitation to determine if the contractor is in a dormant status.

Step 4: Evaluate Proposals

OCOs should evaluate proposals based on the methodology stated in the task order solicitation to maintain fairness in the ordering process and mitigate protest risk. Some OASIS-specific features OCOs should consider when evaluating proposals include:

Price

The OCO is responsible for analyzing order proposals and documenting the cost or price evaluation to include a determination that the final agreed to price is fair and reasonable. To the maximum extent practicable, price analysis should be based on competition.

- **OASIS Contract level Rates:** Except for Sole Source T&M/LH orders as detailed in the OASIS Contract Level Prices section of this ordering guide , **there are no contract level ceiling rates applicable to any other type of order**. Rates are determined fair and reasonable at the order level in accordance with FAR 16.505(b)(3).

Acceptable Accounting System

All OASIS contractors have accounting systems that have been determined to be adequate to support cost reimbursement contracts.

Step 5: Award the task order

Some OASIS-specific features OCOs should consider when executing task order awards include:

GSA copy of the task order

Submit the OASIS Task Order Award Information Form with an electronic copy of the task order award to the OASIS CO within 5 days after award. A copy of the Award Information Form is provided in **Appendix C** for your review. A fillable word copy is also available on the OASIS website.

Public notice of awards not providing for fair opportunity

For orders based on an exception to fair opportunity, in accordance with FAR 16.505(b)(2)(ii)(D)

the OCO must post the required public notice within 14 days after placing the order. If exception (A) (urgency-unacceptable delay) is used, the public notice must be posted within 30 days after placing the order. This posting requirement includes posting the justification approved for the exception at the Government point of entry: https://sam.gov/content/homev.

Note the actions excluded from this notice requirement are

- Disclosures that would compromise national security ;
- Socioeconomic set-asides under OASIS SB authorized by FAR 16.505(b)(2)(i)(F) and;
- Sole Source 8(a) orders up to the thresholds detailed in the Sole Source (Direct) 8(a) Orders section

Order Level Protests

All protests at the task order level are handled by the agency soliciting the task order. FAR 16.505 (a)(10) prohibits protests under FAR 33.1 in connection with the issuance or proposed issuance of task orders against a MAC except for:

- a protest on the grounds that the Order increases the scope, period of performance, or maximum value of the contract; or
- a protest on orders valued in excess of $10 million

FAR 16.505(a)(10)(i) grants sole authority to GAO only to hear order level protest (no agency level protest, etc.). Protests must be filed in accordance with the procedures at FAR 33.104 to the GAO. Notwithstanding DoD, NASA, and the Coast Guard have a minimum protest threshold of $25M, GAO jurisdiction flows from the agency who owns the MAC no matter which agency funds or issues the order from that MAC. Hence the minimum protest threshold for all orders under OASIS is $10M as stated in FAR 16.505(a)(10)(i)(B)(1). Reference GAO case B-413758.2,B-413758.3 November 28, 2016 ruling on the jurisdictional grounds in regards to a title 10 agency placing an order against an IDIQ awarded by a title 41 agency.

NAICS Appeals

The OASIS NAICS code chosen by the OCO from Appendix A representing the principal purpose of the order may be appealed in accordance with FAR 19.103.

Ombudsman

In accordance with GSAM 516.505 (b): *The GSA Task-Order and Delivery Order Ombudsman shall review and resolve complaints from contractors concerning all task and delivery order actions made by GSA. Complaints regarding task and delivery order actions of other agencies using GSA contract vehicles shall be directed to the ordering agency's Task-Order and Delivery-Order Ombudsman.*

For orders issued by GSA, see https://www.gsa.gov/policy-regulations/policy/acquisition-policy/gsa-ombudsman

For orders issued by any other ordering activity, refer to their ombudsman.

Reporting task order awards in FPDS-NG

Contract actions are reported in the Federal Procurement Data System (FPDS) within 3 days after execution of the action. It is important that each OASIS task order is reported as an order under the correct OASIS contract number. Reference OASIS Pools and Contractors section. Each OASIS contractor may have multiple OASIS Contract numbers depending on how many Pool Contracts they were awarded.

Make sure your FPDS-NG report accurately reflects the appropriate values in all fields, in particular those related to award data, fair opportunity procedures used, and number of offers

received.

The FPDS-NG system will propagate the NAICS code field in your task order action report with the NAICS code reported for the master IDV contract. Review **Appendix A** for additional information.

Step 6: Administer the order/execute the work/close-out the order

Some OASIS-specific features OCOs should consider when administering task order awards include:

Reassigning Task Orders for Administration

OASIS task orders can only be reassigned for administration to other agency OCOs who have been issued an OASIS DPA. Agencies should plan for workforce turnover and development of qualified OCOs to administer task orders. GSA will work with agencies to expedite training and DPA issuance when personnel turnover is sudden and unexpected.

Quality Assurance – Contractor Surveillance

The OCO is responsible for ensuring contractor performance meets the minimum requirements established in the order, documenting the order file and communicating with the contractor to ensure the Government is receiving the contracted services. Monitoring contractor performance should be delegated to a contracting officer's representative (COR). The specific authority/limitations of the COR should be delineated in an appointment letter, a copy of which should be provided to the contractor.

OASIS U Subcontracting Plans

Subcontracting plans are incorporated into OASIS U IDIQ contracts awarded to Other Than Small Business concerns. Compliance with this contract term will be monitored and enforced by the OASIS U CO. An Ordering Contracting Officer may establish small business goals at the order level in accordance with FAR 19.705-1(b)(2) but may NOT establish a new subcontracting plan.

The following Subcontracting goals were included in the OASIS U Solicitation as a target:

Small Business	50%
HUBZone Small Business	3%
Small Disadvantaged Business	5%
Women-Owned Small Business	5%
Veteran-Owned Small Business	3%
Service-Disabled Veteran-Owned Small Business	3%

Each OASIS U contract has its own unique Subcontracting Plan. They don't all necessarily align with the above goals; however, the goals from the solicitation are largely representative of the Subcontracting Plans incorporated across OASIS U, as the vast majority of OASIS U Subcontracting Plans match those solicitation targets.

OASIS SB and OASIS 8A Limitations on Subcontracting

FAR clause 52.219-14, Limitations on Subcontracting is NOT applicable to OASIS U. Any such limitations necessary for task order performance must be included at the task order level for any OASIS U orders. OASIS SB and OASIS 8A Contracts follow the SBA regulations at 13 CFR 125.6(d) *Determining compliance with applicable limitation on subcontracting* which default to compliance at the contract (not each order) level. For OASIS master contract purposes, individual agency task orders are NOT subject to the limitation on subcontracting requirements unless explicitly required by the OCO.** GSA will monitor compliance for each contract period as detailed in section H.10 LIMITATIONS ON SUBCONTRACTING of the OASIS SB and OASIS 8A Contracts.

****If limitations on subcontracting are implemented at the task order level, OCOs are 100% responsible for monitoring and enforcing any such limitations.**

Performance Evaluation

Each OCO is responsible for ensuring that the contractors' performance on each order is reported in CPARS in accordance with the policies in FAR 42.15. Follow your agency procedures for preparation, review, and submission of performance reports. Task order performance may be considered in placing contractors in a dormant status.

Task Order Closeout

- Task order files shall be closed out by the OCO in accordance with the policies in FAR 4.804.
- The OCO shall email OASISmods@gsa.gov within 30 days after task order closeout to report the task order has been closed out.

END OF ORDERING GUIDE

APPENDIX A: OASIS POOLS (Small Business, 8A and Unrestricted)

OASIS Pools 1, 2, 3, and 4 contain multiple NAICS codes, while pools 5A, 5B, and 6 each contain a single unique NAICS code/exception. FAR 19.102 requires the Contracting Officer (OCO) to determine the appropriate NAICS code and related small business size standard and include them in all solicitations above the micro-purchase threshold. FAR 19.102(b)(1) requires that the NAICS code assigned describe the principal nature of the service being acquired. Task order solicitations under pools 1, 2, 3 or 4 should identify the NAICS code from the applicable pool that meets that criterion.
Pools 5A, 5B, or 6 should be used if the NAICS code/exception designated for the applicable pool meets the "principal nature" criterion.

Note that the following NAICS codes were originally part of OASIS but were replaced in 2017 with the above codes as follows:

- 541711 was replaced by 541713 and 541714
- 541712 was replaced by 541715

FPDS-NG is currently designed to accept only one NAICS code to be associated with a procurement action. For this reason, GSA designated a "primary" NAICS code for each of pools 1, 2, 3, and 4. The primary code in each of those pools is the NAICS code that GSA assigned to the FPDS-NG procurement action report for each of the IDV awards in the pool. When a task order award report is being prepared in FPDS-NG, the system will auto-populate this NAICS code in the action report. This is simply a limitation of the FPDS-NG system and has no bearing on individual task order NAICS code assignments.

Primary codes for each pool are:

Pool	PRIMARY NAICS CODE	Small Business Slze Standard
1	541330	$16.5M annual receipts
2	541219	$22M annual receipts
3	541330 Exception A	$41.5M annual receipts
4	541715	1,000 employees
5A	541715 Exception B	1,250 employees
5B	541715 Exception C	1,250 employees
6	541715 Exception A	1,500 employees

A listing of all NAICS codes included in each Pool begins in the following page:

Pool 1($16.5M Business Size Standard)	
NAICS	**NAICS TITLE**
541330	Engineering Services
541360	Geophysical Surveying and Mapping Services
541370	Surveying And Mapping (Except Geophysical) Services
541380	Testing Laboratories
541611	Administrative Management and General Management Consulting Services
541612	Human Resources Consulting Services (2007), Human Resources & Executive Search Consulting Services (2002)
541613	Marketing Consulting Services
541614	Process, Physical Distribution, and Logistics Consulting Services
541618	Other Management Consulting Services
541620	Environmental Consulting Services
541690	Other Scientific and Technical Consulting Services
541810	Advertising Agencies
541820	Public Relations Agencies
541830	Media Buying Agencies
541840	Media Representatives
541850	Outdoor Advertising
541860	Direct Mail Advertising
541870	Advertising Material Distribution Services
541890	Other Services Related to Advertising
541910	Marketing Research Public Opinion Polling
541990	All Other Professional, Scientific, and Technical Services
Pool 2($22M Business Size Standard)	
NAICS	**NAICS TITLE**
541211	Offices of Certified Public Accountants
541213	Tax Preparation Services
541214	Payroll Services
541219	Other Accounting Services
541720	Research and Development in the Social Sciences and Humanities
Pool 3 ($41.5M Business Size Standard)	
NAICS	**NAICS TITLE**
541330 Exception A	Engineering for Military and Aerospace Equipment and Military Weapons
541330 Exception B	Engineering for Contracts and Subcontracts for Engineering Services Awarded Under the National Energy Policy Act of 1992
541330 Exception C	Engineering for Marine Engineering and Naval Architecture
Pool 4 (1,000 Employee Business Size Standard)	
NAICS	**NAICS TITLE**
541713	Research and Development in Nanotechnology
541714	Research and Development in Biotechnology (except Nanobiotechnology)
541715	Research and Development in the Physical, Engineering, and Life Sciences (except Nanotechnology and Biotechnology)
Pool 5A (1,250 Employee Business Size Standard)	
NAICS	**NAICS TITLE**
541715 Exception B	Other Aircraft Parts and Auxiliary Equipment

Pool 5B (1,250 Employee Business Size Standard)	
NAICS	**NAICS TITLE**
541715 Exception C	Guided Missiles and Space Vehicles, Their Propulsion Units and Propulsion Parts
Pool 6 (1,500 Employee Business Size Standard)	
NAICS	**NAICS TITLE**
541715 Exception A	Aircraft, Aircraft Engine and Engine Parts

APPENDIX B: TASK ORDER SOLICITATION TEMPLATE (rev. March 2022)

[Upon filling out the following template, please delete all instructional information in red and any sections that do not apply. Also, this template format is not mandatory; however, the minimum information herein is necessary for a proper solicitation under OASIS]

TASK ORDER REQUEST FOR PROPOSAL (RFP) No. [Insert Solicitation Number]

Issued Under OASIS [Insert Small Business or Unrestricted and Pool]

Solicitation Title: [Insert brief description of work]

Issuing Office: [Insert Agency Name and Address]

Agency Contact(s): [Insert Name(s), Telephone number(s), and email address(es) of OCO and/or Contract Specialist]

RFP Issue Date: [Insert Date RFP was issued]

Questions Due Date: [Insert Time, Time Zone, and Date Questions are due and where to send/email questions]

Proposal Due Date: [Insert Time, Time Zone, and Date Proposals are due and where to send/email proposal]

1.0 OASIS TASK ORDER INFORMATION

1.1. OASIS Pool Being Solicited/Awarded: [insert the Pool number]

1.2. NAICS Code and Small Business Size Standard: The principal nature of the requirements described in this solicitation is consistent with services performed by industries in the [insert the NAICS code and title] with a small business size standard of [insert small business size standard]

1.3. Product Service Code (PSC): The services in this solicitation are best represented by PSC Code: [insert the applicable PSC Code and title. See PSC Manual located at www.acquisition.gov under acquisition systems]

1.4. Type of Contract: The primary type of contract resulting from this solicitation is: [insert the Predominant contract type (Cost Plus Fixed Fee, Firm Fixed Price, Time and Materials, etc.) Note: If a hybrid type of contract results from this solicitation identify Contract Type by CLIN in Section 2.0.]

1.5. Type of Services: The services required are:____Commercial___Non-Commercial

1.6. Extent of Competition: This solicitation will be based on: [check the box that applies.]

____ *Fair Opportunity procedures (FAR 16.505(b)(1))*

____ *Exception to Fair opportunity for a Competitive Socio-Economic Set-aside (FAR 16.505(b)(2)(F))* [Only available under OASIS SB, check specific socio-economic category below.

____*HUBZone small business concerns*

____*Service-disabled veteran-owned small business (SDVOSB) concerns*

____ *Economically disadvantaged women-owned small business (EDWOSB) concerns eligible under the Women-Owned Small Business Program or,*

____*Women-owned small business (WOSB) concerns eligible under the Women- Owned Small Business Program*

____*Exception to Fair opportunity as designated below (FAR 16.505(b)(2))* ***[Check only one exception below]***

___*FAR 16.505(b)(2)(A) [The agency need for the supplies or services is so urgent that providing a fair opportunity would result in unacceptable delays]*

___ *FAR 16.505(b)(2)(B) [Only one awardee is capable of providing the supplies or services required at the level of quality required because the supplies or services ordered are unique or highly specialized]*

___ *FAR 16.505(b)(2)(C) [The order must be issued on a sole-source basis in the interest of economy and efficiency because it is a logical follow-on to an order already issued under the contract, provided that all awardees were given a fair opportunity to be considered for the original order]*

___ *FAR 16.505(b)(2)(E) [For orders exceeding the simplified acquisition threshold, a statute expressly authorizes or requires that the purchase be made from a specified source]*

____ *Sole Source 8(a)* [Only available under OASIS 8A Pools, via the offer/acceptance process with SBA]

1.7. Security Clearances:

1.7.1. The clearance level is: ___Unclassified ___Classified

1.7.2. The Facility Clearance Level is: __Unclassified ___Secret ___Top Secret

[IF N/A delete 1.7.2. Note: For individual security clearance levels and instructions, please identify in the PWS/SOW or Labor Category section of the solicitation]

1.8. Performance Location(s):

1.8.1. The performance locations for this PWS/SOW are: ____CONUS ___OCONUS

___Mix of Both

1.8.2. The labor will be performed at: ___Government Site(s) ___Contractor Site(s)

___ Mix of Both

1.8.3. Place(s) of Performance: The places of performance(s) for this PWS/SOW are:

[insert city(ies), state(s), and/or country(ies) services will be performed in;If performance will be in multiple locations and/or a mix of CONUS, OCONUS, Government and Contractor sites, also identify in the solicitation's Section 3.0, Description of Services, which services are performed where. Also, identify if Gov't Site or Contractor Site]

1.9. Period of Performance: The period of performance for this PWS/SOW is:

[Enter the Period of Period of Performance for the Task Order. For example: "The period of performance for this task order is from date of award through 1 year thereafter, with 5 (1-year) options that may extend the cumulative term of this task order to 5 years" If the period of performance and options are different by CLIN, address the period of performance for each CLIN in Section 2.0 below]

2.0. Contract Line Items (CLINs) and Contract Type by CLIN

[List the CLINs with their descriptions and pricing information. Remember to use separate distinct CLINs for work with different pricing types and to use a separate Cost Reimbursement CLIN for the

CAF. **Repeat for each Option Year(s) as applicable.** See example CLINs below. Tailor CLINs necessary to meet your requirement specifically]

CLIN 0001 (Firm Fixed-Price): Provide Program Management and oversight support services for the Citizens Assistance and Response to Emergencies (CARE) Program. These services are performed in CONUS, on Government site, in Washington, D.C. Sections 3.1, 3.2, 3.3, 3.4, and 3.5 apply.

Total Firm Fixed Price: $

CLIN 0002 (Cost Plus Fixed Fee): Provide Engineering and Logistics support services to the CARE Operations Centers in Washington, D.C.; New York, NY; San Francisco, CA; and Chicago, IL. These services are performed in a mix of Government and Contractor facilities as delineated in Sections 3.0. 3.1, 3.6, 3.7, 3.8, and 3.9.

Total Estimated Cost:

Fixed Fee:

Total Estimated Cost Plus Fixed Fee:

CLIN 0003 Contract Access Fee (CAF): (Cost-reimbursable) [IMPORTANT!: The CAF CLIN must be present and CAF Percentage must be present in all Task Orders]

The total CAF Percentage for this task order is: Fill-in [Note: The CAF Percentage applies to all Prices/Costs, i.e., all Labor, ODCs, materials, equipment, travel and subcontractors]

Total Not-To-Exceed CAF: [Note: For additional CLINs, Identify any Ancillary support by CLIN and Contract type such as any labor subject to construction wage rates or service contract labor standards, travel, materials, equipment, and subcontracting]

3.0. Description of Services

[Use your agency preferred format for your PWS/SOW/SOO. Remember that performance-based is preferred. For Example:

3.1 Background

3.2 Scope

3.3 Performance Work Statement/Statement of Work

3.4 Places of performance and work conditions/hours ETC.

4.0. Delivery and Performance Information

[Enter a table of deliverables, if applicable, and/or other applicable service delivery terms. Include performance standards and metrics that will apply to your performance-based statement of work, or performance measurements that will be used to verify non-performance-based services. Address, quantity and quality considerations, due dates, deliverable submittal instructions, and similar information related to the basis for contractor performance evaluations]

5.0.Labor Categories and Descriptions

[Identify the labor categories, definitions and skill requirements necessary for successful completion if applicable to your requirement. See Section J.1., labor categories/descriptions of the OASIS Contract located at www.gsa.gov/oasis. Identify security clearance levels if applicable]

6.0. Invoicing instructions

[Identify invoice instructions and procedures-**NOTE-ENSURE TO INSTRUCT BILLING CAF ON EVERY INVOICE AS SHOWN IN THE ORDERING GUIDE AND CONTRACT SECTION G.3.1 SAMPLE]**

7.0 Solicitation Provisions and TASK ORDER Clauses

All Applicable and Required provisions/clauses set forth in FAR 52.301 automatically flow down to all OASIS task orders, based on their specific contract type (e.g. cost, fixed price, etc.), statement of work, competition requirements, commercial or not commercial, and dollar value as of the date the task order solicitation is issued. Representation and Certification Provisions from the OASIS master contracts automatically flow down to all OASIS task orders.

7.1. FAR Optional and Agency specific Task Order Provisions/Clauses. The following additional provisions and clauses apply to this task order: [Add any FAR Optional or Agency Specific provisions and clauses here that will apply to the task order solicitation and resultant task order award. Remember to provide any Fill ins to any flow down clauses or optional/agency specific clauses.]

[When preparing solicitations for T&M and/or L-H task orders only, the OCO must identify one of the following provisions in the task order solicitation.

1. FAR 52.216-29 Time-and-Materials/Labor-Hour Proposal Requirements—Non-Commercial Item Acquisition With Adequate Price Competition

2. FAR 52.216-30 Time-and-Materials/Labor-Hour Proposal Requirements—Non-Commercial Item Acquisition Without Adequate Price Competition

3. FAR 52.216-31 Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition

8.0. Proposal Preparation and Submission

[Insert instructions for preparation and submission of proposals. Keep submission requirements to a minimum]

9.0. Evaluation Factors and Basis of Award

[Identify the evaluation factors to be considered in selecting a proposal for award. Identify if a trade-off is going to be considered. Tailor this section based on the dollar value and complexity of the task order.]

APPENDIX C: OASIS TASK ORDER AWARD INFORMATION FORM (rev. March 2022)

Note see Fillable MS word copy of this Appendix C (ordering guide section)

APPENDIX C: OASIS TASK ORDER AWARD INFORMATION FORM (rev MARCH 2022)

Instructions: Please answer the following questions and e-mail this form along with a complete copy of the Task Order Award document to oasisawards@gsa.gov within 5 days of Task Order Award.

CHECK WHICH OASIS CONTRACT FAMILY USED: ☐ UNRESTRICTED ☐ SB ☐ 8A

I. ORDERING CONTRACTING OFFICER (OCO) INFORMATION

OCO Name: Click here to enter text.	Ordering Agency (Contracting Office): Click here to enter text.
OCO Email Address: Click here to enter text.	If Ordering Agency is GSA AAS (Enter Region): Click here to enter text.
OCO Phone #: Click here to enter text.	Receiving Agency (End User): Click here to enter text.

II. SOLICITATION INFORMATION

Solicitation Title: Click here to enter text.	Pool #: Click here to enter text.
Solicitation #/eBuy RFQ#: Click here to enter text.	NAICS Code: Click here to enter text.
Solicitation Issued Date: Click here to enter text.	Product Service Code (PSC): Click here to enter text.
Solicitation Closing Date: Click here to enter text.	Solicitation Issued via? (OASIS Webpage, E-buy, ITSS, etc.) Click here to enter text.

III. AWARD INFORMATION

OASIS Company Name: Click here to enter text.	Period of Performance: (includes Base and All Options): Click here to enter text.
OASIS Master Contract #: Click here to enter text.	Initial Obligation Amount: Click here to enter text.
Task Order Award #: Click here to enter text.	Total Value: (Includes Base and All Options) Click here to enter text.
Task Order Award Date: Click here to enter text.	Predominate Contract Type: Click here to enter text.
Initial Start Date: (Base Period) Click here to enter text.	Place of Performance (City, State) Click here to enter text.
Initial End Date: (Base Period) Click here to enter text.	Award Method (LPTA, Tradeoff, or N/A) Click here to enter text.

IV. FAIR OPPORTUNITY ***Fair Opportunity means ALL companies in the solicited pool had a fair opportunity to compete***

Fair Opportunity Utilized? (FAR 16.505(b)(1)): ☐ **YES If Yes, Enter number of Offers Received: Click here to enter text.**
☐ **NO If NO, Fill out Section V or VI.**

V. EXCEPTION TO FAIR OPPORTUNITY NO JUSTIFICATION/APPROVAL REQUIRED

☐ **Competitive Socio-Economic Set Aside** ***(Only applicable for OASIS SB) Check type***: ☐ HUBZone ☐ SDVOSB ☐ EDWOSB ☐ WOSB

If Competitive Socio-Economic Set Aside, Enter number of Offers Received: Click here to enter text.

☐ **8(a) Sole Source (Direct) Award:** ***(Only applicable for OASIS 8A Pools)***. SBA ACCEPTANCE INTO 8(a) PROGRAM REQUIRED.
If ANC /Tribal Owned / NHO, check one of the following (if not, leave blank): ☐ **ANC** ☐ **Tribal Owned** ☐ **NHO**

VI. EXCEPTION TO FAIR OPPORTUNITY JUSTIFICATION/APPROVAL REQUIRED (FAR 16.505(b)(2))

☐ **Urgency:** The agency need for the supplies or services is so Urgent that providing a fair opportunity would result in unacceptable delays.

☐ **Only One awardee is Capable:** Only One awardee is Capable of providing the supplies or services required at the level of quality required because the supplies or services ordered are unique or highly specialized.

☐ **Logical Follow-On:** The order must be issued on a sole-source basis in the interest of economy and efficiency because it is a Logical Follow-On **to an order already issued under the OASIS contract, provided that all awardees were given a fair opportunity to be considered for the original order.**

☐ A **Statute** expressly authorizes or requires that the purchase be made from a specified source. Please enter Statute: Click here to enter text.

VII. OTHER

Although not mandatory, did you request a Pre-Award Scope Review prior to issuing the solicitation?
☐ **YES** (*Choose Yes ONLY if you requested a written Pre-Award Scope Review from the OASIS Program Office*)
☐ **NO**

In the space below, please provide your feedback (positive or negative) regarding your OASIS Ordering experience: