



MEMORANDUM

FOR: Name
 Phone
 Email

FROM: OASIS Unrestricted/SB Contracting Officer Oasis@gsa.gov

SUBJECT: Delegation of Procurement Authority (DPA) as OCO to Compete, Award
 and Administer OASIS and OASIS SB task orders

OASIS and OASIS SB Indefinite Delivery Indefinite Quantity (IDIQ) (a/k/a OASIS)

The purpose of this DPA is to ensure that the roles and responsibilities between the OASIS and OASIS SB COs and the OCO are clearly established in order to ensure proper use of the OASIS vehicles while promoting public policy objectives.

GSA retains sole responsibility to administer and modify the basic Indefinite Delivery, Indefinite Quantity (IDIQ) master contracts. GSA will evaluate the performance of OASIS and OASIS SB



contractors against the master contract terms. It will also provide advice and guidance to agencies/OCOs on all OASIS and OASIS SB procurement matters.

The authority granted to you under this DPA is limited to those requirements of your agency that are within scope of the OASIS vehicles. Your authority to administer OASIS and OASIS SB task orders covers all task orders awarded by you or another OCO possessing a valid DPA in your current warranting organization. The DPA authority does not extend to administration of task orders awarded by OCOs outside your current warranting organization unless:

1. Your agency is a servicing agency as defined in OMB Memorandum "Improving the Management and Use of Interagency Acquisitions, June 6, 2008; and,
2. Your agency enters into a Memorandum of Understanding with the Agency that awarded the task order in accordance with FAR 17.502-1(b)(1) specifically for administration only of the task order.

You will act as the central point of contact under each task order and are responsible for coordinating with the awarded Contractor, the Client (the funding organization/receiver of goods or services) and GSA. This applies regardless of whether your contracting organization is acting as the Servicing Agency on behalf of a client outside your agency or is within the requiring Agency and is contracting for its own requirement. You will perform all required pre and post award functions associated with the task order subject to the following terms and conditions of this DPA:

1. **Compliance** – You are expected to comply with the OASIS or OASIS SB terms and conditions, the OASIS or OASIS SB ordering guides, the Federal Acquisition Regulation (FAR) and the authorized agency FAR supplement or exception thereto, applicable agency-specific statutes and policies, and the additional responsibilities defined in this DPA.
2. **Duration** – This DPA is effective until the expiration of the respective OASIS or OASIS SB contract or completion and closeout of any awarded task orders whose duration extends beyond the expiration of the respective contract, whichever is later. You are also required to maintain a valid warrant authority. Notwithstanding the preceding, this DPA is portable under certain conditions. If you change organizations within the larger Agency, or move to a new Agency but will continue to be warranted, the DPA is portable. However, you must notify the OASIS and OASIS SB COs of the move or reassignment and provide information on the new warrant when it is issued. Re-training is not required unless there is a break of more than ninety days in possession of a current warrant or serving in a Contracting Officer position. The DPA cannot be re-delegated.
3. **Revocation** – GSA may revoke this DPA at any time for failure to comply with treaty, law, regulation, ethical standards and applicable federal acquisition policies and procedures. GSA will be cognizant of the need to ensure task order continuity if such actions are initiated.



4. **Scope Compliance** – Ensure that task order work is within the OASIS or OASIS SB scope. The OASIS program team is available to assist with this determination at any time upon request.
5. **Administrative Reporting** – Upon award, OCOs are responsible for reporting the task order award action in the Federal Procurement Data System – Next Generation (FPDS-NG). In addition to FPDS-NG reporting, OCOs are required to provide a complete copy of the task order, e.g., the signature page, the work statement and the line items (equivalent to Sections A-J of the Uniform Contract Format, or equivalent if a commercial services task order), any subsequent modifications and the task order information form(s) included with this DPA (**see Appendices C OASIS and OASIS SB (Ordering Guide)**) to the respective OASIS email address.

The OCO is responsible for complying with all FAR-based rules when competing, awarding and administering Task Orders. The following list, while not all-inclusive, represents key areas of responsibility:

- **Fair Opportunity** – Ensure that all contractors are provided a fair opportunity to be considered in accordance with FAR 16.505, or authorized agency supplements or exceptions thereto, prior to Task Order award. Any exceptions to fair opportunity to be considered (“fair opportunity exceptions”) must be consistent with FAR 16.505 or authorized agency supplements or exceptions thereto or as otherwise required or allowed by statute. The OCO must comply with the requirements to prepare justifications and obtain approvals of justifications for exceptions to fair opportunity in accordance with FAR 16.505..
- **Funding** – Verify that funding is available. Comply with appropriations law and financial policy. Ensure timely obligation of funds, and de-obligation and disposition of excess funds.
- **COR**– If a Contracting Officer’s Representative (COR) is appointed to perform order monitoring and oversight functions, you must ensure that the extent of their authority and responsibilities is clearly defined.. The COR’s appointment should be in writing and a copy provided the Contractor in order to establish clear roles and responsibilities during task order administration. Ensure that any COR you designate is properly equipped, trained and qualified to handle those responsibilities pursuant to your agency policy.
- **Task Order Protests, Disputes and Claims** –Receive and respond to task order protests, disputes and claims. The warranting agency is responsible for the OCO’s decisions and actions as a warranted contracting officer.
- **Monitor, Evaluate and Report Contractor Performance** – Assure contractor performance and support compliance with both task order terms and conditions. Take appropriate action to maintain the Government’s rights. OCOs should conduct contractor performance evaluations IAW FAR 42.15, and applicable agency policies. Interim performance evaluations are encouraged for each task order. OCOs should use their



organization's designated contractor performance reporting system to record performance.

- **Cost or Price Analysis and Audits** –Perform and document cost analysis and/or price analysis (FAR 15.4) as appropriate in determining the overall task order price to be fair and reasonable, as well as respond to any related audits.
- **Prompt Payment** – Ensure prompt payment of contractor invoices and prompt rejection of nonconforming invoices.
- **Task Order Closeout** –Close out task orders IAW FAR 4.804-5 and provide the OASIS or OASIS SB Contracting Officer a task order closeout completion statement.
- **Requests for Information** – Respond to any requests for information pertaining to task orders awarded or administered by you including but - not limited to, Freedom of Information Act requests, and inquiries/audits by: Congress, Inspectors General, the Small Business Administration, the General Accountability Office and the GSA.

Thank you for your interest in GSA's OASIS program. We are committed to delivering acquisition vehicles that provide our customers with convenient access to the best qualified contractors in the professional services-based solutions marketplace. If you have any questions regarding this DPA, the OASIS vehicles, or our program in general, please feel free to contact the OASIS Program Office at any time at Oasis@gsa.gov

For more information about the OASIS contracts addressed in this DPA, please visit our website at www.gsa.gov/oasis. You will find links to copies of the OASIS and OASIS SB contracts and other useful information, including various points of contact.