



## Symphony Task Order System Reference Guide for Industry

The [Symphony Procurement Suite](#) is a web-based, commercial off the shelf contract management and automation tool developed by Apex Logic that allows government organizations to manage complex contracts. Symphony provides OASIS customers and OASIS contract holders an **easy to use, highly secure,** and **efficient** method to issue, manage and award task orders requests and capture information as a database of record for all stakeholders. Using Symphony ensures agencies are purchasing according to fair opportunity laws and rules.

### Symphony, eBuy and Distribution Lists

- The use of Symphony is **optional** for federal buyers. Other methods of posting solicitations such as GSA Assist, GSA eBuy and the OASIS Google Group emails will remain available to federal buyers.
- Symphony **imports** opportunities from **eBuy** and the **OASIS Google group emails** every 24 hours. OASIS industry partners can quickly scan/review these OASIS opportunities in Symphony, however, responses to those opportunities must be completed in the system the agency used to submit the task order.
- OASIS RFI/Qs released in eBuy or the OASIS Contractor Email Distribution Lists are uploaded and displayed on the Symphony Dashboard as "**External Orders**"

### Resources

- [Access OASIS Symphony Procurement Suite](#)
- Video: [How to complete industry registration](#)
- Video: [How to sign into Symphony](#)
- Article: [How to manage contract personnel and distribution emails](#)
- Article: [How to verify your SAM Data](#)
- Article: [How to solve sign in issues](#)
- Article: [Getting Started with Symphony](#)
- [Submit a Support Ticket](#)
- Help Desk email: [client.support@apexlogic.com](mailto:client.support@apexlogic.com)
- OASIS Symphony Program email: [symphony.oasis@gsa.gov](mailto:symphony.oasis@gsa.gov)



### Why Symphony

Symphony provides users increased transparency and integrity at both the master contract level and task order level.

#### Federal buyers can:

- Review vendor information and capabilities
- Automatically release RFIs and solicitations
- Create RFIs, RFPs and amendments
- Conduct Q&As, amendments, and monitor responses
- Receive offer proposals
- Announce award decisions
- Manage task orders from solicitation to task order award

#### OASIS industry partners can:

- View solicitations/RFI/RFPs released via eBuy and OASIS Google group email, all in one place
- Respond to RFIs/RFPs and amendments
- Submit Q&A
- Submit proposals
- Receive automated notifications