



## ONE ACQUISITION SOLUTION FOR INTEGRATED SERVICES (OASIS) ORDER ONE PAGE CHECKLIST

How to issue an order under OASIS

1. Determine the [OASIS NAICS code](#) representing the principle purpose of your requirement. This will determine the OASIS (U, SB or 8(a)) Pool to compete under.
2. Issue order Solicitation under the determined Pool. [OASIS Pool Links](#) were designed to ensure fair opportunity requirements under [FAR 16.505\(b\)\(1\)](#). Minimum order value is the SAT. There is no maximum order value.
  - **Order Solicitations** (Use [FAR 16.505](#) ordering procedures)
    - Include Statement of Work (SOW), evaluation criteria and type of order (*i.e.*, Commercial or Non-Commercial, firm fixed price, labor-hour, time-and-materials, cost reimbursement, or hybrid).
    - See [FAR 16.301-3](#) for cost reimbursement orders [FAR 16.505\(b\)\(4\)](#).
    - See [FAR 16.601](#) for time-and-material or labor-hour orders [FAR 16.505\(b\)\(5\)](#).
  - **Use OASIS Unrestricted (U) for unrestricted orders not set-aside to small business.**
  - **Use OASIS Small Business (SB) for orders set-aside to small business.**
    - Orders under OASIS SB may be set-aside for socioeconomic competition (e.g, SDVOSB only competition) [FAR 16.505\(b\)\(2\)\(i\)\(F\)](#).
    - State your socioeconomic set aside in the Solicitation
  - **USE OASIS 8(a) Only Subpools (coming in FY20) for all orders under the 8(a) program.**
3. Evaluate offers and make award in accordance with your solicitation evaluation criteria.
  - Document award decision [FAR 16.505\(b\)\(7\)](#).
  - Award order to successful offeror (must reference OASIS contract number).
  - Provide notice to unsuccessful offerors.
  - For orders exceeding \$5.5 million, see post award notice and debriefing procedures [FAR 16.505\(b\)\(6\)](#).
  - Provide completed [OASIS Ordering Guide Appendix F](#) and complete copy of Task order to [OASIS@gsa.gov](mailto:OASIS@gsa.gov) within 5 days after Task Order award.
  - When reporting in FPDS, ensure order references the OASIS Contract number.
4. Post Award: Submit changes in order value to [OASIS@gsa.gov](mailto:OASIS@gsa.gov) ([OASIS Ordering Guide Appendix G](#)).
5. Federal Business Opportunities (FBO) notice of award not required except as detailed in [FAR 5.301\(a\)\(2\)](#)
6. No protests allowed for orders valued up to \$10 million [FAR 16.505\(a\)\(10\)\(i\)\(B\)\(1\)](#).