



Department of Energy
Washington, DC 20585

MEMORANDUM FOR HEADS OF CONTRACTING ACTIVITIES, PROCUREMENT DIRECTORS,
AND CONTRACTING OFFICERS

FROM: DAVID J. LEOTTA
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OFFICE OF ACQUISITION MANAGEMENT

SUBJECT: Contractor Use of One Acquisition Solution f or Integrated
Services

General Services Administration's (GSA) One Acquisition Solution for Integrated Services (OASIS) is available for usage by contractors whose Contracting Officer has authorized use of Government supply sources pursuant to Federal Acquisition Regulation Part 51. GSA intends on making this detail clear in an upcoming update to its OASIS materials.

GSA's OASIS is a Tier 3, Best-in-Class solution that makes procuring complex professional services expedient by maximizing streamlined acquisition processes. All contract types are allowed under OASIS, including fixed-price, labor-hour, time and-materials, cost-reimbursement, and hybrids of these types. Particulars about OASIS can be found at: <https://www.gsa.gov/buying-selling/products-services/professional-services/buy-services/oasis-and-oasis-small-business>

While warranted contracting officers are required to take the OASIS training and receive a delegation of procurement authority (DPA) prior to using these multiple-award instruments, these prerequisites **are not required** for the contractor acquisition community. It is strongly encouraged that the DPA training is taken as it highlights OASIS and its differences from a GSA schedule buy. Individual training can be scheduled through https://gsa.zoomgov.com/webinar/register/WN_H5196ohkSBKuMqiww9yAyg. If a larger training is needed, please contact Bari R. Brooks at Bari.Brooks@hq.doe.gov so that she can coordinate with GSA directly.

When OASIS is used, all buyers (federal and contractor) are expected to abide by the ordering procedures which includes (but not limited to) incorporating a contract access fee as a separate contract line item(Clause G.3.1.), following the close-out procedures (Clause G.4.), and emailing a complete Appendix C *OASIS Task Order Award Information*

Form and awarded task order (includes attachments) OASISawards@gsa.gov within five (5) days after task order award.

As contractor buyers using OASIS is a new concept, it is suggested that the contractor buyer include language in the email body of the solicitation and the cover page of the task order indicating that “the purchase is being made under FAR 51 against contract # XXXX”. This will help OASIS vendors recognize that a contractor is the buyer and will reduce the number of follow up questions the sites receive.

Site contracting officers, when completing their Risk Assessment Tool responsibilities,¹ should review OASIS actions to ensure the contractor buyers are in compliance with the ordering procedures. Remarks related to the review should be captured under the activity “ CO’s review of transactions and compliance assurance”.

OASIS provides flexible and innovative solutions for complex professional services and offers the contractor acquisition community opportunities to streamline acquisitions. Federal and contractor buyers are encouraged to maximize the use of OASIS as an opportunity to help your office and the DOE to reach our cost savings, category management, and small business goals. Any questions related to this memo should be directed to Ms. Brooks at Bari.Brooks@hq.doe.gov.

¹ The Risk Assessment Tool is an aid that was developed through the Procurement Evaluation and Re-engineering Team (PERT) program to provide contracting officers with a consistent and sound approach for articulating the health of the purchasing systems they oversee. The Tool serves as a valuable component of the Contracting Officer's (CO) contractor purchasing system surveillance plan for those contracts which fall under the purview of the PERT and assists in the identification of issues and areas of focus for future PERT reviews. The Tool can be found here: <https://community.max.gov/x/SAUDV>