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## PART I – THE SCHEDULE

### SECTION A – SOLICITATION/CONTRACT FORM

#### A.1 NOTICE TO OFFERORS

##### A.1.1 Solicitation Form

- (a) The Offeror shall submit the Standard Form (SF) 33, Solicitation, Offer and Award, posted as page 1 of this Solicitation, located at <https://www.fbo.gov>.
- (b) The Offeror shall fill out blocks 12 through blocks 18 as the Official Legal Entity in accordance with Section L.2.8. and Section L.5.1.1.

##### A.1.2 OASIS SB Pools 1, 3, and 4 On-Ramp

- (a) This Solicitation is a re-opening of Solicitation GS00Q-13-DR-0002 in order to conduct an open season On-Ramp in accordance with Section H.15.3 of the original Solicitation. This open season On-Ramp is specific to OASIS Small Business (SB) Pools 1, 3, and 4 only.
- (b) OASIS SB was originally solicited under Solicitation No. GS00Q-13-DR-0002 through Amendment No. 11. Original awards were made and a notice to proceed on contract awards was issued in June 2014. This open season On-Ramp intends to add approximately 190 more contractors to the existing OASIS SB Pool 1 contract vehicle, approximately 160 more contractors to the existing OASIS SB Pool 3 contract vehicle, and approximately 60 more contractors to the existing OASIS SB Pool 4 contract vehicle.
- (c) This is the conformed Solicitation for the OASIS SB Pools 1, 3, and 4 On-Ramps. All supporting documents relevant to the Pools 1, 3, and 4 On-Ramps are included in this FBO posting.
- (d) The evaluation factors and award decision of the original contracts were based upon Solicitation GS00Q-13-DR-0002. The evaluation factors and award decision for this open season On-Ramp is based upon substantially the same content as the original Solicitation. The evaluation scoring table in Section M.6. remains unchanged from the original Solicitation.
- (e) The Government may reject any proposal that is incomplete or does not comply with the instructions set forth in Section's J, K, and/or L of this Solicitation.

##### A.1.3 Solicitation Notice

- (a) This Solicitation is a Total Small Business Set-Aside under OASIS SB Pools 1, 3, and 4 in accordance with FAR 19.502-2 with the ability to do Socio-Economic Set-Asides in accordance with 15 USC 644(r)(2).
- (b) This Solicitation's Small Business Size Standard varies by Pool and covers a range of North American Industry Classification System (NAICS) code industries as follows:

1. Pool 1, OASIS SB MA-IDIQ Contract:

The NAICS Code for this acquisition is: 541330  
The small business size standard is: \$15M

2. Pool 3, OASIS SB MA-IDIQ Contract:

The NAICS Code for this acquisition is: 541330, Exception A  
The small business size standard is: \$38.5M

3. Pool 4, OASIS SB MA-IDIQ Contract:

The NAICS Code for this acquisition is: 541715  
The small business size standard is: 1,000 employees

(END OF SECTION A)

## PART I – THE SCHEDULE

### SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

#### B.1. BACKGROUND

One Acquisition Solution for Integrated Services – Small Business (OASIS SB) is designed to address agencies' need for a full range of service requirements that integrate multiple professional service disciplines and ancillary services/products with the flexibility for all contract types and pricing at the task order level.

OASIS SB is a family of 7 separate Government-wide Multiple Award, Indefinite Delivery, Indefinite Quantity (MA-IDIQ) task order contracts that span 29 North American Industry Classification System (NAICS) Codes and 6 NAICS Code Exceptions under the economic subsector 541, Professional, Scientific, and Technical Services.

Throughout this document, these contracts will collectively be referred to as a single contract called "OASIS SB". Each of the 7 separate MA-IDIQ task order contracts will be individually referred to as "Pools" within OASIS SB.

The services to be provided under OASIS SB are intended to meet the professional service mission requirements of all Federal agencies, including all organizations within the Department of Defense (DoD) and National Security Community.

The scope of professional services under OASIS SB is defined in Section C.

##### B.1.1. Authority

The Administrator of the U.S. General Services Administration (GSA) is specifically authorized to purchase supplies and non- personal services on behalf of other agencies under the Federal Property and Administrative Services Act (40 U.S.C. 501).

The authority for the award and administration of OASIS SB and the delegation of authority for the award and administration of task orders under OASIS SB are defined in Section G.

Hereafter, the "OASIS SB Contracting Officer" will be referred to as the "OASIS SB CO" and the "Ordering Contracting Officer" at the task order level will be referred to as the "OCO".

##### B.1.2. Economy Act

In accordance with FAR 17.502-2(b), the Economy Act does not apply to task orders awarded under OASIS SB under the authority of 40 U.S.C. 501.



### B.1.3. Contract Type

OASIS SB is a family of Multiple Award, Indefinite Delivery, Indefinite Quantity (MA-IDIQ) task order contracts for Government-wide professional service based requirements which is available for use by all Federal agencies and other entities as listed in the current GSA Order, OGP 4800.2I, Eligibility to Use GSA Sources of Supply and Services..

OASIS SB allows for all contract types at the task order level (e.g., Cost-Reimbursement (all types), Fixed-Price (all types), Time-and-Materials, and Labor-Hour). Task orders may also combine more than one contract type (e.g., FFP/Cost, FFP/Labor Hour etc.). Additionally, task orders may include incentives, performance based measures, multi-year or option periods, and commercial or non-commercial items.

### B.1.4. Minimum Guarantee and Maximum Ceiling

The minimum guarantee is \$2,500 for each OASIS SB Contractor that does not obtain a task order award for the term of OASIS SB, including Option I, if exercised.

The minimum dollar limitation for an individual task order must exceed the Simplified Acquisition Threshold as defined in FAR Subpart 2.101, as amended. There is no maximum dollar ceiling for each individual task order placed under OASIS SB. An unlimited number of task orders may be placed under OASIS SB for the term of OASIS SB, including Option I, if exercised.

There is no maximum dollar ceiling for OASIS SB, including Option I, if exercised.

### B.1.5. Contract Access Fee (CAF)

GSA operating costs associated with the management and administration of OASIS SB are recovered through a CAF. The CAF is a percentage of the total task order amount invoiced and the CAF percentage is set at the discretion of GSA. GSA maintains the unilateral right to change the percentage at any time. See Section G.3.1. for more details regarding CAF.

## B.2. TASK ORDER PRICING

OASIS SB provides all Federal agencies the flexibility to determine fair and reasonable pricing tailored to the ordering agency's requirement dependent upon level of competition, risk, uncertainties, complexity, urgency, and contract type. The OCO has the authority and responsibility for the determination of cost or price reasonableness for their agency's task order requirements. Adequate price competition at the task order level, in response to an individual requirement, establishes the most accurate, fair, and reasonable pricing for that requirement.

The OCO must identify the applicable contract type for all CLINs in each OASIS SB task order.

### B.2.1. Standardized Labor Categories

OASIS SB provides standardized labor categories that correspond to the Office of Management and Budget's (OMB) Standard Occupational Classification (SOC) for which the Bureau of Labor Statistics (BLS) maintains compensation data.

In accordance with Section J.1., Attachment (1), all of the OASIS SB standardized labor categories are either an individual labor category that is mapped to a single SOC and functional description or a labor category group that is mapped to multiple SOC Numbers and functional descriptions. The OASIS SB labor category groups were established based upon BLS published data regarding similar direct labor compensation within a grouping of multiple SOC numbers and functional descriptions.

The OCO must specifically state in the task order Solicitation if the standardized labor categories in Section J.1., Attachment (1) apply or do not apply. OCOs will be trained by GSA in the use of the SOC direct labor pricing estimates for their task order requirements, which incorporates pricing considerations for over 640 metropolitan and non-metropolitan areas in the CONUS and US territories.

The Contractor shall become proficient in the use of the BLS SOC system in preparation for submitting cost/price proposals under task order Solicitations that require standardized labor category submissions in accordance with Section J.1., Attachment (1).

For each SOC, the BLS provides a National 50<sup>th</sup> Percentile estimate, a National 75<sup>th</sup> Percentile estimate, and a National 90<sup>th</sup> Percentile estimate. Also identified are the states where each occupation is paid the highest. While not identified on the BLS website, the BLS provides a 50<sup>th</sup> Percentile estimate, a 75<sup>th</sup> Percentile estimate, and a 90<sup>th</sup> Percentile estimate for each SOC in each state, metropolitan, and non-metropolitan area in the United States. This information will be incorporated into a labor estimating tool to be provided to OCOs and Contractors on the official GSA OASIS SB webpage at [www.gsa.gov/oasis](http://www.gsa.gov/oasis).

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 may be required by the OCO to identify both Prime and Subcontractor labor using the OASIS SB Labor Categories and corresponding SOC Number that applies. The Contractor may deviate from the Junior, Journeyman, Senior, and Subject Matter Expert (SME) definitions in Section J.1., as long as the Contractor clearly identifies the deviation in their proposals. Additionally, the following qualification substitution chart applies:

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

#### B.2.2. Fixed Price Task Orders

Fixed price is defined under Federal Acquisition Regulation (FAR) Subpart 16.2, Fixed-Price Contracts, and other applicable agency-specific regulatory supplements.

#### B.2.3. Cost Reimbursement Task Orders

Cost Reimbursement is defined under FAR Subpart 16.3, Cost-Reimbursement Contracts, and other applicable agency-specific regulatory supplements.

The Contractor shall have and maintain an acceptable accounting system that will permit timely development of all necessary cost data in the form required by the proposed contract type.

The Contractor may be required to submit a cost proposal with supporting information for each cost element, including, but not limited to, direct labor, fringe benefits, overhead, general and administrative (G&A) expenses, facilities capital cost of money, other direct costs, and fee consistent with their cost accounting system, provisional billing rates, and forward pricing rate agreements.

Cost Reimbursement task orders shall only be used for the acquisition of non-commercial items.

#### B.2.4. Incentive Task Orders

Incentives are defined under FAR Subpart 16.4, Incentive Contracts, and other applicable agency-specific regulatory supplements.

#### B.2.5. T&M and L-H Task Orders

Time and Materials (T&M) and Labor Hour (L-H) is defined under FAR Subpart 16.6, T&M and L-H Contracts, and other applicable agency-specific regulatory supplements.

The Contractor may provide separate and/or blended loaded hourly labor rates for prime Contractor labor, each Subcontractor, and/or

each Division, Subsidiary, or Affiliate in accordance with the provisions set forth in FAR 52.216-29, DFARs 252.216-7002, FAR 52.216-30, or FAR 52.216-31. The OCO must identify which provision is applicable in the task order Solicitation and the Contractor must comply with the provision.

T&M and L-H task orders require labor categories and their associated rates to be identified in the task order award document.

Ancillary subcontract labor shall be proposed and awarded as Materials in accordance with FAR 52.232-7, Payments under Time-and-Materials and Labor-Hour Contracts.

#### **B.2.5.1. Ceiling Rates for T&M and L-H Task Orders**

When preparing Solicitations for T&M and/or L-H task order Contract Line Item Numbers (CLINs), the OCO must select 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

For organizations within DoD, when selecting FAR 52.216-29, the OCO must also select DFARs 252.216-7002, Alternate A.

When the provision FAR 52.216-30, Time-and-Materials/Labor-Hour Proposal Requirements--Non Commercial Item Acquisitions Without Adequate Price Competition is selected or; FAR 52.216-31, Time-and-Materials/Labor-Hour Proposal Requirements--Commercial Item Acquisition is selected and there is an exception to fair opportunity, OASIS SB establishes maximum allowable labor rates in the form of fully burdened ceiling rates for all professional, non-ancillary, CONUS, T&M/L-H labor for both Government and Contractor Sites. Based on the specific task order requirements, the OCO is authorized to exceed the OASIS SB ceiling rates for those labor categories that include Secret/Top Secret/SCI labor and/or OCONUS locations, if necessary.

The ceiling rates do not apply when the provision FAR 52.216-29 Time-and-Materials/Labor-Hour Proposal Requirements— Non-Commercial Item Acquisition With Adequate Price Competition is selected or; FAR 52.216-29 with DFARs 252.216-7002, Alternate A, is selected or; FAR 52.216-31, Time-and-Materials/Labor-Hour Proposal Requirements-Commercial Item Acquisition is selected and there is not an exception to fair opportunity.

The fully burdened T&M ceiling rates awarded at initial contract award shall serve as the basis for all future year pricing for those ceiling rates. In order to determine future year ceiling rate pricing, the originally awarded rates will have an escalation factor applied. This escalation factor will be the average annual Bureau of Labor Statistics (BLS) Economic Cost Index (ECI) for the previous three years. In Year 5 of OASIS SB, if the average annual ECI for the previous three years is higher than at time of OASIS SB award, the ceiling rates for Years 6 through 15 will be adjusted by the difference of percentage increase. For example, if the BLS ECI index was 2.23% at time of proposal submission and the BLS ECI index is 3.16% in Year 5 of OASIS SB, the ceiling rates for years 6 through 15 will be adjusted by 0.93% per year on a cumulative basis. If BLS ECI index in Year 5 of OASIS SB is equal to or below the BLS ECI index at time of award, the ceiling rates will remain unchanged.

In Year 10 of OASIS SB, if the previous three year average annual BLS ECI index for the previous three years is higher than Year 5 of OASIS SB, the ceiling rates for Years 11 through 15 will be adjusted by the difference of percentage increase in accordance with the example above. If the average index in Year 10 is equal to or below the average index in Year 5, the ceiling rates will remain unchanged.

The OASIS SB ceiling rates that are in effect at the time a task order is awarded shall remain with the task order award during the entire term of the task order, including task orders with option periods.

See Section F.3., Period of Performance, for OASIS SB and task orders awarded under OASIS SB.

### **B.3. ANCILLARY SUPPORT**

Ancillary support, integral and necessary as part of a total integrated solution within the scope of OASIS SB for which there is not a labor category specified in OASIS SB or includes other direct costs such as travel, materials, equipment, Subcontractors, etc., to obtain a total professional service solution, are allowable costs and may be included within an individual task order under OASIS SB.

Ancillary support may be either:

- (1) "Ancillary-in-Scope" meeting the definition of an employee employed in a bona fide professional capacity contained in 29 CFR 541, Subpart D or Other Direct Costs as described above, OR
- (2) "Ancillary Out-of-Scope" as described in Section C.4

The Contractor should propose and identify each ancillary support service or other direct costs separately and the OCO should identify each ancillary support service or other direct costs by a separate CLIN on the task order award.

The Contractor shall report in the CPRM all ancillary labor in accordance with Section G.3.2.

### **B.3.1. Specialized Professional Services Labor**

Specialized professional services labor is defined as bona fide executive, administrative, or professional skills for which the expertise required or duties performed are within the scope of OASIS SB but are so specialized that they are not explicitly defined in any labor category description in Section J.1., Attachment (1). The Contractor may propose specialized professional services labor when proposing "Ancillary-In-Scope" support as defined in Section B.3; however, the OCO will determine whether circumstances merit the use of specialized professional skills. Whenever possible, this specialized professional labor shall be mapped to the BLS SOC.

If the use of specialized professional services labor becomes frequent, additional labor categories and their associated ceiling rates may be added by bilateral modification to OASIS SB.

### **B.3.2. Construction Wage Rate Requirements**

To the extent that any ancillary labor for construction, alteration and repair are within the scope of OASIS SB and subject to the construction wage rate requirements in accordance with FAR Subpart 22.4 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 wage determinations are to be applied or not.

OASIS SB does not include clauses applicable to any construction, alteration, or repair work that is part of a total solution within the scope of OASIS SB. The OCO must incorporate the appropriate clauses and provisions in each task order Solicitation and subsequent award when construction wage rate requirements apply.

### **B.3.3. Service Contract Labor Standards**

The OASIS SB labor categories, identified in Section J.1., are considered bona fide executive, administrative, and professional labor that are exempt from the service contract labor standards.

To the extent that any ancillary labor for services are within the scope of OASIS SB and subject to the service contract labor standards 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 service contract wage determinations are to be applied or not.

OASIS SB does not include clauses applicable to any service contract labor standards that are part of a total solution within the scope of OASIS SB. The OCO must incorporate the appropriate clauses and provisions in each task order Solicitation and subsequent award when service contract labor standards apply.

### **B.3.4. Labor outside the Continental United States (OCONUS)**

"OCONUS" is defined as other than the 48 contiguous states plus the District of Columbia. It is anticipated that there may be task orders for work OCONUS.

The U.S. Department of State's Bureau of Administration, Office of Allowances, publishes quarterly report indexes of living costs abroad, per-diem rate maximums, quarter's allowances, hardship differentials, and danger pay allowances.

The Department of State Standardized Regulations (DSSR) is the controlling regulations for allowances and benefits available to all U.S. Government civilians assigned to foreign areas. For task orders issued under OASIS SB, Contractor civilians assigned to foreign areas may receive the allowances and benefits in the DSSR but, shall not receive allowance and benefits in excess of those identified in the DSSR.

For OCONUS task orders where costs are not specifically addressed in the DSSR, the Government will reimburse the Contractor for all reasonable, allowable, and allocable costs in accordance with FAR 31, Contract Cost Principles and Procedures, and other applicable agency specific regulatory supplements.

#### B.3.5. Travel

Travel costs may be firm fixed price or reimbursed at actual cost in accordance with the limitations set forth in FAR 31.205-46 and other applicable agency-specific regulatory supplements. Unless otherwise directed by task order terms and conditions, the Contractor may apply indirect costs to travel consistent with the Contractor's usual accounting practices.

#### B.3.6. Materials and Equipment

Material means property that may be consumed or expended during performance, component parts of a higher assembly, or items that lose their individual identity through incorporation into an end item. Equipment means a tangible item that is functionally complete for its intended purpose, durable, nonexpendable, and needed for performance.

Materials and Equipment shall be priced in accordance with the terms of the task order award, contract type, and applicable FAR and agency-specific regulatory supplements. Unless otherwise directed by task order terms and conditions, the Contractor may apply indirect costs to materials and equipment consistent with the Contractor's usual accounting practices.

#### B.3.7. Subcontracting

For non-commercial items, subcontracting shall follow the procedures set forth in FAR Part 44, Subcontracting Policies and Procedures, and other applicable agency-specific regulatory supplements. For commercial items, subcontracting shall follow the procedures set forth in FAR Part 12, Acquisition of Commercial Items, and other applicable agency-specific regulatory supplements.

(END OF SECTION B)

## SECTION C - DESCRIPTION / SPECIFICATIONS / STATEMENT OF WORK

### C.1. OBJECTIVE

The objective of OASIS SB is to provide Government agencies with total integrated solutions for a multitude of professional service based requirements on a global basis.

These professional service requirements may call for solutions that cross over multiple disciplines, include ancillary support, and require commercial and/or non-commercial items, using a variety of contract types including fixed-price (all types), cost reimbursement (all types), time and materials/labor hour, or a hybrid mix of contract types.

OASIS SB is available for use by all Federal agencies and other entities as listed in GSA Order ADM 4800.2I, Eligibility to Use GSA Sources of Supply and Services; as amended.

## C.2. SCOPE

The scope of OASIS SB spans many areas of expertise and includes any and all components required to formulate a total solution to a professional services based requirement, except for those services specifically prohibited in Section C.5. These areas of expertise include, but are not limited to the following categories:

1. Communication
2. Compliance
3. Defense
4. Disaster
5. Energy
6. Environment
7. Financial
8. Health
9. Intelligence
10. Security
11. Transportation

### C.2.1. Mission Spaces

Additionally, OASIS SB is designed to support any and all mission spaces of the U.S. Federal Government. These mission spaces include, but are not limited to the following categories and Federal agencies described in Sections C.2.1.1 through C.2.1.5.

#### C.2.1.1. Protection and Defense

Protecting American interests at home and abroad through security and diplomacy.

1. Department of Defense
2. Department of Homeland Security
3. Department of Justice
4. Department of State
5. Central Intelligence Agency
6. Federal Bureau of Investigation

#### C.2.1.2. Quality of Life

Improving the quality of life for Americans and others throughout the world.

1. Department of Education
2. Department of Health and Human Services
3. Department of Veterans Affairs
4. US Agency for International Development
5. Department of Housing and Urban Development
6. National Aeronautics and Space Administration
7. Peace Corps

#### C.2.1.3. Commerce

Maintaining and improving commerce and economic growth, stability and prosperity in America.

1. Department of Commerce



- 2. Department of Treasury
- 3. Small Business Administration
- 4. Department of Labor
- 5. Department of Transportation
- 6. Social Security Administration
- 7. General Services Administration
- 8. Federal Reserve
- 9. Securities and Exchange Commission

C.2.1.4. Natural Resources

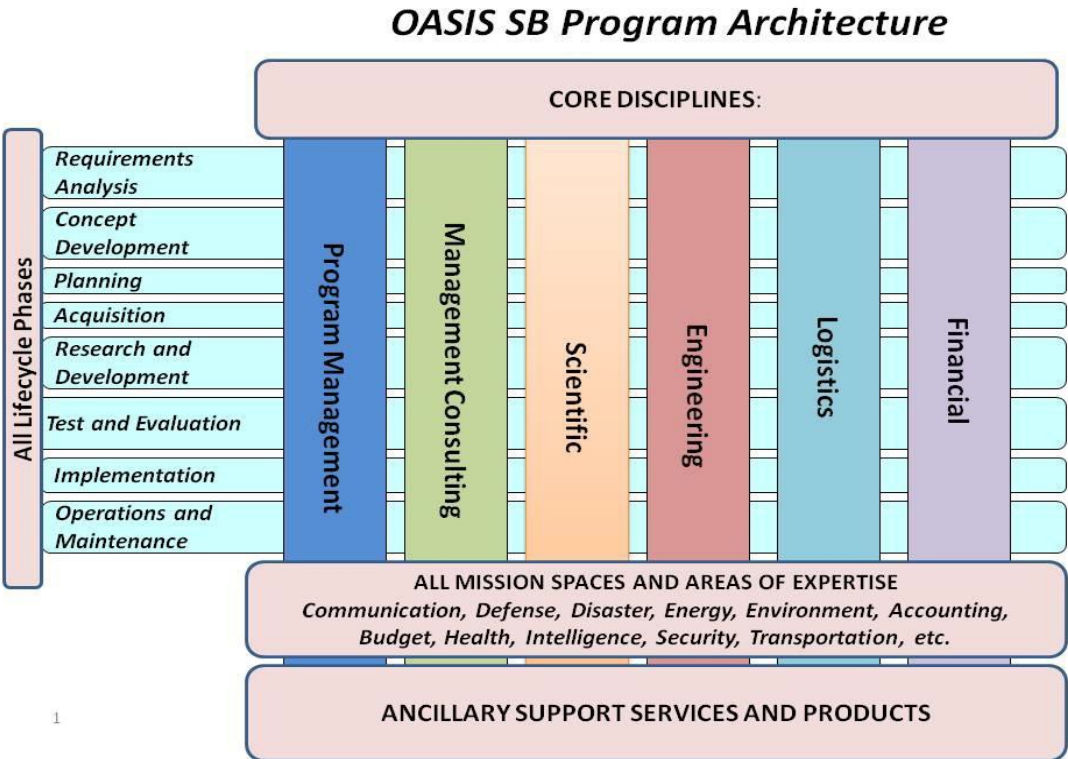
Protecting America's great outdoors and natural resources.

- 1. Department of Agriculture
- 2. Department of Interior
- 3. Department of Energy
- 4. Environmental Protection Agency
- 5. Nuclear Regulatory Commission

C.2.1.5. Other

- 1. All other U.S. Federal Government Agencies, Independent U.S. Federal Government Agencies, U.S. Federal Government Corporations not listed above

Regardless of the particular area of expertise or mission space of the agency originating the requirement, OASIS SB may be used to support and/or improve an organization's Program Management, Management Consulting, Engineering, Scientific, Logistics, and Financial disciplines that span all life cycle phases for a total integrated solution as depicted in the OASIS SB Program Architecture illustration below.



### C.2.2. Core Disciplines

For task orders placed under OASIS SB, professional services may be defined as those categories of services provided under one or more of the following Core Disciplines:

#### C.2.2.1. Program Management Services

Definition: Program Management Services includes all services related to leading, facilitating, and ensuring the strategic planning, implementation, coordination, integration, and evaluation of programmatic activities and administrative systems.

Examples: Service areas that are included under the Program Management Services discipline include, but are not limited to the following:

1. Acquisition Support
2. Business Intelligence Support
3. Cost/Schedule/Performance Analysis
4. Cost Estimation And Analysis
5. Cost/Performance Trade-Off Analysis and Studies
6. Earned Value Management (EVM) Analysis
7. E-Business Support
8. Information Analytics
9. Investigative Services
10. Program Management
11. Integrated Program Management
12. Program Documentation
13. Project Management
14. Regulatory Compliance
15. Risk Assessment and Mitigation
16. Integration of Support Systems
17. Planning, Programming, Budgeting, and Execution Processes
18. Capabilities Integration and Development
19. Manpower Estimating
20. Stakeholder Requirements Analysis
21. Decision Analysis
22. Technical Planning
23. Technical Assessment
24. Requirements Management
25. Risk Management
26. Configuration Management
27. Technical Data Management
28. Interface Management
29. Intelligence Analysis
30. Threat Analysis
31. Knowledge Based Acquisition
32. Vulnerability Assessment
33. Counterintelligence Support
34. Horizontal Protection

#### C.2.2.2. Management Consulting Services

Definition: Management Consulting Services includes all services related to the practice of helping organizations to improve their performance, primarily through the analysis of existing organizational problems and development of plans for improvement.

Examples: Service areas that are included under the Management Consulting Services discipline include, but are not limited to the



following:

1. Business Process Reengineering
2. Business Case Development Support
3. Change Management
4. Concept Development And Requirements Analysis
5. Cost/Schedule/Performance Improvement
6. Information Analytics
7. Knowledge Management
8. Relations and Coordination with Law and Policy Making Entities
9. Social Media Consulting
10. Tactical and Readiness Planning
11. Technical Advisory Services
12. Training and Facilitation
13. Strategic Planning
14. Strategic Forecasting
15. Long-Range Planning, Futures, and Forecasting
16. Strategy Development

#### C.2.2.3. Scientific Services

Definition: Scientific Services includes all services that are primarily involved in the application of comprehensive scientific and professional knowledge in planning, conducting, evaluating, and managing fundamental research, knowledge enhancement, and/or technology development and innovation.

Service areas that are included under the Scientific Services discipline include, but are not limited to the following:

1. Environmental Sciences
2. Engineering Sciences
3. Life Sciences
4. Physical Sciences
5. Psychological Sciences
6. Mathematical Sciences
7. Social Sciences
8. Decision Support Sciences

#### C.2.2.4. Engineering Services

Definition: Engineering Services includes any service or creative work, the adequate performance of which requires education, training and experience in the application of special knowledge in consulting, investigating, evaluating, planning and designing, engineering principles. Engineering Services covered by the Brooks Architect-Engineers Act (40 U.S.C. 1102) are not covered in the primary scope of OASIS SB.

Examples: Service areas that are included under the Engineering Services discipline include, but are not limited to the following:

1. Systems Engineering
2. Advanced Technology Pilots and Trials
3. Alternative Energy Sources and Engineering
4. Configuration Management
5. Concept Development
6. Design Documentation and Technical Data
7. Energy Services to include Management Planning and Strategies, Audit Services and Metering
8. Engineering (Aeronautical, Astronautical, Chemical, Electrical, Mechanical, Metallurgy/Materials, etc.)
9. Engineering Process Improvement

10. Environmental Management
11. Environmental Consulting and Remediation
12. Human Factors/Usability Engineering
13. Independent Verification And Validation
14. Integration
15. Interoperability
16. Life Cycle Management
17. Modeling and Simulation
18. Natural Resources Management
19. Operation and Maintenance or Direct Support of an existing Weapon System or Major System
20. Prototyping and Fabrication Support
21. Quality Assurance
22. Red Teaming and Wargaming
23. Requirements Analysis
24. System Design
25. System Integration
26. System Safety Engineering
27. Test and Evaluation
28. Technical Documentation
29. Mission Assurance
30. Data Analytics
31. Architecture Design
32. System Verification and Validation
33. Human Systems Integration
34. Baseline (Configuration) Management
35. Data Management
36. Risk Management
37. Technical Planning
38. Systems Engineering Training
39. System Security and Information Assurance
40. System Effectiveness and Analysis
41. Launch Processing and Verification
42. Software Development (for non-IT requirements)
43. Software Independent Verification and Validation (for non-IT requirements)
44. Radar Engineering
45. Optical Engineering
46. Communications Engineering

#### C.2.2.5. Logistics Services

Definition: Logistics Services includes the management of the flow of resources, not only goods, between the point of origin and the point of destination in order to meet the requirements of organizations. Logistics services involves the integration of information, transportation, inventory, warehousing, material handling, packaging, security, and any other function necessary to the flow of resources.

Examples: Service areas that are included under the Logistic Services discipline include, but are not limited to the following:

1. Analysis And Recommendation of Support Equipment
2. Deployment Logistics
3. Disaster Management/Contingency Operations
4. Distribution and Transportation Logistics Services
5. Infrastructure Services Including Transportation and Delivery
6. Integrated Logistics Support (ILS) Technical Requirement Creation
7. ILS Risk Assessments
8. ILS Schedules Creation and Performance Tracking

9. Inventory Management
10. Logistical Studies and Evaluations
11. Logistics Design
12. Logistics Management and Support Services
13. Logistics Operations Support
14. Logistics Operations and Maintenance
15. Logistics Optimization
16. Logistics Training Services
17. Repair and Alteration
18. Security
19. Supply Chain Management and Provisioning
20. Value Chain Management
21. Technology and Industrial Base Analysis
22. Test Range Support
23. Life Cycle Sustainment
24. Supportability Analysis and Implementation
25. Integrated Logistics Support

#### C.2.2.6. Financial Management Services

Definition: Financial Management Services includes the planning, directing, monitoring, organizing, and controlling of the monetary resources of an organization.

Examples: Service areas that are included under the Financial Management Services discipline include, but are not limited to the following:

1. Budget Analysis and Tracking
2. Business Information Services
3. Cost Estimating and Analysis Support
4. Cost Performance Risk Assessments
5. Disbursement and Reconciliation Support
6. Financial and Financial Risk Analysis
7. Financial Management, Accounting, and Auditing Services
8. Impact Statement Development
9. Program Management for Financial Services
10. Program Objective Memorandum (POM) Creation And Documentation
11. Oversight and Fraud Detection
12. Safeguarding Personal Data
13. Loan Management
14. Grant Management
15. Economic Analysis
16. Return on Investment Analysis
17. Life Cycle Cost Determination
18. Total Ownership Cost Determination
19. Affordability Analysis
20. Analysis of Cost Alternatives
21. Should-Cost Determinations

#### C.3. INFORMATION TECHNOLOGY AND NON-INFORMATION TECHNOLOGY

Information Technology (IT), by legal definition, means any equipment, or interconnected system(s) or subsystem(s) of equipment that is used for the automatic acquisition, storage, analysis, evaluation, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the agency. For purposes of this definition, equipment is used by an agency if the equipment is used by the agency directly or is used by a Contractor under a contract with the agency that require its use; or to a significant extent, its use in the performance of a service or the furnishing of a product.

IT is considered an ancillary support service or product on OASIS SB task orders and may be performed only when the service or product is integral and necessary to complete a total integrated solution under a professional service based requirement within the scope of OASIS SB.

"Non-IT" includes any service or equipment that is acquired by a Contractor incidental to a contract or contains imbedded IT that is used as an integral part of the service or product, but the principal function of which is not the acquisition, storage, analysis, evaluation, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. (For example, HVAC (heating, ventilation, and air conditioning) equipment, such as thermostats or temperature control devices, and medical equipment where IT is integral to its operation, is non-IT).

Non-IT also includes any equipment or services related to a National Security System. The term "National Security System" means a telecommunications or information system operated by the Federal Government, the function, operation, or use of which involves intelligence activities, cryptologic activities related to national security, command and control of military forces, equipment that is an integral part of a weapon or weapons system; or, is critical to the direct fulfillment of military or intelligence missions, not including a system to be used for routine administrative and business applications (including payroll, finance, logistics, and personnel management applications).

Non-IT may include imbedded IT components including software, IT hardware, and other items and services traditionally considered IT on IT requirements.

Non-IT professional services are not considered ancillary support services. Non-IT professional services are considered to be within the primary scope of OASIS SB.

#### C.4. ANCILLARY OUT-OF-SCOPE SUPPORT SERVICES

"Ancillary Out-of-Scope" support services are defined as services not within the scope of OASIS SB that are integral and necessary to complete a total integrated solution under a professional service based requirement within the scope of OASIS SB.

Ancillary Out-of-Scope support services may include, but are not limited to other professional and/or non-professional services; commercial and/or non-commercial items; IT services and/or components, administrative support; data entry; and, subject matter expertise.

The OCO may allow and the Contractor may propose a labor category or labor categories at the task order level not identified in Section J.1., provided that the Contractor complies with all applicable contract clauses and labor laws, including the Service Contract Labor Standards or Construction Wage Rate Requirements, if applicable.

##### C.4.1. Ancillary Support Services for Information Technology

When providing ancillary support for IT services and/or components, the Contractor shall promote IT initiatives and best practices that support Federal Government operational requirements for standardized technology and application service components. This shall facilitate integration requirements for broad Federal IT and E-Gov initiatives, as well as promote the sharing, consolidation, and re-use of business processes and systems across the Federal Government. The Contractor shall promote the use of open source solutions and open technology development where practicable to enable this re-use.

#### C.5. SERVICES NOT IN SCOPE

The OCO shall not issue a task order and a Contractor shall not accept or perform work for the following services when the predominant task order scope of work\* is:

1. An "Ancillary Out-of-Scope" support service as defined in Section C.4.
2. 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) 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.

3. Inherently Governmental Functions as defined in FAR Subpart 2.101
4. Personal Services as defined in FAR Subpart 2.101
5. Architect & Engineering (A&E) Services as defined in FAR Subpart 2.101 and subject to the Brooks Architect- Engineers Act (40 U.S.C. 1102)

\*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.

(END OF SECTION C)

## SECTION D - PACKAGING AND MARKING

### D.1. PACKAGING AND MARKING

Packaging and marking of all deliverables must conform to normal commercial packing standards to assure safe delivery at destination. Clauses and other requirements regarding packaging and marking shall be designated by the OCO at the task order level.

(END OF SECTION D)

## SECTION E - INSPECTION AND ACCEPTANCE

### E.1. INSPECTION AND ACCEPTANCE

Inspection and acceptance for OASIS SB is:

FAR	TITLE	DATE
52.246-4	Inspection of Services – Fixed Price	AUG 1996

Clauses and other requirements regarding inspection and acceptance shall be designated by the OCO at the task order level.

(END OF SECTION E)

## SECTION F - DELIVERIES OR PERFORMANCE

### F.1. DELIVERIES OR PERFORMANCE CLAUSES

Clauses regarding deliveries or performance for OASIS SB:

FAR	TITLE	DATE
52.242-15	Stop Work Order	AUG 1989
52.247-34	F.O.B. Destination	NOV 1991

Clauses and other requirements regarding deliveries or performance shall be designated by the OCO at the task order level.

### F.2. PLACE OF PERFORMANCE

The services to be provided under OASIS SB shall be accomplished at the locations identified in the task order and may include locations in the Continental United States (CONUS) and Outside the CONUS (OCONUS).

### **F.3. PERIOD OF PERFORMANCE**

The period of performance of OASIS SB is from the date of award through December 19, 2019, with 1 5-year option that may extend the cumulative term of the contract to through December 19, 2024 in accordance with FAR 52.217-9, Option to Extend the Term of the Contract, if exercised.

The period of performance for each task order awarded under OASIS SB shall be specified in the task order by the ordering agency. Task orders must be solicited and awarded prior to the OASIS SB term expiring and may extend up to 5 years after the OASIS SB term expires.

Task order option periods may be exercised after the OASIS SB term expires as long as the final task order option period does not extend the cumulative term of the task order beyond 5 years after the OASIS SB term expires.

After the OASIS SB term expires, OASIS SB will remain an active contract until the final task order is closed-out and shall govern the terms and conditions with respect to active task orders to the same extent as if it were completed during the OASIS term.

Accordingly, the cumulative term of OASIS SB may span up to December 19, 2024 and the cumulative term of all task orders placed under OASIS SB may span up to December 19, 2029.

### **F.4. PERFORMANCE STANDARDS**

OASIS SB is a performance based contract with measurable standards in terms of quality and timeliness of deliverables and compliances in accordance with Section F.4.1. and F.4.2.

In the event the CPRM is not operational, deliverable and reporting requirements designated for input into the CPRM shall be provided as directed by the OASIS SB CO within the stated timeframes.

The OASIS SB CO or an authorized representative shall have the right to examine and audit all supporting records and materials, regardless of whether such items are in written form, in the form of computer data, or in any other form, for the purpose of enforcing all deliverables and compliances herein.

Acceptable Accounting Systems are mandatory for all Contractors on OASIS SB. All other systems and certifications are optional; however, Contractors are encouraged to acquire these systems and certifications.

All Systems, Compliances, and Certifications must be maintained at the Contractors current level at time of award or higher throughout the period of performance of OASIS SB. For example, if a Contractor received an evaluation credit for having an Approved Purchasing System and CMMI Level 3 certification at time of award, then the Contractor must maintain an Approved Purchasing System and CMMI Level 3 certification level or higher for the life of OASIS SB.

Failure to meet the following deliverables, reports, or compliance standards may result in activation of Dormant Status and/or result in a Contractor being Off-Ramped (See Sections H.16. and H.17.).

#### **F.4.1. Deliverable and Reporting Requirements**

The following table contains deliverables and reports required for OASIS SB. Task order deliverables and reporting will be specified in the task order. The Government does not waive its right to request other deliverables or reports not specifically listed in the table below. Deliverables or reports are required until the final task order is closed-out for each Contractor. If a deliverable is due on a calendar day that falls on a weekend day or a Government holiday, the deliverable or report is due the following business day.

For Quarterly reporting use the following calendar:

Calendar Quarters	CAF Due Date
1st Quarter January 1 <sup>st</sup> – March 31 <sup>st</sup>	No later than April 30 <sup>th</sup>
2nd Quarter April 1 <sup>st</sup> – June 30 <sup>th</sup>	No later than July 30 <sup>th</sup>
3rd Quarter July 1 <sup>st</sup> – September 30 <sup>th</sup>	No later than October 30 <sup>th</sup>
4th Quarter October 1 <sup>st</sup> – December 31 <sup>st</sup>	No later than January 30 <sup>th</sup>

SECTION	REFERENCE	DESCRIPTION	FREQUENCY	LOCATION
G.2.6.	Contractor Key Personnel	Updated COPM or COCM Point of Contact Information	Within 5 calendars days of the substitution	OASIS SB CO via OASISSB@gsa.gov
G.3.1. and G.3.2.4.	Contract Access Fee (CAF) Remittance	CAF for all task orders awarded during the previous quarter on a cumulative basis	Quarterly	Electronic Funds Transfer (EFT) via the CPRM website
G.3.2 through G.3.2.5.	CPRM Contract Administrative Reporting	Task Order Award Data, including G.3.2.1.1 – G.3.2.1.3 as applicable	Report all order data within 30 calendar days after the month the document was signed by the Ordering Contracting Officer (OCO)	Electronically via the Contract Payment Module CPRM
G.3.2.1.4	CPRM Contract Administrative Reporting	Limitations on Subcontracting Reporting Data	Report all order data within 30 calendar days after the month the document was signed by the Ordering	Electronically via the Contract Payment Module (CPRM)
G.3.2.2	CPRM Contract Administrative Reporting	Task Order Modification Data	Report all order data within 30 calendar days after the month the document was signed by the Ordering Contracting Officer (OCO)	Electronically via the Contract Payment Module (CPRM)
G.3.2.3	CPRM Contract Administrative Reporting	Invoice Data	Report invoice data from each paid or remitted invoice within 30 calendar days after the end of the reporting quarter	Electronically via the Contract Payment Module (CPRM)
G.3.2.4	CPRM Contract Administrative Reporting	CAF Payment Data	Report CAF Payment data from each paid or remitted invoice within 30 calendar days after the end of the reporting quarter	Electronically via the Contract Payment Module (CPRM)
G.3.2.5	CPRM Contract Administrative Reporting	Closeout Data	Report Closeout data from each expired order within 30 calendar days after the end of the reporting quarter	Electronically via the Contract Payment Module (CPRM)
G.3.3.	Individual Subcontracting Reports (ISR)	If applicable, ISRs from Individual Subcontracting Plans on OASIS SB	Within 30 calendar days after the close of each reporting period ending March 31 <sup>st</sup> , September 30 <sup>th</sup> , and within 30 days of contract completion.	SF 294 to the OASIS SB CO via OASISSB@gsa.gov
G.3.4.1.	Contractor Self-Assessment	Self-Assessment Report	Annually on August 31 <sup>st</sup> for the preceding reporting period of June 20 <sup>th</sup> through June 19 <sup>th</sup>	OASIS SB CO via online CSA tool
G.3.5.	Insurance	ACORD 25, Certificate of Insurance	Within 30 calendar days after the OASIS SB Notice-to-Proceed and any updates thereafter	Annually notify OASIS SB CO via online CSA tool and OCOs for affected task orders

SECTION	REFERENCE	DESCRIPTION	FREQUENCY	LOCATION
G.3.6.	Mergers, Acquisitions, Novations, and Change-of-Name Agreements	If applicable, SF 30 Modification or other applicable documents	Copy of SF 30 and other applicable documents within 45 calendar days of finalization	OASIS SB CO via OASISSB@gsa.gov and OCOs for affected task orders
G.3.7.	Federal Awardee Performance and Integrity Information System (FAPIIS)	FAPIIS reporting	Semi-Annually starting 6 months from the anniversary date of the OASIS SB Notice-to-Proceed.	Electronically via SAM.GOV website and notify the OASIS SB CO annually via online CSA tool
G.3.8.	VETS-4212	VETS -4212 reporting	Annually no later than September 30 of each year	Electronically via the Department of Labor (DOL) VETS-4212 reporting website and notify the OASIS SB CO annually via online CSA tool
G.3.9.	Reporting Executive Compensation and First-Tier Subcontract Awards	Federal Funding Accountability and Transparency Act (FFATA) Sub-Award Report	The end of the month following the month in which the prime Contractor awards any sub-contract greater than \$30,000 into the FFATA Sub-Award Reporting System (FSRS)	Electronically via FSRS website and notify the OASIS SB CO annually via online CSA tool
G.3.10.	Post Award Small Business Program Re-Representation	Small Business Size Recertification	Within 30 days after execution of a novation agreement; within 30 days after a merger or acquisition that does not require a novation; and, within 60 to 120 days prior to the end of the fifth year and exercising the option thereafter.	OASIS SB CO via OASISSB@gsa.gov
H.6.1.	Acceptable Accounting System	Correspondence and audit reports from DCAA/DCMA that updates the current status	Within 45 calendar days after the update	Annually notify OASIS SB CO via online CSA tool and OCOs for affected task orders
H.6.2.	Acceptable Estimating System	If applicable, correspondence and audit reports from DCAA/DCMA or other cognizant auditing entity that updates the current status	Within 45 calendar days after the update	OASIS SB CO via OASISSB@gsa.gov and OCOs for affected task orders
H.6.4.	Forward Pricing Rate Agreements (FPRA), Forward Pricing Rate Recommendations (FPRR) and/or Approved Billing Rates	If applicable, correspondence and audit reports from DCAA/DCMA or other cognizant auditing entity that updates the current status	Within 45 calendar days after the update	Annually notify OASIS SB CO via online CSA tool and OCOs for affected task orders
H.6.5.	Approved Purchasing System	If applicable, correspondence and audit reports from DCMA or other cognizant auditing entity that updates the current status	Within 45 calendar days after the update	Annually notify OASIS SB CO via online CSA tool and OCOs for affected task orders



SECTION	REFERENCE	DESCRIPTION	FREQUENCY	LOCATION
H.6.6.	EVMS ANSI-standard	If applicable, correspondence and audit reports from DCMA or other cognizant auditing entity that updates the current status	Within 45 calendar days after the update	Annually notify OASIS SB CO via online CSA tool
H.6.7.	ISO 9001 Certification	If applicable, correspondence or audit from an ISO 9001 Certification Body that updates the current status	Within 45 calendar days after the update	Annually notify OASIS SB CO via online CSA tool
H.6.8.	ISO 17025 Certification	If applicable, correspondence or audit from an ISO 17025 Certification Body that updates the current status	Within 45 calendar days after the update	Annually notify OASIS SB CO via online CSA tool
H.6.9.	ISO 14001 Certification	If applicable, correspondence or audit from an ISO 14001 Certification Body that updates the current status	Within 45 calendar days after the update	Annually notify OASIS SB CO via online CSA tool
H.6.10.	AS9100 Certification	If applicable, correspondence or audit from an AS9100 Certification Body that updates the current status	Within 45 calendar days after the update	Annually notify OASIS SB CO via online CSA tool
H.6.11.	CMMI Maturity Level	If applicable, correspondence or audit from a CMMI Instituted Certified Lead Appraiser that updates the current status	Within 45 calendar days after the update	Annually notify OASIS SB CO via online CSA tool
H.6.12.	Meaningful Relationship Commitment Letters (MRCL)	If applicable, any change of entity or commitment identified in any MRCL submitted	Within 45 calendar days after the update	Annually notify OASIS SB CO via online CSA tool
H.7.1.	Facility Security Clearance	If applicable, correspondence signed by a Facility Security Officer, screen prints from the Industrial Security Facilities Database and DD Form 441, DD Form 441-1, or SF 328 that updates the current status	Within 45 calendar days after the update	Annually notify OASIS SB CO via online CSA tool and OCOs for affected task orders

#### F.4.2. Compliances

The following table contains compliances required for OASIS SB. Task Order compliances will be specified in the task order. The Government does not waive its right to request other compliances in order to align the OASIS SB contract with new statutory or regulatory requirements. The Government will provide the Contractor with at least 90 days' notice of these requirements.

SECTION	REFERENCE	COMPLIANCE
G.2.6.	Contractor Key Personnel	The Contractor shall maintain responsive and competent Contractor Key Personnel
G.3.1. and G.3.2.4.	Contract Access Fee (CAF) Remittance	The Contractor shall submit timely and accurate CAF Payments
G.3.2. through G.3.2.5.	CPRM Data	The Contractor shall submit timely and accurate data in the CPRM

SECTION	REFERENCE	COMPLIANCE
G.3.3.	Subcontracting Goals and Reporting	The Contractor shall submit timely and accurate ISR subcontract reports or SF 294s, if applicable, in meeting small business goals in accordance with the Contractor's subcontracting plan
G.3.4.1.	Contractor Self-Assessment	The Contractor shall submit timely and accurate self-assessments reports
G.3.5.	Insurance	The Contractor shall submit timely and accurate Certificates of Insurance and maintain adequate insurance coverage at the OASIS SB and task order level
G.3.6.	Mergers, Acquisitions, Novations and Change-of-Name Agreements	The Contractor shall submit timely notice of Merger and Acquisitions or contractual copies of Novation or Change-of-Name Agreements, if applicable
G.3.7.	Responsibility and Federal Awardee Performance and Integrity Information System (FAPIS)	The Contractor shall submit timely and accurate FAPIS information and maintain sufficient financial resources and meet the responsibility standards and qualifications set forth in FAR Part 9
G.3.8.	VETS-4212 Reporting	The Contractor shall report timely and accurate VETS-4212 reports in the Department of Labor VETS-4212 website and send confirmation to the OASIS SB CO
G.3.9.	Reporting Executive Compensation and First-Tier Subcontract Awards	The Contractor shall report timely and accurate sub-award and executive compensation data regarding first-tier sub-awards in FSRS to meet the FFATA reporting requirements and send confirmation to the OASIS SB CO
G.3.10.	Post-Award Small Business Program Re-Representation	The Contractor shall report timely and accurately their small business program re-representation and update SAM.gov, as applicable
G.4.	Task Order Close-Out	The Contractor agrees to cooperate with the OCO to close out task orders as soon as practical after expiration, cancellation, or termination.
H.6.1.	Acceptable Accounting System	The Contractor shall maintain the acceptable/approved status of their Accounting System and submit updates to the current status
H.6.2.	Acceptable Estimating System	The Contractor shall maintain the acceptable status of their Estimating System and submit updates to the current status, if applicable
H.6.4.	Forward Pricing Rate Agreements (FPRA), Forward Pricing Rate Recommendations (FPRR) and/or Approved Billing Rates	The Contractor shall maintain their FPRA, FPRR, and/or Approved Billing Rates and submit updates, if applicable
H.6.5.	Approved Purchasing System	The Contractor shall maintain an Approved Purchasing System and submit updates, if applicable
H.6.6.	EVMS ANSI-standard	The Contractor shall maintain or exceed their EVMS ANSI-standard and submit updates, if applicable
H.6.7.	ISO 9001 Certification	The Contractor shall maintain or exceed their ISO 9001 Certification, and submit updates, if applicable
H.6.8.	ISO 17025 Certification	The Contractor shall maintain or exceed their ISO 17025 Certification and submit updates, if applicable
H.6.9.	ISO 14001 Certification	The Contractor shall maintain or exceed their ISO 14001 Certification and submit updates, if applicable
H.6.10.	AS9100 Certification	The Contractor shall maintain or exceed their AS9100 Certification and submit updates, if applicable
H.6.11.	CMMI Maturity Level	The Contractor shall maintain or exceed their CMMI Maturity Level and submit updates, if applicable
H.6.12.	Meaningful Relationship Commitment Letters (MRCL)	The Contractor shall honor the commitments contained in all MRCLs, if applicable
H.7.1	Facility Security Clearance (FSC)	The Contractor shall maintain or exceed their FSC and submit updates, if applicable
H.11.1.	Meetings	The Contractor's Key Personnel shall attend and actively participate in all meetings, including all PMR Meetings. It is preferred that both Key Personnel (COPM and COCM) attend all PMRs; at a minimum, one of the Key Personnel shall attend each PMR.
H.11.3.	Contractor OASIS SB Webpage	The Contractor shall maintain an OASIS SB Webpage that meets the minimum webpage requirements
H.13.	Ethics and Conduct	The Contractor shall adhere to the standards under Section H.13.

(END OF SECTION F)

## SECTION G - CONTRACT ADMINISTRATION DATA

### G.1. BACKGROUND

This section provides roles, responsibilities, and contract administration requirements for OASIS SB and each task order placed under OASIS SB. Clauses and other requirements regarding contract administration may be designated by the OCO at the task order level.

### G.2. ROLES AND RESPONSIBILITIES OF KEY PERSONNEL

This section describes the roles and responsibilities of Government and Contractor personnel. The current point of contact information of GSA's Key Personnel for OASIS SB will be maintained on the official GSA OASIS SB webpage at <http://www.gsa.gov/oasis>.

#### G.2.1. Program Manager (PM)

The OASIS SB PM is a GSA Government official who performs various programmatic functions for the overall success of the OASIS SB program.

#### G.2.2. Contracting Officer (CO)

The OASIS SB CO is the sole and exclusive GSA Government official with actual authority to administer and/or modify the terms of OASIS SB, monitor the Contractor's performance in the areas of contract compliance and contract administration, and assist the Contractor and OCO on matters related to the OASIS SB terms and conditions.

The OASIS SB CO may delegate routine administrative functions to an authorized OASIS SB representative.

#### G.2.3. Ombudsman

Subject to GSAR 552.216-74, GSA designates an Ombudsman to OASIS SB. For the purposes of OASIS SB, there are two primary duties for the Ombudsman: (1) To review complaints from Contractors and ensure that they are afforded a fair opportunity for consideration in the award of task orders consistent with the procedures of OASIS SB, and (2) To review an OASIS SB CO decision to place a Contractor in Dormant Status. (See Section H.16.).

#### G.2.4. Industrial Operations Analyst (IOA)

The IOA is a GSA Government official who audits Contractor records and conducts Contractor Assistance Visits (CAVs) to the Contractor's place of business to assist the Contractor with task order reporting, Contract Access Fee (CAF) management, and other general contract administration functions deemed necessary by the Government.

#### G.2.5. Ordering Contracting Officer (OCO)

For purposes of OASIS SB, authorized users are identified as OCOs. Only an authorized user, who is a delegated OCO, may solicit, award, and administer a task order under OASIS SB. In order to qualify as an authorized user, a duly warranted Contracting Officer of the Federal Government, as defined in FAR Subpart 2.101, in good standing, must have received a Delegation of Procurement Authority (DPA) from the OASIS SB CO or OASIS SB representative that is delegated by the OASIS SB CO to issue DPAs.

The OCO for each task order is the sole and exclusive Government official with actual authority to solicit, award, administer, and/or

modify a task order under OASIS SB.

The OCO is encouraged to contact the OASIS SB CO or OASIS SB PM for any OASIS SB related assistance including, but not limited to, the following:

1. Training on the OASIS SB program and ordering procedures
2. Task order scope compliance with OASIS SB
3. Task order Solicitation development
4. Assistance on disputes, claims, or protests under OASIS SB
5. Contractor performance under OASIS SB

The OCO duties include, but are not limited to:

1. Requesting and receiving a Delegation of Procurement Authority (DPA) prior to soliciting and awarding a task order under OASIS SB
2. Complying with the terms and conditions of OASIS SB (See Section H.3.)
3. Complying with the ordering procedures outlined in FAR Subpart 16.505, and other agency specific regulatory supplements
4. Issuing task orders Solicitations under the proper NAICS Code and corresponding OASIS SB MA-IDIQ Contract Number (See Section H.4.)
5. Allowing a reasonable time for fair opportunity proposal submission
6. Resolving any performance issues, disputes, claims or protests at the task order level
7. Responding to all Freedom of Information Act (FOIA) requests at the task order level
8. Entering task order performance evaluation in the Contractor Performance Assessment Reporting System (CPARS) or alternative past performance assessment reporting system mandated by customer agencies that do not require the use of CPARS
9. Entering task order award data in the Federal Procurement Data System – Next Generation (FPDS-NG) upon task order award, if applicable
10. Providing Solicitation and task order award data to the OASIS SB Contracting Officer in accordance with the OASIS SB Ordering Guide and Appendices located at <https://www.gsa.gov/oasis>
11. Closing out task orders in a timely manner

#### G.2.5.1. Contracting Officer's Representative (COR)

The OCO for each task order may designate a Contracting Officer Representative (COR) or Contracting Officer Technical Representative (COTR) to perform specific administrative or technical functions.

The specific rights and responsibilities of the COR or COTR for each task order shall be described in writing, which upon request, shall be provided to the Contractor. A COR/COTR has no actual, apparent, or implied authority to bind the Government.

#### G.2.6. Contractor Key Personnel

The Contractor shall assign a Corporate OASIS SB Program Manager (COPM) and Corporate OASIS SB Contract Manager (COCM) as Contractor Key Personnel to represent the Contractor as primary points-of-contact to resolve issues, perform administrative duties, and other functions that may arise relating to OASIS SB and task orders solicited and awarded under OASIS SB. Additional Key Personnel requirements may be designated by the OCO at the task order level.

There is no minimum qualification requirements established for Contractor Key Personnel. Additionally, Contractor Key Personnel do not have to be full-time positions; however, the Contractor Key Personnel are expected to be fully proficient in the performance of their duties.

The Contractor shall ensure that the OASIS SB CO has current point-of-contact information for both the COPM and COCM. In the event of a change to Contractor Key Personnel, the Contractor shall notify the OASIS SB CO and provide all Point of Contact information for the new Key Personnel within 5 calendar days of the change.

All costs associated with Contractor Key Personnel duties shall be handled in accordance with the Contractor's standard accounting practices; however, no costs for Contractor Key Personnel may be billed to the OASIS Program Office.

Failure of Contractor Key Personnel to effectively and efficiently perform their duties will be construed as conduct detrimental to contract performance and may result in activation of Dormant Status and/or Off-Ramping (See Sections H.16. and H.17.).

#### **G.2.6.1. Corporate OASIS SB Program Manager (COPM)**

The Contractor's corporate management structure shall guarantee senior, high-level, program management of the OASIS SB Program, including a COPM to represent the company in all OASIS SB program-related matters.

The COPM duties include, but are not limited to:

1. Advising and assisting current and potential OASIS SB customers regarding the technical scope of OASIS SB and the overall attributes of the OASIS SB Program
2. Promoting customer use of the OASIS SB contract
3. Being ultimately responsible for ensuring that all reporting information required under OASIS SB is provided accurately, thoroughly and timely
4. Being ultimately responsible for all performance issues related to OASIS SB and task orders awarded under OASIS SB
5. Ensuring at least one of the Key Personnel attends all OASIS SB Program Management Review (PMR) Meetings and other OASIS SB meetings as scheduled

#### **G.2.6.2. Corporate OASIS SB Contract Manager (COCM)**

The Contractor's corporate management structure shall guarantee senior, high-level, program management of the OASIS SB Program, including a COCM to represent the company in all OASIS SB contract-related matters.

The COCM duties include, but are not limited to:

1. Ensuring the company's task order awards under OASIS SB are contractually in compliance with OASIS SB (See Section H.3.)
2. Ensuring all data within the CPRM is current, accurate, and complete (See Section G.3.2.)
3. Ensuring contract administrative functions and meeting all the performance reporting and compliance standards listed under Section F.4., are maintained
4. Being ultimately responsible for ensuring that all contractual agreements, including modifications, are negotiated and put in place expeditiously
5. Being ultimately responsible for ensuring that all task order invoicing is accurate and timely
6. Ensuring at least one of the Key Personnel attends all OASIS SB Program Management Review Meetings (PMR) and other OASIS SB meetings as scheduled

### **G.3. CONTRACTOR ADMINISTRATION REQUIREMENTS**

The following sections describe the administration requirements for OASIS SB and task orders awarded under OASIS SB. The COCM shall be the primary point-of-contact for these requirements.

Failure to meet administration requirements may result in activation of Dormant Status and/or Off-Ramping (See Sections H.16. and H.17.).

#### **G.3.1. Contract Access Fee (CAF)**

CAF rates, once established and verified as correct, shall be used for the entire life of the order (to include base + options).

The only exception to the default CAF rate is for customer organizations with a CAF Memorandum of Understanding (MOU) agreement in place with the OASIS SB Program Office. See <https://www.gsa.gov/oasis> to find the latest list of customer organizations and their reduced CAF rate specified in the MOU agreement.

In response to all task order Solicitation, regardless of order type (fixed price, cost-reimbursable, etc.) the CAF shall be proposed as a separate and distinct Contract Line Item (CLIN) for the base period and each option period (if applicable). For other than Firm Fixed Price proposals, the CAF line item shall be proposed as a Not To Exceed (NTE) amount.

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 Materials \$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

The OCO must establish a separate and distinct CAF CLIN in all task order awards for the base year(s) and each option period (if applicable).

### **G.3.2. Contractor Payment Reporting Module (CPRM)**

The specific system for all unclassified task order award, modification, invoice, and CAF payment data will be reported electronically through the CPRM system located within the GSA Assisted Acquisition Services (AAS) Business Systems Portal. For classified task orders please contact the OASIS SB Contracting Officer for further instruction. Do not send classified information to the OASIS Program Management Office.

Task order and modification data issued through the AAS Business System Portal may automatically populate into the CPRM; however, it is the Contractor's responsibility to ensure the data has been reported into the CPRM.

CPRM is an operational system under continuous enhancement. The system may not allow for some contractually required data elements identified herein to be directly reported until a future enhancement is accomplished.

#### **G.3.2.1. Task Order Award Data**

The Contractor shall report all task order award data in G.3.2.1 (and applicable subsections below) in CPRM within 30 calendar days after month task order was signed by the OCO. For example, if the task order was signed on June 01 the task order award data must be reported by July 31.

Regardless of contract type, all task order award data shall include:

1. OASIS SB MA-IDIQ Contract Number
2. Task Order Award Number (**NOT** the Solicitation Number)
3. Task Order Description (i.e., Type of Professional Services Project)
4. Government-Site, Contractor-Site, or Both
5. Predominant Contract Type (e.g., T&M, CPFF, FFP, etc.)
6. Task Order NAICS Code
7. Task Order PSC Code
8. OCO Name
9. Customer Agency Name and Full Address
10. Customer Agency Code and Bureau Code
11. Initial Period of Performance
12. Award Date
13. Contract Line Item Numbers (CLINs) of the task order. (Including CAF CLIN)

14. Contract Type for each CLIN
15. An electronic copy of the complete task order Solicitation issued by the OCO
16. An electronic copy of the complete task order awarded by an OCO

#### G.3.2.1.1. T&M/Labor Hour Award Data

In addition to the data required under Section G.3.2.1., all T&M/Labor Hour award data shall also include:

1. Initial Obligated/Funded amount
2. Total Task Order Ceiling, including the Base and all Option Periods by CLIN Number
3. Awarded Labor Categories (Note: If the labor categories are in accordance with Section J.1., identify the Labor ID#, SOC number, Job Title, and Contractor or Government Site)
4. The Loaded Hourly Labor Rate and Hours by each corresponding Labor Category for the Base and all Option Periods
5. For any ancillary labor, the Loaded Hourly Labor Rate and Hours by each Specialized Professional Services Labor, Construction Wage Rate Labor, Service Contract Labor Standards, or OCONUS Labor, including a title and description of the labor category, if applicable, for the base and all option periods

#### G.3.2.1.2. Fixed Price Award Data

In addition to the data required under Section G.3.2.1., all Fixed Price award data shall also include:

1. Initial Obligated/Funded amount
2. Total Firm Fixed Price, including the base and all option periods by CLIN Number
3. Initial Maximum Incentive or Award Fee, if applicable

#### G.3.2.1.3. Cost Reimbursement Award Data

In addition to the data required under Section G.3.2.1., all Cost Reimbursement award data shall also include:

1. Initial Obligated/Funded amount
2. Total Estimated Cost, including the base and all option periods by CLIN Number
3. Fixed Fee, if applicable
4. Initial Incentive or Award Fee, if applicable

#### G.3.2.1.4. Limitations on Subcontracting Reporting Data

The Contractor shall report into the CPRM the Total Labor Dollars Subcontracted under each task order. The amount of Labor Dollars Subcontracted must be based on invoiced or actual payments to subcontractors, **NOT** on proposed or estimated amounts.

The Contractor's Limitations on Subcontracting Reporting Data will be monitored in accordance with the following criteria for each type of set-aside:

Total Small Business Set-Aside: In performance of all task orders combined as a Total Small Business Set-Aside, at least 50% of the cumulative total of all task order performance incurred for personnel shall be expended by the OASIS SB Prime Contractor (including its similarly situated subcontractors, per section H.10). This requirement applies for each Pool the Contractor has an award under. (**Note:** For Total Small Business Set-Asides, each task order does not have to meet 50% unless otherwise specified by the OCO in their individual task order)

EDWOSB Set-Aside: In performance of services each task order awarded as an EDWOSB Set-Aside, at least 50% incurred for personnel shall be expended by the OASIS SB Prime Contractor.

WOSB Set-Aside: In performance of services each task order awarded as a WOSB Set-Aside, at least 50% incurred for personnel



shall be expended by the OASIS SB Prime Contractor.

HUBZone Set-Aside: In performance of each task order awarded as a HUBZone Set-Aside, at least 50% of each task order performance incurred for personnel shall be expended by the OASIS SB Prime Contractor OR at least 50% of each task order performance incurred for employees that are certified as a HUBZone Subcontractors under the NAICS Code assigned to the task order.

SDVOSB Set-Aside: In performance of each task order awarded as a SDVOSB Set-Aside, at least 50% of each task order performance incurred for personnel shall be expended by the OASIS SB Prime Contractor OR at least 50% of each task order performance incurred for employees that are certified as a SDVOSB Subcontractors under the NAICS Code assigned to the task order.

#### G.3.2.2. Task Order Modification Data

The Contractor shall report all task order modification data in CPRM within 30 calendar days after month task order modification was signed by the OCO. For example, if the modification was signed on June 01, the task order modification data must be reported by July 31.

Modification data shall include:

1. OASIS SB MA-IDIQ Contract Number
2. Task Order Award Number (**NOT** the Solicitation Number)
3. Modification Number
4. Modification Description (e.g., Incremental Funding, Obligation Increase or Decrease, Exercise of Option, Change Order, Period of Performance extension, etc.)
5. OCO Name
6. Modification Period of Performance (Do **NOT** change the initial start date of the task order)
7. Modification Date
8. Modification Obligated/Funded amount allocated to the applicable Contract Line Item Numbers (CLINs)
9. An electronic copy of the complete modification awarded by an OCO

#### G.3.2.3. Invoice Data

The Contractor shall report invoice data from each paid or remitted invoice within 30 calendar days after the end of the reporting quarter, including the invoice data on task orders issued through the GSA AAS Business System Portal. (Note: Whatever method the Contractor chooses (e.g., "each paid" or "remitted"); the Contractor must be consistent in their reporting method throughout the term of the OASIS SB Contract)

If no Invoice Data was received during a required reporting period for a specific task order, the Contractor shall report in the "Zero Invoice Data" screen located in the CPRM system for that particular task order.

Regardless of contract type, the Contractor shall report the following into the CPRM:

1. OASIS SB MA-IDIQ Contract Number
2. Task Order Award Number (**NOT** the Solicitation Number)
3. Contractor Invoice Number
4. Date Invoice Paid
5. \*Amount of Invoice that was Labor
6. Amount of Invoice that was Subcontracted in accordance with Section G.3.2.1.4., Limitations on Subcontracting
7. Amount of Invoice that was Other Direct Costs (if identified as separate CLIN(s) in the task order)
8. Amount of Invoice that was Travel (if identified as a separate CLIN in the task order)

\*For T&M or L-H type task orders, the Contractor shall report Labor Categories, Number of Hours, and Fully Loaded Labor Rates for each invoice by Contract Line Item Number (CLIN)



#### G.3.2.4. CAF Payment Data

The Contractor shall remit the CAF in U.S. dollars to GSA within 30 calendar days after the end of each calendar quarter for all invoice payments received during that calendar quarter as follows:

Calendar Quarters	CAF Due Date
1st Quarter January 1 <sup>st</sup> – March 31 <sup>st</sup>	No later than April 30 <sup>th</sup>
2nd Quarter April 1 <sup>st</sup> – June 30 <sup>th</sup>	No later than July 30 <sup>th</sup>
3rd Quarter July 1 <sup>st</sup> – September 30 <sup>th</sup>	No later than October 30 <sup>th</sup>
4th Quarter October 1 <sup>st</sup> – December 31 <sup>st</sup>	No later than January 30 <sup>th</sup>

Failure to remit the full amount of the CAF within 30 calendar days after the end of the applicable reporting period constitutes a contract debt to the United States Government under the terms of FAR Subpart 32.6, Contract Debts. In addition, the Government may exercise all rights under the Debt Collection Improvement Act of 1996, including withholding or off setting payments and interest on the debt.

The Contractor's failure to accurately and timely remit the CAF is sufficient cause for the Government to Off-Ramp the Contractor (See Section H.17.)

CAF Payment Data shall include:

1. Trace Number
2. Total Remitted Amount
3. Remit Date
4. Amount applied to each Task Order Number (for the reported payment)

Contractors are encouraged to submit CAF payments electronically using <https://www.Pay.gov> via the CPRM system only.

#### G.3.2.5. Closeout Data

The Contractor shall submit task order close-out data quarterly following the expiration of a task order. This shall be accomplished for each and every task order. This data shall include:

1. Final Task Order Dollar Value
2. Cumulative Invoiced Amount
3. Total CAF Amount Paid
4. CAF Balance Owed
5. Final Invoice Paid (Y/N)
6. Release of Claims Date
7. Pending Actions Preventing Close-out

#### G.3.3. Subcontracting Plan

Subcontracting Plans are **not** required for small business concerns; however, Contractors who chose to submit a Small Business Subcontracting Plan with their initial proposal, shall comply with their Subcontracting Plan and Subcontracting Plan Addendums, incorporated into the OASIS SB contract by reference, to ensure that small business, small disadvantage business (SDB), women-owned business (WOSB), HUBZone small business (HUBZone), veteran-owned small business (VOSB), and service-disabled veteran-owned small business (SDVOSB), are provided the maximum practicable opportunity to participate as Subcontractors.

The Subcontracting Plan covers the OASIS SB program as whole, however, the Contractor shall submit Individual Subcontract Reports (ISR) or the SF 294 Report and Summary Subcontract Reports (SSR) or the SF 295 Report per each individual Pool the Contractor has a contract award.

Affiliates of the Prime Contractor or Subcontractor are not included in these reports. Subcontract award data reported by Prime

Contractors and Subcontractors shall be limited to awards made to their immediate next-tier Subcontractors.

Contractors are required to adhere to their Subcontracting Plan, incorporated into the basic contract by reference. When a Contractor does not meet any one or more of their Subcontracting Goals for a given reporting period, the Contractor shall explain, in writing, the rationale for not meeting the goals in the comments section of the ISR or SF 294.

#### **G.3.4. Past Performance**

Past performance information is relevant information, for future source selection purposes, regarding a Contractor's actions under a previously awarded contracts. It includes, for example, the Contractor's record of conforming to contract requirements and to standards of good workmanship; record of forecasting and controlling costs; adherence to contract schedules, including the administrative aspects of performance; history of reasonable and cooperative behavior and commitment to customer satisfaction; reporting into required databases; record of integrity and business ethics; and, business-like concern for the interest of the customer.

The OASIS Program Office requires use of the Contractor Performance Assessment Reporting System (CPARS) modules as the secure, confidential, information management tool to facilitate the performance evaluation process for task orders awarded under OASIS SB. However, if a customer agency requires an alternative past performance assessment reporting system for a specific task order(s) other than CPARS, the alternative reporting system takes precedence over CPARS.

The COCM will serve as a primary contact and who will be authorized access to the evaluation for review and comment for OASIS SB and task orders awarded under OASIS SB. The COCM shall respond promptly to past performance evaluations as documented by the OCO at the task order level and the OASIS SB CO for OASIS SB.

In addition, the COCM will be required to identify an alternate contact that will be responsible for notifying the OASIS SB CO in the event the primary contact is unavailable to process evaluations within the required time frame.

##### **G.3.4.1. Contractor Self-Assessment**

For the annual reporting period of June 20<sup>th</sup> through June 19<sup>th</sup>, the Contractor shall provide the OASIS SB Contracting Officer a self-assessment on the contractual requirements herein.

The purpose of the self-assessment is to support the OASIS SB Contracting Officer in monitoring Contractor's performance standards and compliances outlined in Sections F.4 through F.4.2. of this contract. Self-assessments will be used to resolve any performance or compliance weaknesses, if necessary.

The OASIS SB Contracting Officer will provide a standardized template to the COCM for submitting the self-assessment content and format. The self-assessment report is due August 31st for the preceding reporting period.

##### **G.3.4.2. Task Order CPARS**

The OASIS SB CO does not administer or evaluate task order performance. It is the sole responsibility of Federal customer agencies to evaluate each task order exceeding the simplified acquisition threshold under OASIS SB using the process and criteria in the CPARS or alternative past performance assessment reporting system. OCOs and customer agencies must use CPARS for task orders awarded under OASIS SB unless otherwise mandated by the customer agency to utilize past performance systems other than CPARS.

At a minimum, the OCO will be responsible for evaluating final Contractor performance upon task order completion. Interim performance evaluations may be conducted as prescribed by the customer agency's procedures on any task order with a period of performance exceeding one year.

Evaluations of Contractor performance will be accomplished in accordance with FAR 42.1503.

Copies of the evaluations, Contractor responses, and review comments, if any, will be retained as part of the task order file, and may be used by Federal agencies to support future award decisions.

### G.3.5. Insurance

The insurance coverage specified in FAR Subpart 28.3, Insurance, is the minimum insurance requirement for OASIS SB. Insurance coverage applies to the OASIS program as a whole (e.g. this requirement is cumulative across Pool(s) the Contractor has been awarded OASIS contracts under).

The OCO may require additional insurance coverage or higher limits specific to a task order awarded under OASIS SB. If the task order does not specify any insurance coverage amounts, the minimum insurance requirements in FAR Subpart 28.3 shall apply to the task order. OCOs must tailor insurance coverage clauses, provisions, and other applicable terms and conditions specific to each task order's contract type, Solicitation, and award.

The Contractor must maintain the minimum insurance coverage for the entire term of OASIS SB. The Contractor shall notify the OASIS SB CO and designated OCO for affected task orders, in writing, if there are any changes in the status of their insurance coverage and provide the reasons for the change and copies of ACORD Form, Certificate of Liability Insurance, as applicable.

The OASIS SB CO will maintain a record of each OASIS SB Contractor's status of insurance coverage for the OCO. Only those Contractors that meet the insurance coverage requirements on task order Solicitations shall be eligible to compete.

### G.3.6. Mergers, Acquisitions, Novations, and Change-Of-Name Agreements

If a Contractor merges, is acquired, or recognizes a successor in interest to Government contracts when Contractor assets are transferred; or, recognizes a change in a Contractor's name; or, executes novation agreements and change-of-name agreements by a CO other than the OASIS SB CO, the Contractor must notify the OASIS SB CO and provide a copy of the novation or other any other agreement that changes the status of the Contractor. This notification, if applicable, applies once to the OASIS CO and not for each Pool the Contractor has an award under.

### G.3.7. Responsibility and FAPIIS

The Contractor shall maintain sufficient resources and meet the responsibility standards and Contractor qualifications set forth in FAR Part 9, Contractor Qualifications, to continue performance under the OASIS program.

Subject to FAR 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters, the Contractor shall update the information in the Federal Awardee Performance and Integrity Information System (FAPIIS) on a semi-annual basis, throughout the term of OASIS SB, by posting the required information in the System for Award Management (SAM) database. This update applies for each Pool the Contractor has an award under.

### G.3.8. VETS-4212 Reports

Subject to FAR 22.1303, Applicability, and FAR 52.222-37, Employment Reports on Veterans, the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) Contractors and Subcontractors to report annually to the Department of Labor the number of employees in their workforces, by job category and hiring location, who are qualified covered veterans. VEVRAA also requires Contractors and Subcontractors to report the number of new hires during the reporting period who are qualified covered veterans.

Contractors shall submit a VETS-4212 report annually to the DOL VETS-4212 website and provide confirmation to the OASIS SB CO, even if the Contractor has no covered veterans or new employees to report during the reporting period.

This report applies for the OASIS Program as a whole, not for each Pool the Contractor has an award under.

### G.3.9. FSRs Reports

Subject to FAR 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards, Contractors are required to file a Federal Funding Accountability and Transparency Act (FFATA) Sub-Award Report by the end of the month following the month in which the prime Contractor awards any sub-contract greater than \$30,000 into the FFATA Sub-Award Reporting System (FSRS). This reporting applies for each Pool the Contractor has an award under.

#### **G.3.10. Post Award Small Business Program Re-Representation**

Subject to FAR 52.219-28, Post-Award Small Business Program Re-Representation; the Contractor shall re-represent its size and socioeconomic status upon the occurrence of any of the following:

1. Within 30 days after execution of a novation agreement
2. Within 30 days after a merger or acquisition that does not require a novation, and
3. Within 60 to 120 days prior to the end of the fifth year and prior to exercising Option I

The Contractor shall re-represent its size status in accordance with the size standard in effect at the time of this re- representation that corresponds to the North American Industry Classification System (NAICS) code assigned to the Pool(s) that corresponds to the Contractor's respective OASIS SB Multiple Award Contract Number(s).

The Contractor shall make the re-representation by validating and updating all its representations in the Representations and Certifications section of the System for Award Management (SAM) and its other data in SAM, as necessary, to ensure that they reflect the Contractor's current status. The Contractor shall also notify the OASIS Contracting Officer in writing, within the timeframes specified above.

#### ***Novation Agreements or Mergers or Acquisitions that do not require a Novation:***

After the execution of a novation agreement or, after a merger or acquisition that does not require a novation, if the Contractor's size standard changes from a small business concern to other than a small business concern and the Contractor has active task orders, including the exercise of options and modifications at the task order level, the Contractor shall be placed in Dormant Status immediately in accordance with Section H.16. After all the active task orders are closed out, the Contractor shall be Off-Ramped in accordance with Section H.17. Furthermore, if a Contractor's size standard changes from a small business concern to other than a small business concern after a novation agreement or, after a merger or acquisition that does not require a novation, the Contractor shall not be eligible for Lateral Pool Ramping in accordance with Section H.15.1. or, Vertical Contract On-Ramping in accordance with Section H.15.2. After the execution of a novation agreement or, after a merger or acquisition that does not require a novation, if the Contractor's socioeconomic status changes, the Contractor is not eligible to receive set-aside task orders in the socioeconomic categories for which the Contractor no longer qualifies.

Upon a novation, merger, or acquisition, if the successor Contractor's size standard remains a small business concern, the successor Contractor will automatically inherit the duties and responsibilities of the predecessor Contractor under the NAICS code assigned to the Pool(s) that corresponds to the Contractor's respective OASIS SB Multiple Award Contract Number(s).

#### ***Prior to the end of the Fifth-Year and Exercising Option I:***

At the end of the fifth year of this contract and prior to exercising Option I, if the Contractor's size standard changes from a small business concern to other than a small business concern and the Contractor has active task orders, including the exercise of options and modifications at the task order level, the Contractor shall continue performance of active task orders, but not have their OASIS SB Option exercised. However, the Contractor may be eligible for Lateral Pool Ramping in accordance with Section H.15.1. or, Vertical Contract On-Ramping in accordance with Section H.15.2.

Upon re-certification at the end of the fifth year of this contract, if the Contractor's size standard remains a small business concern and the Contractor's Option Determination is determined justifiable by the OASIS SB Contracting Officer in accordance with Section G.5., the Contractor's Option I will be exercised and the Contractor will remain a small business concern under the Pool(s) that correspond to the Contractor's respective OASIS SB Multiple Award Contract Number(s) for the remaining period of performance of the contract.

#### **G.4. OASIS SB AND TASK ORDER CLOSE-OUTS**

OASIS SB contracts will be closed out upon the close-out of all task orders awarded under OASIS SB and all CAF fees submitted.

The OCO is responsible for closing out their task orders under OASIS SB. Task order close-out will be accomplished within the procedures set forth in FAR Part 4, Administrative Matters, and FAR Part 42, Contract Administration and Audit Services, and other agency specific regulatory supplements.

The OCO is encouraged to utilize FAR Subpart 42.708, Quick-Closeout Procedures, to the maximum extent practicable. The OCO has the authority to negotiate settlement of indirect costs in advance of the determination of final indirect cost rates if the task order is physically complete and the amount of unsettled indirect cost to be allocated to the task order is relatively insignificant. A determination of final indirect costs under quick-closeout procedures shall be final for the task order it covers and no adjustment shall be made to other task orders for over-or under-recoveries of costs allocated or allocable to the task order covered by the agreement. Once agreement for quick-closeout is reached on an individual task order, a bilateral modification will be issued to close out the task order.

The Contractor agrees to cooperate with the OCO to close out task orders as soon as practical after expiration, cancellation, or termination. The Contractor must report all task order close outs in the CPRM (See Section G.3.2.5.).

#### **G.5. OPTION DETERMINATION**

After the initial contract term of 5 years, OASIS SB has included an option to extend the term of the contract in order to demonstrate the value it places on quality performance by providing a mechanism for continuing a contractual relationship with a successful Contractor that performs at a level which meets or exceeds GSA's quality performance expectations.

In recognition of exceptional contract and task order performance of a particular Contractor during their initial 5 year term of performance, the Government will consider exercising a Contractor's Option I, for an additional 5 year term of performance.

The option determination for each Contractor will be based on FAR Subpart 17.207 for exercising the option term; the overall quality of the Contractor's past performance under OASIS SB and task orders awarded against OASIS; meeting the deliverable and compliance standards; and maintaining a strategic partnership between the OASIS SB Contractors, GSA personnel, and Federal customers to identify and achieve reciprocal goals.

(END OF SECTION G)

### **SECTION H - SPECIAL CONTRACT REQUIREMENTS**

#### **H.1. BACKGROUND**

This section provides special contract requirements for OASIS SB and each task order placed under OASIS SB for the most effective and efficient streamlined ordering processes for customer agencies and to facilitate the overall quality and success of professional service based solutions.

Clauses and other requirements regarding special contract requirements may be designated by the OCO at the task order level.

#### **H.2. OBSERVANCE OF FEDERAL HOLIDAYS**

The Contractor shall observe Federal holidays and other days identified in this section unless otherwise indicated in individual task orders. The Government observes the following days as holidays:

1. New Year's Day
2. Birthday of Martin Luther King Jr. Day

3. Washington's Birthday
4. Memorial Day
5. Independence Day
6. Labor Day
7. Columbus Day
8. Veterans Day
9. Thanksgiving Day, and
10. Christmas Day

In addition to the days designated as holidays, the Government may also observe the following days:

1. Any day designated by Federal Statute; Executive Order; or President's Proclamation

Notwithstanding holidays and Government closures, the Contractor shall perform in accordance with the terms established in OASIS SB and associated task orders.

### H.3. ORDERING PROCEDURES

All task orders under OASIS SB must:

1. Be awarded by an OCO with a Delegation of Procurement Authority (DPA) or by a Contractor authorized to use the OASIS SB Contracts as a Government Source of Supply
2. Be within the scope of Section C and all other terms and conditions of the OASIS SB contract
3. Be solicited and awarded under the proper NAICS Code and corresponding OASIS SB MA-IDIQ Contract Number (See Section H.4.)
4. Identify the proper Product Service Code (See Section H.5.) and,
5. Comply with the OASIS SB Contract, OASIS SB DPA Training, OASIS SB Ordering Guide, the Ordering Procedures in FAR Subpart 16.505, Ordering, and other applicable agency specific regulatory supplements

The OCO must tailor all optional and agency supplemental clauses, provisions, and other applicable terms and conditions specific to the task order Solicitation and award (See Section I.1 Task Order Clauses).

All costs associated with the preparation, presentation, and discussion of the Contractor's proposal in response to a task order Solicitation will be at the Contractor's sole and exclusive expense and each task order will be funded by the ordering agency at the task order level.

#### H.3.1. Set-Asides Based on Socio-Economic Group

OASIS Small Business (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.

All OASIS SB Contractors' size/socioeconomic status remains unchanged in each of their OASIS SB contracts unless modified by a [FAR 52.219-28 rerepresentation](#).

Unless the order Solicitation explicitly requires size/socioeconomic re-certification at the order level, the ordering contracting officer shall rely on the size/socioeconomic status shown in the OASIS SB Contractor list available for download here: <https://www.gsa.gov/oasis>

Section M.3 of the OASIS SB Solicitation reserved award for at least three HUBZone Small Businesses, three Service Disabled Veteran-Owned Small Businesses (SDVOSB), three Women-Owned Small Businesses (WOSB), and three Economically Disadvantaged Women-Owned Small Businesses (EDWOSB).

The ordering contracting officer 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.



In accordance with 15 USC 644(r)(2), the socio-economic groups eligible for competitive set-asides 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](http://sba.gov/wosb) for the updated list of NAICS Codes to determine OASIS SB Pool NAICS availability for EDWOSB or WOSB set-asides.

#### H.4. NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS)

The Office of Management and Budget's (OMB's) North American Industry Classification System (NAICS) is a coding system for classifying where services are performed by type of economic activity in order to analyze economic data and promote uniformity in describing the economy.

The Small Business Administration (SBA) assigns a business size standard to each NAICS code, which is usually stated in number of employees or average annual receipts, to represent the largest size that a business (including its subsidiaries and affiliates) may be to remain classified as a small business by the SBA in order to qualify for small business socio-economic programs.

NAICS Codes and small business size standards are periodically updated and revised by SBA. If SBA revises NAICS Code(s) and small business size standard(s) that are within the scope of OASIS SB during the term of OASIS SB, the OASIS SB CO may need to update the OASIS SB MA-IDIQ task order contracts to reflect the updated NAICS Code(s) and small business size standards(s).

##### H.4.1. OASIS SB NAICS Codes

OASIS is a family of 7 separate OASIS Multiple Award, Indefinite Delivery, Indefinite Quantity (MA-IDIQ) task order contracts that span 29 NAICS Codes and 6 NAICS Code Exceptions under the economic subsector 541, Professional, Scientific, and Technical Services. NAICS Codes are grouped into 7 separate Pools based on 6 separate small business size standards (\$15M, \$20.5M, \$38.5M, 1,000 employees, 1,250 employees, and 1,500 employees). Pool 5 (1,250 employees) is split into Pool 5.A. (Exception B) and Pool 5.B. (Exception C) for a total of 7 Pools. Each Pool is a separate OASIS MA-IDIQ task order contract.

##### H.4.2. Predominant Task Order NAICS Determination

The OCO has the responsibility to determine which predominant NAICS code applies to a task order Solicitation, whether or not the task order is unrestricted or set-aside, including the type of socio-economic set-aside if applicable, and whether or not the Solicitation is sole-source or competitive. If the Solicitation could be classified in two or more NAICS codes with the same or different size standard, the OCO shall only apply the OASIS SB Pool NAICS code and corresponding size standard for the industry accounting for the greatest percentage of anticipated task order price/cost.

Under this contract, the OCO must identify a predominant OASIS SB NAICS Code and Business Size Standard from the table below in the task order Solicitation.

The OCO must provide fair opportunity to all Contractors under the applicable OASIS SB Pool for Solicitation purposes, unless an exception to fair opportunity under OASIS SB has been properly executed. Ordering Procedures at FAR 16.505 apply.

**Only OASIS SB NAICS Codes below are eligible to be selected as the predominant NAICS Code for task orders solicited under**

this contract and only OASIS SB Contractors are eligible to receive Solicitations and task order awards under this contract.

POOL 1 (\$15M Business Size Standard)	
NAICS CODE	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 and 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 and Public Opinion Polling
541990	All Other Professional, Scientific, and Technical Services

POOL 3 (\$38.5M Business Size Standard)	
NAICS CODE	NAICS TITLE
541330 <b>Exception A</b>	Engineering for Military and Aerospace Equipment and Military Weapons
541330 <b>Exception B</b>	Engineering for Contracts and Subcontracts for Engineering Services Awarded Under the National Energy Policy Act of 1992
541330 <b>Exception C</b>	Engineering for Marine Engineering and Naval Architecture

POOL 4 (1,000 Employee Business Size Standard)	
NAICS CODE	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)

The following NAICS codes are allowable substitutes under Pool 4:

541711 substituted for 541713  
541711 substituted for 541714  
541712 substituted for 541715

## H.5. PRODUCT SERVICE CODES (PSC)



The PSC represents what products, services, and/or research and development (R&D) was purchased by the federal government for each task order award reported in the Federal Procurement Data System (FPDS).

The scope of OASIS SB spans across many PSCs, however, the primary PSC selected must be based on the predominant service that is being purchased.

The CPRM reporting system facilitates compliance with proper PSC reporting for all federal agencies, including DoD's taxonomy for the acquisition of services that maps PSCs into 6 separate Portfolio Groups, such as, Knowledge Based Services; Facility Related Services; Transportation Services; Medical Services, Electronics & Communication Services; and Equipment Related Services.

The OCO must identify the PSC in the task order Solicitation and report the PSC in the Federal Procurement Data System (FPDS).

The Contractor shall enter the PSC in CPRM for each task order award.

## **H.6. SYSTEMS, CERTIFICATIONS, AND CLEARANCES**

Acceptable Accounting Systems are mandatory for all Contractors on OASIS SB. All other Systems, Certifications, and Clearances are optional; however, Contractors are encouraged to acquire the following Systems, Certifications, and Clearances for the benefit of customer agencies.

All Systems, Certifications, and Clearances must be maintained at the Contractors current level at time of award or higher throughout the period of performance of OASIS SB. For example, if a Contractor received an evaluation credit for having an Approved Purchasing System and CMMI Level 3 certification at time of award, then the Contractor must maintain an Approved Purchasing System and CMMI Level 3 certification level or higher for the life of OASIS SB.

Failure to meet the following deliverables, reports, or compliance standards may result in activation of Dormant Status and/or result in a Contractor being Off-Ramped (See Sections H.16. and H.17.).

For each Contractor, the OASIS Program Office will maintain a current list of all applicable Systems, Certifications, and Clearances for the OCO upon request.

### **H.6.1. Acceptable Accounting System**

An acceptable accounting system is a system that is approved by the OASIS CO and provides for the proper segregation, identification, accumulation, and allocation of direct and indirect costs for government procurements.

Acceptable Accounting Systems are mandatory. The Contractor must maintain an acceptable accounting system for the entire term of OASIS SB. The Contractor shall notify the OASIS SB CO and designated OCO for affected task orders, in writing, if there are any changes in the status of their accounting system and provide the reasons for the change and copies of audit reports, as applicable.

Only those Contractors that maintain an acceptable accounting system, as approved by the OASIS SB CO, shall be eligible for task order Solicitations.

### **H.6.2. Acceptable Estimating System**

An estimating system is a system that includes policies, procedures, and practices for budgeting and planning controls, and generating estimates of costs and other data included in proposals submitted to customers in the expectation of receiving contract awards.

An acceptable estimating system means an estimating system that is:

1. Maintained, reliable, and consistently applied
2. Produces verifiable, supportable, documented, and timely cost estimates that are an acceptable basis for negotiation of fair and reasonable prices

3. Is consistent with and integrated with the Contractor's related management systems
4. Is subject to applicable financial control systems

An Acceptable Estimating System is not mandatory; however, Contractors are encouraged to have an acceptable estimating system approved by the Defense Contract Management Agency (DCMA) or other cognizant auditor for the entire term of OASIS SB. The Contractor shall notify the OASIS SB CO and designated OCO for affected task orders, in writing, if there are any changes in the status of their estimating system and provide the reasons for the change and copies of audit reports, as applicable.

#### H.6.3. Reserved

#### H.6.4. Forward Pricing Rate Agreements, Forward Pricing Rate Recommendations, and Approved Billing Rates

Billing rates and final indirect cost rates may be used in reimbursing indirect costs under cost-reimbursement task orders and in determining progress payments under fixed-price task orders.

A Forward Pricing Rate Agreement (FPRA) means a written agreement to make certain rates available during a specified period for use in pricing contracts or modifications. These rates represent reasonable projections of specific costs that are not easily estimated for, identified with, or generated by a specific contract, contract end item, or task. These projections may include rates for such things as direct labor, indirect costs, material obsolescence and usage, and material handling.

A Forward Pricing Rate Recommendation (FPRR) means a set of rates and factors unilaterally established by the ACO for use by the Government in negotiations or other contract actions when forward pricing rate agreement negotiations have not been completed or when the Contractor will not agree to a forward pricing rate agreement.

Approved Billing Rates means an indirect cost rate established temporarily for interim reimbursement of incurred indirect costs and adjusted as necessary pending establishment of final indirect cost rates.

For Time and Material, Labor-Hour, and Cost Reimbursement (all types) task orders solicited and awarded under OASIS SB, Contractors are encouraged to execute a FPRA and/or approved billing rates to the maximum extent practicable. Contractors may use FPRRs when an FPRA has not been negotiated.

The Contractor shall notify the OASIS SB CO and designated OCO for affected task orders, in writing, if there are any changes in the status of their FPRA, FPRR, and/or approved billing rates and provide the reasons for the change and copies of audit reports, as applicable.

FPRA, FPRR, and/or Approved Billing Rates will not be disclosed on the OASIS SB website. Only the OCO will have access to this information upon request.

#### H.6.5. Approved Purchasing System

An approved purchasing system means the Contractor's purchasing system has been approved under a Contractor Purchasing System Review (CPSR) for efficiency and effectiveness with which the Contractor spends Government funds and complies with Government policy when subcontracting.

Advance notification requirements for subcontracting and consent to subcontract are not required when a Contractor has an approved purchasing system unless otherwise requested by the OCO on an individual task order or task orders with no subcontracting possibilities or for commercial items acquired under FAR Part 12.

An Approved Purchasing System is not mandatory; however, Contractors are encouraged to have a purchasing system approved by the Defense Contract Management Agency (DCMA) or other cognizant Government administration office for the entire term of OASIS SB.

The Contractor shall notify the OASIS SB CO and designated OCO for affected task orders, in writing, if there are any changes in the status of their purchasing system and provide the reasons for the change and copies of CPSR reports, as applicable.

#### H.6.6. Earned Value Management System

An earned value management system (EVMS) means a project management tool that effectively integrates the project scope of work with cost, schedule and performance elements for optimum project planning and control. The qualities and operating characteristics of EVMS are described in American National Standards Institute /Electronics Industries Alliance (ANSI/EIA) Standard-748.

An EVMS is not mandatory; however, Contractors are encouraged to have an EVMS ANSI/EIA Standard-748 during the entire term of OASIS SB. The Contractor shall notify the OASIS SB CO, in writing, if there are any changes in the status of their EVMS and provide the reasons for the change and copies of audits by the Defense Contract Management Agency (DCMA) or other cognizant Government administration office, as applicable. If only part of a Contractor's organization is EVMS ANSI/EIA Standard-748 certified, the Contractor shall make the distinction between which business units or sites and geographic locations have been certified.

#### H.6.7. ISO 9001 Certification

International Organization for Standardization (ISO) 9001 Certification specifies requirements for a quality management system to demonstrate the Contractor's ability to consistently meet the customer requirements as well as statutory and regulatory requirements.

An ISO 9001 Certification is not mandatory; however, Contractors are encouraged to have ISO 9001 Certification during the entire term of OASIS SB. The Contractor shall notify the OASIS SB CO, in writing, if there are any changes in the status of their ISO 9001 Certification and provide the reasons for the change and copies of audits from an ISO 9001 Certification Body, as applicable. If only part of a Contractor's organization is ISO 9001 certified the Contractor shall make the distinction between which business units or sites and geographic locations have been certified.

#### H.6.8. ISO 17025 Certification

International Organization for Standardization (ISO) 17025 Certification is used by laboratories to implement a quality system aimed at improving their ability to consistently produce valid results.

An ISO 17025 Certification is not mandatory; however, Contractors who desire to compete for work involving laboratories within the research and development industry are encouraged to have ISO 17025 Certification during the entire term of OASIS SB. The Contractor shall notify the OASIS SB CO, in writing, if there are any changes in the status of their ISO 17025 Certification and provide the reasons for the change and copies of audits from an ISO 17025 Certification Body, as applicable.

If only part of a Contractor's organization is ISO 17025 certified the Contractor shall make the distinction between which business units or sites and geographic locations have been certified.

#### H.6.9. ISO 14001 Certification

International Organization for Standardization (ISO) 14001 Certification is applicable to any organization that wishes to establish, implement, maintain and improve their environmental management system and to assure itself of conformity with its stated environmental policy.

An ISO 14001 Certification is not mandatory; however, Contractors who desire to compete for environmental related work are encouraged to have ISO 14001 Certification during the entire term of OASIS SB. The Contractor shall notify the OASIS SB CO, in writing, if there are any changes in the status of their ISO 14001 Certification and provide the reasons for the change and copies of audits from an ISO 14001 Certification Body, as applicable. If only part of a Contractor's organization is ISO 14001 certified, the Contractor shall make the distinction between which business units or sites and geographic locations have been certified.

#### H.6.10. AS9100 Certification

AS9100 Certification specifies requirements for a quality management system to demonstrate the Contractor's ability to consistently

meet the customer requirements as well as statutory and regulatory requirements for the aerospace industry.

An AS9100 Certification is not mandatory; however, Contractors who desire to compete for work within the aerospace industry are encouraged to have AS9100 Certification during the entire term of OASIS SB. The Contractor shall notify the OASIS SB CO, in writing, if there are any changes in the status of their AS9100 Certification and provide the reasons for the change and copies of audits from an AS9100 Certification Body, as applicable. If only part of a Contractor's organization is AS9100 certified, the Contractor shall make the distinction between which business units or sites and geographic locations have been certified.

#### H.6.11. CMMI Maturity Level Certification

Capability Maturity Model Integration (CMMI) is a 5 level approach to improve processes across projects, divisions, or an entire organization in the areas of acquisition, services, and/or development.

CMMI Certification is not mandatory; however, Contractors are encouraged to have CMMI Maturity Level 2 or higher in acquisition, services, and/or development during the entire term of OASIS SB. The Contractor shall notify the OASIS SB CO, in writing, if there are any changes in the status of their CMMI Level and provide the reasons for the change and copies of appraisals from a CMMI Instituted Certified Lead Appraiser, as applicable. If only part of a Contractor's organization is CMMI certified, the Contractor shall make the distinction between which business units or sites and geographic locations have been certified.

#### H.6.12. Meaningful Relationship Commitment Letters

If applicable, Meaningful Relationship Commitment Letter(s) (MRCL) establishes the relationship and commitments of performance for Contractors who share Systems, Certifications, and Clearances from other affiliates, divisions, or subsidiaries within a Contractor's internal corporate structure.

If applicable, the Contractor must maintain and honor each MRCL for the entire term of OASIS SB. The Contractor shall notify the OASIS SB CO, in writing, if there are any changes in the status of their internal corporate relationships or commitments and provide the reasons for the change.

If applicable, the Contractor's MRCLs are incorporated by reference into the OASIS SB contract and the OASIS Program Office will provide MRCLs for the OCO upon request.

### H.7. SECURITY CLEARANCE REQUIREMENTS

The OCO must tailor security requirements (both facility and employee), clauses, provisions, and other applicable terms and conditions specific to each task order's Solicitation and award.

Only those Contractors that meet the required security clearance levels on individual task order Solicitations are eligible to compete for such task orders.

In general, all necessary facility and employee security clearances shall be at the expense of the Contractor. In some cases, Government offices that conduct background investigations do not have a means for accepting direct compensation from Contractors and instead charge customer agencies for the background investigations. In these cases, the Contractor shall be flexible in establishing ways of reimbursing the Government for these expenses. The individual task order should specify the terms and conditions for reimbursement, if any, for obtaining security clearances. The Contractor shall comply with all security requirements in task orders awarded under OASIS SB.

#### H.7.1. Facility Clearance Level

A facility clearance level (FCL) is when a Contractor's facility is eligible for access to classified information at the Confidential, Secret, or Top Secret level. The FCL includes the execution of a Department of Defense (DoD) Security Agreement (DD Form 441 and DD Form 441-1) and Certificate Pertaining to Foreign Interests (SF 328).

Under the terms of a FCL agreement, the Government agrees to issue the FCL and inform the Contractor as to the security classification of information to which the Contractor will have access. The Contractor, in turn, agrees to abide by the security requirements set forth in the National Industrial Security Program Operating Manual, commonly referred to as the NISPOM.

There are no mandatory levels of facility security clearance for Contractors under OASIS; however, task orders may require a FCL at any level, under OASIS SB.

The Contractor, at its own expense, must maintain their FCL by the Defense Security Service (DSS) for the entire term of OASIS SB. The Contractor shall notify the OASIS SB CO and designated OCO for affected task orders, in writing, if there are any changes in the status of their FCL and provide the reasons for the change. If only part of a Contractor's organization has a FCL, the Contractor shall make the distinction between which business units or sites and geographic locations have a FCL.

Only those Contractors that meet a required FCL level on task order Solicitations shall be eligible to compete.

#### **H.7.2. Employee Security Clearance**

Security clearances for Contractor employees, including Subcontractor employees, may require Confidential, Secret, Top Secret, Agency-Specific Clearances, and/or Special Background Investigations for Sensitive Compartmented Information or Special Access Programs. In such cases, the Contractor, at its own expense, is responsible for providing and maintaining personnel with the appropriate security clearances to ensure compliance with Government security regulations, as specified in the individual task order.

The Contractor shall fully cooperate on all security checks and investigations by furnishing requested information to verify the Contractor employee's trustworthiness and suitability for the position. Task orders containing classified work may also include a Contract Security Classification Specification, (i.e., DD Form 254 or civilian agency equivalent).

The Government has full and complete control over granting, denying, withholding or terminating security clearances for employees. The granting of a clearance shall not prevent, preclude, or bar the withdrawal or termination of any such clearance by the Government.

#### **H.7.3. HSPD-12**

When a Contractor or their Subcontractors are required to have physical access to a Federal controlled facility or access to a Federal information system, the Contractor shall comply with agency personal identity verification procedures in task orders that implement Homeland Security Presidential Directives-12 (HSPD-12).

### **H.8. SUSTAINABILITY**

OASIS SB seeks to benefit from the use of sustainable management practices by Contractors including tracking and seeking continual reductions in energy usage, greenhouse gas emissions, water consumption, solid waste and hazardous waste, and other relevant environmental impacts and associated costs.

Use of these sustainable management practices results in lower environmental impacts of delivered products and services, helping customers meet sustainable acquisition requirements under Executive Order 13514: Federal Leadership in Environmental, Energy and Economic Performance, and its precursors, successors and related regulations.

Public disclosures of environmental impacts and sustainable management practices have been associated with increased operational efficiency, lower overhead costs, and reduced supply chain and other business risks for disclosing companies.

Sustainability disclosures can help OASIS SB customers understand the major environmental impacts of procured products and services, familiarize themselves with the available strategies for reducing these impacts, and design projects and task order requirements which incorporate these strategies.

GSA encourages Contractors to provide the location(s) (Internet URL or URLs) of one or more sources of publicly available information regarding its company-wide environmental impacts and sustainable management practices (sustainability disclosures) on the

Contractor's OASIS SB webpage. In making sustainability disclosures, the Contractor is requested to utilize existing, widely recognized third-party sustainability reporting portals and services such as the Global Reporting Initiative (GRI) Sustainability Disclosure Database (database of corporate social responsibility (CSR) reports) and the Carbon Disclosure Project (CDP) Climate Change and Water Disclosure Questionnaires. Additionally, it is strongly encouraged that all sustainability disclosures be kept up-to-date and accurate.

These sustainability-related standards, including estimates of the lifecycle costs and environmental impacts of proposed solutions, may apply at the task order level.

## H.9. PROPRIETARY SOLUTIONS

Contractors are discouraged from proposing proprietary solutions in response to OASIS SB task order requirements that necessitate the Contractor's proprietary process, system, maintenance, and/or solution that would prevent competition at a future point or require sustained and non-competitive support.

If a proprietary solution is proposed by a Contractor for a given task order requirement, the Contractor shall mark their proposal accordingly and make it clear to the OCO all limitations and costs associated with the solution.

## H.10. LIMITATIONS ON SUBCONTRACTING

In performance of services awarded under OASIS SB, Limitations on Subcontracting, will be monitored and strictly enforced by the OASIS SB CO. References in this contract to the OASIS SB Prime Contractor or "concern" (per FAR 52.219-14(c)(1)), with respect to limitations on subcontracting, are interpreted to include the prime contractor's similarly situated subcontractors (under the NAICS code assigned to the contract) as defined in 13 CFR 125.6, unless otherwise specified by the OCO in their individual task order.

The Contractor shall invoice to the customer the Total Labor Dollars Subcontracted under each task order. The amount of Labor Dollars Subcontracted must be based on invoiced or actual payments to subcontractors, **NOT** on proposed or estimated amounts.

The Contractor's Limitations on Subcontracting performance will be monitored in accordance with the following criteria for each type of set-aside:

Total Small Business Set-Aside: In performance of all task orders combined as a Total Small Business Set-Aside, at least 50% of the cumulative total of all task order performance incurred for personnel shall be expended by the OASIS SB Prime Contractor. This requirement applies for each Pool the Contractor has an award under. (**Note:** For Total Small Business Set-Asides, each task order does not have to meet 50% unless otherwise specified by the OCO in their individual task order)

In the event any Limitations on Subcontracting regulations change during the duration of OASIS SB, the OASIS SB CO reserves the right to unilaterally modify OASIS SB to reflect the change at no additional cost to the Government.

The Contractor shall report Limitations on Subcontracting Data in the CPRM in accordance with Section G.3.2.1.4.

## H.11. PARTNERING

GSA intends to encourage the foundation of a cohesive partnership between the OASIS SB Contractors, GSA OASIS SB personnel, and Federal agency customers to identify and achieve reciprocal goals, with effective and efficient customer- focused service, in accordance with the terms of the OASIS SB contract.

Failure to attend meetings, maintain a Contractor OASIS SB webpage, or otherwise not comply with this section may result in activation of Dormant Status and/or result in a Contractor being Off-Ramped (See Sections H.16. and H.17.).

### H.11.1. Meetings

From time to time, the Government may require Contractor attendance, including the attendance of Contractor Key Personnel, at



meetings at various locations.

Meetings may be via web-casting, in-person at a government facility, a commercial conference center, or a mutually agreed-upon Contractor facility on a rotational basis, as determined by the Government. Follow-up meetings may be held periodically throughout the duration of OASIS SB in order to assess performance against the goals and to reinforce partnering principles.

GSA may require up to four OASIS SB Program Management Review (PMR) meetings per year. The goal of the PMR meetings are to provide a platform for OASIS SB Contractors, OASIS SB staff, and other agency representatives to communicate current issues, resolve potential problems, discuss business and marketing opportunities, review future and ongoing GSA and Government-wide initiatives, and address OASIS SB fundamentals. Any Contractor costs associated to PMR Meetings shall be at no direct cost to the Government.

#### H.11.2. GSA OASIS SB Webpage

GSA will establish an OASIS SB website for the purposes of informing our customers, stakeholders, and the general public of the attributes and procedures for OASIS SB.

The GSA OASIS SB webpage will include, but not be limited to, the following:

1. General overview of the attributes of OASIS SB
2. The OASIS SB conformed contract through the latest modification (Sections B through J)
3. GSA Key Personnel point of contact (POC) information (Names, Titles, Phone Numbers, E-mail Addresses)
4. Contractor Key Personnel POC information (Names, Titles, Phone Numbers, E-mail Addresses)
5. List of Contractor Numbers, Company Names by NAICS Pools and MA-IDIQ task order contracts, and direct POC for issuing task order Solicitations by an OCO
6. Delegation of Procurement Authority (DPA) process for the OCO
7. OASIS SB Training and Ordering Guides
8. Sample procurement templates for the OCO
9. Scope review process for the OCO
10. Statistical information by Agency and Contractor
11. Links to other mandatory websites for reporting purposes or ordering procedures
12. List of Contractors not eligible for Solicitations and awards due to Dormant Status or Off-Ramped, if necessary.
13. List of Contractors eligible for Socio-Economic set-asides by type of category
14. Frequently Asked Questions

#### H.11.3. Contractor OASIS SB Webpage

Within 30 days of the Notice to Proceed, the Contractor shall develop and maintain a current, publicly available webpage accessible via the Internet throughout the term of OASIS SB and task orders awarded under OASIS SB. The Contractor shall make their OASIS SB webpage Rehabilitation Act Section 508 compliant.

The purpose of the webpage is for the Contractor to communicate with potential customers regarding the Contractor's ability to provide professional support services under OASIS SB.

At a minimum, this webpage must include, but is not limited to, the following:

1. Link to the GSA OASIS SB webpage
2. General Overview of OASIS
3. OASIS SB related marketing materials and news releases
4. Contractor Capabilities for OASIS
5. Contractor Key Personnel POC information (Names, Titles, Phone Numbers, E-mail Addresses)
6. The OASIS SB conformed contract through the latest modification (Sections B through J) in Adobe format
7. The OASIS SB Contract's Awarded DUNS Number and CAGE Code
8. Sustainability Disclosures, if any

#### H.11.4. Marketing

The Contractor must maintain participation by actively pursuing work and competing for task order Solicitations under OASIS SB.

The Contractor may develop company specific OASIS SB brochures for distribution at trade shows, conferences, seminars, etc., and distribute printed materials to enhance awareness of OASIS SB.

The Contractor may participate in various conferences and trade shows to facilitate outreach efforts for federal agency customers and to aid in the marketing of OASIS SB.

All marketing, promotional materials, and news releases in connection with OASIS SB or task order awards under OASIS SB, including information on the Contractor's OASIS SB webpage, may be co-branded with marks owned or licensed by the Contractor and GSA, as long as the Contractor complies with GSAM 552.203-71, Restriction on Advertising.

GSA reserves the right to review, and must approve, any marketing, promotional materials, or news releases by a Contractor that is OASIS SB related, including information on the Contractor's OASIS SB webpage.

#### H.11.5. Reserved

### H.12. TRAINING AND PERMITS

The Contractor shall provide fully trained and experienced personnel required for performance under task orders awarded under OASIS SB. The Contractor shall train Contractor personnel, at its own expense, except when the OCO has given prior approval for specific training to meet special requirements that are peculiar to a particular task order.

Except as otherwise provided in an individual task order, the Contractor shall, at its own expense, be responsible for obtaining any and all licenses, certifications, authorizations, approvals, and permits, and for complying with any applicable Federal, national, state, and municipal laws, codes, and regulations, and any applicable foreign work permits, authorizations, and/or visas in connection with the performance of any applicable task order issued under OASIS SB.

### H.13. ETHICS AND CONDUCT

Personal services are not authorized under OASIS SB. OASIS SB is strictly a non-personal services contract which means the personnel rendering the services are not subject, either by the contract's terms or by the manner of its administration, to the supervision and control usually prevailing in relationships between the Government and its employees.

The Contractor and its employees must conduct themselves with the highest degree of integrity and honesty and adhere to the policies and procedures as specified in FAR Part 3 and GSAM Part 503 Improper Business Practices and Personal Conflicts of Interest.

Failure to adhere to proper ethics and conduct may result in activation of Dormant Status and/or result in a Contractor being Off-Ramped (Sections H.16. and H.17.).

#### H.13.1. Supervision

The Contractor shall not supervise, direct, or control the activities of Government personnel or the employee of any other Contractor under OASIS SB and the Government will not exercise any supervision or control over the Contractor in the performance of contractual services under OASIS SB. The Contractor is accountable to the Government for the actions of its personnel.

Contractor employees shall not represent themselves as Government employees, agents, or representatives or state orally or in writing



at any time that they are acting on behalf of the Government.

In all communications with third parties in connection with OASIS SB, the Contractor must ensure that all Contractor employees identify themselves as Contractor employees and identify the name of the company for which they work and, must not carry out any direction that violates the terms and conditions of OASIS SB.

The Contractor shall ensure that all of its employees, including Subcontractor employees, working under OASIS SB are informed of the substance of this Section.

If the Contractor believes any action or communication has been given that would create a personal services relationship between the Government and any Contractor employee or any other potential supervision or duty violation, the Contractor must notify the OCO and OASIS SB CO immediately of this communication or action.

#### H.13.2. Conduct

The Contractor shall not discuss with unauthorized persons any information obtained in the performance of work under OASIS; conduct business other than that which is covered by OASIS SB during periods funded by the Government; conduct business not directly related to OASIS SB on Government premises; use Government computer systems and/or other Government facilities for company or personal business; recruit on Government premises; or otherwise act to disrupt official Government business.

The Contractor shall ensure that all of its employees, including Subcontractor employees, working under OASIS SB are informed of the substance of this clause.

If the Contractor believes any action or communication has been given that would create a business ethic or conduct violation, the Contractor must notify the OCO and OASIS SB CO immediately of this communication or action.

#### H.13.3. Conflicts of Interest

The guidelines and procedures of FAR Subpart 9.5 and GSAM Subpart 509.5, Organizational and Consultant Conflicts of Interest, and FAR Part 3 and GSAM Part 3, Improper Business Practices and Personal Conflicts of Interest, will be used in identifying and resolving any issues of a conflict of interest under OASIS SB. The FAR and other applicable agency specific regulatory supplements will govern task orders awarded under OASIS SB.

Assuming no real or potential conflict of interest, an OASIS SB Prime Contractor may be a Subcontractor to another Prime Contractor on task orders solicited and awarded under OASIS or OASIS SB; however, the OCO may require that the Contractor sign an Organizational Conflict of Interest (OCI) Statement in which the Contractor (and any Subcontractors or teaming partners) agree not to submit any proposal or provide any support to any firm which is submitting (as Prime or Subcontractor) any proposal for any Solicitation resulting from the work on a specific task order under OASIS SB.

All Contractor personnel (to include Subcontractors and Consultants) who will be personally and substantially involved in the performance of any task order issued under OASIS SB which requires the Contractor to act on behalf of, or provide advice with respect to any phase of an agency procurement shall execute and submit an "Employee/Contractor Non-Disclosure Agreement" Form. The OCO will provide the appropriate nondisclosure form specific to the procurement. This form shall be required prior to the commencement of any work on such task order and whenever replacement personnel are proposed under an ongoing task order.

The Contractor shall be responsible for identifying and preventing personal conflicts of interest of their employees. The Contractor shall prohibit employees who have access to non-public information by reason of performance on a Government contract from using that information for personal gain.

In the event that a task order requires activity that would create an actual or potential conflict of interest, the Contractor shall immediately notify the OCO of the conflict, submit a plan for mitigation, and not commence work until specifically notified by the OCO to proceed; or, identify the conflict and recommend to the OCO an alternate approach to avoid the conflict.

The OCO or OASIS SB CO, if necessary, will review the information provided by the Contractor and make a determination whether to

proceed with the task order and process a request for waiver, if necessary.

#### H.13.4. Cooperation with other Contractors on Government Sites

The Government may undertake or award other contracts or task orders for work at or in close proximity to the site of the work under OASIS SB. The Contractor shall fully cooperate with the other Contractors and with Government employees and shall carefully adapt scheduling and performing the work under OASIS SB to accommodate the working environment, heeding any direction that may be provided by the OCO. The Contractor shall not commit or permit any act that will interfere with the performance of work by any other Contractor or by Government employees.

#### H.14. GOVERNMENT PROPERTY

For task orders awarded under OASIS SB, Government property matters shall follow the same policies and procedures for Government property under FAR Part 45, Government Property and other applicable agency specific regulatory supplements.

FAR Part 45 does not apply to Government property that is incidental to the place of performance, when the task order requires Contractor personnel to be located on a Government site or installation, and when the property used by the Contractor within the location remains accountable to the Government.

Unless otherwise specified in a task order, the Contractor shall provide all office equipment and consumable supplies at the Contractor's sole and exclusive expense, including computers/workstations used in daily operation in support of OASIS SB.

The OCO must tailor property clauses, provisions, and other applicable terms and conditions specific to each task order Solicitation and award.

##### H.14.1. Leasing of Real and Personal Property

The Government contemplates that leases may be part of a task order solution offered by a Contractor, but the Government, where the Contractor's solution includes leasing, must not be the Lessee. Under no circumstances on any task order awarded under OASIS SB shall the Government be deemed to have privity-of-contract with the Owner/Lessor of the Leased Items; or, the Government be held liable for early Termination/Cancellation damages if the Government decides not to exercise an option period under a task order unless the Contractor has specifically disclosed the amount of such damages (or the formula by which such damages would be calculated) as part of its proposal and the OCO for the task order has specifically approved/allowed such damages as part of the task order terms and conditions.

##### H.14.2. Government Facilities

The Contractor shall arrange with the OCO or other designated representative for means of access to premises, delivery and storage of materials and equipment, use of approaches, use of corridors, stairways, elevators, and similar matters.

A Contractor working in a government facility shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity and shall be responsible for taking disciplinary action with respect to their employees as necessary.

The Contractor is responsible for ensuring that their employees do not disturb papers on desks, open desk drawers or cabinets, or use Government telephones, except as authorized. Each employee is expected to adhere to standards of behavior that reflect favorably on their employer and the Federal Government.

The Contractor shall ensure that all of its employees, including Subcontractor employees, working under OASIS SB are informed of the substance of this clause.

##### H.14.3. Rights of Ingress and Egress

The rights of ingress to, and egress from, Government facilities for the Contractor's personnel must be specified in the task order. Specific federally-controlled facilities or those areas located within a given facility may have additional security clearance requirements must be specified in the task order.

Contractor employees, including Subcontractor employees, shall have in their possession, at all times while working, the specific Government identification credential issued by the Government. The identification credential shall be displayed and be visible at all times while on Government property.

During all operations on Government premises, the Contractor's personnel shall comply with the rules and regulations governing the facility access policies and the conduct of personnel. The Government reserves the right to require Contractor personnel to "sign-in" upon entry and "sign-out" upon departure from the Government facilities.

The Contractor shall be responsible for ensuring that all identification credentials are returned to the issuing agency whenever contract employees leave the contract, when the task order has been completed, employees leave the company, or employees are dismissed or terminated. The Contractor shall notify the issuing agency whenever employee badges are lost.

## **H.15. ON-RAMPING**

The total number of Contractors within any of the 7 OASIS SB Pools may fluctuate due to any number of reasons including but, not limited to, competition levels on task orders, mergers & acquisitions; the Government's exercise of the off-ramp process; and OASIS SB Contractors outgrowing their small business size status under their existing OASIS SB Contract.

It is in the Government's best interest that there remain an adequate number of Contractors eligible to compete for task orders in each OASIS SB Contract to meet the Government's professional service mission requirements.

Contractors are hereby notified that utilization of any On-Ramping procedure below does not obligate the Government to perform any other On-Ramping procedure. Furthermore, any On-Ramping procedure may be performed for any single OASIS SB Pool at any time.

### **H.15.1. Lateral Pool Ramping**

In accordance with Section G.3.10., Contractors under OASIS SB will be required to recertify their business size standard under their existing NAICS Pool(s).

For those OASIS SB Contractors who no longer certify as a small business for their respective Pool(s), the OASIS SB Contractor may elect to be considered for an OASIS SB Pool with a higher size standard if they qualify as a small business for that size standard and were not already included in that Pool.

Additionally, for those OASIS SB Contractors who now certify as a small business for other OASIS Pool(s) that they did not previously fit the size standard, the OASIS SB Contractor may elect to be considered for an OASIS SB Pool with a lower size standard if they qualify as a small business for that size standard and were not already included in that Pool.

For example, if Contractor X in OASIS SB Pool 1 (\$15M size standard) only has a contract in Pool 1 and no longer qualifies as a small business for that Pool after recertification, Contractor X may elect to be considered for Pools 2 through 6 assuming they can qualify as a small business for each of those respective Pools.

Example 2: Contractor X in OASIS SB Pool 2 (\$20.5M size standard) experiences reduced business volume and now qualifies as a small business for Pool 1 after recertification. Contractor X may now elect to be considered for Pool 1 assuming they can qualify as a small business for that Pool.

In order to obtain a Lateral Pool Ramp, the Contractor must:

1. Have outgrown their Pool size standard on the basis of natural growth, not on the basis of a merger, acquisition or novation agreement in recognition of a successor in interest when Contractor assets are transferred during the term of OASIS SB OR certify as a lower size standard than originally proposed.

2. Qualify as a small business for the Pool(s) being applied for
3. Demonstrate successful performance under the OASIS SB contract
4. Submit a proposal in response to a Solicitation materially identical to the original version of the OASIS SB Solicitation and,
5. Receive a proposal score equal to or higher than the lowest scoring Contractor within the Pool being applied for. Note: The lowest scoring Contractor is based on the lowest evaluated numerical score within a given Pool in accordance with the scoring table in Section M.6. of the OASIS SB Solicitation at the time of the original OASIS SB awards.

The lateral Pool ramping Solicitation will include the same evaluation factors/sub-factors as the original OASIS SB Solicitation. The terms and conditions of the resulting award will be materially identical to the existing version of OASIS SB. The period of performance term will be coterminous with the existing term of all other OASIS SB Contractors.

Immediately upon lateral Pool ramping to OASIS SB, the Contractor is eligible to submit a proposal in response to any task order Solicitation and receive task order awards with the same rights and obligations as any other Contractor within the new Pool(s); however, the Contractor will be placed on Dormant Status under the OASIS SB Pool(s) the Contractor is no longer eligible under (if applicable). The Contractor must continue performance on active task orders under their dormant OASIS SB Pool(s), including the exercise of options at the task order level at the discretion of the OCO, until all active task orders are closed-out.

The OASIS SB CO may conduct a lateral pool On-Ramp without conducting any other On-Ramp.

#### [H.15.2. Vertical Contract On-Ramping](#)

The OASIS Program is a family of OASIS Pools and OASIS Small Business (SB) Pools with identical scopes. Each OASIS Pool is unrestricted and each OASIS SB Pool is a 100% Small Business Set Aside contract.

For those OASIS SB Contractors who no longer certify as a small business for their respective OASIS SB Pool, the OASIS SB Contractor may elect to be considered to be placed on the corresponding OASIS unrestricted Pool. In order to be eligible to do this, the recertification as a large business of the company must not have been achieved on the basis of a merger or acquisition; or novation agreement in recognition of a successor in interest when Contractor assets are transferred during the term of OASIS SB.

For example, if Contractor X in OASIS SB Pool 1 (\$15M size standard), can no longer certify as a small business under the \$15M size standard, Contractor X may elect to be considered for OASIS Pool 1 as a large business.

In order to vertically on-ramp, the Contractor must:

1. Have outgrown their small business sized standard on the basis of natural growth, not on the basis of a merger, acquisition or novation agreement in recognition of a successor in interest when Contractor assets are transferred during the term of OASIS SB
2. Demonstrate successful performance under OASIS SB
3. Submit a proposal in response to a Solicitation materially identical to the original version of the OASIS unrestricted Solicitation
4. Meet all of the Pass/Fail Criteria of the original OASIS unrestricted Solicitation and,
5. Receive a proposal score equal to or higher than the lowest scoring Contractor within the Pool being applied for. Note: The lowest scoring Contractor is based on the lowest evaluated numerical score within a given OASIS Pool in accordance with the scoring table in Section M.6. of the OASIS unrestricted Solicitation at the time of the original OASIS unrestricted Pools.

The vertical Pool on-ramping Solicitation will include the same evaluation factors/sub-factors as the original OASIS unrestricted Solicitation. The terms and conditions of the resulting award will be materially identical to the existing version of OASIS unrestricted. The period of performance term will be coterminous with the existing term of all other OASIS unrestricted Contractors.

Immediately upon vertical on-ramping to OASIS unrestricted, the Contractor is eligible to submit a proposal in response to any task order Solicitation and receive task order awards with the same rights and obligations as any other Contractor; however, the Contractor will be placed on Dormant Status under their OASIS SB Pool. The Contractor must continue performance on active task orders under their dormant OASIS SB Pool, including the exercise of options at the task order level at the discretion of the OCO, until all active task orders are closed-out.

The OASIS SB CO may conduct a vertical pool on-Ramp without conducting any other form of on-Ramp.

#### H.15.3. Open Season On-Ramping

GSA will determine whether it would be in the Government's best interest to initiate an open season on-ramping to add additional Contractors to any of the OASIS SB Pools at any time, subject to the following conditions:

1. An open season notice is published in Federal Business Opportunities in accordance with FAR Part 5, Publicizing Contract Actions
2. An open season Solicitation is issued under current Federal procurement law
3. The Solicitation identifies the total anticipated number of new contracts that GSA intends to award
4. Any Offeror that meets the eligibility requirements set forth in the open season Solicitation may submit a proposal in response to the Solicitation
5. The award decision under the open season Solicitation is based upon substantially the same evaluation factors/sub- factors as the original Solicitation
6. An Offeror's proposal must meet all of the Acceptability Pass/Fail Criteria of the original Solicitation
7. If the intent of the On-Ramp is to "replace" OASIS SB contractors acquired, merged, off-ramped, etc., an Offeror's proposal must receive a proposal score equal to or higher than the lowest scoring Contractor within the OASIS SB Pool being applied for. Note: The lowest scoring Contractor is based on the lowest evaluated numerical score within a given OASIS SB Pool in accordance with the scoring table in Section M.6. of the Solicitation at the time of the original awards.
8. If the intent of the On-Ramp is to "add" OASIS SB contractors such as SubPool development or to increase the total number of contractors in a given pool beyond the original number of awards for competition purposes, a number of contracts to be added will be announced and the highest technically rated Offerors will receive those awards regardless of how their score compared to the original awardees.
9. The terms and conditions of any resulting awards are materially identical to the existing version of the OASIS SB Pool and,
10. The period of performance term for any new awards is coterminous with the existing term for all other Contractors

Immediately upon On-Ramping, the Contractor is eligible to submit a proposal in response to any task order Solicitation and receive task order awards with the same rights and obligations as any other Contractor.

#### H.15.4. Focused On-Ramping (SubPool Creation)

GSA will determine whether it would be in the Government's best interest to initiate an open season on-ramping to create a SubPool within established OASIS SB Pools. This may be done in response to client needs, competition levels, or other factors. For example, Pool 2 consists of 5 different NAICS codes. Over time, the OASIS Program Office notices that competition levels for all NAICS are healthy except for NAICS Code 541720. In response to this and based on anticipated demand, a SubPool for NAICS Code 541720 could be created through this On-Ramping procedure.

Implementation of this form of On-Ramping would be subject to the following conditions:

1. An open season notice is published in Federal Business Opportunities in accordance with FAR Part 5, Publicizing Contract Action
2. An open season Solicitation is issued under current Federal procurement law
3. The Solicitation identifies the total anticipated number of new contracts that GSA intends to award
4. Any Offeror already possessing a contract in the affected Pool will automatically be included in the newly formed SubPool if the Offeror can provide Pool Qualification projects for the new SubPool, with the exception of SubPools limited to specific socioeconomic programs described in FAR 19.000(a)(3). GSA may elect to restrict SubPools to contractors qualifying as any of the socioeconomic programs described in FAR 19.000(a)(3) (e.g. an "8(a) Only SubPool")
5. Any Offeror that meets the eligibility requirements set forth in the open season Solicitation may submit a proposal in response to the Solicitation. This SubPool would require Pool Qualification projects associated with the NAICS Code/exception of the new SubPool.
6. The award decision under the open season Solicitation is based upon substantially the same evaluation factors/sub- factors as the original Solicitation. The newly formed SubPool will become a new MA-IDIQ contract in the family of OASIS SB contracts.

7. An Offeror's proposal must meet all of the Acceptability Pass/Fail Criteria of the original Solicitation
8. The terms and conditions of any resulting awards are materially identical to the existing version of the OASIS SB Pool, and
9. The period of performance term for any new awards is coterminous with the existing term for all other Contractors

#### **H.16. DORMANT STATUS**

GSA is responsible for ensuring performance and compliance with the terms of OASIS SB and safeguarding the interests of the Government and the American taxpayer in its contractual relationships. Additionally, GSA must ensure that Contractors receive impartial, fair, and equitable treatment. OASIS SB must be reserved for high performing OASIS SB Contractors. Accordingly, if the OASIS SB CO determines that any requirement of OASIS SB is not being met an OASIS SB Contractor may be placed into Dormant Status. Dormant status may be activated for a given OASIS SB Pool that a Contractor has been awarded or Dormant Status may be activated for all OASIS SB Pools.

If Dormant Status is activated, the Contractor shall not be eligible to participate or compete in any subsequent task order Solicitations while the Contractor is in Dormant Status; however, Contractors placed in Dormant Status shall continue performance on previously awarded and active task orders, including the exercise of options and modifications at the task order level.

Dormant Status is not a Debarment, Suspension, or Ineligibility as defined in FAR Subpart 9.4 or a Termination as defined in FAR Part 49. Dormant Status is a condition that applies to the OASIS SB contract only. Grounds for being placed in Dormant Status specifically include, but are not limited to, trends or patterns of behavior associated with the failure to meet the deliverables and compliances specified under Section F.4.

Except for automatic Dormancy due to FAR 52.219-28 size re-representation resulting in a change to the Contractor's size status from Small to Other Than Small (Per FAR 19.301-2(d)), dormant status will only be imposed after careful consideration of the situation and collaboration with the Contractor to resolve the issues. To place a Contractor in Dormant Status, the OASIS SB CO must first send a letter, in writing, to the Contractor regarding the poor performance or non-compliance issue. The Contractor shall have reasonable time, at the discretion of the OASIS SB CO, to provide the OASIS SB CO with a remediation plan to correct the deficiencies/issues. If the OASIS SB CO is satisfied with the Contractor's response, the Contractor will not be placed in Dormant Status. If the OASIS SB CO is not satisfied with the response, or the remediation plan is not effective, the OCO may issue a final decision, in writing, placing the Contractor in a Dormant Status. The OASIS SB CO final decision may be appealed to the OASIS SB Ombudsman under Alternative Disputes Resolution (ADR), as defined in FAR Subpart 33.201 and GSAM 533.214. Using ADR does not waive the Contractor's right to appeal to the Agency Board of Contract Appeals or United States Court of Federal Claims.

#### **H.17. OFF-RAMPING**

GSA reserves the unilateral right to Off-Ramp non-performing Contractors. Contractors that are Off-Ramped have no active task orders under their OASIS SB Pool at the time of the Off-Ramping. Contractors under more than one OASIS SB Pool will only be off-ramped from the OASIS SB Pool where the non-performing issues have occurred.

Off-ramping methods may result from one of the following conditions:

1. Permitting the Contractor's OASIS SB Contract term to expire instead of exercising Option I
2. After a Contractor is placed in Dormant Status and the Contractor has completed all previously awarded task orders under OASIS
3. Debarment, Suspension, or Ineligibility as defined in FAR Subpart 9.4.
4. Termination as defined in FAR Part 49
5. Contractors who fail to meet the standards of performance, deliverables, or compliances
6. Taking any other action which may be permitted under the OASIS SB terms and conditions

(END OF SECTION H)

## **PART II – CONTRACT CLAUSES**



## SECTION I – CONTRACT CLAUSES

### I.1. TASK ORDER CLAUSES

In accordance with FAR 52.301, Solicitation Provisions and Contract Clauses (Matrix), the OASIS SB master contracts cannot predetermine all the contract provisions/clauses for future individual task orders.

Representation and Certification Provisions from the OASIS SB master contracts automatically flow down to all OASIS SB task orders.

All "Applicable" and "Required" provisions/clauses set forth in FAR 52.301 automatically flow down to all OASIS SB 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. (Note: Any Applicable and/or Required provisions/clauses that require fill-in information must be provided by the OCO in full text).

The OCO must identify any "Optional" provisions/clauses set forth in FAR 52.301 and/or any of the ordering agency's "Supplemental" provisions/clauses for each individual task order Solicitation and subsequent award. (Note: For Optional and/or agency Supplemental provisions/clauses, the OCO must provide the Provision/Clause Number, Title, Date, and fill-in information (if any), as of the date the task order Solicitation is issued)

The OCO must identify in the task order Solicitation whether FAR Part 12 commercial clauses/provisions apply or do not apply. 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. (Note: For organizations within DoD, when selecting FAR 52.216-29, the OCO must also identify DFARs 252.216-7002, Alternate A).
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

### I.2. OASIS SB MASTER CONTRACT CLAUSES

The following clauses apply only to the OASIS SB MA-IDIQ master task order contracts. The clauses and dates remain unchanged throughout the term of OASIS SB unless changed through a bi-lateral modification to OASIS SB.

#### I.2.1. FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <https://acquisition.gov>.

#### I.2.2 GSAR 552.252-6 AUTHORIZED DEVIATIONS IN CLAUSES (DEVIATION FAR 52.252-6) (SEP 1999)

(a) *Deviations to FAR clauses.*

(1) This solicitation or contract indicates any authorized deviation to a Federal Acquisition Regulation (48 CFR Chapter 1) clause by the addition of "(DEVIATION)" after the date of the clause, if the clause is not published in the General Services Administration Acquisition Regulation (48 CFR Chapter 5).

(2) This solicitation indicates any authorized deviation to a Federal Acquisition Regulation (FAR) clause that is published in the General Services Administration Acquisition Regulation by the addition of "(DEVIATION (FAR clause no.))" after the date of the clause.

(b) *Deviations to GSAR clauses.* This solicitation indicates any authorized deviation to a General Services Administration Acquisition Regulation clause by the addition of "(DEVIATION)" after the date of the clause.

(c) *"Substantially the same as" clauses.* Changes in wording of clauses prescribed for use on a "substantially the same as" basis are not considered deviations.

FAR	TITLE	DATE
52.202-1	Definitions	NOV 2013
52.203-3	Gratuities	APR 1984
52.203-5	Covenant Against Contingent Fees	MAY 2014
52.203-6	Restrictions on Subcontractor Sales to the Government	SEP 2006
52.203-7	Anti-Kickback Procedures	MAY 2014
52.203-8	Cancellation, Rescission, and Recovery of Funds For Illegal or Improper Activity	MAY 2014
52.203-10	Price or Fee Adjustment for Illegal or Improper Activity	MAY 2014
52.203-12	Limitation on Payments to Influence Certain Federal Transactions	OCT 2010
52.203-13	Contractor Code of Business Ethics and Conduct	OCT 2015
52.203-14	Display of Hotline Poster(s)	OCT 2015
52.203-16	Preventing Personal Conflict of Interest	DEC 2011
52.203-17	Contractor Employee Whistleblower Rights and Requirements to Inform Employees of Whistleblower Rights	APR 2014
52.204-2	Security Requirements	AUG 1996
52.204-4	Printed or Copied Double-Sided on Postconsumer Fiber Content Paper	MAY 2011
52.204-9	Personal Identity Verification of Contractor Personnel	JAN 2011
52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards	OCT 2018
52.204-15	Service Contract Reporting Requirements for Indefinite-Delivery Contracts	OCT 2016
52.204-18	Commercial and Government Entity Code Maintenance	JUL 2016
52.204-19	Incorporation by Reference of Representations and Certifications	DEC 2014
52.204-21	Basic Safeguarding of Covered Contractor Information Systems	JUN 2016
52.209-6	Protecting the Government's Interest When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment	OCT 2015
52.209-9	Updates of Publicly Available Information Regarding Responsibility Matters	Oct 2018
52.209-10	Prohibition on Contracting with Inverted Domestic Corporations	NOV 2015
52.210-1	Market Research	APR 2011
52.211-5	Materials Requirements	AUG 2000
52.215-2	Audit and Records —Negotiation	OCT 2010
52.215-8	Order of Precedence – Uniform Contract Format	OCT 1997
52.215-14	Integrity of Unit Prices	OCT 2010
52.215-15	Pension Adjustments and Asset Reversions	OCT 2010
52.215-16	Facilities Capital Cost of Money	JUN 2003
52.215-17	Waiver of Facilities Capital Cost of Money	OCT 1997
52.215-18	Reversion or Adjustment of Plans for Postretirement Benefits (PRB) other than Pensions	JUL 2005
52.215-19	Notification of Ownership Changes	OCT 1997
52.215-21	Requirements for Certified Cost or Pricing Data and Data Other Than Certified Cost or Pricing Data Modifications.	OCT 2010
52.215-21	Alternate IV	OCT 2010
52.219-6	Notice of Total Small Business Set-Aside (DEVIATION 2019-O0003)	DEC 2018
52.219-8	Utilization of Small Business Concerns	OCT 2018
52.219-9	*Small Business Subcontracting Plan (*Not Mandatory for contracts without a Plan)	AUG 2018
52.219-9	*Alternate II (*Not Mandatory for contracts without a Plan)	NOV 2016
52.219-9	*Alternate III (*Not Mandatory for contracts without a Plan)	JAN 2017
52.219-14	Limitations on Subcontracting (DEVIATION 2019-O0003)	DEC 2018
52.219-16	Liquidated Damages-Subcontracting Plan	JAN 1999



FAR	TITLE	DATE
52.219-27	Notice of Service-Disabled Veteran-Owned Small Business Set-Aside (DEVIATION 2019-O0003)	DEC 2018
52.219-28	Post-Award Small Business Program Re-representation	JUL 2013
52.222-3	Convict Labor	JUN 2003
52.222-4	Contract Work Hours and Safety Standards – Overtime Compensation	MAY 2018
52.222-19	Child Labor – Cooperation with Authorities and Remedies	JAN 2018
52.222-21	Prohibition of Segregated Facilities	APR 2015
52.222-26	Equal Opportunity	SEP 2016
52.222-29	Notification of Visa Denial	APR 2015
52.222-35	Equal Opportunity For Veterans	OCT 2015
52.222-36	Equal Opportunity for Workers with Disabilities	JUL 2014
52.222-37	Employment Reports on Veterans	FEB 2016
52.222-40	Notification of Employee Rights Under the National Labor Relations Act	DEC 2010
52.222-50	Combating Trafficking in Persons	JAN 2019
52.222-54	Employment Eligibility Verification	OCT 2015
52.223-5	Pollution Prevention and Right-To-Know Information	MAY 2011
52.223-6	Drug-Free Workplace	MAY 2001
52.223-10	Waste Reduction Program	MAY 2011
52.223-18	Encouraging Contractor Policies to Ban Text Messaging While Driving	AUG 2011
52.223-19	Compliance with Environmental Management Systems	MAY 2011
52.224-1	Privacy Act Notification	APR 1984
52.224-2	Privacy Act	APR 1984
52.225-13	Restrictions on Certain Foreign Purchases	JUN 2008
52.225-26	Contractors Performing Private Security Functions Outside the United States	OCT 2016
52.227-1	Authorization and Consent	DEC 2007
52.227-2	Notice and Assistance Regarding Patent and Copyright Infringement	DEC 2007
52.227-3	Patent Indemnity	APR 1984
52.227-14	Rights in Data—General	MAY 2014
52.227-17	Rights in Data-Special Works	DEC 2007
52.228-5	Insurance – Work on a Government Installation	JAN 1997
52.229-3	Federal, State, and Local Taxes	FEB 2013
52.232-8	Discounts for Prompt Payment	FEB 2002
52.232-9	Limitation on Withholding of Payments	APR 1984
52.232-11	Extras	APR 1984
52.232-17	Interest	MAY 2014
52.232-33	Payment by Electronic Funds Transfer-System for Award Management	OCT 2018
52.232-39	Unenforceability of Unauthorized Obligations	JUN 2013
52.232-40	Providing Accelerated Payments to Small Business Subcontractors	DEC 2013
52.233-1	Disputes	MAY 2014
52.233-1	Alternate I	DEC 1991
52.233-3	Protest After Award	AUG 1996
52.233-4	Applicable Law For Breach of Contract Claim	OCT 2004
52.237-2	Protection of Government Buildings, Equipment and Vegetation	APR 1984
52.237-3	Continuity of Services	JAN 1991
52.239-1	Privacy or Security Safeguards	AUG 1996
52.242-13	Bankruptcy	JUL 1995
52.243-1	Changes – Fixed-Price	AUG 1987
52.243-1	Alternate II	APR 1984
52.244-5	Competition in Subcontracting	DEC 1996
52.244-6	Subcontracts For Commercial Items	JAN 2019
52.245-1	Government Property	JAN 2017
52.245-9	Use and Charges	APR 2012

<b>FAR</b>	<b>TITLE</b>	<b>DATE</b>
52.246-4	Inspection of Services – Fixed Price	AUG 1996
52.246-25	Limitation of Liability – Services	FEB 1997
52.249-2	Termination For Convenience of the Government (Fixed-Price)	APR 2012
52.249-8	Default (Fixed-Price Supply and Service)	APR 1984
52.251-1	Government Supply Sources	APR 2012
52.253-1	Computer Generated Forms	JAN 1991

### I.3. GSAR CLAUSES INCORPORATED BY REFERENCE

<b>GSAR</b>	<b>TITLE</b>	<b>DATE</b>
552.203-71	Restriction on Advertising	SEP 1999
552.204-9	Personal Identity Verification Requirements	OCT 2012
552.215-70	Examination of Records by GSA	JUL 2016
552.219-75	GSA Mentor-Protégé Program	SEP 2009
552.228-5	Government as Additional Insured	JAN 2016
552.232-1	Payments (DEVIATION FAR 52.232-1)	NOV 2009
552.232-23	Assignment of Claims	SEP 1999
552.232-25	Prompt Payment (DEVIATION FAR 52.232-25)	NOV 2009
552.237-73	Restriction on Disclosure Of Information	JUN 2009

### I.4. FAR AND GSAR CLAUSES IN FULL TEXT

#### I.4.1. FAR 52.209-9 Updates of Publicly Available Information Regarding Responsibility Matters (JUL 2013)

(a) The Contractor shall update the information in the Federal Awardee Performance and Integrity Information System (FAPIIS) on a semi-annual basis, throughout the life of the contract, by posting the required information in the System for Award Management database via <https://www.acquisition.gov>.

(b) As required by section 3010 of the Supplemental Appropriations Act, 2010 (Pub. L. 111-212), all information posted in FAPIIS on or after April 15, 2011, except past performance reviews, will be publicly available. FAPIIS consist of two segments—

(1) The non-public segment, into which Government officials and the Contractor post information, which can only be viewed by—

(i) Government personnel and authorized users performing business on behalf of the Government; or

(ii) The Contractor, when viewing data on itself; and

(2) The publicly-available segment, to which all data in the non-public segment of FAPIIS is automatically transferred after a waiting period of 14 calendar days, except for--

(i) Past performance reviews required by subpart 42.15;

(ii) Information that was entered prior to April 15, 2011; or

(iii) Information that is withdrawn during the 14-calendar-day waiting period by the Government official who posted it in accordance with paragraph (c)(1) of this clause.

(c) The Contractor will receive notification when the Government posts new information to the Contractor's record.

(1) If the Contractor asserts in writing within 7 calendar days, to the Government official who posted the information, that some of the information posted to the non-public segment of FAPIIS is covered by a disclosure exemption under the Freedom of Information

Act, the Government official who posted the information must within 7 calendar days remove the posting from FAPIIS and resolve the issue in accordance with agency Freedom of Information procedures, prior to reposting the releasable information. The contractor must cite 52.209-9 and request removal within 7 calendar days of the posting to FAPIIS.

(2) The Contractor will also have an opportunity to post comments regarding information that has been posted by the Government. The comments will be retained as long as the associated information is retained, i.e., for a total period of 6 years. Contractor comments will remain a part of the record unless the Contractor revises them.

(3) As required by section 3010 of Pub. L. 111-212, all information posted in FAPIIS on or after April 15, 2011, except past performance reviews, will be publicly available.

(d) Public requests for system information posted prior to April 15, 2011, will be handled under Freedom of Information Act procedures, including, where appropriate, procedures promulgated under E.O. 12600.

(End of clause)

#### I.4.2. FAR 52.216-18 Ordering (OCT 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from contract start date through the contract end date.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

(End of clause)

#### I.4.3. FAR 52.216-19 Order Limitations (OCT 1995)

(a) *Minimum order.* When the Government requires supplies or services covered by this contract in an amount of less than the Simplified Acquisition Threshold, as amended, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) *Maximum order.* The Contractor is not obligated to honor—

(1) Any order for a single item in excess of N/A per year

(2) Any order for a combination of items in excess of N/A per year

(3) A series of orders from the same ordering office within 365 days that together call for quantities exceeding the limitation in paragraph (b)(1) or (2) of this section.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) of this section.

(d) Notwithstanding paragraphs (b) and (c) of this section, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 5 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

(End of clause)

#### I.4.4. FAR 52.216-22 Indefinite Quantity (OCT 1995)

(a) This is an indefinite-quantity contract for the supplies or services specified and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including

the quantity designated in the Schedule as the "maximum." The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum."

(c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; *provided*, that the Contractor shall not be required to make any deliveries under this contract after the completion of customer order including order options, five years following the expiration of the contract ordering period.

(End of clause)

#### **I.4.5. FAR 52.217-8 Option to Extend Services (NOV 1999)**

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days.

(End of clause)

#### **I.4.6. FAR 52.217-9 Option to Extend the Term of the Contract (MAR 2000)**

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 10 years and six months.

(End of clause)

#### **I.4.7. GSAR 552.216-74 Task-Order and Delivery-Order Ombudsman (JAN 2016)**

(a) GSA has designated a Task-Order and Delivery-Order Ombudsman who will review complaints from contractors and ensure that they are afforded a fair opportunity for consideration in the award of task or delivery orders under Indefinite Delivery/Indefinite Quantity (ID/IQ) contracts, consistent with the procedures in the contract. Written complaints shall be submitted to the Ombudsman, with a copy to the Contracting Officer.

(b) In the case that the contractor is not satisfied with the resolution of the complaint by the GSA Task-Order and Delivery-Order Ombudsman, the contractor may follow the procedures outlined in subpart 33.1.

(c) The GSA Ombudsman is located at the General Services Administration (GSA), Office of Government-wide Policy (OGP), Office of Acquisition Policy (MV). Contact information for the GSA Ombudsman can be found at: <http://www.gsa.gov/ombudsman>.

(End of Clause)

(END OF SECTION I)

## **PART III – LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS SECTION J – LIST OF ATTACHMENTS**

### **J.1. LABOR CATEGORIES AND DEFINITIONS – Attachment (1)**

### **J.2. DIRECT LABOR RATE RANGES – Attachment (2)**

J.3. Reserved

J.4. Reserved

J.5. SELF SCORING WORKSHEET (SAMPLE ONLY) – Attachment (5)

J.6. MODIFIED PRE-AWARD SURVEY (SF 1408) – Attachment (6)

J.7. Reserved

J.8. PAST PERFORMANCE RATING FORM – Attachment (8)

J.9. COST/PRICE TEMPLATE – Attachment (9)

J.10. Reserved

J.11. SECTION K REPRESENTATIONS AND CERTIFICATIONS – Attachment (11)

\*J.12. SUBCONTRACTING PLAN TEMPLATE – Attachment (12)

*\* Only applicable in accordance with Section L.5.1.8.*

J.13. GSA FORM 527 CONTRACTOR'S QUALIFICATIONS AND FINANCIAL INFORMATION – Attachment (13)

\*J.14. NAICS OR PSC CODE CORRECTION LETTER – Attachment (14)

*\* Only applicable in accordance with Section L.5.1.2. or L.5.3.2.1.*

\*J.15. NAICS CODE CHANGE LETTER – Attachment (15)

*\* Only applicable in accordance with Section L.5.1.2. or L.5.3.2.1.*

J.16. OASIS FSSCTA Performance Verification Letter – Attachment (16)

*\*Only applicable in accordance with Section L.2.7*

J.17. SOLICITATION QUESTIONS AND ANSWERS – Attachment (17)

J.18. Reserved

J.19. SYMPHONY INSTRUCTIONS – Attachment (19)

J.20 OASIS SB CTA AGREEMENT – Attachment (20)

(END OF SECTION J)

## PART IV – REPRESENTATIONS AND INSTRUCTIONS

### SECTION K – REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS

#### K.1. REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS

- (a) The Offeror shall submit Section J.11., Attachment (11), titled, "SECTION K REPRESENTATIONS AND CERTIFICATIONS". No other format will be considered.

- (b) The Offeror shall fill out Section K electronically or manually in its entirety and submit in .pdf format.

## **SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS OR RESPONDENTS**

The purpose of Section L is to establish requirements for the format and content of proposals so that all the requested information can be evaluated equitably.

### **L.1. FAR 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)**

This Solicitation incorporates one or more Solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. In lieu of submitting the full text of those provisions, the Offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a Solicitation provision may be accessed electronically at this address: <https://www.acquisition.gov>.

<b>FAR</b>	<b>TITLE</b>	<b>DATE</b>
52.204-6	Unique Entity Identifier	OCT 2016
52.204-7	System for Award Management	OCT 2016
52.204-16	Commercial and Government Entity Code Reporting	JUL 2016
52.214-34	Submission of Offers in the English Language	APR 1991
52.214-35	Submission of Offers in U.S. Currency	APR 1991
52.215-1	Instructions to Offerors-Competitive Acquisition	JAN 2017
52.222-24	Preaward On-Site Equal Opportunity Compliance Evaluation	FEB 1999
52.222-46	Evaluation of Compensation for Professional Employees	FEB 1993

### **L.2. INSTRUCTIONS, CONDITIONS, AND NOTICES**

- (a) Offerors are instructed to read the entire Solicitation document, subsequent Solicitation amendments (if any), including all the attachments in Section J, prior to submitting questions, preparing your offer, and submitting a proposal. Offerors may compete for more than one MA-IDIQ task order contract; however, the Offeror shall only submit one proposal per Pool. When an Offeror is sharing resources from other entities by way of a Meaningful Relationship within a Corporate Structure, only one Offer (e.g., proposal) from that Corporate Structure shall be submitted (See Section L.5.1.9). See L.3.1 for additional guidance related to Offerors responding to multiple Pools.
- (b) The electronic Solicitation documents as posted on <https://www.fbo.gov> shall be the only official documents for the requirements of this Solicitation.
- (c) The Government will not reimburse Offerors for any cost incurred for the preparation and submission of a proposal in response to this Solicitation.
- (d) All Offerors must be an Official Legal Entity in accordance with Section L.2.8.
- (e) When an Offeror is sharing resources from other entities within the Offeror's Corporate Structure by way of a Meaningful Relationship Commitment Letter in accordance with Section L.5.1.9, or in the case of Contractor Team Arrangements (CTAs) in accordance with Section L.5.1.10, only one Offer (e.g., proposal) from the Official Legal Entity shall be submitted.
- (f) Offerors shall organize their proposal submission documents to ensure the Government can easily identify which documents apply to which minimum requirement or scored evaluation criteria for evaluation purposes. See Section L.4.
- (g) Offerors shall provide any official and verifiable documentation as necessary to validate any minimum requirement or scored evaluation criteria being claimed unless otherwise specified herein. For example, NAICS Code or PSC Code documents shall

be submitted in accordance with Section L.5.1.2. and L.5.3.2.1. instructions, Past Performance documents shall be submitted in accordance with Sections L.5.4. instructions, System and Certification documents shall be submitted in accordance with Sections L.5.5. through L.5.5.10. instructions, and all submission documents from Section J shall be in accordance with the content and instructions of Section J.

- (h) Offerors shall make all Project verification and validation unambiguous and straightforward by highlighting each section/paragraph that corresponds directly to each minimum requirement and scored evaluation criteria being claimed.
- (i) Offerors shall use Adobe Sticky Notes to clearly identify each section/paragraph that corresponds to each minimum requirement and scored evaluation criteria being claimed.
- (j) Without changing its contents, Offerors may make minor formatting changes to Section K and Section J templates used in proposal submission. For example, minor formatting changes include such things as adjusting page breaks, adding corporate identification logos, identifying proposal volume identifiers, and disclaimers of proprietary information, and adjusting the Cost/Price template based on an Offeror's specific indirect rate structure.
  - (1) The Contracting Officer reserves the right to waive minor clerical errors and/or minor formatting discrepancies, provided the information is available in the proposal in a format that enables the Government to proceed with evaluation of the proposal. The determination of whether such clerical errors and/or formatting discrepancies are considered minor enough to enable evaluation is at the sole discretion of the Contracting Officer.
- (k) All Pool Qualification, Primary, and/or Secondary Projects submitted in response to this Solicitation shall have been performed by the Offeror in accordance with Section L.2.7 unless a Meaningful Relationship Commitment Letter is provided in accordance with Section L.5.1.9., in the case of Contractor Team Arrangements (CTAs) in accordance with Section L.5.1.10, or in the event of a Federal Supply Schedule Contractor Teaming Arrangement (FSSCTA) (please see note below), and found to be acceptable by the Government.
- (l) Offerors may choose the same Project(s) between Pool Qualification, Primary, and/or Secondary Projects. **No Project, to include Pool Qualification projects, Relevant Experience Primary Projects, and Relevant Experience Secondary Projects, may be used in more than one proposal for the same Pool submitted under this solicitation, except in accordance with L.2.9 or as part of an FSSCTA. Projects used in more than one proposal in a given Pool submitted under this solicitation will be removed from all proposals and will not be evaluated as part of any Offeror's proposal.** It is the Offeror's sole responsibility to ensure that the Projects submitted as part of its proposal are not submitted in any other proposals for the same pool.
  - (1) Offerors with projects submitted under Section L.2.9 or as part of an FSSCTA must demonstrate the specific portion of the project that the Offeror performed. This specific portion of the project may not be used in more than one proposal for the same Pool submitted under this solicitation. For example, if a transferor performed on a contract for the base period, then a novation occurred and the transferee performed during the option period(s), both the transferor and transferee can submit the same project, but they may not submit that same portion of the project in more than one proposal for each Pool (e.g., the transferor could not submit the base period of the project in multiple proposals for Pool 1).
  - (2) Offerors may only claim points/minimum requirements for the portion of the project that they performed.
- (m) If an Offeror submits a "Collection of Task Orders" under a Primary Project 5-Alternate (5A), none of the Task Orders awarded under the Single-Award Indefinite Delivery, Indefinite Quantity contract (SA-IDIQ) or Single-Award Blanket Purchase Agreement (SA-BPA) can be submitted for Primary Projects 1 through 4. See Section L.5.3.1.
- (n) Projects that are the result of a Merger, Acquisition, Novation or Change-of-Name Agreement or Assets of a Project may be submitted in accordance with Section L.2.9.
- (o) Omission of any proposal submission requirements or failure to follow the instructions under this Solicitation may result in rejection of the offer as non-compliant. Failure to provide sufficient evidence within a Contract or Task Order document and/or other verifiable contractual documents to substantiate all minimum requirements/points claimed for any proposal element may result in a deduction of points and/or removal of the proposal from consideration for award.



- (p) All proposal information is subject to verification by the Government. Falsification of any proposal submission, documents, or statements may subject the Offeror to civil or criminal prosecution under Section 1001 of Title 18 of the United States Code.

**Note:** Also complete Section J.16\_Attachment (16)\_OASIS\_FSSCTA\_Performance\_Verification\_Letter.docx for FSS Task Orders or FSS BPA Calls which were awarded on a FSS Contractor Teaming Arrangement (CTA) basis. It does NOT apply to FAR 9.601 (1) or (2).

#### **L.2.1. Solicitation Questions**

- (a) The Offeror shall submit all questions related to this solicitation via the OASIS Symphony Online Proposal System (hereafter "Symphony"), accessible at the following link: <https://oasis.app.cloud.gov/>. Draft answers may be provided as soon as available. Offerors are encouraged to review the previously answered questions prior to submitting a new question to avoid submitting duplicate questions. Only those questions and answers posted to FBO are considered "official" as part of this solicitation. Any questions related to this solicitation submitted via any other format or portal (e.g. [oasisSB@gsa.gov](mailto:oasisSB@gsa.gov)) **will not** be acknowledged or answered.
1. Offerors will not be able to submit their proposals until the Question and Answer Amendment is posted to FBO.
- (b) All questions related to this solicitation (with the exception of questions related to Symphony) must be submitted by May 29th, 2019. Any questions submitted after this deadline, or through any means other than Symphony, will not be considered by the Government.
1. Questions regarding Symphony (e.g., access, system issues, upload issues) must be submitted by June 24th, 2019. To the maximum extent practicable, these questions shall be submitted through Symphony via the Symphony helpdesk, see Section J.19 for additional information. If an Offeror is unable to gain access to Symphony or has not received relief through the Symphony helpdesk system, those questions regarding access may be submitted via the Google Form at the following link: <https://forms.gle/FfkGR6vu6jm6eEGn6>. Any questions regarding Symphony submitted after this deadline will not be considered by the Government. The Offeror is solely responsible for an Offeror's inability to submit a proposal due to issues with Symphony that were not submitted to the Symphony helpdesk or the above Google Form prior to June 24th, 2019.
- (c) Questions must include the Page Number, Section Number, and Paragraph Number of the Solicitation that pertains to the Offeror's questions.
- (d) Questions will be answered collectively under an amendment posted on FBO prior to the Solicitation closing date.
- (e) Acknowledgement of receipt of questions will not be made.
- (f) CAUTION: Any question or request to add, remove, or revise any of the scored evaluation criteria in Section M will not be considered. This OASIS SB Pools On-Ramp is under the same Solicitation and scored evaluation criteria as the original awardees of OASIS SB.

#### **L.2.2. FAR 52.233-2 - Service of Protest (SEP 2006)**

- (a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

General Services Administration (GSA) Federal  
Acquisition Service (FAS)  
GSA, Office of Contract Operations  
Attn: Alexander Luker (OASIS SB Contracting Officer)  
1800 F Street, NW, Washington, DC 20405  
E-mail: [oasisSB@gsa.gov](mailto:oasisSB@gsa.gov)



- (b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

#### L.2.3. Hours of Operation

The OASIS Program Management Office hours of operation are from 8:00 a.m. to 4:30 p.m. Eastern Standard Time (EST).

#### L.2.4. FAR 52.215-20 Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data (OCT 2010) Alternate IV (OCT 2010)

Submission of certified cost or pricing data is not required.

(End of provision)

#### L.2.5. FAR 52.216-1 Type of Contract (APR 1984)

The Government contemplates Multiple Award, Indefinite Delivery, Indefinite Quantity (MA-IDIQ) Task Order Contracts for Government-wide use resulting from this Solicitation.

(End of provision)

#### L.2.6. Total Small Business Set-Asides

- (a) The Government intends to award approximately 190 additional Small Business Set-Asides under OASIS SB Pool 1.
- (b) The Government intends to award approximately 160 additional Small Business Set-Asides under OASIS SB Pool 3.
- (c) The Government intends to award approximately 60 additional Small Business Set-Asides under OASIS SB Pool 4.
- (d) If there are numerical ties at the minimum awarded score in any Pool, all ties in that Pool will receive an award.
- (e) Additional Socio-Economic Set-Asides may be awarded in accordance with FAR 19.502-2 and Section M.3.

#### L.2.7. Prime Contractor

- (a) "Prime Contractor" means the contractor has privity-of-contract with the Government for all contractual obligations under a mutually binding legal relationship with the Government. In other words, when the Government awards a contract to a contractor, the contractor is considered the Prime Contractor. For example, Prime Contractors are identified as such on Contract or Task Order forms as follows:
  - 1. Standard Form (SF) 1449 – Solicitation/Contract/Order for Commercial Items – (Block 17a identifies the Prime Contractor)
  - 2. SF 26 – Award/Contract – (Block 7 identifies the Prime Contractor)
  - 3. SF 33 – Solicitation, Offer, and Award – (Block 15A identifies the Prime Contractor)
  - 4. Department of Defense (DD) 1155 – Order for Supplies or Services (Block 9 identifies the Prime Contractor)
  - 5. Optional Form 307 – Contract Award (Block 7 identifies the Prime Contractor)
  - 6. GSA Form 300 – Order for Supplies and Services (Block 6 identifies the Prime Contractor)
- (b) When a Prime Contractor awards a contract to a contractor, the contractor is considered a "subcontractor" by the Government. Any proposal submission document for which an Offeror takes credit for any minimum requirement or scored evaluation criteria as a subcontractor will be non-conforming to the Solicitation and rejected.
- (c) All Projects are defined as Prime Contracts, Prime BPAs, and Prime Task Orders submitted in accordance with the instructions set forth in Section L.5.1.2. (Pool Qualification Projects) and Section L.5.3. (Relevant Experience (Primary) Projects) or

(Relevant Experience (Secondary) Projects).

- (d) Federal Supply Schedule Contractor Teaming Agreements (FSSCTA) are considered to be Prime awards to both the lead and the team member and shall be considered for prime experience. In the event that a FSSCTA team member claims project experience, validation documentation identified in attachment J.16 is required. It does NOT apply to FAR 9.601 (1) or (2) CTAs.
- (e) Awards issued under Other Transaction Authority (OTAs) are considered prime contracts, provided the Offeror can submit OTA documentation to clearly demonstrate that the requirements and/or evaluation points claimed for that specific area are met. If the following elements are not clearly demonstrated in the OTA documentation (e.g., the OTA was operated through a consortium), the Offeror must submit in its proposal a letter from the warranted Contracting Officer responsible for the OTA to demonstrate:
  - 1. That the Offeror performing under the OTA has privity-of-contract with the Government.
  - 2. That the Government was responsible for selecting the awardee of such an OTA.

Note that there is no required format for this letter.

#### **L.2.8. Official Legal Entity**

- (a) All minimum requirements and scored evaluation criteria an Offeror is submitting a proposal and taking credit for as a Prime Contractor must be in the Offeror's official legal entity Commercial and Government Entity (CAGE) Code and Data Universal Numbering System (DUNS) Number as submitted in Block 15A on the Standard Form (SF) 33, Solicitation, Offer and Award. The only exceptions are if the Offeror is claiming a minimum requirement or scored evaluation criteria from an acceptable Meaningful Relationship Commitment Letter in accordance with Section L.5.1.9 or is a Joint Venture partner or First Tier Small Business Subcontractor IAW Section L.5.1.10.
- (b) The CAGE Code and DUNS Number in the System for Award Management (SAM) at <https://www.sam.gov> must match the Offeror's official legal entity name(s) and address(es) on the SF 33, Block 15A.
- (c) All OASIS SB Task Order awards under an OASIS SB contract awarded under this Solicitation shall be in the Offeror's official legal entity name and address as submitted in Block 15A of the SF 33 and the Offeror's submitted Cage Code and DUNS Number. The only exception is when the OASIS SB Contracting Officer issues a formal modification under an SF 30 to recognize a successor-in-interest as a result of a Merger, Acquisition, Novation and/or Change-of-Name Agreement after an OASIS SB contract award.

#### **L.2.9. Mergers, Acquisitions, Novations, and Change-of-Name Agreements**

- (a) In the event Offerors submit a Pool Qualification, Primary, or Secondary Project that was the result of a Government approved Merger, Acquisition, Novation and/or Change-of-Name Agreement prior to the closing date of this Solicitation, both the transferor and transferee company may submit the same Projects under this Solicitation.
- (b) The transferor may claim credit for any minimum requirement or scored evaluation criteria from that Project up to the date that the Government approved the Merger, Acquisition, Novation or Change-of-Name Agreement, while the transferee may claim credit for any minimum requirement or scored evaluation criteria from that Project for the entire period of performance of that project.
- (c) Validation of the "approval date" is the approval date the Administrative Contracting Officer (ACO) identifies in the modification under the Project, typically under an SF 30. For example, Company ABC, Inc. sells all the assets under Project 12345 to XYZ, Corp. Project 12345 is officially novated from ABC, Inc. to XYZ, Corp. by the ACO, effective May 1, 2014, under an SF 30 modification. Both ABC, Inc. and XYZ, Corp. claim credit for a minimum requirement or scored evaluation criteria under the same Project 12345 in response to this Solicitation. Company ABC, Inc. may claim credit for the minimum requirement or scored evaluation criteria under Project 12345 from the date of award through April 30, 2014 and XYZ, Corp. (and only XYZ, Corp.) may claim credit for the minimum requirement or scored evaluation criteria under Project 12345 from the date of award and after May 1, 2014.

- (d) If an Offeror is claiming credit for any minimum requirement or scored evaluation criteria under a Project and the Offeror was either the transferor or transferee as a result of a Merger, Acquisition, Novation or Change-of-Name Agreement under the Project, the Offeror shall submit a copy of the SF 30 or official documentation confirming the ACO's "approval date" under the Project.

#### **L.2.10. Inverted Domestic Corporations**

- (a) Inverted Domestic Corporations and any Subsidiary of an Inverted Domestic Corporation are not eligible for award under this Solicitation.
- (b) "Inverted Domestic Corporation", as defined in FAR 52.209-10, means a foreign incorporated entity that meets the definition of an inverted domestic corporation under 6 U.S.C. 395(b), applied in accordance with the rules and definitions of 6 U.S.C. 395(c). "Subsidiary" means an entity in which more than 50 percent of the entity is owned directly by a parent corporation; or through another subsidiary of a parent corporation.

#### **L.3. PROPOSAL SUBMISSION INSTRUCTIONS**

- (a) Proposals shall be accepted electronically through the Symphony, accessible at the following link: <https://oasis.app.cloud.gov/>. This is the sole method of proposal submission accepted by the Government. Any proposal sent directly to the Contracting Officer or any other point of contact other than Symphony will be determined non-responsive and will be considered ineligible for award. No paper version of your proposal shall be submitted.
- (b) This Solicitation closes and proposals are due on Jun 27th, 2019 at 11:00 a.m. Eastern Daylight Time (EDT).
- (c) Proposal submission documents uploaded to Symphony shall not be locked, encrypted, or otherwise contain barriers to opening.
- (d) It is the sole responsibility of the Offeror to ensure that the electronic files submitted are virus free and can be opened and read by the Government.
- (e) All proposal documents uploaded to Symphony shall be submitted in Adobe (.pdf) format with the exception of Attachment J.9.
- (f) It is the sole responsibility of the Offeror to ensure registration and submission of its proposal in Symphony. Offerors are strongly encouraged to register for an account and upload their proposal documentation in advance of the proposal submission deadline.

CAUTION: Offerors will not be able to submit their proposals until the Question and Answer Amendment (see Section L.2.1(a)) is posted to FBO.

#### **L.3.1. OFFERORS RESPONDING TO MULTIPLE POOLS**

- (a) Offerors may compete for more than one Pool; however, Offerors shall only submit one (1) proposal per Pool in Symphony.
- (b) Because each Pool has a different size standard, it is permissible for Offerors proposing as part of a Contractor Teaming Arrangement (CTA) pursuant to section L.5.1.10 of this solicitation to utilize different CTAs for each distinct Pool. Accordingly, the Pool Qualification and Relevant Experience projects submitted may be different from one Pool to another.
- (c) In order for an Offeror to be automatically included in the corresponding 8(a) SubPool(s), in accordance with Section H.15.4 and FBO Solicitation Notice # GS00Q-13-DR-0002-8(a), the Offeror shall upload a PDF printout of the SBA DSBS results associated with the Offeror's DUNS number clearly demonstrating that the Offeror is a current participant in the 8(a) program as of the date of the Offeror's initial offer, including price. For 8(a) Offerors who are part of a CTA, reference section L.5.1.10(c) for additional requirements.

1. If an Offeror is responding as the Official Legal Entity to both an OASIS SB Pool under this solicitation and the corresponding 8(a) SubPool associated with GS00Q-13-DR-0002-8(a), from two different legal entities within the same corporate structure (defined in Section L.5.1.9) and is sharing resources via a meaningful relationship commitment letter in accordance with Section L.5.1.9, only one 8(a) SubPool award is permissible within the same corporate structure. Such Offerors from within the same corporate structure would either (A) be ineligible to automatically qualify for the 8(a) SubPool, or (B) be ineligible to receive a competitively awarded SubPool contract if the intent is for the corresponding SB Pool awardee from within the same corporate structure to flow down to the SubPool. Offerors in this situation must identify in their proposal (e.g., in a cover page under proposal assets – documents) which entity will receive an 8(a) SubPool award, should both affiliated companies from within the same corporate structure be eligible for SubPool award (e.g., the affiliate who identified for SB Pool award, or the affiliate who responds independently to GS00Q-13-DR-0002-8(a)).

#### L.4. PROPOSAL FORMAT INSTRUCTIONS

- (a) The following Proposal Format Table is provided to assist Offerors in organizing their proposal submission documents to ensure the Government can easily identify which documents apply to which criteria for evaluation purposes.
- (b) Offerors must adhere to the Volume Numbers, Format and/or Templates, and Page Limitations provided in the Proposal Format Table, failure to follow the submission instructions may result in the offeror being ineligible for award.
- (c) Offerors must include their Company Name or Company Name abbreviation and Volume Number in the filename. For example, ABC Incorporated filename for Volume 1, SF-33 is ABC.VOL1.SF33.pdf, failure to follow the submission instructions may result in the offeror being ineligible for award.
- (d) Offerors may make minor adjustments to the file naming methodology so long as the resulting file names and organization are clearly understood; any file names and/or organization that are not clearly understood by the Contracting Officer may result in the offeror being ineligible for award.
- (e) Offerors may provide a Table of Contents that serves as an overall guide to what files are included, where they are located and brief descriptions of what the documents are. Inclusion of a Table of Contents is optional.

Volume	Section #	Title	Format or Template	Verification or Page Limitations	Example File Name	Location in Symphony
1	L.4.	Table of Contents	Free Format	No Page Limit	ABC.VOL1.TOC.pdf	Proposal Assets – Documents
	L.3.1	SBA DSBS	DSBS PDF Printout	Limited to the SBA DSBS report	ABC.VOL1.DSBS.pdf	Proposal Assets – Documentation or Team Members as applicable
	L.5.1.1.	SF 33	SF 33	Limited to the SF 33 Form provided as Page 1 of this Solicitation in fbo.gov	ABC.VOL1.SF33.pdf	Submission Page

Volume	Section #	Title	Format or Template	Verification or Page Limitations	Example File Name	Location in Symphony
	L.5.1.2.  <i>See Vol 4 for Past Performance submission</i>	Pool Qualification Projects	Contract or Task Order award form and award validation for each Pool Qualification Project	Submit highlighted pages necessary for validation purposes.	ABC.VOL1.PQ.CD.P1.pdf (Company, Volume, Pool Qualification, Contract Documentation, Project 1) ABC.VOL1.PQ.CD.P2.pdf	Project Experience
	L.2.7	Federal Supply Schedule Contractor Teaming Agreements (FSSCTA)	Section J,16 – Attachment 16	Each FSSCTA must be separate and distinct. No page limitations. If not submitting an FSSCTA, no file need be submitted.	For pool qualification projects ABC.VOL3.PQ. FSSCTA.P1.pdf (Company Name, Volume, Pool Qualification Project, Federal Supply Schedule Contractor Teaming Arrangement (FSSCTA), Project 1) Repeat as many times necessary: ABC.VOL3.PQ. FSSCTA.P2.pdf	Project Experience
	L.5.1.2.	NAICS Code or PSC Code for Pool Qualification Projects	FPDS-NG report or Section J.14 letter, or Section J.15. letter, or other verifiable document, as applicable.	Limited to FPDS-NG report, or Section J.14, or Section J.15, or other documentation, as applicable	ABC.VOL1.PQ.CODE.P1.pdf (Company, Volume, Pool Qualification, NAICS or PSC Code, Project 1) ABC.VOL1.PQ.CODE.P2.pdf	Project Experience
	L.2.9. and L.5.1.2.	Mergers, Acquisitions, Novations, Change of Name for Pool Qualification Projects, <u>as applicable</u>	Standard Form (SF) 30 Mod Agreement or other verifiable documentation for the purposes of crediting performance for each Pool Qualification Project.  If N/A, no file need be submitted.	Limited to SF 30 Mod or other verifiable documentation.	ABC.VOL1.PQ.A.P1.pdf (Company, Volume, Pool Qualification, Agreement, Project 1) ABC.VOL1.PQ.A.P2.pdf	Project Experience

Volume	Section #	Title	Format or Template	Verification or Page Limitations	Example File Name	Location in Symphony
	L.5.1.5.	Professional Employee Compensation Plan	Pages should be 8.5 x 11 inches; font type and size (10 to 12) point Arial; Margins of 1 inch	No page limitations	ABC.VOL1.CP.pdf	Proposal Assets – Documents
	L.5.1.6.	Uncompensated Overtime Policy	Pages should be 8.5 x 11 inches; font type and size (10 to 12) point Arial; Margins of 1 inch	Not-to-Exceed 5 pages	ABC.VOL1.UOP.pdf	Proposal Assets – Documents
	L.5.1.7.	Modified Pre-Award Survey (SF 1408)	Section J.6.	Limited to the template and audit reports, if applicable. No page limitations.	ABC.VOL1.SF1408.pdf ABC.VOL1.SF1408.AD1.pdf (Company Name, Volume, SF 1408, Audit Document 1) Repeat as many times necessary	Proposal Assets – Documents
	L.5.1.8.	Subcontracting Plan, if <u>submitted</u>	Section J.12. If N/A, no file need be submitted.	Limited to the template. No page limitations.	ABC.VOL1.SP.pdf	Proposal Assets – Documents
	L.5.1.9. and L.2.8.	Meaningful Relationship Commitment Letters (MRCL), for each Pool Qualification Project, each Relevant (Experience) Primary Project, each Relevant Experience (Secondary) Project, each System, Certification and Facility Clearance, as applicable	Pages should be 8.5 x 11 inches; font type and size (10 to 12) point Arial; Margins of 1 inch  If N/A, no file need be submitted.  –	Each MRCL must be separate and distinct unless parent organization controls all entities.  No page limitations.	ABC.VOL1.PQ.MRCL1.P1.pdf (Company, Volume, Pool Qualification, MCRL Letter 1, Project 1) ABC.VOL1.PQ.MRCL1.P2 Repeat as many times necessary	Project Experience or Proposal Assets – Documents as applicable

Volume	Section #	Title	Format or Template	Verification or Page Limitations	Example File Name	Location in Symphony
	L.5.1.10.	Contractor Team Arrangement <u>as applicable</u>	Pages should be 8.5 x 11 inches; font type and size (10 to 12) point Arial; Margins of 1 inch  If N/A, no file need be submitted.	No page limitations.	ABC.VOL1.CTA.pdf	Proposal Assets – Documents or Team Members as applicable
2	L.5.2.1.	Financial Resources	Section J.13.	Limited to the GSA Form 527 and financial statements.	ABC.VOL2.527.pdf ABC.VOL2.527.FS.pdf (Company Name, Volume, GSA Form 527, Financial Statements)	Proposal Assets – Documents or Team Members as applicable
	L.5.2.2.	Reps & Certs	Section J.11.	Limited to Section K template	ABC.VOL2.RC.pdf	Proposal Assets – Documents or Team Members as applicable

Volume	Section #	Title	Format or Template	Verification or Page Limitations	Example File Name	Location in Symphony
3	L.5.3.1. L.5.3.2.2. thru L.5.3.2.8.	Relevant Experience (Primary) Projects	<p>Minimum of 3 and Maximum of 5 Relevant Experience (Primary) Projects</p> <p>Contract or Task Order award form, annual project value, period of performance documentation</p> <p>For scored evaluation criteria: All Information in a contractual document necessary for meeting each scored evaluation criteria taking credit for.</p>	Submit highlighted pages necessary for validation purposes.	<p>ABC.VOL3.REPP.CD.P1.pdf (Company Name, Volume, Relevant Experience (Primary) Project, Contract Documents, Project 1) Repeat as follows: ABC.VOL3.REPP.CD.P2.pdf ABC.VOL3.REPP.CD.P3.pdf ABC.VOL3.REPP.CD.P4.pdf * ABC.VOL3.REPP.CD.P5.pdf *If using a "Collection of Task Orders" for Project 5 under Project 5A, use the following format: ABC.VOL3.REPP.CD.P5A.SAC.pdf (Company Name, Volume, Relevant Experience (Primary) Project, Contract Documents, Project 5A, Single-Award Contract (IDIQ or BPA) ABC.VOL3.REPP.TO1.P5A.SAC.pdf (Company Name, Volume, Relevant Experience (Primary) Project, Task Order 1 Documentation, Project 5A, Single-Award Contract (IDIQ or BPA) Repeat as many times necessary</p>	Project Experience
	L.5.3.2.1.	NAICS Code or PSC Code for Relevant Experience (Primary) Projects, <u>as applicable.</u>	<p>FPDS-NG report or Section J.14 letter, or Section J.15. letter, or other verifiable document, as applicable.</p> <p>If not applying for these points under a particular Project, no file need be submitted.</p>	Limited to FPDS-NG report, or Section J.14, or Section J.15, or other documentation, as applicable	<p>ABC.VOL3.REPP.CODE.P1.pdf (Company, Volume, Relevant Experience (Primary) Project, NAICS or PSC Code, Project 1) Repeat as many times necessary:</p> <p>ABC.VOL3.REPP.CODE.P2.pdf ABC.VOL3.REPP.CODE.P3.pdf ABC.VOL3.REPP.CODE.P4.pdf ABC.VOL3.REPP.CODE.P5.pdf or ABC.VOL3.REPP.CODE.P5A.pdf</p>	Project Experience



Volume	Section #	Title	Format or Template	Verification or Page Limitations	Example File Name	Location in Symphony
	L.2.9. and L.5.3.1.	Mergers, Acquisitions, Novations, Change of Name for Relevant Experience (Primary) Projects, <u>as applicable.</u>	Standard Form (SF) 30 Mod Agreement or other verifiable documentation for the purposes of crediting performance for each Relevant Experience (Primary) Project.  If N/A, no file need be submitted	No page Limitations.	ABC.VOL3.REPP.A.P1.pdf (Company Name, Volume, Relevant Experience (Primary) Project, Agreement, Project 1) Repeat as many times necessary: ABC.VOL3.REPP.A.P2.pdf ABC.VOL3.REPP.A.P3..pdf ABC.VOL3.REPP.A.P4.pdf ABC.VOL3.REPP.A.P5 pdf or ABC.VOL3.REPP.A.P5A.pdf	Project Experience
	L.5.3.3.1.	Relevant Experience (Secondary) Projects with Mission Spaces, <u>as applicable.</u>	Contract or Task Order Award Form with identifiable awarding agency, period of performance documentation  If not applying for these points, no file need be submitted.	Submit highlighted pages necessary for validation purposes.	ABC.VOL3.RESP.CD.MS1.pdf (Company, Volume, Relevant Experience (Secondary) Project, Contract Documentation, Mission Space 1) Repeat as many times necessary: ABC.VOL3.RESP.CD.MS2.pdf ABC.VOL3.RESP.CD.MS3.pdf ABC.VOL3.RESP.CD.MS4.pdf ABC.VOL3.RESP.CD.MS5.pdf	Project Experience
	L.5.3.3.1. and L.2.9.	Mergers, Acquisitions, Novations, Change of Name for Relevant Experience (Secondary) Projects with Mission Spaces, <u>as applicable.</u>	Standard Form (SF) 30 Mod Agreement or other verifiable documentation for the purposes of crediting performance for each Relevant Experience (Secondary) Project with Mission Spaces.  If N/A, no file need be submitted	Limited to SF 30 Mod or other verifiable documentation.	ABC.VOL3.RESP.A.MS1.pdf (Company, Volume, Relevant Experience (Secondary) Project, Agreement, Mission Space 1) Repeat as many times necessary: ABC.VOL3.RESP.A.MS2.pdf ABC.VOL3.RESP.A.MS3.pdf ABC.VOL3.RESP.A.MS4.pdf ABC.VOL3.RESP.A.MS5.pdf	Project Experience

Volume	Section #	Title	Format or Template	Verification or Page Limitations	Example File Name	Location in Symphony
	L.5.3.3.2.	Relevant Experience (Secondary) Projects with Multiple Award Contracts/BPAs and Task Orders, <u>as applicable</u>	<p>Multiple Award Contract Forms and associated Task Order Award Forms with identifiable awarding agency, period of performance documentation for each Relevant Experience (Secondary) Project with Multiple Award Contracts/BPAs and Task Orders,</p> <p>If not applying for these points, no file need be submitted.</p>	Submit highlighted pages necessary for validation purposes.	<p>Multiple Award Contract 1 and associated Task Orders: ABC.VOL3.RESP.CD.MAC1.pdf (Company, Volume, Relevant Experience (Secondary) Project, Contract Documentation, Multiple Award IDIQ or BPA Contract 1) ABC.VOL3.RESP.TO1.MAC1.pdf (Company, Volume, Relevant Experience (Secondary) Project, Task Order 1 Documentation, Multiple Award IDIQ or BPA Contract 1) Repeat as many times necessary: ABC.VOL3.RESP.TO2.MAC1.pdf ABC.VOL3.RESP.TO3.MAC1.pdf Etc.</p> <p>Multiple Award Contract 2 and associated Task Orders: ABC.VOL3.RESP.CD.MAC2.pdf (Company, Volume, Relevant Experience (Secondary) Project, Contract Documentation, Multiple Award IDIQ or BPA Contract 2) ABC.VOL3.RESP.TO1.MAC2.pdf (Company, Volume, Relevant Experience (Secondary) Project, Task Order 1 Documentation, Multiple Award IDIQ or BPA Contract 1) Repeat as many times necessary: ABC.VOL3.RESP.TO2.MAC2.pdf ABC.VOL3.RESP.TO3.MAC2.pdf Etc.</p> <p>Multiple Award Contract 3 and associated Task Orders: Repeat as many times necessary: Etc.</p>	Project Experience

Volume	Section #	Title	Format or Template	Verification or Page Limitations	Example File Name	Location in Symphony
	L.5.3.3.2. and L.2.9.	Mergers, Acquisitions, Novations, Change of Name for Relevant Experience (Secondary) Projects with Multiple Award Contracts/BPAs and Task Orders, <u>as applicable</u> .	Standard Form (SF) 30 Mod Agreement or other verifiable documentation for the purposes of crediting performance for each Relevant Experience (Secondary) Project with Multiple Award Contracts/BPAs and Task Orders.  If not applicable to a particular Project, no file need be submitted	SF 30 Mod or other verifiable documentation.	ABC.VOL3.RESP.A.MAC1.pdf (Company, Volume, Relevant Experience (Secondary) Project, Agreement, Multiple Award IDIQ or BPA Contract 1) Repeat as many times necessary: ABC.VOL3.RESP.A.MAC2.pdf ABC.VOL3.RESP.A.MAC3.pdf Etc.	Project Experience
	L.2.7	Federal Supply Schedule Contractor Teaming Agreements (FSSCTA)	Section J,16 – Attachment 16	Each FSSCTA must be separate and distinct. No page limitations. If not submitting an FSSCTA, no file need be submitted.	For primary projects  ABC.VOL3.REPP. FSSCTA.P1.pdf (Company Name, Volume, Primary Project, Federal Supply Schedule Contractor Teaming Arrangement (FSSCTA), Project 1) Repeat as many times necessary: ABC.VOL3.REPP. FSSCTA.P2.pdf ABC.VOL3.REPP. FSSCTA.P3.pdf ABC.VOL3.REPP. FSSCTA.P4.pdf ABC.VOL3.REPP. FSSCTA.P5.pdf ABC.VOL3.REPP. FSSCTA.P5A.pdf  For secondary projects ABC.VOL3.RESP. FSSCTA P1.pdf (Company Name, Volume, Secondary Project, Federal Supply Schedule Contractor Teaming Arrangement (FSSCTA), Project 1) Repeat as many times necessary: ABC.VOL3.RESP. FSSCTA.P2.pdf ABC.VOL3.RESP. FSSCTA.P3.pdf ABC.VOL3.RESP. FSSCTA.P4.pdf ABC.VOL3.RESP. FSSCTA.P5.pdf ABC.VOL3.RESP. FSSCTA.P5A.pdf	Project Experience

Volume	Section #	Title	Format or Template	Verification or Page Limitations	Example File Name	Location in Symphony
4	L.5.4	Past Performance (Pool Qualification Projects)	Past Performance verification for each Pool Qualification Project submitted under each Pool CPAR, Award Fee Rating, or Past Performance Rating Form in Section J.8.	Limited to CPAR, Award Fee Rating, or Past Performance Rating Form in Section J.8.	ABC.VOL4.PQ.PP.P1.pdf (Company, Volume, Pool Qualification, Past Performance, Project 1) Repeat as many times necessary. ABC.VOL4.PQ.PP.P2.pdf	Project Experience
	L.5.4	Past Performance (Relevant Experience (Primary) Projects)	Past Performance verification for each Relevant Experience (Primary) Project  CPAR, Award Fee Rating, or Past Performance Rating Form in Section J.8.	Limited to CPAR, Award Fee Rating, or Past Performance Rating Form in Section J.8.	ABC.VOL4.REPP.PP.P1.pdf (Company Name, Volume, Relevant Experience (Primary), Past Performance, Project 1) Repeat as follows: ABC.VOL4.REPP.PP.P2.pdf ABC.VOL4.REPP.PP.P3.pdf ABC.VOL4.REPP.PP.P4.pdf ABC.VOL4.REPP.PP.P5.pdf or ABC.VOL4.REPP.PP.P5A.pdf	Project Experience
5	L.5.5.1.	Approved Purchasing System, <u>as applicable</u>	Copy of the Offeror's official Contractor Purchasing System Review (CPSR) report, if available and/or official letter from DCMA or CFA verifying the approval of the purchasing system.  If not applying for these points, no file need be submitted.	Limited to CPSR report, DCMA or CFA Letter <i>and</i> NTE 1 page for POC information, page numbers and paragraph references, if not already apparent in a DCMA or CFA letter.	ABC.VOL5.APS.pdf <i>and</i> ABC.VOL5.APSref.pdf	Proposal Assets – Documents

Volume	Section #	Title	Format or Template	Verification or Page Limitations	Example File Name	Location in Symphony
	L.5.5.2.	FPRA/FPRR/ABR, <u>as applicable</u>	Copy of FPRA/FPRR/ABR  If not applying for these points, no file need be submitted.	Limited to the FPRA/FPRR/ABR <i>And</i> NTE 1 page for POC information, page numbers and paragraph references	ABC.VOL5.FPRA.pdf ABC.VOL5.FPRR.pdf ABC.VOL5.ABR.pdf <i>and</i> ABC.VOL5.FPRAref.pdf ABC.VOL5.FPRRref.pdf ABC.VOL5.ABRref.pdf	Proposal Assets – Documents
	L.5.5.3.	EVMS, <u>as applicable</u>	Copy of EVMS verification/approval  If not applying for these points, no file need be submitted.	Limited to the EVMS verification requirements <i>and</i> NTE 1 page for POC information, page numbers and paragraph references	ABC.VOL5.EVMS.pdf <i>and</i> ABC.VOL5.EVMSref.pdf	Proposal Assets – Documents
	L.5.5.4.	Acceptable Estimating System, <u>as applicable</u>	Copy of Acceptable Estimating System verification/approval  If not applying for these points, no file need be submitted.	Limited to the Estimating System verification requirements <i>and</i> NTE 1 page for POC information, page numbers and paragraph references.	ABC.VOL5.AES.pdf <i>and</i> ABC.VOL5.AESref.pdf	Proposal Assets – Documents

Volume	Section #	Title	Format or Template	Verification or Page Limitations	Example File Name	Location in Symphony
	L.5.5.5.	CMMI Maturity Level 2 or higher, <u>as applicable</u>	Copy of Certification Body verification/approval  If not applying for these points, no file need be submitted.	Limited to the CMMI Maturity Level 2 or higher verification requirements <i>and</i> NTE 1 page for POC information, page numbers and paragraph references.	ABC.VOL5.CMMIcert.pdf <i>and</i> ABC.VOL5.CMMIref.pdf	Proposal Assets – Documents
	L.5.5.6.	ISO 9001, <u>as applicable</u>	Copy of Certification Body verification/approval  If not applying for these points, no file need be submitted.	Limited to the ISO 9001 verification requirements <i>and</i> NTE 1 page for POC information, page numbers and paragraph references.	ABC.VOL5.9001cert.pdf <i>and</i> ABC.VOL5.9001ref.pdf	Proposal Assets – Documents
	L.5.5.7.	ISO 17025, <u>as applicable</u>	Copy of Certification Body verification/approval  If not applying for these points, no file need be submitted.	Limited to the ISO 17025 verification requirements <i>and</i> NTE 1 page for POC information, page numbers and paragraph references.	ABC.VOL5.17025cert.pdf <i>and</i> ABC.VOL5.17025ref.pdf	Proposal Assets – Documents
	L.5.5.8.	ISO 14001, <u>as applicable</u>	Copy of Certification Body verification/approval  If not applying for these points, no file need be submitted.	Limited to the ISO 14001 verification requirements <i>and</i> NTE 1 page for POC information, page numbers and paragraph references	ABC.VOL5.14001cert.pdf <i>and</i> ABC.VOL5.14001ref.pdf	Proposal Assets – Documents

Volume	Section #	Title	Format or Template	Verification or Page Limitations	Example File Name	Location in Symphony
	L.5.5.9.	AS9100, <u>as applicable</u>	Copy of Certification Body verification/approval  If not applying for these points, no file need be submitted.	Limited to the AS9100 verification requirements <i>and</i> NTE 1 page for POC information, page numbers and paragraph references.	ABC.VOL5.AS9100cert.pdf <i>and</i> ABC.VOL5.AS9100ref.pdf	Proposal Assets – Documents
6	L.5.6.	Cost/Price Template	Section J.9.	Limited to the template	ABC.VOL6.COSTPRICE.xlsx	Proposal Assets - Documents



Volume	Section #	Title	Format or Template	Verification or Page Limitations	Example File Name	Location in Symphony
	L.5.6.	Cost/Price Rationale, <u>only if necessary</u>  See Cautions.	Rationale for any Direct Labor Rate that is not in-line with the ranges in Section J.2.  Rationale for any Profit Rate that exceeds 7%  For JVs, description of which Offeror's accounting system(s) were used to generate the data/rates for attachment J.9.  Rationale for any rate information requiring explanation	No page limitations. Note that rationale only needs to be submitted if: -Labor rates are not in-line with Section J.2 ranges -Profit rate exceeds 7% -A JV is proposing using individual member(s) accounting systems to generate the data/rates in J.9. -The Offeror determines rate information requires explanation (e.g., indirect rates that have not been audited).	ABC.VOL6.RAT1.pdf (Company Name, Volume, Rationale 1) Repeat as follows, if necessary.  ABC.VOL6.RAT2.pdf ABC.VOL6.RAT3.pdf Etc.	Proposal Assets - Documents

\*Note: Documents that substantiate claims for multiple above sections may combine file name examples using the following format (Company, Volumes, Project type and Number, Document type). For example, a Pool Qualification that is also used as a Relevant Experience (Primary) Project may be named as ABC.VOL1&3.PQ1.REPP1.CD.pdf (Company, Volumes 1 & 3, Pool Qualification Project 1 and Relevant Experience (Primary) Project 1, Contract Documentation).

## L.5. PROPOSAL REQUIREMENTS

The minimum acceptable requirements and scored evaluation criteria under Volume 1 through 6 are defined herein.

### L.5.1. VOLUME 1 – GENERAL

To be eligible for award, the Offeror shall adhere to the directions and submit the following information under Volume 1 – General.

#### L.5.1.1. Standard Form (SF) 33

- (a) "Offeror" means the Official Legal Entity identified in Block 15A on the Standard Form (SF) 33, Solicitation, Offer and Award.
- (b) The Offeror shall submit the SF 33, Solicitation, Offer and Award, posted with this Solicitation, located at <https://www.fbo.gov>.
- (c) The Offeror shall electronically fill out blocks 12 through blocks 18 of the SF 33 as the Official Legal Entity in accordance

with Section L.2.8. and the following:

1. The Government requires a minimum acceptance period of not less than 365 calendar days. The Offeror shall complete Block 12 of the SF 33 with full cognizance of the minimum acceptance period of 365 calendar days. Your offer may only specify a longer acceptance period than the Government's minimum requirement of 365 days. "Acceptance Period" means the number of calendar days available to the Government for awarding a contract upon receipt of your offer.
2. This Pools 1, 3, and 4 On-Ramp Solicitation starts at OASIS SB Pools 1, 3, and 4 On-Ramp Amendment 0. The Offeror must acknowledge each subsequent amendment, including the date of each amendment in Block 14 of the SF 33. In the event more amendments are issued than can be accommodated in block 14 of the SF 33 the Offeror shall attach a continuation page.

(a) Offerors will not be able to submit their proposals until the Question and Answer Amendment (see Section L.2.1(a)) is posted to FBO.

3. The Offeror's official legal name and address in Block 15A of the SF33 must match the Offeror's official legal name and address in System for Award Management (SAM) at <https://www.sam.gov>, including the corresponding Commercial and Government Agency (CAGE) Code Number and Data Universal Numbering Systems (DUNS) Number.

The Offeror's official legal name and address in Block 15A of the SF33 will be the official mailing address used by the Government for letter correspondence, the official name and address under an OASIS SB awarded contract, and the official name and address under corresponding Task Order awards.

4. The Name, Title, Signature and Date identified in Block 16, 17, and 18 must be an authorized representative with authority to commit the Offeror to all contractual obligations.
5. The Government intends to utilize the SF 33 to issue award to each successful Offeror, in order to streamline this process Offerors shall ensure that the SF 33 is signed electronically and is still editable upon submission of their proposal.

#### L.5.1.2. Pool Qualification Projects

Pool Qualification Projects demonstrate an Offeror's experience in performing complex professional services and the responsibility for the overall performance and completion of the entire Project under a corresponding OASIS NAICS Code or PSC Code.

(a) The Offeror shall submit 2 distinct Pool Qualification Projects for each Pool being applied for that meet the following minimum conditions:

1. Each Pool Qualification Project must be awarded by the U.S. Federal Government as follows:
  - a. A stand-alone Contract (FAR 12, 13, or 15); or,
  - b. A Task Order (FAR 16.505 or 16.703) awarded under a Single-Award Indefinite Delivery, Indefinite Quantity (SA-IDIQ) Contract or Multiple-Award Indefinite Delivery, Indefinite Quantity (MA-IDIQ) Contract (FAR 16.501-1 and 16.504), or Basic Ordering Agreement (FAR 16.703); or,
  - c. A Task Order (FAR 8.405-2) awarded under a GSA Multiple Award Schedule (MAS); or,
  - d. A Task Order (FAR 8.405-2) awarded under a Single-Award Blanket Purchase Agreement (SA-BPA) or Multiple-Award Blanket Purchase Agreement (MA-BPA)(FAR 8.405-3 or FAR 13.303); or,
  - e. Awards issued in accordance with Section L.2.7(e), via an OTA pursuant to the authority of 51 U.S.C. § 20113(e), 10 U.S.C. § 2371, 42 U.S.C. § 7256, 42 U.S.C. § 247-7e, 6 U.S.C. § 391, 49 U.S.C. § 5312, 49 U.S.C. § 106(l), 49 U.S.C. § 114(m), 6 U.S.C. § 596, 42 U.S.C. § 16538, 42 U.S.C. § 285b-3, 42 U.S.C. § 284n, or 42 U.S.C. § 287a.

2. The Offeror shall submit a copy of the Contract or Task Order Award Form for each Pool Qualification Project. All award and modification documents provided as part of the proposal submission must be signed by a Warranted Contracting Officer\*. For example:
- a. Standard Form (SF) 1449 – Solicitation/Contract/Order for Commercial Items – (Block 17a identifies the Prime Contractor, Block 9 identifies the U.S. Federal Government Agency, Block 3 identifies the Award/Effective Date, and Block 31c. identifies the date the Contracting Officer signed).
  - b. SF 26 – Award/Contract – (Block 7 identifies the Prime Contractor, Block 5 identifies the U.S. Federal Government Agency, Block 3 identifies the Effective date, and Block 20C identifies the date the Contracting Officer signed).
  - c. SF 33 – Solicitation, Offer, and Award – (Block 15A identifies the Prime Contractor, Block 7 identifies the U.S. Federal Government Agency, and Block 28 identifies the date the Contracting Officer awarded/signed).
  - d. Department of Defense (DD) 1155 – Order for Supplies or Services (Block 9 identifies the Prime Contractor, Block 6 identifies the U.S. Federal Government Agency, Block 3 identifies the Date of Order, and Block 24 identifies the Contracting Officer signature).
  - e. Optional Form (OF) 307 – Contract Award (Block 7 identifies the Prime Contractor, Block 5 identifies the U.S. Federal Government Agency, Block 2 identifies the Effective date, and Block 15C identifies the date the Contracting Officer signed).
  - f. GSA Form 300 – Order for Supplies and Services (Block 6 identifies the Prime Contractor, Block 10 identifies the U.S. Federal Government Agency, Block 1 identifies the Date of Order, and Block 26C identifies the date the Contracting Officer signed).
  - g. Other Official Government Award Form from a Cognizant U.S. Federal Government Agency. (Must explicitly identify the Prime Contractor, U.S. Federal Government Agency, the Effective Date, and the date the Contracting Officer signed).

\*NOTE: In instances where the contracting activity does not provide signed copies of the award or modification documentation, due to local policy or system limitations, Offerors may submit unsigned documentation. This documentation will be subject to a higher degree of scrutiny and verification than unsigned documents.

3. The Offeror shall provide evidence of the Period of Performance for each Pool Qualification Project.
- a. Each Pool Qualification Project must be ongoing or have been completed no earlier than November 13, 2013.
  - b. Each Pool Qualification Project shall have at least 1 year of performance unless one of the following situations exist:
    - 1. The Project has a completed Contractor Performance Assessment Report (CPAR)
    - 2. The Project has a completed Award Fee rating (FAR 16.401) for Past Performance
    - 3. The Project had a base period of performance less than 1 year and that period of performance is complete.
4. In accordance with Section L.5.4., the Offeror shall submit the most current Government issued Past Performance rating for each Pool Qualification Project.
- a. Past Performance Rating for each Project shall meet or exceed 3.00.
5. The Offeror shall provide evidence of the assigned NAICS Code or Product Service Code (PSC) Code for each Pool Qualification Project.
- a. The NAICS Code or PSC Code assigned to the Project shall correspond directly to a NAICS Code or PSC Code listed below:

To be eligible to compete for a Pool 1, the Offeror shall identify any Two (2) projects that have One (1) of the following NAICS Codes OR PSC Codes assigned to them.

POOL 1 (\$15M Business Size Standard)	
NAICS CODE	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 and 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 and Public Opinion Polling
541990	All Other Professional, Scientific, and Technical Services

POOL 1	
PSC CODE	DESCRIPTION
Multiple	All Category R Support (Professional/Administrative/Management) Codes not assigned to a different Pool, Except R425 (which is applicable to both Pools 1 and 3)

To be eligible to compete for Pool 3, the Offeror shall identify any Two (2) projects that have One (1) of the following NAICS Codes OR PSC Codes assigned to them and provide verification documentation for Exceptions on each project.

POOL 3 (\$38.5M Business Size Standard)	
NAICS CODE	NAICS TITLE
541330 <b>Exception A</b>	Engineering for Military and Aerospace Equipment and Military Weapons
541330 <b>Exception B</b>	Engineering for Contracts and Subcontracts for Engineering Services Awarded Under the National Energy Policy Act of 1992
541330 <b>Exception C</b>	Engineering for Marine Engineering and Naval Architecture

POOL 3	
PSC CODE	DESCRIPTION
R425	Support- Professional: Engineering/Technical Includes: Systems Engineering, Technical Assistance, and Other Services Used to Support The Program Office During The Acquisition Cycle

To be eligible to compete for Pool 4, the Offeror shall identify any Two (2) projects that have One (1) of the following NAICS

Codes OR PSC Codes assigned to them.

<b>POOL 4</b> <b>(1,000 Employee Business Size Standard)</b>	
<b>NAICS CODE</b>	<b>NAICS TITLE</b>
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)

The following NAICS codes are allowable substitutes under Pool 4:

541711 substituted for 541713

541711 substituted for 541714

541712 substituted for 541715

<b>POOL 4</b>	
<b>PSC CODE</b>	<b>DESCRIPTION</b>
Multiple	All Category A Research and Development Codes not assigned to a different Pool

- b. If a Federal Procurement Data System – Next Generation (FPDS-NG) report exists for a Project, the Offeror shall submit a copy of the latest FPDS-NG report that identifies the NAICS Code or PSC Code of the Project. See <https://www.fpds.gov>. The FPDS-NG report will be used by the Government as the primary validated source for the NAICS Code or PSC Code of each Project.
- c. If an FPDS-NG report does not exist for the Project, the Offeror shall submit other verifiable evidence of the NAICS Code or PSC Code from an official Government document of the Project. For example, a NAICS Code or PSC Code explicitly identified in the Project's Solicitation, contract award, or other official Government document associated to the Project. If there is no official contract documentation verifying the applicable NAICS or PSC Code associated with the project, the offeror shall submit Section J.14., Attachment (14), titled, "NAICS OR PSC CODE CORRECTION LETTER" verifying the NAICS or PSC code signed by a Warranted Contracting Officer from the awarding agency will be accepted.
- d. In the event there is a contradiction between the NAICS Code or PSC Code in the FPDS-NG report associated to the Project and the NAICS Code or PSC Code in the Offeror's submitted documents associated to the Project, the FPDS-NG report takes precedence.
- e. If an Offeror has a legitimate reason that the NAICS Code or PSC Code for a Project was inadvertently reported in FPDS-NG with an erroneous NAICS Code or PSC Code, the Government will allow the Offeror the opportunity to request and submit correspondence from the awarding agency, signed by a Warranted Contracting Officer, to identify the correct NAICS Code or PSC Code. CAUTION: Only a Warranted Contracting Officer from the awarding agency authorizing an erroneous NAICS Code or PSC Code correction is acceptable. If this paragraph applies, the Offeror shall submit Section J.14., Attachment (14), titled, "NAICS OR PSC CODE CORRECTION LETTER". No other format will be considered.
- f. CAUTION: This paragraph only applies to Projects that are Task Orders awarded under an Indefinite Delivery, Indefinite Quantity Contract (IDIQ) (FAR 16.5), Task Orders awarded under the Federal Supply Schedules (FSS) program (FAR 8.4), or a Blanket Purchase Agreement (BPA)(FAR 8.405-3 or FAR 13.303). If an Offeror is submitting a Task Order Project that was performed under the Master IDIQ/BPA and the Offeror feels that the NAICS code assigned to the Master IDIQ/BPA does not account for the greatest percentage of value for the Task Order Project, the Government will allow the Offeror the opportunity to request and submit correspondence from the awarding agency, signed by a Warranted Contracting Officer, to identify a more appropriate NAICS Code for the Task Order Project. For example, the scope of the master IDIQ contract includes managerial support, engineering services, and financial

services. However, only a single NAICS code, 541330 - Engineering Services, was selected for the master IDIQ contract based on the anticipated percentage of value of all Task Order Projects expected to be performed under the master IDIQ contract. As a result, this single NAICS code, Engineering Services 541330, automatically applies to all Task Orders awarded under that master IDIQ contract, but may not accurately represent the greatest percentage of value performed on a given Task Order performed within the scope of the master IDIQ contract (like financial services). CAUTION: Only a Warranted Contracting Officer from the awarding agency of the Project authorizing a NAICS Code change for a Task Order Project under a master IDIQ contract is acceptable. If this paragraph applies, the Offeror shall submit Section J.15., Attachment (15), titled, "NAICS CODE CHANGE LETTER". No other format will be considered.

6. The Offeror shall substantiate all the minimum requirements by providing enough evidence within a Contract or Task Order document, latest FPDS-NG document, and/or other verifiable contractual documents to support each of the minimum requirements of each Pool Qualification Project. The Offeror shall highlight each section/paragraph that corresponds to meeting or exceeding the minimum requirements. Failure to provide sufficient evidence within a Contract or Task Order document and/or other verifiable contractual documents to substantiate all minimum requirements/points claimed may result in removal of the proposal from consideration for award.

#### L.5.1.3. Reserved

#### L.5.1.4. Self-Scoring Calculation

- (a) The Offeror's Self-Score will be automatically calculated through Symphony. Section J.5 is provided only for informational purposes.
- (b) CAUTION: See Section M.2.(f) regarding exaggerated Self-Scoring Worksheets.

#### L.5.1.5. Professional Employee Compensation Plan

- (a) The Government is concerned with the quality and stability of the work force to be employed on this contract. Professional compensation that is unrealistically low or not in reasonable relationship to the various job categories may impair the Contractor's ability to attract and retain competent professional service employees or may be viewed as evidence of failure to comprehend the complexity of future Task Order requirements under this contract.
- (b) Task Orders under this contract may be subject to FAR 52.222-46, Evaluation of Compensation for Professional Employees.
- (c) The Offeror shall submit a Professional Employee Compensation Plan that addresses the Offeror's methodology for determining salaries and fringe benefits for their professional employees in preparation of future Task Order requirements under the OASIS SB MA-IDIQ.
- (d) The professional employee compensation plan will be incorporated by reference into any resulting OASIS SB MA- IDIQ.

#### L.5.1.6. Uncompensated Overtime Policy

- (a) "Uncompensated overtime" means the hours worked without additional compensation in excess of an average of 40 hours per week by direct charge employees who are exempt from the Fair Labor Standards Act. Compensated personal absences such as holidays, vacations, and sick leave shall be included in the normal work week for purposes of computing uncompensated overtime hours.
- (b) Task Orders may be subject to FAR 52.237-10, Identification of Uncompensated Overtime when services to be required are on the basis of the number of hours to be provided.
- (c) The Offeror shall submit their policy for addressing uncompensated overtime consistent with its cost accounting practices

used to accumulate and report uncompensated overtime hours in preparation of future Task Order requirements under this contract.

- (d) The uncompensated overtime policy will be incorporated by reference into any resulting OASIS SB MA-IDIQ.

#### **L.5.1.7. Acceptable Accounting System**

- (a) "Accounting system" means the Offeror's system or systems for accounting methods, procedures, and controls established to gather, record, classify, analyze, summarize, interpret, and present accurate and timely financial data for reporting in compliance with applicable laws, regulations, and management decisions, and may include subsystems for specific areas such as indirect and other direct costs, compensation, billing, labor, and general information technology.
- (b) "Acceptable accounting system" means a system that complies with the system criteria to provide reasonable assurance that—
1. Applicable laws and regulations are complied with;
  2. The accounting system and cost data are reliable;
  3. Risk of misallocations and mischarges are minimized; and
  4. Contract allocations and charges are consistent with billing procedures.
- (c) The Offeror must have an acceptable accounting system to be eligible for award. The OASIS SB CO will rely on the recommendation of the Defense Contract Audit Agency (DCAA), Defense Contract Management Agency (DCMA), and/or other official Cognizant Federal Agency (CFA), as applicable, in making this determination.
- (d) The Offeror shall submit Section J.6., Attachment (6), titled, "MODIFIED PRE-AWARD SURVEY (SF 1408)". No other format will be considered.
1. In the case of Prime/Subcontractor CTAs under Section L.5.1.10 only the Official Legal Entity shall submit Section J.6., Attachment (6)
  2. In the case of Joint Ventures under Section L.5.1.10 each member of the Joint Venture shall submit Section J.6., Attachment (6)
- (e) If available, the Offeror shall submit a copy of their most current pre-award survey of their accounting system from Defense Contract Audit Agency (DCAA) or Cognizant Federal Agency (CFA).
- (f) If available, the Offeror shall submit a copy of the correspondence from DCMA or CFA regarding the current status of their accounting system.
- (g) Accounting systems must be in the name of the Official Legal Entity in accordance with Section L.2.8. For Joint Ventures, either the Joint Venture itself or all individual members of the Joint Venture must have an acceptable accounting system.
- (h) The Offeror does not need a DCAA Pre-Award Survey audit prior to the Solicitation closing date, but must have an accounting system ready for a DCAA Pre-Award Survey audit, if deemed necessary by the OASIS SB CO.
- (i) If necessary and requested by the OASIS SB CO, DCAA will schedule a Pre-Award Survey audit of an Offeror's Accounting System, prior to award.
- (j) For further information, regarding compliance testing under Pre-Award Surveys of Prospective Contractor Accounting Systems, please review DCAA Manual No. 7641.90, Information for Contractors, dated June 26, 2012, located at [www.dcaa.mil/DCAAM\\_7641.90.pdf](http://www.dcaa.mil/DCAAM_7641.90.pdf).
- (k) In accordance with Section H.6.1., an acceptable accounting system must be maintained throughout the ordering period of OASIS SB.

#### **L.5.1.8. Subcontracting Plan, if submitted**



- (a) A small business concern is not required to submit a Subcontracting Plan, however, small business concerns that anticipate they may outgrow their small business size status may choose to submit a Subcontracting Plan for the purpose of obtaining evaluation points for meeting small business subcontracting goals under an On-Ramp to OASIS Unrestricted. See scored evaluation criteria for OASIS Unrestricted in <https://www.fbo.gov>.
- (b) If an Offeror chooses to submit a Subcontracting Plan, the Offeror shall submit an Individual Subcontracting Plan in accordance with Section J.12., Attachment (12), titled, "SUBCONTRACTING PLAN TEMPLATE". No other format will be considered.
- (c) The Offeror's Subcontracting Plan should only contain realistic goals that are attainable to the Offeror's individual circumstances. The minimum goals are identified as follows:

Small Business	23%
Small Disadvantaged Business	5%
Women-Owned Small Business	5%
HUBZone Small Business	3%
Veteran-Owned Small Business	3%
Service-Disabled Veteran-Owned Small Business	3%

- (d) The Offeror must accurately calculate the subcontracting dollars and percentages as follows:
1. The total estimated subcontracting dollars planned to all types of business concerns must be provided, then separately state the dollars that will be subcontracted to each category.
  2. Percentages for each category will be expressed as a percentage of the total subcontracting dollars to all concerns (both large and small added together).
  3. CAUTION: Do not include your small business Prime company in the subcontracting plan dollars and percentages for small business concerns.
  4. Alaskan Native Corporations (ANCs) and Indian tribes are included in the SDB and total small business amounts.
  5. Only the large businesses (other than small) plus small businesses should equal the total in both dollars and percentages. Do not add together subgroups to reach the total small figure, as the same dollars can be double and triple counted for each small business group. Dollars and percentages to large and small businesses (all groups) must equal the total subcontracted to all categories in both dollars and percentages. For example, the total dollars to be subcontracted in the table below is provided to show proper math calculations.

Categories	Sample Dollars	Sample Percentage
Total dollars to be subcontracted Base Period and Option I:	\$1,000,000	100%
To: Large Business	\$770,000	77%
To all: Small Businesses (Do not include your own company) (includes all the sub-categories listed below)	\$230,000	23%
Small Disadvantaged Businesses	\$50,000	5%
Women-Owned Small Businesses	\$50,000	5%
HUBZone Small Businesses	\$30,000	3%
Veteran-Owned Small Businesses	\$30,000	3%
Service-Disabled Veteran-Owned Small Businesses	\$30,000	3%

- (e) The subcontracting plan will be incorporated by reference into any resulting OASIS SB MA-IDIQ.

#### L.5.1.9. Meaningful Relationship Commitment Letters, if applicable

- (a) Within a corporate structure, an Offeror may share resources from a parent company, affiliate, division, and/or subsidiary. "Affiliates" are business concerns that are affiliates of each other if, directly or indirectly, either one controls or has the power

to control the other, or another concern controls or has the power to control both. "Division" is a separate business unit of a company representing a specific business function. "Subsidiary" means an entity in which more than 50 percent of the entity is owned directly by a parent corporation; or through another subsidiary of a parent corporation.

"Within a corporate structure" is defined as having an established legal business relationship whereby entities share common resources, such as: (1) board of directors, (2) officers, (3) employees, and (4) shareholders or owners. An example is a multinational corporation with subsidiaries, divisions, and/or affiliates all part of the same multinational corporation.

Outside a corporate structure, such as a "Subcontractor" performance under a "Prime" Contractor or two separate companies that may share some resources and be considered "affiliates" but are not within the same corporate structure will not be considered for establishing Meaningful Relationship Commitments, GSA will not allow an Offeror to take credit for any evaluation element, including relevant experience project(s), system(s), or certification(s) as a "Subcontractor" in accordance with the following definitions.

- "Prime" Contractor means the Contractor has privity-of-contract with the Government for all contractual obligations under a mutually binding legal relationship with the Government. In other words, when the Government awards a Contract to a Contractor, the Contractor is considered the "Prime" Contractor. For example, "Prime" Contractors are identified as such on the cover page of contracts or task orders such as:
  - Standard Form (SF) 1449 – Solicitation/Contract/Order for Commercial Items – (Block 17a identifies the Prime Contractor)
  - SF 26 – Award/Contract – (Block 7 identifies the Prime Contractor)
  - SF 33 – Solicitation, Offer, and Award – (Block 15A identifies the Prime Contractor)
  - Department of Defense (DD) 1155 – Order for Supplies or Services (Block 9 identifies the Prime Contractor)
  - Optional Form 307 – Contract Award (Block 7 identifies the Prime Contractor)
  - GSA Form 300 – Order for Supplies and Services (Block 6 identifies the Prime Contractor)
- When a Prime Contractor awards a contract to a Contractor, the Contractor is considered a "Subcontractor". Any evaluation element under Section L.5., Volume 1 through 6, for which an Offeror was identified as a "Subcontractor" will be rejected.

(b) For the purposes of this Solicitation, a "meaningful relationship" exists within a corporate structure when at least one of the following conditions exists:

1. An entity is a wholly owned subsidiary of a parent organization.
2. An entity is a parent of a wholly owned subsidiary.
3. An entity operates under a single internal operational unit.
4. An entity operates under a consolidated accounting system.
5. An entity operates under a consolidated purchasing system.
6. An entity operates under a consolidated human resources or personnel system.
7. An entity operates under common policy and corporate guidelines.
8. Operating structure between the entities includes internal organizational reporting lines and management chains for lines of business that operate across the formal corporate subsidiaries.

(c) The Government will allow an Offeror to take credit for any Project, System, Certification, and/or Facility Clearance from a parent company, affiliate, division, and/or subsidiary within a corporate structure so long as there is a "meaningful relationship" to the Offeror and formal "commitment letters" are provided by both parties to the Government. For example, if ABC Inc. is the Offeror and ABC Inc. is taking credit for their subsidiary, Best R&D LLC's DCMA approved "Purchasing System", ABC Inc. must show how OASIS SB Task Orders will be processed through Best R&D LLC's Purchasing System. Furthermore, ABC Inc. must submit a "meaningful relationship commitment letter", between ABC Inc. and Best R&D LLC. that they will, in fact, process ABC Inc.'s OASIS SB Task Orders through Best R&D LLC's Purchasing System. When an Offeror is sharing resources from other entities by way of a Meaningful Relationship within a Corporate Structure, only one Offer (e.g., proposal) from that Corporate Structure shall be submitted.

(d) If an Offeror is not sharing resources by way of a meaningful relationship within a corporate structure in order to meet minimum requirements and/or obtain scored evaluation criteria from a parent company, affiliate, division, and/or subsidiary within a

corporate structure, a meaningful relationship commitment letter is not required to be submitted with your proposal.

- (e) If an Offeror is sharing resources by way of a meaningful relationship within a corporate structure in order to meet minimum requirements and/or obtain scored evaluation criteria from a parent company, affiliate, division, and/or subsidiary within a corporate structure, a meaningful relationship commitment letter(s) is required to be submitted with your proposal. If applicable, a meaningful relationship commitment letter with each entity shall include the following information:
1. Clear and legal identification of the meaningful relationship between the Offeror and entity within a corporate structure must be described.
  2. Each minimum requirement and/or scored evaluation criteria provided by the entity must be specifically identified.
  3. A statement of commitment as to the performance and utilization of the entity's claimed resources under OASIS SB Task Orders.
  4. The process for utilizing and implementing any claimed system, certification, and/or clearance obtained from the entity under OASIS SB Task Orders.
  5. If only part of the Offeror's organization has an approved System, Certification and/or Clearance, the Offeror shall describe the distinction between which business units or sites and geographic locations have been approved.
  6. Authorized signatures with the ability to commit both the Offeror and entity. Print Name, Title, Phone Number, and E-mail address for each authorized signature.
- (f) In the event that a parent organization has complete and full control over all meaningful relationship entities, the parent entity may prepare a single Meaningful Relationship Commitment Letter that identifies all elements required above.
- (g) Failure to follow instructions or to submit a meaningful relationship commitment letter(s) when required may result in an Offeror's proposal being non-conforming to the Solicitation and rejected.
- (h) Meaningful relationship commitment letter(s) will be incorporated by reference into any resulting contract award.
- (i) Meaningful relationship commitment letters shall only be used within the offering Prime Contractor's OR Joint Venture/Partnership CTA member's corporate structure. They are not available for use by subcontractors in a Small Business Prime/Subcontractor CTA as subcontractors do not have privity of contract with the government.

#### **L.5.1.10. Contractor Team Arrangement, if applicable**

- (a) "Contractor Team Arrangement" means an arrangement in which two or more companies form a Partnership or Joint Venture to act as a potential Prime Contractor (See FAR 9.601(1)); or, a potential Prime Contractor agrees with one or more other companies to have them act as its Subcontractors under a specified Government contract or acquisition program (See FAR 9.601(2)).
- (b) Any Prime/Subcontractor CTA as defined in FAR 9.601(2) Solicitation is limited to only First Tier Small Business Subcontractors as defined in 15 USC 632 (dd)(2) as a subcontractor who has a subcontract directly with the prime contractor. All Prime/Subcontractor CTA members must be small businesses under the applicable size standard, as reflected in their representations and certifications (see L.5.1.10(d)(1)).
- (c) In order for a Prime/Subcontractor CTA to flow down to 8(a) SubPools, in accordance with Section H.15.4, all members of the Prime/Subcontractor CTA must be 8(a) members themselves. 8(a) Joint Ventures must be approved by the SBA prior to award of the 8(a) SubPool contract. See FBO Solicitation Notice # GS00Q-13-DR-0002-8(a).
1. As a requirement of Solicitation Notice # GS00Q-13-DR-0002-8(a), no Prime/Subcontractor CTA which includes a non-8(a) member shall be allowed to automatically qualify for any 8(a) SubPool in accordance with H.15.4 paragraph #4.

2. Any 8(a) Prime contractor with non-8(a) subcontractor teaming members will need to submit a new proposal to GS00Q-13-DR-0002-8(a) in order to be considered for award under the 8(a) SubPool solicitation.
3. Offerors that wish to flow down to the 8(a) SubPools must also submit a PDF printout of the SBA Dynamic Small Business Search (DSBS) results, see below:
  - a. For an 8(a) Joint Venture CTA, the Offeror shall also upload a PDF printout of the SBA DSBS results associated with: (1) either the 8(a) Joint Venture itself, if already accepted into the 8(a) business development program, or (2) at least one of the individual team members' DUNS number clearly demonstrating that at least one of the individual team members is a current participant in the 8(a) program as of the date of the Offeror's initial offer, including price. Note: SBA must still approve a Joint Venture agreement prior to the award of an 8(a) contract on behalf of a Joint Venture CTA.
  - b. For an 8(a) Prime/Subcontractor CTA, the Offeror shall also upload a PDF printout of the SBA DSBS results associated with each individual team member's DUNS number clearly demonstrating that each individual team member is a current participant in the 8(a) program as of the date of the Offeror's initial offer, including price.
- (d) Offerors who are an existing Partnership or Joint Venture CTA as defined in FAR 9.601(1) or FAR 9.601(2) may submit a proposal under this Solicitation subject to the following conditions:
  1. The Offeror (e.g., Joint Venture or Prime Small Business contractor) and the individual team members must be registered in SAM at <https://www.sam.gov> with a corresponding DUNS Number and CAGE Code. Each individual team member, as well as the Joint Venture itself if the Offeror is a Joint Venture CTA, must submit complete representations and certifications in accordance with section K.1.
  2. All minimum requirements and scored evaluation criteria under L.5.1.2 and L.5.3 must have been performed by the CTA itself or the individual team members. If an individual team member's experience is submitted under a Joint Venture, all individual members shall submit at least one Relevant Experience (Primary) Project as defined in Section L.5.3.1 outside the Joint Venture. For example, if Company A submits a relevant experience project outside the Joint Venture, then Company B must also submit a relevant experience project outside the Joint Venture. For any approved Mentor-Protégé Joint Ventures in accordance with 13 CFR 125.8 where the Mentor is not a Small Business under the applicable size standard, that Mentor may submit a maximum of one (1) Pool Qualification Project as defined in L.5.1.2, maximum of two (2) Relevant Experience (Primary) Projects as defined in L.5.3.1, a maximum of two (2) Relevant Experience (Secondary) Projects as defined in Section L.5.3.3.1, and a maximum of two (2) Relevant Experience (Secondary) Projects as defined in section L.5.3.3.2.
  3. If the Offeror is a Joint Venture, it must meet the definition of a Joint Venture for size determination purposes (FAR 19.101(7)(i) or 13 CFR 125.8).
  4. The Offeror shall submit a complete copy of the existing CTA agreement that established the CTA relationship. The existing CTA agreement shall include the following\*:
    - a. Disclose the legal identity of each team member of the CTA.
    - b. Describe the relationship between the team members.
    - c. Disclose the form of ownership of each team member.
    - d. Disclose the primary point of contact of each team member.
    - e. Disclose any limitations on liability or authority for each team member.
    - f. Describe what resources each team member provides the teaming agreement.
    - g. A statement from each individual team member authorizing the use of that team member's relevant experience and past performance in support of the Official Legal Entity's proposal.

- h. For Joint Ventures, disclose whether or not the existing Joint Venture agreement designates a particular entity as the "team lead," and if so, the existing Joint Venture agreement must clearly explain the specific duties/responsibilities of the "team lead" to the other members of the team and to the Government.
- i. Describe the specific duties/responsibilities of each member of the team members as they relate to each other and explain the specific duties/responsibilities that each team member will have for purposes of contract performance under OASIS SB and meeting the performance standards in Section F.4. All parties to the CTA agreement shall commit to ensure performance of the OASIS SB contract and to complete performance despite withdrawal of any member.
- j. Address the circumstances and procedures for replacement of team members, including the team lead (note: replacement of team lead is only applicable for FAR 9.601(1) CTAs).
- k. Address the duration of the existing CTA agreement, including when it became effective, when it expires, and the basis for termination. The duration of the CTA agreement must include the complete OASIS SB period of performance.

\*Note 1: Offerors whose existing CTA agreement that established the CTA relationship does not address items (a) through (k) above may, at their discretion, execute an addendum to the CTA agreement prior to submission of their proposal to address any items not already covered by the existing CTA agreement, in lieu of establishing a new CTA agreement. This addendum shall be attached with the CTA agreement in submission of the Offeror's proposal.

\*Note 2: J.20 CTA Template – Attachment (20) has been provided for the convenience of the Offerors only to facilitate submission of a CTA agreement/Addendum which complies with the solicitation requirements. There is no requirement to submit the CTA Agreement/Addendum in the format outlined in J.20. Regardless of whether the Offeror chooses to utilize J.20 or any other format, it is the sole responsibility of the Offeror to ensure that the submission of their CTA Agreement meets all of the requirements of this solicitation.

- 5. With the exception of Joint Ventures, the Official Legal Entity must have an acceptable accounting system. See Section L.5.1.7. For Joint Ventures, either the Joint Venture itself or all individual members of the Joint Venture must have an acceptable accounting system. For Joint Ventures, the Offerors shall provide a rationale clearly describing which Offeror's accounting system(s) were used to generate the data/rates for Attachment J.9 (reference the chart in L.4(e) for submission/format of this rationale).
- 6. All evaluation criteria under L.5.5 must be held by either:
  - (a) All individual members of the CTA. Scoring will only be awarded at the levels met or exceeded by all members of the existing Partnership or Joint Venture; or
  - (b) By the Offeror (i.e., the Joint Venture itself or Prime Small Business contractor).
- 7. For Mentor-Protégé Joint Ventures, SBA's approval of the **Mentor-Protégé Agreement** (ref. 13 CFR 125.9(d)(1)(i), 13 CFR § 124.520(d)(1)(i)) shall be provided upon proposal submission. Award will be contingent upon approval by the SBA of any amendments, as applicable, to the **Mentor-Protégé Agreement** (ref. 13 CFR 125.9(e)(6), 13 CFR 124.513(h)).
- (e) Failure to provide the Government with the requested documentation establishing the CTA relationship shall result in the Offer being non-conforming to the Solicitation and rejected.

## **L.5.2. VOLUME 2 – RESPONSIBILITY**

To be eligible for award, the Offeror shall adhere to the directions and submit the following information under Volume 2 – Responsibility.

#### L.5.2.1. Financial Resources

- (a) To be determined responsible, a prospective Contractor must have adequate financial resources to perform the contract, or the ability to obtain them.
- (b) The Offeror shall submit a GSA Form 527 in accordance with Section J.13, Attachment (13), titled, "GSA FORM 527 CONTRACTOR'S QUALIFICATIONS AND FINANCIAL INFORMATION". No other format will be considered. If the fill in portion of the form does not accommodate your information, please manually write in the required information. All forms must be signed by an authorized official at the bottom of page 6.
  - 1. In the case of Prime/Subcontractor CTAs under Section L.5.1.10 only the Official Legal Entity shall submit Section J.13., Attachment (13)
  - 2. In the case of unpopulated Joint Ventures under Section L.5.1.10 each member of the Joint Venture shall submit Section J.13., Attachment (13)
    - a. In the case of populated Joint Ventures (those formed prior to issuance of 81 FR 48557, August 24, 2016) a single Joint Venture level submission is permissible.
- (c) The Contracting Officer may contact an Offeror after their initial financial review for clarification or additional information, if necessary.
- (d) GSA Form 527 Instructions:
  - 1. Section I – General Information
    - a. Complete all applicable sections.
    - b. Block 1A: This is the full name of the Official Legal Entity that will be signing the contract with GSA as submitted on the SF Form 33.
    - c. Block 6: This is asking whether the legal entity uses a DBA, trade name, fictitious name trademark, etc., for business purposes.
    - d. Block 13: Non-disclosure of this information is a more significant negative factor than not reporting the items listed.
  - 2. Section II - Government Financial Aid and Indebtedness
    - a. Complete all applicable sections.
    - b. You must answer 14A, 14B, 15A and 16.
  - 3. Section III – Financial Statements and Section IV Income Statements
    - a. Block 18: Check "No".
    - b. Block 20: Check the applicable boxes to show whether the figures are in "Actual", "Thousands" or "Millions."
    - c. Blocks 24-28: Submit the last full fiscal year statement and subsequent interim statements. You must attach the financial and interim statements rather than write the figures on the GSA Form 527 – Page 2. Make sure that the full name of the Official Legal Entity or parent is in the heading of the financial statements.

In addition, the completed Balance Sheet dates and the complete dates of the period covered by the Income Statement must correspond to the Offeror's fiscal year cycle.
    - d. \*NOTE: To those who use QuickBooks software\*

The Income Statement defaults to a month/year format for all versions of this software. The complete dates of the period covered by the Income Statement must be submitted (i.e. January 1, 2015 to December 31, 2016). In addition, the older versions show an account called "Opening Bal Equity" in the Balance Sheet's Equity section. Please determine what accounts those funds belong in and transfer them to the correct account.

4. Section V – Banking and Finance Company Information

- a. Please complete all applicable sections; however, if your company has a prepared list of bank and trade references, you may attach it to the GSA Form 527 instead of completing this section.

5. Section VI – Principal Merchandise or Raw Material Supplier Information

- a. Leave this Section Blank.

6. Section VII – Construction/Service Contracts Information

- a. Leave this Section Blank.

7. Section VIII – Remarks

- a. Provide remarks as applicable.

8. Certification

- a. The Name of Business must correspond to the Official Legal Entity in Block 15A of the SF 33.
- b. Provide Name, Title, Signature, and Date of Authorized Official.

**L.5.2.2. Representations and Certifications**

See Section K.1.

**L.5.3. VOLUME 3 – RELEVANT EXPERIENCE FOR PRIMARY AND SECONDARY PROJECTS**

- (a) To be eligible for award, the Offeror shall adhere to the directions and submit the following information under Volume 3 – Relevant Experience for Primary and Secondary Projects.
- (b) Relevant Experience Projects are divided into two separate categories, Primary Projects and Secondary Projects, as follows:
  - 1. The Primary category of Relevant Experience is tied solely to the Projects submitted in accordance with Section L.5.3.1.
    - a. All the minimum requirements in Section L.5.3.1. must be determined acceptable by the Government.
    - b. Any scored evaluation criteria in Sections L.5.3.2.1. through L.5.3.2.8. apply to the same Primary Projects submitted under Section L.5.3.1.
    - c. The Offeror shall substantiate all the minimum requirements and scored evaluation criteria by providing enough evidence within a Contract or Task Order document and/or other verifiable contractual documents of each Relevant Experience (Primary) Project. The Offeror shall highlight each section/paragraph that corresponds to meeting or exceeding the minimum requirements and each scored evaluation criteria taking credit for. All award and modification documents provided as part of the proposal submission must be signed by a Warranted Contracting Officer\*. Failure to provide sufficient evidence within a Contract or Task Order document and/or other verifiable contractual documents may result in a deduction of points associated with the proposal or a removal of the proposal from consideration for award.



\*NOTE: In instances where the contracting activity does not provide signed copies of the award or modification documentation, due to local policy or system limitations, Offerors may submit unsigned documentation. This documentation will be subject to a higher degree of scrutiny and verification than unsigned documents.

2. The Secondary category of Relevant Experience is tied solely to the Projects submitted under Section L.5.3.3.
  - a. Secondary Projects are not minimum or mandatory requirements.
  - b. If submitted, all the minimum requirements in Section L.5.3.3. must be determined acceptable by the Government.
  - c. If submitted, any scored evaluation criteria in Sections L.5.3.3.1. and L.5.3.3.2. apply to the same Secondary Projects submitted under Section L.5.3.3.
  - d. If submitted, the Offeror shall substantiate all the minimum requirements and scored evaluation criteria by providing enough evidence within a Contract or Task Order document and/or other verifiable contractual documents of each Relevant Experience (Secondary) Project. The Offeror shall highlight each section/paragraph that corresponds to meeting or exceeding the minimum requirements and each scored evaluation criteria taking credit for. All award and modification documents provided as part of the proposal submission must be fully executed and signed by a Warranted Contracting Officer.

#### **L.5.3.1. Minimum Requirements for Relevant Experience (Primary) Projects**

Relevant Experience (Primary) Projects demonstrate an Offeror's experience in performing complex professional services and the responsibility for the successful completion of the entire Project as a Prime Contractor.

- (a) The Offeror shall submit a minimum of 3 up to a maximum of 5 distinct Relevant Experience (Primary) Projects that meet the following minimum conditions:
  1. Involve the performance and/or integration of at least three (3) out of the six (6) OASIS SB Core Disciplines. The OASIS SB Core Disciplines are described in Section C and include Program Management Services, Management Consulting Services, Scientific Services, Engineering Services, Logistics Services, and Financial Management Services.
  2. Any combination of U.S. Federal Government, U.S. State Government, International Public Sector, and Non-U.S. Federal Government/Commercial Projects can be submitted as a Relevant Experience (Primary) Project.
  3. A Subcontract is not a Commercial Project and will be non-conforming to the Solicitation and rejected if submitted as a Commercial Project.
  4. A Relevant Experience (Primary) Project awarded by the U.S. Federal Government must be:
    - a. A stand-alone Contract (FAR 12, 13, or 15); or,
    - b. A Task Order (FAR 16.505 or 16.703) awarded under a Single-Award Indefinite Delivery, Indefinite Quantity (SA-IDIQ) Contract or Multiple-Award Indefinite Delivery, Indefinite Quantity (MA-IDIQ) Contract (FAR 16.501-1 and 16.504), or Basic Ordering Agreement (FAR 16.703); or,
    - c. A Task Order (FAR 8.405-2) awarded under a GSA Multiple Award Schedule (MAS); or,
    - d. A Task Order (FAR 8.405-2) awarded under a Single-Award Blanket Purchase Agreement (SA-BPA) or Multiple-Award Blanket Purchase Agreement (MA-BPA)(FAR 8.405-3 or FAR 13.303); or,

- e. Awards issued in accordance with Section L.2.7(e), via an OTA pursuant to the authority of 51 U.S.C. § 20113(e), 10 U.S.C. § 2371, 42 U.S.C. § 7256, 42 U.S.C. § 247-7e, 6 U.S.C. § 391, 49 U.S.C. § 5312, 49 U.S.C. § 106(l), 49 U.S.C. § 114(m), 6 U.S.C. § 596, 42 U.S.C. § 16538, 42 U.S.C. § 285b-3, 42 U.S.C. § 284n, or 42 U.S.C. § 287a.
5. One of the required Relevant Experience (Primary) Projects may, at the discretion of the Offeror, be a "Collection of Task Orders" awarded under a U.S. Federal Government SA-IDIQ contract or SA-BPA only. If an Offeror chooses to submit a "Collection of Task Orders", the Project must be labeled Project 5 Alternate (Project 5A). Under a single Project 5A all minimum requirements and scored evaluation criteria is based on the entire Task Order collection submitted as a whole. CAUTION: Under a single Project 5A, none of the Task Orders awarded under the SA-IDIQ or SA-BPA can be used for Projects 1 through 4.
6. The Offeror shall submit a copy of the Contract or Task Order Award Form for each Relevant Experience (Primary) Project as follows. If the Offeror is submitting a "Collection of Task Orders" (e.g., Project 5A), the Offeror shall submit a copy of the master Single-Award IDIQ or Single-Award BPA Award Form and all the corresponding Award Forms for each Task Order submitted. For example:
- a. Standard Form (SF) 1449 – Solicitation/Contract/Order for Commercial Items – (Block 17a identifies the Prime Contractor, Block 9 identifies the U.S. Federal Government Agency, Block 3 identifies the Award/Effective Date, and Block 31c. identifies the date the Contracting Officer signed).
  - b. SF 26 – Award/Contract – (Block 7 identifies the Prime Contractor, Block 5 identifies the U.S. Federal Government Agency, Block 3 identifies the Effective date, and Block 20C identifies the date the Contracting Officer signed).
  - c. SF 33 – Solicitation, Offer, and Award – (Block 15A identifies the Prime Contractor, Block 7 identifies the U.S. Federal Government Agency, and Block 28 identifies the date the Contracting Officer awarded/signed).
  - d. Department of Defense (DD) 1155 – Order for Supplies or Services (Block 9 identifies the Prime Contractor, Block 6 identifies the U.S. Federal Government Agency, Block 3 identifies the Date of Order, and Block 24 identifies the Contracting Officer signature).
  - e. Optional Form (OF) 307 – Contract Award (Block 7 identifies the Prime Contractor, Block 5 identifies the U.S. Federal Government Agency, Block 2 identifies the Effective date, and Block 15C identifies the date the Contracting Officer signed).
  - f. GSA Form 300 – Order for Supplies and Services (Block 6 identifies the Prime Contractor, Block 10 identifies the U.S. Federal Government Agency, Block 1 identifies the Date of Order, and Block 26C identifies the date the Contracting Officer signed).
  - g. Other Official Government Award Form from a Cognizant U.S. Federal Government Agency. (Must explicitly identify the Prime Contractor, U.S. Federal Government Agency, the Effective Date, and the date the Contracting Officer signed).
  - h. Other Official U.S. State Government, International Public Sector, and/or Non-U.S. Federal Government/Commercial Award Form. (Must explicitly identify the Prime Contractor, Awarding Entity, the Effective Date, and the date the Authorized Representative signed).
7. The Offeror shall provide evidence of the Period of Performance for each Relevant Experience (Primary) Project.
- a. Each Project must be ongoing or have been completed no earlier than November 13, 2013.
  - b. For the purposes of validating the period of performance for a "Collection of Task Orders" under a Project 5A, the period of performance of the Single-Award IDIQ contract or Single-Award BPA will be used for meeting this requirement
  - c. Each Project must have at least 1 year of performance unless one of the following situations exist:

1. The Project has a completed Contractor Performance Assessment Report (CPAR)
  2. The Project has a completed Award Fee rating (FAR 16.401) for Past Performance
  3. The Project had a base period of performance less than 1 year and that period of performance is complete.
8. The Offeror shall provide evidence of the Annual Project Value for each Relevant Experience (Primary) Project.
- a. Annual Project Value for each Project must be greater than \$150 Thousand per year.
  - b. The combined annual value all Projects combined must be equal to or greater than \$750 Thousand per year times the number of Projects submitted. For example, if three Projects are submitted, the combined annual value must be equal to or greater than \$2.25 Million per year; if four Projects are submitted, the combined annual value must be equal to or greater than \$3.00 Million per year; if five Projects are submitted, the combined annual value must be equal to or greater than \$3.75 Million per year.
  - c. Annual Project Value for completed Projects is determined as follows:
    1. Total obligated dollars (inclusive of all exercised option periods) divided by the number of years of performance. The number of years of performance shall be calculated by taking the total number of days of performance and dividing it by 365.
      - a. If the total number of days is less than 30 then the total number of days used in the calculation for the total number of days in paragraph c.1. above shall be 30 days.
  - d. Annual Project Value for ongoing Projects is determined as follows:
    1. Total estimated value (inclusive of all option periods) divided by the number of years of performance. The number of years of performance shall be calculated by taking the total number of days of performance and dividing it by 365.
      - a. If the total number of days is less than 30 then the total number of days used in the calculation for the total number of days in paragraph d.1. above shall be 30 days.
  - e. For example purposes only: If Projects 1 through 4 are "Stand-Alone" Task Orders or Contracts and Project 5A is a "Collection of Task Orders" awarded under a Single-Award IDIQ contract , the Annual Project Value will be calculated based on the formulas below:
    1. Projects 1 through 4 are "Stand-Alone" Projects (Task Orders or Contracts) that are not tied to a "Collection of Task Orders" as follows:
      - Project 1 is completed with an annual obligated value of: \$1,000,000
      - Project 2 is ongoing with an annual estimated value of: \$2,000,000
      - Project 3 is ongoing with an annual estimated value of: \$3,000,000
      - Project 4 is completed with an annual obligated value of: \$4,000,000
    2. Each of the 4 "Stand-Alone" Projects exceeds the \$150 Thousand per year minimum requirement.
    3. Project 5A is a single Project that is tied to a "Collection of Task Orders" under a Single-Award IDIQ contract. Add up the obligated or estimated value of every Task Order award submitted under Project 5A and divide the total by the total of months awarded. For example, the Offeror submitted 10 total Task Orders under Project 5A as follows:
 

• Task Order 1:	January 1, 2014 – December 31, 2014	\$ 1,000,000
• Task Order 2:	March 3, 2014 - December 31, 2014	\$ 250,000
• Task Order 3:	April 1, 2014 – December 30, 2014	\$ 750,000
• Task Order 4:	June 15, 2014 – December 31, 2014	\$ 1,500,000
• Task Order 5:	August 1, 2014 – December 31, 2014	\$ 500,000

• Task Order 6:	September 1, 2014 - December 31, 2014	\$ 800,000
• Task Order 7:	January 4, 2015 - September 30, 2015	\$ 200,000
• Task Order 8:	January 1, 2015 - December 30, 2015	\$ 3,000,000
• Task Order 9:	August 6, 2015 - July 30, 2015	\$ 1,500,000
• Task Order 10:	January 2, 2015 - December 30, 2016	<u>\$ 500,000</u>

4. The Total Combined Annual Value of the 10 Task Orders is: \$10,000,000

5. The Total Cumulative Period of Performance began at Task Order 1 in January 1, 2014 and goes through Task Order 10 in December 30, 2016. This equals 1095 days.

6. 1095 days divided by 365 days is 3.0.

7. \$10,000,000 divided by 3.0 yields an average annual value of \$3,333,333.33. Project 5A exceeds the \$150K per year minimum requirement.

8. The Total Combined Annual Value of Projects 1 through 5A exceeds the minimum requirement of \$3.75 Million per year.

f. Offeror shall provide the Contract or Task Order Award and all Modifications or latest FPDS report required to substantiate the claimed dollar values and periods of performance in accordance with Section L.5.3(b)1.c. of this Solicitation.

(b) In accordance with Section L.5.4., the Offeror shall submit the most current Government issued Past Performance rating for each Relevant Experience (Primary) Project.

1. Past Performance Rating for each Project must meet or exceed 3.00.

#### **L.5.3.2. Points for Relevant Experience (Primary) Projects**

In addition to an Offeror's experience in performing complex professional services and being responsible for the successful completion of the entire Project as a Prime Contractor, Offerors who have performed under an OASIS NAICS Code or PSC Code, executed large dollar projects, integrated multiple core disciplines, performed in multiple locations including OCONUS locations, managed multiple subcontracting/teaming partners, processed ancillary support services/products, and successfully performed under Cost-Reimbursement contract types will be considered more favorably.

(a) For each Relevant Experience (Primary) Project submitted in accordance with Section L.5.3.1., Offerors may receive points in accordance with the scored evaluation criteria in Sections M.5.1.1. through M.5.1.8.

(b) If one of the required Projects is a "Collection of Task Orders" (e.g., Project 5A) awarded under a Single-Award IDIQ contract or Single-Award BPA the following applies:

1. The NAICS Code or PSC Code will be validated at the Master SA-IDIQ or Master SA-BPA level.

2. Total Project Value, Core Disciplines, Locations, Subcontracting/Teaming, Ancillary Support Services and/or Products, Cost Reimbursement, and OCONUS will be based on the "Collection of Task Orders" as a whole.

3. The Offeror shall limit the number of Task Orders submitted as a single Project 5A to only the number of Task Orders necessary to claim the maximum amount of points obtainable. Using Core Disciplines as an example, an Offeror could theoretically have one Task Order that covers all 6 Core Disciplines; therefore, the Offeror would only need to submit that one Task Order to claim the maximum points for all 6 Core Disciplines. On the other hand, an Offeror could theoretically have a different Core Discipline under 6 different Task Orders; therefore, the Offeror would need to submit all 6 Task Orders to claim the maximum points for all 6 Core Disciplines, but no more than 6.

#### **L.5.3.2.1. Relevant Experience (Primary) Projects under an OASIS SB NAICS Code or PSC Code**

- (a) The Offeror will receive points if a Relevant Experience (Primary) Project has any reported NAICS Code or PSC Code listed in Section L.5.1.2 or that corresponds to any existing OASIS SB Pool. The NAICS Code and PSC Codes for the other OASIS Pools are:

<b>POOL 1</b> <b>(\$15M Business Size Standard)</b>	
<b>NAICS CODE</b>	<b>NAICS TITLE</b>
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 and 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 and Public Opinion Polling
541990	All Other Professional, Scientific, and Technical Services

<b>POOL 1</b>	
<b>PSC CODE</b>	<b>DESCRIPTION</b>
Multiple	All Category R Support (Professional/Administrative/Management) Codes not assigned to a different Pool, Except R425 (which is applicable to both Pools 1 and 3)

<b>POOL 2</b> <b>(\$20.5M Business Size Standard)</b>	
<b>NAICS CODE</b>	<b>NAICS TITLE</b>
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

<b>POOL 2</b>	
<b>PSC CODE</b>	<b>DESCRIPTION</b>
R703	Support- Management: Accounting
R704	Support- Management: Auditing
R705	Support- Management: Debt Collection
R710	Support- Management: Financial
	Includes: Credit Card Services

R711	Support- Management: Banking Includes: Accepting and Cashing Government Checks and Other Payment Instruments, Accepting Direct Deposits, Accepting Payments to The Government From The Public
R712	Support- Management: Coin Minting
R713	Support- Management: Banknote Printing
Multiple	All Research and Development Codes under the following Categories: Category AB R&D- Community Service/Development Category AE R&D- Economic Growth Category AF R&D- Education Category AL R&D- Income Security Category AM R&D- International Affairs and Cooperation Category AQ R&D- Social Services

<b>POOL 3</b> <b>(\$38.5M Business Size Standard)</b>	
<b>NAICS CODE</b>	<b>NAICS TITLE</b>
541330 <b>Exception A</b>	Engineering for Military and Aerospace Equipment and Military Weapons
541330 <b>Exception B</b>	Engineering for Contracts and Subcontracts for Engineering Services Awarded Under the National Energy Policy Act of 1992
541330 <b>Exception C</b>	Engineering for Marine Engineering and Naval Architecture

<b>POOL 3</b>	
<b>PSC CODE</b>	<b>DESCRIPTION</b>
R425	Support- Professional: Engineering/Technical Includes: Systems Engineering, Technical Assistance, and Other Services Used to Support The Program Office During The Acquisition Cycle

<b>POOL 4</b> <b>(1,000 Employee Business Size Standard)</b>	
<b>NAICS CODE</b>	<b>NAICS TITLE</b>
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)

The following NAICS codes are allowable substitutes under Pool 4:

541711 substituted for 541713  
541711 substituted for 541714  
541712 substituted for 541715

<b>POOL 4</b>	
<b>PSC CODE</b>	<b>DESCRIPTION</b>
Multiple	All Category A Research and Development Codes not assigned to a different Pool

<b>POOL 5A</b> <b>(1,250 Employee Business Size Standard)</b>	
<b>NAICS CODE</b>	<b>NAICS TITLE</b>

541715 Exception B	Other Aircraft Parts and Auxiliary Equipment
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The following NAICS codes are allowable substitutes under Pool 5A:

541712 substituted for 541715

POOL 5A	
PSC CODE	DESCRIPTION
Multiple	All Research and Development Codes under the following Categories: Category AC1 R&D- Defense System: Aircraft Category AS1 R&D- Modal Transportation: Air

POOL 5B (1,250 Employee Business Size Standard)	
NAICS CODE	NAICS TITLE
541715 Exception C	Guided Missiles and Space Vehicles, Their Propulsion Units and Propulsion Parts

The following NAICS codes are allowable substitutes under Pool 5B:

541712 substituted for 541715

POOL 5B	
PSC CODE	DESCRIPTION
Multiple	All Research and Development Codes under the following Categories: Category AC2 R&D- Defense System: Missile/Space Systems Category AR R&D- Space

POOL 6 (1,500 Employee Business Size Standard)	
NAICS CODE	NAICS TITLE
541715 Exception A	Aircraft, Aircraft Engine and Engine Parts

The following NAICS codes are allowable substitutes under Pool 6:

541712 substituted for 541715

POOL 6	
PSC CODE	DESCRIPTION
Multiple	All Research and Development Codes under the following Categories: Category AC1 R&D- Defense System: Aircraft Category AS1 R&D- Modal Transportation: Air

- (b) The Offeror will receive points if the same NAICS Code or PSC Code is duplicated among different Projects in accordance with Section M.5.1.1.
- (c) The Offeror shall provide evidence of the assigned NAICS Code or Product Service Code (PSC) Code for each Relevant Experience (Primary) Project.
1. If a Federal Procurement Data System – Next Generation (FPDS-NG) report exists for a Project, the Offeror must submit a copy of the latest FPDS-NG report that identifies the NAICS Code or PSC Code of the Project. See <https://www.fpds.gov>. The FPDS-NG report will be used by the Government as the primary validated source for the NAICS Code or PSC Code of each Project.
  2. If an FPDS-NG report does not exist for the Project, the Offeror must submit other verifiable evidence of the NAICS Code or PSC Code from an official Government document of the Project. For example, a NAICS Code or PSC Code explicitly



identified in the Project's Solicitation, contract award, or other official Government document associated to the Project. If there is no official contract documentation verifying the applicable NAICS or PSC Code associated with the project, the offeror shall submit Section J.14., Attachment (14), titled, "NAICS OR PSC CODE CORRECTION LETTER" verifying the NAICS or PSC code signed by a Warranted Contracting Officer from the awarding agency will be accepted.

3. In the event there is a contradiction between the NAICS Code or PSC Code in the FPDS-NG report associated to the Project and the NAICS Code or PSC Code in the Offeror's submitted documents associated to the Project, the FPDS-NG report takes precedence.
4. If an Offeror has a legitimate reason that the NAICS Code or PSC Code for a Project was inadvertently reported in FPDS-NG with an erroneous NAICS Code or PSC Code, the Government will allow the Offeror the opportunity to request and submit correspondence from the awarding agency, signed by a Warranted Contracting Officer, to identify the correct NAICS Code or PSC Code. CAUTION: Only a Warranted Contracting Officer from the awarding agency authorizing an erroneous NAICS Code or PSC Code correction is acceptable. If this paragraph applies, the Offeror shall submit Section J.14., Attachment (14), titled, "NAICS OR PSC CODE CORRECTION LETTER". No other format will be considered.
5. CAUTION: This paragraph only applies to Projects that are Task Orders awarded under an Indefinite Delivery, Indefinite Quantity (IDIQ) Contract in accordance with FAR 16.5 or under the Federal Supply Schedules (FSS) program in accordance with FAR 8.4. If an Offeror is submitting a Task Order Project that was performed under the Master IDIQ contract and the Offeror feels that the NAICS code assigned to the Master IDIQ contract does not account for the greatest percentage of value for the Task Order Project, the Government will allow the Offeror the opportunity to request and submit correspondence from the awarding agency, signed by a Warranted Contracting Officer, to identify a more appropriate NAICS Code for the Task Order Project. For example, the scope of the master IDIQ contract includes managerial support, engineering services, and financial services. However, only a single NAICS code, 541330 - Engineering Services, was selected for the master IDIQ contract based on the anticipated percentage of value of all Task Order Projects expected to be performed under the master IDIQ contract.

As a result, this single NAICS code, Engineering Services 541330, automatically applies to all Task Orders awarded under that master IDIQ contract, but may not accurately represent the greatest percentage of value performed on a given Task Order performed within the scope of the master IDIQ contract (like financial services). CAUTION: Only a Warranted Contracting Officer from the awarding agency of the Project authorizing a NAICS Code change for a Task Order Project under a master IDIQ contract is acceptable. If this paragraph applies, the Offeror shall submit Section J.15., Attachment (15), titled, "NAICS CODE CHANGE LETTER". No other format will be considered.

#### **L.5.3.2.2. Relevant Experience (Primary) Annual Project Value**

- (a) For each Relevant Experience (Primary) Project submitted, using the same Annual Project Value calculation methods in Section L.5.3.1., the Offeror will receive points if the Annual Project Value meets or exceeds the scored evaluation criteria set forth in Section M.5.1.2.

#### **L.5.3.2.3. Relevant Experience (Primary) Projects with Performance/Integration of Multiple Core Disciplines**

- (a) The OASIS SB Statement of Work in Section C allows for the Performance/Integration across 6 Core Disciplines in accordance with Section C.2.1.5., OASIS SB Program Architecture. These 6 Core Disciplines include Program Management, Management Consulting, Scientific, Engineering, Logistics, and Financial.
- (b) Contract administration duties under the Project are not considered Core Disciplines.
- (c) For each Relevant Experience (Primary) Project submitted, the Offeror will receive points if the Project involves the Performance and/or Integration of Multiple Core Disciplines in accordance with Section M.5.1.3.

#### **L.5.3.2.4. Relevant Experience (Primary) Projects with Multiple Locations**

- (a) For each Relevant Experience (Primary) Project submitted, the Offeror will receive points if the Project involves

performance in Multiple Locations in accordance with Section M.5.1.4.

- (b) Within CONUS, the May 2018 Metropolitan and Nonmetropolitan Area Definitions Microsoft Excel spreadsheet (XLS) located at [www.bls.gov/oes/current/msa\\_def.htm](http://www.bls.gov/oes/current/msa_def.htm) shall be used to determine the number of locations a Project covers, specifically the MSA Code under Column D.
- (c) Home offices and/or telecommuting do not count as acceptable places of performance for receiving points.
- (d) Temporary duty locations and/or temporary travel locations less than 30 days do not count towards the number of locations.
  - 1. Temporary duty (TDY) assignments need not be consecutive but must be performed within a twelve month period.

#### **L.5.3.2.5. Relevant Experience (Primary) Projects with Subcontracting/Teaming**

- (a) For each Relevant Experience (Primary) Project submitted, the Offeror will receive points if the Project involves Subcontracting/Teaming in accordance with Section M.5.1.5.
- (b) The Offeror shall submit documented evidence of the Subcontract/Teaming agreement and evidence of performance of each subcontractor/team member that directly corresponds to the Contract or Task Order Number of the Relevant Experience (Primary) Project. For example, a Contract or Task Order Number on the Subcontract/Teaming Agreement that correlates directly to the Relevant Experience (Primary) Project's Contract or Task Order Number or the highlighted section within the Relevant Experience (Primary) Project's award document that identifies each Subcontractor or Consultant name.

#### **L.5.3.2.6. Relevant Experience (Primary) Projects with Ancillary Support Services and/or Products**

- (a) For each Relevant Experience (Primary) Project submitted, the Offeror will receive points if the Project involves Ancillary Support Services and/or Products in accordance with Section M.5.1.6.
- (b) Ancillary Support Services are defined as services that are not the predominant scope of work under the Project, but are integral and necessary to the successful performance of the overall requirement. Contract administration duties under a Project are not Ancillary Support Services.
- (c) Ancillary Support Products are considered Government Property as defined in FAR 52.245-1 in the form of Equipment, Materials, Special Test Equipment, Special Tooling, and/or Property that has been purchased by the contractor and provided to the government in support of a services Project.

#### **L.5.3.2.7. Relevant Experience (Primary) Projects with Cost-Reimbursement (any type)**

- (a) For a maximum of 2 Relevant Experience (Primary) Projects submitted, the Offeror will receive points if the Projects are Cost-Reimbursement, including any of the Cost type definitions under FAR Subpart 16.3, in accordance with Section M.5.1.7.

#### **L.5.3.2.8. Relevant Experience (Primary) Project with OCONUS Locations**

- (a) "Outside the Continental United States (OCONUS)" is defined as other than the 48 contiguous states plus the District of Columbia.
- (b) For a maximum of 2 Relevant Experience (Primary) Projects submitted, the Offeror will receive points if the Project involves work performance at a location OCONUS in accordance with Section M.5.1.8.
- (c) Home offices and/or telecommuting do not count as acceptable places of performance for receiving points.
- (d) Temporary duty locations and/or travel locations less than 30 days do not count towards OCONUS locations.

1. Temporary duty (TDY) assignments need not be consecutive but must be performed within a twelve month period.

#### **L.5.3.3. Minimum Requirements for Relevant Experience (Secondary) Projects, if submitted**

Relevant Experience (Secondary) Projects demonstrate an Offeror's experience in managing multiple customers and/or managing in a multiple award contracting environment similar to the OASIS SB Program and the responsibility for the successful completion of the entire Project as a Prime Contractor.

- (a) Past Performance for Relevant Experience (Secondary) Projects shall not be submitted.
- (b) The Offeror shall provide evidence of the Period of Performance for each Relevant Experience (Secondary) Project.
  1. Each Project must be ongoing or have been completed no earlier than November 13, 2013.
  2. For the purposes of validating the period of performance of Task Order Awards under a Multiple-Award IDIQ (MA-IDIQ) contract or Multiple-Award BPA (MA-BPA), the period of performance of the Task Order Award itself, not the MA-IDIQ or MA-BPA, will be used for meeting this requirement. For the purposes of validating the period of performance of a MA-IDIQ or MA-BPA, pursuant to section L.5.3.3.2, the period of performance of the MA-IDIQ or MA-BPA will be used for meeting this requirement.
  3. Each Project must have at least 1 year of performance unless one of the following situations exist:
    - (a) The Project has a completed Contractor Performance Assessment Report (CPAR)
    - (b) The Project has a completed Award Fee rating (FAR 16.401) for Past Performance
    - (c) The Project had a base period of performance less than 1 year and that period of performance is complete.

#### **L.5.3.3.1. Relevant Experience (Secondary) Projects with Mission Spaces, if submitted.**

Relevant Experience (Secondary) Projects with Mission Spaces are not minimum or mandatory requirements; however, Offerors who submit Projects with multiple customers under different Mission Spaces will be considered more favorably.

- (a) The Offeror, at their discretion, may submit a minimum of 2 up to a maximum of 5 distinct Relevant Experience (Secondary) Projects with Mission Spaces that meet the following conditions:
  1. "Mission Spaces" is defined as a U.S. Federal Government Agency whose primary mission falls under Protection and Defense, Quality of Life, Commerce, Natural Resources, or Other as follows:
    - a. Mission Space #1 (Protection and Defense): Protecting American interests at home and abroad through security and diplomacy.
      - Department of Defense
      - Department of Homeland Security
      - Department of Justice
      - Department of State
      - Central Intelligence Agency
      - Federal Bureau of Investigation
    - b. Mission Space #2 (Quality of Life): Improving the quality of life for Americans and others throughout the world.
      - Department of Education
      - Department of Health and Human Services
      - Department of Veterans Affairs

- US Agency for International Development
- Department of Housing and Urban Development
- National Aeronautics and Space Administration
- Peace Corps

c. Mission Space #3 (Commerce): Maintaining and improving commerce and economic growth, stability and prosperity in America.

- Department of Commerce
- Department of Treasury
- Small Business Administration
- Department of Labor
- Department of Transportation
- Social Security Administration
- General Services Administration
- Federal Reserve
- Securities and Exchange Commission

d. Mission Space #4 (Natural Resources): Protecting America's great outdoors and natural resources.

- Department of Agriculture
- Department of Interior
- Department of Energy
- Environmental Protection Agency
- Nuclear Regulatory Commission
- Tennessee Valley Authority

e. Mission Space #5 (Other):

- All other U.S. Federal Government Agencies, Independent U.S. Federal Government Agencies, U.S. Federal Government Corporations, including the District of Columbia Government, not listed above. For validation purposes, the Government will use the directory of agencies listed under <https://www.usa.gov/federal-agencies/>

2. If a particular agency is not listed within a particular Mission Space, the umbrella agency takes precedence (e.g., Department of Air Force and all its Commands would fall under Department of Defense or Mission Space #1). If a particular agency is not listed and does not fall under an umbrella agency, then the Project would be given credit under Mission Space #5 only (e.g., Federal Deposit Insurance Corporation would fall under Mission Space #5).
3. CAUTION: Each Project will only be given credit for a single Mission Space, based upon the awarding agency unless the awarding agency conducted the procurement on behalf of a customer agency. For example, GSA awarded a Task Order on behalf of the Department of State; therefore, the Department of State gets the credit under Mission Space #1, not GSA under Mission Space #3.
4. CAUTION: Once a Mission Space is covered, additional credit for the same Mission Space is not given. For example, 3 Relevant Experience (Secondary) Projects with Mission Spaces are submitted. Of those 3 Projects, 1 Project was awarded by the Air Force Materiel Command (AFMC), 1 Project was awarded by the Naval Air Systems Command (NAVAIR), and 1 Project was awarded by the Federal Deposit Insurance Corporation (FDIC). The total credit for these 3 Projects is 2 Mission Spaces (i.e., Mission Space #1 for AFMC and NAVAIR and Mission Space #5 for FDIC)
5. Each Relevant Experience (Secondary) Project with Mission Spaces must be awarded by the U.S. Federal Government as follows:
  - a. A stand-alone Contract (FAR 12, 13, or 15); or,

- b. A Task Order (FAR 16.505 or 16.703) awarded under a Single-Award Indefinite Delivery, Indefinite Quantity (SA-IDIQ) Contract or Multiple-Award Indefinite Delivery, Indefinite Quantity (MA-IDIQ) Contract (FAR 16.501-1 and 16.504), or Basic Ordering Agreement (FAR 16.703); or,
  - c. A Task Order (FAR 8.405-2) awarded under a GSA Multiple Award Schedule (MAS); or,
  - d. A Task Order (FAR 8.405-2) awarded under a Single-Award Blanket Purchase Agreement (SA-BPA) or Multiple-Award Blanket Purchase Agreement (MA-BPA)(FAR 8.405-3 or FAR 13.303); or,
  - e. Awards issued in accordance with Section L.2.7(e), via an OTA pursuant to the authority of 51 U.S.C. § 20113(e), 10 U.S.C. § 2371, 42 U.S.C. § 7256, 42 U.S.C. § 247-7e, 6 U.S.C. § 391, 49 U.S.C. § 5312, 49 U.S.C. § 106(l), 49 U.S.C. § 114(m), 6 U.S.C. § 596, 42 U.S.C. § 16538, 42 U.S.C. § 285b-3, 42 U.S.C. § 284n, or 42 U.S.C. § 287a.
6. The Offeror shall submit a copy of the Contract or Task Order Award Form for each Project to validate each Mission Space as follows: CAUTION: To receive credit for a Mission Space when the awarding agency is not the same as the end-user customer, the Offeror must submit a copy of both the Award Form (identified below) and page identifying the name of the customer-agency (e.g., Statement of Work, etc.)
- a. Standard Form (SF) 1449 – Solicitation/Contract/Order for Commercial Items – (Block 17a identifies the Prime Contractor, Block 9 identifies the U.S. Federal Government Agency/Mission Space, Block 3 identifies the Award/Effective Date, and Block 31c. identifies the date the Contracting Officer signed).
  - b. SF 26 – Award/Contract – (Block 7 identifies the Prime Contractor, Block 5 identifies the U.S. Federal Government Agency/Mission Space, Block 3 identifies the Effective date, and Block 20C identifies the date the Contracting Officer signed).
  - c. SF 33 – Solicitation, Offer, and Award – (Block 15A identifies the Prime Contractor, Block 7 identifies the U.S. Federal Government Agency/Mission Space, and Block 28 identifies the date the Contracting Officer awarded/signed).
  - d. Department of Defense (DD) 1155 – Order for Supplies or Services (Block 9 identifies the Prime Contractor, Block 6 identifies the U.S. Federal Government Agency/Mission Space, Block 3 identifies the Date of Order, and Block 24 identifies the Contracting Officer signature).
  - e. Optional Form (OF) 307 – Contract Award (Block 7 identifies the Prime Contractor, Block 5 identifies the U.S. Federal Government Agency/Mission Space, Block 2 identifies the Effective date, and Block 15C identifies the date the Contracting Officer signed).
  - f. GSA Form 300 – Order for Supplies and Services (Block 6 identifies the Prime Contractor, Block 10 identifies the U.S. Federal Government Agency/Mission Space, Block 1 identifies the Date of Order, and Block 26C identifies the date the Contracting Officer signed).
  - g. Other Official Government Award Form from a Cognizant U.S. Federal Government Agency. (Must explicitly identify the Prime Contractor, U.S. Federal Government Agency/Mission Space, the Effective Date, and the date the Contracting Officer signed).
- (b) See Section M.5.1.10. for how Relevant Experience (Secondary) Projects with Mission Spaces is evaluated.

#### **L.5.3.3.2. Relevant Experience (Secondary) Projects with MA-IDIQ Contracts or MA-BPAs with Task Orders**

Relevant Experience (Secondary) Projects with Multiple-Award Indefinite Delivery, Indefinite Quantity (MA-IDIQ) contracts or Multiple-Award Blanket Purchase Agreements (MA-BPAs) with Task Orders are not minimum or mandatory requirements; however, Offerors who submit Projects with MA-IDIQ contracts or MA-BPAs with Task Orders will be considered more favorably.

- (a) The Offeror, at their discretion, may submit the following Relevant Experience (Secondary) Projects with MA-IDIQ Contracts or

MA-BPAs with Task Orders:

- A minimum of 2 up to a maximum of 10 distinct MA-IDIQ contracts or MA-BPAs, with a minimum of 4 up to a maximum of 20 distinct Task Order Awards and;
- At least 2 Task Order Awards must have been awarded under each MA-IDIQ contract or MA-BPA submitted

These Relevant Experience (Secondary) Projects with MA-IDIQ Contracts or MA-BPAs with Task Orders shall meet the following conditions:

1. Multiple-Award Contracts or BPAs is defined as Relevant Experience (Secondary) Projects awarded by the U.S. Federal Government as a:
  - a. Multiple-Award Indefinite Delivery, Indefinite Quantity (MA-IDIQ) Contract (FAR 16.501-1 and 16.504); or, Multiple-Award Blanket Purchase Agreement (MA-BPA)(FAR 8.405-3 or FAR 13.303)
2. CAUTION: GSA Multiple Award Schedules (MAS) in and of themselves are not considered Multiple Award Contracts and are not eligible under this Section. For example, Company A has a GSA MOBIS Schedule and has been awarded 12 Task Orders against their GSA MOBIS Schedule. This example is not eligible for points. On the other hand, Company A is awarded a MA-BPA in accordance with their GSA MOBIS Schedule and has been awarded 12 Task Orders under their MA-BPA. This example is eligible for points.
3. Task Orders awarded under MA-IDIQs or MA-BPAs is defined as Relevant Experience (Secondary) Projects awarded by the U.S. Federal Government as a:
  - a. Task Order (FAR 16.505) awarded under a MA-IDIQ Contract (FAR 16.501-1 and 16.504); or,
  - b. Task Order (FAR 8.405-2) awarded under a MA-BPA (FAR 8.405-3 or FAR 13.303).
4. For each MA-IDIQ contract or MA-BPA submitted, the Offeror shall submit a copy of each Award Form as follows:
  - a. Standard Form (SF) 1449 – Solicitation/Contract/Order for Commercial Items – (Block 2 identifies the Multiple Award Contract No., Block 17a identifies the Contractor, Block 9 identifies the U.S. Federal Government Agency, Block 3 identifies the Award/Effective Date, and Block 31c. identifies the date the Contracting Officer signed)
  - b. SF 26 – Award/Contract – (Block 2 identifies the Multiple Award Contract No., Block 7 identifies the Contractor, Block 5 identifies the U.S. Federal Government Agency, Block 3 identifies the Effective date, and Block 20C identifies the date the Contracting Officer awarded/signed)
  - c. SF 33 – Solicitation, Offer, and Award – (Block 2 identifies the Multiple Award Contract No., Block 15A identifies the Contractor, Block 7 identifies the U.S. Federal Government Agency, and Block 28 identifies the date the Contracting Officer awarded/signed)
  - d. Optional Form 307 – Contract Award (Block 1 identifies the Multiple Award Contract No., Block 7 identifies the Contractor, Block 5 identifies the U.S. Federal Government Agency, Block 2 identifies the Effective date, and Block 15C identifies the date the Contracting Officer signed)
  - e. Other Official Government Award Form from a Cognizant Federal Office (Must explicitly identify the Multiple Award Contract No., Contractor, U.S. Federal Government Agency, and the date the Contracting Officer awarded/signed)
5. For each Task Order submitted under a MA-IDIQ contract or MA-BPA, the Offeror shall submit a copy each Award Form as follows: CAUTION Task Order Award Forms must identify the MA-IDIQ Contract Number or MA- BPA Number from the MA-IDIQ or MA-BPA Award Forms or the Offeror must provide evidence in the Task Order award document that validates which Task Order is awarded under which MA-IDIQ or MA-BPA.
  - a. Standard Form (SF) 1449 – Solicitation/Contract/Order for Commercial Items – (Block 2 identifies the Multiple Award Contract No., Block 4 identifies the Task Order No., Block 17a identifies the Contractor, Block 9 identifies the U.S.

Federal Government Agency, Block 3 identifies the Award/Effective Date, and Block 31c. identifies the date the Contracting Officer signed)

- b. Department of Defense (DD) 1155 – Order for Supplies or Services (Block 1 identifies the Multiple Award Contract No., Block 2 identifies the Task Order No., Block 9 identifies the Contractor, Block 6 identifies the U.S. Federal Government Agency, Block 3 identifies the date of Order, and Block 24 identifies the Contracting Officer signature)
  - c. GSA Form 300 – Order for Supplies and Services (Block 3 identifies the Multiple Award Contract No., Block 2 identifies the Task Order No., Block 6 identifies the Contractor, Block 10 identifies the U.S. Federal Government Agency, Block 1 identifies the date of Order, Block 26C identifies the date the Contracting Officer awarded/signed)
  - d. Other Official Government Award Form from a Cognizant Federal Office not (Must explicitly identify the Multiple Award Contract No., Task Order No., Contractor, U.S. Federal Government Agency, and the date the Contracting Officer awarded/signed)
- (b) See Section M.5.1.11. for how Relevant Experience (Secondary) Projects with MA-IDIQ Contracts or MA-BPAs and Task Orders is evaluated.

#### **L.5.4. VOLUME 4 – PAST PERFORMANCE**

Past Performance demonstrates how well an Offeror performs and delivers complex professional services and the responsibility for the successful completion of the entire Project as a Prime Contractor.

- (a) To be eligible for award, the Offeror shall adhere to the directions and submit the following information under Volume 4 – Past Performance.
- (b) See Section M.4.4. and M.5.2. for how Volume 4 – Past Performance will be evaluated.
- (c) Past Performance apply to both Pool Qualification and Relevant Experience (Primary) Projects.
- (d) To be considered acceptable, Offerors shall have a satisfactory record (3.00) of Past Performance for each Pool Qualification Project submitted in accordance with Section L.5.1.2. and for each Relevant Experience (Primary) Project submitted in accordance with Section L.5.3.
- (e) Only Relevant Experience (Primary) Projects are eligible for scored evaluation points.
- (f) The following sources shall be used for Past Performance in the following order of precedence:
  - 1. If an interim or final Contractor Performance Assessment Report (CPAR) rating is available, the Offeror shall submit a copy of the most current CPAR as the basis for each Project's past performance rating.
    - (a) Note: Only the following criteria (to match Attachment 8 criteria) will be used to calculate scoring:
      - (i) Quality of Service
      - (ii) Schedule
      - (iii) Cost Control
      - (iv) Business Relations
      - (v) Management of Key Personnel
    - (b) If the CPARS report contains other criteria not listed above (e.g. "Regulatory Compliance") that criteria will not be used.
    - (c) The "Management" category in CPAR may only be mapped to Business Relations or Management of Key Personnel but not both.



2. If a CPAR is not available but, an Award Fee Plan is available in accordance with TABLE 16-1 under FAR 16.401, the Offeror must submit a copy of the most current Award Fee rating as the basis for the Project's past performance rating. The submission document must identify the Project and be from a government official (e.g., Contracting Officer, Contracting Officer Representative, or Program Manager)
3. If neither a CPAR or Award Fee Plan rating is available for the Project, the Offeror must submit a copy of Section J.8., Attachment (8), titled, "PAST PERFORMANCE RATING FORM". No other format will be considered.
  - (a) It is the sole responsibility of the Offeror to obtain the Past Performance Rating Forms for submission as part of their proposal. The OASIS Office takes no responsibility for forwarding any documentation to the Offeror.
  - (b) Federal Supply Schedule Contractor Teaming Agreements (FSSCTA) are considered to be Prime awards to both the lead and the team member and shall be considered for prime experience and past performance. In the event that a FSSCTA team member claims past performance, a PAST PERFORMAMNCE RATING FORM must be used as identified in attachment J.8 is required. It does NOT apply to FAR 9.601 (1) or (2) CTAs.
- (g) A CPAR at the master IDIQ or BPA level can be used if no CPAR is available at the individual Task Order level as long as the CPAR: (1) includes the period of performance of the Task Order Project(s) awarded thereunder, and does not reference other Task Orders while excluding the Task Order Project(s) submitted, or (2) specifically references the Task Order Project(s) awarded thereunder.
- (h) When a Past Performance Rating Form is applicable, the Offeror shall:
  1. Accurately fill out the Past Performance Project Identification section.
  2. Provide the Past Performance Rating Form to the Contracting Officer (CO), Contracting Officer Representative (COR), or Program Manager (PM), of the awarding agency responsible for the performance of project.
  3. Inform the rater to complete the Past Performance Reference Information and criteria listed therein and return the form directly back to the Offeror in .pdf format so that the Offeror can fill out their Self-Scoring in Symphony and submit their Past Performance Rating Form with their proposal by the closing date of this Solicitation. The rater, at their discretion, may also e-mail a copy of the form to oasisSB@gsa.gov to the attention of the OASIS SB Contracting Officer.
- (i) Offerors shall use the rating methodology under Section M.5.2. to determine whether a Project meets the minimum acceptability score of 3.00 and to properly input their scores in Symphony, for Relevant Experience (Primary) Projects. See Section M.5.2.4. Past Performance Scoring Example.

#### **L.5.5. VOLUME 5 – SYSTEMS, CERTIFICATIONS, AND CLEARANCES**

Systems, Certifications, and/or Clearances are not minimum or mandatory requirements; however, Offerors who submit approved Government Systems, Industry Certifications, and Government Facility Clearances will be considered more favorably.

- (a) To be eligible for award, the Offeror shall adhere to the directions and submit the following information under Volume 5 – Systems, Certifications, and Clearances.
- (b) All Systems, Certifications, and Clearances must be in the name of the Official Legal Entity in accordance with Section L.2.7, unless a Meaningful Relationship Commitment Letter is provided in accordance with Section L.5.1.9 or is a CTA in accordance with L.5.1.10. All approved Systems, Certifications, and Clearances must be currently in place at the time of the Solicitation's closing date.
- (c) In accordance with Section H.6., all approved Systems, Certifications, and Clearances must be maintained at the current level at time of award or higher throughout the period of performance of OASIS SB.
- (d) See Section M.5.3. for how Systems, Certifications, and Clearances is evaluated.



#### L.5.5.1. Approved Purchasing System

- (a) "Approved Purchasing System" means the Offeror's systems for purchasing and subcontracting, including make-or-buy decisions, the selection of vendors, analysis of quoted prices, negotiation of prices with vendors, placing and administering of orders, and expediting delivery of materials has been audited and approved by the Defense Contract Management Agency (DCMA) or Cognizant Federal Agency (CFA).
- (b) If claiming credit for this scoring element, the Offeror shall submit verification from DCMA or CFA of an approved purchasing system.
- (c) Verification requirements include submitting a copy of the Offeror's official Contractor Purchasing System Review (CPSR) report or official letter from DCMA or CFA as applicable.
- (d) Offerors shall provide POC information that includes the name, address, phone number, and email of the approving official at their Cognizant DCMA or CFA.

#### L.5.5.2. Approved FPRA, FPRR, and/or Provisional Billing Rates

- (a) "Forward Pricing Rate Agreement (FPRA)" is an agreement between a contractor and a Government agency in which certain indirect rates are established for a specified period of time.
- (b) "Forward Pricing Rate Recommendation (FPRR)" means a rate(s) set unilaterally by the Administrative Contracting Officer for use by the Government in negotiations or other contract actions when FPRA negotiations have not been completed or when the contractor will not agree to a FPRA.
- (c) "Provisional Billing Rates" are indirect cost rates established temporarily, for interim reimbursement of incurred indirect costs and adjusted, as necessary, pending establishment of final indirect cost rates.
- (d) If claiming credit for this scoring element, the Offeror shall submit verification from the Defense Contract Audit Agency (DCAA), Defense Contract Management Agency (DCMA), or Cognizant Federal Agency (CFA) of FPRA, FPRR, and/or Provisional Billing Rates that have been audited and determined acceptable for generating estimates of costs and other data included in proposals submitted to the Government.
- (e) Verification requirements include submitting a copy of the Offeror's official FPRA, FPRR, and/or approved Provisional Billing Rates, from DCAA, DCMA, or CFA as applicable.
- (f) Offerors shall provide POC information that includes the name, address, phone number, and email of the approving official at their Cognizant DCAA, DCMA or CFA.

#### L.5.5.3. Earned Value Management Systems (EVMS)

- (a) "Earned Value Management System (EVMS)" means a system that complies with the EVMS guidelines in the American National Standards Institute/Electronic Industries Alliance Standard 748 (ANSI/EIA-748) and management procedures that provide for generation of timely, reliable, and verifiable information.
- (b) If claiming credit for this scoring element, the Offeror shall submit verification of their EVMS ANSI/EIA Standard-748.
- (c) Verification requirements include submitting a copy of the Offeror's official audit report from Defense Contract Management Agency (DCMA) or other Cognizant Federal Agency (CFA), as applicable
- (d) The Offeror shall provide POC information that includes the name, address, phone number, and email of the representative at DCMA or CFA that determined approval.

#### L.5.5.4. Acceptable Estimating System

- (a) "Estimating System" means the Offeror's policies, procedures, and practices for budgeting and planning controls, and generating estimates of costs and other data included in proposals submitted to customers in the expectation of receiving Task Order awards. Estimating system includes:
1. Organizational structure;
  2. Established lines of authority, duties, and responsibilities;
  3. Internal controls and managerial reviews;
  4. Flow of work, coordination, and communication; and
  5. Budgeting, planning, estimating methods, techniques, accumulation of historical costs, and other analyses used to generate cost estimates.
- (b) "Acceptable Estimating System" means an Estimating System defined in paragraph (a), including:
1. Is maintained, reliable, and consistently applied;
  2. Produces verifiable, supportable, documented, and timely cost estimates that are an acceptable basis for negotiation of fair and reasonable prices;
  3. Is consistent with and integrated with the Contractor's related management systems; and
  4. Is subject to applicable financial control systems.
- (c) If claiming credit for this scoring element, the Offeror shall submit verification from the Defense Contract Audit Agency (DCAA), Defense Contract Management Agency (DCMA), or Cognizant Federal Agency (CFA) of an approved estimating system.
- (d) Verification requirements include submitting a copy of the Offeror's official audit report or official letter from DCAA, DCMA, or CFA as applicable.
- (e) Offerors shall provide POC information that includes the name, address, phone number, and email of the approving official at their Cognizant DCAA, DCMA or CFA.

#### **L.5.5.5. CMMI Maturity Level 2 Certification (or higher)**

- (a) "Capability Maturity Model Integration (CMMI)" is a framework of best practices published in documents called models, each of which addresses a different area of interest. CMMI Representations may be "Staged" or "Continuous". Maturity Levels are based on "Staged" representations. Offerors who are following a continuous representation may present an equivalent capability level to maturity level 3 for point consideration. In accordance with the CMMI model, any Offeror following a continuous representations must present a CMMI evaluation revealing all process area ratings of Level 3 or higher. Additionally, Offerors who are following a continuous representation may receive fewer, but additional points for presenting milestones towards full Maturity Level 3 Equivalency by presenting a CMMI evaluation revealing 50% or more of their process area ratings to be Level 3 or higher.
- (b) If claiming credit for this scoring element, the Offeror shall submit verification of a CMMI Maturity Level 2 or higher. The certification can be for any model (Development, Acquisition, or Services).
- (c) If an Offeror has multiple CMMI Maturity Levels, the Offeror shall only receive points for one Maturity Level at Level 2 or higher. The Offeror shall only submit the verification to be credited for and maintained in accordance with Section H.6.11.
- (d) Verification requirements include submitting a copy of the Offeror's Published Appraisal Results entry from CCMI's Published Appraisal Results System (PARS). Any CCMI Maturity Level that is not published on CCMI's PARS will not be accepted.
- (e) The Offeror shall provide POC information that includes the name of the Certification body and name, address, phone number, and email of the CMMI Appraiser.

#### **L.5.5.6. ISO 9001 Certification**

- (a) "ISO 9001" is the standard that outlines the requirements an organization must maintain in their quality system for ISO 9001 certification.
- (b) If claiming credit for this scoring element, the Offeror shall submit verification of a current ISO 9001 Certification.
- (c) Verification requirements include submitting a copy of the Offeror's official certification from an approved ISO 9001 certification body.
- (d) The Offeror shall provide POC information that includes the name of the Certification body and name, address, phone number, and email of the representative who approved the ISO-9001 Certification.

#### **L.5.5.7. ISO 17025 Certification**

- (a) "ISO 17025" is the standard for which most labs must hold accreditation in order to be deemed technically competent in performing tests and/or calibrations.
- (b) If claiming credit for this scoring element, the Offeror shall submit verification of a current ISO 17025 Certification
- (c) Verification requirements include submitting a copy of the Offeror's official certification from an approved ISO 17025 certification body.
- (d) The Offeror shall provide POC information that includes the name of the Certification body and name, address, phone number, and email of the representative who approved the ISO 17025 Certification.

#### **L.5.5.8. ISO 14001 Certification**

- (a) "ISO 14001" specifies requirements for an environmental management system to enable an organization to develop and implement a policy and objectives which take into account legal requirements and other requirements to which the organization subscribes, and information about significant environmental aspects.
- (b) If claiming credit for this scoring element, the Offeror shall submit verification of a current ISO 14001 Certification
- (c) Verification requirements include submitting a copy of the Offeror's official certification from an approved ISO 14001 certification body.
- (d) The Offeror shall provide POC information that includes the name of the Certification body and name, address, phone number, and email of the representative who approved the ISO 14001 Certification.

#### **L.5.5.9. AS9100 Certification**

- (a) "AS9100" takes the ISO 9001 requirements and supplements them with additional quality system requirements, which are established by the aerospace industry in order to satisfy DOD, NASA and FAA quality requirements.
- (b) If claiming credit for this scoring element, the Offeror shall submit verification of a current AS9100 Certification
- (c) Verification requirements include submitting a copy of the Offeror's official certification from an approved AS9100 certification body.
- (d) The Offeror shall provide POC information that includes the name of the Certification body and name, address, phone number, and email of the representative who provided the AS9100 Certification.

#### **L.5.5.10. Facility Clearance (FCL)**

- (a) "Facility Clearance (FCL)" is an administrative determination that, from a national security standpoint, a facility is eligible for access to classified information at the same or lower classification category as the clearance being granted.
- (b) A FCL may be granted at the Confidential, Secret, or Top Secret or non-DoD equivalent levels having reciprocity with the Defense Security Service (DSS); however, only Secret or Top Secret or non-DoD equivalent levels having reciprocity with the DSS will be scored evaluation criteria.
  - 1. For example, the Department of Energy Q Facility Clearance has reciprocity with the DSS as equivalent to a Top Secret Facility Clearance. Any Offeror having this clearance would receive points equivalent to having a Top Secret Facility Clearance.
- (c) For each Offeror claiming credit for an FCL, verification will be done by OASIS SB Program Management Office.
- (d) CAUTION: If the Offeror anticipates a FCL in DSS under a Name and Cage Code within a corporate structure but, other than the Official Legal Entity in accordance with Section L.2.8, the Offeror must have submitted an acceptable Meaningful Relationship Commitment Letter in accordance with Section L.5.1.9 or be a CTA in accordance with L.5.1.10 to receive credit for the FCL.

#### **L.5.6. VOLUME 6 – COST/PRICE**

- (a) To be eligible for award, the Offeror shall adhere to the directions and submit the following information under Volume 6 – Cost/Price.
- (b) The Offeror shall submit Section J.9., Attachment (9), titled "COST/PRICE TEMPLATE". No other format will be considered.
- (c) The Cost/Price Template consists of both Government-Site (Tab 1) and Contractor-Site (Tab 2) from the date of the notice-to-proceed through December 19, 2029.
- (d) "Direct Labor Rates" are labor rates that are not burdened with Indirect Rates such as Fringe Benefits, Overhead, General and Administrative expenses, and/or Profit.
- (e) The Offeror shall propose ceiling rates for sole-source T&M/L-H Task Orders. These ceiling rates are to be based upon the highest qualified employee within a given labor category or group, working in the highest paid area within CONUS, on a highly complex requirement, excluding Secret/Top Secret/SCI and OCONUS work.
- (f) See Section J.1., Attachment (1), "LABOR CATEGORIES AND DEFINITIONS". OASIS SB labor categories were mapped to the Department of Labor Standard Occupational Classification (SOC). Within each SOC, The Bureau of Labor Statistics (BLS) provides a National 50<sup>th</sup> Percentile estimate, a National 75<sup>th</sup> Percentile estimate, and a National 90<sup>th</sup> Percentile estimate for direct labor rates. Also identified are the States where each occupation is paid the highest. The BLS also provides a State 50<sup>th</sup> Percentile estimate, a State 75<sup>th</sup> Percentile estimate, and a State 90<sup>th</sup> Percentile estimate for each SOC in each state in the United States.
- (g) Section J.2, Attachment (2), "DIRECT LABOR RATE RANGES", provides direct labor rate ranges based on the OASIS SB labor categories that have been mapped to the Office of Management and Budget's (OMB) Standard Occupational Classification (SOC) for which the Bureau of Labor Statistics (BLS) maintains compensation data. The "low" end of the direct labor rate range is the National estimate and the "high" end of the direct labor rate range is the estimate data for the State identified as the highest paid.
- (h) Offerors are strongly encouraged to propose a Direct Labor rate for each OASIS SB labor category within the ranges provided in Section J.2. CAUTION: Failure to provide clear and convincing rationale to support a lower or higher direct labor rate outside the ranges set forth in Section J.2., will result in a determination the rate(s) are not fair and reasonable and the Offeror would

not be eligible for award regardless of their technical score.

- (i) Offeror's shall propose Indirect rate percentages according to their most current Defense Contract Audit Agency (DCAA), Defense Contract Management Agency (DCMA), or Cognizant Federal Agency (CFA) approved Forward Pricing Rate Agreements (FPRA), Forward Pricing Rate Recommendations (FPRR), and/or Provisional Billing Rates, if available, and submit a copy of the Offeror's official FPRA, FPRR, and/or approved Provisional Billing Rates, from DCAA, DCMA, or CFA as applicable. If an Offeror does not have DCAA, DCMA, and/or CFA approved FPRAs, FPRRs and/or Provisional Billing Rates, Offerors shall propose Indirect rate percentages generated from their accounting system, and submit a copy of the indirect rates generated by the Offeror's accounting system. For JV Offerors, the Offerors shall provide a rationale clearly describing which Offeror's accounting system(s) were used to generate the data/rates for attachment J.9.
- (j) For Profit, Offeror's shall consider the risk to the Government under a sole-source T&M/L-H type Task Order and propose a profit rate that does not exceed 7%. CAUTION: Failure to provide clear and convincing rationale to support a profit rate that exceeds 7% will result in a determination that Profit is not fair and reasonable and the Offeror would not be eligible for award regardless of their technical score.
- (k) The OASIS SB contract is currently in the middle of Year 5 (June 20, 2018 through December 19, 2019). Because this is an On-Ramp, sole-source T&M/LH ceiling rates will start in Year 5 and end in Year 15. Year 5 of the contract will be a partial year from the date of the Notice-to-Proceed through December 19, 2019. The remaining years 6 through 15 will be based on the period December 20, 2019 through December 19, 2024.
- (l) In accordance with Section B.2.5.1, OASIS SB only establishes ceiling rates for T&M/L-H Task Orders/CLINs awarded on a Sole Source basis or when adequate price competition is not anticipated; therefore, the Offeror's ceiling rates do not apply to fixed-price, cost-reimbursement, or T&M/LH Task Orders when adequate price competition is anticipated. For those relatively rare instances when competition does not exist and the contract type is T&M/L-H, ceiling rates shall apply to OASIS SB Task Orders.
- (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.
- (n) See Section M.4.6. and M.5.4. for how Volume 6 – Cost/Price will be evaluated.
- (o) At the Offeror's discretion, the Offeror may include a Rationale file (see last row of L.4 chart) for any rate information proposed that requires explanation (e.g., indirect rates that have not been audited).

#### **L.5.6.1. Cost/Price Template Instructions**

- (a) In Row 6 of the Cost/Price Template, Offerors shall enter the Official Legal Entity for both Government-Site (TAB 1) and Contractor-Site (TAB 2)
- (b) In Column C of the Cost/Price Template, Offerors shall enter Direct Labor Rates for both Government-Site (TAB 1) and Contractor-Site (TAB 2) for all 104 Labor Categories. All Direct Labor Rates shall be rounded to two decimal places.
- (c) In Row 8, Columns D through F, of the Cost/Price Template, Offerors shall enter Indirect Rate percentages for both Government-Site (TAB 1) and Contractor-Site (TAB 2). All Indirect Rate percentages shall be rounded to two decimal places. Offeror's with a different indirect rate structure than that identified in Columns D through F may adjust these columns accordingly. For example, if an Offeror adds Facilities Capital Cost of Money (FCCM) to their indirect structure, Column G becomes FCCM, Column H becomes Profit, and columns H through R becomes columns I through S. Furthermore, Offeror's with a different indirect structure for certain labor categories may adjust the rows and columns accordingly.
- (d) In Row 8, Column G of the Cost/Price Template, Offerors shall enter the Profit percentage for both Government-Site (TAB 1) and Contractor-Site (TAB 2). The Profit column may be moved to another Column if the Offeror's indirect structure is different.

- (e) Sole-Source T&M/LH Ceiling Rates for partial year 5 through 15 will automatically be calculated for each labor category by an escalation factor embedded in the spreadsheet. Offerors shall not change the escalation factor in the spreadsheet. This escalation factor is determined by the Bureau of Labor Statistics (BLS) Economic Cost Index (ECI) and is based on the average annual BLS ECI for the previous three years.

(END OF SECTION L)

## SECTION M - EVALUATION FACTORS FOR AWARD

### M.1. FAR 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This Solicitation incorporates one or more Solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. In lieu of submitting the full text of those provisions, the Offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a Solicitation provision may be accessed electronically at this address: <https://www.acquisition.gov>.

FAR	TITLE	DATE
52.217-4	Evaluation of Options Exercised at Time of Award	JUN 1988
52.217-5	Evaluation of Options	JUL 1990

### M.2. BASIS FOR AWARDS

- (a) Within the best value continuum, FAR 15.101 defines best value as using any one or a combination of source selection approaches. The source selection process under this Solicitation will not be based on the Lowest Price Technically Acceptable (LPTA) or Tradeoff process. The best value basis for awards will be determined by the Highest Technically Rated Offerors with a Fair and Reasonable Price. All evaluation factors, when combined, are significantly more important than cost or price.
- (b) The Highest Technically Rated, Fair and Reasonable Price approach will best achieve the objective of awarding contracts to Offerors of varying core expertise in a variety of professional services disciplines with qualities that are most important to GSA and our customers, such as Relevant Experience, Past Performance, Systems, Certifications, and Clearances.
- (c) OASIS SB currently consists of 7 MA-IDIQ contracts, referred to as Pools 1, 2, 3, 4, 5A, 5B, and 6. This On-Ramp Solicitation is for OASIS SB Pools 1, 3, and 4 only. Approximately 190 additional MA-IDIQ contracts are anticipated in OASIS SB Pool 1. Approximately 160 additional MA-IDIQ contracts are anticipated in OASIS SB Pool 3. Approximately 60 additional MA-IDIQ contracts are anticipated in OASIS SB Pool 4. In the event of a tie at the anticipated number of awards for each Pool, all Offerors tied will receive an award. Furthermore, additional Socio-Economic Offerors may be awarded in accordance with Section M.3.
- (d) The Government intends to award contracts without discussions. Initial proposals must contain the best offer. The Government may conduct clarifications as described in FAR 15.306. The Government reserves the right to conduct discussions if determined necessary.
- (e) The Government intends to strictly enforce all of the proposal submission requirements outlined in Section L. Failure to comply with these requirements may result in an Offeror's proposal being non-compliant to the Solicitation and rejected.
- (f) CAUTION: In the event the evaluation team discovers an exaggerated Self-Score with numerous point deductions based on ambiguous, deceptive, faulty, misleading, or inadequate supporting documentation, the Offeror shall immediately be eliminated from further consideration for award. Falsification of any proposal submission, documents, or statements may subject the Offeror to civil or criminal prosecution under Section 1001 of Title 18 of the United States Code.



### **M.3. SCREENING AND EVALUATION PROCESS**

- (a) The OASIS SB evaluation team will perform a two-step screening process for all offers received. First, the team will verify that a support document exists for all the evaluation criteria in accordance with the Offeror's proposal and compare it to the Offeror's Self Scoring. Any discrepancies will be treated as clarifications.
  - 1. Any proposal that includes incomplete information or does not comply with the instructions set forth in Sections J, K, and/or L of this solicitation in regard to the minimum submission requirements (Section K and Sections L.1 through L.5.3.1, Section L.5.4, and Section L.5.6 through L.5.6.1) **may** be removed from consideration for award without further evaluation.
- (b) Once the screening process is complete, the OASIS SB evaluation team will assign a preliminary score in accordance with the evaluation methodology set forth in Section M.
- (c) Once the preliminary scoring is complete for all offers, the OASIS SB evaluation team will sort the offers by highest score to lowest score. The highest scored offers will be determined by the number of anticipated awards for each Pool as stated in M.2(c) (e.g, top 190 for Pool 1, top 160 for Pool 3, top 60 for Pool 4).
- (d) The OASIS evaluation team will then verify and validate that the highest scored offers for each respective pool have successfully passed all of the acceptability review requirements in Section M.4. of the solicitation.
- (e) Any Offeror who fails any of the acceptability review criteria will be removed from consideration for award and notified, in writing, as soon as practicable. The next highest rated Offeror based upon score who passes the acceptability review shall be added in the eliminated Offeror's place.
- (f) Following the acceptability review for an offer within the anticipated number of awards for that Pool, the evaluation team will then verify and validate the support documentation for each and every scored evaluation criteria Offeror has submitted and claimed credit for in the Offeror's Self-Scoring submission through Symphony.
- (g) In the event any scored evaluation criteria claimed credit for by the Offeror is unsubstantiated and not given credit for by the evaluation team, the Offeror shall have the point value of the refuted score deducted and the Offeror will be re-sorted based upon their revised evaluated score. If the Offeror does not remain in the highest scored offers, the next highest rated Offeror based upon score who passes the acceptability review shall be added in that Offeror's place and evaluation will proceed on that Offeror. This cycle will continue until the evaluation team has verified and validated the highest scored offers for the respective Pools.

Once a highest scored offer has been verified and validated in accordance with the acceptability review and scored evaluation criteria, the evaluation team will then verify and validate that the offer has proposed fair and reasonable pricing. In the event that an Offeror in the highest scored offers has not provided fair and reasonable pricing, the Offeror shall be eliminated from further consideration for award unless discussions are conducted. If the Offeror does not remain in highest scored offers based on unreasonable pricing, the next highest rated Offeror based upon score who passes the acceptability review shall be added to the highest scored offers and evaluation of pricing will proceed on that Offeror. This cycle will continue until the evaluation team has verified and validated the highest scored offers Offerors who represent the Highest Technically Rated Offers with a Fair and Reasonable Price. In the event of a tie at the anticipated number of awards for each Pool, all Offerors tied will receive an award.

Note: Once all Offerors within the anticipated number of awards for a Pool have been cleared for award, Socio-Economic examination of the highest scored offers shall be made. The Government intends to have three vendors from each socio-economic category for each pool, including existing OASIS SB contractors.

- (h) The Government will examine the Top highest technically rated Offerors within each Pool to determine how many of those Offerors certify as being HUBZone, SDVOSB, WOSB, and/or EDWOSB. If at least three representatives are already present for each socio-economic subgroup, no additional awards shall be made. In the event that any particular Socio- Economic subgroup is needed to have at least three representatives in any Pool, the Government will award to the next highest rated Offeror eligible for award (in addition to the Top highest technically rated Offerors) within a given Socio-Economic subgroup until each Socio-Economic subgroup has at least three representatives. Please see below for an **example** using Pool 1; Pools 3 and 4 will be

examined and treated in the same fashion.

For example, the 190 Highest Technically Rated offers in Pool 1 with a Fair and Reasonable Price and additional Socio-Economic subgroups that pass the acceptability review with a fair and reasonable price consist of the following:

1. HUBZone: 1 Offeror in the 190 Highest Technically Rated offers w/ Fair and Reasonable Price; 6 additional Offerors eligible for award w/ Fair and Reasonable Price
2. SDVOSB: 6 Offerors in the 190 Highest Technically Rated offers w/ Fair and Reasonable Price; 12 additional Offerors eligible for award w/ Fair and Reasonable Price
3. WOSB: 8 Offerors in the 190 Highest Technically Rated offers w/ Fair and Reasonable Price; 14 additional Offerors eligible for award w/ Fair and Reasonable Price
4. EDWOSB: 1 Offeror in the 190 Highest Technically Rated offers w/ Fair and Reasonable Price; 0 additional Offerors eligible for award w/ Fair and Reasonable Price

Based upon the Top 190 Highest Technically Rated offers with a Fair and Reasonable Price, no additional awards are necessary for SDVOSB, and WOSB because they all have at least three representatives in the Top 190 for those Socio-Economic subgroups. However, the next two Highest Technically Rated HUBZone Offerors out of the six additional Offerors eligible for award would be granted an award regardless of their overall technical ranking based upon score. This would enable HUBZone to have at least three representatives under OASIS SB Pool 1. For EDWOSB, no additional awards could be made because there aren't any additional Offerors eligible for award. Since you need at least 2 representatives in a Socio-Economic subgroup to accomplish a competitive set-aside, competitive EDWOSB set-asides could not be performed until more EDWOSB companies were added to OASIS SB Pool 1 through a future On-Ramp.

- (i) Once the highest scored offers, including all ties, and all additional Socio-Economic considerations have been accomplished, evaluations will cease and all remaining successful contract awards will be issued under applicable OASIS Pool.
  1. While the Government intends to issue all awards simultaneously for each respective Pool, the Government reserves the right to screen, evaluate, and award offers on a rolling basis if determined to be in the best interest of the Government.

#### **M.4. ACCEPTABILITY REVIEW**

- (a) The acceptability review consists of submitting all the documents according to instructions and meeting all the minimum requirements set forth in Section L. Offerors who fail any of the minimum requirements in the acceptability review will be removed from consideration for award and notified, in writing, as soon as practicable.
- (b) Offerors that initially pass all the minimum requirements in the acceptability review will be further evaluated in accordance with Section M.5.

##### **M.4.1. VOLUME 1 – General**

- (a) The Offeror's Official Legal Entity; Mergers, Acquisitions, Novations and Change-of-Name Agreements (if applicable); SF 33; Pool Qualification Projects; Professional Employee Compensation Plan; Uncompensated Overtime Policy; Accounting System, SF 1408 Modified Pre-Award Survey (Section J.6) ; Subcontracting Plan (if applicable); Meaningful Relationship Commitment Letters (if applicable); and FAR 9.601(1) or FAR 9.601(2) CTAs (if applicable); will be evaluated on an Acceptable/Unacceptable basis regarding whether the requested proposal submission information meets all the conditions for the information requested in Section L and is considered acceptable, accurate, and complete. All award and modification documents provided as part of the proposal submission must be signed by a Warranted Contracting Officer, unsigned award and modification documents will be subject to additional scrutiny and verification and may be evaluated as Unacceptable.



- (b) In determining whether the Offeror's Accounting System is acceptable, the OASIS SB CO will rely on the recommendations of the Defense Contract Audit Agency (DCAA), the Defense Contract Management Agency (DCMA), and/or other official Cognizant Federal Agency (CFA). If the Offeror's Accounting System is determined unacceptable, the Offeror is ineligible for award.
- (c) If an Offeror's Accounting System has been previously surveyed and audited by DCAA or determined acceptable by DCMA or CFA, the OASIS SB CO has the discretion to request a follow-on survey of a previously surveyed and approved Accounting System. The OASIS SB CO reserves the right to not request a DCAA Pre-Award Survey (SF 1408) of an Offeror's Accounting System if the Offeror is not otherwise eligible for award.

#### **M.4.2. VOLUME 2 - Responsibility**

- (a) The overall responsibility determination will be evaluated on Acceptable/Unacceptable basis. In accordance with FAR Part 9, Offerors that are not deemed responsible will not be considered for award.
- (b) In making the determination of responsibility, information in the Federal Awardee Performance and Integrity Information System (FAPIS), the Excluded Parties List System (EPLS), the Offeror's submitted Representations and Certifications (Section K), the Offeror's Qualification and Financial Information (GSA Form 527), and any other pertinent data will be evaluated regarding whether an acceptable record of integrity and business ethics has been established and financial responsibility is acceptable.

#### **M.4.3. VOLUME 3 – Relevant Experience**

Any Primary and Secondary Relevant Experience information submitted must be in accordance with the instructions in Section L and substantiated by providing enough clear and convincing evidence within a Contract or Task Order document or other verifiable contractual documents to adequately support each minimum evaluation criteria and each scored evaluation criteria an Offeror is claiming credit for.

##### **M.4.3.1. Relevant Experience (Primary) Projects**

- (a) The Offeror's Relevant Experience (Primary) Projects will initially be evaluated on an Acceptable/Unacceptable basis regarding whether the requested proposal submission information meets all the conditions for the information requested in Section L.5.3.1. and is considered acceptable, accurate, and complete.
- (b) If the Offeror chooses to submit Relevant Experience (Primary) Projects for OASIS SB NAICS/PSC Codes, Project Values, Performance/Integration of Additional Core Disciplines, Multiple Locations, Subcontracting/Teaming, Ancillary Support Services/Products, Cost-Reimbursement, and/or OCONUS locations, the Offeror must ensure all the requested proposal submission information meets all the conditions for the information requested in Section L.5.3.2. through L.5.3.2.8. and is considered acceptable, accurate, and complete.
- (c) Offerors who exceed the minimum acceptable Relevant Experience (Primary) Project requirements will be evaluated in accordance with Section M.5.

##### **M.4.3.2. Relevant Experience (Secondary) Projects**

- (a) If the Offeror chooses to submit Relevant Experience (Secondary) Projects for Mission Spaces and/or Multiple Award IDIQ Contracts or Multiple Award BPAs with Task Orders, the Offeror must ensure all the requested proposal submission information meets all the conditions for the information requested in Section L.5.3.3. through L.5.3.3.2. and is considered acceptable, accurate, and complete.
- (b) Offerors who have Relevant Experience (Secondary) Projects for Mission Spaces or MA-IDIQ Contracts or MA BPs with Task Orders will be evaluated in accordance with Section M.5.

#### **M.4.4. VOLUME 4 – Past Performance**

- (a) The Offeror must ensure all the requested proposal submission information for Past Performance is current, accurate,

and complete in accordance with Section L.5.4.

1. The Government shall consider this information, as well as information obtained from any other sources, when evaluating the offeror past performance.
- (b) The Offeror's Past Performance for Pool Qualification Projects and Relevant Experience (Primary) Projects will be evaluated on an Acceptable/Unacceptable basis in regards to meeting the minimum Past Performance Rating of 3.00. If any Project does not meet the minimum Past Performance Rating of 3.00, that Project would be ineligible for any further evaluation. To determine whether each Project submitted meets the minimum Acceptability score of 3.00, the rating methodology under Section M.5.2.4. will be used.
- (a) Only Relevant Experience (Primary) Projects are eligible for scored evaluation points for Past Performance.

#### **M.4.5. VOLUME 5 – Systems, Certifications, and Clearances**

- (a) If the Offeror chooses to submit Systems, Certifications, and/or Clearances, the Offeror must ensure all the requested proposal submission information is current, accurate, and complete in accordance with Section L.5.5. through L.5.5.10.
- (b) Offerors who have submitted Systems, Certifications, and/or Clearances will receive points in accordance with Section M.5.3.

#### **M.4.6. VOLUME 6 – Cost/Price**

- (a) The Offeror must ensure all the cost/price information is current, accurate, and complete in accordance with Section L.5.6. and Section J.9. Attachment (9), Cost/Price Template.

#### **M.5. ADDITIONAL POINTS FOR PRIMARY AND SECONDARY PROJECTS**

- (a) Offerors who meet the minimum requirements of the Acceptability review in accordance with Section M.4. will receive points for Primary and Secondary Projects in accordance with the following Sections M.5.1.1. through M.5.1.11.
- (b) The Offeror must provide clear and convincing evidence to substantiate the minimum requirements and points by providing confirmation within a Contract or Task Order document or other verifiable contractual documents necessary to support all the minimum requirements and each evaluation criteria taking credit for points. The Offeror shall highlight each section/paragraph in any contractual document that corresponds to the evaluation criteria taking credit for.
- (c) The Offeror must ensure all the requested proposal submission information for any scored evaluation criteria for Primary and Secondary Projects are current, accurate, and complete in accordance with Section L.

#### **M.5.1. VOLUME 3 – Relevant Experience for Primary and Secondary Projects**

##### **M.5.1.1. Relevant Experience (Primary) Projects under an OASIS SB NAICS Code or PSC Code**

- (a) For each Relevant Experience (Primary) Project submitted, the Offeror will receive 150 points if the Project has a reported NAICS Code or PSC Code associated to the Project that correlates directly to any of the NAICS Codes or PSC Codes identified in Section L.5.3.2.1 regardless if the same NAICS Code or PSC Code is duplicated across different Projects.
  1. Example 1: Projects 1 through 4 are under the same NAICS Code 541720 and Project 5 is under NAICS Code 541219. The Offeror receives the maximum 750 points.
  2. Example 2: Projects 1 through 3 are under NAICS Code 541219, Project 4 is under NAICS Code 541519, and Project 5 is under NAICS Code 541720. The Offeror receives 600 points since Project 4 is not a NAICS Code identified in Section L.5.3.2.1.
  3. Example 3: Projects 1 and 2 are under PSC Code R703, Project 3 is under NAICS Code 541519 and PSC D302, and

Projects 4 and 5 do not have a NAICS Code or PSC Code assigned to them since the Project was not awarded by the U.S. Federal Government. The Offeror receives 300 points since Project 3 is not a NAICS or PSC Code identified in Section L.5.3.2.1. and Projects 4 and 5 do not have NAICS Codes associated to them.

#### **M.5.1.2. Relevant Experience (Primary) Project Value**

- (a) For each Relevant Experience (Primary) Project submitted, using the same Annual Project Value calculation methods in Section L.5.3.1., the Offeror will receive points as follows:
  - 1. Project averages \$750 Thousand or more on an annual basis, but less than \$2 Million on an annual basis including options is worth 25 points.
  - 2. Project averages \$2 Million or greater on an annual basis but, less than \$4 Million on an annual basis, including options is worth 50 points.
  - 3. Project averages \$4 Million or greater on an annual basis but, less than \$6 Million on an annual basis, including options is worth 75 points.
  - 4. Project averages \$6 Million or greater on an annual basis is worth 100 points.

#### **M.5.1.3. Relevant Experience (Primary) Project with Performance/Integration of Additional Core Disciplines**

- (a) For each Relevant Experience (Primary) Project submitted, the Offeror will receive the following points if the Project involves the Performance and/or Integration of the following:
  - 1. 4 out of the 6 OASIS SB Core Disciplines are worth 50 points.
  - 2. 5 out of the 6 OASIS SB Core Disciplines are worth 75 points.
  - 3. 6 out of the 6 OASIS SB Core Disciplines are worth 100 points.

#### **M.5.1.4. Relevant Experience (Primary) Project with Multiple Locations**

- (a) For each Relevant Experience (Primary) Project submitted, the Offeror will receive the following points if the Project involves Performance in Multiple Locations as follows:
  - 1. Project performed in at least 2 and up to 4 different locations is worth 50 points.
  - 2. Project performed in 5 or more different locations is worth 100 points.
- (b) Within CONUS, the May 2018 Metropolitan and Nonmetropolitan Area Definitions Microsoft Excel spreadsheet located at [www.bls.gov/oes/current/msa\\_def.htm](http://www.bls.gov/oes/current/msa_def.htm) shall be used to determine the number of locations a Project covers, specifically the MSA Code under Column D.
  - 1. Example 1: The Project involves work in two separate locations in two separate counties (Bibb and Blount Counties Alabama). Column D of the spreadsheet indicates Birmingham-Hoover Alabama area with an MSA Code of 13820. Since both Bibb and Blount counties are within the same MSA code of 13820, this Project is only considered 1 location and no points will be given.
  - 2. Example 2: The Project involves work in two separate locations; Birmingham-Hoover Alabama and Decatur Alabama. Since Column D of the spreadsheet indicates Birmingham-Hoover and Decatur is not within the same MSA code (13820 and 19460), this Project is considered 2 locations worth 50 points.
- (c) Anything OCONUS will be considered a single location at the Metropolitan city level. For example, if Rome, Italy and Venice, Italy

are places of performance, that is counted as 2 places of performance and both are OCONUS.

- (d) Travel Duty (TDY) assignments less than 30 days for contract employees do not count for any location.

**M.5.1.5. Relevant Experience (Primary) Project with Subcontracting/Teaming**

1. For each Relevant Experience (Primary) Project submitted, the Offeror will receive 100 points if the Project involves Subcontracting/Teaming for services with at least 3 separate entities or consultants performing work.
2. For the purposes of this evaluation, a "separate" entity or consultant is defined as a business entity or consultant that does not have a Meaningful Relationship Commitment Letter with the Offeror in accordance with Section L.5.1.9.

**M.5.1.6. Relevant Experience (Primary) Project with Ancillary Support Services and/or Products**

- (a) For each Relevant Experience (Primary) Project submitted, the Offeror will receive 50 points if the Project involves Ancillary Support Services and/or 50 points if the Project involves Ancillary Support Products.

**M.5.1.7. Relevant Experience (Primary) Project with Cost-Reimbursement (any type)**

For a maximum of 2 Relevant Experience (Primary) Projects submitted, the Offeror will receive 100 points for each Project that is predominantly Cost-Reimbursement in total dollar value, including any of the Cost type definitions under FAR Subpart 16.3.

**M.5.1.8. Relevant Experience (Primary) Project with OCONUS Locations**

- (a) For a maximum of 2 Relevant Experience (Primary) Projects submitted, the Offeror will receive 100 points for each Project that involves work at a location Outside the Continental United States (OCONUS).
- (b) Travel Duty (TDY) assignments less than 30 days for contract employees do not count for any location.

**M.5.1.9. Relevant Experience (Secondary) Projects**

Relevant Experience (Secondary) Projects are not minimum or mandatory requirements, however, Offeror's who have performed in multiple Mission Spaces and have executed MA-IDIQ Contracts or MA-BPAs with Task Orders will be considered more favorably.

**M.5.1.10. Relevant Experience (Secondary) Projects with Mission Spaces**

- (a) The Offeror will receive points if the Projects involve multiple Mission Spaces as follows:
1. Projects performed in at least 2 distinct Mission Spaces is worth 50 points.
  2. Projects performed in at least 3 distinct Mission Spaces is worth 100 points.
  3. Projects performed in at least 4 distinct Mission Spaces is worth 150 points.
  4. Projects performed in at least 5 distinct Mission Spaces is worth 200 points.

**M.5.1.11. Relevant Experience (Secondary) Projects with MA-IDIQ Contracts or MA-BPAs with Task Orders**

- (a) For each Relevant Experience (Secondary) Project submitted, the Offeror will receive points if the Project involves MA-IDIQ contracts or MA-BPAs with Task Orders as follows:

1. A combination of 2 MA-IDIQ contracts or MA-BPAs with at least 4 total Task Order awards and at least 2 Task Orders must have been awarded under each MA-IDIQ contract or MA-BPA is worth 50 points.
2. A combination of 5 MA-IDIQ contracts or MA-BPAs with at least 10 total Task Order awards and at least 2 Task Orders must have been awarded under each MA-IDIQ contract or MA-BPA is worth 100 points.
3. A combination of 10 MA-IDIQ contracts or MA-BPAs with at least 20 total Task Order awards and at least 2 Task Orders must have been awarded under each MA-IDIQ contract or MA-BPA is worth 150 points.

#### M.5.2. VOLUME 4 – Past Performance

- (a) Past Performance for Pool Qualification Projects in accordance with Section L.5.1.2. and Relevant Experience (Primary) Projects submitted in accordance with Section L.5.3. will be evaluated as follows:
  1. If the combined average is at least 3.00 – Satisfactory, the Offeror will pass Acceptability. If the combined average is 2.99 or below, the Offeror will fail Acceptability and will not be considered for award.
  2. For each Relevant Experience (Primary) Project, the Offeror will receive points as follows:
    - a. Past Performance average score of 3.50 to 3.74 is worth 350 points.
    - b. Past Performance average score of 3.75 to 3.99 is worth 450 points.
    - c. Past Performance average score of 4.00 to 4.24 is worth 550 points.
    - d. Past Performance average score of 4.25 to 4.49 is worth 600 points.
    - e. Past Performance average score of 4.50 to 4.74 is worth 700 points.
    - f. Past Performance average score of 4.75 to 5.00 is worth 800 points.

##### M.5.2.1. Contractor Performance Assessment Report (CPAR)

- (a) For each Project with an interim or final CPAR, an average point value will be assigned based on each CPAR criteria and adjectival rating in accordance with the following table. If any of the past performance criteria were not assigned an adjectival rating, that criteria will not be averaged into the final score.
- (b) CPAR evaluations are based on the following criteria:

Point Value	Adjectival Rating	Definition
5	Exceptional	Performance meets contractual requirements and exceeds many to the Government's benefit. The element being assessed was accomplished with few minor problems for which corrective actions taken by the Contractor were highly effective
4	Very Good	Performance meets contractual requirements and exceeds some to the Government's benefit. The element being assessed was accomplished with some minor problems for which corrective actions taken by the Contractor were effective
3	Satisfactory	Performance meets contractual requirements. The element being assessed contains some minor problems for which corrective actions taken by the Contractor appear or were satisfactory
1	Marginal	Performance does not meet some contractual requirements. The element being assessed reflects a serious problem for which the Contractor has not yet identified corrective actions.
0	Unsatisfactory	Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The element being assessed contains a serious problem(s) for which the Contractor's corrective actions appear or were ineffective.

##### M.5.2.2. Award Fee Rating

- (a) For each Project where no CPAR exists, but there is an Award Fee rating, the Award Fee evaluation will have an adjectival rating that will be given a score in accordance with the following table.

Point Value	Adjectival Rating	Award-Fee Pool Available to Be Earned	Description
5	Exceptional	91% - 100%	Contractor has exceeded almost all of the significant award-fee criteria and has met overall cost, schedule, and technical performance requirements of the contract in the aggregate as defined and measured against the criteria in the award-fee plan for the award-fee evaluation period.
4	Very Good	76% - 90%	Contractor has exceeded many of the significant award-fee criteria and has met overall cost, schedule, and technical performance requirements of the contract in the aggregate as defined and measured against the criteria in the award-fee plan for the award-fee evaluation period.
3	Satisfactory	51% - 75%	Contractor has exceeded some of the significant award-fee criteria and has met overall cost, schedule, and technical performance requirements of the contract in the aggregate as defined and measured against the criteria in the award-fee plan for the award-fee evaluation period.
1	Marginal	No Greater than 50%	Contractor has met overall cost, schedule, and technical performance requirements of the contract in the aggregate as defined and measured against the criteria in the award-fee plan for the award-fee evaluation period.
0	Unsatisfactory	0%	Contractor has failed to meet overall cost, schedule, and technical performance requirements of the contract in the aggregate as defined and measured against the criteria in the award-fee plan for the award-fee evaluation period.

#### M.5.2.3. Past Performance Rating Form

- (a) For each Project where neither a CPAR or Award Fee rating has been given, a Past Performance Rating Form in accordance with Section L and Section J.8. must be provided.
- (b) The Past Performance Rating Form will have an adjectival rating for each criteria.
- (c) An average point value will be assigned based on each adjectival rating that was given a score in accordance with the following table. If any of the past performance criteria were not assigned an adjectival rating, that criteria will not be averaged into the final score.

Point Value	Adjectival Rating	Definition
5	Exceptional	Performance meets contractual requirements and exceeds many to the Government's benefit. The element being assessed was accomplished with few minor problems for which corrective actions taken by the Contractor were highly effective
4	Very Good	Performance meets contractual requirements and exceeds some to the Government's benefit. The element being assessed was accomplished with some minor problems for which corrective actions taken by the Contractor were effective
3	Satisfactory	Performance meets contractual requirements. The element being assessed contains some minor problems for which corrective actions taken by the Contractor appear or were satisfactory
1	Marginal	Performance does not meet some contractual requirements. The element being assessed reflects a serious problem for which the Contractor has not yet identified corrective actions.
0	Unsatisfactory	Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The element being assessed contains a serious problem(s) for which the Contractor's corrective actions appear or were ineffective.

#### M.5.2.4. Past Performance Scoring Example

The following scenarios are only examples to help Offerors understand how to calculate their past performance score for the Acceptability Review for all Pool Qualification and Primary Projects. For example:

PROJECT 1: Past performance under Project 1 an Offeror receives the following Scores under the most current CPAR:

Very Good for Quality of Service:

Satisfactory for Schedule:	3
No Rating for Cost Control:	N/A (Neutral)
Satisfactory for Business Relations:	3
Exceptional for Management of Key Personnel:	5

Total Number of Points: 15

15 Points divided by the Number of Scored Elements (4) = 3.75 for Project 1  
3.75 for Project 1 = 350 Points

PROJECT 2: Past performance under Project 2 an Offeror receives the following Scores under a Past Performance Rating Form (Section J.8)(No CPAR or Award Term rating exists):

Very Good for Quality of Service:	4
Very Good for Schedule:	4
Satisfactory for Cost Control:	3
Very Good for Business Relations:	4
Very Good for Management of Key Personnel:	4

Total Number of Points: 19

19 Points divided by the Number of Scored Elements (5) = 3.80 for Project 2  
3.80 for Project 2 = 450 Points

PROJECT 3: Past performance under Project 3 an Offeror receives the following Scores under the most current Award Fee Rating (No CPAR exists):

Satisfactory Award Fee Determination	<u>3</u>
Total Number of Points:	3

3 Points divided by the Number of Scored Elements (1) = 3.00 for Project 3  
3.00 for Project 3 Passes Acceptability but = 0 Additional Points.

PROJECT 4: Past performance under Project 4 an Offeror receives the following Scores under the most current CPAR:

Exceptional for Quality of Service:	5
Very Good for Schedule:	4
Very Good for Cost Control:	4
Exceptional for Business Relations:	5
Exceptional for Management of Key Personnel:	5

Total Number of Points: 23

23 Points divided by the Number of Scored Elements (5) = 4.60 for Project 4  
4.60 for Project 4 = 700 Points

PROJECT 5A: Past performance under Project 5 is a "Collection of Task Orders" under a Single-Award IDIQ contract. The Offeror submits 3 Task Orders under the Single-Award IDIQ contract. 1 Task Order has a CPAR and 2 Task Orders are from a Past Performance Rating Form (No CPAR or Award Term rating exists). For calculating Past Performance, a "Collection of Task Orders" is averaged into a single Project as follows:

Task Order 1:	
Very Good for Quality of Service:	4
Very Good for Schedule:	4
Very Good for Cost Control:	4



Very Good for Business Relations:	4
Very Good for Management of Key Personnel:	4
 Total Number of Points:	 20

20 Points divided by the Number of Scored Elements (5) = 4.00 for "Task Order 1"

Task Order 2:	
Satisfactory for Quality of Service:	3
Very Good for Schedule:	4
Satisfactory for Cost Control:	3
Very Good for Business Relations:	4
Satisfactory for Management of Key Personnel:	3
 Total Number of Points:	 17

17 Points divided by the Number of Scored Elements (5) = 3.40 for "Task Order 2"

Task Order 3:	
Exceptional for Quality of Service:	5
Exceptional for Schedule:	5
Very Good for Cost Control:	4
Very Good for Business Relations:	4
Satisfactory for Management of Key Personnel:	3
 Total Number of Points:	 21

21 Points divided by the Number of Scored Elements (5) = 4.20 for "Task Order 3"

The average of Task Order 1 through 3 is  $(4.00 + 3.40 + 4.20) / 3 \text{ Task Orders} = 3.87$   
 3.87 for Project 5 = 450 Points

Grand Total Score for Projects 1 through 5A is:

Project 1:	350	
Project 2:	450	
Project 3:	0	
Project 4:	700	
Project 5:	<u>450</u>	
Grand Total:		1,950 Points for Past Performance on 5 Relevant Experience (Primary) Projects

#### M.5.3. VOLUME 5 – Systems, Certifications, and Clearances

- (a) Other than Accounting Systems in accordance with Section L.5.1.7, all other Systems, Certifications, and Clearances in Section L.5.5. are not minimum or mandatory requirements,
- (b) Offeror's who have approved Systems, Certifications and Clearances will be considered more favorably.
- (c) Offerors shall submit verifiable documentation in accordance with the instructions set forth in Section L.5.5. through Section L.5.5.9. Facility Clearances (FCL) will be verified and validated by the OASIS SB Program Management Office contacting the Defense Security Service (DSS) or other non-DoD verifying office.
- (d) All approved Systems, Certifications, and Clearances must be currently in place at the time of the Solicitation's closing date.



(e) Each verifiable System, Certification, and Clearance will receive points as follows:

1. Approved Purchasing System is worth 500 points.
2. Current FPRA, FPRR, and/or Approved Billing Rates are worth 200 points.
3. EVMS ANSI/EIA Standard-748 is worth 200 points.
4. Acceptable Estimating System is worth 200 points.
5. CMMI Maturity Level 2 is worth 100 points (unless taking credit for CMMI Level 3 or higher)
6. CMMI Maturity Level 3 or higher is worth 200 points.
7. ISO 9001 Certification is worth 200 points.
8. ISO 17025 Certification is worth 100 points
9. ISO 14001 Certification is worth 100 points.
10. AS9100 Certification is worth 100 points.
11. Secret Facility Clearance is worth 100 points (unless taking credit for Top Secret FCL)
12. Top Secret Facility Clearance is worth 200 points.

#### M.5.4. VOLUME 6 - COST/PRICE

- (a) The Offeror shall ensure all the cost/price information is current, accurate, and complete in accordance with Section L.5.6. and Section J.9. Attachment (9), Cost/Price Template.
- (b) The Offerors' cost/price proposal will be used to determine whether the ceiling rates proposed for each labor category are fair and reasonable in order to establish ceiling rates for sole-source Time and Material/Labor Hour contract types in accordance with Section B.2.5.1.
- (c) For each proposed Direct Labor rate for all 104 labor categories (both Government Site and Contractor Site), the basis of fair and reasonableness will be the Department of Labor (DOL) Bureau of Labor Statistics (BLS) Service Occupational Classifications (SOC) direct labor rate ranges provided in Section J.2. Attachment (2), Direct Labor Rate Ranges.
- (d) For each Indirect rate, the basis of fair and reasonableness will be the Offeror's most current approved Forward Pricing Rate Agreements (FPRA), Forward Pricing Rate Recommendations (FPRR), and/or Provisional Billing Rates, if available. If an Offeror does not have DCAA, DCMA, and/or CFA approved FPRAs, FPRRs and/or Provisional Billing Rates, Offerors shall propose Indirect rate percentages generated from their accounting system. Accounting systems must be determined acceptable by the OASIS SB CO for an Offeror to be eligible for award.
- (e) For Profit, the basis of fair and reasonableness will be no more than 7% for each OASIS SB labor category.
- (f) If an Offeror does not meet one or more of these parameters for any labor category, the Offeror is strongly advised to provide clear and convincing rationale to support the proposed direct/indirect and/or profit rate(s). In the event the rationale is not determined reasonable, the proposal will be deemed to have a ceiling rate(s) that is not considered fair and reasonable and the proposal would not be eligible for award, regardless of technical score.
- (g) Cost/Price proposals may only be modified as a result of discussions and Offerors are advised that the Government intends to make awards based on initial proposals without discussions.
- (h) An offer may be considered non-compliant to the Solicitation and rejected if there is any missing or incomplete data on the Cost/Price Template in accordance with Section J.9., Attachment (9).

#### M.6. SCORING TABLE

The following Scoring Table summarizes the total points for each scored evaluation criteria.

Section	Scored Evaluation Criteria	Point Value	Number of Potential Occurrences	Total Max Points Per Element	Max Point Value

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Section	Scored Evaluation Criteria	Point Value	Number of Potential Occurrences	Total Max Points Per Element	Max Point Value
L.5.3.	<b>VOLUME 3 – RELEVANT EXPERIENCE</b>				
L.5.3.2.1.	<b>Relevant Experience (Primary) Project under an OASIS SB NAICS Code or PSC Code:</b>				
	Project reported under a NAICS Code or PSC Code that correlates directly to an OASIS SB NAICS Code or PSC Code in Section L.5.3.2.1.	150	5	750	750
L.5.3.2.2.	<b>Relevant Experience (Primary) Project Value:</b>				
	Project valued at \$750 thousand or more on an annual basis but, less than \$2 Million on an annual basis, including options	25	5	125	
	Project valued at \$2 Million or more on an annual basis but, less than \$4 Million on an annual basis, including options	50	5	250	
	Project averages \$4 Million or more on an annual basis but, less than \$6 Million on an annual basis, including options	75	5	375	
	Project averages \$6 Million or more on annual basis, including options	100	5	500	500
L.5.3.2.3.	<b>Relevant Experience (Primary) Projects with Performance/Integration of Additional Core Disciplines:</b>				
	Project involves the performance and/or integration of 4 out of 6 Core Disciplines	50	5	250	
	Project involves the performance and/or integration of 5 out of 6 Core Disciplines	75	5	375	
	Project involves the performance and/or integration of all 6 Core Disciplines	100	5	500	500
L.5.3.2.4.	<b>Relevant Experience (Primary) Projects with Multiple Locations:</b>				
	Project performed in 2 to 4 different locations	50	5	250	
	Project performed in 5 or more different locations	100	5	500	500
L.5.3.2.5.	<b>Relevant Experience (Primary) Projects with Subcontracting/Teaming:</b>				
	Project involves subcontracting/teaming for services with at least 3 separate entities or consultants	100	5	500	500
L.5.3.2.6.	<b>Relevant Experience (Primary) Projects with Ancillary Support Services and Products:</b>				
	Project includes Ancillary Support Services	50	5	250	
	Project includes Ancillary Support Products	50	5	250	500
L.5.3.2.7.	<b>Relevant Experience (Primary) Projects with Cost Reimbursement (any type):</b>				
	Contract Type is predominantly Cost-Reimbursement (includes all Cost type under FAR 16.3) (Limited to 2 out of 5 Projects for scoring purposes only)	100	2	200	200
L.5.3.2.8.	<b>Relevant Experience (Primary) Projects with OCONUS locations:</b>				
	Project includes OCONUS work (Limited to 2 out of 5 Projects for scoring purposes only)	100	2	200	200
L.5.3.3.1.	<b>Relevant Experience (Secondary) Projects with Mission Spaces:</b>				
	Offeror has been awarded Projects in at least 2 different Mission Spaces but, no more than 2	50	1	50	
	Offeror has been awarded Projects in at least 3 different Mission Spaces but, no more than 3	100	1	100	
	Offeror has been awarded Projects in at least 4 different Mission Spaces but, no more than 4	150	1	150	
	Offeror has been awarded Projects in at least 5 different Mission Spaces	200	1	200	200
L.5.3.3.2.	<b>MA-IDIQ or MA-BPA/Task Orders:</b>				
	Offeror has been awarded at least 2 MA-IDIQ Contracts or 2 MA-BPAs but, no more than 5 MA-IDIQ Contracts or 5 MA-BPAs, with at least 4 total Task Order awards combined. At least 2 Task Orders must have been awarded under each MA-IDIQ Contract or MA-BPA.	50	1	50	
	Offeror has been awarded at least 5 MA-IDIQ Contracts or 5 MA-BPAs but, not more than 10 MA-IDIQ Contracts or 10 MA-BPAs, with at least 10 total Task Order awards combined. At least 2 Task Orders must have been awarded under each MA-IDIQ Contract or MA-BPA.	100	1	100	
	Offeror has been awarded at least 10 MA-IDIQ Contracts or MA-BPAs with at least 20 total Task Order awards combined. At least 2 Task Orders must have been awarded under each MA-IDIQ Contract or MA-BPA.	150	1	150	150
				<b>MAX VOL. 3 Points</b>	<b>4,000</b>
	<b>VOLUME 4 – PAST PERFORMANCE</b>				
L.5.4.	<b>Past Performance for Relevant Experience (Primary) Projects</b>				
	Average scoring of 3.50 to 3.74	350	5	1750	
	Average scoring of 3.75 to 3.99	450	5	2250	
	Average scoring of 4.00 to 4.24	550	5	2750	
	Average scoring of 4.25 to 4.49	600	5	3000	
	Average scoring of 4.50 to 4.74	700	5	3500	
	Average scoring of 4.75 to 5.00	800	5	4000	4,000

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Section	Scored Evaluation Criteria	Point Value	Number of Potential Occurrences	Total Max Points Per Element	Max Point Value
				MAX VOL. 4 Points	4,000
L.5.5.	VOLUME 5 – SYSTEMS, CERTIFICATIONS, AND CLEARANCES				
L.5.5.1. through L.5.5.4.	Government Systems:				
	Approved Purchasing System	500	1	500	500
	Current FPRA, FPRR, and/or Approved Billing Rates	200	1	200	200
	EVMS ANSI/EIA Standard-748	200	1	200	200
	Acceptable Estimating System	200	1	200	200
L.5.5.5. through L.5.5.9.	Industry Certifications:				
	CMMI Maturity Level 2	100	1		
	CMMI Maturity Level 3 or higher	200	1	200	200
	ISO 9001	200	1	200	200
	ISO 17025	100	1	100	100
	ISO 14001	100	1	100	100
	AS9100	100	1	100	100
L.5.5.10.	Facility Clearances:				
	Secret	100	1	100	100
	Top Secret	200	1	200	200
				MAX VOL. 5 Points	2,000
				Total MAX	10,000

(END OF SECTION M)