**Federal Supply Schedule (FSS) Contractor Team Arrangement (CTA)**

**MEMBER VERIFICATION LETTER**

This letter ONLY applies to FSS Task orders or FSS BPA Calls, which were awarded on an FSS Contractor Team Arrangement (CTA) basis. It does NOT apply to [FAR 9.601 (1) or (2)](https://www.acquisition.gov/sites/default/files/current/far/html/Subpart%209_6.html#wp1077566) CTAs.

**Under FSS CTAs, each contractor has privity of contract and is performing under their own Schedule contract. This means that for their portion of the work, they are considered a “prime contractor.” The CTA member work may be counted as prime credit under OASIS if it meets the evaluation criteria for relevant and recent experience IAW Paragraphs L.5.1.2 and L.5.3.1.**

**If an offeror is submitting Schedule CTA work, it shall be verified by the Ordering Activity Contracting Officer (OCO) or Contracting Officer’s Representative (COR).**

**OFFEROR INSTRUCTIONS**

| CONTRACTOR NAME: | Click here to enter text. |
| --- | --- |
| TASK ORDER/BPA CALL NUMBER: | Click here to enter text. |
| PROJECT TITLE: | Click here to enter text. |

Attach supporting documentation for verification (ensure ease of analysis for verifiers to find)

* A complete Copy of the Task Order/BPA Call (including statement of work)
* Highlight or indicate (e.g. using pdf sticky note)
  + Task Order/BPA Call Number
  + Task Order/BPA Call Period of Performance
  + Dollar Value of the Task Order/BPA Call
  + Your company Name and GSA Contract Number shown in the Task Order/BPA Call
  + The portion(s) of the Statement of Work your company performed and duration of performance
* Provide invoices or other evidence to support the dollar value of the work your company performed

| CONTRACTOR OFFICIAL NAME: | Click here to enter text. |
| --- | --- |
| CONTRACTOR OFFICIAL TITLE: | Click here to enter text. |
| CONTACTOR OFFICIAL PHONE: | Click here to enter text. |
| CONTRACTOR OFFICIAL E-MAIL | Click here to enter text. |

**The documents attached and verified by the Cognizant Government Official specified below will be the exact same documents submitted with this verification letter to the OASIS SB Contracting Officer as part of the OASIS SB Open Season On-ramp offer package.**

In accordance with [28 USC § 1746](http://uscode.house.gov/view.xhtml?req=(title:28%20section:1746%20edition:prelim)%20OR%20(granuleid:USC-prelim-title28-section1746)&f=treesort&edition=prelim&num=0&jumpTo=true) paragraph (2):

“I certify under penalty of perjury that the foregoing is true and correct.” Executed on Date:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contractor Official Signature Printed Name**

**COGNIZANT GOVERNMENT OFFICIAL INSTRUCTIONS**

The purpose of this letter is to verify the attached documents prepared by the offeror are current, accurate, and complete. The offeror, for purposes of submitting an offer on the OASIS SB Open Season On-Ramp Solicitation, will be submitting this completed letter with its offer to verify:

* It was awarded as an FSS CTA member in performance of the requirement
* It performed as claimed in the attached documents

REFERENCE INFORMATION (*To only be filled out by the COGNIZANT FEDERAL GOVERNMENT OFFICIAL*):

| NAME: | Click here to enter text. |
| --- | --- |
| TITLE: | Click here to enter text. |
| AGENCY or CUSTOMER: | Click here to enter text. |
| PHONE: | Click here to enter text. |
| E-MAIL | Click here to enter text. |

Signing this letter does not in any way endorse, recommend for award or verify any other information about the offeror other than its claimed performance as an FSS CTA member on the attached documents.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cognizant Federal Government Official Signature Date**

**The letter and completed attachment shall be incorporated and submitted in your proposal package in response to the OASIS solicitation.**