



Systems, Tools, and Registration Guide

Welcome to the One Acquisition Solution for Integrated Services Plus (OASIS+) program, and congratulations on your award! We know that it can be overwhelming at the beginning of a new master contract. We created this guide to the various registrations and tools required to manage your contract to help your company be in compliance with the OASIS+ program requirements.

GSA uses a variety of systems to ensure OASIS+ contractors receive updates about the contract and upcoming events, as well as stay informed of potential task orders/business opportunities. This guide outlines best practices for ensuring your corporate and contact information is entered correctly and updated. This guide is not exhaustive, but is meant to be a tool to assist you in maintaining successful performance as an OASIS+ contractor.

There are **three primary goals** for maintaining accurate data in these systems:

- Maintaining corporate contacts for program management,
- Required reporting and remittance, and
- Receipt of task order solicitations and other notices.

Contacts and corporate information must be maintained with the OASIS+ Contracting Officers (COs), Sales Reporting Portal (SRP), and [SAM](#).

Reports must be filed at required intervals in SRP (task orders, invoices, and payments), and the Electronic Subcontractor Reporting System ([eSRS](#)) (subcontracting reports for applicable OASIS+ Unrestricted contract holders). Payments are remitted via SRP at [pay.gov](#).

Table of Contents

General Registration..... 3

Symphony (the OASIS+ Submission Portal (OSP)).....4

Vendor Support Center..... 4

eBuy..... 4

Sales Reporting Portal (SRP)..... 5

FedConnect..... 5

System for Award Management (SAM)..... 6

Pay.gov..... 6

eSRS (OASIS+ Unrestricted Only).....6

Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)..... 7

Contractor Performance Assessment Reporting System (CPARS).....8

GSA eLibrary..... 8

The Federal Service Desk (FSD)..... 8

GSA Interact..... 9

General Registration

There are several GSA procurement processes and systems that an OASIS+ contractor should be aware of and additional background to help you choose points of contact.

We recommend that you assign other individuals within your organization peer access to the GSA systems that you are registering in. These individuals may serve as backup or provide other duties in support of the requirement.

The contractor shall ensure that the OASIS+ Contracting Officer has current point-of-contact information for both the Corporate OASIS+ Program Manager (COPM) and Corporate OASIS+ Contract Manager (COCM). The key points of contact for all Master Contracts awarded under the OASIS+ program are the COPM and the COCM. Additional personnel designations may be required by the OCO at the task order level.

The contractor shall assign a COPM and a COCM to represent the contractor as primary POCs to resolve issues and perform administrative duties and other functions that may arise relating to the Master Contract, including task orders solicited and awarded under the Master Contract. The contractor must notify the OASIS+ CO of any changes to the contact information for its COCM and COPM within five calendar days of the change in accordance with Section F.4.1, Deliverables. This notification of a change notifies GSA to make the changes to the applicable contract(s). These changes must also be reflected in the OASIS+ Submission Portal (OSP) and in eBuy. If this information needs to be corrected throughout the life of the contract, please notify the Contracting Officer via [FedConnect](#) including the information listed at A-C below.

GSA will use this information in several ways:

- This information is maintained in eBuy and allows for efficient administration and communication of the contractors' OASIS+ contract(s) and any orders placed by Ordering Contracting Officers.
- Confirm changes to [e-Library](#).
- Communicate program changes, requirements, training opportunities, and other information to all OASIS+ contract holders.

Maintain accurate information in OSP including:

A. Contractor Specific Information:

Contract Number:

Contractor Name:

UEID:

Cage Code:

B. Corporate OASIS+ Program Manager (COPM)

Name:
Telephone:
Email Address:

C. Corporate OASIS+ Contract Manager (COCM)

Name:
Telephone:
Email Address:

Symphony (the OASIS+ Submission Portal (OSP))

The OASIS+ Submission Portal (OSP) is a software application the Government uses for OASIS+ proposal submission, proposal evaluation, and contract management (including the point of entry and release for all solicitations under OASIS+).

Symphony's [Knowledge Base](#) contains numerous resources to assist contractors in navigating the site and maintaining accurate information. [Industry Support](#) is also available to answer questions and address concerns that a prospective OASIS+ or current OASIS contractor may have. Please be sure to review announcements made regarding Symphony on the OASIS+ Interact page and via SAM.gov.

Site: <https://oasis.app.cloud.gov/>

Vendor Support Center

In order to access eBuy for task order management, vendors must register in the [Vendor Support Center](#) (VSC).

You will need to have a few pieces of information when registering:

1. Contract Number
2. SAM UEI
3. Be an Authorized Negotiator on the contract (not applicable to VA contracts)

Site: <https://vsc.gsa.gov/vsc/app-registration>

GSA eBuy

GSA eBuy is a tool the Government uses for OASIS+ task order management and market research.

Ordering Contracting Officers (OCOs) will issue Requests For Quotes (RFQs) which will serve as either a request for proposals or request for information depending on the need of the buyer. *Note: we understand that eBuy only reflects “RFQ,” and GSA is working to resolve this. This inaccurate terminology will not affect your acquisition.*

eBuy’s [Contractor Job Aid](#) contains numerous resources to assist contractors in navigating the site and maintaining accurate information. Please be sure to review announcements made regarding eBuy on the OASIS+ Interact page and via SAM.gov.

Site: <https://www.ebuy.gsa.gov/ebuy/>

Sales Reporting Portal (SRP)

Access to the [Sales Reporting Portal \(SRP\)](#) is required for all OASIS+ contract holders. SRP is GSA's web-based application that allows both monthly transactional sales data and quarterly aggregate level sales data reporting and collecting fee payments for all GSA contract vehicles to support the General Service Administration Regulation (GSAR); Transactional Data Repository. Contractors can manage their transactional and aggregate sales data and fee payments, and the GSA acquisition community can review contractor’s compliance with respect to reporting and payment activity.

Steps for completing your registration in SRP can be found at the bottom of the FAS SRP homepage, and are also included [here for your convenience](#).

There is a [user manual](#) located on the SRP website that provides information about the features available in the FAS Sales Reporting system. The manual consists of guidelines and instructions for contractors to assist them with reporting sales data and making fee payments (i.e. contractor access fees), as well as instructions for GSA personnel to properly navigate the application and review contractor sales reports and payments to enforce contract compliance.

FedConnect

The OASIS+ program will use FedConnect to allow for bi-directional communication related to modification requests between the Government and contractors that can be tracked automatically. All modification requests should be submitted via FedConnect. Please be aware, when requesting a modification via FedConnect there is a [file size limit](#) of 25 MB per individual file, or 100 MB per response or message. Should you have any questions about how to use FedConnect, please refer to the FedConnect [Knowledge Base](#) or submit a [support ticket](#).

Site: <https://www.fedconnect.net/FedConnect/Default.htm>

Helpful resources: [FedConnect Ready, Set, Go!](#)

System for Award Management (SAM)

The System for Award Management ([SAM](#)) is an official website of the U.S. Government. There is no cost to use SAM.gov. You can use this site to:

- Register to do business with the U.S. Government;
- Update, renew, or check the status of your entity registration;
- Search for entity registration and exclusion records;
- Search for assistance listings (formerly CFDA.gov), wage determinations (formerly WDOL.gov), contract opportunities (formerly FBO.gov), and contract data reports (formerly part of FPDS.gov);
- View and submit BioPreferred and Service Contract Reports;
- Access publicly available award data via data extracts and system accounts.

When you have a name, address, or other changes, you must report those in SAM as well as to the OASIS+ contracting team via OSP (Symphony). If you fail to report the changes in SAM, the change you submit to the OASIS+ team will not update in eLibrary.

Site: <https://sam.gov/content/home>

Pay.gov

Register for an account (if your company does not already have one) for the Department of the Treasury's pay.gov portal to remit OASIS+ CAF payments after you report invoices and build a payment voucher in SRP. SRP will direct you to the correct form.

Site: pay.gov

eSRS (OASIS+ Unrestricted Only)

The OASIS+ PMO requires use of the electronic Subcontracting Reporting System (eSRS) modules as the secure, confidential, information management tool to evaluate subcontracting goal performance for OASIS+. Unrestricted OASIS+ contractors that have a subcontracting plan must report subcontracting achievement in the eSRS using the PAYMENT BASIS REPORTING.

The Electronic Subcontracting Reporting System ([eSRS](#)) is the government-wide internet-based tool for collection of subcontracting accomplishments. It streamlines reporting subcontracting plans, and provides agencies with access to analytical data

on subcontracting performance.

Specifically, eSRS eliminates the need for paper submissions and processing of SF 294's, Individual Subcontracting Reports, and SF 925's, Summary Subcontracting Reports, replacing them with an easy-to-use electronic process to collect the data. Reports are required semi-annually and at contract completion.

In addition to submitting reports, eSRS also offers the following features:

- Find information you need by searching the Frequently Asked Question (FAQ) section per category (Individual Subcontract Reports (ISR), Summary Subcontract Reports (SSR) (Individual or Commercial), Registration, Department of Defense (DOD) and general.
- Be forwarded to the [Federal Service Desk](#) to submit a technical or non-technical issue.
- View and download Training Materials, including pre-recorded [Webinars](#) on understanding and how to file ISR, SSR, and Commercial reports.
- View and download [Navigational User Guides](#) that provide understanding on eSRS functionality.

For more specific information on how to submit your required reports, please review your Unrestricted contract and review the resources above and those offered on the eSRS website.

Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS)

Subject to FAR 4.14 and FAR 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards, the contractor shall report executive compensation and first-tier subcontract awards in FSRS, unless an exception applies.

Prime contractors awarded a Federal contract or order that is subject to Federal Acquisition Regulation clause 52.204-10 (Reporting Executive Compensation and First-Tier Subcontract Awards) are required to file a Federal Funding Accountability and Transparency Act (FFATA) subaward report by the end of the month following the month in which the prime contractor awards any subcontract greater than \$30,000.

The contractor shall report timely and accurate subaward and executive compensation data regarding first-tier sub-awards in FSRS to meet the FFATA reporting requirements and send confirmation to the OASIS+ CO. This requirement will also be validated as part of the contractor's annual Contractor Self Assessment (CSA). There are numerous resources included on the FSRS homepage to assist contractors in completing their required reports including an [FSRS Awardee User Guide](#) and a [user demonstration video](#).

Site: <https://www.fsrs.gov/>

Contractor Performance Assessment Reporting System (CPARS)

CPARS is a web-enabled application that collects and manages the library of automated past performance assessment reports. CPARS is used by COs and Contracting Officers Representatives (CORs) to assess a contractor's performance and provides a record on a given contractor on a specific order during a specific period of time. CPARS reports for orders against Multiple Award Contracts (MACs) **are not** prepared by the OASIS+ Program.

It is the responsibility of the ordering activity (OCO) to complete a separate CPARS entry for each order placed against a MAC when the individual order exceeds the CPARS reporting thresholds. The OASIS+ CO does not administer or evaluate task order performance. It is the sole responsibility of the OCO using the process and criteria set forth in CPARS. OCOs shall use CPARS for task orders awarded under the Master Contract, if applicable. For technical issues with CPARS, contact the Help Desk at (207) 438-1690 or webptsmh@navy.mil

Site: <http://www.cpars.gov>

GSA eLibrary

[GSA eLibrary](#) displays the current contract and POC information that GSA has recorded for your company. The name and address displayed on eLibrary reflects the information recorded on the System for Award Management (SAM). GSA receives an extract from SAM each day. It takes approximately 24-48 hours for GSA to receive a change once it has been recorded in SAM. After GSA receives the updated information, your Government Contracting Officer must review and approve the changes before they will be displayed in GSA eLibrary. In addition to updating the information in SAM, please also report the changes as described above to the GSA OASIS+ contracting team via [FedConnect](#).

Site: <http://www.gsaelibrary.gsa.gov>

The Federal Service Desk (FSD)

The Federal Service Desk (FSD) is the centralized help desk for GSA Integrated Acquisition Environment (IAE) Systems, including eSRS, SAM, FPDS-NG, and FSRS. The FSD Help Desk addresses technical questions on its website, via chat, and via telephone at 866-606-8220 between 8:00 am until 8:00 pm Eastern Time, Monday to Friday. The FSD Help Desk answers only technical use issues and concerns; non-technical questions must be handled by the OASIS+ Contracting Officer, or your

OCO. Among the features of the website are:

- Registering (optional) with a user id and password, which will allow you to keep historical information on your help desk inquiries and to check on the status of your help desk ticket.
- Find information you need by searching several ways in the Answer Center.
- Submit a helpdesk request online.
- Chat live with a Customer Service Representative.

Site: www.fsd.gov

GSA Interact

GSA and the OASIS+ program uses the Interact community to collaborate with industry partners, customers, and other stakeholders. [Join today to stay up-to-date on all things OASIS+](#).

Site: <https://interact.gsa.gov>