



Date:

**MEMORANDUM FOR:**

**FROM:** One Acquisition Solution for Integrated Services (OASIS+)  
Program Manager  
oasisplusdpa@gsa.gov

**SUBJECT:** Delegation of Procurement Authority (DPA) as an Ordering Contracting Officer (OCO) to Compete, Award and Administer OASIS+ Task Order Awards

Dear ,

Your OASIS+ DPA Request ID is -

The purpose of this DPA is to ensure that the roles and responsibilities between the OASIS+ Contracting Officers (COs) and the OCO are clearly established in order to ensure proper use of the OASIS+ contract vehicles while promoting public policy objectives. GSA retains sole responsibility to administer and modify the basic indefinite delivery, indefinite quantity (IDIQ) master contracts. GSA will evaluate the performance of OASIS+ contractors against the master contract terms. It will also provide advice and guidance to agencies/OCOs on all OASIS+ procurement matters.

The authority granted to you under this DPA is limited to those requirements of your agency that are within scope of the OASIS+ vehicles. Your authority to administer OASIS+ task orders covers all task orders awarded by you or another OCO possessing a valid DPA in your current warranting organization. The DPA authority does not extend to administration of task orders awarded by OCOs outside your current warranting organization unless:

- Your agency is a Servicing Agency as defined in OMB Memorandum "Improving the Management and Use of Interagency Acquisitions" dated June 6, 2008 and,
- You will act as the central point of contact under each task order and are responsible for coordinating with the awarded Contractor, the Client (the funding organization/receiver of goods or services) and GSA.

OCOs will perform all required pre-award and post-award functions associated with the task order, subject

to the following terms and conditions of this DPA:

1. **Compliance:** You are expected to comply with the OASIS+ master contract terms and conditions, the OASIS+ Ordering Guide, the Federal Acquisition Regulation (FAR), the authorized agency FAR supplement or exception thereto, applicable agency-specific statutes and policies, and the additional responsibilities defined in this DPA. OCOs are required to use eBuy for the issuance of task order solicitations and to report the award of task orders to GSA.
2. **Duration:** This DPA is effective until the expiration of the respective OASIS+ contract or completion and closeout of any task order awards whose duration extends beyond the expiration of the respective contract, whichever is later. You are also required to maintain a valid warrant authority. Notwithstanding the preceding, this DPA is portable under certain conditions. If you change organizations within the larger agency, or move to a new Agency but will continue to be warranted, the DPA is portable. However, you must notify the OASIS+ office using [oasisplusdpa@gsa.gov](mailto:oasisplusdpa@gsa.gov) of the move or reassignment and provide information and date of issue on the new warrant. Re-training is not required unless there is a break of more than 90 days in possession of a current warrant or serving in a Contracting Officer position. The DPA cannot be re-delegated.
3. **Revocation:** GSA may revoke this DPA at any time for failure to comply with treaty, law, regulation, ethical standards and applicable federal acquisition policies and procedures, including the OASIS+ master contracts and Ordering Guide. GSA will be cognizant of the need to ensure task order continuity if such actions are initiated.
4. **Scope Compliance:** OCOs must ensure that task order work is within the scope of OASIS+. The OASIS+ program team is available to assist with this determination by [requesting a scope review](#) through the optional scope review process detailed on the OASIS+ website.
5. **Administrative Reporting:** OCOs are responsible for reporting the task order award action in the Federal Procurement Data System - Next Generation (FPDS-NG) in accordance with the OASIS+ Ordering Guide. Additionally, please review the OASIS Ordering Guide for full administrative reporting requirements within OASIS+ Task Order Management system.

**Public Notice of Awards with Exceptions to Fair Opportunity:** For orders based on an exception to fair opportunity, in accordance with FAR 16.505(b)(2)(ii)(D), the OCO must post the required public notice within 14 days after placing the order. If exception (A) (urgency/unacceptable delay) is used, the public notice must be posted within 30 days after placing the order. This posting requirement includes posting the justification approved for the exception at the System for Award Management. Note the actions excluded from this notice requirement are: 1) Disclosures that would compromise national security, and 2) Socioeconomic set-asides authorized by FAR 16.505(b)(2)(i)(F).

The OCO is responsible for complying with all FAR-based rules when competing, awarding and administering task orders. The following list, while not all-inclusive, represents key areas of responsibility:

1. **Fair Opportunity:** Ensure that all contractors are provided a fair opportunity to be considered in accordance with FAR 16.505, or authorized agency supplements or exceptions thereto, prior to task order award. Any exceptions to fair opportunity to be considered ("fair opportunity exceptions") must be consistent with FAR 16.505 or authorized agency supplements or exceptions thereto or as otherwise required or allowed by statute. The OCO must comply with the requirements to prepare justifications and obtain approvals of justifications for exceptions to fair opportunity in accordance

with FAR 16.505.

2. **Funding:** Verify that funding is available. Comply with appropriations law and financial policy. Ensure timely obligation of funds, and de-obligation and disposition of excess funds.
3. **Contracting Officer's Representatives (CORs):** If a COR is appointed to perform order monitoring and oversight functions, the OCO must ensure that the extent of their authority and responsibilities is clearly defined. The COR's appointment should be in writing and a copy provided to the Contractor in order to establish clear roles and responsibilities during task order administration. Ensure that any COR you designate is properly equipped, trained and qualified to handle those responsibilities pursuant to agency policy.
4. **Task Order Protests, Disputes and Claims:** Receive and respond to task order protests, disputes and claims. The warranting agency is responsible for the OCO's decisions and actions as a warranted contracting officer.
5. **Monitor, Evaluate and Report Contractor Performance:** Assure contractor performance and support compliance with task order terms and conditions. Take appropriate action to maintain the Government's rights. OCOs should conduct contractor performance evaluations IAW FAR 42.15, and applicable agency policies. Interim performance evaluations are encouraged for each task order. OCOs should use their organizations designated contractor performance reporting system to record performance. OCOs shall monitor limitations on subcontracting for each task order in accordance with [13 CFR 125.6\(d\)](#).
6. **Cost or Price Analysis and Audits:** Perform and document cost analysis and/or price analysis (FAR 15.4) as appropriate in determining the overall task order price to be fair and reasonable, as well as respond to any related audits.
7. **Prompt Payment:** Ensure prompt payment of contractor invoices and prompt rejection of nonconforming invoices.
8. **Task Order Closeout:** Close out task orders in accordance with FAR 4.804-5 and provide the OASIS+ Contracting Officer a task order closeout completion statement.
9. **Requests for Information:** Respond to any requests for information pertaining to task orders awarded or administered by the OCO including but - not limited to, Freedom of Information Act requests, and inquiries/audits by: Congress, Inspectors General, the Small Business Administration, the General Accountability Office and the GSA.

Thank you for your interest in GSA's OASIS+ program. GSA is committed to delivering acquisition vehicles that provide federal agencies with convenient access to the best qualified contractors in the non-IT, services-based solutions marketplace.

- If you have any questions regarding your DPA, please contact [oasisplusdpa@gsa.gov](mailto:oasisplusdpa@gsa.gov). For additional questions relating to OASIS+ vehicles please contact the OASIS+ Program Office at [oasisplus@gsa.gov](mailto:oasisplus@gsa.gov).
- For more information about the OASIS contracts addressed in this DPA, please visit our website at [www.gsa.gov/oasis-plus](http://www.gsa.gov/oasis-plus)