

SECTION G – CONTRACT ADMINISTRATION DATA

G.1 BACKGROUND

This section provides roles, responsibilities, and contract administration requirements for the OASIS+ Master Contract. Costs associated with these administration requirements may not be billed as a direct cost to the Government.

Clauses, provisions, and other terms and conditions regarding task order administration will be designated by the Ordering Contracting Officer (OCO) at the task order level.

G.2 ROLES AND RESPONSIBILITIES OF GOVERNMENT KEY PERSONNEL

This section describes the roles and responsibilities of Government and Contractor personnel.

G.2.1 OASIS+ Government Key Personnel

The Government Key Personnel for the OASIS+ program are the OASIS+ Program Manager (PM), OASIS+ Contracting Officer (CO), GSA Ombudsman, and designated Industrial Operations Analyst (IOA), if applicable.

G.2.1.1 OASIS+ Program Manager

The OASIS+ PM is the primary Government official who performs various programmatic functions, such as business development and industry engagement, with contractors and customers for the overall success of the OASIS+ program.

G.2.1.2 OASIS+ Contracting Officer

The OASIS+ CO is the sole Government official with authority to interpret, administer, and/or modify the terms and conditions of the Master Contract.

The OASIS+ CO may delegate routine administrative functions to an authorized representative to assist on matters related to the Master Contract's terms and conditions and monitoring contractor's performance.

GSA reserves the right to assign multiple OASIS+ COs to this contract, each empowered with the same duties and authority.

G.2.1.3 FAR 52.216-32 Task-Order and Delivery-Order Ombudsman (Alternate I) (Sept 2019)

(a) In accordance with 41 U.S.C. 4106(g), the GSA Agency has designated the following task-order and delivery-order Ombudsman for this contract. The Ombudsman must review complaints from the Contractor concerning all task-order and delivery-order actions for this contract and ensure the Contractor is afforded a fair opportunity for consideration in the award of orders, consistent with the procedures in the contract.

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

(b) Consulting an ombudsman does not alter or postpone the timeline for any other process (e.g., protests).

(c) Before consulting with the Ombudsman, the Contractor is encouraged to first address complaints with the Contracting Officer for resolution. When requested by the Contractor, the Ombudsman may keep the identity of the concerned party or entity confidential, unless prohibited by law or agency procedure.

(d) Contracts used by multiple agencies.

(1) This is a contract that is used by multiple agencies. Complaints from Contractors concerning orders placed under contracts used by multiple agencies are primarily reviewed by the task-order and delivery-order Ombudsman for the ordering activity.

(2) The ordering activity has designated the following task-order and delivery-order Ombudsman for this order:

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

(3) Before consulting with the task-order and delivery-order Ombudsman for the ordering activity, the Contractor is encouraged to first address complaints with the ordering activity's Contracting Officer for resolution. When requested by the Contractor, the task-order and delivery-order Ombudsman for the ordering activity may keep the identity of the concerned party or entity confidential, unless prohibited by law or agency procedure.

G.2.1.4 Industrial Operations Analyst (IOA)

The IOA is a GSA Government official who reviews contractor records and conducts assessments of contractor compliance with Master Contract deliverable and reporting requirements. An IOA may conduct visits 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, or these functions may be performed virtually.

G.2.2 Task Order Key Personnel (Government)

The Key Personnel for pre-award and post-award administration of task orders under the Master Contract are the Ordering Contracting Officer (OCO) and the OCO's appointed Contracting Officer's Representative (COR) or Contracting Officer's Technical Representative (COTR).

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G.2.2.1 Ordering Contracting Officer (OCO)

The OCO for each task order is the sole and exclusive Government official with authority to solicit, award, administer, and/or modify a task order under the Master Contract.

A warranted CO, as defined in FAR Subpart 2.101, may request a Delegation of Procurement Authority (DPA) from the OASIS+ Program Office. Only if a DPA is granted from the OASIS+ CO may an OCO solicit and award a task order under the Master Contract. Upon an OASIS+ contractor's request, the OCO for any specific task order may provide a copy of the applicable DPA to the requesting contractor.

The OCO is encouraged to contact the OASIS+ Program Office for any task order assistance including the following:

- a. Training on the OASIS+ program and ordering procedures.
- b. Task order scope compliance with the Master Contract.
- c. Task order solicitation development.
- d. Assistance on disputes, claims, or protests at the task order level.
- e. Contractor performance issues at the task order level.

OCO duties include:

- a. Requesting and receiving a Delegation of Procurement Authority (DPA) prior to soliciting and awarding a task order
- b. Complying with the scope, terms and conditions of the Master Contract, ordering procedures outlined in the OASIS+ ordering guide, FAR Subpart 16.505, and other regulatory supplements.
- c. Identifying the proper NAICS Code and corresponding OASIS+ Domain and CLIN (see Section H.3), commercial or non-commercial items, contract type(s), terms and conditions, and clauses and provisions applicable to the task order solicitation and award.
- d. Including a CAF CLIN for the base and each option period of the task order and sufficiently funding the CAF for the life of the task order.
- e. Allowing a reasonable time for fair opportunity proposal submission.
- f. Resolving any performance issues, disputes, claims, or protests at the task order level.
- g. Responding to all Freedom of Information Act (FOIA), Congressional, Inspector General, Small Business Administration, and/or the General Accountability Office requests for task order information.

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- h. Entering task order performance evaluation in the Contractor Performance Assessment Reporting System (CPARS), if applicable.
- i. Entering task order award data in the Federal Procurement Data System – Next Generation (FPDS-NG) upon task order award, if applicable.
- j. Closing out task orders in a timely manner.

Contractor employees authorized under FAR 51.1 Contractor Use of Government Supply Sources to use OASIS+ are considered OCOs and are not required to obtain a DPA as their authority is granted to them by a Federal Government Contracting Officer administering an applicable contract (e.g., a Federally Funded Research and Development Center). In order to authorize a contractor employee under FAR 51.1 to use OASIS+, the Federal Government Contracting Officer granting authority shall first obtain an OASIS+ DPA.

G.2.2.2 Task Order Contracting Officer’s Representative

The OCO for each task order may designate a COR or 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 and, upon request, shall be provided to the Contractor.

G.3 CONTRACT ADMINISTRATION REQUIREMENTS

This section describes all the administration requirements for the entire duration of the Master Contract and any task orders awarded under the Master Contract.

Failure to meet contract administration requirements may result in activation of Dormant Status and/or off-ramping (see Sections H.12 and H.13).

G.3.1 General Administration Requirements

G.3.1.1 Contractor Key Points of Contact

The key points of contact for all Master Contracts awarded under the OASIS+ Program are the Corporate OASIS+ Program Manager (COPM) and the Corporate OASIS+ Contract Manager (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 shall ensure the OASIS+ CO has current POC information for both the COPM and COCM. The Contractor must notify the OASIS+ CO of any changes to the contact information for its COCM and COPM within 5 calendar days of the change in accordance with Section F.4.1, Deliverables.

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There are no minimum qualification requirements established for the COPM and COCM. The COPM and COCM are not required to be full-time positions; however, the COPM and COCM must be proficient in the performance of their duties.

All costs associated with COPM and COCM duties shall be handled in accordance with the Contractor's standard accounting practices; however, no costs for COPM and COCM duties may be billed directly to GSA.

G.3.1.1.1 Corporate OASIS+ Program Manager (COPM)

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

COPM responsibilities include, but are not limited to:

- a. Providing a cohesive partnership between the Contractor, OASIS+ PM, OASIS+ CO, OCOs, and potential Federal agency customers to identify and achieve reciprocal goals, with effective and efficient customer-focused service, in accordance with the terms of the Master Contract.
- b. Advising and assisting current and potential Federal agency customers regarding the technical scope of the OASIS+ Master Contract and the overall attributes of the OASIS+ Program.
- c. Attending all OASIS+ Program Management Review (PMR) meetings and other OASIS+ meetings as scheduled.

G.3.1.1.2 Corporate OASIS+ Contract Manager (COCM)

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

COCM responsibilities include, but are not limited to:

- a. Ensuring that all contract administration functions and reporting information required under the Master Contract are completed accurately, thoroughly, and timely.
- b. Addressing all performance issues related to the Master Contract.
- c. Attending all OASIS+ PMR meetings and other OASIS+ meetings as scheduled.

G.3.1.2 Contractor Self-Assessment (CSA)

The purpose of the CSA is to support the OASIS+ CO in monitoring the Contractor's compliance with the deliverable and reporting requirements outlined in Sections F.4.1 and F.4.2 of the Master Contract. The CSA includes a status update for all systems and certifications that were

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claimed in the proposal submission. CSAs will be used to resolve any performance or compliance weaknesses, if necessary. The OASIS+ CO will provide a standardized template for the Contractor to complete the CSA. The COCM shall submit the CSA to the OASIS+ CO annually using the task order management or other Government-designated system as specified by the OASIS+ CO.

G.3.1.3 Insurance

The insurance coverage specified in FAR Subpart 28.3 is the minimum insurance coverage required for the entire duration of the Master Contract and each applicable task order that extends beyond the expiration date of the Master Contract.

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

The Contractor shall acquire and maintain insurance coverage for each OASIS+ Master Contract it holds. The Contractor shall retain copies of its ACORD 25 Form, Certificate of Liability Insurance, for each Master Contract awarded under the OASIS+ Program. The certificate shall be made available upon request of the OASIS+ CO and any OCO with an OASIS+ DPA.

G.3.1.4 Federal Awardee Performance and Integrity Information System (FAPIS)

Subject to FAR 9.104-6, Federal Awardee Performance and Integrity Information System, and FAR 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters, the Contractor shall update responsibility matters in FAPIS on a semi-annual basis, throughout the term of OASIS+, by posting the required information in the System for Award Management (SAM). This update applies to each Master Contract held under the OASIS+ Program.

G.3.1.5 Employment Reports on Veterans

Subject to FAR 22.1306, Department of Labor notices and reports, and FAR 52.222-37, Employment Reports on Veterans, the Contractor shall report veteran employment and hiring data annually to the Department of Labor by filing a VETS-4212, Federal Contractor Veterans' Employment Report.

The Contractor shall provide confirmation of its filing to the OASIS+ CO via the CSA, even if the Contractor has no covered veterans or new employees to report during the reporting period.

G.3.1.6 Executive Compensation and First-Tier Subcontract Awards Report

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

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subcontract awards in the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS).

G.3.1.7 Handling of Size and Status Rerepresentations

G.3.1.7.1 Mergers, Acquisitions, Novations, And Change-of-Name Agreements

If the Contractor identifies a successor in interest to its Government contract(s) when its assets are transferred (e.g. by merger, acquisition, or other transaction), recognizes a change in its name, executes novation agreements (FAR 42.1204), change-of-name agreements (FAR 42.1205), or any other agreements that change the status of the Contractor, the Contractor shall notify the OASIS+ CO within 30 days **by email to TBD**.

Title 41 U.S.C. 6305 prohibits the transfer of Government contracts from an awardee to a third party. Government contracts cannot be bought and sold. However, GSA may, when in its interest, novate an awardee's contract to a third party when there is a transfer of all of the awardee's assets or the entire portion of the assets involved in the performance of the Master Contract. In a services contract, assets are generally defined as personnel performing work under the contract being transferred. For companies with task order awards, assets refer to all of the personnel performing those task orders as well as the personnel performing at the Master Contract level (e.g., the COCM and COPM). For companies without task order awards, assets are defined as personnel performing at the Master Contract level only (e.g., the COCM and COPM).

For a novation to be considered, the Contractor shall submit a written request to the OASIS+ CO at the e-mail address identified above, and the following elements shall occur:

- a. The company shall first submit a proposal to the OASIS+ CO under the most recent solicitation of the Master Contract.
- b. The proposal shall achieve an evaluated numerical score that is equal to or higher than the qualification threshold for the applicable Domain(s) included in the solicitation for the most recent on-ramp. If there have been no on-ramps, the proposal shall achieve an evaluated numerical score that is equal to or higher than the qualification threshold for the applicable Domain(s) included in the solicitation at the time of the original Master Contract awards.
- c. Depending on the status of the contractor's novation, the firm must submit the following documentation:
 - (i) Where the OASIS+ CO is the responsible CO in accordance with FAR 42.1202, the company shall submit a novation agreement with all the required legal elements in accordance with FAR 42.1204(e). The novation agreement shall include the transfer of personnel performing work under the Master Contract and any awarded task orders, as applicable. OR

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- (ii) Where a CO other than the OASIS+ CO is responsible in accordance with FAR 42.1202, the company shall provide a copy of the executed novation agreement to the OASIS+ CO along with a signed copy of the Standard Form 30 that incorporates a summary of the agreement and includes a complete list of the affected contracts.
- d. The company shall complete post-award small business re-representation as outlined in Section G.3.1.7.2.
- e. When considering whether to recognize a third party as a successor in interest to the Master Contract, the OASIS+ CO shall identify and evaluate any significant organizational conflicts of interest in accordance with FAR subpart 9.5.
 - (i) If the OASIS+ CO determines that a conflict of interest exists, but that it is in the best interest of the Government to approve the novation request, one of the original contracts will be off-ramped through a no-cost contract cancellation in accordance with Section H.20. Contracts with active task orders will be placed in dormant status in accordance with H.12.

For mergers and acquisitions that do not require novation, the contractor shall notify the OASIS+ CO by email to **TBD** and complete post-award small business re-representation as outlined in Subsection G.3.1.7.2.

If the existing Contractor has submitted any outstanding task order proposals, the Contractor must notify the OCO(s) of the merger, acquisition, or novation and resulting business size and socioeconomic status within 5 calendar days. This notification is required for all mergers and acquisitions whether or not a novation is required. If a task order solicitation was set-aside for small business or a specific socioeconomic concern, and, post- merger, acquisition, or novation, the company would not be eligible in accordance with the applicable size standard and/or socioeconomic status, the OCO has the discretion to eliminate the Contractor's offer from consideration for task order award.

For a change-of-name agreement to be processed by the OASIS+ CO, the Contractor shall submit a written request to the OASIS+ CO including the following:

- a. Where the OASIS+ CO is the responsible CO in accordance with FAR 42.1202, a change-of-name agreement with all the required legal elements in accordance with FAR 42.1205(a) by email to **TBD**. OR
- b. Where a CO other than the OASIS+ CO is responsible in accordance with FAR 42.1202, a copy of the executed change-of-name agreement along with a list of all affected contracts.

Upon execution of a novation or change-of-name agreement, the Contractor shall update its profile in all applicable Government systems.

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G.3.1.7.2 Post Award Small Business Program Rerepresentation

Subject to FAR 52.219-28, Post-Award Small Business Program Rerepresentation, if a contractor represented that it was a small business concern prior to award of a given CLIN under the Master Contract, the Contractor shall rerepresent its size status upon the occurrence of any of the following:

- a. Within 30 days after execution of a novation agreement.
- b. Within 30 days after a merger or acquisition that does not require a novation.
- c. Within 60 to 120 days prior to the end of the fifth year of the contract.

The Contractor shall rerepresent its size status in accordance with the size standard in effect at the time of this rerepresentation that corresponds to the NAICS code assigned to each CLIN awarded under the Contractor's Master Contract, without regard to the date upon which its size status changed.

The Contractor shall make the rerepresentation required by this section as follows:

- (1) By validating or updating all its representations in the Representations and Certifications section of the System for Award Management (SAM) at www.sam.gov and its other data in SAM, as necessary, to ensure that they reflect the Contractor's current status. The Contractor shall notify the OASIS+ CO in writing within the timeframes specified above that the data has been validated or updated, and provide the date of the validation or update.
- (2) If the Contractor does not have representations and certifications in SAM, or does not have a representation in SAM for the NAICS code applicable to the Master Contract, the Contractor is required to complete the following rerepresentation and submit it to the OASIS+ CO in writing, along with the contract number and the date on which the rerepresentation was completed using the format below:

The Contractor represents that it is, is not, a small business concern under NAICS code _____ assigned to contract number _____ for CLIN _____.

[Contractor to sign and date and insert authorized signer's name and title.]

G.3.1.7.3 Post Award Small Business Changes In Size

When a contractor that previously represented as a small business concern represents as other than a small business concern for any NAICS codes during rerepresentation, the CLIN(s) of the Master Contract associated with any NAICS codes in the awarded Domain(s) where the affected Contractor represented as other than a small business concern will be subject to the following:

- a. The Contractor is NOT eligible to respond to task order requests subject to fair opportunity (FAR 16.505(b)(1)).

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- b. The Contractor remains eligible to accept orders from OCOs based on the following exception to a fair opportunity:
 - o The order must be issued on a sole-source basis in the interest of economy and efficiency because it is a logical follow-on to an order already issued under the Master Contract, provided that all awardees were given a fair opportunity to be considered for the original order (FAR 16.505(b)(2)(i)(C)).

In accordance with Section H.11, if a Contractor rerepresents as other than a small business concern for all NAICS codes (CLINs) within its awarded Domain(s), the contract will be placed into Dormant Status upon notification of rerepresentation.

If a subsequent merger or acquisition, with or without novation, triggers paragraph G.3.1.7.2, and the result of the rerepresentation is that the Contractor is deemed to be a small business concern with the same small business program status that qualified the Contractor for the awarded CLINs, then G.3.1.7.3.a will no longer apply, in which case the Government may require 30 or more calendar days to implement the necessary adjustments.

G.3.1.8 Individual Subcontracting Plan

Reserved. Not applicable for Small Business.

G.3.1.9 Contractor Business Systems

Contractor business systems produce critical data that contracting officers use to help negotiate and manage Federal contracts. These systems and their related internal controls act as important safeguards against fraud, waste, and abuse of federal funding.

If the Contractor claimed credit for any business systems qualifications in its OASIS+ proposal submission, the Contractor shall maintain the status of those systems by providing the OASIS+ CO documentation from their cognizant DCMA CO, CFA CO, or DCAA office, to verify that their business systems remain approved, determined adequate, or determined acceptable, as applicable, by updating their profile in the task order management system and sending an email to **TBD**. The Contractor shall also notify the OASIS+ CO of any material changes to its business systems or changes to the status of its business systems for the entire duration of the Master Contract within 5 calendar days of the change by updating its profile in the task order management system and sending an email to **TBD**.

- a. Material changes to business systems include, but are not limited to, a change in software or significant changes in policies and procedures affecting internal controls for the applicable business system and subsystems. Examples of immaterial changes include, but are not limited to, a minor revision to the policies and procedures or the addition of a new overhead pool for additional contract work.
- b. Changes to the status of business systems include, but are not limited to, disapproval, expiration of approval, withdrawal of an adequacy determination, or determinations of significant deficiencies.

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Contractors that did not claim credit for a business system qualification in their OASIS+ proposal submission may provide the OASIS+ CO documentation from their cognizant DCMA CO, CFA CO, or DCAA office, to verify that their business system has been reviewed and approved, determined adequate, or determined acceptable, as applicable, by updating their profile in the task order management system and sending an email to **TBD**. Any business systems reported in the Contractor's profile are subject to the requirement to maintain the status and notify the OASIS+ CO of any material changes to its business systems or changes to the status of its business systems as outlined above.

Any additions or changes to business systems reported in the Contractor's profile shall be validated and approved by the OASIS+ CO. The OASIS+ CO will make the final determination to allow the Contractor's profile to be updated following a thorough review of any documentation provided by the Contractor. The OASIS+ CO reserves the right to reject any additions or changes based on unacceptable or invalid documentation provided by the Contractor as outlined for each business system below or other concerns based on information available to the OASIS+ CO.

G.3.1.9.1 Accounting System

An approved accounting system provides for the proper segregation, identification, accumulation, and allocation of direct and indirect costs for Government procurements. In accordance with FAR 16.301-3(a)(3), only those contractors that maintain an adequate accounting system shall be eligible for Cost Reimbursement (all types) or Non-Commercial Time-and-Materials or Labor-Hour type task order solicitations and awards.

Adequacy, acceptability, and/or approval of a contractor's accounting system are determined by the Contractor's cognizant Defense Contract Management Agency (DCMA) CO, Cognizant Federal Agency (CFA) CO, or cognizant Defense Contract Audit Agency (DCAA) office and are validated by the OASIS+ CO.

Acceptable documentation may include current and valid determination letters from the Contractor's cognizant DCMA or CFA CO, DCAA audit reports, or Pre-Award Surveys of Prospective Contractor Accounting System (SF1408) completed by Government Officials.

G.3.1.9.2 Purchasing System

Acceptable purchasing systems provide for efficiency and effectiveness with which the Contractor spends Government funds and complies with Government policy when subcontracting. Approval of a contractor's purchasing system is determined by the Contractor's cognizant DCMA or CFA CO.

Acceptable documentation may include current and valid approval letters or Contractor Purchasing System Review (CPSR) reports from the Contractor's cognizant DCMA CO or CFA CO.

Advance notification requirements for subcontracting and consent to subcontract are not required when a Contractor has an approved purchasing system unless otherwise requested by

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the OCO on an individual task order, task orders with no subcontracting possibilities, or task orders for the acquisition of commercial items.

G.3.1.9.3 Earned Value Management System (EVMS)

Government and industry program managers use Earned Value Management to assess cost, schedule and technical progress on programs and to support proactive decision-making. An EVMS is a system for project management that effectively integrates the project scope of work with cost, schedule, and performance elements for optimum project planning and control. EVMS guidelines are contained in the Electronic Industries Alliance Standard 748 (EIA-748). Acceptability of a contractor's purchasing system is determined by the Contractor's cognizant DCMA or CFA CO.

Acceptable documentation may include current and valid Advance Agreements or Letters of Acceptance from the Contractor's cognizant DCMA or CFA CO.

G.3.1.9.4 Property Management System

An approved property management system provides for internal controls to manage (control, use, preserve, protect, repair, and maintain) Government property in its possession. Approval of a contractor's property management system is determined by the Contractor's cognizant DCMA or CFA CO.

Acceptable documentation may include current and valid approval letters or Property Management System Analysis (PMSA) reports from the Contractor's cognizant DCMA or CFA CO.

G.3.1.9.5 Material Management And Accounting System (MMAS)

An MMAS provides for planning, controlling, and accounting for the acquisition, use, issuing, and disposition of material. Adequacy, acceptability, and/or approval of a contractor's MMAS are determined by the Contractor's cognizant DCMA CO, CO, or DCAA office.

Acceptable documentation may include current and valid approval letters from the Contractor's cognizant DCMA or CFA CO, or DCAA audit reports.

G.3.1.9.6 Estimating System

An acceptable estimating system for proposal preparation benefits both the Government and the contractor by increasing the accuracy and reliability of individual proposals. An acceptable estimating system is maintained, reliable, and consistently applied; produces verifiable, supportable, documented, and timely in providing cost estimates that are an acceptable basis for negotiation of fair and reasonable prices; is consistent with and integrated with the Contractor's related management systems; is subject to applicable financial control systems.

Adequacy, acceptability, and/or approval of a contractor's estimating system are determined by the Contractor's cognizant DCMA CO, CO, or DCAA office.

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Acceptable documentation may include current and valid approval letters from the Contractor's cognizant DCMA or CFA CO, or DCAA audit reports.

G.3.1.10 Forward Pricing Rate Agreements (FPRAs), Forward Pricing Rate Recommendations (FRRs), Provisional Billing Rates (PBRs), or Other Approved Billing Rates

If the Contractor claimed credit for approved rates in its OASIS+ proposal submission, the Contractor shall maintain the status of its FPRA, FRR, PBR, or other approved billing rates by providing the OASIS+ CO documentation from its cognizant DCMA, CFA, or DCAA office, to verify that their rates remain approved. The Contractor shall notify the OASIS+ CO of any updates or changes to the status of its approved billing rates by updating its profile in the task order management system and sending an email to TBD for the entire duration of the Master Contract.

Contractors that did not claim credit for approved rates in their OASIS+ proposal submission may provide the OASIS+ CO with documentation from their cognizant DCMA CO, CFA CO, or DCAA office, to verify their rates have been approved by updating their profile in the task order management system and sending an email to TBD, subject to the same requirement to notify the OASIS+ CO of any changes.

Acceptable documentation may include current and valid FPRAs, FRRs, PBRs, other approved billing rate letters, or audit reports, as applicable.

The contractor shall also notify the designated OCOs for any affected task orders, in writing, of any changes to the status of their approved rates.

FPRAs, FRRs, PBRs, or other approved billing rates will not be disclosed by the OASIS+ CO to any unauthorized persons. Only an OCO with a specific need to know will have access to this information upon request.

G.3.1.11 Cost Accounting Standards (CAS)

Reserved. Not applicable for Small Business.

G.3.1.12 Service Contract Reporting Requirements For Indefinite Delivery Contracts

In accordance with FAR Clause 52.204-15, contractors shall report the required service contract information via the internet at www.sam.gov, for their Master IDIQ Contract. Additionally, contractors shall provide a report to the OASIS+ CO, via the task order management system. This report shall be delivered annually, by the due date indicated in Section F.4.1, Deliverables. This clause and associated report are NOT required for actions entirely funded by DoD, contracts awarded with a generic entity identifier, or in classified solicitations, contracts, or orders.

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G.3.1.13 GSA Smartpay® Government-Wide Commercial Purchase Card

In accordance with Section H.21, within 60 days of the Master Contract award, contractors shall update their vendor profile within the task order management system and indicate whether they will accept the GSA SmartPay purchase card for order payments above the MPT, including a dollar range within which such payments will be accepted. Adjustments to this range may occur no more frequently than monthly.

G.3.1.14 OASIS+ Data Calls

GSA may occasionally conduct surveys or request information from contractors pertaining to OASIS+. The Contractor must email its response to the OASIS+ Program Office at **TBD**, or other designated reporting application, by the due date indicated in Section F.4.1, Deliverables.

Responses to OASIS+ Data Calls, which may include information that is attributable to a particular industry partner, may be published to Government websites to promote the capabilities available through OASIS+. This information may be used by ordering agencies conducting market research.

G.3.2 Contractor Reporting Requirements

The Contractor shall report information for all task orders awarded under OASIS+ for the entire duration of the Master Contract and through closeout of all task orders.

G.3.2.1 Transactional Data

The Contractor must register in the Government designated system in order to report transactional data.

The Contractor must provide the transactional data, outlined in Attachment J-3, Transactional Data Reporting and Contract Access Fee, electronically via the Government designated system. The Contractor must adhere to the instructions and definitions for each reported data element as stated within the Government designated system web page. The Government intends to post the reported hourly labor rates to the Prices Paid Portal (PPP) or similar Government web page. The PPP or similar Government web page will be made available to Ordering Contracting Officers and agency program staff via a separate, secure Government portal.

The reporting of transactional data is required for the following items, within the date specified in Section F.4.1, Deliverables:

- a. Task Order Award
- b. Task Order Modification
- c. Monthly Invoices including CLIN types and Labor Category information for certain CLIN types OR Zero Invoice (when no invoice received payment in an active order month)
- d. CAF Remittance Information

SECTION G – CONTRACT ADMINISTRATION DATA

If appropriate, the Contractor must convert all currency to U.S. dollars using the “Treasury Reporting Rates of Exchange,” issued by the U.S. Department of Treasury, Financial Management Service.

Data quality is of great importance; therefore, GSA may request from the Contractors corrections to the Government designated system data, if applicable. Contractors must correct the Government designated system data within the date specified in Section F.4.1, Deliverables.

G.3.2.2 Reporting of OASIS+ IDIQ Contract Line Item Number (CLIN)

The Contractor must provide the OASIS+ IDIQ CLIN for each awarded task order when it is initially reported in the Government designated system, within the date specified in Section F.4.1, Deliverables. This information is required to identify the NAICS code and OASIS+ Domain of each awarded task order.

G.3.2.3 Fixed-Price Labor Reporting

For awarded fixed-price task orders where the OCO requested a breakdown of labor by category, hours, and fully burdened rates, the Contractor shall report its proposed breakdown for the five (5) labor categories with the highest proposed level of effort for the overall task order period of performance (inclusive of options) to the OASIS+ CO in the Government designated transactional data reporting system, within the date specified in Section F.4.1, Deliverables. The Government intends to make this data available to customers at an aggregate level based on the average of all contractors' reported fully burdened rates by labor category; data will not be identified or disclosed at the individual Contractor/company level in the customer tool.

G.3.2.4 Subcontract Reporting

Contractors should maintain up-to-date running records concerning prime and subcontract performance costs. Contractors must periodically report that information via the Government designated system.

Subcontracting data must be current within the Government designated system no later than the date specified in Section F.4.1, Deliverables.

Contractors with no active Orders or no subcontract labor on any Orders in the preceding contract year must submit a negative report via email to **TBD** with a statement of “NO SUBCONTRACTING ACTIVITY TO REPORT FOR THIS REPORTING PERIOD.” The negative report submitted should contain the Contractor’s contract number and reporting period in the email subject line.

Contractors not in full compliance with FAR 52.219-14, Limitations on Subcontracting, as of the end of the fifth contract year may have their contracts placed in Dormant Status in accordance with Section H.11.

Willful failure or refusal to furnish the required reports, gross negligence in managing the subcontracting limitation, or falsification of reports constitutes sufficient cause to terminate the Master Contract for default.

SECTION G – CONTRACT ADMINISTRATION DATA

G.3.2.5 Reporting of Standardized Labor Categories

When the Contractor is awarded a task order where it proposed non-Standard Occupational Classification (SOC) system labor categories, the contractor shall convert the proposed labor categories to the closest SOC system labor categories, as outlined in Attachment J-2, OASIS+ Labor Categories and Bureau of Labor Statistics Standard Occupational Classifications, for reporting in the Government designated system. See Section B.8 for additional information regarding OASIS+ Labor Categories.

G.3.2.6 Change of GSA Business System(s) During Term of the Master Contract

The Government may decide to change its business system(s), including a significant upgrade or a complete replacement of GSA's current business system after the date of Master Contract award. Should the Government implement a change of the required system(s) for reporting transactional data, the Contractor will be notified with a no-cost unilateral modification to the Master Contract.

G.3.2.7 Contract Access Fee (CAF) Remittance

- a. The CAF is charged against all orders and applied to the total invoice amount for Contractor performance. Total invoice amount is inclusive of labor, materials, other direct costs (including travel), ancillary support, and profit or fees (including award and incentive fees/pools).
- b. The standard CAF formula is:

$$\text{Total CAF} = \text{Total Invoiced Amount} \times \text{CAF Rate Percentage}$$
- c. Contractors must include the total CAF on each invoice. Contractors will remit to GSA the total CAF amount from paid invoices.
- d. CAF remittance can be made directly from the Contractor's business bank account to the Government designated system. Contractors will contact their financial institution/bank to establish an account authorizing Automated Clearing House (ACH) Direct Debit payments via a Government designated system. If for reasons outside of human control, e.g., Act of God, where the Contractor is not able to remit the CAF via the Government designated system, the Contractor must request written permission from GSA to remit the CAF outside the Government designated system. This written permission must be approved by the OASIS+ Program Office.
- e. Contractors must remit the CAF in U.S. dollars to GSA within the time specified in Section F.4.1, Deliverables for all paid invoices reported during that calendar quarter. OASIS+ CAF payments may not be combined with any other contracts (including not combined with another OASIS+ contract), Multiple Award Schedule, Federal Supply Schedule, or any other GSA Contract.

G.3.2.8 Overdue CAF Payments

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Submitting the CAF on a timely schedule is a contractual requirement in this Master Contract and is also a regulatory requirement pursuant to FAR 32.6, Contract Debts. Failure to remit the CAF in a timely manner will constitute a contract debt to the United States.

G.4 TASK ORDER CLOSEOUT VERIFICATION / VALIDATION

The Contractor must verify that all data elements have been reported and validated within the Government designated reporting system within 6 months after the task order Period of Performance end date or physical completion date, whichever occurs first. Any incorrect data identified during verification must be corrected within 30 calendar days after identification has been made. Task order closeout must be coordinated with the OCO within the timelines outlined within FAR 4.804.

(End of Section G)