



**MEMORANDUM OF UNDERSTANDING (MOU)  
BETWEEN GENERAL SERVICES ADMINISTRATION FEDERAL ACQUISITION SERVICE AND  
OFFICE OF THE UNDER SECRETARY OF DEFENSE FOR ACQUISITION, TECHNOLOGY AND LOGISTICS,  
DEFENSE PROCUREMENT AND ACQUISITION POLICY**

1. PURPOSE.

The purpose of this agreement is to establish an ordering level, and associated fee structure, between the General Service Administration (GSA) Federal Acquisition Service and the Office of the Under Secretary of Defense for Acquisition, Technology and Logistics (OUSD(AT&L)), Defense Procurement and Acquisition Policy (DPAP), for use of One Acquisition Solution for Integrated Services (OASIS) and OASIS-Small Business government-wide multiple award contracts (MAC's).

2. GENERAL.

- a. OUSD(AT&L) anticipates obligating in excess of \$500,000,000.00 during the first Contract Access Fee (CAF) computation period. For the OUSD(AT&L), the CAF computation will be based on the OASIS obligations from date of MOU execution through 31 December 2017 and then based on a 12-month period starting on 1 January 2018. This period shall be used to calculate the obligation dollars and assess the CAF for all task orders, and modifications thereto, awarded by OUSD(AT&L) during this period through OASIS and OASIS-Small Business. During the computation period the CAF shall be 0.10 percent in accordance with the GSA Memorandum, dated 29 May 2013, regarding OASIS contract access fees (Attachment 1). Fee computation includes OASIS and OASIS-Small Business task order obligations, and modifications thereto, issued within 4<sup>th</sup> Estate contracts, identified by having one of the Department of Defense Activity Address Codes (DoDAACs) beginning with "H" or "S" (Attachment 2). This fee structure applies to orders let by the OUSD(AT&L) and not using GSA contracting officers.
- b. At the conclusion of the first term as described in the previous paragraph, all obligations from the identified DoDAACs beginning with one of "H" or "S" will be used to set the CAF for the following computation period. OUSD(AT&L) shall be notified no later than 31 January 2017 of the appropriate CAF to be assigned for orders issued the following computation period. OUSD(AT&L) may dispute the assessment and provide GSA with their assessed sum of obligations. The Federal Procurement Data System-Next Generation report will be the final authority for the assessment of the OUSD(AT&L)'s yearly obligations. This assessment will be made in the same manner, on a 12 month basis, for each subsequent computation period. The fee established at the time the task order is awarded, with a separate contract line item (CLIN) titled "GSA OASIS CONTRACT ACCESS FEE," will remain unchanged for the base year and all option years of that task order regardless of the year in which the option is exercised.

**3. RESPONSIBILITIES:**

- a. OUSD(AT&L) will, through policy issued in accordance with its internal practices, identify the GSA OASIS and OASIS-Small Business contracts as a strategic sources of supply for complex, integrated professional services which fall within the scope of the contracts. As such, the OUSD(AT&L) will strongly encourage personnel to consider the OASIS contracts for applicable procurements, via DPAP Policy alerts, other communications, and ongoing partnership with GSA. However, each procurement conducted under the OASIS contracts will be supported by a determination of best procurement approach.
- b. GSA shall provide training, scope reviews, share templates, and best practices, as requested, related to usage of the OASIS contracts. Additionally, at the request of the OUSD(AT&L), the GSA OASIS Program Manager and/or Contracting Officer will support meetings and reviews. Meeting notifications will be provided at least 60 days prior by the OUSD(AT&L). This support shall be at the expense of GSA as it represents the costs for which the CAF is assessed.
- c. GSA will notify and coordinate with DPAP/Services Acquisition (SA) if planning to exercise the authority to off-ramp or on-ramp additional contractors to OASIS and/or OASIS-Small Business.

**4. AGREEMENT AND ADMINISTRATION.**

This agreement shall be in effect from the date of signature of this MOU and apply until rescinded by the OUSD(AT&L) or GSA, or is bilaterally modified by both parties. By signing this MOU, the OUSD(AT&L) certifies the anticipated obligation amount is accurate to the best of their ability and that the individual signing has responsibility for acquisition strategy and planning for the organization. GSA understands that actual obligations may vary based upon unanticipated events and/or factors outside the control of the OUSD(AT&L).

	<i>06/06/2016</i>		<i>2 JUN 2016</i>
_____ Tiffany Hixson, SES Regional Commissioner and Professional Services Category Executive Federal Acquisition Service General Services Administration	Date	_____ Claire M. Grady, SES Director, Defense Procurement and Acquisition Policy Office of the Under Secretary of Defense for Acquisition Technology and Logistics	Date

**Attachments:**

- 1. Decision Paper, Fee Structure for the OASIS Program
- 2. 4<sup>th</sup> Estate Agencies and DoDAACs

## DECISION PAPER

**TO:** Thomas Sharpe  
FAS Commissioner

**FROM:** MICHAEL CASELLA  
Office of Chief Financial Officer (B)  
(202) 501-1721

**SUBJECT:** Proposed Fee Structure for the OASIS Program

1. **PURPOSE:** To obtain the Commissioner's approval for implementation of a tiered fee structure for customers of the OASIS and OASIS Small Business contracts.
2. **BACKGROUND:** The One Acquisition Solution for Integrated Services (OASIS) contracts are designed to support complex, integrated professional services requirements. At the standard GSA fee of 0.75%, it is more cost-effective for customers to conduct their own agency-specific procurements for large dollar projects.
3. **ACTION REQUESTED:** FAS and the OCFO propose implementation of a tiered fee structure whereby agencies would achieve discounts on the GSA fee based upon Memoranda of Understanding (MOU) and cumulative annual obligations. Obligations will be tracked by Contracting Office ID. The fee will be re-assessed each year based upon the previous year's actual obligations. Potential customers can use an MOU to set a fee in advance of actual obligations based upon their willingness to commit to certain levels of expected business volume. These agreements will also be re-assessed annually based on actual obligations. This fee structure is anticipated to recover all direct and indirect costs for operating the OASIS program.

CAF TIERED FEE STRUCTURE			
OBLIGATION DOLLARS		FEE RATE	
\$ -	\$ 100,000,000	0.75%	
\$ 100,000,001	\$ 250,000,000	0.50%	
\$ 250,000,001	\$ 500,000,000	0.25%	
\$ 500,000,001	\$ 73,000,000,000	0.10%	

Approve  Approve as amended  Disapprove  Discuss

  
Signature

29 May 2013  
Date

## DEPARTMENT OF DEFENSE - ORGANIZATION CODES - AS OF OCTOBER 2008

If DoDAAC begins with:

Enter this  
code in the  
Funding  
Agency ID  
data field:

Which represents the following DoD Component as requisitioner:

4<sup>th</sup> Estate Agencies and Field Activities

S -- ONLY ENDING WITH "A"	9763	DEFENSE CONTRACT MANAGEMENT ACTIVITY (DCMA)
S -- NOT ENDING WITH "A"	97AS	DEFENSE LOGISTICS AGENCY (DLA)
HX	9736	ARMY/AIR FORCE EXCHANGE SERVICE
HQ0117	9777	BUSINESS TRANSFORMATION AGENCY (BTA)
H91221 thru H91227	9775	CIVILIAN PERSONNEL MANAGEMENT SERVICE
HR	97AE	DEFENSE ADVANCED RESEARCH PROJECTS AGENCY (DARPA)
HQC and HDEC	97AZ	DEFENSE COMMISSARY AGENCY (DeCA)
HA	97AR	DEFENSE CONTRACT AUDIT AGENCY
HQ04	97BZ	DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS)
HC and H98249 thru H98400	97AK	DEFENSE INFORMATION SYSTEMS AGENCY (DISA)
HH	97DL	DEFENSE INTELLIGENCE AGENCY
HQ0028	97F1	DEFENSE MEDIA CENTER (DMC)
H94003	9771	DEFENSE MICROELECTRONICS ACTIVITY (DMEA)
HQ0013	97AT	DEFENSE SECURITY COOPERATION AGENCY (DSCA)
HS	97AV	DEFENSE SECURITY SERVICE
HD and HGD	9761	DEFENSE THREAT REDUCTION AGENCY (DTRA)
HE	97F2	DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DODEA)
HQ0006, H95001	97JC	MISSILE DEFENSE AGENCY (MDA)
HM	97AB	NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY (NGA)
HNS	97CG	NATIONAL SECURITY AGENCY/CENTRAL SECURITY SERVICE
HF	97EX	OFFICE OF THE INSPECTOR GENERAL
HT	9760	TRICARE MANAGEMENT ACTIVITY (TMA)
H92	97ZS	U.S. SPECIAL OPERATIONS COMMAND (USSOCOM)
HTC711	9776	U.S. TRANSPORTATION COMMAND (USTRANSCOM)
HU	97HW	UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES (USUHS)
HHM	9773	VIRGINIA CONTRACTING ACTIVITY / DEFENSE INTELLIGENCE AGENCY
HQ0034	97F5	WASHINGTON HEADQUARTERS SERVICES
Any prefix that does not match the above formats	9700	DEPARTMENT OF DEFENSE

DODAACs specified above for 6 character are known DODAACs for the organization. There may be other DODAACs that belong to the same organization.