



ONE ACQUISITION SOLUTION FOR INTEGRATED SERVICES (OASIS) ORDER ONE PAGE CHECKLIST

How to issue an order under OASIS

1. Determine the [OASIS NAICS code](#) representing the principle purpose of your requirement. This will determine the OASIS (U, SB or 8(a)) Pool to compete under.
2. Issue order Solicitation under the determined Pool. [Symphony](#) was designed to ensure fair opportunity requirements under [FAR 16.505\(b\)\(1\)](#). [FAR 52.216-19](#) Minimum order limitation is the SAT (contractor discretion for < SAT). There is no maximum order limit.
 - **Order Solicitations** (Use [FAR 16.505](#) ordering procedures)
 - Include Statement of Work (SOW), evaluation criteria and type of order (*i.e.*, Commercial or Non-Commercial, firm fixed price, labor-hour, time-and-materials, cost reimbursement, or hybrid).
 - See [FAR 16.301-3](#) for cost reimbursement orders [FAR 16.505\(b\)\(4\)](#).
 - See [FAR 16.601](#) for time-and-material or labor-hour orders [FAR 16.505\(b\)\(5\)](#).
 - **Use OASIS Unrestricted (U) for unrestricted orders not set-aside to small business.**
 - **Use OASIS Small Business (SB) for orders set-aside to small business.**
 - Orders under OASIS SB may be set-aside for socioeconomic competition (e.g, SDVOSB only competition) [FAR 16.505\(b\)\(2\)\(i\)\(F\)](#).
 - State your socioeconomic set aside in the Solicitation
 - **Use OASIS 8A Pools for all orders (competitive or Sole Source) under the 8(a) program.**
3. Evaluate offers and make award in accordance with your solicitation evaluation criteria.
 - Document award decision [FAR 16.505\(b\)\(7\)](#).
 - Award order to successful offeror (must reference OASIS contract number).
 - Provide notice to unsuccessful offerors.
 - For orders exceeding \$5.5 million, see post award notice and debriefing procedures [FAR 16.505\(b\)\(6\)](#).
 - Provide completed [OASIS Ordering Guide Appendix C](#) and complete copy of Task order to OASISAWARDS@gsa.gov within 5 days after Task Order award.
 - When reporting in FPDS, ensure order references the OASIS Contract number.
4. [Sam.gov](#) notice of award not required except as detailed in [FAR 5.301\(a\)\(2\)](#)
5. No protests allowed for orders valued up to \$10 million [FAR 16.505\(a\)\(10\)\(i\)\(B\)\(1\)](#)