



**MEMORANDUM OF UNDERSTANDING (MOU)  
BETWEEN GSA's OFFICE OF GENERAL SUPPLIES AND SERVICES AND  
AIR FORCE SINGLE MANAGER FOR SERVICES (SMS)**

1. **PURPOSE.** The purpose of this agreement is to establish an ordering level, and associated fee structure, between GSA's Office of General Supplies and Services and the Air Force Single Manager for Services (SMS) for use of the One Acquisition Solution for Integrated Services (OASIS) and OASIS-Small Business Contract Vehicles. For the purposes of this document, the Air Force contracting office will be referred to as "Client."

2. **GENERAL.** Client anticipates obligating in excess of \$500,000,000.00 during the first Contract Access Fee (CAF) computation period. This period is defined as the timeframe from time of GSA OASIS SB Notice to Proceed (NTP) through the next full calendar year, but it is guaranteed to be a minimum of 18 months in duration. These 18+ months shall be used to calculate the obligation dollars and assess the CAF for all of the Client's task orders awarded in 2016. For instance, if NTP is 28 Feb 14, the CAF computation will be based on the obligations from 28 Feb 14 through 30 Dec 15. The CAF shall be 0.10% for the first CAF computation period that ends on 30 Dec 15, in accordance with the GSA Memorandum on CAF issued by the OASIS Program Office on 29 May 2013 (see Atch). This computation will include OASIS and OASIS-Small Business orders issued within the Air Force, identified by having a Department of Defense Activity Address Code (DoDAAC) beginning with "FA." This fee structure applies to orders let by the Client and not using GSA contracting officers.

At the conclusion of the first term as described in the previous paragraph, the OASIS Program Office will sum all obligations from DoDAACs beginning with "FA" to set the fee for orders in the following year. The client shall be notified no later than Jan 2016 of the appropriate CAF to be assigned for orders issued in that year. The Client may dispute the assessment and provide GSA with their assessed sum of obligations. This Assessment will be made in the

  
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Acting Assistant Commissioner  
Office of General Supplies and Services  
Federal Acquisition Service  
General Services Administration

Thursday, December 19, 2013

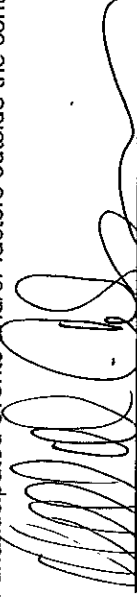
same manner, on a 12 month basis, for each subsequent year. The fee established at the time the task order is issued, with a separate CLIN titled "GSA OASIS CONTRACT ACCESS FEE," will remain unchanged for the base year and all option years of that task order regardless of the year in which the option is exercised.

3. **RESPONSIBILITIES.** The AF will, through policy issued in accordance with their internal practices, identify the GSA OASIS and OASIS SB contracts as the preferred vehicles for complex, integrated professional services which fall within the scope of GSA OASIS.

GSA shall provide training, scope reviews, and share templates and best practices as requested related to usage of OASIS Contracts. Additionally, at the request of the Client, the GSA OASIS PM and/or CO will support meetings and reviews. Meeting notifications will be provided at least 60 days prior by the Client. This support shall be at the expense of GSA as it represents the costs for which the CAF is assessed.

The OASIS Program Office will notify and coordinate with Air Force program offices if planning to exercise the authority to off-ramp or on-ramp additional contractors to OASIS-Small Business in accordance with OASIS contract provisions.

4. **AGREEMENT AND ADMINISTRATION.** This agreement shall be in effect from the date of signature of this MOU and apply until revoked by the client or bilaterally modified by both parties. By signing this MOU, the client certifies that the anticipated obligation amount is accurate to the best of their ability and that the individual signing has responsibility for acquisition strategy and planning within that office. GSA understands that actual obligations may vary based upon unanticipated events and/or factors outside the control of the client.

  
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RANDALL D. CULPEPPER, SES, DAF  
Air Force Single Manager for Services

Thursday, December 19, 2013