BOOST

OASIS+

Reporting and Deliverable Compliance

November 13th, 2024

OASIS$^+$: Reporting and Deliverable Compliance
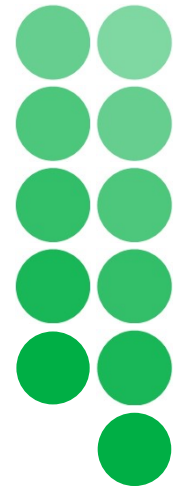
Today's Speaker

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Contracts, Procurement, & Pricing

Service Area

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Welcome to today's OASIS+ webinar. Our presentation is about 45 minutes, followed by 15 minutes of Q & A.
Please use the Questions feature in Zoom to send us your questions and we will address them at the end.

OASIS⁺ : Reporting and Deliverable Compliance

OBJECTIVES

- Understand the contract requirements

- How to effectively submit transactional data reports

- Identify key reporting differences from legacy contract

- Follow best practices to maintain reporting compliance

Reporting and Key Deliverables

Reference	Frequency	Location
Insurance	Shall be available within three business days upon request. Note: FAR Part 28.3 is the minimum requirement.	OASIS+ CO via FedConnect and Ordering Contracting Officers (OCOs) for affected task orders
Employment Reports on Veterans	Annually, no later than September 30th of each year.	Website:dol.gov/agencies/vets/programs/vets4212
Executive Compensation and First-Tier Subcontract Awards Report	By the end of the month following an award of $30K or more to a first-tier subcontractor. Update report if the $30k amount increases as well. Continued reporting on the same subcontract is not required unless one of the reported data elements changes during the performance of the subcontract.	Website: FSRS.gov
Government Facility Clearance	Within 15 calendar days of any change in the status.	OASIS+ CO via OSP
Federal Awardee Performance and Integrity Information System (FAPIIS)	Semi-Annually starting six months from the anniversary date of the Master Contract's Notice to Proceed	Website: SAM.gov

Note: These are several key deliverables, but this list is not comprehensive. Refer to your Master Contract or contact us for the complete list.

Reporting and Key Deliverables – Cont.

Reference	Frequency	Location
Capability Maturity Model Integration (CMMI) Level	Within 15 calendar days of any changes and/or updates to the current certification status.	OASIS+ CO via OSP
NSF/ANSI 391.1 Certification		
Forward Pricing Rate Agreements (FPRA), Forward Pricing Rate Recommendations (FPRR), Provisional Billing Rates (PBR), or Other Approved Billing Rates	Within 15 calendar days of any material changes to the system or after notification of change in status.	
Service Contract Reporting	Annually, by October 15th.	
Cybersecurity & Supply Chain Risk Management (C- SCRM) Plan	Annually beginning 90 days after the OASIS+ Notice to Proceed.	

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Reporting and Key Deliverables – Cont.

Reference	Frequency	Location
DFARS Business Systems: • **Accounting System** • **Purchasing System** • **Property Management System** • **Material Management and Accounting System (MMAS)** • **Estimating System**	Within 15 calendar days of any material changes to the system or after notification of change in status.	OASIS+ CO via OSP
ISO Certifications • **ISO 27001: 2013 or ISO 27001: 2022 Certification** • **ISO 9001: 2015 Certification** • **ISO 22301: Certification** • **ISO 21508: Certification** • **ISO 14001: 2015 Certification** • **ISO 28001: 2007 Certification**	Within 15 calendar days of any changes and/or updates to the current certification status	

Applicability

Requirement	Small Business	Large Business
Insurance	Applicable	Applicable
Employment Reports on Veterans	Applicable	Applicable
Executive Compensation and First-Tier Subcontract Awards Report	Applicable	Applicable
Government Facility Clearance	Applicable	Applicable
Federal Awardee Performance and Integrity Information System (FAPIIS)	Applicable	Applicable
Capability Maturity Model Integration (CMMI) Maturity Level	Not applicable; Recommended	Not applicable; Recommended
NSF/ANSI 391.1 Certification	Not applicable; Recommended	Not applicable; Recommended
Forward Pricing Rate Agreements (FPRA), Forward Pricing Rate Recommendations (FPRR), Provisional Billing Rates (PBR), or Other Approved Billing Rates	Not applicable	Applicable
Service Contract Reporting Requirements	Applicable	Applicable
Cybersecurity & Supply Chain Risk Management (C- SCRM) Plan	Applicable	Applicable
DFARS Business Systems	Not applicable (if exempt from Cost Accounting Standards)	Applicable
ISO Certifications	Not applicable; Recommended	Not applicable; Recommended

Transactional Data Reporting (TDR)

Collection of transactional data enable GSA stakeholders to compare transactional data across GSA Contracts which will result in market-driven price reductions, saving money for customer agencies, which ultimately benefits the taxpayer.

Transactional Data Reporting (TDR)

Reporting Frequency

Report New Task Orders	Report Task Order Modification Data	Report Invoices at the CLIN Level	Remit Contract Access Fee (CAF)
Within 30 days after award	Within 30 calendar days from the last calendar day of the month	Within 30 calendar days from the last calendar day of the month	No later than 30 days after the last day of the quarter

Note: If no invoices were issued during the previous month, you still must submit a "zero sales" report.

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Contract Access Fee (CAF)

OASIS+ has a set CAF rate for all customers at 0.15% against all costs, including ODCs, on each invoice.

✓ CAF formula :

Total CAF = Total Invoiced Amount x CAF Rate Percentage

This fee covers GSA's costs for managing the OASIS+ program including master contract administration, systems support/maintenance, and support to ordering agencies.

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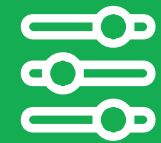
CAF Rate and Key Differences from Legacy Contract!

- The new CAF rate is low at 0.15% (the CAF rate for its OASIS predecessor is 0.75%)

- No exemptions! There is no longer a Memorandum of Understanding (MOU). GSA will no longer negotiate a lower CAF rate for specific government agencies; therefore, MOUs will no longer be applicable.
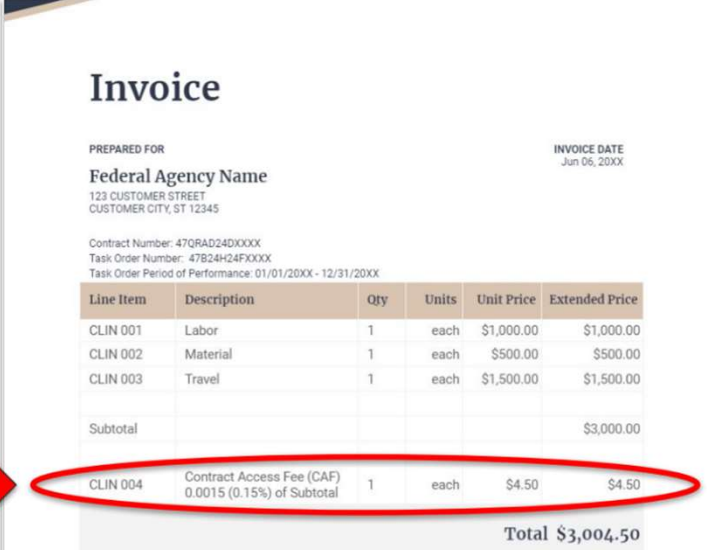
CAF Process

- CAF shall be included in every task order (and funded modification) under a separate task order contract line-item number (CLIN).
- Fee is paid by ordering agency (see sample contractor invoice below).
- Fee is remitted by the contractor to GSA on a quarterly basis within 30 calendar days after the end of each calendar quarter.

Example – Sample Invoice:

- OASIS+ contractors must report all invoices to GSA

CAF line item (CLIN) must appear on every invoice

Invoice

PREPARED FOR

INVOICE DATE
Jun 06, 20XX

Federal Agency Name
123 CUSTOMER STREET
CUSTOMER CITY, ST 12345

Contract Number: 47QRAD24DXXXX
Task Order Number: 47B24H24FXXXX
Task Order Period of Performance: 01/01/20XX - 12/31/20XX

Line Item	Description	Qty	Units	Unit Price	Extended Price
CLIN 001	Labor	1	each	$1,000.00	$1,000.00
CLIN 002	Material	1	each	$500.00	$500.00
CLIN 003	Travel	1	each	$1,500.00	$1,500.00
Subtotal					$3,000.00
CLIN 004	Contract Access Fee (CAF) 0.0015 (0.15%) of Subtotal	1	each	$4.50	$4.50

Total $3,004.50

 : Reporting and Deliverable Compliance

GSA Sales Reporting Portal (SRP)

Online platform for federal contractors to report their sales and related information.

This portal allows contractors to submit their sales data, manage their submissions, and ensure compliance with GSA reporting requirements.

Key features:

- ○ Transactional data capabilities
- ○ Safe, secure and user-friendly platform
- ○ Eliminates the challenges that Contract Payment Reporting Module (legacy system) presents such as non-functioning and obsolete fields.

How Get Registered in the FAS/SRP Platform

o Navigate to the FAS SRP portal page https://srp.fas.gsa.gov

o If you are a first-time user, register for a FAS ID MFA (Multi Factor Authentication) Account.

o Enter the required information

o The system will verify that the entered information matches your OASIS+ contract.

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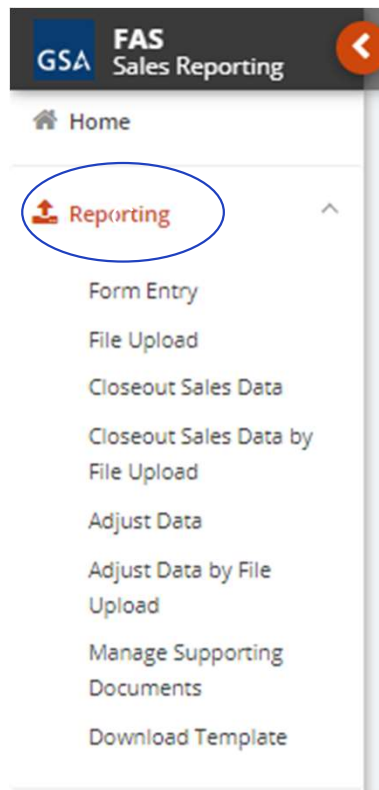
FAS SRP Menu and Navigation

✓ FAS SRP User Guide: FAS SRP GSA User Guide
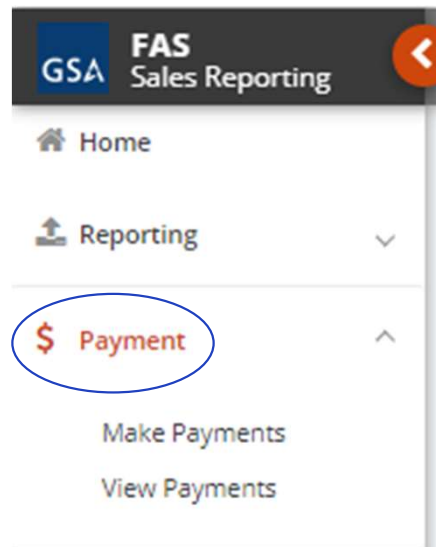
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Menu & Sub-menus
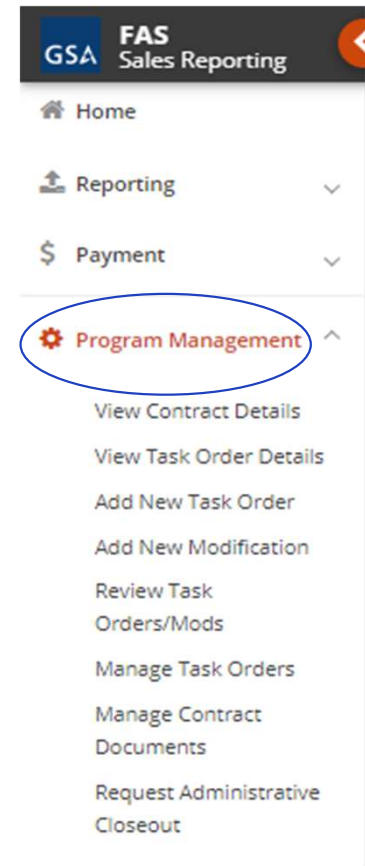
Panel 1 — FAS Sales Reporting (GSA)

- Home
- Reporting *(circled)*
  - Form Entry
  - File Upload
  - Closeout Sales Data
  - Closeout Sales Data by File Upload
  - Adjust Data
  - Adjust Data by File Upload
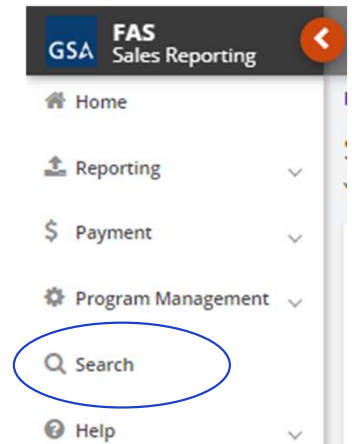 - Manage Supporting Documents
  - Download Template

Panel 2 — FAS Sales Reporting (GSA)

- Home
- Reporting
- Payment *(circled)*
  - Make Payments
  - View Payments

Panel 3 — FAS Sales Reporting (GSA)

- Home
- Reporting
- Payment
- Program Management *(circled)*
  - View Contract Details
  - View Task Order Details
  - Add New Task Order
  - Add New Modification
  - Review Task Orders/Mods
  - Manage Task Orders
  - Manage Contract Documents
  - Request Administrative Closeout

Panel 4 — FAS Sales Reporting (GSA)

- Home
- Reporting
- Payment
- Program Management
- Search *(circled)*
- Help

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How to Add a New Task Order

How to Add a New Task Order - Cont.
Delegation of Procurement Authority (DPA)

1. Verify that all mandatory fields are completed (if data is available, complete all non-mandatory fields as well).

2. Enter the name of the Ordering Contracting Officer (OCO).
    - If OCO is in the list, select it; you will be able to proceed.
    - If OCO is not in the list, provide the OCO's name and email.
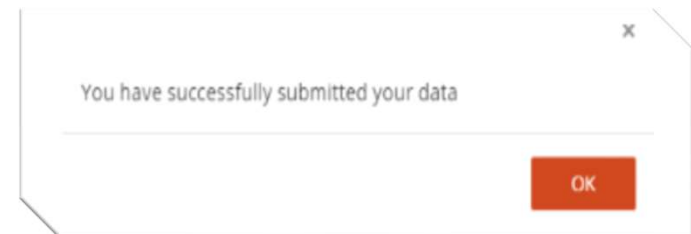
    Upon saving the task order:

    1. A warning will indicate that the identified OCO is not in the list of approved DPAs.
    2. You will receive a notification about "Task Order Awarded without Contract Delegation".
    3. Once the task order OCO is granted the DPA, the data will be sent to SRP.

    Note: The system will only allow the vendor to report invoices against the task order if a DPA is granted.

If no choice is made, then an incomplete field error will display when the vendor attempts to save.

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How to Add a New Task Order – Cont.

3. Period of Performance Check: Verify the period of performance validations.

4. Data Validations Check: Verify that all fields accept intended values and meet the expected criteria.

5. Upload Document Check: Add a copy of the task order.
   5.1 Add an attachment:
   - Click Browse
   - Select a file
   - Enter a file description
   - Click upload

7. Click submit to transmit the data.

You have successfully submitted your data

OK

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How to Add a Modification

1. Navigate to **Program Management** on the left side navigation panel.

2. Select **Add New Modification**.

3. Select your **Contract** from the dropdown list.

4. Select your **Task Order** from the dropdown list.

5. Verify that all fields on the left side are correct.

6. Enter modification data on right side.

7. Add a copy of the modification file by clicking **Browse**, selecting a file, entering a File Description, and clicking **Upload**.

8. Click **Submit** and **Ok**.

How to Report Zero Sales Data for Task Orders

1. Click **Reporting | Form Entry**.

2. Click the down arrow to select a Contract from the **Contract Number** field drop-list.

3. Enter a unique **Invoice Number** and select a **Paid Date**.

4. Select a **Task Order** from the dropdown list.

5. Click **Add Invoice**.

6. Enter a Line ID.

7. Select **SIN/CLIN F00 - Zero Invoice** from the dropdown list.

8. Click **Add New Line**.

9. Select a **CAF/CLIN** from the dropdown list.

10. Type the required data in the Invoice Table. You can tab through each field to enter data.

11. Click **Submit**

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How to Report Sales Data

1. Navigate to the **Reporting** panel on the left side of the navigation panel.

2. Select **Form Entry**.

3. Select your **Contract Number**.

4. Enter a unique **Invoice Number** and select a **Paid Date**.

5. Select a **Task Order** from the dropdown list.

6. Click **Add Invoice**.

7. Enter a Line ID.

8. Select your **CLIN** from the dropdown list.

9. Type the required data in the Invoice Table.

1. Click **Submit** when ready to report.

TOTAL SALES: $865.00   SRP CAF: $17.30   CAF CLIN: $100.00

Invoice Number* ❶	Paid Date* ❶	Task Order*		
0123	03/23/2023	VENDORTASKORDER06	⌄	Add Invoice

➖ **COLLAPSE ALL**   Save Only   Submit

➖ **INVOICE NUMBER: 0123   PAID DATE: 03/23/2023   TASK ORDER NUMBER: VENDORTASKORDER06   TOTAL SALES PER ORDER: $865.00   SRP CAF: $17.30 CAF CLIN: $100.00   Delete Invoice**

+ ADD NEW LINE

Line ID* ❶	SIN / CLIN* ❶	Description of Deliverable* ❶	Unit Measure* ❶	Quantity of Items Sold* ❶	Unit Price* ❶	Total Price
01	D00 - Contract Access Fee (CAF)	Contract Access Fee (CAF)	EA - Each	1	$100.00	$100.00
02	101 - Junior Business Intelligence Analyst	Business Intelligence Analyst	HR - Hour	5	$50.00	$250.00
03	131 - Junior Computer Hardware Engineer	Computer Hardware Engineer	HR - Hour	5	$75.00	$375.00
04	174 - SME Computer Programmer	Computer Programmer	HR - Hour	3	$80.00	$240

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How to Report Subcontracting Information

1. Navigate to **Program Management**

2. Select **Review Task Orders/Mods**.

3. Locate your Contract Number and Task Order Number/Mod Number.

4. Click the **View Task Order** button

5. Scroll down and locate the **Subcontracting Reporting** section.

6. Select a **Reporting Period** from the dropdown list.

7. Enter **Vendor Name**.

8. Enter a **UEI number**.

9. Select **Y** or **N** from the dropdown list for 'Similarly Situated Entity? Y or N'.

10. Enter an amount in the **Total Amount Subcontracted** field and click **Submit**.

11. Repeat steps to Report additional subcontracts (if necessary).
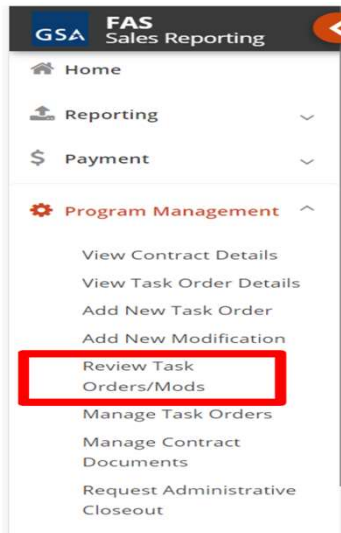
This section indicates the amount of work subcontracted under each Task Order.

This information will be used to ensure that the amount of work subcontracted does not exceed 50% of the total amount of work completed pursuant to FAR 52.219-14 (Limitations on Subcontracting).

✓ Must report monthly aligned with TDR reporting schedule.

Status Date ↑↓	Contract Number ↑↓	Contractor Name ↑↓	Task Order Number/Modification Number ↑↓	Task Order Status ↑↓	Subcontracting Data Reported? ↑↓	Action ↑↓
11/01/2023 14:34:19	47QSHA18T0	COMPANY TEST	INVOICE1/0	NON-MAS Accepted	N	View Task Order
09/12/2023 13:47:51	47QSHA18T0	Company Name	TASKORDER789/0	NON-MAS Accepted	N	View Task Order

Subcontracting Reporting

Reporting Period*	Vendor Name*	UEI*	Is this Subcontractor a Similarly Situated Entity? Y or N*	Total Amount Subcontracted*
01/31/2024	Vendor	G7Y7HJ6J1JS4	N - No	$100,000.00

Cancel   Submit

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CAF Payment Process

1. Navigate to the **Payment** section and select **Make Payments**

2. Select your contract from the dropdown list.

3. Select your task order for the applicable reporting period (checkbox).

4. Choose either the **Select SRP CAF**, **Select CAF CLIN**, or the **Select Other** button.

5. Select the **Pay Now** button.

6. You will be redirected to the Pay.gov portal to complete the payment and select **Submit**.

7. Select a payment method on the Pay.gov website and select the **Continue** button.

8. Follow the prompts on Pay.gov to complete the transaction.

Note: SRP will send a Payment Confirmation email.

Best practices and recommendations

- Ensure that invoice reporting and CAF payments are submitted in advance before the end of the month to provide ample time to ensure accurate reporting.
- Include CAF in every proposal and ensure it has a separate CLIN.
- Pay CAF on every dollar of revenue received by your company from OASIS+ Task Orders
- Listing alternate company representatives to do reporting so they get access, and you have backup in case someone on your list transitions out of the company.
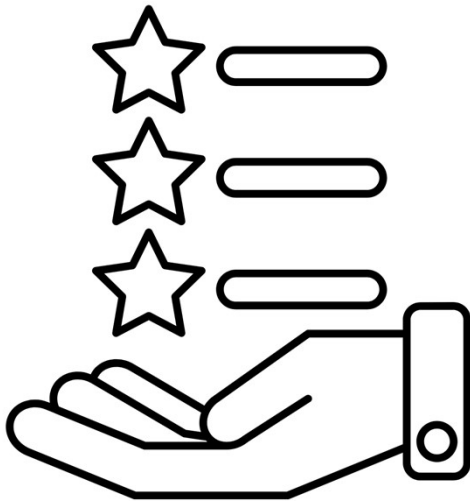
Key Takeaways

- The new CAF rate is set at 0.15%, compared to 0.75% under the legacy contract.

- GSA will no longer negotiate lower CAF rates for specific government agencies, making Memorandums of Understanding obsolete.

- There is a new system for Transactional Data Reporting, replacing CPRM from the legacy contract.

- Reporting will occur monthly, as opposed to quarterly, under the legacy contract.

- If no invoices were issued during the previous month, you still must submit a "zero sales" report.

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Questions and Answers

Thank you for joining us! Please type your questions into the Q&A section, and we'll answer them.

[Join BOOST November 14!](#)

November 14, 2024 | 12:00-1:00PM EST

WEBINAR

LATERAL SPRINGBOARDING, ON-RAMPING, & RECERTIFICATION

Learn options for lateral springboarding & domain enhancement along with a walk through of on-ramping.

Megan Hand

Sr. Contracts & Pricing Consultant

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- Accounting & Finance
- HR & Recruiting
- M&A Integration & Compliance

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BOOST provides scalable solutions designed to drive your business forward, offering comprehensive managed services and expert SME consulting across all service areas.

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info@boostllc.net
571.446.0057

Looking for CPEs? Email us at boostcontracts@boostllc.net. We will verify attendance and send you the certificate.

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THANK YOU

BOOST appreciates the trust you place
in us to support the work you do!

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