



OASIS+

Reporting and Deliverable Compliance

November 13th, 2024

OASIS+ : Reporting and Deliverable Compliance

Today's Speaker



Brie Paramo

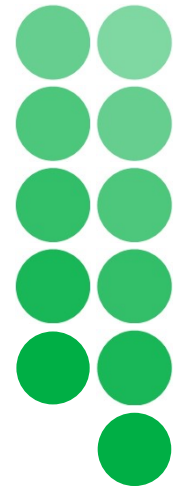
GSA Schedule Consultant

Contracts, Procurement, & Pricing

Service Area

Phone: 619-289-7137

bparamo@boostllc.net



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.

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 NSF/ANSI 391.1 Certification	Within 15 calendar days of any changes and/or updates to the current certification status.	OASIS+ CO via OSP
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 15 th .	
Cybersecurity & Supply Chain Risk Management (C- SCRM) Plan	Annually beginning 90 days after the OASIS+ Notice to Proceed.	

Reporting and Key Deliverables – Cont.

Reference	Frequency	Location
DFARS Business Systems: <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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)

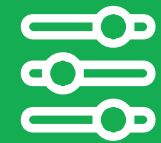


OASIS+ has a set CAF rate for all customers at 0.15% against all costs, including ODCs, on each invoice.

✓ 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.



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.

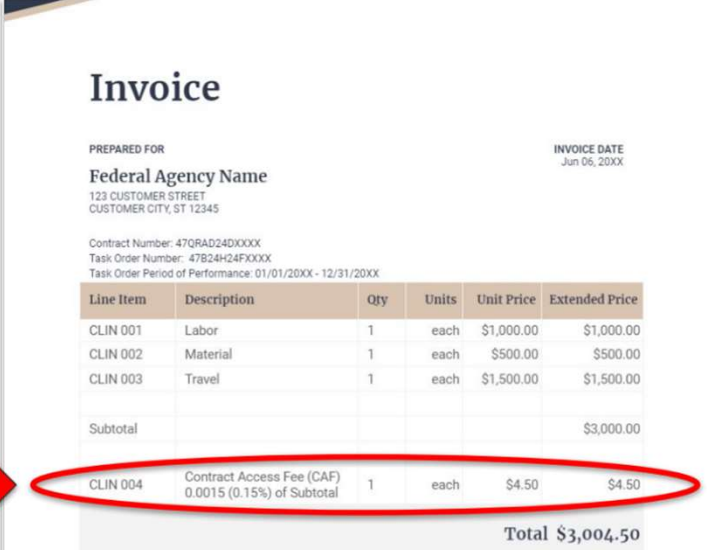


CAF Process

- 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
Federal Agency Name
123 CUSTOMER STREET
CUSTOMER CITY, ST 12345

INVOICE DATE
Jun 06, 20XX

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

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GSA Sales Reporting Portal (SRP)

GSA FAS Sales Reporting

Welcome to FAS Sales Reporting!

Contractor Login
The contractor login is specifically for employees of a company under contract to provide goods or services for the U.S. Government.
[Contractor Login](#)

All first time users of the FAS SRP are required to register for Multi-Factor Authentication.
[Register](#)

GSA Government Login
The GSA login is specifically for government employees of the General Services Administration.
[GSA Login](#)

VA Government Login
The VA login is specifically for government employees of the Department of Veteran Affairs.
[VA Login](#)

The Federal Acquisition Service (FAS) Sales Reporting Portal (SRP) supports the collection of data required by procurement programs including: GSA Multiple Award Schedules (MAS), GSA Government-Wide Acquisition Contracts (GWAC), GSA Multi-Agency Contracts (MAC), and VA Federal Supply Schedules (FSS).
The FAS SRP provides a safe, secure, and user-friendly portal for our Industry Partners to report transactional or aggregate level sales data required by your FAS or VA contracts, as well as multiple payment options for remitting the industrial funding fee (IFF) or contract access fee (CAF) using Pay.gov.

Need to Know
[Federal Register Notice](#)
[SailPoint: New User Request Process \(GSA AWF\)](#)

Data Submissions
[Specification for EDI](#)
[Specification for API](#)
[FAS SRP Excel Template](#)
[Specification for Upload \(.csv\)](#)

Helpful Links
[FAQs](#)
[Transactional Data Reporting \(GSA-TDR\)](#)
[Multiple Award Schedule \(GSA-MAS\)](#)
[Governmentwide Acquisition Contracts \(GSA-GWAC\)](#)
[Multi-Agency Contract \(GSA-MAC\)](#)

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

The screenshot shows the 'FAS Sales Reporting' portal. At the top, it says 'Welcome to FAS Sales Reporting!'. Below that is a 'Contractor Login' section with a description: 'The contractor login is specifically for employees of a company under contract to provide goods or services for the U.S. Government.' There is a red 'Contractor Login' button. Below this is a blue 'Register' button. A message states: 'All first time users of the FAS SRP are required to register for Multi-Factor Authentication.' To the left, there is a registration form titled 'FAS SRP Registration Pre-Verification' with fields for First Name, Middle Name, Last Name, and Email. At the bottom of the form, it asks 'Are you a VA User? * Required.' with radio buttons for 'Yes' and 'No', and a red 'Submit' button.

- Navigate to the FAS SRP portal page <https://srp.fas.gsa.gov>
- If you are a first-time user, register for a FAS ID MFA (Multi Factor Authentication) Account.
- Enter the required information
- The system will verify that the entered information matches your OASIS+ contract.

The screenshot shows the 'FAS SRP Registration Pre-Verification' page with a 'SUCCESS' message. The message text reads: 'Your account has successfully been initiated. You will receive an activation link with additional instructions to (0). Please check your email and follow the instructions to activate your account. Make sure to check your spam folder if you do not see the email in your inbox.' There is a 'Go Back To Home Page' link at the top left of the page.

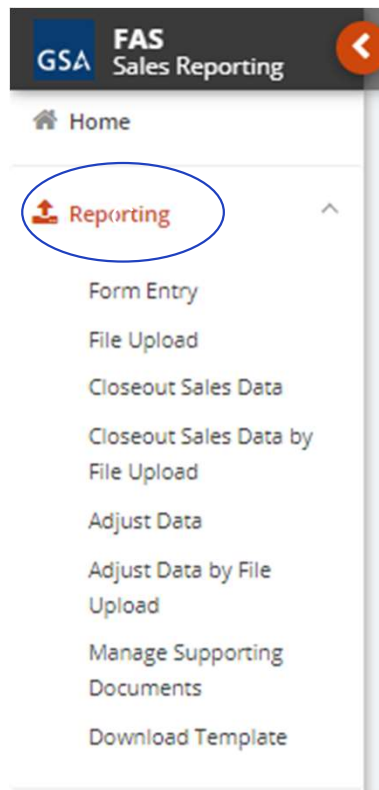
FAS SRP Menu and Navigation

Contract Number ↑↓	Current Reporting Frequency ↑↓	Last Reported ↓↑	Report Period Ending ↑↓	Total Outstanding Balance ↑↓
[REDACTED]	Monthly	11/04/2024 18:57:50	Oct 2024	\$0.00

✓ FAS SRP User Guide: [FAS SRP GSA User Guide](#)

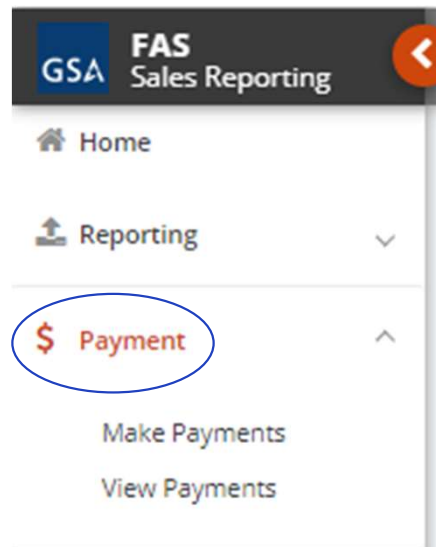
OASIS⁺ : Reporting and Deliverable Compliance

Menu & Sub-menus



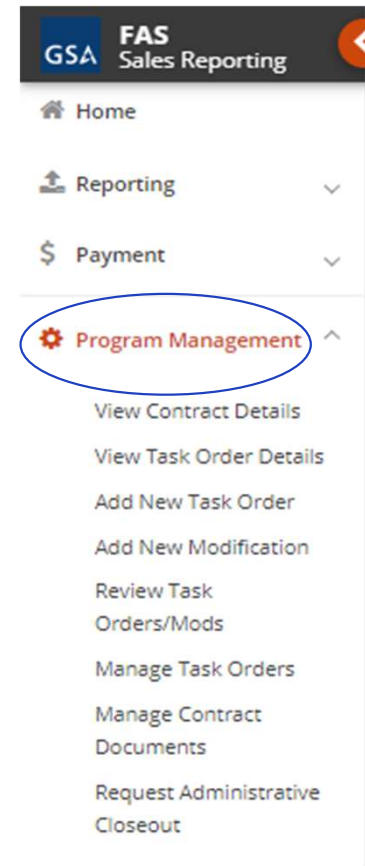
This screenshot shows the main menu of the GSA FAS Sales Reporting application. The 'Reporting' menu item is circled in blue. Below it, a list of sub-menus is displayed:

- 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



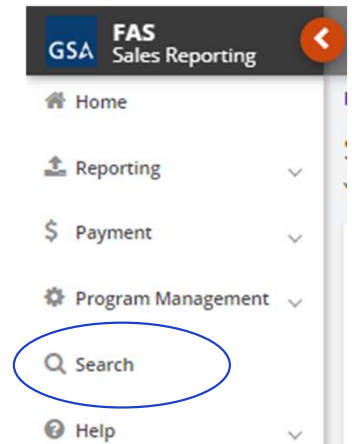
This screenshot shows the main menu of the GSA FAS Sales Reporting application. The 'Payment' menu item is circled in blue. Below it, a list of sub-menus is displayed:

- Make Payments
- View Payments



This screenshot shows the main menu of the GSA FAS Sales Reporting application. The 'Program Management' menu item is circled in blue. Below it, a list of sub-menus is displayed:

- 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



This screenshot shows the main menu of the GSA FAS Sales Reporting application. The 'Search' menu item is circled in blue. Other menu items include:

- Home
- Reporting
- Payment
- Program Management
- Help

How to Add a New Task Order

GSA FAS Sales Reporting

- Home
- Reporting
- Payment
- Program Management**
 - 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

Add New Task Order

This page will allow you to add a missing task order.

Contract Number *
Select a Contract
47QSHA18D

Contract Number *
DUMMYOASIS

Unique Entity Identifier (UEI) *

Order Number/PIID *

Domain CLIN *

Predominant Contract Type *

Company Name *
GENERAL SERVICES ADMINISTRATION

Contract Vehicle *
OASIS+

Order Description *

Performance Based Contract? *
 Yes No

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:

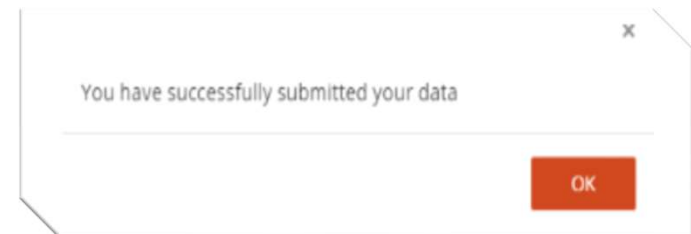
1. A warning will indicate that the identified OCO is not in the list of approved DPAs.
2. You will receive a notification about “Task Order Awarded without Contract Delegation”.
3. Once the task order OCO is granted the DPA, the data will be sent to SRP.

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.

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.



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**.

Home > Add New Modification

Add New Modification

This page will let you add a missing task order modification.

COMPANY TEST SAM UEI 1V3X56789ABC DUNS 094142411 Contract Vehicle POLARIS Pools

Contract Number * ⓘ Task Order * ⓘ

47QSHA18T0003 INVOICE1

Contract Number*
47QSHA18T0003

Order Number*
INVOICE1

Initial Order Description*
test

Estimated Ultimate Completion Date*
11/14/2023

Total Funded Amount*
\$2,222,222.00

Task Order Mod Number* ⓘ

Mod Type* ⓘ

Mod Description* ⓘ

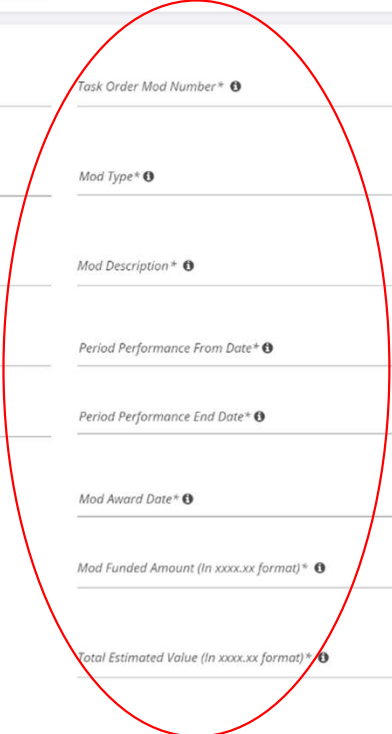
Period Performance From Date* ⓘ

Period Performance End Date* ⓘ

Mod Award Date* ⓘ

Mod Funded Amount (In xxx,xxx format)* ⓘ

Total Estimated Value (In xxx,xxx format)* ⓘ



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**

The screenshot displays the 'Report Sales Data' form in the FAS Sales Reporting system. The form includes fields for Contract Number, Reporting Period (10/31/2022), Reporting Frequency (Monthly), Reporting Date (04/18/2024), and Contract Reporting Status (Not Reported). Below these fields, a summary bar shows CONTRACT TOTAL SALES: \$0.00, SRP CAF: \$0.00, and CAF CLIN: \$0.00. The form also features fields for Invoice Number* (0125), Paid Date* (04/18/2024), and Task Order* (NOSALETASKORDER05), along with an 'Add Invoice' button. A 'COLLAPSE ALL' button is visible on the left, and 'Save Only' and 'Submit' buttons are on the right. A summary bar at the bottom shows INVOICE NUMBER: 0125, PAID DATE: 04/18/2024, TASK ORDER NUMBER: NOSALETASKORDER05, and TOTAL SALES PER ORDER: \$0.00. Below this, another summary bar shows SRP CAF: \$0.00 and CAF CLIN: \$0.00, with a 'Delete Invoice' button. The '+ ADD NEW LINE' button is highlighted in red. The bottom section shows a table with one entry: Line ID 1, SIN / CLIN* D00 - Contract Access Fee (CAF), Description of Deliverable* Contract Access Fee (CAF), Unit Measure* EA - Each, and Quantity of Items Sold* 1. The page footer indicates 'Showing 1 to 1 out of 1 entry'.

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

COLLAPSE ALL Save Only Submit

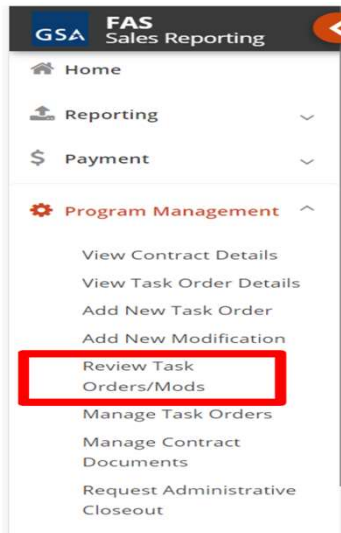
INVOICE NUMBER: 0123 PAID DATE: 03/23/2023 TASK ORDER NUMBER: VENDORTASKORDER06 TOTAL SALES PER ORDER: \$865.00 SRP CAF: \$17.30 CAF CLIN: \$100.00 Delete Invoice

[+ ADD NEW LINE](#)

Line ID*	SIN / CLIN*	Description of Deliverable*	Unit Measure*	Quantity of Items Sold*	Unit Price*	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	\$240.00

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.

Home > Review Task Orders/Mods

Review Task Orders/Mods

This page will allow you to review submitted task orders and mods.

[Add New Task Order](#)

filter Export CSV

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*
<input type="text" value="01/31/2024"/>	<input type="text" value="Vendor"/>	<input type="text" value="G7Y7HJ6J1J54"/>	<input type="text" value="N - No"/>	<input type="text" value="\$100,000.00"/>

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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](https://www.pay.gov) portal to complete the payment and select **Submit**.

7. Select a payment method on the [Pay.gov](https://www.pay.gov) website and select the **Continue** button.

8. Follow the prompts on [Pay.gov](https://www.pay.gov) to complete the transaction.

Note: SRP will send a Payment Confirmation email.

Home > Make Payment

Make Payments

This page displays all past reported sales and resulting CAF payments. Please note that if a task order line is greyed out it is either "Pending" or "Paid" or no balance is owed, and no further action can be taken.

GENERAL SERVICE ADMINISTRATION SAM UEI GCPTKFR DUNS 09096 Contract Vehicle Reporting Frequency MONTHLY

Contract Number * Total CAF Amount:
DUMMY X v \$100.00

Save Only Pay Now

Filter

Select	Quarter Ending	Reporting Period	Task Order	Total Sales Reported	SRP CAF	CAF CLIN	Balance Due	Payment Status	Due Date	Select SRP CAF	Select CAF CLIN	Select Other	Other Amount	Comment
<input checked="" type="checkbox"/>	12/31/2021	October	FPDSTaskOrder3	\$0.00	\$0.00	\$100.00	\$100.00	Past Due	01/30/2022	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		

Home > Payment Confirmation

Payment Confirmation

This page displays payment transaction confirmation including Pay.gov and Agency tracking ID. You may print this for your records.

GENERAL SERVICE ADMINISTRATION SAM UEI GCPTKFRG DUNS 09096 Contract Vehicle

Contract Number Reporting Frequency Total CAF Amount Due
DUMMY MONTHLY \$100.00

Print

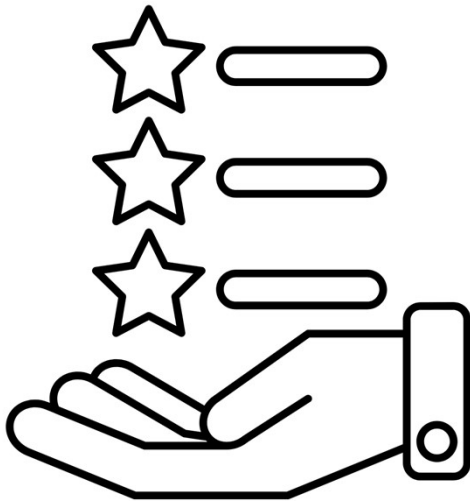
Filter

Task Order	Amount Applied	Transaction Amount	Pay.gov tracking ID	Agency tracking ID	Transaction Date/Time	Transaction Status
FPDSTaskOrder3	\$100.00	\$100.00	3FPU6TM4	SK004182024031250760	04-18-2024 15:15:03 EST	Received

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

BOOST YOUR BUSINESS WITH OUR CONNECTED SERVICES:

Contracts, Procurement, & Pricing



Accounting & Finance



HR & Recruiting



M&A Integration & Compliance



BOOST

WE WORK
FOR GOVCON.

BOOST

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

Reach out to us at info@boostllc.net to learn how we can support your growth and help you achieve your business goals.

info@boostllc.net
571.446.0057

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

BOOST

THANK YOU

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

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