OASIS Contract Holder
Contract Management Instructions

Overview of OASIS Contract Holder Symphony Tasks

We want to make sure you are receiving all your notifications!

1. Make sure you are registered under the correct organization.
2. Make sure your profile is updated with your phone number.
3. Make sure your distribution email is set up and verified in Symphony.
4. Make sure your COCMs and COPMs are assigned.
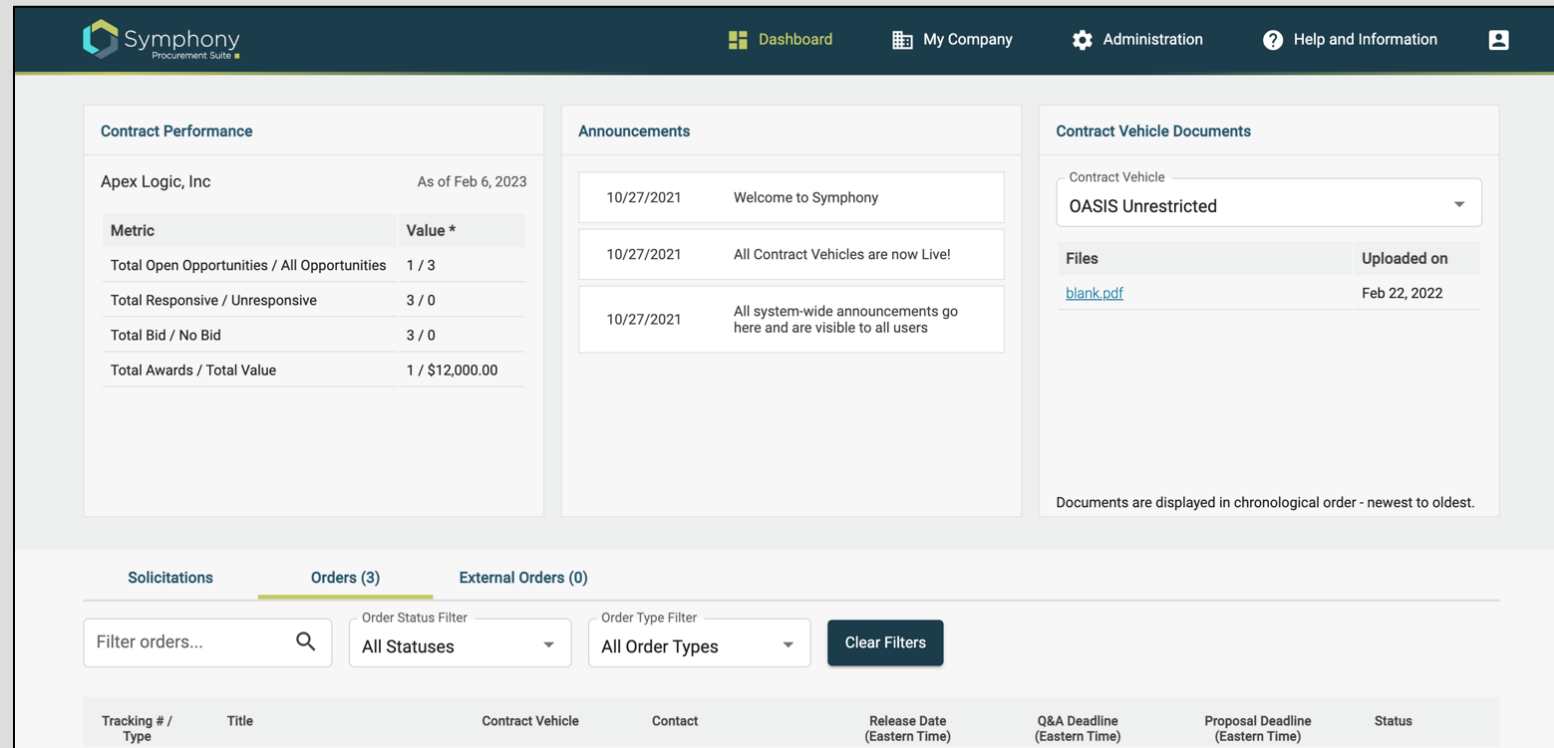5. Confirm your SAM data is correct.

Registration

URL https://oasis.app.cloud.gov/

All users must register themselves for Symphony:

- Verify your registered email address

- Set up your Multi-factor Authentication

- Make sure you are registered under the correct organization

- Detailed instructions are available in Symphony

Symphony Dashboard Overview

- monitor released orders

- deadlines for questions and proposals

- amendments

- awards

- contract documents

OASIS Distribution Email

- Create group email internally

- sample distribution email is oasis@abccorp.com

- Manage your distribution email users internally

- Make sure someone is in the group and will receive the validation email
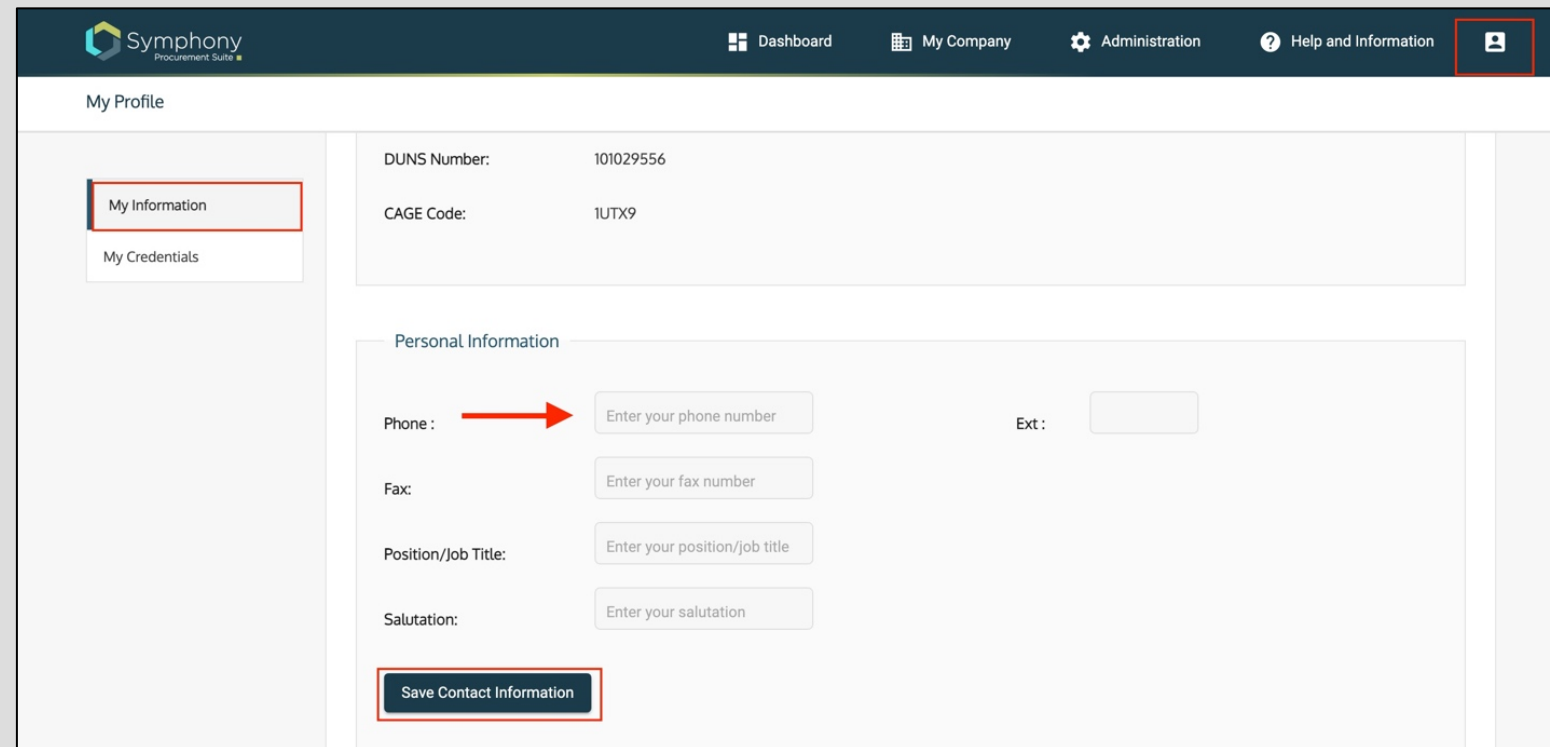
Symphony Profile

- Update your phone number
- FYI, OASIS was created before UEI
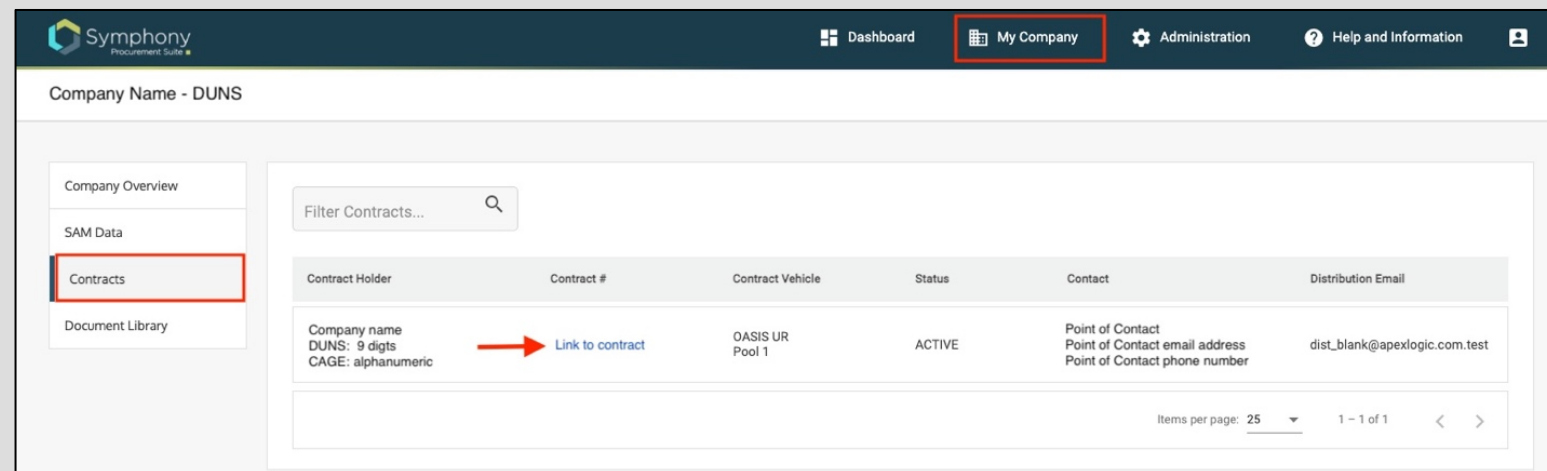
OASIS Contract Management
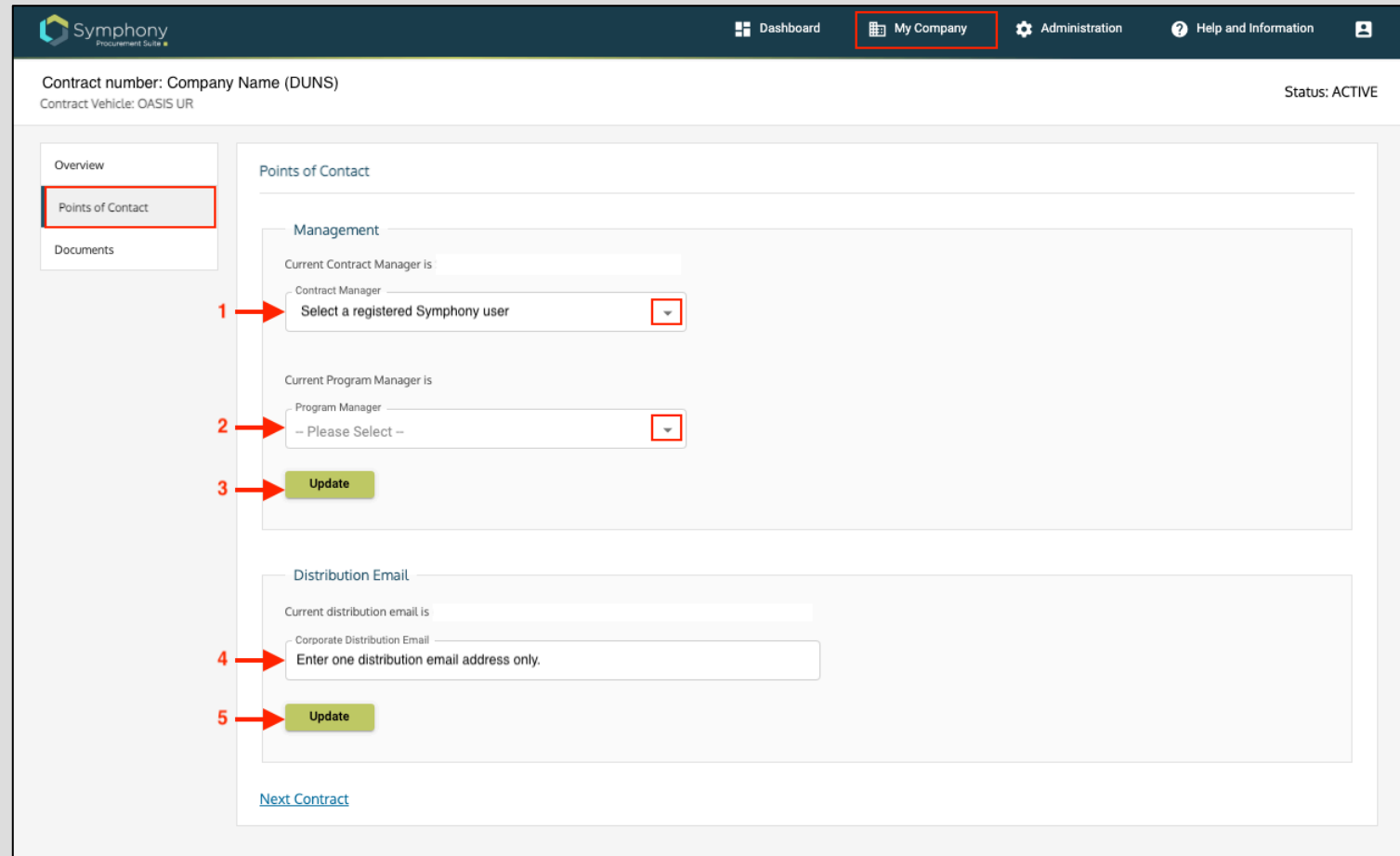
- Manage your contracts

- Manage your COPMs and COCMs

- Manage your Distribution email

- You will need to do this for each contract

OASIS COPM and COCM

- Must be registered users
- Make sure their phone numbers are updated in their profile

Questions & Answers

For technical assistance, please contact:

client.support@apexlogic.com

Or

Click on the Help links inside Symphony