



September 30, 2020

Dear Industry Partner:

I am reaching out to you to notify you of key personnel changes within the One Acquisition Solutions for Integrated Services (OASIS) Program. The new team member contact information, along with the specific OASIS email addresses provided for you in this letter, will ensure your communications and contract administration needs are responded to in a timely manner. Additionally, I am sharing important contract compliance information related to the Contractor Payment Reporting Module (CPRM) and properly reporting the Contractor Access Fee (CAF).

**OASIS Points of Contact**

Firstly, I am excited to share information regarding new team members who will be supporting the OASIS Program. The new team members, their role on the team and their contact information is listed below:

**Program Office Point of Contact**

- Program Manager: Chelsey Hayes Ph: (202) 357-9645

**Contracting Team Director:** Sheila Morrison Ph: (682) 715-2925

**Contracts Branch Chief:** Paul Szymanski Ph: (817) 850-8177

**8(a) Contracts:**

- Contracting Officer: Maria Candelaria Ph: (214) 460-0468
- Contract Specialist: Craig Davis Ph: (817) 269-0553

**Small Business (SB) Contracts:**

- Contracting Officer: Brandon York Ph: (253) 931-7884
- Contract Specialist: Undria Carroll Ph: (817) 850-8317
- Contract Specialist: Makesha Mayala Ph: (817) 266-4134
- Contract Specialist: Craig Davis Ph: (817) 269-0553

**Unrestricted (UR):**

- Contracting Officer: David Bustamante Ph: (817) 271-0372

- Contract Specialist: Joseph Jernigan Ph:(817) 850-8199

**OASIS Vertical and Lateral OnRamps:**

- Contracting Officer: David Bustamante Ph: (817) 271-0372

**Importance of CPRM**

Secondly, I want to impress the importance of properly reporting CAF through CPRM. Failure to ensure the CAF is appropriately included in all task order solicitation responses and subsequent task order awards, on a separate line item, may lead to contract non-compliance. It is critical to ensure CAF is paid to you by ordering contracting offices, so that you may in turn remit payment to GSA. Your OASIS contract requires you to report new task orders awarded against your contract within 30 days in CPRM, and to report invoices each quarter after that. Remittance of CAF billed to, and collected from, your customers in a timely manner through CPRM reporting is required by the contract in Section G.3.1., Contract Access Fee. You may contact [oasiscprm@gsa.gov](mailto:oasiscprm@gsa.gov) with any questions you have about CPRM or reporting.

**Email Addresses for Mods/Contract Compliance Matters and Questions**

Finally, I would like to reiterate that the OASIS Program team strives daily to respond to your contract compliance and general contract administration needs in a timely manner. As such, we have designated two email addresses that must be used when contacting OASIS.

*Modifications.* When requesting modifications (e.g., novations, address changes), submitting contract compliance deliverable documentation, or submitting changes or any other updates to your contract information (eg., email, phone, contact information), please use [oasismods@gsa.gov](mailto:oasismods@gsa.gov).

*General Questions.* The email address that is set up to field all general OASIS questions that are not related to contract compliance or contract changes, is: [oasis@gsa.gov](mailto:oasis@gsa.gov).

Please use one of the designated email addresses when contacting OASIS instead of using individual GSA team member email accounts. This ensures your requests and questions are properly and quickly routed to the appropriate team member.

If you have any additional questions or concerns, please contact Rob Coen at (202) 286-6342 or Chelsey Hayes, OASIS Program Manager, at (202) 357-9645.

Sincerely,



Sheila Morrison on behalf of  
Robert Coen, OASIS Program Director