Agile Group

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Agile Group Ordering Guide

GSA OASIS+ Small Business | GSA HCaTS Small Business | USACE PPM MATOC

Prepared October 26, 2026

1. Purpose

This guide explains how federal ordering offices can place task orders with Agile Group, LLC under its multiple-award contract vehicles, covering each vehicle, FAR 16.505 fair opportunity, step-by-step ordering, and the information that helps Agile Group respond accurately.

Ordering offices remain responsible for agency-specific policies and the current terms of each contract.

2. Agile Group at a Glance

Item	Detail
Legal Name	Agile Group, LLC (DBA Agile Group USA)
Registration Identifiers	UEI: H4GTW5J78FL6 | CAGE Code: 5B5U1 | DUNS: 829407787
Business Size and Status	Small Business; SBA-Certified Economically Disadvantaged Woman-Owned Small Business (EDWOSB); Woman-Owned Small Business (WOSB); Minority-Owned Small Business
NAICS Codes	Primary: 541611, Administrative Management and General Management Consulting Services Secondary: 561110, Office Administrative Services
Offices	Headquarters: 1300 Pennsylvania Avenue NW Suite 700, Washington, D.C. 20004 3003 Silver Ave SE, Albuquerque, NM 87106 | 10909 Industrial Circle, Peculiar, MO 64078
Certifications and Security	PMI Premier-Level ATP; PMP-certified leadership team; 100% U.S. citizen workforce, NACI eligible, CAC capable

3. Contract Vehicles

Vehicle	Contract Number	Scope and Use	Where Solicitations Are Issued
GSA OASIS+ Small Business	47QRCA25DSE25	Management and Advisory Domain. One contract, domain, and NAICS code per solicitation. 10-year ordering period (5-year base plus 5-year option).	GSA eBuy
GSA HCaTS Small Business	47QREB19D0013	Pool 1, Professional and Management Development Training (NAICS 611430, 624310, 611699).	GSA eBuy or Pool 1 email list
USACE PPM MATOC	W912HQ25D0001	Multiple-award vehicle under which Agile Group performs USACE Headquarters task orders (TO3 and TO6).	USACE contracting activity

Ordering offices should confirm the current HCaTS Small Business ordering period with the GSA HCaTS Program Management Office (hcats@gsa.gov) before issuing a solicitation. Set-aside eligibility should be confirmed against the OASIS+ Awarded Contractor List; Agile Group holds SBA WOSB and EDWOSB certification.

4. Fair Opportunity

FAR 16.505(b)(1) requires that each awardee under a multiple-award contract be given a fair opportunity to be considered for each order that exceeds the micro-purchase threshold. Key points for ordering offices:

- The ordering Contracting Officer (CO) has broad discretion over the method used and should keep submission requirements to a minimum
- The CO documents the rationale for order placement and performs a price analysis supporting a fair and reasonable price
- Solicitations for set-aside orders state the applicable socioeconomic category
- Exceptions to fair opportunity must be justified, and on OASIS+ the public notice and justification are posted on SAM.gov within 14 days of order placement (30 days when the urgency exception is used)

5. Ordering Process

The internal ordering process of each agency varies and is defined by the issuing agency. The typical process is for an end user to define a requirement and prepare a purchase request with funding information, which the agency procurement office uses to issue a solicitation and award a task order or delivery order.

5.1 GSA OASIS+ Small Business (47QRCA25DSE25)

To place a task order under OASIS+ Small Business:

1. Complete market research and define the requirement, including the performance work statement
2. Confirm that the requirement is within the scope of OASIS+ and the Management and Advisory Domain
3. Verify that the ordering CO has completed GSA training and holds a written Delegation of Procurement Authority (DPA)
4. Select the contract and set-aside category, one Domain, and one NAICS code within that Domain
5. Issue the solicitation through GSA eBuy
6. Evaluate proposals using the methodology stated in the solicitation
7. Document the price analysis and determine that the final price is fair and reasonable
8. Award the task order and report the award in eBuy
9. Report the action in the Federal Procurement Data System (FPDS) within 3 days of execution, under the OASIS+ master contract number
10. Complete the past-performance evaluation and closeout.

5.2 GSA HCaTS Small Business (47QREB19D0013)

To place a task order under HCaTS Small Business Pool 1:

1. Confirm that the requirement is within HCaTS scope, requesting a pre-award scope review from the HCaTS PMO if needed

2. Select the HCaTS Small Business vehicle and, where applicable, the socioeconomic set-aside category
3. Select Pool 1 (Professional and Management Development Training) based on the NAICS code
4. Complete market research and the independent government cost estimate through buy.gsa.gov
5. Build the task order with a separate Contract Access Fee (CAF) CLIN, one per contract period, and the required FAR clauses
6. Issue the RFP or RFQ through eBuy or the Pool 1 email distribution list, reaching all contractors under the selected vehicle and pool
7. Evaluate responses and award the task order.

The CAF is 0.75% of total task order value under the GSA HCaTS Ordering Guide Summary (June 2024). Ordering offices should confirm the current rate with the HCaTS PMO.

5.3 USACE PPM MATOC (W912HQ25D0001)

To place a task order under the USACE PPM MATOC:

1. Define the requirement and funding through the issuing USACE office's purchase request process
2. Coordinate task order procedures with the contracting activity that administers the MATOC
3. Issue the task order request to MATOC awardees under the fair opportunity procedures of the contract
4. Evaluate responses and award the task order under the terms of the MATOC.

6. Information to Include in a Request

The following items allow Agile Group to respond accurately and on schedule:

- Statement of work or performance work statement, with the period of performance and contract type
- Estimated level of effort or value range, and funding documents
- Set-aside category and NAICS code
- Place of performance, including on-site, hybrid, or remote expectations
- Security and access requirements, such as NACI, CAC, or clearance level
- Evaluation criteria, response due date, and submission instructions
- Ordering office points of contact, including the CO and Contracting Officer's Representative (COR)

7. Agile Group Capabilities by Service Area

Service Area	Agile Group Capability	Vehicles
Program and Project Management	PMP-certified leadership team, PMBOK-based methods, and enterprise program management for USACE Headquarters	OASIS+, MATOC
Training	PMI Premier-Level ATP; 7,060 USACE personnel trained in FY25 with a 4.73/5.0 average survey score	HCaTS Pool 1, MATOC
Helpdesk and Knowledge Management	Tier 1 through Tier 3 support model; 3,584 tickets triaged under TO3 with 7 AM to 9 PM EST coverage	OASIS+, MATOC

Service Area	Agile Group Capability	Vehicles
Communications and Web Content	PROMIS HQ News (10+ years of continuous publication), AFPIMS content operations, and Section 508 compliance	OASIS+, MATOC
Scheduling and Project Controls	Primavera P6, earned value management, and Power BI performance reporting	OASIS+, MATOC

8. Contacts

Organization	Role and Name	Contact
Agile Group	Contracts and Quotes Britain Harvey, President	bharvey@agilegroupusa.com 505 280 3080 (cell) | 505 266 0190 x 101
Agile Group	Federal Programs Josephine Vasiljevic, Vice President of Federal Programs	jvasiljevic@agilegroupusa.com 505 266 0190
Agile Group	Corporate Leadership Maria Canales, Senior Principal	mcanales@agilegroupusa.com 505 350 7389
GSA OASIS+ Program	General questions	OASISPlus@gsa.gov | 800 488 3111 DPA training: OASISPlusDPA@gsa.gov Modifications and closeout: oasisplusmods@gsa.gov
GSA HCaTS Program	Program Management Office	hcats@gsa.gov Pool 1 distribution list: hcats_small_business_pool_1_contractors@gsa.gov

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www.agilegroupusa.com

9. References

- GSA OASIS+ program
- GSA OASIS+ Buyer's Guide, Award the Task Order
- GSA HCaTS Ordering Guide Summary (June 2024)
- FAR 16.505, Ordering