

# wvOASIS Procurement

wvOASIS

## Part I

Agency Purchasing Conference

August 2021

# Objectives

1. wvOASIS Procurement Functionality
2. Review Encumbrances
3. Creating a Requisition
4. Document and Line References
5. Creating a Solicitation
6. Publishing a Solicitation to VSS
7. Monitoring the wvOASIS Cycle Dashboard

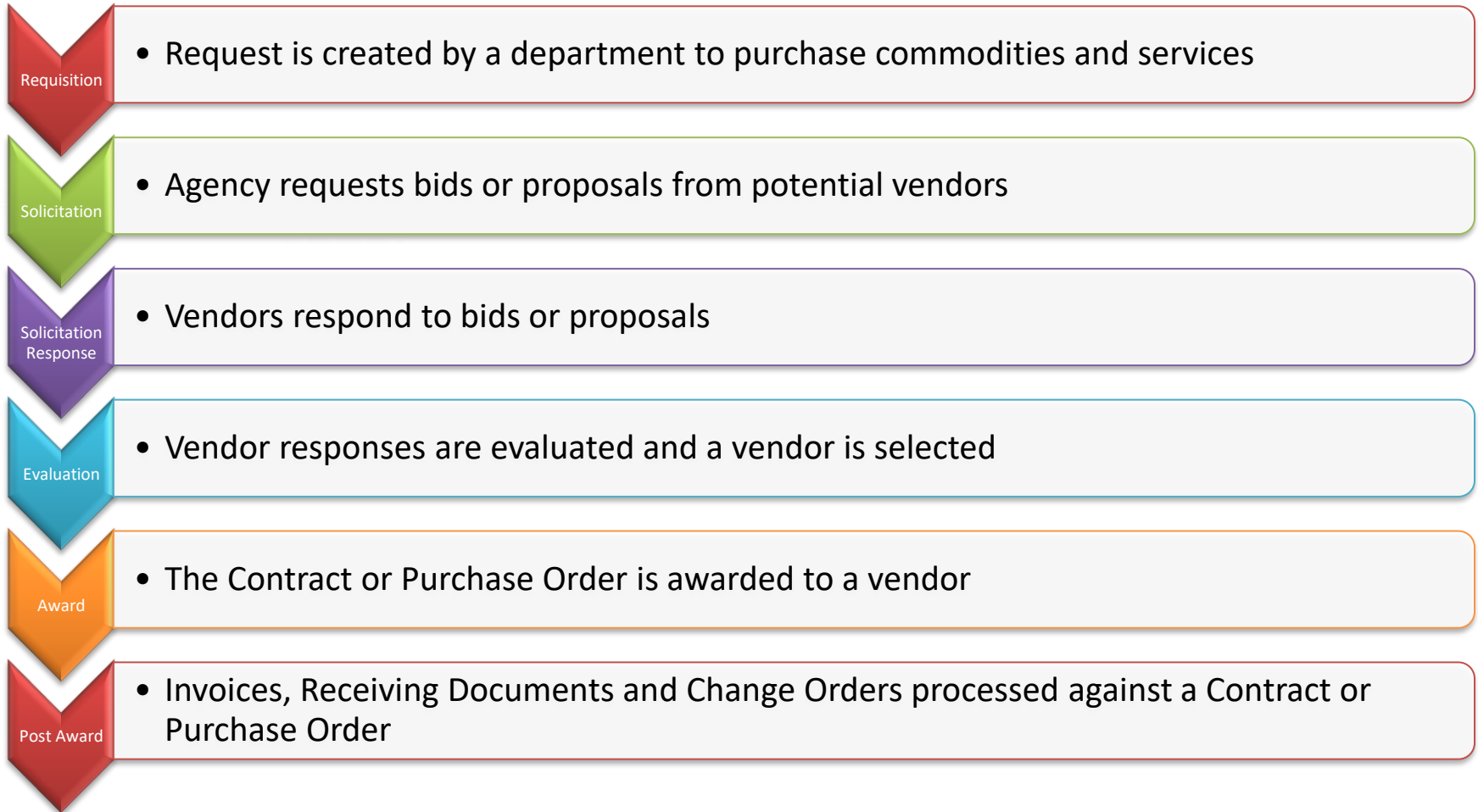
# Objective 1

## **wvOASIS Procurement Functionality**

# Procurement Functions

- Requisitions, Solicitations, Evaluations and Awards
- Master Agreements, e-catalogs
- Vendor Registration
- Vendor Self-Service
- Inventory Management
- Encumbrance
- Receiving

# Procurement States



# Procurement Documents

<b>Procurement State</b>	<b>Centralized</b>	<b>Decentralized</b>
Requisition	CRQS	ARQS
Solicitation	CRFQ	ARFQ
Solicitation Response	SR	SR
Evaluation	EV	EV
Award – Purchase Order	CPO	APO
Award – Contract	CCT	ACT
Award – Master Agreement	CMA	AMA
Award – Delivery Order	CDO	ADO

# Agency vs Central

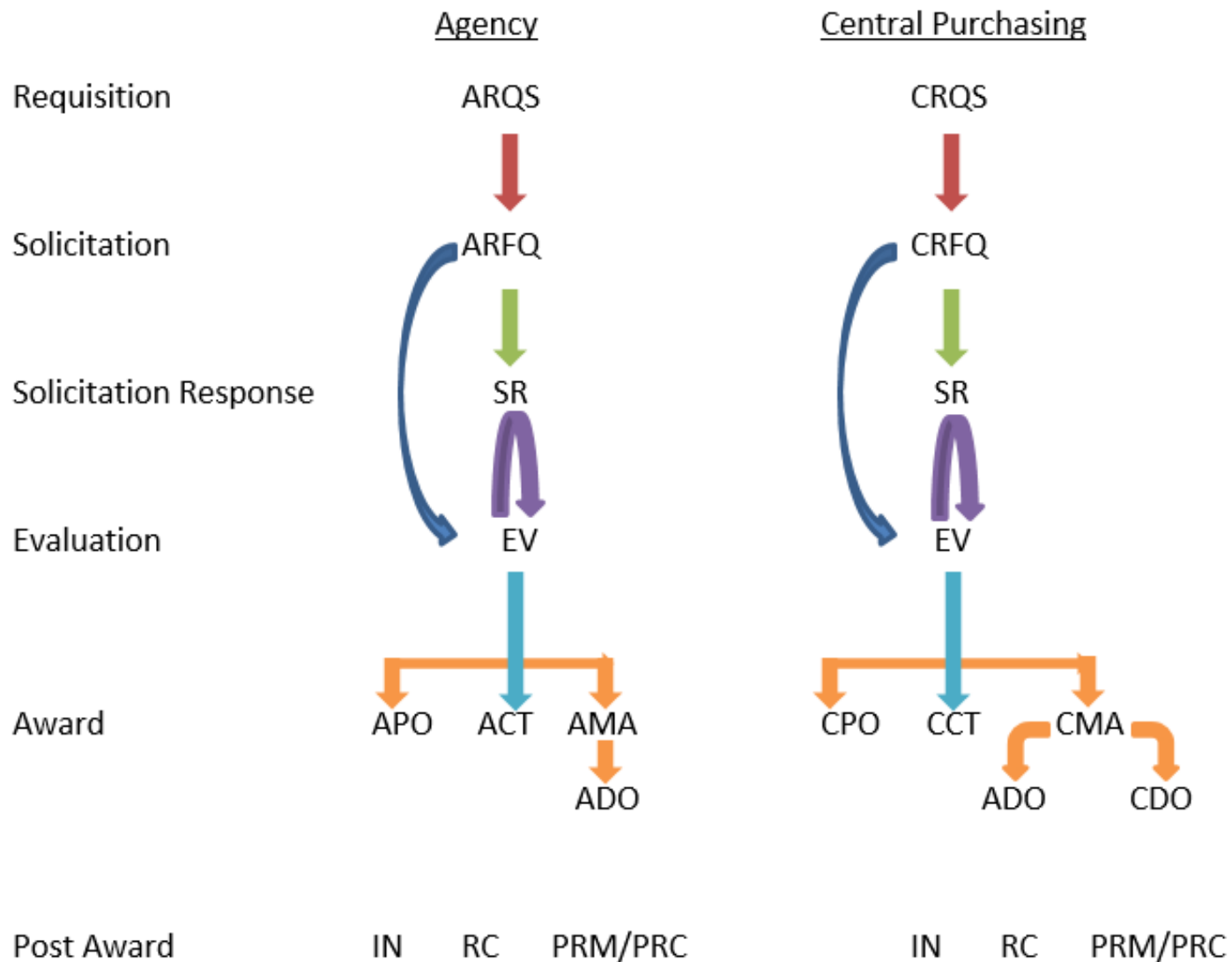
- To differentiate between centralized and decentralized transactions, wvOASIS has two versions of most procurement documents
- Central documents are identified by the prefix C (such as CRQS)
- Decentralized (agency) documents are identified by the prefix A (such as ARQS)
- Workflow is determined based on this designation

# Procurement Types

1	Unclassified
2	Central Delivery Order
3	Central Cancel & Re-Award
4	Central Emergency Purchase
5	Central Lease
6	Central Lease Purchase
7	Central Master Agreement
8	Central Purchase Order
9	Central Sole Source
10	Central Contract - Fixed Amt
11	Agency Cancel & ReAward
12	Agency Delivery Order
13	Agency Emergency Purchase
14	Agency Lease
15	Agency Lease Purchase
16	Agency Master Agreement
17	Agency Sole Source
18	Agency Contract - Fixed Amt
19	Agency Purchase Order
20	Piggyback Delivery Order (Ext)
21	Piggyback Delivery Order (Int)
22	Statewide MA (Open End)
23	Request for Information
32	Grant Award



# Copy Forward to Process Transactions



# Objective 2

## Encumbrances

# Pre-Encumbrance vs Encumbrance

- To encumber funds means to set aside or reserve money for a specific purpose
- An encumbrance references a vendor
- A pre-encumbrance may or may not reference a vendor

# Encumbrance Methods

There are two methods to encumber funds in wvOASIS:

1. Accounting-based documents (GAE, GAP)
2. Commodity-based documents: (\*RQS,\*PO, \*CT, \*DO)

# Accounting Event Types

Event types control whether the dollar value on accounting lines are encumbered now, or in an out-year (future fiscal year)

Document Type	Non-Accounting (Out-Year)	Accounting (Current Year)
RQ	PR01	PR02, PR05
PO	PR07	PR05

# Crossing Fiscal Years

Accounting Line Fields	Current Fiscal Year Encumbered Now	Out-Year Encumbered After FY Roll
Event Type	PR05 (PO) or PR02 (RQ)	PR07 (PO) or PR01 (RQ)
Reserved Funding	No	Yes
Budget Fiscal Year	2022	2023, 2024, 2025...
Fiscal Year	2022	2022

# Requisitions for Master Agreements

- The system requires accounting lines on requisitions for Master Agreements (CRQM, ARQM)
- There is no downstream benefit to entering the Fund Accounting detail since there are no encumbrances at the master agreement level
  - Enter only the following on the Accounting line General Information tab:
    - Event Type **PR01**
    - Reserved Funding **Yes**
    - Allow the **current** BFY to be inferred when validated
  - Leave the Fund Accounting and Detailed Accounting tabs blank

# Maximum Budgeted Amount

- The **Maximum Budgeted Amount** field does not pre-encumber or reserve funds
  - It is only used to determine whether negotiations are allowed (when all bids exceed available funds)

**Maximum Budgeted Amount:** \$30,000.00



# CRQM Accounting Line – General Information Tab

View All 1 of 1 Document validated successfully

Centralized Master Agreement Non-Actg(CRQM) Dept: 0947 ID: ERP1700000001 Ver.: 1 Function: New Phase: Draft Modified by miller , 08/02/2016

Accounting Accounting Line: 1 Line Amount: \$10,000.00 Line Open Amount: \$10,000.00

Accounting Line	Line Amount	Line Open Amount	Line Closed Amount	Referenced Line Amount	Event Type	Non-Reserved Funding Open Amount	Reserved Funding
1	\$10,000.00	\$10,000.00	\$0.00	\$0.00	PR01	0.00	Yes

From 1 to 1 Total: 1

General Information Fund Accounting Detail Accounting

Event Type: PR01

Posting Pair: A

Accounting Template:

Line Description: PR01 non-accounting event type does not encumber funds. Current BFY will be inferred.

Line Amount: \$10,000.00

Reserved Funding: Yes

Roll Indication 1:

Roll Indication 2:

Budget FY:  
Fiscal Year:  
Period:

Non-Reserved Funding Open Amount: 0.00  
Line Closed Amount: \$0.00  
Line Closed Date:  
Line Open Amount: \$10,000.00  
Referenced Line Amount: \$0.00



List View

# CRQM Accounting Line – Fund Accounting Tab

View All 1 of 1 Document validated successfully

Centralized Master Agreement Non-Actg(CRQM) Dept: 0947 ID: ERP1700000001 Ver: 1 Function: New Phase: Draft

Modified by millerd , 08/02/2016

Accounting Accounting Line: 1 Line Amount: \$10,000.00 Line Open Amount: \$10,000.00

Accounting Line	Line Amount	Line Open Amount	Line Closed Amount	Referenced Line Amount	Event Type	Non-Reserved Funding Open Amount	Reserved Funding		
1	\$10,000.00	\$10,000.00	\$0.00	\$0.00	PR01	0.00	Yes		

From 1 to 1 Total: 1

First Previous Next Last

List View

General Information Fund Accounting Detail Accounting

Fund:	<input type="text"/>		Object:	<input type="text"/>		OBSA:	<input type="text"/>	
Sub Fund:	<input type="text"/>		Sub Object:	<input type="text"/>		Sub OBSA:	<input type="text"/>	
Department:	<input type="text"/>		Revenue:	<input type="text"/>		Dept Object:	<input type="text"/>	
Unit:	<input type="text"/>		Sub Revenue:	<input type="text"/>		Dept Revenue:	<input type="text"/>	
Sub Unit:	<input type="text"/>		BSA:	<input type="text"/>				
Appr Unit:	<input type="text"/>		Sub BSA:	<input type="text"/>				

Again, leave the Fund Accounting and Detailed Accounting tabs blank

# Objective 3

## Creating a Requisition

# Creating a Requisition

- Determine if the desired purchase requires central approval, or qualifies as agency delegated.
- Will the award document be a Purchase Order, Contract or Master Agreement?
- Is there a 3<sup>rd</sup> party approval required, such as Attorney General, Fleet, Treasurer or Office of Technology?

# Reporting Fields

- Requisition and award documents have seven reporting fields at the header level
  - Reporting Field 1 is used to record the ***solicitation type*** and is a required field
  - Reporting Field 2 is used for third-party approvals
  - Reporting Field 4 may be used by agencies at their discretion
- Remaining fields will be assigned by wvOASIS in the future

# Third Party Approvals

- Instructions for Third Party Approvals are available on *myApps / Enterprise Readiness / Outreach Sessions / Procurement / Updates*
- Examples of Third Party Approvals include:
  - Fleet Management for vehicles
  - Office of Technology for computer related orders
  - State Treasurer's Office for banking services
  - Attorney General for legal services

# myApps Resources

myApps > myOASIS

myApps Enterprise Readiness

## Outreach Sessions

### Outreach Sessions





Please choose a Section and Sub-Section from the dropdowns below.

Procurement



Updates



	Description	Event Name	Event Date
	<a href="#">Accounting Adjustments to Central Procurement Documents</a>	Procedure Guide	03/01/2016
	<a href="#">Commodity Codes</a>	PowerPoint	09/28/2016
	<a href="#">Third Party Approvals</a>	Procedures Guide	07/01/2014
	<a href="#">e-Catalog Spreadsheet</a>	Template	03/01/2016

# Creating a Requisition

- From the Jump To field or Document Catalog menu, enter the document code: ARQM, ARQS, CRQM or CRQS
  - ARQM, CRQM is to be used for Master Agreement type awards
  - ARQS, CRQS is to be used for Purchase Order and Contract award types



# Entering the Document Information

- Header section
  - General Information tab
    - Document Name
    - Document Description
    - Procurement Type ID
    - Maximum Budgeted Amount (optional)
  - Requestor Issuer Buyer tab
    - Issuer ID defaults to user creating the document
    - Requestor ID
    - Buyer ID (Agency buyer if not a Central document)

# Entering the Document Information

- Default Shipping/Billing tab
  - Add Agency Shipping Location
  - Add Agency Billing Location
- Reporting tab
  - Reporting 1 inferred from master agreement
  - Reporting 2 to be used if Third Party Approval is required
    - Instructions for Third Party Approvals are available on [myApps](#)  
→ [Enterprise Readiness](#) → [Outreach Sessions](#) → [Procurement](#) → [Updates](#)
      - » Office of Technology / Chief Technology Office
      - » State Treasurer's Office
      - » Fleet Management Office
      - » Attorney General's Office

# Creating a Requisition

mOASIS

**WOASIS**

Jump to:



Go



Home



Personalize



Accessibility



App Help



About



Welcome, Lisa Comer

Procurement

Budgeting

Accounts Receivable

Accounts Payable

wOASIS UAT FIN

+ Message Center

+ Search

+ History

+ Favorites

+ Administration

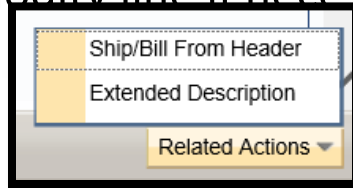
DEMO

# Entering the Document Information

- Commodity section
  - General Information tab
    - Line Type: Item
      - Quantity
      - Unit of measure
      - Unit Price
    - Line Type: Service
      - Contract Amount
      - Service From
      - Service To
    - Line Type: Catalog (master agreement e-catalogs only)
      - Catalog: Enter a catalog name
      - Discount From: enter commodity line catalog effective from date
      - Discount To: enter commodity line catalog effective to date
    - Line Type: Discount (for master agreement list prices to include a discounted rate price)
      - Discount %: Enter the discount rate to be taken from the list price
  - Reference tab
    - References will be blank until the solicitation document is processed.
    - The solicitation references will auto populate on the requisition and the subsequent documents in the procurement process.

# Entering the Document Information

- Shipping/Billing tab
  - Go to Related Actions and select **Ship/Bill From Header** to infer onto all commodity lines. NOTE: Shipping/Billing can vary on each commodity line if necessary.



- Accounting section
  - **Insert New Line**
    - General Information tab
      - Only required for out year accounting lines
        - » Current year will infer if not populated
      - Event Type
      - Line Amount
      - Reserved Funding (if future / out year)

# Entering the Document Information

- Fund Accounting tab (Do NOT use for ARQM or CRQM)
  - Fund
  - Sub Fund
  - Department
  - Unit
  - Appropriation Unit
  - Object
  - Sub Object
- Validate
- Submit and Approve to Final

- Document Navigator**
- Header**
- Accounting Distribution
- Vendor
- Commodity Group
- Commodity
- Accounting
- Posting
- Special Instructions
- Free Form Vendors

## Header

### General Information

- Contact
- Extended Description
- Additional Information
- Default Shipping/Billing
- Document Information

### Reporting

<b>Document Name:</b> <input type="text" value="livestock for local fairs and festivals"/>	<b>Accounting Profile:</b> <input type="text"/>
<b>Record Date:</b> <input type="text"/>	<b>PCard ID:</b> <input type="text"/>
<b>Budget FY:</b> <input type="text"/>	<b>PCard Exp:</b> <input type="text"/>
<b>Fiscal Year:</b> <input type="text"/>	<b>Procurement Folder:</b>
<b>Period:</b> <input type="text"/>	<b>Procurement Type ID:</b> 8
<b>Document Description:</b> <input type="text" value="livestock demo"/>	<b>Procurement Type:</b> Central Purchase Order
<b>Document Short Description:</b> <input type="text"/>	<b>Vendor Registration Exemption:</b> <input type="text"/>
<b>Actual Amount:</b> \$0.00	<b>Tracking Number:</b> <input type="text"/>
<b>Closed Amount:</b> \$0.00	<b>Warehouse:</b> <input type="text"/>
<b>Closed Date:</b>	<b>Total of Header Attachments:</b> 0
	<b>Total of All Attachments:</b> 0

- Save
- Undo
- Load Accounting Profile
- Load Vendor List
- Ship/Bill To Lines
- Reset Buyer
- View Procurement Folder

- Copy
- Validate
- Submit
- Discard
- View PDF
- Print
- Processing
- Workflow
- File
- Close

# Entering the Document Information

- Vendor section
  - *Insert New Line*
    - Select vendor to be included on solicitation notifications. Repeat for each vendor to be added.
    - Vendors who have signed up for specific commodity codes from their VSS account will automatically be notified via the Commodity Email Push section on the solicitation document.
- Free Form Vendors section
  - *Insert New Line*
    - Enter vendor name and contact information for additional vendor contacts to be notified of the solicitation when it publishes
    - Use to enter additional agency contacts to receive notifications



- Document Navigator
- Header
- Accounting Distribution
- Vendor
- Commodity Group
- Commodity
- Accounting**
- Posting
- Special Instructions
- Free Form Vendors

**Accounting** Accounting Line: 1 Line Amount: \$20,000.00 Line Open Amount: \$20,000.00

Accounting Line	Line Amount	Line Open Amount	Line Closed Amount	Referenced Line Amount	Event Type	Percentage
1	\$20,000.00	\$20,000.00	\$0.00	\$0.00	PR02	

From 1 to 1 Total: 1     Show Lines: 10

General Information **Fund Accounting** Detail Accounting

Fund:	9080 <input type="button" value="↑"/>	Object:	5207 <input type="button" value="↑"/>	OBSA:	<input type="text"/> <input type="button" value="↑"/>
Sub Fund:	0000 <input type="button" value="↑"/>	Sub Object:	4114 <input type="button" value="↑"/>	Sub OBSA:	<input type="text"/> <input type="button" value="↑"/>
Department:	0947 <input type="button" value="↑"/>	Revenue:	<input type="text"/> <input type="button" value="↑"/>	Dept Object:	<input type="text"/> <input type="button" value="↑"/>
Unit:	0947 <input type="button" value="↑"/>	Revenue:	<input type="text"/> <input type="button" value="↑"/>	Revenue:	<input type="text"/> <input type="button" value="↑"/>
Sub U	<input type="text"/> <input type="button" value="↑"/>	BSA:	<input type="text"/> <input type="button" value="↑"/>		
Appr Un	9900 <input type="button" value="↑"/>	BSA	<input type="text"/> <input type="button" value="↑"/>		

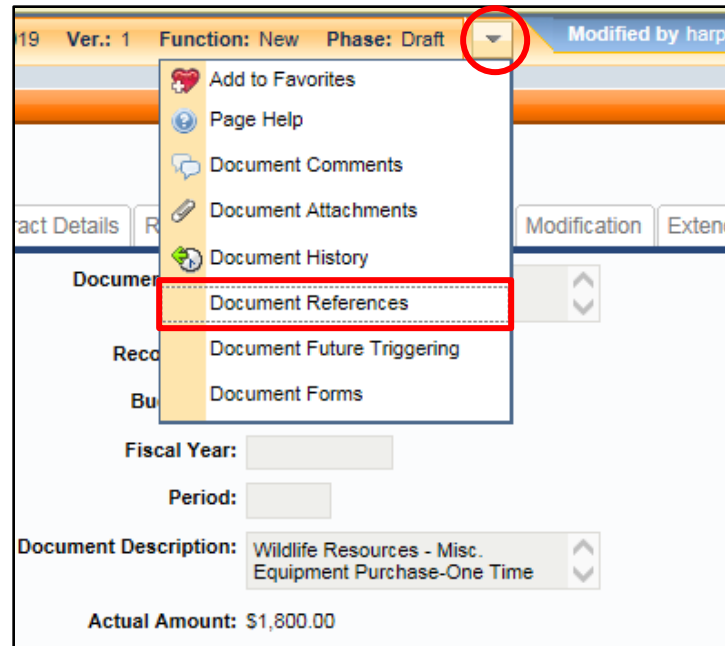
# Objective 4

## Document and Line References

General Information	<b>Reference</b>	Fixed Asset Intent Reference	Shipping/Billing
Commodity Ref Code: <input type="text" value="CRQS"/>			
Commodity Ref Dept: <input type="text" value="0310"/>			
Commodity Ref ID: <input type="text" value="DNR1500000058"/>			
Commodity Ref Commodity Line: <input type="text" value="5"/>			
Ref Type: <input type="text" value="Final"/> ▼			

# Document References

Document references are created when a document is copied forward to create the next document in a chain. An example would be copying an agency requisition (ARQS) forward to create a solicitation (ARFQ).



# Line References

- Each commodity line has a Reference tab that identifies a specific commodity line from another document to which it is linked, if any.
- Likewise, each accounting line has a Reference tab that identifies a specific accounting line from another document to which it is linked, if any.

The screenshot displays a software interface with four tabs: "General Information", "Reference", "Fixed Asset Intent Reference", and "Shipping/Billing". The "Reference" tab is active. It contains the following fields:

- Commodity Ref Code: CRQS
- Commodity Ref Dept: 0310
- Commodity Ref ID: DNR1500000058
- Commodity Ref Commodity Line: 5
- Ref Type: Final (dropdown menu)

The "Ref Type" dropdown menu is highlighted with a red border.

# Reference Types

- The selection of a reference type determines the action taken against the referenced document line
- The default value for the reference type field varies between different document types and on some document types it is even protected.
- Certain document types give three choices and others give all four choices.

# Reference Type Choices

The Reference Type can have **one** of the following four options:

- 1. Memo** – When all that is required is a link between the referencing and referenced documents for reporting and research purposes, the memo type is used. It does not perform any common liquidation of the referenced document.
- 2. Partial** – When a referencing document should close only a part of the referenced document, then the partial type is used. This is the default reference type for most situations.
- 3. Final** – When a referencing document should close out the remainder of a referenced document, then the final type is used. Common logic determines this reference type in the situation where the referencing line amount is equal to or greater than the referenced.
- 4. Inverse** – When a referencing document should re-open a portion of the referenced document, the inverse reference type is used. This reference type is not available on all documents.

# When, When Not

- Line references are needed when the lines on a previous document in the chain need to be fully liquidated or only partially liquidated.
- However, line references are not needed when there is no applicable line on which to take action. An example would be when a new commodity line is added to a purchase order by copying an existing line. The line reference is also copied even though the new line may not exist on the referenced requisition.

# Delivery Order References

- For CDO and ADO documents, the Reference Type is always ***Partial*** on commodity lines and accounting lines since there is no referenced encumbrance document to be liquidated.



# Objective 5

## Creating a Solicitation

# Creating the Solicitation

- ***Copy Forward*** from the requisition to create the solicitation document.

# Entering the Solicitation Details

- Schedule of Events section
  - Insert a New Line to record any pre-bid meetings
  - Enter a line for each event if more than one event is scheduled
- Terms and Conditions section
  - Always select T&C: *ATTACH*
- Commodity section
  - Information is inferred from the requisition
  - Save to populate the Commodity Email Push section, or validate the document

# Entering the Solicitation Details

- Vendor List section
  - Information is inferred from the requisition Vendor section
- Vendor Free Form section
  - Information is inferred from the requisition
- Commodity Email Push section
  - Review to confirm all commodity codes listed are accurate
  - NOTE: Save from the Commodity section, or Validate from any document section to populate

# Entering the Solicitation Details

- Publishing section
  - Establishes critical dates for solicitations
  - Let Date: The date the solicitation is scheduled to publish to VSS
  - Close Date / Time: The deadline established for vendors to respond to a solicitation
  - Prohibit Online Responses: If checked, prevents online responses via VSS
  - Allows online responses through VSS
- Validate
- Submit and Approve to Final

Document Navigator 

Header

Accounting Distribution

Vendor

Commodity Group

Commodity

Accounting

Posting

Special Instructions

Free Form Vendors

## Free Form Vendors

Total Lines: 1

Line Number: 1









Vendor Name: LISA COMER

Line Number	Vendor Name
1	LISA COMER

From 1 to 1 Total: 1

First Previous Next Last Show Lines: 10 Go to line:  Go Export to CSV

## Free Form Vendors

Line Number: Principal Contact: Added Using: Telephone Number: Vendor Name: Fax Number: Account Types: Email Address: Account 1: Correspondence:  Address: Comments: City: Commodity Code: County: State Code: State:  Edit  Copy  Copy Forward  Discard View PDF  Print     Close

# Objective 6

## **Publishing a Solicitation to VSS**

# Document Publishing

Publishing


Procurement Folder: 818401

Amendment Number:


Published Date:

Published Time:

Let Date: 07/13/2021 

Close Date: 07/23/2021 

Close Time: 13:30

Public Bid Opening Date: 

Public Bid Opening Time:

Create Vendor Notification:

Issue to Vendor Self Service:

Schedule of Events:

Terms and Conditions:

Evaluation Criteria:

Evaluation Criteria (Points):

Amendment History:

Document Attachments:

Publish Vendor List:

Commodity Description:

Item Shipping:

Item Specifications (Handling):

Item Specifications (Details):

Commodity Terms and Conditions:

Commodity Attachments:

Prohibit Online Responses:

AttachmentList:

Restrict Multiple Responses per Vendor TIN:



# Confirming the Solicitation Published

- Verify the ***Published Date*** and ***Published Time*** populated on the document header, which should update after the next scheduled sync cycle has completed.

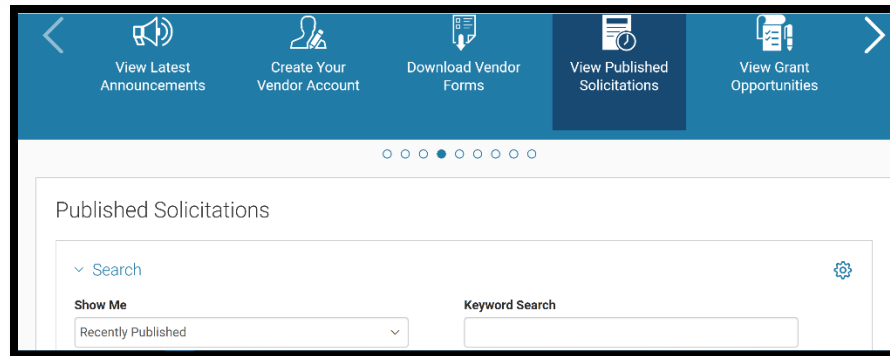
Let Date: 07/13/2021  
Published Date:  
Published Time:  
Close Date: 07/23/2021  
Close Time: 13:30



Let Date: 07/13/2021  
Published Date: 07/13/2021  
Published Time: 17:38  
Close Date: 07/23/2021  
Close Time: 13:30

# Viewing the Published Solicitation

- From wvOASIS.gov, click on **VSS**
- Navigate to the **View Published Solicitations** icon on the VSS carousel



- Enter the specific solicitation document ID in the **Keyword Search** field, or search by **Recently Published** in the **Show Me** field.

### myApps

myApps is a one stop shop for the agency end user community; providing access to wvOASIS Budget, Financial, HRM, Payroll and Kronos applications. It's also the access point to Employee Self Service (ESS), as well as training and meeting materials and the system maintenance calendar.

[myApps](#)

### myOASIS HelpDesk

**Toll Free** (855) 666-8823  
**Mon-Fri** (7am to 4:30pm)  
Excluding State Holidays

[helpdesk@wvOASIS.gov](mailto:helpdesk@wvOASIS.gov)

### The West Virginia Vendor Self Service (VSS) portal

Click on the VSS Training link at the top of the page for the latest VSS training materials.

If you are registering for the West Virginia CARES Act Business Relief Program, you will be required to pay the 2% administrative fee. Simply click the Pay Later button to register.

If you are a current vendor or you plan to do business with the state next year, you will need to register for Electronic Funds Transfer (EFT). Otherwise, this is not required.

[VSS Portal](#)

[VSS Maintenance Calendar](#)



# Why Did the Solicitation Not Publish?

- Confirm the solicitation document went to Final.

Centralized Request for Quote(CRFQ) Dept: 0947 ID: ERP2200000006 Ver.: 1 Function: New Phase: Final

- Confirm the solicitation document assembled successfully.
  - Header/View ***Assembly Request***

[View Assembly Request](#)

Assemble Request							
Request Id	Job Id	User Id	Start Time	End Time	Status	Message	
✓ 544568	1852067	comerl	07-13-2021 16:47:59	07-13-2021 16:48:20	Successful	Assembly job complete	

First Prev Next Last

[View Job Log Messages](#)

# Why Did the Solicitation Not Publish?

- Confirm the Publishing **Let Date** is correct and not a future date, unless intended to publish on a future date.
  - The document will not publish until the scheduled **Let Date**
  - Solicitations taken to **Final** late in the day may not publish until the next day's first sync cycle.

**Let Date:** 07/13/2021

**Published Date:**

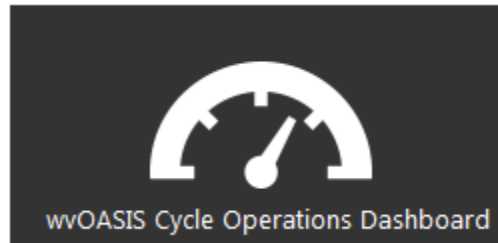
**Published Time:**

**Close Date:** 07/23/2021

**Close Time:** 13:30

# Objective 7

## Monitoring the wvOASIS Cycle Dashboard



# Cycle Dashboard

- The *wvOASIS Cycle Operations Dashboard* is an inquiry page on myApps to assist agency purchasers with delegated acquisitions
- When a vendor submits a solicitation response in Vendor Self Service (VSS), the document remains sealed in the **VSS electronic lockbox** until the solicitation closing date and time are reached
- Then, responses are copied from the lockbox to the procurement folder by a series of synchronizing interfaces known as the VSS Sync Cycle

# wvOASIS Cycle Operations Dashboard

- Use the dashboard to know exactly when the cycle is complete, and when it is appropriate to load the solicitation responses to the EV
- To **refresh** the dashboard, click the *VSS Cycle Report* link located on the left side of the page

## VSS Job Status

[VSS Cycle Report](#)

START_TIME	END_TIME	STATUS	RETURN_CODE
07-12-2021 10:35:40	07-12-2021 10:35:42	COMPLETE	SUCCESSFUL
07-12-2021 09:35:50	07-12-2021 09:35:56	COMPLETE	SUCCESSFUL
07-12-2021 08:37:50	07-12-2021 08:37:50	COMPLETE	WARNING
07-12-2021 08:35:50	07-12-2021 08:36:06	COMPLETE	NON_FATAL_ERROR
07-12-2021 07:35:50	07-12-2021 07:35:54	COMPLETE	SUCCESSFUL
07-12-2021 07:10:30	07-12-2021 07:10:30	COMPLETE	WARNING



# wvOASIS Cycle Operations Dashboard

- The VSS Sync Cycle runs every hour on the half hour throughout the day beginning around **07:30**
- The last sync cycle of the day runs around **17:30**
- Bid closing times are entered and displayed in 24-hour format
- Bid closings on the half hour are optimal; 11:30, 14:30, or 15:30, for example.
- The 12:30 cycle should be avoided because it is used occasionally to perform other technical tasks.

# Questions

E-mail: [FinanceTeam@wvoasis.gov](mailto:FinanceTeam@wvoasis.gov)

Website: [wvOASIS.gov](http://wvOASIS.gov)