Office of Professional Services & Human Capital Categories

How to report your Prices Paid into CPRM

May 8, 2020
## Agenda

1. What is Prices Paid? (3)
2. Why do I need to report Prices Paid? (4)
3. How do I report Prices Paid Data? (5)
4. Questions & Answers (10)
What is Prices Paid?

- The Office of Management and Budget (OMB) requires prices paid to be reported for Best-in-Class (BIC) contracts.

- Prices Paid are the actual invoiced labor rates paid by federal agencies on awarded task/delivery orders for Time and Material (T&M) and Labor Hour (LH) contract line item numbers (CLINs).

- Prices Paid support the Federal Government's general goal of being more transparent, and specifically to support greater acquisition transparency.

- Acquisition staff across the government can use Prices Paid data to help them conduct realistic price analysis and negotiations; develop independent government cost estimates (IGCE); and to aid in benchmarking competitive pricing.
Why do I need to report Prices Paid?

OASIS Contract
Section G- Contract Administration Data
G.3.2.3 Invoice Data

Invoice Data The Contractor shall report invoice data from each paid or remitted invoice within 30 calendar days after the end of the reporting quarter, including the invoice data on task orders issued through the GSA AAS Business System Portal. (Note: Whatever method the Contractor chooses (e.g., “each paid” or “remitted”) the Contractor must be consistent in their reporting method throughout the term of the OASIS Contract).

If no Invoice Data was received during a required reporting period for a specific task order, the Contractor shall report in the “Zero Invoice Data” screen located in the CPRM system for that part Unrestricted OASIS Pool 6 31

Regardless of contract type, the Contractor shall report the following into the CPRM:

1. OASIS MA-IDIQ Contract Number
2. Task Order Award Number (NOT the Solicitation Number)
3. Contractor Invoice Number
4. Date Invoice Paid
5. *Amount of Invoice that was Labor
6. Amount of Invoice that was Other Direct Costs (if identified as separate CLIN(s) in the task order)
7. Amount of Invoice that was Travel (if identified as a separate CLIN in the task order)

*For T&M or L-H type task orders, the Contractor shall report Labor Categories, Number of Hours, and Fully Loaded Labor Rates for each invoice by Contract Line Item Number (CLIN)
How do I report Prices Paid Data?

This information pertains to the invoice data reported by the Industry Partner awardees for an awarded task order. Generally, this will apply to the Industry Partner invoices as it is expected that the standard classification of charges will be used as defined here by the line item charge "types". If you choose (or are required) to deviate from this standard for an individual task order, you will be required to preserve this mapping of your invoiced charges for the purposes of administrative reporting. At task order close-out, it is expected that the total invoice data amount equal the total obligated/funded amount of the overall task order. To further ensure data consistency, the following guidelines, as applicable to your respective contract, must also be followed:

a. For Fixed Price task orders that do not include CAF, include a separate CAF line item.
b. For Fixed Price task orders that include CAF, do not include a separate CAF line item.
c. For Time & Materials (T&M) or Labor-Hour (LH) task orders, report fully loaded labor category hourly rates and number of hours invoiced.
d. For Cost-type orders, the direct costs are expected with "indirect" amounts recorded separately. Labor can be reported either as a lump sum under the Cost CLIN or broken out by individual labor category CLIN(s).
e. "Not elsewhere classified" should only be used on an exception basis, and must be accompanied with a description.

In addition to these general guidelines, please refer to your respective contract or ordering guide for more information.

<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
<th>Type</th>
<th>Location</th>
<th>Price</th>
<th>Quantity</th>
<th>Unit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Accountants and Auditors</td>
<td>SME</td>
<td>Contractor Site</td>
<td>$95.48</td>
<td>148</td>
<td>Hour</td>
<td>$141,311.04</td>
</tr>
<tr>
<td>2</td>
<td>Business Operations, Specialists, All Other</td>
<td>SME</td>
<td>Contractor Site</td>
<td>$196.35</td>
<td>49</td>
<td>Hour</td>
<td>$9,616.25</td>
</tr>
<tr>
<td>3</td>
<td>Financial Specialists, All Other</td>
<td>SME</td>
<td>Contractor Site</td>
<td>$196.35</td>
<td>189.5</td>
<td>Hour</td>
<td>$37,185.06</td>
</tr>
<tr>
<td>4</td>
<td>Business Operations, Specialists, All Other</td>
<td>Journeyman</td>
<td>Contractor Site</td>
<td>$143.22</td>
<td>60</td>
<td>Hour</td>
<td>$8,736.96</td>
</tr>
<tr>
<td>5</td>
<td>Stenographers</td>
<td>Junior</td>
<td>Contractor Site</td>
<td>$122.54</td>
<td>20</td>
<td>Hour</td>
<td>$2,450.80</td>
</tr>
<tr>
<td>6</td>
<td>Business Operations, Specialists, All Other</td>
<td>Junior</td>
<td>Contractor Site</td>
<td>$111.36</td>
<td>889.5</td>
<td>Hour</td>
<td>$100,230.96</td>
</tr>
<tr>
<td>7</td>
<td>Financial Specialists, All Other</td>
<td>Senior</td>
<td>Contractor Site</td>
<td>$175.86</td>
<td>153</td>
<td>Hour</td>
<td>$26,794.18</td>
</tr>
<tr>
<td>8</td>
<td>Travel</td>
<td>NA</td>
<td>NA</td>
<td>$1,608.50</td>
<td>1</td>
<td>Each</td>
<td>$1,608.50</td>
</tr>
<tr>
<td>9</td>
<td>Contract Access Fee (CAF)</td>
<td>CAF</td>
<td>NA</td>
<td>$50.29</td>
<td>1</td>
<td>Each</td>
<td>$50.29</td>
</tr>
</tbody>
</table>

Computed Total: $201,819.42
Reporting Prices Paid

One line item for each different labor rate

For Time & Materials (T&M) or Labor-Hour (LH) task orders, report fully loaded labor category hourly rates and number of hours invoiced.

Select the “Type” of labor category from the pull-down

Type in a Description (e.g., “Senior”) to discriminate among other labor categories of the same type

Select a location from the pull down (contractor or gov’t site)
Reporting Prices Paid

One line item for each different labor rate

Next, in the column marked “Price / Quantity / Unit” list the hourly labor rate, and the number of hours for the period covered by the invoice. Ensure “hours” is selected as the unit.

CPRM will calculate the Total invoiced amount in the last column.

Click “Add line item” to add additional items - one line like this for every different labor category that had charges on the invoice you’re creating.

Create line items for other (non-labor) costs, including CAF

Click Submit to save. Invoices can be edited and re-submitted.
Reporting Prices Paid

Tips

● “Submit” often, to save your work

● For Task orders with multiple labor hours, importing data might be easier (from the Invoice screen)

● The tool for uploading Multiple invoices can also be very efficient

Training Links
Reporting Prices Paid

OASIS Prices Paid is reported in the P3 Portal

CPRM automatically sends the OASIS prices paid data to the GSA P3 at least quarterly, where they’re available to federal employees on the Acquisition Gateway, without transparency into industry partners.