Overview of Reporting: Focus on OASIS (\& HCaTS)
Office of Professional Services & Human Capital Categories

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To access slides:
Industry Guidance and Resources, OASIS homepage
Under CPRM +
Roadmap

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What is CPRM?

Contract Payment Reporting Module

CPRM was designed to:

● Meet the reporting requirements of stakeholders, such as OMB;
● Provide data for required Prices Paid Analysis;
● Track Obligations;
● Track Revenue.

What this means to Industry Partners:

● Streamlined reporting capabilities;
● Reduced manual data calls and other task order activity reporting;
● Payment status is tracked.
Training Resources

CPRM Training Portlet

- Available on your CPRM homepage
- New search tool for easy access

CPRM +, Industry Guidance and Resources, OASIS Homepage

- Slides: Intro to CPRM, How to Report Your Prices Paid
- CPRM Invoice Upload Template

OASIS CPRM Analysts

- Team inbox: oasisCPRM@gsa.gov
- Specific reporting, CAF, or CPRM questions
- Available for call or teleconference
CPRM Support

ASSIST Service Desk for general IT Support

- assist.servicedesk@gsa.gov
- (877) 472-4877
  (858-412-8075 outside the continental US)
- Always use your contract number in correspondence with the Service Desk

OASIS CPRM Questions

- oasisCPRM@gsa.gov

HCaTS Questions

- HCaTS@gsa.gov
- SBHCaTS@gsa.gov

- User Account Registration
- Username / Password Reset and Recovery
- Contact Grouping
- Contract Registration
- User Account Updates
- Order Process Issues
- Workflow Support
- Problem Reports
- Security POC Contact
Accessing CPRM

CPRM is located within the ASSIST portal

URL: https://portal.fas.gsa.gov/web/guest

To self-register:
- Select menu option: Registration - Register Contractor
- Select ‘RBA: CPRM’ on registration profile

To add CPRM access to an existing ASSIST user account:
- Edit your account profile and request additional access to CPRM
- Your company POC must approve the role

We recommend:
- Assign a primary and a back-up

Note: the main CPRM user may be different from the COPM or COCM
Add Your Contact Information

Industry Partner Contact Form

- GSA will reach out to these contacts when questions arise about data in the system or CAF payments
- Enter the individual(s) responsible for reporting in CPRM
- Include a group mailbox, administrative user, and COPM/COCM

Access form via the CPRM Communications dropdown, > Search CPRM Industry Partner Contacts > Add

Enter the contact person name.
Select the contract for which this person is a contact.
Select the role for the contact person.
Enter the phone number and email address for the contact. A group email address should be used for at least one person.
Click Submit to save your changes or Cancel to dismiss the form without saving any changes. You can also Edit previously entered contacts.
Contractual Reporting & CAF Requirements

**Reporting**
- CPRM should be an accurate representation of Task Order activity [G.3.2.]
- Report new Task Orders within 30 days of award [G.3.2.1.]
- Choose when you will report and report the same for the life of the Order [G.3.2.3.]
  - By invoice date or paid date
  - When you report, you also remit
- Report on active Task Orders every (Calendar) quarter [G.3.2.3.]

**CAF - Contract Access Fee**
- Should be a separate CLIN on every invoice [G.3.1.]
  - Paid on the entire invoice (including Travel, ODCs, Materials, etc)
  - Bid CAF at the proper rate - customer MOUs may reduce the CAF rate
- CAF is a pass through from your customer to GSA
  - Expectation → Invoiced CAF = Estimated CAF = paid CAF

Every task order/award should include CAF. If you see RFP for OASIS that doesn’t include CAF, reach out to the Ordering CO (OCO).
How to Enter New Task Orders (1)

Order Data Form

- Report new Task Orders within **30 days of award**
- Form functionality is customized based on the type of contract

Access form via the Orders dropdown > Enter New Order Package

Start by selecting the contract number associated to the task order award.

Some fields may change based on your contract selection.

Enter the Period of Performance start and end dates associated to the initial funded award.

Click the ‘Guide Me’ link to access the Help Document for the form.

Tool tips will appear to the right-hand side to help you enter the correct information into the form field.
How to Enter New Task Orders (2)

Order Data Form

Select the Receiving Agency from the dropdown.

Attach relevant documents such as the signed award, SoS, and mods.

Click Submit to save your changes or Cancel to dismiss the form without saving any changes.

Begin typing the name of the OCO and it should come up automatically. If not, enter their email address.

Once created, return to a Task Order via the Orders dropdown > Search Orders > Click on Task Order number

After saving the Task Order, you can return to make edits as needed. Edit button is at the bottom of the Order Data page.
Quarterly Reporting & Zero Invoices

Quarterly Reporting Deadlines

- Calendar Quarters [G.3.2.4.]
- All active task orders EVERY quarter
- Report the same for life of the order
  - By invoice date OR paid date
- Expectation → Invoiced CAF = Estimated CAF = paid CAF

Zero Invoices

- Intentional gap in reporting
- Satisfies quarterly reporting requirement
- Added the same way as new invoice data

<table>
<thead>
<tr>
<th>Calendar Quarters</th>
<th>CAF &amp; Reporting Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Quarter</td>
<td>January 1 - March 31</td>
</tr>
<tr>
<td>2nd Quarter</td>
<td>April 1 - June 30</td>
</tr>
<tr>
<td>3rd Quarter</td>
<td>July 1 - September 30</td>
</tr>
<tr>
<td>4th Quarter</td>
<td>October 1 - December 31</td>
</tr>
</tbody>
</table>
Entering Invoices
Method 1: Line by Line (1)

For new users or orders with few line items

Access the Invoice Data Form via the Order Data Page.

Scroll down to the Invoice Data section and click ‘add’.

Select the Invoice Data radio button.

Enter the date associated with the invoice, the reporting year, and the reporting period.

You can disregard the import function and ‘Upload’ button with this method.

The form will require a Comment if the entered CAF does not match the estimated CAF.
Method 1: Line by Line (2)

For new users or orders with few line items

Use the line item table to report your invoice line items, at least 1 row per CLIN. The CAF line is provided on every invoice by default.

Type, Price, Quantity & Unit fields will depend on the prices paid guidance for contract type (slides 18-19). CPRM will calculate totals and estimated CAF based on CAF rate rules.

Click the ‘Add Line Item’ button to add new line items. Click ‘Submit’ to save changes, once submitted, you can return at any time to edit an invoice.
Method 2: Upload Multiple Invoices

For users with a large number of task orders

1. Download the ‘CPRM Invoice Upload Template’ from the OASIS Industry Guidance and Resources page.
2. Format your document according to the ‘Instructions’ tab.
3. Save your document.
4. Navigate to the Invoice Data Package Upload page in CPRM.
5. Click ‘Choose File’, select your document, and click ‘Upload’.
6. Verify that the invoices uploaded correctly (to the right task orders).

Tips:
- This method can also be used to upload a single invoice.
- “Set it and forget it” - for T&M/LH orders, enter labor categories/rates once and just update with actual amounts.
Final Tips for Invoices

★ ‘Submit’ early and often to save your work

[Submit, Add Line Item, Cancel]

★ You can always return to submitted invoices to make edits

[Edit, Print, Return to Order Package]

[From Order Data Page, click on the invoice number, then click ‘Edit’]
Prices Paid Data (PPD) (1)

Reporting actual invoiced labor rates

- Required by OMB for Best-In-Class contracts - OASIS & HCaTS are both BIC
- Supports greater acquisition transparency
- Data is shared with acquisition professionals government-wide for price analysis

To avoid accidentally reporting proprietary data, do NOT include PPD on Firm Fixed Price or Cost Plus type orders.

Firm Fixed Price Example

<table>
<thead>
<tr>
<th>Line Id</th>
<th>Type</th>
<th>Description</th>
<th>Location</th>
<th>Price</th>
<th>Quantity</th>
<th>Unit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Labor</td>
<td>LABOR</td>
<td>Government</td>
<td>$105,649.97</td>
<td>1</td>
<td>Unit</td>
<td>$105,649.97</td>
</tr>
<tr>
<td>2</td>
<td>Travel</td>
<td>TRAVEL</td>
<td>Government</td>
<td>$1,588.82</td>
<td>1</td>
<td>Unit</td>
<td>$1,588.82</td>
</tr>
<tr>
<td>3</td>
<td>Other Direct Costs (ODCs)</td>
<td>ODCs</td>
<td>Government</td>
<td>$1,248.52</td>
<td>1</td>
<td>Unit</td>
<td>$1,248.52</td>
</tr>
<tr>
<td>4</td>
<td>Contract Access Fee (CAF)</td>
<td>CAF</td>
<td>Government</td>
<td>$113.09</td>
<td>1</td>
<td>Each</td>
<td>$113.09</td>
</tr>
</tbody>
</table>

Cost Plus Example

<table>
<thead>
<tr>
<th>Line Id</th>
<th>Type</th>
<th>Description</th>
<th>Location</th>
<th>Price</th>
<th>Quantity</th>
<th>Unit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Labor</td>
<td>LABOR</td>
<td>Government</td>
<td>$877,163.16</td>
<td>1</td>
<td>Unit</td>
<td>$877,163.16</td>
</tr>
<tr>
<td>2</td>
<td>Travel</td>
<td>Travel</td>
<td>Government</td>
<td>$168,400.93</td>
<td>1</td>
<td>Unit</td>
<td>$168,400.93</td>
</tr>
<tr>
<td>3</td>
<td>Other Direct Costs (ODCs)</td>
<td>ODCs</td>
<td>Government</td>
<td>$56,910.25</td>
<td>1</td>
<td>Unit</td>
<td>$56,910.25</td>
</tr>
<tr>
<td>4</td>
<td>Contract Access Fee (CAF)</td>
<td>CAF</td>
<td>Government</td>
<td>$8,444.05</td>
<td>1</td>
<td>Each</td>
<td>$8,444.05</td>
</tr>
<tr>
<td>5</td>
<td>Award/Field Incentive Fees</td>
<td>FEE</td>
<td>Government</td>
<td>$12,362.93</td>
<td>1</td>
<td>Unit</td>
<td>$12,362.93</td>
</tr>
</tbody>
</table>

Labor Hour, Time & Materials Example

- Report fully loaded labor category hourly rates and number of hours invoiced
- One line item for each different labor category and labor rate

Computed Total: $1,134,384.82

Computed Total: $1,867,707.30
# Prices Paid Data (PPD) (2)

## Summary of Codes for CPRM Invoices

<table>
<thead>
<tr>
<th>Cost/CLIN Description</th>
<th>Line Type</th>
<th>Unit of Measure</th>
</tr>
</thead>
<tbody>
<tr>
<td>T&amp;M, Labor Hours</td>
<td>Select the actual labor code from your task order; CPRM is pre-loaded with Dept of Labor codes.</td>
<td>Hours</td>
</tr>
<tr>
<td>Other</td>
<td>Other - Unclassified  Not Elsewhere Classified. Enter total costs on labor and materials, (including overhead and G&amp;A expenses.)</td>
<td>Unit (UN)</td>
</tr>
<tr>
<td>Cost</td>
<td>Cost  Enter Direct Labor as a lump sum, without the fee, materials, or travel.</td>
<td>Unit (UN)</td>
</tr>
<tr>
<td>Fee</td>
<td>Award/Fixed/Incentive Fees</td>
<td>Unit (UN)</td>
</tr>
<tr>
<td>Fixed Price</td>
<td>Fixed Price  Enter Direct Labor as a lump sum, without the materials or travel.</td>
<td>Unit (UN)</td>
</tr>
<tr>
<td>Travel</td>
<td>Travel</td>
<td>Unit (UN)</td>
</tr>
<tr>
<td>ODC or Materials</td>
<td>Other Direct Costs (ODC) or Materials  Enter a total amount to include direct materials costs, and other direct costs not previously identified. Do not include travel or fees.</td>
<td>Unit (UN)</td>
</tr>
<tr>
<td>CAF</td>
<td>Contract Access Fee (CAF)</td>
<td>Each (EA)</td>
</tr>
</tbody>
</table>
Invoice Reconciliation

GSA reviews invoice reporting & CAF remittance

Reviews begin immediately following the reporting deadline *ex: Q3 review begins Nov 1*

**CPRM Analysts:**

- Compare Order Data Page to what is reported by OCOs in FPDS-NG
- Ensure invoice or zero invoice was reported for each Task Order
- CAF invoiced = CAF remitted = Estimated CAF
- Review Prices Paid Data
- Ensure all required documents are attached to the task order

**To resolve reporting and remittance issues:**

- Analysts reach out to Contractors
- Engage IOAs or ConOps as necessary
Enter CAF Payment Data (Vouchers)

CAF Payment Data Form

Select your company. If you are supporting multiple divisions in your company, you will select one entry from multiple options.

Select the contract family for which you will be making the CAF payment. Once you select an option, the CAF Payment Allocations table will populate with all your task orders for which there is invoice data.

Enter the date that corresponds to when you will submit the actual payment.

The Voucher Number is a way for you and the GSA to communicate about a payment. Example of a Voucher Number might be ‘1st QTR 2014’ or some type of payment tracking ID.

The Total CAF Payment Amount must be fully allocated to one or more task orders in the allocation table. The allocated amounts are entered in the Amount Allocated column.

Additional task orders may be added to the Allocations table using this Add feature. Start to type a Task Order number and the system will find matches. Select the correct match and click ‘Add’.

The Total CAF Payment Amount should be the exact amount that you will remit to the GSA for this payment.

Access form via the CAF Payments dropdown, > Enter CAF Payment Data

Report CAF payments and connect to Pay.gov
Remit CAF with Pay.gov

Pay Button

- Enables you to remit your CAF payment to the GSA using U.S. Treasury’s Pay.gov system
- Pay button appears on pending CAF Payment Data Forms and after you submit the CAF Payment Data Form
- You will leave CPRM and open a connection to Pay.gov, but your contract number and payment amount will be carried over
- Pay.gov payments are done by electronic bank transfer
Entering Modifications (Mods)

Order Mod Data Form
Report changes to the Task Order as reflected in the modification award document

Access the Mod Data Form via the Order Data Page, Scroll to the Order Modifications section and click ‘add’

The Period of Performance reflects the overall order’s performance start and end dates. If the modification extended or shortened the overall period of performance, edit the end date to accurately reflect the end date for the order.

Enter a short description on the nature of the mod.

Enter the increase/decrease to the awarded, funded amount as reflected on the modification award document. The amount should not include un-exercised options.

The Total Estimated Value is automatically updated to match the Total Obligated/Funded Amount when a mod increases the Total Obligated/Funded Amount beyond the previously entered Total Estimated Value. This value may be edited on the Order Data form, if needed.

Click ‘Submit’ to save. Return to edit by selecting the Mod from the Order Modifications list.
Task Order Closeout

Contractors should close out their Task Orders in CPRM

Accomplished at the quarter following the ‘ultimate completion date’

- CPRM notifies when a Task Order reaches the ‘ultimate completion date’
- OCO should issue a closeout mod to remove any un-expensed obligated funds
  - OR the Contractor can submit a Release of Claims in CPRM
- Contractor should:
  - Ensure all invoices are properly reported, and sum to the remaining obligated balance
  - Ensure the CAF paid to GSA matches the CAF invoiced and Estimated CAF
  - Once all actions to close out have been taken, validate the task order
- GSA will complete final reconciliation of task order
  - The task order will then be validated by GSA or rejected pending further action
Questions?

Thank you for attending the OASIS Training today!

Please type your question into the chat area. We will answer live but Q&A will be captured and emailed to participants.