CPRM Introduction & Refresher

Office of Professional Services
& Human Capital Categories

Kristi Irvin
oasisCPRM@gsa.gov or Kristen.Irvin@gsa.gov
Director of Business Operations
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What is CPRM?

Contract Payment Reporting Module

CPRM was designed to:

- Meet the reporting requirements of stakeholders:
  - Office of Management and Budget (OMB)
  - Customers such as OMB’s Office of Strategic;
- 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.
CPRM Overview Training

GSA Assist Web Portal links you to the CPRM

- **Contractor Payment Reporting Module (CPRM)**
  - Awarded Task Order Reporting
  - Quarterly Invoice Reporting
  - Contractor Access Fee (CAF) reporting & remittance

- **Contractor User Registration**
  - Link to [web page](#) &
  - Link to *Registration Training* [slides](#)

- **Contractor Workflow Diagram** - reporting steps involved
FOR CPRM Support...

• **General IT Support - Contact GSA ASSIST Help Desk**
  - User Account Registration Process Assistance
  - Username / Password Reset and Recovery
  - Contact Grouping
  - Contract Registration
  - User Account Updates
  - Order Process Issues
  - Workflow Support
  - Problem Reports
  - Security POC Contact

• **OASIS CPRM Questions** - Email oasisCPRM@gsa.gov

• **CPRM Training Slides and OASIS-specific Information**
  - Formal CPRM Administrator training to be announced
  - Recommend a primary & back-up be assigned
CPRM Basics

- **Register** for an Account
- Admin users (those who report invoices in CPRM) take/watch **CPRM Introductory Training**
- Add “Industry Partner Contacts”
- Report Task Orders
- Report Invoices quarterly, by the end of month following the quarter & remit CAF
- Report mods
- Closeout Task Orders once finalized
# How to Access the CPRM System

All users access the CPRM system at the ASSIST Portal

- URL: [https://portal.fas.gsa.gov/web/guest](https://portal.fas.gsa.gov/web/guest)

- To register for a new ASSIST user account, users may self-register
  - Select menu option: Registration – Register Contractor
  - Select ‘RBA: CPRM’ on registration profile

This role allows:

- View / Add / Edit Company Contact Data in CPRM
- View / Add / Edit Orders and Order Mods
- View / Add / Edit Invoice Data and Zero Invoice Data
- View / Add / Edit Contract Access Fee (CAF) Payment Data

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
How to Enter Contacts

The CPRM Industry Partner Contact form enables you to identify your company contact people for each of your company contracts supported in the CPRM. The GSA will reach out to these contacts when questions arise about data in the system.

**How to access this page:** CPRM Communications ▸ Search Industry Partner Contacts ▸ Add button

- 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, for your company, should be used for at least one person.
- Click Submit to save your changes. Click Cancel to dismiss the form without saving any changes.
New Task Orders

- **Start off right when you bid on new work**
  - Be sure to bid a CAF at the proper customer rate as a separate CLIN
  - CAF is paid on ODCs such as travel, etc., so include those in the bid
  - If you see request for OASIS that doesn’t include CAF, reach out to Ordering CO (OCO) or GSA OASIS team
  - Most CAF errors come from awards outside the OASIS structure
New Task Orders

- Hooray! You won an award!!
- **Report New Task Orders** within 30 days of Award
  - Select the contract number under which task was awarded
  - Enter the order number from the award document
  - Provide short description of services being provided, and select the functional area which most closely matches the majority of the services being provided
How to Enter Order Data

The Order Data page enables you to report your task orders. The form functionality is customized based on the type of contract upon which the task order is awarded.

**How to access this page:** menu option Orders ➔ Enter New Order Package

Start by selecting the contract number associated to the task order award. Tool tips will appear to the right-hand side to help you enter the correct information into the form field. 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. Always use your contract number in correspondence with the helpdesk.
All Task Orders must be reported on quarterly in CPRM, by the last day in the month after the quarter closes (Jan 31st, April 30th, July 31st, Oct 31st)

- For each task order you choose at the beginning of the PoP how to report:
  - When you submit the invoice to customer, or
  - When customer remits payment to you

- Regardless of method, at least a zero-invoice must be posted by the last day of the month following the quarter

- IDEALLY → Invoiced CAF = Estimated CAF = paid CAF
Invoice Reconciliation

● GSA reviews invoice reporting and CAF remittance on starting on the 1st day of the 2nd month after the quarter (Feb 1st, May 1st, Aug 1st, Nov 1st)
  ○ Compare Task Order to what is reported by OCOs in FPDS-NG
  ○ Ensure Invoice or Zero Invoice reported for each Task Order
  ○ Compare CAF invoiced to CAF remitted
  ○ Review Prices Paid data for T&M and Hour Task Orders

● Work with Contractors to resolve reporting and remittance issues
  ○ Engage OCOs or OASIS COs as necessary
How to Enter Invoice Data

The Invoice Data form enables you to manually report the invoices submitted to your customer on this task order.

**How to access this page:** on Order Data page, click the ‘add’ link above the Invoice Data table; select ‘Invoice Data’

**Alternate access:** menu option Invoice Data → Enter New Invoice Data; select ‘Invoice Data’

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### Invoice 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 “group”. If you choose (or are required) to deviate from this standard for an individual task order, you will be expected to preserve this mapping of your invoice charges for the purposes of administrative reporting. At task order close-out, it is expected that the total invoice data amount equal the total obligations/budgeted amount of the overall task order. To further ensure data consistency, the following guidelines, as applicable to your respective contract, must also be followed:

1. For Fixed Price task orders that do not include CAC, include a separate CAC line item.
2. For Fixed Price task orders that include CAC, do not include a separate CAC line item.
3. For Contingent Labor (CL) task orders, report only the labor cost associated with the category hourly rates and number of hours invoiced.
4. For Contingent Labor (CL) task orders, report only the labor cost associated with the category hourly rates and number of hours invoiced.
5. For Contingent Labor (CL) task orders, report only the labor cost associated with the category hourly rates and number of hours invoiced.
6. For Contingent Labor (CL) task orders, report only the labor cost associated with the category hourly rates and number of hours invoiced.
7. In addition to these general guidelines, please refer to your respective contract or ordering guide for more information.

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**Select to designate that you are entering Invoice Data.**

Enter the date associated to the invoice. Note that the date must be greater than or equal to the POP start date and less than or equal to the current date. Please note the instructional text on the form.

This feature enables you to upload invoice line item data directly onto the form for a single invoice. The data must be formatted in a specific manner. This feature is also found under “Invoice Data→Upload Multiple Invoices”

Use the line item table to report your invoice line items, at least 1 row per CLIN.

Click the ‘Add Line Item’ button to add new line items.
The tool for uploading Multiple invoices can be very efficient.

It works when the individual Invoice Task order upload does not.

Template for OASIS gsa.gov/oasis
How do I report the Invoice Detail?

For T&M or Hourly rate contracts, Prices Paid are reported at the Labor Category level for each CLIN.
Invoice - 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)
Invoice - 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.
The CAF Payment Data form enables you to report your CAF Payments for each of your Task Orders reported in the system.

**How to access this page:** menu option CAF Payments ▶ Enter CAF Payment Data

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 should be the exact amount that you will remit to the GSA for this payment.

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.
How to Remit CAF with Pay.gov

The Pay button enables you to remit your CAF payment to the GSA using the U.S. Treasury’s Pay.gov system.

○ Pay button appears after you submit the CAF Payment Data form
○ Pay button appears on pending CAF Payment Data forms

○ Pay.gov payments are done by electronic bank transfer

○ CPRM Help Document for more information.
How to Enter MODS

The Order Mod Data form enables you to report the changes to the task order as reflected on the modification award document.

**How to access this page:** on Order Data page, click the ‘add’ link above the Order Modifications table

- **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.
Task Order Closeout

- At the quarter following the “ultimate completion date”, contractors should close out their task order in CPRM
  - The OCO should issue a closeout mod to remove any un-expensed obligated funds OR the contractor can submit a Release of Claims in CPRM
  - The company should ensure all invoices are properly reported, and sum to the remaining obligated balance.
  - GSA will complete final reconciliation of task order and then mark it “closed” in CPRM
  - CPRM notifies when a task order reaches the “ultimate completion date”
Questions?

Thank you for attending the OASIS Training today. Please type your question into the chat area. Questions will been captured and we will also email out to everyone.