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DEPARTMENT OF GENERAL SERVICES

Contractor Responsibility Program System (CRPS) for User



Navigation

This course is presented on a series of slides. Navigate through the slides by selecting the NEXT or PREVIOUS button.



PREVIOUS



NEXT

You may exit the course at any time. When you return to the course, you can choose to resume the course or start from the beginning.

Select the NEXT button now to start the course.



Topics of Discussion

- | | |
|--|---|
| <ul style="list-style-type: none">• Program Goals and Course Objectives• Contractor Responsibility Program (CRP) Policy• Contractor Responsibility Program System (CRPS) Overview• Navigating the CRPS<ul style="list-style-type: none">– Searching for a Performance Issue– Viewing/Editing a Performance Issue | <ul style="list-style-type: none">• Executing a CRP Check• Executing a CRP Search• Generating Reports• Summary• Knowledge Check |
|--|---|





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Program Goals and Course Objectives for User



Program Goals and Course Objectives

- The goals of the program are:
 - To ensure that Commonwealth of Pennsylvania agencies contract with responsible and competent contractors
 - To identify, evaluate, and appropriately sanction contractors who:
 - Do not meet the standards of responsibility
 - Render deficient performance
 - Engage in wrongdoing or other inappropriate activities



Program Goals and Course Objectives

Upon completion of this course, you should be able to:

- Understand the Contractor Responsibility Program (CRP)
 - Enables procurement professionals to simultaneously check the federal government's new System for Award Management (SAM) as well as the Commonwealth Contractor Responsibility Program System (CRPS)
 - Perform a Check of Commonwealth suppliers who have been identified as performing work unsatisfactorily
- Access the Contractor Responsibility Program System (CRPS) to:
 - Execute CRP Checks and Searches
 - Search for and view Approved and Resolved Performance Issues
 - Generate reports





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Contractor Responsibility Program (CRP) Policy for User



Contractor Responsibility Program Policy

- Executive Order 1990-3, Contractor Responsibility Program, mandated the development of this program by the Secretary of the Budget and the Secretary of General Services

- Management Directive 215.9, Contractor Responsibility Program, establishes policy, responsibilities, and procedures for implementing the program
 - Determine contractor responsibility prior to making any contract award, renewal, extension, or assignment in excess of \$5,000



Contractor Responsibility Program Policy

- Part 1, Chapter 14 of the Procurement Handbook, Contractor Responsibility, provides a standard reference for Commonwealth Purchasing Professionals relative to the aforementioned Executive Order and Management Directive
- Part 1, Chapter 57 of the Procurement Handbook, Contractor Performance and Legal Remedies (Materials and Services), provides general guidance to Commonwealth Purchasing Professionals relative but not limited to contractor performance/non-performance and delivery of materials, completion of services, monitoring supplier performance, as well as remedies for failure to make delivery or failure to perform





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Contractor Responsibility Program System (CRPS) Overview for User



Contractor Responsibility Program System Overview

- CRPS is a central database used to collect and disseminate information regarding contractor:
 - Obligations with the Commonwealth
 - Performance Issues
 - Suspensions/Debarments with either the Commonwealth or Federal government



Contractor Responsibility Program System Overview

- Three user “roles” have been created in the system:

1. Performance Issue (PI) Creator

- Authorized to create new Performance Issues for their agency
 - Edit Performance Issues with a *Pending* status for their agency
- Search for and view *Approved* and *Resolved* Performance Issues
- Execute CRP Checks and Searches
- Generate reports



Contractor Responsibility Program System Overview

2. Performance Issue (PI) Approver

- Authorized to *Approve* or *Resolve* Performance Issues:
 - Edit Performance Issues with an *Approved* or *Resolved* status
- Search for and view all Performance Issues
- Execute CRP Checks and Searches, and generate reports

This role may be restricted to Designated Senior Managers (DSM) – a senior-level manager assigned to carry out the agency's responsibilities under MD 215.9



Contractor Responsibility Program System Overview

3. CRPS User

- Execute CRP Checks and Searches
- Search for and view *Approved* and *Resolved* Performance Issues
- Generate reports



Contractor Responsibility Program System Overview

Timeliness of Data Sources

- Tax obligations from the **Department of Revenue** are supplied **daily**
- Tax obligations from the **Department of Labor and Industry's** Unemployment Compensation and State Worker's Insurance Fund are supplied **weekly**
- Performance Issue entries are created and stored in CRPS when a supplier has not performed satisfactorily; the entry is followed by *Approval* or *Rejection* via workflow
 - Note: When running a CRP Check, the system will only check for Approved Performance Issues



Contractor Responsibility Program System Overview

Timeliness of Data Sources, continued:

- The DGS Suspension/Debarment database queried with the CRP Check will return any Commonwealth suspensions or debarments from the past five (5) years
- A CRP Check will query and return any known federal suspensions or debarments through the SAM database
 - Access the Federal website at: <http://www.sam.gov>





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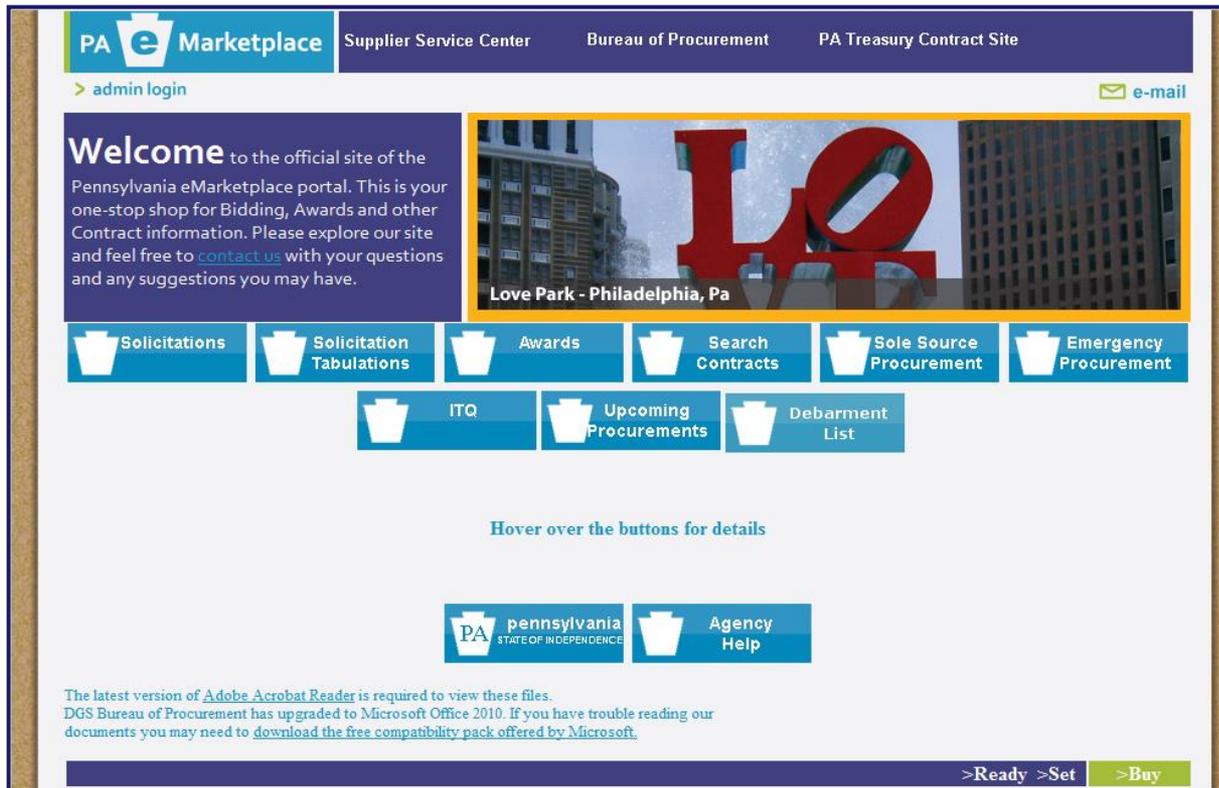
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Navigating the Contractor Responsibility Program System (CRPS) for User



Navigating the Contractor Responsibility Program System

- Go to the DGS website at www.emarketplace.state.pa.us



The screenshot shows the Pennsylvania eMarketplace website homepage. At the top, there is a navigation bar with the following links: PA e Marketplace, Supplier Service Center, Bureau of Procurement, and PA Treasury Contract Site. Below the navigation bar, there is a "Welcome" message on the left and a "Love Park - Philadelphia, Pa" image on the right. The main content area features a grid of buttons for various procurement activities: Solicitations, Solicitation Tabulations, Awards, Search Contracts, Sole Source Procurement, Emergency Procurement, ITQ, Upcoming Procurements, and Debarment List. Below the buttons, there is a note about the Adobe Acrobat Reader and a link to download the free compatibility pack. At the bottom, there are links for "Ready", "Set", and "Buy".

- Select the Admin Login link at the top left of the screen



Navigating the Contractor Responsibility Program System



PA Marketplace Supplier Service Center Bureau of Procurement

Administration Login

[< Back](#)

This login is for Registered Pennsylvania State Employees only. If you are a Registered Pennsylvania State Employee, please login. If you are a Pennsylvania State Employee and not registered yet, please click "Register Here."

Login

User ID:

Password:

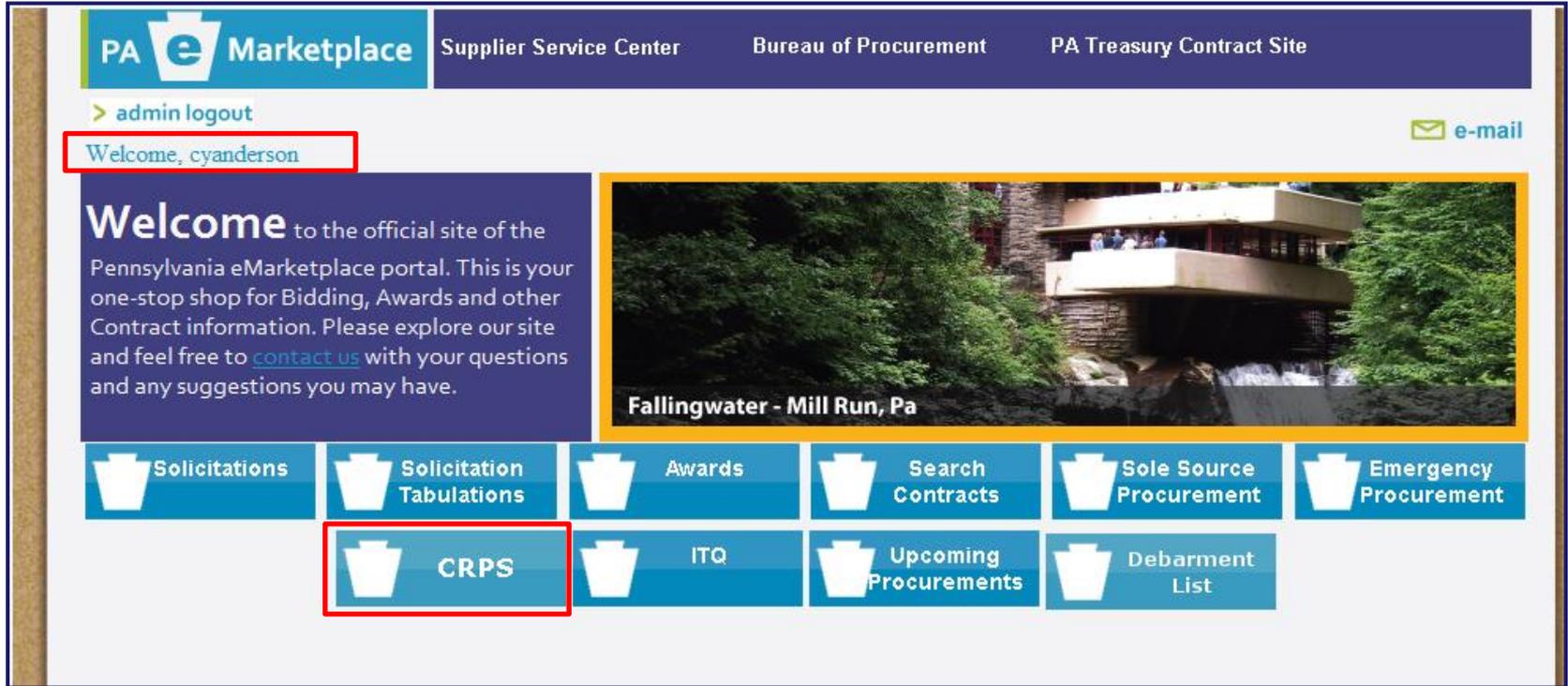
[Register Here](#)

[Forgotten Password](#)

- Log in with the credentials provided by DGS webmaster
- If you do not have credentials, you may register at this time



Navigating the Contractor Responsibility Program System



PA eMarketplace Supplier Service Center Bureau of Procurement PA Treasury Contract Site

> admin logout e-mail

Welcome, cyanderson

Welcome to the official site of the Pennsylvania eMarketplace portal. This is your one-stop shop for Bidding, Awards and other Contract information. Please explore our site and feel free to [contact us](#) with your questions and any suggestions you may have.

Fallingwater - Mill Run, Pa

Solicitations	Solicitation Tabulations	Awards	Search Contracts	Sole Source Procurement	Emergency Procurement
	CRPS	ITQ	Upcoming Procurements	Debarment List	

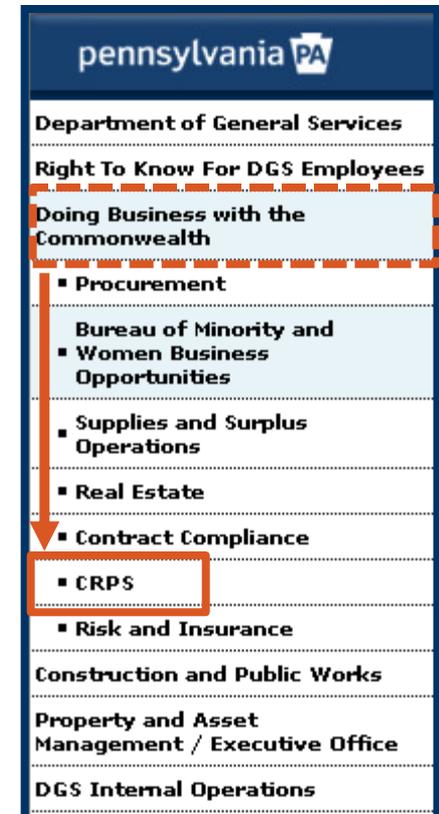
- Once logged in, your screen will display a Welcome and will now have the CRPS block



Navigating the Contractor Responsibility Program System



- Select DOING BUSINESS WITH THE COMMONWEALTH from the left navigation menu
- Select the CRPS link



Navigating the Contractor Responsibility Program System



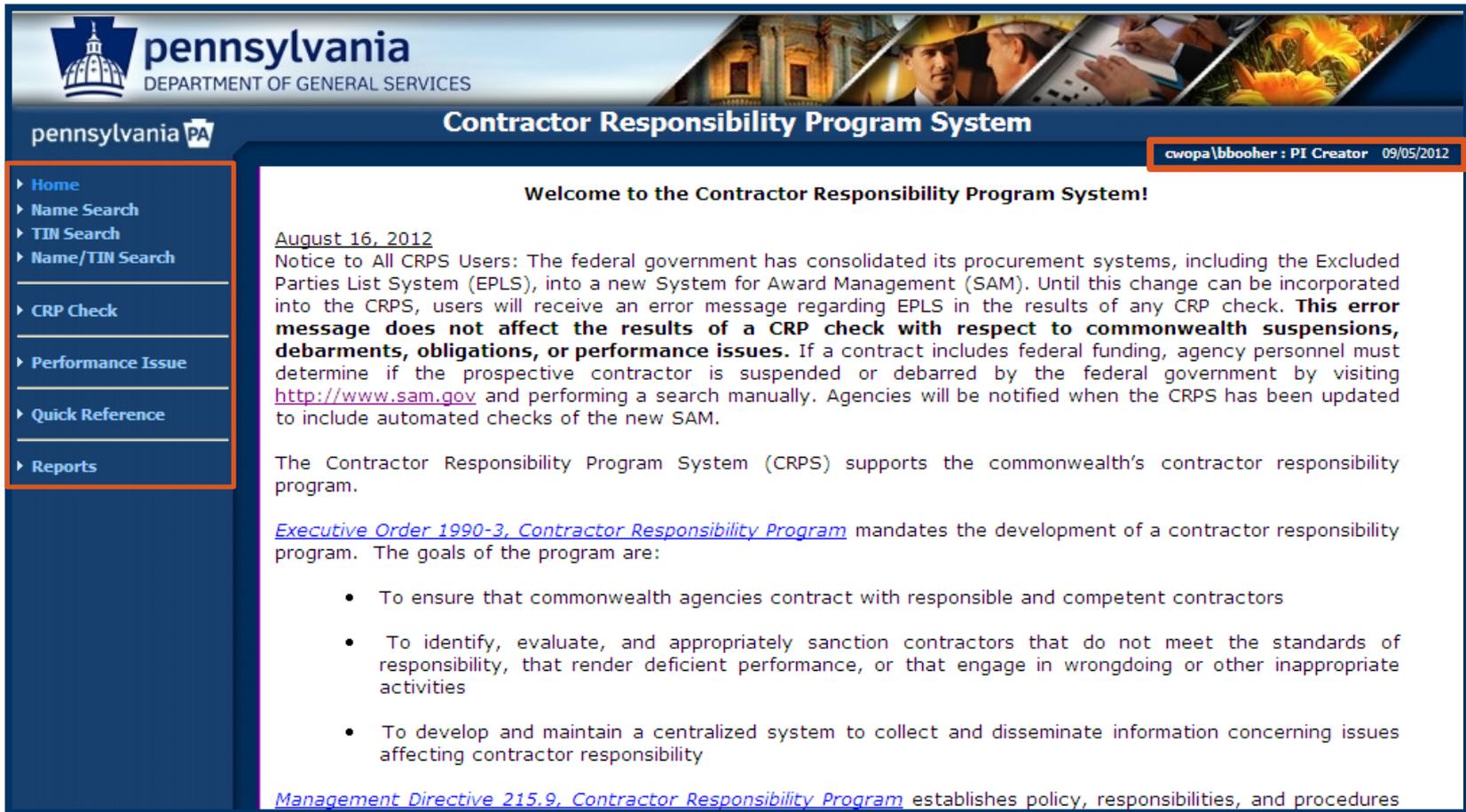
The screenshot shows the Pennsylvania Department of General Services website. The header includes the logo and navigation links: Directory, My Pages, My Communities, and Help. Below the header is a search bar and a list of services: PA STATE AGENCIES, ONLINE SERVICES, and a search input field. The main content area features a breadcrumb trail: Home > Doing Business with the Commonwealth > CRPS. A large banner for the Contractor Responsibility Program System (CRPS) is displayed, featuring the Pennsylvania logo and the text "Contractor Responsibility Program System" and "CRPS". A left-hand navigation menu lists various services, with "CRPS" highlighted.

Department of General Services	Home > Doing Business with the Commonwealth > CRPS
Right To Know For DGS Employees	
Doing Business with the Commonwealth	
Procurement	
Bureau of Minority and Women Business Opportunities	
Supplies and Surplus Operations	
Real Estate	
Contract Compliance	
CRPS	
Risk and Insurance	
Construction and Public Works	
Property and Asset Management / Executive Office	
DGS Internal Operations	

- Select anywhere in the above graphic to continue to the CRPS Home Page



Navigating the Contractor Responsibility Program System



The screenshot shows the web application interface for the Contractor Responsibility Program System. At the top left is the Pennsylvania Department of General Services logo. The main header reads "Contractor Responsibility Program System". A user session bar in the top right shows "cwopa\bbooher : PI Creator 09/05/2012". On the left is a navigation menu with the following items: Home, Name Search, TIN Search, Name/TIN Search, CRP Check, Performance Issue, Quick Reference, and Reports. The main content area is titled "Welcome to the Contractor Responsibility Program System!" and contains a notice dated August 16, 2012, regarding the consolidation of procurement systems into SAM. It states that an error message regarding EPLS will be shown but does not affect CRP check results for suspensions, debarments, obligations, or performance issues. Below the notice, it explains that the CRPS supports the commonwealth's contractor responsibility program and references Executive Order 1990-3. A bulleted list outlines the program's goals: ensuring responsible contractors, identifying and sanctioning non-compliant ones, and developing a centralized information system. At the bottom, it mentions Management Directive 215.9.

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Contractor Responsibility Program System

cwopa\bbooher : PI Creator 09/05/2012

Welcome to the Contractor Responsibility Program System!

August 16, 2012
Notice to All CRPS Users: The federal government has consolidated its procurement systems, including the Excluded Parties List System (EPLS), into a new System for Award Management (SAM). Until this change can be incorporated into the CRPS, users will receive an error message regarding EPLS in the results of any CRP check. **This error message does not affect the results of a CRP check with respect to commonwealth suspensions, debarments, obligations, or performance issues.** If a contract includes federal funding, agency personnel must determine if the prospective contractor is suspended or debarred by the federal government by visiting <http://www.sam.gov> and performing a search manually. Agencies will be notified when the CRPS has been updated to include automated checks of the new SAM.

The Contractor Responsibility Program System (CRPS) supports the commonwealth's contractor responsibility program.

[Executive Order 1990-3, Contractor Responsibility Program](#) mandates the development of a contractor responsibility program. The goals of the program are:

- To ensure that commonwealth agencies contract with responsible and competent contractors
- To identify, evaluate, and appropriately sanction contractors that do not meet the standards of responsibility, that render deficient performance, or that engage in wrongdoing or other inappropriate activities
- To develop and maintain a centralized system to collect and disseminate information concerning issues affecting contractor responsibility

[Management Directive 215.9, Contractor Responsibility Program](#) establishes policy, responsibilities, and procedures

- Links to the various functions are contained within the left navigation menu



Navigating the Contractor Responsibility Program System



- For security purposes, close CRPS when you are not actively working in the system.
 - Select the red “X” in the upper-right corner; or
 - Select File, then Exit within the menu





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Performance Issues for User



Searching for a Performance Issue

The Performance Issue functionality in the system includes the ability to search the Performance Issues stored in CRPS.

It is important to note that ***this search is unrelated to a CRP Check or Search.***



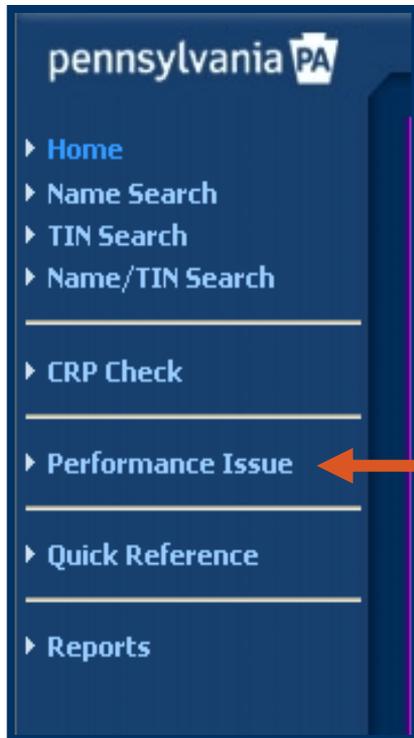
Searching for a Performance Issue

All users may search CRPS for Performance Issues; however, the results returned depend on the role of the user executing the search.

- **CRPS User** – Results will only include *Approved* and *Resolved* Performance Issues
- **PI Creator** – Results will include *Pending* Performance Issues for the agency, and all other *Approved* or *Resolved* Performance Issues
- **PI Approver** – Will see all Performance Issues, regardless of the agency and status



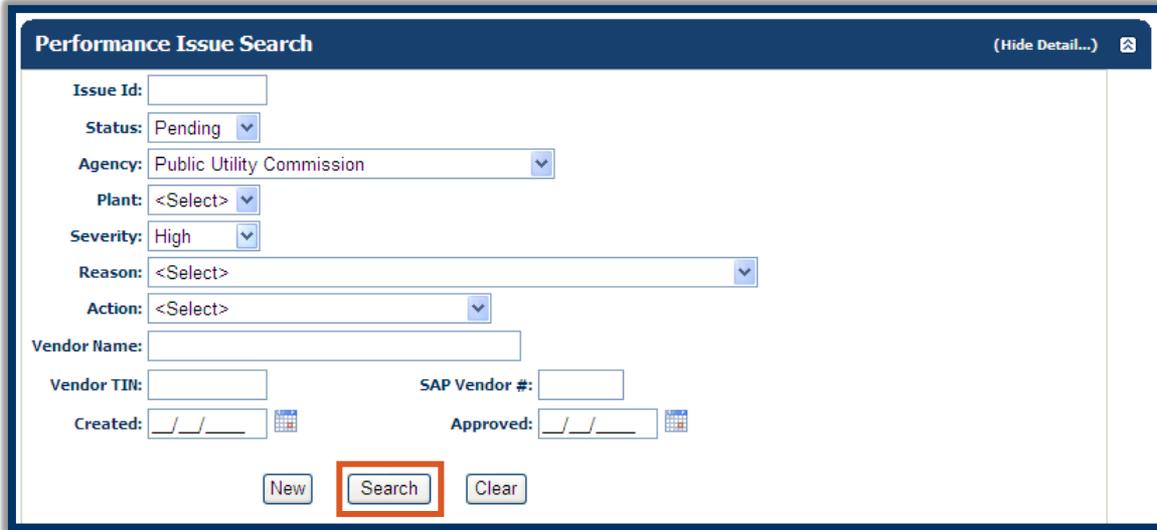
Searching for a Performance Issue



- Select the PERFORMANCE ISSUE link from the left navigation menu



Searching for a Performance Issue



The screenshot shows a web form titled "Performance Issue Search" with a "(Hide Detail...)" link in the top right corner. The form contains several input fields and dropdown menus:

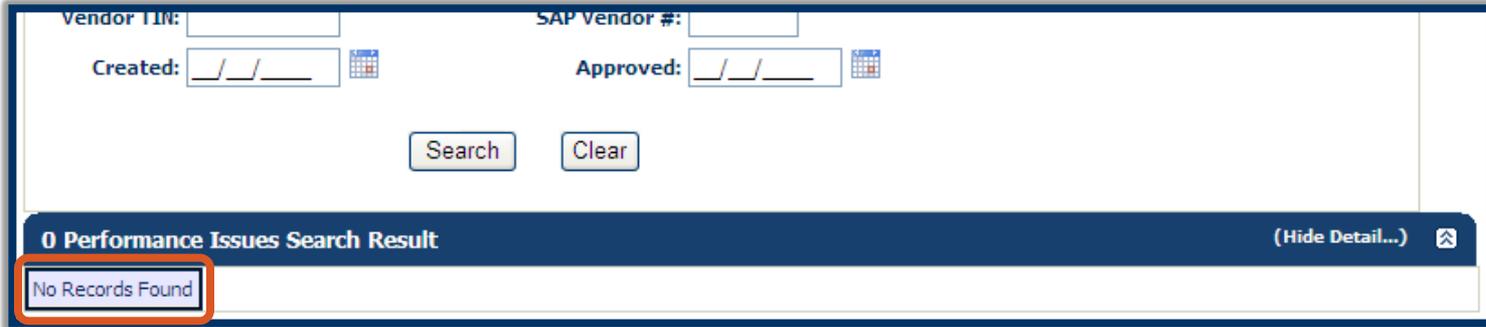
- Issue Id:
- Status: Pending (dropdown)
- Agency: Public Utility Commission (dropdown)
- Plant: <Select> (dropdown)
- Severity: High (dropdown)
- Reason: <Select> (dropdown)
- Action: <Select> (dropdown)
- Vendor Name:
- Vendor TIN:
- SAP Vendor #:
- Created: (with calendar icon)
- Approved: (with calendar icon)

At the bottom of the form are three buttons: "New", "Search" (highlighted with a red border), and "Clear".

- On the *Performance Issue Search* page, enter applicable criteria in any of the above fields
 - Select the SEARCH button



Searching for a Performance Issue



Vendor TIN: SAP Vendor #:

Created:  Approved: 

0 Performance Issues Search Result (Hide Detail...) 

No Records Found

- “No Records Found” indicates that no records matched the search criteria or that your CRPS role prevented you from viewing the record(s)



Searching for a Performance Issue

Vendor Name:

Vendor TIN: SAP Vendor #:

Created:  Approved: 

24 Performance Issues Search Result (Hide Detail...) 

	Issue	Status	Reason	Agency	Severity	Vendor	TIN
<input type="button" value="View"/>	31	Approved	Poor quality	Transportation	High	AEGIS FACTORS INC	232552116
<input type="button" value="View"/>	68	Resolved	Late on delivery/completion schedule	Public Utility Commission	High	AFI FOODSERVICE LLC	221556648
<input type="button" value="Edit"/>	80	Pending	Packaging error	Public Utility Commission	High	AFI FOODSERVICE LLC	221556648

- If results are returned, records such as those above will be displayed, depending upon the user's assigned role



Searching for a Performance Issue

9 Performance Issues Search Result (Hide Detail...)

	Issue	Status	Reason	Agency	Severity	Vendor	TIN
View	58	Resolved	Offering unbalanced bids	Transportation	Low	Buildings, Inc.	251347077
View	65	Approved	Late on delivery/completion schedule	Transportation	High	Buildings, Inc.	251347077
View	66	Approved	Violation of terms & specs of a commonwealth contract	Transportation	High	CAPCO CONTRACTING CO INC	251710316
View	67	Resolved	Late on delivery/completion schedule	Transportation	Low	CAPCO CONTRACTING CO INC	251710316
View	56	Approved	Damaged items	Transportation	High	CAPCO CONTRACTING CO INC	251710316
View	44	Resolved	Poor quality	Transportation	High	D & S Improvements	251756360
View	57	Approved	Packaging error	Transportation	High	Lumber Co	251657519
View	39	Approved	Damaged items	Transportation	High	Napcon	233048212
View	4	Resolved	Being declared in default on prior work or project	Transportation	High	Test	251199098
Ascending							
Rows:		<input type="text" value="1"/>	Page: 1 of 1		R	←	→

- The CRPS User performing the search illustrated above is assigned to the Public Utility Commission
 - They are only able to “view” Performance Issues with a status of *Approved* and *Resolved*, regardless of the agency



Viewing a Performance Issue

24 Performance Issues Search Result (Hide Detail...)							
	<u>Issue</u>	<u>Status</u>	<u>Reason</u>	<u>Agency</u>	<u>Severity</u>	<u>Vendor</u>	<u>TIN</u>
View	31	Approved	Poor quality	Transportation	High	AEGIS FACTORS INC	232552116
View	68	Resolved	Late on delivery/completion schedule	Public Utility Commission	High	AFI FOODSERVICE LLC	221556648

- Select the VIEW button to open the Performance Issue and review the details in a “read-only” display



Viewing a Performance Issue

Detail

Issue Id:

Status:

Agency:

Plant:

Severity:

Reason:

Action:

Other:

Contract Number: PO Number:

Created: By:

Contact:

Phone: Email:

SAP Vendor #:

Vendor TIN:

Vendor Name:

Address:

City: State: Zip:

Email To Approver

Approver Name:

Approver Email:

Reenter Approver Email:

Sender's Email:

Resolved: By:

Approved: By:

Description

VENDOR PERFORMANCE IS POOR AS TO RESPONSE AND BEYOND WORKERS ABILITIES. MANY REPEAT TRIPS WITH NO RESOLUTION. HAS LEFT STATE FACILITY WITHOUT HEAT AFTER ATTEMPTS TO REPAIR. ULTIMATELY RESULTED IN CLOSURE. BILLING IS CONSISTENTLY INCORRECT AS TO HOURS C

- Example of viewing a Performance Issue
 - Select the CANCEL button to return to the search results





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Executing a Contractor Responsibility Program (CRP) Check for User



Executing a Contractor Responsibility Program Check

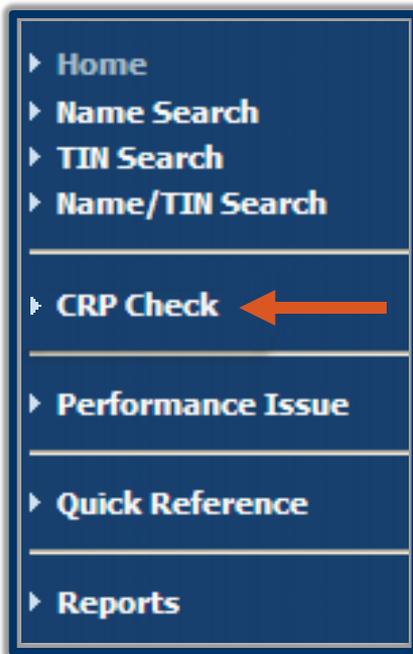
- **Procurements exceeding \$5,000 require a CRP Check**
 - CRP Check must be performed to obtain the contractor's current status
 - A CRP Check queries the Commonwealth DGS (CRPS) for contractor suspensions and/or debarments

An executed CRP Check will display one of the following results:

1. No Records Found
2. Obligations Identified
3. Suspension/Debarment/Approved Performance Issue Found (Commonwealth)



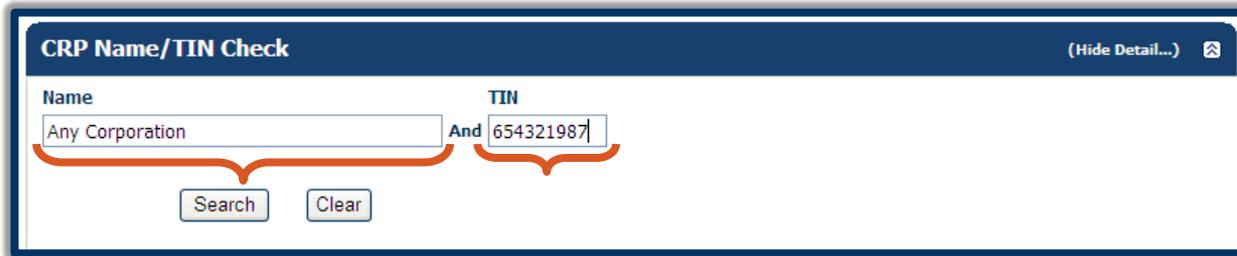
Executing a Contractor Responsibility Program Check



- Select CRP CHECK link from the left navigation menu



Executing a Contractor Responsibility Program Check



- The *CRP Name/TIN Check* entry form displays
 - Complete the required Name and TIN fields
 - The Contractor's name must be the official Name and minimum of three characters
 - If the Contractor is an individual, the name should be entered in the format: **Last Name, First Name**; and the **Taxpayer Identification Number (TIN)** must be 9 digits with no punctuation (i.e., no dashes)

- Select the SEARCH button



Executing a Contractor Responsibility Program Check

CRP Name/TIN Check (Hide Detail...)

Name: TIN:

To look up a vendor name and/or TIN using an SAP vendor number, enter the number and click 'SAP Lookup'

SAP Vendor #:

Vendor TIN:

Vendor Name:

Address:

City: State: Zip:

- If the *Contractor Name* and/or *TIN* are unknown, use the SAP Lookup feature to obtain the information
 - Complete the SAP Vendor # field and select the SAP LOOKUP button



Executing a Contractor Responsibility Program Check

CRP Name/TIN Check (Hide Detail...)

Name: TIN:

To look up a vendor name and/or TIN using an SAP vendor number, enter the number and click 'SAP Lookup'

SAP Vendor #:

Vendor TIN:

Vendor Name:

Address:

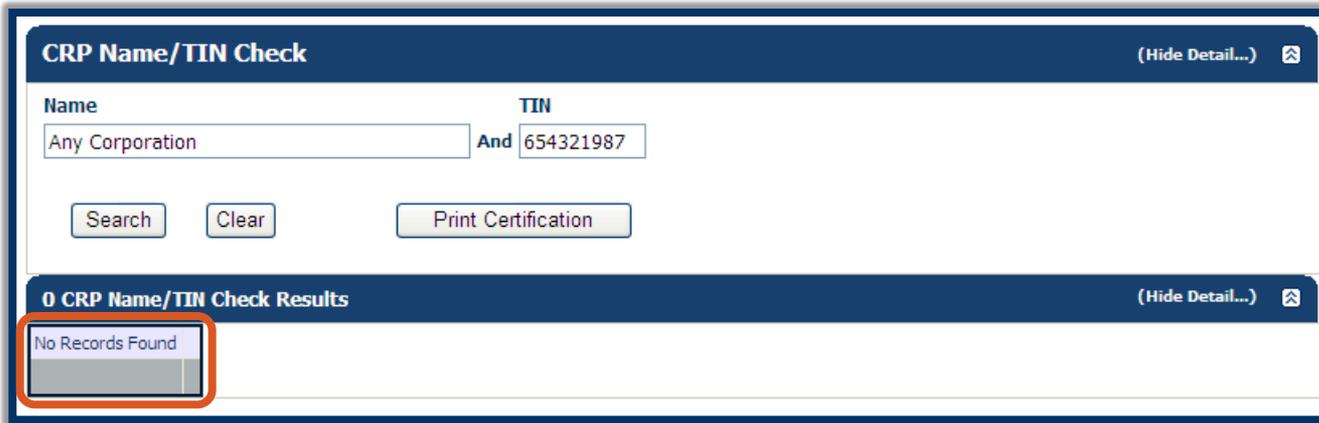
City: State: Zip:

Copy and paste *Contractor Name* and *TIN* in the NAME and TIN fields above, then select the SEARCH button.



Executing a Contractor Responsibility Program Check

Result: No Records Found

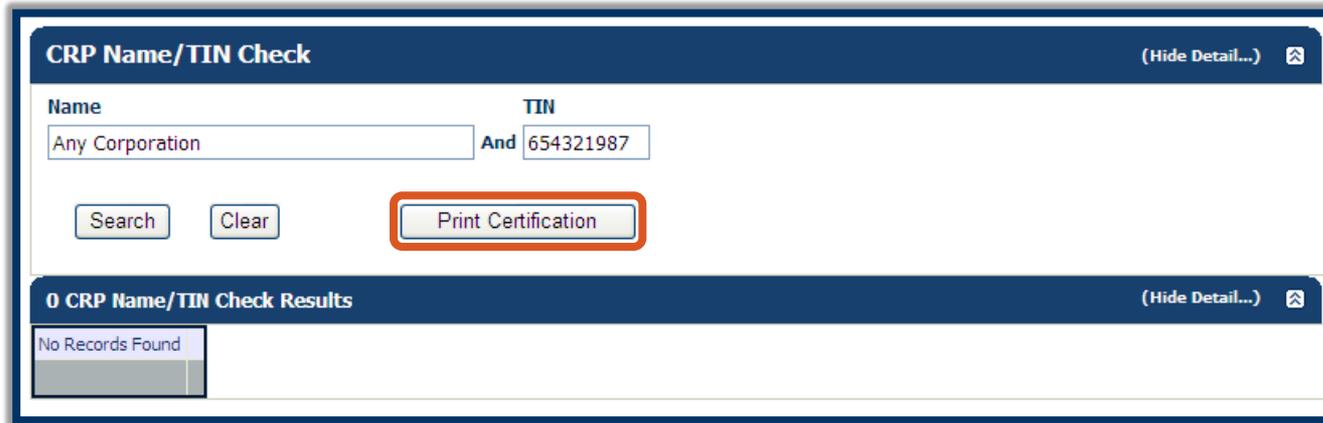


The screenshot displays a web interface for a Contractor Responsibility Program (CRP) check. The top section, titled "CRP Name/TIN Check", contains two input fields: "Name" with the value "Any Corporation" and "TIN" with the value "654321987". Below these fields are three buttons: "Search", "Clear", and "Print Certification". The bottom section, titled "0 CRP Name/TIN Check Results", shows a message "No Records Found" in a box that is highlighted with an orange border.

- **Contractor does not have:** Obligations, *Approved* Performance Issues, Commonwealth Suspensions/Debarments or Federal Suspensions/Debarments



Executing a Contractor Responsibility Program Check



CRP Name/TIN Check (Hide Detail...)

Name: Any Corporation TIN: 654321987

And

Search Clear **Print Certification**

0 CRP Name/TIN Check Results (Hide Detail...)

No Records Found

- Select the PRINT CERTIFICATION button
 - The CRP Check Certification Form displays



Executing a Contractor Responsibility Program Check

[Back To CRP Check](#)

1 / 1 Main Report



CRP CHECK CERTIFICATION FORM

Contractor TIN : *****1987

Contractor Name : Any Corporation

User Performing CRP Check : c-amalinos

Results: No Record(s) Found

CONTRACTOR RESPONSIBILITY CERTIFICATION

I, the undersigned individual, herby certify the above-referenced contractor has been determined to be a responsible contractor in accordance with the policies and procedures set forth in *Management Directive 215.9, Contractor Responsibility Program*.

I also certify that the contractor has certified in writing that:

- neither the contractor nor any subcontractors nor any suppliers as defined in *Management Directive 215.9, Contractor Responsibility Program* are under suspension or debarment by the Commonwealth, the federal government, or any governmental entity, instrumentality, or authority or, if the contractor cannot so certify, it has instead provided a written explanation of why such certification cannot be made; and
- the contractor has no tax liabilities or other Commonwealth obligations, or has filed a timely administrative or judicial appeal if such liabilities or obligations exist, or is subject to a duly approved deferred payment plan if such liabilities exist.

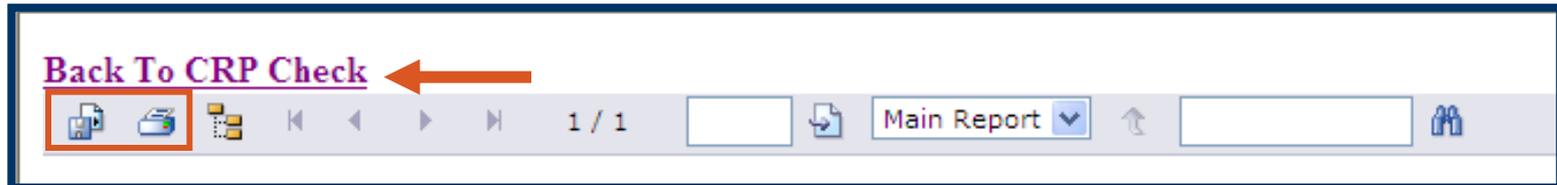
Amy Malinoski 8/26/2010

Authorizing Signature Generated Date

- This form certifies that the user has performed the CRP Check for the Contractor
- Results show no records were found, indicating contractor has been deemed “responsible”



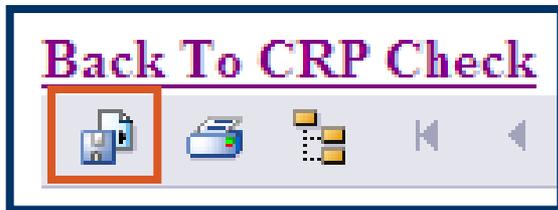
Executing a Contractor Responsibility Program Check



- A toolbar is located at the top of the Certification Form, and contains icons representing *Export* and *Print* functions
- Located above the toolbar is a link to return the user to the CRP Check entry screen



Executing a Contractor Responsibility Program Check

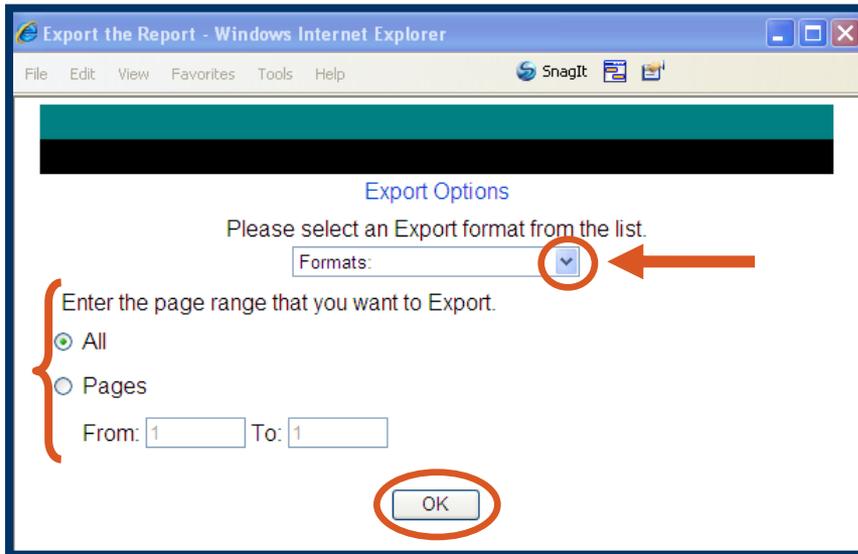


- Select the EXPORT icon to convert and save the form into an alternate file format
 - The CRPS application allows for exporting to: Adobe (.pdf), Word (.doc), Excel (.xls), or Rich Text Format (.rft)



Executing a Contractor Responsibility Program Check

Upon selection of the EXPORT icon , a dialog box containing options displays



- Select the desired Export format from the dropdown list
- Enter the page number(s), or “All”, to be exported

- Select the OK button

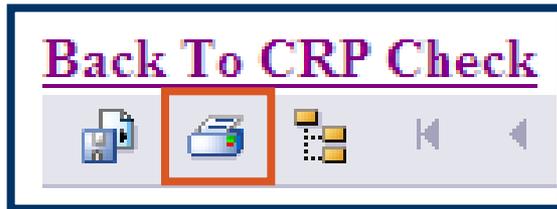


Executing a Contractor Responsibility Program Check

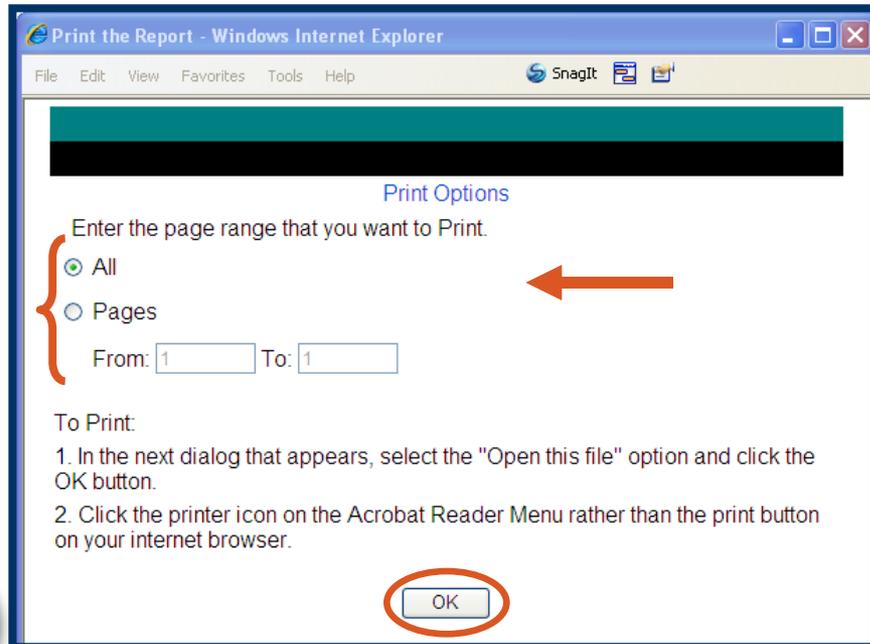
- Continue the process by following the system prompts (Open, Save, etc.) based on the Export format selected
- Exit/Close the EXPORT window when finished



Executing a Contractor Responsibility Program Check



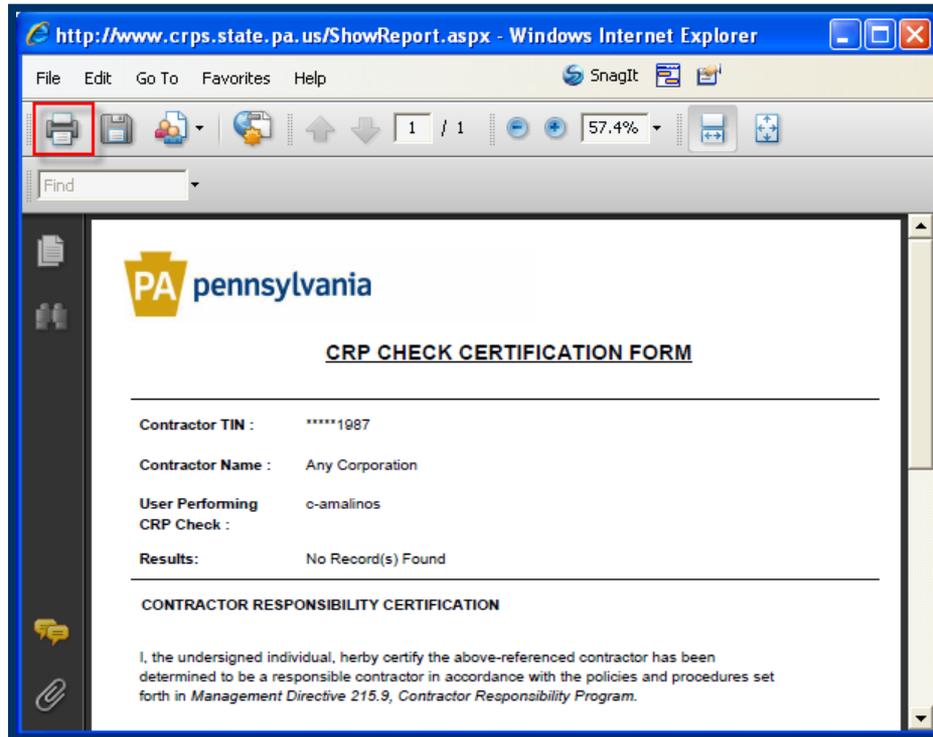
- Select the PRINT icon to obtain a hard-copy of the Certification Form



- Enter the page number(s), or "All", to be printed
- Select the OK button



Executing a Contractor Responsibility Program Check

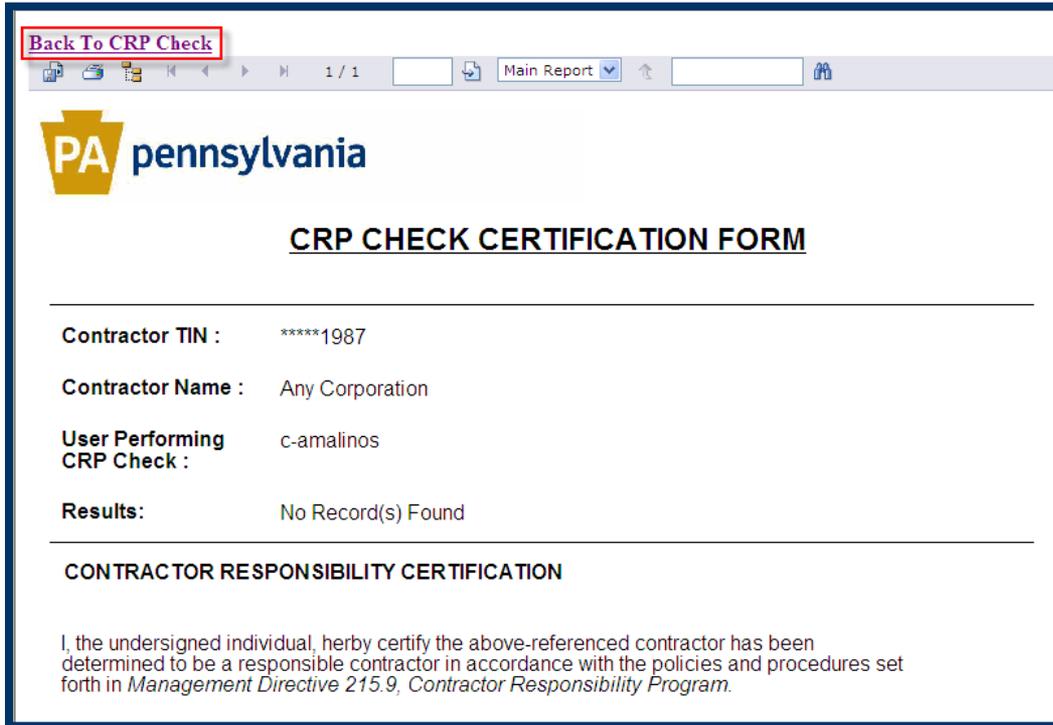


- In the secondary print window, select the PRINTER icon
- Continue by following the prompts in the standard print dialog box

- Exit/Close the PRINT window when finished



Executing a Contractor Responsibility Program Check



Back To CRP Check

1 / 1 Main Report

PA pennsylvania

CRP CHECK CERTIFICATION FORM

Contractor TIN : *****1987

Contractor Name : Any Corporation

User Performing CRP Check : c-amalinos

Results: No Record(s) Found

CONTRACTOR RESPONSIBILITY CERTIFICATION

I, the undersigned individual, herby certify the above-referenced contractor has been determined to be a responsible contractor in accordance with the policies and procedures set forth in *Management Directive 215.9, Contractor Responsibility Program*.

- Select the **BACK TO CRP CHECK** link to return to CRPS



Executing a Contractor Responsibility Program Check

Result: *Obligation(s) Identified*

CRP Name/TIN Check (Hide Detail...)

Name: And TIN:

4 CRP Name/TIN Check Results (Hide Detail...)

		Type	Vendor	TIN	Address	Agency	Contact	Phone	Email
<input type="button" value="Detail"/>	<input type="button" value="Notify"/>	Obligation	NELLING EMPLOYMENT LC	320139699	4055 VALLEY VIEW LN STE 700	Revenue	BUREAU OF COMPLIANCE	(717) 787 - 3911	
<input type="button" value="Detail"/>	<input type="button" value="Notify"/>	Obligation	NELLING EMPLOYMENT LC	320139699	4055 VALLEY VIEW LN STE 700	Revenue	BUREAU OF COMPLIANCE	(717) 787 - 3911	
<input type="button" value="Detail"/>	<input type="button" value="Notify"/>	Obligation	NELLING EMPLOYMENT LC	320139699	4055 VALLEY VIEW LN STE 700	Revenue	BUREAU OF COMPLIANCE	(717) 787 - 3911	
<input type="button" value="Detail"/>	<input type="button" value="Notify"/>	Obligation	NELLING EMPLOYMENT LC	320139699	4055 VALLEY VIEW LN STE 700	Revenue	BUREAU OF COMPLIANCE	(717) 787 - 3911	
		Ascending							

Rows: 5 Page: 1 of 1

- The executed CRP Check returned results for the Type “Obligation”



Executing a Contractor Responsibility Program Check

CRP Name/TIN Check (Hide Detail...)

Name **And** **TIN**

4 CRP Name/TIN Check Results (Hide Detail...)

	Type	Vendor	TIN	Address	Agency	Contact	Phone	Email
<input type="button" value="Detail"/>	<input type="button" value="Notify"/>	Obligation	SNELLING EMPLOYMENT LLC	320139699	4055 VALLEY VIEW LN STE 700	Revenue	BUREAU OF COMPLIANCE	(717) 787 - 3911
<input type="button" value="Detail"/>	<input type="button" value="Notify"/>	Obligation	SNELLING EMPLOYMENT LLC	320139699	4055 VALLEY VIEW LN STE 700	Revenue	BUREAU OF COMPLIANCE	(717) 787 - 3911
<input type="button" value="Detail"/>	<input type="button" value="Notify"/>	Obligation	SNELLING EMPLOYMENT LLC	320139699	4055 VALLEY VIEW LN STE 700	Revenue	BUREAU OF COMPLIANCE	(717) 787 - 3911
<input type="button" value="Detail"/>	<input type="button" value="Notify"/>	Obligation	SNELLING EMPLOYMENT LLC	320139699	4055 VALLEY VIEW LN STE 700	Revenue	BUREAU OF COMPLIANCE	(717) 787 - 3911
Ascending								

Rows: 5 Page: 1 of 1

Detail

- Select the **DETAIL** button next to the obligation to be displayed

- The Contractor's Obligation will display below the Results list



Executing a Contractor Responsibility Program Check

Detail

<p>Vendor Name: <input type="text" value="SNELLING EMPLOYMENT LLC"/></p> <p>Vendor Address: <input type="text" value="4055 VALLEY VIEW LN STE 700 DALLAS TX, 752445045"/></p> <p>SAP Vendor ID: <input type="text" value="131894-001"/></p> <p>TIN: <input type="text" value="320139699"/></p> <p>SSN: <input type="text" value=""/></p>	<p>Type Of Block: <input type="text" value="Obligation"/></p> <p>Begin Date: <input type="text" value="8/13/2010 12:00:00 AM"/></p> <p>End Date: <input type="text" value="8/20/2010 12:00:00 AM"/></p> <p>Agency: <input type="text" value="Revenue"/></p> <p>Contact Person: <input type="text" value="BUREAU OF COMPLIANCE"/></p> <p>Contact Information: <input type="text" value="7177873911"/></p>
---	--

- All information entered into CRPS will display in the Obligation's *Detail*; empty fields indicate no available data



Executing a Contractor Responsibility Program Check

Detail

Vendor Name:	SNELLING EMPLOYMENT LLC	Type Of Block:	Obligation
Vendor Address:	4055 VALLEY VIEW LN STE 700 DALLAS TX, 752445045	Begin Date:	8/13/2010 12:00:00 AM
SAP Vendor ID:	131894-001	End Date:	8/20/2010 12:00:00 AM
TIN:	320139699	Agency:	Revenue
SSN:		Contact Person:	BUREAU OF COMPLIANCE
		Contact Information:	7177873911

[Notification](#) [Return To Result](#)

- Select either the NOTIFICATION or RETURN TO RESULT button after reviewing the obligation details



Executing a Contractor Responsibility Program Check

 Notification

- Select the NOTIFICATION button to complete an enrollment form to receive an e-mail notification when the Contractor has cleared all of their obligations
 - This option is also available within the CRP Check Results list

 Return To Result

- Select the RETURN TO RESULT button to close the obligation details and return to the CRP Check Results area



Executing a Contractor Responsibility Program Check

Email Notification

To sign up to receive an email when this vendor is cleared of all obligations, please complete the following fields:

Name: Email:

Verify Email:

Tax Id: Vendor Name:

SAP Vendor Id: Vendor Address:

- Complete the required fields:
 - Name
 - Email
 - Verify Email



Executing a Contractor Responsibility Program Check

Email Notification

To sign up to receive an email when this vendor is cleared of all obligations, please complete the following fields:

Name: Email:

Verify Email:

Tax Id: Vendor Name:

SAP Vendor Id: Vendor Address:

- Ensure that the entered information is correct, and select the SUBMIT button



Executing a Contractor Responsibility Program Check

4 CRP Name/TIN Check Results

	Type	Vendor	TIN
<input type="button" value="Detail"/> <input type="button" value="Notify"/>	Obligation	SNELLING EMPLOYMENT LLC	320139699
<input type="button" value="Detail"/> <input type="button" value="Notify"/>	Obligation	SNELLING EMPLOYMENT LLC	320139699
<input type="button" value="Detail"/> <input type="button" value="Notify"/>	Obligation	SNELLING EMPLOYMENT LLC	320139699
<input type="button" value="Detail"/> <input type="button" value="Notify"/>	Obligation	SNELLING EMPLOYMENT LLC	320139699
Ascending			

Notification will be sent to
Amy Malinoski
c-amymalin@state.pa.us

- If a Contractor has more than one obligation, it is only necessary to enter a single notification
- An e-mail will be transmitted by CRPS when **all** obligations for the Contractor have been cleared

- A confirmation message displays with the submitter's name and e-mail address



Executing a Contractor Responsibility Program Check

***Result: Suspension/Debarment/Approved
Performance Issue Found (Commonwealth)***

CRP Name/TIN Check (Hide Detail...)

Name And TIN

2 CRP Name/TIN Check Results (Hide Detail...)

	Type	Vendor	TIN	Address	Agency	Contact	Phone	Email
<input type="button" value="Detail"/>	Performance	Buildings, Inc.	251347077	1 Market St	Transportation	Donald Duck	(123) 235 - 2351	donald@duck.com
<input type="button" value="Detail"/>	Debarred/Suspended	Buildings, Inc. & Wayne F. Strange, Individually	251347077		DGS			
Ascending								

Rows: 5 Page: 1 of 1

- The executed CRP Check returned results for the Type “Performance” and “Debarred/Suspended”



Executing a Contractor Responsibility Program Check

CRP Name/TIN Check (Hide Detail...)

Name And TIN

2 CRP Name/TIN Check Results (Hide Detail...)

	Type	Vendor	TIN	Address	Agency	Contact	Phone	Email
<input type="button" value="Detail"/>	Performance	Buildings, Inc.	251347077	1 Market St	Transportation	Donald Duck	(123) 235 - 2351	donald@duck.com
<input type="button" value="Detail"/>	Debarred/Suspended	Buildings, Inc. & Wayne F. Strange, Individually	251347077		DGS			
Ascending								

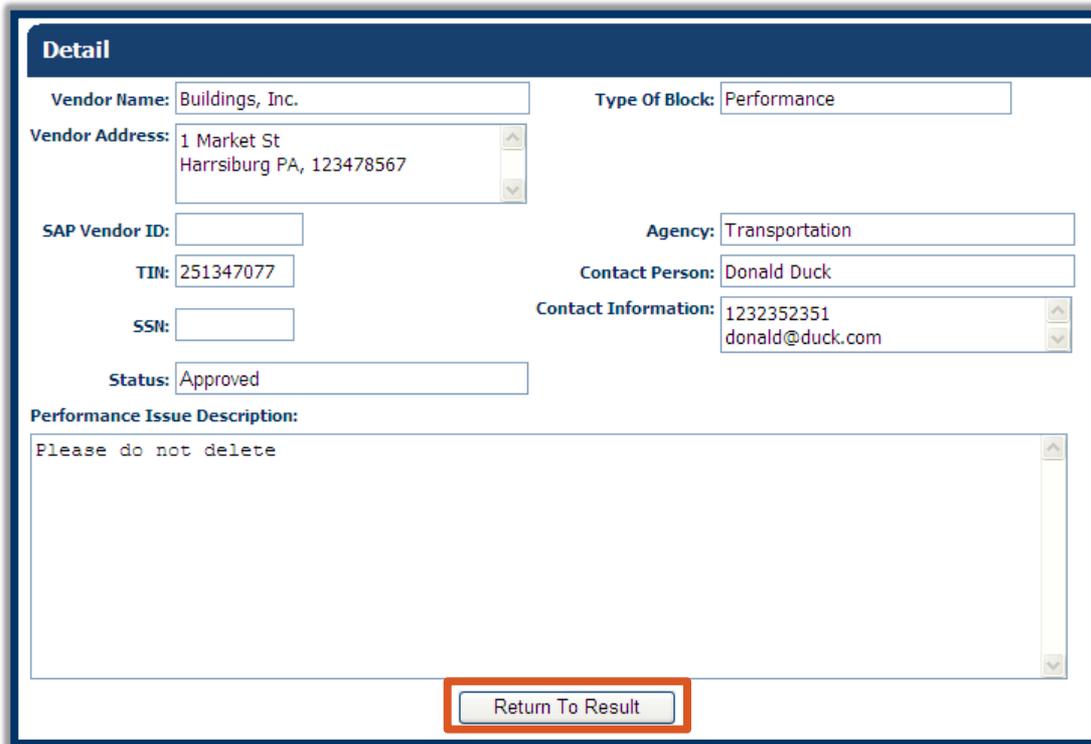
Rows: Page: of 1

- Select the DETAIL button(s) to review the complete Performance and/or Debarred/Suspended Issue Result entry



Executing a Contractor Responsibility Program Check

Example: Approved Performance Issue detail



Detail

Vendor Name: Buildings, Inc. Type Of Block: Performance

Vendor Address: 1 Market St
Harrisburg PA, 123478567

SAP Vendor ID: Agency: Transportation

TIN: 251347077 Contact Person: Donald Duck

SSN: Contact Information: 1232352351
donald@duck.com

Status: Approved

Performance Issue Description:
Please do not delete

Return To Result

- All data entered into CRPS will display in the *Detail* screen
- Empty fields indicate no data available

- After reviewing the entry detail, select the RETURN TO RESULT button



Executing a Contractor Responsibility Program Check

Example: Debarred / Suspended detail

Detail

Vendor Name:	<input type="text" value="Buildings, Inc. & Wayne F. Strange, Ind"/>	Type Of Block:	<input type="text" value="Debarred/Suspended"/>
Vendor Address:	<input type="text"/>	Begin Date:	<input type="text"/>
		End Date:	<input type="text" value="8/29/2006 12:00:00 AM"/>
SAP Vendor ID:	<input type="text"/>	Agency:	<input type="text" value="DGS"/>
TIN:	<input type="text" value="251347077"/>	Contact Person:	<input type="text"/>
SSN:	<input type="text"/>	Contact Information:	<input type="text"/>

- After reviewing the entry detail, select the RETURN TO RESULT button



Executing a Contractor Responsibility Program Check

CRP Name/TIN Check (Hide Detail...)

Name **TIN**

And

2 CRP Name/TIN Check Results (Hide Detail...)

	Type	Vendor	TIN	Address	Agency	Contact	Phone	Email
<input type="button" value="Detail"/>	Performance	Buildings, Inc.	251347077	1 Market St	Transportation	Donald Duck	(123) 235 - 2351	donald@duck.com
<input type="button" value="Detail"/>	Debarred/Suspended	Buildings, Inc. & Wayne F. Strange, Individually	251347077		DGS			
		Ascending						

Rows: Page: of 1

- Select the PRINT CERTIFICATION button



Executing a Contractor Responsibility Program Check

Back To CRP Check

1 / 1 Main Report



CRP CHECK CERTIFICATION FORM

Contractor Name: Buildings Inc
Contractor TIN: 251347077
User Performing CRP Check : c-amalinos

Results : No Obligations Found
 Suspensions / Debarments / Performance Issues Found

Reason	Department	EffectiveDate	End Date
Performance Issue	Transportation		
Suspension / Debarment	DGS		08/29/2006

CONTRACTOR RESPONSIBILITY CERTIFICATION

I, the undersigned individual, herby certify the above-referenced contractor has been determined to be a responsible contractor in accordance with the policies and procedures set forth in *Management Directive 215.9, Contractor Responsibility Program*.

I also certify that the contractor has certified in writing that:

- neither the contractor nor any subcontractors nor any suppliers as defined in *Management Directive 215.9, Contractor Responsibility Program* are under suspension or debarment by the Commonwealth, the federal government, or any governmental entity, instrumentality, or authority or, if the contractor cannot so certify, it has instead provided a written explanation of why such certification cannot be made; and
- the contractor has no tax liabilities or other Commonwealth obligations, or has filed a timely administrative or judicial appeal if such liabilities or obligations exist, or is subject to a duly approved deferred payment plan if such liabilities exist.

Amy Malinoski _____ 8/26/2010 _____
 Authorizing Signature Generated Date

- This form certifies that the user has performed the CRP Check for the Contractor with Results showing that no obligations were found
- A Suspension/Debarment and Performance Issue was found. The initiating agency, (Department) and Effective/End Dates are listed on the form.
- *Export and/or Print* the form
- Select the BACK TO CRP CHECK link



Executing a Contractor Responsibility Program Check

Result: *Federal Suspension/Debarment Found*

CRP Name/TIN Check (Hide Detail...)

Name TIN

CAPCO Contracting Company And 251710316

1 CRP Name/TIN Check Result (Hide Detail...)

	Type	Vendor	TIN	Address	Agency	Contact	Phone	Email
<input type="button" value="Detail"/>	Federal Suspension/Debarment	APCO CONTRACTING COMPANY		3711 WALNUT ST	EPLS			
		Ascending						
		Rows: 5 Page: 1 of 1						

✘ An Exact Name match was found however the SSN is Unknown for this record. We recommend an Advanced Search by Exact Name or Partial Name to view the record.

- The executed CRP Check returned results for the *Type* “Federal Suspension/Debarment”



Executing a Contractor Responsibility Program Check

In order to do a Check, the following steps should be performed:

1. Access the SAM website (<http://www.sam.gov>)
2. Verify that the contractor does indeed have a Federal Suspension/Debarment listed





pennsylvania

DEPARTMENT OF GENERAL SERVICES

Executing a Contractor Responsibility Program (CRP) Search for User



Executing a Contractor Responsibility Program Search

CRPS has three search options:

- *Name Search*
- *TIN Search*
- *Name/TIN Search*

All of the searches include a default query for obligations. Additional search criteria may be included by selecting the applicable checkbox(es).

Program searches do not meet the definition of a true CRP Check; therefore, the ability to print the CRP Check Certification Form and to register for clearance notification is not available.



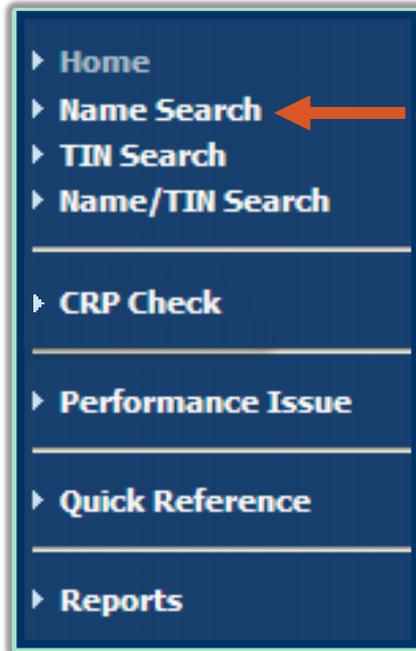
Executing a Contractor Responsibility Program Search

An executed CRP Name Search will display one of the following results:

1. No Records Found
2. Obligations Identified
3. Suspension/Debarment/Approved Performance Issue Found



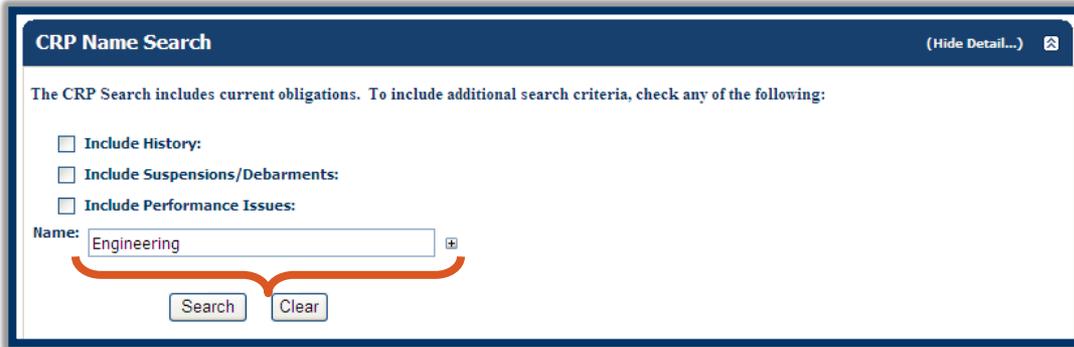
Executing a Contractor Responsibility Program Search



- Select the NAME SEARCH link from the left navigation menu



Program Name Search (without additional search criteria)



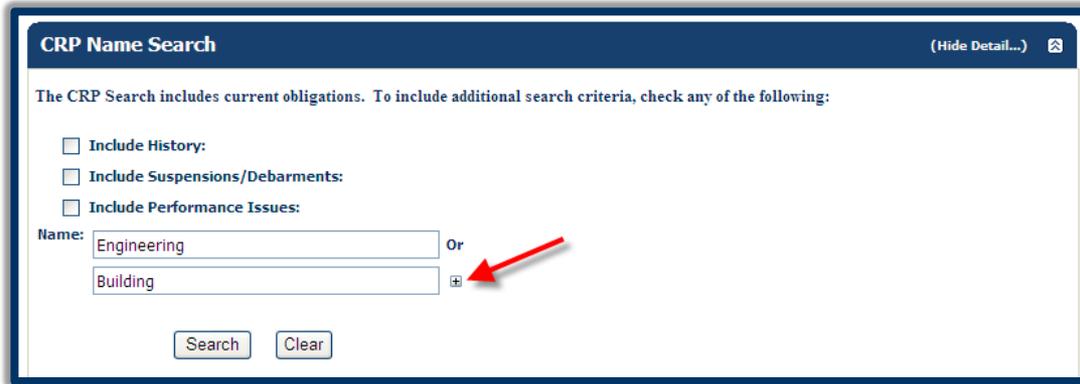
The screenshot shows a web form titled "CRP Name Search" with a "(Hide Detail...)" link in the top right corner. Below the title, there is a line of text: "The CRP Search includes current obligations. To include additional search criteria, check any of the following:". This is followed by three unchecked checkboxes: "Include History:", "Include Suspensions/Debarments:", and "Include Performance Issues:". Below these is a "Name:" label and a text input field containing the word "Engineering". An orange bracket is drawn under the input field, extending to the "Search" and "Clear" buttons located below it.

- The *CRP Name Search* entry form displays
 - Complete the required *Name* field using either a partial or full name
 - Note that the entry must be a minimum of three (3) characters



Executing a Contractor Responsibility

Program Name Search (without additional search criteria)



CRP Name Search (Hide Detail...)

The CRP Search includes current obligations. To include additional search criteria, check any of the following:

- Include History:
- Include Suspensions/Debarments:
- Include Performance Issues:

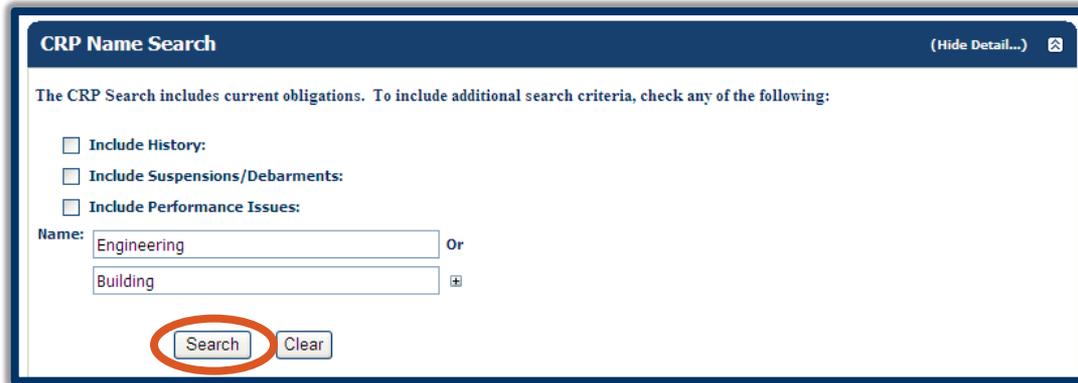
Name: Or 

- More than one name may be included in a search by selecting the “PLUS” () icon to expand the field



Executing a Contractor Responsibility

Program Name Search (without additional search criteria)



CRP Name Search (Hide Detail...)

The CRP Search includes current obligations. To include additional search criteria, check any of the following:

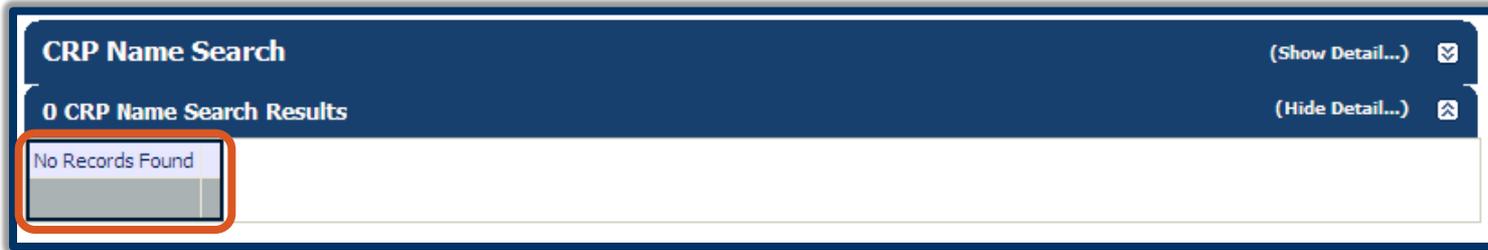
- Include History:
- Include Suspensions/Debarments:
- Include Performance Issues:

Name: Or

- Available checkboxes should remain “un-checked” when results are limited to current obligations only (i.e., no additional search criteria is used)
- Select the SEARCH button



Result: No Records Found

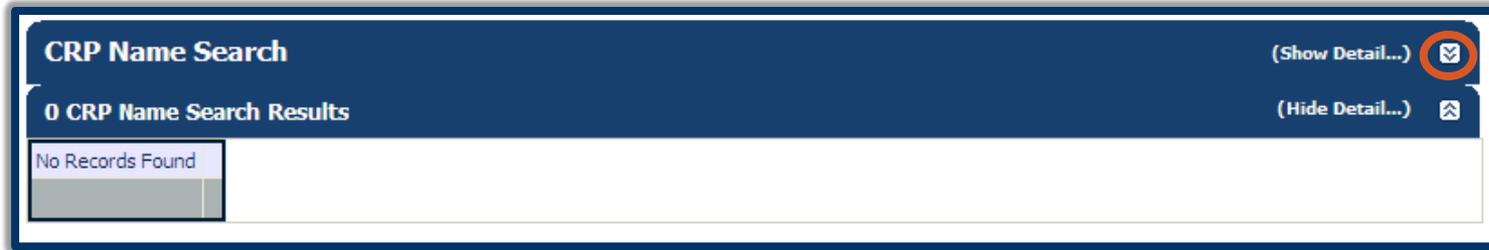


The screenshot shows a web interface for a search function. At the top, it says "CRP Name Search" with a "(Show Detail...)" link and a close icon. Below that, it displays "0 CRP Name Search Results" with a "(Hide Detail...)" link and a close icon. A message box at the bottom of the results area contains the text "No Records Found" and is highlighted with an orange border.

- “No Records Found” indicates that based on the information entered in the *Name(s)* field, the search was unable to yield results for current obligations from the CRP data sources



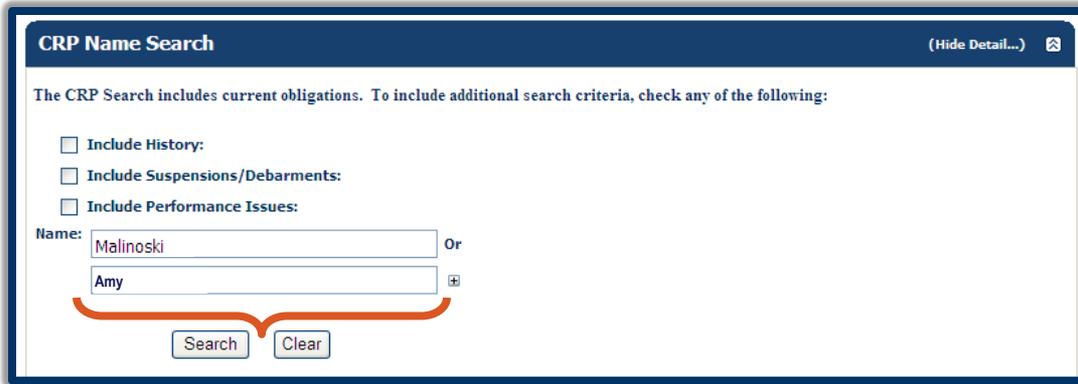
Program Name Search (without additional search criteria)



- To execute another search, select the “EXPAND” () icon next to (Show Detail...)
 - This will display the CRP Name Search entry form



Executing a Contractor Responsibility Program Name Search (without additional search criteria)



CRP Name Search (Hide Detail...)

The CRP Search includes current obligations. To include additional search criteria, check any of the following:

- Include History:
- Include Suspensions/Debarments:
- Include Performance Issues:

Name: Or

- Existing search criteria may be cleared, or simply enter the new criteria and select the SEARCH button



Executing a Contractor Responsibility Program Name Search (without additional search criteria)

Result: *Obligations Identified*

34 CRP Name Search Results (Hide Detail...)

	Type	Status	Vendor	TIN	Agency	Contact	Phone	Email
Detail	Obligation		AMY CARLOS FISCUS DBA ABC CORNER	134346382	L&I	OFFICE OF UC TAX SERVICES	(866) 403 - 6163	UCTIDES@STATE.PA.US
Detail	Obligation		AMY DUROVEY DBA SERVICEMASTER SUPERIOR CLEANING	203642214	L&I	OFFICE OF UC TAX SERVICES	(866) 403 - 6163	UCTIDES@STATE.PA.US
Detail	Obligation		BELL AMY E	171682193	Revenue	CSCS	(717) 783 - 3000	
Detail	Obligation		BELLAMY MICHAEL G	165481992	Revenue	CSCS	(717) 783 - 3000	
Detail	Obligation		BELLAMY MICHAEL G	165481992	Revenue	CSCS	(717) 783 - 3000	
Detail	Obligation		BERTUCCI AMY J	202381417	Revenue	CSCS	(717) 783 - 3000	
Detail	Obligation		BOGUSH AMY L	197580116	Revenue	CSCS	(717) 783 - 3000	
Detail	Obligation		BURT AMY L	185686072	Revenue	CSCS	(717) 783 - 3000	
Detail	Obligation		CHEUNG AMY L	203727986	Revenue	CSCS	(717) 783 - 3000	
Detail	Obligation		CRISWELL AMY L	181445610	Revenue	CSCS	(717) 783 - 3000	
			Ascending					
				Rows: 10	Page: 1	of 4		

- The search resulted in a large number of names being returned

- Lengthy search results can be sorted and displayed in several different ways



Executing a Contractor Responsibility Program Name Search (without additional search criteria)

34 CRP Name Search Results (Hide Detail...)

	Type	Status	Vendor	TIN	Agency	Contact	Phone	Email
Detail	Obligation		AMY CARLOS FISCUS DBA ABC CORNER	134346382	L&I	OFFICE OF UC TAX SERVICES	(866) 403-6163	UCTIDES@STATE.PA.US
Detail	Obligation		AMY DUROVEY DBA SERVICEMASTER SUPERIOR CLEANING	203642214	L&I	OFFICE OF UC TAX SERVICES	(866) 403-6163	UCTIDES@STATE.PA.US
Detail	Obligation		BELL AMY E	171682193	Revenue	CSCS	(717) 783-3000	
Detail	Obligation		BELLAMY MICHAEL G	165481992	Revenue	CSCS	(717) 783-3000	
Detail	Obligation		BELLAMY MICHAEL G	165481992	Revenue	CSCS	(717) 783-3000	
Detail	Obligation		BERTUCCI AMY J	202381417	Revenue	CSCS	(717) 783-3000	
Detail	Obligation		BOGUSH AMY L	197580116	Revenue	CSCS	(717) 783-3000	
Detail	Obligation		BURT AMY L	185686072	Revenue	CSCS	(717) 783-3000	
Detail	Obligation		CHEUNG AMY L	203727986	Revenue	CSCS	(717) 783-3000	
Detail	Obligation		CRISWELL AMY L	181445610	Revenue	CSCS	(717) 783-3000	
Ascending								

Rows: 10 Page: 1 of 4

All column headings may be used to sort in ascending or descending order

- The column used for the sort, as well as the direction of the sort, will be indicated in the gray row at the bottom of the search results



Executing a Contractor Responsibility Program Name Search (without additional search criteria)

34 CRP Name Search Results (Hide Detail...)								
	Type	Status	Vendor	TIN	Agency	Contact	Phone	Email
Detail	Obligation		AMY CARLOS FISCUS DBA ABC CORNER	134346382	L&I	OFFICE OF UC TAX SERVICES	(866) 403 - 6163	UCTIDES@STATE.PA.US
Detail	Obligation		AMY DUROVEY DBA SERVICEMASTER SUPERIOR CLEANING	203642214	L&I	OFFICE OF UC TAX SERVICES	(866) 403 - 6163	UCTIDES@STATE.PA.US
Detail	Obligation		BELL AMY E	171682193	Revenue	CSCS	(717) 783 - 3000	
Detail	Obligation		BELLAMY MICHAEL G	165481992	Revenue	CSCS	(717) 783 - 3000	
Detail	Obligation		BELLAMY MICHAEL G	165481992	Revenue	CSCS	(717) 783 - 3000	
Detail	Obligation		BERTUCCI AMY J	202381417	Revenue	CSCS	(717) 783 - 3000	
Detail	Obligation		BOGUSH AMY L	197580116	Revenue	CSCS	(717) 783 - 3000	
Detail	Obligation		BURT AMY L	185686072	Revenue	CSCS	(717) 783 - 3000	
Detail	Obligation		CHEUNG AMY L	203727986	Revenue	CSCS	(717) 783 - 3000	
Detail	Obligation		CRISWELL AMY L	181445610	Revenue	CSCS	(717) 783 - 3000	
Ascending								
Rows: <input type="text" value="10"/> Page: <input type="text" value="1"/> of 4 <input type="button" value="K"/> <input type="button" value="←"/> <input type="button" value="→"/> <input type="button" value=">"/>								

- The page navigation buttons below the search results area may also be used to review a lengthy list



Executing a Contractor Responsibility Program Name Search (without additional search criteria)

CRP Name Search (Show Detail...)									
34 CRP Name Search Results (Hide Detail...)									
	Type	Status	Vendor	TIN	Agency	Contact	Phone	Email	
<input type="button" value="Detail"/>	Obligation		AMY CARLOS FISCUS DBA ABC CORNER	134346382	L&I	OFFICE OF UC TAX SERVICES	(866) 403 - 6163	UCTIDES@STATE.PA.US	
<input type="button" value="Detail"/>	Obligation		AMY DUROVEY DBA SERVICEMASTER SUPERIOR CLEANING	203642214	L&I	OFFICE OF UC TAX SERVICES	(866) 403 - 6163	UCTIDES@STATE.PA.US	
<input type="button" value="Detail"/>	Obligation		BEU - MKF	171692102	Revenue	CGS	(717) 783 -		

- Select the **DETAIL** button to view the Obligation data
 - Select the **RETURN TO RESULT** button when finished

Detail

Vendor Name: <input type="text" value="AMY CARLOS FISCUS DBA ABC CORNER"/>	Type Of Block: <input type="text" value="Obligation"/>
Vendor Address: <input type="text" value="406 N BUHL FARM DR HERMITAGE PA, 161481666"/>	Begin Date: <input type="text" value="8/11/2010 12:00:00 AM"/>
	End Date: <input type="text" value="8/11/2010 12:00:00 AM"/>
SAP Vendor ID: <input type="text" value="0000754962"/>	Agency: <input type="text" value="L&I"/>
TIN: <input type="text" value="134346382"/>	Contact Person: <input type="text" value="OFFICE OF UC TAX SERVICES"/>
SSN: <input type="text"/>	Contact Information: <input type="text" value="8664036163 UCTIDES@STATE.PA.US"/>



Program Name Search (including additional search criteria)

CRP Name Search

The CRP Search includes current obligations. To include additional search criteria, check any of the following:

Include History:

Include Suspensions/Debarments:

Include Performance Issues:

Name: 

- The additional search options available within a CRP Search are:
 - *Include History*
 - *Include Suspensions/Debarments*
 - *Include Performance Issues*
- Select any or all of these options when executing a search



Program Name Search (including additional search criteria)

- When selected independently, ***Include History*** will provide the requested Contractor's current obligations, as well as historical obligations

Selection	Results
Include History	Current Obligations Historical Obligations



- When selected independently, ***Include Suspensions/Debarments*** will provide current obligations as well as current COPA suspensions and/or debarments

Selection	Results
Include Suspensions/Debarments	Current Obligations Current COPA Suspensions/Debarments



Program Name Search (including additional search criteria)

- When selected along with ***Include History***, this search will also provide historical obligations and historical COPA suspensions/debarments

Selection	Results
Include History	Current Obligations Historical Obligations
Include Suspensions/Debarments	Current COPA Suspensions/Debarments Historical Suspensions/Debarments



Program Name Search(including additional search criteria)

- When selecting independently, ***Include Performance Issues*** will provide current obligations as well as *Approved Performance Issues*

Selection	Results
Include Performance Issues	Current Obligations <i>Approved Performance Issues</i>



Program Name Search(including additional search criteria)

- When selected along *with Include History*, this search will also provide historical obligations and *Resolved Performance Issues*

Selection	Results
Include History	Current Obligations Historical Obligations
Include Performance Issues	<i>Approved</i> Performance Issues <i>Resolved</i> Performance Issues



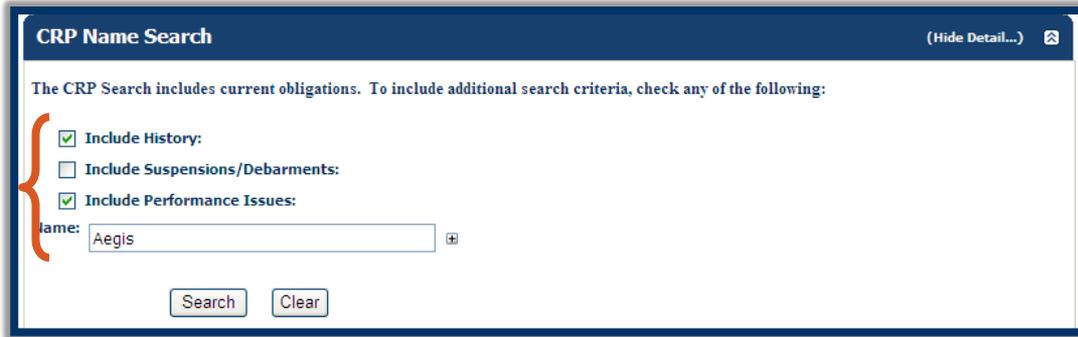
Program Name Search (including additional search criteria)

- When all available search criteria is selected the following results will be provided:

Selection	Results
Include History	Current Obligations Historical Obligations
Include Suspensions/Debarments	Current COPA Suspensions/Debarments Historical Suspensions/Debarments
Include Performance Issues	<i>Approved</i> Performance Issues <i>Resolved</i> Performance Issues



Program Name Search (including additional search criteria)



The screenshot shows a web form titled "CRP Name Search" with a "(Hide Detail...)" link in the top right corner. Below the title, there is a text instruction: "The CRP Search includes current obligations. To include additional search criteria, check any of the following:". A red bracket groups three checkboxes: "Include History:" (checked), "Include Suspensions/Debarments:" (unchecked), and "Include Performance Issues:" (checked). Below these is a text input field labeled "Name:" containing the text "Aegis". At the bottom of the form are two buttons: "Search" and "Clear".

- The *CRP Name Search* entry form displays
 - Select the checkboxes next to the desired criteria
 - Complete the required *Name* field using either a partial or full name
- Select the SEARCH button



Program Name Search (including additional search criteria)

Result: Obligations/Approved Performance Issues Found

7 CRP Name Search Results									(Hide Detail...)
	Type	Status	Vendor	TIN	Agency	Contact	Phone	Email	
Detail	Performance	Approved	AEGIS FACTORS INC	232552116	Transportation	Sally Jones	(123) 123 - 4569	sally@jones.com	
Detail	Obligation		AEGIS SECURITY INSURANCE COMPANY	233094919	L&I	OFFICE OF UC TAX SERVICES	(866) 403 - 6163	UCTIDES@STATE.PA.US	
Detail	Obligation		AEGIS SECURITY INSURANCE COMPANY	233094919	L&I	OFFICE OF UC TAX SERVICES	(866) 403 - 6163	UCTIDES@STATE.PA.US	
Detail	Obligation		AEGIS SECURITY INSURANCE COMPANY	233094919	L&I	OFFICE OF UC TAX SERVICES	(866) 403 - 6163	UCTIDES@STATE.PA.US	
Detail	Obligation		AEGIS SECURITY INSURANCE COMPANY	233094919	L&I	OFFICE OF UC TAX SERVICES	(866) 403 - 6163	UCTIDES@STATE.PA.US	
Detail	Obligation		AEGIS SECURITY INSURANCE COMPANY	233094919	L&I	OFFICE OF UC TAX SERVICES	(866) 403 - 6163	UCTIDES@STATE.PA.US	
Detail	Obligation		AEGIS SECURITY INSURANCE COMPANY	233094919	L&I	OFFICE OF UC TAX SERVICES	(866) 403 - 6163	UCTIDES@STATE.PA.US	
Ascending									
Rows: 10 Page: 1 of 1									

- Based on the search parameters selected, the above results displayed
 - Note the Status designation next to the Performance Issue



Executing a Contractor Responsibility Program Name Search (including additional search criteria)

Detail

Vendor Name:	AEGIS FACTORS INC	Type Of Block:	Performance
Vendor Address:	628282 ORLANDO FL, 328628282		
SAP Vendor ID:	129833	Agency:	Transportation
TIN:	232552116	Contact Person:	Sally Jones
SSN:		Contact Information:	1231234569 sally@jones.com
Status:	Approved		

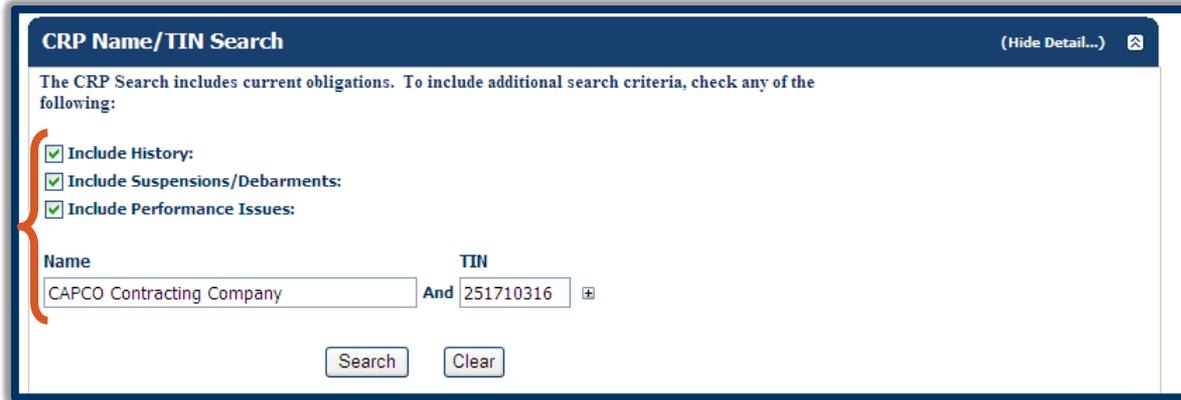
Performance Issue Description:
test

[Return To Result](#)

- The Performance Issue status is displayed on the *Detail* screen as well



Executing a Contractor Responsibility Program Name/TIN Search



The screenshot shows a web form titled "CRP Name/TIN Search" with a "(Hide Detail...)" link in the top right. Below the title, there is a paragraph: "The CRP Search includes current obligations. To include additional search criteria, check any of the following:". Below this, there are three checked checkboxes: "Include History:", "Include Suspensions/Debarments:", and "Include Performance Issues:". A red bracket highlights these checkboxes. Below the checkboxes, there are two input fields: "Name" with the value "CAPCO Contracting Company" and "TIN" with the value "251710316". The fields are separated by the word "And". Below the input fields, there are two buttons: "Search" and "Clear".

- The *CRP Name/TIN Search* entry form displays
 - Select the checkboxes next to the desired criteria
 - Complete the required *Name* and TIN fields
- Select the SEARCH button



Result: Federal Suspension/Debarments from SAM

In order to do a Search, the following steps should be performed:

1. Access the SAM website (<http://www.sam.gov>)
2. Verify that the contractor does indeed have a Federal Suspension/Debarment listed





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Generating Reports for User



Generating Reports

CRPS offers the following types of reports:

1. History of CRP Checks Report (By Vendor, By User, By User and Vendor, By Reason)

a. Provides audit data stored for each of the CRP Checks executed in CRPS

b. Provides different variations of the data

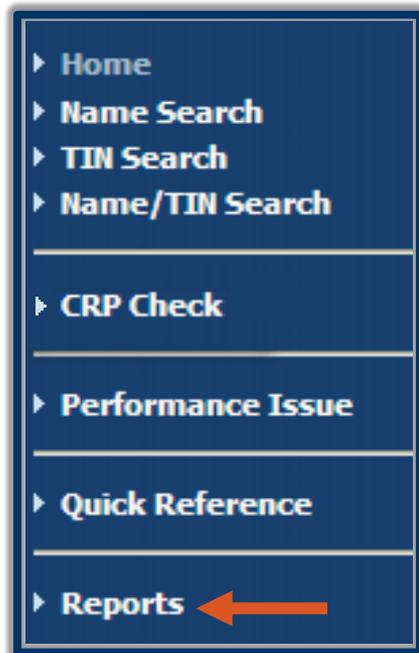
2. Vendor Obligations Report

a. Provides the most current obligation data stored in the CRPS database



Generating Reports

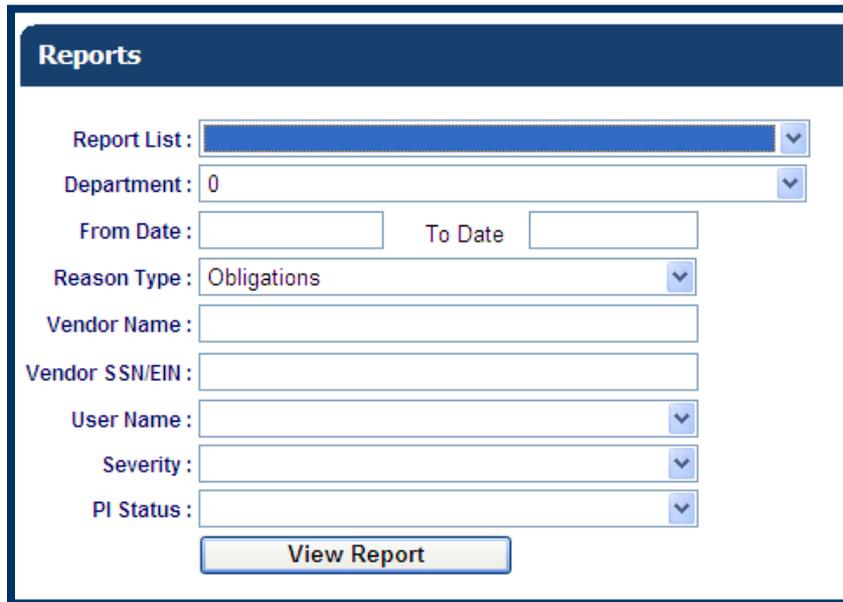
Reports Navigation



- Select the REPORTS link from the left navigation menu



Generating Reports



The screenshot shows a web interface titled "Reports". It contains several input fields and dropdown menus for filtering reports. The fields are: "Report List" (a dropdown menu), "Department" (a dropdown menu with the value "0"), "From Date" and "To Date" (text input fields), "Reason Type" (a dropdown menu with the value "Obligations"), "Vendor Name" (a text input field), "Vendor SSN/EIN" (a text input field), "User Name" (a dropdown menu), "Severity" (a dropdown menu), and "PI Status" (a dropdown menu). At the bottom of the form is a button labeled "View Report".

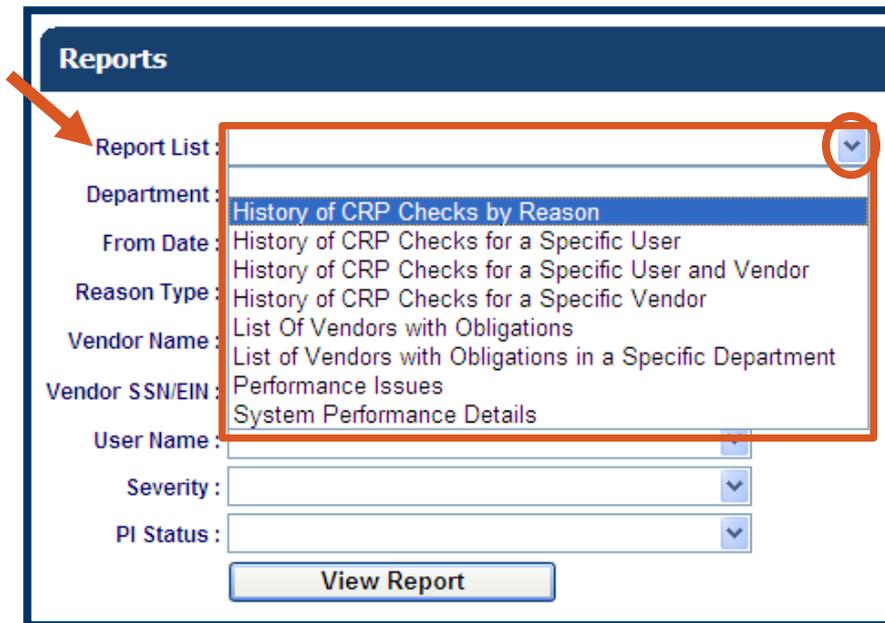
- The *Reports* selection page displays
 - Initially, dropdown menus are available in all parameter fields

- The contents of the generated report is dependent on the selections made



Generating Reports

1. History of CRP Checks Report



Reports

Report List : ▼

Department :

From Date :

Reason Type :

Vendor Name :

Vendor SSN/EIN :

User Name :

Severity :

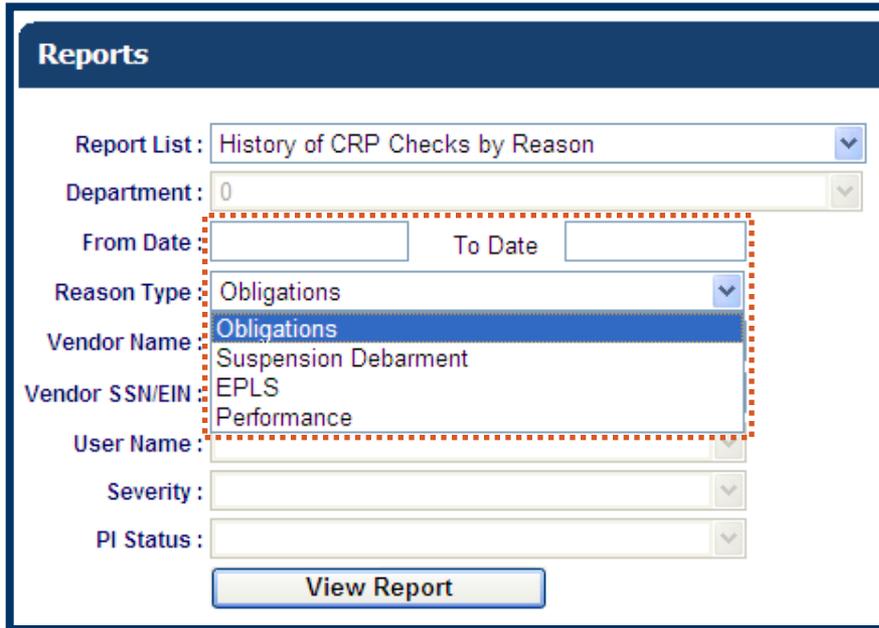
PI Status :

- The first parameter to complete is the name of the report
 - Select the dropdown menu to reveal the list



Generating Reports

History of CRP Checks by Reason



Reports

Report List: History of CRP Checks by Reason

Department: 0

From Date: To Date:

Reason Type: Obligations

Vendor Name: Obligations

Vendor SSN/EIN: EPLS

Performance

User Name:

Severity:

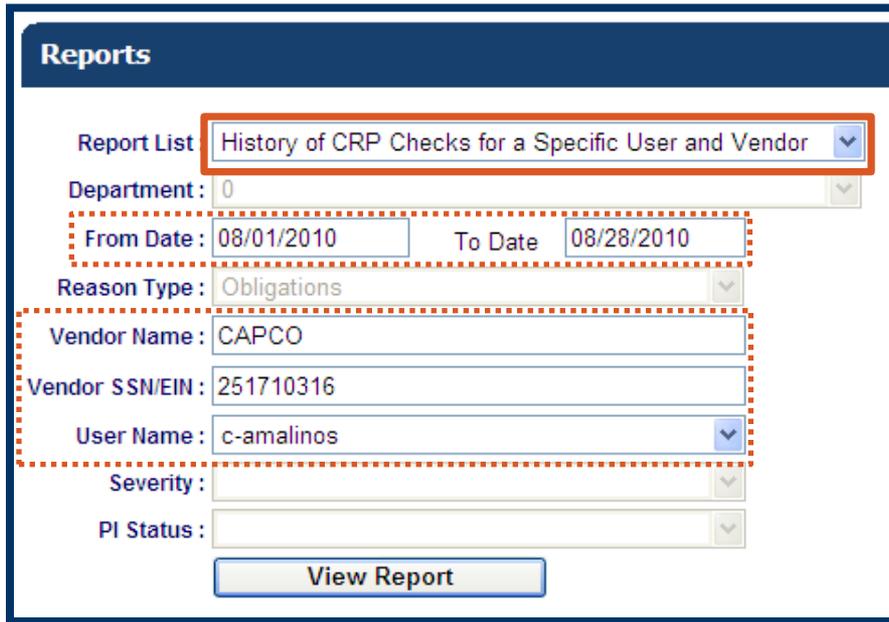
PI Status:

- Notice that because of the report you selected, some of the parameters have become grayed out
- Of the remaining parameters, three are required:
 - ✓ *From Date*
 - ✓ *To Date*
 - ✓ *Reason Type*



Generating Reports

History of CRP Checks for a Specific User and Vendor



Reports

Report List: History of CRP Checks for a Specific User and Vendor

Department: 0

From Date: 08/01/2010 To Date: 08/28/2010

Reason Type: Obligations

Vendor Name: CAPCO

Vendor SSN/EIN: 251710316

User Name: c-amalinos

Severity:

PI Status:

View Report

- The required parameters are:
From Date, To Date, Vendor Name, Vendor SSN/EIN, and User Name

- Select the VIEW REPORT button



Generating Reports

Note: Always enter the next day's date into the “*To Date*” parameter field to include the current day's information in a report.

Examples:

For reports including:	Enter:
11/ <u>03</u> /2011 information	11/ <u>04</u> /2011 into the <i>To Date</i> field
11/ <u>30</u> /2011 information	12/ <u>01</u> /2011 into the <i>To Date</i> field



Generating Reports

Example: Viewing CRP Checks Report for a Specific User and Vendor

<< [Back to Reports](#)

1 / 1

History of CRP Checks for a Specific User and Vendor

User Name : c-amalinos **Print Date:** 08/27/2010
Vendor Name : CAPCO Contracting Company
SSN /EIN : *****0316

From Date 08/01/2010 **To Date** 08/28/2010

Audit ID	CRP Check Date	Oblig.	EPLS	Sus / Deb	Performance Issue
2,589	08/04/2010	2	1	0	1
2,644	08/04/2010	2	1	0	1
2,737	08/11/2010	2	1	0	1
2,797	08/12/2010	2	1	0	1

- Upon selection of the VIEW REPORTS button, the report generates and displays
- *Export and/or Print* the form
- Select the BACK TO REPORTS link to return to the CRPS



Generating Reports

2. Vendor Obligations Report

- Displays listing of vendors with obligations in the CRPS database, without parameters

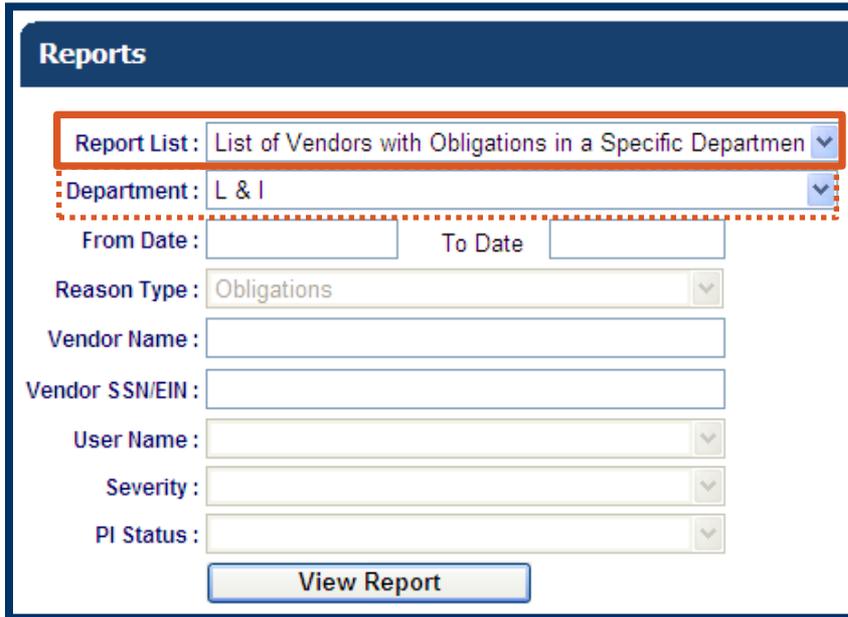
Note: This report is large (several thousand pages) and takes time to generate. **It should be viewed and not printed.** *The export function is unavailable.*

- Vendors with Obligations in a Specific Department will list all of the obligations for a specific Agency; (Department of Revenue and Department of Labor & Industry, Unemployment Compensation or State Workman's Insurance Fund)



Generating Reports

List of Vendors with Obligations in a Specific Department



Reports

Report List: List of Vendors with Obligations in a Specific Departmen

Department: L & I

From Date: To Date

Reason Type: Obligations

Vendor Name:

Vendor SSN/EIN:

User Name:

Severity:

PI Status:

View Report

- *Department* is a required parameter
- Select the VIEW REPORT button



Generating Reports

<< [Back to Reports](#)

1 / 73 Main Report

List of Vendors with Obligations in a Specific Agency

Department Name L & I Print Date: 8/27/2010

S.No	VendorName	FEDID	SSN	ContactName	ContactPhone
1	12 GROW ON CHILDCARE & PRESCHOOL INC	*****7232		OFFICE OF UC TAX SERVICES	8664036163
2	1329 BRISTOL PIKE ASSOCIATES DBA HAMPTON INN	*****0117		OFFICE OF UC TAX SERVICES	8664036163
3	1600 CHURCH ROAD CONDOMINIUM ASSN	*****0006		OFFICE OF UC TAX SERVICES	8664036163
4	3C DRILLING LLC	*****7722		OFFICE OF UC TAX SERVICES	8664036163
5	6G LLC DBA AAMCO	*****6698		OFFICE OF UC TAX SERVICES	8664036163
6	7-ELEVEN INC	*****5131		OFFICE OF UC TAX SERVICES	8664036163
7	A & L CREATIONS INC	*****3243		OFFICE OF UC TAX SERVICES	8664036163
8	A D ANDERSON INC	*****3333		OFFICE OF UC TAX SERVICES	8664036163
9	A HOME AWAY FROM HOME CHRISTIAN DAYCARE INC	*****1319		OFFICE OF UC TAX SERVICES	8664036163
10	A J TRUNZO INC	*****8546		OFFICE OF UC TAX SERVICES	8664036163
11	A NEW ERA SECURITY INC	*****9416		OFFICE OF UC TAX SERVICES	8664036163
12	A ONE AUTO GLASS INC	*****1673		OFFICE OF UC TAX SERVICES	8664036163
13	A R POPPLE INC	*****8516		OFFICE OF UC TAX SERVICES	8664036163

- Upon selection of the VIEW REPORTS button, the report generates and displays
- Select the BACK TO REPORTS link to return to the CRPS



Summary

Where to go for Help:

Contact your agency Help Desk for direction and assistance if you are unable to access CRPS, or are experiencing system errors.

To request access to CRPS, complete the USAR form located at:
[http://www.portal.state.pa.us/portal/server.pt/document/1068897/
blank_usar_pdf](http://www.portal.state.pa.us/portal/server.pt/document/1068897/blank_usar_pdf)





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Knowledge Checks for User



Knowledge Checks

1. Do all users have the ability to execute a search for Performance Issues?
 - a. Yes
 - b. No



Knowledge Checks

2. What status must a Performance Issue have to be returned in a CRP Check?
 - a. Resolved
 - b. Approved
 - c. Pending
 - d. Held



Knowledge Checks

3. Are Performance Issues with a status of *Resolved* returned in a CRP Check?
 - a. Yes
 - b. No



Knowledge Checks

4. What data must be supplied to execute a CRP Check?
 - a. Contractor Name
 - b. TIN (or SSN/EIN)
 - c. Both



Knowledge Checks

5. Can the CRP Certification Form be printed for a contractor with Performance Issues and/or Suspensions/Debarments?
 - a. Yes
 - b. No



Select the link below to complete an online survey

<https://www.surveymonkey.com/s/XXZT73C>





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This concludes the Contractor Responsibility Program System (CRPS) for User

Thank you!

