Contractor Responsibility Program System
Quick Reference Guide

Access for CWOPA user

1. Launch your Internet browser
2. Navigate to the DGS website by entering http://www.dgs.state.pa.us in the URL and pressing enter.
3. Click Log In to log into the portal.
4. Click Doing Business with the Commonwealth.
5. Click CRPS.
6. Click anywhere on the CRPS graphic that displays.

If you want to bookmark CRPS (add it to your favorites), be sure to bookmark this page: http://www.portal.state.pa.us/portal/server.pt/community/crps/19546.

Access for MUSER user

1. Launch your Internet browser
2. Navigate to the DGS website by entering http://www.dgs.state.pa.us in the URL and pressing enter.
3. Click Log In to log into the portal.
4. Enter your log in information and click OK. Your username should be your MUSER username which is the same username you use when you log into your computer. Be sure to enter "MUSER\<username>" in the username field. Enter your password.
5. Click Doing Business with the Commonwealth.
6. Click CRPS.
7. Click anywhere on the CRPS graphic that displays.

Execute CRP Check

Click the link for the CRP Check on the menu on the left side of the page.

1. Enter the contractor's name in Name and the contractor's taxpayer identification number in TIN. Both are required.

   The contractor's name must be a minimum of three characters, and the TIN must be 9 digits with no punctuation (i.e., no dashes). The Name entered should be the official name of the contractor. If the contractor is an individual, then the name should be entered in the following format: Last Name, First Name.

2. Click Search.

   If no results are found for the contractor, proceed to Print Certification.

   If obligations are found for the contractor, proceed to Register for Notification if you wish to receive notification when all obligations for this vendor are cleared. You may also click on Detail to review the full information available in the CRPS for the obligation.

   If suspensions/debarments or approved performance issues are found, proceed to Print Certification if you wish to print the CRP Check Certification Form. You may also click on Detail to review the full information available in the CRPS for the suspensions/debarment or performance issue.

Print Certification

1. Execute check that results in either no results found or the results found include performance issues and/or suspensions/debarments (commonwealth or federal).
2. Click Print Certification.
3. Click Print () to print the CRP Check Certification Form in hard copy.
4. Select which pages to print and then click OK

5. Click Print ( ) in the display window.
6. Select the appropriate printer and click OK.
7. Close the window that opened by clicking on File and then Exit or click the 'X' in the upper right hand corner.
8. Click Back to CRP Check to return to the CRPS.

Register for Notification

1. Execute CRP Check for a contractor who has obligations.
2. Click Notify. This allows you to sign up for a notification that will be sent once all obligations for the contractor have been removed.

   If a contractor has more than one obligation, it is only necessary to enter a notification one time. The email is sent by the system once all obligations for the contractor have been cleared.
3. Enter Name, Email, and Verify Email. The Verify Email field is used to make sure that the correct email address is entered, so it must match the email address entered in Email.
4. Click Submit.

Name Search

1. Click the Name Search link on the menu on the left side of the page.
2. Enter the contractor's name in Name. This can be a partial name or a full name. If a partial name is entered, it must be a minimum of three characters. The search will look for that combination of letters anywhere in the name field in the data sources.
3. Choose filters. Your options include history, suspensions/debarments and performance issues. If you do not select any filters, then the results of the search only include obligations.
   - This table details what data will be included in the search results depending on the filters chosen.

	Current obligations	Historical obligations	Current commonwealth suspensions / debarments	Historical commonwealth suspensions / debarments	Approved performance issues	Resolved performance issues	Current federal suspensions / debarments
History	X	X					
Suspensions / Debarments	X		X				
Performance issues	X				X		
History and suspensions / debarments	X	X	X	X			
History and performance issues	X	X			X	X	
History, performance issues, suspensions / debarments	X	X	X	X	X	X	

4. Click Search.

TIN Search

1. Click the TIN Search link on the menu on the left side of the page.
2. Enter the contractor's taxpayer identification number in TIN. This must be a nine digit number without dashes.

3. Choose filters. Your options include history, suspensions/debarments and performance issues. If you do not select any filters, then the results of the search only include obligations.
    - This table details what data will be included in the search results depending on the filters chosen.

	Current obligations	Historical obligations	Current commonwealth suspensions / debarments	Historical commonwealth suspensions / debarments	Approved performance issues	Resolved performance issues	Current federal suspensions / debarments
History	X	X					
Suspensions / Debarments	X		X				
Performance issues	X				X		
History and suspensions / debarments	X	X	X	X			
History and performance issues	X	X			X	X	
History, performance issues, suspensions / debarments	X	X	X	X	X	X	

4. Click Search.

Name / TIN Search

1. Click the Name/TIN Search link on the menu on the left side of the page.
2. Enter the contractor's name in Name. This must be a minimum of three characters. Enter the contractor's taxpayer identification number in TIN. This must be a nine digit number without dashes.
3. Choose filters. Your options include history, suspensions/debarments and performance issues. If you do not select any filters, then the results of the search only include obligations.
    - This table details what data will be included in the search results depending on the filters chosen.

	Current obligations	Historical obligations	Current commonwealth suspensions / debarments	Historical commonwealth suspensions / debarments	Approved performance issues	Resolved performance issues	Current federal suspensions / debarments
History	X	X					
Suspensions / Debarments	X		X				X
Performance issues	X				X		
History and suspensions / debarments	X	X	X	X			X
History and performance issues	X	X			X	X	
History, performance issues, suspensions / debarments	X	X	X	X	X	X	X

4. Click Search

Reports - History of CRP Checks

1. Click the Reports link on the menu on the left side of the page.

2. Select which of the History of CRP Checks reports you want to view.
3. Enter the required parameters for the report.

History of CRP Checks by Reason

Required parameters:
- From Date
- To Date*
- Reason Type – Obligations, Suspension Debarment, EPLS, Performance

History of CRP Checks by User

Required parameters:
- From Date
- To Date*
- User Name

History of CRP Checks by User and Vendor

Required Parameters:
- From Date
- To Date*
- Vendor Name
- Vendor SSN/EIN
- User Name

History of CRP Checks by Vendor

Required Parameters:
- From Date
- To Date*
- Vendor Name
- Vendor SSN/EIN

***If you want the report to include any CRP Checks executed on the current date, then the To Date entered must be tomorrow's date. For instance if today is 8/25/2010 and the CRP Checks executed on 8/25/2010 should be included in the report, then the To Date entered must be 8/26/2010.**

4. Click View Report.
5. View, Export or Print as desired.

Search and view results for performance issues

1. Click the Performance Issues link on the menu on the left side of the page.
2. Enter the criteria you wish to search on. The fields available for search are:
- Issue ID
- Status
- Agency
- Plant
- Severity
- Reason
- Action
- Vendor Name

- Vendor TIN
- SAP Vendor Number
- Created
- Approved

3. Click Search.

   Depending on the role that you have in the system, your view of the search results varies.

   For users with the ***PI Creator*** role:

   - Edit performance issues with a status of pending for your agency
   - View performance issues with a status of approved or resolved for any agency

   For users with the ***PI Approver*** role:

   - Edit all performance issues regardless of agency and status

   For users with the ***User*** role:

   - View performance issues with a status of approved or resolve for any agency

Enter performance issue (Note: You must have the role of PI Creator.)

1. Click the link for performance issues on the menu on the left side of the page.
2. Click New.
3. Enter the following fields:
   - ***Plant (Optional):*** The values that populate this dropdown list are the values used for Plant in SAP. The values are filtered to those plant values assigned to the agency to which you are assigned. Select a value in this field if desired.
   - ***Severity (* Required):*** Select from High, Medium, and Low.
   - ***Reason (* Required):*** Select from the values provided to indicate the reason for the performance issue.
   - ***Action (Optional):*** Select from the values provided to indicate the action that has been taken as a result of the performance issue. If the Action that has been taken is something other than what is listed, choose Other. Then, in the Other field, record the action that has been taken.
   - ***Contract Number (Optional):*** If the performance issue is related to a contract, you may enter the contract number in this field.
   - ***PO Number (Optional):*** If the performance issue is related to a purchase order, you may enter the purchase order number in this field.
   - ***Contact (* Required):*** Enter the name of the person that should be contacted regarding this performance issue.
   - ***Phone (* Required):*** Enter the phone number of the contact person.
   - ***Email (Optional):*** Enter the email address for the contact person if available.
4. Enter the contractor information.
5. Enter the information needed for the system to send an email to the performance issue approver. Enter the Approver Name, their address twice, and your email address (Sender's Email).
6. Enter a Description of the performance issue.
7. Click Save. This saves the performance issue and creates the Issue ID which is included in the email sent to the approver.
8. Click Cancel to return to the Performance Issue Search.

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Approve performance issues (Note: You must have the role of PI Approver.)

1. Click Edit for the performance issue you wish to approve.
2. Change the Status field to Approved. The system populates today's date in "Approved" and your user ID populates the "By" field.
3. Click Save.
4. Click Cancel to return to the performance issue search results.

If the performance issue to be approved is for a statewide contract, then you should review the performance issue and ensure its satisfactory completion. If it is satisfactory, then click the Send Email to DGS button. Do not approve the performance issue.

Resolve performance issues (Note: You must have the role of PI Approver.)

1. Click Edit for the performance issue you wish to resolve.
2. Change the Status field to Resolved. The system populates today's date in "Resolved" and your user ID populates the "By" field.
3. Enter a description of the circumstances/actions taken by the contractor to resolve the performance issue in the Resolution text box.
4. Click Save.
5. Click Cancel to return to the performance issue search results.

Delete performance issues (Note: You must have the role of PI Approver.)

1. Click Delete for the performance issue you wish to delete (instead of Edit).
2. Click Continue on the deletion message box if you want to continue with the deletion of this performance issue.

Attach files to performance issues

1. Navigate to the performance issue to which you wish to attach files.
2. Click the Attachments tab.
3. Click Add.
4. Enter the name of the file to be uploaded in the "Attach" field or click the Browse button to view Windows Explorer to find the document.
5. Enter a Title for the document, if desired. This is not required.
6. Click Continue.

Remove file attachments

1. Execute a search for the performance issue for which you wish to remove the attached files.
2. Click the Attachments tab.
3. Click Delete.
4. Click Continue.

Open file attachments

5. Execute a search for the performance issue for which you wish to open an attached file.
6. Click the Attachments tab.
7. Click the Name of the file.
8. Click Open or Save.

Performance issue report (Note: You must have the role of PI Approver.)

1. Click Reports from the menu on the left side of the page.
2. Select Performance Issues from the Report List.

3. Enter the report parameters desired.
   The parameters for the report include:
   - Department (Agency)
   - Severity
   - PI Status
4. Click View Report
5. View, Export or Print as desired.