

CRPS Glossary

Approved Performance Issue

An *approved* performance issue is a performance issue that has been reviewed by the designated approver for the agency that experienced the issue and has subsequently approved it. Therefore, the performance issue has not been remedied and should be considered in evaluating the contractor.

Contractor

Any person, including but not limited to, a bidder, offeror, loan recipient, grantee, or lessor, who has furnished or performed or seeks to furnish or perform, goods, supplies, services, leased space, construction or other activity, under a contract with the Commonwealth.

Contractor Responsibility Program

A program mandated by [Executive Order 1990-3](#) and implemented by [Management Directive 215.9](#) that seeks to ensure the Commonwealth contracts only with responsible contractors and permits the Commonwealth to collect obligations through offset review. This requires checks to be performed during the procurement and invoicing processes to ensure that contractors do not have tax delinquencies or other obligations with the Commonwealth, performance issues, suspensions or debarments with the Commonwealth, or suspensions or debarments with the federal government.

CRP Check

The act of searching the CRPS using a contractor's name and taxpayer identification number (TIN) to obtain the contractor's current status with the commonwealth. A CRP Check constitutes an agency's official inquiry of the CRPS and serves as the basis for making a determination of contractor responsibility.

CRP Check Certification Form

A document by which an agency certifies that it has performed a CRP check and determined a contractor to be responsible in accordance with the policies in this directive. The form can be produced and stored in hard copy or electronic format.

CRP Search

The act of searching the CRPS using a contractor's name, TIN, or both. A CRP Search does not constitute an official inquiry regarding contractor responsibility and a determination of contractor responsibility cannot be made using only the results of a CRP Search.

CRPS

Contractor Responsibility Program System. A web-based system used to collect and disseminate information regarding contractor obligations; suspensions and debarments by the Commonwealth, the federal government, and other government entities; and contractor performance issues.

Debarment

Action taken by the head of the purchasing agency or designee, in consultation with the head of any using agency (or designee) to remove a contractor from consideration for any award of any Commonwealth contract for a specific period of time.

Designated Senior Manager (DSM)

A senior-level agency employee selected by the agency head to carry out the agency's responsibilities under the Management Directive; primarily relates to approving and resolving performance issues.

Exclusions

Are records that identify parties excluded from receiving federal contracts, certain subcontracts, and certain types of federal financial and non-financial assistance and benefits. As Exclusion Records are publicly available, SAM keeps the agencies aware of administrative and statutory exclusions across the entire government and individuals barred from entering the United States. The more commonly used terms of 'suspensions' and 'debarments' reflect exclusions.

Exclusion Type

A standardized cause-and-effect language that pre-populates in the record and further explains about the exclusion needed. EPLS, the legacy system in which exclusion records were maintained, each record was identified with a Cause and Treatment Code (CT Code). CT Codes were identified by letters or letters and numbers (for example, A, H1, JJJ) and included descriptions of the cause of the exclusion and the treatment accorded to the excluded party.

In SAM, CT Codes have been replaced with the following four Exclusion Types:

- Preliminarily Ineligible (Proceedings Pending)
- Ineligible (Proceedings Completed)
- Prohibition/Restriction
- Voluntary Exclusion

Obligation

An obligation exists when a contractor owes any type of liability, or is not current with the filing of all tax returns or any other reporting obligation to the Commonwealth.

Pending Performance Issue

A newly created performance issue that has not been *Approved* or *Resolved*.

Performance Issue

An instance where a contractor performed unsatisfactorily or deficiently. Failure to carry out or satisfactorily perform all requirements, including compliance with all plans, specifications, service level agreements, terms and conditions of a Commonwealth contract is considered a performance issue.

PI Approver

A role in the CRPS that allows the user to approve and resolve performance issues; typically restricted to Designated Senior Managers (DSM).

PI Creator

A role in the CRPS that allows the user to enter a performance issue for his/her agency.

Resolved Performance Issue

A performance issue for which the contractor has taken steps to remedy the issue and the DSM agrees that the performance issue is no longer a problem. Performance issues with a status of *Resolved* are not returned in a CRP Check.

Severity

A subjective assessment of the severity of the performance issue – high, medium, or low. Examples: Low = vendor deliveries contain packaging errors; Medium = vendor fails to cooperate with or provide requested info to commonwealth officials; High = vendor violated terms of a contract or provided false statements to commonwealth officials.

State wide contract

A contract which is entered into by DGS and includes the annual, semi-annual, or quarterly contract requirements for the specified items to meet the requirements of all Commonwealth agencies; agencies order needed materials or services directly from the contractor.

Status (or PI Status)

A performance issue has a status depending on the workflow process. Initially, when the performance issue is entered, it has a status of *Pending*. A Pending performance issue must be approved at which time the status changes to *Approved*. Performance issues may also be *Resolved* meaning that the contractor has taken the necessary steps to rectify the issue.

Suspension

A temporary disqualification of a contractor from consideration for an award of any Commonwealth contract for a period of up to three months if there is probable cause for debarment.

System for Award Management (SAM)

System for Award Management (SAM). Is a database via the website that replaced the Excluded Parties List System (EPLS) in June 2012. The database is used as a resource to find the list maintained and disseminated by the United States General Services Administration (GSA) containing information about persons prohibited from participating in specified federal procurement or non-procurement transactions or prohibited from being a participant in covered transactions, whether the person has been suspended; debarred; proposed for debarment under 48 CFR part 9, subpart 9.4; or voluntarily excluded.

TIN

Taxpayer Identification Number; a term that is used to encompass Social Security Number and Employer Identification Number.

User (or End User)

A role in the CRPS that allows the user to execute CRP Checks and Searches and to execute searches for performance issues. The performance issue search results are limited to performance issues with a status of *Approver* or *Resolved*.

Vendor

The usage of the term vendor is synonymous with contractor and/or supplier.