

Introduction

About the Guide

Welcome to the Contractor Responsibility Program System (CRPS). The CRPS is the system that allows the execution of contractor responsibility checks for the Commonwealth in accordance with Management Directive 215.9. The CRPS Reference Guide serves several purposes as you learn the system and use it on a regular basis.

After you complete the web-based training course, utilize the Reference Guide as a job aid. As you use the CRPS, you can refer to the Guide to review specific material you are having difficulty with, and it should be your first reference when you encounter difficulty using the CRPS.

Organization

This Introduction Chapter is devoted to background information about the CRPS. The Introduction Section introduces you to the Guide, explains how to use the Guide and identifies the purpose of the Guide. The Overview Section provides much of the background information crucial to understanding CRPS as well as sources for help when you have problems or questions. The Accessing CRPS Section provides information on navigating to and accessing the CRPS, understanding navigation within the CRPS, understanding the home page, and logging out of CRPS.

The At-A-Glance subsection illustrates the high level tasks involved while also highlighting which Roles complete which tasks.

* 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.

Reference Guide Purpose

The Contractor Responsibility Program System Reference Guide is written documentation to accompany use of the CRPS.

The CRPS Reference Guide will help you to:

- ❑ Understand the Contractor Responsibility Program and how the usage of the CRPS fits into the process
- ❑ Access and navigate through the CRPS
- ❑ Use the CRPS to execute contractor responsibility checks when needed
 - Name and taxpayer identification number are required
 - The following are checked:
 - Obligations with the Department of Revenue
 - Obligations with the Department of Labor and Industry, Unemployment Compensation
 - Obligations with the Department of Labor and Industry, State Worker's Insurance Fund
 - Approved Performance Issues
 - Commonwealth Suspensions/Debarments within the past 5 years
 - Federal Suspensions/Debarments*
- ❑ Use the CRPS to execute searches of the CRP data using different search criteria and returning variations of issues
 - Searches by Name, TIN, or Name and TIN are possible.
 - By default these searches include obligations.
 - Other data that can be included in the searches includes performance issues, suspensions/debarments (Commonwealth and federal), and historical data.
- ❑ Use the CRPS to enter, manage, approve and resolve performance issues according to role
- ❑ Perform basic administrative functions
 - Produce Reports
- ❑ Find help when you need it

Overview

What Is the 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 for implementing the contractor responsibility program.

What Is the Contractor Responsibility Program System?

CRPS is ⇒ a centralized, platform independent system for executing contractor responsibility checks

- ❑ Receives data from the Department of Revenue daily, the Department of Labor and Industry Unemployment Compensation weekly, and the Department of Labor and Industry State Worker's Insurance Fund weekly
- ❑ Connects to the DGS Suspension/Debarment database
- ❑ Connects to the System for Award Management (SAM) database (<http://www.sam.gov>) for federal suspensions/debarments
- ❑ Stores performance issues

CRPS is ⇒ a specialized system that incorporates the business rules dictated by the Management Directive.

- ❑ If obligations are found, the CRP Check cannot be certified
- ❑ Commonwealth suspensions/debarments for the past 5 years are returned in a CRP Check in accordance with the Management Directive
- ❑ Suspensions, debarments and performance issues do not preclude the CRP Check from being certified.

CRPS is ⇒ an Internet application.

- ❑ Accessible from any computer connected to the Internet
- ❑ Users must have CWOPA or MUSER accounts

CRPS is ⇒ a repository for performance issues.

- ❑ Data entry and data maintenance for performance issues are now done in the CRPS
- ❑ Performance issues are entered, approved and resolved in the CRPS

CRPS is ⇒ a role-driven system.

- ❑ [Roles](#) dictate the access a user has in the system
- ❑ All roles allow the ability to execute CRP Checks and Searches
- ❑ Specialized roles control access for the performance issue functionality

Where To Go For Help

For system outage assistance:

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

For policy information:

Refer to [Management Directive 215.9, Contractor Responsibility Program](#).

Refer to the [Department of General Services Procurement Handbook](#).

For requesting access to the CRPS:

Complete the USAR form located at the following link:

http://www.portal.state.pa.us/portal/server.pt/document/1068897/blank_usar_pdf

Accessing the CRPS

Accessing the CRPS Overview

Accessing the CRPS requires that you are logged into a computer that has a Commonwealth network connection. In order to use the CRPS, you must have a CWOPA or MUSER account. After logging into your account, you then navigate to the Commonwealth portal to the DGS page. Because access to the CRPS is controlled by the portal, it is necessary for all users to be members of the DGS portal group. Upon navigation to the DGS portal page, a link for the Contractor Responsibility Program System displays. After clicking this link, you are taken to the CRPS home page and you will be logged in. The system recognizes your username through the portal, and with that username, the system is able to identify the role you have in the system. Once you have navigated to the CRPS, the Home page displays. This provides information on the CRPS and links to the Executive Order, the Management Directive (215.9), the Quick Reference Guide, and information about the SAM (www.sam.gov) database. The menu that displays is the same menu that is available throughout the system and provides access to all of the functionality in the system. Logging out of the CRPS is executed by closing your Internet browser which should be done immediately after you are finished with the system to prevent unauthorized usage.

This chapter will review the following activities:

1. [Accessing the CRPS](#)
2. [Touring the Home page](#)
3. [Logging out of the CRPS](#)

Accessing the CRPS At-A-Glance

<i>User</i>	<i>PI Creator</i>	<i>PI Approver</i>	<i>Administrator</i>	Task/Demo
X	X	X	X	<p>1. Access the CRPS</p> <ul style="list-style-type: none"> ➤ Launch your Internet browser. ➤ Log into the DGS portal page. The steps to log in depend on whether you are a CWOPA or MUSER user. ➤ Navigate to the CRPS through the Doing Business with the Commonwealth link.
X	X	X	X	<p>2. Tour the Home page</p> <ul style="list-style-type: none"> ➤ The Home page provides links to the Executive Order that created the Contractor Responsibility Program and to the Management Directive. ➤ There are also links to information on the SAM database and to the Quick Reference Guide. ➤ The menu that displays is the same menu that is available throughout the application and provides access to all functionality available in the system.
X	X	X	X	<p>3. Log out of the CRPS</p> <ul style="list-style-type: none"> ➤ Upon completion of your usage of the CRPS, the Internet browser should be closed. This should be done to prevent unauthorized usage.

Demonstration 1: Access the CRPS

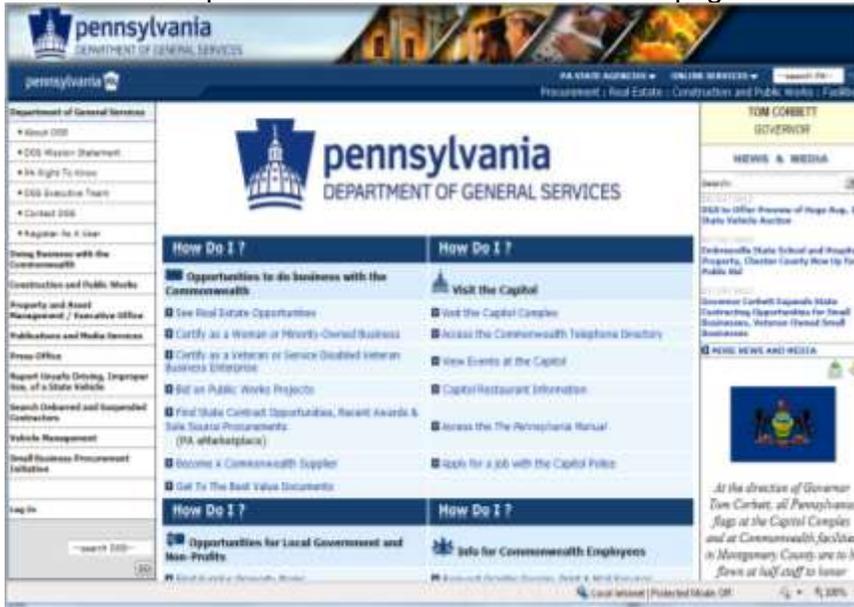
1. Launch your Internet browser.

CWOPA

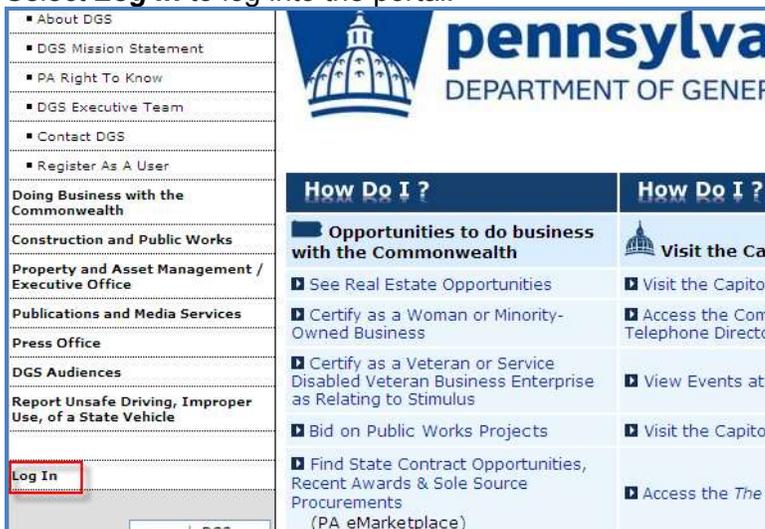
2. Navigate to the DGS website by entering <http://www.dgs.state.pa.us> in the URL and pressing enter.



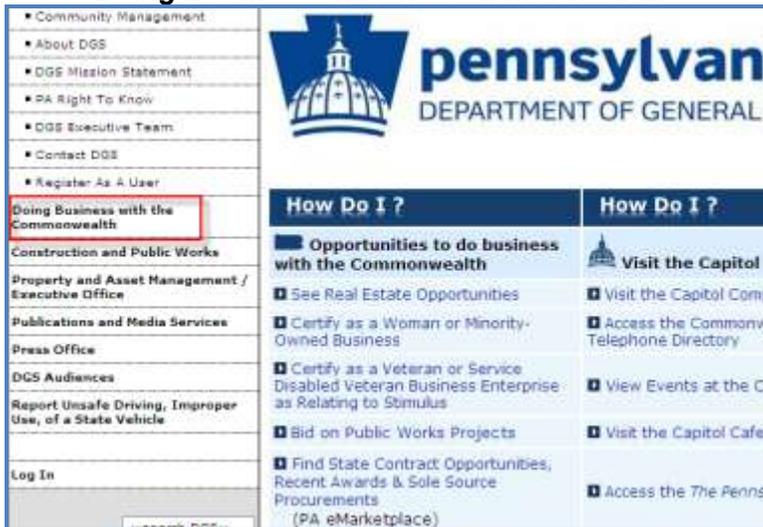
You see the Department of General Services home page.



3. Select **Log In** to log into the portal.



4. Select **Doing Business with the Commonwealth.**



5. Select **CRPS.**



You will see the CRPS navigation page.



6. Select any place on the CRPS graphic that displays.



MUSER

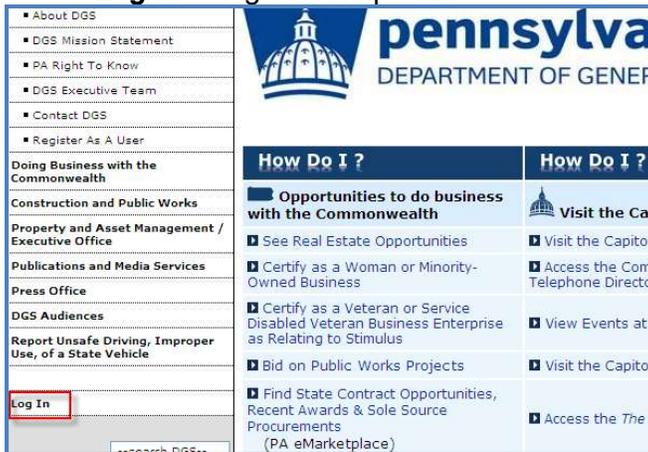
2. Navigate to the DGS website by entering <http://www.dgs.state.pa.us> in the URL and pressing enter.



You will see the Department of General Services home page.

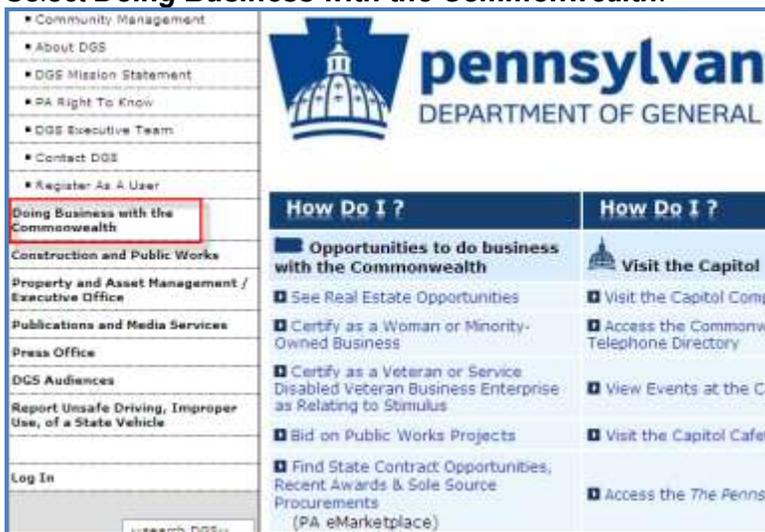


3. Select **Log In** to log into the portal.



4. Enter your log in information and select 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\

5. Select **Doing Business with the Commonwealth**.



6. Select **CRPS**.



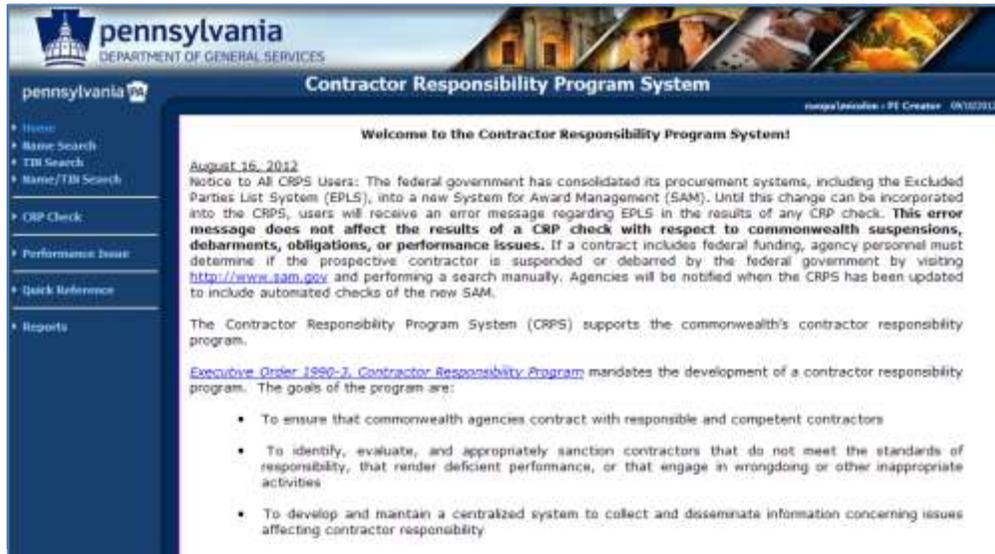
You will see the CRPS navigation page.



7. Select any place on the CRPS graphic that displays.



The Home page displays.



Your username displays in the upper right hand corner with the role you have been assigned.



	<p>If your portal connection times out (if you leave your machine for more than 20 minutes), you need to close Internet Explorer (IE) and restart it. If you attempt to open another tab in IE to restart the CRPS, the system will not recognize you and you will be considered a Guest with access to the Home page only. If at any time you experience any other errors with IE, be sure to close IE and re-open it prior to navigating to the CRPS.</p>
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Demonstration 2: Tour the Home Page

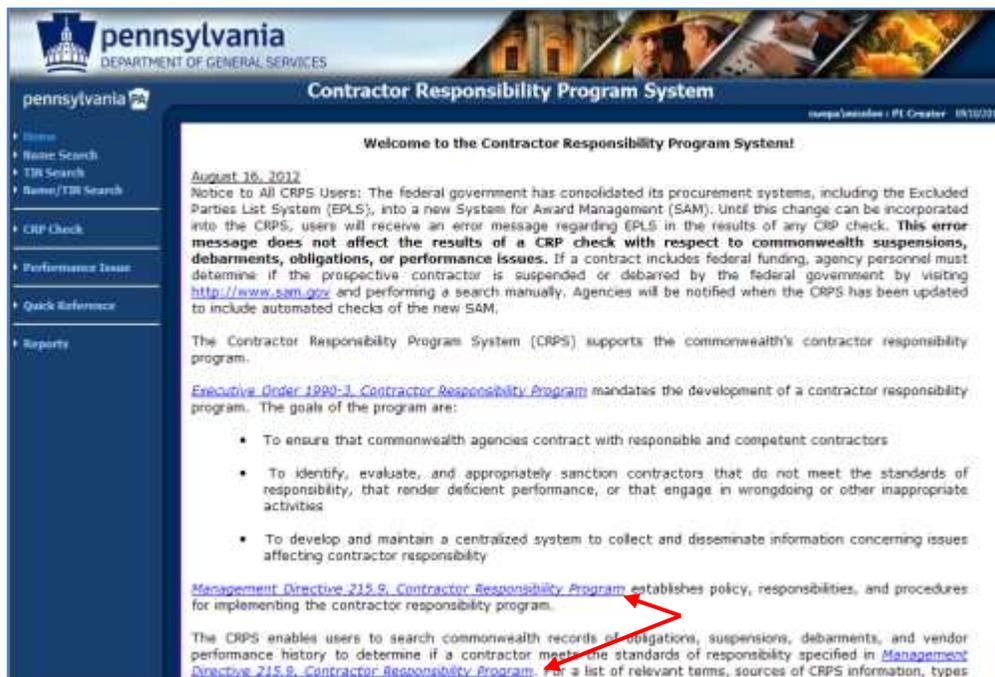
1. Note the hyperlinks on the page for the following

□ [The Executive Order](#)



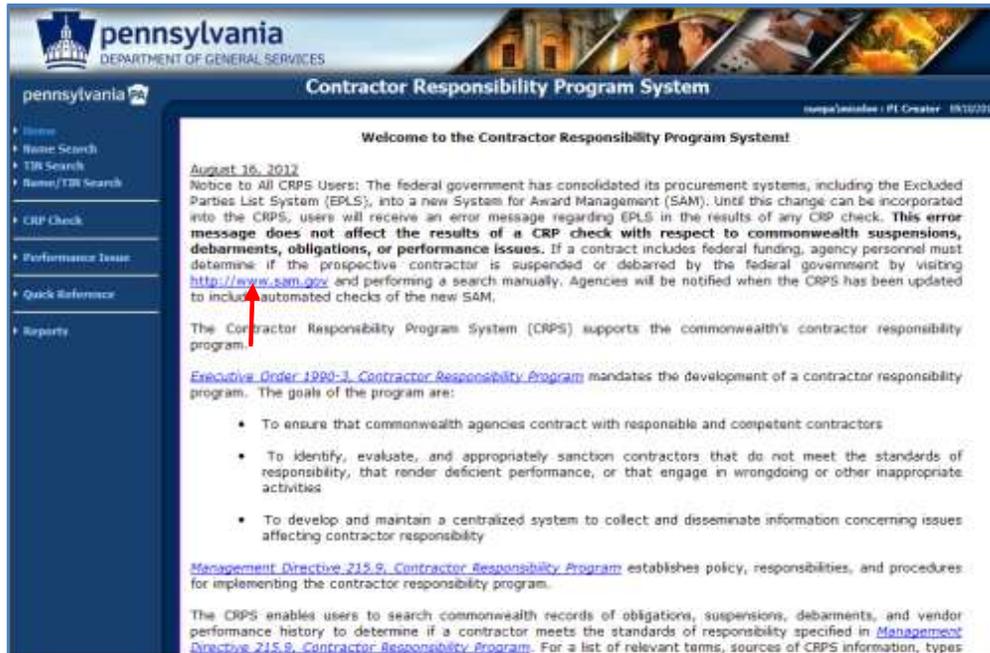
The screenshot shows the home page of the Contractor Responsibility Program System. The page title is "Contractor Responsibility Program System" and the subtitle is "Welcome to the Contractor Responsibility Program System!". The date is "August 16, 2012". The main content area contains a notice to all CRPS users regarding the consolidation of procurement systems into SAM. Below the notice, there is a link to "Executive Order 1990-3, Contractor Responsibility Program" which is highlighted with a red arrow. The page also lists the goals of the program, including ensuring responsible and competent contractors, identifying and sanctioning deficient performers, and maintaining a centralized system for information collection and dissemination.

□ [The Management Directive \(215.9\)](#)



The screenshot shows the same home page as above, but with a different link highlighted. The link "Management Directive 215.9, Contractor Responsibility Program" is highlighted with a red arrow. The page content is identical to the previous screenshot, including the notice to all CRPS users and the list of program goals.

□ The SAM information



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

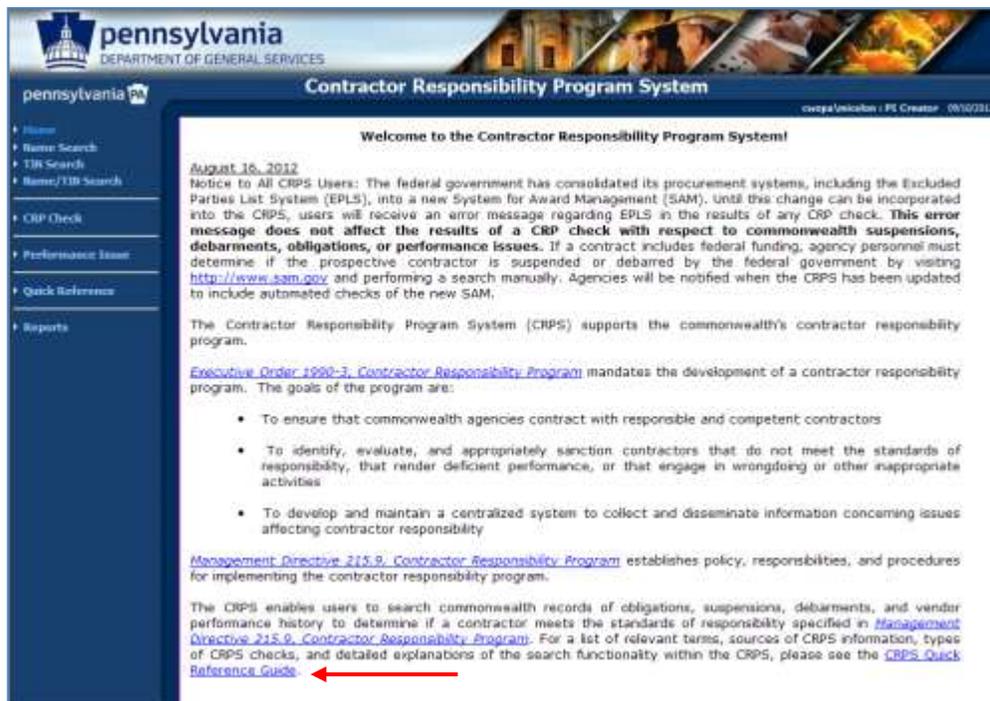
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[Management Directive 215.9, Contractor Responsibility Program](#) establishes policy, responsibilities, and procedures for implementing the contractor responsibility program.

The CRPS enables users to search commonwealth records of obligations, suspensions, debarments, and vendor performance history to determine if a contractor meets the standards of responsibility specified in [Management Directive 215.9, Contractor Responsibility Program](#). For a list of relevant terms, sources of CRPS information, types

□ The Quick Reference Guide



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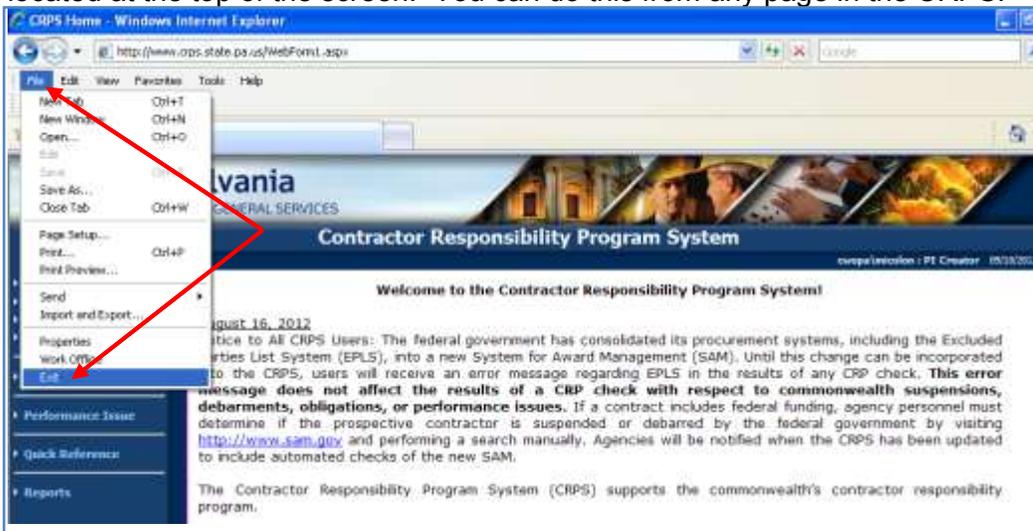
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Demonstration 3: Log out of the CRPS

1. Close the Internet browser when you have finished your use of the CRPS.

Note: These instructions and screenshots apply to Internet Explorer.

Option 1: Select *File* and then *Close* from the menu bar for Internet Explorer located at the top of the screen. You can do this from any page in the CRPS.



Option 2: Select the 'X' in the upper right hand corner of the page to close the Internet Explorer window. This also logs you out of the system.



You are returned to the Windows desktop. Internet Explorer has closed and you are logged out of the CRPS.