

Executing a CRP Check

Executing a CRP Check Overview

The [CRPS](#) supports the [Contractor Responsibility Program](#) in that it allows for [contractors](#) to be checked for [obligations](#), Commonwealth [suspensions/debarments](#), Federal suspension/debarments, and [performance issues](#). The CRP Check functionality in the CRPS requires the user to enter a contractor name and taxpayer identification number ([TIN](#)). This information is then used to query the CRPS database for approved performance issues and outstanding obligations (with the Department of Revenue, the Department of Labor and Industry Unemployment Compensation, and the Department of Labor and Industry State Worker's Insurance Fund). The information is also used to query DGS Suspension/Debarment database for Commonwealth suspensions/debarments. The system uses the contractor TIN supplied by the user to query the data for obligations, [approved performance issues](#), and Commonwealth suspensions/debarments.

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. Please refer to "[Identifying Excluded Entities in SAM](#)" end user procedure. In the future, the intent is for CRPS to incorporate the new [System for Award Management \(SAM\)](#) which lists the Federal suspensions/debarments. Agencies will be notified when the CRPS has been updated to include automated checks in SAM.

The results returned from the CRPS and the data that is available to be viewed depends on the type of issue, and the fields for each type of issue may differ. In addition, the data that displays is based on the data available to CRPS and some records are more complete than others. This is based on the data available in the data source that the CRPS is querying.

Depending on the results of the check, the user may have the ability to print the [CRP Check Certification Form](#). This form indicates that the check has been done and the contractor was deemed responsible. If the contractor does not have any issues, the form may be printed and it indicates that no records were found. If the contractor has any obligations, this form is not available for print. If the contractor has any suspensions/debarments (Commonwealth or Federal) and/or any performance issues, this form is available to be printed, but the issues found are listed on the form. If the contractor has any obligations, the user can register to be notified via email when the contractor has been cleared of all obligations.

This chapter will review the following activities:

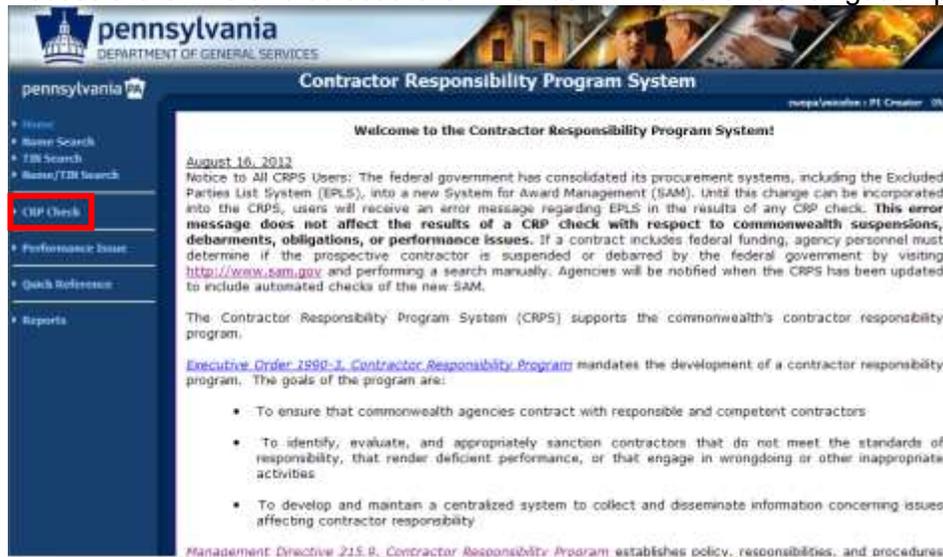
1. [Execute a CRP Check](#)
2. [Review CRP Check results with no records found and print certification](#)
3. [Review CRP Check results with obligations found and register for notification](#)
4. [Review CRP Check results with Commonwealth suspensions/debarments and/or performance issues and print certification](#)

Executing a CRP Check At-A-Glance

User	PI Creator	PI Approver	Administrator	Task/Demo
X	X	X	X	<p>1. Execute a CRP Check</p> <ul style="list-style-type: none"> ➤ Enter the name and taxpayer identification number (TIN) for a contractor that must be checked as part of the procurement process ➤ The results may include obligations, Commonwealth suspensions/debarments, Federal suspensions/debarments, and performance issues. The functionality available in the CRPS depends on the results.
X	X	X	X	<p>2. Review CRP Check results with no records found and print certification</p> <ul style="list-style-type: none"> ➤ If the contractor being checked has no outstanding obligations, approved performance issues, Commonwealth suspensions/debarments from the past 5 years, or Federal suspensions/debarments, then the CRP Check Certification Form is available. ➤ The CRP Check Certification Form can be printed or saved as a .pdf file to document that the check was executed and no records were found.
X	X	X	X	<p>3. Review CRP Check results with obligations found and register for notification</p> <ul style="list-style-type: none"> ➤ If the contractor being checked has any obligations (DOR, L&I UC, or L&I SWIF), the CRP Check Certification Form is not available. The ability to register to receive a notification when the contractor is cleared of all obligations is available.
X	X	X	X	<p>4. Review CRP Check results with commonwealth suspensions/debarments and/or performance issues and print certification</p> <ul style="list-style-type: none"> ➤ It is possible that a contractor being checked may have suspensions, debarments, or performance issues and not have any obligations. If this occurs, the CRP Check Certification Form is available to print, but the existence of the suspension, debarment, or performance issue is noted on the form.

Demonstration 1: Execute a CRP Check

1. Access the CRPS and select the **CRP Check** link on the left navigation pane.



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



	<p>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. For Federal suspensions/debarments, you must perform a manual search in SAM database. Reference the <i>"Identifying Excluded Entities in SAM"</i> end user procedure.</p>
---	---

3. Select **Search** button.

If no results are found for the contractor, the following is displayed:



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

Name: Any Corporation And TIN: 654321987

Buttons: Search, Clear, Print Certification

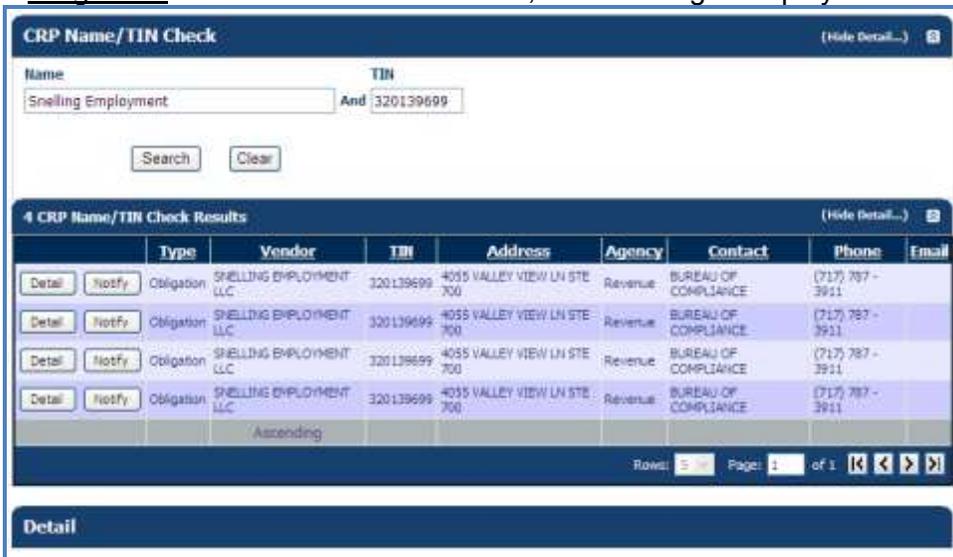
0 CRP Name/TIN Check Results (Hide Detail...)

No Records Found

Detail

[Proceed to Demonstration 2.](#)

If obligations are found for the contractor, the following is displayed:



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

Name: Snelling Employment And TIN: 320139699

Buttons: Search, Clear

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

	Type	Vendor	TIN	Address	Agency	Contact	Phone	Email
Detail Notify	Obligation	SNELLING EMPLOYMENT LLC	320139699	4055 VALLEY VIEW LN STE 700	Revenue	BUREAU OF COMPLIANCE	(717) 787 - 3911	
Detail Notify	Obligation	SNELLING EMPLOYMENT LLC	320139699	4055 VALLEY VIEW LN STE 700	Revenue	BUREAU OF COMPLIANCE	(717) 787 - 3911	
Detail Notify	Obligation	SNELLING EMPLOYMENT LLC	320139699	4055 VALLEY VIEW LN STE 700	Revenue	BUREAU OF COMPLIANCE	(717) 787 - 3911	
Detail 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

[Proceed to Demonstration 3.](#)

If suspensions/debarments or approved performance issues are found, the following is displayed:

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

Name	TIN
<input type="text" value="Buildings Inc"/>	And <input type="text" value="251347077"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Print Certification"/>	

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: 1 Page: 1 of 1

Detail

[Proceed to Demonstration 4.](#) For information on Federal suspensions/debarments, refer to the “*Identifying Excluded Entities in SAM*” end user procedure.

Demonstration 2: Review CRP Check results with no records found and print certification

1. Execute [Demo 1](#) for a contractor with no obligations, approved performance issues, Commonwealth suspensions/debarments, or Federal suspensions/debarments.

The following displays:



The screenshot shows the 'CRP Name/TIN Check' interface. At the top, there are 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 results section below the buttons displays '0 CRP Name/TIN Check Results' and a message box that says 'No Records Found'. At the bottom of the interface is a 'Detail' section.

“No records found” indicates the contractor was not found in any of the CRP data sources.

2. Select the **Print Certification** button.



This screenshot is identical to the previous one, but the 'Print Certification' button is highlighted with a red rectangular box to indicate it should be selected.

The **CRP Check Certification Form** displays.



	<ul style="list-style-type: none"> ✓ The <i>Contractor TIN</i> is partially masked for privacy reasons. ✓ The <i>User Performing CRP Check</i> is the CWOPA or MUSER username of the person executing the check. The system populates this information based on who is logged in when executing the check. ✓ The <i>Results</i> indicate No Records Found which means that the contractor does not have any obligations, approved performance issues, Commonwealth suspensions/debarments (within the past 5 years), or Federal suspensions/debarments. ✓ The <i>Authorizing Signature</i> is automatically completed by the system using the username currently logged in and the First and Last Name stored for the user in the system. If a First and Last Name are not stored for the user in the system, your CWOPA or MUSER username will display. ✓ The <i>Generated Date</i> is the date when the CRP Check was executed in the system.
---	--

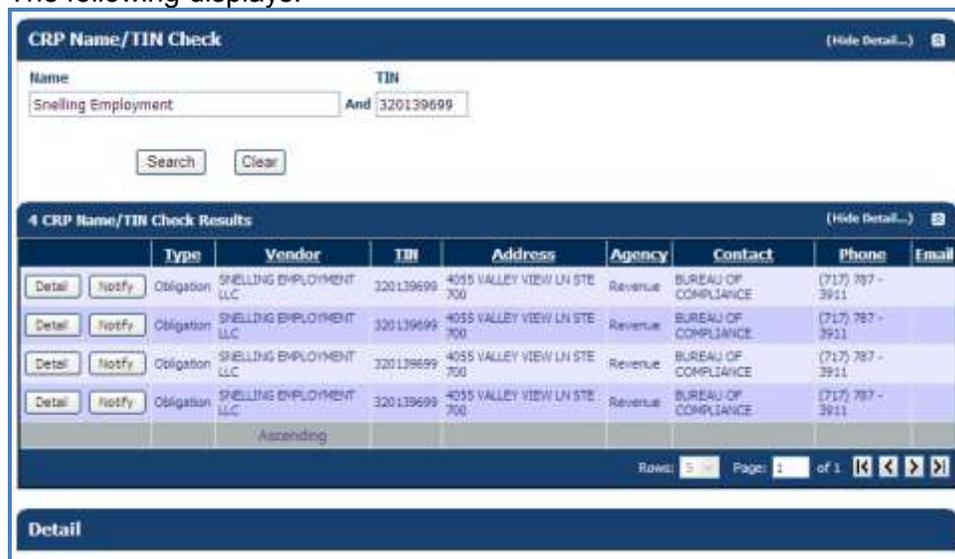
3. [Export and/or Print the CRP Check Certification Form.](#)

4. Select the **Back to CRP Check** link to return to the CRPS.

Demonstration 3: Review CRP Check results with obligations found and register for notification

1. Execute [Demo 1](#) for a contractor with obligations.

The following displays:



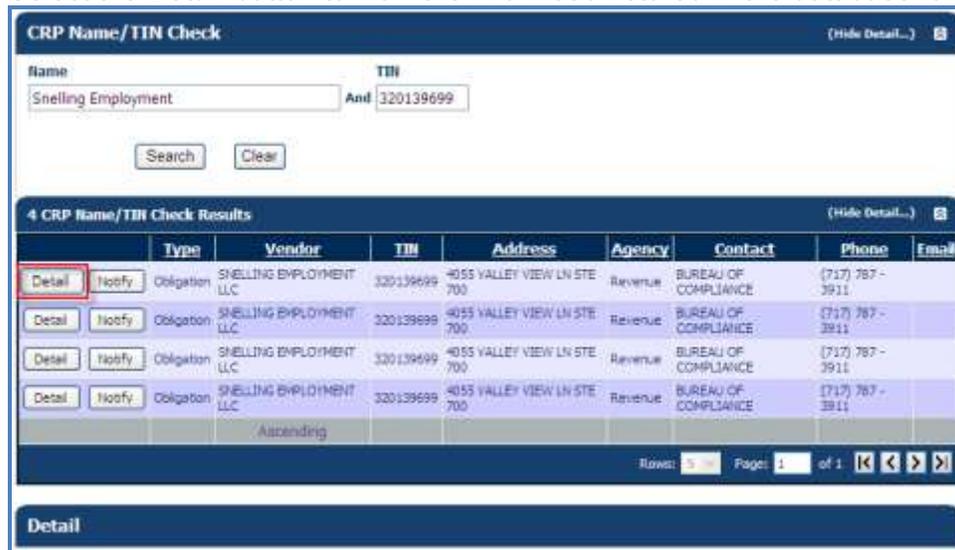
The screenshot shows the 'CRP Name/TIN Check' interface. The search criteria are 'Name: Snelling Employment' and 'TIN: 320139699'. Below the search fields are 'Search' and 'Clear' buttons. The results section, titled '4 CRP Name/TIN Check Results', displays a table with columns: Type, Vendor, TIN, Address, Agency, Contact, Phone, and Email. Each row includes a 'Detail' button and a 'Notify' button. The table data is as follows:

Type	Vendor	TIN	Address	Agency	Contact	Phone	Email
Obligation	SNELLING EMPLOYMENT LLC	320139699	4055 VALLEY VIEW LN STE 700	Revenue	BUREAU OF COMPLIANCE	(717) 787-3911	
Obligation	SNELLING EMPLOYMENT LLC	320139699	4055 VALLEY VIEW LN STE 700	Revenue	BUREAU OF COMPLIANCE	(717) 787-3911	
Obligation	SNELLING EMPLOYMENT LLC	320139699	4055 VALLEY VIEW LN STE 700	Revenue	BUREAU OF COMPLIANCE	(717) 787-3911	
Obligation	SNELLING EMPLOYMENT LLC	320139699	4055 VALLEY VIEW LN STE 700	Revenue	BUREAU OF COMPLIANCE	(717) 787-3911	

At the bottom of the table, it indicates 'Rows: 4 of 1' and 'Page: 1 of 1'. A 'Detail' button is visible at the bottom of the interface.

 The **Print Certification** button is not available.

2. Select the **Detail** button to view the information stored in the database for the obligation.



This screenshot is identical to the previous one, but the 'Detail' button for the first row in the table is highlighted with a red box, indicating it has been selected.

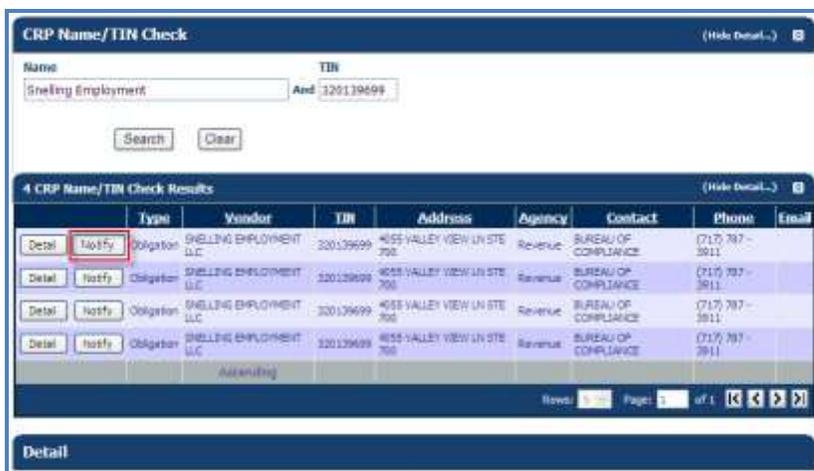
The information displays. The fields that display are the possible fields that could display for the obligation; however, depending on the information supplied to the CRPS, some fields may be blank.



3. Select the **Return to Result** button.



4. Select the **Notify** button; this allows you to sign up for a notification that will be sent once all obligations for the contractor have been removed.



	Type	Vendor	TIN	Address	Agency	Contact	Phone	Email
Detail	Notify	Obligation	SHELLING EMPLOYMENT LLC	320139699	4055 VALLEY VIEW LN STE 700	Revenue	BUREAU OF COMPLIANCE	(717) 797-3911
Detail	Notify	Obligation	SHELLING EMPLOYMENT LLC	320139699	4055 VALLEY VIEW LN STE 700	Revenue	BUREAU OF COMPLIANCE	(717) 797-3911
Detail	Notify	Obligation	SHELLING EMPLOYMENT LLC	320139699	4055 VALLEY VIEW LN STE 700	Revenue	BUREAU OF COMPLIANCE	(717) 797-3911
Detail	Notify	Obligation	SHELLING EMPLOYMENT LLC	320139699	4055 VALLEY VIEW LN STE 700	Revenue	BUREAU OF COMPLIANCE	(717) 797-3911

 The **Notification** button is also available on the CRP Check Results screen.



If a contractor has more than one obligation, it is only necessary to enter a single notification. An email will be transmitted by CRPS when all obligations for the contractor have been cleared.

The Email Notification window displays.



The screenshot shows the 'Email Notification' window. It contains the following fields: Name, Email, Verify Email, Tax ID (320139699), Vendor Name (SHELLING EMPLOYMENT LLC), SAP Vendor ID (131894-001), and Vendor Address (4055 VALLEY VIEW LN STE 700). There are 'Submit' and 'Cancel' buttons at the bottom.

- Complete the **Enter Name**, **Email**, and **Verify Email** fields. (The contractor information auto-populates by the system and cannot be changed.)



The screenshot shows the 'Email Notification' window with the following populated fields: Name (Amy Malinski), Email (c-amy.malin@state.pa.us), Verify Email (c-amy.malin@state.pa.us), Tax ID (320139699), Vendor Name (SHELLING EMPLOYMENT LLC), SAP Vendor ID (131894-001), and Vendor Address (4055 VALLEY VIEW LN STE 700). There are 'Submit' and 'Cancel' buttons at the bottom.

- Select the **Submit** button.



The screenshot shows the '4 CRP Name/TIN Check Results' window. It contains a table with the following data:

	Type	Vendor	TIN
Detail	Notify	Obligation	SHELLING EMPLOYMENT LLC 320139699
Detail	Notify	Obligation	SHELLING EMPLOYMENT LLC 320139699
Detail	Notify	Obligation	SHELLING EMPLOYMENT LLC 320139699
Detail	Notify	Obligation	SHELLING EMPLOYMENT LLC 320139699
Ascending			

Below the table, a confirmation message is displayed: "Notification will be sent to Amy Malinski c-amy.malin@state.pa.us".

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

Demonstration 4: Review CRP Check results with Commonwealth suspensions/debarments and/or performance issues and print certification

1. Execute [Demo 1](#) for a contractor with no obligations, but with suspensions/debarments and/or approved performance issues.

The following displays:



The screenshot shows the 'CRP Name/TIN Check' interface. At the top, there is a search form with 'Name' set to '21st Century Framing' and 'TIN' set to '123456781'. Below the search form are buttons for 'Search', 'Clear', and 'Print Certification'. The main area displays a table of results:

Type	Vendor	TIN	Address	Agency	Contact	Phone	Email
Performance	21st Century Framing	123456781	3740 Wilkes Rd	Public Utility Commission	Deffy Dub	(122) 570 7233	deffy@du.com
Debarred/Suspended	21st Century Framing, LLC and Tiffany M. Luhn, Individually	123456781	3740 Wilkes Road	DOS			

At the bottom of the table, there is a 'Detail' button for each row. The interface also includes pagination controls at the bottom right.



The **Print Certification** button is available.

2. Select the **Detail** button to view the information stored for the suspension/debarment and/or performance issue.



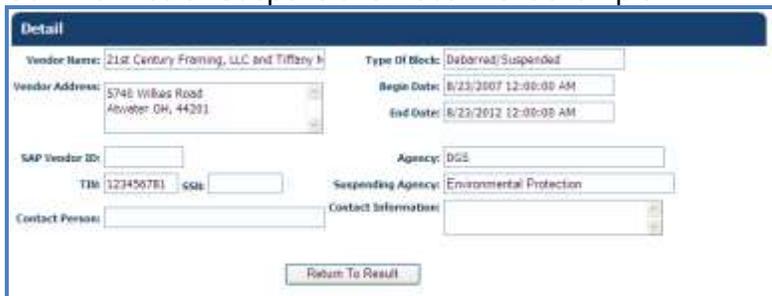
This screenshot is identical to the previous one, but the 'Detail' button for the 'Performance' row is highlighted with a red box, indicating the next step in the demonstration.

The information displays. The fields containing data vary depending on whether it is a performance issue or a Commonwealth suspension/debarment. The information that displays depends on the information available to the system.

Performance Issue example:



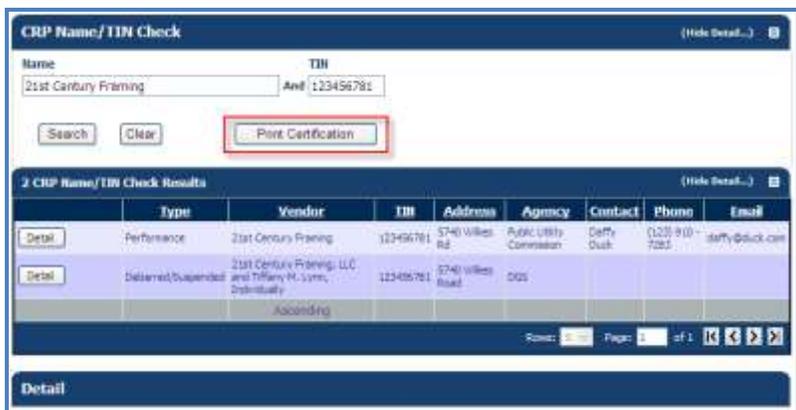
Commonwealth Suspensions/Debarment example:



3. Select the **Return to Result** button.

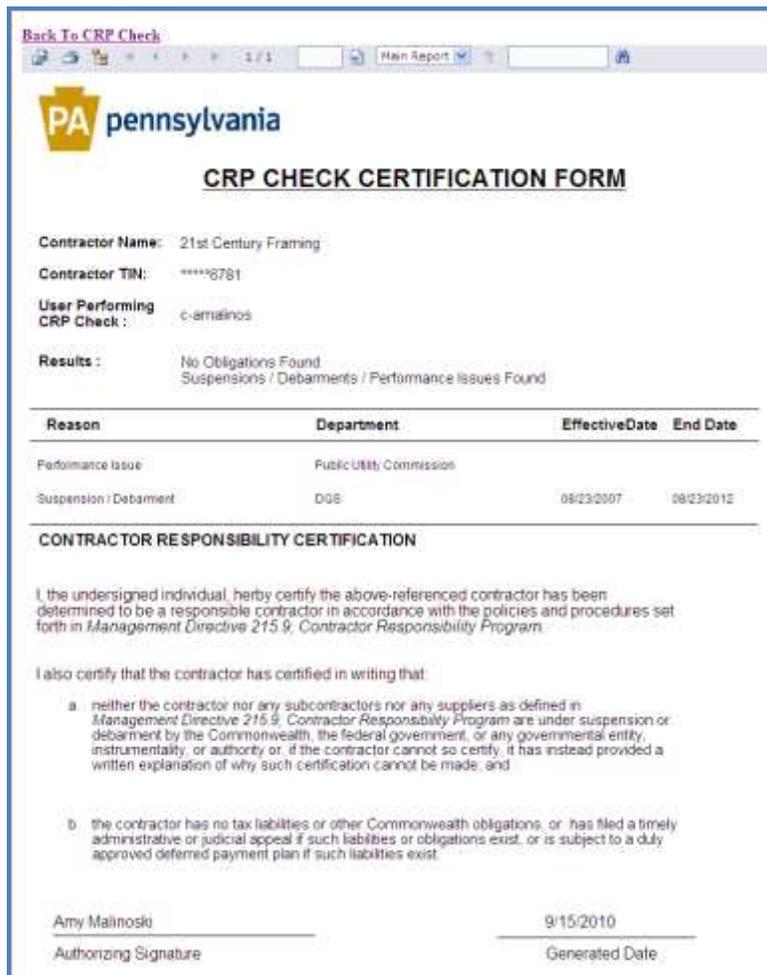


4. Select the **Print Certification** button.



Type	Vendor	TIN	Address	Agency	Contact	Phone	Email
Performance	21st Century Framing	123456781	5740 Wilkes Rd	Public Utility Commission	Daffy Duck	(123) 910-7285	daffy@duck.com
Debarred/Suspended	21st Century Framing, LLC and Tiffany H., Individually	123456781	5740 Wilkes Road	DGS			

The **CRP Check Certification Form** displays.



[Back To CRP Check](#)

PA pennsylvania

CRP CHECK CERTIFICATION FORM

Contractor Name: 21st Century Framing
Contractor TIN: *****8781
User Performing CRP Check : c.amalinosi

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

Reason	Department	EffectiveDate	End Date
Performance Issue	Public Utility Commission		
Suspension / Debarment	DGS	08/23/2007	08/23/2012

CONTRACTOR RESPONSIBILITY CERTIFICATION

I, the undersigned individual, hereby 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 _____ 9/15/2010 _____
 Authorizing Signature Generated Date

- [Export and/or Print the CRP Check Certification Form.](#)
- Select the **Back to CRP Check** link to return to the CRPS.