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DEPARTMENT OF GENERAL SERVICES

# **Contractor Responsibility Program System (CRPS) for (PI) Creator and (PI) Approver**



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.



- Program Goals and Course Objectives
- Contractor Responsibility Program (CRP) Policy
- Contractor Responsibility Program System (CRPS) Overview
- Navigating the CRPS
  - Creating & Maintaining Performance Issues
  - Searching for a Performance Issue
  - Viewing/Editing a Performance Issue
  - Approving a Performance Issue
  - Deleting a Performance Issue
  - Resolving a Performance Issue
- Adding Attachments to a Performance Issue
  - Deleting Attachments on a Performance Issue
- Executing a CRP Check
- Executing a CRP Search
  - Executing a CRP Name Search (without additional search criteria)
  - Executing a CRP Name Search (including additional search criteria)
  - Executing a CRP Name/Tin Search
- Generating Reports
- Summary
- Knowledge Check





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# **Program Goals and Course Objectives for (PI) Creator and (PI) Approver**



# 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)
  - Enable 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)
  - Document and monitor Commonwealth suppliers who have been identified as performing work unsatisfactorily
  
- Access the Contractor Responsibility Program System (CRPS) to:
  - Create a new performance issue
  - Search for, locate, and edit an existing performance issue
  - Approve, resolve, or delete a performance issue
  - Add and delete file attachments to performance issues
  - Execute a contractor responsibility check and search
  - Generate reports





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# **Contractor Responsibility Program (CRP) Policy for (PI) Creator and (PI) Approver**



# 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 (PI) Creator and (PI) Approver**



# 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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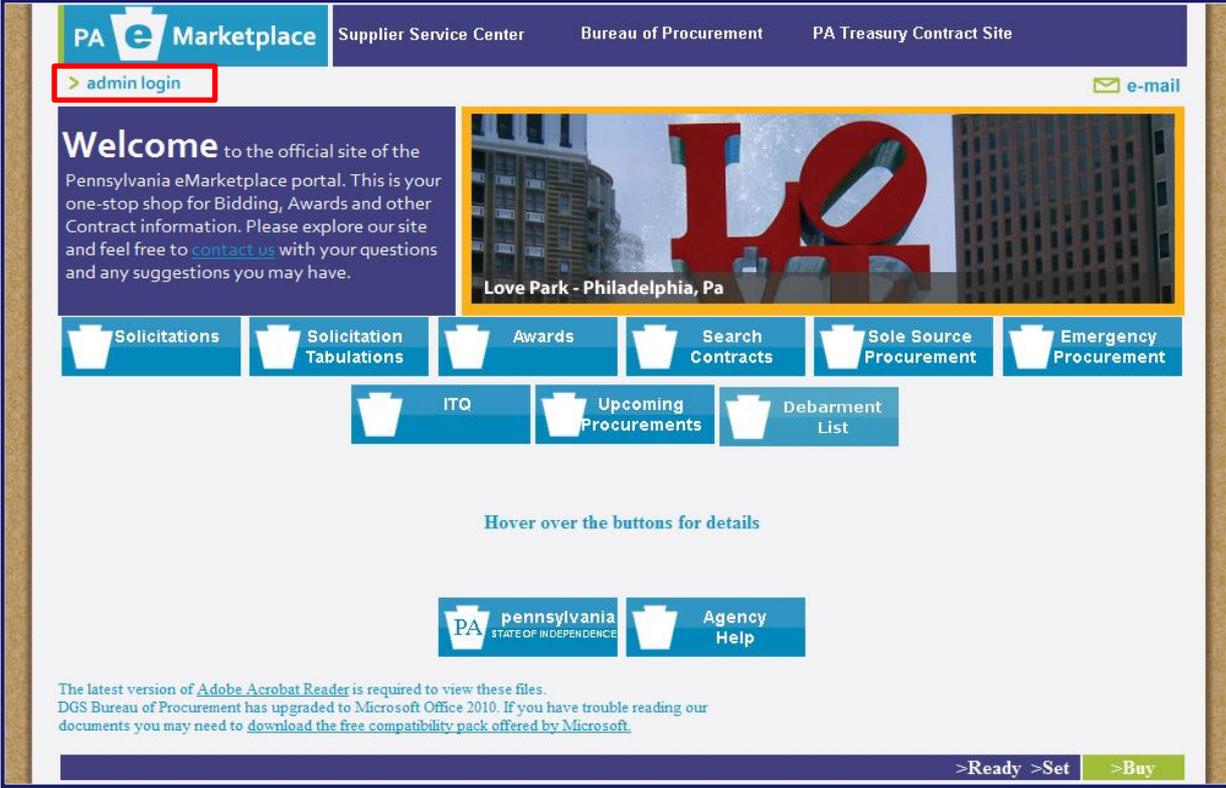
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# **Navigating the Contractor Responsibility Program System (CRPS) for (PI) Creator and (PI) Approver**



# Navigating the Contractor Responsibility Program System

- Go to the DGS website at [www.emarketplace.state.pa.us](http://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 this, there is a "admin login" link highlighted with a red box, and an "e-mail" icon. The main content area features a "Welcome" message, a banner image of "Love Park - Philadelphia, Pa", and a grid of buttons for various procurement services: "Solicitations", "Solicitation Tabulations", "Awards", "Search Contracts", "Sole Source Procurement", "Emergency Procurement", "ITQ", "Upcoming Procurements", and "Debarment List". Below the buttons, there is a note: "Hover over the buttons for details". At the bottom, there is a "pennsylvania STATE OF INDEPENDENCE" logo and an "Agency Help" button. A footer note mentions the latest version of Adobe Acrobat Reader and Microsoft Office 2010. At the very bottom, there are three buttons: ">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:

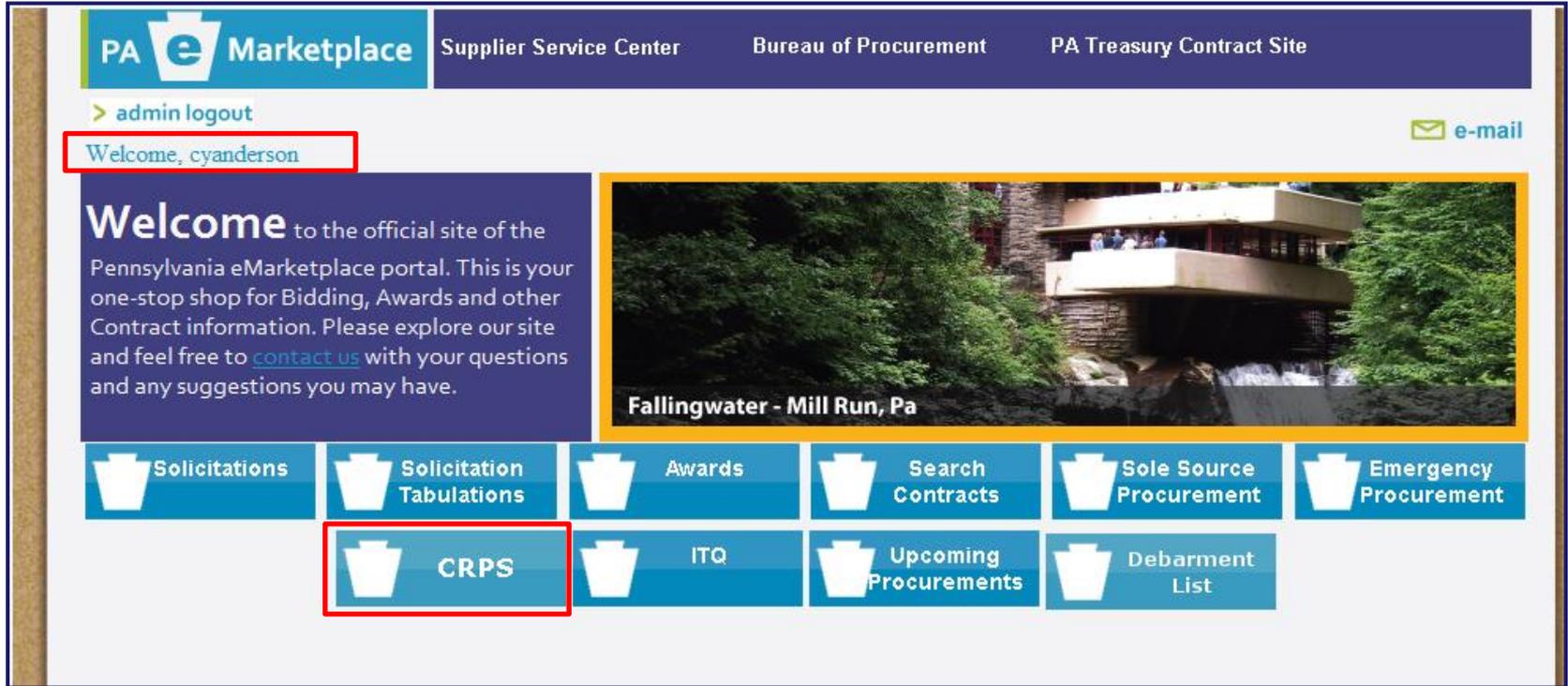
[Register Here](#)

[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
	<b>CRPS</b>	ITQ	Upcoming Procurements	Debarment List	

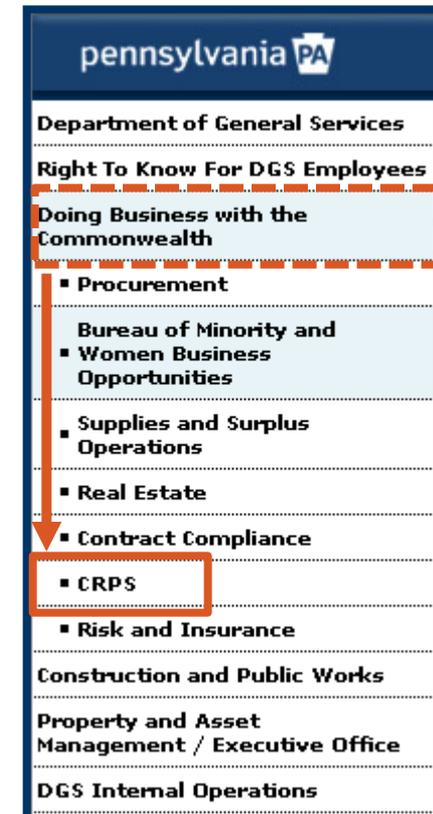
- Once logged in, your screen will display a Welcome and will now have the CRPS block



# 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



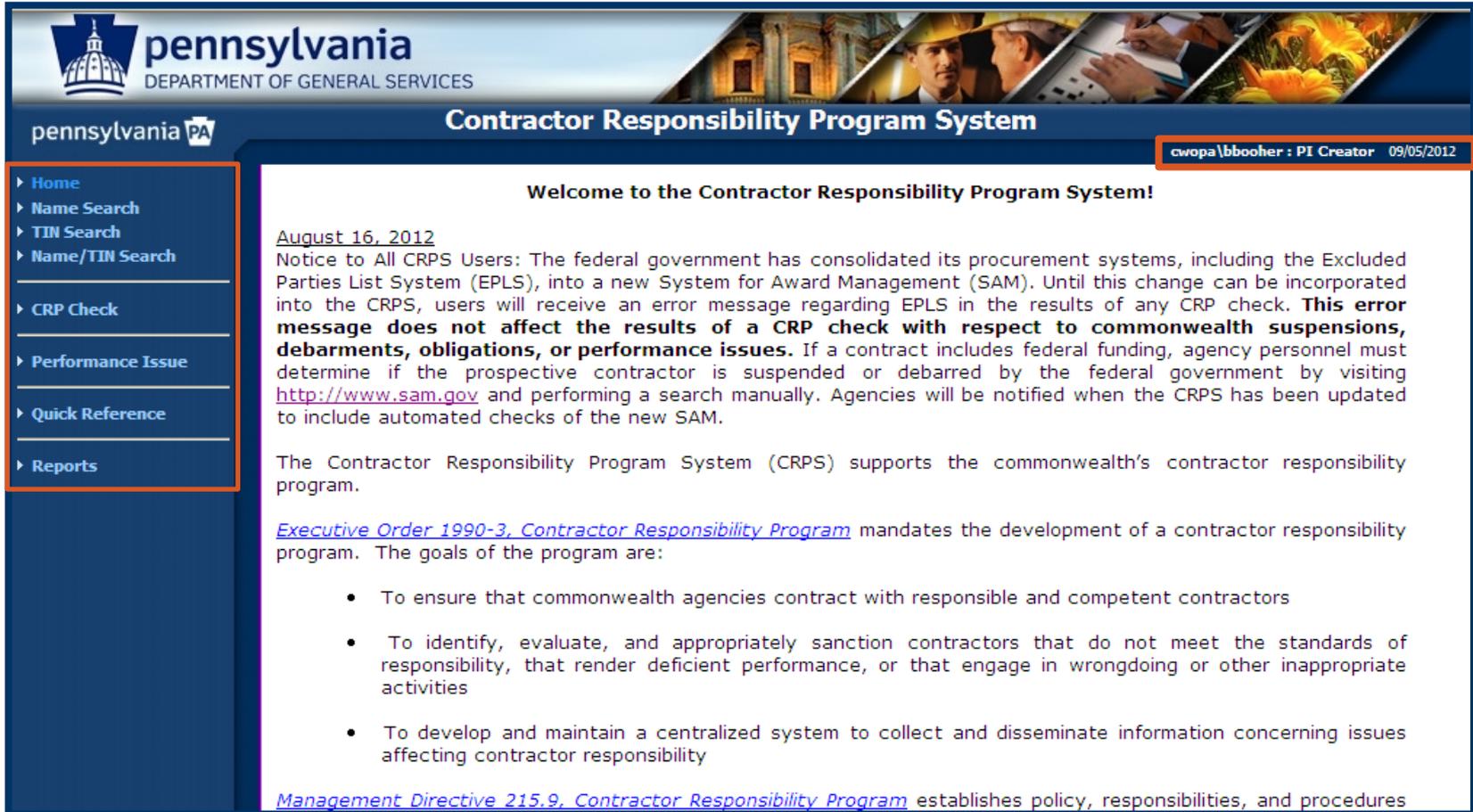
The screenshot shows the Pennsylvania Department of General Services website. The top navigation bar includes links for Directory, My Pages, My Communities, and Help. Below this is a search bar and a list of services: PA STATE AGENCIES, ONLINE SERVICES, Procurement, Real Estate, Construction and Public Works, and Facilities. The main content area features a breadcrumb trail: Home > Doing Business with the Commonwealth > CRPS. A large, dashed orange box highlights the CRPS logo and title, which includes the Pennsylvania state emblem, the text 'pennsylvania DEPARTMENT OF GENERAL SERVICES', and 'Contractor Responsibility Program System CRPS'. A left-hand sidebar contains a menu of website sections, with 'CRPS' highlighted in blue.

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 Pennsylvania Department of General Services Contractor Responsibility Program System (CRPS) website. The header includes the state logo and the title "Contractor Responsibility Program System". A user session bar at 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 users will receive an error message regarding EPLS in the results of any CRP check, but this error message does not affect the results of a CRP check with respect to commonwealth suspensions, debarments, obligations, or performance issues. It also provides a link to <http://www.sam.gov> for manual searches. Below the notice, it explains that the CRPS supports the commonwealth's contractor responsibility program and references Executive Order 1990-3, Contractor Responsibility Program, which mandates the development of such a program. The goals of the program are listed as:

- 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

At the bottom of the main content area, it states that 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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# **Creating & Maintaining Performance Issues for (PI) Creator and (PI) Approver**



# Creating a Performance Issue

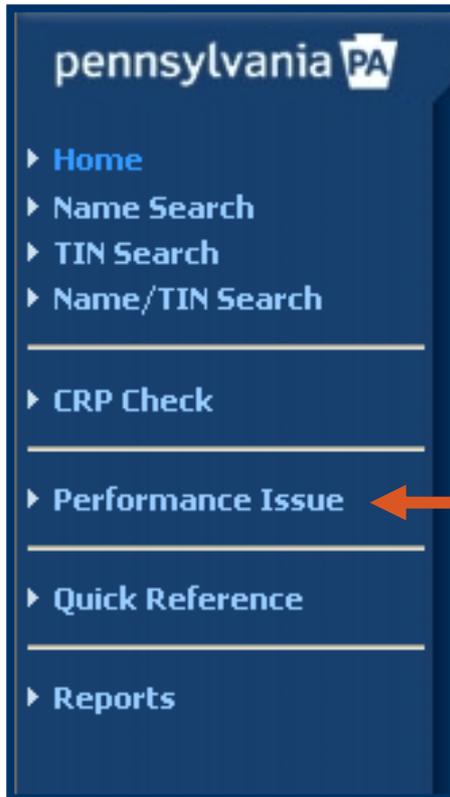
## **MD 215.9 Policy and Procedures**

MD 215.9 states that the agency must determine if a contractor is rendering unsatisfactory or deficient performance or exhibits conduct that would justify the creation of a *Performance Issue* entry.

- Attempt to resolve the issue with the contractor
- If attempts to resolve the issue are unsuccessful:
  - The PI Creator must create a Performance Issue entry in CRPS



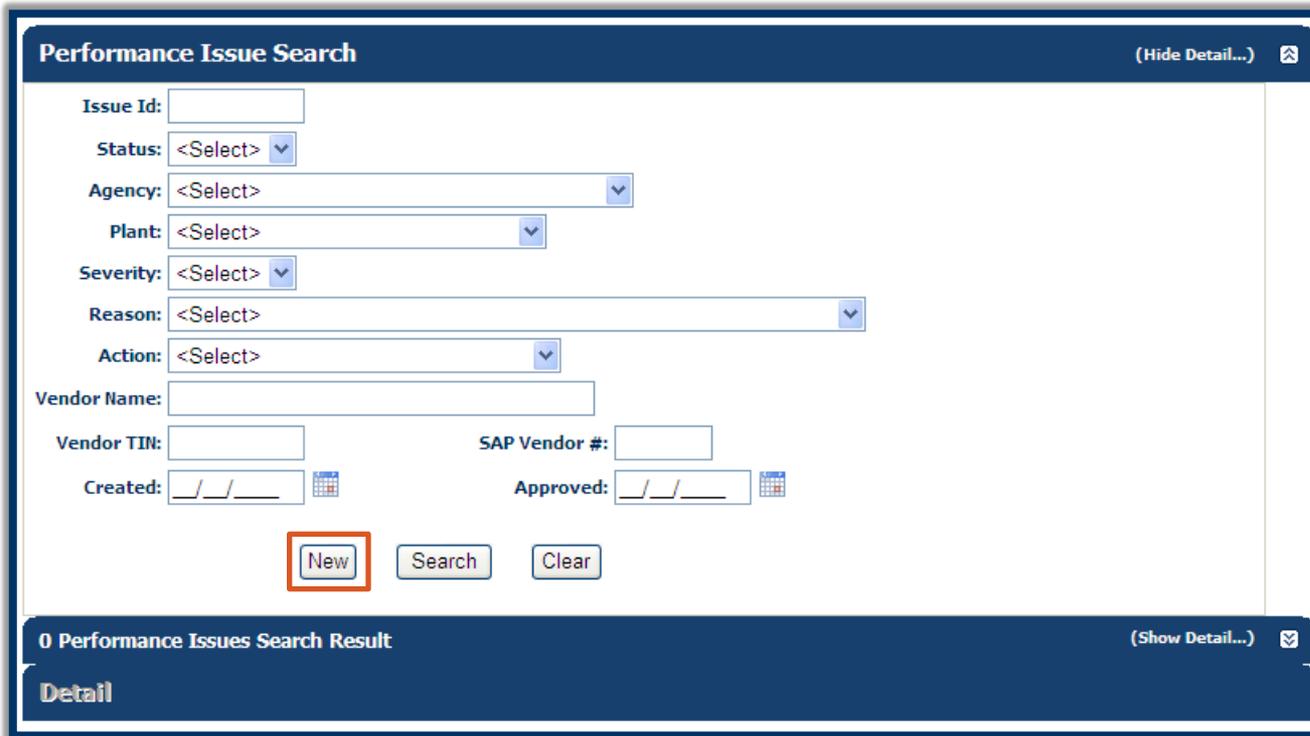
# Creating a Performance Issue



- Select the PERFORMANCE ISSUE link from the left navigation menu



# Creating a Performance Issue



Performance Issue Search (Hide Detail...)

Issue Id:

Status: <Select> ▼

Agency: <Select> ▼

Plant: <Select> ▼

Severity: <Select> ▼

Reason: <Select> ▼

Action: <Select> ▼

Vendor Name:

Vendor TIN:  SAP Vendor #:

Created:   Approved:  

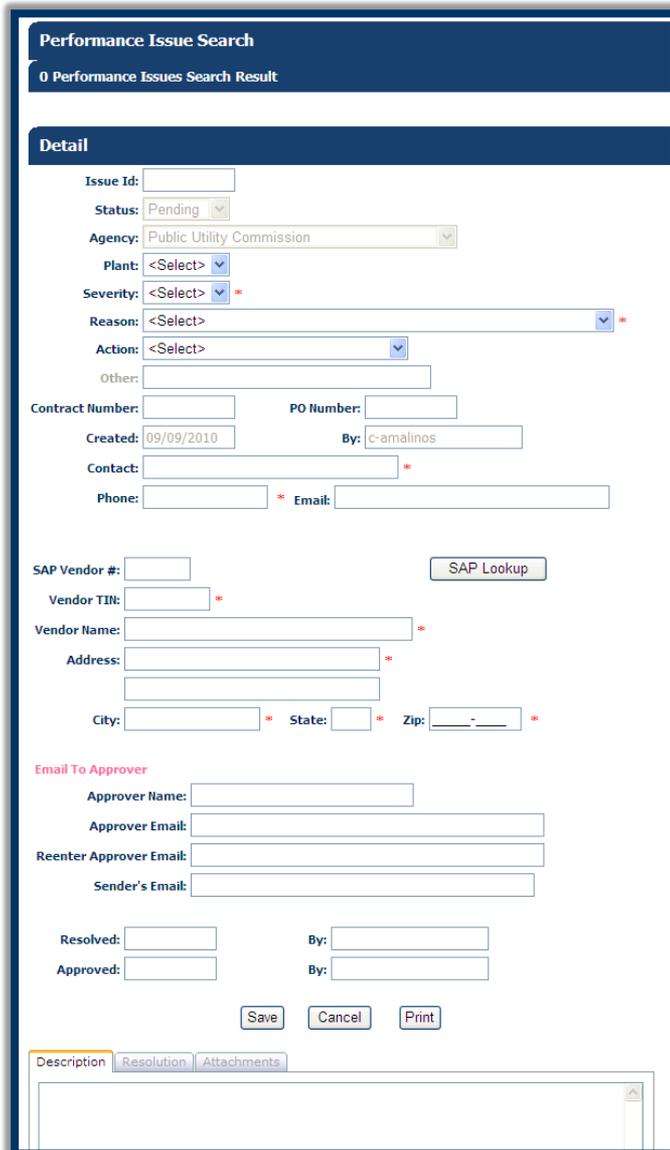
0 Performance Issues Search Result (Show Detail...)

Detail

- The Performance Issues Search screen displays
  - Select the NEW button



# Creating a Performance Issue



**Performance Issue Search**  
0 Performance Issues Search Result

**Detail**

Issue Id:   
Status: Pending  
Agency: Public Utility Commission  
Plant: <Select>  
Severity: <Select> \*  
Reason: <Select> \*  
Action: <Select>  
Other:   
Contract Number:  PO Number:   
Created: 09/09/2010 By: c-amalinos  
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:

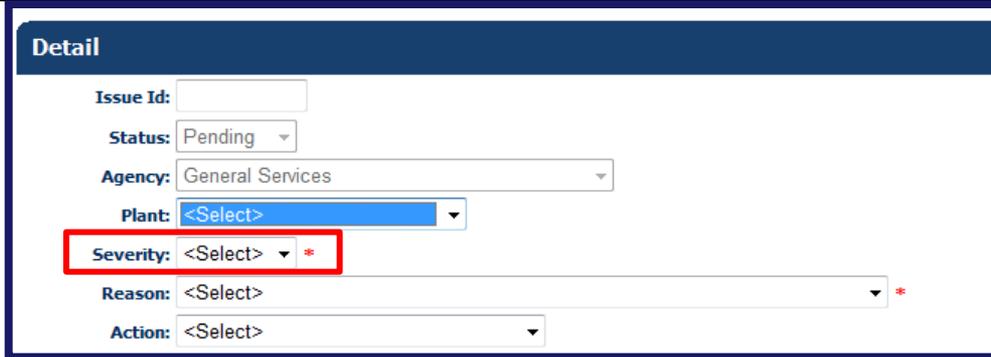
Description

- The *Detail* portion of the Performance Issues Search page expands

- *Detail* contains numerous data entry fields which are grouped into sections



# Creating a Performance Issue



Detail

Issue Id:

Status: Pending

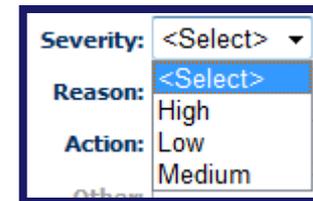
Agency: General Services

Plant: <Select>

Severity: <Select> \*

Reason: <Select> \*

Action: <Select>



Severity: <Select>

Reason: <Select>

Action: Low

Medium

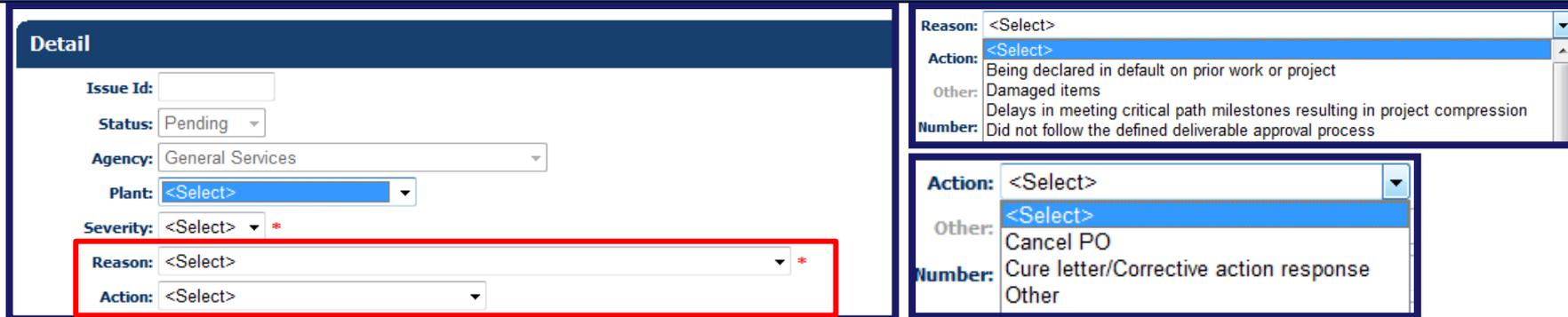
- Severity (Required): Select from High, Medium, or Low as applicable

## Examples:

- Low: Vendors' deliveries contain packaging errors
- Medium: Vendor fails to cooperate with or provide requested information to COPA officials
- High: Vendor violated contract terms or provided false statement to COPA officials



# Creating a Performance Issue



**Detail**

Issue Id:

Status: Pending

Agency: General Services

Plant: <Select>

Severity: <Select> \*

Reason: <Select> \*

Action: <Select>

**Reason:** <Select>  
 <Select>  
 Being declared in default on prior work or project  
**Other:** Damaged items  
 Delays in meeting critical path milestones resulting in project compression  
**Number:** Did not follow the defined deliverable approval process

**Action:** <Select>  
 <Select>  
 Cancel PO  
**Number:** Cure letter/Corrective action response  
 Other

- Reason (*Required*): Select the applicable reason for the performance issue from the dropdown list
- Action (*Optional*): From the dropdown list, select the applicable action taken as a result of the performance issue
  - If the Action taken is not available in the list, choose **Other**
    - Enter the action taken in the other field



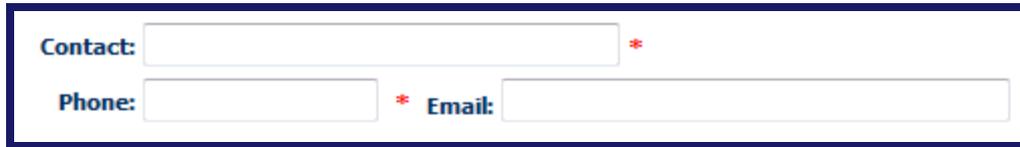
# Creating a Performance Issue

Contract Number:	<input type="text"/>	PO Number:	<input type="text"/>
Created:	<input type="text" value="05/22/2014"/>	By:	<input type="text" value="cwopa\cyanderson"/>

- Contract Number (*Optional*): If the Performance Issue is related to a contract, enter the number
- Purchase Order Number (*Optional*): If the Performance Issue is related to a Purchase Order, enter the number
- Created: Will automatically default to the current date and cannot be changed
- By: Will automatically default to the username of the person creating the Performance Issue and cannot be changed



# Creating a Performance Issue



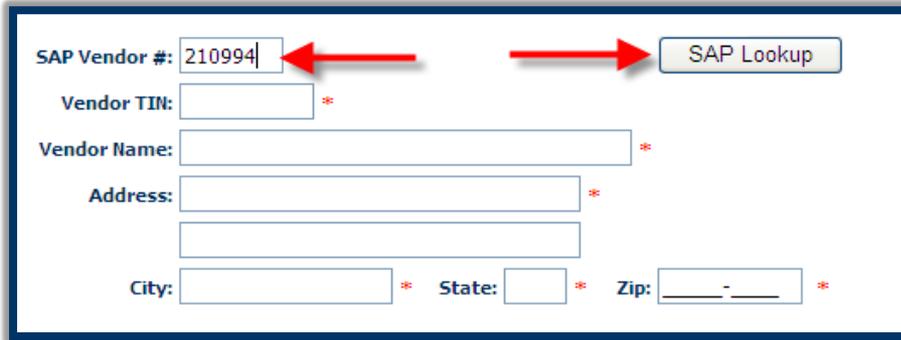
Contact:  \*

Phone:  \* Email:

- Contact (*Required*): Enter the name of the person who 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



# Creating a Performance Issue



SAP Vendor #: 210994

Vendor TIN:  \*

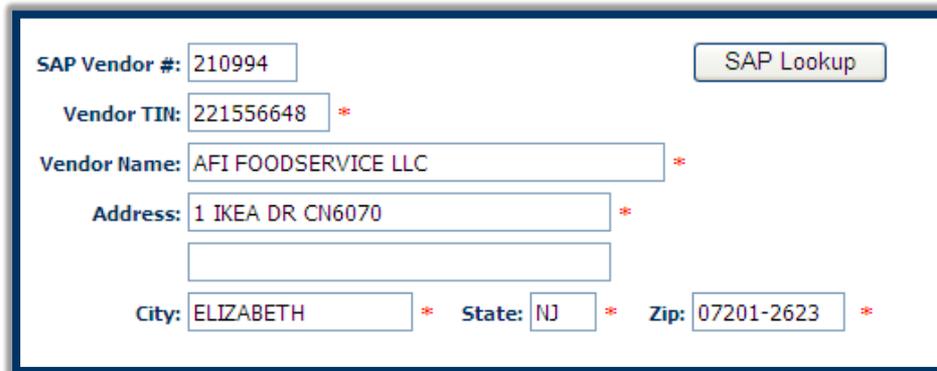
Vendor Name:  \*

Address:  \*

City:  \* State:  \* Zip:  -  \*

- Enter the **SAP Vendor Number** and then select the SAP LOOKUP button

- The vendor data is populated with the information stored in SAP, as shown below



SAP Vendor #: 210994

Vendor TIN: 221556648 \*

Vendor Name: AFI FOODSERVICE LLC \*

Address: 1 IKEA DR CN6070 \*

City: ELIZABETH \* State: NJ \* Zip: 07201-2623 \*



# Creating a Performance Issue



SAP Vendor #:

Vendor TIN:  \*

Vendor Name:  \*

Address:  \*

City:  \* State:  \* Zip:  \*

- If the contractor is not a registered procurement vendor, enter the information in the appropriate fields; note the required fields are marked with a red asterisk



# Creating a Performance Issue

**Email To Approver**

Approver Name:

Approver Email:

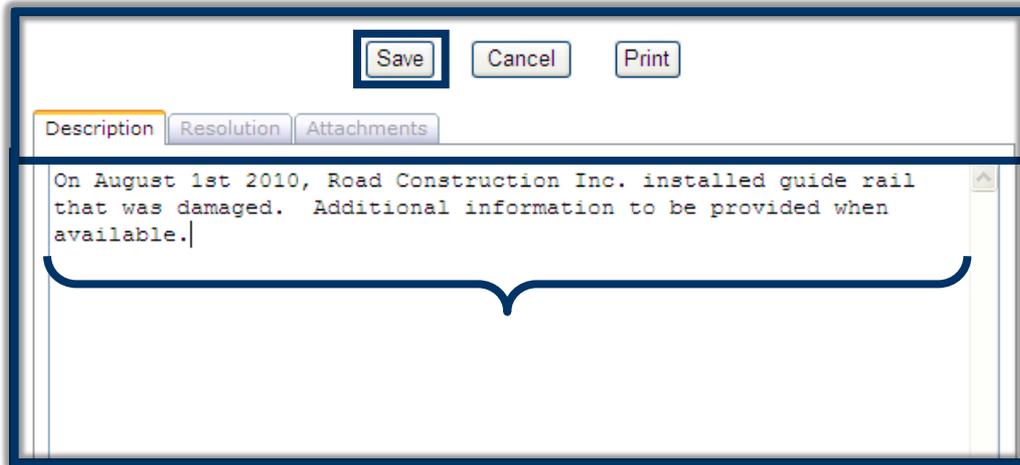
Reenter Approver Email:

Sender's Email:

- Complete the fields as shown above:
  - Approver Name
  - Approver Email (enter twice)
  - Sender's Email



# Creating a Performance Issue

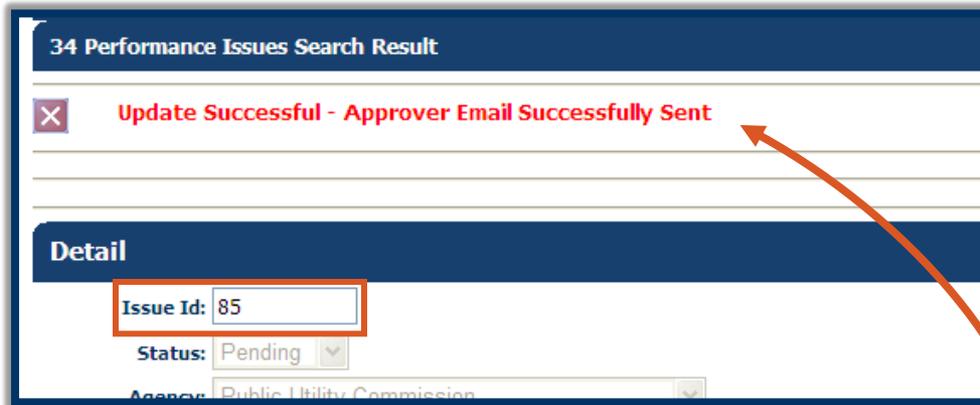


The final section to be completed is ***Description***

- Enter a description of the Performance Issue
  - If needed, attach external files related to the Performance Issue
- Select the SAVE button



# Creating a Performance Issue



34 Performance Issues Search Result

**Update Successful - Approver Email Successfully Sent**

**Detail**

Issue Id: 85

Status: Pending

Agency: Public Utility Commission

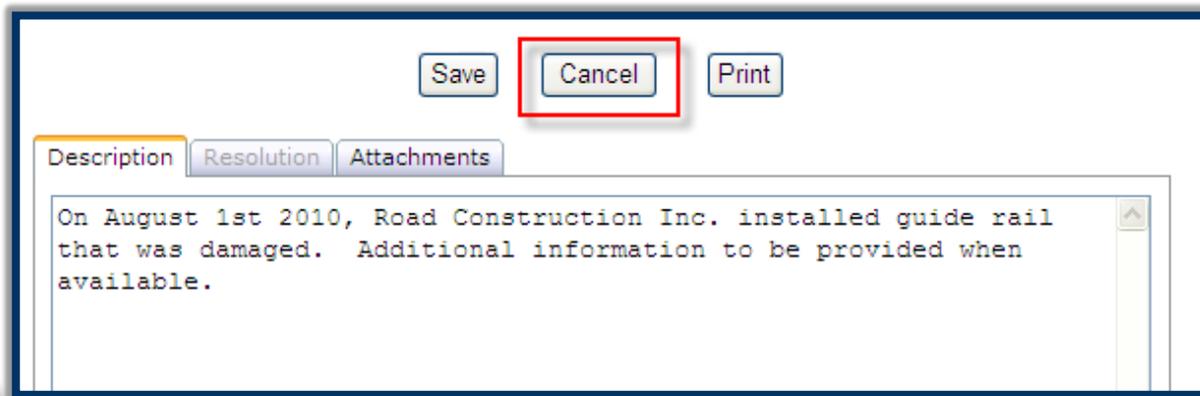
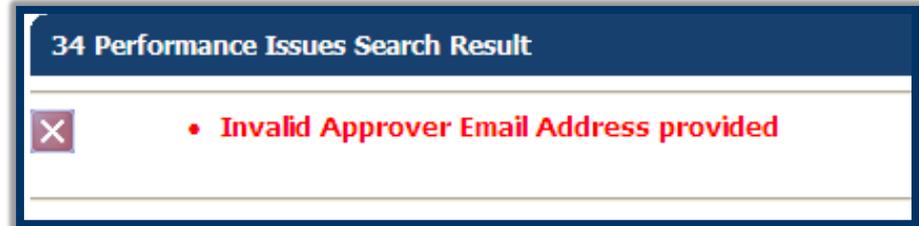
An orange arrow points from the 'Update Successful' message to the 'Issue Id: 85' field.

- An Issue ID is automatically generated upon saving the entry
- A confirmation message displays stating that the update was successful, and that the approval email has successfully been sent



# Creating a Performance Issue

- If an approver's email address is invalid, you will receive an error message when attempting to save the entry
- When an error message is received, select the CANCEL button to return to the Performance Issue Search page where a correct Approver Email should be entered

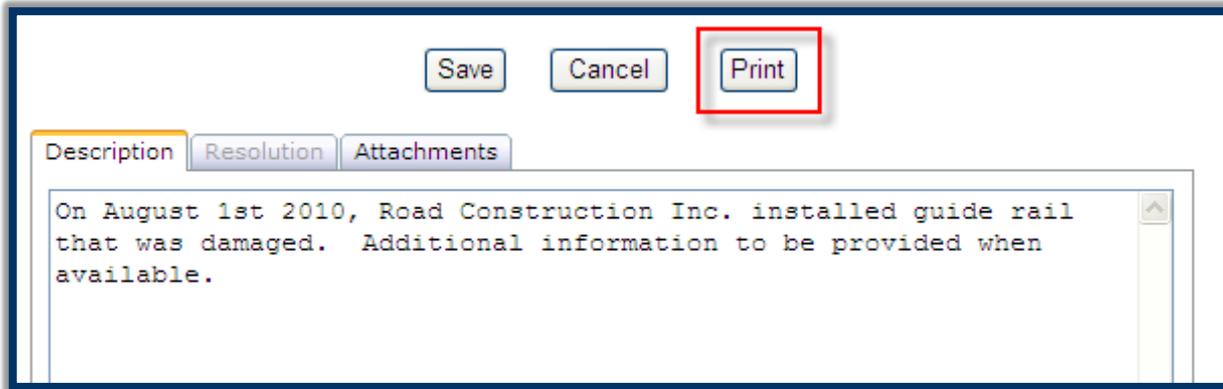


# Creating a Performance Issue

- If the email to the approver is undeliverable, an email stating such will be sent to the sender email address provided
  - The PI Creator should include their email as the sender email so that any undeliverable messages can be resolved in a timely manner
  - If no sender email address was provided, the undeliverable email is received by the OA-CRPS resource account



# Creating a Performance Issue



Save Cancel **Print**

Description Resolution Attachments

On August 1st 2010, Road Construction Inc. installed guide rail that was damaged. Additional information to be provided when available.

- If you wish to display and/or print a saved entry, select the PRINT button



# Creating a Performance Issue

[Back To Performance Issue](#)

1 / 1    Main Report

## Performance Issue

Print Date: 9/15/2010

Issue ID : 35	Status : Approved
User Name : c-amalinos	Created : 09/09/2010
Contact : Sam Snead	Phone : 7171234567    Email : sam.snead@state.pa.us

---

**PERFORMANCE ISSUE DETAILS**

Agency : Public Utility Commission	Severity : High
Reason : Damaged items	
Contract Number : 12345678	PO Number :

Description :

On August 1st 2010, Road Construction Inc. installed guide rail that was damaged. Additional information to be provided when available.

---

**VENDOR INFORMATION**

Name : Road Construction Inc	
TIN : *****4123	SAP # :
Address 1 : 1 Home Street	Address 2 :
City : Harrisburg	State : PA    ZIP : 17011-011
Approved By : c-amalinos	Resolved By :
Approved Date : 09/10/2010	Resolved Date :

Resolved Description :

- The Performance Issue record may also be exported
- Note: Exporting records will be addressed later in the course



# 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.***



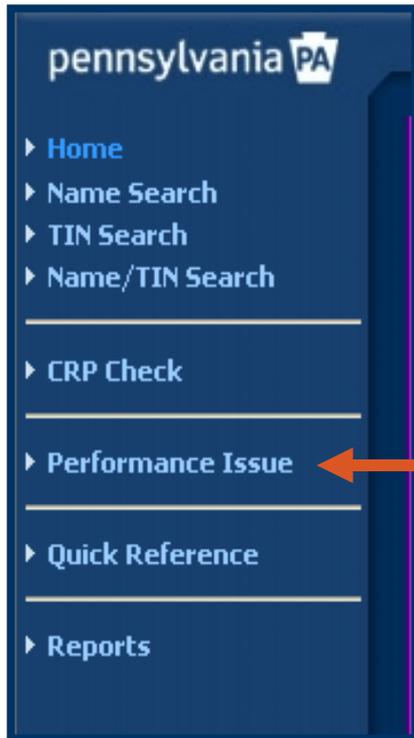
# Searching for a Performance Issue

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



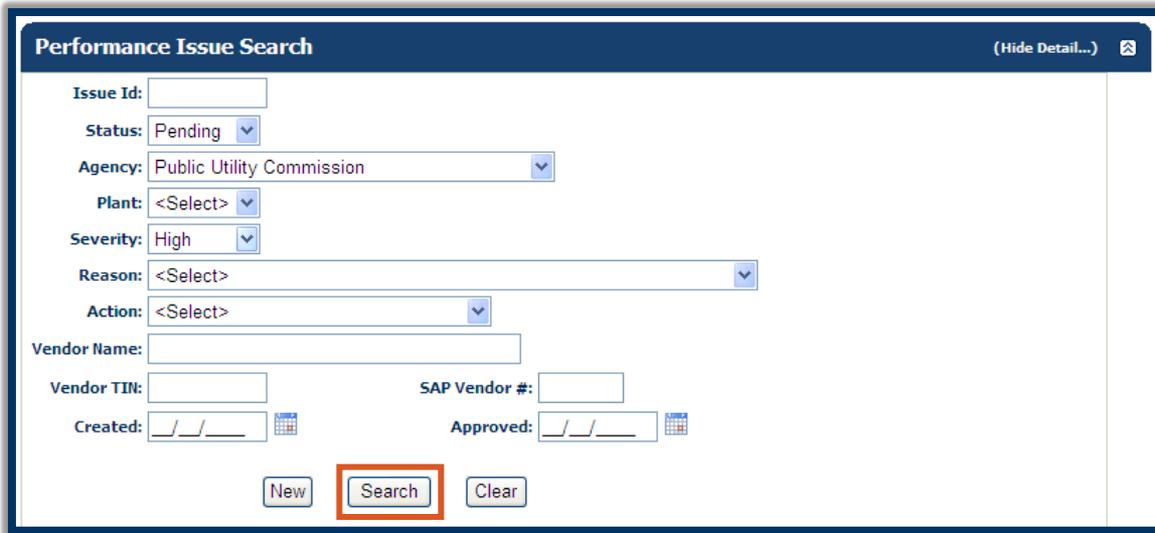
# Searching for a Performance Issue



- 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



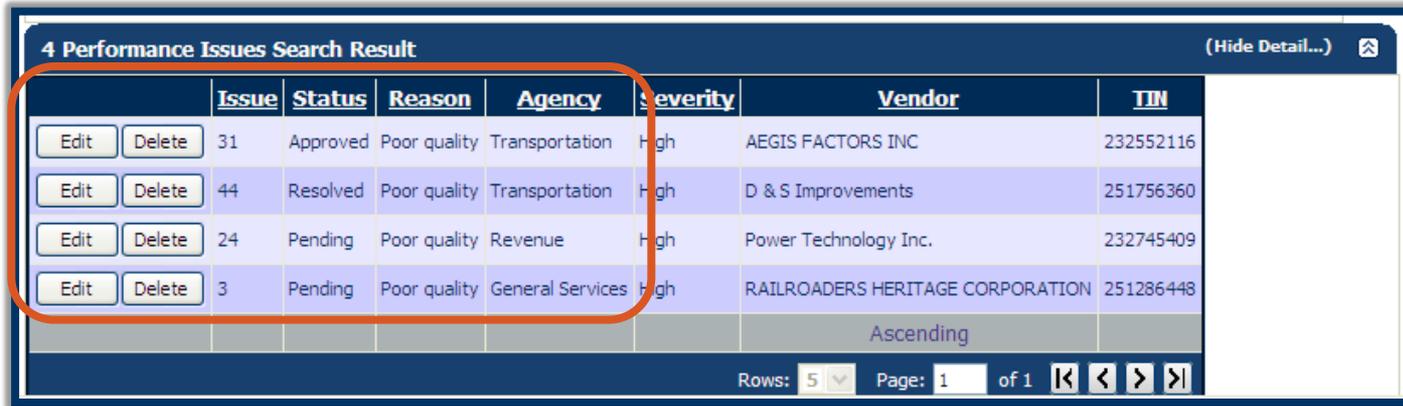
# Searching for a Performance Issue

24 Performance Issues Search Result								(Hide Detail...)
	Issue	Status	Reason	Agency	Severity	Vendor	TIN	
<a href="#">View</a>	31	Approved	Poor quality	Transportation	High	AEGIS FACTORS INC	232552116	
<a href="#">View</a>	68	Resolved	Late on delivery/completion schedule	Public Utility Commission	High	AFI FOODSERVICE LLC	221556648	
<a href="#">Edit</a>	80	Pending	Packaging error	Public Utility Commission	High	AFI FOODSERVICE LLC	221556648	

- The PI Creator performing the search illustrated above is assigned to the Public Utility Commission
  - They are able to “*edit*” the *Pending* Performance Issue for their agency
  - They may “*view*” Performance Issues from any agency with the status of *Approved* and *Resolved*



# Searching for a Performance Issue



		Issue	Status	Reason	Agency	Severity	Vendor	TIN
Edit	Delete	31	Approved	Poor quality	Transportation	High	AEGIS FACTORS INC	232552116
Edit	Delete	44	Resolved	Poor quality	Transportation	High	D & S Improvements	251756360
Edit	Delete	24	Pending	Poor quality	Revenue	High	Power Technology Inc.	232745409
Edit	Delete	3	Pending	Poor quality	General Services	High	RAILROADERS HERITAGE CORPORATION	251286448

Ascending

Rows: 5 Page: 1 of 1

- The PI Approver performing the search illustrated above is assigned to the Public Utility Commission
  - They are able to “edit” or “delete” all Performance Issues, regardless of the agency or status

*Note: PI Approvers should not Edit/Delete Performance Issues created outside of their organization*



# Viewing/Editing 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>	
<input type="button" value="View"/>	31	Approved	Poor quality	Transportation	High	AEGIS FACTORS INC	232552116	
<input type="button" value="View"/>	58	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	

- Select the VIEW button to open the Performance Issue and review the details in a “read-only” display
- Select the EDIT button to open the Performance Issue and make edits to the entry as well as saving the updates



# 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



# Editing 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:  \*

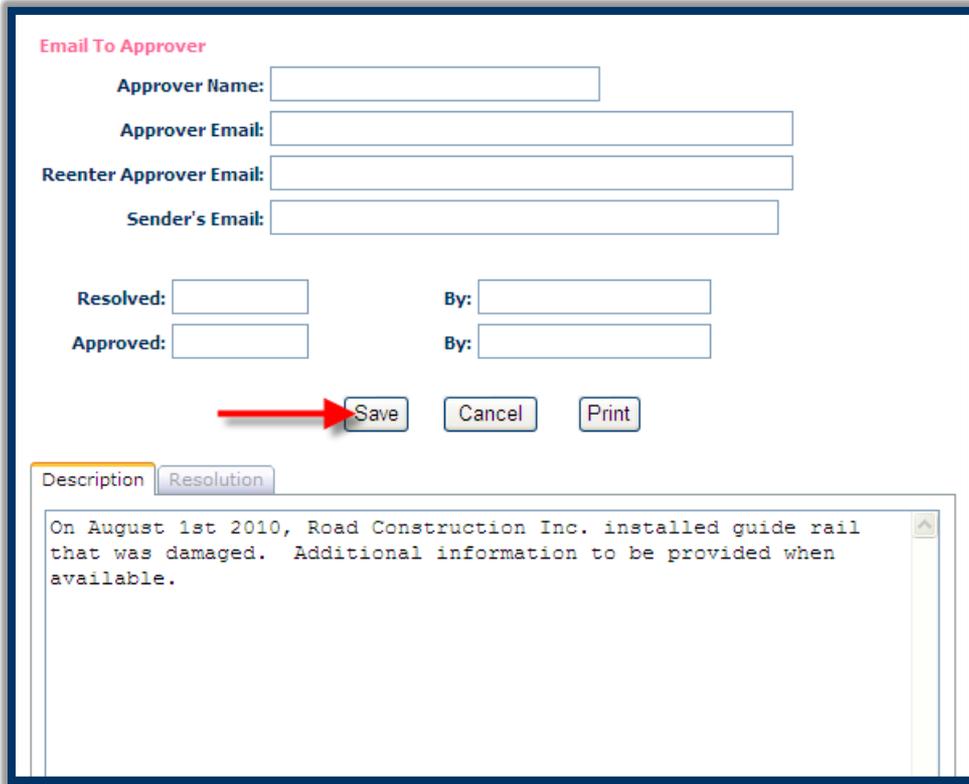
Address:  \*

City:  \*      State:  \*      Zip:  \*

- Example of editing a *Pending* Performance Issue



# Editing a Performance Issue



**Email To Approver**

Approver Name:

Approver Email:

Reenter Approver Email:

Sender's Email:

Resolved:  By:

Approved:  By:

Description

On August 1st 2010, Road Construction Inc. installed guide rail that was damaged. Additional information to be provided when available.

- Select the SAVE button to save the entry, or select the PRINT button to display and/or print a saved entry
- Select the SAVE button to update the Performance Issue, or select the CANCEL button to return to the Performance Issue search results



# Approving a Performance Issue

PI Approvers must **either approve or disapprove Performance Issues within 180 days**. Performance Issues with a *Pending* status **exceeding 180 days must be deleted**.

CRPS does not contain a disapproved status; therefore, **all disapproved Performance Issues must be deleted by the PI Approver**.



# Approving a Performance Issue

DGS must provide final approval for Performance Issues relating to Statewide Contracts.

CRPS generates an e-mail notification to a Resource Account notifying DGS that a Performance Issue is *Pending*.



# Approving a Performance Issue

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

	Issue	Status	Reason	Agency	Severity	Vendor	TIN
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	80	Pending	Packaging error	Public Utility Commission	High	AFI FOODSERVICE LLC	221556648
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	83	Pending	Damaged items	Public Utility Commission	High	Home Inc.	123456789
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	45	Pending	Damaged items	Public Utility Commission	High	QUALITY MANAGEMENT SERVICES	954562217
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	70	Pending	Damaged items	Public Utility Commission	Low	QUALITY MECHANICAL SERVICES INC	251887693
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	85	Pending	Damaged items	Public Utility Commission	High	Road Construction Inc.	789654123
Ascending							

- Select the EDIT button to open the Performance Issue “to be approved”
  - If necessary, make any edits and/or add attachments



# Approving a Performance Issue

**Detail**

Issue Id: 85

Status: **Approved** ▼

Agency: Public Utility Commission ▼

Plant: <Select> ▼

Severity: High ▼ \*

Reason: Damaged items ▼ \*

Action: Cure letter/Corrective action response ▼

Other:

Contract Number: 12345678      PO Number:

Created: 08/27/2010      By: c-amalinos

Contact: Sam Snead \*

Phone: 7171234567      \* Email: sam.snead@state.pa.us

SAP Vendor #:      

Vendor TIN: 789654123 \*

Vendor Name: Road Construction Inc. \*

Address: 1 Home Street \*

City: Harrisburg \*      State: PA \*      Zip: 17011-011\_ \*

Email To Approver

Approver Name:

Approver Email:

Reenter Approver Email:

Sender's Email:

Resolved:       By:

**Approved: 8/27/2010      By: c-amalinos**

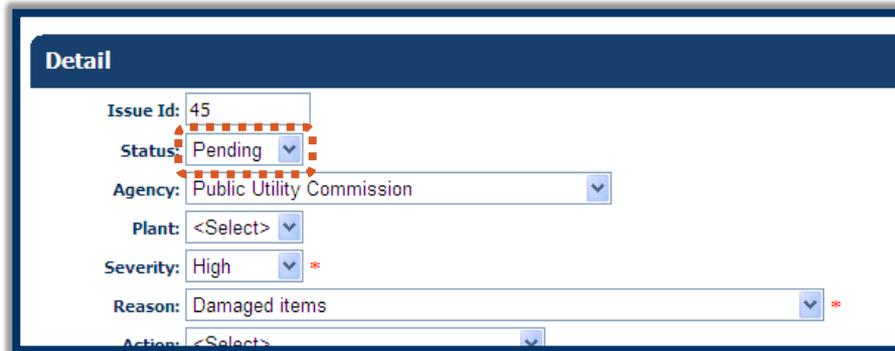
          

- Using the dropdown menu, change the status to *Approved*



# Approving a Performance Issue

## DGS Statewide Contracts



**Detail**

Issue Id: 45

Status: Pending

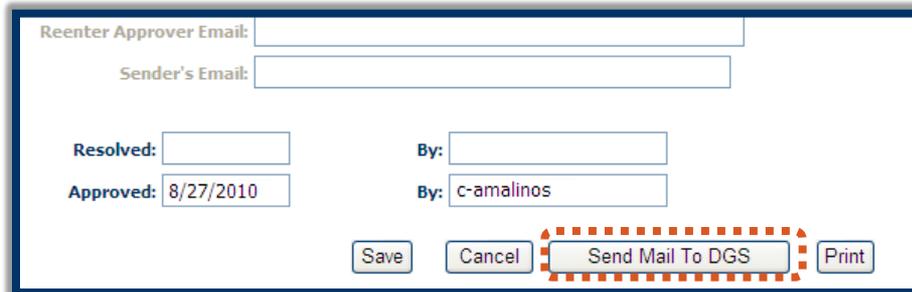
Agency: Public Utility Commission

Plant: <Select>

Severity: High \*

Reason: Damaged items \*

Action: <Select>



Reenter Approver Email:

Sender's Email:

Resolved:  By:

Approved: 8/27/2010 By: c-amalinos

- The status remains as *Pending* when the Performance Issue is for a statewide contract
- After sending the email, select the CANCEL button to return to the Performance Issue search results



# Deleting a Performance Issue

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

	Issue	Status	Reason	Agency	Severity	Vendor	TIN
Edit Delete	80	Pending	Packaging error	Public Utility Commission	High	AFI FOODSERVICE LLC	221556648
Edit Delete	45	Pending	Damaged items	Public Utility Commission	High	QUALITY MANAGEMENT SERVICES	954562217
Edit Delete	70	Pending	Damaged items	Public Utility Commission	Low	QUALITY MECHANICAL SERVICES INC	251887693
Ascending							
Rows: 5 Page: 1 of 1							

- Select the DELETE button next to the *Pending* Performance Issue which will not be approved
  - When the warning displays, select the CONTINUE button to proceed with the deletion; or
  - Select the CANCEL button to cancel deletion of the Performance Issue and return to the search results



# Resolving a Performance Issue

The PI Creator must determine if the contractor has corrected the unsatisfactory performance or conduct that led to the entry and notify the PI Approver when the status should be changed.

- This determination can be done when conducting the semi-annual review



# Resolving a Performance Issue

## Contractor has resolved the issues:

Change the status to *Resolved* and review all other details of the Performance Issue

Update the contact name, telephone number, email address, etc. as necessary

Save the changes

## Contractor did not resolve the issues:

Review all other details of the Performance Issue

Update the contact name, telephone number, email address, etc. as necessary

Save the changes



# Resolving a Performance Issue

1 Performance Issue 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>
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	85	Approved	Damaged items	Public Utility Commission	High	Road Construction Inc.	789654123
Ascending							

Rows: 5 Page: 1 of 1 ⏪ ⏩

- Select the EDIT button to open the Performance Issue that will be resolved



# Resolving a Performance Issue

**Detail**

Issue Id: 35

Status: Resolved

Agency: Public Utility Commission

Plant: <Select>

Severity: High \*

Reason: Damaged items \*

Action: <Select>

Other:

Contract Number: 12345678 PO Number:

Created: 09/09/2010 By: c-amalinos

Contact: Sam Snead \*

Phone: 7171234567 \* Email: sam.snead@state.pa.us

SAP Vendor #: SAP Lookup

Vendor TIN: 789654123 \*

Vendor Name: Road Construction Inc \*

Address: 1 Home Street \*

City: Harrisburg \* State: PA \* Zip: 17011-011\_ \*

Email To Approver

Approver Name:

Approver Email:

Reenter Approver Email:

Sender's Email:

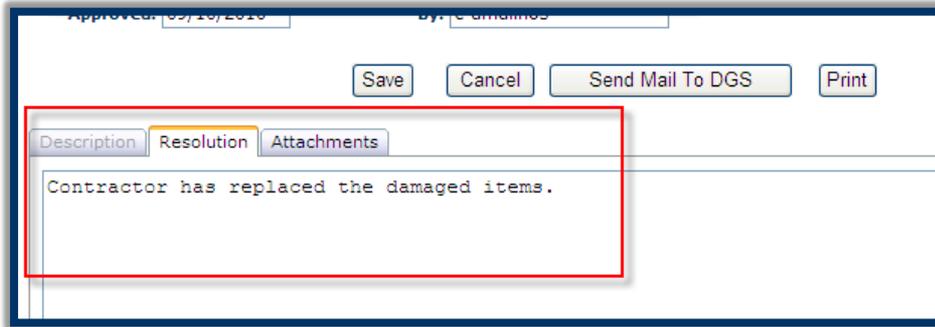
Resolved: 9/10/2010 By: c-amalinos

Approved: 09/10/2010 By: c-amalinos

- Using the dropdown menu, change the status to *Resolved*



# Resolving a Performance Issue



Approved: 03/10/2010 by: [unclear]

Save Cancel Send Mail To DGS Print

Description Resolution Attachments

Contractor has replaced the damaged items.

- In the Resolution text box, enter a description of the circumstances/actions taken by the contractor to resolve the Performance Issue
  - If applicable, add any attachments
  - Select the SAVE button to update the Performance Issue; or
  - Select the CANCEL button to return to the Performance Issue search results





**pennsylvania**

DEPARTMENT OF GENERAL SERVICES

# **Adding Attachments to a Performance Issue for (PI) Creator and (PI) Approver**



# Adding Attachments to the Performance Issue

- CRPS provides users with the ability to upload supplemental information to support specific Performance Issues
- Newly created Performance Issues must first be saved in CRPS and designated with a *Pending* status in order to attach a document
- The following file types may be uploaded and attached to a specific Performance Issue to provide additional information:

.doc	MS Word Document
.pdf	Portable Document Format File
.png	Portable Network Graphic
.gif	Graphical Interchange Format File
.jpg	JPEG Image File
.bmp	Bitmap Image File

- Uploads are limited to a maximum of five (5) files at a time



# Adding Attachments to the Performance Issue

## PI Creator

- Ability to add/delete files to a Performance Issue in *Pending* status, for the agency
- Once the status of the Performance Issue is changed to *Approved* or *Resolved*, the PI Creator is no longer able to add/delete files to a Performance Issue

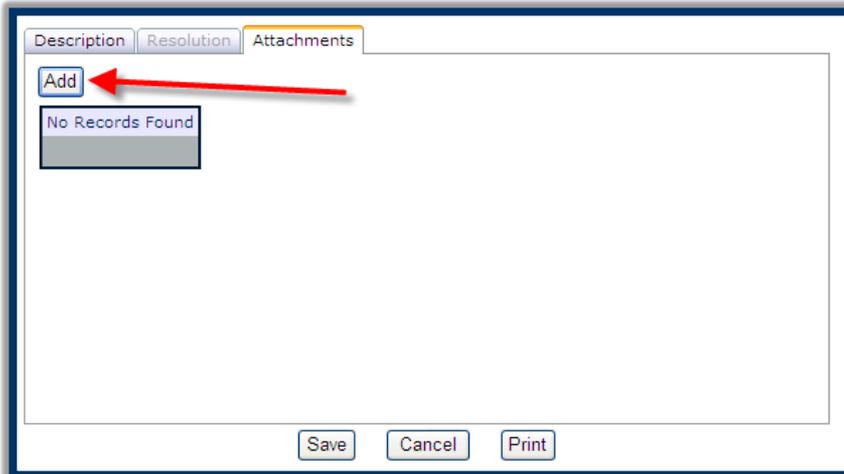
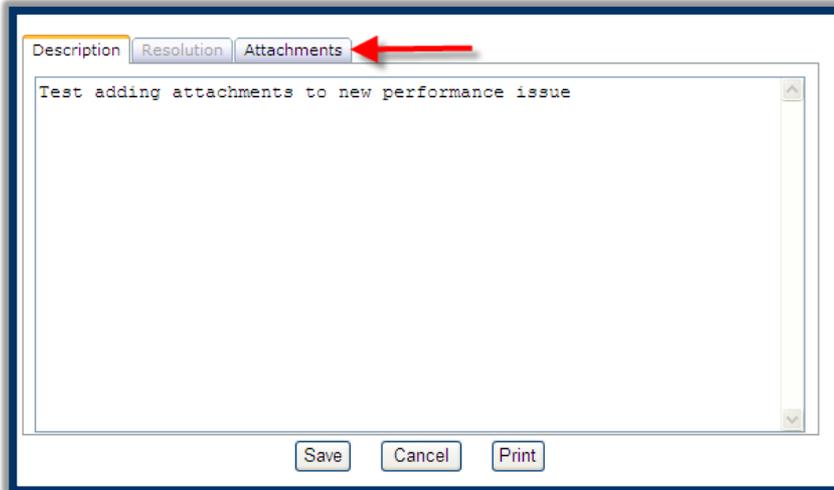
## PI Approver

- Ability to add/delete files for any Performance Issue with an *Approved* or *Resolved* status



# Adding Attachments to the Performance Issue

- Locate the Performance Issue to add the attachment and select the EDIT button

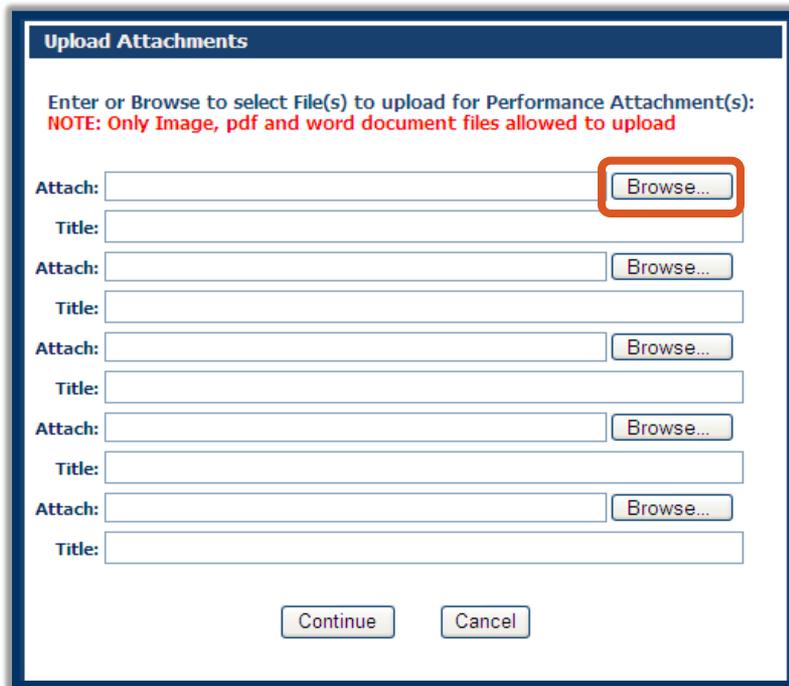


- Select the *Attachments* tab
- The *Attachments* tab displays and does not contain any files
- Select the ADD button



# Adding Attachments to the Performance Issue

The Upload Attachments dialog box displays.



**Upload Attachments**

Enter or Browse to select File(s) to upload for Performance Attachment(s):  
**NOTE: Only Image, pdf and word document files allowed to upload**

Attach:

Title:

Attach:

Title:

Attach:

Title:

Attach:

Title:

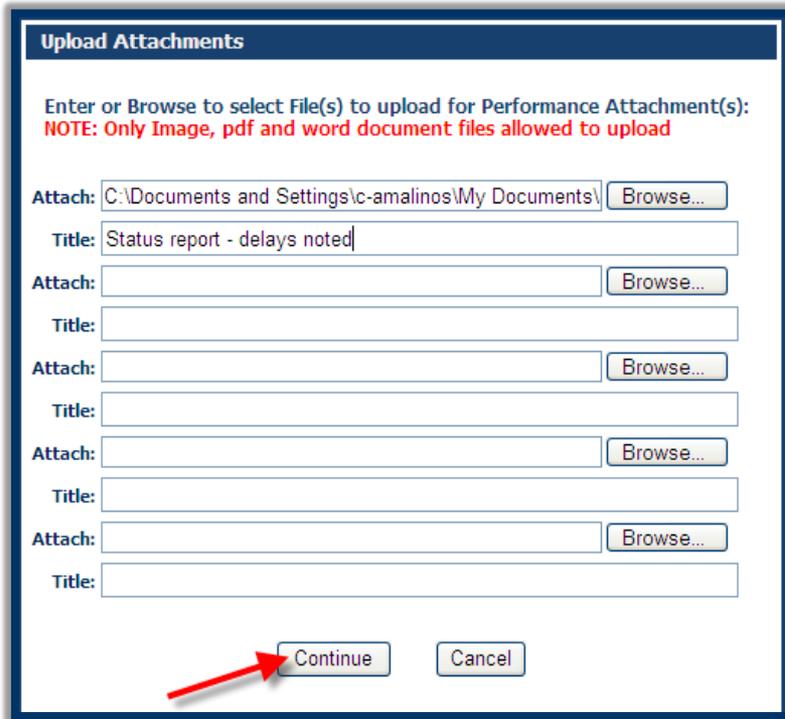
Attach:

Title:

- Select the BROWSE button to search and locate the file
- Uploads are limited to five files at a time



# Adding Attachments to the Performance Issue



**Upload Attachments**

Enter or Browse to select File(s) to upload for Performance Attachment(s):  
**NOTE: Only Image, pdf and word document files allowed to upload**

Attach: C:\Documents and Settings\c-amalinos\My Documents\ Browse...

Title: Status report - delays noted

Attach: Browse...

Title:

Attach: Browse...

Title:

Attach: Browse...

Title:

Attach: Browse...

Title:

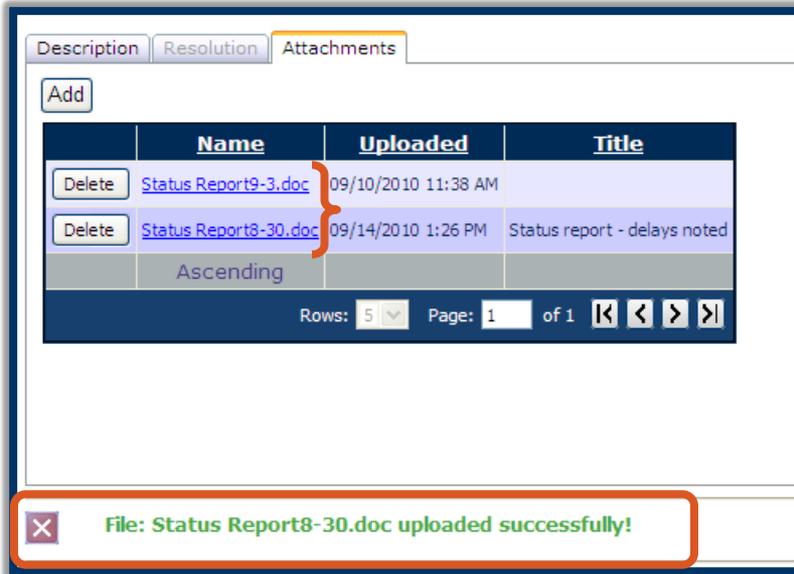
Continue Cancel

- Enter a brief descriptive title for the document
- Select the CONTINUE button

- Only upload approved file types to prevent screen refresh and clearing of fields
- Attempting to upload duplicate file names will result in an error message; if this occurs, rename or delete the existing file before attempting a new upload



# Adding Attachments to the Performance Issue



The screenshot shows a web interface with three tabs: Description, Resolution, and Attachments. Below the tabs is an 'Add' button. A table displays the following data:

	Name	Uploaded	Title
Delete	<a href="#">Status Report9-3.doc</a>	09/10/2010 11:38 AM	
Delete	<a href="#">Status Report8-30.doc</a>	09/14/2010 1:26 PM	Status report - delays noted

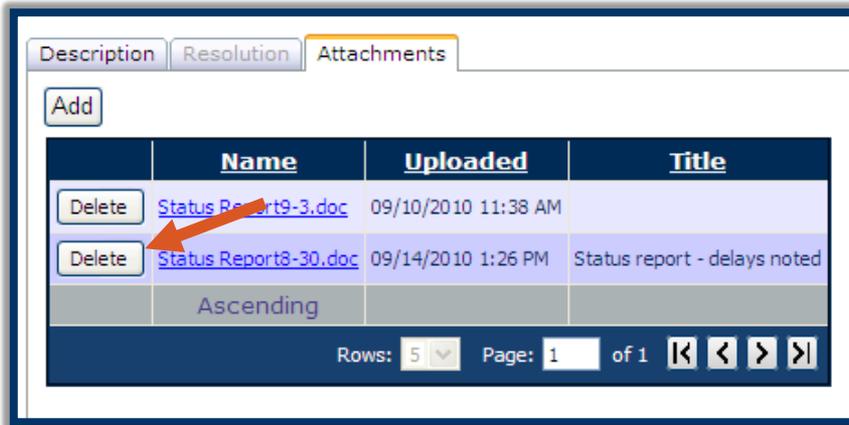
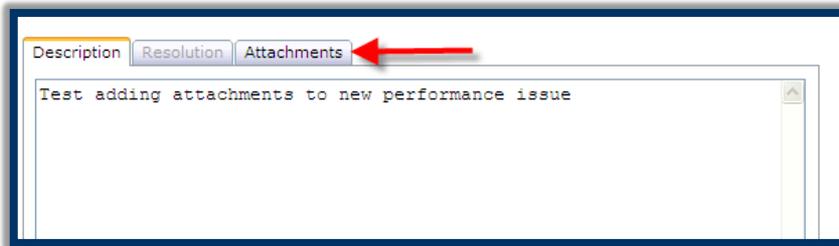
Below the table, it says 'Ascending'. At the bottom of the table area, it says 'Rows: 5' and 'Page: 1 of 1'. A green message box at the bottom of the interface reads: 'File: Status Report8-30.doc uploaded successfully!'.

- A message will display confirming that the file was uploaded successfully
- The file name automatically converts to a hyperlink



# Deleting Attachments on a Performance Issue

- Select the *Attachments* tab
- Select the DELETE button next to the file to be removed
  - When the warning displays, select the CONTINUE button to proceed with the deletion; or
  - Select the **CANCEL** button to prevent deletion of the Performance Issue and return to the search results





**pennsylvania**

DEPARTMENT OF GENERAL SERVICES

# **Executing a Contractor Responsibility Program (CRP) Check for (PI) Creator and (PI) Approver**



# Executing a Contractor Responsibility Program Check

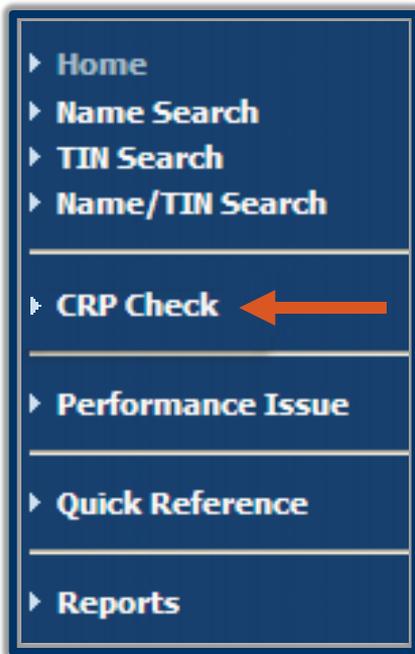
- **Procurements exceeding \$5,000 require a CRP Check**
  - A CRP Check must be performed to obtain the contractor's current status
  - A CRP Check queries the Commonwealth/DGS (CRPS) for contractor suspensions and/or debarments

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)



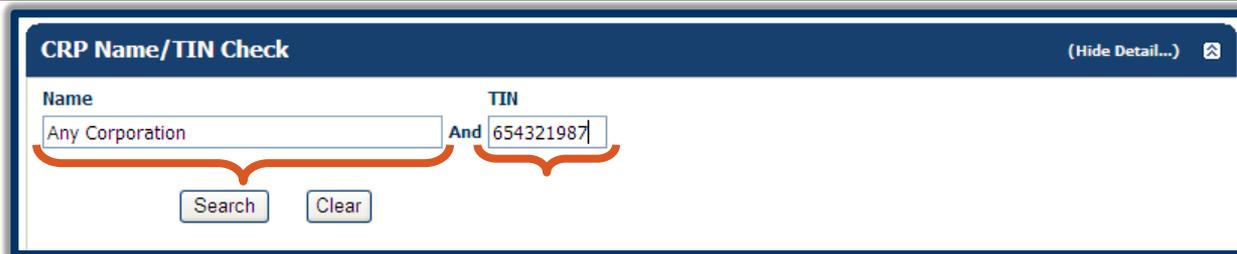
# Executing a Contractor Responsibility Program Check



- Select the CRP CHECK Link from the left navigation menu



# Executing a Contractor Responsibility Program Check

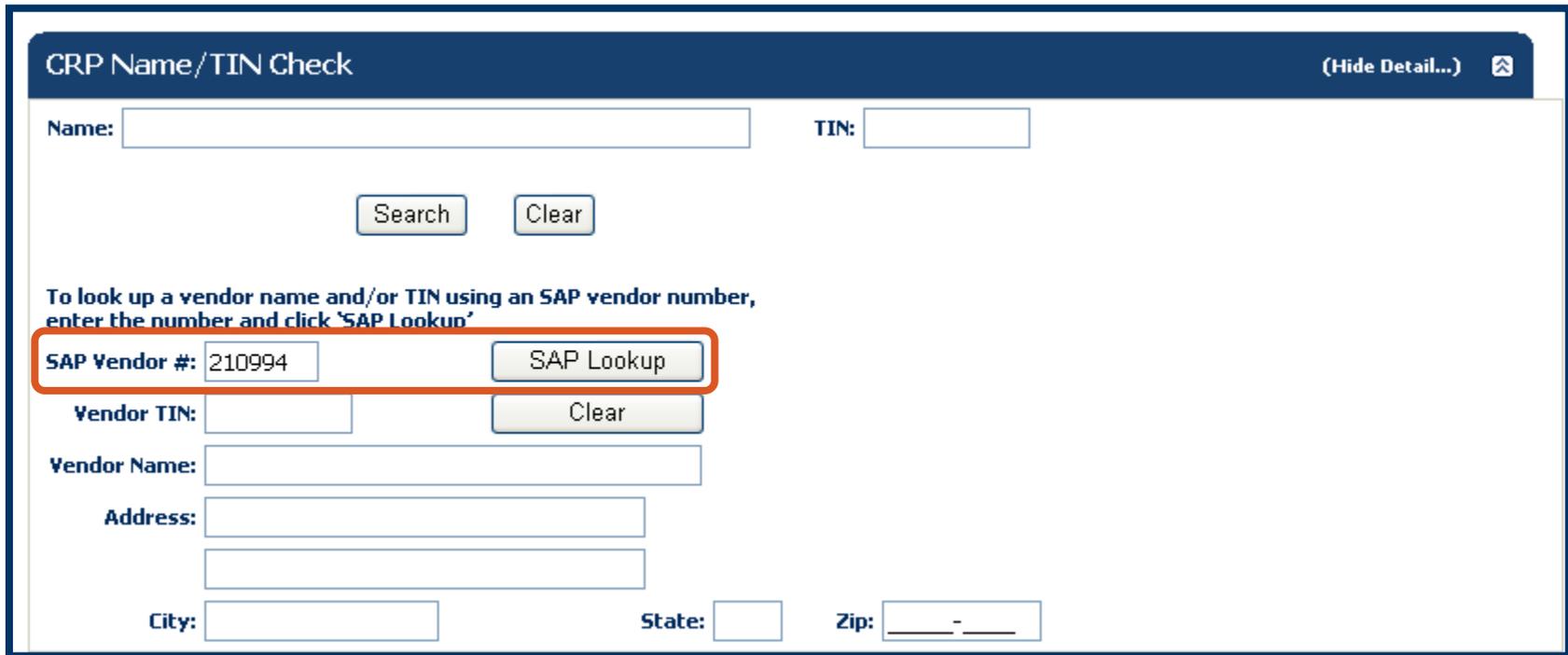


The CRP Name/TIN Check entry form displays

- 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
      - 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:

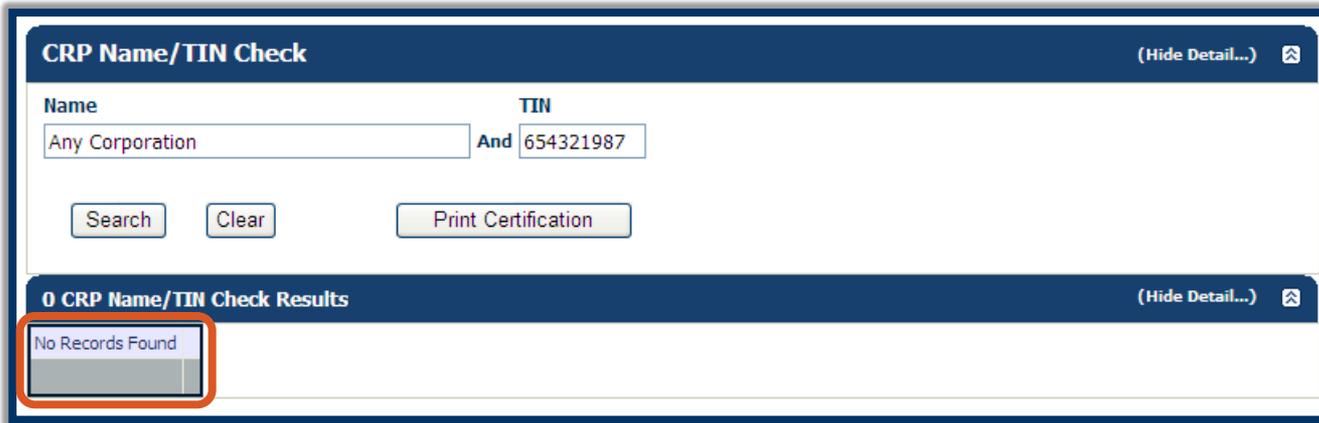
City:  State:  Zip:

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



# Executing a Contractor Responsibility Program Check

## Result: No Records Found

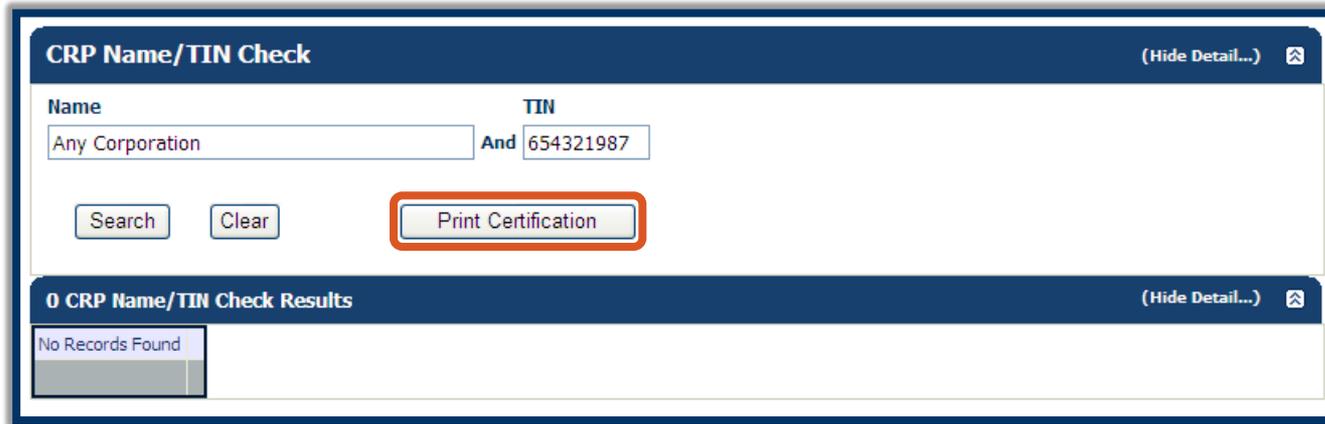


The screenshot displays a web interface for a Contractor Responsibility Program (CRP) check. The top section, titled "CRP Name/TIN Check", contains two input fields: "Name" with the value "Any Corporation" and "TIN" with the value "654321987". Below these fields are three buttons: "Search", "Clear", 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, 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:

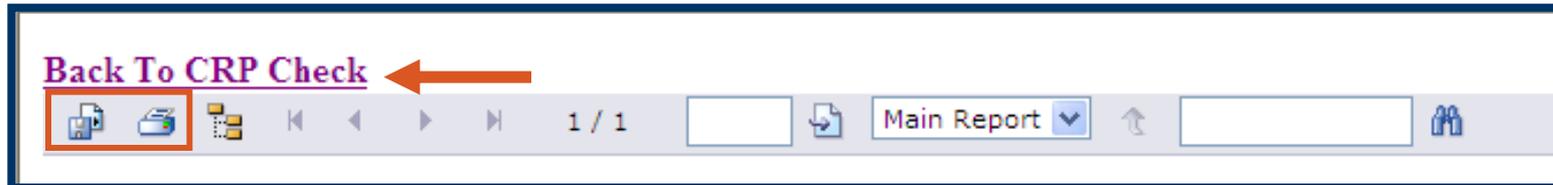
- neither the contractor nor any subcontractors nor any suppliers as defined in *Management Directive 215.9, Contractor Responsibility Program* are under suspension or debarment by the Commonwealth, the federal government, or any governmental entity instrumentality, or authority or, if the contractor 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 \_\_\_\_\_ 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”



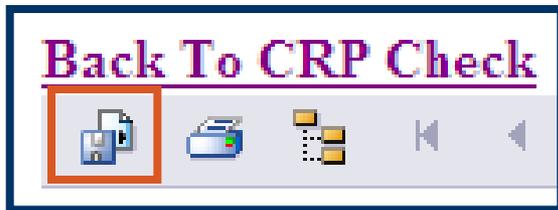
# Executing a Contractor Responsibility Program Check



- 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

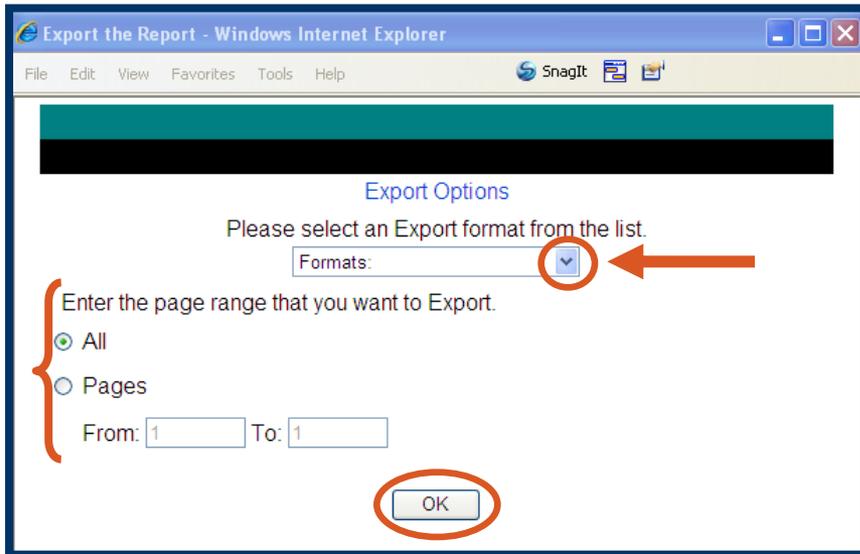


- Select the EXPORT icon to convert and save the form into an alternate file format
  - The CRPS application allows for exporting to: Adobe (.pdf), Word (.doc), Excel (.xls), or Rich Text Format (.rft)



# 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

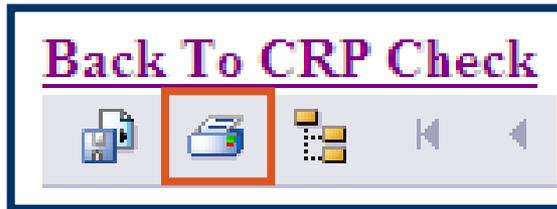


# Executing a Contractor Responsibility Program Check

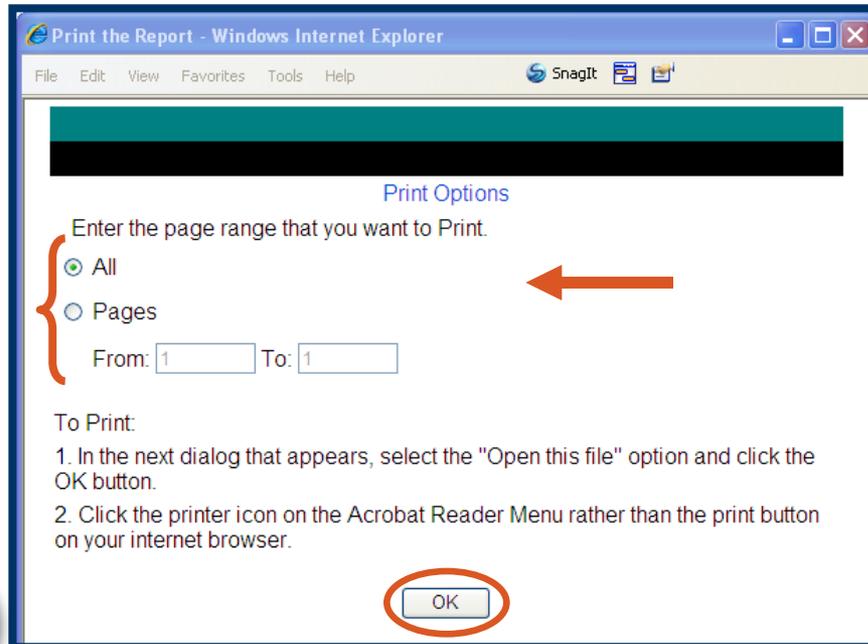
- Continue the process by following the system prompts (Open, Save, etc.) based on the Export format selected
- Exit/Close the EXPORT window when finished



# Executing a Contractor Responsibility Program Check



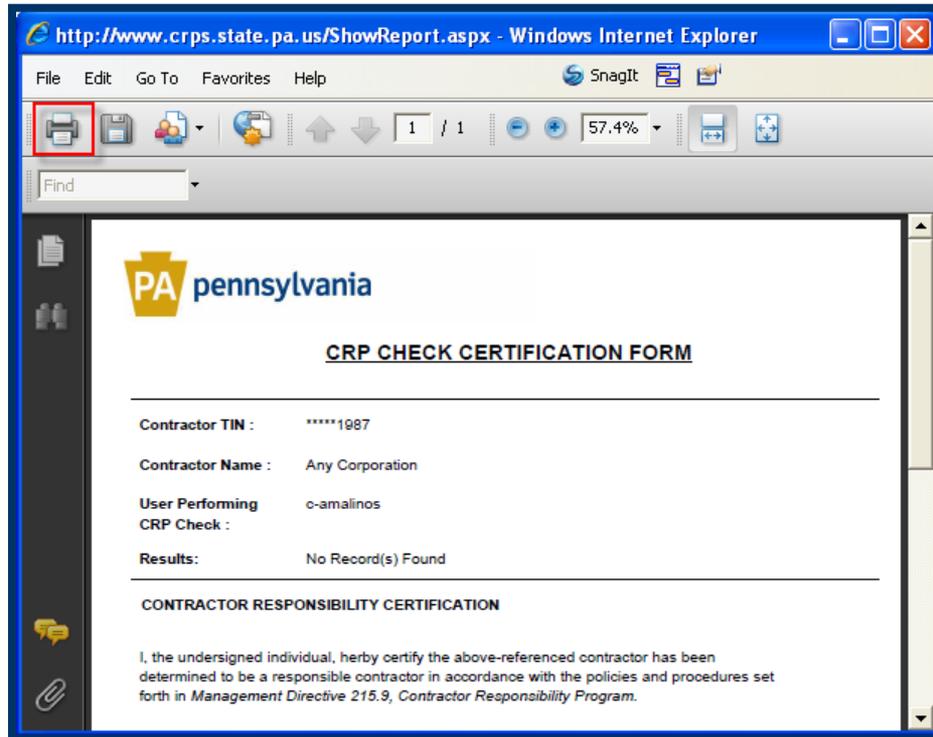
- Select the PRINT icon to obtain a hard-copy of the Certification Form



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



# Executing a Contractor Responsibility Program Check

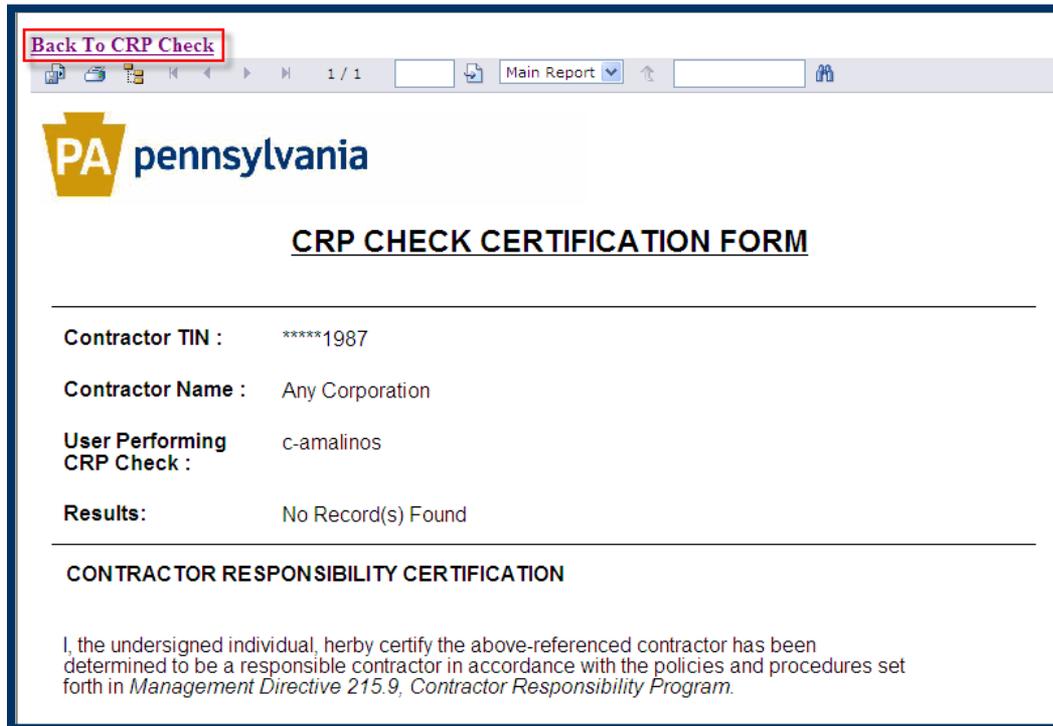


- In the secondary print window, select the PRINTER icon
- Continue by following the prompts in the standard print dialog box

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

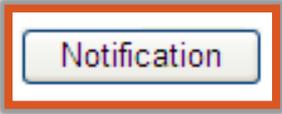
Vendor Name:	SNELLING EMPLOYMENT LLC	Type Of Block:	Obligation
Vendor Address:	4055 VALLEY VIEW LN STE 700 DALLAS TX, 752445045	Begin Date:	8/13/2010 12:00:00 AM
SAP Vendor ID:	131894-001	End Date:	8/20/2010 12:00:00 AM
TIN:	320139699	Agency:	Revenue
SSN:		Contact Person:	BUREAU OF COMPLIANCE
		Contact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

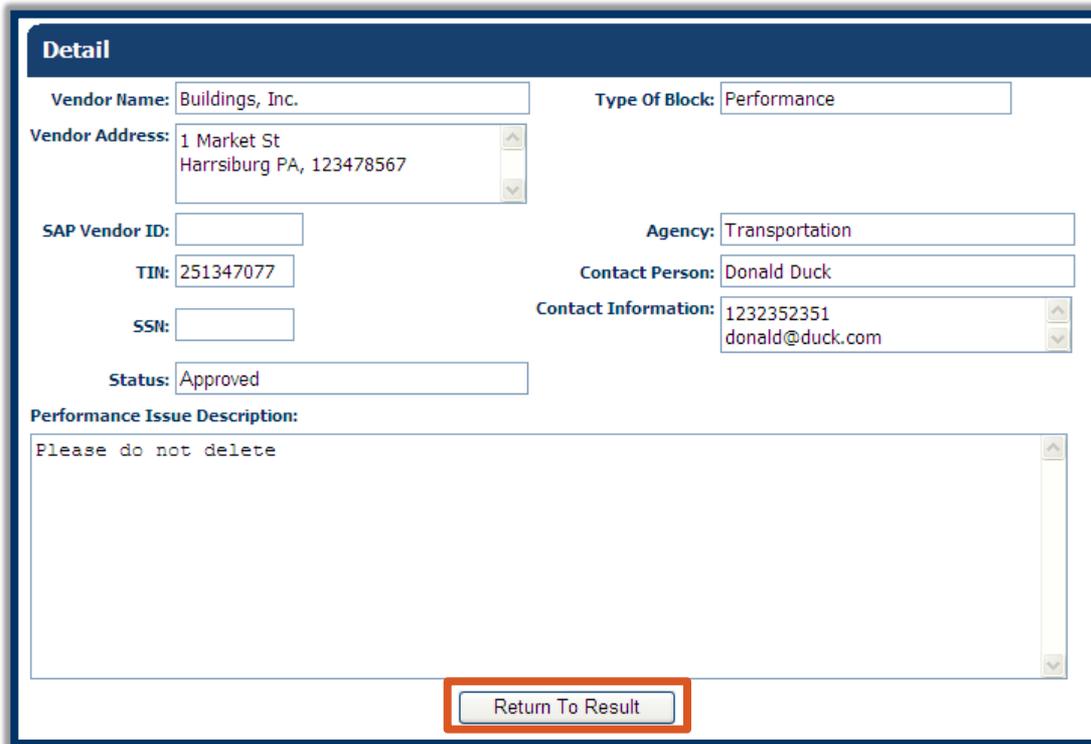
Rows:  Page:  of 1

- 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. &amp; 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: 5 Page: 1 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 (PI) Creator and (PI) Approver**



# 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.**



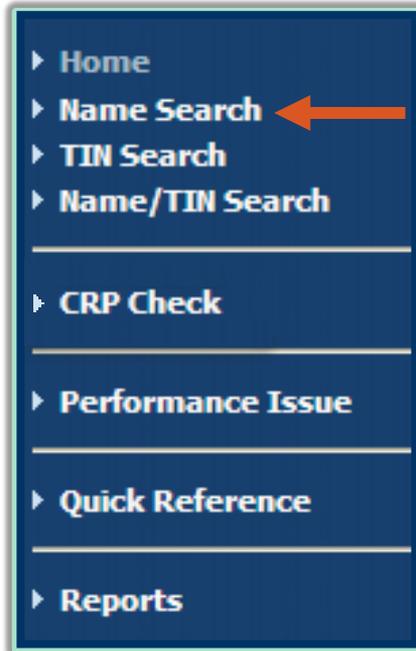
# Executing a Contractor Responsibility Program Search

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



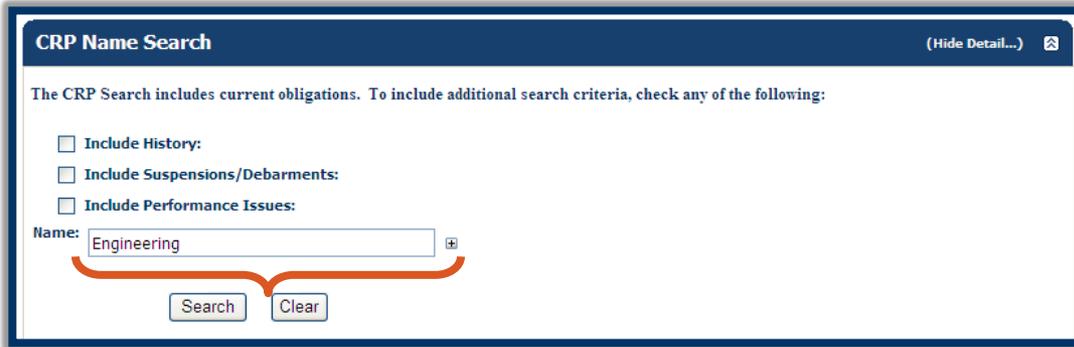
# Executing a Contractor Responsibility Program Search



- Select the NAME SEARCH link from the left navigation menu



## Program Name Search (without additional search criteria)

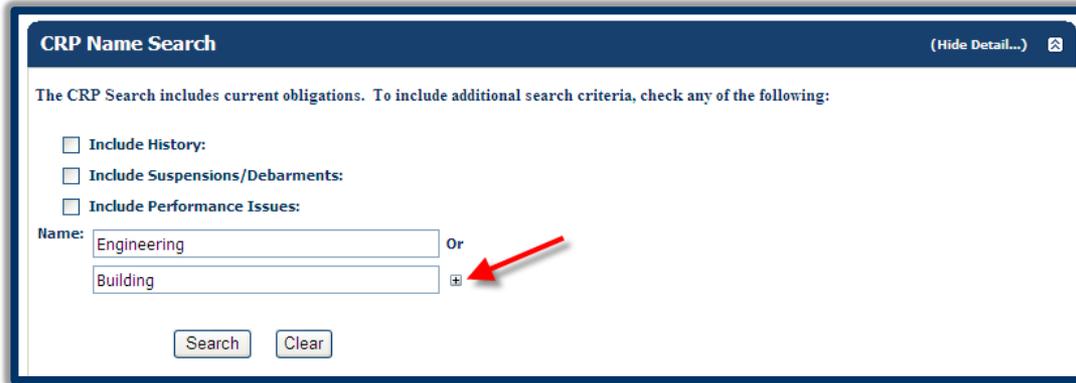


The screenshot shows a web form titled "CRP Name Search" with a "(Hide Detail...)" link. Below the title, it states: "The CRP Search includes current obligations. To include additional search criteria, check any of the following:". There are three unchecked checkboxes: "Include History:", "Include Suspensions/Debarments:",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

- 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



## 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:

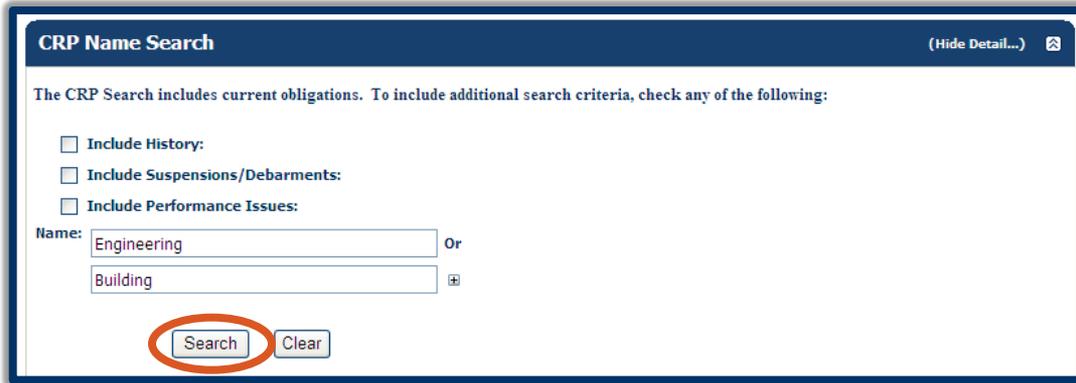
Name:  Or  

- 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:

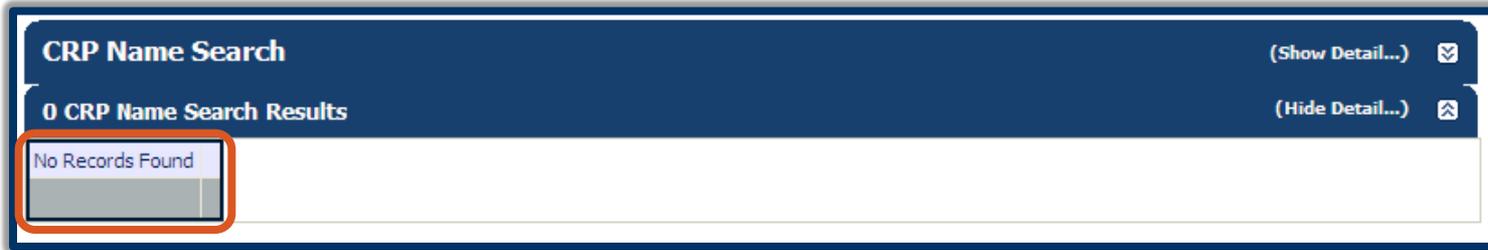
- Include History:
- Include Suspensions/Debarments:
- Include Performance Issues:

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



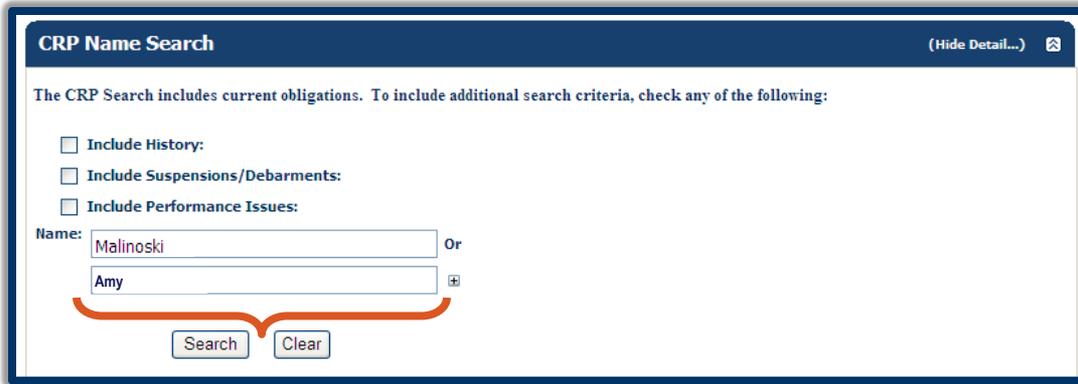
## Program Name Search (without additional search criteria)



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



## Program Name Search (without additional search criteria)



The screenshot shows a web interface titled "CRP Name Search" with a "(Hide Detail...)" link. Below the title, it states: "The CRP Search includes current obligations. To include additional search criteria, check any of the following:"

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

Below the checkboxes, there is a "Name:" label followed by two input fields. The first field contains "Malinoski" and the second field contains "Amy". An "Or" label is positioned between the two fields. A red bracket is drawn under both input fields. Below the fields are "Search" and "Clear" buttons.

- 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
<a href="#">Detail</a>	Obligation		AMY CARLOS FISCUS DBA ABC CORNER	134346382	L&I	OFFICE OF UC TAX SERVICES	(866) 403 - 6163	UCTIDES@STATE.PA.US
<a href="#">Detail</a>	Obligation		AMY DUROVEY DBA SERVICEMASTER SUPERIOR CLEANING	203642214	L&I	OFFICE OF UC TAX SERVICES	(866) 403 - 6163	UCTIDES@STATE.PA.US
<a href="#">Detail</a>	Obligation		BELL AMY E	171682193	Revenue	CSCS	(717) 783 - 3000	
<a href="#">Detail</a>	Obligation		BELLAMY MICHAEL G	165481992	Revenue	CSCS	(717) 783 - 3000	
<a href="#">Detail</a>	Obligation		BELLAMY MICHAEL G	165481992	Revenue	CSCS	(717) 783 - 3000	
<a href="#">Detail</a>	Obligation		BERTUCCI AMY J	202381417	Revenue	CSCS	(717) 783 - 3000	
<a href="#">Detail</a>	Obligation		BOGUSH AMY L	197580116	Revenue	CSCS	(717) 783 - 3000	
<a href="#">Detail</a>	Obligation		BURT AMY L	185686072	Revenue	CSCS	(717) 783 - 3000	
<a href="#">Detail</a>	Obligation		CHEUNG AMY L	203727986	Revenue	CSCS	(717) 783 - 3000	
<a href="#">Detail</a>	Obligation		CRISWELL AMY L	181445610	Revenue	CSCS	(717) 783 - 3000	
Ascending								
								Rows: 10 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
<a href="#">Detail</a>	Obligation		AMY CARLOS FISCUS DBA ABC CORNER	134346382	L&I	OFFICE OF UC TAX SERVICES	(866) 403-6163	UCTIDES@STATE.PA.US
<a href="#">Detail</a>	Obligation		AMY DUROVEY DBA SERVICEMASTER SUPERIOR CLEANING	203642214	L&I	OFFICE OF UC TAX SERVICES	(866) 403-6163	UCTIDES@STATE.PA.US
<a href="#">Detail</a>	Obligation		BELL AMY E	171682193	Revenue	CSCS	(717) 783-3000	
<a href="#">Detail</a>	Obligation		BELLAMY MICHAEL G	165481992	Revenue	CSCS	(717) 783-3000	
<a href="#">Detail</a>	Obligation		BELLAMY MICHAEL G	165481992	Revenue	CSCS	(717) 783-3000	
<a href="#">Detail</a>	Obligation		BERTUCCI AMY J	202381417	Revenue	CSCS	(717) 783-3000	
<a href="#">Detail</a>	Obligation		BOGUSH AMY L	197580116	Revenue	CSCS	(717) 783-3000	
<a href="#">Detail</a>	Obligation		BURT AMY L	185686072	Revenue	CSCS	(717) 783-3000	
<a href="#">Detail</a>	Obligation		CHEUNG AMY L	203727986	Revenue	CSCS	(717) 783-3000	
<a href="#">Detail</a>	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
<a href="#">Detail</a>	Obligation		AMY CARLOS FISCUS DBA ABC CORNER	134346382	L&I	OFFICE OF UC TAX SERVICES	(866) 403 - 6163	UCTIDES@STATE.PA.US
<a href="#">Detail</a>	Obligation		AMY DUROVEY DBA SERVICEMASTER SUPERIOR CLEANING	203642214	L&I	OFFICE OF UC TAX SERVICES	(866) 403 - 6163	UCTIDES@STATE.PA.US
<a href="#">Detail</a>	Obligation		BELL AMY E	171682193	Revenue	CSCS	(717) 783 - 3000	
<a href="#">Detail</a>	Obligation		BELLAMY MICHAEL G	165481992	Revenue	CSCS	(717) 783 - 3000	
<a href="#">Detail</a>	Obligation		BELLAMY MICHAEL G	165481992	Revenue	CSCS	(717) 783 - 3000	
<a href="#">Detail</a>	Obligation		BERTUCCI AMY J	202381417	Revenue	CSCS	(717) 783 - 3000	
<a href="#">Detail</a>	Obligation		BOGUSH AMY L	197580116	Revenue	CSCS	(717) 783 - 3000	
<a href="#">Detail</a>	Obligation		BURT AMY L	185686072	Revenue	CSCS	(717) 783 - 3000	
<a href="#">Detail</a>	Obligation		CHEUNG AMY L	203727986	Revenue	CSCS	(717) 783 - 3000	
<a href="#">Detail</a>	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="&gt;"/>								

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





## 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



## Program Name Search (including additional search criteria)

- 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



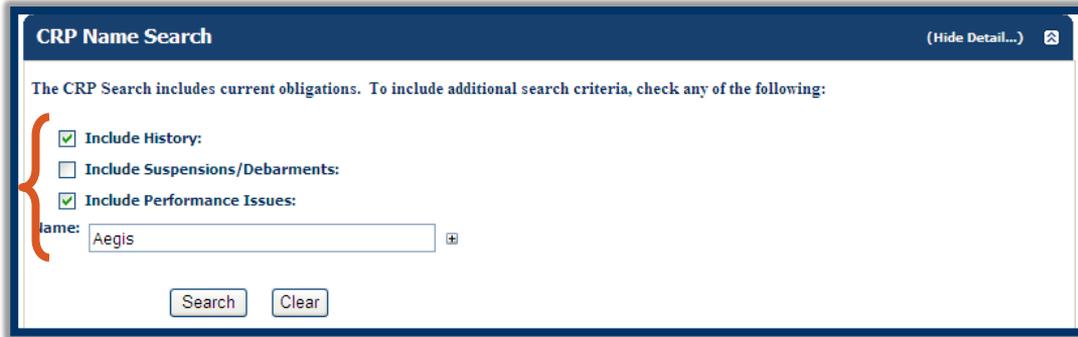
## Program Name Search (including additional search criteria)

- 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)

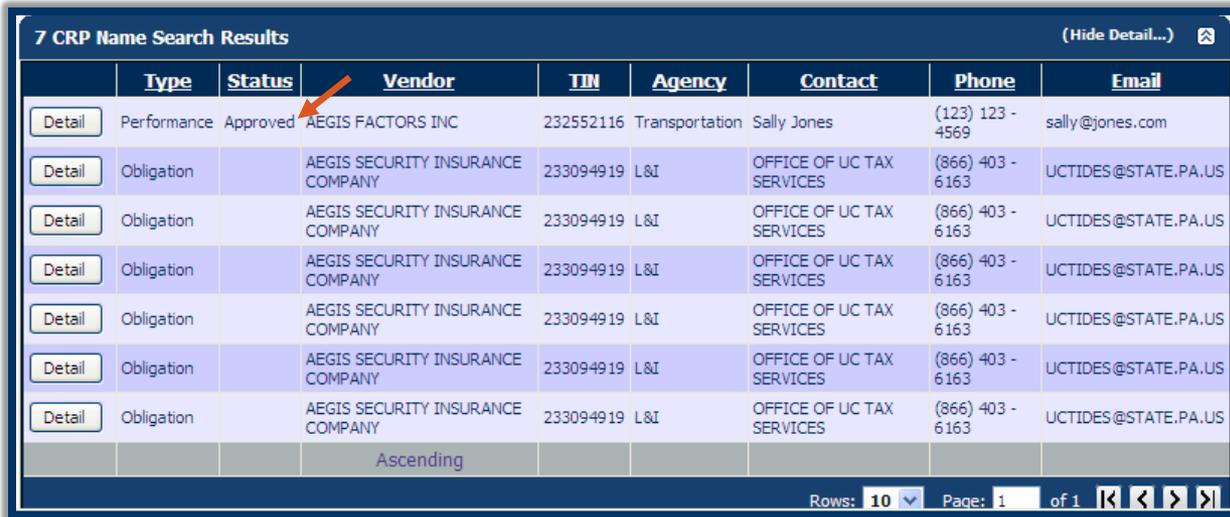


The screenshot shows a web form titled "CRP Name Search" with a "(Hide Detail...)" link in the top right corner. Below the title, there is a text instruction: "The CRP Search includes current obligations. To include additional search criteria, check any of the following:". A red bracket groups three 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



### ***Result: Obligations/Approved Performance Issues Found***



7 CRP Name Search Results									(Hide Detail...)
	Type	Status	Vendor	TIN	Agency	Contact	Phone	Email	
<a href="#">Detail</a>	Performance	Approved	AEGIS FACTORS INC	232552116	Transportation	Sally Jones	(123) 123 - 4569	sally@jones.com	
<a href="#">Detail</a>	Obligation		AEGIS SECURITY INSURANCE COMPANY	233094919	L&I	OFFICE OF UC TAX SERVICES	(866) 403 - 6163	UCTIDES@STATE.PA.US	
<a href="#">Detail</a>	Obligation		AEGIS SECURITY INSURANCE COMPANY	233094919	L&I	OFFICE OF UC TAX SERVICES	(866) 403 - 6163	UCTIDES@STATE.PA.US	
<a href="#">Detail</a>	Obligation		AEGIS SECURITY INSURANCE COMPANY	233094919	L&I	OFFICE OF UC TAX SERVICES	(866) 403 - 6163	UCTIDES@STATE.PA.US	
<a href="#">Detail</a>	Obligation		AEGIS SECURITY INSURANCE COMPANY	233094919	L&I	OFFICE OF UC TAX SERVICES	(866) 403 - 6163	UCTIDES@STATE.PA.US	
<a href="#">Detail</a>	Obligation		AEGIS SECURITY INSURANCE COMPANY	233094919	L&I	OFFICE OF UC TAX SERVICES	(866) 403 - 6163	UCTIDES@STATE.PA.US	
<a href="#">Detail</a>	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		

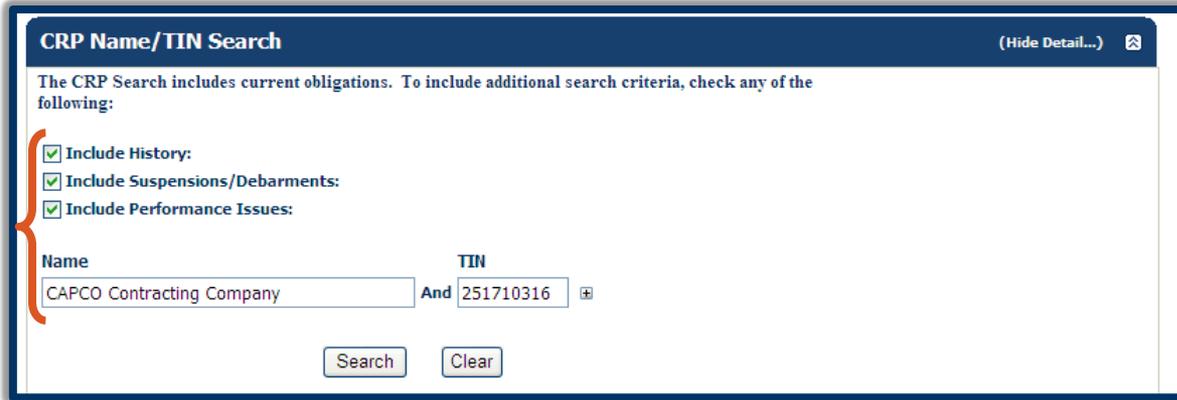
Performance Issue Description:  
test

[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. Below the title, there is a paragraph: "The CRP Search includes current obligations. To include additional search criteria, check any of the following:". There are three checked checkboxes: "Include History:", "Include Suspensions/Debarments:", and "Include Performance Issues:". Below these is a search section with two input fields: "Name" containing "CAPCO Contracting Company" and "TIN" containing "251710316". The fields are separated by the word "And". There are "Search" and "Clear" buttons at the bottom of the form.

- 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 (PI) Creator and (PI) Approver



# 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



# Generating Reports

## 2. Vendor Obligations Report

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

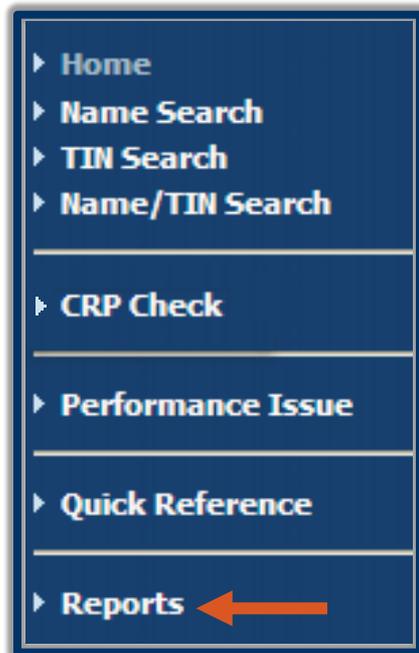
## 3. Performance Issues Report (available only to PI Approvers)

- a. Generates a list of Performance Issues with a *Pending* status that must be approved
- b. Report can also be used for research or other purposes



# Generating Reports

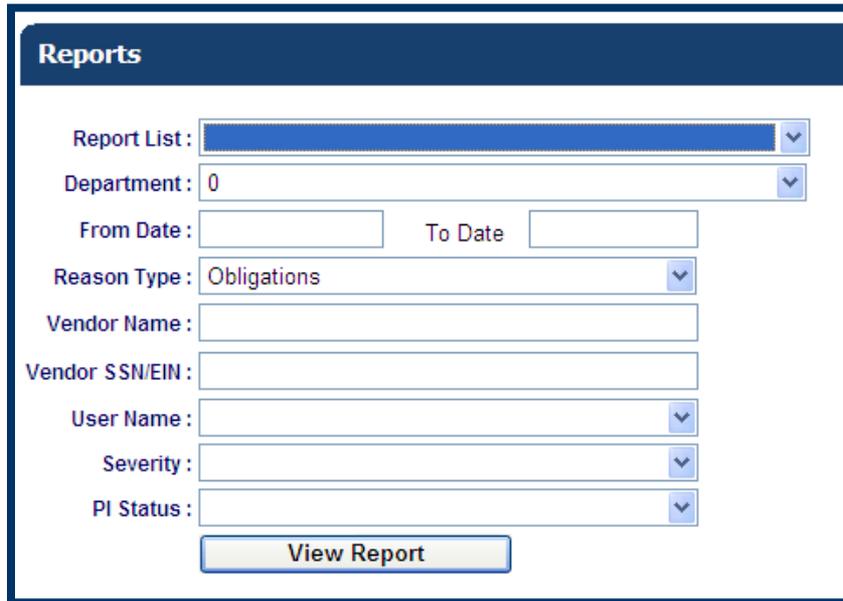
## Reports Navigation



- 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 "0" selected), "From Date" and "To Date" (text input fields), "Reason Type" (a dropdown menu with "Obligations" selected), "Vendor Name" (text input field), "Vendor SSN/EIN" (text input field), "User Name" (a dropdown menu), "Severity" (a dropdown menu), and "PI Status" (a dropdown menu). A "View Report" button is located at the bottom of the form.

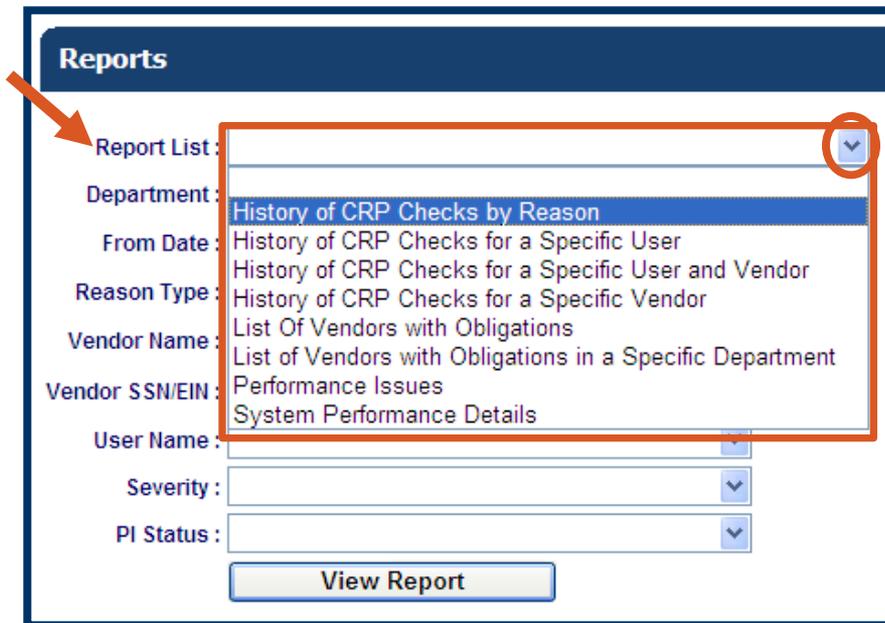
- The *Reports* selection page displays
  - Initially, dropdown menus are available in all parameter fields

- 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 :

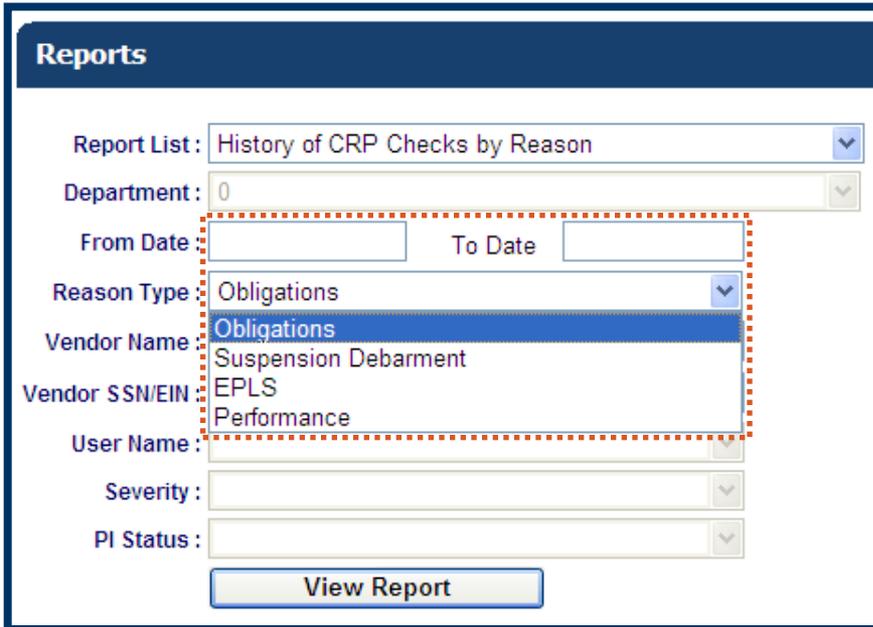
PI Status :

- 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  
Suspension Debarment

Vendor SSN/EIN: EPLS  
Performance

User Name:

Severity:

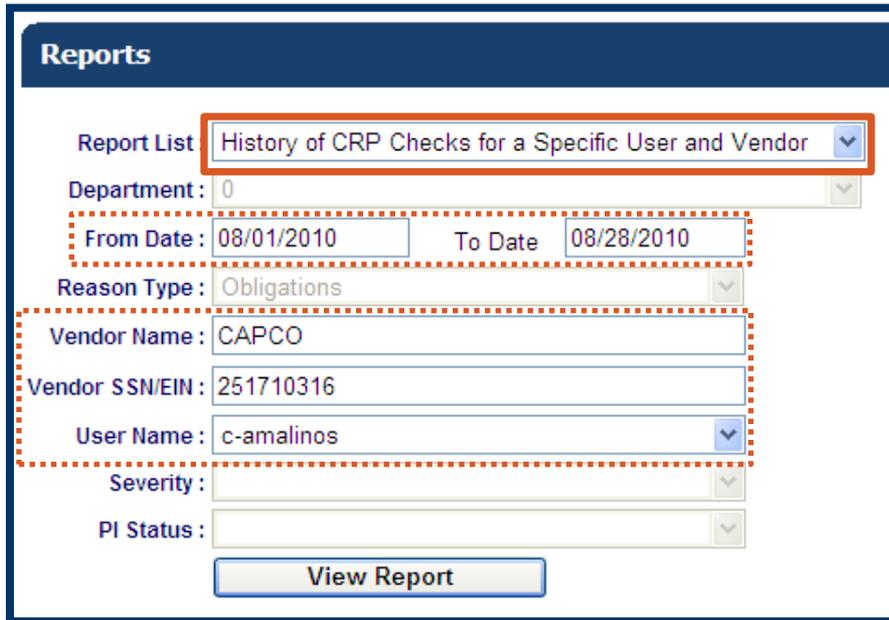
PI Status:

- 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  Main Report

**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

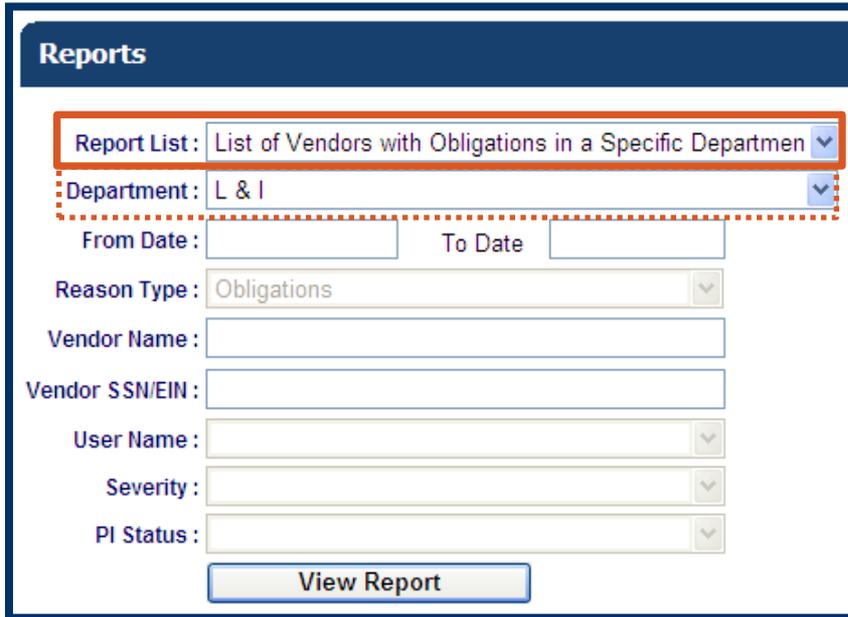
**Note:** This report is large (several thousand pages) and takes time to generate. **It should be viewed and not printed.** *The export function is unavailable.*

- 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:  ▾

- *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

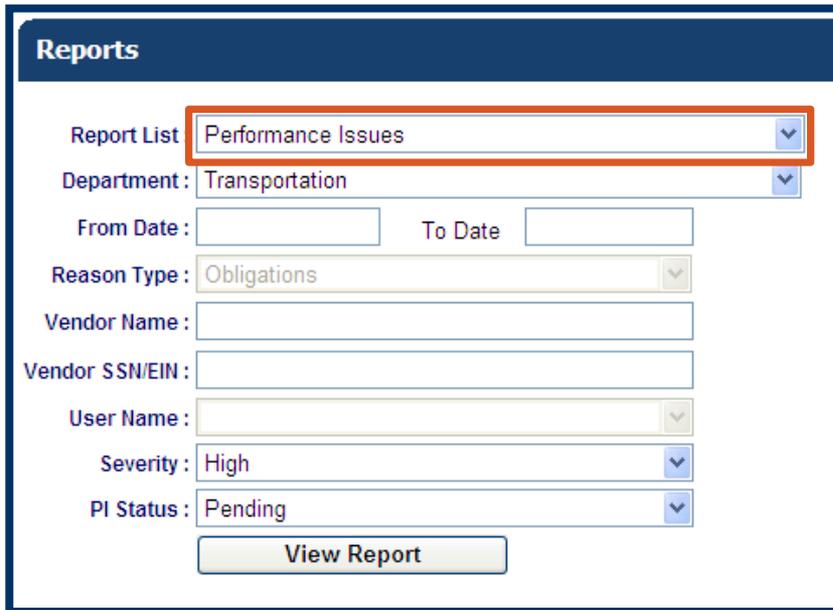
S.No	VendorName	FEDID	SSN	ContactName	ContactPhone
1	12 GROW ON CHILDCARE & PRESCHOOL INC	*****7232		OFFICE OF UC TAX SERVICES	8664036163
2	1329 BRISTOL PIKE ASSOCIATES DBA HAMPTON INN	*****0117		OFFICE OF UC TAX SERVICES	8664036163
3	1600 CHURCH ROAD CONDOMINIUM ASSN	*****0006		OFFICE OF UC TAX SERVICES	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



# Generating Reports

## 3. Performance Issues Report



The screenshot shows a web form titled "Reports" with the following fields and values:

- Report List: Performance Issues (highlighted with a red box)
- Department: Transportation
- From Date: [empty] To Date: [empty]
- Reason Type: Obligations
- Vendor Name: [empty]
- Vendor SSN/EIN: [empty]
- User Name: [empty]
- Severity: High
- PI Status: Pending
- View Report button

- Parameters include *Department (Agency), Severity, and Performance Issue Status*

- Select the VIEW REPORT button



# Generating Reports

<< [Back to Reports](#)

1 / 1  Main Report

## Performance Issues

Print Date:8/27/2010

Transportation

Issue ID	Vendor Name	TIN	Vendor No	Reason	Status	Severity	Contact
46	Acme Steak Co.	*****0700		Damaged items	Pending	High	Minnie Mouse
64	Buildings Inc.	*****7077		Damaged items	Pending	High	Mickey Mouse
48	Igr corporation DBA LRG Examinations	*****9098		Vendor nonresponsive to communications from agency	Pending	High	Tim behney
32	MITCHELL S WARREN	*****5345		Being declared in default on prior work or project	Pending	High	Amy Jones
43	SOLAR MASTER FILM CORP	*****4294		Being declared in default on prior work or project	Pending	High	Scooby Doo

Performance Issues report generates and displays



# Generating Reports

[<< Back to Reports](#)

1 / 2 Main Report

### Performance Issues

Print Date: 8/27/2010

Conservation & Natural Resources

Issue ID	Vendor Name	TIN	Vendor No	Reason	Status	Severity	Contact
51	QUALITY MECHANICAL SERVICES INC	*****7693	151253	Providing false or misleading statements to commonwealth officials	Approved	High	Pamela Stouffer

Corrections

Issue ID	Vendor Name	TIN	Vendor No	Reason	Status	Severity	Contact
55	GRAHAM DISTRIBUTING CO INC	*****1671	135548	Being declared in default on prior work or project	Approved	High	Beth Procopio

Environmental Protection

Issue ID	Vendor Name	TIN	Vendor No	Reason	Status	Severity	Contact
42	CRA INC	*****9383	302345	Other	Approved	High	Bill Richards Wilkes-Barre

Executive Offices

Issue ID	Vendor Name	TIN	Vendor No	Reason	Status	Severity	Contact
60	Leeward Construction Inc	*****8574	116065	Violation of terms & specs of a commonwealth contract	Approved	High	Daniel Sharar

- The default sort (A-Z) of this report is by Agency – as long as it is not included as a parameter
- *Export and/or Print* the form
- 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 (PI) Creator and (PI) Approver**



# Knowledge Checks

1. What status is assigned to a new Performance Issue?
  - a. Held
  - b. New
  - c. Pending



# Knowledge Checks

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



# Knowledge Checks

3. A Performance Issue with a status of *Approved* or *Resolved* cannot be changed back to *Pending*.
- a. True
  - b. False



# Knowledge Checks

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



# Knowledge Checks

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



# Knowledge Checks

6. An individual must be role mapped to access CRPS.
- a. True
  - b. False



# Knowledge Checks

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



# Knowledge Checks

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



# Knowledge Checks

9. Should Obligation reports be printed?

a. Yes

b. No



# Knowledge Check

10. Will the CRP system connect to the U.S General Services Administration System for Award Management (SAM) and automatically perform a CRP Check?
- a. Yes
  - b. No



Select the link below to complete an online survey

<http://www.surveymonkey.com/s/PJVDMMN>





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**This concludes the Contractor  
Responsibility Program System  
(CRPS) for (PI) Creator and  
(PI) Approver**

**Thank you!**

