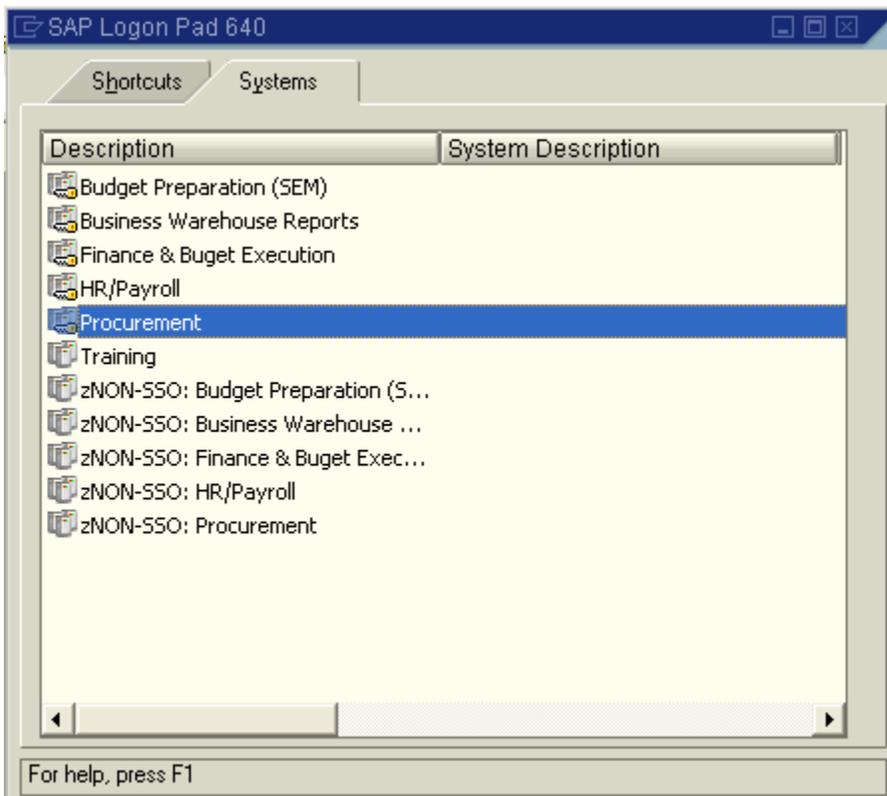


How to Check CRP (Agency)

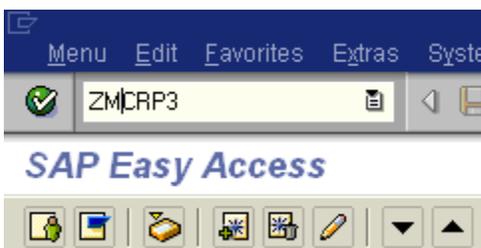
1. Log on to SAP.



2. Select Procurement



3. Enter ZMCRP3 in the transaction menu.



4. Enter the bidder's vendor number (you can also search by name).
5. Select the radio button for Approved.
6. Select Execute.

The screenshot shows the SAP 'Display CRP Tracking' interface. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main content area has a title bar with 'Display CRP Tracking' and three icons: a green circle with a plus sign, a document icon, and a blue 'i' icon. A red arrow points to the green circle icon. Below the title bar, there are two rows of input fields. The first row is labeled 'Plant' and has a yellow input field. The second row is labeled 'Vendor' and has a yellow input field containing the value '116604'. To the right of these fields are two 'to' labels with yellow input fields and right-pointing arrows. Below these fields is a section titled 'CRP Status' with three radio buttons: 'Draft', 'Approved', and 'Resolved'. The 'Approved' radio button is selected and highlighted with a red box. At the bottom of the screen, there is a blue bar.

If the bidder is not on file, a screen will return with a “No Data Available” message. This means the supplier has no outstanding Commonwealth obligations or performance issues.

7. Make an electronic copy of the SAP Screen to attach to the contract by pressing the Print Screen keypad.
8. Open Word and select Paste.
9. Name the word document so that it is clearly identified as a CRP check with the supplier's name.
10. Save the file to your desktop (or another electronic folder of your choice.)

11. Complete a Determination of Contractor's Responsibility form located on the DGS website, in Procurement Forms.

(<http://www.dgsweb.state.pa.us/comod/CurrentForms/ContractorResDetermination.doc>)

12. Attach both the SAP Screen print and the Determination of Contractor's Responsibility form to the Contract.

If the supplier has an entry, you must contact the Department of Revenue or The Department of Labor and Industry to obtain a Clearance Certificate.

DETERMINATION OF CONTRACTOR RESPONSIBILITY

Contractor Name _____

Contractor FID/SSN _____

A. Commonwealth Contractor Responsibility File (CCRF)

Date CCRF Accessed _____

RECORD FOUND: No If no, then proceed to Section B below

 Yes Status Code _____

 Reason Code _____

1. Tax Liability:

Revenue:

Date Clearance Certificate Issued _____

Clearance Certificate No. _____

Labor & Industry:

Date Clearance Certificate Issued _____

Clearance Certificate No. _____

2. Other Commonwealth Obligation:

Obligation Owed _____

Agency Owed _____

Date Resolved _____

3. Unsatisfactory/Deficient Performance:

Person Contacted: Name _____

 Agency _____

 Date _____

Briefly Describe Entry:

Provide Status of Entry _____

B. Other Factors Considered

- Past Performance
- Integrity
- Judgment
- Experience
- Workmanship
- Technical Qualifications
- Necessary Equipment
- Sufficient Labor
- Sufficient Supplies
- Finances
- Criminal Conviction
- Other

Comments

Agency Reviewer _____
Date _____

C. Suspension/Debarment

Reason(s) for Suspension/Debarment:

Compelling Reasons for Awarding to the Contractor:

Contracting Officer _____ Date

Agency Head _____ Date

Determination of Responsibility

I, the undersigned Designated Senior Manager, hereby certify the above-referenced contractor/subcontractor has been determined to be a responsible contractor in accordance with the procedures in Management Directive 215.9, Contractor Responsibility, as amended April 16, 1999.

I also certify that the contractor has certified in writing for itself and all its subcontractors that neither the contractor nor any subcontractors nor any suppliers as defined in Management Directive 215.9 are under suspension or debarment by the Commonwealth or any governmental entity, instrumentality or authority and that it has no tax liabilities or other Commonwealth obligations.

I further certify that if federal funds are funding a portion of this contract, I have determined in accordance with procedures set forth in Section 7(a)(2)(C) of Management Directive 215.9, that the contractor has not been suspended or debarred by the federal government.

Designated Senior Manager _____ Date _____