

# **Contractor Responsibility Program System (CRPS) for User**

# **Welcome!**

# Introductions



**pennsylvania**

DEPARTMENT OF GENERAL SERVICES

# **Program Goals and Course Objectives for User**

# Program Goals and Course Objectives

- The goals of the program are:
  - To ensure that Commonwealth of PA 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)
- Enables 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)
- Perform a Check of Commonwealth suppliers who have been identified as performing work unsatisfactorily
- Access the Contractor Responsibility Program System (CRPS) to:
  - Execute CRP Checks and Searches
  - Search for and view Approved and Resolved Performance Issues
  - Generate reports

**Note: Currently CRPS does not check the SAM database, please reference the EUP.**

# **Contractor Responsibility Program (CRP) Policy for User**

# 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

# **Contractor Responsibility Program System (CRPS) Overview for User**

# 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>

**Note: Currently CRPS does not check the SAM database, please reference the EUP.**



# **Navigating the Contractor Responsibility Program System (CRPS) for User**

# Navigating the Contractor Responsibility Program System

Go to the DGS website at [www.dgs.state.pa.us](http://www.dgs.state.pa.us)



The screenshot shows the homepage of the Pennsylvania Department of General Services. The navigation pane on the left includes links for 'Department of General Services', 'Doing Business with the Commonwealth', 'Construction and Public Works', 'Property and Asset Management / Executive Office', 'Publications and Media Services', 'Press Office', 'DGS Audiences', 'Report Unsafe Driving, Improper Use, of a State Vehicle', 'Search Debarred and Suspended Contractors', 'Vehicle Management', and 'Log In'. The main content area features the department logo and a headline for 'Flood Recovery Information for County and Local Government'. Below this is a table with two columns, 'How Do I?', containing links for business opportunities, visiting the Capitol, and certifying as a woman or minority-owned business, and as a veteran or service member. The right sidebar displays the Governor's name, 'NEWS & MEDIA' search box, and a news item about National Fire Day.

How Do I ?	How Do I ?
<ul style="list-style-type: none"> <li>Opportunities to do business with the Commonwealth</li> <li>See Real Estate Opportunities</li> <li>Certify as a Woman or Minority-Owned Business</li> <li>Certify as a Veteran or Service</li> </ul>	<ul style="list-style-type: none"> <li>Visit the Capitol</li> <li>Visit the Capitol Complex</li> <li>Access the Commonwealth Telephone Directory</li> </ul>

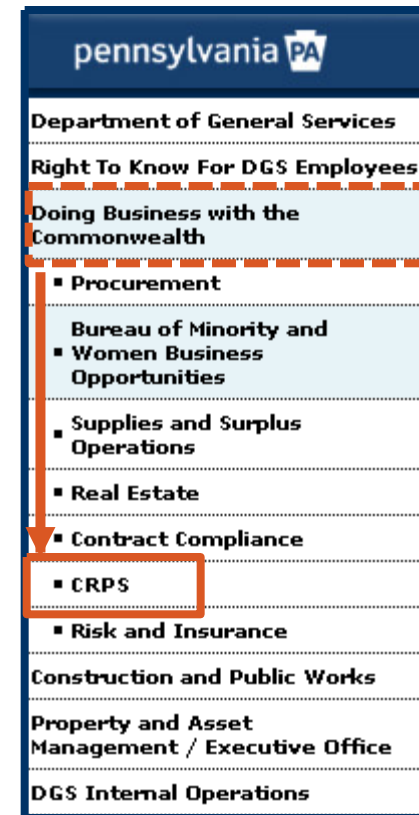
Select: *Log In* link at bottom of navigation pane

# Navigating the Contractor Responsibility Program System



- Select:  
**DOING BUSINESS WITH THE COMMONWEALTH**

- Select:  
*CRPS* link



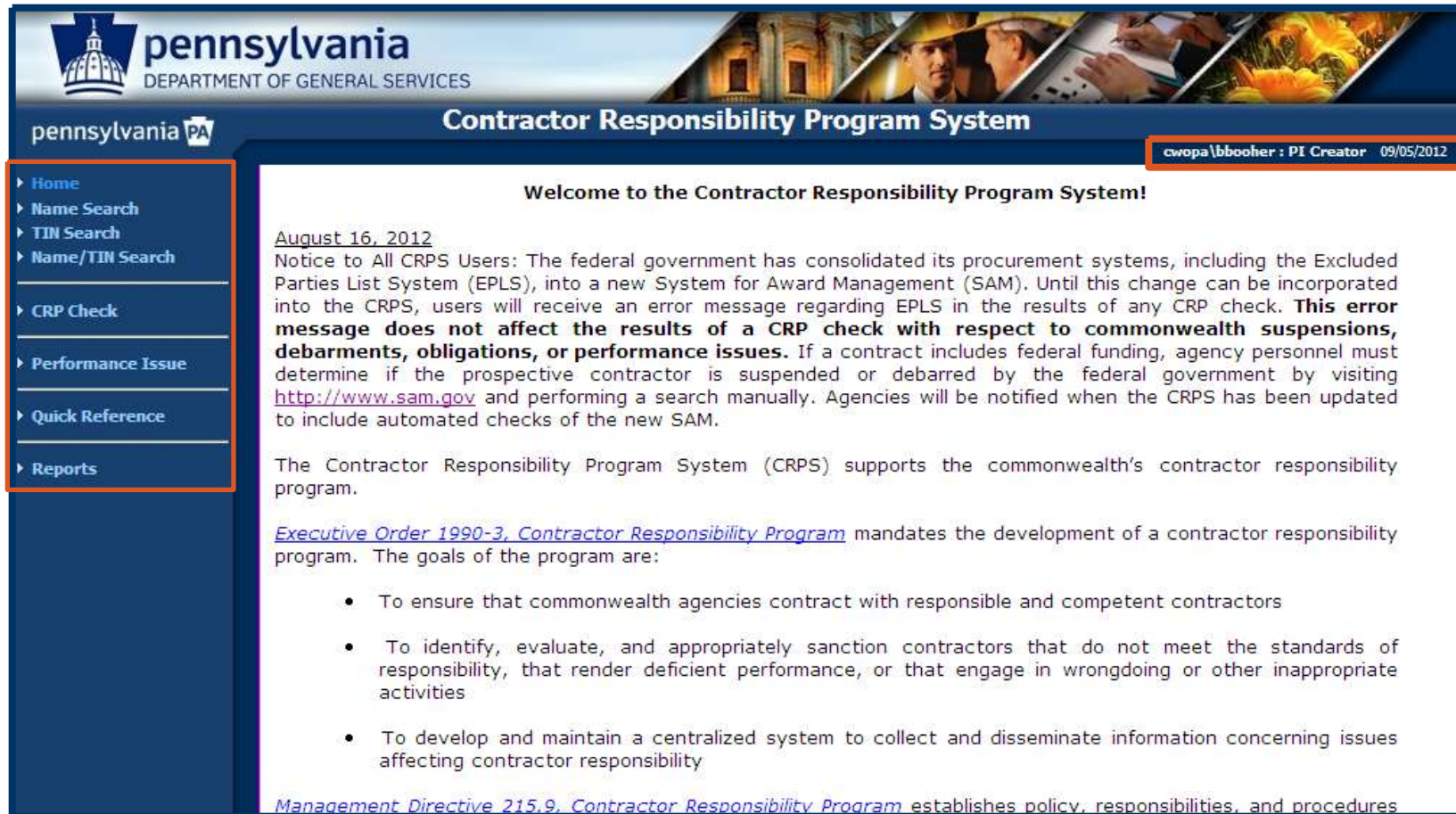
# Navigating the Contractor Responsibility Program System



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: 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 graphic in the center, enclosed in a dashed orange border, displays the Pennsylvania Department of General Services logo and the text "Contractor Responsibility Program System" and "CRPS". A left-hand sidebar contains a list of menu items: Department of General Services, 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, and 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 website for the Contractor Responsibility Program System. The header includes the state logo and the system title. A navigation pane on the left lists various functions. The main content area features a welcome message, a date stamp, and a notice about the integration of the Excluded Parties List System (EPLS) into the System for Award Management (SAM). It also includes a list of program goals and a reference to Management Directive 215.9.

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**Contractor Responsibility Program System**

Home | Name Search | TIN Search | Name/TIN Search | CRP Check | Performance Issue | Quick Reference | Reports

**Welcome to the Contractor Responsibility Program System!**

August 16, 2012

Notice to All CRPS Users: The federal government has consolidated its procurement systems, including the Excluded Parties List System (EPLS), into a new System for Award Management (SAM). Until this change can be incorporated into the CRPS, users will receive an error message regarding EPLS in the results of any CRP check. **This error message does not affect the results of a CRP check with respect to commonwealth suspensions, debarments, obligations, or performance issues.** If a contract includes federal funding, agency personnel must determine if the prospective contractor is suspended or debarred by the federal government by visiting <http://www.sam.gov> and performing a search manually. Agencies will be notified when the CRPS has been updated to include automated checks of the new SAM.

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

[Executive Order 1990-3, Contractor Responsibility Program](#) mandates the development of a contractor responsibility program. The goals of the program are:

- To ensure that commonwealth agencies contract with responsible and competent contractors
- To identify, evaluate, and appropriately sanction contractors that do not meet the standards of responsibility, that render deficient performance, or that engage in wrongdoing or other inappropriate activities
- To develop and maintain a centralized system to collect and disseminate information concerning issues affecting contractor responsibility

[Management Directive 215.9, Contractor Responsibility Program](#) establishes policy, responsibilities, and procedures

Links to the various functions are contained within the left navigation pane

# 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

# **Performance Issues for User**

# 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.***

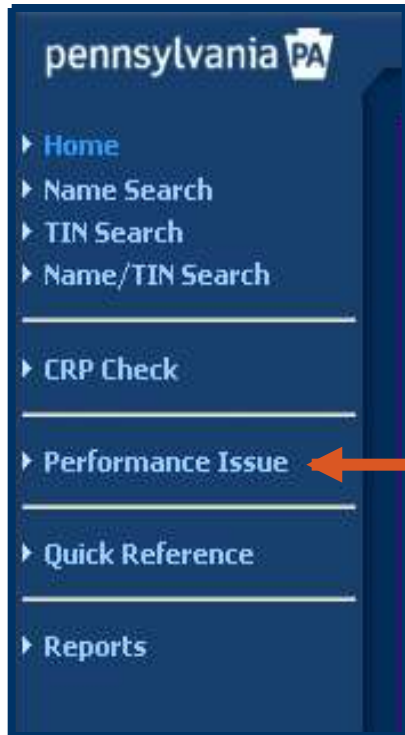


# Searching for a Performance Issue

**All users may search CRPS for Performance Issues; however, the results returned depend on the role of the user executing the search.**

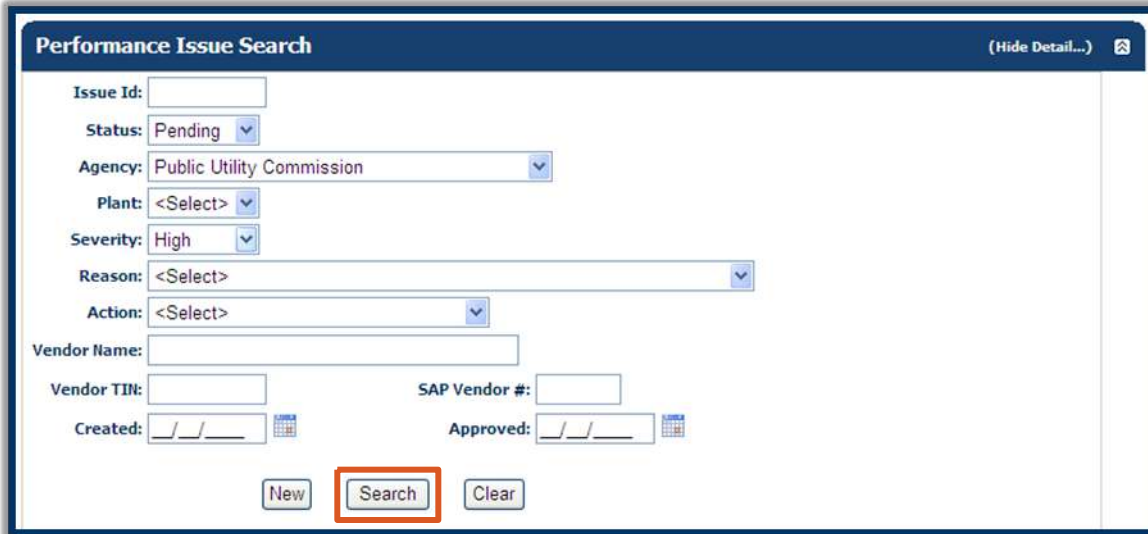
- **CRPS User – Results will only include *Approved* and *Resolved* Performance Issues**
- **PI Creator – Results will include *Pending* Performance Issues for the agency, and all other *Approved* or *Resolved* Performance Issues**
- **PI Approver – Will see all Performance Issues, regardless of the agency and status**

# Searching for a Performance Issue



- **Select:**  
***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
- Agency: Public Utility Commission
- Plant: <Select>
- Severity: High
- Reason: <Select>
- Action: <Select>
- Vendor Name:
- Vendor TIN:
- SAP Vendor #:
- Created:
- Approved:

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

9 Performance Issues Search Result								(Hide Detail...)
	Issue	Status	Reason	Agency	Severity	Vendor	TIN	
<a href="#">View</a>	58	Resolved	Offering unbalanced bids	Transportation	Low	Buildings, Inc.	251347077	
<a href="#">View</a>	65	Approved	Late on delivery/completion schedule	Transportation	High	Buildings, Inc.	251347077	
<a href="#">View</a>	66	Approved	Violation of terms & specs of a commonwealth contract	Transportation	High	CAPCO CONTRACTING CO INC	251710316	
<a href="#">View</a>	67	Resolved	Late on delivery/completion schedule	Transportation	Low	CAPCO CONTRACTING CO INC	251710316	
<a href="#">View</a>	56	Approved	Damaged items	Transportation	High	CAPCO CONTRACTING CO INC	251710316	
<a href="#">View</a>	44	Resolved	Poor quality	Transportation	High	D & S Improvements	251756360	
<a href="#">View</a>	57	Approved	Packaging error	Transportation	High	Lumber Co	251657519	
<a href="#">View</a>	39	Approved	Damaged items	Transportation	High	Napcon	233048212	
<a href="#">View</a>	4	Resolved	Being declared in default on prior work or project	Transportation	High	Test	251199098	
Ascending								
Rows: <input type="text" value="10"/>								
Page: 1 of 1								<input type="button" value="R"/> <input type="button" value="←"/> <input type="button" value="→"/> <input type="button" value="X"/>

- The CRPS User performing the search illustrated above is assigned to the **Public Utility Commission**
  - They are only able to **VIEW** Performance Issues with a status of *Approved* and *Resolved*, regardless of the agency

# Viewing a Performance Issue

24 Performance Issues Search Result <span style="float: right;">(Hide Detail...)</span>							
	<u>Issue</u>	<u>Status</u>	<u>Reason</u>	<u>Agency</u>	<u>Severity</u>	<u>Vendor</u>	<u>TIN</u>
<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

- **Select the VIEW button to open the Performance Issue and review the details in a “read-only” display**

# 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: **CANCEL** to return to the search results





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# **Executing a Contractor Responsibility Program (CRP) Check for User**

# Executing a Contractor Responsibility Program Check

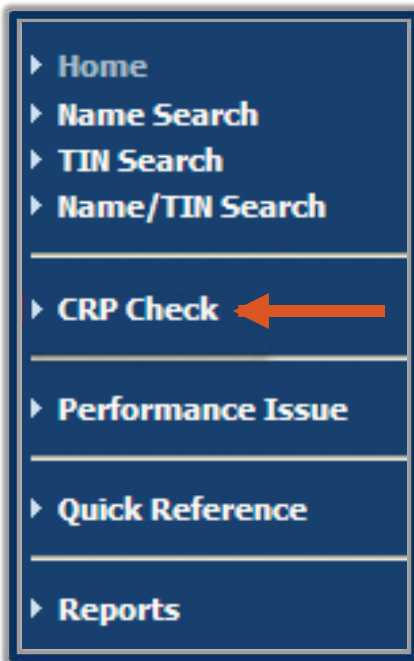
- **Procurements exceeding \$5,000 require a CRP Check**
- **CRP Check must be performed to obtain the contractor's current status**
- **A CRP Check queries the Commonwealth DGS (CRPS) for contractor suspensions and/or debarments**

**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)**

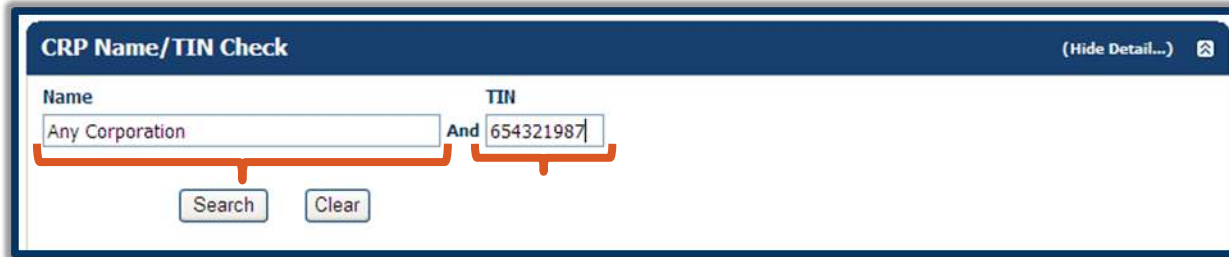
**Note: Currently CRPS does not check the SAM database, please reference the EUP.**

# Executing a Contractor Responsibility Program Check



- **Select:**  
***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**; and the **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 above, then select the SEARCH button.**

# Executing a Contractor Responsibility Program Check

## **Result: No Records Found**

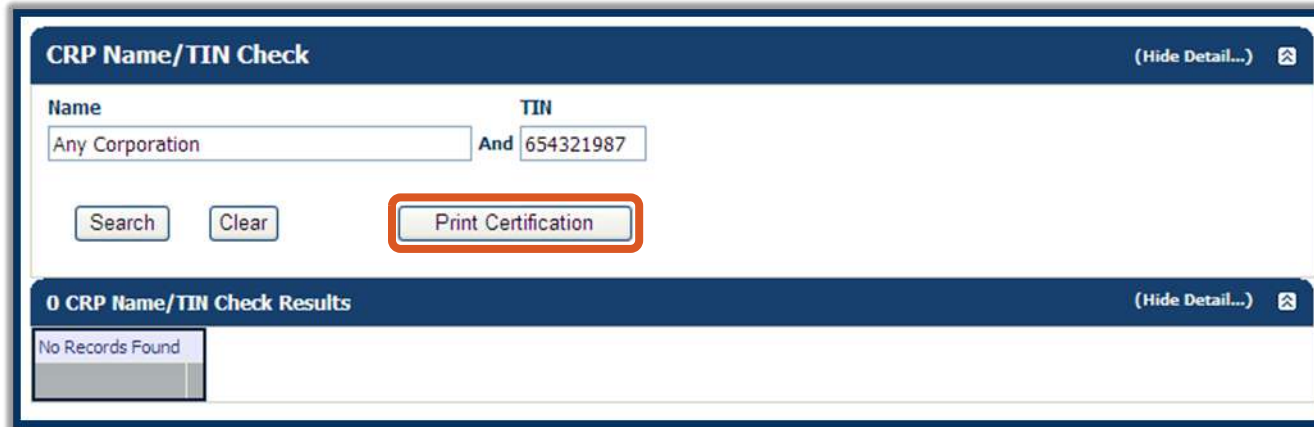


The screenshot displays a web interface for a Contractor Responsibility Program (CRP) check. The top section, titled "CRP Name/TIN Check", contains two input fields: "Name" with the value "Any Corporation" and "TIN" with the value "654321987". Below these fields are three buttons: "Search", "Clear", and "Print Certification". The bottom section, titled "0 CRP Name/TIN Check Results", shows a message "No Records Found" which is highlighted with a red rectangular box.

- **Contractor does not have: Obligations, *Approved* Performance Issues, Commonwealth Suspensions/Debarments or Federal Suspensions/Debarments**

Note: Currently CRPS does not check the SAM database, please reference the EUP.

# 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

 **pennsylvania**

**CRP CHECK CERTIFICATION FORM**

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**Contractor TIN :** \*\*\*\*\*1987

**Contractor Name :** Any Corporation

**User Performing CRP Check :** c-amalinos

**Results:** No Record(s) Found

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**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

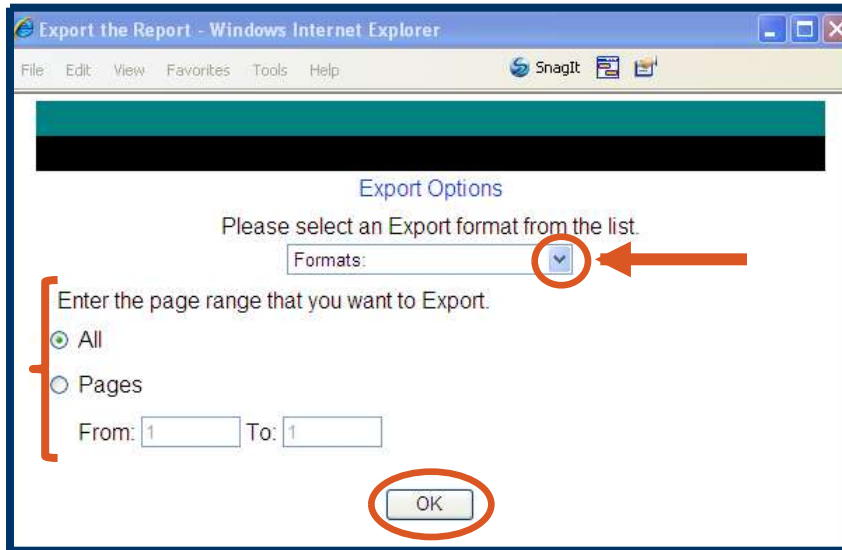
# Executing a Contractor Responsibility Program Check



- **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

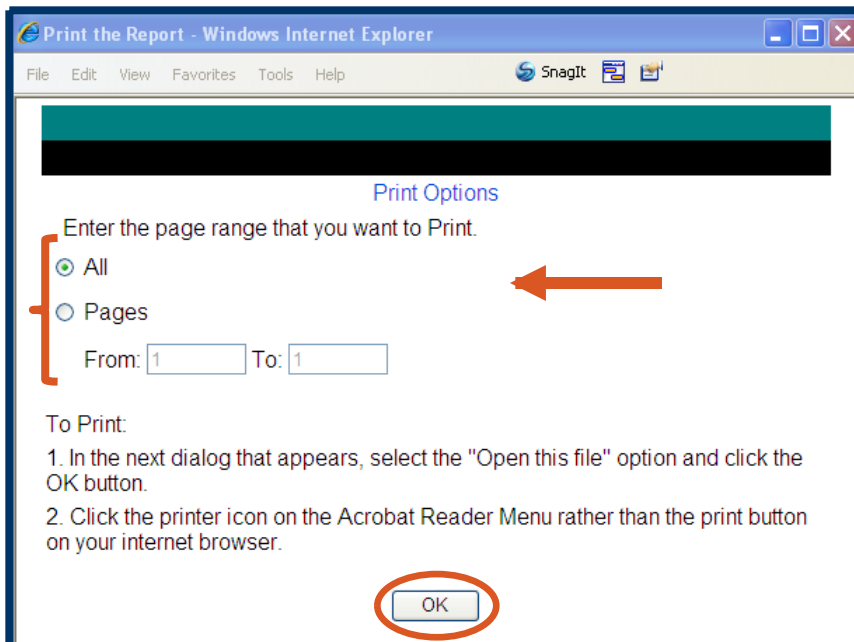
# Executing a Contractor Responsibility Program Check

- **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

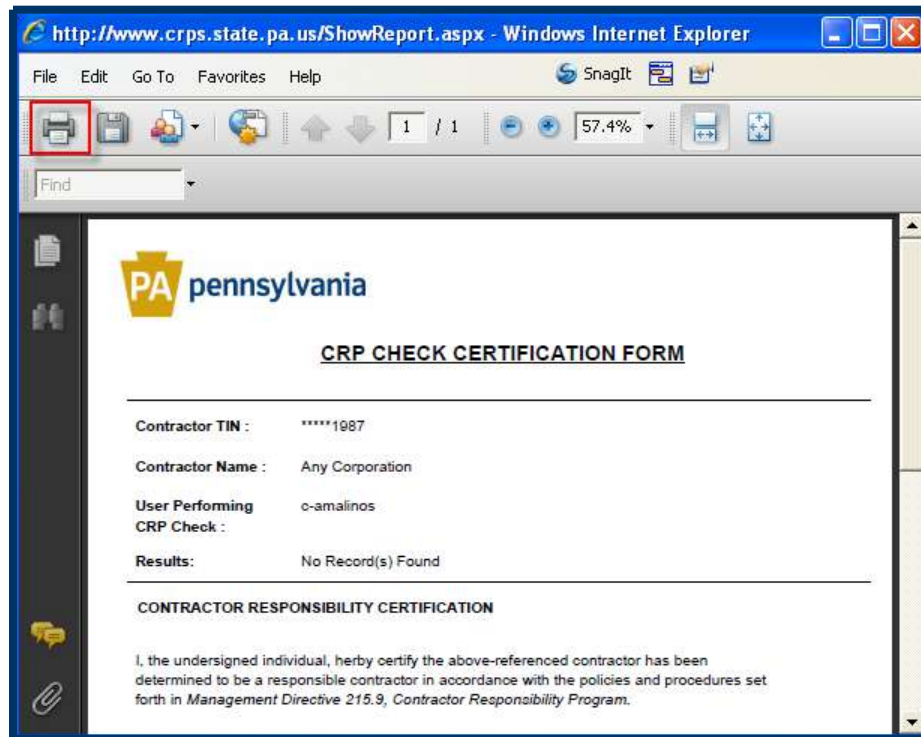


- Select the PRINT icon to obtain a hard-copy of the Certification Form



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

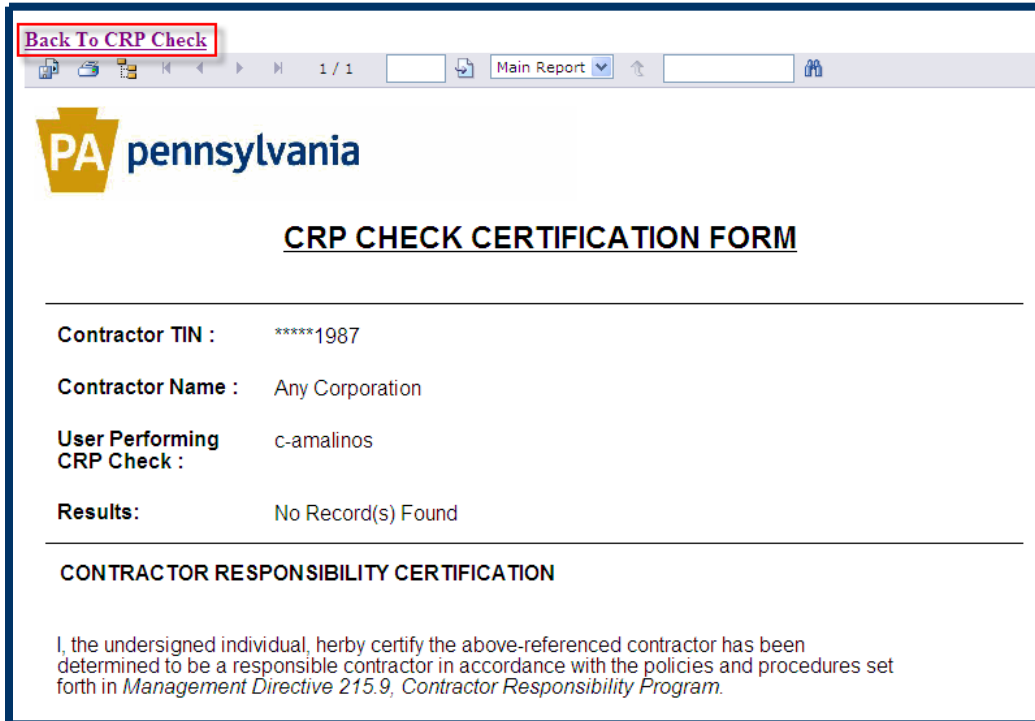
# Executing a Contractor Responsibility Program Check



- **Exit/Close the Print window when finished**

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

# Executing a Contractor Responsibility Program Check



[Back To CRP Check](#)

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**CRP CHECK CERTIFICATION FORM**

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**Contractor TIN :** \*\*\*\*\*1987

**Contractor Name :** Any Corporation

**User Performing CRP Check :** c-amalinos

**Results:** No Record(s) Found

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**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:**  
***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:  Page:  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						

**Detail**

- **Select:**  
**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>Vendor Name: <input type="text" value="SNELLING EMPLOYMENT LLC"/></p> <p>Vendor Address: <input type="text" value="4055 VALLEY VIEW LN STE"/>  <input type="text" value="700"/>  <input type="text" value="DALLAS TX, 752445045"/></p> <p>SAP Vendor ID: <input type="text" value="131894-001"/></p> <p>TIN: <input type="text" value="320139699"/></p> <p>SSN: <input type="text"/></p>	<p>Type Of Block: <input type="text" value="Obligation"/></p> <p>Begin Date: <input type="text" value="8/13/2010 12:00:00 AM"/></p> <p>End Date: <input type="text" value="8/20/2010 12:00:00 AM"/></p> <p>Agency: <input type="text" value="Revenue"/></p> <p>Contact Person: <input type="text" value="BUREAU OF COMPLIANCE"/></p> <p>Contact Information: <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
		End Date:	8/20/2010 12:00:00 AM
SAP Vendor ID:	131894-001	Agency:	Revenue
TIN:	320139699	Contact Person:	BUREAU OF COMPLIANCE
SSN:		Contact Information:	7177873911


- Select either the **NOTIFICATION** or **RETURN TO RESULT** button after reviewing the obligation details

# Executing a Contractor Responsibility Program Check



Return To Result

- **Select RETURN TO RESULT to close the obligation details and return to the CRP Check Results area**



Notification

- **Select NOTIFICATION 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**

# 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: 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: <input type="text" value="Buildings, Inc."/>	Type Of Block: <input type="text" value="Performance"/>
Vendor Address: <input type="text" value="1 Market St"/> <input type="text" value="Harrisburg PA, 123478567"/>	
SAP Vendor ID: <input type="text"/>	Agency: <input type="text" value="Transportation"/>
TIN: <input type="text" value="251347077"/>	Contact Person: <input type="text" value="Donald Duck"/>
SSN: <input type="text"/>	Contact Information: <input type="text" value="1232352351"/> <input type="text" value="donald@duck.com"/>
Status: <input type="text" value="Approved"/>	
Performance Issue Description: <input style="height: 150px;" type="text" value="Please do not delete"/>	
<input type="button" value="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:	Buildings, Inc. & Wayne F. Strange, Ind	Type Of Block:	Debarred/Suspended
Vendor Address:	<input type="text"/>	Begin Date:	<input type="text"/>
SAP Vendor ID:	<input type="text"/>	End Date:	8/29/2006 12:00:00 AM
TIN:	251347077	Agency:	DGS
SSN:	<input type="text"/>	Contact Person:	<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

Buildings Inc And 251347077

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  And TIN

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

	Type	Vendor	TIN	Address	Agency	Contact	Phone	Email
Detail	Federal Suspension/Debarment	CAPCO 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.

Detail

- The executed CRP Check returned results for the *Type “Federal Suspension/Debarment”*

Note: Currently CRPS does not check the SAM database, please reference the EUP.

# 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**

**Note: Currently CRPS does not check the SAM database, please reference the EUP.**





**pennsylvania**

DEPARTMENT OF GENERAL SERVICES

# **Executing a Contractor Responsibility Program (CRP) Search for User**

# 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

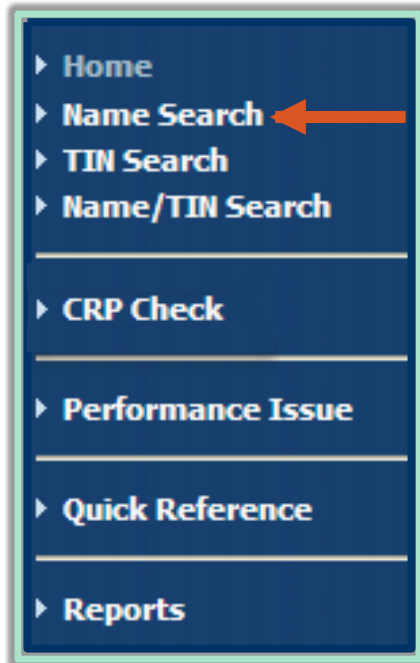
**An executed CRP Name Search will display one of the following results:**

**1.No Records Found**

**2.Obligations Identified**

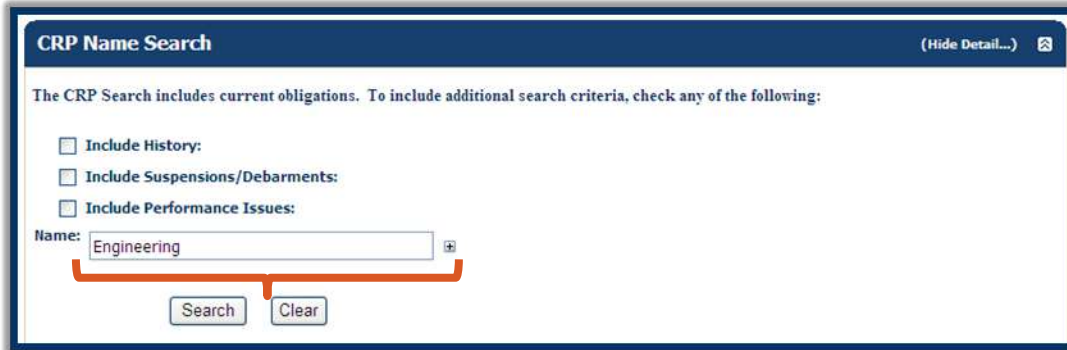
**3.Suspension/Debarment/Approved Performance Issue Found**

# Executing a Contractor Responsibility Program Search



- **Select:**  
***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 in the top right corner. Below the title, there is a message: "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". A red bracket is drawn under the input field. At the bottom of the form are two buttons: "Search" and "Clear".

- **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 characters

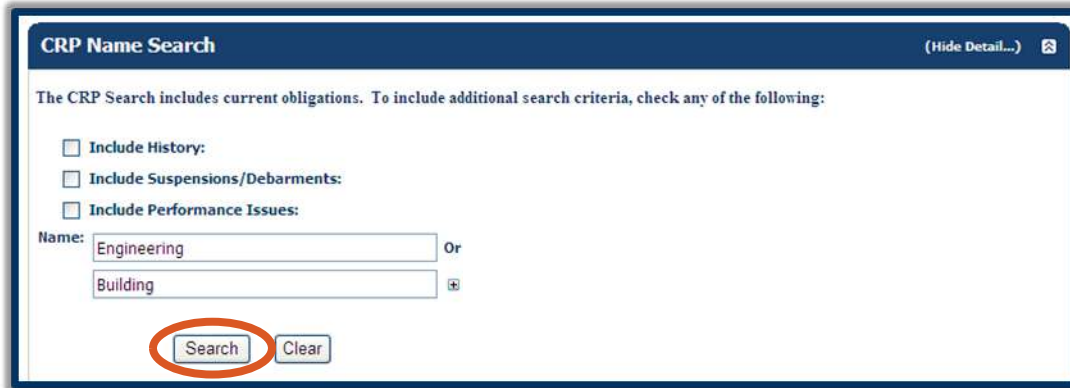
## Program Name Search (without additional search criteria)



The screenshot shows a web form titled "CRP Name Search" with a "(Hide Detail...)" link in the top right. Below the title, a message 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 two text input fields. The first field contains "Engineering" and the second contains "Building". Between the fields is the word "Or". To the right of the second field is a small square icon containing a plus sign (+), which is highlighted by a red arrow. At the bottom of the form are two buttons: "Search" and "Clear".

- **More than one name may be included in a search by selecting the “PLUS”<sup>+</sup> symbol to expand the field**

## 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:

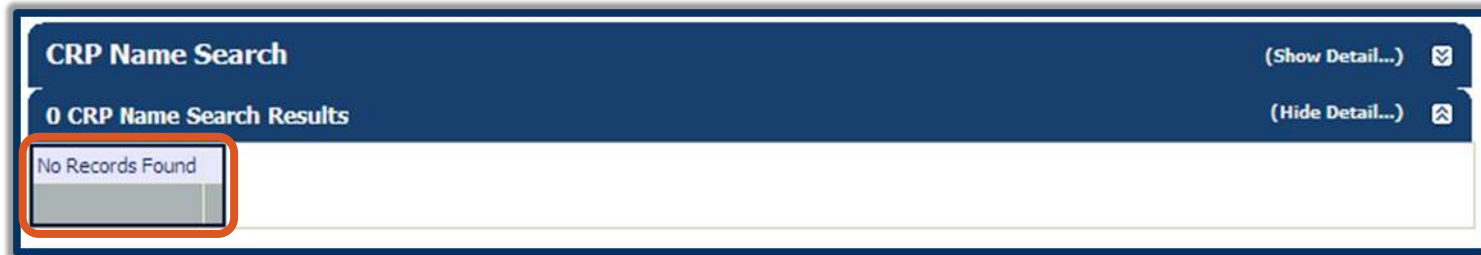
- Include History:
- Include Suspensions/Debarments:
- Include Performance Issues:

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*

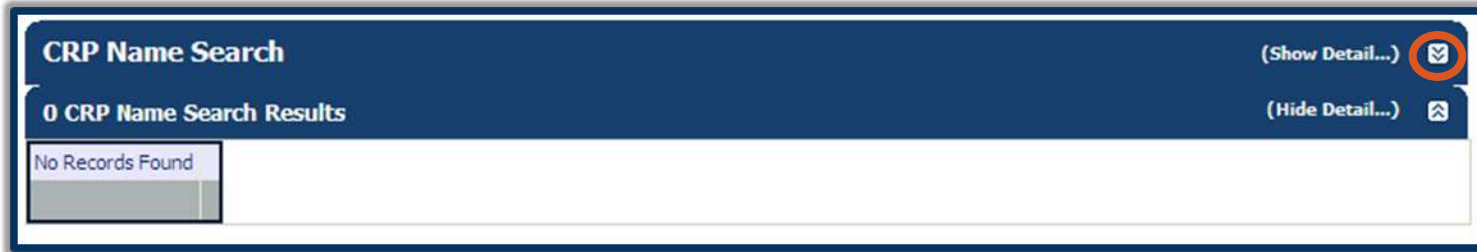


- **“No Records Found”** indicates that based on the information entered in the *Name(s)* field, the search was unable to yield results for current obligations from the CRP data sources




# Executing a Contractor Responsibility

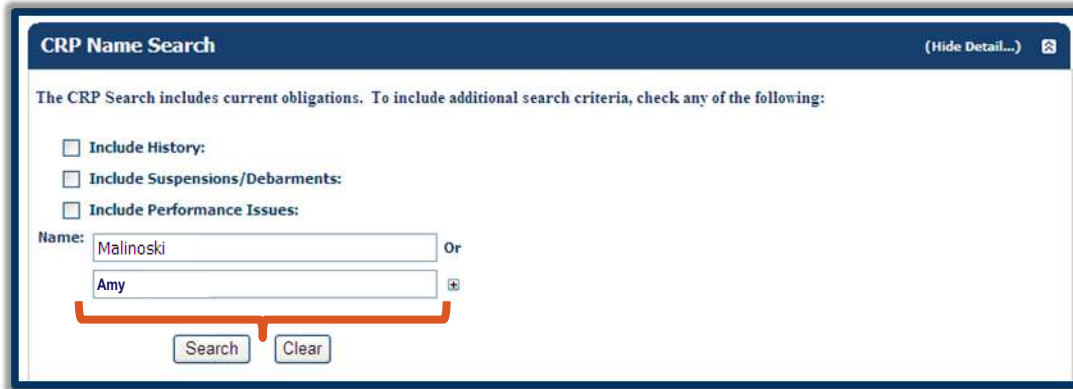
## Program Name Search (without additional search criteria)



The screenshot shows a search interface with a dark blue header. The header contains the text "CRP Name Search" on the left, "(Show Detail...)" in the middle, and a red circular icon with a white expand symbol on the right. Below the header, the text "0 CRP Name Search Results" is displayed, followed by "(Hide Detail...)" and a grey icon. A white box with the text "No Records Found" is visible in the search results area.

- To execute another search, select the **EXPAND**  icon next to Show Detail
- This will display the CRP Name Search entry form

# Executing a Contractor Responsibility 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: <input type="text" value="10"/> Page: <input type="text" value="1"/> of 4 <span style="float: right;">⏪ ⏩</span>								

- The search resulted in 34 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 FISCLUS 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 <a href="#"> &lt;</a> <a href="#">&lt;</a> <a href="#">&gt;</a> <a href="#"> &gt;</a>

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

# Executing a Contractor Responsibility Program Name Search (without additional search criteria)

**CRP Name Search** (Show Detail...)

34 CRP Name Search Results (Hide Detail...)

	Type	Status	Vendor	TIN	Agency	Contact	Phone	Email
<input type="button" value="Detail"/>	Obligation		AMY CARLOS FISCUS DBA ABC CORNER	134346382	L&I	OFFICE OF UC TAX SERVICES	(866) 403 - 6163	UCTIDES@STATE.PA.US
<input type="button" value="Detail"/>	Obligation		AMY DUROVEY DBA SERVICEMASTER SUPERIOR CLEANING	203642214	L&I	OFFICE OF UC TAX SERVICES	(866) 403 - 6163	UCTIDES@STATE.PA.US
<input type="button" value="Detail"/>	Obligation		BEU-MKE	171692103	Revenue	CGS	(717) 783 -	

- **Select the DETAIL button to view the Obligation data**
- **Select RETURN TO RESULT when finished**

**Detail**

Vendor Name:  Type Of Block:

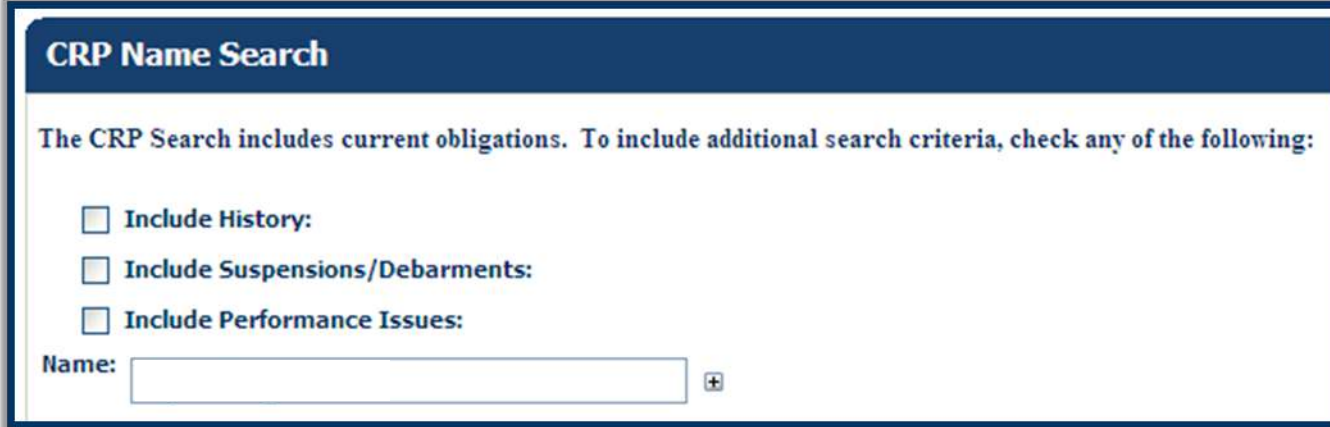
Vendor Address:  Begin Date:

SAP Vendor ID:  Agency:  End Date:

TIN:  Contact Person:

SSN:  Contact Information:

## 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



- **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

**Note: Federal Suspension/Debarment results are not included because SAM requires a Name and TIN**

## 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***

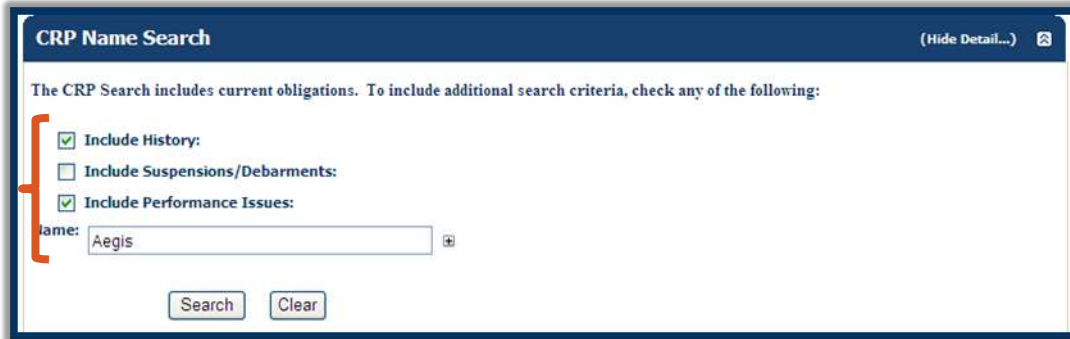
Selection	Results
Include History	Current Obligations Historical Obligations
Include Performance Issues	<i>Approved</i> Performance Issues <i>Resolved</i> Performance Issues

## 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 heading: "The CRP Search includes current obligations. To include additional search criteria, check any of the following:". A red bracket on the left side of the form groups the following three checkboxes: "Include History:" (checked), "Include Suspensions/Debarments:" (unchecked), and "Include Performance Issues:" (checked). Below these checkboxes 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

## Program Name Search (including additional search criteria)

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



	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

## Program Name Search (including additional search criteria)

**Detail**

Vendor Name:	AEGIS FACTORS INC	Type Of Block:	Performance
Vendor Address:	628282 ORLANDO FL, 328628282	Agency:	Transportation
SAP Vendor ID:	129833	Contact Person:	Sally Jones
TIN:	232552116	Contact Information:	1231234569 sally@jones.com
SSN:		Status:	Approved

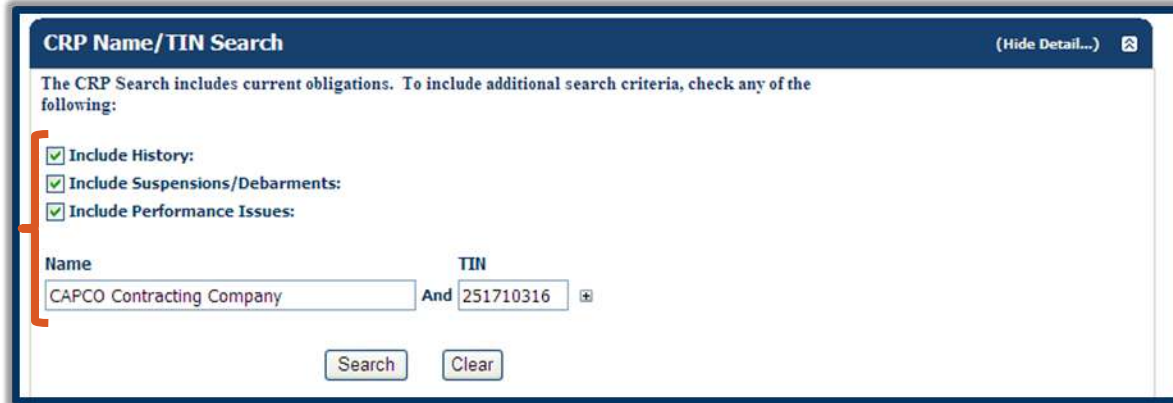
Performance Issue Description:  
test

Return To Result

- The Performance Issue status is displayed on the *Detail* screen as well



# Executing a Contractor Responsibility Program Name/TIN Search



**CRP Name/TIN 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: CAPCO Contracting Company    And    TIN: 251710316

Search    Clear

- **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

**Note:** Currently CRPS does not check the SAM database, please reference the EUP.

# **Generating Reports for User**

# 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**

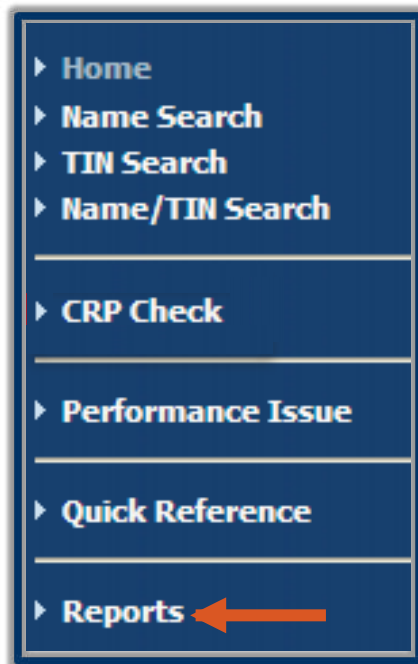
**b. Provides different variations of the data**

**2. Vendor Obligations Report**

- Provides the most current obligation data stored in the CRPS database**

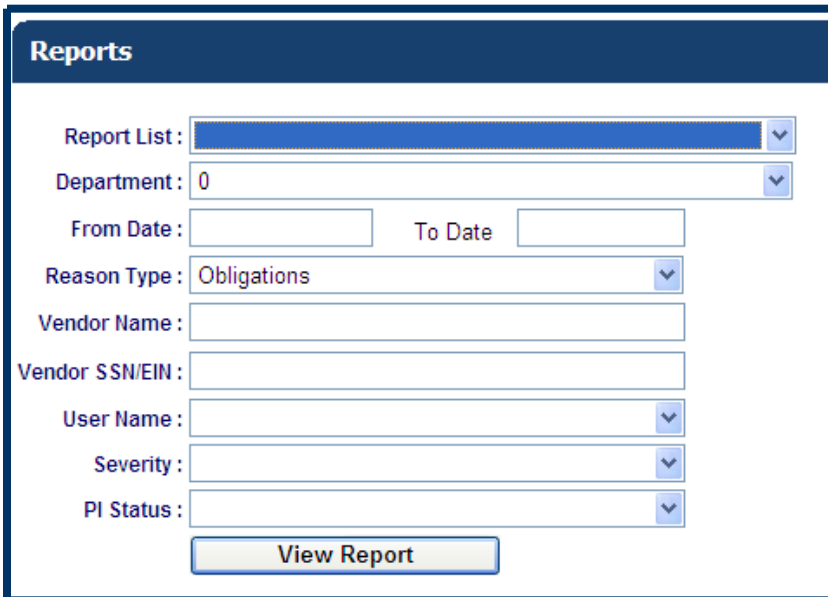
# Generating Reports

## Reports Navigation



- **Select:**  
***Reports*** link from  
the left  
navigation  
menu

# Generating Reports



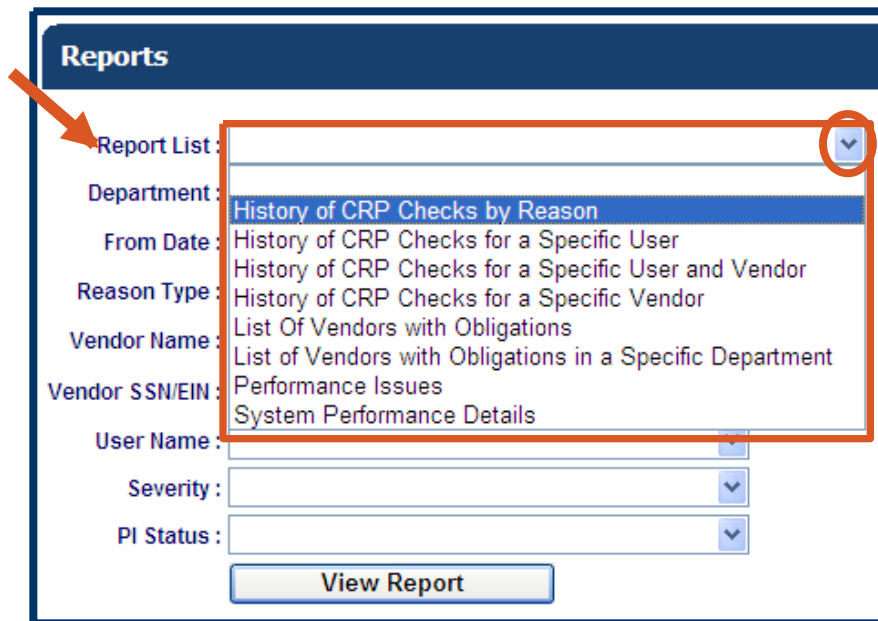
The screenshot shows a web interface titled "Reports". It contains several input fields and dropdown menus for filtering reports. The fields are: "Report List" (a dropdown menu), "Department" (a dropdown menu with the value "0"), "From Date" and "To Date" (two text input fields), "Reason Type" (a dropdown menu with the value "Obligations"), "Vendor Name" (a text input field), "Vendor SSN/EIN" (a text input field), "User Name" (a dropdown menu), "Severity" (a dropdown menu), and "PI Status" (a dropdown menu). At the bottom of the form is a "View Report" button.

- **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 :

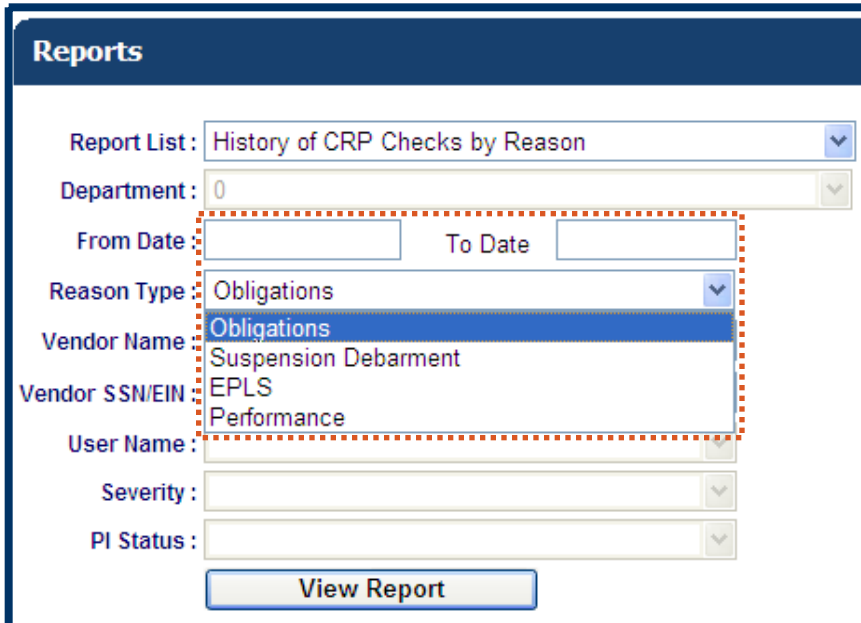
Severity :

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

Vendor SSN/EIN: EPLS

Performance

User Name:

Severity:

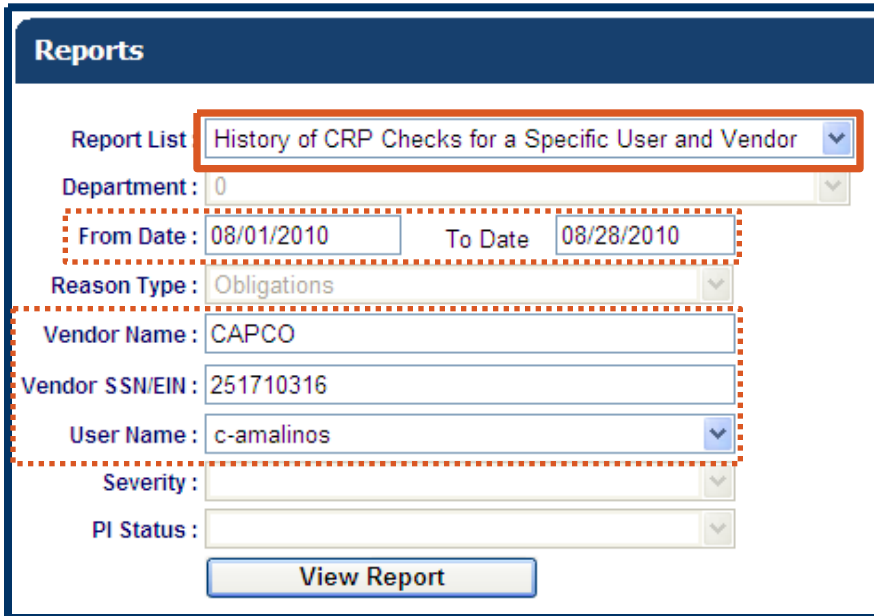
PI Status:

- 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

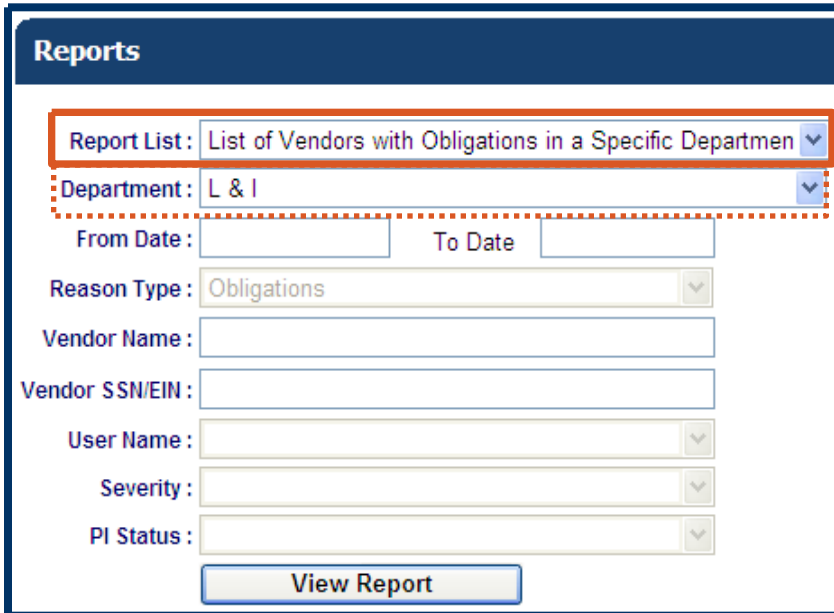
- **Displays listing of vendors with obligations in the CRPS database, without parameters**

**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



The screenshot shows a web interface for generating reports. The title is "Reports". The "Report List" dropdown is set to "List of Vendors with Obligations in a Specific Department". The "Department" dropdown is set to "L & I". Other fields include "From Date", "To Date", "Reason Type" (set to "Obligations"), "Vendor Name", "Vendor SSN/EIN", "User Name", "Severity", and "PI Status". A "View Report" button is at the bottom.

- *Department* is a required parameter
- Select the VIEW REPORT button



# Summary

## Where to go for Help:

**Contact the 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 User**



# Knowledge Checks

**Do all users have the ability to execute a search for Performance Issues?**

- a. Yes**
  
- b. No**

# Knowledge Checks

**What status must a Performance Issue have to be returned in a CRP Check?**

- a. Resolved**
- b. Approved**
- c. Pending**
- d. Held**

# Knowledge Checks

**Are Performance Issues with a status of *Resolved* returned in a CRP Check?**

- a. Yes**
- b. No**

# Knowledge Checks

**An individual must be role mapped to access CRPS.**

- a. True**
- b. False**

# Knowledge Checks

**What data must be supplied to execute a CRP Check?**

- a. Contractor Name**
- b. TIN (or SSN/EIN)**
- c. Both**

# Knowledge Checks

**Can the CRP Certification Form be printed for a contractor with Performance Issues and/or Suspensions/Debarments?**

- a. Yes**
- b. No**

# Knowledge Checks

**Should Obligation reports be printed?**

**a. Yes**

**b. No**



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**Thank you!**