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OASIS Reporting in CPRM

Prices Paid Data & Invoice Upload Template

Office of Professional Services
& Human Capital Categories

To access slides:
[Industry Guidance and Resources](#),
OASIS homepage
Under CPRM +

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What is Prices Paid Data (PPD)?

Reporting actual invoiced labor rates

- Prices Paid are the actual invoiced labor rates paid by federal agencies on awarded task/delivery orders for Time & Materials (T&M) and Labor Hour (LH) contract line items (CLINs).
- Required by Office of Management and Budget (OMB) for Best-In-Class (BIC) contracts
- Supports greater acquisition transparency
- Data is shared government-wide with acquisition professionals
 - Conduct realistic price analysis & negotiations
 - Develop independent government cost estimates (IGCE)
 - Aid in benchmarking competitive pricing
- GSA collects PPD for OASIS from the invoices reported in CPRM



Why do I need to report PPD?

OASIS Contract

Section G- Contract Administration Data

G.3.2.3 Invoice Data

The Contractor shall report invoice data from each paid or remitted invoice within 30 calendar days after the end of the reporting quarter, including the invoice data on task orders issued through the GSA AAS Business System Portal. (Note: Whatever method the Contractor chooses (e.g., “each paid” or “remitted”) the Contractor must be consistent in their reporting method throughout the term of the OASIS Contract).

If no Invoice Data was received during a required reporting period for a specific task order, the Contractor shall report in the “Zero Invoice Data” screen located in the CPRM system for that part Unrestricted OASIS Pool 6 31

Regardless of contract type, the Contractor shall report the following into the CPRM:

1. OASIS MA-IDIQ Contract Number
2. Task Order Award Number (NOT the Solicitation Number)
3. Contractor Invoice Number
4. Date Invoice Paid
5. *Amount of Invoice that was Labor
6. Amount of Invoice that was Other Direct Costs (if identified as separate CLIN(s) in the task order)
7. Amount of Invoice that was Travel (if identified as a separate CLIN in the task order)

***For T&M or L-H type task orders, the Contractor shall report Labor Categories, Number of Hours, and Fully Loaded Labor Rates for each invoice by Contract Line Item Number (CLIN)**



Time & Materials/Labor Hour

- One line item for each different labor category AND labor rate
- For each line, report labor category, fully loaded labor rates, number of hours invoiced
- Codes in CPRM may differ from those in your actual OASIS contract
- Choose a labor category Type that is descriptive of the work, include more detail in the “Description”

9 items found, displaying all items.

Line Id	Type	Description	Location	Price	Quantity	Unit	Total
0001A	Architectural and Engineering Managers	Engineering Project Manager	Government Site	\$266.01	198	Hour	\$52,669.98
0001B	Electrical Engineers	Electrical Engineer Project Lead	Government Site	\$146.36	176	Hour	\$25,759.36
0001C	Electrical Engineers	Senior Electrical Engineer	Government Site	\$198.00	160	Hour	\$31,680.00
0002A	Natural Sciences Managers	Research Project Manager	Government Site	\$266.01	80	Hour	\$21,280.80
0002B	Conservation Scientists	Senior Conservation Scientist	Government Site	\$255.00	80	Hour	\$20,400.00
0002C	Environmental Scientists and Specialists, Including Health	Senior Environmental Scientist	Government Site	\$260.00	80	Hour	\$20,800.00
0002D	Soil and Plant Scientists	Senior Botanist	Government Site	\$265.00	80	Hour	\$21,200.00
0005	Other Direct Costs (ODCs)	ODCs	Government Site	\$7,667.70	1	Unit	\$7,667.70
0006	Contract Access Fee (CAF)	CAF	NA	\$201.46	1	Each	\$201.46

Computed Total : \$201,659.30



Entering a T&M/LH Invoice in CPRM

Use the line item table to report your invoice line items, at least 1 row per CLIN. The CAF line is provided on every invoice by default.

- Labor categories
> Type dropdown
- Fully loaded labor rates
> Price field
- Number of hours invoiced
> Quantity field
> Unit dropdown

Line ID	Type	Description	Location	Price / Quantity / Unit	Total	
	Architectural and Engineering Managers	Senior	Contractor Site	Price : \$ Quantity : Unit : Hour	\$ 0.00	✘

Computed Total : \$0.00
Computed Estimated CAF Amount for Invoice : \$0.00

Submit Add Line Item Cancel

Click the 'Add Line Item' button to add new line items. Click 'Submit' to save changes, **once submitted, you can return at any time to edit an invoice.**

Selecting the 'right' labor category



- Labor category list comes from the [Bureau of Labor Statistics \(BLS\)](#)
- There may not be an exact match to your award or invoice
- Type field: Choose the best or closest match from the labor category list that is descriptive of the work
- Description field: Include the actual title and level of experience in the Description
- Avoid broad, non-descriptive options whenever possible, such as
 - Undefined Labor
 - Managers, All Other
 - Engineers, All Other
- Additional Resource - Categories of Labor Categories.xlsx



Selecting the 'right' labor category

- **Type field:** Choose the best or closest match from the labor category list that is descriptive of the work
- **Description field:** Include the actual title and level of experience in the Description

9 items found, displaying all items.

Line Id	Type	Description	Location	Price	Quantity	Unit	Total
0001A	General and Operations Managers	LABOR - T&M Project Manager	Government Site	\$266.01	198	Hour	\$52,669.98
0001B	Engineers, All Other	LABOR - T&M Engineer Project Lead	Government Site	\$146.36	176	Hour	\$25,759.36
0001C	Engineers, All Other	LABOR - T&M Senior Engineer	Government Site	\$198.00	160	Hour	\$31,680.00
0002A	General and Operations Managers	LABOR - T&M Project Manager	Government Site	\$266.01	80	Hour	\$21,280.80
0002B	Physical Scientists, All Other	LABOR - T&M Senior Scientist	Government Site	\$255.00	80	Hour	\$20,400.00
0002C	Physical Scientists, All Other	LABOR - T&M Senior Scientist	Government Site	\$260.00	80	Hour	\$20,800.00
0002D	Physical Scientists, All Other	LABOR - T&M Senior Scientist	Government Site	\$265.00	80	Hour	\$21,200.00
0005	Other Direct Costs (ODCs)	ODC's	Government Site	\$7,667.70	1	Unit	\$7,667.70
0006	Contract Access Fee (CAF)	CAF	NA	\$201.46	1	Each	\$201.46

9 items found, displaying all items.

Line Id	Type	Description	Location	Price	Quantity	Unit	Total
0001A	Architectural and Engineering Managers	Engineering Project Manager	Government Site	\$266.01	198	Hour	\$52,669.98
0001B	Electrical Engineers	Electrical Engineer Project Lead	Government Site	\$146.36	176	Hour	\$25,759.36
0001C	Electrical Engineers	Senior Electrical Engineer	Government Site	\$198.00	160	Hour	\$31,680.00
0002A	Natural Sciences Managers	Research Project Manager	Government Site	\$266.01	80	Hour	\$21,280.80
0002B	Conservation Scientists	Senior Conservation Scientist	Government Site	\$255.00	80	Hour	\$20,400.00
0002C	Environmental Scientists and Specialists, Including Health	Senior Environmental Scientist	Government Site	\$260.00	80	Hour	\$20,800.00
0002D	Soil and Plant Scientists	Senior Botanist	Government Site	\$265.00	80	Hour	\$21,200.00
0005	Other Direct Costs (ODCs)	ODCs	Government Site	\$7,667.70	1	Unit	\$7,667.70
0006	Contract Access Fee (CAF)	CAF	NA	\$201.46	1	Each	\$201.46

Computed Total : \$201,659.30



Firm Fixed Price (FFP)

- Do not include PPD on Firm Fixed Price type task orders, to avoid reporting proprietary data
- Bundle the labor with a Type of “Fixed Price”
- Separate out the ODCs, CAF, Travel, Materials, etc

Firm Fixed Price Example

4 items found, displaying all items.

Line Id	Type	Description	Location	Price	Quantity	Unit	Total
1	Fixed Price	LABOR	Government Site	\$109,849.97	1	Unit	\$109,849.97
2	Travel	TRAVEL	Government Site	\$1,988.85	1	Unit	\$1,988.85
3	Other Direct Costs (ODCs)	ODCs	Government Site	\$1,248.52	1	Unit	\$1,248.52
4	Contract Access Fee (CAF)	CAF	Government Site	\$113.09	1	Each	\$113.09

Computed Total : \$113,200.43



Cost Plus (CPFF, CPIF, CPAF)

- Do not include PPD on Cost Plus type task orders, to avoid reporting proprietary data
- Bundle the labor with a Type of “Cost”
- Separate out the ODCs, CAF, Travel, Materials, and Award/Fixed/Incentive Fee line

Cost Plus Example

5 items found, displaying all items.

Line Id	Type	Description	Location	Price	Quantity	Unit	Total
1	Cost	LABOR	Government Site	\$877,163.16	1	Unit	\$877,163.16
2	Travel	Travel	Government Site	\$168,400.93	1	Unit	\$168,400.93
3	Other Direct Costs (ODCs)	ODCs	Government Site	\$66,813.25	1	Unit	\$66,813.25
4	Contract Access Fee (CAF)	CAF	Government Site	\$8,444.55	1	Each	\$8,444.55
5	Award/Fixed/Incentive Fees	FEE	Government Site	\$13,562.93	1	Unit	\$13,562.93

Computed Total : \$1,134,384.82



Hybrid Task Orders

A note about hybrid or mixed type orders:

- Predominant contract type is listed on the Order Data Page
- Report each CLIN according to its type
- Recommendation: Include a comment on the invoice that it is a hybrid type order

10 items found, displaying all items.

Line Id	Type	Description	Location	Price	Quantity	Unit	Total
001	Contract Access Fee (CAF)	CAF	NA	\$634.62	1	Each	\$634.62
002	Fixed Price	ICE-DHS FM-IC FY21-1002	Contractor Site	\$16,058.33	1	Unit	\$16,058.33
003	Computer and Information Systems Manager	Alt Program Manager	Contractor Site	\$117.88	174	Hour	\$20,511.12
004	Computer and Information Systems Manager	IT Manager	Contractor Site	\$148.70	82	Hour	\$12,193.40
005	Business Operations Specialists, All Other	Journeyman Business & Operations FSG 3	Contractor Site	\$123.07	850	Hour	\$104,609.50
006	Business Operations Specialists, All Other	Junior Business & Operations FSG 3	Contractor Site	\$102.50	710.5	Hour	\$72,826.25
007	General and Operations Managers	Program Manager	Contractor Site	\$153.81	46.5	Hour	\$7,152.165
008	General and Operations Managers	SME Manager Group 2	Contractor Site	\$199.88	3	Hour	\$599.64
009	General and Operations Managers	Senior Manager Group 2	Contractor Site	\$189.90	78	Hour	\$14,812.20
010	Business Operations Specialists, All Other	Senior Business & Operations FSG 3	Contractor Site	\$154.12	33	Hour	\$5,085.96

Computed Total : \$254,483.18

Summary of Codes for CPRM Invoices



Cost/CLIN Description	Line Type	Unit of Measure
T&M Labor Hour	Select the actual labor code from your task order; CPRM is pre-loaded with Dept of Labor codes. If you cannot find a similar match, select Undefined Labor . The Quantity should be the number of hours and the Price should be the hourly rate. <u>Do not combine with ODCs, Materials, Travel or Fees.</u>	Hour
Cost	Select Cost . Enter Direct Labor as a lump sum. <u>Do not combine with ODCs, materials or travel.</u>	Unit
Fees	Select Award/Fixed/Incentive Fees .	Unit
Fixed Price	Select Fixed Price . Enter Direct Labor as a lump sum. <u>Do not combine with ODCs, materials or travel.</u>	Unit
Travel	Select Travel .	Unit
ODC	Select Other Direct Costs (ODC) . Enter a total amount to include direct materials costs and other direct costs not previously identified. <u>Do not combine with materials, travel or fees.</u>	Unit
Materials	Select Materials . Enter a total amount to include direct materials costs and other direct costs not previously identified. <u>Do not combine with ODCs, travel or fees.</u>	Unit
Other	Select Other-Unclassified . Enter total costs that are not elsewhere classified, such as overhead and G&A expenses.	Unit
CAF	Select Contract Access Fee (CAF) . Required line item and defaults on the invoice page which auto-calculates when other line items are added.	Each

Undefined Labor is a labor category

Other-Unclassified is NOT a labor category



Invoice Upload Template


- Excel template formatted to upload directly into CPRM
- This template can be used to upload a single invoice or multiple invoices.
- “Set it and forget it” - for T&M/LH orders, enter labor categories/rates once and update with actual amounts for each new invoice
- Download the [‘CPRM Invoice Upload Template’](#) from the OASIS [Industry Guidance and Resources](#) page, under “Contract Payment Reporting Module”



Step 1: Format the template

1. Download the 'CPRM Invoice Upload Template' from [Industry Guidance and Resources](#)
2. Read the Instructions tab 
3. Follow the examples on the "gsa_gwac_upload" tab
4. For each line item, you'll enter:

	A	B	C	D	E	F	G	H	I	J	K	L
	Order Number	Invoice Number	Invoice Date	Reporting Year	Reporting Period	Line ID	Line Type	Line Description	Line Location	Line Unit Price	Line Quantity	Line Unit
1	123456oasis	TEST1234	12/8/2022	2022	Q4	1	11-3011	Administrative Services Managers, mid	Government Site	100	40	Hour
3	123456oasis	TEST1234	12/8/2022	2022	Q4	2	99-9998	Contract Access Fee (CAF)	n/a	30	1	Unit

5. Delete the sample rows from the top of the "gsa_gwac_upload" tab
6. For uploading, keep only the gsa_gwac_upload tab, delete all other tabs 
7. Save your document as a Microsoft Excel version 97-2003 workbook under filename of your choice



Step 2: Upload the template

From the Invoice Data dropdown, select Upload Multiple Invoices (Upload Package)

1. Navigate to the Invoice Data Package Upload page in CPRM.
2. Click 'Choose File', select your document, and click 'Upload'.
3. Verify that the invoices uploaded correctly (to the right task orders).

Invoice Data Package Upload

This page allows you to upload a file containing data for multiple orders/multiple invoices.

- Invoice Data is uploaded per Invoice Number.
- An invoice and all its corresponding line items are uploaded as a unit.
- If a single line item fails to successfully upload, the entire invoice will be rejected.

Please take note of the following which may apply to your task orders. For more information regarding reporting requirements, please reach out to your GSA Program Office:

- For Fixed Price task orders that do not include CAF, include a separate CAF line item.
- For Fixed Price task orders that include CAF, do not include a separate CAF line item.
- For Time & Materials (T&M) or Labor Hour (LH) task orders, report fully loaded labor category hourly rates and number of hours invoiced.
- For Cost-type task orders, the direct costs are expected with "indirect" amounts recorded separately. Labor can be reported either as a lump sum under the Cost CLIN or broken out by individual labor category CLIN(s).
- Negative amounts can be entered on all CLIN Types except LH and T&M. Please verify that the amounts are correct before proceeding with the upload.
- Reminder: Labor rates should not be a negative value. Use a negative quantity of hours to capture discounts or credits.

Upload Invoice Data Package: No file chosen



Upload Errors

CPRM will notify you if invoices failed to upload properly.

Clicking the hyperlinked invoice number opens a detailed description of errors at the line item level.

Common errors include:

- extra spaces after value
- mis-keyed line type code
- blank cells
- misspellings

Validation Summary			
Total Number of Invoices Processed : 38			
Number of Failed Invoices : 20			
Number of Successfully Validated Invoices : 18			
Failed Invoices			
<ul style="list-style-type: none">• The following invoices contain at least one error.• Please click on each invoice number link to view the individual invoice and validation errors			
20 items found, displaying all items.			
Order Number	Invoice Number	Invoice	Error
[REDACTED]-F-0270	INV-000006336-C		Errors exist at the line item level.
[REDACTED]-F-0270	INV-000006648-C		Errors exist at the line item level.
[REDACTED]-F-0270	INV-000007203-C		Errors exist at the line item level.
[REDACTED]-F-0270	INV-000008750-C		A 'Zero Invoice Data' record for 2020 Q2 currently exists for this order.
[REDACTED]-F-0270	INV-000009052-C		A 'Zero Invoice Data' record for 2020 Q2 currently exists for this order.
[REDACTED]-F-0270	INV-000009423-C		Errors exist at the line item level.
[REDACTED]-F-0270	INV-000010441-C		Errors exist at the line item level.
[REDACTED]-F-0001	INV-000007484-C		Errors exist at the line item level.
[REDACTED]-F-0001	INV-000007808-C		Errors exist at the line item level.
[REDACTED]-F-0001	INV-000008075-C		Errors exist at the line item level.
[REDACTED]-A-150	INV-0000010455-C		Errors exist at the line item level.
[REDACTED]-F-0270	INV-0000010081-C		Errors exist at the line item level.



Questions?

Thank you for attending the OASIS Training today!

Please type your question into the chat area. We will answer live but Q&A will be captured and emailed to participants.

