Office of Professional Services & Human Capital Categories

How to report your Prices Paid into CPRM

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Agenda

What is Prices Paid?

- The Office of Management and Budget (OMB) requires prices paid to be reported for Best-in-Class (BIC) contracts

- Prices Paid are the actual invoiced labor rates paid by federal agencies on awarded task/delivery orders for Time and Material (T&M) and Labor Hour (LH) contract line item numbers (CLINs).

- Prices Paid support the Federal Government's general goal of being more transparent, and specifically to support greater acquisition transparency.

- Acquisition staff across the government can use Prices Paid data to help them conduct realistic price analysis and negotiations; develop independent government cost estimates (IGCE); and to aid in benchmarking competitive pricing.

- GSA collects Prices Paid data for OASIS from the Invoices reported in CPRM for all types of task orders.

Why do I need to report Prices Paid?

OASIS Contract
Section G- Contract Administration Data
G.3.2.3 Invoice Data

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)

How do I report Prices Paid Data for T&M or Labor Hour task orders?

For OASIS and other contracts which use CPRM, Prices Paid are reported as part of the Invoice reporting process

Reporting Prices Paid for T&M or Labor Hour task orders

One line item for each different labor rate

For Time & Materials (T&M) or Labor-Hour (LH) task orders, report fully loaded labor category hourly rates and number of hours invoiced.

Select the "Type" of labor category from the pull-down

Type in a Description (e.g., "Senior") to discriminate among other labor categories of the same type

Select a location from the pull down (contractor or gov't site)

Reporting Prices Paid for T&M or Labor Hour task orders

One line item for each different labor rate

Next, in the column marked "Price / Quantity / Unit" list the hourly labor rate, and the number of hours for the period covered by the invoice. Ensure "hours" is selected as the unit.

CPRM will calculate the Total invoiced amount in the last column.

Click "Add line item" to add additional items - one line like this for every different labor category that had charges on the invoice you're creating.

Create line items for other (non-labor) costs, including CAF

Click Submit to save. Invoices can be edited and re-submitted.

How do I report Non-T&M Invoices?

Order Number : ▮▮

Invoice Number : ▮▮▮▮

Invoice Remit or Paid Date : 03/12/2020

NOTICE: There are two ways Contractors can choose to pay CAF (must choose one method and stick with it). The two methods are: (1) when remitting the invoice to the Customer Agency, or (2) when paid by the Customer Agency. Example, if you are reporting for 4th Quarter (Oct - Dec), if you choose method (1), then within 30 days after the report quarter, you should report all invoices that were remitted to your customer during Oct - Dec and pay CAF on these i you should report all invoices that you received payment on during Oct - Dec and pay CAF on those invoices.

Import Invoice Line Items : Choose File | No file chosen   Upload

Comments :

Line ID	Type / Description / Location		Purchase Line Fee Category	Price / Quantity / Unit		Total
1	Type : Cost Description : Labor Location : Contractor Site		Labor	Price : $ 9730.310000 Quantity : 1 Unit : Unit		$ 9730.31
2	Type : Contract Access Fee (CAF) Description : CAF Location : Contractor Site		Contract Access Fee	Price : $ 74.480000 Quantity : 1 Unit : Unit		$ 74.48
3	Type : Award/Fixed/Incentive Fees Description : Award Fee Location : Contractor Site		Other	Price : $ 200.000000 Quantity : 1 Unit : Unit		$ 200.00

For other type task orders, e.g., Cost+ and Firm Fixed Price (FFP), bundle the labor as type "cost" or "fixed", and call out the +/Fee, ODCs, and CAF

Unit type is "unit" for Cost and Fixed "Types"

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Summary of Codes for CPRM Invoices

Cost/CLIN Description	Line Type	Unit of Measure
T&M, Labor Hours	Select the actual **labor code** from your task order; CPRM is pre-loaded with Dept of Labor codes.	Hours
Other	**Other - Unclassified** Not Elsewhere Classified. Enter total costs on labor and materials, (including overhead and G&A expenses.)	Unit (UN)
Cost	**Cost** Enter Direct Labor as a lump sum, without the fee, materials, or travel.	Unit (UN)
Fee	**Award/Fixed/Incentive Fees**	Unit (UN)
Fixed Price	**Fixed Price** Enter Direct Labor as a lump sum, without the materials or travel.	Unit (UN)
Travel	**Travel**	Unit (UN)
ODC or Materials	**Other Direct Costs (ODC)** or **Materials** Enter a total amount to include direct materials costs, and other direct costs not previously identified. <u>Do not include travel or fees.</u>	Unit (UN)
CAF	**Contract Access Fee (CAF)**	Each (EA)

Reporting Prices Paid

Tips

- **"Submit" often, to save your work**

- **For Task orders with multiple labor hours, importing data might be easier (from the Invoice screen)**

- **The tool for uploading Multiple invoices can also be very efficient**

Reporting Prices Paid

OASIS Prices Paid is reported in the P3 Portal

CPRM automatically sends the OASIS prices paid data to the GSA P3 at least quarterly, where they're available to federal employees on the Acquisition Gateway, without transparency into industry partners.

Q&A Highlights

- **Q:** How can we get a copy of this training?
- **A:** During the meeting, you can click in the box at the lower right corner of your screen labeled "Download these slides." Otherwise, they'll be available a few days after the live session at gsa.gov/oasis

  - The slide deck will also be posted to the OASIS & OASIS SB Contractors Corners hosted on the GSA Interact site. You will need to have registered on Interact & be added manually to the Contractor's Corners.

    1. **Join Interact**
       a. Select this link: https://interact.gsa.gov/
       b. Select on the red box "join"
       c. Select the 1st bullet "Register today!" to set up your Interact account - fill out the fields requested.
    2. **Then complete this FORM** to be added to the closed OASIS Contractor's Corner communities.

Q&A Highlights

- **Q:** If we get stuck while reporting is there a helpdesk number?
- **A:** Our team has several members; you'll get the quickest response by emailing oasisCPRM@gsa.gov.

  ○ If you have a problem with logging in or your account, contact assist.servicedesk@gsa.gov or call **(877) 472-4877**.

- **Q:** Is there any difference in OASIS reporting and HCaTS/STARS/Alliant/GWAC reporting? Can I use the same login?

- **A:** Insofar as the programs are different, there may be some differences. CPRM works mostly the same for each program, with the same codes and units, but there is some difference in allowances for different programs (OASIS must have a line for CAF, programs with CAF caps don't require that.)

  ○ Yes, you can use the same log-in, once you configure it for both programs with the Assist Help Desk.

Q&A Highlights

- **Q:** We <u>do not have any task orders active</u> under our OASIS contract yet. Do we still need to report invoice data?
- **A:** No, CPRM & invoice reporting is at the task order level, so no task orders means no reporting.

  - But we advise you to get CPRM accounts and familiarity training before you are awarded a task order, so that you're prepared.

- **Q:** How do I <u>report zero sales</u>? When would I do that?
- **A:** At the beginning of each task order, you determine the reporting & remittance methodology you will use for that particular task order:

  - either when you issue the invoice to the customer, or

  - when the customer remits payment to you.

  - Based on that decision, you'd submit a zero sales report, using the button on the "add Invoice" screen, when you have either not issued an invoice or not received payment from your customer during the quarter.

Q&A Highlights

- **Q:** For invoices that were submitted & got rejected in Q3—these were then re-submitted in Q4. How should these be reported, as Q3 or Q4?
- **A:** Invoices should be dated for the Quarter in which the services were delivered.

- **Q:** What is considered best practice if we receive a short payment (our customer doesn't pay the full invoiced amount) and don't know the exact breakout at the end of the quarter?
- **A:** Report as accurately as you can, and make a note in the "comment" field of the invoice screen in CPRM.

- **Q:** Many companies bill G&A on travel. So if you travel on a T&M order, does the G&A associated with travel go in travel or go in other?
- **A:** G&A should be included with Travel.

Q&A Highlights

- **Q**: The default unit of measurement for CAF is "*Each*". I have to manually change it to "Unit" for each upload. Can this be changed?
- **A:** Yes, we're working on it. In the meanwhile, our team will not return your invoice if this is the only problem.

- **Q**: Regarding some of the fluid changes in systems & guidance, are Contractors expected to retroactively make changes again and if so, how far back should we go?
- **A:** Unless there's a significant error, we would never ask you to go further back than the most recent quarter. The caveat would be if we asked you to change a previous quarters' data, & that was not completed - then we'll ask you to change both of them.
  - No invoices prior to those for Jan 2020 need to be edited for prices paid data.

Q&A Highlights

- **Q:** In CPRM, does one "line" on the invoice equal one CLIN? Do the Line numbers need to match CLIN numbers?
- **A:** A CLIN is at least one line on the CPRM invoice - a CLIN may have several lines as necessary to report each of the "types" or labor categories. You may number the Lines on an invoice however you like.

- **Q:** I have a contract that has two CAF CLINs, but CPRM will not allow me to report them separately, how should I report this? I am currently separating the Labor, Travel, ODCs that are associated with that CAF CLIN as two invoices even though we submit one invoice into WWAF.
- **A:** You may submit two invoices into CPRM if you like, or you could add the two CAF totals together and enter them as one line on the CPRM invoice. Whichever you prefer.

Q&A Highlights

- **Q:** For Firm Fixed Price (FFP) contracts, we only select "fixed" each time and not a line type that reflects the positions?
- **A:** That is correct.

- **Q:** Do we include just one line for FFP even though there are multiple CLIN's?
- **A:** You may, or you can use multiple lines.

- **Q:** When a CAF fee is not on a separate CLIN on the Task Order, how should that be "itemized" when entering the line items?
- **A:** Per the terms of your OASIS contract, & per the terms of the Delegated Procurement Authority (DPA) that your ordering Contracting Officer has, <u>each OASIS task order must have a separate CAF CLIN</u>.
  - Please work with your Ordering CO, or OasisCprm@gsa.gov to make the correction, and get detailed instructions.

Q&A Highlights

- **Q:** We have several contracts where Labor CLIN's are invoiced to the government on a separate invoice from Cost item CLIN's that are invoiced on a Cost invoice and CAF is a Cost item.
  - Since two separate invoices are submitted to the government & CAF wasn't invoiced on a Labor invoice, is it correct in CPRM to report:
    - the Labor invoice and a zero dollar CAF line item on one CPRM invoice entry, and
    - a second CPRM invoice entry for the Cost items that includes CAF, calculated to include Labor and any other Cost items?

- **A:** That is perfectly acceptable, so long as the CAF is properly calculated against both invoices.

Q&A Highlights

- **Q:** On an FFP order where Labor is it's own CLIN, but is invoicing based on labor categories and rates, we've historically reported is as "Engineers All Others" & in total, do we now need to enter individual labor categories from now on?
- **A:** You should report in CPRM as one line for that CLIN, type=Fixed, and you may add a description of "Engineers All Others." The amount should be a total lump sum with a unit of measure of "unit."

- **Q:** For Cost+ contracts, we are supposed to show the fee as a separate line ID. Is that correct?
- **A:** That is correct; one line type "cost" for the labor and indirect costs, and one line type for "fee". You'd also include CAF, ODC, and Travel lines, as appropriate.

- **Q:** For Cost+ contracts, should the labor line include direct labor as well as the indirect burdens?
- **A:** The "cost" type line should include labor and indirect together as one bundled price for all labor categories and hours. Then it should include a "fee" type line for the "plus" part.

Q&A Highlights

- **Q:** How are FFP – LOE (Level of Effort) (or other FFP types) invoices entered into CPRM? As a Fixed Price line type or T&M and report hours and labor category rate?
- **A:** All types of FFP are entered as type="fixed", so as not to inadvertently disclose proprietary data. ODCs, Travel, and CAF have their own lines for FFP contracts.

- **Q**: We were recently told to enter *Cost Plus* orders as Fixed Price. Now you're saying they are different.
- **A:** Yes, we're sorry, we had bad information. Going forward, please use the instructions in this document - *Cost Plus* should have type "cost" plus a line for fee, and FFP should have a type "fixed" with no fee line. Neither should report labor rates or hours.

Q&A Highlights

- **Q:** Is there something specific we need to do in CPRM for closeout other than reporting the final paid amount?
- **A:** There is a whole module of training for task order closeout ([Module 5](#)). At the end of the Period of Performance (PoP), CPRM will prompt you inside the task order main screen to do reviews for the obligation/expense numbers and to certify a release of claims if there is a remaining, unexpensed obligation.