



## OASIS CPRM Reporting Manual

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Objective: This document provides an overview of topics related to reporting invoices and the Contract Access Fee (CAF) for OASIS task orders in the Contract Payment Reporting Module (CPRM). It is meant to help you, our OASIS Industry Partner, report your invoices timely, accurately, and in compliance with the OASIS contract, as well as ensuring that you are collecting and remitting the appropriate CAF.

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## Section 1: Start Here - Reporting and Customer Access Fee (CAF) Basics

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Refer to these reporting and CAF basics to ensure that you are properly reporting on your task orders in CPRM and remitting CAF.

**CPRM** Contractor Payment Reporting Module

**CAF** Contract Access Fee

1. CPRM should be an accurate representation of task order activity.

[\[Contract Requirement G.3.2.\]](#)

2. CAF should be a separate Contract Line Item Number (CLIN) on every invoice, paid on every dollar (labor, ODCs, travel, materials, etc.), at the proper customer rate.

[\[Contract Requirement G.3.1.\]](#)

3. CAF is a pass through from your customer to GSA. The expectation is that remitted CAF, invoiced CAF, and estimated CAF will all be equal.

4. Report new task orders in CPRM within 30 days of Award.

[\[Contract Requirement G.3.2.1.\]](#) | [How](#)

5. Add contact information to the CPRM Industry Partner Contact page for GSA to reach in case of reporting questions.

[How](#) | [Why](#)

6. At the beginning of the task order's Period of Performance (POP), choose when you will report invoices and remit CAF, and report the same way throughout the life of the order. There are two options:

- a. When you submit the invoice to the customer
- b. When the customer remits payment to you

[\[Contract Requirement G.3.2.3.\]](#) | [How](#)

7. Report all invoice(s) (or a [zero invoice](#) if there were no invoices) for each active task order in CPRM **every quarter**, regardless of whether there is invoice data received or a CAF payment to remit. Reports and remittance are due 30 calendar days after the quarter ends (January 30, April 30, July 30, October 30).

[\[Contract Requirement G.3.2.3.\]](#) | [How](#)

8. Report prices paid data for labor lines in a manner appropriate for the order type (Firm-Fixed-Price, Cost Plus, Time & Materials, Labor-Hour, etc).

[\[Contract Requirement G.3.2.3.\]](#) | [How](#)

9. Contact [oasisCPRM@gsa.gov](mailto:oasisCPRM@gsa.gov) with reporting and CAF questions.

## Section 2: Anatomy of your task order, as reported in CPRM (and how to make corrections)

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### Order Data Page / Order Data Package

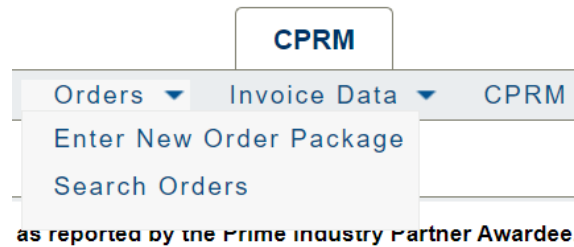
- Enables you to report your task orders
- Provides a high-level view of task order (TO) information, all modifications (mods), invoice data, and CAF data associated with the order
- Form functionality is customized based on the predominant contract type (Contract Line Item Number (CLIN) type) of the task order
- New orders must be reported in CPRM within 30 days of award ([G.3.2.1. Task Order Award Data](#))

### Federal Procurement Data System - Next Generation (FPDS-NG) Validation

CPRM task order data is reconciled nightly with FPDS-NG reporting. The OASIS CPRM team will be notified if there is a data mismatch between what the Ordering Contracting Officer (OCO) entered in FPDS and the task order data in CPRM. An OASIS CPRM analyst will reach out to you to clear the discrepancy.

## Entering a New Order into CPRM

Under Orders, select “Enter New Order Package”



### Order Data

This information pertains to an awarded task order as reported by the Prime Industry Partner

Contract Number :

Contract Family :  
Contractor Company :  
Order Number :

Is this order a sub-order to another order? :  Yes  No

Parent Order Number :

Order Description:

Functional Area :

Predominant Order NAICS Code :

Predominant Contract Type :

The top portion of the form provides the high-level details about the task order.

Tool Tips will appear, if you hover over the field, to help you enter the correct information.

#### Contract Number

To enter: select the Contract Number upon which the task order was awarded. The dropdown list is populated with your company's active contracts to which you have access.

**Tip: Always use your Contract Number in communication with the Help Desk!**

#### Order Number

A unique number assigned on your award document. Also known as *Task Order Number*.

#### Order Description

Provide a short description of services being provided.

#### Functional Area

Select the functional area which most closely matches the majority of services being provided.

#### Sub-order, Parent Order

If the order is a sub-order, select “Yes”, then you must identify the Parent Order Number.

## Predominant Contract Type

Time & Materials, Labor Hour, Firm Fixed Price, Cost Plus Fixed Fee, Cost Plus Award Fee, etc. Select the predominant contract type that best describes the conditions under which the task order was awarded.

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Performance-based Contract :  Yes  No

Issued using GSA assisted services :  Yes  No

Sourcing/Method of Award :

Initial Period of Performance :  to

Estimated Ultimate Completion Date :

Award Date :

Initial Obligated/Funded Amount \$ :

Total Obligated/Funded Amount \$ :

Total Estimated Value \$ :

Closed Out? :  Yes

### Performance-based Contract

Check 'Yes' if the contract is performance-based.

### Issued using GSA assisted services

Applies to orders issued by/through GSA's Assisted Acquisitions, including FEDSIM. Checking 'Yes' applies a specific CAF rate.

### Initial Period of Performance Period of Performance (POP)

Start Date should reflect the initial start date of the order as a whole. Must be equal to or later than the Award date.

End Date should reflect the last date of funded work. It should not include un-exercised options.

End Date updates automatically as order modifications are entered that extend or

shorten the POP (reflecting the most recent mod).

### Estimated Ultimate Completion Date

The end of the task order with all options, including un-exercised options. Must be equal to or later than the POP End Date.

### Award Date

The date the Contracting Officer signed the Award document. Should be equal to or before the POP Start Date and the current date.

**Tip: It is important to verify that dates are entered accurately for your task order. Reports and other system functionality rely on accurate dates.**

### Initial Obligated/Funded Amount

The value funded on the task order when it is initially awarded, should not include un-funded or un-exercised options.

### Total Obligated/Funded Amount

Automatically populated by the system with the Initial Obligated/Funded Amount, and incorporating increases or decreases as order modifications are added.

### Total Estimated Value

The total potential value over the entire life of the task order including all unexercised options. Should be equal to or greater than the Total Obligated/Funded Amount.

### Invoice Data Amount

Automatically populated field reflecting the current total of invoices, updated as invoices are added. Appears on the Order Data Page only after the order has been created.

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<p>Ordering Contracting Officer : <input type="text"/></p> <p>Organization : <input type="text"/></p> <p>Issuing Agency : --Select--</p> <p>Issuing Bureau : --Select--</p> <p>Copy Issuing Agency/Bureau to Receiving Agency/Bureau? <input type="checkbox"/> Yes</p> <p>Receiving Agency : -- Select --</p> <p><small>(for self-service, receiving agency may be same as issuing agency)</small></p> <p>Receiving Bureau : --Select--</p> <p>Location : -- Select --</p> <p>Place of Performance Enter the single, primary Place of Performance City, State, and Country.</p> <p>Street Address 1 : <input type="text"/></p> <p>Street Address 2 : <input type="text"/></p> <p>City : <input type="text"/></p> <p>State : -- Select --</p> <p>Zip : <input type="text"/></p> <p>Country : -- Select --</p>	<p><b>Ordering Contracting Officer (OCO)</b></p> <p>Name of the OCO who signed your award document. The individual should have a Delegated Procurement Authority (DPA).</p> <p>As you begin to type, the system will look for matches.</p> <p><b>If nothing comes up, you will need to enter the <i>OCO's email address</i>, and select the Issuing Agency and Bureau.</b></p> <p>On GSA form SF-347, the OCO info will be listed in box 22. In some award documents, the OCO is listed as 'Contract Administrator.'</p> <p><b>Contracting Office ID</b></p> <p>Should be visible on your Award document.</p>
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## Receiving Agency

Select the name of the Agency that is receiving the goods and services identified on the task order. For assisted orders, this will be different from the Issuing Agency. Agency selection determines the options for the Bureau - you may need to select a parent Agency to find the correct Bureau (ex: Select Dept. of the Navy to get the Marine Corps).

**Tip: Receiving Agency selection is very important because it determines the CAF rate rule that will be applied to the order when calculating the estimated CAF field (EST).**

## Receiving Bureau

Select the name of the Bureau that is receiving the goods and services identified on the task order. Bureau options are determined by Agency selection.

## Attachments

Per the OASIS contract, [section G.3.2.1.](#), it is required that you attach:

- An electronic copy of the complete task order solicitation issued by the OCO
- An electronic copy of the complete task order (including a copy of all executed modifications) awarded by the OCO

**Attachments :** Please attach your Statement of Work (SOW), Statement of Objectives (SOO), or Performance Work

Add / Remove Attachments


If there's some reason that you cannot attach the order, please email [oasisCPRM@gsa.gov](mailto:oasisCPRM@gsa.gov) for next steps.

Throughout the life of the task order, you can continue to add attachments (of modifications, for example) by clicking on the Edit button at the very bottom of the Order Data screen and then clicking the Upload button under this section.

## Small Business Subcontracting Data

You will need to have information about any subcontractors on hand when you enter your task order.

One item found.

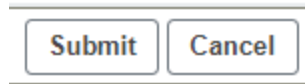
Company Name ⓘ	DUNS Number ⓘ	Exempt ⓘ	Total Amount Subcontracted ⓘ	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	\$ <input type="text"/>	

Computed Total : \$0.00

Add Line Item

Review all the fields of your order and click Submit.



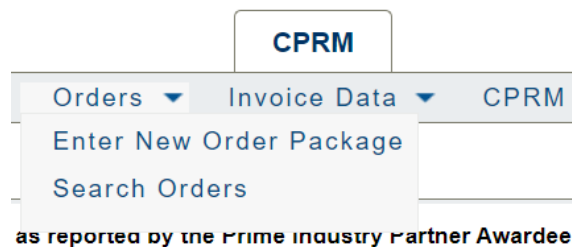


Note: The Submit button operates in CPRM like a Save button. You will be able to update/edit many of the fields on the Order Data page after you click Submit, except the Initial Period of Performance and Total Obligated/Funded Amount. Those fields are changed by adding Modifications.

### Reviewing Task Order Data in CPRM

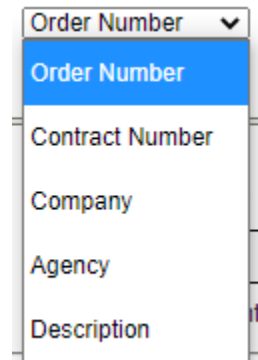
Once you have entered a new task order into CPRM, you can review it, make changes, and add invoices from the Order Data Page.

Under Orders, select Search Orders.



You will only have access to your Company's orders. If you have many, you may want to search by Order Number, Contract Number, Agency or Description. Click Search (far right).

Click the [hyperlinked](#) order number to access the Order Data Page.



The top portion of the Order Data Page provides the high-level details about the task order.

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## Order Data

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This information pertains to an awarded task order as reported by the Prime Industry Partner Awardee.

Contract Number :  
 Contract Family :  
 Contractor Company :  
     Creator :  
     Creator Email :  
 Order Number :  
     Sub-order :  
 Parent Order Number :  
 Order Description :  
     Functional Area :  
 Predominant Order NAICS Code :  
 Predominant Contract Type :  
  
 Period of Performance :  
 Estimated Ultimate Completion Date :  
     Active :  
     Initial Award Date :  
 Initial Obligated/Funded Amount :  
 Total Obligated/Funded Amount :  
     Total Estimated Value :  
     Invoice Data Amount :  
     Closed Out :  
  
 Ordering Contracting Officer :  
     Organization :  
     Issuing Agency :  
     Issuing Bureau :  
 Contracting Office ID :  
     Receiving Agency :  
     Receiving Bureau :  
     Location:

The rest of the Order Data Page is divided into the following sections. You can review and, in many cases, edit the data entered for each aspect of your task order.

### Small Business Subcontracting Data

Show  entries

Company Name	DUNS Number	Exempt?	Total Amount Subcontracted
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**Order Modifications ( [add](#) )**

Show <input type="text" value="10"/> entries	Search: <input type="text"/>		
Contractual Mod Number ▲	Award Date ▲	Description ▲	Amount ▲

**Invoice Data ( [add](#) )**

Show <input type="text" value="10"/> entries	Search: <input type="text"/>			
Invoice Data # ▲	Date ▲	Invoice Total Amount ▲	CAF Line Item Amount ▲	EST CAF Amount ▲
Total Amount (All Invoice Data):		\$	\$	\$
Showing 1 to 10 of entries				
Previous		<b>1</b>	2	3
		4	Next	

**Supporting Order Data**

Date Created	Created By
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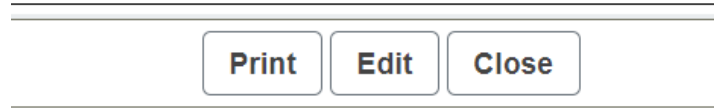
**CAF Payment Data**

Applicable Rule Type ▲	Rule Scope ▲	Rate ▲	Max Pmt ▲	Date Range ▲
Show <input type="text" value="10"/> entries	Search: <input type="text"/>			
Voucher Number ▲	Remit Date ▼	Payment Amount ▲	Status ▲	
Total Amount (All Payments, Excluding Rejected Payments):			\$	
Showing 1 to 10 of entries				
Previous		<b>1</b>	2	3
		Next		

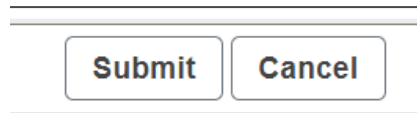
## How to make corrections to the Order Data Page

If you find that something about a task order has been entered incorrectly, most of the fields on the Order Data form are able to be edited throughout the life of the order.

Select “Edit” at the bottom of the order.



Make the change as needed, then select “Submit” at the very bottom of the page.

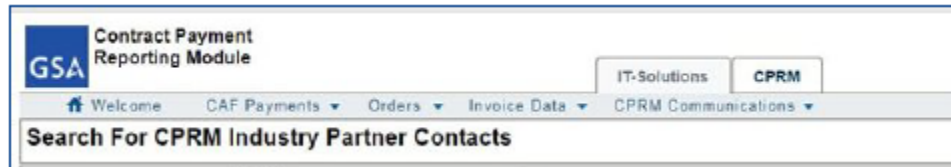


Some fields, such as Period of Performance, Total Obligated/Funded Amount, and Invoice Data Amount are updated automatically as data is entered elsewhere such as order modifications or invoices. To make changes, you may need to make a correction on the order modification or invoice to see it show up on the Order Data Package. Please reach out to us at [OASIScprm@gsa.gov](mailto:OASIScprm@gsa.gov) if you find you are unable to make the corrections you need to the Order Data form.

### Section 3: How (and why) to update your contact information

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For each of your contracts, you must add the contact details for at least one person to the CPRM Industry Partner Contacts section.



CPRM analysts will reach out to this person when questions or issues arise regarding the data entered into CPRM or reporting requirements.

The module is programmed to accept three user roles per contract, usually contract manager, program manager and administrative user. Up to 50 users can be added per contract.

- We recommend that at least one of the email addresses included should be a **group mailbox**, so that it can be monitored by any additional contract administrators you may have.
- At a minimum, you should include any user who actively enters data into CPRM.

## To Add an Industry Partner Contact

1. Access the Industry Partner Contact Form
  - a. Under CPRM Communications, select Search Industry Partner Contacts
  - b. Click Add

2. Complete the fields

Enter the contact person name.

Select the contract for which this person is a contact.

**Note: If the same individual will be responsible for reporting on multiple contracts, you will need to create new contact cards for each contract.**

Select the role for the contact person.

Enter the phone number and email address.

**Tip: A group email address for your company should be used for at least one person.**

3. Click Submit to save your changes. Click Cancel to dismiss the form without saving any changes.

To edit a contact:

1. Under CPRM Communications, select Search Industry Partner Contacts
2. Click the hyperlinked name (it will be blue and underlined) to open the Contact data to view, edit, or delete.

**Note: If your contract requires a certain type of contact person, such as COCM or COPM, you may not be able to delete the role, but you can edit the name, phone, and/or email.**

## Section 4: Collecting CAF

**CAF is a pass through from your customer to GSA.**

### When you bid on new work:

#### Bid CAF as a **separate CLIN on every dollar** (including labor, ODCs, materials, and travel)

Per G.3.1. of the OASIS contract:

**Each invoice** billed under the task order shall include a separate CAF line item as in the following example:

CLIN 0001 Labor \$100.00  
 CLIN 0002 Material \$50.00  
 CLIN 0003 Travel \$50.00  
 Subtotal \$200.00  
 CLIN 0004 CAF (0.75% of subtotal) \$1.50  
 Total Invoice including CAF \$201.50

The OCO must establish a separate and distinct CAF CLIN in all task order awards for the base year(s) and each option period (if applicable).

#### Bid CAF at the proper customer rate

Per G.3.1 of the OASIS contract:

The default CAF rate is 0.75%. **The only exception to the default CAF rate is for customer organizations with a CAF Memorandum of Understanding (MOU) agreement in place with the OASIS Program Office.** See <https://www.gsa.gov/oasis> to find the latest list of customer organizations and their reduced CAF rate specified in the MOU agreement.

When you see an RFP for OASIS that does not include CAF, reach out to the Ordering CO (OCO) or GSA OASIS team (OASIS@gsa.gov).

Be aware if your customer qualifies for a CAF rate different from the default CAF rate based on an MOU in place with the OASIS Program Office. You can see active MOUs and rates at <https://www.gsa.gov/buying-selling/products-services/professional-services/buy-services/oasis-and-oasis-small-business/buyers-guidance-and-resources> for when you're preparing your bid.

You can see which CAF rate is being applied in CPRM on your Order Data Page under CAF Payment Data. If the rate does not match your award document/customer's MOU, please reach out to [oasisCPRM@gsa.gov](mailto:oasisCPRM@gsa.gov).

#### CAF Payment Data

Applicable Rule Type ▲	Rule Scope	Rate ◆	Max Pmt ◆	Date Range ◆
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## Invoiced CAF, Estimated CAF, and Paid CAF

You can review the current total reported for invoiced CAF, estimated CAF, and paid CAF by reviewing the **Invoice Data** and **CAF Payment Data** sections of your [Order Data](#) page.

The expectation is that **invoiced CAF = estimated CAF = paid CAF** and CPRM should be an accurate reflection of task order activity.

## CPRM miscalculating Estimated CAF

You may find, in reviewing your invoices, that CPRM is not calculating the estimated CAF at the proper customer rate. You should review the [Receiving Agency/Bureau](#) fields on the upper portion of your Order Data page and ensure that the correct Receiving Agency is selected. If those fields are correct and the CAF rate rule still does not match your award, please reach out to [oasisCPRM@gsa.gov](mailto:oasisCPRM@gsa.gov).

## Collecting too much CAF

For a variety of reasons, it may happen that you invoice and collect more CAF than called for by the award/MOU.

- 1) Review your invoices and ensure that they were all reported accurately.
- 2) Issue your customer a refund for any CAF overages.
- 3) Report the credit invoice in CPRM.
- 4) You can then apply any overpayment you made to GSA to future CAF owed.
- 5) Adjust future billing of CAF to be at the proper customer rate.
- 6) If you are unable to issue your customer a refund, either:
  - a) Remit to GSA the CAF that you have collected on GSA's behalf, since CAF is a pass-through from the customer to GSA.
  - b) Put your OCO in contact with the Director of Business Operations at our OASIS CPRM mailbox: OASIS CPRM <[OASISCPRM@gsa.gov](mailto:OASISCPRM@gsa.gov)>.

## Collecting too little CAF

If you find that you have not invoiced CAF at the proper customer rate:

- 1) Review your invoices and ensure that they were all reported accurately.
- 2) Invoice/collect the variance from your customer, so that invoiced CAF = estimated CAF.\*
- 3) Adjust future billing of CAF to be at the proper customer rate.

CAF is a pass through from your customer to GSA. **You should only remit to GSA what you have collected from your customers.** Ideally remitted (paid) CAF = invoiced CAF = estimated CAF.

*\*If you find that CAF was not fully funded in your award, you will need to work with your OCO to execute a mod to include the CAF against all CLINs. If this is problematic, reach out to [oasisCPRM@gsa.gov](mailto:oasisCPRM@gsa.gov) for next steps.*



## Section 5: Quarterly Invoice Reporting

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All active task orders must be reported quarterly in CPRM, and CAF remitted, 30 days after the quarter closes.

The expectation is that invoiced CAF = estimated CAF = paid CAF.

Quarterly reporting on all active task orders is required, whether or not there is a CAF payment to remit.

<i>Calendar Quarters</i>		<i>CAF &amp; Reporting Due Date</i>
<b>1st Quarter</b>	January 1 - March 31	No later than April 30
<b>2nd Quarter</b>	April 1- June 30	No later than July 30
<b>3rd Quarter</b>	July 1 - September 30	No later than October 30
<b>4th Quarter</b>	October 1 - December 31	No later than January 30

### Choose how to report

At the beginning of the task order's PoP, you must [choose](#) how you will report and when you will remit CAF. Use the same method for the entire life of the order.

- Report invoices and remit CAF when the customer remits payment to you

Example:

Invoice to customer = 03/15/2021 (Q1 2021)

Paid Date = 04/15/2021 (Q2 2021)

CPRM report date = 04/15/2021 (Q2 2021)

CAF would be remitted to GSA by 07/30/2021

- Report invoices and remit CAF when you submit the invoice to the customer\*

Example:

Invoice to customer = 03/15/2021 (Q1 2021)

Paid date = 04/15/2021 (Q2 2021)

CPRM report date = 03/15/2021 (Q1 2021)

CAF would be remitted to GSA by 4/30/2021

\*With this method, you may be using company funds to pay CAF, until the customer remits payment to you.

## Entering Invoices into CPRM

### Method 1: Line by Line

Best if you have a small number of task orders, with only a few line items

- 1) Access the Invoice Data Form
  - a) Scroll to the middle of your task order's Order Data Page

Invoice Data ( add )

- b) Next to Invoice Data, click 'add'

Show  entries

**Order Number :**

**Reporting Invoice Data or Zero Invoice information for a reporting period?**  Invoice Data  Zero Invoice Data

**Invoice Number :**

**Invoice Remit or Paid Date :**

**Reporting Year :**

**Reporting Period :**

**Import Invoice Line Items :**

**Comments :**

NOTICE: There are two ways C methods are: (1) when remitting; Example, if you are reporting to quarter, you should report all in you choose method (2), then w on during Oct - Dec and pay C/

- 2) Select Invoice Data

3) Complete fields **Invoice Number**, **Invoice Remit or Paid Date**, **Reporting Year**, and **Reporting Period** (and **Comments** if necessary\*)

\* You MUST include a comment if CAF does not exactly match the estimate, down to the penny

**Note: For this method, you can ignore the "Import Invoice Line Items" and Upload button**

- 4) Use the line item table to report invoice line items, at least 1 line per CLIN. A CAF line is already included for you.

Line ID	Type / Description / Location	Purchase Line Fee Category	Price / Quantity / Unit	Total
1	Type: Contract Access Fee (CAF) Description: CAF Location: N/A	Contract Access Fee	Price: \$ 0.00 Quantity: 1 Unit: Each	\$ 0.00
	Type: -- Select -- Description: Location: -- Select --		Price: \$ Quantity: 1 Unit: -- Select --	\$ <input type="text"/>

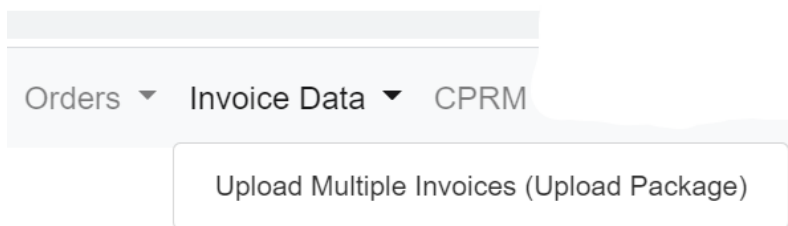
- 5) Click the 'Add Line Item' button to add new line items. See Section 6 for more information about prices paid reporting via this table for certain CLIN types.

- 6) Click Submit. The Submit button is also for saving your progress. You can edit invoices after they have been submitted.

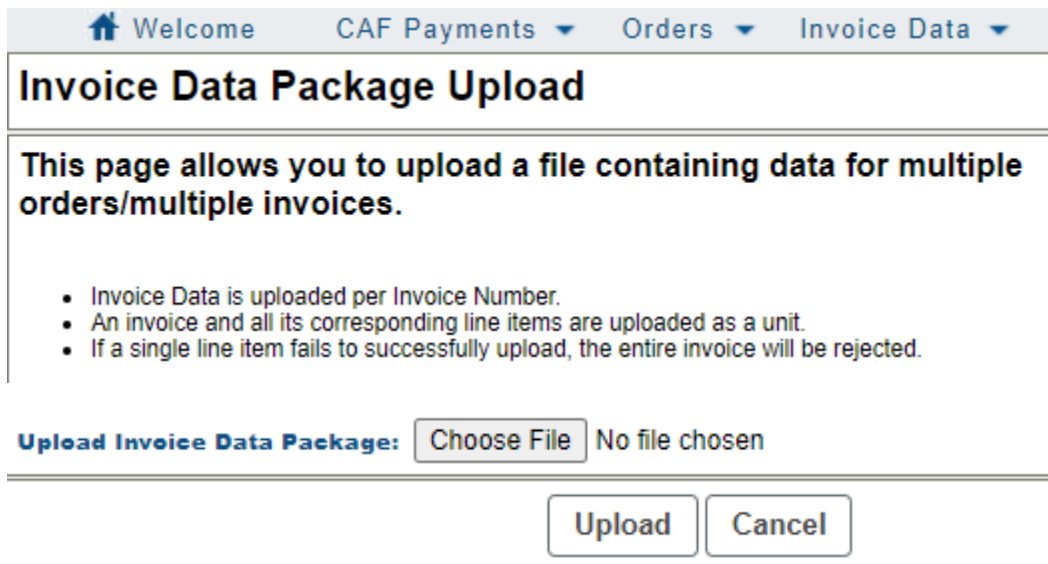
## Method 2: Multiple Invoice Uploader

*Best if you have a large number of task orders*

- 1) Download the 'CPRM Invoice Upload Template' from the [OASIS homepage](#). On the **Industry Guidance and Resources** page, click the **+** in the grey box titled **Contract Payment Reporting Module (CPRM)** and then choose "CPRM Invoice Upload Template.xls."
- 2) Precisely follow the detailed instructions on the first sheet while entering line item data. Save your document.
- 3) In CPRM, under Invoice Data, select Upload Multiple Invoices (Upload Package).



- 4) On the Invoice Data Package Upload page, click Choose File and select your Excel file from step 2.



- 5) Click Upload.
- 6) Review your invoices to make sure that everything was uploaded correctly, especially when uploading to multiple task orders at the same time.

## Zero invoices

A Zero Invoice should be reported to satisfy the quarterly invoice reporting requirement, if during a given quarter:

- no invoice was generated to the customer (if you report by invoice date), or
- no payment was received from the customer (if you report by paid date)

To enter a Zero Invoice

- 1) Scroll to the middle of your task order's Order Data Page

### Invoice Data ( add )

Show 10 entries

- 2) Next to Invoice Data, click 'add'
- 3) Select the Zero Invoice Data radio button
- 4) Enter the Reporting Year and select the Reporting Period
- 5) Click Submit

#### Order Number :

**Reporting Invoice Data or Zero Invoice information for a reporting period?**

Invoice Data  Zero Invoice Data

Please enter a Reporting Year and Period for the Zero Invoice Data Report

Reporting Year :

Reporting Period : -- Select --

Submit

Cancel

## Editing Invoices

1. You can return to a submitted invoice by selecting the invoice number from the list under Invoice Data.
2. To make edits to any of the fields, click the Edit button at the bottom of the Invoice Data page.
3. Click Submit to save changes.

## Section 6: Reporting Prices Paid for Labor Lines - according to OMB guidelines

---

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

The Office of Management and Budget (OMB) requires prices paid to be reported for Best-in-Class (BIC) contracts. [It's in the OASIS contract.](#)

Reporting prices paid supports the Federal Government's goal of being more transparent by supporting greater acquisition transparency.

Acquisition staff across the government can use prices paid data to:

- Conduct realistic price analysis and negotiations
- Develop independent government cost estimates (IGCE)
- Aid in benchmarking competitive pricing

GSA collects Prices Paid data for OASIS from the invoices reported in CPRM. CPRM automatically sends the OASIS Prices Paid data to the GSA P3 Portal at least quarterly. They're available to federal employees on the Acquisition Gateway, without transparency into industry partners.

**Labor-Hour** and **Time & Materials** task orders need one record for every labor category and labor rate.

**Firm-Fixed-Price** and **Cost/Cost Plus** task orders should not include Prices Paid data on labor lines, to avoid accidentally reporting proprietary data.

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

## Firm Fixed Price

For **Firm-Fixed-Price** task orders, in order to avoid reporting proprietary data, report labor lines by choosing Fixed Price in the Type field and report the appropriate amount in the Price field. You should still report ODCs, Travel, and CAF on separate lines.

For each labor line:

- Type: Fixed Price
- Description: determined by you
- Price: any amount needed
- Quantity: 1
- Unit: Unit

### CORRECT Fixed Price Prices Paid Reporting

2 items found, displaying all items.

Line Id	Type	Description	Location	Price	Quantity	Unit	Total
1	Fixed Price	FFP LABOR	Government Site	\$85,155.91	1	Unit	\$85,155.91
4	Contract Access Fee (CAF)	CAF	Government Site	\$212.97	1	Unit	\$212.97

**Computed Total : \$85,368.88**

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**

### INCORRECT Fixed Price Prices Paid Reporting

8 items found, displaying all items.

Line Id	Type	Description	Location	Price	Quantity	Unit	Total
1A	Managers, All Other	Junior	Government Site	\$96.00	178	Hour	\$17,088.00
1B	Business Operations Specialists, All Other	Journeyman	Government Site	\$70.00	164.5	Unit	\$11,515.00
1C	Managers, All Other	Journeyman	Government Site	\$108.63	866	Hour	\$94,073.58
1D	Business Operations Specialists, All Other	Junior	Government Site	\$47.15	176	Hour	\$8,298.40
1E	Property, Real Estate, and Community Association Managers	Junior	Government Site	\$57.40	176	Unit	\$10,102.40
1F	Management Analysts	Journeyman	Government Site	\$85.59	176	Unit	\$15,063.84
1G	Management Analysts	Consultant	Government Site	\$83.03	160	Unit	\$13,284.80
4	Contract Access Fee (CAF)	CAF	Government Site	\$423.57	1	Unit	\$423.57

**Computed Total : \$169,849.59**

## Cost Plus

For **Cost Plus (CPFF/CPAF)** task orders, in order to avoid reporting proprietary data, report labor lines by choosing Cost in the Type field and report the appropriate amount in the Price field. *You should report the award/incentive fee on a separate line as Award/Fixed/Incentive Fee.* These would have additional lines for ODCs, Travel, and CAF as well.

**Cost should be used as a Type only for Labor, not Materials, ODCs, Travel, etc.**

For each labor line:

- Type: Cost
- Description: determined by you
- Price: any amount needed
- Quantity: 1
- Unit: Unit

### CORRECT Cost Plus Prices Paid Reporting

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**

### INCORRECT Cost Plus Prices Paid Reporting

4 items found, displaying all items.

Line Id	Type	Description	Location	Price	Quantity	Unit	Total
1	Contract Access Fee (CAF)	CAF	Government Site	\$652.57	1	Each	\$652.57
2	Cost	Management Analysts	Government Site	\$65.47	9502.91	Hour	\$622,155.5177
3	Travel	Travel	Government Site	\$10,074.23	1	Unit	\$10,074.23
4	Award/Fixed/Incentive Fees	FEE	Government Site	\$20,529.81	1	Unit	\$20,529.81

**Computed Total : \$653,411.93**



## Time & Materials/ Labor-Hour

For **Time & Material/ Labor-Hour** type contracts, each labor rate and CLIN needs to be split out by their respective rates and hours. This means that there should be one line on the invoice reported in CPRM for each different labor category, as well as lines for ODCs, Travel, and CAF.

For each labor line:

- Type: Labor Category
- Description: determined by you
- Price: any amount needed
- Quantity: as appropriate
- Unit: Hour

### CORRECT T&M Prices Paid Reporting

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

Computed Total : \$201,659.30

### INCORRECT T&M Prices Paid Reporting

7 items found, displaying all items.

Line Id	Type	Description	Location	Price	Quantity	Unit	Total
1	Contract Access Fee (CAF)	CAF	NA	\$201.46	1	Each	\$201.46
2	Physical Scientists, All Other	T&M Senior Scientist	Government Site	\$261.49325	240	Hour	\$62,758.38
3	General and Operations Managers	T&M Project Manager	Government Site	\$266.01	198	Unit	\$52,669.98
4	Undefined Labor	T&M Senior Engineer	Government Site	\$146.36	176	Unit	\$25,759.36
5	General and Operations Managers	T&M Project Manager	Government Site	\$21,280.80	1	Unit	\$21,280.80
6	Engineers, All Other	T&M Engineer Project Lead	Government Site	\$31,680.00	1	Unit	\$31,680.00
7	Other Direct Costs (ODCs)	ODCs	Government Site	\$7,667.70	1	Unit	\$7,667.70

Computed Total : \$202,017.68

### Regarding the labor categories:

Since OASIS is an OMB Best-in-Class program, GSA provides prices paid data for **Time & Materials** and **Labor-Hour** type task orders to government-wide acquisition professionals as they're doing their pricing analysis. That information comes from invoices reported in CPRM. Accurate and comparable prices paid data relies upon the accurate reflection of your pricing; inaccurate reporting leads to inaccurate prices paid data.

The codes in CPRM are the US Dept of Labor categories for non-IT professional services. We recognize that these codes may differ from the codes in your actual OASIS contract. GSA does not review the labor codes. However, we want you to have your rates be most fairly comparable with other industry partners, and other contract vehicles, when contracting officers are looking at prices paid on OASIS by labor category.

**We advise choosing a category type that is approximately descriptive of the work, and include text in the “Description” that describes the experience/skill level, to aid acquisition staff in understanding your reported rates.**

**Note: If you are not selecting a specific labor category, you should choose “Undefined Labor” NOT “Other - Unclassified.”**

**Examples of reporting “Undefined Labor” and “Other-Unclassified” in CPRM:**

Line ID	Type / Description / Location	Purchase Line Fee Category	Price / Quantity / Unit	Total
1	Type: Contract Access Fee (CAF) Description: CAF Location: N/A	Contract Access Fee	Price: \$ 0.00 Quantity: 1 Unit: Each	\$ 0.00
2	Type: Undefined Labor Description: Specialized Labor Category Location: N/A	Labor	Price: \$ Quantity: 1 Unit: Unit	\$
3	Type: Other - Unclassified Description: Expenses not elsewhere classified Location: -- Select --	Other	Price: \$ Quantity: 1 Unit: Unit	\$

3 items found, displaying all items.

Line Id	Type	Description	Location	Price	Quantity	Unit	Total
1	Contract Access Fee (CAF)	CAF	NA	\$47.56	1	Each	\$47.56
2	Undefined Labor	Specialized Labor Category	NA	\$78.23	160	Hour	\$12,516.80
3	Other - Unclassified	Expenses not elsewhere classified	NA	\$6,508.49	1	Unit	\$6,508.49

**Computed Total : \$19,072.85**

## Hybrid/ MixedType Orders

When task orders are initially registered in CPRM, the OCO selects the Predominant Contract Type. However, mixed or hybrid orders often happen.

When reporting prices paid on mixed type orders, report using the appropriate methodology for each CLIN's type. You can report them all on the same invoice, or report each type on separate invoices.

For example, a predominately T&M order with at least one Fixed Price CLIN would look like this:

6 items found, displaying all items.

Line Id	Type	Description	Location	Price	Quantity	Unit	Total
1	Contract Access Fee (CAF)	Invoice Period: Jun 1, 2020 - Jun 30, 2020	NA	\$414.61	1	Unit	\$414.61
2	Fixed Price	FFP Invoice Period: Jun 1, 2020 - Jun 30, 2020	Contractor Site	\$56,555.16	1	Unit	\$56,555.16
3	Statisticians	Jr Statistician (T&M) Invoice Period: Jun 1, 2020 - Jun 30, 2020	Contractor Site	\$128.00	1196.5	Hour	\$153,152.00
4	Statisticians	Jrnyman Statistician (T&M) Invoice Period: Jun 1, 2020 - Jun 30, 2020	Contractor Site	\$179.00	285	Hour	\$51,015.00
5	Statisticians	SME - Statistician (T&M) Invoice Period: Jun 1, 2020 - Jun 30, 2020	Contractor Site	\$268.00	49.25	Hour	\$13,199.00
6	Statisticians	Sr Statistician (T&M) Invoice Period: Jun 1, 2020 - Jun 30, 2020	Contractor Site	\$226.00	622.5	Hour	\$140,685.00

**Computed Total : \$415,020.77**

**Tip: Add a note in the comments if the order is a mixed type order.**

## Section 7: Remitting CAF to GSA

### Part 1: CAF Payment Data Form on CPRM

1. Access the Payment Data Form

CAF Payments ▾

Under the CAF Payments dropdown  
Select **Enter CAF Payment Data**.

2. Complete the fields [Contractor Company](#) and [Contract Family](#). Once you select a Contract, the CAF Payment Allocations table will populate with all your task orders for which there is invoice data showing CAF due.

Note: You can remit payment on multiple task orders, under the same contract, with one CAF Payment Data Form. You will need to complete a CAF Payment Data form for each unique *Contract*.

The screenshot shows the GSA Contract Payment Reporting Module interface. The main heading is "CAF Payment Data". Below the heading, there is a disclaimer: "This information pertains to the reconciliation data needed to properly identify each Contract Ac contributions from multiple task orders). Therefore, each CAF payment remitted by an Industry P For further information regarding the electronic payment information packet please [click here](#)."

The form contains the following fields:

- Contractor Company: -- Select --
- Contract Family: --Select--
- Report Date: 08/12/2019
- Remit Payment Date: 08/12/2019
- Voucher Number: [Text Input]
- Total CAF Payment Amount: \$ [Text Input]

Below the form is a section titled "CAF Payment Allocations" with a "NOTICE: The Estimated O" label. It contains a table with two columns: "Order Number" and "Total Obligated/Funded Amount". Below the table is a form to "Add CAF Payment Allocation for Order Number:" with an "Add" button.

3. Enter the Remit Payment Date. It is very **important** that this date **corresponds** to when your company will make the **actual payment**.

Note: Payments are reconciled each night. Actual payment data from the Department of the Treasury is compared with payments reported in the CPRM system. Payments are matched with contracts by amount paid and date reported on the CAF Payment Data Form. The amount on the form must exactly match the actual payment, and the date must be within one or two days.

4. Enter the Voucher Number. The voucher number is created by you / your company, and entered here.

**Tip: It's a good idea to include the quarter and year as part of the voucher number. The voucher number is a way for you and GSA to communicate about a payment.**

5. Enter the Total CAF Payment Amount, the exact amount that you will remit to GSA for this payment. It must be fully allocated to one or more task orders in the allocation table. The allocated amounts are entered in the Amount Allocated column.

CAF Payment Allocations

NOTICE: The Estimated Outstanding CAF Payment amount is based upon the invoice data your company has reported in the system. If you are missing invoice data, the Estimated Outstanding CAF Payment amount will be incorrect. All Invoice Data must be verified / validated.

Allocated : \$0.00 / Remaining : \$0.00

Order Number	Total Obligated/Funded Amount	Last Invoice Date	Invoiced Amount	CAF Payment Reported	CAF Payment Received	Est Outstanding CAF Payment	Amount Allocated
Zero 'Amount Allocated' entries will not be saved.							

Add CAF Payment Allocation for Order Number :

This is a U.S. General Services Administration Federal government computer system that is "For Official Use Only".  
Privacy Statement.

#### A note about Estimated Outstanding CAF Payment

- Amount is based on the invoice data your company has reported in the system. If you are missing invoice data, the estimate will be incorrect
  - Remit CAF to GSA in the true amounts that you have invoiced/collected. The estimated CAF is there to help you, but remitted CAF should be equal to invoiced/collected CAF.
6. Additional task orders may be added to the Allocations Table using the Add feature, lower left hand corner. Start to type a task order number and the system will find matches. Select the correct match and click Add.
  7. Review the form. Click Submit.

## Part 2: Remit Payment via Treasury's Pay.gov

1. The Pay button appears after you submit the CAF Payment Data Form.

By using the Pay button to access Pay.gov, your contract number will be linked to and reported with your CAF Payment to GSA.

By clicking the Pay button, you will leave the CPRM and open a new connection to the U.S. Treasury Pay.gov application. CPRM does not collect any banking information.

2. Pay.gov payments are done by electronic bank transfer. You must be able to provide a bank account number and routing number in order to submit a payment.
3. The Payment Amount will match/be carried over from the CAF Payment Data Form.
4. For the Payment Date, enter a date that is no earlier than tomorrow.
5. Provide your contact information. Review and agree to the Authorization and Disclosure.
6. Print/Save the Confirmation page for your records.
7. Click "Return to your agency website" to return to CPRM. You will be taken to the CAF Payment Remittal Results page.

See CPRM's Help Guide on this topic by searching 'pay' in the Training Portlet:

**Search Filters** ▼

**Tab**  


**Category**  


**Description**

**Uploaded On**

Format ↑↓	Document Name ↑↓	Tab ↑↓	Category ↑↓	Description ↑↓	Uploaded On ↑↓
	<a href="#">How Do I Pay CAF on CPRM (Contractors).pdf</a>	Contract Payment Reporting Module (CPRM)	By Process (How do I?)	A step-by-step guide of how to Pay CAF on CPRM. (Contractors)	12/30/2020
	<a href="#">How Do I Search for CAF Payment Data (Contractors).pdf</a>	Contract Payment Reporting Module (CPRM)	By Process (How do I?)	A step-by-step guide of how to Search for CAF Payment Data. (Contractors)	12/30/2020
	<a href="#">How Do I View and Edit the CPRM CAF Payment Data Form (Contractors).pdf</a>	Contract Payment Reporting Module (CPRM)	By Process (How do I?)	A step-by-step guide of how to View and Edit the CPRM CAF Payment Data Form. (Contractors)	12/30/2020

### Part 3: Remit Payment via ACH

Another option, vs paying via Pay.gov, is to pay via GSA's Automated Clearing House (ACH). In an effort to operate a more efficient and cost effective collections system, the General Services Administration can now accept your CAF payments electronically. Remittance Express (REX) is simple and has many benefits such as:

- Reduces Costs associated with printing and processing paper checks;
- Eliminates security risks inherent with the paper system (lost or stolen checks);
- Simplifies account reconciliations;
- Enhances your control by transferring your funds faster, allowing more consistent prediction of funds availability;
- Allows the commingling, or combining, of multiple payments into one REX payment.

How does REX work? REX operates through the ACH electronic payments network. Funds are transferred on the customer's (individual, agency or company) behalf from one financial institution to

another through the ACH network. You are in control because you initiate the electronic payment transaction known as an REX credit. In other words, you initiate the transfer of funds from your bank account to our account at the Federal Reserve Bank of New York **account # 540013. Our transit routing number is 051036706.**

Not only is your payment made electronically, you will be submitting payment information electronically too. No more mailing checks! **The following payment information must accompany each ACH Credit; the number 540013, your contract number and ending report period.** This information, which your financial institution will transmit as an addendum to the payment, must be specified in the attachment. Your sales must still be reported via CPRM. ACH payment data is reconciled the same way that Pay.gov payments are, so please be sure to include the above information for timely posting of your payment.

We appreciate your consideration of the REX payment option and hope you will take advantage of the many benefits of REX. Please call Matthew Miller at 816-489-4756 if you have any questions about this exciting, new payment option.

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## INSTRUCTIONS FOR REMITTING PAYMENT ELECTRONICALLY

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OUR REMITTANCE PROCESSING BANK:	CashLink ACH Receiver
BANK ELECTRONIC ADDRESS (transit routing number)	051036706
ACCOUNT NUMBER TO CREDIT:	540013
PREFERRED ELECTRONIC PAYMENT FORMATS	ACH CCD+ ACH CTX/820

### FORMAT-SPECIFIC PAYMENT INSTRUCTIONS

ACH CCD+ PAYMENTS: Please put your TIN number in the COMPANY IDENTIFICATION field of the Company/Batch Header Record (Field 5, Position 41-50). Your TIN number should be preceded by a "1". The combination of your TIN number and your bank's transit routing number (a required field in the ACH transaction) will enable our bank to accept your payment. Only one contract number and report period can be contained in a CCD+ payment record.

ACH CTX/820 format: Please include your disbursing bank account number in the BPRO9 (Account Number) data element. The combination of your disbursing bank account number contract number, and your bank's transit routing number (a required field in the ACH transaction) will enable us to properly identify your payment. The CTX/820 record can hold several addendum records covering multiple contract numbers and contract periods.

### REFERENCE INFORMATION TO BE INCLUDED

For all payments, we require the following information in the Addendum Record:

CONTRACT NUMBER(S)

PAYMENT AMOUNT

END DATE OF REPORT PERIOD(S)

THE NUMBER 540013



## Section 8: Making and Reporting Modifications

Report changes to your task order as reflected on the modification award document.

\*Modifications come over from FPDS. Check that your mods are being entered by your CO. If they have not been entered, you will have to report a mod. If a mod is or has been duplicated, email [oasisCPRM@gsa.gov](mailto:oasisCPRM@gsa.gov) to have it deleted.

1. Access the Order Mod Data form
  - a. Scroll to the middle of your task order's Order Data Page.
  - b. Next to Order Modifications, click 'add.'

### Order Modifications ( add )

Show <input type="text" value="10"/> entries	Search: <input type="text"/>		
Contractual Mod Number ▲	Award Date ▼	Description ▼	Amount ▼

**GSA Contract Payment Reporting Module**

Welcome CAF Payments Orders Invoice Data

### Edit Order Mod Data

This information pertains to a modification for an awarded task order as reported by the

Order Number :

Contractual Mod Number :

Contract Number :

Initial Order Description : Engineering

Period of Performance :  to

Estimated Ultimate Completion Date :

Mod Type : -- Select --

Order Mod Description :

Mod Award Date :

Mod Obligated/Funded Amount :

Total Obligated/Funded Amount : \$16,806,602.00

Total Estimated Value :

2. Complete fields as appropriate.

3. The Period of Performance reflects the overall order's performance start and end dates.

If the modification extended or shortened the overall POP, edit the end date to accurately reflect the end date of the order.

**Note: The Order Data Page will reflect the end date of the most recently reported mod.**

4. Enter a short description on the nature of the mod.

5. Enter the increase or decrease to the awarded funded amount as reflected on the modification award document.

**Note: The amount should not include un-exercised options.**

6. The Total Estimated Value is automatically updated to match the Total Obligated/Funded Amount when a mod increases the Total Obligated/Funded Amount beyond the previously entered Total Estimated Value. This value may be edited on the Order Data Form, if needed.

7. Click Submit. You can edit mods after they have been submitted.
8. Be sure to upload an electronic copy of the executed modification in the Attachments section.

### **Editing Modifications**

1. You can return to a submitted modification by selecting the modification number from the list under Order Modifications.
2. To make edits to any of the fields, click the Edit button at the bottom of the Order Mod Data form.
3. Click Submit to save changes.

## Section 9: Validation/Close Out

At the end of a task order, the Ordering Contracting Officer and your company PM “close out” the task order by:

- ensuring that all invoices have been submitted and paid,
- and that no further obligation exists on the part of the government or the contractor.

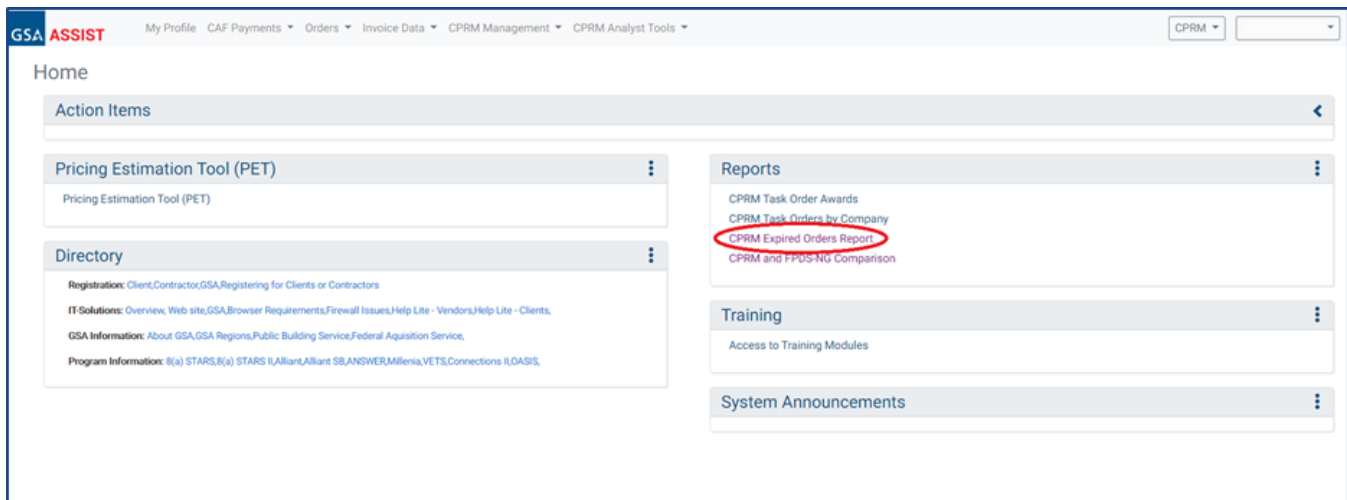
This often happens well after the end of the POP.

AFTER this closeout, GSA requires you to validate your reporting in CPRM and close out the task order here. You may receive an [automated email from CPRM](#) prompting you to validate your task order in CPRM.

There are two ways to access an Expired Order:

- Note the order # in the email you receive, and select the order using the Search for Orders function in CPRM
- Run the Expired Order Report, narrowing down to the appropriate contract and navigating directly to that task order

The Expired Order Report is accessible via the front page of CPRM:



- 1) Click to open the Expired Orders Report.
- 2) You will see a list of all expired orders listed by vendor and contract number.
- 3) Click the contract number to see expired task orders.

## Deobligation Mod

Your OCO will execute this mod, typically the last mod, which will deobligate any unused funds left on your contract.

Release of Claims <https://www.gsa.gov/forms-library/release-claims>

A Release of Claims form can be attached to your task order in lieu of a deobligation mod. The Release of Claims form dismisses your claims to any unused funds left on your contract that have not been deobligated.

## Validating for Contractor

The screenshot shows the 'Contract Payment Reporting Module' interface. The 'Order Data' section is highlighted with a yellow box. Inside this box, there are several lines of text and a 'Validated by Contractor' checkbox. Three callout boxes provide instructions: 'In Edit mode, make any necessary changes to the Task Order.' points to the text area; 'When Validation is complete, click the "Yes" checkbox for Validated by Contractor.' points to the checkbox; and 'Add any comments or explanation for the Validation.' points to a text area below the checkbox.

After the end of the POP, a yellow “validation” box will appear at the top of the Task Order Data Page.

1. Review the task order data from top to bottom to ensure that it has been entered correctly, including modifications and invoices.
2. Validate that all invoices have been reported, including correcting prices paid data, as applicable.
3. Check to see that expected CAF = invoiced CAF = remitted CAF. Small rounding errors are acceptable.
4. In Edit mode, make any necessary changes to the order data.
5. Click Save but do not click the ‘Yes’ in the Validated by Contractor checkbox. This will save without validating, so you can come back later.
6. Once you can answer ‘yes’ to the seven questions in the expired order box (and included below), you can proceed with the validation.
7. Check that you’ve confirmed full reporting and remittance, and add a comment if there is a consideration that GSA needs to understand in your reporting.

GSA will review your validation and close out the task order. This locks it for editing; if you need it reopened, email oasis[CPRM@gsa.gov](mailto:CPRM@gsa.gov).

Validation Questions:

1. Are the Period of Performance Start and End Dates accurate?
2. Is the Total Obligated/Funded Amount accurate?
3. Have all task order modifications been accurately and completely reported and a copy attached in CPRM?
4. Has all subcontracting data been accurately and completely reported?
5. Has all Invoice Data been accurately and completely reported?
6. Have all CAF payments been accurately and completely reported? Also, are all associated payments remitted and reconciled?
7. Does the total of all CAF Payments Remitted match the Total Estimated CAF Amount?

See also: Expired Order Validation Training within CPRM

Set your search parameter to 'expired order'

**Search Filters** ▼

<p><b>Tab</b></p> <input style="width: 95%;" type="text"/>	<p><b>Category</b></p> <input style="width: 95%;" type="text"/>	<p><b>Description</b></p> <input style="width: 95%;" type="text" value="expired order"/>
<p><b>Uploaded On</b></p> <input style="width: 80%;" type="text" value="MM/DD/YYYY"/>		
<input type="button" value="Clear Filters"/>		<input type="button" value="Search"/>

Then view/download "How Do I Validate an Expired Order"

Format	Document Name	Tab	Category	Description	Uploaded On
	<a href="#">How Do I Evaluate Rejected Expired Order Validations (Contractor).pdf</a>	Contract Payment Reporting Module (CPRM)	By Process (How do I?)	A step-by-step guide of how to Evaluate Rejected Expired Order Validations. (Contractor)	12/30/2020
	<a href="#">How Do I Validate an Expired Order (Contractor).pdf</a>	Contract Payment Reporting Module (CPRM)	By Process (How do I?)	A step-by-step guide of how to Validate an Expired Order. (Contractor)	12/30/2020
	<a href="#">How Do I View the Expired Order Data Report (Contractors).pdf</a>	Contract Payment Reporting Module (CPRM)	By Process (How do I?)	A step-by-step guide of how to View the Expired Order Data Report. (Contractors)	12/30/2020

The Validation process:

Any order under an active contract within CPRM that has been flagged as expired will need to be validated by the responsible contractor users or group who entered and maintained the order in CPRM throughout its period of performance.

After the contractor validates and closes out, GSA will validate and the task order will be complete.

**Pending Validation** – Prior to Contractor validating and submitting for review. Contractors can work incrementally, make updates and leave it in a work in progress state while completing.

**Validated by Contractor** – Contractor has confirmed that all data and payments are complete, and they have validated. This will kick off an email to the responsible GSA folks to begin their review.

**Validation Rejected by GSA** – The GSA user can reject the validation if they believe there is missing data or inaccurate, and can add their reasoning.

If the Expired Order Validation has been rejected, you or another representative in your company (with ASSIST and CPRM access) will need to re-validate and re-submit the validation.

**Validated** – GSA has essentially approved the validation. At this state, GSA users (both Admin & QA) and Support can still Edit the order, but Contractors won't see the Edit button. Admin users have the ability to revert an order from Validated status back to Validation Rejected by GSA.

Several times a year, the CPRM system runs an audit of task orders that have been reported, and flags any orders that are Expired, which means:

The Period of Performance (PoP) expired is more than 90 days old prior to the report AND

- The order has not been Validated by the Industry Partner OR
- The Total Invoice Reported does not equal Total Obligated OR
- The Total Estimated CAF does not equal the Total CAF Allocated/Reconciled

An email will be sent to the email address(es) that are maintained in the Industry Partner section of CPRM, identifying the Expired Order Number and providing instructions on how to validate the order

- GSA will do quarterly follow ups if the task orders are not validated after the automated system's audit to offer assistance for task orders that may have discrepancies.
- Make sure your Industry Partner contacts are up to date.

When an order is marked as Expired, we require the main POC to go in to CPRM and validate that:

- It is, in fact, Expired (otherwise they need to add an Order Mod to extend the PoP)
- All Order Data, including Order Mods data, has been reported on the Order
- All Invoice Data has been reported on the Order
- All CAF Payment data has been reported on the Order
- AND, all CAF Payments have been remitted via Pay.gov

## Section 10: Training

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Live training on CPRM is offered throughout the year, by the OASIS CPRM Team as well as the CPRM Development Team. There are also several resources for self-guided training and reference.

[OASIScprm@gsa.gov](mailto:OASIScprm@gsa.gov)

Your first resource when you get stuck.

Analysts monitor this inbox and are available to answer your specific CAF and reporting questions.

### Live Training

The CPRM Development Team offers general CPRM user training twice per year. The GSA OASIS Team emails notices of relevant training to primary POCs, as maintained by GSA Contracting via [oasisMODS@gsa.gov](mailto:oasisMODS@gsa.gov).

OASIS CPRM Analysts offer several trainings on a recurring quarterly basis:

**Overview of Reporting** - Reporting basics from A to Z, perfect those who are new to reporting or taking over the responsibility.

**Office Hours** - Open-ended time for Q&A with analysts, offered the last week of the quarter for last minute reporting questions.

**Special Topics: Prices Paid Data & Multiple Invoice Uploader** - Deeper dive into these tricky reporting requirements.

CPRM Analysts include links to upcoming training in quarterly review emails. Trainings are also posted online on the [GSA Events page](#).

## References and Self-Guided Training

### Contract Payment Reporting Module (CPRM) +

On the [OASIS landing page](#), under the [Industry Guidance and Resources](#) tab, you'll find several training slide decks published by the OASIS CPRM team and the template for multiple invoice uploads

- Overview of Reporting
- Prices Paid Data and Invoice Uploader
- Invoice Upload Template

## Contract Reporting

The OASIS contract requires vendors to properly report new task orders awarded against their contract in CPRM.

### Contract Payment Reporting Module (CPRM) —

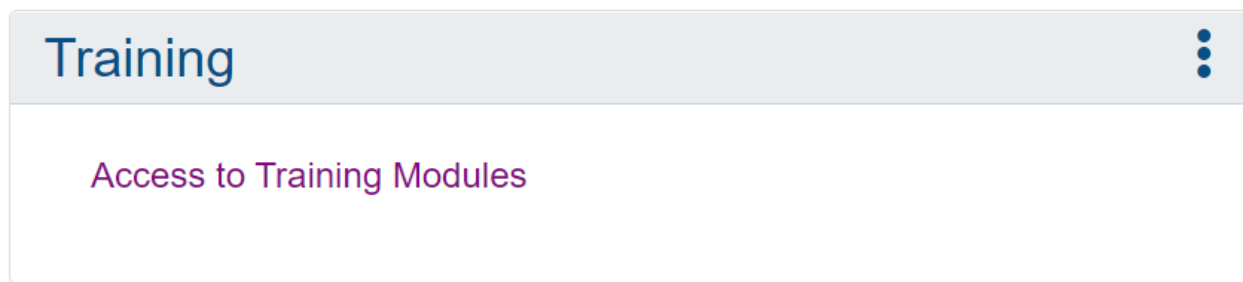
Failure to ensure the CAF is appropriately included in all task order solicitation responses and subsequent task order awards, on a separate line item, may lead to contract non-compliance. It is critical to ensure CAF is paid to you by ordering contracting offices, so that you may in turn remit payment to GSA. Your OASIS contract requires you to report new task orders awarded against your contract within 30 days in CPRM, and to report invoices each quarter after that. Remittance of CAF billed to, and collected from, your customers in a timely manner through CPRM reporting is required by the contract in Section G.3.1., Contract Access Fee. You may contact [oasiscprm@gsa.gov](mailto:oasiscprm@gsa.gov) with any questions you have about CPRM or reporting.

- [Intro to CPRM \[PDF - 2 MB\]](#)
- [How to Report Your Prices Paid into CPRM \[PPTX - 4 MB\]](#) (Presentation Deck July 2020)
- [How to Report Your Prices Paid into CPRM Q&A \[PDF - 2 MB\]](#)
- [CPRM Invoice Upload Template \[XLSX - 35 KB\]](#) (Spreadsheet May 2020)



## Training Portlet

On the CPRM home page, scroll down to find access to the Training Portal



To narrow down the results, set your search parameters to 'Overview' and 'CPRM'

### Search Filters

**Tab**

**Category**

**Description**

**Uploaded On**

We recommend that you take the time to review each of the six training sessions. These are produced by the same team that supports the ASSIST help desk, and they are generalized for all the programs that use CPRM to report.

Format ↑↓	Document Name ↑↓	Tab ↑↓	Category ↑↓	Description ↑↓	Uploaded On ↑↓
🔊	<a href="#">CPRM Overview Training.mp4</a>	Overview	Training Webinars	CPRM Overview Training	05/10/2021
🔊	<a href="#">CPRM Advanced Training Order Data Module.mp4</a>	Overview	Training Webinars	CPRM Advanced Training Order Data Module	05/10/2021
🔊	<a href="#">CPRM Advanced Training Invoices CAF Module.mp4</a>	Overview	Training Webinars	CPRM Advanced Training Invoices CAF Module	05/10/2021
📄	<a href="#">CPRM Advanced Training Invoices CAF Module Contractors Training Deck.pdf</a>	Overview	Training Materials	CPRM Advanced Training Invoices CAF Module Contractors Training Deck - May 2021	05/10/2021
📄	<a href="#">CPRM Advanced Training Order Data Module Contractors Training Deck.pdf</a>	Overview	Training Materials	CPRM Advanced Training Order Data Module Contractors Training Deck - May 2021	05/10/2021
📄	<a href="#">CPRM Overview Training Contractors Training Deck.pdf</a>	Overview	Training Materials	CPRM Overview Training Contractors Training Deck - May 2021	05/10/2021

## Appendix A: Excerpts from OASIS Contract

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### G.3.1. Contract Access Fee (CAF)

CAF rates, once established and verified as correct, shall be used for the entire life of the order (to include base + options).

The default CAF rate is 0.75%. The only exception to the default CAF rate is for customer organizations with a CAF Memorandum of Understanding (MOU) agreement in place with the OASIS Program Office. See <https://www.gsa.gov/oasis> to find the latest list of customer organizations and their reduced CAF rate specified in the MOU agreement.

In response to all task order solicitations, regardless of order type (fixed price, cost-reimbursable, etc) the CAF shall be proposed as a separate and distinct Contract Line Item (CLIN) for the base period and each option period (if applicable). For other than Firm Fixed Price proposals, the CAF line item shall be proposed as a Not To Exceed (NTE) amount.

Each invoice billed under the task order shall include a separate CAF line item as in the following example:

CLIN 0001 Labor \$100.00  
 CLIN 0002 Material \$50.00  
 CLIN 0003 Travel \$50.00  
     Subtotal \$200.00  
 CLIN 0004 CAF (0.75% of subtotal) \$1.50  
     Total Invoice including CAF \$201.50

The OCO must establish a separate and distinct CAF CLIN in all task order awards for the base year(s) and each option period (if applicable).

### G.3.2. Contractor Payment Reporting Module (CPRM)

The specific system for all unclassified task order award, modification, invoice, and CAF payment data will be reported electronically through the CPRM system located within the GSA Assisted Acquisition Services (AAS) Business Systems Portal. For classified task orders please contact the OASIS Contracting Officer for further instruction. Do not send classified information to the OASIS Program Management Office.

Task order and modification data issued through the AAS Business System Portal may automatically populate into the CPRM; however, it is the Contractor's responsibility to ensure the data has been reported into the CPRM.

CPRM is an operational system under continuous enhancement. The system may not allow for some contractually required data elements identified herein to be directly reported until a future enhancement is accomplished.

### **G.3.2.1. Task Order Award Data**

The Contractor shall report all task order award data in G.3.2.1 (and applicable subsections below) in CPRM within 30 calendar days after month task order was signed by the OCO. For example, if the task order was signed on June 01 the task order award data must be reported by July 31.

Regardless of contract type, all task order award data shall include:

1. OASIS MA-IDIQ Contract Number
2. Task Order Award Number (NOT the Solicitation Number)
3. Task Order Description (i.e., Type of Professional Services Project)
4. Government-Site, Contractor-Site, or Both
5. Predominant Contract Type (e.g., T&M, CPFF, FFP, etc.)
6. Task Order NAICS Code
7. Task Order PSC Code
8. OCO Name
9. Customer Agency Name and Full Address
10. Customer Agency Code and Bureau Code
11. Initial Period of Performance
12. Award Date
13. Contract Line Item Numbers (CLINs) of the task order. (Including the CAFCLIN)
14. Contract Type for each CLIN
15. An electronic copy of the complete task order solicitation issued by the OCO
16. An electronic copy of the complete task order awarded by an OCO

### **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 particular task order.

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)