



**DCAA**

DEFENSE CONTRACT AUDIT AGENCY

# Understanding the DCAA's Contractor Submission Portal (CSP)

# Objective

- Provide an overview of the CSP
  - What is the CSP
  - Why DCAA Created CSP
  - Future Integrations
  - Benefits of CSP
  - How CSP works
  - The Security overview
  - Contractor Notification
  - Getting Help

# What is the Contractor Submission Portal?

What it is from the USERS perspective

- *For non-contractors:* An online application where contractors can easily and securely submit proposals (i.e. incurred cost & provisional billing rate (PBR)) in one place on a platform they're already using.
- *For contractors:* An online application where you can easily and securely submit your proposals (i.e. incurred cost & provisional billing rate (PBR)) on a platform you're already using.

# What is the CSP?

- CSP is an online application where contractors can easily and securely submit incurred cost proposals and Provisional Billing Rates in one place on a platform they are already using.
  - Uses the Procurement Integrated Enterprise Environment (PIEE) platform.
  - All DoD contractors that use PIEE (almost 100%), can use this new platform.

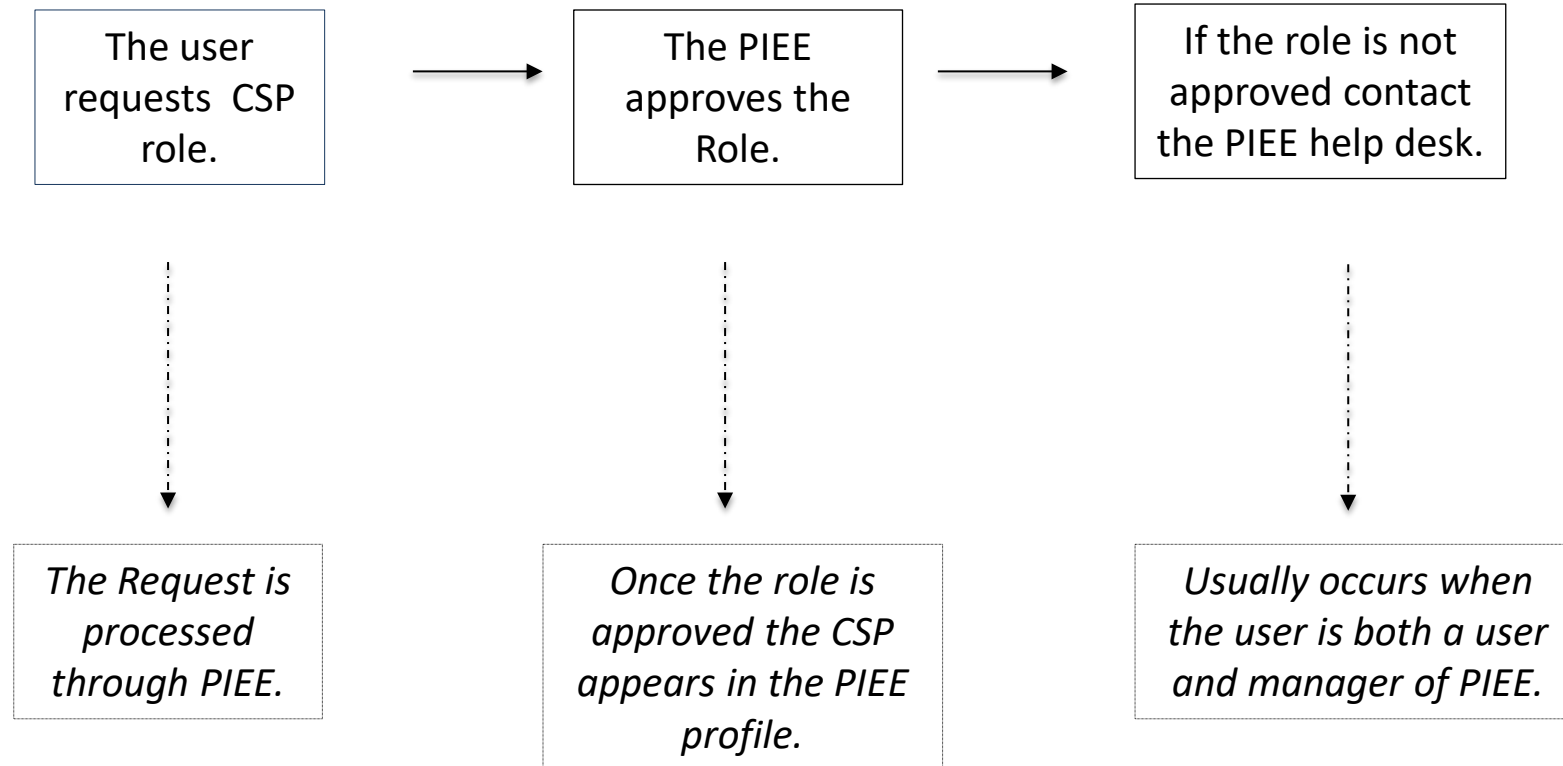
# Why DCAA Created CSP

- Modernizations:
  - Improves a manual undefined process whereby contractors historically provided incurred costs proposals and provisional billing rates using a variety of methods (e-mail, disc, shared drives, paper, etc.)
  - Delineates an easy, systematic, and organized process which identifies and monitors incurred cost proposals and provisional billing rates.
  - Validation of receipt to both Government and Contractor.

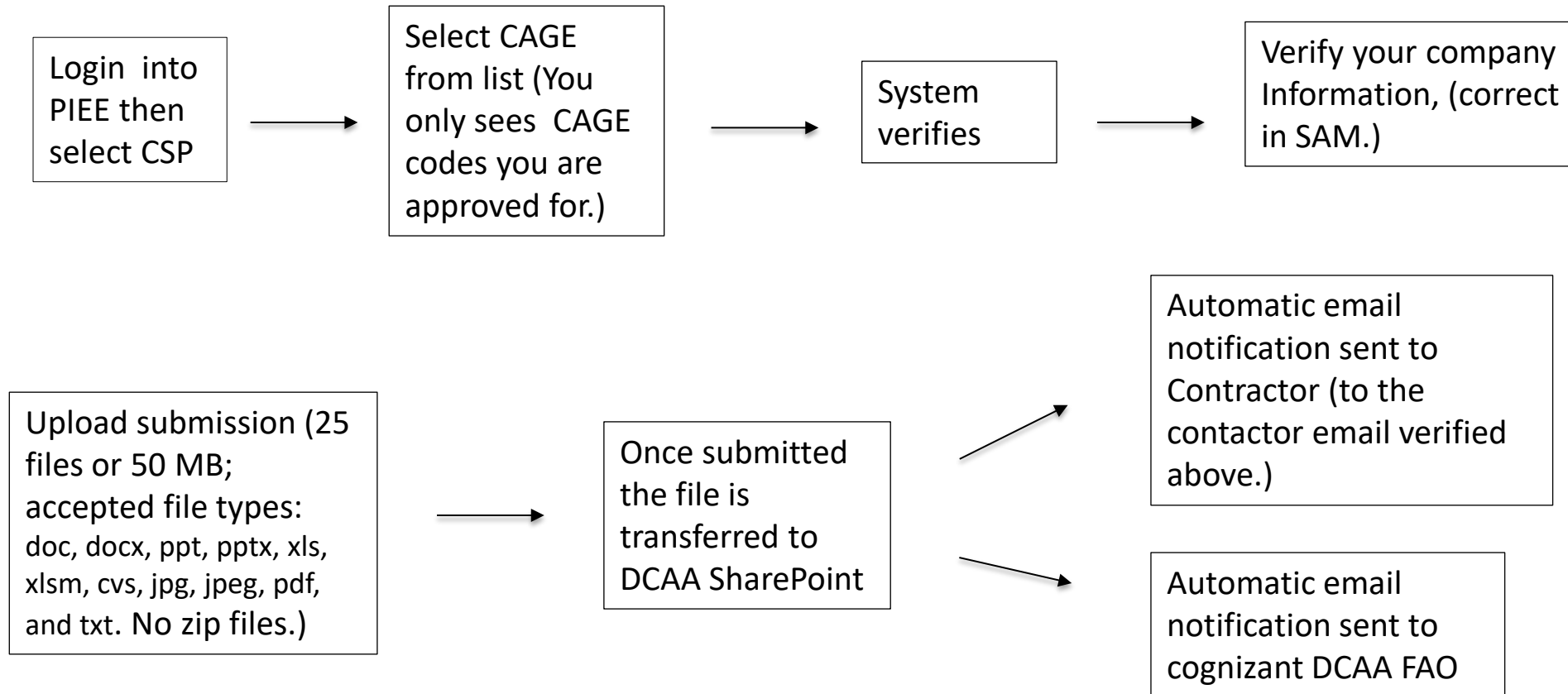
# Key Benefits of CSP

- Simple *online process* for initiating, updating, and withdrawing IC proposal or PBR.
- *Secure* application optimized to protect contractor information.
- Automated *notification* of successful submission to FAO.
- *Capacity* to handle large IC submissions.
- *Centralized file management* to ensure proper version control.

# Getting Started – How it Works



# IC and/or PBR Submission





# How does the new system keep your data secure?

- CSP can only be accessed through PIEE and the approved Commercial and Government Entity (CAGE) Codes in the profile.
- PIEE Approval required for access request to any new CAGE Code not within a users CSP profile.
- Data is transferred one way only (from CSP to DCAA SharePoint).
- The web browser is secure - encrypted in hypertext transfer protocol secure (HTTPS)

# How does CSP protect you?

- If someone requests a new CSP role, it is always approved by the Contractor's Administrator (CAM) (contractor employee with PIEE responsibility).
- Contractor is always aware of everyone who has access to their CAGE codes in CSP.

# Notification/Reminder Letters for CSP.

- Contractor Communication
  - DCAA has established a process whereby it generates a letter to each contractor with detailed CSP guidance. The letter is issued 30 days prior to the contractor's submission due date
    - Includes guidance on enrolling into CSP.
    - Includes a comprehensive overview of the CSP portal and user guide.

# Additional Support

## Where to get help:

- If you encounter issues or have questions in relation to CSP please send an email to [dcaa.belvoir.hq.mbx.csp@mail.mil](mailto:dcaa.belvoir.hq.mbx.csp@mail.mil)
- [www.dcaa.mil](http://www.dcaa.mil) –under Customers then Checklist and Contractor Submission Portal for instructions and guidance.