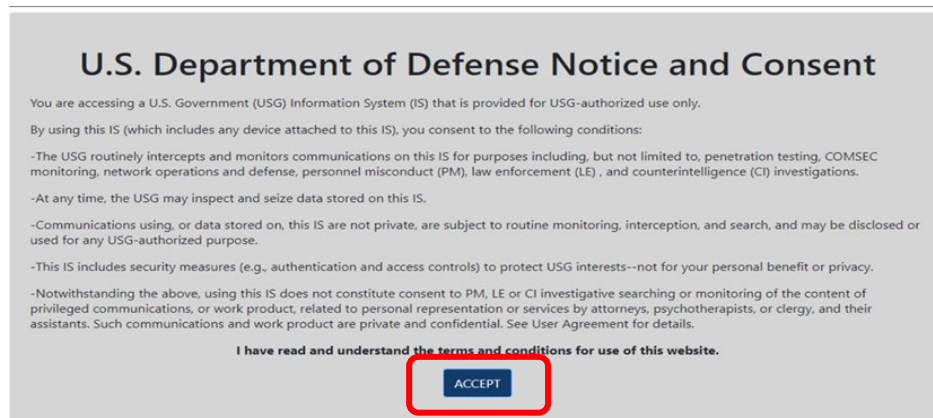


Instructions to Access the Portal and Submit a Provisional Billing Rates Submission

To access the Contractor Submission Portal, each contractor will have to register with PIEE by requesting the user role within the Contractor Submission Portal (CSP). If you currently use PIEE, log into the “My Account” and request the additional role for CSP (Additional instructions attached at the end). If you have additional issues, please contact the help desk for PIEE.

Once you have access to PIEE and the user role registered, please follow these instructions in submitting the Provisional Billing Rate Submission.

1. Log into PIEE. Once access is granted the CSP button will display in the profile. Click on the CSP button, which will reroute you to the Contractor Submission Portal (see below). First the consent. Click “Accept”.



U.S. Department of Defense Notice and Consent

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

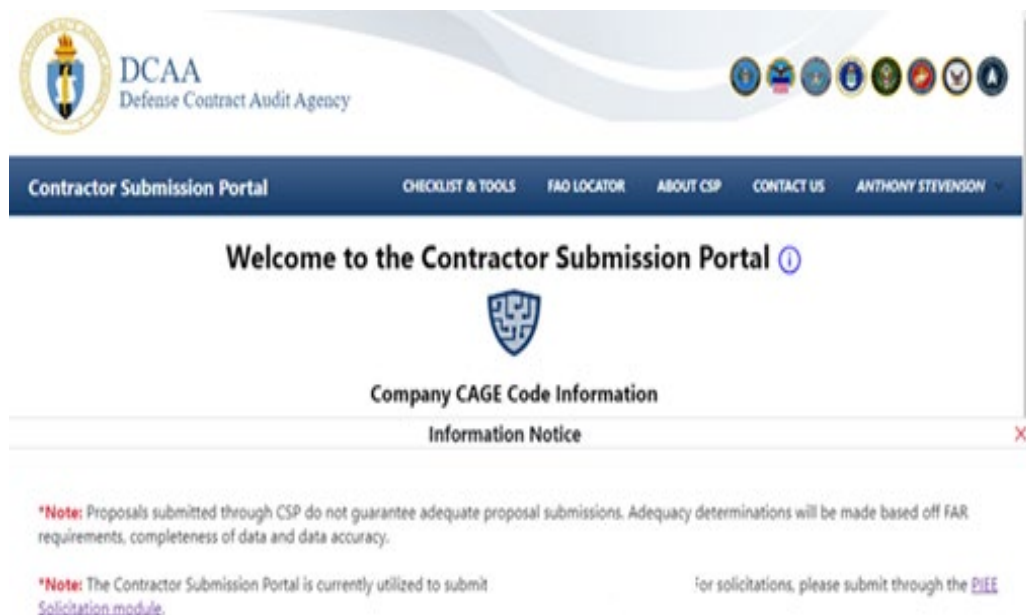
By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

I have read and understand the terms and conditions for use of this website.

ACCEPT

2. Once you are in the portal, the contractor will pick the CAGE code number and click the search button.



Contractor Submission Portal

WELCOME TO THE CONTRACTOR SUBMISSION PORTAL

Company CAGE Code Information

Information Notice

***Note:** Proposals submitted through CSP do not guarantee adequate proposal submissions. Adequacy determinations will be made based off FAR requirements, completeness of data and data accuracy.

***Note:** The Contractor Submission Portal is currently utilized to submit [Solicitation module](#) for solicitations, please submit through the [PIEE](#)

DCAA
Defense Contract Audit Agency

Contractor Submission Portal

CHECKLIST & TOOLS FAO LOCATOR ABOUT CSP CONTACT US ANTHONY STEVENSON

Welcome to the Contractor Submission Portal ⓘ

Company CAGE Code Information

CSP Leverages the System for Award Management (SAM) and the Procurement Integrated Enterprise Environment (PIEE) to validate who you are as well as your company's information for increased security protection. This is accomplished by entering your company's CAGE Code that is associated to the Proposal you wish to submit.

Please select your Proposal Submission's primary CAGE Code.

*If you do not have a CAGE Code please ensure you are registered with SAM. Secondly, to find the cognizant DCAA FAO, click on the FAO locator at the top within the banner to find your FAO and the contact information for the office to work with.

- At this point, in the background, the CSP communicates with SAM to retrieve the contractor data that is registered with the CAGE Code submitted. Once the data is retrieved from SAM, confirm the information by clicking the confirm button. Note: If retrieved information contains errors, the profile needs to be updated in SAM.

Contractor Submission Portal

CHECKLIST & TOOLS FAO LOCATOR ABOUT CSP CONTACT US ANTHONY STEVENSON

Welcome to the Contractor Submission Portal ⓘ

Company Info

Please confirm your information below.

Contractor Name	Street	City	State	Zip Code
<input type="text"/>				

**If the information displayed is incorrect, [click to update your SAM Information.](#)*

- Once the information is confirmed a company dashboard will appear where it will list your cage code number in the top right corner, company dashboard and a line with company information. You will have 5 options to select from:
 - DCAA FAO - provides the default cognizant FAO assigned to the contractor.
 - Provisional Billing Rates – allows electronic submission of Provisional Billing Rates.
 - Incurred Costs – currently able to submit Incurred Cost Proposals.
 - Company Info- the details either found in SAM or information entered by the company.

5) New Cage Code - allows the contractor to enter a new cage code and begin from the beginning.

*If CSP was not able to validate against SAM and you entered the company name and UEI number, you will not see the cage code number in the upper right corner.

Contractor Submission Portal

CHECKLIST & TOOLS

Company Dashboard

DCAA FAO

Provisional Billing Rates

Incurring Cost

Company Info

New Cage Code

Incurring Cost ⓘ

Incurring Cost

New Proposal

Continue

Information Notice

Please select a incurred cost to begin. CSP provides 3 types of actions related to proposal submissions: "New Proposal", "Amend Proposal", and "Withdrawal Request".

Amend Incurred costs allow users to edit existing proposals. Withdrawal Requests give users the option to submit a request to withdraw an existing submission.

5. Please click on the “Provisional Billing Rates (PBR)”, and it redirects to the PBR screen, then select one of the following: New, Amend or Withdraw. * Note: if Amend and/or Withdraw is selected the Proposal ID is required which was emailed in the original submission email.

**Please note when an updated PBR is selected this will not override the original submission, however it provides a separate submission showing that the following is an updated submission. Lastly, for Withdraw option, the DCAA FAO is notified of the withdrawal, the system retains the submission noted for withdraw, and the DCAA FAO notes the submission as withdrawn.

DCAA
Defense Contract Audit Agency

Contractor Submission Portal

CHECKLIST & TOOLS

FAO LOCATOR

ABOUT CSP

CONTACT US

CARL RYAN

Company Dashboard

DCAA FAO

Provisional Billing Rates

Proposal Action

Company Info

New Cage Code

Provisional Billing Rates ⓘ

Provisional Billing Rates

New Provisional ...

Continue

Contractor Submission Portal

Company Dashboard

Provisional Billing Rates

Provisional Billing Rates

Information Notice

6. There are multiple screens of general setup questions that are required to be addressed before continuing with submission of the PBR. Below is a screenshot of the first set of questions, with a full list of questions that follow.

Contract Awards and Business Volume

FY End Date

This is the FY date we have on file: 12-31

Is this the correct date?

Fiscal Year

Please select the year your fiscal year ends.

Are there any anticipated contract awards during current fiscal year?

Do you have any anticipated significant changes in business volume?

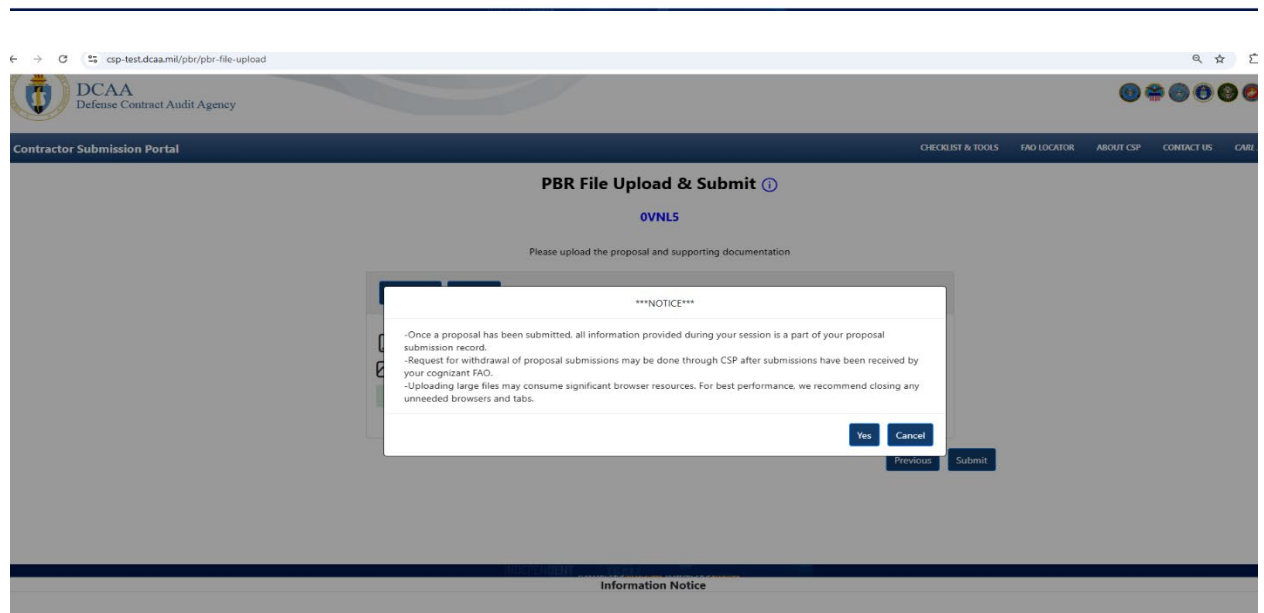
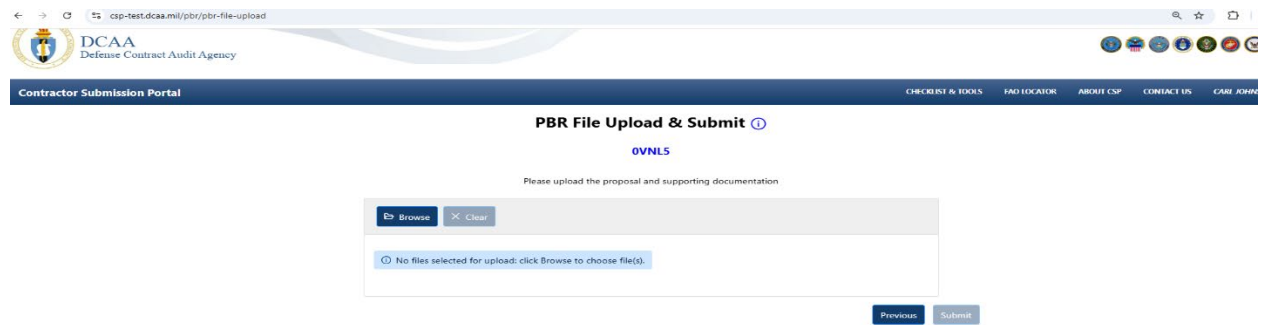
Previous Next

Information Notice

General Setup Questions:

- 1) Is the FY End Date Correct?
 - 2) Are there any anticipated contract awards during the current fiscal year?
 - 3) Do you have any anticipated significant changes in business volume?
 - 4) Any changes in accounting practices?
 - 5) Any organizational changes, policies and procedures impacting the indirect costs?
 - 6) Contractor Point of contact
 - 7) ACO confirmation?
7. Upload the documents for the Provisional Billing Rates submission. Multiple files can be selected and uploaded at one time. A list of files will show once they are uploaded prior to clicking the submit file. The following is a listing of the type of files that CSP allows

to be uploaded: .doc, .docx, .ppt, .pptx, .xls, .xlsm, .cvs, .jpg, .jpeg, .pdf, and .text. At this time the system will not allow zip files uploads.



*Once all files have been uploaded, click on “Submit”.

8. Once the proposal is submitted, a receipt is generated and sent to the email address on file. Please keep the receipt to reference the submission ID, which is needed to amend or withdraw a submission. Also, please note that the receipt only states that the submission is submitted, the cognizant FAO still needs to perform a review of the submission.

Successful Receipt



DEFENSE CONTRACT AUDIT AGENCY
8700 JOHN J. KENNEDY ROAD, SUITE 2008
FORT BELLEVILLE, VA 22060-0008

TEST INC.

Proposal ID: **TEST -2025-L90T**

Submission ID: **N250410V65X**

You have successfully submitted your **New Provisional Billing Rates** submission for the Fiscal Year End date of **2025-12-31**, on behalf of the CAGE Code **Test**. Successful submissions does not guarantee approval of Provisional Billing Rates.

[DCAA Cognizant FAO](#)

[Uploaded Files !\[\]\(aab88c0d099e5d18d6533a97b13ec28d_img.jpg\)](#)

[Home](#) 