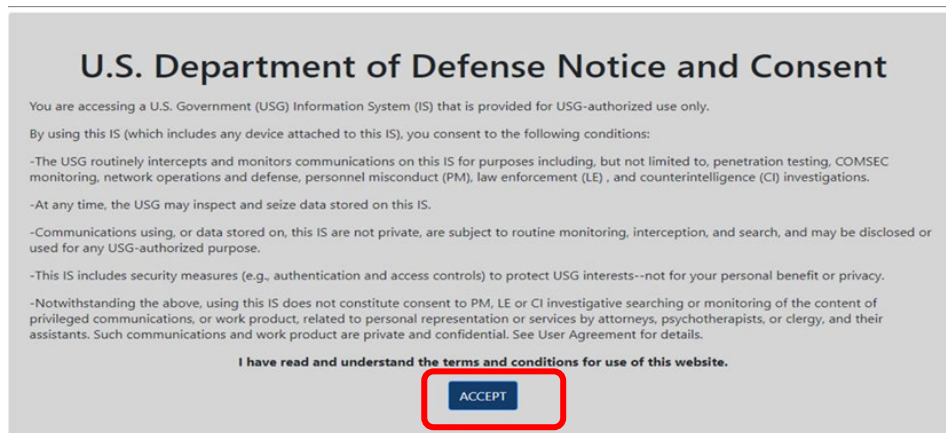


Instructions to Access the Portal and Submit Submission

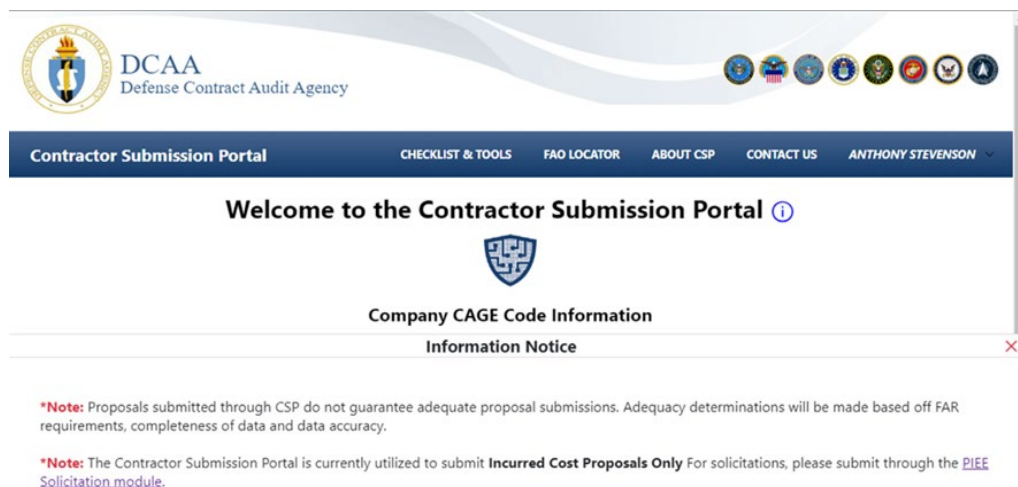
To access the Contractor Submission Portal, each contractor will have to register with PIEE by requesting the user role within the Contractor Submission Portal (CSP). If you currently use PIEE, log into the “My Account” and request the additional role for CSP (Additional instructions attached at the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

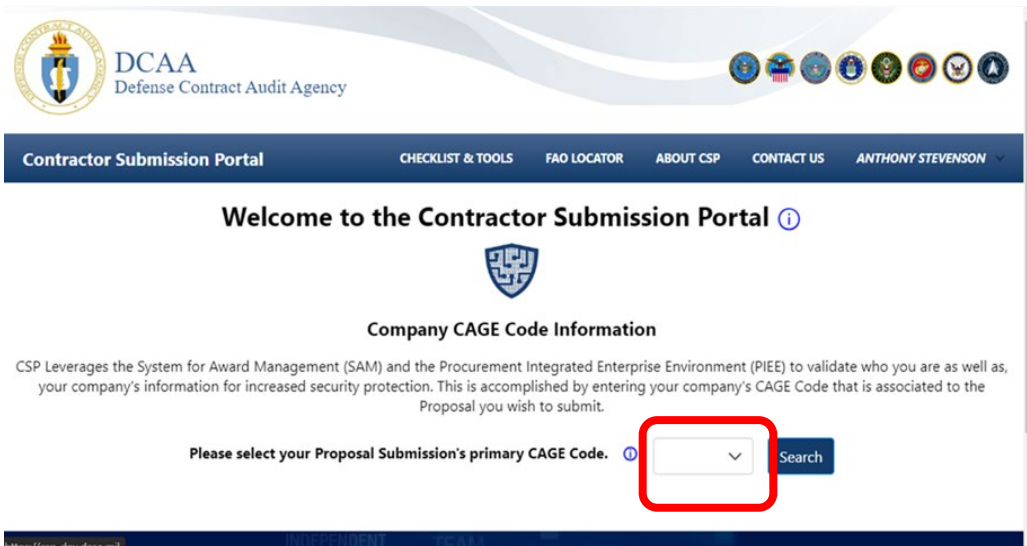
Once you have access to PIEE and the user role registered, please follow these instructions in submitting the Incurred Cost Proposal.

1. Log into PIEE. Once the 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”.



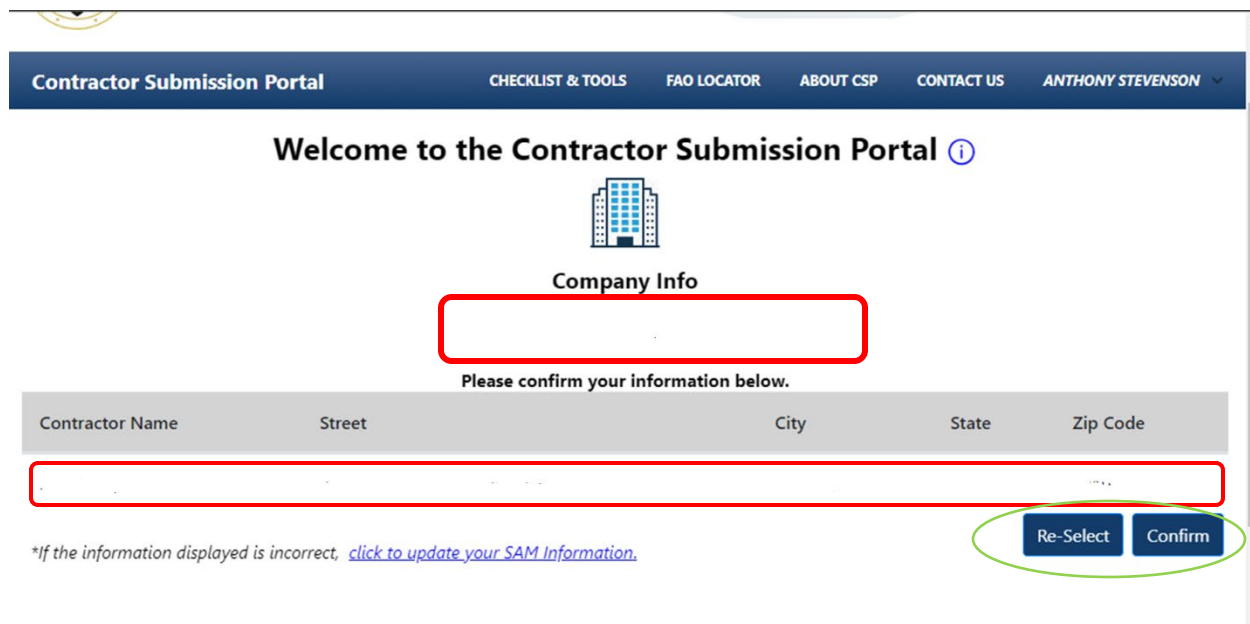
2. Once you are in the portal, the contractor will pick the CAGE code number and click the search button.





*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 contract information for the office to work with.

3. 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.



4. 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 4 options to select from 1) DCAA FAO; 2) Proposal Actions; 3) Company Info; and 4) New Cage Code. Please click on the "Proposal Action", and it redirects to the proposal submission screen. The DCAA FAO takes you to the default cognizant FAO assigned to the contractor. The company information provides the details

either found in SAM or information entered by company. The new Cage Code tile allows for 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 | FAO LOCATOR | ABOUT CSP | CONTACT US | ANTHONY STEVENSON

Company Dashboard

OVNLS

DCAA FAO | Proposal Action | Company Info | New Cage Code

Cognizant DCAA FAO

Office Name	Street	City	State	Zip Code	Phone	Email
Northern Virginia Branch Office	11440 Commerce Park Drive	Reston	VA	20191	571-448-2066	dcaa.belvoir.hq.mbx.dcaa-fao1451@mail.mil

INDEPENDENT | SUPPORTING THE WARFIGHTER, PROTECTING THE TAXPAYER

Contractor Submission Portal | CHECKLIST & TOOLS | FAO LOCATOR | ABOUT CSP | CONTACT US | ANTHONY STEVENSON

Company Dashboard

DCAA FAO | Proposal Action | Company Info | New Cage Code

Proposal Action

Proposal Action: New Proposal [Continue]

Information Notice

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

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

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

DCAA
Defense Contract Audit Agency

Contractor Submission Portal | CHECKLIST & TOOLS | FAO LOCATOR | ABOUT CSP | CONTACT US | ANTHONY STEVENSON

General Setup Questions

OVNLS

The below questions assist CSP in determining what information users need to provide as part of your proposal submission, as well as, how to better understand your costs.

Are you the Prime on at least one Government flexibly-priced contract? [Select]

Are all proposed prime contract costs for Non-DoD contracts? [Select]

Information Notice

CSP will use 3 sets of questions regarding "General Information" about your proposal submission. Please select "Next" to display additional questions. All answers need to have selections before clicking "Next"

General Setup Questions:

- 1) Are you the Prime on at least one Government flexibly-priced Contract?
 - 2) Are all proposed prime contract cots for Non-DOD Contracts?
 - 3) Is this proposal submission a subcontract only submission?
 - 4) Does this submission contain subcontract costs data?
 - 5) Dose this submission contain ONLY Time & Material/Labor Hours contract data?
 - 6) Does this submission contain Bid & Proposal (B&P) cost data?
 - 7) Does this submission contain Independent Research & Development (IR&D) cost data?
 - 8) Are you using a blending of compensation caps approach to account for compensation costs in accordance with FAR 31.205-6?
 - 9) Do you have an IRS Form 941 wavier?
6. On the new proposal submission screen, you can select one of these proposal types from the drop down: 1) New Proposal, 2) Update Proposal or 3) Withdraw Proposal. Secondly you will also need to provide the total proposal cost, the fiscal year end date and if it is a partial year submission. Please note when an updated proposal is selected this will not override the original submissions, 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.

The screenshot shows the 'New Proposal Submission' form in the Contractor Submission Portal. The header includes navigation links: CHECKLIST & TOOLS, FAO LOCATOR, ABOUT CSP, CONTACT US, and ANTHONY STEVENSON. The main title is 'New Proposal Submission' with an information icon and a user ID 'OVNLS'. The form is divided into sections:

- Proposal Type:** A dropdown menu with 'Select' as the current option. Description: 'CSP provides users the ability to give additional details about their proposal submissions. Start by providing the proposal type you wish to submit.'
- Total Proposed Cost:** A text input field. Description: 'Please provide the total proposed cost associated with your proposal submission.'
- Information Notice:** A section titled 'Information Notice' with a sub-section for 'Partial Year Submissions'. Description: 'CSP accounts for the ever changing contracting community. Businesses are bought and sold on a regular basis. If this applies to your company and you have the need to submit a partial year proposal submission, select "Yes" to the question "Is this a partial year proposal submission?".'
- Total Proposed Cost (repeated):** A text input field. Description: 'Please provide the total proposed cost associated with your proposal submission.'
- Fiscal Year End Date:** A date input field with a calendar icon. Description: 'CSP accounts for the ever changing contracting community. Businesses are bought and sold on a regular basis. If this applies to your company and you have the need to submit a partial year proposal submission, select "Yes" to the question "Is this a partial year proposal submission?".'
- Is this a partial year proposal submission?:** A dropdown menu with 'Yes' as the selected option.
- Proposal Date:** Two date input fields labeled 'Start' and 'End', both with calendar icons.

At the bottom right, there are 'Previous' and 'Continue' buttons.

7. Report and Certification Information: Provide the financial application used to generate the files associated with your proposal submission.

Contractor Submission Portal CHECKLIST & TOOLS FAQ LOCATOR ABOUT CSP CONTACT US ANTHONY STEVENSON

Report and Certification Info ⓘ

Financial Application
Please provide the financial application used to generate the files associated with your proposal submission.

Please choose/enter the financial application used.

Business Reporting Unit
Please choose the business reporting unit.

Certifying Official First Name
What is your certifying official's first name?

Please enter the first name

Certifying Official Last Name
What is your certifying official's last name?

Please enter the last name

Certifying Official Title
What is your certifying official's title?

Please enter the title

Certifying Official Email
What is your certifying official's email?


Please enter the email

[Previous](#) [Continue](#)

8. Select your user experience. Select the “ICE Model Upload” option, as the “Walk-Through” option is not yet supported by CSP.

New Proposal Submission ⓘ

OVNLS



User Experience

Begin by selecting your user experience. The "Walk-Through" option is recommended so that a more detailed and accurate proposal submission will be received. The CSP requirements team has worked diligently with DoD contractors and consultants to better understand how to make the proposal submission process more secure and easier to understand.

Choose your user experience preference. ICE Model Uploa... Previous Continue

Information Notice ✕

The "ICE Model Upload" option provides users the ability to submit their proposal submissions in a traditional legacy format with limited information entry. The Incurred Cost Electronically (ICE Model) can be found on the "Checklist & Tools" tab in the top navigation.

The "Walk-Through" option provides users the flexibility of detailed data entry in combination with file upload(s) via formatted file templates provided by CSP. This option is not yet supported.

9. Upload the documents for the incurred cost proposal 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, .csv, .jpg, .jpeg, .pdf, and .text. At this time the system will not allow zip files uploads.

New Proposal Submission ⓘ



Incurred Costs Electronically (ICE Model)

OVNLS

Please provide your DCAA "Ice Model" compliant file(s), as well as any supporting documentation that would help with your proposal.

Browse Clear

Information Notice ✕



This System is **UNCLASSIFIED/FOR OFFICIAL USE ONLY**. Do not scan, upload or transmit "classified" documents into the DCAA System. If any classified document is inadvertently uploaded; please contact your Agency Tier 1 Help Desk and the DCAA Help Desk immediately for assistance. Ensure you follow the proper document naming convention.





Incurred Costs Electronically (ICE Model)



0VNL5

Please provide your DCAA "Ice Model" compliant file(s), as well as any supporting documentation that would help with your proposal.

 Browse  Clear

 MicrosoftTeams-image (7).png 25.131 KB 

✓ 1 file(s) ready to upload.

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

10. 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 when you would want to withdraw a submission. Also, please note that the receipt only states that the submission is submitted, an adequacy review still needs to be performed by cognizant FAO.



Incurred Costs Electronically (ICE Model)

0VNL5

NOTICE

Once a proposal has been submitted, all information provided during your session is a part of your proposal submission record.
Request for withdrawal of proposal submissions may be done through CSP after submissions have been received by your cognizant FAO.

