

## 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 the 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). Once you are in the portal, the contractor will enter the CAGE Code number and click the search button.

The screenshot shows the Contractor Submission Portal (CSP) website. At the top, there is a navigation bar with the DCAA logo and the text "DCAA DEFENSE CONTRACT AUDIT AGENCY". To the right of the logo is a search bar labeled "Search Defense Contract" and social media icons for Facebook, YouTube, and LinkedIn. Below the navigation bar is a dark blue banner with the text "Contractor Submission Portal" and navigation links: HOME, CHECKLISTS & TOOLS, LOCATOR, ABOUT CSP, and CONTACT. The main heading is "Welcome to the Contractor Submission Portal" with an information icon. Below this is a section titled "Company CAGE Code Information" with a shield icon. The text reads: "CSP leverages the System for Award Management (SAM) and the Procurement Integrated Enterprise Environment 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." Below this text is a form with the label "Please provide your Proposal Submission's primary CAGE Code." and a search button. A red box highlights the search button. Below the search section is an "Information Notice" box with two notices: one about proposal submissions and one about COVID-19 impact. The footer contains various links and a slogan: "SUPPORTING THE WARFIGHTER. PROTECTING THE TAXPAYER."

\*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.

2. 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**

Search Defense Contract

HOME CHECKLISTS & TOOLS LOCATOR ABOUT CSP CONTACT

Welcome to the Contractor Submission Portal

**Company Information**

Please confirm your information below.

Contractor Name	Phone	Street	City	State	Zip Code	Email

*\*If the information displayed is incorrect, update your SAM information [here](#).*

Re-enter Confirm

**Information Notice**

CSP uses the System for Award Management (SAM) to obtain information related to the Primary CAGE Code provided by the user. We understand that users may be responsible for multiple company CAGE Codes so users are prompted to provide the specific CAGE Code they are entering information for.

If the information displayed is incorrect, follow the instructions above to make corrections.

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If CSP is unable to retrieve information from SAM, the following screen will display to allow the contractor to enter the company name and the DUNS number. You are able to enter the information and continue with the submission process.

**Contractor Submission Portal**

Search Defense Contract

HOME CHECKLISTS & TOOLS LOCATOR ABOUT CSP CONTACT

Welcome to the Contractor Submission Portal

**Company CAGE Code Information**

Company Information related to the provided CAGE Code could not be located in the System for Award Management System (SAM).

Please provide your company name.  DUNS Code

Previous Continue

**Information Notice**

Providing the Company Name and DUNS Code associated with the selected CAGE Code allows CSP to align proposal submissions to a cognizant FAO Office.

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

The screenshot displays the Contractor Submission Portal interface. At the top, there is a search bar for "Search Defense Contract" and social media icons for Facebook, YouTube, and LinkedIn. The navigation bar includes "Contractor Submission Portal" and tabs for "HOME", "CHECKLISTS & TOOLS", "LOCATOR", "ABOUT CSP", and "CONTACT".

The main content area is titled "Company Dashboard" and features four primary action tiles: "DCAA FAO", "Proposal Action" (highlighted with a red box), "Company Info", and "New CAGE Code". A "cage code #" field is highlighted with a red box in the top right corner.


Below the tiles is a section for "Cognizant DCAA FAO" with a table of office information:

Office Name	Street	City	State	Zip Code	Phone	Email
Validated company information is located here						

An "Information Notice" box is also present, stating: "CSP automatically aligns you to a cognizant DCAA Field Audit Office based off the primary CAGE Code you entered in the previous screen. Upon a successful proposal submission, Amendment or Withdraw Request, you and your cognizant DCAA FAO will be notified via email. If you have any questions about your proposal submission, please contact your cognizant DCAA FAO before submitting. If you have questions about your proposal submission, please contact your cognizant FAO for more information."

The footer contains various links and disclaimers, including "USA.GOV", "ACCESSIBILITY/SECTION 508", "NO FEAR ACT", "FRAUD, WASTE OR ABUSE", "CONTACT US", "TRUSTED ADVISOR", "SUPPORTIVE", "PRIVACY/SECURITY NOTICE", "EXTERNAL LINKS DISCLAIMER", "ABOUT CONTRACTOR SUBMISSION PORTAL", and "OPEN GOV", "PLAIN WRITING ACT".

- 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.



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DEFENSE CONTRACT AUDIT AGENCY

Search Defense Contract

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Contractor Submission Portal    HOME    CHECKLISTS & TOOLS    LOCATOR    ABOUT CSP    CONTACT

## New Proposal Submission ?

**Proposal Type**  
CSP provides users the ability to give additional details about their proposal submissions. Start by providing the proposal type you wish to submit.

Select a proposal type

**Total Proposed Cost**  
Please provide the total proposed cost associated with your proposal submission.

Enter the total proposed cost \$

**Fiscal Year End Date**  
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?".


Enter your fiscal year end date     Is this a partial year proposal submission?

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5. There are 11 General questions that will be asked prior to your submission of the incurred cost proposal. The questions are as follows:



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Contractor Submission Portal v 1.4    CHECKLIST & TOOLS    FAQ LOCATOR    ABOUT CSP    CONTACT US    SUI LEE

## General Setup Questions ?

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?

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

Is this proposal submission a subcontract only submission?

Does this submission contain subcontract costs data?

   **1**    2    3   



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## General Setup Questions ?

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.

Does this submission contain ONLY Time & Material/Labor Hour contract data?

Does this submission contain Time & Material/Labor Hour contract data?

Does this submission contain Bid & Proposal (B&P) cost data?

Does this submission contain Independent Research & Development (IR&D) cost data?

   1    **2**    3

## General Setup Questions ?

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 submitting as a Home or Corporate office?

Are you using a blending of compensation caps approach to account for compensation costs in accordance with FAR 31.205-6?

Do you have an IRS Form 941 waiver?

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- 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, .cvs, .jpg, .jpeg, .pdf, and .txt. At this time the system will not allow zip files uploads.


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Contractor Submission Portal

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## New Proposal Submission ?

  
**Incurred Cost Electronically (ICE Model)**

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

Upload File(s)  
 Selected File(s)

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- 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.



### Proposal Submission Receipt



#### DEFENSE CONTRACT AUDIT AGENCY

8725 JOHN J. KINGMAN ROAD, SUITE 2135  
FT. BELVOIR, VA. 22060-6219

Company Name

Proposal ID:

Submission ID:

You have successfully submitted your **[ProposalAction]** **[ProposalType]** proposal for the Fiscal Year End date of **[FYEnd]**, on behalf of the CAGE Code **[CAGECode]** with a Total Proposed Cost Amount of **[TotalProposedCost]**. Successful submission do not imply "Adequate" proposal submissions. Adequacy determinations will be made by your cognizant DCAA office within 60 days of a fully FAR 52.216-7, "Allowable Cost and Payment" compliant submission.

Additional Information:

- ▶ DCAA Cognizant FAO
- ▶ Uploaded File(s) [8]



Home

