

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.

Contractor Submission Portal

Search Defense Contract

HOME CHECKLISTS & TOOLS LOCATOR ABOUT CSP CONTACT

Welcome to the Contractor Submission Portal

Company CAGE Code Information

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.

Please provide your Proposal Submission's primary CAGE Code.

Search

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.

*COVID-19 Impact Notice: Due to larger than usual network traffic, user experience and file uploads speeds may vary. If you experience issues that prevent you from submitting your Incurred Cost Proposal, please contact your cognizant FAO for additional information.

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*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.

The screenshot shows the Contractor Submission Portal with the following elements:

- Header:** DCAA Defense Contract Audit Agency logo, search bar, and navigation links (HOME, CHECKLISTS & TOOLS, LOCATOR, ABOUT CSP, CONTACT).
- Welcome Message:** "Welcome to the Contractor Submission Portal" with an information icon.
- Company Information:** A section with a building icon and a red-bordered box for confirmation. Below it, a table lists fields: Contractor Name, Phone, Street, City, State, Zip Code, and Email. A red-bordered box highlights the "Re-enter" and "Confirm" buttons.
- Information Notice:** A box stating that CSP uses the System for Award Management (SAM) to obtain information related to the Primary CAGE Code provided by the user. It includes instructions for users to provide the specific CAGE Code they are entering information for.
- Footer:** A dark blue banner with the text "INDEPENDENT SUPPORTING THE WARFIGHTER. PROTECTING THE TAXPAYER. SUPPORTIVE" and links to USA.GOV, NO FEAR ACT, PRIVACY/SECURITY NOTICE, OPEN GOV, ACCESSIBILITY/SECTION 508, FRAUD, WASTE OR ABUSE, EXTERNAL LINKS DISCLAIMER, and PLAIN WRITING ACT.

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 UEI's number (currently it states DUNS, however the UEI is the number you should enter). You are able to enter the information and continue with the submission process.

The screenshot shows the Contractor Submission Portal with the following elements:

- Header:** DCAA Defense Contract Audit Agency logo, search bar, and navigation links (HOME, CHECKLISTS & TOOLS, LOCATOR, ABOUT CSP, CONTACT).
- Welcome Message:** "Welcome to the Contractor Submission Portal" with an information icon.
- Company CAGE Code Information:** A section with a shield icon and a red message: "Company Information related to the provided CAGE Code could not be located in the System for Award Management System (SAM)." Below this, a form asks for the company name and DUNS Code (circled in red). A note states "This would be UEI number".
- Information Notice:** A box stating that providing the Company Name and DUNS Code associated with the selected CAGE Code allows CSP to align proposal submissions to a cognizant FAO Office.
- Footer:** A dark blue banner with the text "INDEPENDENT SUPPORTING THE WARFIGHTER. PROTECTING THE TAXPAYER. SUPPORTIVE" and links to USA.GOV, NO FEAR ACT, PRIVACY/SECURITY NOTICE, OPEN GOV, ACCESSIBILITY/SECTION 508, FRAUD, WASTE OR ABUSE, EXTERNAL LINKS DISCLAIMER, and PLAIN WRITING ACT.

- 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 UEI number, you will not see the cage code number in the upper right corner.

Search Defense Contract

f y in

Contractor Submission Portal HOME CHECKLISTS & TOOLS LOCATOR ABOUT CSP CONTACT

Company Dashboard

DCAA FAO Proposal Action Company Info New CAGE Code

cage code #

Cognizant DCAA FAO

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

Information Notice

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.

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- 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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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?

Previous

Continue

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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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Search Defense Contract

Contractor Submission Portal
 HOME
 CHECKLISTS & TOOLS
 LOCATOR
 ABOUT CSP
 CONTACT

New Proposal Submission



Incurred Cost Electronically (ICE Model)

cage code #

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

Upload File(s)

 Browse...

Selected File(s)

Previous

Submit

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 EXTERNAL LINKS DISCLAIMER
 ABOUT CONTRACTOR SUBMISSION PORTAL

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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.

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Contractor Submission Portal

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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

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[EXTERNAL LINKS DISCLAIMER](#)

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[OPEN GOV](#)

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