

## SLIDE 1

Welcome to the Supplier Performance Risk System (SPRS), version 4.0, Contractor Overview Training.

This training will provide information for Contractors on what SPRS is, how to request access, navigate, run reports, the location of other online resources, and points of contact for helpdesk questions.

## SLIDE 2

What is SPRS?

The Supplier Performance Risk System, S.P.R.S. pronounced spurz is "... the authoritative source to retrieve supplier and product performance information (PI) assessments for the DoD (Department of Defense) acquisition community to use in identifying, assessing, and monitoring unclassified performance." Per DoDI 5000.79.

SPRS's Supplier Risk Score provides procurement specialists with a composite score that considers each supplier performance in the areas of product delivery and quality. The quality and delivery classifications identified for a supplier in SPRS may be used by the contracting officer to evaluate a supplier's performance. DFARS 204.76 "...provides policies and procedures for use of the Supplier Performance Risk System (SPRS) risk assessments in the evaluation of a quotation or offer."

Suppliers, or Vendors, can monitor their supplier, delivery, and quality information associated with their company and address potential inaccuracies. Vendors are responsible to ensure their CMMC and NIST Assessment details are entered and updated.

## SLIDE 3

This graphic represents SPRS data feeds. SPRS incorporates data from a wide variety of sources to generate in-depth risk analysis reports. SPRS is continuously working to increase data capture.

## SLIDE 4

For vendors, SPRS is UNCLASSIFIED and vendors can view, maintain, download, and distribute their own data.

All SPRS data is handled as Controlled Unclassified Information (CUI) by the U.S. Government. Source Selection Sensitive Information, see FAR 2.101, 3.104, and 42.1503.

SPRS Reports are: Not Releasable under the Freedom of Information Act (FOIA).

Therefore no one can make a FOIA request for a competitor's scores.

## SLIDE 5

How does SPRS work?

SPRS uses statistical algorithms to analyze data inputs and identify risks. It also displays compliance and general company information.

Supplier Risk uses 3-years of past performance data to calculate an "overall" numerical Supplier Risk Score, these scores are ranked to provide a color score on the standard 5-color rating system. Supplier Risk provides procurement specialists with a composite score that considers each supplier's performance in the areas of product delivery and quality.

Negative Vendor delivery and quality data records are not scored for a 14-day preview period and are only available to the vendor during this time. This allows the vendor to review records and address any inaccuracies through the Challenge process.

The Challenge process is outlined in the User Guide for Awardees/Contractors and in the Summary Report for Contractors tutorial, located here:

[https://www.sprs.csd.disa.mil/pdf/SPRS\\_Awardee.pdf](https://www.sprs.csd.disa.mil/pdf/SPRS_Awardee.pdf)

<https://www.sprs.csd.disa.mil/webtrain.htm>.

The Supplier Risk score is based on daily weighted sum of supplier performance factors normalized by the amount of business a company does for the DoD, reported by the Federal Procurement Data System (FPDS).

#### SLIDE 6

User roles control what users are able to access in SPRS. There are two (2) basic user types that may access SPRS, Government and Vendor.

The SPRS Contractor Vendor user role restricts users to view-only CMMC and NIST assessment scores at their company's hierarchy level and of their subsidiaries. Furthermore, the SPRS Contractor Vendor user role allows users access to additional SPRS report modules as discussed in detail in the SPRS Access training.

#### SLIDE 7

The SPRS Cyber Vendor User role is a privileged role that allows users the ability to view, add, edit, or delete the CMMC and NIST SP 800-171 Basic Confidence level assessment records for any CAGE within their company hierarchy.

A NIST SP 800-171 assessment and System Security Plan (SSP) must be complete prior to logging into SPRS to enter assessment results.

This user also has view-only access to any additional Confidence level records, for any CAGE within their company hierarchy. .

Vendors are expected to ensure the CAGE Hierarchy is accurate and up to date in the System for Award Management (SAM), monitor their company data, and provide customer and application Feedback.

#### SLIDE 8

SPRS Color classification represents the percentage breakdown of a normal statistical distribution. Color assignment is based on a comparative assessment among suppliers. Supplier rankings are re-calculated whenever new data is introduced to the system or records age out.

Color is also used to communicate information unrelated to ranking. Black identifies a supplier with no Supplier Risk Score and grey identifies a supplier that has been excluded from selling to the government.

Suppliers who have no scored factor data, but have at least one contract reported in Federal Procurement Data System (FPDS) will not receive a numerical score but have a Green color score. The system will display an asterisk (\*) in place of a numerical score. This is considered a neutral rating. For a detailed breakdown of how all the colors are assigned, refer to the Evaluation Criteria Manual located here:

#### SLIDE 9

SPRS uses the Procurement Integrated Enterprise Environment (PIEE) platform for login verification, security, and is a single sign-on that facilitates access to various applications. For more information about creating an account for the first time in PIEE refer to their “Vendors - Getting Started Help” page, at the URL listed here:

<https://piee.eb.mil/xhtml/unauth/web/homepage/vendorGettingStartedHelp.xhtml>

Step-by-step SPRS-specific Access Instructions can be found at the URL listed here:

[https://www.sprs.csd.disa.mil/pdf/SPRS\\_Access\\_Instructions.pdf](https://www.sprs.csd.disa.mil/pdf/SPRS_Access_Instructions.pdf)

PIEE is not managed by the SPRS program office, for additional assistance logging into PIEE, contact their helpdesk, phone number and email address, are listed here:

PIEE Help Desk phone Number: (866)-618-5988

PIEE Help Desk email: [disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil](mailto:disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil)

#### SLIDE 10

All vendor role requests are reviewed and approved by the Contractor Account Administrator (CAM), associated with the CAGE for which the user is requesting an access role. If you are the only CAM, role activation must be completed by PIEE. To activate email the PIEE Help Desk their information is listed here, [disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil](mailto:disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil).

#### SLIDE 11

Open a browser session and go to the PIEE landing page: <https://piee.eb.mil/piee-landing/>  
Click “Log In” and follow prompted log-in steps.

Select the SPRS Tile.

The SPRS application will open. Make selections from the SPRS Menu items.

#### SLIDE 12

Please note that the screenshots shown throughout this presentation have been modified for size and content.

#### SLIDE 13

SPRS uses two working areas: the menu and the working window. Selecting a menu item will populate the working window.

A third area, user news, is available on the home page. It is updated to identify current software version and communicate any system notes or tips from the SPRS program office. For security, the system will automatically time a user out after 15 minutes of inactivity or remaining stationary in the same module. Users will receive 3-minute warning message before being logged out of the application.

If you are experiencing issues logging in after clicking the SPRS tile. Try clearing the web browser cache before contacting the help desk.

#### SLIDE 14

There is a Toolbar for navigation and additional assistance, located in the upper right-hand corner of the SPRS application.

Click Home to return to the SPRS application landing screen.

Click the bell to be directed to the Feedback module. Feedback will reflect if there are any responses waiting for a review from the Program Management Office.

Click Export to download the current module report to an Excel file. The file is located in the Download option on the Menu. A user must be in a report to use this function.

Click Print to print or save as PDF the current screen.

Click Information to open a new tab to the SPRS website.

Click the three (3) lines to hide the left-hand menu or to have it reappear. This is helpful for viewing larger reports.

In addition, within the modules, there are blue information buttons, clicking on them will provide detailed definitions of specific data elements.

#### SLIDE 15

Use the SPRS menu items, buttons, and controls located within SPRS work areas to navigate the application. Browser Back or Forward buttons may not be compatible with the functionality of the SPRS application.

The Help Desk email and phone number are located at the bottom of every screen.

The Menu is grouped in sections and allows the following actions:

Click the SPRS icon to open the SPRS web page for general information including training and reference materials, similar to the information icon in the toolbar.

Click Home to return to the SPRS application-landing screen.

Click Logout to log out of the SPRS application, not PIEE.

Click any link under the corresponding header to review:

Compliance Reports

Risk Analysis Reports

Performance Reports and  
Service.

#### SLIDE 16

In the Menu, reports are organized by section. The first section of reports on the SPRS menu is the Compliance Reports. This report section includes: Cyber Reports and CAGE Hierarchy.

More in-depth detailed information on these reports can be found within the SPRS Training materials. <https://www.sprs.csd.disa.mil/webtrain.htm>

#### SLIDE 17

The first Compliance Report is Cyber Reports.

This module contains information required by the Defense Federal Acquisition Regulation Supplement, DFARS 252.204.

SPRS provides storage and retrieval for specific CMMC and NIST assessment information. Vendors with the SPRS Cyber Vendor User role are able to enter information for any vendor location identified by their CAGE hierarchy. However, users with Contractor/Vendor (Support User) roles may see only the CAGE associated with their role and anything in the subordinate CAGE hierarchy.

To access CMMC and NIST assessments, select Cyber Reports (CMMC & NIST) from the menu.

#### SLIDE 18

Using the pull down menu to run a report, the first CAGE displayed on the drop-down list is the CAGE that is associated with the user's PIEE profile. The CAGE in parenthesis is the hierarchy; the Highest Level Owner (HLO) reported to SPRS.

An asterisk \* indicates the user has the SPRS Cyber Vendor User role for this CAGE/Hierarchy.

Select the desired CAGE from the Company Hierarchy drop down menu and click Run Cyber Reports.

#### SLIDE 19

The Company name and CAGE code selected from the drop down will be listed at the top of the profile entered.

The CMMC Assessments tab displays logged assessment summary results. If the user has a SPRS Cyber Vendor User role, they will have visibility of an Add New CMMC Level 1 Self-Assessment button as well as Edit and Delete columns. Users with only Contractor/Vendor Support access will not see those items.

#### SLIDE 20

Selecting the Details button, opens a pop-up that contains a print friendly display of the record information. This can be saved as a PDF by selecting Save As PDF in the pop-up.

CMMC Assessment Summary results include the following information: CMMC Status Type, CMMC Unique Identifier (UID), Assessment Date, CMMC Status Expiration Date, Assessing Scope, Company Size, Included CAGEs/entities information, and Affirming Official (AO) Responsible for the Cyber/CMMC information. CMMC UID and AO information will only appear if the record has been affirmed.

#### SLIDE 21

CMMC Level 1 Self-Assessments will expire after one year, at which time they will turn red, and the CMMC Status Type will change to No CMMC Status (Expired Assessment). Additional status types include: Pending Affirmation, Incomplete, No CMMC Status, and Final Level 1 Self-Assessment, which represents the only completed record visible to government users. Definitions of the different CMMC Status Types can be found in the CMMC Entry Tutorial located here: <https://www.sprs.csd.disa.mil/videos/Tutorials/CMMCOv/CMMCOv.html>

#### SLIDE 22

To Add a CMMC Level 1 Self-Assessment, select the Add New CMMC Level 1 Self-Assessment button.

#### SLIDE 23

The following information is required to enter a CMMC Level 1 Self-Assessment: Assessment Date, Assessing Scope (Enclave or Enterprise), How many employees are in the organization for which this CMMC Level 1 self-assessment applies, Compliance with each of the security requirements specified in FAR clause 52.204-21 (Yes or No), and Included CAGEs, use Open CAGE Hierarchy or enter a comma-delimited list in the provided text box. Supporting documentation can be located on the guidance tab.

Assessments in progress can be saved and or affirmed at a later date.

Once the assessment detail information is correct, select Continue to Affirmation.

#### SLIDE 24

If the user entering the CMMC Self-Assessment is not the AO, enter the AO's email address and select Transfer to AO. The AO will receive an email that an assessment is waiting for their affirmation.

If the user is the AO, select Continue to Affirmation.

#### SLIDE 25

Information for the Affirming Official is transferred from the user's PIEE profile. Any changes must be made in PIEE and cannot be changed on this screen. Enter any additional emails that need to be associated with this record and click Continue to Affirmation.

#### SLIDE 26

Review the information and statement and click the check box to certify. Select Affirm to complete or Cancel if information on the form needs to be updated or if the user is not the AO.

#### SLIDE 27

Assessment results entered will populate the entry fields in the table below. Users are able to edit and/or affirm by clicking in the pencil icon in the Edit column for current, unaffirmed records. Users are able to delete any current record by clicking the trashcan in the Delete column. For more information, the CMMC Entry Tutorial and the Quick entry guide are located here: <https://www.sprs.csd.disa.mil/videos/Tutorials/CMMCOv/CMMCOv.html> and [CMMCQuickEntryGuide.pdf](#)

#### SLIDE 28

Other cyber records located within the Cyber Reports module include the NIST SP 800-171 Assessments. The NIST SP 800-171 Assessments tab displays logged assessment summary results. If the user has a SPRS Cyber Vendor User role, they will see Add New NIST Assessment option at the top of the section as well as an Edit/Delete column with pencil icons by each entry. Users with Contractor/Vendor access will not see those two items.

#### SLIDE 29

Within the NIST SP 800-171 Assessments tab there are four additional tabs denoting the NIST confidence levels: High On-site, High Virtual, Medium, and Basic. Basic is the only contractor self-entered record.

#### SLIDE 30

Selecting Details, opens a pop-up that contains a print friendly display of all information associated with that DoD Unique Identifier (UID). This can be saved as a PDF by selecting Save As PDF in the pop-up.

NIST SP 800-171 Assessment Summary results include the following information: DoD UID, Included CAGE, Company Name, Assessment Date, Score, Assessment Scope, Plan of Action Completion Date, System Security Plan (SSP) Assessed, SSP Version/Revision, SSP Date, and for government-assessed confidence levels: Assessing CAGE or DoDAAC, and DFARS 252.204-7012 Compliance.

#### SLIDE 31

As per NIST SP 800-171 DoD Assessment Methodology, "Assessment of contractors with contracts containing DFARS clause 252.204-7012 is anticipated to be once every three years..." Therefore, SPRS displays assessments that are over 3-years old as red.

#### SLIDE 32

To Add an Assessment, users must have the SPRS Cyber Vendor User role.

Select Add New NIST Assessment, this is the Assessment Entry input page.

#### SLIDE 33

The following information is required to enter a NIST Assessment Score: Assessment Date, Score, Scope, Enterprise, Enclave, or Contract. If a score of 110 is not achieved, a Plan of Action Completion Date is required. The company's SSP, the SSP Date, and CAGE(s) associated with the score, use CAGE Hierarchy or enter a comma-delimited list in the provided text box. Additional references with data requirements can be located on the guidance tab.

Click Save, to save the Assessment details. Once submitted, an assessment is assigned a DoD UID, a 10-digit alphanumeric identifier automatically assigned to each newly saved assessment.

#### SLIDE 34

Assessment results entered will populate the entry fields in the table below. Users are able to update, delete, clear, and add additional assessment records by clicking on the pencil icon in the Edit/Delete column for that record. For more information, the NIST SP 800-171 Entry tutorial and the Quick entry guide are located here:

<https://www.sprs.csd.disa.mil/pdf/NISTSP800-171QuickEntryGuide.pdf>

#### SLIDE 35

The Company Hierarchy tab displays the company's complete hierarchy. SPRS receives this data from SAM.gov.

If the Corporate CAGE Hierarchy is not accurate, contact the Electronic Business Point of Contact (EBPOC) listed in the SAM registration for the CAGE at the website listed here:

<https://sam.gov/content/home>

Updates typically flow from SAM to SPRS within 48 hours

#### SLIDE 36

The Overview tab displays the CAGE(s), within the hierarchy, that have Cyber assessments. Only CAGE(s) that have assessments, and those the user has access to view, will show within this tab. The number indicates how many current assessments for that CAGE and confidence level combination exist. If zero is linked and has brackets, the CAGE only has assessments over three (3) years old.

Bracketed zeroes or records greater than zero, are linked. If selected, it will open the Criteria Search tab with that CAGE pre-populated in the search criteria, the related confidence level tab opened, the search executed, and results listed.

#### SLIDE 37

The Criteria Search tab allows the user to enter various data points and search all assessments based on the entered criteria. Enter desired search criteria and select Search. Applicable information will load.

#### SLIDE 38

By clicking on Show/Hide Search Fields it will collapse or expand the criteria search fields for space saving considerations.

#### SLIDE 39

The Guidance tab provides General Guidance as well as CMMC and NIST SP 800-171 specific information and contains links to FAR clause 52.204-21, supplemental guidance, Assessment Methodology, Quick Entry Guide, Frequently Asked Questions, DFARS 252.204, and more.

SLIDE 40 The second compliance report area is CAGE Hierarchy.

The CAGE Hierarchy report identifies the CAGE(s) specified in the user's profile in PIEE in bold font in addition to the associated CAGE(s) and relationships. SPRS imports CAGE hierarchy data from SAM via CAGE DLA.

To access CAGE Hierarchy, select CAGE Hierarchy from the menu.

Use the pull-down menu to select a CAGE to see the associated hierarchy.

#### SLIDE 41

If the corporate CAGE Hierarchy listed is not accurate, go to SAM.gov, search for the registration for your CAGE, and contact the Electronic Business Point of Contact (EBPOC). Correctly identifying the immediate and highest level owners for all associated CAGEs, this will ensure accuracy in SPRS.

#### SLIDE 42

The next report sections in the SPRS menu are visible only to users with the Contractor/Vendor role. The Risk Analysis Reports section contains the Supplier Risk Report.

More in-depth detailed information on Supplier Risk can be found within the SPRS Training materials. <https://www.sprs.csd.disa.mil/webtrain.htm>

#### SLIDE 43

Supplier Risk Report is a way to view detailed Supplier Risk.

The Supplier Risk Score is an overall score using 3-years of supplier performance information (PI) data designed to calculate and identify supplier risk by calculating a single overall numerical score.

A computer algorithm called the SPRS Supplier Engine uses 10 factors of past performance information to calculate Supplier Risk Scores. These factors are individually weighted, based on age and relative importance and summed to produce a numerical and color score for every company, which has either a contract or factor data within the last three years. For a detailed breakdown on scoring factors, review the SPRS Evaluation Criteria found on the SPRS Reference webpage. <https://www.sprs.csd.disa.mil/reference.htm>

#### SLIDE 44

To Access the Supplier Risk Report, select Supplier Risk from the Menu and the report will run automatically if the user's PIEE profile only has one CAGE.

If there are multiple CAGEs associated with user's PIEE profile, select the desired CAGE Code from the drop down and click "Run Supplier Risk Report".

#### SLIDE 45

The report contains, Contractor information, the SPRS Color Legend, Color Tiles, Factor Scores, and Factor Detail Data.

#### SLIDE 46

The Contractor Information based on the CAGE will be listed in a table at the top of the screen. This includes CAGE Code Status. This information is received from the DLA CAGE Program and System for Award Management (SAM) at the URLs listed here: <https://cage.dla.mil/Home/> <https://sam.gov>.

Select Vendor Basic to see less vendor information, click Vendor Detail to return back to the comprehensive version of the contractor information.

#### SLIDE 47

Next is the SPRS Color Legend which represents the percentage breakdown of a normal statistical distribution. Color assignment is based on a comparative assessment among suppliers. Supplier rankings are re-calculated whenever new data is introduced to the system or records age out.

The top percentage group is Blue, and the lowest percentage group is Red.

#### SLIDE 48

Following the Color Legend are three Color tiles.

The Supplier Risk Score and Color Tile, the Suspected Counterfeit tile, and the Level three (3) and four (4) CAR(s) or Corrective Action Requests. For more information on the color tiles, definitions are located within the Supplier Risk tutorial or the SPRS User Manual, located here: [sprs.csd.disa.mil/webtrain.htm](https://sprs.csd.disa.mil/webtrain.htm) and [sprs.csd.disa.mil/pdf/SPRS\\_Awardee.pdf](https://sprs.csd.disa.mil/pdf/SPRS_Awardee.pdf)

#### SLIDE 49

Next are the 10 factors used to calculate the Supplier Risk Score. All scored factors are normalized, divided by, the Scaling Factor, to allow comparisons of large and small businesses.

For detailed information on how each of the 10 factors and scaling are used to calculate the Supplier Risk Score, with examples, see SPRS Evaluation Criteria Manual.

#### SLIDE 50

If records are greater than zero, the Factor displays as a link. Record details can be found by clicking the linked Factor. Every factor associated with a data tab in the table, are located at the bottom of the page. To review factor data, click on the tabs directly or select from the linked Factor list.

The Contact for Information link directs users to the Summary Report for Quality or Delivery Records. For other record types, the contact information will direct users to the data source of the record.

#### SLIDE 51

The Compliance Information displays additional compliance information for the CAGE Code searched. This data is not used in scoring but for an all-in-one display purpose. NIST SP 800- 171 Assessment: "YES" indicates there is a NIST SP 800-171 Assessment, for any confidence level, logged in SPRS. "NO" indicates there are no current NIST assessments present for the CAGE or the NIST assessments are over 3 years old.

SPRS utilizes the Reqs & Certs Information from SAM.gov. If a vendor has self-certified in SAM to the FAR 52.204-26 Representation, then SPRS will display "YES" Active Records. If a

company has not answered the questions, not registered in SAM, or SPRS API connection to SAM was unsuccessful then SPRS will display “NO”.

For additional information on Supplier Risk see the Supplier Risk Tutorial or the Contractor Guidance user manual located here: <https://www.sprs.csd.disa.mil/webtrain.htm> and [sprs.csd.disa.mil/pdf/SPRS\\_Awardee.pdf](https://www.sprs.csd.disa.mil/pdf/SPRS_Awardee.pdf).

#### SLIDE 52

The next section is Performance Reports. This report section includes: Summary Report, Detailed Positive/Negative Records, and Supply Code Relationship.

#### SLIDE 53

The first Performance Report is the Summary Report. The Summary Report displays Supply Code classifications associated with the CAGE data received by SPRS within the last three (3) years. The landing page allows the users to define the report based on their PIEE profile. The default report will return all data organized by the FSC/PSC Supply Code type. Users may select the NAICS Supply Code type and refine the report by entering specific Supply Code data.

To access Summary Report:  
Select Summary Report from the Menu.

#### SLIDE 54

Click the CAGE Code box to open the drop down. Select up to five (5) CAGE Codes. CAGEs accessible in the drop down are the CAGEs associated with the users PIEE profile. If anything is missing or inaccurate, double check the user profile, and contact the PIEE helpdesk located here:

(866)-618-5988  
[disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil](mailto:disa.global.servicedesk.mbx.eb-ticket-requests@mail.mil)

Click Run Summary Report.

#### SLIDE 55

The Summary Report opens to an overview page which includes Searched Criteria, SPRS Color Legend, and a classification table in tabs for each of the searched CAGE(s).

#### SLIDE 56

The searched criteria may be edited from the overview page. Remove or select additional CAGE Code(s), change Supply Code Type, or select Supply Code(s) and click Run Summary Report.

#### SLIDE 57

The SPRS Color Legend explains the color used in Weighted Quality Performance. SPRS Quality color classification represents the percentage breakdown of a normal statistical distribution. Color assignment is based on a comparative assessment among vendors that have supplied a material classification within the past three years. Vendor rankings are recalculated whenever new data is introduced to the system.

#### SLIDE 58

Under the header is a table with the following information: Classification date (the date the score was derived), CAGE, Company name and address, Report timestamp, Supply Code(s) for the

selected Supply Code type, Weighted Delivery Score, Weighted Quality Performance color, and Scored counts in parenthesis. Click through the CAGE tabs to view each searched.

#### SLIDE 59

At the bottom click the relevant Service in the Point(s) of Contact list to send an email.

#### SLIDE 60

Click the outlined 'Supply Code' to view the Detail Report for that CAGE/Supply Code combination.

#### SLIDE 61

The top section includes the searched criteria, challenge code index, vendor information, and the option to toggle between negative and positive records.

#### SLIDE 62

Select Vendor Detail to see additional vendor information, click Vendor Basic to return to the condensed version of the company information.

#### SLIDE 63

Negative records display by default when the report opens. Record data types are displayed on each tab.

Select Display Positive Detail Records to see the positive record data types separated by tabs.

Click on the different tabs to review the records.

Record counts in parenthesis on the tab reflect the total of scored and unscored records available for that record type.

#### SLIDE 64

Delivery scores and Quality classifications are calculated on a daily basis. Fluctuation in scoring may be the result of other vendors' scoring and not the result of a change in the user's CAGE data.

It is the responsibility of the user to monitor their SPRS data and 'challenge' records when they feel data is inaccurate. Users must have objective quality evidence (OQE) to support their claim.

#### SLIDE 65

Records may be challenged twice (2x). An N/A in the Challenge column identifies that the record is not available to challenge. There are two possible reasons: either the record has been challenged and is under review, or the record has been challenged twice and cannot be challenged again.

Preview Records will show an N in the Scored column, these records are not used in scoring until the 15th day.

Records challenged during this time are not used in scoring while they are adjudicated and will be identified by a C in the Challenge Code column.

Records with a Y in the Scored column are visible to government personnel and are used in scoring. Records challenged in this age category continue to be used in scoring while they are adjudicated and will be identified by an L in the Challenge Code column.

#### SLIDE 66

To challenge a record, click the check box in the Challenge column at the far left of the record believed to be inaccurate and select Process Challenge(s). The button is only available after a record has been selected. Follow prompts to complete the process. When a record has been challenged, N/A will display in the Challenge column. More information can be found in the Summary report and challenge training, located here:

#### SLIDE 67

The next Performance Report is the Detail Positive Negative Records, similar to the Summary report, it displays the Supply Code classifications associated with the users CAGE data received by SPRS within the last three (3) years. However, this simplified report does not include scoring, or segregate data by Supply Code. The report segregates by data type all positive or negative records associated with the selected CAGE from the users PIEE profile.

To access the Detail Positive /Negative Records:

Select Detail Pos/Neg Records from the Menu.

#### SLIDE 68

Select a CAGE from the drop-down menu. CAGES accessible in the drop down are the CAGES associated with the PIEE profile. If anything is missing or inaccurate, double check the user profile, or contact the PIEE helpdesk.

Click either Display Positive or Negative Detail Records to view detailed reports or, the user may refine the report by entering specific Supply Codes of either Supply Code type: FSC/PSC or NAICS. Ensure the correct toggle is selected when entering the Supply Code.

Type or paste one or many, comma- delimited list into Supply Code box.

#### SLIDE 69

The top section includes the search fields with the searched criteria, vendor information: basic or detailed.

#### SLIDE 70

The bottom section displays the selected negative or positive records. Record types listed on the tabs display the record count in parenthesis.

The count is the total of negative scored and unscored or positive records available for that type. In the Scored column, a Y indicates a scored record and N indicates an unscored, preview period, record.

The preview period for a record is fourteen (14) days and applies only to negative records. Preview period records are visible here and in the Summary Report to the vendor only. They are not included in reporting provided to acquisition professionals.

#### SLIDE 71

Use Challenge process within the Summary Report module to address any data inaccuracy identified in this report.

## SLIDE 72

The Supply Code Relationship report displays the current relationships between Federal Supply Code/Product Service Code (FSC/PSC) and North American Industry Classification System (NAICS) supply types.

To access Supply Code Relationship:

Select Supply Code Relationship from the Menu.

Select the toggle button Search/Sort by FSC/PSC or NAICS, enter up to five supply codes and select Search OR click Display all relationships.

## SLIDE 73

This is an example of an FSC/PSC to NAICS report. The report can help users to identify past performance information that may be related to a current acquisition.

## SLIDE 74

The final section is Service Reports. Both Feedback/Customer Support and Download.

## SLIDE 75

Feedback/Customer Support allows the users to communicate feedback or suggestions about the application to the SPRS Program Management Office, PMO, and view responses.

To access Feedback/Customer Support:

Select Feedback/Customer Support from the Menu or from the toolbar at the top of any screen.

## SLIDE 76

Click New Feedback to begin. Follow prompts to complete the process. Every entry is assigned a conversation ID. Select the ID number to open the conversation window to view and add additional comments.

## SLIDE 77

If feedback is entered, responses are reflected in the application. When the PMO has responded a number will appear in the toolbar indicating there is a response. A bell will appear in the Status column identifying the conversation with a response.

Conversations are closed the Friday of the week following the last comment response.

For detailed instructions on entering, reviewing, and responding to the feedback see the Feedback tutorial on the SPRS Training page. <https://www.sprs.csd.disa.mil/webtrain.htm>

## SLIDE 78

The final module is Download. This module serves as a repository for all downloaded reports requested within the last five (5) days. Download ready files are listed after being requested in other SPRS modules.

To receive a download, enter the module of the desired report and select Export in the Toolbar. SPRS will send that report as an Excel file to the Download module.

An e-mailed message will be sent indicating when the requested file is ready for download. Users should check their Spam or Junk folders for the email notification.

Select Download from the Menu.

The table displays requested report information. The download status will indicate when a records is Ready to Download and a user will be able to select the button to receive a full report of the information requested in a file.

The file will only be available for five (5) days from the time of its generation. After that period, a new report will need to be requested.

#### SLIDE 79

The SPRS home page provides a variety of public references accessible by selecting from the pop-out menu and buttons. Access buttons and menu items by mouse-click.

For Navigation,

Click Login/Register via PIEE for redirection to the Procurement Integrated Enterprise Environment (PIEE) webpage.

Click SPRS FAQs for SPRS-wide Frequently Asked Questions document.

Click Cyber Reports (CMMC & NIST) for CMMC and NIST SP 800-171 Information to display related training and information.

Click OSD Instructions GPC & Contracting to open a PDF to see OSD Report Instructions for GPC Cardholders and Contracting Officers.

Click SPRS Reports to display information for selected additional reports.

The Menu icon displays a pop-out menu for additional resources.

#### SLIDE 80

Click on Home to return to the SPRS web-landing page.

NSS Restricted List, NIST SP 800-171 Assessments, and Enhanced Vendor Profile are restricted to Authorized Government-only.

Click Access Instructions for more information on obtaining access for Supplier/Vendor users.

References contains User Guides, scoring information, and relevant policy guidance.

Click on FAQs for additional SPRS-wide Frequently Asked Questions.

Training contains SPRS on-line and instructor-led Training Opportunities.

Release is for SPRS application changes.

And finally Contacts for SPRS program office contact information.

#### SLIDE 81

SPRS can be contacted by going to our website which is located at the URL listed here:

<https://www.sprs.csd.disa.mil>

Our Help Desk is available Monday through Friday 6:30am to 6:00pm Eastern Time.

The Help Desk Email, listed here: [sprs-helpdesk@us.navy.mil](mailto:sprs-helpdesk@us.navy.mil)

#### SLIDE 82

Thank you for viewing the SPRS Overview Training.

(Music)