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SPRS 3.3 Document Acceptance

The undersigned agree this Supplier Performance Risk System (SPRS) Software User's Guide Version 3.3 accurately describes the SPRS and the activities surrounding its development.

[Signature]

___________________________________
Project Manager
## Record of Versions and Changes

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1. WHAT IS SPRS?

The Supplier Performance Risk System (SPRS) is a web-enabled enterprise application accessed through the Procurement Integrated Enterprise Environment (PIEE), https://piee.eb.mil/. SPRS (pronounced spurz) gathers, processes, and displays data about the performance of suppliers. SPRS is the Department of Defense’s (DoD) single, authorized application to retrieve suppliers’ performance information. (DoDI 5000.79)

SPRS alerts procurement specialists to Federal Supply Classification/Product Service Code (FSC/PSC) specific risks and risk mitigations. SPRS’s Supplier Risk Score provides procurement specialists with a composite score that considers each supplier’s 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.

SPRS provides storage and retrieval for the National Institute of Standards and Technology (NIST) Special Publication (SP) 800-171 assessment results and maintains the National Security Systems (NSS) Restricted List.

Suppliers/Vendors may view their own company information in SPRS.

1.1 DOCUMENT OVERVIEW

This software user’s guide provides instructions and step-by-step procedures for SPRS Version 3.3 functionality. It describes procedures for gaining access to SPRS, obtaining reports, providing feedback, and getting help. A list of referenced links, glossary of acronyms, troubleshooting guide and other helpful appendices are available at the end of the document. Dissemination of this document is approved for public release with unlimited distribution. The content of all data files referenced within this are sensitive but unclassified; many are controlled by the Privacy Act of 1974.

1.2 SPRS CENTRAL DESIGN ACTIVITY (CDA)

Naval Sea Logistics Center (NSLC) Portsmouth is the SPRS Central Design Activity that develops, designs, and maintains the SPRS application. The CDA will:

- Maintain SPRS software
- Maintain SPRS documentation
- Provide training and documentation to activity personnel
- Provide Customer Support Center to answer customer questions
- Respond to reported questions and/or problems in SPRS
- Provide technical expertise in SPRS application administration and processing
- Ensure SPRS databases contain up-to-date and accurate information
2. ACCESSING SPRS

This section discusses how to obtain access to the SPRS application and how to work within SPRS.

2.1 MINIMUM SOFTWARE REQUIREMENTS

SPRS is fully supported by the latest major desktop version of Chrome, Firefox, and Edge. Older browsers may still view SPRS, however users should expect mixed results. A "major version" refers to a full numeric release, like 9.0 and 10.0 (not minor releases like 9.2.x and 10.2.x).

Adobe Acrobat Reader should be installed to view and print the PDF attachments in SPRS. The reader can be downloaded and installed from Adobe Acrobat. Microsoft Excel is also recommended to view any data extracted from the SPRS application. For support with downloading, or installing the reader or additional requirements for ease of access, please contact our Technical Support (207) 438-1690, DSN 684-1690, or email webptsmh@navy.mil.

2.2 GOVERNMENT ACCESS TO SPRS


Go to the PIEE homepage then click Register (https://piee.eb.mil/).

2.3 ACCESSING SPRS

Once the requested SPRS access role has been activated, the user is ready to log into SPRS.

To Access SPRS:

a. Open a browser session  (NOTE: IE is not recommended)
b. PIEE landing page: https://piee.eb.mil/piee-landing/
c. Click “log-in” and follow prompted log-in steps

d. Select the SPRS Tile:
3. SPRS USER ROLES

Two (2) basic user types may access SPRS, Vendor and Government. This section describes the Department of Defense (DoD) roles, also available in Appendix A: SPRS USER ROLES.

3.1 SPRS ACQUISITION PROFESSIONAL
- View Compliance Reports
- View/Execute Risk Analysis Reports
- View Performance Reports

3.2 SPRS CYBER GOVERNMENT USER
Privileged Government Access to NIST
- Add/Edit/View NIST SP 800-171 Assessment results

3.3 VENDOR THREAT MITIGATION (VTM) USER ROLES
There are three different VTM specific user roles:
VTM IC (Analyst)
- Add/Edit Threat Assessment Records and view all VTM Reports, including Section 841 List

VTM Program
User must complete VTM user profile prior to entering a new threat rating
- Add/Edit Threat Rating Records and view all VTM Reports, including Section 841 List

VTM Acquisition Professional
The only access available for government support contractors
- View only access to the Section 841 List and VTM Reports
4. WORKING IN SPRS

SPRS Application Landing Page:

Figure 1: SPRS Application Landing Page with Menu
- Click the X at the top of the Menu to close the menu. This is helpful for viewing larger reports

Figure 2: SPRS Application Landing Page
- Click the Menu Icon to display the SPRS Menu
Figure 3: Working Order in SPRS (SPRS Application Landing Page) with Menu

- SPRS uses two work areas: the menu, and the working window. Selecting a menu item will populate the working window. A third area, user news, is available only on the home page - this area is updated with each publish.

- Users will receive a 3-minute warning message if inactive or working in the same module for 12 minutes.

**NOTE:** SPRS menu items, buttons, and controls within SPRS work areas should be used to navigate the application. Browser Back or Forward buttons may not be compatible with the functionalities of the SPRS application.
4.1 NAVIGATING IN SPRS

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

(see Figure 3: Working Order in SPRS (SPRS Application Landing Page) with Menu)

- Click to open the SPRS web page for general information including training and reference materials

- **Govt Home** – Click to return to the SPRS application landing page

- **Logout** – Click to log out of the SPRS application (not PIEE)

- **Compliance Reports** – Click any link to review SPRS reports

- **Risk Analysis Reports** – Click any link to review SPRS reports

- **Performance Reports** – Click any link to review SPRS reports

- **Service** – Click Feedback/Customer Support to submit feedback or suggestions about the application to the SPRS Program Management Office (PMO)

---

**NOTE:** Help Desk email and phone number are at the bottom of every page.
5. COMPLIANCE REPORTS

SPRS provides storage and central access for a number of reports that the DoD acquisition community consult before an award.

5.1 NIST SP 800-171 ASSESSMENTS

The NIST SP 800-171 Assessment report enables the DoD to view implementation of NIST SP 800-171. Summary assessment results fall into four (4) confidence level categories: High On-site and High Virtual (conducted by DoD), Medium (reviewed by DoD), and Basic (Contractor self-assessments).

To access NIST SP 800-171 ASSESSMENTS:
Select the NIST SP 800-171 Assessment link from the menu. Users may review all assessments on screen, download in spreadsheet format, or enter search criteria to locate specific records.

Figure 4: NIST SP 800-171 Assessment Landing Page

a. Click Show All link/button to display all assessments
b. Click Export to Excel button to export all assessments into an Excel file
c. Enter choice of search criteria to search for specific assessments, click Search when complete
NOTE: Column headings may require the Menu to be closed to fully view.

Figure 5: NIST SP 800-171 Assessment Search Results
Header View: NIST Assessments are organized by Corporate CAGE Hierarchy Highest Level Owner (HLO)s. The Header View table displays assessment details by HLO CAGE, company name, number of assessments and confidence level. Header creation is the first step to entering an assessment. If there is no header or the Total Assessments column shows 0, no assessment has been entered. (Email the Help Desk for assistance, webptsmh@navy.mil).

NOTE: Export HLO CAGE(s) to Excel button does not export assessment summary results.
Figure 7: NIST SP 800-171 Assessment Details

**Detail View:** Assessment details populate in a table below the header records. Select the View Details button of the header record to view details associated with that header. Only CAGE Codes listed in the Included CAGE(s) column are considered assessed. If the HLO CAGE is not in the Included CAGE(s) column, it is not included in the assessment.

Figure 8: NIST SP 800-171 Assessment Details – Detail View

**Assessment Date View:** Located within the Details View section for a specific HLO Header record, select this option to view summary assessment data grouped by Included CAGE(s) and assessment date.
Figure 9: NIST SP 800-171 Assessment Details – All CAGE(s) View

- **All CAGE(s):** Located within the Details View section for a specific HLO Header record, select this option to view each assessed CAGE individually.

- Export Detail View: Found within the All CAGE(s) area of the Detail View section, this button exports all assessment details associated with the selected header or searched criteria.

Figure 10: NIST SP 800-171 Searched Criteria Show/Hide

**Searched Criteria:** Criteria Searched is available by expanding the Searched Criteria link within the Detail View section.
Figure 11: NIST SP 800-171 Searched Criteria - No records found

- “No records found” will be returned if no records match the criteria searched or a NIST assessment has yet to be entered for that CAGE.

Figure 12: NIST SP 800-171 Details – All CAGE(s) View - Export Detail

- **Export Detail View:** Found within the All CAGE(s) area of the Detail View section, this button exports all assessment details associated with the selected header or searched criteria

- Sorting options are available in any column heading by clicking the three vertical dots
Quick Access: Anyone with a government PKI certificate may click the NIST SP 800-171 Assessments link in the Menu on the SPRS web page to view the list of assessment records. This access provides fewer search and export options.

5.2 NATIONAL SECURITY SYSTEMS (NSS) RESTRICTED LIST


To access the NSS Restricted List:
Select the NSS Restricted List link from the Menu.

Quick Access: Anyone with a government PKI certificate may click the NSS Restricted link in the Menu on the SPRS web page to view. (See Figure 13: NIST SP 800-171 Quick Access)
The displayed results

Figure 14: NSS Restricted List Example
5.3 SECTION 841 LIST

The Section 841 List provides SPRS users an up-to-date list of vendors that have active identifications under FY15 NDAA Sec 841, “Never Contract with the Enemy Act”.

To access the Section 841 List:
Select Section 841 List link from the Menu.

5.4 VENDOR THREAT MITIGATION (VTM)

The VTM module consists of two parts within the SPRS Application: VTM Reports and the Section 841 List.

VTM is the process to assess and mitigate risks posed by vendors supporting DoD operations outside the United States. Previously referred to as “Vendor Vetting,” VTM leverages all-source information and combatant commander guidance to identify vendors supporting the adversary and authorizes heads of contracting activity to restrict, terminate, or void award to them.

- The VTM Report module provides acquisition professionals with visibility of vendor threat vetting outcomes under AFRICOM and CENTCOM VTM programs. Acquisition professionals awarding contracts with performance in the AFRICOM or CENTCOM area of responsibility should have familiarity with those VTM processes and must work with their head of contracting activity for guidance on use of this information.
NOTE: For information on adding/editing VTM report information, see the SPRS VTM Quick Entry Guide available on the SPRS web page click Reference in the Menu.

To access Vendor Threat Mitigation (VTM):
Select Vendor Threat Mitigation link from the Menu.

![VTM Report Landing Page](image.png)

**Figure 16: Vendor Threat Mitigation (VTM) Report Landing page**

### 5.4.1 VTM - Vendor Search

The landing page contains a Vendor Search option. The search option accommodates single or multiple CAGE code searches. Multiple CAGE codes must be semicolon delimited.

- Enter a CAGE Code OR Multiple CAGE codes, semicolon delimited OR
- Enter an entire or a partial company name into the search box and choose one of the radio buttons “exact”, “starts with” or “contains” to narrow down search results. Be precise with company name searches so not to overload the application with too many results.
- Click Search, results are displayed
Click the View Profile link in the far right column to view the threat ratings/assessments.

The VTM Detailed Profile displays a summary of the vendor's data CAGE code, Address and/or Exclusion Status. The Contractor Information box provides the CAGE/NCAGE, Company Name, Address, City/State/Zip, Country, and Exclusion Status for the selected vendor (if available). Two vendor threat timelines follow the Contractor Information box.

The timelines display threat records with the most recent at the top. At first glance, the user can see all, or if any ratings/assessments have been performed on the vendor.

Each individual VTM record displays date of record entry or update, the associated CCMD (Combatant Command) who performed the Threat Rating/Assessment and if the status of the record is new or updated.
- Status=New: First time a CCMD/organization posts a Threat Rating/Assessment
- Status=Updated: All subsequent postings of a vendor’s Threat Rating/Assessment within the same CCMD/organization

Threat ratings and threat assessments are independent from one another. Different areas create each record type. A vendor may have a Threat Rating but not have a Threat Assessment, and vice versa. This has to do with the individual Combatant Command (CCMD) VTM guidance.
**Vendor Threat Assessment Timeline:**
Summary of information provided by the intelligence community. Threat Assessments are Unclassified assessments summarizing the threat posed by a vendor. Determined by organizations within the Intelligence Community (IC) supporting the DOD / Enterprise or Combatant Command / Service organization. This provides the level of the Threat Assessment, contact information for the person who created the Threat Assessment, the organization mailbox for the user to find out any additional information on that particular threat record and finally any attachments to support the vendors Threat Assessment.

**Vendor Threat Rating Timeline:**
Summary of the vendor’s threat rating information provided by the CCMD VTM organization. Threat Rating Characteristics are the same as those discussed previously for Threat Assessments.

---

**Figure 20: VTM Threat Definitions**

- Click the Export button to export the entire VTM Detailed Profile into Excel
- Click the VTM Threat Definitions link to display Definitions for Threat Ratings/Assessments
5.4.2 VTM – Other Search Methods

- Threat Rating Search

**Figure 21: Threat Rating Search**

- Click the Threat Rating Search link to open search criteria by threat rating

**Figure 22: Threat Rating Dropdown**

- Choose a threat rating level or multiple threat rating levels from the dropdown

And/Or:
Figure 23: Threat Rating Search - CCMD Dropdown

- Select from the dropdown for CCMD to search by the CCMD who reported the rating. Multiple CCMDs may be selected.

And/Or:

Figure 24: Threat Ratings Search - Clear Entries

- To clear any selected entries, click x within the specific search box

And/Or:
<table>
<thead>
<tr>
<th><strong>Figure 25: Threat Ratings Search - New Entries</strong></th>
<th><strong>Figure 26: Threat Ratings Search – By Date</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Select the check box to filter search results by new entries only</td>
<td>- Use the calendar to search by date or date range the rating was last updated</td>
</tr>
<tr>
<td><strong>And/Or:</strong></td>
<td>- When all selections have been entered click Search</td>
</tr>
</tbody>
</table>
• Threat Assessment Search

Figure 27: Threat Assessment Search

• Click the Threat Assessment Search link to open search criteria by threat rating

Figure 28: Threat Assessment Dropdown

• Choose a threat assessment from the dropdown

And/Or:
**Figure 29: Threat Assessment - CCMD Dropdown**

- Select from the dropdown for CCMD to search by the CCMD who reported the assessment. Multiple CCMDs may be selected.

**And/Or:**

**Figure 30: Threat Assessments Search - Clear Entries**

- To clear any selected entries, click x within the specific search box
Figure 31: Threat Assessments Search - New Entries
- Select the check box to filter search results by new entries only

Figure 32: Threat Assessments Search – By Date
- Use the date picker to search by date or date range the rating was last updated
- When all selections have been entered click Search
• Geo Search

![Figure 33: VTM - Geo Search](image)

- Click the Geo Search link to open search criteria by vendor’s geographic area

![Figure 34: VTM - Geo Search Country Dropdown](image)

- Select country from dropdown list to view all ratings/assessments performed in that country
Figure 35: VTM - Geo Search State/Province Dropdown

State/Province dropdown will populate once the home country is selected

- Select State/Province

Figure 36: VTM - Geo Search City

- If the specific city of the vendor's address is known, type city name into the free text box once the region has been selected
- When all selections have been entered click Search

All the search methods listed in this section will display vendor search results as discussed in Section 5.4.1 VTM - Vendor Search.
6. RISK ANALYSIS REPORTS

SPRS Risk Analysis Reports use business intelligence to reflect the risk associated with vendors & items.

6.1 SUPPLIER RISK

Supplier Risk is a Standalone way to view detailed Supplier Risk. A computer algorithm uses 10 factors of past performance information to calculate the Supplier Risk Score. 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 more information, see SPRS Evaluation Criteria [https://www.sprs.csd.disa.mil/pdf/SPRS_DataEvaluationCriteria.pdf](https://www.sprs.csd.disa.mil/pdf/SPRS_DataEvaluationCriteria.pdf)

To access Supplier Risk:

Select **Supplier Risk** link from the Menu.

![Supplier Risk Request](image)

**Figure 37: Supplier Risk Request**

- Enter CAGE Code
- Click Search
Figure 38: Detailed Supplier Risk Report

- Select the **Here** links to export Supplier Detail Data, Negative Quality and Delivery Data, and/or Positive Quality and Delivery Data to Excel
- **Scored Data** are Factors that go into the numerical score. If records are greater than zero, the Factor becomes a link to display additional detail
- **Info Only** displays five years of past performance data and is for informational purposes only. Detail is available if records are greater than zero.

**NOTE:** The Supplier Score shown in the standalone Supplier Risk Report does not consider if the vendor is on DLA’s Qualified Manufacturer/Producer List.
Scored Data:
Click the **Show More Detail** link (figure above) for Scored Data

- Example of the data displayed: Scored Data - Show More Detail
- Click Show Less Detail to collapse this data
Figure 40: Detailed Supplier Risk Report Scored Data - Quality Score Rankings Example

- Example of the data displayed: Quality Score Rankings link
- Click any listed FSC to view Detail Report for that FSC
- **Info Only:**
  
  Click the **Show More Detail** link (figure above) for Info Only

---

**Figure 41: Detailed Supplier Risk Report Info Only - Show More Detail Example**

- Example of the data displayed – Info Only -Show More Detail
- Click Show Less Detail to collapse this data
6.2 ITEM/PRICE RISK

Item Risk is the probability that an “item based on intended use, will introduce performance risk” into the system resulting in safety issues, mission degradation, or monetary loss. Price Risk depicts whether a proposed price is high, low or within range consistent with the average of all historical prices paid for that item since 2010 excluding extreme prices, outliers, and escalated by Bureau of Labor Statistics inflation indexes.

To access Item/Price Risk:

Select Item/Price Risk link from the Menu.

![Image of Item Risk Request]

**Figure 42: Item Risk Request**

- Click the dropdown to identify the value to enter. Select from National Stock Number (NSN), Internet Blog Serial Number (IBSN), Universal Product Code (UPC), GS1, or Manufacturer CAGE and Part Number
- Enter Value, click Search
Figure 43: Detailed Item Risk Report
- Detailed Item Risk Report:
  - Displays Agency-supplied risk detail
  - Provides one or more reasons for the item to be considered High Risk
  - Displays suggested mitigation strategies based on agency policies
- Purchase History Table lists:
  - CAGE
  - Dates the item was Purchased
  - Unit Price
  - Purchase History (If there is too much data to fit in these tables comfortably, page numbers will display below the table allowing the user to page through all the data, just click a page number or “Next”)
- Chart shows the upper and lower bounds (control limits) of the Predicted Range; for the statistically minded users, these are the ±2 standard deviations
- The chart shows Historical Prices, including inflation, plotted over the expected range of prices
- Hover over points for detail
6.3 MARKET RESEARCH

Market Research is a combined report integrating the historical Item/Price Risk and Supplier Risk information with previous buys of a specific item.

To access Market Research:

Select Market Research link from the Menu.

![Figure 44: Market Research Request](image)

- Click the dropdown to choose to search for report information by National Stock Number (NSN), Internet Blog Serial Number (IBSN), Universal Product Code (UPC), GS1, or Manufacturer CAGE and Part Number
- Enter Material ID, click Search
Figure 45: Market Research Report
- Market Research Report:
  - Displays Agency-supplied risk detail
  - Provides one or more reasons for the item to be considered High Risk
  - Displays suggested mitigation strategies based on agency policies
  - Purchase History Table lists:
    - CAGE
    - Dates the item was Purchased
    - Unit Price
    - Average Price
    - Average Price Comparison  (If there is too much data to fit in these tables comfortably, page numbers will display below the table allowing the user to page through all the data, just click a page number or “Next”)
  - Chart shows the upper and lower bounds (control limits) of the Predicted Range; for the statistically minded users, these are the ±2 standard deviations
  - The chart shows Historical Prices, including inflation, plotted over the expected range of prices (Hover over points for detail)
  - Supplier Risk Scores for past vendors
- Click a linked Supplier Risk Score to display Detailed Supplier Risk (See Figure 38: Detailed Supplier Risk Report)
6.4 RISK ANALYSIS

SPRS provides a procurement risk assessment in three areas:

- Price – over-/under-bid risk based on previous buys since 2010, escalated for inflation
- Item – identified application or safety criticality; potential for counterfeiting, non-conforming material, diminishing sources of supply
- Supplier – a Standalone way to view detailed Supplier Risk. A composite score that considers each supplier’s performance in the areas of product delivery and quality.

The Price Risk Assessment calculates the Historical Price (escalated for inflation) -- what an item should cost, based on previous buys. It is the average of all purchases reported since 2010, excluding certain extremely high prices (outliers), and is escalated by Bureau of Labor Statistics inflation indexes. Bids are scored by their difference from Historical Price.

To access Risk Analysis:

Select Risk Analysis link from the Menu.

![Figure 46: Risk Analysis Request](image)

- Enter Purchase Order/Solicitation Number
NOTE: The Purchase Order/Solicitation Number is a free form box. Utilize the unique Procurement Instrument Identifier (PIID) adding initials or date for multiple reports. Reports are recorded and visible in the user's Solicitation history only.

- Click the dropdown to choose to search for report information by National Stock Number (NSN), Internet Blog Serial Number (IBSN), Universal Product Code (UPC), GS1, or Manufacturer CAGE and Part Number
- If search by Material ID, the history will be searched and the system will return PO/Solicitation numbers found that match the input. The PO/Solicitation numbers are returned as links, these may be clicked to open a new window displaying that Procurement Risk Report

To perform a new Risk Analysis:

NOTE: Data available only for valid Material IDs

- Enter Material ID
- Enter each CAGE & bid price individually, and click the Add to List button for each

Or

- Enter a comma delimited list into the box, click the Add to List button, all will be added at once

![Figure 47: Risk Analysis Multiple CAGE Codes Added to List](image)

- Click Delete to remove a CAGE Code
Once all desired CAGE Codes and Bids have been entered click Run Report.

**Figure 48: Risk Analysis Report**

- The Risk Analysis Report is displayed
  - The Header provides an overview of the solicitation, an alert if the NSN is considered a High Risk Item, and the Average Price the last time the item was purchased.
  - The first three columns contain Vendor information. The next three columns contain the vendor’s scores. The last three columns compare the entered bid amount and where the bid falls in compared to the calculated Average Price.
- Click the Print button to Print this report
- Click the Alert, if displayed, to view the Agency-supplied risk detail
- Click the Save Solicitation button to save this Solicitation
- Click the Show Quality and Supplier Color Legend link to display the Color Legend
- Click any linked CAGE Code to view Vendor delivery and quality information
Figure 49: Risk Analysis Vendor Information

- Click a linked Supplier Risk Score to display the Detailed Supplier Risk Report (See Figure 38: Detailed Supplier Risk Report)
- Click the View All (left) to view Summary Reports (Discussed in Section 7.2 Solicitation Inquiry)
- Click the Detailed Price Risk (right) to view Quote & Purchase History (Detailed Risk Analysis Report)
Figure 50: Quote & Purchase History (Detailed Risk Analysis Report)

- Quote & Purchase History table and Chart (Detailed Risk Analysis Report)
  - First Table lists:
  - CAGE
  - Company Name
  - Quote Price
  - Price Difference
• Second table lists:
  o Purchase History (If there is too much data to fit in these tables comfortably, page numbers will display below the table allowing the user to page through all the data, just click a page number or “Next”)
• Charts show the upper and lower bounds (control limits) of the Predicted Range; for the statistically minded users, these are the ±2 standard deviations
• First chart shows Historical Prices, including inflation, plotted over the expected range of prices
• Second chart shows the Current Offers
• These are a visual representation of where entered bid prices fall within the expected range
• The Expected Range Control Limits are shown as follows:
  o UCL = Upper Control Limit = HPP + 2σ (red)
  o LCL = Lower Control Limit = HPP - 2σ (yellow)
  o HPP - Historical Paid Price(s) (blue)
  o Entered Bids are displayed as green dots on the charts.
  o Selecting the legend items turns the lines on and off this is helpful if bids (green) are hidden by lines
  o Hover over points for detail
Figure 51: Detailed Item Risk Report
• If the **HIGH RISK ITEM** alert is displayed in the Header click to display the Agency-supplied risk detail (Above)
  • Detailed Item Risk Report
    o displays Agency-supplied risk detail
    o provides one or more reasons for the item to be considered High Risk
    o displays suggested mitigation strategies based on agency policies
• Click Back to return to the Risk Analysis Report screen
• Click Print on any screen to print the screen
• Click Save Solicitation to save *(See Figure 48: Risk Analysis Report)*
• Click **View PDF** to view saved solicitation

6.4.1 Retrieving Previously Saved Risk Analysis
• Select **Risk Analysis** link from the Menu.
• Enter existing PO/Solicitation number, click Search
• If a matching Risk Analysis record is found the following screen is displayed
Figure 52: Matching Risk Analysis record found

- Click solicitation number to display printable/savable PDF
6.5 SUPPLIER SURVEILLANCE

Supplier Surveillance is a tool for users to focus on vendors supplying particular items and their respective supplier risk. Given a material ID, reports will return all CAGEs supplying the item. Users can filter the report based on Supplier Risk Scores (e.g., only show vendors of a particular item with a RED score).

To access the Supplier Surveillance:

Select Supplier Surveillance link from the Menu.

- Click the dropdown to choose to search for information by National Stock Number (NSN), Internet Blog Serial Number (IBSN), Universal Product Code (UPC), GS1, or Manufacturer CAGE and Part Number

- Search by Quality Score color (Select color by clicking on it, or select multiple colors by holding the CTRL key and clicking on them)

- Search by chosen Material ID and Quality Score
Figure 54: Supplier Surveillance

- Export and Search functions previously described
- Click on either the linked NIIN or FSC/PSC to display the Detailed Item Risk Report (See Figure 43: Detailed Item Risk Report)
- Click any linked CAGE, Company Name, or Supplier Risk Score to display the Supplier Risk Report (See Figure 38: Detailed Supplier Risk Report)
7. PERFORMANCE REPORTS

SPRS gathers, processes, and displays data about the performance of suppliers.

7.1 SUMMARY REPORT

The Summary Report allows Government users to enter DUNS Number and CAGE code(s) to view the vendor’s current classifications.

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

![Summary Report Request](image)

**Figure 55: Summary Report Request**

Multiple search fields are available to obtain a Summary Report.
- Enter a valid DUNS number and click the Add DUNS Number button
CAGE Codes will automatically be selected for that DUNS and appear in the List of selected CAGE Codes box.

Enter a CAGE code and click the Add CAGE Code button, a box will appear with the newly added CAGE code.

To enter multiple CAGE codes:

- Multiple CAGE codes must be colon delimited.

**NOTE:** The Add CAGE button also checks the Excluded Parties List. No CAGE on the EPL may be added.
Figure 58: Summary Report Request, entering multiple CAGE Codes

Figure 59: Summary Report Request with multiple CAGE Codes

- To display reports for a specific FSC/PSC, enter a FSC/PSC code and click the Add Supply Code button. A List of selected Supply Code(s) box will appear.
- Multiple Supply Codes must be colon delimited
To display reports for a specific FSC/PSC, enter a FSC/PSC code and click the Add Supply Code button. A List of selected Supply Code(s) box will appear. Multiple FSC/PSC codes can be added using semicolon delimited.

Remove Supply Code button appears with the List of selected Supply Code(s) box. To remove/delete a supply Code, click/highlight the Supply Code and select the Remove Supply Code button.

To display records for a specific NAICS, select the NAICS radio button and enter a NAICS as described above for FSC/PSC Supply Code.

Click Run Summary Report button to run the Report for the entered criteria.
Figure 62: Summary Report Detail

- Within the Current Classification list, select any Supply Code to view the Detailed Report for that CAGE/Supply Code combination.
- Click the Print button to print out the Summary Report
- Click any Point of Contact to send email
7.1.1 Detailed Report (Summary Report FSC/PSC)

The Detailed Report contains all the performance records that impact a selected classification (CAGE/Supply Code combination). The landing page displays the Negative Records, Quality Color Code, Weighted Delivery Score for that classification and the Average Supply Code Delivery Score for all Suppliers.

To access the Detailed Report:
Select a linked **FSC/PSC** from the **Summary Report**.

7.2 SOLICITATION INQUIRY

Solicitation Inquiry information is available for search in two forms, Standard Assessment and Best Value Assessment.

To access Solicitation Inquiry:
Select **Solicitation Inquiry** link from the Menu.
7.2.1 Standard Assessment

- Enter Purchase Order/Solicitation Number, FSC/PSC(s) and CAGE code(s)

**NOTE:** The Purchase Order/Solicitation Number is a free form box. Utilize the unique Procurement Instrument Identifier (PIID) adding initials or date for multiple reports. **Reports are recorded and visible in the user’s Solicitation history only.**

- Enter a CAGE code and click the Add CAGE button. A box will appear with the newly added CAGE code. Enter multiple CAGE codes (up to 5) by separating with a colon (:) 

**NOTE:** The Add CAGE button also **checks the Excluded Parties List. No CAGE on the EPL may be added**
Figure 65: Solicitation Inquiry Window Add CAGE Code(s)

- After adding CAGE code(s), a new button will appear, **Remove CAGE Code**
- To remove/delete a CAGE Code, click/highlight the CAGE and select the Remove CAGE Code button
- Run the inquiry. Options include Standard Assessment or Best Value

**Standard Assessment:**
A standard assessment allows the contracting officer to compare multiple CAGEs.

- Select the Standard Assessment button to run the Solicitation Inquiry

**NOTE:** Place pointer over the 📁 symbol to view a popup containing vendor's name and address.

![Solicitation Inquiry Detail (Standard Assessment)](image)

- Click Get Detail Report adjacent to any line displayed on the report to view the Detail Report. A separate browser window will open and display the Detailed Report for that CAGE and FSC/PSC
Figure 67: Detail Report Negative Records

**NOTE:** The Detail Report shows only Negative Records.

- Click the **Print** button to print this view
- Click the View Positive Delivery Records to view all Positive Delivery Records for the CAGE and FSC/PSC

---

Figure 68: Detail Report Positive Records

- Click the **Back** link to return to the Negative Records list
• Click the “X” to close this separate browser window and return to the Solicitation Inquiry Report Detail screen (See Figure 67: Solicitation Inquiry Detail (Standard Assessment))
• If either Save with Award or Save without Award is selected the following screen will be generated

![SPRS Message]

**Figure 69: Standard Assessment Saved Successfully**

### 7.2.2 Best Value Assessment

**Best Value Assessment:**

Best Value Assessment ranks perspective vendors based on Cost, Delivery and Quality.

**NOTE:** The following screens contain fields for FSC/PSC Supply Codes. These can be either FSC/PSC or NAICS based on selection below

• Enter Purchase Order/Solicitation Number, FSC/PSC(s) and CAGE code(s) as described above (See 7.2.1 Standard Assessment)
Figure 70: Solicitation Inquiry Window (Best Value Assessment)

- Click the Best Value Assessment button
Figure 71: Solicitation Inquiry (Calculate Best Value)

- User is required to weight categories (Cost, Delivery, Quality) according to importance, **total percentage must equal 100**

  And

- Enter the bid values for each CAGE
Figure 72: Solicitation Inquiry (Calculate Best Value), entering weights & values

- Click Calculate Best Value; Vendors are ranked in ‘Best Value’ order
Figure 73: Solicitation Inquiry Detail (Calculate Best Value) Best Offer Ranking

- Check the appropriate box adjacent to the CAGE (vendor) to record Award,
- Click Save with Award or Back (no save)
- If Save with Award is selected the Saved Successfully screen will be displayed (See Figure 70: Standard Assessment Saved Successfully)

When either the Save with Award or Back buttons are selected, the information will be stored in the solicitation history table and can be retrieved at a later date using the Solicitation History Report. The last column of this table can be checked to indicate which contractor was selected for the award. The first column in that report may be checked to indicate which contractor received the award.
7.3 **EDIT EXISTING SOLICITATION**

Allows user to edit an existing Standard Solicitation or edit the award disposition of a Best Value Solicitation.

7.3.1 **Edit Existing Standard Solicitation**

To edit an Existing Standard Solicitation:

Select **Edit Existing Solicitation** link from the Menu.

- Enter PO/Solicitation Number, click **Get Report**
- Check the box for the corresponding Awardee to Save with Award
- Click Save with Award
Figure 76: Solicitation Update Example (Modify Standard)

- To edit, click Modify
- Solicitation Inquiry opens with original data

Figure 77: Solicitation Update - Modify Example (Standard)

- Update CAGE or FSC/PSC information and click Standard Assessment
- Select Standard Assessment to run the new Solicitation Inquiry
- Choose Save with Award or Save without Award
Figure 78: Solicitation Update - Modify Example (Standard) Save

- If awarded originally, user will have to check box again and click Save with Award

7.3.2 Edit Existing Best Value Solicitation

**NOTE:** Only Award disposition may be updated for Best Value Assessments. Standard Assessments may be edited. (Add/Remove CAGE Code, Change/Add Supply Code.)

**To edit an Existing Solicitation:**

Select **Edit Existing Solicitation** link from the Menu.
Figure 79: Solicitation Update (Best Value)

- Enter Purchase Order or Solicitation Number, click Get Report

Figure 80: Solicitation Update Example (Best Value)

- To record award for a particular vendor, check appropriate Award box and click Save with Award (this does not advise the vendor that they were selected)
- To cancel without saving, click Back
• If Save with Award is selected the updated successfully screen will be displayed

![SPRS Message](image)

**Figure 81: Solicitation Update Successful**

• If Solicitation was previously awarded Edit is not available

### SOLICITATION UPDATE

*Source Selection Sensitive Information, See FAR 2.101, 3.104, and 42.1503*

Instructions:
1. **(M) Enter the Purchase Order Number / Solicitation Number.**
2. Click Get Report button.
3. To award, check Award check box and click Save with Award.
4. To cancel without saving click Back.
5. To edit, click Modify.
   - Solicitation Inquiry will open with original data.
   - Update CAGE or FSC information and click Standard Assessment.
   - Choose Save with Award or Save without Award.
   - If awarded originally, you will have to check box again and click Save with Award.
   - Best Value Assessment will not be available for Edit, only Standard Assessment.

<table>
<thead>
<tr>
<th>Solicitation Number</th>
<th>Awarded</th>
<th>CAGE CODE</th>
<th>Supply Code</th>
<th>Weighted Delivery Score</th>
<th>Weighted Quality Performance</th>
<th>RANK</th>
<th>Bid Price</th>
<th>Inquiry Date</th>
<th>Classification Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>LS-2021-05-12-0005BV</td>
<td>Y</td>
<td>IAAA3</td>
<td>5306</td>
<td>100 (4 Records)</td>
<td>Color GREEN (1 Record)</td>
<td>1</td>
<td>225.50</td>
<td>05/12/2021</td>
<td>04/25/2021</td>
</tr>
<tr>
<td>LS-2021-05-12-0005BV</td>
<td>N</td>
<td>IIIIB3</td>
<td>5306</td>
<td>45 (5 Records)</td>
<td>Color GREEN (2 Records)</td>
<td>1</td>
<td>215.25</td>
<td>05/12/2021</td>
<td>04/25/2021</td>
</tr>
<tr>
<td>LS-2021-05-12-0005BV</td>
<td>N</td>
<td>ICCC3</td>
<td>5306</td>
<td>100 (2 Records)</td>
<td>Color GREEN (0 Records)</td>
<td>2</td>
<td>289.28</td>
<td>05/12/2021</td>
<td>04/25/2021</td>
</tr>
</tbody>
</table>

![Figure 82: Previously Awarded Solicitation (No Edit) Example (Best Value)](image)

• Awarded Column:
  - **Y** = Yes, CAGE Awarded
  - **N** = No, CAGE Not Awarded
  - **U** = Solicitation Number Unawarded (no CAGEs awarded at time of History Report)
7.4 SOLICITATION HISTORY

Solicitation History allows the user to look up the results of past solicitation inquiries.

To access Solicitation History:

Select Solicitation History link from the Menu.

Figure 83: Solicitation History Request

- Any/all of the following may be entered to obtain History:
  - Purchase Order/Solicitation Number (partial data will retrieve more information, i.e. enter T to retrieve all records that have a Purchase Order/Solicitation Number beginning with the letter T).
  - CAGE
  - DUNS
- Click the Get Report button. All Solicitations matching search criteria are displayed
NOTE: The report displays the history captured when solicitation information was entered. The information includes every CAGE queried at the time the Solicitation Inquiry was saved.

- Select Click here to export the report.

![Figure 84: Solicitation History Detail Example](image)

- Awarded Column:
  - Y = Yes, CAGE Awarded
  - N = No, CAGE Not Awarded
  - U = Solicitation Number is Unawarded (no CAGEs awarded at time of History Report)

- Click the Print button to print this view

7.5 ENHANCED VENDOR PROFILE

SPRS Enhanced Vendor Profile is detailed, up-to-date supplier profile information on all current DoD vendors supported by CAGE DLA, FPDS-NG and other SPRS data sources. Contract data on the vendor searched can be broken up by government Fiscal Year (FY) or Calendar Year (CY), and all the reports that follow are broken down based on that initial selection. There are two basic kinds of metrics within EVP: CAGE breakdowns and Hierarchy breakdowns. CAGE breakdowns and metrics are based on the current CAGE code that has been selected or searched. The Hierarchy breakdowns are calculated based on the CAGE code selected entire corporate CAGE hierarchy. The EVP module in SPRS is divided up by tabs. Descriptions of the types of information found in each tab are listed below.
To access the Enhanced Vendor Profile:

Select **Enhanced Vendor Profile** link from the Menu.

![Enhanced Vendor Profile Request](image)

**Figure 85: Enhanced Vendor Profile Request**

- Enter a CAGE Code OR Company Name
- Select Fiscal or Calendar Year
- Click Search
- The information is displayed
- Click each tab to display data
- The Home tab of Enhanced Vendor Profile provides:
  - Sole source% - percentage of DoD contracts from FPDS that are sole source
  - High risk item % - percentage of delivered NSNs by CAGE code that have been flagged to include high risk items or critical safety items
  - Hierarchy Count- count of vendors in this CAGE code’s corporate hierarchy
  - US Source % - percentage of vendors located in the United States for the Searched CAGE corporate Hierarchy
  - A Defense based news feed
  - SPRS Supplier Risk Score (if available) and Exclusion Status
  - Can click expand all button to view/navigate to any CAGE code in the vendor’s corporate hierarchy tree
Figure 86: Enhanced Vendor Profile Home Tab
The next tab is a Contracts Summary
- User can sort by any column by clicking the column header
- User can export entire table to excel for easier data manipulation
- Click on View Detail Button to view contract detail from FPDS Search – new tab will open displaying FPDS search

Figure 87: Enhanced Vendor Profile Contracts Tab

The next tab is Reps & Certs

Figure 88: Enhanced Vendor Profile Reps & Certs Tab
- Click the Section 889 link to display Section 889 information
Figure 89: Enhanced Vendor Profile Reps & Certs Tab (Section 889)

- Click the FAR and/or DFAR arrow(s) to display regulations – this data originates from the System for Award Management (SAM)
Figure 90: Enhanced Vendor Profile Reps & Certs Tab (Section 889) Regulations

- Next is the Obligations Tab - DoD Obligations by Sector
- Graphical representation of obligated dollars, broken down by sector. The sectors are grouped by FSC/PSC Category and FSC/PSC Subcategory. All data in this graph and those that follow contain last three years of contract data.
Figure 91: Enhanced Vendor Profile Obligations Tab

- The next tab is Award Breakdowns – a breakdown of awards by DoD agency, NAICS code, & FSC/PSC Category
- Breakdown of obligation dollars of the searched CAGE code. Graphs can be displayed with data for the last 3 years or a single year ‘snapshot’. Award Breakdown graphs included are agency, NAICS and/or FSC/PSC code.
Figure 92: Enhanced Vendor Profile Award Breakdowns

- The next tab is Subsidiaries
  - Summary of the subsidiaries of the CAGE hierarchy for this vendor. Table summarizes CAGE information and obligated dollars.
Figure 93: Enhanced Vendor Profile Subsidiaries

- The next tab is Supply Chain Map – geographical display of CAGE Hierarchy
- User can zoom in/out using the mouse scroll bar
- Target symbol is the searched CAGE code
- Star symbol is Highest Level Owner (HLO) of this CAGE hierarchy
- Filter by levels within the CAGE Hierarchy by using the CAGE Tiers Filter
- Filter by direction within CAGE Hierarchy by using CAGE Hierarchy Filter
  - Example: If the searched company is second tier company, selecting Downstream Hierarchy Filter displays all of the subsidiaries to the searched CAGE. While selecting the Upstream Hierarchy Filter, user will see the geographical connections to the HLO.
Figure 94: Enhanced Vendor Profile Supply Chain Map

- The next tab is CAGE Hierarchy - red highlight is an indicator of the CAGE code searched
- SPRS Supplier Risk Score color is listed in right most column of this table
- Click “Export to Excel” to export this entire CAGE Hierarchy to excel format
Figure 95: Enhanced Vendor Profile CAGE Hierarchy
- The next tab is Hierarchy FSC/PSC Summary
- Aggregated breakdown of contract counts and dollars by FSC/PSCs for the entire CAGE Hierarchy including the searched CAGE
- Click column header to sort by contract count or obligated $

Figure 96: Enhanced Vendor Profile Hierarchy FSC/PSC Summary
• The next tab is the Supplier Risk Hierarchy Graph
• Breakdown of this CAGE code’s entire CAGE Hierarchy into SPRS supplier risk color scores depicted graphically

![Supplier Risk Hierarchy Graph](image)

Figure 97: Enhanced Vendor Profile FSC/PSC Hierarchy

**Quick Access:** Anyone with a government PKI certificate may click the Enhanced Vendor Profile link in the Menu on the SPRS web page to view. *(See Figure 13: NIST SP 800-171 Quick Access)*
7.6 DETAIL REPORT POS/NEG RECORDS

The Detail Report Pos/Neg Records retrieves only the positive or negative records for a particular CAGE/Supply Code.

To access the Detail Report Pos/Neg Records:

Select **Detail Report Pos/Neg Records** link from the Menu.

![Figure 98: Detail Report Pos/Neg Records Request](image)

- Select the radio button to retrieve records by FSC or NAICS
- Enter the CAGE & Supply Code to be searched
- Click the button to display either All Positive or All Negative Records
**Figure 99: Detail Report Positive Records**

<table>
<thead>
<tr>
<th>Department/Agency</th>
<th>Contract No.</th>
<th>Code/NSN</th>
<th>Reason for Delay Code</th>
<th>Due Date</th>
<th>Ship/Rec Date</th>
<th>Cancel Date</th>
<th>Added Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSC RICHMOND</td>
<td>CONTRACT0001</td>
<td>5166615625481</td>
<td></td>
<td>08/10/2020</td>
<td>03/06/2020</td>
<td>03/07/2020</td>
<td></td>
</tr>
<tr>
<td>DSC RICHMOND</td>
<td>CONTRACT0002</td>
<td>5166614636810</td>
<td></td>
<td>02/16/2018</td>
<td>07/20/2018</td>
<td>07/18/2018</td>
<td></td>
</tr>
<tr>
<td>DSC RICHMOND</td>
<td>CONTRACT0003</td>
<td>3166614622805</td>
<td></td>
<td>02/22/2015</td>
<td>07/27/2018</td>
<td>08/03/2018</td>
<td></td>
</tr>
<tr>
<td>DSC RICHMOND</td>
<td>CONTRACT0004</td>
<td>3166614622809</td>
<td></td>
<td>05/10/2018</td>
<td>06/28/2018</td>
<td>08/23/2018</td>
<td></td>
</tr>
<tr>
<td>DSC RICHMOND</td>
<td>CONTRACT0005</td>
<td>3166614622809</td>
<td></td>
<td>09/20/2018</td>
<td>06/28/2018</td>
<td>09/31/2018</td>
<td></td>
</tr>
<tr>
<td>DSC RICHMOND</td>
<td>CONTRACT0006</td>
<td>3166614622809</td>
<td></td>
<td>09/20/2018</td>
<td>06/28/2018</td>
<td>09/31/2018</td>
<td></td>
</tr>
<tr>
<td>DSC RICHMOND</td>
<td>CONTRACT0007</td>
<td>3166614622809</td>
<td></td>
<td>09/21/2018</td>
<td>07/27/2018</td>
<td>09/03/2018</td>
<td></td>
</tr>
<tr>
<td>DSC RICHMOND</td>
<td>CONTRACT0008</td>
<td>3166614622778</td>
<td></td>
<td>10/01/2018</td>
<td>08/04/2018</td>
<td>08/02/2018</td>
<td></td>
</tr>
<tr>
<td>DSC RICHMOND</td>
<td>CONTRACT0009</td>
<td>3166614622805</td>
<td></td>
<td>10/29/2018</td>
<td>07/34/2018</td>
<td>08/08/2018</td>
<td></td>
</tr>
</tbody>
</table>

Positive Material Inspection Record(s)  
No Data

Positive Survey Record(s)  
No Data

Positive Test Record(s)  
No Data
### Figure 100: Detail Report Negative Records

<table>
<thead>
<tr>
<th>Department/Agency</th>
<th>Serial No.</th>
<th>Type</th>
<th>Code/NSN</th>
<th>Critical/ Major/ Minor</th>
<th>Issued Date</th>
<th>Added Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Department/Agency</th>
<th>Type</th>
<th>Code/NSN</th>
<th>Alert Number</th>
<th>Class</th>
<th>Added Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Department/Agency</th>
<th>Serial No.</th>
<th>Type</th>
<th>Code/NSN</th>
<th>Contract No.</th>
<th>Critical/ Major/ Minor</th>
<th>Deficient Area</th>
<th>Added Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Department/Agency</th>
<th>Activity &amp; Serial No.</th>
<th>Type</th>
<th>Code/NSN</th>
<th>Category</th>
<th>Closed Date</th>
<th>Contract No.</th>
<th>Added Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Department/Agency</th>
<th>WebSRD No.</th>
<th>Contract No.</th>
<th>Cause Code</th>
<th>Discrepancy Code(s)</th>
<th>Code/NSN</th>
<th>Added Date</th>
<th>Liable Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Department/Agency</th>
<th>Cause Code</th>
<th>Type</th>
<th>Code/NSN</th>
<th>Contract No.</th>
<th>Assessment Code</th>
<th>Survey Date</th>
<th>Serial No.</th>
<th>Added Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Department/Agency</th>
<th>Report Type</th>
<th>Serial No.</th>
<th>Type</th>
<th>Code/NSN</th>
<th>Contract No.</th>
<th>Results</th>
<th>Added Date</th>
</tr>
</thead>
</table>
7.7 SUPPLY CODE RELATIONSHIP

Supply Code Relationship verifies the current data integrity relationships between FSC to NAICS and NAICS to FSC supply codes.

To access Supply Code Relationship:

Select **Supply Code Relationship** link from the Menu.

- Select the radio button Search/Sort by FSC or NAICS, OR click the button to Display all relationships
- If searching for a specific Supply Code enter the Supply Code to be searched

![Figure 101: Supply Code Relationship Request](image1)

![Figure 102: FSC to NAICS example](image2)
Click the “Help: Relating Supply Codes to Performance Scores” link to display helpful info

### Discussion of Supply Codes and How They Relate to Performance Scores

The term ‘Supply Code’ refers to a part or product reference code. This code could be either an FSC (Federal Supply Code) or a NAICS (North American Industry Classification System).

FSC codes are used by government buying offices to classify and identify the products, supplies, and services that the government uses and buys.

NAICS codes identify products and services by type of industry and are used by the government to evaluate economic performance. There is thus a relationship between FSC and NAICS codes. One FSC code might relate to one or many NAICS codes that describe the same part or product.

For example, FSC 1620 may only have a relationship to one NAICS code 336413

FSC 1620: A/C LAND GR CP  
NAICS 336413: OTHER AIRCRAFT PART AND AUXILIARY EQUIPMENT MANUFACTURING

Whereas FSC 2420 has 3 related NAICS codes: 332439, 332999, 333924

- FSC 2420: TRACT WILD  
  NAICS 332439: OTHER METAL CONTAINER MANUFACTURING
- FSC 2420: TRACT WILD  
  NAICS 332999: ALL OTHER MISCELLANEOUS FABRICATED METAL PRODUCT MANUFACTURING
- FSC 2420: TRACT WILD  
  NAICS 333924: INDUSTRIAL TRUCK, TRACTOR, TRAILER, AND STACKER MACHINERY MANUFACTURING

If you look at the descriptions, you’ll see that they are all describing a single part or product, not 3 or 4 different parts or products.

Because part and product performance metric data is collected by SPRS from many different sources, products can potentially be referenced by both their FSC and NAICS designations. Thus, in the reporting of contractor performance on FSC 2420, for example, SPRS must consider any reports submitted under corresponding NAICS codes of 332439, 332999, and 333924.

**NOTE:** The scoring, however, is not being done on 3 or 4 parts or products, but only on a single part or product.

### Figure 103: Supply Codes Relationship to Performance Scores Help
8. SERVICE

8.1 FEEDBACK/CUSTOMER SUPPORT

Feedback/Customer Support allows the user to submit feedback or suggestions about the application to the SPRS Program Management Office (PMO).

To access Feedback/Customer Support:

Select Feedback/Customer Support link from the Menu.

![Feedback/Customer Support Window](image)

Figure 104: Feedback/Customer Support Window

- Click New Feedback to begin
POC name and email are prepopulated

Enter POC Phone

Select desired Category from the drop down list

Add comments to the Description section

Click Select files button to attach files (If troubleshooting an issue, it may be helpful to attach a screenshot.)

Click the Submit button
Figure 107: Feedback/Customer Support Submitted

- Click the linked Conversation ID to view response or add comments

**NOTE:** A bell icon in the Status column at the far right of the Conversation indicates a response. A circle with a line indicates a closed Conversation.
Figure 108: Feedback/Customer Support Edit/Add Files

- Add comments in the Comment box
- Click Select files to attach files
Figure 109: Feedback/Customer Support Sort Columns

- Click the dots above a column to sort
9. TRAINING MATERIALS

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

To access the SPRS web page:

Select the icon from the Menu in the SPRS application, or
https://www.sprs.csd.disa.mil/.

Figure 110: SPRS Web Landing Page

Navigation:

- Login/Register (via PIEE) button for redirection to the Procurement Integrated Enterprise Environment (PIEE)
- NIST SP 800-171 Vendor Help posting Basic Assessments button to display/download the NIST SP 800-171 Quick Entry Guide
- FAQ for the NIST SP 800-171 Vendor Help posting Basic Assessments button to display/download NIST specific Frequently Asked Questions document
- NIST SP 800-171 Information button to display related training and information
- Vendor Threat Mitigation button to display related resources
- Enhanced Vendor Profile button to display the related resources
- SPRS Reports button to display information for select SPRS reports

Click the Menu icon to display a pop-out menu

**Figure 111: SPRS Web Landing Page w/ Pop-Out Menu**

- Return to the SPRS web-landing page
- Restricted Government-only
- Restricted Government-only
- PIV only view of SPRS Enhanced Vendor Profile.
- OSD Instructions for Purchase Cardholders
- Instructions for Government personnel
- Access Instructions for Supplier/Vendor
- SPRS program office contact information
- SPRS Frequently Asked Questions (FAQs)
- Related Links (Links)
- User Guides and relevant policy guidance
- SPRS application changes
- SPRS on-line and instructor-led Training Opportunities
REFERENCED DOCUMENTS

The following documents of the exact issue shown form a part of this document to the extent specified herein.

<table>
<thead>
<tr>
<th>DOCUMENT</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Privacy Act of 1974</td>
<td><a href="https://www.justice.gov/oip/foia-resources">https://www.justice.gov/oip/foia-resources</a></td>
</tr>
</tbody>
</table>
**GLOSSARY**

This section provides definitions for acronyms, abbreviations and terms used in SPRS.

<table>
<thead>
<tr>
<th>ACRONYM/ABBREVIATION</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAGE Code</td>
<td>Contractor and Government Entity Code</td>
</tr>
<tr>
<td>CDA</td>
<td>Central Design Activity</td>
</tr>
<tr>
<td>CCMD</td>
<td>Combatant Command</td>
</tr>
<tr>
<td>DCMA</td>
<td>Defense Contract Management Agency</td>
</tr>
<tr>
<td>DUNS</td>
<td>Data Universal Numbering System</td>
</tr>
<tr>
<td>FSC/PSC</td>
<td>Federal Supply Classification/Product Service Code</td>
</tr>
<tr>
<td>NAICS</td>
<td>North American Industry Classification System</td>
</tr>
<tr>
<td>PDREP</td>
<td>Product Data Reporting and Evaluation Program</td>
</tr>
<tr>
<td>PIEE</td>
<td>Procurement Integrated Enterprise Environment</td>
</tr>
<tr>
<td>POC</td>
<td>Point of Contact</td>
</tr>
<tr>
<td>PMO</td>
<td>Program Management Office</td>
</tr>
<tr>
<td>PQDRs</td>
<td>Product Quality Deficiency Reports</td>
</tr>
<tr>
<td>SAM</td>
<td>System for Award Management</td>
</tr>
<tr>
<td>SPRS</td>
<td>Supplier Performance Risk System</td>
</tr>
<tr>
<td>WAWF</td>
<td>Wide Area Workflow</td>
</tr>
</tbody>
</table>
### APPENDIX A : SPRS USER ROLES

<table>
<thead>
<tr>
<th>TERM</th>
<th>DESCRIPTION</th>
</tr>
</thead>
</table>
| SPRS Acquisition Professional (Government Access) | View and modify account information  
View All SPRS Reports  
Provide customer feedback |
| Cyber Government User Access             | Restricted Government Access  
Add/Edit/View NIST SP 800-171 Assessment results |
| VTM User Access                          | SPRS Vendor Threat Management Specific Access  
VTM IC (Analyst) User : Add/Edit/View Threat Assessment Records within SPRS Vendor Threat Mitigation (VTM) Module  
VTM Program Officer User: Add/Edit/View Threat Rating Records within SPRS Vendor Threat Mitigation (VTM) Module  
VTM Acquisition Professional: View only access for SPRS Vendor Threat Mitigation (VTM) Module for Government Support Contractors |
## APPENDIX B : TROUBLESHOOTING

Should assistance with SPRS be required, read the following troubleshooting hints and tips to help determine point of contact (POC) for assistance.

<table>
<thead>
<tr>
<th>PROBLEM</th>
<th>DIAGNOSIS</th>
<th>POC</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPRS doesn’t execute</td>
<td>Confirm that recommended browser. List available on the application main page.</td>
<td>Once browser is confirmed, email <a href="mailto:webptsmh@navy.mil">webptsmh@navy.mil</a> for additional assistance</td>
</tr>
<tr>
<td>SPRS is not running efficiently. Isolated or widespread?</td>
<td>If widespread, possible local PC issue or local network issues. Try refreshing the page.</td>
<td>Local IT personnel (a trace route and/or a set of pings would be helpful) If Local IT cannot resolve, call the Help Desk at (207) 438-1690 or email <a href="mailto:webptsmh@navy.mil">webptsmh@navy.mil</a></td>
</tr>
<tr>
<td>SPRS is unavailable</td>
<td>SPRS may be running a batch job which typically run between 2300 and 0200 GMT</td>
<td>If outside batch job timeframe, email <a href="mailto:webptsmh@navy.mil">webptsmh@navy.mil</a></td>
</tr>
</tbody>
</table>

* When local network engineers are involved, a trace route or a set of pings or both would be very helpful to have when calling.

**NOTE:** When emailing it is helpful to include the web browser, PIEE user id, and screenshots of the issue (including the URL).
### APPENDIX C : MENU ITEMS

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Image]</td>
<td>Opens SPRS web landing page for resource tools</td>
</tr>
<tr>
<td><strong>Govt Home</strong></td>
<td>Returns the user to the SPRS Government Main Page</td>
</tr>
<tr>
<td><strong>Logout</strong></td>
<td>Used to log out of SPRS</td>
</tr>
</tbody>
</table>

#### COMPLIANCE REPORTS

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NIST SP 800-171 Assessment</strong></td>
<td>Enables authorized users to enter results and DoD to assess a contractor's implementation of NIST SP 800-171</td>
</tr>
<tr>
<td><strong>NSS Restricted List</strong></td>
<td>Allows users to view the NSS Restricted List</td>
</tr>
<tr>
<td><strong>Section 841 List</strong></td>
<td>Provides SPRS users an up-to-date list of vendors that have active identifications under FY15 NDAA Sec 841</td>
</tr>
<tr>
<td><strong>Vendor Threat Mitigation</strong></td>
<td>Vendor Threat Mitigation (VTM) is the process to assess and mitigate risks posed by vendors supporting DoD operations outside the United States</td>
</tr>
</tbody>
</table>

#### RISK ANALYSIS REPORTS

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Supplier Risk</strong></td>
<td>Supplier Risk Score and the data that comprises it</td>
</tr>
<tr>
<td><strong>Item/Price Risk</strong></td>
<td>Standalone way to view detailed Item Risk</td>
</tr>
<tr>
<td><strong>Market Research</strong></td>
<td>Acquisition community tool. Combined report integrating the historical Item/Price Risk and Supplier Risk information with previous buys of a specific item</td>
</tr>
<tr>
<td><strong>Risk Analysis</strong></td>
<td>Combined report integrating the historical Item/Price Risk and Supplier Risk information associated with bid responses</td>
</tr>
<tr>
<td><strong>Supplier Surveillance</strong></td>
<td>Tool to focus on vendors supplying particular items</td>
</tr>
</tbody>
</table>

#### PERFORMANCE REPORTS

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summary Report</strong></td>
<td>Allows users to view records used to score vendor quality, delivery and Supplier Risk</td>
</tr>
<tr>
<td><strong>Solicitation Inquiry</strong></td>
<td>Allows users to compare summary and detailed reports. Optionally the user may select to indicate which contractor received the award</td>
</tr>
<tr>
<td><strong>Edit Existing Solicitation</strong></td>
<td>Allows users to search previously entered Purchase Order or Solicitation Number to edit or update</td>
</tr>
<tr>
<td><strong>Solicitation History</strong></td>
<td>Allows users to retrieve the results of solicitation inquiries that were previously saved.</td>
</tr>
<tr>
<td><strong>Enhanced Vendor Profile</strong></td>
<td>Provides detailed, up-to-date supplier profile information on all current DoD vendors supported, by CAGE</td>
</tr>
<tr>
<td><strong>Detail Report Pos/Neg Records</strong></td>
<td>Retrieves the positive and negative records for a particular CAGE or CAGE/Supply Code combination</td>
</tr>
<tr>
<td>ITEM</td>
<td>DESCRIPTION</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Supply Code Relationship Report</strong></td>
<td>Identifies the current data integrity relationships between FSC/PSC to NAICS and NAICS to FSC/PSC supply codes.</td>
</tr>
<tr>
<td><strong>SERVICE</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Feedback/Customer Support</strong></td>
<td>Allows users to provide suggestions to improve the application</td>
</tr>
</tbody>
</table>
This page intentionally left blank.