

# **SPMS Subcontracting Plan Management System**



## **User Manual for Contracting Officers**

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# 1 Introduction

## 1.1 What is SPMS?

The **S**ubcontract **P**lan **M**anagement **S**ystem (SPMS) automates the submission and approval of Small Business Subcontract Plans for the Defense Energy Support Center (DESC).

- Offerors can use SPMS to create and submit plans to DESC for approval.
- Approving officials (Contract Specialists, Contracting Officers and Small Business Specialists) can use SPMS to view, sign and approve plans through the stages of the approval process.
- Contract Officers can use SPMS to load contracts into the system and incorporate approved plans into actual contracts.
- Small Business Specialists can use SPMS to monitor the plan submission process, perform contract reviews and load contractors' Subcontract Reports (Standard Forms 294 and 295) into the system.
- SPMS provides automated email reminders and online reports to all different user roles to help facilitate the electronic processes.

## 1.2 User Roles

SPMS uses a role-based electronic approval system. Each user role has a different set of responsibilities. Therefore, each user role is authorized to use a specific set of functions within the system. Some functions behave differently depending on the user that is performing them, and not all functions are available for each user role. The roles are as follows:

- **Offeror** – The Offeror, sometimes referred to as the Prime Contractor, is a non-government employee who is responsible for submitting subcontracting plans. They can submit plans for more than one company or corporate profit center within a company.
- **Contract Specialist** – The Contract Specialist, abbreviated as CS, is a DESC employee who is responsible for the initial review of the plan. They decide whether or not to forward it on to a Contracting Officer for further review, or return it to the Offeror for rework. Contract Specialists are assigned to one of the Commodity Business Units (CBU) and can review any subcontracting plan that is submitted within their CBU.

- **Contracting Officer** – The Contracting Officer, abbreviated as CO, is a DESC employee who has the primary decision-making authority for approving subcontracting plans. They review the plan at several stages: Initially when the plan is forwarded to them by the Contract Specialist they decide whether or not to “accept” the plan and forward it to the next level of review. Second, if the plan requires a 2<sup>nd</sup>-level signature authority they are responsible to approve it. Finally, after the Small Business Specialist has reviewed the plan, they decide whether or not to grant it final approval and incorporate it into a contract. The Contracting Officer is also responsible for maintaining the contracts stored within SPMS. Contracting Officers are assigned to one of the Commodity Business Units (CBU) and are responsible for all plans that are submitted within their CBU.
- **Small Business Specialist** – The Small Business Specialist, abbreviated as DU, is a DESC employee from the DESC-DU Small Business Office. They review subcontracting plans that have been forwarded to them by the Contracting Officer and return their recommendations. The Small Business Specialist is responsible for monitoring the plan submission process to ensure compliance. They are also responsible for performing contract reviews and for loading subcontract reports (forms SF294 and SF295) received from contractors into SPMS.
- **Administrator** – The Administrator is responsible for assigning users, loading electronic signatures into the system, assigning companies and corporate profit centers, assigning SBA representatives, monitoring and setting email routing, and maintaining the data within the system.

### 1.3 Scope

This user manual provides responsibilities and functions for Contracting Officers only. Responsibilities and functions for Offerors, Contract Specialists, Small Business Specialists and Administrators are discussed in other user manuals.

### 1.4 Document Organization

The different sections of this user manual correspond to each of the user roles. To find information on a specific function, please go to the section that relates to the specific user role you are performing in SPMS.

## 2 Accessing SPMS Welcome Screen

Anyone with access to the Internet can access the SPMS welcome screen by navigating to <https://spms.desc.dla.mil>. You may access SPMS using Internet Explorer 5.5 or higher or Netscape Navigator 4.7 or higher. Once you access SPMS, you will see the screen shown in Figure 1.

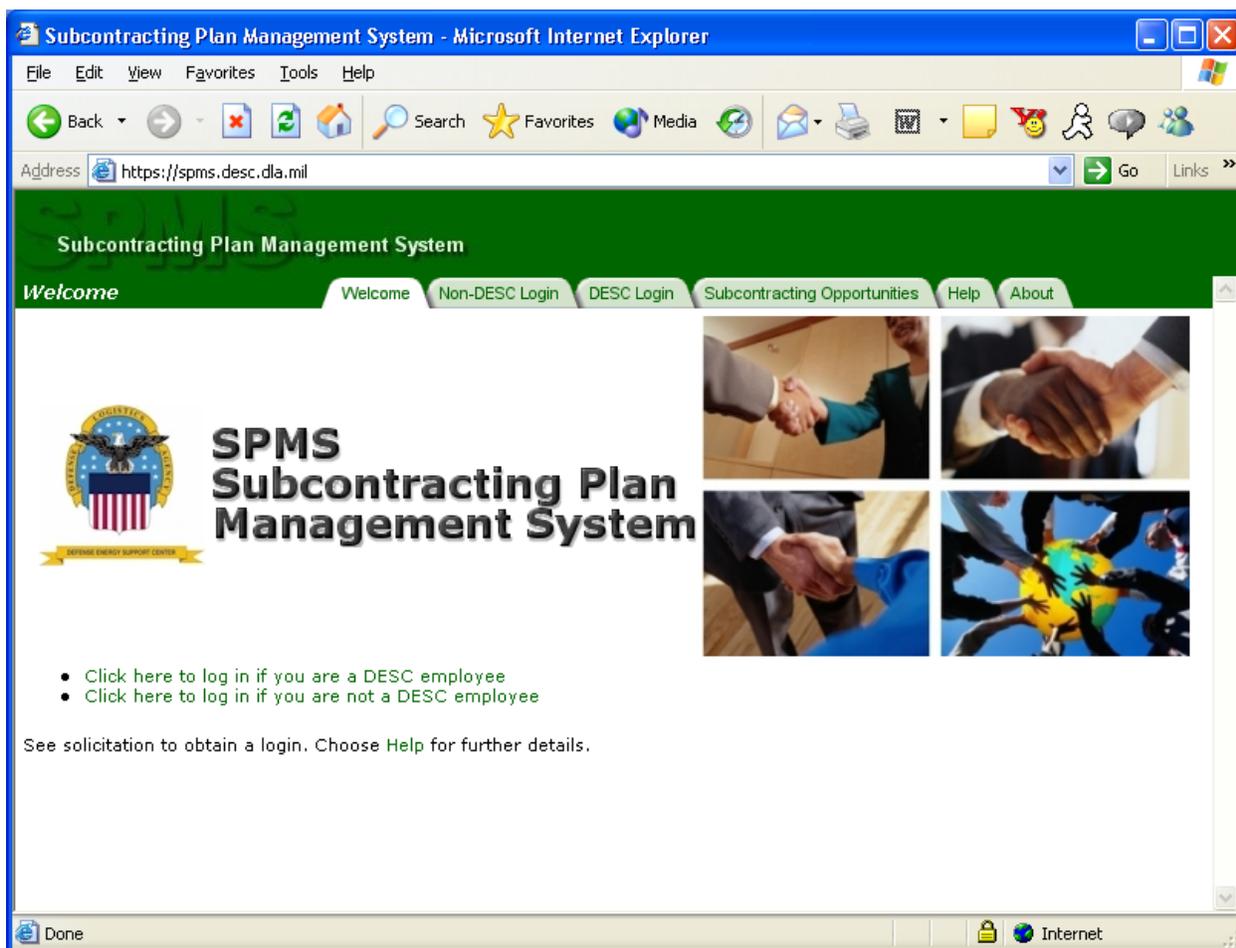


Figure 1: The SPMS welcome screen.

### 3 Logging On to SPMS

If you have a SPMS User ID, you can log into SPMS using one of two methods. After establishing your account, the SPMS Administrator will advise you which login method is appropriate for you.

#### 3.1 Requesting a User ID

You must obtain a SPMS User ID before you can log into SPMS. To obtain a User ID, you must submit a DESC System Access Request using the SPMS system (<https://spms.desc.dla.mil>). For assistance, contact the DESC Help Desk at 1-800-446-4950.

In addition to a User ID and Password, you may also need to submit your signature to DESC so that it can be used to electronically sign forms. The SPMS Administrator will instruct you on the necessary procedures.

### **3.2 DESC Login**

This login method is appropriate for users who have a DESC network User ID and Password. To log in this way, click on the tab labeled “DESC Login” then click the blue button labeled “Log In.” The system may display a gray log in box that prompts you to enter your domain/DESC network user name and password. Enter your DESC network user ID and password; then click the ‘OK’ button on the gray box. SPMS will verify your information and then direct you to the ‘Welcome to SPMS’ screen.

### **3.3 Non-DESC Login**

This login method is appropriate for users who do not have a DESC network User ID and Password. To log in this way, you must use the SPMS User ID and Password that were assigned to you by the SPMS Administrator. Click on the tab labeled “Non-DESC Login” and input your User ID and Password. SPMS will verify your information and direct you to the ‘Welcome to SPMS’ screen.

## **4 System Navigation**

Once you have successfully logged in to SPMS, it will display the ‘Welcome to SPMS’ screen. Figure 2 displays the ‘Welcome to SPMS’ screen that you will see after logging in.

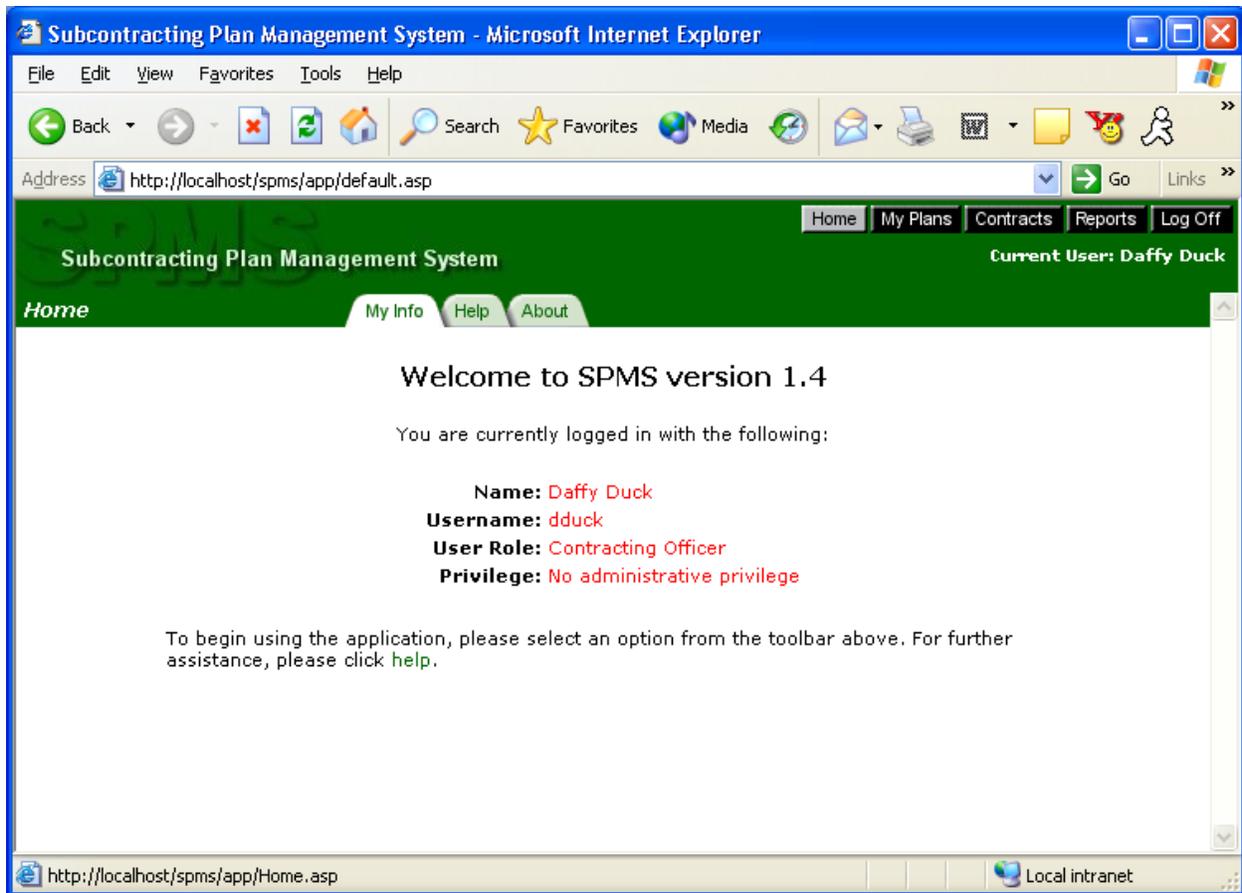


Figure 2: The 'Welcome to SPMS' screen appears after you have successfully logged in.

Across the top is the SPMS navigation toolbar that will be displayed throughout your SPMS session so you can easily navigate through the system's functionality. Each button on the toolbar selects a different functional grouping within the system. Letting the cursor hover briefly over a button will display a short description of each function. Along the bottom of the navigation toolbar are a series of green tabs, which represent the different functions that can be performed within the selected functional grouping. The function that is currently selected is displayed with a white tab, and the other functions are displayed with light green tabs. Below this banner is a large working area to perform the selected function.

Many screens in SPMS display a help symbol (🔍) next to a topic. Clicking this icon will open a screen with help information on that topic.

Figure 5 is an example of the welcome screen for the Contracting Officer user role. This screen can be returned to at any time by selecting the Home button on the toolbar. The far right section of the toolbar displays the user's name. The working area displays the user's full name, SPMS username, user role, and administrative privileges.

## 5 Home button

The 'Home' functional group (**Home**) returns you to the 'Welcome to SPMS' screen and displays other system information. The functions include:

- My Info
- Help
- About
- Change Password (available for Non-DESC logins only)

To access one of these functions, move your cursor over the tab on the toolbar and click your left mouse button. The following sections discuss the functions.

### 5.1 My Info

Clicking on the 'My Info' function displays the 'Welcome to SPMS' screen, which is the first screen you will see after logging in. This screen provides you with all of the necessary information to know what privileges you have in SPMS. This screen displays the user's full name, SPMS username, user role, and administrative privileges.

### 5.2 Help

The 'Help' function displays system requirements and information on obtaining help.

### 5.3 About

The 'About' function displays system version and release date information.

### 5.4 Change Password

This function is available for users who log in using the 'Non-DESC' login button. When you first log into SPMS, you should use this function to change the password given to you by the SPMS administrator. Your password must consist of alphanumeric characters (a-z, A-Z, 0-9) and it is case-sensitive.

## 6 Reviewing Subcontracting Plans

The 'My Plans' (**My Plans**) functional group provides all the functions necessary to review the subcontracting plans within your CBU. There is only one screen within this group from which you can perform the necessary review and approval actions.

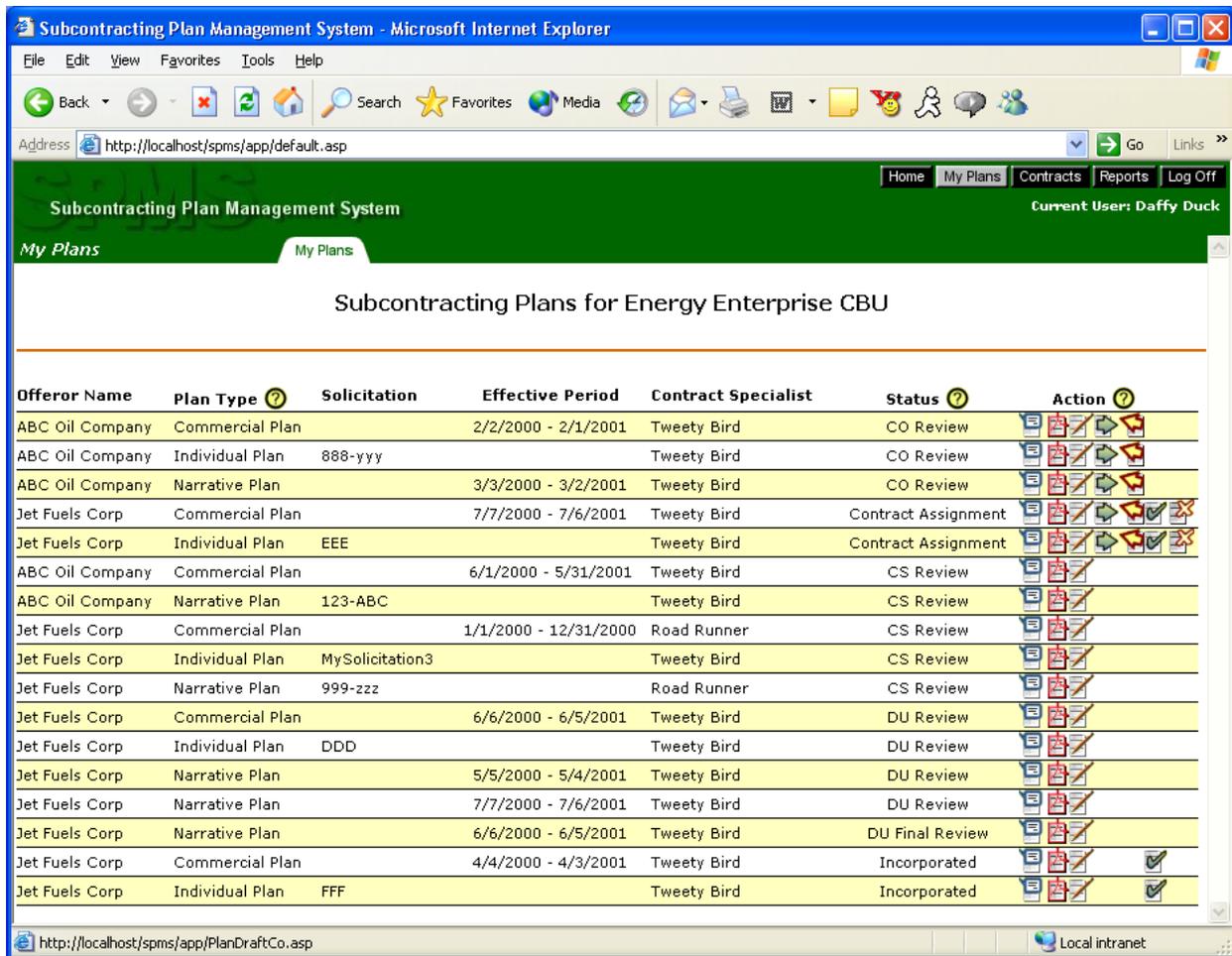


Figure 3: The 'My Plans' function displays all plans that have been submitted within the Contracting Officer's CBU.

## 6.1 My Plans Screen Overview

The 'My Plans' function displays a list of all subcontracting plans that have been submitted to your CBU. The list includes plans that require your attention, as well as plans that are in another stage of review and do not require your attention. This allows you to monitor the plans through the approval process and to make the appropriate actions when necessary. The left portion of the screen lists information on the plans. The right portion of the screen provides a series of icons to perform actions on the plan listed in that row. The columns include:

- Offeror Name – This is the name of the company or corporate profit center for which the plan was created. It is possible to create plans for several different companies or corporate profit centers within a company.
- Plan Type – This lists the type of plan.
- Solicitation – This lists the solicitation number for which the plan is being submitted.

- Effective Period – This lists the dates for which the plan is active.
- Contract Specialist – If the plan has been submitted to DESC for review, this is the Contract Specialist who is assigned to it.
- Status – This lists the status of the plan in the review process.

You can perform various actions on a plan using the action icons. Some actions may not be available for each plan, depending on the status of the plan. To perform an action, click the desired icon to the right of the plan. The actions include:

-  View Comments – Displays all comments included on the plan as it was routed between different approving officials.
-  View Plan in Adobe Acrobat – Opens the plan for viewing using Adobe Acrobat PDF format.
-  View Plan – Opens the plan for viewing in plain text format when the Adobe Acrobat PDF format is not available.
-  Adjust Subcontract Dollars – Change the dollar amount in the ‘Total Amount Subcontracted’ field on the plan.
-  Copy a Plan – Create a new plan by copying all of the information from an existing plan into a new plan.
-  Submit Plan – Submits a plan to the next stage of review.
-  Return for Revision – Returns a plan to the previous stage of review.
-  Incorporate Plan – Incorporates an approved subcontracting plan into an actual contract.
-  Close Out Plan – Close out a plan that is no longer required to be incorporated into a contract.

The following sections discuss the actions.

## 6.2 Reviewing a Plan

SPMS displays all plans that are ready for your review at the top of the list. This includes plans with the following statuses:

- CO Review
- CO 2<sup>nd</sup> Level Review

If a plan is in one of these statuses, you must take action on the plan by submitting it to the next stage of review, or by returning it for revisions. If you submit it to the next stage of review, your electronic signature will be placed on the plan. Use the View and View Comments actions to review the plan and make your decision. When you are ready, use the Submit or Return actions to route the plan accordingly.

### **6.3 Approving and Incorporating a Plan**

After a plan has been approved through all other stages of the approval process, it is returned to you for final approval and incorporation. The plan does not go into effect until you have performed this final review action and assigned it to a contract, also known as incorporating it. When you incorporate a plan, your electronic signature will be placed in the signature block for 'Contracting Officer's Approval' and the plan will be bound to the contract. There are two plan statuses that allow you to incorporate a plan:

- Contract Assignment – The plan has been approved but not yet incorporated into a contract.
- Incorporated – The plan has already been incorporated into one or more contracts.

If a plan is in 'Contract Assignment' status, you must take action on the plan, either by incorporating it or by closing it out. To incorporate the plan into a contract, use the 'Incorporate' action icon. SPMS will direct you to the 'Incorporate Plan' screen where you must select the contract number. If this is a new contract and does not appear on this screen, you must first add it using the Contract function.

The 'Incorporate Plan' screen also displays the dollar amount planned to be subcontracted that was listed on the plan. If the actual dollar amount subcontracted on the contract is different than this, you may adjust the amount at this time.

Subcontracting plans can be incorporated into more than one contract. This occurs when the offeror uses a commercial plan that applies to all their contracts during the effective period of the plan. After you have incorporated a plan the first time, it goes into 'Incorporated' status. To incorporate it into additional contracts, locate the plan at the bottom of the list and use the 'Incorporate' action icon.

### **6.4 Closing a Plan Out**

If a plan is in 'Contract Assignment' but you do not wish to approve and incorporate it, you must close it out. To close a plan out, use the 'Close Out Plan' action icon. SPMS will direct you to a screen where you can choose the reason for closing out from the following:

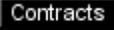
- Denied – The subcontracting plan has completed the review process but has been denied by the contracting officer.
- Contract No Longer Requires Plan – The subcontracting plan has completed the review process but is not applicable to the contract.
- Unsuccessful – The prime contractor was not selected for the proposed contract.
- Other – The subcontracting plan was not incorporated for some other reason.

## 6.5 Adjusting the Dollar Amounts on a Plan

SPMS allows you to change the dollar amounts that were included on a plan. This is necessary when a plan is incorporated to a contract where the total amount subcontracted is different than that on the plan. You may change this amount at any time by using the 'Adjust Subcontract Dollars' action icon. SPMS will direct you to a screen where you can input the new dollar amount.

When you adjust the subcontract dollars, SPMS will automatically re-calculate the other dollar amounts on the form by multiplying the percentages that were input on the form by this new amount. For example, suppose the original subcontracting plan indicated \$1,000,000 to be subcontracted with 50%, or \$500,000, going to small businesses. The plan is approved and incorporated into a contract in which only \$900,000 will be subcontracted. When you adjust the subcontract dollars, SPMS will change the plan so that 50% of this new amount, or \$450,000, goes to small businesses.

## 7 Contracts

The 'Contracts' functional group () provides all the necessary functions to add and upload contracts to SPMS. The functions include:

- Contracts
- Add

To access one of these functions, move your cursor over the tab on the toolbar and click your left mouse button. The following sections discuss the functions.

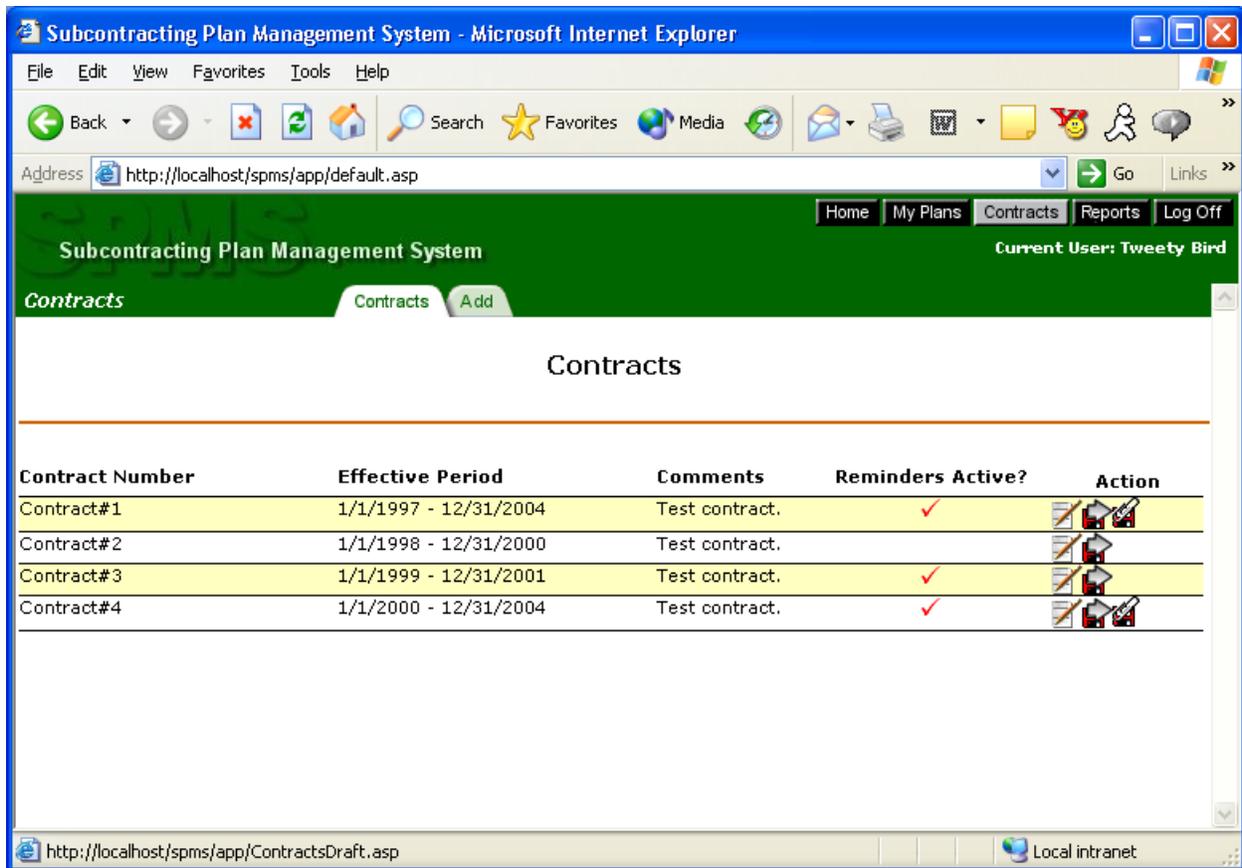


Figure 4: The 'Contracts' screen lists all contracts in the system.

## 7.1 Viewing Contracts

To view a list of all contracts in the system use the 'Contracts' function. SPMS will display the following columns:

- Contract Number
- Effective Period – This lists the dates for which the contract is active.
- Comments
- Reminders Active – This displays a check mark (✓) if email reminders have been turned on for this contract.

To the right of each contract are the following action icons:

- Edit – Edit the properties of this contract.
- Upload – Upload an electronic copy of this contract into SPMS.

-  View – View the contract. This is only displayed after an electronic copy of the contract has been uploaded.

## 7.2 Adding a Contract

To add a new contract, use the 'Add' function. SPMS will display the 'Add Contract' screen where you can input the contract number, effective dates and comments. If you are entering a modification to a contract, simply include the extra characters for the modification number at the end of the contract number.

The 'DCMA Reminders' checkbox allows you to turn the email reminders feature on or off. When email reminders are turned on, SPMS will automatically send reminder emails to the contract reviewers when a contract is ready to expire. The email reminds them that they will need to perform a contract review, and the emails will continue to be sent at regular intervals until the review has been completed, or the email reminders feature is turned off.

To save the data, click the 'Save' button. SPMS will direct you to the contracts list. You can verify the contract was added by locating it in the list. If you wish to change the data you input, click the 'Edit' icon () to the right of the contract.

## 7.3 Uploading a Contract

SPMS allows you to upload electronic copies of contracts into the system so that they can be viewed at later date. Before uploading a contract, you will need to convert it to an electronic file. If you have a paper copy of the contract, scan it in using a scanner and save the file to your computer. SPMS accepts all file formats. To upload the file, use the 'Upload' action icon (). SPMS will direct you to an upload screen where you must browse to the file location on your computer and click 'Ok'. After the file has been uploaded, you will be returned to the contracts list. You can verify the contract was successfully uploaded by clicking the 'View' action icon () to the right of the contract.

## 8 Reports

The 'Reports' functional group () allows you to view all the reports that you are authorized for. The functions include:

- Incorporated
- Unknown
- DCMA 640s

To access one of these functions, move your cursor over the tab on the toolbar and click your left mouse button. The following sections discuss the functions.

## 8.1 Incorporated Subcontracting Plans Report

To view the Incorporated Subcontracting Plans Report, use the 'Incorporated' function. This report displays a list of all subcontracting plans that are incorporated into an active DESC contract. The complete plan details are accessible from the report. This allows you to locate and view all the subcontracting plans that are currently in effect. Plans that have expired or were never approved are not displayed. To view a plan, located the plan in the list and click the 'View' action icon to the right.

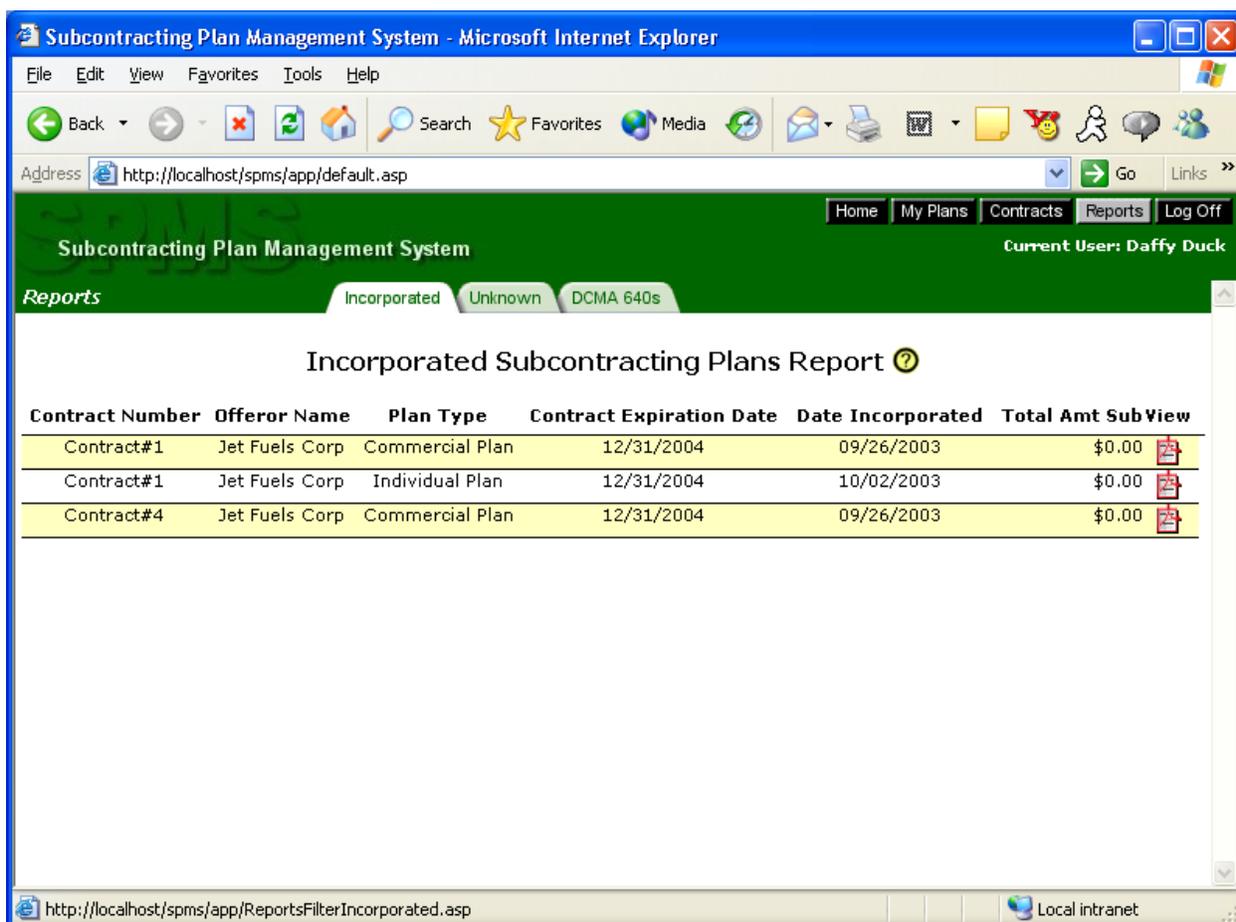


Figure 5: The 'Incorporated Subcontracting Plans Report' displays the plans that are currently in effect.

## 8.2 Unknown Status Report

To view the Unknown Status Report, use the 'Unknown' function. This report allows you to quickly locate subcontracting plans that are in immediate need of Contracting

Officer attention. The report displays all plans that have been approved but are still awaiting action by the Contracting Officer for over 30 days. If a plan appears on this report, it means the Contracting Officer has failed to take action on the plan and immediate attention is required. The Contracting Officer must either incorporate or close the plan out.

The report displays the offeror name, plan type, amount subcontracted, the date reviewed by the Small Business Specialist, and whether or not the Small Business Specialist concurred with the plan.

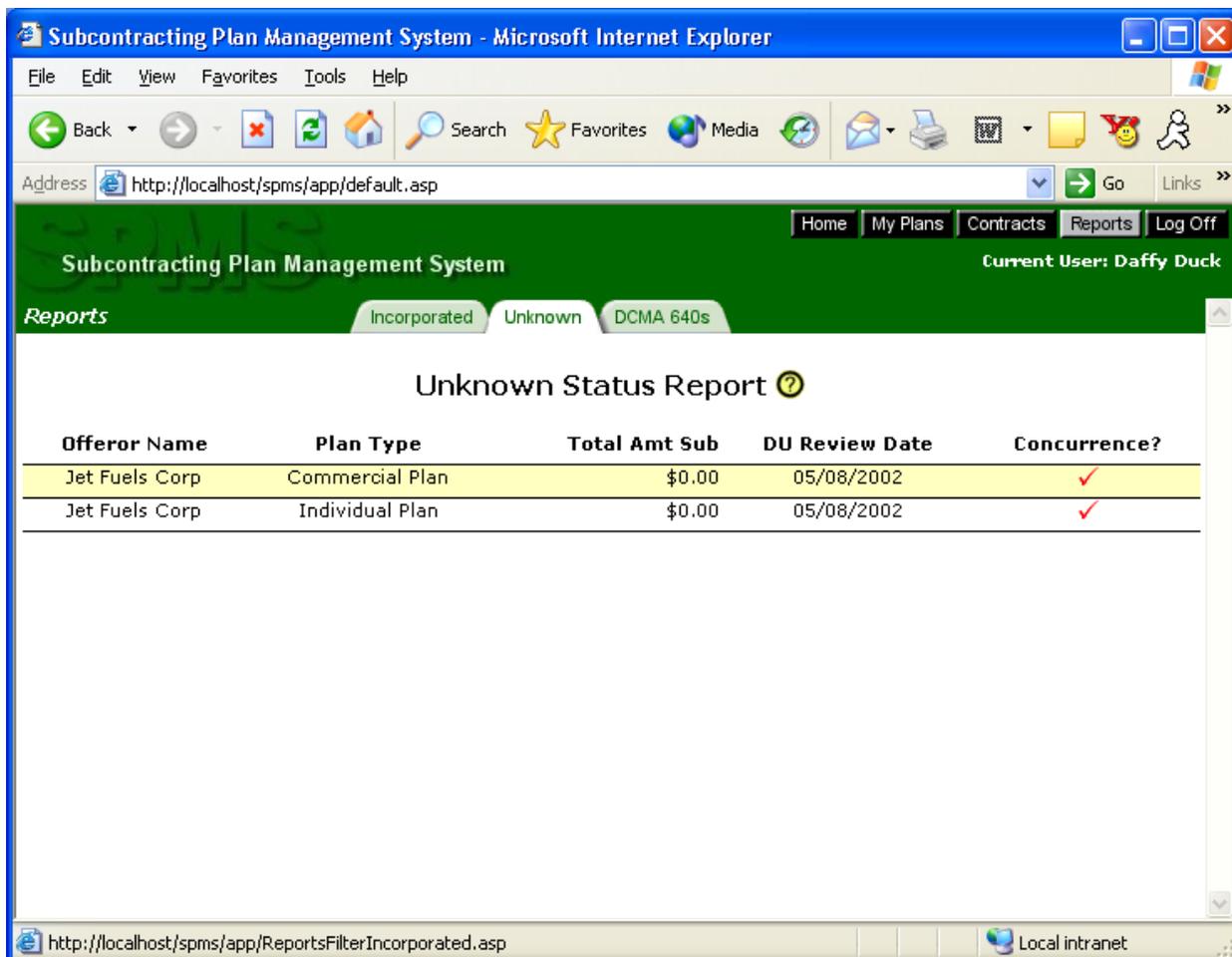


Figure 6: The 'Unknown Status' report shows plans that have been waiting too long for Contracting Officer approval.

### 8.3 DCMA 640 Forms Report

To view the DCMA 640 Forms Report, use the 'DCMA 640s' function. This report allows you to search for and view DCMA 640 forms that have been uploaded into the system. You may search on Contract Number or Offeror Name.

To generate a report, enter criteria to search against. To search on a text field, you can input a partial name. For example, a contract number of 'C' will bring up all contracts

beginning with C. Once you enter the information, click on 'OK' to generate the report or 'Clear' to clear the information without generating the report. When you click 'OK', SPMS will generate a report that matches the criteria.

After the report is generated, you can view the DCMA 640 form by clicking the View icon to the right of the contract. If there are no DCMA 640 forms that have been uploaded for a contract, then no icons will appear next to that contract.

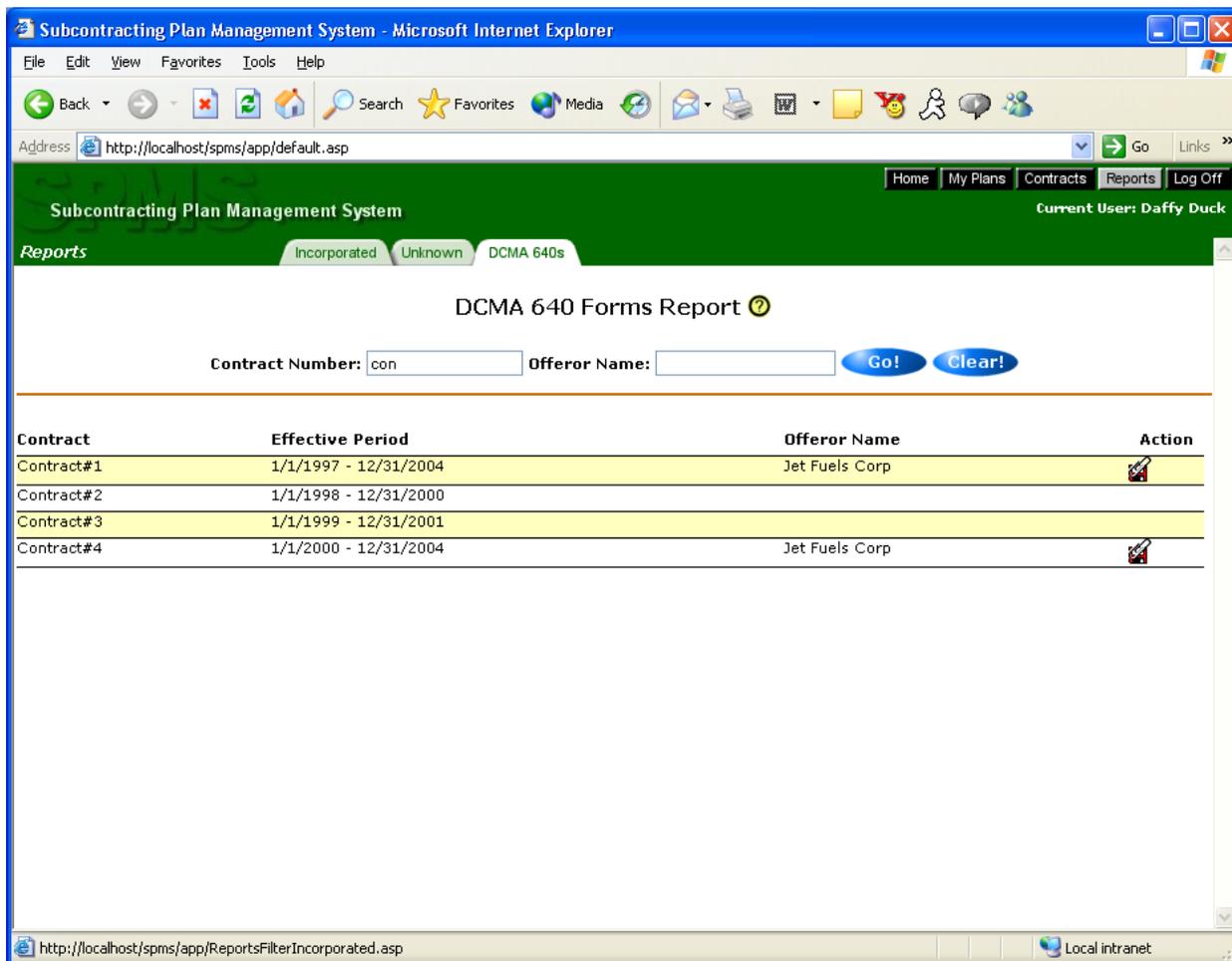


Figure 7: The 'DCMA 640 Forms Report' after searching for contracts.

## 9 Log Off

If you desire to end your SPMS session, you may do so by clicking the 'Log Off' button (). If you click 'Log Off', SPMS will display a reminder for you to close your browser to ensure completion of the log off process. Click the 'OK' button to continue the log off process.