

# **SPMS Subcontracting Plan Management System**



## **User Manual for Offerors**

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Prepared by

***NORTHROP GRUMMAN***  
*Mission Systems*

## Table of Contents

<b>1</b>	<b>Introduction .....</b>	<b>3</b>
1.1	What is SPMS? .....	3
1.2	User Roles .....	3
1.3	Scope .....	4
1.4	Document Organization .....	4
<b>2</b>	<b>Accessing SPMS Welcome Screen .....</b>	<b>4</b>
<b>3</b>	<b>Logging On to SPMS.....</b>	<b>5</b>
3.1	Requesting a User ID.....	5
3.2	DESC Login .....	6
3.3	Non-DESC Login.....	6
<b>4</b>	<b>System Navigation .....</b>	<b>6</b>
<b>5</b>	<b>Home button .....</b>	<b>8</b>
5.1	My Info.....	8
5.2	Help .....	8
5.3	About.....	8
5.4	Change Password.....	8
<b>6</b>	<b>Subcontracting Plans .....</b>	<b>8</b>
6.1	Displaying a list of my plans.....	10
6.2	Creating a DESC Subcontracting Plan .....	11
6.3	Creating a Narrative Subcontracting Plan.....	13
6.4	Creating an External Subcontracting Plan.....	14
6.5	Viewing, editing and submitting my plan.....	15
<b>7</b>	<b>Reports .....</b>	<b>16</b>
7.1	Historical Prime Contractor Report .....	16
7.2	DCMA 640 Forms Report.....	17
<b>8</b>	<b>Log Off.....</b>	<b>18</b>

# 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 Offerors only. Responsibilities and functions for Contract Specialists, Contracting Officers, 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.

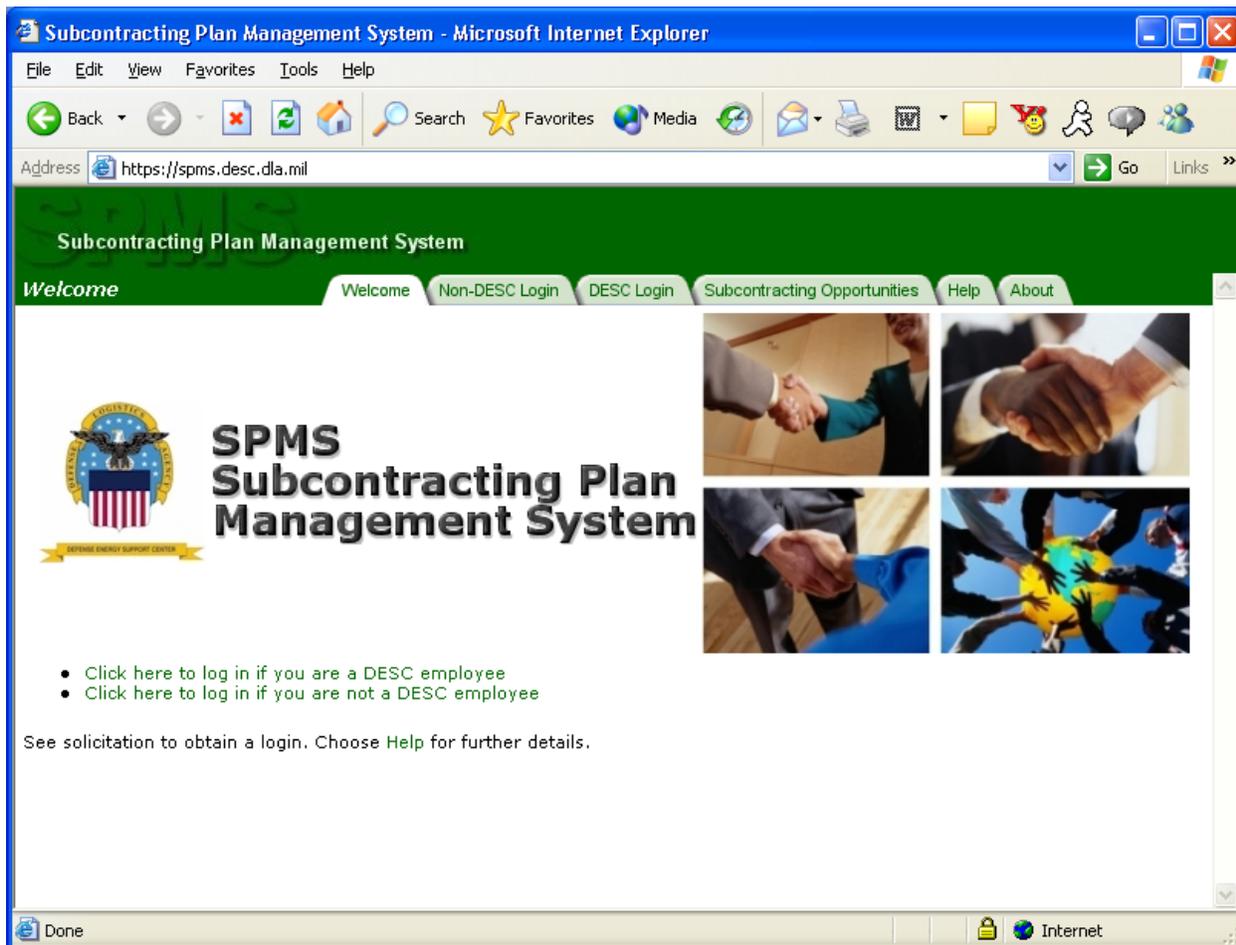


Figure 1: The SPMS welcome screen

### 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.

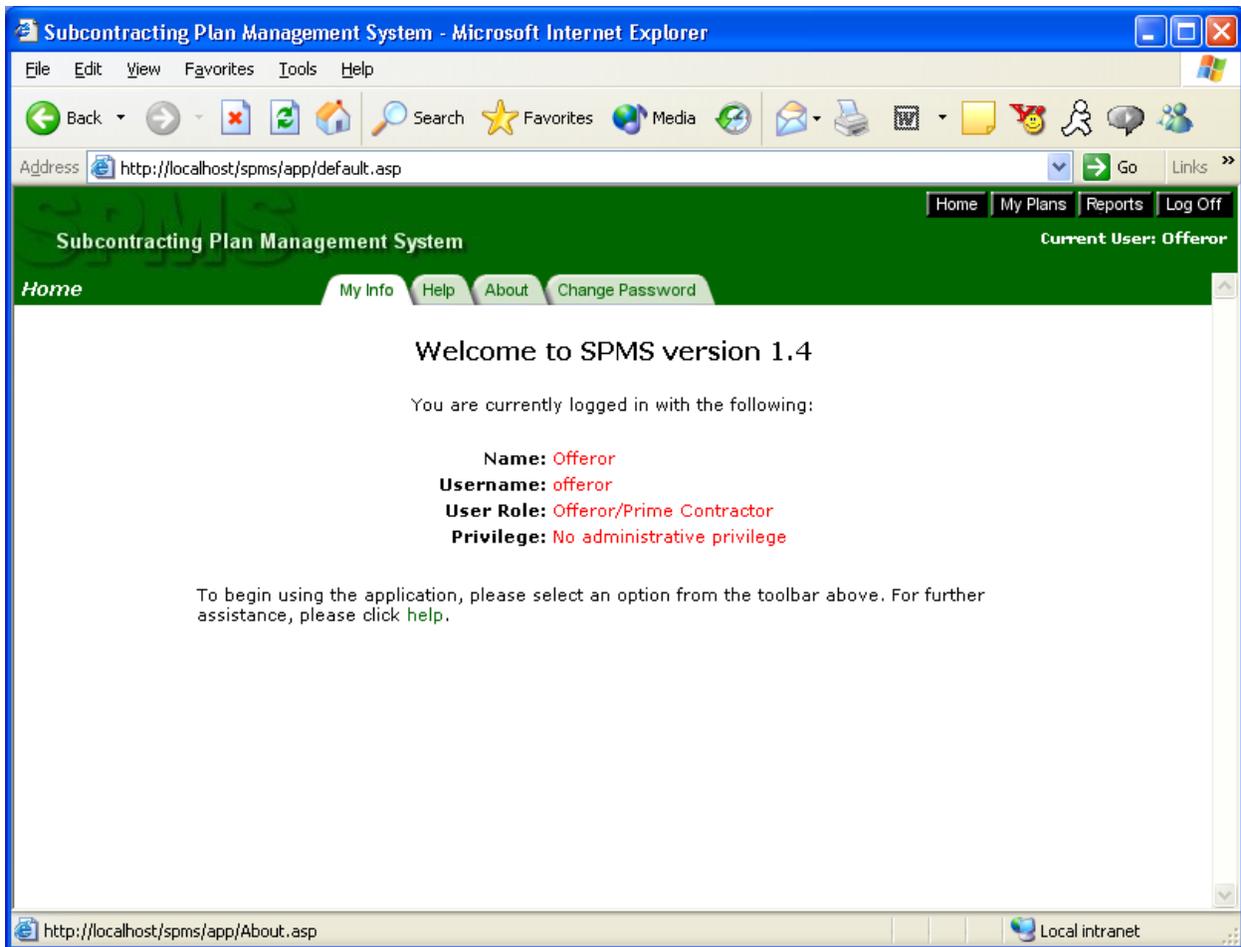


Figure 2: The 'Welcome to SPMS' screen appears after you have successfully logged in.

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 Offeror 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 () 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 Subcontracting Plans

The 'My Plans' functional group provides all the functions necessary to create, edit and submit subcontracting plans for review. Figure 3 shows the 'My Plans' screen. There are three types of plans to choose from. The preferred method is the DESC Small Business Subcontracting Plan.

- **DESC Small Business Subcontracting Plan** - This type of plan corresponds to DESC form 19.3, and is also referred to as a consolidated plan because it allows the offeror to input either a commercial plan or individual plan using the same form. This form supersedes all previous versions of commercial and individual subcontracting plans (DESC forms 19.1 and 19.2).
- **Narrative Plan** – This type of plan allows the offeror to input all the plan information in a narrative format. There is no corresponding DESC form for this type of plan.
- **External Plan** – This type of plan allows the offeror to report a commercial subcontracting plan that has already been approved by another government agency.

The functions in the 'My Plans' functional group include:

- My Plans
- Add
- Narrative
- External

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.

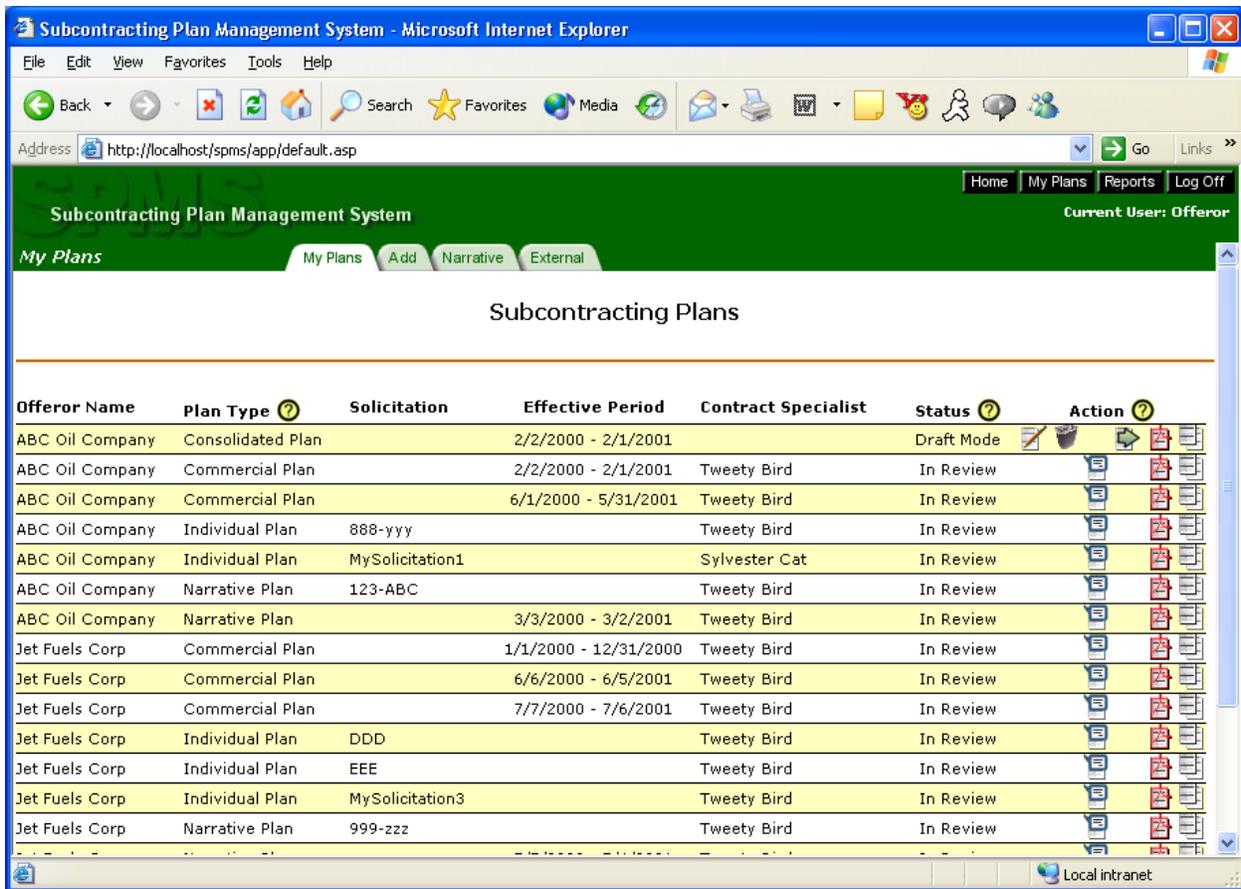


Figure 3: The 'My Plans' screen displays all the subcontracting plans for an offeror.

## 6.1 Displaying a list of my plans

To display all of the subcontracting plans you have created, use the 'My Plans' function (My Plans). Figure 3 shows the 'My Plans' screen. 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.

To create a new plan, select one of the functions to create the desired type of plan. The functions are discussed below.

## 6.2 Creating a DESC Subcontracting Plan

To create a new DESC Small Business Subcontracting plan, use the 'Add' function. This is the preferred method to create plans and will create a plan based on DESC form 19.3. The form is split into a series of screens allowing you to input the different sections of the plan. To navigate between the different screens, use the 'Next'

(  ) or 'Back' (  ) buttons. Alternatively, you can jump directly to any screen on the form by clicking the desired link in gray form navigation bar along the top of the screens (directly under the green toolbar). However, the navigation bar is only activated once you have input data into the first screen and clicked the 'Next' button the first time. To cancel the data entry and return to the plans list, click the 'Cancel' button (  ). Figure 4 shows the first screen of DESC Subcontracting Plan.

Figure 4: The first screen for adding a DESC Subcontracting Plan.

To input the plan, follow the directions on each screen and click the 'Next' button to save your inputs. If you use the 'Back' button or the navigation toolbar, your inputs will not be saved. As you proceed through the screens, SPMS will verify the data you input is valid.

You can create plans for more than one company or corporate profit center. On the first screen, you must select the company or corporate profit center name. If the correct name does not appear on the list, you must send a request to the SPMS Administrator to have it added.

When you reach the final screen, shown in Figure 5, you must read the agreement and select the box labeled "I accept..." and click the 'Save' button in order to complete your plan. If you do not complete each screen, or if you not select the box labeled "I accept", your plan will not be complete and you will not be allowed to submit it to DESC.



Figure 5: The final screen to input a DESC Subcontracting Plan displays the contractor agreement.

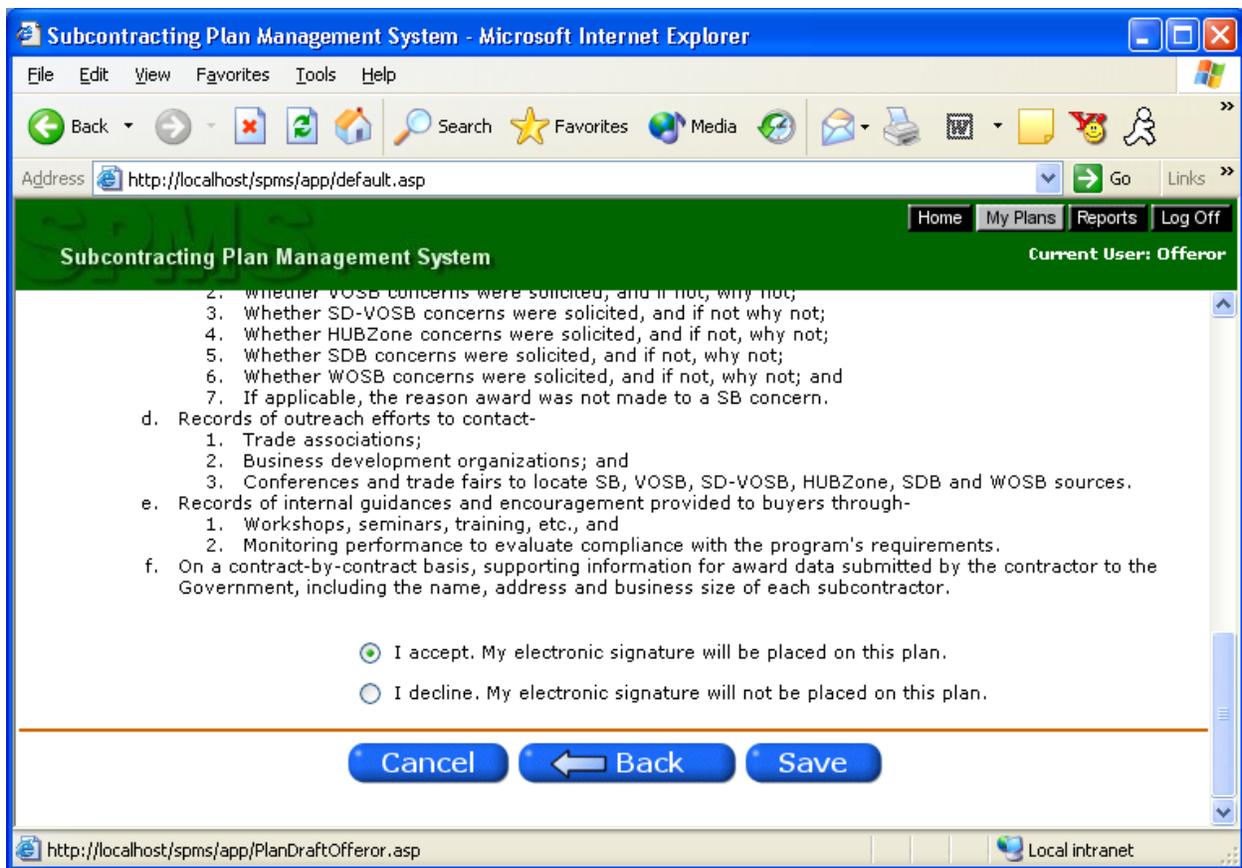
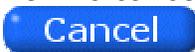


Figure 6: Selecting the 'I accept' button completes the plan and places your signature on it.

### 6.3 Creating a Narrative Subcontracting Plan

To create a new Narrative Subcontracting plan, use the 'Narrative' function. This allows you to input a plan in a narrative format, without using any corresponding form. The input screens are split into a series of screens allowing you to input the different sections of the plan. To navigate between the different screens, use the 'Next'

(  ) or 'Back' (  ) buttons. Alternatively, you can jump directly to any screen on the plan by clicking the desired link in gray form navigation bar along the top of the screens (directly under the green toolbar). However, the navigation bar is only activated once you have input data into the first screen and clicked the 'Next' button the first time. To cancel the data entry and return to the plans list, click the 'Cancel' button (  ). Figure 5 shows the first screen of a Narrative Subcontracting Plan.

To input the plan, follow the directions on each screen and click the 'Next' button to save your inputs. If you use the 'Back' button or the navigation toolbar, your inputs will not be saved. As you proceed through the screens, SPMS will verify the data you input is valid. When you reach the final screen, you can type the narrative portion of your plan. Alternatively, you may cut and paste large amounts of data from another

document. The data will be input in plain text, without any special formatting characters. To complete your plan, click the 'Save' button. If you do not complete each screen, your plan will not be complete and you will not be allowed to submit it to DESC.

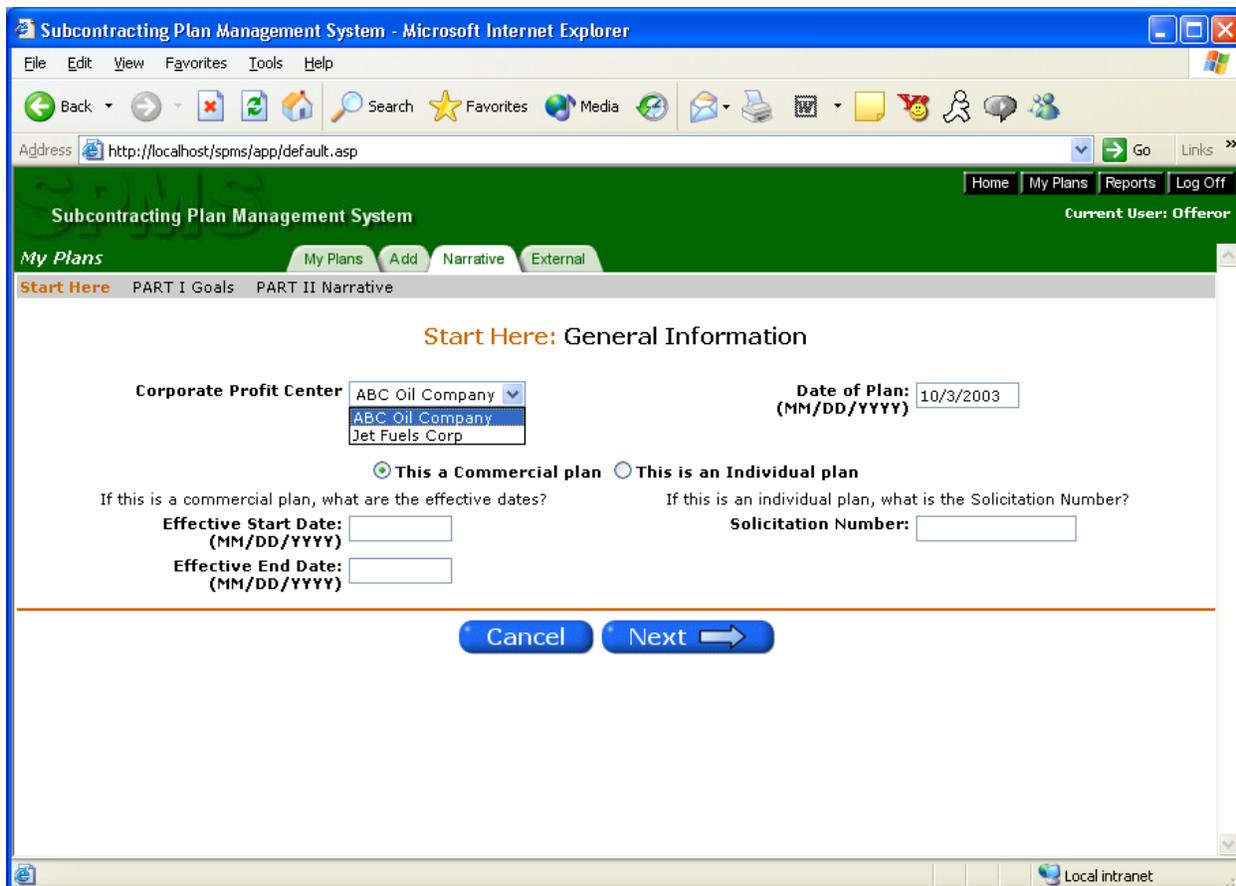


Figure 7: The first screen of a Narrative Subcontracting Plan.

## 6.4 Creating an External Subcontracting Plan

To create a new External Subcontracting plan, use the 'External' function. This allows you to report a commercial subcontracting plan that has been approved by another government agency. When you use this method, you must also mail a copy of the plan to DESC. Figure 6 shows the External Subcontracting Plan input form.

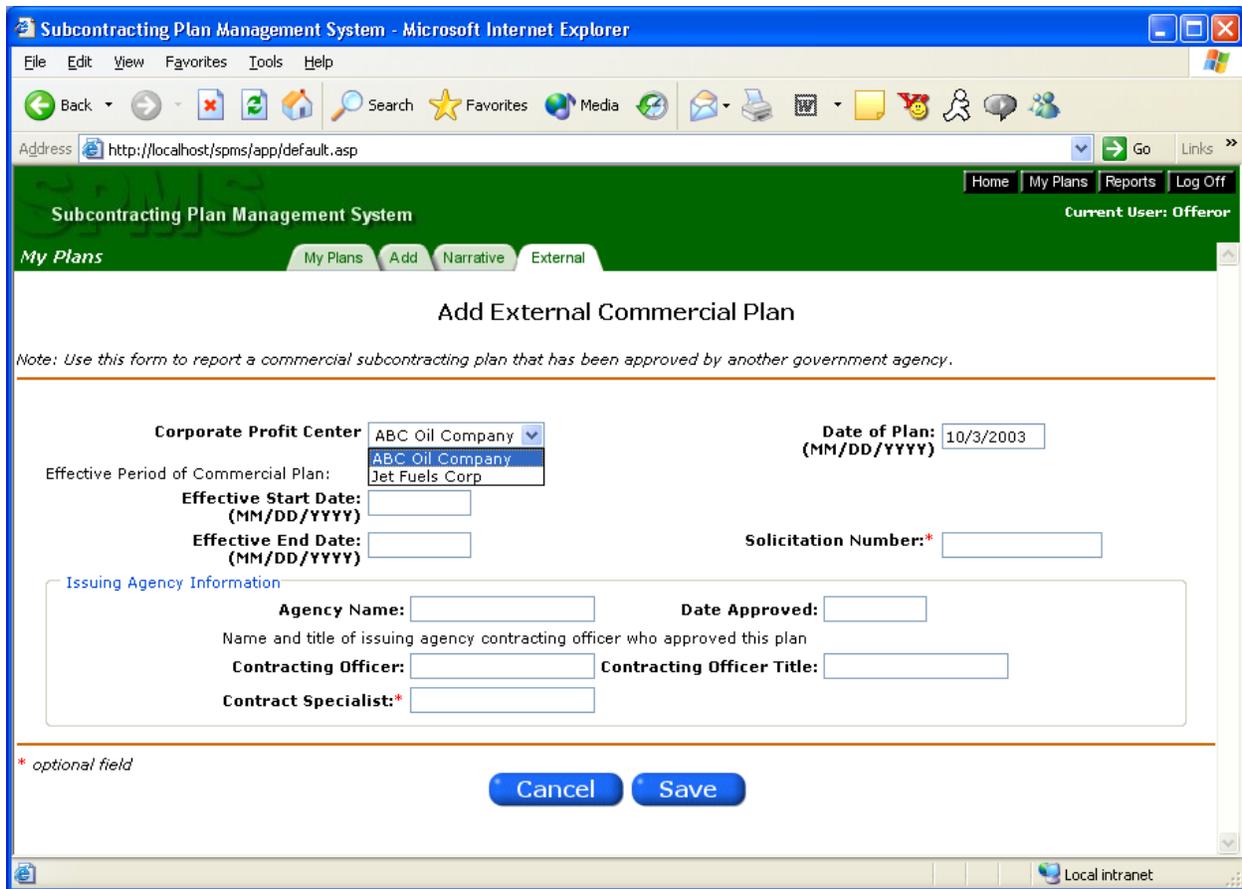


Figure 8: The input form for an External Subcontracting Plan.

## 6.5 Viewing, editing and submitting my plan

After you have created a plan, you will be returned to the My Plans list. You can perform various actions on your 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:

-  Edit Plan – Change the information you have input on a plan that is already created.
-  Copy a Plan – Create a new plan by copying all of the information from an existing plan into a new plan.
-  Delete – Deletes a plan from the list.
-  View Comments – Displays all comments input by the Contract Specialist when a plan is returned to you for revision.

-  View Plan in Adobe Acrobat – Opens the plans 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.
-  Submit Plan – Submits a plan to DESC for review.

After you have created your plan, you should view it to verify that all the data is correct. If your plan is complete, you can view your electronic signature in the signatures section of the plan.

After you have viewed your plan and verified all the information is correct, you must submit it to DESC for review. When you submit your plan, it will enter the electronic approval process and will be designated with a status of 'In Review'. You can monitor your plan at any point during the review process by clicking the View icon to see the signatures of the approving officials and the dates signed.

Your plan may be returned to you for revisions, in which case it will appear with a status of 'Offeror Rework'. You can use the View Comments icon to view the comments made by the Contract Specialist. Once you have made the recommended corrections, you must re-submit your plan for review.

When your plan completes all stages of the review process and is approved for incorporation into an actual contract, it will be designated with a status of 'Incorporated'. Once your plan is incorporated, it is valid during the effective period. After the effective period expires, you must create and submit a new plan.

## 7 Reports

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

- Prime
- 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.

### 7.1 Historical Prime Contractor Report

To view the Historical Prime Contractor Report, use the 'Prime' function. This report allows you to search for subcontracting plans you have generated. You may search on Contract Number, Offeror Name, Plan Type, Plan Status and Contract Expiration Dates.

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. To search on the date fields, you can input a 'from' date, a 'to' date, or just one of them. For example, a 'Contract Expiration Date from' of '1/1/2001' when the 'to' date is blank will bring up all contracts that expire after 1/1/2001. 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.

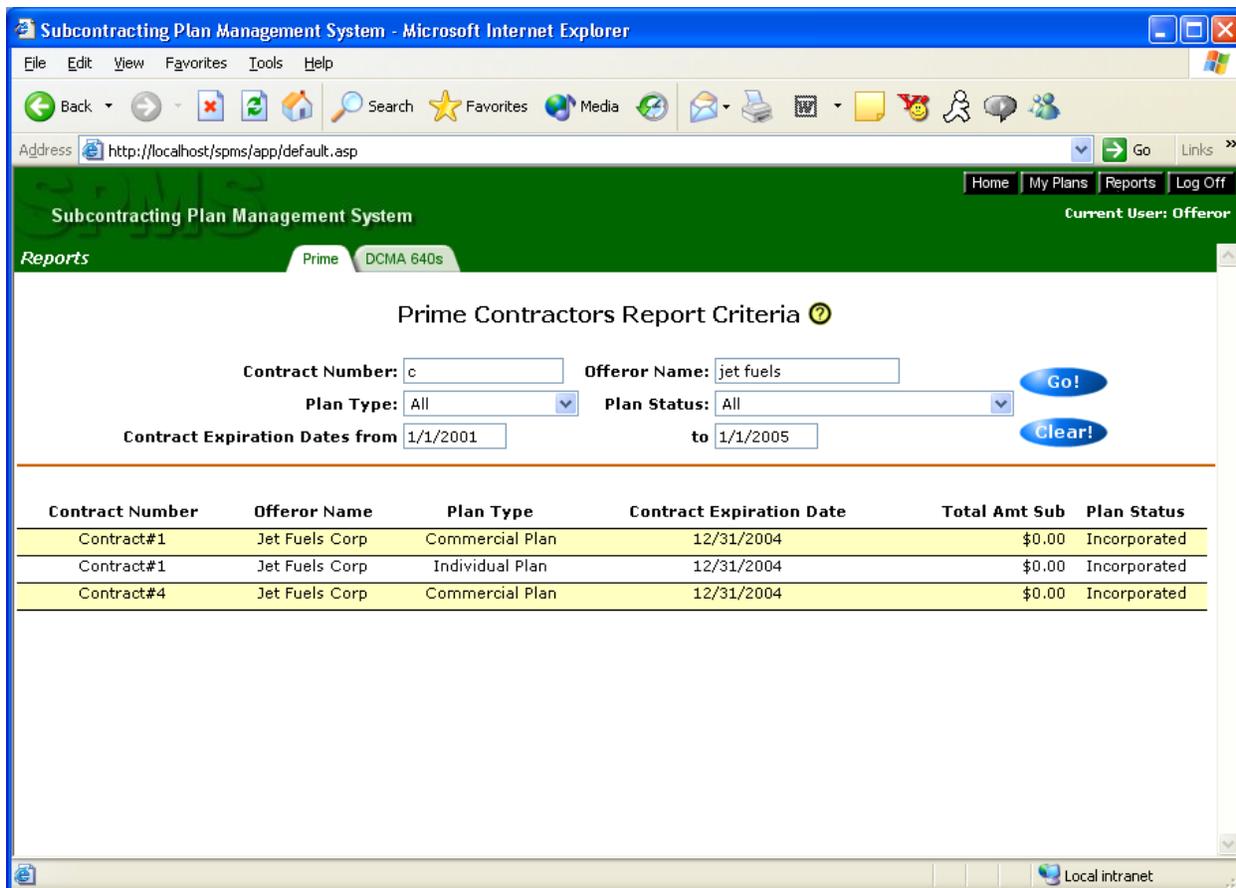


Figure 9: The 'Prime Contractors Report' after performing a search.

## 7.2 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.

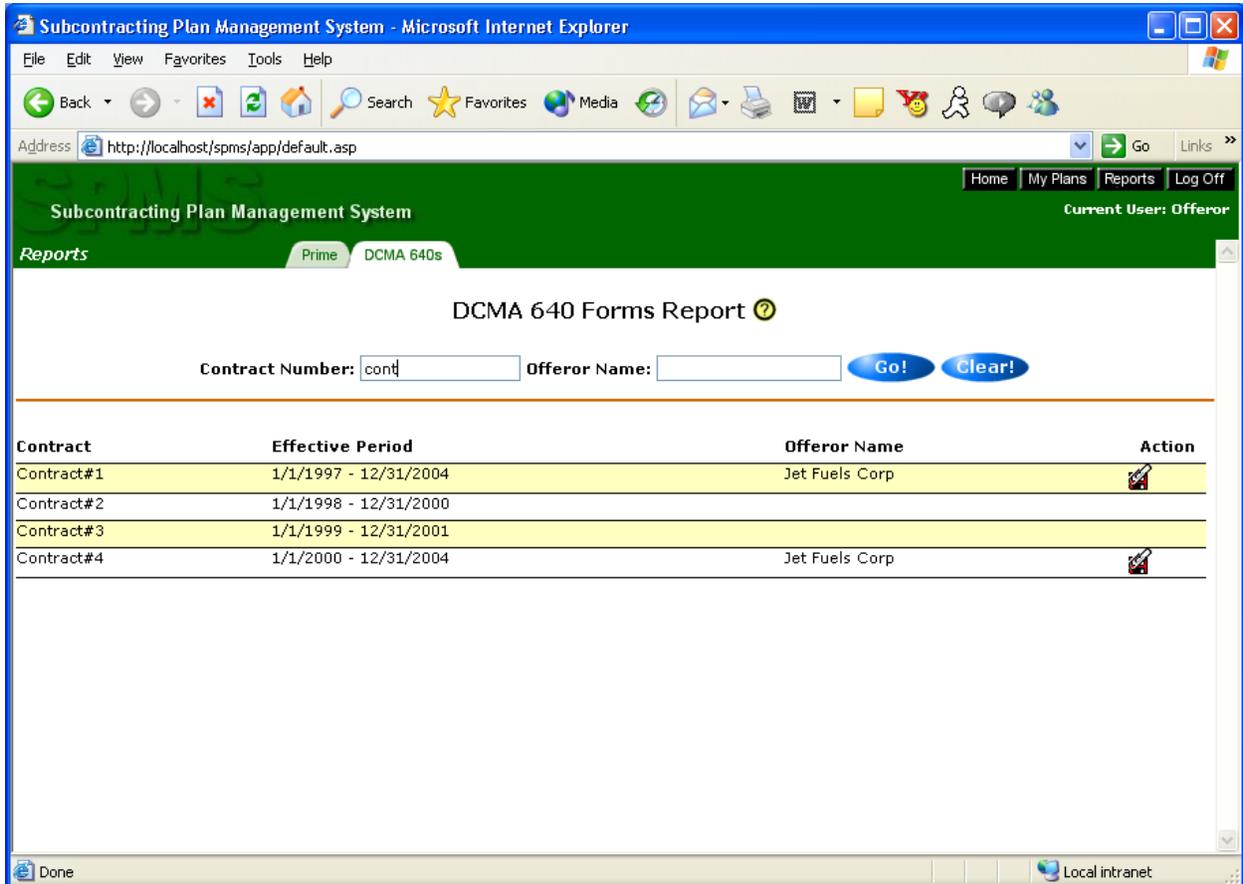


Figure 10: The 'DCMA 640 Forms Report' after searching for contracts.

## 8 Log Off

If you desire to end your SPMS session, you may do so by clicking the 'Log Off' button (**Log Off**). 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.