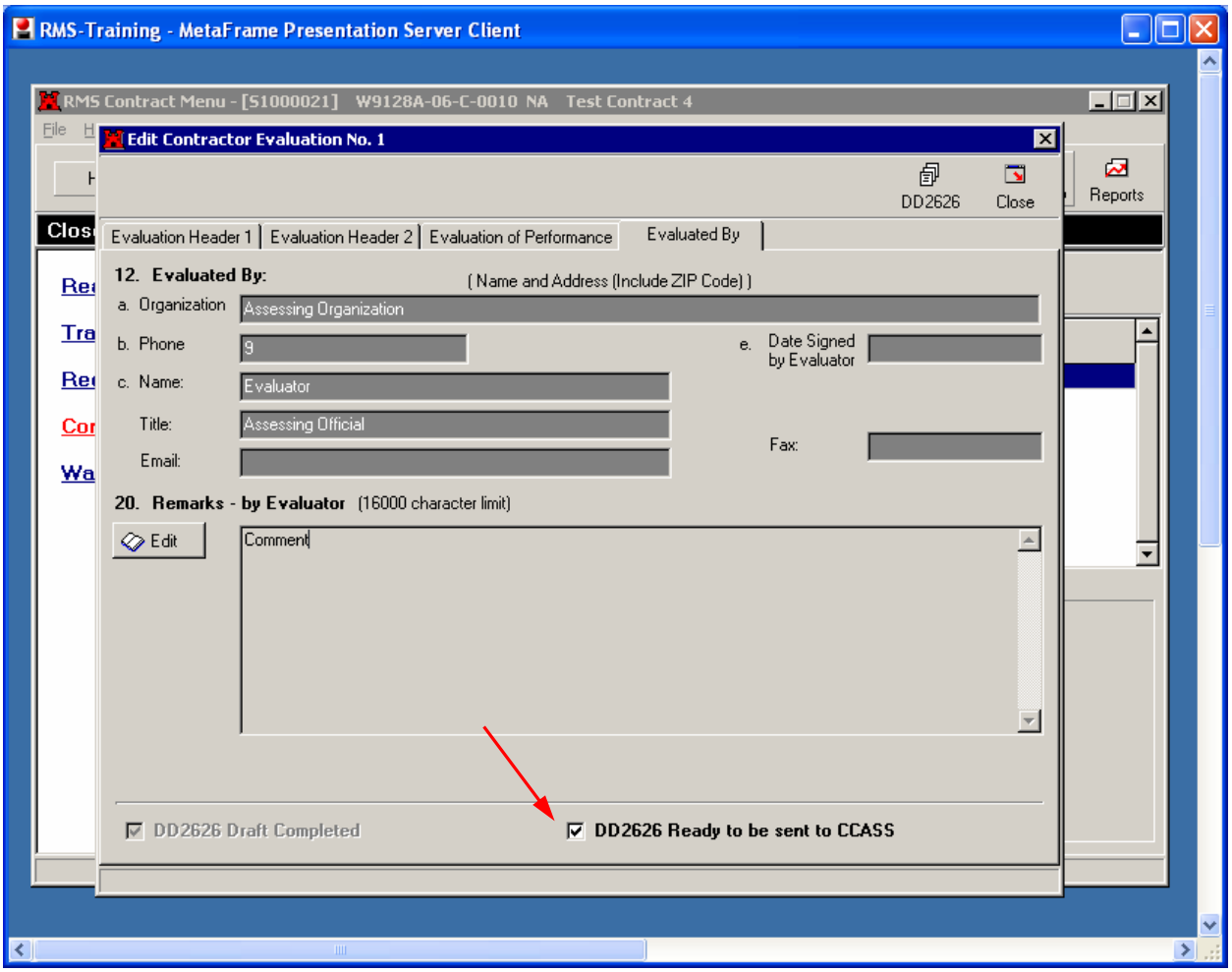
Getting Started in CCASS

Inputting an Evaluation Using RMS.

The following is not intended as a user's manual for CCASS or RMS. This was prepared solely as a guide explaining the interface between RMS and CCASS. For detailed instructions on either system, refer to the respective user's manuals.

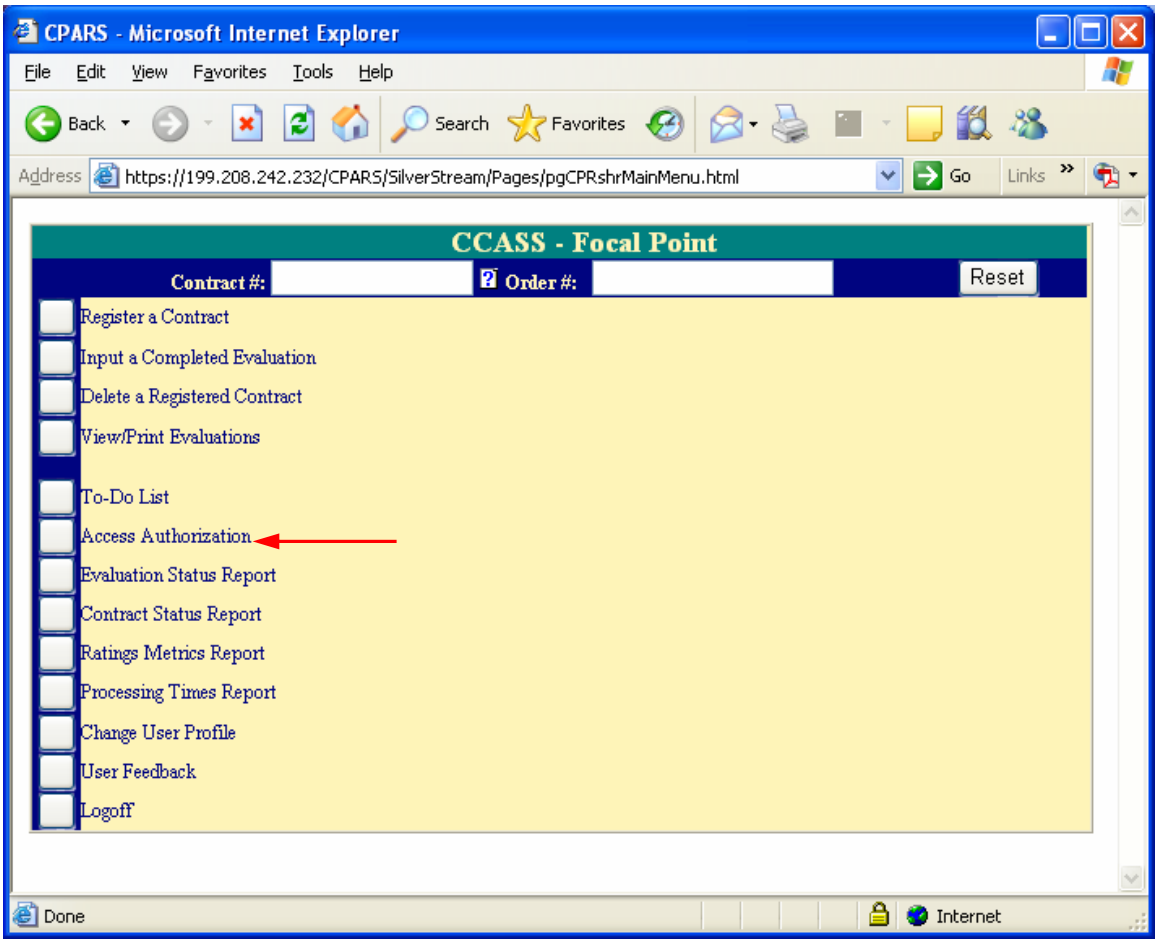
It is not necessary to ***Register a Contract*** in CCASS if the evaluation will be initiated in RMS then exported to CCASS. All of the data needed for an evaluation to be ready for the contractor to comment exists in RMS and will be exported to CCASS from RMS. RMS validates the data before it is exported and ensures that all of the data fields required by CCASS are completed in RMS before the evaluation will be accepted for export. Any data that may already be pre-existing in CCASS, either contract information or a draft evaluation, will be overwritten by the RMS exported data. RMS exports will have no effect on completed evaluations.

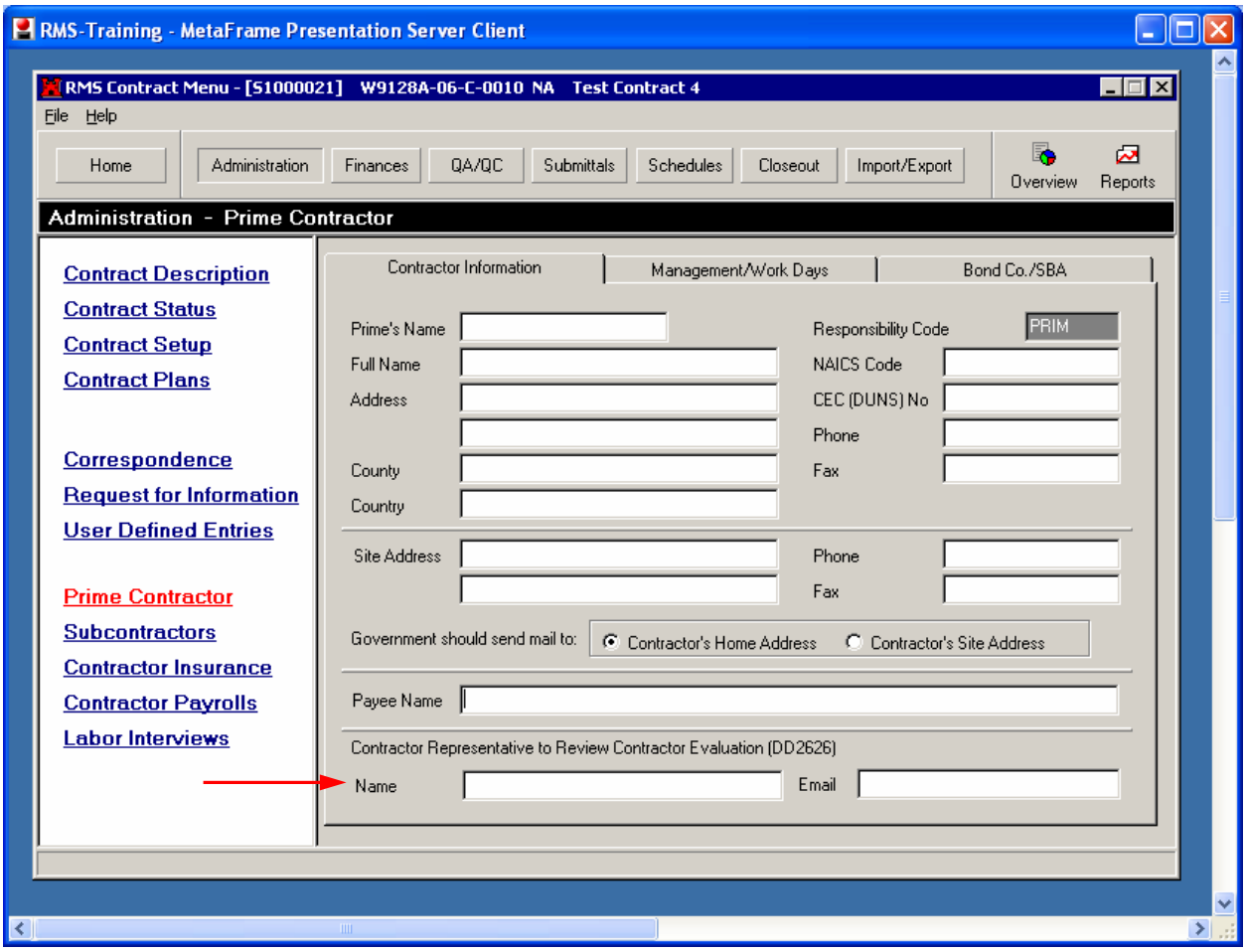
Data is exchanged between the two systems daily. RMS exports all evaluations that have been marked ***Ready to be sent to CCASS*** every day at approximately 1500 PST/PDT. During this action, RMS also processes the data it received from CCASS the previous day. Once an evaluation is sent to CCASS no further changes may be made to it in RMS. CCASS also exports linked evaluations daily. Only evaluations that have been initially prepared in RMS and exported to CCASS are linked and will be updated in RMS with changes made to the evaluation in CCASS.



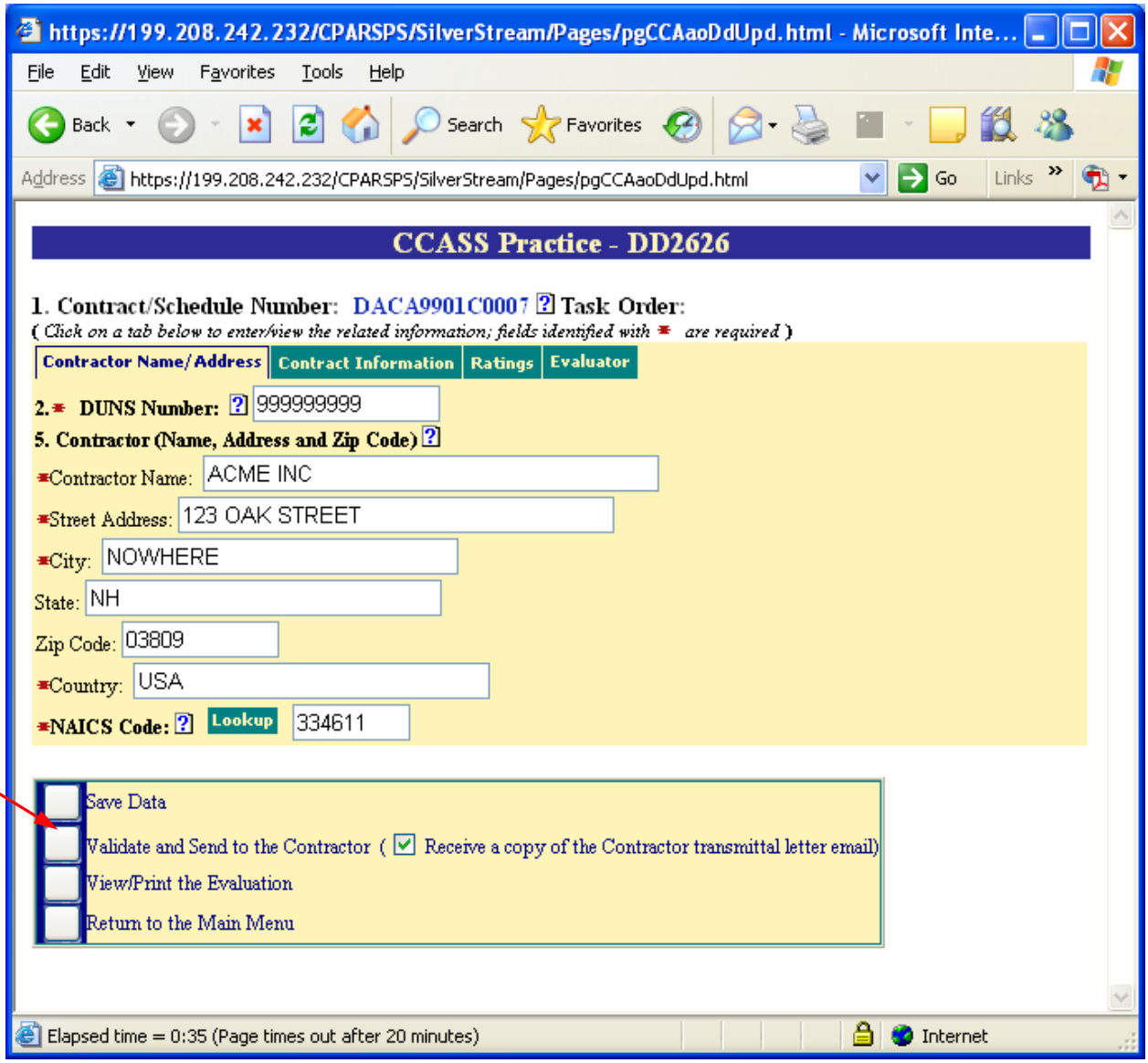
In order to promote efficient use of the RMS-CCASS interface, it is recommended that only those individuals acting as Assessing Officials on the DD2626 be given write access to the RMS role that includes *Contractor Evaluation – Send DD2626 to CCASS*. This is a new access right in RMS.

The role of the Focal Point when RMS is used is minimal, but important. The Focal Point must assign ***Access Authorization*** for each contract to each of the individuals involved in the approval and review process of the evaluation in order to complete the evaluation. These individuals are the Assessing Official (Block 12), Contractor Representative, and Reviewing Official (Block 13). If the identities of the government personnel are not known, then communication with the office issuing the evaluation may be necessary. The identity of the contractor representative can be found in RMS. Assigning ***Access Authorization*** can be done at any time after award.



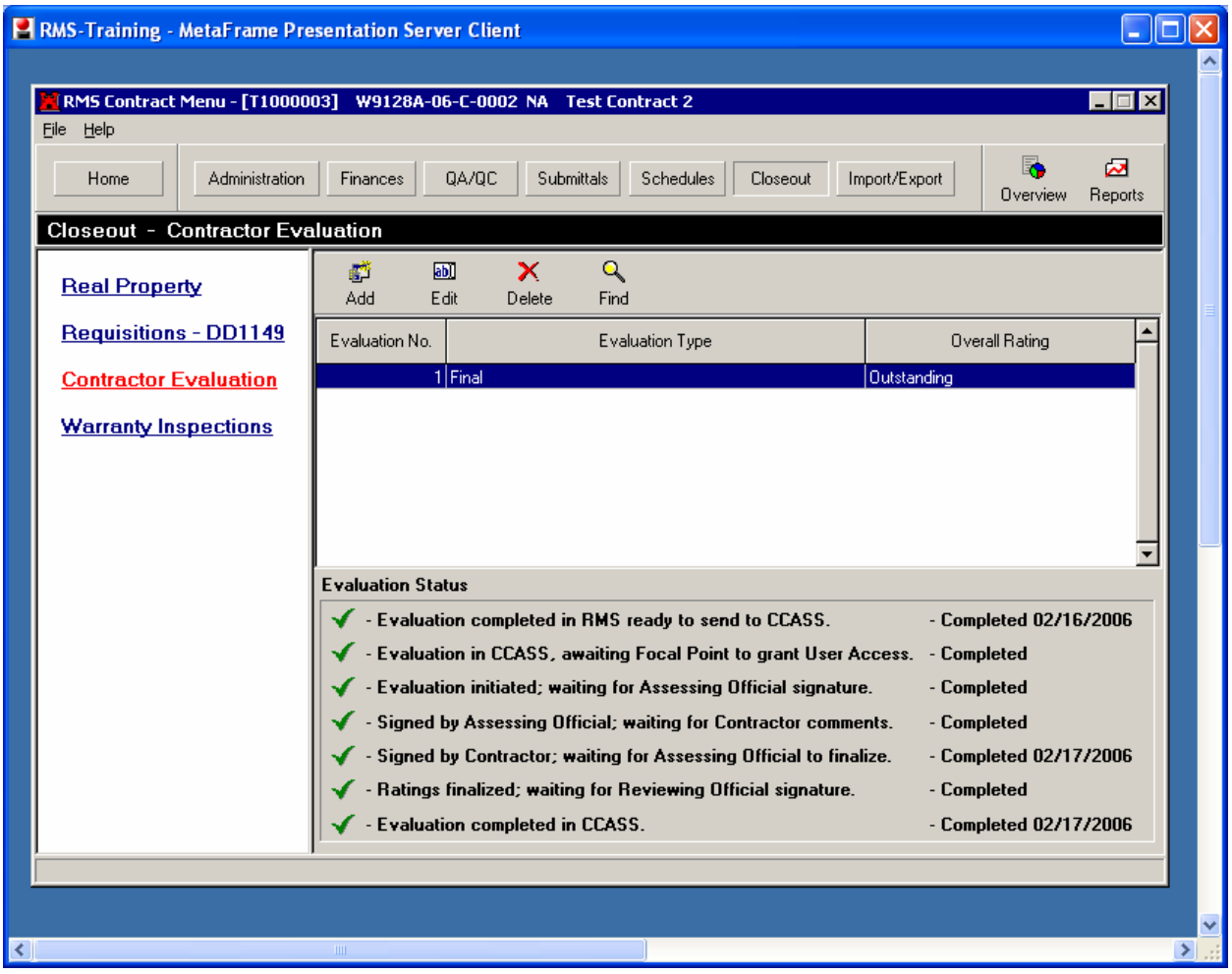

RMS-Training - MetaFrame Presentation Server Client
RMS Contract Menu - [S1000021] W9128A-06-C-0010 NA Test Contract 4
File Help
Home
Administration
Finances
QA/QC
Submittals
Schedules
Closeout
Import/Export
Overview
Reports
Administration - Prime Contractor
Contract Description
Contract Status
Contract Setup
Contract Plans
Correspondence
Request for Information
User Defined Entries
Prime Contractor
Subcontractors
Contractor Insurance
Contractor Payrolls
Labor Interviews
Contractor Information
Management/Work Days
Bond Co./SBA
Prime's Name
Full Name
Address
County
Country
Responsibility Code
PRIM
NAICS Code
CEC (DUNS) No
Phone
Fax
Site Address
Phone
Fax
Government should send mail to:
Contractor's Home Address
Contractor's Site Address
Payee Name
Contractor Representative to Review Contractor Evaluation (DD2626)
Name
Email

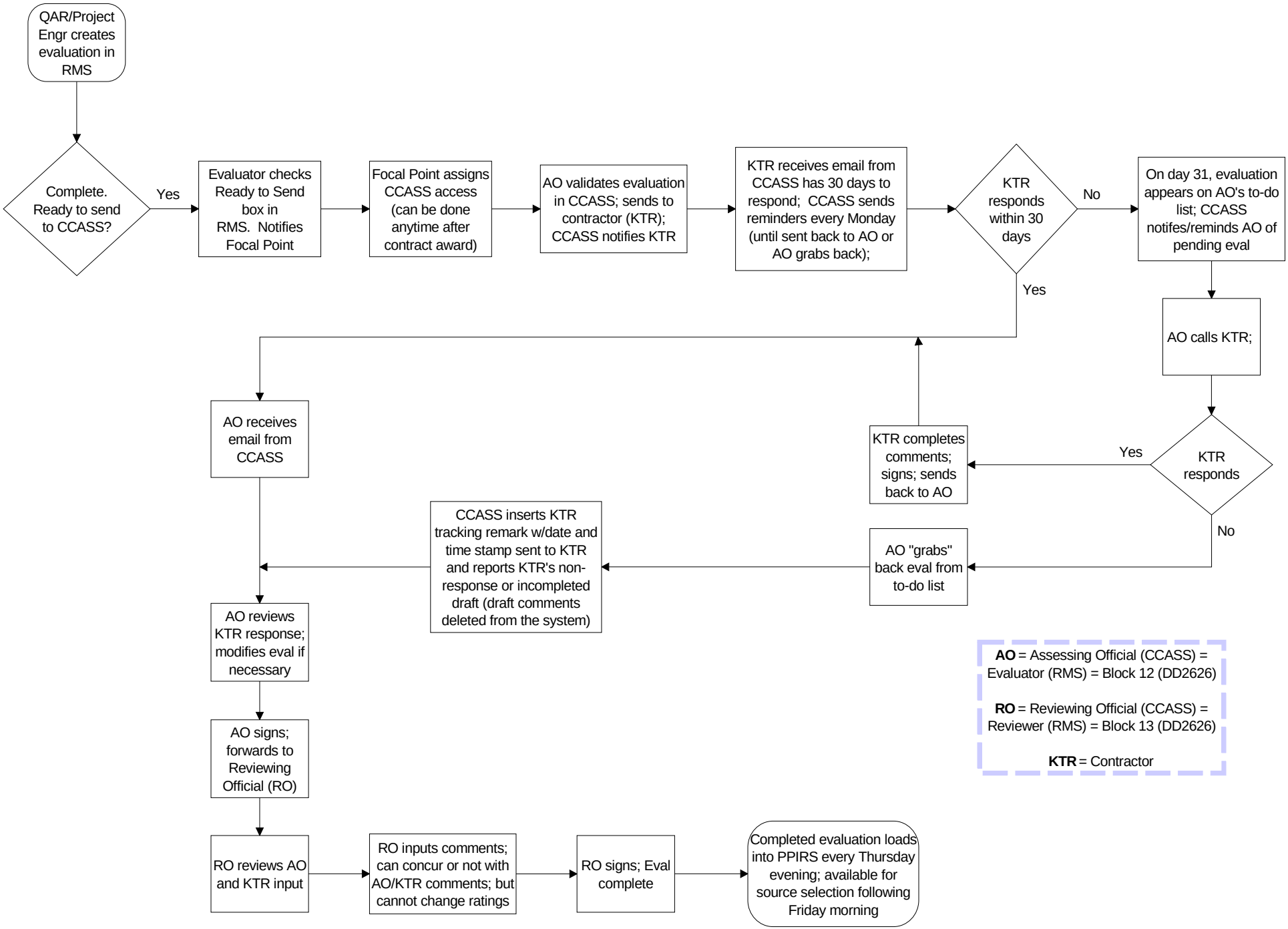
Once an evaluation is exported from RMS to CCASS, if the Assessing Official is satisfied with the contents of the evaluation as prepared in RMS, all he/she needs to do is ***Validate and Send to the Contractor***. However, if changes are made to an evaluation in CCASS after it has been exported from RMS, the revised data will be exported from CCASS back to RMS during the daily file exchange. As long as the evaluations are linked, the evaluation in RMS will always match the evaluation in CCASS.



If ***Access Authorization*** is done before the evaluation is exported from RMS, then the Assessing Official can log into CCASS after the export is executed (usually the next day) to validate and initiate the online CCASS routing and review procedures. If ***Access Authorization*** is not done before the evaluation is exported from RMS, then the Assessing Official needs to alert the Focal Point to enter the ***Access Authorization*** for the contract before he/she can complete the validation and initiate the routing to the contractor.

The status of the evaluation can easily be tracked in RMS. As each step is completed, the Evaluation Status will be updated from the data received daily from CCASS.




QAR/Project Engr creates evaluation in RMS
Complete. Ready to send to CCASS?
Yes
Evaluator checks Ready to Send box in RMS. Notifies Focal Point
Focal Point assigns CCASS access (can be done anytime after contract award)
AO validates evaluation in CCASS; sends to contractor (KTR); CCASS notifies KTR
KTR receives email from CCASS has 30 days to respond; CCASS sends reminders every Monday (until sent back to AO or AO grabs back);
KTR responds within 30 days
No
On day 31, evaluation appears on AO's to-do list; CCASS notifes/reminds AO of pending eval
AO calls KTR;
KTR responds
Yes
No
KTR completes comments; signs; sends back to AO
Yes
AO "grabs" back eval from to-do list
CCASS inserts KTR tracking remark w/date and time stamp sent to KTR and reports KTR's non-response or incompleted draft (draft comments deleted from the system)
AO receives email from CCASS
AO reviews KTR response; modifies eval if necessary
AO signs; forwards to Reviewing Official (RO)
RO reviews AO and KTR input
RO inputs comments; can concur or not with AO/KTR comments; but cannot change ratings
RO signs; Eval complete
Completed evaluation loads into PPIRS every Thursday evening; available for source selection following Friday morning
AO = Assessing Official (CCASS) = Evaluator (RMS) = Block 12 (DD2626)
RO = Reviewing Official (CCASS) = Reviewer (RMS) = Block 13 (DD2626)
KTR = Contractor