

# Contractor Acquired Property Pre-screening Review - CS

## Reference Guide

Homepage

GFP Module

CAP Pre-screening

Search

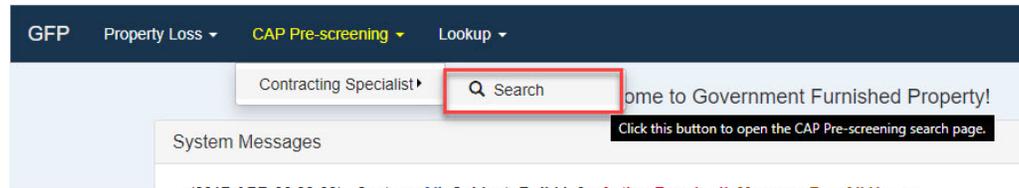
### Roles

The role required to Review a CAP Pre-screening Document that is Pending – Contracting Officer Determination in GFP module.

- Contracting Specialist

### Reviewing a CAP Pre-screening Document

Log into PIEE as a Contracting Specialist and access the GFP module. In the GFP module go to **CAP Pre-screening > Contracting Specialist > Search**



### Search for CAP Pre-screening Document

Enter information on the Search Criteria page for the CAP Pre-screening Document.

NOTE: None of the fields are mandatory, but at least one field must be entered in order to perform a search.

Search Criteria:

- Losing Contract Number
- Losing Contract Order Number
- Losing Prime CAGE Code
- Gaining Contract Number
- Gaining Contract Order Number
- Gaining Prime CAGE Code

- CAP Document Number
- Contracting Officer First Name
- Contracting Officer Last Name
- Document Status
- Submit Date Start
- Submit Date End

**Case Status:**

- All Documents
- Draft
- Pending - Contracting Officer Determination
- Rejected
- Void
- Recalled
- Complete

All statuses will be view only except Pending – Contracting Officer Determination.

Void  
Recalled  
Complete

Click the “Search” button.

Contracting Specialist - Search Results										
CAP Document Number	Losing Contract Number	Losing Contract Order Number	Losing Prime CAGE Code	Gaining Contract Number	Gaining Contract Order Number	Gaining Prime CAGE Code	Contracting Officer	Document Status	Submit Date	Action(s)
FU4417190003	TESTSEARCH	0001	1QU78	GAININGCONTRACT	GAININGORDER	90099	EDA12 CERT 1102 KO	Pending - Contracting Officer Determination	2019-10-25	<a href="#">Open</a>
FU4417190004	TESTCONCUR	0001	06481	GAININGCONTRACT	ORDERNUMBER	90099	Paul Giacchetto	Pending - Contracting Officer Determination	2019-10-28	<a href="#">View</a>
N00207190002	FC463015M0010		1QU78				EDA12 CERT 1102 KO	Pending - Contracting Officer Determination	2019-10-28	<a href="#">View</a>
FU4417190005	TESTLINEITEMSMISSIN		06481				Paul Giacchetto	Pending - Contracting Officer Determination	2019-10-28	<a href="#">Open</a>

A Search Results page will be displayed with all CAP Pre-screening Document that match the search criteria entered. To act on a CAP Pre-screening Document, it must be in “Pending – Contracting Officer Determination” Status. Click the “Open” action link.

The Contracting Specialist may the update "Request Type" on the Header information tab.

## CAP Pre-screening Document - Header

**Contracting Specialist - CAP Pre-screening Document**

Header | Line Item | Documentation | History

**Losing Contract Information** ▼

Contract Number Type	Contract Number	Contract Order Number	Prime CAGE Code
DoD Contract (FAR)	SP470116D2001	8880	1QU78

**CAP Document Information** ▼

CAP Document Number	Total Document Value
S0512A190070	100.00

**Request Type Information**

Request Type \*

Buy back CAP in accordance with FAR 52.245-1(j)(1)(i) o ▼

**Routing Information**

Save Previous

### Header Information:

#### Losing Contract Information

- Contract Number Type
- Contract Number
- Contract Order Number
- Prime Cage Code

#### Gaining Contract Information

- Contract Number Type
- Contract Number
- Contract Order Number
- Prime Cage Code

#### CAP Document Information

- CAP Document Number
- Total Document Value

CAP Document Number	Total Document Value
S0512A190070	100.00

**Request Type Information**

**Request Type \***

Buy back CAP in accordance with FAR 52.245-1(j)(1)(i) o

Buy back CAP in accordance with FAR 52.245-1(j)(1)(i or ii)

Convert CAP to GFP (after Delivery) in accordance with FAR 52.245-1(j)(1)(i)

Donation of CAP in accordance with FAR 45.602-2(b)

Contracting Officer DoDAAC	Contracting Officer
S0512A	Jakubowski, Candie

**Comments**

\* = Required Fields.

Save Previous

**Request Type Information:**

- Buy back CAP in accordance with FAR 52.245-1(j)(1)(i or ii)
- Convert CAP to GFP (after Delivery) in accordance with FAR 52.245-1(j)(1)(i)
- Donation of CAP in accordance with FAR 45.602-2(b)

NOTE: Donation of CAP (only applicable for contracts with FAR 52.245-1 Alt II)

NOTE: The asterisk \* symbol indicates the field is mandatory

**CAP Pre-screening Document – Line Item**

Line Item Details may be updated by the Contracting Specialist by clicking the Line Item tab at the top of the page. Note that while the Contracting Specialist may concur/non-concur that any recommendations and changes to the document will go to the Contracting Officer for agreement and action.

## Contracting Specialist - CAP Pre-screening Document

INFO: CAP Pre-screening document saved as of '2019-11-22 11:24:29'.

Header Line Item Documentation History

Lossing Contract Information >

CAP Document Information >

### Line Item Details

[Concur All](#) [Non-Concur All](#) [+ Add Line Item](#)

Show 25 entries

Line No.	Item Name	Item Desc.	NSN	Mfr. CAGE	Part No.	Model No.	Unit of Measure	Qty.	Unit Acq. Cost	Total Acq. Cost	Decision	Action(s)
1	Ergonomic Wooden Wallet	Streamline front-end	1394674641809	0HC11	6533852F15	8A347BC539	Each	1	100	100		<a href="#">View/Edit</a> <a href="#">Delete</a>

Showing 1 to 1 of 1 entries

Previous 1 Next

[Save](#) [Previous](#)

The Contracting Specialist may Add, Edit, Delete, and View Line Items.

### Edit Line Item

Line Number: 1

Item Name \*: Ergonomic Wooden Wallet

Item Description \*: Streamline front-end

National Stock Number †: 1394674641809

Manufacturer CAGE †: 0HC11 AND Part Number †: 6533852F15

Model Number †: 8A347BC539

Unit of Measure \*: Each

Quantity \*: 1

Unit Acquisition Cost \*: 100

Total Acquisition Cost: 100

Serially Managed: Yes

Notes:

\* - Required, † - At Least One

[Save/Clone](#) [Save/Clear](#) [Save/Close](#) [Cancel](#)

**Add Line Item**

Line Number: 2

Item Name \*

Item Description \*

National Stock Number †

Manufacturer CAGE †  AND Part Number †

Model Number †

Unit of Measure \*

Quantity \*

Unit Acquisition Cost \*

Total Acquisition Cost

Serially Managed

Notes

\* - Required, † - At Least One

**Line Item Information:**

- Line Number
- Item Name \*
- Item Description \*
- National Stock Number
- Manufacture CAGE and Party Number
- Model Number
- Unit of Measure \* (Unit of Measure List is available for review in the GFP module.)
- Quantity \*
- Unit of Acquisition Cost \*
- Total Acquisition Cost
- Serially Managed
- Notes

**After entering the Line Item information there are four options:**

- Save/Clone – Save the current entry and clone fields for the next entry.
- Save/Clear – Save the current entry and clear fields for the next entry.
- Save/Close – Save the current entry and return to the view screen.
- Cancel – Cancel adding the current entry.

Contracting Specialist - CAP Pre-screening Document

INFO: CAP Pre-screening document saved as of: 2019-11-22 11:24:29.

Header Line Item Documentation History

Losing Contract Information >

CAP Document Information >

Line Item Details

Concur All Non-Concur All Add Line Item

Show 25 entries

Line No.	Item Name	Item Desc.	NSN	Mfr. CAGE	Part No.	Model No.	Unit of Measure	Qty.	Unit Acq. Cost	Total Acq. Cost	Decision	Action(s)
1	Ergonomic Wooden Wallet	Streamline front-end	1394674641809	0HC11	6533852F15	8A347BC539	Each	1	100	100	Concur Non-Concur	View/Edit Delete

Showing 1 to 1 of 1 entries

Previous 1 Next

Save Previous

The Contracting Specialist may recommend that the line item be "Concur" or "Non-Concur". Each line item can be manually selected or the user may click the "Concur All" or "Non-Concur" button to make a decision for all line items.

The Contracting Specialist may view/upload/delete any supporting files for the CAP Pre-screening Document by clicking the Documentation tab at the top of the page.

Contracting Specialist - CAP Pre-screening Document

Header Line Item Documentation History

Losing Contract Information >

CAP Document Information >

**WARNING: GFP Application is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.**

There is a file size limit of 20MB, attachments over this size will be rejected.

Documents

Upload a File...

Document Name	Submitted By	Submit Date	Actions
CAP_Pre_Screening_File.pdf	Kris, Bernadine	2019-11-19 13:57:49	View   Delete

\* = Required Fields.

### CAP Pre-screening Document – Documentation

### CAP Pre-screening Document – History

The History tab tracks who has taken action on the CAP Pre-screening Document. Click the History tab at the top of the page to view the history of the document.

**Contracting Specialist - CAP Pre-screening Document**

Header Line Item Documentation **History**

Losing Contract Information >

CAP Document Information >

**Contractor Property Manager**

Name	Title	Location Code	Date of Action	Action(s)
Bernadine Kris	Selenium Tester	1QU78	2019-11-19 13:58:35	Initiated

Phone Number	Email	Org Email	DSN
388.737.7074	[REDACTED].com	[REDACTED].com	211.757.6461

Comments

\* = Required Fields.

Save Previous

Comments may be entered by the Contracting Specialist for record. Click the "Save" button to finish reviewing the CAP Pre-screening Document.

**CAP Pre-screening Document – Save**

Comments

**Enter Comments.**

\* = Required Fields.

Save Previous

**Contracting Specialist - CAP Pre-screening Document**

INFO: CAP Pre-screening document saved as of '2019-11-22 11:26:55'.  
INFO: The save action and user comments were added to the history tab.

Header | Line Item | Documentation | History

**Losing Contract Information**

Contract Number Type	Contract Number	Contract
DoD Contract (FAR)	SP470116D2001	8880

**CAP Document Information**

CAP Document Number	Total Document Value
S0512A190070	100.00

**Request Type Information**

Request Type \*

Buy back CAP in accordance with FAR 52.245-1(j)(1)(i) o

Save Previous

Info messages will be displayed for successful saves.

Phone Number	Email	Org Email	DSN
388.737.7074	.....com	.....com	211.757.6461

**Comments**

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**Contracting Specialist**

Name	Title	Location Code	Date of Action	Action(s)
Rob Boss	Correctional Institution Administration	S0512A	2019-11-22 11:26:54	Saved

Phone Number	Email	Org Email	DSN
253-689-5090	.....com	.....com	(918) 218-0915

**Comments**

A new History entry will be inserted to History tab.

After work is completed the Contracting Specialist should alert the Contracting Officer via a separate correspondence of the action completion. (There is no automated update)