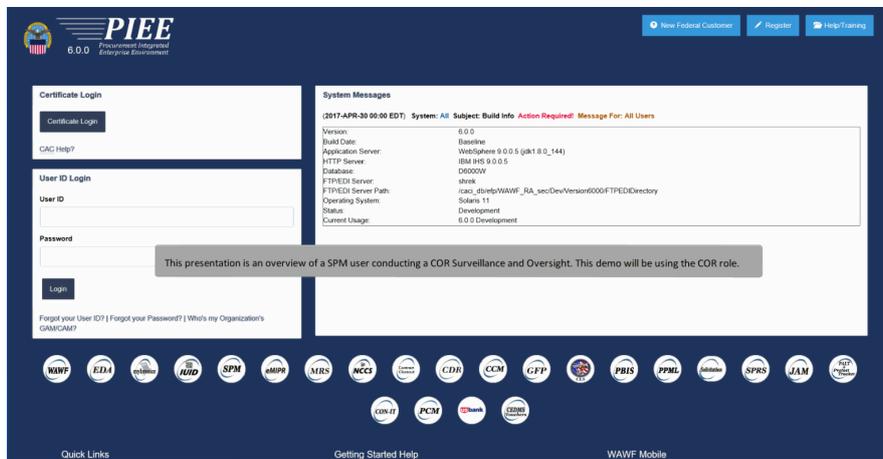


Intro



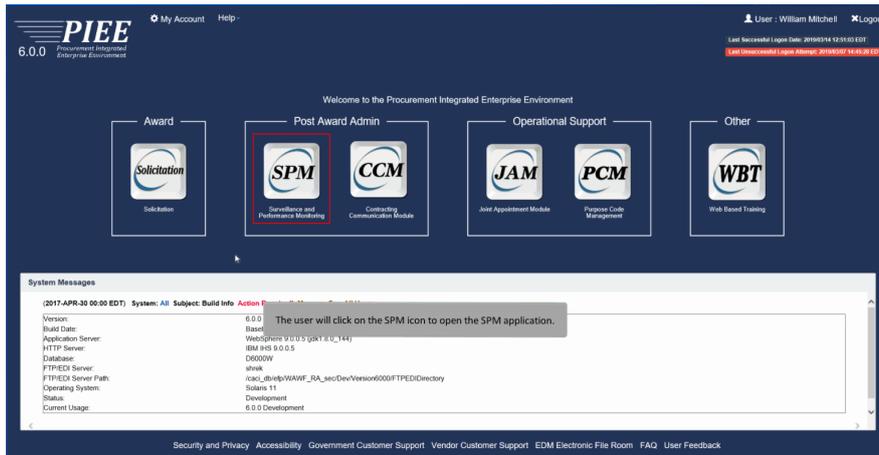
Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



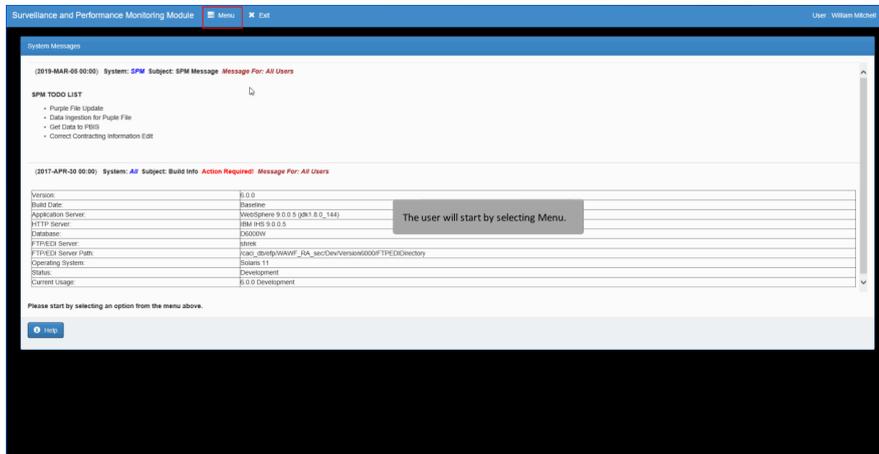
This presentation is an overview of a SPM user conducting a COR Surveillance and Oversight. This demo will be using the COR role.

Step 2



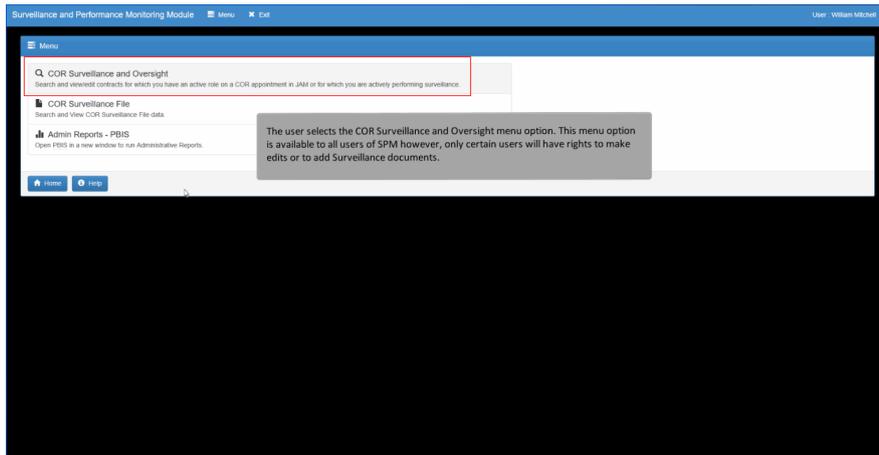
The user will click on the SPM icon to open the SPM application.

Step 3



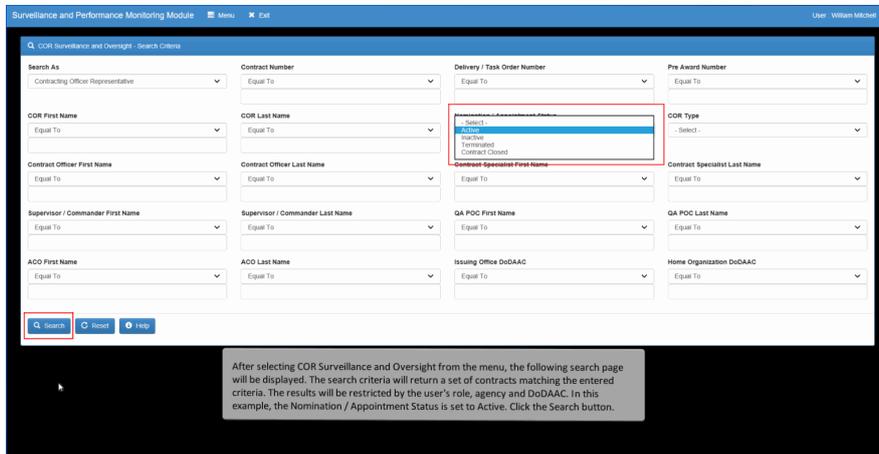
The user will start by selecting Menu.

Step 4



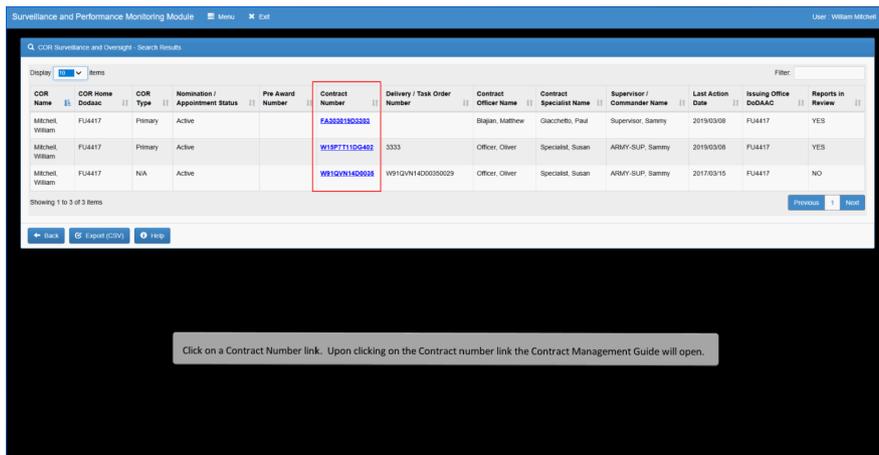
The user selects the COR Surveillance and Oversight menu option. This menu option is available to all users of SPM however, only certain users will have rights to make edits or to add Surveillance documents.

Step 5



After selecting COR Surveillance and Oversight from the menu, the following search page will be displayed. The search criteria will return a set of contracts matching the entered criteria. The results will be restricted by the user's role, agency and DoDAAC. In this example, the Nomination / Appointment Status is set to Active. Click the Search button.

Step 6



Click on a Contract Number link. Upon clicking on the Contract number link the Contract Management Guide will open.

Step 7



Once the user selects a Contract Number link, the Contract Management Guide will be displayed. The Contract Management Guide will consist of the displayed categories.

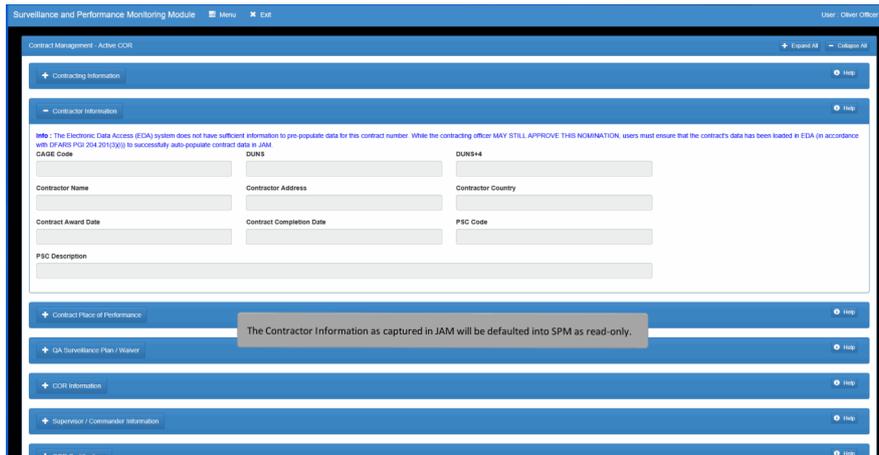
Step 8

The Contracting Information as captured in JAM will be defaulted into SPM as view only. The users with the CO, CS, DA or DPAP Admin roles will have the Edit button available.

Step 9

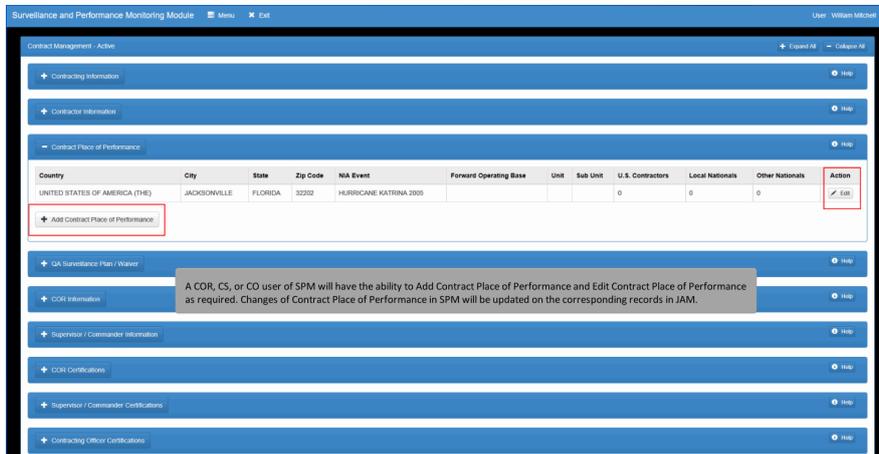
The CO, CS, DA, or DPAP Admin will be able to edit the following fields: Issuing Office, Contracting Officer Name, Contract Specialist Name, QA POC Name, and ACO Name. The user will click the Save button when they are finished editing.

Step 10



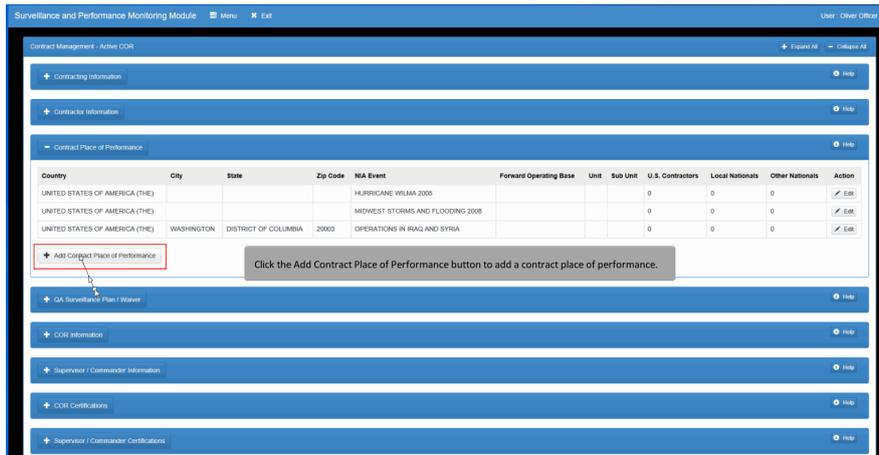
The Contractor Information as captured in JAM will be defaulted into SPM as read-only.

Step 11



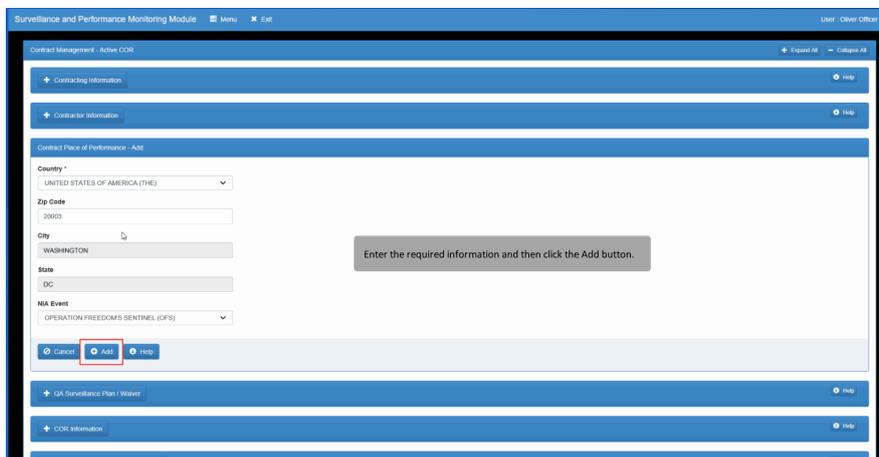
A COR, CS, or CO user of SPM will have the ability to Add Contract Place of Performance and Edit Contract Place of Performance as required. Changes of Contract Place of Performance in SPM will be updated on the corresponding records in JAM.

Step 12



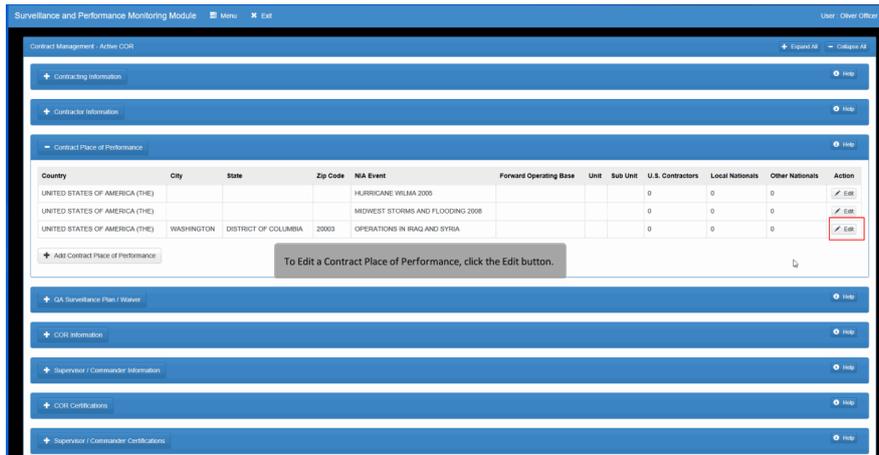
Click the Add Contract Place of Performance button to add a contract place of performance.

Step 13



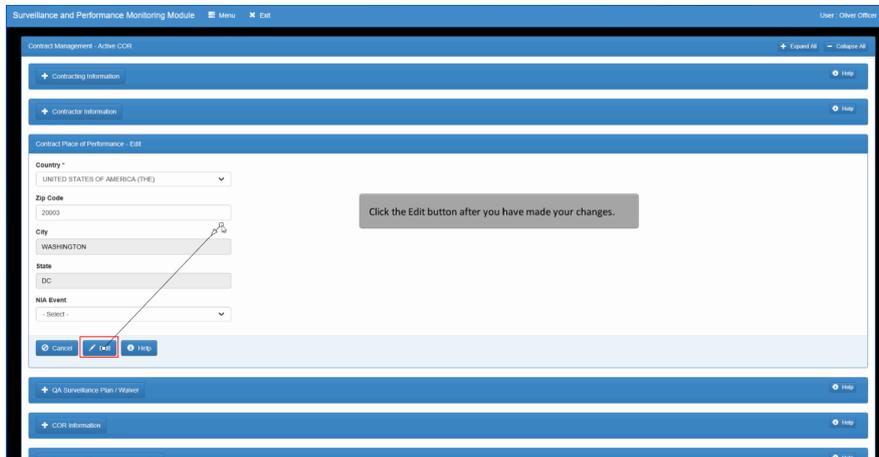
Enter the required information and then click the Add button.

Step 14



To Edit a Contract Place of Performance, click the Edit button.

Step 15



Click the Edit button after you have made your changes.

Step 16



The QA Surveillance Plan and Waiver Section will display the QASP or Waiver information as defined in JAM. A CO or CS for the contract can add additional or Edit QASPs as required.

Step 17



Click the Add QASP button to add a QASP.

Step 18

QA Surveillance Plan - Add

QA SP Reporting Interval *
Other

QA SP Document *
Choose File... Document.doc

QA SP Description
QA SP Description

QA SP Remarks
Remarks

QA SP Remarks are required unless the QA SP Reporting Interval is 'Other' or 'Not Required'

Cancel Add Help

Enter the required information and then click the Add button.

+ CDR Information Help

+ Supervisor / Commander Information Help

+ CDR Certifications Help

+ Supervisor / Commander Certifications Help

+ Contracting Officer Certifications Help

Enter the required information and then click the Add button.

Step 19

QA Surveillance Plan / Waiver

Type	Document	Description	Service Type	Reporting Interval	Remarks	Plan Date	Action
PLAN	COMPLETED REGISTRATIONS.docx	This is my QASP Document from JAM.		Monthly	Looks Good	2019/02/05	View Edit
PLAN	Document.docx	QASP Description		Other	Remarks	2019/03/19	View Edit
PLAN	Document.docx	This is my QASP Document		Not Required	Looks Good	2019/02/08	View Edit
PLAN	Document.docx	Description		Other	Remarks	2019/03/19	View Edit
PLAN	a3.jpg	This is my Annual QASP.		Annually	Looks Good	2017/06/20	View Edit

+ Add QASP

To Edit a QA Surveillance Plan / Waiver, click the Edit button.

+ CDR Information Help

+ Supervisor / Commander Information Help

+ CDR Certifications Help

+ Supervisor / Commander Certifications Help

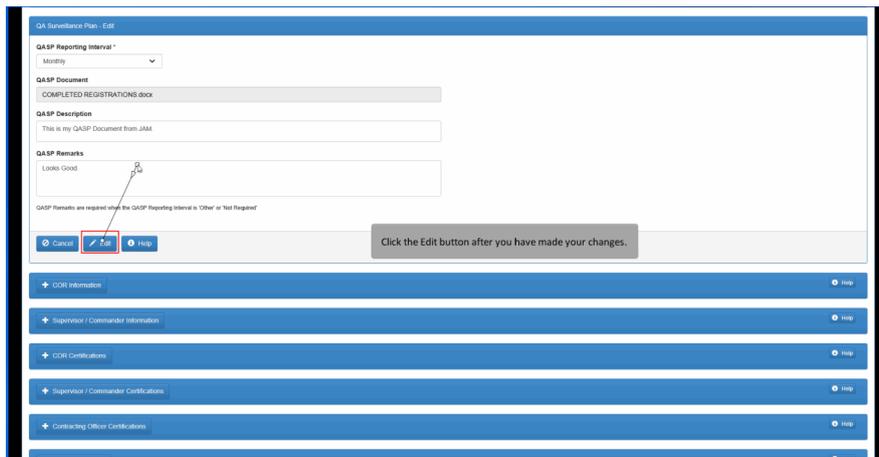
+ Contracting Officer Certifications Help

+ Disgrace Letter Help

+ Workflow History Help

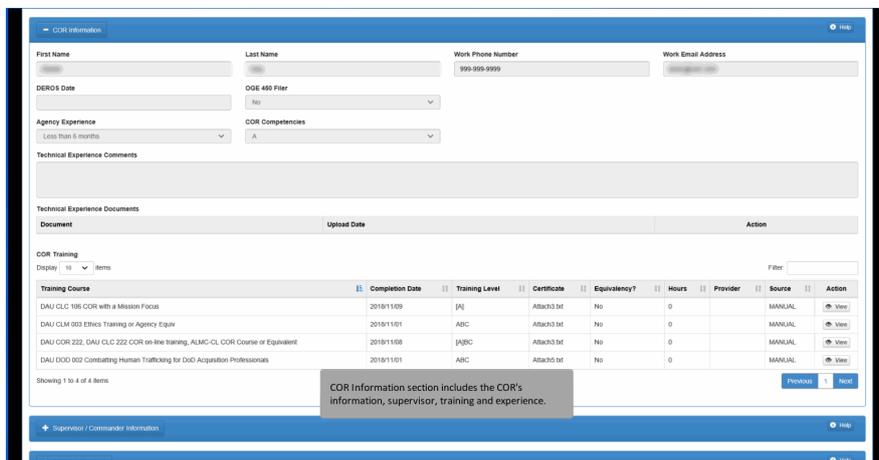
To Edit a QA Surveillance Plan / Waiver, click the Edit button.

Step 20



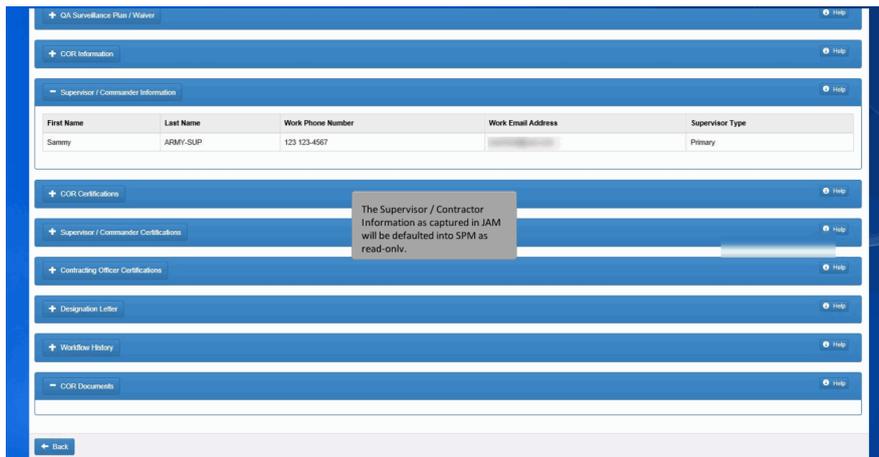
Click the Edit button after you have made your changes.

Step 21



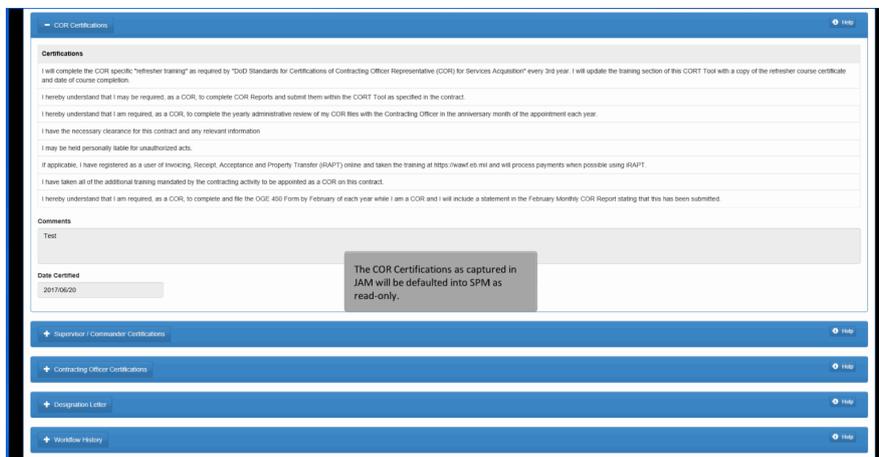
COR Information section includes the COR's information, supervisor, training and experience.

Step 22



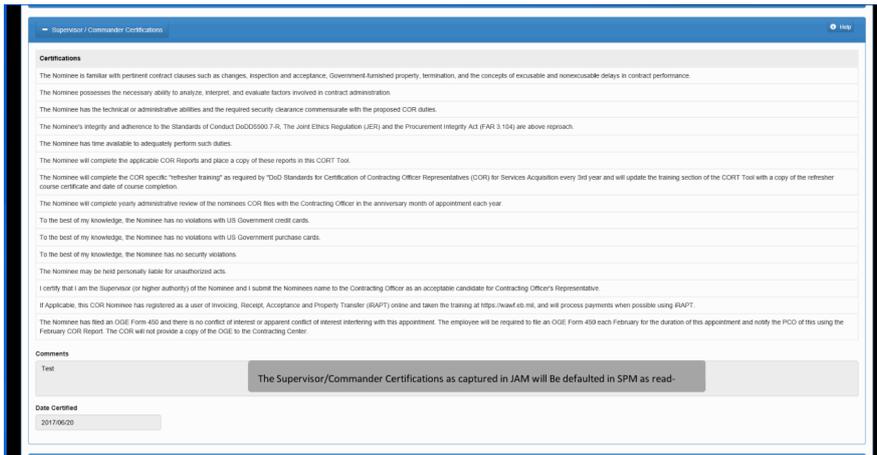
The Supervisor / Contractor Information as captured in JAM will be defaulted into SPM as read-only.

Step 23



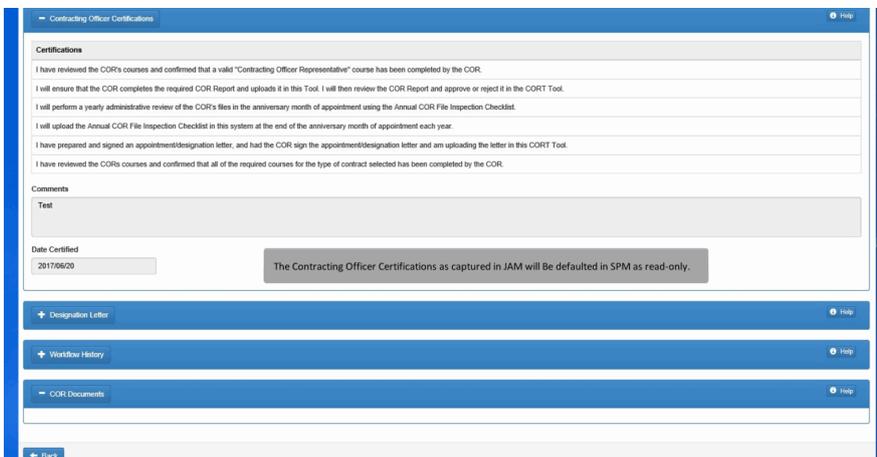
The CCR Certifications as captured in JAM will be defaulted into SPM as read-only.

Step 24



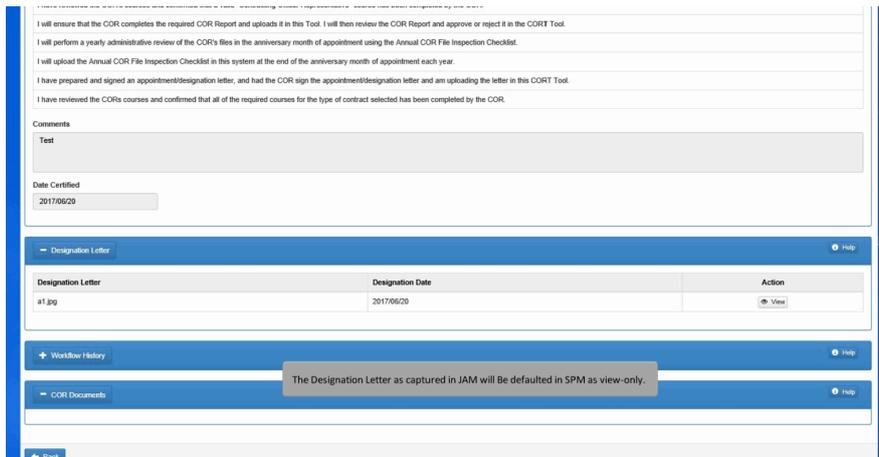
The Supervisor/Commander Certifications as captured in JAM will Be defaulted in SPM as read-only.

Step 25



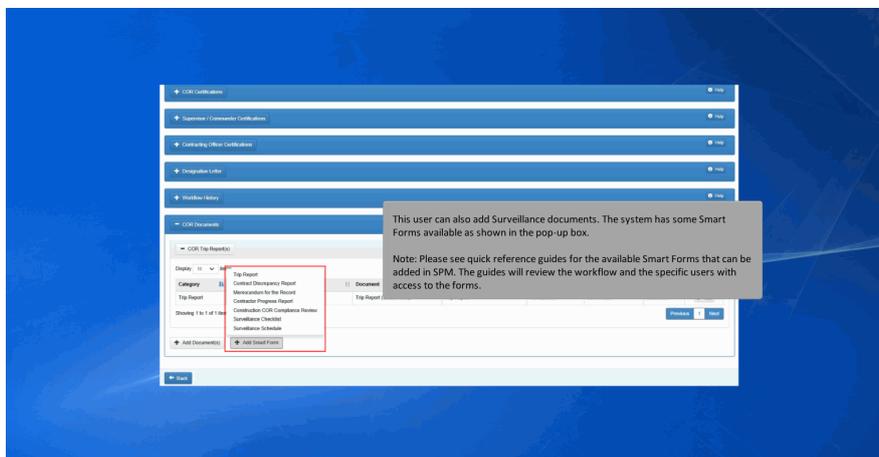
The Contracting Officer Certifications as captured in JAM will Be defaulted in SPM as read-only.

Step 26



The Designation Letter as captured in JAM will Be defaulted in SPM as view-only.

Step 27



This user can also add Surveillance documents. The system has some Smart Forms available as shown in the pop-up box.

Note: Please see quick reference guides for the available Smart Forms that can be added in SPM. The guides will review the workflow and the specific users with access to the forms.

Step 28

Surveillance and Performance Monitoring Module

Month: March Year: 2019

Contract Number: FA03019023003 Delivery/Task Order Number

From: Sally Davis To: John Adams

Discussion

Attachments

Attachment Name

Note: If the user has deleted attachment(s), they will be deleted from the system when the Smart Form is submitted/updated.

History

Date	Action By	Email	Phone	Role	Status	Signature
------	-----------	-------	-------	------	--------	-----------

Buttons: Back, Submit, Help

In this example, the user will add a Correspondence Report Smart Form.

In this example, the user will add a Correspondence Report Smart Form.

Step 29

Surveillance and Performance Monitoring Module

Month: March Year: 2019

Contract Number: FA03019023003 Delivery/Task Order Number

From: Sally Davis To: John Adams

Discussion

Attachments

Attachment Name

Note: If the user has deleted attachment(s), they will be deleted from the system when the Smart Form is submitted/updated.

History

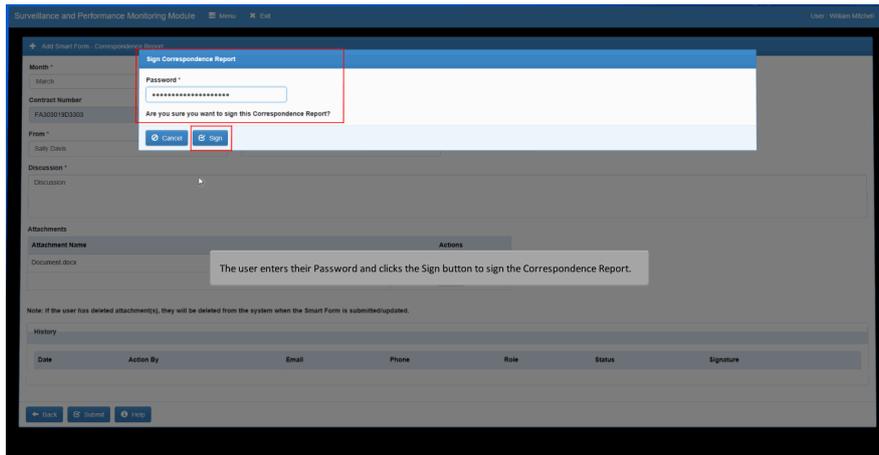
Date	Action By	Email	Phone	Role	Status	Signature
------	-----------	-------	-------	------	--------	-----------

Buttons: Back, Submit, Help

Enter the required information and then click the Submit button.

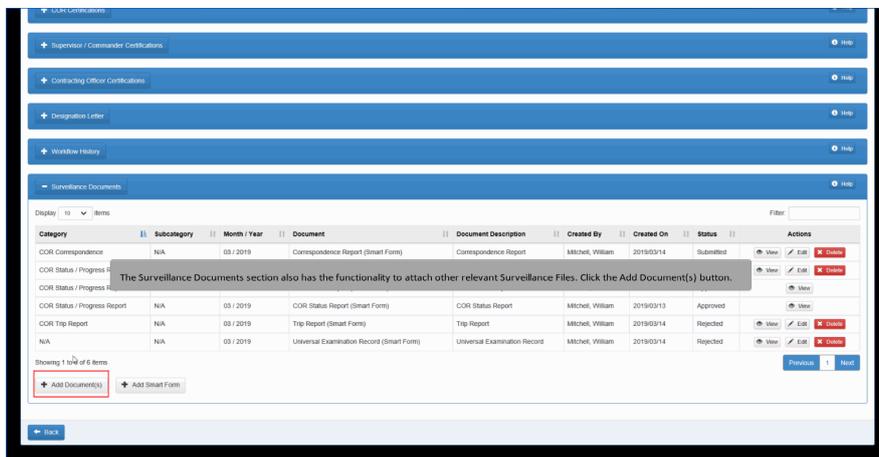
Enter the required information and then click the Submit button.

Step 30



The user enters their Password and clicks the Sign button to sign the Correspondence Report.

Step 31



The Surveillance Documents section also has the functionality to attach other relevant Surveillance Files. Click the Add Document(s) button.

Step 32

Surveillance and Performance Monitoring Module | Menu | Cut | User: William Mitchell

+ Add Surveillance Documents

Month * Year * Document Type *

Select Surveillance Document(s) *

Choose File(s) ...

Queue *

File Name Action

No items added to the Queue. Click 'Choose File(s)' to add files to the Queue.

single * = Required Fields.

The User selects the Document Type and displayed are the available document types.

The User selects the Document Type and displayed are the available document types.

Step 33

Surveillance and Performance Monitoring Module | Menu | Cut | User: William Mitchell

+ Add Surveillance Documents

Info: A total of 1 files successfully added as Surveillance Documents with Month / Year / 2019 and Document Type *

Month * Year * Document Type *

Select Surveillance Document(s) *

Choose File(s) ...

Queue *

File Name Action

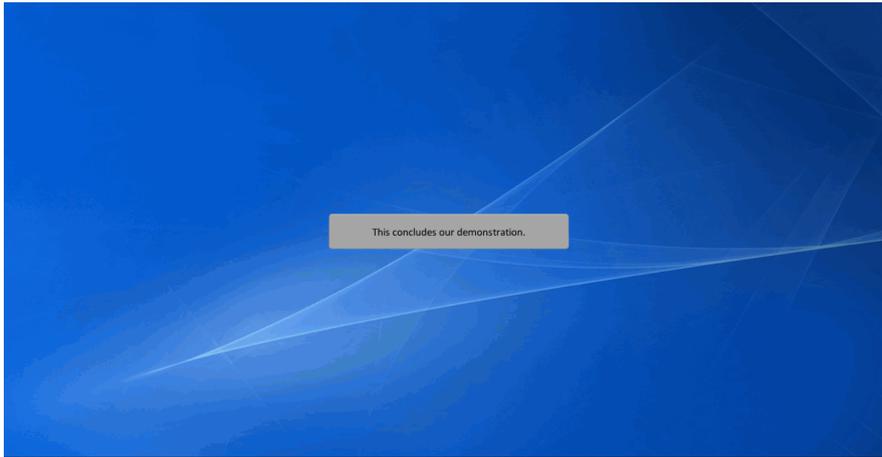
No items added to the Queue. Click 'Choose File(s)' to add files to the Queue.

single * = Required Fields.

Enter the required information and then click the Upload button.

Enter the required information and then click the Upload button.

End



This concludes our demonstration.