



# Procurement Systems e-Bulletin

The TRICARE Management Activity (TMA) Acquisition Management and Support (AM&S) Acquisition Business Systems e-Bulletin is produced quarterly for Acquisition professionals. It is available at [http://tricare.mil/tma/ams/ams\\_asr.aspx](http://tricare.mil/tma/ams/ams_asr.aspx).



## IN THIS ISSUE

- ▶ SAM Coming Soon!
- ▶ New! Contracting Officer Representative Tracking Tool
- ▶ Wide Area Workflow Tools: Answers to the Most Frequently Asked Questions



## SAM Coming Soon!

The System for Award Management (SAM) is a web-based application that combines eight federal procurement systems and the Catalog of Federal Domestic Assistance into one new integrated and comprehensive system. SAM is intended to improve accuracy and efficiency while reducing the costs and potential errors associated with redundant and non-aligned systems. That is accomplished by streamlining and integrating acquisition related processes and improving agency capabilities and efficiencies. In addition, consolidated system hosting will reduce operational and maintenance costs.



SAM will benefit several categories of users:

- Contracting Officers: only one user ID and password is required providing access to all the capabilities associated with making an award determination. SAM will streamline and integrate currently siloed processes to simplify data entry and review, and reduce the time needed to complete procurement.
- Systems Administrators: without reducing capabilities, all data will be consolidated into one database, increasing data quality by eliminating data redundancies and potential data conflicts.
- Vendors: one user ID and password provides all capabilities associated with registering to do business with the government; decreasing the amount of time to register or self-certify as a small business, and to view and respond to business opportunities.
- For all users: SAM allows for the integration of all data into one database, eliminating data redundancies and potential data conflicts, and increasing reporting capability and flexibility.

## SAM to be introduced in four phases:

**Phase 1** will include the Central Contracting Registration/Federal Agency Registration, the Online Representations and Certifications Application, and the Excluded Parties List System. When users go to these websites, they will automatically be redirected to the SAM website.

**Phase 2** will include the Electronic Subcontracting Reporting System/Federal Funding Accountability and Transparency Act Sub-award Reporting System, Federal Business Opportunities, Wage Determinations Online, and the Catalog of Federal Domestic Assistance. *(continued on page 2)*

## SAM Coming Soon!

(Continued from page 1)

**Phase 3** will integrate the Federal Procurement Data System - Next Generation.

**Phase 4** will migrate the Past Performance Information Retrieval System, the Contractor Performance Assessment Reporting System, and the Federal Awardee Performance and Integrity Information System.

Currently, the first phase of SAM is anticipated to become available in July 2012. The SAM System Administrators for TMA are Mara Grissom ([mara.grissom@tma.osd.mil](mailto:mara.grissom@tma.osd.mil)) and Alexis Jackson ([alexis.jackson@tma.osd.mil](mailto:alexis.jackson@tma.osd.mil)). For more information about SAM, the SAM deployment timeline, and how SAM will benefit you, please go to: <https://www.sam.gov/sam/>.

*This article was prepared from material obtained exclusively from the SAM website.*

## NEW! Contracting Officer Representative Tracking Tool

The Contracting Officer Representative Tracking (CORT) Tool was developed by the U.S. Army and introduced by the Under Secretary of Defense, Acquisition, Technology and Logistics, in March 2011. The CORT Tool has been phased in and tested over the past year and provides Department of Defense (DoD) personnel a web-based portal for all relevant Contracting Officer's Representative (COR) actions. The Tool is designed to allow government agencies, program managers, and contracting personnel to electronically manage, process, and track COR nominations, appointments, terminations, and training certifications.

All DoD contracting activities, including those of the TRICARE Management Activity (TMA) Acquisition Management and Support Directorate and the Uniformed Services University of Health Services personnel are required to use the Tool exclusively by 1 April 2012. The U.S. Army Medical Research Acquisition Activity personnel are also required to use the CORT Tool. All TMA Subject Matter Expert/System Administrator, Contracting Officers, Contract Specialists, CORs and COR Supervisors/Managers need to register an account on the Army/Defense Knowledge Online website at <https://www.us.army.mil/> before accessing the CORT Tool. CORT Tool Training (via Defense Connect Online webinar and TMA Conference Call) is required prior to using the Tool. Weekly orientation began in February 2012 and will continue monthly through the end of September 2012. Details of upcoming CORT Tool Training sessions will be disseminated via TMA Admin Announcements.

DoD users can access the CORT Tool website at <https://arc.army.mil/DoDCOR/>. For more details, and to learn more about the history and capabilities of the CORT Tool, please go to [http://www.acq.osd.mil/dpap/pdi/uid/CORT\\_tool\\_training\\_material.html](http://www.acq.osd.mil/dpap/pdi/uid/CORT_tool_training_material.html), where you can download the CORT Tool User's Guide, view a Microsoft PowerPoint training presentation or scan the Frequently Asked Questions.

*Easily track*

*Nominations,*

*Appointments,*

*Terminations, and*

*Training Certifications*

**Contracting Officer Representative Tracking (CORT) Tool**

DoD

**Welcome to the Department of Defense**

This site allows for the electronic nomination of a Contracting Officer Representative (COR).

To obtain a copy of the Contingency COR Handbook, please click [here](#).

To obtain a copy of the DPAP COR Users Guide, please click [here](#).

The DPAP COR website can be reached at <http://www.acq.osd.mil/dpap/pdi/uid/cor>

**TRAINING STATUS UPDATE**

- Based upon DPAP Policy Guidance, COR training requirements are available upon the complexity of the contract.
- For more information on COR training offered by DAU, please click [here](#).

**COR NOMINEES**

- CREATE PROFILE:** To create or update your profile, use the [COR Profile](#) link
- CONTRACT NOMINATION:** Use the [COR Nomination Process](#) link from the contracting center prior to populating the required fields.
- NOMINATION STATUS REVIEW:** To view the status of an existing nomination.
- ADD DOCUMENTS:** To add a document, such as a Monthly Status Report, a contract you wish to work with and scroll down to the Contract Management

## Wide Area Workflow Tools: Answers to the Most Frequently Asked Questions

### Question: Why hasn't the contractor received payment?

**Resolution 1:** Confirm that the contractor has 1) submitted the invoice, and 2) submitted the invoice per the contract (i.e., if the Wide Area Workflow (WAWF) section of the contract includes a Department of Defense Activity Address Code (DoDAAC) and Extension/Location Code, the contractor must submit the invoice as such).

**Resolution 2:** Confirm that your individual WAWF Profile is setup to view and take action on pending invoices specified with a particular DoDAAC and Extension/Location Code (i.e., if the contract states "HT0003-FTABCD" as the DoDAAC and Extension/Location Code, your WAWF Profile must include "HT0003-FTABCD," otherwise you will not have access to invoices submitted under "HT0003-FTABCD.")

**Note:** If your WAWF Profile is setup with TRICARE DoDAAC "HT0003" but does not contain an Extension/Location Code, a contract modification will be required to add an Extension/Location Code. Your WAWF Profile will also need to be updated to reflect the newly added Extension/Location Code, otherwise you will not be able to view or take action on pending invoices.

**Resolution 3:** Verify whether or not a Local Processing Official (LPO) needs to certify the Receiving Report (by clicking on the Shipment Number, verifying the quantity received, and electronically signing the document).

**Note:** If you, as the Contracting Officer's Representative have "Accepted" the Invoice Number, the LPO must certify the Receiving Report before the documents are forwarded to Defense Finance and Accounting Services for payment.

### Question: The vendor has received payment, but the invoice was not approved/accepted. How is this possible and why can't I see the processed invoices?

**Answer:** This is usually the case when the invoices are "Cost Vouchers." Cost Vouchers do not require an Acceptor's signature and are routed directly to the Defense Contract Audit Agency (DCAA) for payment. To view and confirm payment of previously DCAA processed invoices, confirm your WAWF Profile as having the correct DoDAAC and Extension/Location Code and conduct a search by doing the following:

- Select "Government," "Acceptor," and "History by DoDAAC" tabs
- Select correct "Location Code" from DoDAAC drop-down menu
- Change "Search For" field to "Archive Document" (if necessary)
- Enter "Contract Number"
- Change "Create/Update Date" (if necessary)
- Select "Submit"

### Question: How do I change my login from User ID and Password to Common Access Card?

**Answer:** Log into the system, click on the "User" tab, "Security Maintenance" tab, "Change User Authentication Type" tab, select "Common Access Card" radio button and follow the remaining prompts.

### Question: How can I assist the vendor with uploading the invoice correctly?

**Answer:** Instruct vendors to call WAWF Vendor Customer Support (866) 618-5988.



The WAWF Home page is located at <https://wawf.eb.mil>.