STEP 4 – CREATE SOURCE SELECTION ASSESSMENTS AND EVALUATE RESPONSES (Beta, current as of 05 October 2020)

This step is used to collect and track responses from offerors. An assessment is created <u>for each offerer</u>. Once all assessments are created, the assessments are compared using Advanced Analysis.

Part 1: Create Each Offeror's Assessment

1. Go to: https://eprm.csd.disa.smil.mil
   a. **Insert your CAC card.**
   b. **Select your email.**
   c. Enter **Pin.**
   d. **Put a checkmark** in agreement of terms.
   e. Click **Login.**
1. Click on **Manage Assessments** icon.
2. Click on green **Create a New Assessment** icon.
3. **Disregard the Assessment Name** – this is auto-populated.
4. Select your location under **node**.
5. Select the **Acquisition Security objective**.
6. Leave the **due date blank**.
7. Click **Continue**.
8. Select **Copy from existing assessment**.
   a. Click **Continue with Copy** on pop up.
9. **Select the BASELINE assessment** created in STEP 1.
   a. Use the Baseline assessment ID in the ID search field to find It quickly.
10. Click **Continue**.
11. Update Profile Organization page (Describe the Organization):
    a. Change assessment type (question 2) to "**Source Selection".**
    b. Change information provided by (question 3) to "**Prime"**.
    c. Click on **Add to enter contract number(s), CAGE code, location information** and **<u>identification of Prime</u>**.
12. Click **Next Section/Tab**.
13. Click **Next Section/Tab** on Profile page 2.
14. Click **Next Section/Tab** on Assets page.
15. Click **Next Section/Tab** on Threats page.
16. Click on **Upload Responses** button on countermeasures page.
17. Click on **Browse** to locate saved file from submitted Offerer.
18. Click **Upload**.
19. Click **Back** button next to Upload button.
20. Click **Next Section/Tab**.
21. Click **Finish and Lock icon**.
22. **Repeat Steps 3-22**, creating an assessment for each Offerer.

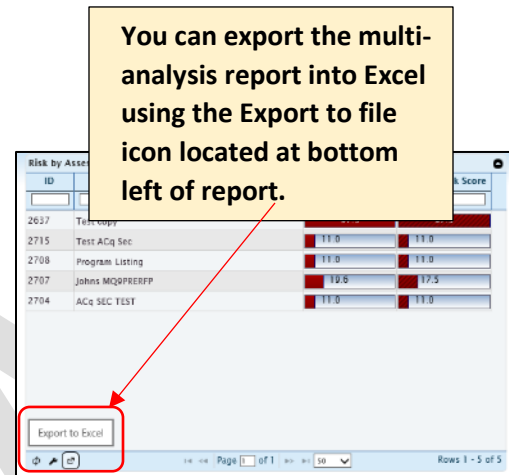> The job aids are created for SIPRNet. If logging on to demo site:
> 1. Go to: www.demo.countermeasures.com
> 2. **Enter your NIPRNet email address** in the first box in the Login window.
> 3. **Enter your password**.
> 4. **Check the box** to acknowledging the Terms of Use.
> 5. Click **Login**.

PROCEED TO PART 2: COMPARE RESPONSES

Part 2: Compare Responses

Once all responses are uploaded:

1. Click on **Advanced Analysis** icon.
2. **Select all applicable assessments** from offerors by putting a checkmark in the box next to the assessment ID.
    a. Use filters as needed to help locate.
3. Click **Continue with Selected Assessments**.
4. Print by using **Print Screen or export to Excel** by clicking on export file icon located at bottom of screen.

> **You can export the multi-analysis report into Excel using the Export to file icon located at bottom left of report.**

> **This completes Step 4 of the ASM Process. All potential contractors have an associated assessment based on their populated Excel sheet. Offerors are compared in Advanced Analysis.**