AGENDA

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Background

- The Federal Acquisition Regulation (FAR) requires that contractor performance information be collected (FAR Part 42) and used in source selection evaluations (FAR Part 15).
- In October 2004, the Department of Defense (DoD) Business Transformation Agency (BTA) was established to manage DoD’s e-business enterprise solutions, including the Contractor Performance Assessment Reporting System (CPARS).
- On December 17, 2004, the DoD Acquisition Technology and Logistics Defense Procurement and Acquisition Policy office designated CPARS as the Department’s solution for collecting contractor performance information.
- The CPARS process establishes procedures for the collection and use of Past Performance Information (PPI).
Purpose

- CPARS collects contractor performance information and passes it to the Past Performance Information Retrieval System (PPIRS), the Government wide performance information repository where it can be retrieved by Federal Government Agencies including the DoD Services.
- CPARS-generated PPI is one of the tools used to communicate contractor strengths and weaknesses to source selection officials and Contracting Officers.
- CPARS should be an objective report of the performance during a period against the contract requirements.
- Usage of the automated CPARS collection capability is aimed at reducing reliance on paper, improving the business process, and being more efficient.
- Summary data from the CPARS database or from the reports themselves may be used to measure the status of industry performance and support continuous process improvement. Further analysis of data from the CPARS database may be accomplished by the CPAR Focal Point for internal Government use but is not authorized for release outside the Government.
Business Sectors and Thresholds

- **Systems** ≥ $5,000,000
- **Non-Systems**
  - Operations Support ≥ $5,000,000
  - Services ≥ $1,000,000
  - Information Technology ≥ $1,000,000
  - Ship Repair and Overhaul ≥ $150,000
  - Health Care ≥ $150,000
  - Fuels ≥ $150,000
- **Unique Business Sectors**
  - Architect-Engineering Services ≥ $30,000
  - Construction ≥ $650,000
  - Science and Technology: No dollar Threshold (ALL)
CPAR Evaluation Methodology

- It is of the utmost importance that the Assessing Official (AO) submits a rating consistent with the definitions of each rating and thoroughly describes the circumstances surrounding a rating.

- Each assessment must be based on objective data (or measurable, subjective data when objective data is not available) supportable by program and contract management records. The following sources of data are recommended:
  - Contractor operations reviews
  - Status and progress reviews
  - Production and management reviews
  - Management and engineering process reviews (e.g. risk management, requirements management, etc.)
  - Cost performance reports and other cost and schedule metrics
  - Other program measures and metrics such as: Measures of progress and status of critical resources
  - Systems engineering and other technical progress reviews
  - Technical interchange meetings
  - Physical and functional configuration audits
  - Quality reviews and quality assurance evaluations
  - Functional performance evaluations
  - Earned contract incentives
Roles

- **Assessing Official Representative (AOR):** AORs typically are assigned from the technical, functional, quality assurance, specialty, program management or contracting offices. Multiple AORs may be assigned per contract. Each assigned AOR has the capability of inputting and reviewing information input by the other AORs. The AOR must be a Government employee.

- **Assessing Official (AO):** The AO is responsible for overall program execution and is responsible for preparing reviewing, signing, and processing the CPAR.

- **Designated Contractor Representative:** The contractor shall designate representatives to whom the evaluations will be sent automatically and electronically.

- **Reviewing Official (RO):** The RO provides the check-and-balance when there is disagreement between the AO and the contractor. The RO must review and sign the assessment when the contractor indicates non-concurrence with the CPAR. The RO must be a Government employee.
CPARS Workflow

Step 1: Contract Registration
- Input / Register Administrative Contract Information

- Initiate Report Card and Enter Proposed Ratings and Narratives

Step 3: Assessing Official
- Validate Proposed Ratings and Narratives, Sign and Send to Contractor

Step 4: Contractor Representative
- Provide Comments and Indicate Concurrence / Non-Concurrence

Step 5: Assessing Official
- Review Contractor Comments and Modify Report Card if Required

Step 6: Reviewing Official
- Provide Comments and Close ("*" if applicable)

Step 7: PPIRS
- Source Selection Retrieval

* CPARS ONLY - Assessing Official can close at Step 5 if not contentious or contractor does not respond and local policy allows.
BUILDING STRONG®

NOTE: All first time users will receive a system generated email providing a User ID and instructions to use the Forgot Password button to obtain a temporary password, when access has been granted by the Focal Point.

CPARS/FAPIIS
Notice and Consent Banner

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

- At any time, the USG may inspect and seize data stored on this IS.

- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.

- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.

- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Accept/Login with PKI  Accept/Login with Password  Decline

CPARS/FAPIIS, NAVSEALOGCEN PORTSMOUTH, NH. Version: 5.0.0, Build Date: 05/20/2015 10:00:00
Phone: (207) 438-1690  Email Technical Support
View Guidance
View Training Opportunities  View CPAR Quality Checklist
### New User Information

(fields identified with * are required)

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>User Name:</strong></td>
<td>ALLISON ASSESSING</td>
</tr>
<tr>
<td><strong>Email Address:</strong></td>
<td><a href="mailto:allison.asessing@noemail.mil">allison.asessing@noemail.mil</a></td>
</tr>
<tr>
<td><strong>Title:</strong></td>
<td></td>
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<tr>
<td><strong>Organization:</strong></td>
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<tr>
<td><strong>Citizenship:</strong></td>
<td>(Select Country)</td>
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<tr>
<td><strong>Street Address:</strong></td>
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<td><strong>City, State, Zip:</strong></td>
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<tr>
<td><strong>Phone Number:</strong></td>
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<tr>
<td><strong>Current Password:</strong></td>
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<tr>
<td><strong>New Password:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Confirm New Password:</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Passwords must meet the following specifications:**
- must be 15-20 characters
- must contain at least two upper and lower case letters
- must contain at least two numbers
- must contain at least two special characters
- cannot reuse your last 10 passwords
- must differ from previous password by at least four characters
- must not contain personal information such as: names, phone numbers, account names, birthdates, or dictionary words

[ ] Save User Password and Information
Assessing Official’s Comments

Schedule
Past Rating: N/A Rating: VERY GOOD
Current Schedule Variance (%): 
Estimated/Actual Completion Date: 
Assessing Official Comments: (24000 character limit: 224 used)

Contractor Representative Comments

Save Data
- Validate and Send to the Reviewing Official
- Validate and Close the Evaluation
- View/Print the Evaluation
- Return to the Main Menu
Contractor Representative Comments

Contractor Representative Comments

Completed at the option of the Contractor. The Contractor’s narrative comments may be up to 24,000 characters per evaluation area. If the Contractor Representative chooses to enter comments, he or she must also indicate if they concur, or do not concur, with the Government’s evaluation.

* Concurrence (Select Concurrence)

Name and Title of Contractor Representative Sign Now

* Name:

* Title:

Phone Number:

Email Address:

Save Data

Validate and Send to the Assessing Official

View/Print the Evaluation

Return to the Main Menu
Reviewing Official’s Comments

The Reviewing Official (RO) must acknowledge consideration of any significant discrepancies between the Assessing Official’s evaluation and the Contractor’s comments. The RO’s narrative comments may be up to 24,000 characters.

Name and Title of Reviewing Official
Name: 
Title: 
Organization: 
Phone Number: 
Email Address: 

Sign Now
Questions