



Welcome to

CPARS

Contractor Performance Assessment Reporting System

Overview

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Agenda



- **Policy**
- **Workflow**
- **Ratings and Narratives**
- **Past Performance Information Retrieval System**



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Regulatory Requirements



Federal Acquisition Regulation (FAR)

FAR 42.1502: Agencies Shall Prepare an Evaluation of Contractor Performance

FAR 15.304: Past Performance Shall be Evaluated in All Source Selections for Negotiated Competitive Acquisitions

Acquisition Regulation Supplements

CPARS Shall be Used to Prepare Contractor Performance Evaluations

PPIRS Shall be Used as a Source of Past Performance Information in Source Selections

Army: AFARS 5142.15

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Past Performance Process Overview



Gov't Program Manager
/Contracting Officer

Gov't Source
Selection Officials



CPARS

PPIRS



Contractor Representative

Contractor Senior
Management

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CPARS Primary Objectives



- Support Best Value Source Selection Decisions – Awards for Proven Performers (FAR 15)**

- Provide Up-To-Date Documentation of Contractor’s Ability to Meet Requirements (FAR 42)**

- Motivate Improved Performance**

- Facilitate Government - Contractor Communication**

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CPAR Assessments



Treated as Source Selection Information IAW FAR 3.104

- Pre-Decisional in Nature
- Protected Throughout Life Cycle
- Accessible By:
 - Government Personnel with Need to Know
 - Contractor who is Subject of Evaluation
- Retained for 3 Years After Contract Completion in PPIRS

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CPARS Reporting Thresholds



Business Sector

Dollar Threshold

Systems

➤ \$5,000,000

Services

➤ \$1,000,000

Operations Support

➤ \$5,000,000

Information Technology

➤ \$1,000,000

Construction

➤ \$550,000

Architect-Engineering

➤ \$30,000

Government may choose to write a CPAR on contracts below the dollar thresholds

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Business Sectors



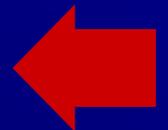
- **Systems**

- Aircraft
- Shipbuilding
- Space
- Ordnance
- Ground Vehicles
- Training Systems
- Sub-Systems



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Business Sectors



- **Services**

- Professional/Technical/Management Support
- Installation Maintenance
- Healthcare
- Repair & Overhaul
- Transportation



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Business Sectors



● Operations Support

- Spares
- Repair Parts
- Electronics
- Ammunition
- Mechanical
- Electrical
- Structural
- Fuels
- Troop Support
- Base Supplies



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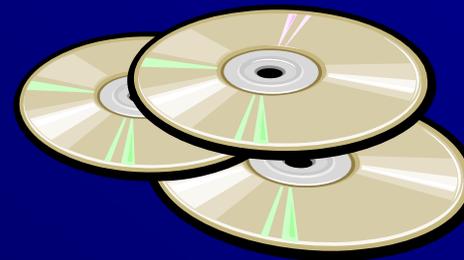


Business Sectors



● Information Technology

- Software
- Hardware
- Telecommunications

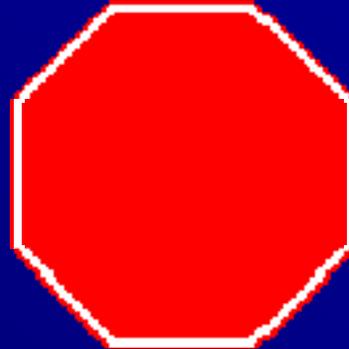


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Business Sectors



CPARS REPORT NOT REQUIRED

- **Science & Technology**
(R&D Budget Accounts 6.1, 6.2, or 6.3)

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Reporting Frequency



Contract
Year 1



Initial Report

Contract
Year 2



Intermediate Report

Contract
Year 2.5



Out-of-Cycle Report

Optional

Contract
Year 3



Final Report

Contract
Year 3.5



Addendum Report

Optional

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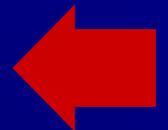
Reporting Frequency



● Initial Report

- Required if Period of Performance > 365 Days
- Not Required if Period of Performance < 365 Days
 - Write Final CPAR Only
- No More Than 12 Months of Actual Performance
- Assessment Period May Begin After Contract Award Date
 - Protests
 - Delayed Starts

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Reporting Frequency



● Intermediate Reports

- Required Every 12 Months
- Complete with Other Reviews
 - Option Exercise
 - Award Fee Determinations
 - Program Milestones
- Required Upon Transfer of Program Management Responsibility Outside Original Buying Activity
- Not Cumulative: Assess Only Performance Occurring After Last Assessment Period

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Reporting Frequency



- **Out of Cycle Report**

- **Written if Significant Change in Performance**

 - **Written at Government's Discretion**

 - **Contractor May Request**

- **Address Only Those Areas That Have Changed**

- **No More Than 2 CPARS Completed Per Year**



**Great Performance
Motivator**

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Reporting Frequency

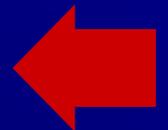


- **Final Report**

- **Required at Contract Completion**
 - **Delivery of Final Major End Item**
 - **End of Period of Performance**
- **Required Upon Contract Termination**
- **Not Cumulative: Assess Only Performance Occurring After Last Assessment Period**

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Reporting Frequency

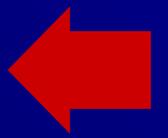


- **Addendum Report**

- Evaluate Contract Close-Out
- Evaluate Warranty Performance
- Evaluate Performance With Respect To Other Administrative Requirements
- Written at Government's Discretion

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Reporting Frequency



All CPARs Are Due Within
120 Days After the End of
the Assessment Period

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Contract Types



- **Indefinite-Delivery-Indefinite-Quantity (IDIQ)**
- **Basic Ordering Agreements (BOAs)**
- **Blanket Purchase Agreements (BPAs)**
- **Federal Supply Schedules/GSA Orders**
- **Joint Ventures**



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Contract Types



Indefinite-Delivery-Indefinite-Quantity

- Individual CPAR for Each Order
- One CPAR at Basic Contract Level Covering All Orders Under Contract

Consolidation Appropriate if Orders Similar in Scope

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Contract Types



Basic Ordering Agreements (BOAs) Blanket Purchase Agreements (BPAs)

- Individual CPAR for Each Order
- One CPAR at Basic Agreement Level Covering All Orders Under Agreement

Consolidation Appropriate if Orders Similar in Scope

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Contract Types



Federal Supply Schedules / GSA Orders

- **Requiring Activity / Ordering Agency Prepares CPAR**
 - Best Position to Evaluate Performance
- **Threshold Determined on Order-by-Order Basis**
- **Each Order Reported Individually**

Contract Number = GSA Schedule # (Required)
Order Number = Local “F” Order Number (Required)

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Contract Types



Joint Venture

- **Single** CPAR Prepared if **Unique** DUNS Number / CAGE Code Assigned
- **Multiple** Identical CPARs Prepared if **Separate** DUNS Numbers / CAGE Codes Assigned

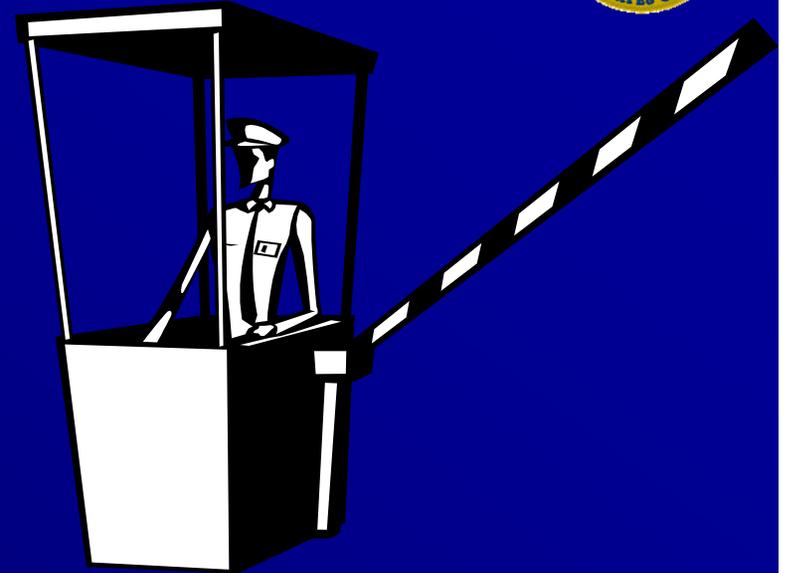


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Focal Point



- **Assign Players Access**
- **May Determine Contracts Requiring CPARs**
- **Registers Contracts**
- **May Educate and Assist the Players**
- **May Provide Guidance to Contractors**



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User Roles

Required

Focal Point (FP) – Sets Up Accounts, Registers Contract

Optional

Contract Data Entry (CDE) – Registers Contract

Required

Assessing Official (AO) – Writes CPAR, Reviews Contractor Comments



Required

Contractor Rep (CR) – Provides Comments

Optional

Assessing Official Rep (AOR) – Assists AO in Drafting CPAR

Required if Disagreement

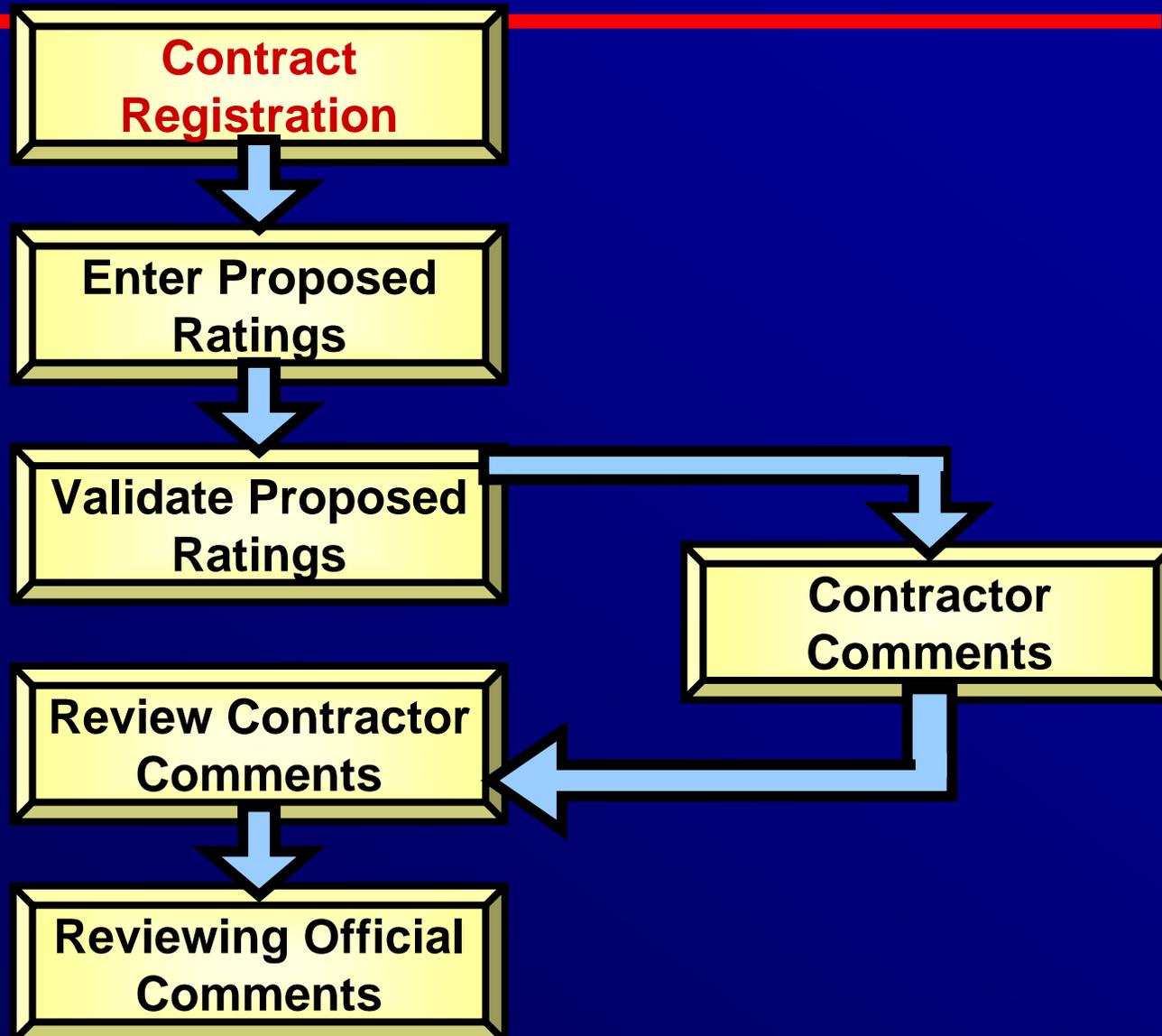
Optional if Concurrence

Reviewing Official (RO) – Resolves Disputes

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CPARS Workflow



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Enter Proposed Ratings



Assessing Official Rep Examples

- Technical Experts
- Contract Specialists
- Contracting Officer
- Contracting Officer's Representative
- Task / Order Monitor

Government Only!

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Enter Proposed Ratings



Assessing Official Examples

The Person Responsible for the Execution of the Program, Project, Order

- Program Manager or Equivalent
- IPT Lead
- Performance Evaluator
- Quality Assurance Evaluator
- Requirements Indicator
- Contracting Officer's Representative
- Technical Team Requirements Personnel
- Product / Service End User
- Contracting Officer

Note: Be sure to review local policy guidance regarding assignment of the Assessing Official function.

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Ratings & Narratives



Ratings and Narratives
are the most important
part of the CPAR!

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Elements Assessed



Systems / Ship Repair & Overhaul

- **Technical (Quality of Product)**
 - Product Performance
 - System Engineering
 - Software Engineering
 - Logistics Support/ Sustainment
 - Product Assurance
 - Other Technical Performance
- **Schedule**
- **Cost Control**



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Elements Assessed



Services / Information Technology / Operations Support

- **Quality of Product or Service**
- **Schedule**
- **Cost Control**
- **Business Relations**
Includes Small Business Subcontracting Goal Accomplishment
- **Management of Key Personnel**



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Ratings & Narratives



Rating Definitions

Rating	Contract Requirements	Problems	Corrective Actions
Dark Blue (Exceptional)	Exceeds Many – Gov't Benefit	Few Minor	Highly Effective
Purple (Very Good)	Exceeds Some – Gov't Benefit	Some Minor	Effective
Green (Satisfactory)	Meets All	Some Minor	Satisfactory
Yellow (Marginal)	Does Not Meet Some	Serious: Recovery Still Possible	Marginally Effective; Not Fully Implemented
Red (Unsatisfactory)	Does Not Meet Most	Serious: Recovery Not Likely	Ineffective

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Validate Proposed Ratings



Requirements

- ✓ Review Admin Info (Blocks 1 – 17)
- ✓ Validate Ratings & Narratives (Blocks 18 & 20)
 - Modify Ratings & Narratives (if necessary)
 - Return to AOR for Corrections
 - 16,000 Character Limit (approximately 3 pages)
- ✓ Name and Title (Block 21)
- ✓ Send to Contractor Rep

Perform Quality Review
Prior to Sending



Contractor Comments



Requirements

- ✓ **30 Days to Respond**
 - System Generated Weekly Email Notifications
- ✓ **7 Days to Request Meeting to Discuss CPAR**
- ✓ **Review Admin Info (Blocks 1-17) , Ratings and Narratives**
- ✓ **Provide Clear and Concise Responses (Block 22)**
 - 16,000 Character Limit (approximately 3 pages)
- ✓ **Provide Concurrence / Non-Concurrence, Name & Title (Block 23)**
- ✓ **Send to Assessing Official**

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Reviewing Official Comments



Required

- If the CPAR is Contentious
- If the Contractor Does Not Respond
- If Local Policy Mandates

Note: Be sure to review local policy guidance regarding assignment of the Reviewing Official function.



Reviewing Official Comments



Requirements

**Government
Only!**

- ✓ **Review CPAR**
 - Blocks 1-23 (read only format)

- ✓ **Input Comments (Block 24)**
 - Acknowledge Discrepancies Between Government Ratings / Narratives and Contractor Comments
 - 16,000 Character Limit (approximately 3 pages)

- ✓ **Name and Title (Block 25)**

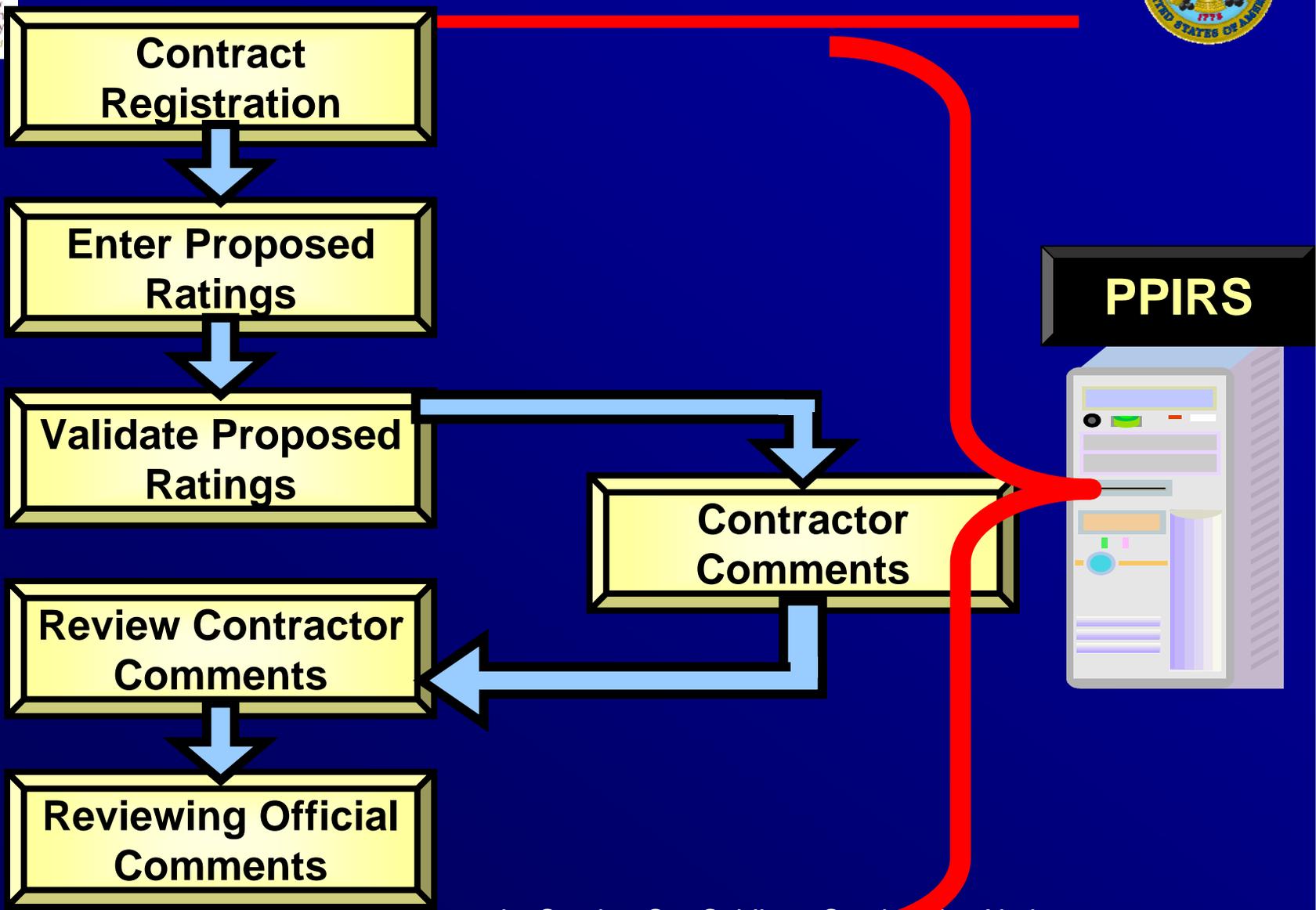
- ✓ **Close CPAR**

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CPARS Workflow



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PPIRS



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Contractor Manpower Reporting (CMR)



- **Business Process to collect information**
 - Enable Army to:
 - Fully understand composition of the Army
 - Provide better oversight
 - Better account for the total Army workforce
- **Contractors and Subcontractors Report**
 - Actual Labor hours
 - Dollars
 - Requiring Activity
- **Applies to all Army Contracts (no dollar limitation)!**
 - Except: Construction, EPA Projects, Projects funded by other agencies, and material contracts.

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Contractor Manpower Reporting (CMR)



- Grants and other transactions are not reported
- Material contracts with services – when services are incidental services for supplies (where a service is included and is separately priced)
- GSA Task orders are included in CMR
- The Process:
 - PR with Medcom Approval
 - SOW/CLIN (See Local Clause 52.004-4000)
 - Ensure COR appointment letter includes CMR

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