

CONTRACTOR PERFORMANCE ASSESSMENT REPORTING SYSTEM (CPARS) POLICY GUIDE

NATIONAL PARK SERVICE



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CONTRACTOR PERFORMANCE ASSESSMENT REPORTING SYSTEM (CPARS)

The Federal Acquisition Regulation (FAR) requires that contractor performance information be collected (FAR Part 42) and used in source selection evaluations (FAR Part 15). The NPS CPARS initiative establishes procedures for the collection and use of Past Performance Information (PPI) for all contracts entered into that are greater than or equal to \$100,000. CPARS-generated PPI is one of the tools used to communicate contractor strengths and weaknesses to source selection officials and Contracting Officers. Communication between the Government and contractor during the performance period is encouraged. The contractor performance evaluation contained in the CPARS is a method of *recording* contractor performance and should not be the sole method for *reporting* it to the contractor. 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. This is one of several initiatives NPS has deployed to meet the Federal Government paperless contracting mandates. On **August 1, 2010**, the NPS Washington Contracting Office designated CPARS as the Agency's solution for collecting contractor performance information. 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 NPS.

All CPARS information is treated as "For Official Use Only/Source Selection Information in accordance with FAR 2.101 and 3.104". A CPAR is source selection information because it is in constant use to support ongoing source selections and contains sensitive data concerning a contractor and its performance. A CPAR has the unique characteristic of always being pre-decisional in nature. Distribution of CPARS among activities will be made solely through use of PPIRS at <http://www.ppirs.gov/>. Access to the CPARS and other performance information will be restricted to those individuals with an official need to know.

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Section A – Policy

1.0 Introduction

This document sets policy, assigns responsibilities and provides procedures for systematically assessing contractor performance as required by Federal Acquisition Regulation (FAR) Part 42.15.

1.1 Background

The Contractor Performance Assessment Reporting System (CPARS) is a paperless contracting initiative directed by NPS. Use of the CPARS Automated Information System (AIS) for contracts greater than or equal to \$100,000 is mandatory as it ensures that evaluations will be entered into the CPARS database to provide a centralized data repository of contractor performance information.

1.2 Purpose

The primary purpose of the CPARS is to ensure that current and accurate data on contractor performance is available for use in source selections through the Past Performance Informational Retrieval System (PPIRS). Completed performance assessments in PPIRS will be used as a resource in awarding best value contracts and orders to contractors that consistently provide quality, on-time products and services that conform to contractual requirements. CPARS can be used to effectively communicate contractor strengths and weaknesses to source selection officials. In addition to the sources of information outlined in FAR 9.105-1(c), the Contracting Officer should use information available through PPIRS to support responsible determinations of prospective contractors. Senior NPS and contractor officials may also use the information derived from the CPARS for other management purposes consistent with NPS guidance and policy.

The CPAR assesses a contractor's performance, both positive and negative, and provides a record on a given contract during a specified period of time. Each assessment must be based on objective data (or measurable, subjective data when objective data is not available) supportable by program and contract management data. CPAR performance expectations should be addressed in the Government and contractor's initial post-award meeting.

1.3 Responsibility for Completing CPARs

Responsibility for completing quality CPARs in a timely manner rests with the Contracting Officer (CO) or the equivalent individual responsible for program¹, project, or task/job/delivery order execution.

The CPARS process is designed with a series of checks-and-balances to facilitate the objective and consistent evaluation of contractor performance. Both Government and contractor perspectives are captured on the CPAR form. The opportunity to review/comment on the CPAR by the designated Government and contractor personnel together makes a complete CPAR.

In the event that there are multiple assessments on one contract due to geographically separated units, the CO with the preponderance of the effort (based on largest dollar value) on the contract will consolidate the multiple assessments and provide a consensus evaluation and rating of the performance prior to forwarding to the contractor.

1.4 CPAR Evaluation Methodology

The value of a CPAR to a future source selection team is inextricably linked to the care the CO takes in preparing a quality and timely narrative to accompany the CPAR ratings. It is of the utmost importance that the CO submits a rating consistent with the definitions of each rating and thoroughly describes the circumstances surrounding a rating. The definitions of each rating, together with related guidance for preparing the narrative, are provided in Attachment 2.

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
 - Measures of product size and stability
 - Measures of product quality and process performance
 - Customer feedback/comments and satisfaction ratings
- Systems engineering and other technical progress reviews
- Technical interchange meetings
- Physical and functional configuration audits
- Quality reviews and quality assurance evaluations

¹ Throughout this document, whenever “program” is used, it means the program, project, or requirement for which the procurement was made.

- Functional performance evaluations
- Earned contract incentives and award fee determinations
- Subcontract Reports

Subjective assessments concerning the cause or ramifications of the contractor's performance may be provided; however, speculation or conjecture must not be included.

1.5 Uses of Summary CPAR Data

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. Reporting completed through CPARS will be compared on a bi-weekly basis with data entered into the Federal Procurement Data System – Next Generation (FPDS – NG) in order to verify that the provided information is accurate and timely.

1.6 Successor-in-Interest/Change-of-Name/Novation

See FAR 42.12 for guidance in these circumstances since the Dun & Bradstreet Universal Numbering System (DUNS), Commercial and Government Entity (CAGE) codes, and contractor names may be affected in the CPARS. The CO of each contract affected by any such changes is ultimately responsible for ensuring that the contract information in the CPARS is current and correct.

Section B – Applicability and Scope

2.0 Different Sectors and Thresholds

Contractor performance information must be collected, and a CPAR completed, on contracts greater than or equal to \$100,000. The CO may elect to complete CPARs on contracts below this threshold. The nature of the effort to be acquired will determine which type of CPAR is required. If a given contract requires a mixture of types of efforts, the acquisition activity will determine which business sector is appropriate based upon the contract dollar value of the preponderance of the effort.

2.1 CPARS for Indefinite-Delivery Contracts, Basic Ordering Agreements (BOAs), and Blanket Purchase Agreements (BPAs)

The requiring activity must complete a CPAR in accordance with the reporting thresholds cited in Table 1. For indefinite-delivery contracts and BPAs, the office issuing the contract or agreement will determine whether CPARs will be completed:

- On each order meeting the FAR threshold and combining all other orders into one CPAR
- On each order
- By combining all orders into one CPAR, regardless of their dollar value

In cases where each order is below the reporting threshold and, combined, they add up to the reporting threshold, complete a CPAR at the basic contract or agreement level in CPARS by combining all orders, provided that a single ordering/requiring activity exists and the effort on each order is similar. Combining orders into one CPAR is not feasible when the requiring activities differ, when contracts are used by multiple activities or agencies, or when individual orders could be significantly different. When orders are combined, the narrative describing the contractor's performance on each order, both positive and negative, must be included so that the breadth and quality of information is available for source selection official use.

For BOA orders, a CPAR should only be completed on each order meeting the reporting threshold.

If a consolidated CPAR for all orders is accomplished, the period of performance for the assessment shall be based on the effective date/award date of the basic contract and each subsequent, exercised option year period. Where possible, each order number and title may be included in Block 17. Narrative must be provided on the contractor's performance on each order (in Block 20) so that the breadth and quality of information on the order is available for source selection official use.

If separate CPARs for any single orders are accomplished, the period of performance for the assessments will be based on the effective date/award date of each individual order.

2.1.1 CPARs for Orders Under Federal Supply Schedules

It is the responsibility of the requiring activity to complete a separate CPAR for each order placed against a Federal Supply Schedule when the individual order exceeds \$100,000. For these evaluations, the period of performance for the assessment shall be based on the effective date/award date of the individual order.

2.2 Joint Ventures

CPARs shall be prepared on contracts for joint ventures. When the joint venture has a unique CAGE code and DUNS number, a single CPAR will be prepared for the joint venture using those CAGE and DUNS codes. If the joint venture does not have a unique CAGE code and DUNS code, separate CPARS, containing identical narrative, will be prepared for each participating contractor and will reference that the evaluation is based on performance under a joint venture and will identify the contractors that were part of the joint venture.

2.3 Classified and Special Access Programs (SAPs)

Performance evaluations on classified and SAP contracts are not exempt from CPARS reporting requirements. CPARs on classified programs will be processed in accordance with program security requirements. Copies of classified CPARs will be maintained and distributed in accordance with agency procedures. **Classified and SAP CPARs will not be entered as a CPAR.**

2.4 Awards under the Randolph-Sheppard Act (RSA) to a State Licensing Agency (SLA)

Awards under the RSA to the SLA shall have annual performance evaluations completed on them if they meet the minimum threshold of \$100,000. The performance evaluations shall be written on the SLA (typically the State in which the federal installation is located) since the SLA has overall responsibility for all aspects of the performance of the contract awarded and the contract awarded has been made to the State (verify this with the information listed on the award cover page).

It is essential that evaluators list the Licensed Blind Operator and Third Party Agreement Holder in Block 15, Key Subcontractors and Description of Effort Performed, since the preponderance of the effort under awards through the RSA is performed by the Licensed Blind Operator and the Third Party Agreement Holder. Additionally, the CAGE code and the DUNS number for the Licensed Blind Operator and the Third Party Agreement Holder must be included in Block 15. By completing the information as outlined above, subsequent searches in PPIRS will allow source selection officials to obtain performance information while searching by SLA, Licensed Blind Operator, or Third Party Agreement Holder.

2.5 Awards to the Canadian Commercial Corporation (CCC)

Awards to the CCC shall have annual performance evaluations completed on them if they meet the minimum evaluation threshold of \$100,000. The performance evaluations shall be written on the CCC since award was made to the CCC that has overall responsibility for performance of the contract (verify with information on the award cover page).

It is essential that evaluators list the Canadian subcontractor performing the work in Block 15, Key Subcontractors and Description of Effort Performed, since the Canadian subcontractor performs the awards to the CCC. Additionally the CAGE code and the DUNS number for the Canadian subcontractor (if available) should be included in Block 15. By completing the information as outlined above, subsequent searches in the PPIRS will allow source selection officials to obtain performance information when searching by CCC or the Canadian subcontractor.

2.6 Awards under the AbilityOne Program

Awards under the AbilityOne Program shall have annual performance evaluations completed on them if they meet or exceed the evaluation threshold of \$100,000 per OSD Memorandum "Past Performance Information" dated November 27, 2007.

2.7 Undefined Contractual Actions (UCAs)

Assessment information regarding performance under a UCA shall be included in the annual evaluation. If the final negotiated contract type is not a cost-type, cost information for the period the UCA was in effect (if applicable) shall be included under the Cost rating element. If the final negotiated contract type is a cost-type, cost information for the entire period of performance shall be included under the Cost rating element. The narrative shall fully explain the contractor's performance during the UCA, including definitization of the contract action. The contractor's performance under the UCA shall be separately identified but considered in the overall ratings.

2.8 Subcontractor Assessments

Assessments shall not be accomplished on subcontractors. However, an assessment shall address the prime contractor's ability to manage and coordinate subcontractor efforts, if applicable, as well as compliance with statutory requirements of the Small Business Subcontracting Program.

Section C – Responsibilities Assigned

3.0 Responsibilities

3.1 The National Park Service

The National Park Service (NPS) is responsible for overseeing the implementation the CPAR system. Reviewing officials will normally be designated from within the command/activity/office/program that identifies the requirement and is in the best position to evaluate contractor performance. See Attachment 3 for a graphic illustration of the basic CPARS workflow.

3.2 Service/Agency Point of Contact

The Service/Agency Point of Contact is responsible for administrative oversight of the CPARS process. The Service/Agency Point of Contact must be a Government employee. Duties of the Service/Agency Point of Contact include:

- Obtaining Command Point of Contact access to CPARS
- Assigning of Senior Command Officials
- Serving on CPARS Operational Requirements Committee
- Monitoring to ensure effective implementation of the CPARS process

3.3 Senior Command Official

The Senior Command Official must be a Government employee. Duties of the Senior Command Official may include:

- Obtaining Senior Command Official access to CPARS by contacting Service/Agency Point of Contact
- Coordination and submittal of subordinate organization CPARS Focal Points to the CPARS Program Manager
- Assistance to subordinate organization CPARS Focal Points (e.g. training, monitoring, policy)
- Evaluating quality and compliance metrics of subordinate organizations
- Providing metrics for management, as requested
- Reviewing and providing subordinate issues to the CPARS Focal Point and/or the CPARS Program Office

3.4 Requiring Activity

The requiring activity will:

- Establish procedures to implement CPARS. These procedures will include training requirements for Focal Points, COs, and contractors, to ensure procedures for monitoring the timely completion of reports, report integrity (e.g. quality of reports), and overall CPAR system administration are in place. Compliance with submittal requirements by dollar value threshold and business sector should be monitored by

comparison of contract award history information maintained by other computer systems (e.g. Standard Procurement System (SPS) or Federal Procurement Data System – Next Generation (FPDS-NG)) with CPARs actually submitted

- Establish a CPAR Focal Point
- Register all new contracts meeting the \$100,000 minimum threshold within five calendar days after contract award with the information for blocks 1-14 of the CPAR form in order to establish the record and facilitate subsequent CPARS reporting

3.5 CPARS Roles and Responsibilities

3.5.1 Activity CPARS Focal Point

The Activity CPARS Focal Point will be designated by completing a Focal Point Access Request Form located at the CPARS Web site and obtaining coordination/approval from the proper authority. The Activity CPARS Focal Point must be a Government employee. The Activity CPARS Focal Point is responsible for:

- Registering the contract in CPARS within five calendar days of award
- Training
- Assigning access authorization for Government and contractor personnel
- Ensuring the CPARS access does not result in a conflict of interest or the appearance of a conflict of interest
- CPARS account management and maintenance (e.g. access changes)
- Control and monitoring of CPARS, including the status of overdue evaluations. The CPARS Focal Point is responsible for monitoring the status of late reports.
- Establishing processes to monitor the integrity (e.g. quality) of the report

While the Activity CPARS Focal Point is not directly responsible for timely submission or content of CPARS reports, they are a resource for information regarding input of CPARS information. Although the Activity CPARS Focal Point is responsible for tracking and suspending CPARS as they become due, this does not relieve the COs of the responsibility for processing quality reports in a timely manner.

3.5.2 Contracting Officers (COs)

COs are in charge of completing CPARS reports for each contract entered. COs must be a Government employee and are generally responsible for:

- Providing a timely and quality narrative
- Ensuring performance input from program management, technical, functional, quality assurance, contracting and other end users of the product or service is included in the evaluation
- Input of evaluation information
- Reviewing comments from the designated contractor representative

- Modifying the CPAR comments and/or ratings after review of contractor comments

3.5.3 Designated Contractor Representative

The contractor shall designate representatives to whom the evaluations will be sent automatically and electronically. The name, title, e-mail address, and phone number of the designated contractor representative shall be provided to the CO who will, in turn, provide that information to the Activity CPARS Focal Point for authorization access.

Any changes in designated contractor personnel shall be the sole responsibility of the contractor to inform the CO and the Activity CPARS Focal Point. The designated contractor representative has the authority to:

- Receive the Government evaluation from the CO
- Review/comment/return evaluation to CO within 30 calendar days. If the contractor desires a meeting to discuss the CPAR, it must be requested, in writing, no later than seven calendar days from the receipt of the CPAR. This meeting will be held during the contractor's 30-calendar day review period
- Request Reviewing Officer (RO) review of CPAR evaluation

3.5.4 Reviewing Official (RO)

The RO provides the check-and-balance when there is disagreement between the CO and the contractor. The RO must review and sign the assessment when the contractor indicates a non-concurrence with the CPAR or when the contractor is non-responsive. The RO must be a Government employee. The RO has the authority to:

- Provide narrative comment (the Ro's comments supplement those provided by the CO; they do not replace the ratings/narratives provided by the CO)
- Sign the CPAR (at this point, it is considered final and is posted in the CPARS AIS and is available for source selection official use in the PPIRS)

Section D – Frequency and Types of Reports

4.0 Frequency of Reporting

Generally, reporting is done on an annual basis. When an out-of-cycle CPAR is required, however, it is acceptable to complete two CPARS in a given year for the contract. Out-of-cycle CPARS do not alter the annual reporting requirement. For example, if the regular CPAR period of performance ends on 30 September 2009 and an out-of-cycle CPAR is completed which covers a performance period that ends on 1 May 2009, the next intermediate CPAR report is still required to cover the period of performance from 1 October 2008 to 30 September 2009. A period of performance overlap is only permitted when an out-of-cycle CPAR report has been prepared.

4.1 Initial Reports

An initial CPAR is required for new contracts meeting the minimum threshold of \$100,000 that have a period of performance greater than 365 calendar days. The initial CPAR must reflect evaluation of at least the first 180 calendar days of performance under the contract, and may include up to the first 365 calendar days of performance. For contracts with a period of performance of less than 365 calendar days, see “Final Reports” below.

4.2 Intermediate Reports

Intermediate CPARs are required every 12 months throughout the entire period of performance of the contract after the initial report and up to the final report. An intermediate CPAR is also required:

- Upon a significant change in contractor performance, or
- Upon a significant change within the agency, provided that a minimum of six months of performance has occurred, such as the following:
 - Change in program or project management responsibility
 - Transfer of contract, BPA, or BOA order to a different contracting activity

It is recommended that an intermediate CPAR be accomplished prior to transfer of Assessing Official duties from one individual to another to ensure continuity.

An intermediate CPAR is limited to contractor performance occurring after the preceding normal cycle CPAR. To improve efficiency in preparing the CPAR, it is recommended that the CPAR be completed together with other reviews (e.g., award fee determinations, major program events, program milestones and quality assurance surveillance records).

4.3 Final Report

A final CPAR will be completed upon contract completion or delivery of the final major end item on contract. Final Reports are to be prepared on all contracts meeting the minimum threshold of \$100,000 with a period of performance of less than 365 calendar days. The final CPAR does not include cumulative information but is limited to the period of contractor

performance after the preceding CPAR. The CPAR Focal Point has the authority to grant extensions on a case-by-case basis.

4.4 Out-of-Cycle Reports

An Out-of-Cycle CPAR may be appropriate when there is a significant change in performance that alters the assessment in one or more evaluation area(s). The contractor may request an updated (new) assessment or the CO may unilaterally prepare an updated (new) evaluation and process an Out-of-Cycle (new) CPAR through the automated CPAR system. The determination as to whether or not to update an evaluation will be made solely by the CO. The evaluation will follow the same workflow as the annual evaluations and will be posted electronically in the CPARS AIS and PPIRS after review/coordination through the Government and contractor.

4.5 Addendum Reports

Addendum reports may be prepared, after the final past performance evaluation, to record the contractor's performance relative to contract closeout, warranty performance and other administrative requirements.

Section E – Administrative Information

5.0 Records Retention and Disposition

All records created under this document will be retained and disposed of in accordance with agency procedures and any applicable program security requirements.

5.1 CPAR Markings and Protection

Those granted access to the CPARS are responsible for ensuring that CPARs are appropriately marked and handled. All CPAR forms, attachments and working papers must be marked “FOR OFFICIAL USE ONLY/SOURCE SELECTION INFORMATION - SEE FAR 2.101 AND 3.104” according to Freedom of Information Act Program, FAR 3.104, and 41 USC Sect. 423. As CPARs contain Source Selection / Business Sensitive performance information, transmitting CPARs as an attachment to email is prohibited.

CPARs may also contain information that is proprietary to the contractor. Information contained on the CPAR, such as trade secrets and protected commercial or financial data obtained from the contractor in confidence, must be protected from unauthorized disclosure. **COs and ROs shall annotate on the CPAR if it contains material that is a trade secret, etc., to ensure that future readers of the evaluations in the PPIRS are informed and will protect as required.** The following guidance applies to protection both internal and external to the government:

5.1.1 Internal Government Protection

CPARs must be treated as source selection information at all times. Information contained in the CPAR must be protected in the same manner as information contained in source selection files. (See FAR 3.104 and 41 USC Sect. 423)

5.1.2 External Government Protection

Due to the sensitive nature of CPARs, disclosure of CPAR data to contractors other than the contractor that is the subject of the report, or other entities outside the Government, is not authorized. Disclosure of CPAR data to advisory and assistance support contractors other than the contractor that is the subject of the report is strictly prohibited. A contractor will be granted access to its CPARs maintained in the CPARS AIS by the activity Focal Point.

5.2 Freedom of Information Act (FOIA)

Contractor performance information is privileged source selection information. It is also protected by the Privacy Act and is not releasable under the Freedom of Information Act. Performance assessments may be withheld from public disclosure under Exemption 5 of the Freedom of Information Act. The unit FOIA office must coordinate the request with the CPARS PMO and local Focal Point.

5.3 Use of CPARS in Source Selection

CPARs provide an assessment of ongoing performance of contractors. Each report consists of a narrative evaluation by the CO, the contractor's comments, if any, relative to the assessment and the RO's acknowledged consideration and reconciliation of significant discrepancies between the CO's evaluation and the contractor's comments. Source selection officials retrieve CPARs by using the PPIRS.

5.4 CPAR Format

See Attachments 1, 2, or [insert WASO Web site]. For contracts that contain supplies or services from more than one provider, use the form that represents the preponderance of the dollar value of the contract requirements.

Attachment 1 – Evaluation Ratings Definitions

Evaluation Ratings Definitions (Excluding Utilization of Small Business)

Rating	Definition	Note
Exceptional (Dark Blue)	Performance meets contractual requirements and exceeds many to the Government’s benefit. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.	To justify an Exceptional rating, identify multiple significant events and state how they were of benefit to the Government. A singular benefit, however, could be of such magnitude that it alone constitutes an Exception rating. Also, there should have been NO significant weaknesses identified.
Very Good (Purple)	Performance meets contractual requirements and exceeds some to the Government’s benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective.	To justify a Very Good rating, identify a significant event and state how it was a benefit to the Government. There should have been no significant weaknesses identified.
Satisfactory (Green)	Performance meets contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.	To justify a Satisfactory rating, there should have been only minor problems or major problems the contractor recovered from without impact to the contract. There should have been NO significant weaknesses identified. A fundamental principle of assigning ratings is that contractors will not be assessed a rating lower than Satisfactory solely for not performing beyond the requirements of the contract.
Marginal (Yellow)	Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor’s proposed actions appear only marginally effective or were not fully implemented.	To justify a Marginal performance, identify a significant event in each category that the contractor had trouble overcoming and state how it impacted the Government. A Marginal rating should be supported by referencing the management tool that notified the contractor of the contractual deficiency (e.g. management, quality, safety, or environmental deficiency reports or letters).
Unsatisfactory (Red)	Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains a serious problem(s) for which the contractor’s corrective actions appear or were ineffective.	To justify an Unsatisfactory rating, identify multiple significant events in each category that the contractor had trouble overcoming and state how it impacted the Government. A singular problem, however, could be of such serious magnitude that it alone constitutes an Unsatisfactory rating. An Unsatisfactory rating should be supported by referencing the management tools used to notify the contractor of the contractual deficiencies (e.g. management, quality, safety, or environmental deficiency reports, or letters).

Attachment 1 – Evaluation Ratings Definitions

Evaluation Ratings Definitions (Utilization of Small Business)

Rating	Definition	Note
Exceptional (Dark Blue)	Exceeded all negotiated subcontracting goals or exceeded at least one goal and met all of the other negotiated subcontracting goals for the current period. Had exceptional success with initiatives to assist, promote, and utilize small business (SB), small disadvantaged business (SDB), women-owned small business (WOSB), veteran-owned small business (VOSB), and service disabled veteran owned small business (SDVOSB). Complied with FAR 52.219-8, Utilization of Small Business Concerns. Exceeded any other small business participation requirements incorporated in the contract, including the use of small businesses in mission critical aspects of the program. Went above and beyond the required elements of the subcontracting plan and other small business requirements of the contract. Completed and submitted Individual Subcontract Reports in an accurate and timely manner.	To justify an Exceptional rating, identify multiple significant events and state how they were a benefit to small business utilization. A singular benefit, however, could be of such magnitude that it constitutes an Exceptional rating. Ensure that small businesses are given meaningful, innovative work directly related to the project, rather than peripheral work, such as cleaning offices, supplies, landscaping, etc. Also, there should have been no significant weaknesses identified.
Very Good (Purple)	Met all of the negotiated subcontracting goals in the traditional socio-economic categories (SB, SDB, and WOSB) and met at least one of the other socio-economic goals (HUBZone, VOSB, SDVOSB) for the current period. Had significant success with initiatives to assist, promote, and utilize SB, SDB, WOSB, HUBZone, VOSB, and SDVOSB. Complied with FAR 52.219-8, Utilization of Small Business Concerns. Met or exceeded any other small business participation requirements incorporated in the contract, including the use of small businesses in mission critical aspects of the program. Endeavored to go above and beyond the required elements of the subcontracting plan. Completed and submitted Individual Subcontract Reports and/or Summary Subcontract Reports in an accurate and timely manner.	To justify a Very Good rating, identify a significant event and state how it was a benefit to small business utilization. Ensure that small businesses are given meaningful, innovative work directly related to the project, rather than peripheral work, such as cleaning offices, supplies, landscaping, etc. There should be no significant weaknesses identified.
Satisfactory (Green)	Demonstrated a good faith effort to meet all of the negotiated subcontracting goals in the various socio-economic categories for the current period. Complied with FAR 52.219-8, Utilization of Small Business Concerns. Met any other small business participation	To justify a Satisfactory rating, there should have been only minor problems or major problems the contractor recovered from without impact to the contract. There should have been NO significant weaknesses identified. A fundamental principle of

	requirements included in the contract. Fulfilled the requirements of the subcontracting plan included in the contract. Completed and submitted Individual Subcontract Reports and/or Summary Subcontract Reports in an accurate and timely manner.	assigning ratings is that contractors will not be assessed a rating lower than Satisfactory solely for not performing beyond the requirements of the contract.
Marginal (Yellow)	Deficient in meeting key subcontracting plan elements. Deficient in complying with FAR 52.219-8, Utilization of Small Business Concerns, and any other small business participation requirements in the contract. Did not submit Individual Subcontract Reports and/or Summary Subcontract Reports in an accurate or timely manner. Failed to satisfy one or more requirements of a corrective action plan currently in place; however, does show an interest in bringing performance to a satisfactory level and has demonstrated a commitment to apply the necessary resources to do so. Required a corrective action plan.	To justify a Marginal performance, identify a significant event in each category that the contractor had trouble overcoming and state how it impacted small business utilization. A Marginal rating should be supported by referencing the management tool that notified the contractor of the contractual deficiency (e.g. management, quality, safety, or environmental deficiency reports or letters).
Unsatisfactory (Red)	Noncompliant with FAR 52.219-8 and 52.219-9 and any other small business participation requirements in the contract. Did not submit Individual Subcontract Reports and/or Summary Subcontract Reports in an accurate or timely manner. Showed little interest in bring performance to a satisfactory level or was generally uncooperative. Required a corrective action plan.	To justify an Unsatisfactory rating, identify multiple significant events in each category that the contractor had trouble overcoming and state how it impacted small business utilization. A singular problem, however, could be of such serious magnitude that it alone constitutes an Unsatisfactory rating. An Unsatisfactory rating should be supported by referencing the management tools used to notify the contractor of the contractual deficiencies (e.g. management, quality, safety, or environmental deficiency reports, or letters). When an Unsatisfactory rating is justified, the contracting officer must consider whether the contractor made a good faith effort to comply with the requirements of the subcontracting plan required by FAR 52.219-8 and follow the procedures outlined in FAR 52.219-16, Liquidated Damages-Subcontracting Plan.

NOTE 1: Plus or minus signs may be used to indicate an improving (+) or worsening (-) trend insufficient to change assessment status.

NOTE 2: N/A (not applicable) should be used if the ratings are not going to be applied to a particular area for evaluation.

NOTE 3: Generally, zero percent is not a goal unless the Contracting Officer determined when negotiating the subcontracting plan that no subcontracting opportunities exist in a particular socio-economic category. In such cases, the contractor shall be considered to have met the goal for any socio-economic category where the goal negotiated in the plan was zero.

Attachment 2 - Instructions for Completing a CPAR

A2.1 Instructions for Completing a CPAR

A2.2 Block 1 - Name/Address of Contractor. State the name and address of the division or subsidiary of the contractor that is performing the contract. Identify the parent corporation (no address required). Identify the CAGE code, DUNS+4 number, Federal Supply Classification (FSC) or Service Code, and North American Industrial Classification System (NAICS) Code. All codes can be accessed by using the on-screen “lookup” function provided in the electronic form.

A2.3 Block 2 - Type Report. Indicate whether the CPAR is an initial, intermediate, or final report. If this is an “out-of-cycle” report, select “out-of-cycle.” If this is a report to record contractor performance relative to contract closeout or other administrative requirements, select “Addendum.”

A2.4 Block 3 - Period of Performance Being Assessed. State the period of performance covered by the report (dates must be in MM/DD/YYYY format). The initial period of performance should not cover less than six months of actual performance.

A2.4.1 Period of Performance for Delayed Starts, Protests or Phase-In Periods. In the case of delayed starts or protests, the initial period of performance may cover more than twelve months of time since contract award, but normally no more than twelve months of actual contract performance. Initial periods reporting on performance greater than 12 months (such as for phase-in periods) must be approved by the CPAR Focal Point and coordinated with the contractor. The period of performance should not already include reported efforts except when an out-of-cycle CPAR has been processed.

A2.4.2 Period of Performance for Intermediate/Final Reports. CPAR assessments for intermediate and final reports should cover a 12 month period of performance. Exceptions to this rule for special circumstances, such as a period of performance that ends one month before contract completion or in those instances (up to six months beyond the annual period) where the performance has been extended must be approved by the CPAR Focal Point.

A2.4.3 Period of Performance for Out-of-Cycle Reports. Select “Out-of-Cycle” from the drop-down menu if the CO elects to prepare an out-of-cycle report which will be posted to the CPARS AIS for a time period which overlaps the regularly scheduled performance period if there has been a significant change in the performance which alters the assessment in one or more evaluation area(s) since the last performance period. If the CO chooses to have the Out-of-Cycle report posted in the CPARS AIS (and ultimately the PPIRS), the CPAR will be processed through the regular work flow (Government and contractor review). See paragraph 4.4 for more information on Out-of-Cycle reports.

A2.5 Block 4 - Contract Number. Use the contract number as identified on the contract, except in the case of BOAs, BPAs, GSA schedule and other service/agency orders. If an order/call is issued under a BOA, BPA, GSA schedule or other service/agency contract/agreement, the contract number in CPARS should match the master contract number. The order/call number field should be used to reflect the contract/schedule/agreement number for the order/call.

A2.6 Block 5 - Contracting Office (Organization and Code). Identify the contracting office symbol.

A2.7 Block 6 - Location of Contract Performance. Provide a geographical reference (e.g., name of National Park System Area).

A2.8 Block 7a – Contracting Officer. Self-explanatory.

A2.8.1 Block 7b. - Phone Number. Include commercial phone number in the following format: (XXX)XXX-XXXX.

A2.9 Block 8a - Contract Award Date. Identify the date of contract award or select the date on the on-screen, drop-down calendar.

A2.9.1 Block 8b – Contract Effective Date. Identify the date (MM/DD/YYYY) that actual contract performance is set to begin or select the on-screen calendar only if that date is later than Block 8a, Contract Award Date.

A2.10 Block 9 - Contract Completion Date. Identify the last possible date of contract performance (e.g., the last calendar day of the last option period) or select the date on the on-screen, drop-down calendar.

A2.11 Block 10 - Contract Percent Complete/Delivery Order Status. State the current percent of the contract that is complete. If Cost Performance Reports (CPR) or Cost/Schedule Status Reports (C/SSR) data is available, calculate percent complete by dividing cumulative Budgeted Cost of Work Performed (BCWP) by Contract Budget Base (CBB) (less management reserve) and multiply by 100. CBB is the sum or negotiated cost plus estimated cost of authorized undefinitized work. If CPR or C/SSR data is not available, estimate percent complete by dividing the number of months elapsed by total number of months in contract period of performance and multiplying by 100. In the event an Indefinite Delivery (ID) contract is utilized, estimate the percent complete.

A2.12 Block 11 - Awarded Value. Enter the total value of the contract, including unexercised options. For delivery/task/job order contracts where orders will be assessed under a single CPAR, enter the maximum ordering amount under the contract, including options. For delivery/task/job order contracts where orders will be assessed on an individual basis, enter the awarded value of the individual order. For BOAs/BPAs where orders/calls will be assessed individually, enter the awarded value of the individual order/call.

A2.13 Block 12 - Current Contract Dollar Value. State the current obligated amount including modifications and options that have been exercised. For incentive contracts, state the target price or total estimated amount. For delivery/task/job order contracts where orders will be assessed under a single CPAR, state the total amount obligated on all delivery orders, including modifications. For delivery/task/job order contracts where orders will be assessed on an individual basis, state the current obligated amount of the individual order, including modifications. For BOAs/BPAs where orders/calls will be assessed individually, state the current obligated amount of the individual order/call, including modifications.

A2.14 Block 13 - Basis of Award. Identify the basis of award by selecting competitive or non-competitive. If the CPAR is for a single order/call, select the basis of award for that order/call.

A2.15 Block 14 - Contract Type. Identify the contract type. For mixed contract types, select the predominant contract type and identify the other contract type in the "mixed" block.

A2.16 Block 15 - Key Subcontractors and Description of Effort Performed. Identify subcontractors, including CAGE code and DUNS +4 number, performing either a critical aspect of the contracted effort or more than 25 percent of the dollar value of the effort. See paragraph 2.5 and paragraph 2.6 for awards under the Randolph-Sheppard Act and to the Canadian Commercial Corporation, respectively.

A2.17 Block 16 (Systems) - Program Title and Phase of Acquisition. Provide a descriptive narrative of the program. Spell out all abbreviations and acronyms. Identify overall program phase and production lot (for example, concept development, engineering and manufacturing development, low-rate initial production, or full-rate production (Lot 1)), and any specific aspects of the phase of the acquisition being evaluated. Identify milestone phases, if applicable.

A2.18 Block 17 - Contract Effort Description. This section is of critical importance to future source selection teams. The description should be detailed enough to assist a future source selection officials in determining the relevance of this program to their source selection. It is important to address the complexity of the contract effort and the overall technical risk associated with accomplishing the effort. For intermediate CPARs, a description of key milestone events that occurred in the review period may be beneficial (e.g., Critical Design Review (CDR), Functional Configuration Audit (FCA)), as well as major contract modifications during the period. Ensure all acronyms are identified.

Provide a complete description of the contract effort that identifies key components and requirements. For task/delivery/job order contracts, state the number of tasks issued during the period, tasks completed during the period, and tasks that remain active.

For contracts that include multiple functional disciplines or activities, separate them into categories to:

- (1) reflect the full scope of the contract, and
- (2) allow grouping of similar work efforts within the categories to avoid unnecessary segregation of essentially similar specialties or activities. Each category or area should be separately numbered, titled and described within Block 17 to facilitate cross-referencing with the evaluation of the contractor's performance within each category in Blocks 18 and 19.

A2.19 Small Business Utilization. Answer the following questions:

- Does this contract include a subcontracting plan?
- Is small business subcontracting under this contract included in a comprehensive small business subcontracting plan?
- Is small business subcontracting under this contract included in a commercial small business subcontracting plan?
- Date of last Individual Subcontracting Report (ISR) or SF294 / Summary Subcontracting Report (SSR)

A2.20 Block 18 - Evaluation Areas. Evaluate each area based on the following criteria:

A2.20.1 Each area assessment must be based on objective data that will be provided in Block 20. Facts to support specific areas of evaluation must be requested from the COs and other Government specialists familiar with the contractor's performance on the contract under review. Such specialists may, for example, be from engineering, manufacturing, quality, logistics (including provisioning), contracting, maintenance, security, etc.

A2.20.2 The amount of risk inherent in the effort should be recognized as a significant factor and taken into account when assessing the contractor's performance. For example, if a contractor meets an extremely tight schedule, a dark blue (exceptional) may be appropriate, or meeting a tight schedule with few delinquencies, a green (satisfactory) with a plus sign assessment may be given in recognition of the inherent schedule risk. When a contractor identifies significant technical risk and takes action to abate those risks, the effectiveness of these actions should be included in the narrative supporting the Block 18 ratings.

A2.20.3 The CPAR is designed to assess prime contractor performance. In those evaluation areas where subcontractor actions have significantly influenced the prime contractor's performance in a negative or positive way, record the subcontractor actions in Block 20.

A2.20.4 Many of the evaluation areas in Block 18 represent groupings of diverse elements. The CO should consider each element and use the area rating to highlight significant issues. In addition, the CO should clearly focus on the contractor's "results" as they may be appropriate for the period being assessed in determining the overall area rating.

A2.20.5 Evaluate all areas which pertain to the contract under evaluation unless they are not applicable (N/A).

A2.20.6 When performance has changed from one period to another such that a change in ratings results, the narrative in Block 20 must address each change.

A2.20.7 The CO should use customary industry quantitative measures where they are applicable if the contract is for commercial products.

A2.20.8 Ratings will be in accordance with the definitions described in Attachment 1, "Evaluation Ratings Definitions."

A2.21 Block 18a - Technical (Quality of Product). This element is comprised of an overall rating and six sub-elements. Activity critical to successfully complying with contract requirements must be assessed within one or more of these sub-elements. The overall rating at the element level is the CO's integrated evaluation as to what most accurately depicts the contractor's technical performance or progress toward meeting requirements. This assessment is not a roll-up of the sub-element assessments.

A2.21.1 Block 18a(1) - Product Performance. Assess the achieved product performance relative to performance parameters required by the contract.

A2.21.2 Block 18a(2) - Systems Engineering. Assess the contractor's effort to transform operational needs and requirements into an integrated system design solution.

A2.21.2.1 Areas of focus should be: the planning and control of technical program tasks, the quality and adequacy of the engineering support provided throughout all phases of contract execution, the integration of the engineering specialties, management of interfaces, interoperability, and the management of a totally integrated effort of all engineering concerns to meet cost, technical performance, and schedule objectives.

A2.21.2.2 System engineering activities ensure that integration of these engineering concerns is addressed up-front and early in the design/development process. The assessment should cover these disciplines: systems architecture, design, manufacturing, integration and support, configuration control, documentation, test and evaluation.

A2.21.2.3 The assessment for test and evaluation should consider success/problems/failure in developing test and evaluation objectives; planning (ground/air/sea) test, simulations and/or demonstrations; in accomplishing those objectives and on the timeliness of coordination and feedback of the test results (simulations/demonstrations) into the design and/or manufacturing process.

A2.21.2.4 Other activities include: producibility engineering, logistics support analysis, supportability considerations (maintenance personnel/skills availability or work-hour constraints, operating and cost constraints, allowable downtime, turn-around-time to service/maintain the system, standardization requirements), survivability, human factors, reliability, quality, maintainability, availability, inspectability, etc. Although some of these activities will be specifically addressed in other elements/sub-elements (such as product assurance), the focus of the assessment of systems engineering is on the integration of those specific disciplines/activities.

A2.21.2.5 The assessment of systems engineering needs to remain flexible to allow the evaluator to account for program-unique technical concerns and to allow for the changing systems engineering environment as a program moves through the program phases, e.g., Engineering and Manufacturing Development, Production.

A2.21.3 Block 18a(3) - Software Engineering. Assess the contractor's success in meeting contract requirements for all applicable software engineering based activities and processes.

A2.21.3.1 Software engineering activities include, as appropriate, software development (design, code, and unit test); application of reuse, COTS, and other non-developmental software components; integration (including software component integration, system integration and test, and acceptance test support); and sustainment. Software processes include, for example: software size, effort, and schedule estimation; requirements analysis, development, and management; software configuration management; software risk identification and management; metrics collection and analysis, technical reviews, decision analysis, and software quality assurance and control, each as they specifically address software engineering activities.

A2.21.3.2 Consider the contractor's success with respect to:

- Planning a software development, integration, and testing effort that includes compatible cost, schedule, and performance baselines
- Delivering expected software driven capabilities on cost and on schedule
- Effective software metrics collection/analysis and status monitoring/reporting that provide the software visibility necessary to identify timely corrective actions and appropriately execute them
- Staffing with the software knowledge, skills, and abilities needed to execute the contract across the lifecycle; timely assignment of the appropriate numbers of software staff
- Awareness and control of software size and stability to enable tracking and allowing growth according to vetted enhancements vice scope creep
- Effective testing and integration of developed software within the larger system test and evaluation effort
- Effective processes to acquire, integrate, and test commercial and/or government off-the-shelf (COTS/GOTS) software and to achieve planned software reuse
- Achieving software assurance
- Consistent application of documented software engineering and management processes, including technical reviews, in alignment with contract requirements

A2.21.4 **Block 18a(4) - Logistic Support/Sustainment.** Assess the success of the contractor's performance in accomplishing logistics planning. For example, maintenance planning; manpower and personnel; supply support; support equipment; technical provisioning data; training and support; computer resources support; facilities; packaging, handling, storage and transportation; design interface; the contractor's performance of logistics support analysis activities and the contractor's ability to successfully support fielded equipment. When the contract requires technical and/or engineering data deliverables, the cognizant cataloging and/or standardization activity comments should be solicited.

A2.21.5 **Block 18a(5) - Product Assurance.** Assess how successfully the contractor meets program quality objectives; e.g., producibility, reliability, maintainability, inspectability, testability, and system safety, and controls the overall manufacturing process. The PM must be flexible in how contractor success is measured, e.g., data from design test/operational testing successes, field reliability and maintainability and failure reports, user comments and acceptance rates, improved subcontractor and vendor quality, and scrap and rework rates. These quantitative indicators may be useful later, for example, in source selection evaluations, in demonstrating continuous improvement, quality and reliability leadership that reflects progress in total quality management. Assess the contractor's control of the overall manufacturing process to include material control, shop floor planning and control, status and control, factory floor optimization, factory design, and factory performance.

A2.21.6 **Block 18a(6) - Other Technical Performance.** Assess all the other technical activity critical to successful contract performance. Identify any additional assessment aspects that are unique to the contract or that cannot be captured in another sub-element.

A2.22 Block 18b - Schedule. Assess the timeliness of the contractor against the completion of the contract, task orders, milestones, delivery schedules, administrative requirements, etc. Assess the contractor's adherence to the required delivery schedule by assessing the contractor's efforts during the assessment period that contribute to or affect the schedule variance. Also, address significance of scheduled events (e.g., design reviews), discuss causes, and assess the effectiveness of contractor corrective actions.

A2.23 Block 18c - Cost Control. (Not Applicable for Firm-Fixed Price or Firm-Fixed Price with Economic Price Adjustment). Assess the contractor's effectiveness in forecasting, managing, and controlling contract cost. If the contractor experienced cost growth or underrun, discuss the causes and contractor-proposed solutions for the cost overruns. For contracts where task or contract sizing is based upon contractor-provided person hour estimates, the relationship of these estimates to ultimate task cost should be assessed. In addition, the extent to which the contractor demonstrates a sense of cost responsibility, through the efficient use of resources, in each work effort should be assessed.

A2.23.1 Assessment information regarding performance under a UCA shall be included in the annual evaluation. If the final negotiated contract type is not a cost-type, cost information for the period the UCA was in effect shall be included under the Cost element. The contractor's performance under the UCA shall be separately identified but considered in the overall annual ratings.

A2.24 Block 18d - Management. This element is comprised of an overall rating and three sub-elements. Activity critical to successfully executing the contract must be assessed within one or more of the sub-elements. This overall rating at the element level is the CO's integrated assessment as to what most accurately depicts the contractor's performance in managing the contracted effort. It is not a roll-up of the sub-element assessments.

A2.24.1 **Block 18d(1) - Management Responsiveness.** Assess the timeliness, completeness and quality of problem identification, corrective action plans, proposal submittals (especially responses to change orders, Engineering Change Proposals (ECPs), or other UCAs), the contractor's history of reasonable and cooperative behavior, effective business relations, and customer satisfaction. Consider the contractor's responsiveness to the program as it relates to meeting contract requirements during the period covered by the report.

A2.24.2 **Block 18d(2) - Subcontract Management.** Assess the contractor's success with timely award and management of subcontracts. Assess the prime contractor's effort devoted to managing subcontracts and whether subcontractors were an integral part of the contractor's team. Consider efforts taken to ensure early identification of subcontract problems and the timely application of corporate resources to preclude subcontract problems from impacting overall prime contractor performance.

A2.24.3 **Block 18d(3) - Program Management and Other Management.** Assess the extent to which the contractor discharges its responsibility for integration and coordination of all activity needed to execute the contract; identifies and applies resources required to meet schedule requirements; assigns responsibility for tasks/actions required by contract; communicates appropriate information to affected program elements in a timely manner. Assess the contractor's risk management practices, especially the ability to identify risks and

formulate and implement risk mitigation plans. If applicable, identify any other areas that are unique to the contract, or that cannot be captured elsewhere under the Management element.

A2.24.3.1 Integration and coordination of activities should reflect those required by the Integrated Master Plan/Schedule. Also consider the adequacy of the contractor's mechanisms for tracking contract compliance, recording changes to planning documentation and management of cost and schedule control system, and internal controls, as well as the contractor's performance relative to management of data collection, recording, and distribution as required by the contract.

A2.25 Block 18e – Utilization of Small Business. FAR Subpart 19.7 and 15 U.S.C. 637 contains statutory requirements for complying with the Small Business Subcontracting Program. Assess whether the contractor provided maximum practicable opportunity for Small Business (including Alaska Native Corporations (ANCs) and Indian Tribes) (including Small Disadvantaged Businesses (which also includes ANCs and Indian Tribes), Women Owned Small Businesses, HUBZone, Veteran Owned, Service Disabled Veteran Owned Small Business, Historically Black Colleges and Minority Institutions and ANCs and Indian Tribes that are not Small Disadvantaged Businesses or Small Businesses) to participate in contract performance consistent with efficient performance of the contract.

A2.25.1 Assess compliance with all terms and conditions in the contract relating to Small Business participation (including FAR 52.219-8, Utilization of Small Businesses and FAR 52.219-9, Small Business Subcontracting Plan (when required) and DFARS 252.219-7003 (deviation). Assess any small business participation goals which are stated separately in the contract (DFARS 215.304.) Assess achievement on each individual goal stated within the contract or subcontracting plan including good faith effort if the goal was not achieved.

A2.25.2 It may be necessary to seek input from the Small Business specialist, ACO or PCO in regards to the contractor's compliance with these criteria, especially when a comprehensive plan is submitted. In cases where the contractor has a comprehensive subcontracting plan, request DCMA Comprehensive Subcontracting Plan Manager to provide input including any program specific performance information.

A2.25.3 For contracts subject to a commercial subcontracting plan, the Utilization of Small Business factor should be rated "green" as long as an approved plan remains in place, unless liquidated damages have been assessed by the contracting officer who approved the commercial plan (see FAR 19.705-7(h)). In such case, the Utilization of Small Business area must be rated "red".

A2.25.4 This area must be rated for all contracts and task orders that contain a small business subcontracting goal.

A2.25.5 Ratings will be in accordance with definitions described in Attachment 1, "Evaluation Ratings Definitions (Utilization of Small Business)."

A2.25.6 In accordance with FAR 19.705-2(e) a contract may have no more than one subcontracting plan. Evaluations of the utilization of small business are required for contracts and orders placed against basic ordering agreement (BOA) and blanket purchase agreement (BPA) if a subcontracting plan is required. Evaluations of utilization of small

business for single-agency task orders and delivery orders (to include FSS) are not required and shall not be accomplished unless the contracting officer determines that such evaluations would produce more useful past performance information for source selection officials than that contained in the overall contract evaluation. Execution of any subcontracting plan may be addressed in block 20.

A2.26 Block 18f - Other Areas. Specify additional evaluation areas that are unique to the contract or that cannot be captured elsewhere on the form. More than one type of entry may be included but should be separately labeled. If extra space is needed, use Block 20.

A2.26.1 If the contract contains an award fee clause, enter "award fee" in the "Other Areas" Block (18f). The CO should translate the award fee earned to color ratings which could prove more useful for using past performance to assess future performance risk in upcoming source selections. If award fee information is included in the CPAR, use Block 20 to provide a description for each award fee. Include the scope of the award fee by describing the extent to which it covers the total range of contract performance activities, or is restricted to certain elements of the contract.

A2.26.2 If any other type of contract incentive is included in the contract (excluding contract shareline incentives on fixed price or cost-type contracts), it should be reported in a manner similar to the procedures described above for award fee (by entering "Incentive" in Block 18f).

A2.26.3 Use Block 18f in those instances where an aspect of the contractor's performance does not fit into any of the other blocks on the form. As an example, this block may be used to address security issues, provide an assessment of provisioning line items or other areas as appropriate.

A2.27 Block 19 - Variance (Contract-to-Date). If Cost Performance Report (CPR) or Cost/Schedule Status Review (C/SSR) data are available, identify the current percent cost variance to date, the Government's estimated completion cost variance (percent), and the cumulative schedule variance (percent). Indicate the cutoff date for the CPR or C/SSR used.

A2.27.1 Compute current cost variance percentage by dividing cumulative cost variance to date (column 11 of the CPR, column 6 of the C/SSR) by the Budgeted Cost of Work Performed (BCWP) and multiply by 100.

A2.27.2 Compute completion cost variance percentage by dividing the Contract Budget Baseline (CBB) less the Government's Estimate At Completion (EAC) by CBB and multiplying by 100. The calculation is $[(CBB - EAC)/CBB] \times 100$. The CBB must be the current budget base against which the contractor is performing (including formally established Over Target Baselines (OTB)). If an OTB has been established since the last CPAR, a brief description in Block 20 of the nature and magnitude of the baseline adjustment must be provided. Subsequent CPARs must evaluate cost performance in terms of the revised baseline and reference the CPAR that described the baseline adjustment. For example, "The contract baseline was formally adjusted on (date); see CPAR for (period covered by report) for an explanation."

A2.27.3 Compute cumulative schedule variance percentage by dividing the Budgeted Cost of Work Performed (BCWP) less budgeted cost of work scheduled (BCWS) by BCWS and multiply by 100. The calculation is $[(BCWP - BCWS)/BCWS] \times 100$. If the schedule variance exceeds 15 percent (positive or negative), briefly discuss in Block 20 the significance of this variance for the contract effort.

A2.28 Block 20 - CO Narrative (see paragraph 1.4). A factual narrative is required for all assessments regardless of color rating (e.g., even "green" or "satisfactory" ratings require narrative support). Cross-reference the comments in Block 20 to their corresponding evaluation area in Block 18 or 19. Each narrative statement in support of the area assessment must contain objective data. An exceptional cost performance assessment could, for example, cite the current underrun dollar value and estimate at completion. A marginal engineering design/support assessment could, for example, be supported by information concerning personnel changes. Key engineers familiar with the effort may have been replaced by less experienced engineers. Sources of data include operational test and evaluation results; technical interchange meetings; production readiness reviews; earned contract incentives; or award fee evaluations. The CO's comments in Block 20 may be up to 16,000 characters (approximately three pages).

A2.28.1 The CO must choose the applicable choice to the following statement after block 20: "Given what I know today about the contractor's ability to execute what he promised in his proposal, I (definitely would not, probably would not, might or might not, probably would or definitely would) award to him today given that I had a choice."

A2.29 Block 21 - CO Signature. The CO enters his or her name, title, and organization, phone number (in the following format: (XXX)XXX-XXXX, email address, FAX number, and signs and dates the form prior to making it available to the contractor for review.

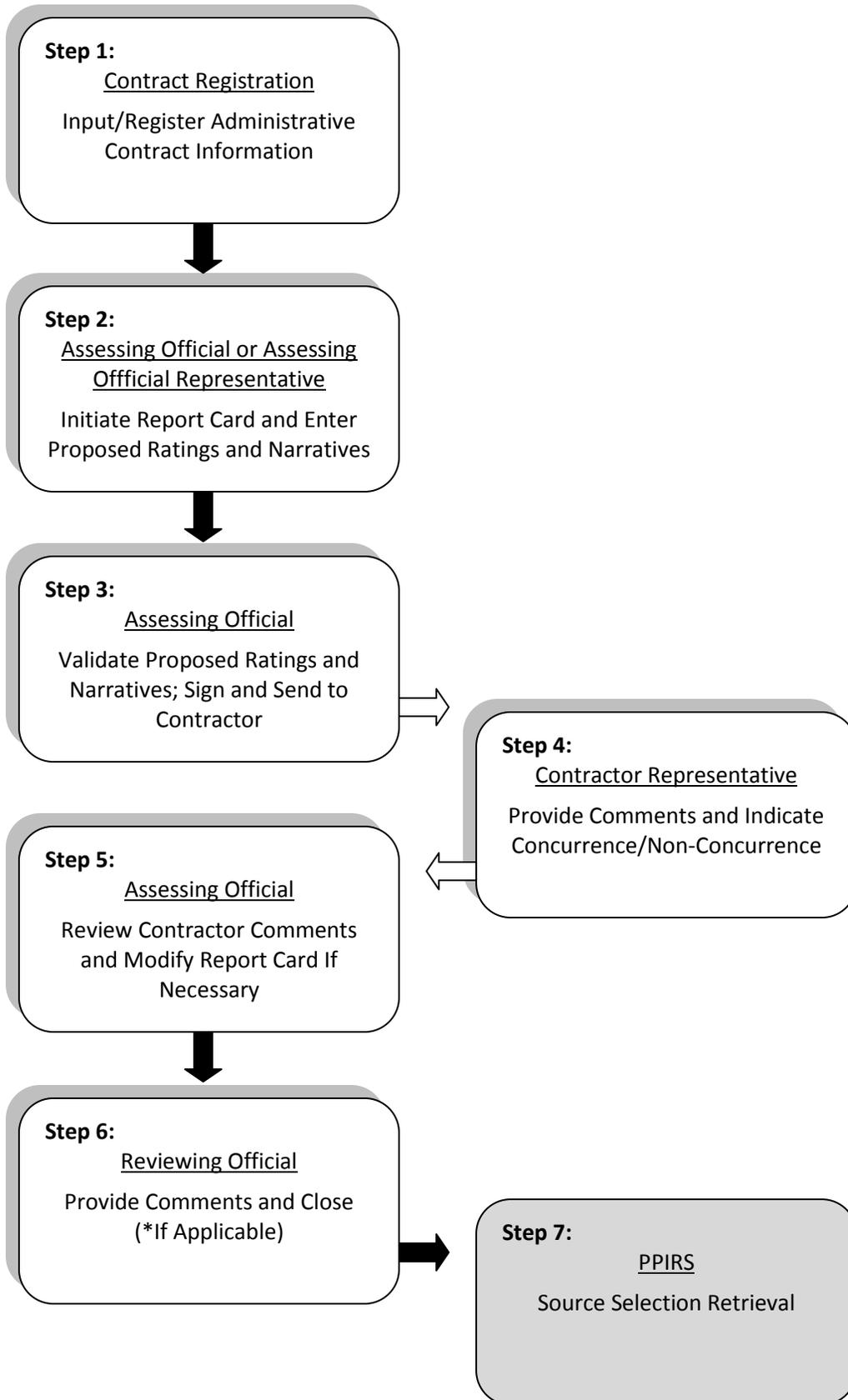
A2.30 Block 22 - Contractor Comments. Completed at the option of the contractor. The contractor's narrative comments may be up to 16,000 characters (approximately three pages).

A2.31 Block 23 - Contractor Representative Signature. The contractor representative reviewing/commenting on the CPAR will enter his or her name, title, phone number, email address, FAX number, and signs and dates the form prior to returning it to the CO.

A2.32 Block 24 - RO Comments. The RO must acknowledge consideration of any significant discrepancies between the CO assessment and the contractor's comments. The RO's narrative comments may be up to 16,000 characters (approximately three pages).

A2.33 Block 25 - RO Signature. The RO will enter his or her name, title, organization, phone number (in the following format: (XXX)XXX-XXXX, email address, FAX number, and date when completing the CPAR.

Attachment 3 – Basic CPARS Workflow



*NOTE: Assessing official can close at Step 5 if not contentious and local policy allows