



# Contractor Performance Assessment Reporting System (CPARS) Workshop

---

## *Understanding and Using CPARS*

### **A 1 Day Academic or 2 Day Hands-On Workshop For Government Personnel**

Once a contract has been awarded, it is up to the government to evaluate, document and report whether or not the contractor's performance meets government requirements, either positive or negative. This workshop will show you, step-by-step, how to document and report your contractor's performance using the CPARS web-enabled application and library of automated CPARS. Each assessment is supported by program and contract management data, such as cost performance records, customer comments, quality reviews, technical interchange meetings, financial solvency assessments, construction/production management reviews, contractor operations reviews, functional performance evaluations and earned contract incentives. For the 20 Federal Agencies that have undergone the mandatory migration from the Contractor Performance System (CPS) to the Department of Defense (DoD) CPARS program, this workshop is a "must attend" that will show you the differences between the old and new systems, and will assist you in your transition from contract data entry, to proper effort description development, to rating and supportable narrative descriptions.

CPARS is also used by source selection teams across the Federal government to determine if a contractor's past performance is worthy of consideration for contract award.

#### **Topics Included:**

- Introduction to CPARS
- Terms And Definitions That Apply To CPARS
- The Regulations
- Why Evaluate Contractor Performance?
- DoD CPARS Policy Guide
- The CPARS Software Operating Manual
- The DoD Requirement for a Need for Improvement
- Past Performance Process Overview
- CPS and CPARS Differences
- CPARS Primary Objectives
- 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 the Subject of Evaluation
  - Retained for 3 Years After Contract Completion in PPIRS
- CPARS & Communication
- CPARS Reporting Thresholds
- Business Sectors
  - Systems
  - Services
  - Operations Support
  - Information Technology
  - CPAR Not Required For:
    - Architect-Engineer Services: Entered in ACASS
    - Construction: Entered in CCASS
    - Science & Technology
    - R&D Budget Accounts
- Reporting Frequency
  - Initial Report
  - Intermediate Reports
  - Out of Cycle Report
  - Final Report
  - Addendum Report
- Contract Types
  - Indefinite-Delivery-Indefinite-Quantity
  - Basic Ordering Agreements (BOAs) & Blanket Purchase Agreements (BPAs)
  - Federal Supply Schedules/GSA Orders
  - Joint Venture
  - Canadian Commercial Corporation (CCC)
  - Classified & Special Access Programs
  - Undefined Contract Actions (UCAs)
- Logging In
  - DoD Users
  - Contractor Users
  - Non-DoD Users
  - No PKI = Password
- Focal Point Roles
- User Roles
- CPARS Workflow
  - Contract Registration
  - Enter Proposed Ratings
  - Assessing Official Rep Responsibilities and Examples
  - Assessing Official Responsibilities and Examples
- Contract Effort Description
- Sample Contract Effort Description
- Ratings and Narratives
- Elements Assessed

- Systems/Ship Repair and Overhaul
  - Technical (Quality of Product)
  - Schedule
  - Cost Control
  - Management
  - Small Business Utilization
  - Other Areas
- Services/Information Technology/Operations Support
  - Quality of Produce or Service
  - Schedule
  - Cost Control
  - Business Relations
  - Small Business Utilization
  - Management of Key Personnel
  - Other Areas
- Rating Definitions
- Ratings and Narratives
  - Narrative Guidelines
- Sample Narrative
- Statements to Avoid
- Narrative Hints
  - Communication
  - Documentation
  - Create a Working CPAR
  - Bottom Line: Accurate and Complete CPARs Help Ensure Better Quality Products & Services!
- Enter Proposed Ratings
- Validate Proposed Ratings
- Contractor Comments
- Reviewing Official Roles and Responsibilities
- Reviewing Official Comments
- Additional Roles
  - Command Point of Contact
  - Senior Command Official
  - Higher Level for Monitoring
  - Contractor Corporate Senior Management Representative
  - CEO, President, CFO
  - Access Granted by DUNS Number
- CPARS Operational Requirements Committee (ORC)
- Reports
- User Profile Menu
- Helpful Hints
- CPARS Summary
- PPIRS
- PPI & Source Selections



- ACASS and CCASS: Their Similarities and Differences to CPARS
- Additional Information