Entering Evaluations in the National Institute of Health Contract Performance System

Purpose

The National Institute of Health (NIH) has notified us that many past performance evaluations are failing to be uploaded into the Past Performance Information Retrieval System (PPIRS). The purpose of this ALERT is to remind Contracting Officers (CO) to use valid DUNS numbers on all evaluations entered in the Contract Performance System (CPS) in order for the data to upload correctly.

Background

FAR 15.304(c)(3)(ii) states that "past performance shall be evaluated in all source selections for negotiated competitive acquisitions issued on or after January 1, 1999, for acquisitions expected to exceed $100,000." Effective October 1, 1998, CPS was designated as the primary USDA-wide system for maintaining contractor performance/evaluation information, and use of CPS became mandatory for USDA. (See AGAR subpart 442 and AGAR Advisory 51 for additional information.) The Business Partner Network (BPN) made the DUNS number the mandatory Identification Number for contractors in all acquisition systems. The BPN is a web-based hub designed to bring together shared systems and services. It is the single source of vendor data for the Federal Government. The Central Contractor Registry (CCR) and PPIRS are part of the BPN.

Contracting Officer's Responsibility in NIH CPS

The CO must enter and complete performance/evaluations for contracts that meet the requirements in CPS in a timely fashion. Once the evaluation is completed, CPS will send the evaluation to PPIRS where any CO in the Federal Government can review the evaluation.

It is very important that you use the Contractor's correct DUNS number on CPS evaluations. CPS is not linked to CCR. PPIRS, on the other hand, links to CCR to validate DUNS numbers. If the DUNS number is not valid, the evaluation in CPS will be rejected in PPIRS.

Please make sure you provide the Contracting Officer's Representative (COR) and Contractor the ability to review the evaluation and provide their comments before completing the evaluation. If you have any questions how to assign an evaluation to a COR or Contractor for review, please read the CPS Contracting Officer User's Manual at https://cps.nih.gov.

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