

# **CONTRACTOR PERFORMANCE ASSESSMENT REPORTING SYSTEM (CPARS) POLICY GUIDE**

**DEPARTMENT OF DEFENSE**



**June 2011**

## Summary of Major Revisions

1. The date on the Guide has been revised to June 2011.
2. The first paragraph has been revised to reflect the new CPARS website of <https://www.cpars.gov>.
3. Section 2.0 Business Sectors and Thresholds has been revised to combine the Services, Information Technology, and Operations Support business sectors into a single business sector titled Non-Systems.
4. Section 3.2 Department Point of Contact has been revised to rename the “Service/Agency Point of Contact” to “Department Point of Contact” and to rename the “Operational Requirements Committee” to “Configuration Control Board”.
5. Section 3.3 Agency Point of Contact has been revised to rename the “Senior Command Official” to “Agency Point of Contact”.
6. Section 3.5.1 Activity CPARS Focal Point has been revised to rename the “Senior Command Official” to “Agency Point of Contact”.
7. Section 3.5.3 Assessing Official (AO) has been revised to remove the requirement for a Reviewing Official signature when the contractor does not respond to the assessment.
8. Section 3.5.5 Reviewing Official (RO) has been revised to remove the requirement for a Reviewing Official signature when the contractor does not respond to the assessment.
9. Table 1 has been revised to combine the Services, Information Technology, and Operations Support business sectors into a single business sector titled Non-Systems.
10. Table 1, Note 2 has been revised to remove the requirement for a Reviewing Official signature when the contractor does not respond to the assessment.
11. Section 4.0 Frequency of Reporting has been revised to rename “Initial” and “Intermediate” reports to “Interim” reports.
12. Section 4.0 Frequency of Reporting has been revised to require that an Interim report be started prior to transfer of Assessing Official Representative or Assessing Official duties from one individual to another if there are six or more months performance to go prior to the next CPAR to assure continuity.
13. Section 4.0 Frequency of Reporting has been revised to eliminate Out of Cycle reports.
14. Section 5.4 CPAR Format has been revised to reflect the new CPARS website of <https://www.cpars.gov>.

15. Attachment 1 Key Business Sectors has been revised to combine the Services, Information Technology, and Operations Support business sectors into a single business sector titled Non-Systems.
16. Attachment 2 Evaluation Ratings Definitions has been revised to eliminate the color ratings so that all ratings are now adjectives.
17. Attachment 2 Evaluation Ratings Definitions has been revised to eliminate Department of Defense (DoD) and Defense Federal Acquisition Regulation Supplement (DFARS) references.
18. Paragraph A3.2 Block 1 – Name/Address of Contractor has been revised to rename “Federal Supply Classification (FSC) or Service Code” to “Product or Service Code (PSC)”.
19. Paragraph A3.3 Block 2 – Type Report has been revised to rename “Initial” and “Intermediate” reports to “Interim” reports.
20. Paragraph A3.3 Block 2- Type Report has been revised to eliminate Out of Cycle reports.
21. Paragraph A3.4.1 Period of Performance for Delayed Starts, Protests or Phase-In Periods has been revised to eliminate Out of Cycle reports.
22. Paragraph A3.4.2 Period of Performance for Interim/Final Reports has been revised to rename “Intermediate” reports to “Interim” reports.
23. Paragraph A3.4.3 Period of Performance for Out of Cycle Reports has been eliminated.
24. Paragraph A3.5 Block 4a - Contract Number has been revised to eliminate “service”.
25. Paragraph A3.6 Block 4b - Business Sector and Sub-Sector has been revised to eliminate “DoD”.
26. Paragraph A3.7 Block 5 - Contracting Office (Organization) has been revised to eliminate references to code.
27. Paragraph A3.9.1 Block 7b. - Phone Number has been revised to eliminate references to DSN.
28. Paragraph A3.18 Block 16 (Systems) - Program Title has been revised to eliminate references to Phase of Acquisition.
29. Paragraph A3.19 Block 17 - Contract Effort Description has been revised to rename “Intermediate” reports to “Interim” reports.

30. Paragraph A3.20 Small Business Utilization has been revised to eliminate the questions regarding comprehensive and commercial small business subcontracting plans.
31. Paragraph A3.21.2 has been revised to eliminate the references to color ratings.
32. Paragraph A3.26.1 has been revised to eliminate DFARS references.
33. Paragraph A3.26.2 has been reworded.
34. Paragraph A3.26.3 has been revised to eliminate the references to color ratings.
35. Paragraph A3.27.1 has been revised to eliminate the reference to color ratings.
36. Paragraph A3.29 Block 20 - AO Narrative has been revised to eliminate the references to color ratings.
37. Paragraph A3.29 Block 20 - AO Narrative has been revised to change the length of the AO Narrative field to 24,000 characters (approximately 4 pages).
38. Paragraph A3.30 Block 21 - AO Signature has been revised to eliminate the references to code and DSN.
39. Paragraph A3.31 Block 22 - Contractor Comments has been revised to change the length of the Contractor Comments field to 24,000 characters (approximately 4 pages).
40. Paragraph A3.34 Block 25 - RO Signature has been revised to eliminate the references to code and DSN.
41. Attachment 4 Instructions for Completing a Non-Systems CPAR has been revised to combine the Services, Information Technology, and Operations Support business sectors into a single business sector titled Non-Systems.
42. Paragraph A4.2 Block 1 - Name/Address of Contractor has been revised to rename “Federal Supply Classification (FSC) or Service Code” to “Product or Service Code (PSC)”.
43. Paragraph A4.3 Block 2 - Type Report has been revised to rename “Initial” and “Intermediate” reports to “Interim” reports.
44. Paragraph A4.3 Block 2- Type Report has been revised to eliminate Out of Cycle reports.
45. Paragraph A4.4.1 Period of Performance for Delayed Starts, Protests or Phase-In Periods has been revised to eliminate Out of Cycle reports.
46. Paragraph A4.4.2 Period of Performance for Interim/Final Reports has been revised to rename “Intermediate” reports to “Interim” reports.

47. Paragraph A4.4.3 Period of Performance for Out of Cycle Reports has been eliminated.
48. Paragraph A4.5 Block 4a - Contract Number has been revised to eliminate “service”.
49. Paragraph A4.6 Block 4b - Business Sector and Sub-Sector has been revised to eliminate references to DoD and to combine the Services, Information Technology, and Operations Support business sectors into a single business sector titled Non-Systems.
50. Paragraph A4.7 Block 5 - Contracting Office (Organization) has been revised to eliminate the references to code.
51. Paragraph A4.9.1 Block 7b. - Phone Number has been revised to eliminate the references to DSN.
52. Paragraph A4.18 Block 16 - Program Title has been revised to eliminate the reference to Phase of Acquisition.
53. Paragraph A4.20 Small Business Utilization has been revised to eliminate the questions regarding comprehensive and commercial small business subcontracting plans.
54. Paragraph A4.21.8 has been revised to eliminate the reference to DoD.
55. Paragraph A4.27.1 has been revised to eliminate the DFARS references.
56. Paragraph A4.27.2 has been reworded.
57. Paragraph A4.30 Block 20 - Assessing Official Narrative has been revised to change the length of the AO Narrative field to 24,000 characters (approximately 4 pages).
58. Paragraph A4.31 Block 21 - AO Signature has been revised to eliminate the references to code and DSN.
59. Paragraph A4.32 Block 22 - Contractor Comments has been revised to change the length of the Contractor Comments field to 24,000 characters (approximately 4 pages).
60. Paragraph A4.35 Block 25 - RO Signature has been revised to eliminate the references to code and DSN.
61. Attachment 6 CPARS Features has been revised to reflect the new CPARS website of <https://www.cpars.gov>.

## **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). In October 2004, the Department of Defense (DoD) Business Transformation Agency (BTA) was established to manage DoD's e-business enterprise solutions, including the Contractor Performance Assessment Reporting System (CPARS). On October 1, 2009, management of CPARS transitioned from BTA to the Defense Logistics Agency (DLA). The CPARS process establishes procedures for the collection and use of Past Performance Information (PPI) for the business sector contracts listed in [Table 1](#). 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 DoD has deployed to meet the Federal Government paperless contracting mandates. On December 17, 2004, the DoD Acquisition Technology and Logistics Defense Procurement and Acquisition Policy office designated CPARS as the Department's solution for collecting contractor performance information. CPARS collects contractor performance information and passes it to the Past Performance Information Retrieval System (PPIRS), the Governmentwide performance information repository where it can be retrieved by Federal Government Agencies including the DoD Services. The CPARS Automated Information System (AIS) collection tool and other CPARS information can be accessed at <https://www.cpars.gov>. For additional assistance, contact the Customer Support Desk at (207) 438-1690, DSN: 684-1690, email: [webptsmh@navy.mil](mailto:webptsmh@navy.mil)

All CPARS information is treated as "For Official Use Only/Source Selection Information in accordance with FAR 2.101 and 3.104" and the *DoD Guide to Collection and Use of Past Performance Information*. 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 AIS 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 DoD. Use of the CPARS Automated Information System (AIS) for the thresholds found in [Table 1](#) is mandatory as it ensures that evaluations will be entered into the CPARS database to provide a centralized data repository of contractor performance information. Paper copies of the evaluations are to be used only for classified and special access programs.

### **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 responsibility determinations of prospective contractors. Senior DoD and contractor officials may also use the information derived from the CPARS for other management purposes consistent with DoD 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<sup>1</sup> and contract management data ([see paragraph 1.4](#)). [Attachments 3](#) and [4](#) to this document contain the specific areas to be evaluated for the identified business sectors. CPAR performance expectations should be addressed in the Government and contractor's initial post-award meeting.

### **1.3 Responsibility for Completing CPARs**

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<sup>1</sup> Throughout this document, whenever "program" is used, it means the program, project, or requirement for which the procurement was made.

Responsibility for completing quality CPARs in a timely manner rests with the Assessing Official (AO), who may be a Program Manager (PM), or the equivalent individual responsible for program, project, or task/job/delivery order execution. It may also mean the Performance Evaluator, Quality Assurance Evaluator, Requirements Indicator, or Contracting Officer's Representative (COR). For Air Force policy, see [paragraph A7.3](#).

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 there are multiple assessments on one contract due to geographically separated units, the AO of the office or unit 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 AO takes in preparing a quality and timely narrative to accompany the CPAR ratings. It is of the utmost importance that the AO 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
- 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.

### **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 AO of each contract affected by any such changes is ultimately responsible for ensuring that the contract information in the CPARS is current and correct.

### **1.7 Air Force CPAR Requirements for Program Executive Officer (PEO) Programs**

For Air Force policy, see [paragraph A7.4](#).

## **Section B - Applicability and Scope**

### **2.0 Business Sectors and Thresholds**

Contractor performance information must be collected, and a CPAR completed, on contracts meeting the business sector definitions ([Attachment 1](#)) and thresholds ([Table 1](#)). The AO may elect to complete CPARs below the thresholds in [Table 1](#). The nature of the effort to be acquired will determine which type of CPAR is required (Systems or Non-Systems). If a given contract contains 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.

For Air Force policy, see [paragraph A7.3.3](#).

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 the thresholds in [Table 1](#). 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 into the CPARS AIS. Only in the case of classified CPARS will paper copies be used to document contractor performance.** For Air Force policy, see [paragraph A7.3.4](#).

## **2.4 Section 8(a) Direct Awards**

Pursuant to the authority of Defense Federal Acquisition Regulation Supplement (DFARS) 252.219-7009, Section 8(a) Direct Award (Mar 2002), 8(a) contracts are issued as a direct award between the contracting office and the 8(a) contractor pursuant to the Partnership Agreement dated December 29, 2009, between the Small Business Administration (SBA) and the DoD. Contractor performance assessments for awards written under this authority shall be written on and coordinated directly with the 8(a) contractor.

## **2.5 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 evaluation thresholds in [Table 1](#). 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 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 when searching by SLA, Licensed Blind Operator or Third Party Agreement Holder.

## **2.6 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 thresholds in [Table 1](#). 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.

## **2.7 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 thresholds in [Table 1](#) per [OSD Memorandum “Past Performance Information” dated November 27, 2007](#).

## **2.8 Undefinitized 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 annual ratings.

## **2.9 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 Military Services and Other Defense Agencies (ODAs)**

The Military Services and ODAs are responsible for overseeing the implementation and use of the CPAR system. AOs and Reviewing Officials (ROs) 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. For Air Force policy, see [paragraph A7.3](#).

#### **3.2 Department Point of Contact**

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

- Obtaining Department Point of Contact access to CPARS
- Assigning of Agency Points of Contact
- Serving on CPARS Configuration Control Board
- Monitoring to ensure effective implementation of the CPARS process

### **3.3 Agency Point of Contact**

The Agency Point of Contact must be a Government employee. Duties of the Agency Point of Contact may include:

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

For Air Force policy, see [paragraph A7.2](#).

### **3.4 Requiring Activity**

The requiring activity will:

- Establish procedures to implement CPARS. These procedures will include training requirements for Focal Points, Assessing Official Representatives (AORs), AOs, ROs, 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 thresholds identified in [Table 1](#) in the CPARS AIS within 30 calendar days after contract award with the information for blocks 1-14

of the CPAR form. Registering the contract will 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 Agency Point of Contact authority (if applicable). The Activity CPARS Focal Point must be a Government employee. The Activity CPARS Focal Point is responsible for:

- Registering the contract in CPARS within 30 calendar days of award using the auto-registration function or by completing the basic contract information in Blocks 1-14
- Training
- Assigning access authorization for Government and contractor personnel (complete contract authorization access based on information from the Contracting Officer, Program/Project Manager, AO and contractor personnel authorized to appoint a designated representative)
- Ensuring that CPARS access by Reservists 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 at each activity is responsible for monitoring the status of late reports. Local processes should be established for the Focal Point to notify the Activity Commander or PEO, if applicable, of reports more than 30 calendar days overdue
- Establishing processes to monitor the integrity (e.g., quality) of the report

While the Activity CPARS Focal Point is not directly responsible for the 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 AOs of the responsibility for processing quality reports in a timely manner.

#### **3.5.2 Assessing Official Representative (AOR)**

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

- Providing a timely and quality narrative



- Coordinating, off-line, to determine which AOR will select “Validate and Send to the Assessing Official” since any AOR has that capability (once that choice is selected, AORs are no longer able to input evaluation information)
- Assisting the AO or RO, as necessary

### **3.5.3 Assessing Official (AO)**

The AO is responsible for overall program execution and is responsible for preparing (see [Attachments 3](#) and [4](#) for instructions on preparing report), reviewing, signing, and processing the CPAR. Normal Public Key Infrastructure (PKI) and UserID/password authorization access in the CPARS AIS and its requirement for 128-bit encryption is equivalent to signature. The CPAR should be completed not later than 120 calendar days after the end of the evaluation period. AOs are encouraged to discuss contract performance with the contractor during the performance period and CPAR process. The AO must be a Government employee. AO responsibility includes:

- Ensuring that the contract is registered in CPARS
- 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
- Reviewing evaluation information provided by the AORs
- Input of evaluation information
- **Quality review of the entire evaluation**
- Forwarding the Government evaluation information to the contractor (check with local policy whether the RO or Contracting Officer should be forwarded a copy prior to its submittal to the contractor)
- Reviewing comments from the designated contractor representative once the evaluation has been returned by the contractor or after 30 calendar days have lapsed
- Modifying the CPAR comments and/or ratings after review of contractor comments, as determined by the AO. After receiving and reviewing the contractor’s comments on the CPAR, the AO may revise the assessment, including the narrative. The AO will notify the contractor of any revisions made to a report as a result of the contractor’s comments. Such a revised report will not be sent to the contractor for further comment. The contractor will have access to both the original and revised reports in the CPARS AIS when the Government finalizes the evaluation.
- Forwarding evaluations to the RO which are in disagreement or when requested by the contractor or, in the alternative,
- Completing the evaluation if it does not require further RO review

### **3.5.4 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 AO 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 AO and the Activity CPARS Focal Point. The designated contractor representative has the authority to:

- Receive the Government evaluation from the AO
- Review/comment/return evaluation to AO 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 RO review

### **3.5.5 Reviewing Official (RO)**

The RO ([Table 1](#)) provides the check-and-balance when there is disagreement between the AO and the contractor. The RO must review and sign the assessment when the contractor indicates non-concurrence with the CPAR. The RO must be a Government employee. The RO has the authority to:

- Provide narrative comment (the RO's comments supplement those provided by the AO; they do not replace the ratings/narratives provided by the AO)
- 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)

For Air Force policy, see [paragraph A7.3](#).

**Table 1 – Business Sector, Dollar Threshold and Reviewing Official**

<u>Business Sector</u>	Dollar Threshold <sup>1</sup>	Reviewing Official <sup>2</sup>
<b>Systems</b> (includes new development and major modifications)	>\$5,000,000	One level above the PM <sup>3</sup>
<b>Non-Systems</b>		
<b>Operations Support</b>	>\$5,000,000 <sup>4</sup>	One level above the AO
<b>Services</b>	>\$1,000,000	One level above the AO
<b>Information Technology</b>	>\$1,000,000	One level above the AO
<b>Ship Repair and Overhaul</b>	>\$500,000	One level above the AO
<b>Health Care</b>	>\$150,000	One level above the AO
<b>Fuels</b>	>\$150,000	One level above the AO
<p><sup>1</sup>The contract thresholds for CPAR collection (see FAR 42.1502) apply to the “aggregate” value of contracts; that is, if a contract’s original award value were less than the applicable threshold but subsequently the contract was modified and the new value is greater than the threshold, then assessments are required to be made, starting with the first anniversary that the contract’s face value exceeded the threshold. If the total contract value including unexercised options and orders (for IDIQ contracts, total estimated value of unexercised options and orders) is expected to exceed the collection threshold, initiate the collection process at the start of the contract. Buying activities may choose to collect performance assessments for awards below these thresholds.</p> <p><sup>2</sup>Only required when the contractor indicates non-concurrence with the CPAR or if otherwise requested by the contractor during the 30-calendar day comment period.</p> <p><sup>3</sup>(Or equivalent individual) responsible for program, project or task/job order execution.</p> <p><sup>4</sup>For contracts under the \$5M threshold, buying activities should continue to accumulate contractor performance data from existing management information systems, which already capture data on timeliness of delivery and quality of product or service (examples of such performance information collection systems include the Automated Best Value Method, Red Yellow Green, and Past Performance Information Retrieval System - Statistical Reporting Module.</p>		

## **Section D – Frequency and Types of Reports**

### **4.0 Frequency of Reporting**

#### **4.1 Interim Reports**

##### **4.1.1 Interim Reports: New Contracts**

An interim CPAR is required for new contracts meeting the thresholds identified in [Table 1](#) that have a period of performance greater than 365 calendar days. The first interim 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.

##### **4.1.2 Annual Interim Reports**

Interim CPARs are also required every 12 months throughout the entire period of performance of the contract up to the final report. An interim CPAR is also required:

- 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
- An interim CPAR shall be started prior to transfer of Assessing Official Representative or Assessing Official duties from one individual to another if there is six or more months performance to go prior to the next CPAR to ensure continuity.

##### **4.1.3 Note on Interim Reports**

An interim CPAR is limited to contractor performance occurring after the preceding 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).

#### **4.2 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 thresholds established in [Table 1](#) 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 occurring after the preceding CPAR. The CPAR Focal Point has the authority to approve extensions when special circumstances arise.

### **4.3 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. Refer to [paragraph 2.3](#) of this Guide for classified and SAP programs. For Air Force policy, see [paragraph A7.5](#).

### **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. **AOs 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 AO, the contractor's comments, if any, relative to the assessment and the RO's acknowledged consideration and reconciliation of significant discrepancies between the AO's evaluation and the contractor's comments. Source selection officials retrieve CPARs by using the PPIRS.

## **5.4 CPAR Format**

See [Attachments 3, 4](#), or <https://www.cpars.gov>. For contracts that contain supplies or services from more than one business sector, use the form that represents the preponderance of the dollar value of the contract requirements.

## **5.5 License Exemption**

For Air Force Policy, see [paragraph A7.6](#).

## **Section F - References**

- 6.0** [Department of Defense \(DoD\) "Guide to Collection and Use of Past Performance Information, May 2003"](#)
- 6.1** USD (AT) Memorandum dated 20 November 1997, "Collection of Past Performance Information in the Department of Defense"
- 6.2** [OUSD\(A&T\)DP Memorandum dated 29 January 1999, "Class Deviation — Past Performance"](#)
- 6.3** [OUSD \(AT&L\) DPAP, EB Memorandum dated 17 December 2004, "Business Management Modernization Program \(BMMP\) System Investment Approval related to the Contractor Performance Assessment Reporting System \(CPARS\) and Portfolio"](#)

Management Decision relative to the Past Performance Information Management System (PPIMS)

## **Key Business Sectors**

### **Systems**

Generally, this sector includes products that require a significant amount of new engineering development work. Includes major modification/upgrade efforts for existing systems, as well as acquisition of new systems, such as aircraft, ships, etc. Also includes program budget account code 6.4-funded projects. More specifically-

Aircraft: Includes fixed and rotary wing aircraft, and their subsystems (propulsion, electronics, communications, ordnance, etc.) REPORTING THRESHOLD: \$5,000,000

Shipbuilding: Includes ship design and construction, ship conversion, small craft (e.g., rigid inflatable boats) and associated contractor-furnished equipment, as well as ship overhaul and repair. REPORTING THRESHOLD: \$5,000,000/SHIP REPAIR AND OVERHAUL: \$500,000

Space: Includes all satellites (communications, early warning, etc.), all launch vehicles, strategic ballistic missiles, and all associated subsystems, including guidance and control. REPORTING THRESHOLD: \$5,000,000

Ordnance: Includes all artillery systems (except non-Precision Guided Munitions (PGM) projectiles), tactical missiles (air-to-air, air-to-ground, surface-to-air, and surface-to-surface) and their associated launchers, and all PGM weapons and submunitions, such as the Joint Direct Attack Missile, the Sensor-Fused Weapon and the “Brilliant Antitank” weapon. REPORTING THRESHOLD: \$5,000,000

Ground Vehicles: Includes all tracked combat vehicles (e.g., tanks and armored personnel carriers), wheeled vehicles (e.g., trucks, trailers, specialty vehicles), and construction and material handling equipment requiring significant new engineering development. Does not include commercial equipment typically acquired from existing multiple award “schedule” contracts (e.g., staff cars, base fire trucks, etc.) REPORTING THRESHOLD: \$5,000,000

Training Systems: Generally, includes computer-based (or embedded) virtual and synthetic environments and systems of moderate to high complexity capable of providing training for air, sea, and land-based weapons, platforms, and support systems readiness. Does not include operation and maintenance support services beyond the scope of the initial training system acquisition, or basic and applied research in these areas. REPORTING THRESHOLD: \$5,000,000

Other Systems: Includes technologies and products that, when incorporated into other systems such as aircraft and ships, are often categorized as subsystems. However, many of these products are often acquired as systems in their own right, either as “stand-alone” acquisitions or as the object major modification/upgrade efforts for ships, aircraft, etc. Examples of other systems include Command, Control, Communication, Computer and Intelligence (C4I) systems, airborne and shipborne tactical computer systems, electrical power and hydraulic systems, radar



and sonar systems, fire control systems, electronic warfare systems, and propulsion systems (turbine engines—aviation and maritime, diesel engine power installations - maritime and combat vehicle). Does not include tactical voice radios with commercial equivalents, personal Global Positioning System (GPS) receivers, non-voice communication systems with commercial equivalents (See Operations Support and Information Technology sectors). REPORTING THRESHOLD: \$5,000,000

### **Non-Systems**

The Non-Systems business sector includes Services, Information Technology, and Operations Support.

### **Services**

Generally, this sector includes all contracted services except those which are an integral part of a systems contract or related to “Science & Technology,” “Construction & Architect--Engineering Services,” “Information Technology”, and “Health Care.” Services are further defined below:

Professional/Technical & Management Support Services: Includes all consultant services - those related to scientific, health care services, and technical matters (e.g., engineering, computer software engineering and development), as well as those related to organizational structure, human relations, etc. Includes office administrative support services (e.g., operation of duplication centers, temporary secretarial support, etc.). Does not include any basic or applied research that will result in new or original works, concepts or applications, but does include contract advice on the feasibility of such research, as well as evaluation of research results. REPORTING THRESHOLD: \$1,000,000/HEALTH CARE \$150,000

Repair & Overhaul: Services related to the physical repair and overhaul of aircraft, ground vehicles, etc., and any associated subsystems or components. Includes condition evaluations of individual items received for repair or overhaul, but does not include evaluations of the feasibility or the benefits of the overall project. Does not include Ship Repair and Overhaul that is included in the Shipbuilding sector. REPORTING THRESHOLD: \$1,000,000

Installation Services: Includes services for grounds maintenance (grass cutting, shrubbery maintenance or replacement, etc.). Includes services related to cleaning, painting, and making minor repairs to buildings and utilities services, etc. Includes contracted security and guard services. Includes installation and maintenance of fencing. It also includes minor electrical repairs (e.g., replacing outlets, changing light bulbs, etc.), minor road surface repairs (patching cracks, filling in potholes, etc.), relocation of individual telephone lines and connections, snow removal. (See Construction for the installation services covered by that sector.) REPORTING THRESHOLD: \$1,000,000

Transportation and Transportation-Related Services: Includes services related to transportation by all the land, water, and air routes, and transportation efforts, which support movement of U.S. forces and their supplies during peacetime training, conflict, or war. Consists of those military

and commercial efforts, services and systems organic to, contracted for, or controlled by the DoD. REPORTING THRESHOLD: \$1,000,000

### **Information Technology**

This sector includes any equipment or interconnected system or subsystem of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission or reception of data or information. Generally, includes all computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources. Does not include any military-unique C4I systems and components included under Systems, such as Joint Tactical Information and Distribution System, Aegis, etc. More specifically-

Software: A set of computer programs, procedures, and associated documentation concerned with the operations of a data processing system; e.g., compilers, library routines, manuals and circuit diagrams. Information that may provide instructions for computers; data for documentation; and voice, video, and music for entertainment and education. REPORTING THRESHOLD: \$1,000,000

Hardware: Physical equipment as opposed to programs, procedures, rules and associated documentation. In automation, the physical equipment or devices forming a computer and peripheral components. REPORTING THRESHOLD: \$1,000,000

Telecommunications Equipment or Services: Circuits or equipment used to support the electromagnetic and/or optical dissemination, transmission, or reception of information via voice, data, video, integrated telecommunications transmission, wire, or radio. The equipment or service must be a complete component capable of standing alone. This includes the following type of items; telephones, multiplexers, a telephone switching system, circuit termination equipment, radio transmitter or receiver, a modem, card cage with the number and type of modem cards installed, etc. This does not include the following type of items: a chip, circuit card, equipment rack, power cord, a microphone, headset, etc. REPORTING THRESHOLD: \$1,000,000

### **Operations Support**

Generally, this sector includes spares and repair parts for existing systems. Also includes products that require a lesser amount of engineering development work than “Systems,” or that can be acquired “build-to-print,” “non-developmental,” or commercial off the shelf. More specifically-

Mechanical: Includes transmissions (automotive and aviation), landing gear, bearings, and parts/components related to various engines (turbine wheels, impellers, fuel management and injection systems, etc.) REPORTING THRESHOLD: \$5,000,000

Structural: Includes forgings; castings; armor (depleted uranium, ceramic, and steel alloys); and steel, aluminum, and composite structural components. Does not include “bare” airframes, ships, or combat vehicles (i.e., without engines and electronics). REPORTING THRESHOLD: \$5,000,000

Electronics: Includes parts and components related to digitization, guidance and control, communications, and electro-optical and optical systems. Includes individual resistors, capacitors, circuit cards, etc., as well as “modules” such as radio-frequency receivers and transmitters. Includes tactical voice radios, personal Global Positioning System receivers, etc. REPORTING THRESHOLD: \$5,000,000

Electrical: Includes electric motors, thermal batteries, auxiliary power units, and associated spares and component parts. REPORTING THRESHOLD: \$5,000,000

Ammunition: Includes all small arms ammunition and non-Precision Guided Munitions artillery rounds. REPORTING THRESHOLD: \$5,000,000

Troop Support: Includes all food and subsistence items. Includes all clothing and textile-related items, including uniforms, tentage, personal ballistic protective gear, life preservation devices, etc. Includes all medical supplies and equipment, including medicines and diagnostic equipment (X-ray machines, etc.). Does not include any recreational or morale/welfare items. REPORTING THRESHOLD: \$5,000,000

Base Supplies: Includes all consumables and personal property items needed to maintain installations, bases, ports, etc. Includes small tools and cleaning and preservation equipment and supplies (paints, brushes, cleaning solvents, etc.). Does not include any grounds maintenance, construction, security, or other types of services. REPORTING THRESHOLD: \$5,000,000

Fuels: Includes all bulk fuels, lubricants, and natural gas, coal, storage, and other commodities and related support services. REPORTING THRESHOLD: \$150,000

## **Unique Business Sectors**

### **Architect - Engineering Services**

Professional services of an architectural or engineering nature, as defined by State law, if applicable, which are required to be performed or approved by a person licensed, registered, or certified to provide such services. These services include, research, planning, development, design, construction, alteration, or repair of real property. Incidental services include studies, investigations, surveying and mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications (drawings, specifications and other data for and preliminary to the construction), value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating and maintenance manual, and other related services. Use Architect-Engineer Contract Administration Support System (ACASS) for past performance collection in accordance with the threshold established in FAR 42.1502.

## **Construction**

Construction, alteration, or repair (including dredging, excavating, and painting) of buildings, structures, or other real property. The terms "buildings, structures, or other real property" includes but are not limited to improvements of all types, such as bridges, dams, plants, highways, parkways, streets, subways, tunnels, sewers, mains, power lines, cemeteries, pumping stations, railways, airport facilities, terminals, docks, piers, wharves, ways, lighthouses, buoys, jetties, breakwaters, levees, canals, and channels. Construction does not include the manufacture, production, furnishing, construction, alteration, repair, processing, or assembling of vessels, aircraft, or other kinds of personal property. Design-Build: Combining design and construction in a single contract with one contractor. Use Construction Contractor Appraisal Support System (CCASS) for past performance collection in accordance with the threshold established in FAR 42.1502.

## **Science and Technology**

Includes all contracted basic research and some applied research. Includes construction of "proof-of-principle" working prototypes. Includes projects funded by program budget accounts 6.1 (Basic Research), 6.2 (Exploratory Development), and 6.3 (Advanced Technology Development), but does not include projects funded by 6.4 accounts or similarly oriented appropriations. (Those projects are covered by the Systems sector).

For the Science and Technology sector, PPI must be collected only at the time of the particular acquisition. No dollar threshold or the requirement to maintain an automated database has been established for this category. Collection of science and technology PPI must be limited to relevant information as determined by the Source Selection team. Requests for PPI must be tailored to each procurement during the source selection process, with emphasis placed on the expertise of key personnel.

**Evaluation Ratings Definitions (Excluding Utilization of Small Business)**

<b>Rating</b>	<b>Definition</b>	<b>Note</b>
<b>Exceptional</b>	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 was 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 Exceptional rating. Also, there should have been NO significant weaknesses identified.
<b>Very Good</b>	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 was 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.
<b>Satisfactory</b>	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.
<b>Marginal</b>	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 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 report or letter).
<b>Unsatisfactory</b>	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).

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

**Evaluation Ratings Definitions (Utilization of Small Business)**

<b>Rating</b>	<b>Definition</b>	<b>Note</b>
<b>Exceptional</b>	<p>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), HUBZone small business, 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 and/or Summary Subcontract Reports in an accurate and timely manner.</p>	<p>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.</p>
<b>Very Good</b>	<p>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.</p>	<p>To justify a Very Good rating, identify a significant event and state how they were 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.</p>
<b>Satisfactory</b>	<p>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 requirements</p>	<p>To justify a Satisfactory rating, there should have been only minor problems, or major problems the contractor has addressed or taken corrective action. 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</p>

	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.	performing beyond the requirements of the contract.
<b>Marginal</b>	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 Marginal performance, identify a significant event that the contractor had trouble overcoming and how it impacted small business utilization. A Marginal rating should be supported by referencing the actions taken by the government that notified the contractor of the contractual deficiency.
<b>Unsatisfactory</b>	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 bringing performance to a satisfactory level or is generally uncooperative. Required a corrective action plan.	To justify an Unsatisfactory rating, identify multiple significant events 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 actions taken by the government to notify the contractor of the deficiencies. 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 52.219-9 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: For subcontracting plans under the DoD Comprehensive Small Business Subcontracting Plan (Test Program), DFARS 252.219-7004 (deviation), the ratings entered in CPARS shall mirror those assigned by the Defense Contract Management Agency who is responsible for monitoring such plans.

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.

## **Instructions for Completing a Systems or Ship Repair and Overhaul CPAR**

A3.1 The Systems Business Sub-Sectors are Aircraft, Shipbuilding, Space, Ordnance, Ground Vehicles, Training Systems, or Other Systems.

A3.2 **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, Product or Service Code (PSC), 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.

A3.3 **Block 2 - Type Report.** Indicate whether the CPAR is an interim, final, or addendum report. If this is a report to record contractor performance relative to contract closeout or other administrative requirements, select “Addendum.”

A3.4 **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.

A3.4.1 **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.

A3.4.2 **Period of Performance for Interim/Final Reports.** CPAR assessments for interim 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.

A3.5 **Block 4a - Contract Number.** Use the contract number as identified on the contract, except in the case of BOAs, BPAs, GSA schedule and other agency orders. If an order/call is issued under a BOA, BPA, GSA schedule or other 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.

A3.6 **Block 4b - Business Sector and Sub-Sector.** Identify the System business sector and subsector, Aircraft, Shipbuilding, Space, Ordnance, Ground Vehicles, Training Systems, or Other Systems.

A3.7 **Block 5 - Contracting Office (Organization).** Identify the contracting office.

A3.8 **Block 6 - Location of Contract Performance.** Provide a geographical reference (e.g., nearest city and installation name) if performance is on a military installation.



**A3.9 Block 7a – Contracting Officer.** Self-explanatory.

**A3.9.1 Block 7b. - Phone Number.** Include commercial phone number in the following format: (XXX)XXX-XXXX.

**A3.10 Block 8a - Contract Award Date.** Identify the date of contract award or select the date on the on-screen, pop-up calendar.

**A3.10.1 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.

**A3.11 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, pop-up calendar.

**A3.12 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.

**A3.13 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.

**A3.14 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.

**A3.15 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.

**A3.16 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.

**A3.17 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.

**A3.18 Block 16 (Systems) - Program Title.** Provide a descriptive narrative of the program. Spell out all abbreviations and acronyms.

**Block 16 (Ship Repair and Overhaul) – Type of Availability.** Identify the type of repair availability being performed; e.g. Docking Selected Restricted Availability (DSRA), Selected Restricted Availability (SLA), Docking Phased Maintenance Availability (DPMA), Phased Maintenance Availability (PMA), Regular Overhaul (ROH), Docking Planned Incremental Availability (DPIA), Planned Incremental Availability (PIA), Restricted Availability (RAV), Technical Availability (TAV), Mid-Term Availability (MTA), Extended Docking Selected Restricted Availability (EDSRA), Planned Restricted Availability (PRA), or other.

**A3.19 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 interim 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 technologies, components, subsystems, 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.

**A3.20 Small Business Utilization.** Answer the following questions:

- Does this contract include a subcontracting plan?

- Date of last Individual Subcontracting Report (ISR) or SF294 / Summary Subcontracting Report (SSR)

A3.21 **Block 18 - Evaluation Areas.** Evaluate each area based on the following criteria:

A3.21.1 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 AORs, AOs 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.

A3.21.2 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, an exceptional may be appropriate, or meeting a tight schedule with few delinquencies, a 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.

A3.21.3 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.

A3.21.4 Many of the evaluation areas in Block 18 represent groupings of diverse elements. The AO should consider each element and use the area rating to highlight significant issues. In addition, the AO should clearly focus on the contractor's "results" as they may be appropriate for the period being assessed in determining the overall area rating.

A3.21.5 Evaluate all areas which pertain to the contract under evaluation unless they are not applicable (N/A).

A3.21.6 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.

A3.21.7 The AO should use customary industry quantitative measures where they are applicable if the contract is for commercial products.

A3.21.8 Ratings will be in accordance with the definitions described in [Attachment 2, "Evaluation Ratings Definitions."](#)

A3.22 **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 AO'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.

A3.22.1 **Block 18a(1) - Product Performance.** Assess the achieved product performance relative to performance parameters required by the contract.

A3.22.2 **Block 18a(2) - Systems Engineering.** Assess the contractor's effort to transform operational needs and requirements into an integrated system design solution.

A3.22.2.1 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.

A3.22.2.2 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.

A3.22.2.3 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.

A3.22.2.4 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.

A3.22.2.5 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.

A3.22.3 **Block 18a(3) - Software Engineering.** Assess the contractor's success in meeting contract requirements for all applicable software engineering based activities and processes.

A3.22.3.1 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.

A3.22.3.2 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

A3.22.4 **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.

A3.22.5 **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.

A3.22.6 **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.

**A3.23 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.

**A3.24 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. Is the contractor experiencing 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.

A3.24.1 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.

**A3.25 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 AO'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.

**A3.25.1 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.

**A3.25.2 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.

**A3.25.3 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.

A3.25.3.1 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.

**A3.26 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.

A3.26.1 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). Assess any small business participation goals which are stated separately in the contract. Assess achievement on each individual goal stated within the contract or subcontracting plan including good faith effort if the goal was not achieved.

A3.26.2 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. For DoD, 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.

A3.26.3 For contracts subject to a commercial subcontracting plan, the Utilization of Small Business factor should be rated "satisfactory" 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 "unsatisfactory".

A3.26.4 This area must be rated for all contracts and task orders that contain a small business subcontracting goal.

A3.26.5 Ratings will be in accordance with definitions described in [Attachment 2, "Evaluation Ratings Definitions \(Utilization of Small Business\)."](#)

A3.26.6 In accordance 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.

A3.27 **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.

A3.27.1 If the contract contains an award fee clause, enter "award fee" in the "Other Areas" Block (18f). The AO should translate the award fee earned to adjectival 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.

A3.27.2 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).

A3.27.3 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.

A3.28 **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.

A3.28.1 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.

A3.28.2 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."

A3.28.3 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.

A3.29 **Block 20 - AO Narrative** ([see paragraph 1.4](#)). A factual narrative is required for all assessments regardless of adjectival rating (e.g., even "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 AO's comments in Block 20 may be up to 24,000 characters (approximately four pages) in the CPARS AIS.

A3.29.1 The AO 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."

A3.30 **Block 21 - AO Signature.** The AO 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.

A3.31 **Block 22 - Contractor Comments.** Completed at the option of the contractor. The contractor's narrative comments may be up to 24,000 characters (approximately four pages).

A3.32 **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 AO.

A3.33 **Block 24 - RO Comments.** The RO must acknowledge consideration of any significant discrepancies between the AO assessment and the contractor's comments. The RO's narrative comments may be up to 16,000 characters (approximately three pages).

A3.34 **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. (See [Table 1](#) for guidance as to who may act as the RO.)

## **Instructions for Completing Non-Systems CPAR**

A4.1 All business sectors, except Systems, Ship Repair and Overhaul and construction and architect-engineer, will be completed on this form.

A4.2 **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, Product or Service Code (PSC), 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.

A4.3 **Block 2 - Type Report.** Indicate whether the CPAR is an interim, final, or addendum report. If this is a report to record contractor performance relative to contract closeout or other administrative requirements, select “Addendum.”

A4.4 **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.

A4.4.1 **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.

A4.4.2 **Period of Performance for Interim/Final Reports.** CPAR assessments for interim 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.

A4.5 **Block 4a - Contract Number.** Use the contract number as identified on the contract, except in the case of BOAs, BPAs, GSA schedule and other agency orders. If an order/call is issued under a BOA, BPA, GSA schedule or other agency contract/agreement, the contract number in CPARS should match the master contract number. The order number field should be used to reflect the contract/schedule/agreement number for the order/call.

A4.6 **Block 4b - Business Sector and Sub-Sector.** The Non-Systems sub-sectors are: Professional/Technical and Management Support Services, Repair and Overhaul (excludes ship repair and overhaul), Installation Services, Transportation System Services, Software, Hardware, Telecommunications Equipment or Services, Mechanical, Structural, Electronics, Electrical, Ammunition, Troop Support, Base Supplies and Fuels.

A4.7 **Block 5 - Contracting Office (Organization).** Identify the contracting office.

A4.8 **Block 6 - Location of Contract Performance.** Provide a geographical reference (e.g., nearest city and installation name) if performance is on a military installation.

A4.9 **Block 7a – Contracting Officer.** Self-explanatory.

A4.9.1 **Block 7b. - Phone Number.** Include the commercial phone number in the following format: (XXX)XXX-XXXX.

A4.10 **Block 8a - Contract Award Date.** Identify the date of contract award or select the date on the on-screen, pop-up calendar.

A4.10.1 **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 date only if that date is later than Block 8a, Contract Award Date.

A4.11 **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, pop-up calendar.

A4.12 **Block 10 - N/A.** Not applicable.

A4.13 **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.

A4.14 **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 where orders will be assessed individually, state the current obligated amount of the individual order, including modifications.

A4.15 **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.

A4.16 **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.

**A4.17 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. If possible, include the amount of subcontract costs of the total contract effort. Discussion of the prime contractor's management of the subcontractor should be included in Block 18d-Business Relations. See [paragraph 2.5](#) and [paragraph 2.6](#) for awards under the Randolph-Sheppard Act and to the Canadian Commercial Corporation, respectively.

**A4.18 Block 16 - Program Title.** Provide a descriptive narrative of the program. Spell out all abbreviations and acronyms. Identify the type of services (for example, professional services, maintenance, installation or information technology services).

**A4.19 Block 17 - Contract Effort Description.** Provide a description of the contract effort that identifies the key requirements and/or type of effort. This section is of critical importance to future source selection officials. The description should be detailed enough so that it can be used in determining the relevance of this program to future source selections. It is important to address the complexity of the contract effort and the overall technical risk associated with accomplishing the effort. Ensure acronyms are identified. For task/delivery order contracts, state the number of orders issued during the period.

**A4.20 Small Business Utilization.** Answer the following questions:

- Does this contract include a subcontracting plan?
- Date of last Individual Subcontracting Report (ISR) / Summary Subcontracting Report (SSR)

**A4.21 Block 18 - Evaluation Areas.** Evaluate each area based on the following criteria:

**A4.21.1.** Each area assessment must be supported by objective data (or subjective observations) that will be provided in Block 20. Facts to support specific areas of evaluation must be requested from the PM, Contracting Officer and other Government specialists familiar with the contractor's performance on the contract under review. Such specialists may, for example include the Contracting Officer's Representative (COR) for the program and may also be from engineering, manufacturing, quality, logistics (including provisioning), contracting, maintenance, security, data, etc.

**A4.21.2** 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. 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.

**A4.21.3** 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.

A4.21.4 Evaluate all areas which pertain to the contract under evaluation, unless they are not applicable (“N/A”).

A4.21.5 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.

A4.21.6 The AO should use customary industry quantitative measures where they are applicable if the contract is for commercial products.

A4.21.7 Ratings will be in accordance with the definitions in [Attachment 2](#).

A4.21.8. 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.

**A4.22 Block 18a - Quality of Product or Service.** Assess the contractor’s conformance to contract requirements, specifications and standards of good workmanship (e.g., commonly accepted technical, professional, environmental, or safety and health standards). List and assess any sub-elements to indicate different efforts where appropriate. Include, as applicable, information on the following:

- Are reports/data accurate?
- Does the product or service provided meet the specifications of the contract?
- Does the contractor’s work measure up to commonly accepted technical or professional standards?
- What degree of Government technical direction was required to solve problems that arise during performance?

**For Operations Support:** Assess how successfully the contractor meets program quality objectives such as producibility, reliability, maintainability and inspectability. The AO must be flexible in how contractor success is measured; e.g., using data from field reliability and maintainability and failure reports, user comments and acceptance rates, 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 production process to include material control, shop planning and control, and statusing.

**A4.23 Block 18b - Schedule.** Assess the timeliness of the contractor against the completion of the contract, task orders, milestones, delivery schedules, and administrative requirements (e.g., efforts that contribute to or affect the schedule variance).

This assessment of the contractor’s adherence to the required delivery schedule should include the contractor’s efforts during the assessment period that contributes to or affect

the schedule variance. This element applies to contract closeout activities as well as contract performance. Instances of adverse actions such as the assessment of liquidated damages or issuance of Cure Notices, Show Cause Notices, and Delinquency Notices are indicators of problems which may have resulted in variance to the contract schedule and should, therefore, be noted in the evaluation.

**A4.24 Block 18c - Cost Control. (Not required for Firm-Fixed Price or Firm-Fixed Price with Economic Price Adjustment).** Assess the contractor's effectiveness in forecasting, managing, and controlling contract cost. Include, as applicable, the following information:

- Does the contractor keep within the total estimated cost (what is the relationship of the negotiated costs and budgeted costs to actuals)?
- Did the contractor do anything innovative that resulted in cost savings?
- Were billings current, accurate and complete?
- Are the contractor's budgetary internal controls adequate?

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.

**A4.25 Block 18d - Business Relations.** Assess the integration and coordination of all activity needed to execute the contract, specifically the timeliness, completeness and quality of problem identification, corrective action plans, proposal submittals, the contractor's history of reasonable and cooperative behavior (to include timely identification of issues in controversy), customer satisfaction, timely award and management of subcontracts. Include, as applicable, information on the following:

- Is the contractor oriented toward the customer?
- Is interaction between the contractor and the government satisfactory or does it need improvement?
- Include the adequacy of the contractor's accounting, billing, and estimating systems and the contractor's management of Government Property (GFP) if a substantial amount of GFP has been provided to the contractor under the contract.
- Address the timeliness of awards to subcontractors and management of subcontractors, including subcontract costs. 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.
- Assess the prime contractor's effort devoted to managing subcontracts and whether subcontractors were an integral part of the contractor's team.

**A4.26 Block 18e - Management of Key Personnel (For Services and Information Technology Business Sectors only - Not Applicable to Operations Support).** Assess

the contractor's performance in selecting, retaining, supporting, and replacing, when necessary, key personnel. For example:

- How well did the contractor match the qualifications of the key position, as described in the contract, with the person who filled the key position?
- Did the contractor support key personnel so they were able to work effectively?
- If a key person did not perform well, what action was taken by the contractor to correct this?
- If a replacement of a key person was necessary, did the replacement meet or exceed the qualifications of the position as described in the contract schedule?

**A4.27 Block 18f – 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.

A4.27.1 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)). Assess any small business participation goals which are stated separately in the contract. Assess achievement on each individual goal stated within the contract or subcontracting plan including good faith effort if the goal was not achieved.

A4.27.2 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. For DoD 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.

A4.27.3 For contracts subject to a commercial subcontracting plan, the Utilization of Small Business factor should be rated "satisfactory" 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 "unsatisfactory".

A4.27.4 This area must be rated for all contracts and task orders that contain a small business subcontracting goal.

A4.27.5 Ratings will be in accordance with definitions described in [Attachment 2, "Evaluation Ratings Definitions \(Utilization of Small Business\)."](#)

A4.27.6 In accordance 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.

A4.28 **Block 18g - 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.

A4.28.1 If the contract contains an award fee clause, enter "award fee" in the "Other Areas" Block (18g). The AO should translate the award fee earned to adjectival 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.

A4.28.2 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 18g).

A4.28.3 Use Block 18g in those instances where an aspect of the contractor's performance does not fit into any of the other blocks on the form.

A4.29 **Block 19 – N/A.** Not applicable.

A4.30 **Block 20 - Assessing Official Narrative** ([see paragraph 1.4](#)). A factual narrative is required for all assessments regardless of rating. Cross-reference the comments in Block 20 to their corresponding evaluation area in Block 18. 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 assessment could, for example, be supported by information concerning personnel changes or schedule delinquency rate. Key personnel familiar with the effort may have been replaced by less experienced personnel. Sources of the data used by the AO for the assessment may include customer/field surveys or evaluation of contractor reports. The Contracting Officer should be contacted to ensure that all applicable data has been incorporated. Block 20 comments may be up to 24,000 characters (approximately four pages) in the CPARS AIS.



A4.30.1 The AO 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.”

A4.31 **Block 21 - AO Signature.** The AO 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.

A4.32 **Block 22 - Contractor Comments.** Completed at the option of the contractor. The contractor’s narrative comments may be up to 24,000 characters (approximately four pages).

A4.33 **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 AO.

A4.34 **Block 24 - RO Comments.** The RO must acknowledge consideration of any significant discrepancies between the AO assessment and the contractor's comments. The RO’s narrative comments may be up to 16,000 characters (approximately three pages).

A4.35 **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. (See [Table 1](#) for guidance as to who may act as the RO.)

**- A -**

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ACASS	Architect-Engineer Contract Administration Support System
ACAT	Acquisition Category
ACO	Administrative Contracting Officer
AFMC	Air Force Materiel Command
AFRL	Air Force Research Laboratories
AIS	Automated Information System
ANCs	Alaska Native Corporations
AO	Assessing Official
AOR	Assessing Official Representative

**- B -**

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BCWP	Budgeted Cost of Work Performed
BCWS	Budget Cost of Work Scheduled
BOA	Basic Ordering Agreement
BPA	Blanket Purchase Agreement

**- C -**

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C4I	Command, Control, Communication, Computer and Intelligence
CAGE	Commercial and Government Entity
CBB	Contract Budget Base
CCASS	Construction Contractor Appraisal Support System
CCC	Canadian Commercial Corporation
CDR	Critical Design Review
CPAR	Contractor Performance Assessment Report
COR	Contracting Officer Representative
CPARS	Contractor Performance Assessment Reporting System
CPR	Cost Performance Report
C/SSR	Cost/Schedule Status Report

**- D -**

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DCMA	Defense Contract Management Agency
DFARS	Defense Federal Acquisition Regulation Supplement
DoD	Department of Defense
DPIA	Docking Planned Incremental Availability
DPMA	Docking Phased Maintenance Availability
DRU	Direct Reporting Unit
DSRA	Docking Selected Restricted Availability
DUNS	Dun & Bradstreet Universal Numbering System

**- E -**

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EAC	Estimate At Completion
ECP	Engineering Change Proposal
EDSRA	Extended Docking Selected Restricted Availability

**- F -**

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FAR	Federal Acquisition Regulation
FCA	Functional Configuration Audit
FOIA	Freedom of Information Act
FPDS-NG	Federal Procurement Data System – Next Generation
FSC	Federal Supply (or Service) Code

**- G -**

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GFP	Government Furnished Property
GSA	General Services Administration

**- H -**

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HUBZone	Historically Underutilized Business Zone
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**- I -**

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ID	Indefinite-Delivery
IDIQ	Indefinite-Delivery-Indefinite-Quantity
ISR	Individual Subcontracting Report

**- M -**

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MAJCOM	Major Command
MOASP	Management and Oversight of the Acquisition of Services Process
MTA	Mid-Term Availability

**- N -**

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NAICS	North American Industrial Classification System
NISPOM	National Industrial Security Program Operating Manual Supplement

**- O -**

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ODA	Other Defense Agency
OSD	Office of Secretary of Defense
OTB	Over Target Baseline

**- P -**

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PCO	Procuring Contracting Officer
PEO	Program Executive Officer
PGM	Precision Guided Munitions
PIA	Planned Incremental Availability
PKI	Public Key Infrastructure
PM	Program Manager
PMA	Phased Maintenance Availability
PPI	Past Performance Information
PPIRS	Past Performance Information Retrieval System
PRA	Planned Restricted Availability

**- R -**

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RAV	Restricted Availability
RSA	Randolph-Sheppard Act
RO	Reviewing Official
ROH	Regular Overhaul

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- S -

S&T	Science and Technology
SAP	Special Access Program
SB	Small Business
SBA	Small Business Administration
SDB	Small Disadvantaged Businesses
SDVOSB	Service Disabled Veteran-Owned Small Business
SLA	Selected Restricted Availability
SLA	State Licensing Agency
SPS	Standard Procurement System
SSI/FOUO	Source Selection Sensitive/For Official Use Only
SSR	Summary Subcontracting Report

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- T -

TAV	Technical Availability
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- U -

UCA	Undefinitized Contractual Action
USD(AT)	Under Secretary of Defense for Acquisition and Technology

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- V -

VOSB	Veteran-Owned Small Business
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- W -

WOSB	Women-Owned Small Business
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Features of the CPARS website (<https://www.cpars.gov>) include:

- The “[production](#)” CPAR system.
- The “[practice](#)” CPAR system. The practice system is a mirror image of the functionality of the production system using a separate database of simulated CPAR records. The practice system allows users to gain familiarity with the mechanics of the AIS without actually entering live evaluation data.
- A “[requirements](#)” page that describes hardware and software required, security access levels, security features, how to obtain a user account and technical service support, and lists Frequently Asked Questions with answers on automation and Air Force policy.
- A [quality checklist](#) that tutors users on completing a quality evaluation.
- Link to [reference material](#).
- Link to CPARS [Training](#).
- [Access Request](#) forms.
- [Software Release](#) history.
- [Metrics](#) (updated quarterly).

## Air Force Supplement

A7.1 MAJCOMs and DRUs are responsible for overseeing the implementation and use of the CPAR system.

A7.2 The MAJCOM/DRU CPARS Senior Command Official shall be assigned to a staff contracting representative and authorized access to the MAJCOM/DRU account by the SAF/AQC CPARS representative. Duties of the MAJCOM/DRU CPAR Senior Command Official include:

- Coordination and submittal of subordinate organization CPARS Focal Points to the CPARS PMO
- Assistance to subordinate organization CPARS Focal Point (e.g., training, monitoring and policy implementation)
- Evaluating quality and compliance metrics of subordinate organizations
- Providing metrics for management, as requested
- Reviewing and providing subordinate organization issues to the Air Force CPARS Focal Point and/or the CPARS PMO

A7.3 AOs and ROs 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. Local written procedures will address designation of these individuals consistent with the following. Contracting officers should be included in the evaluation process prior to forwarding the CPAR to the Contractor Representative.

A7.3.1 For AFMC system acquisitions, the AO will always be the person who has overall responsibility for the acquisition of a system within the approved Acquisition Program Baseline. For programs under the PEO structure, the AO must be at least at the Division Director or Branch Director level. The designated RO will be at a level no lower than the PEO or Deputy PEO. For Science and Technology (S&T) 6.4 - funded contracts, the Air Force Research Laboratory (AFRL) Commander may delegate this authority to the Center Technology Director. For non-PEO programs, the AO must be at least at the Director level, or a PM that is a direct report to the Director, consistent with the level at which the program is organized. The designated RO must be at least one level above the AO.

A7.3.2 For all other AFMC business sectors and all other MAJCOM/DRUs, the AO should be the technical/functional person who has overall responsibility for, and/or has the most familiarity with the requirement/program/project/task or delivery order. The designated RO must be at least one level above the AO. For PEO programs, the PEO will be given the option of acting as the RO.

A7.3.3 It is the responsibility of the ordering/requiring activity to complete a separate CPAR for each order issued for IDIQs used by multiple organizations (e.g., commodity council, AFWAY, General Services Agency (GSA), etc.), for each order issued on a BOA and for each call issued against a BPA when that individual order/call exceeds the thresholds in [Table 1](#). For these evaluations, the period of performance for the assessment shall be based on the effective

date/award date of each individual order/call. When multiple orders are placed against an IDIQ contract by a single ordering/requiring activity and the effort is similar, the AO may elect to prepare a single CPAR that includes all orders vice preparing separate CPARs for each order

A7.3.4 Performance evaluations on classified and SAP contracts (although not exempt from past performance evaluations) will be processed, distributed and maintained in accordance with program security requirements and with AFPD 16-14, *Information Protection* and AFI 31-401, *Information Security Program Management*. **Classified and SAP CPARs will not be entered into the CPARS AIS. Only in the case of classified CPARs will paper copies be used for evaluations.** (Note: For AFMC, hard copies of SAP CPARs will be provided to HQ AFMC/XRJ.)

Copies of SAP CPARs will be marked in accordance with *SAF/AO Security Pamphlet 1, Marking Guide for Special Access Required Material*, dated November 1997, and written in accordance with National Industrial Security Program Operating Manual Supplement (NISPOM Sup) and the implementers of the NISPOM Sup.

A7.4 SAF/AQ requires that Program Executive Officers (PEOs) present summary data at PEO portfolio reviews by providing a single CPAR chart on each Acquisition Category (ACAT) I program and on PEO program major development and production contracts; the hard copy will be marked “Source Selection Sensitive/For Official Use Only (SSI/FOUO)” and will not be displayed on overheads. For acquisitions of services greater than or equal to \$100 million, including those that have been delegated in whole or in part, the summary of evaluations from CPARS must be addressed in the annual execution review with AFPEO/CM.

A7.5 All records created under this document will be retained and disposed of according to AFI 37-138, *Records Disposition-Procedures and Responsibilities*, the Air Force Records Disposition Schedule (RDS) (<https://afrims.amc.af.mil>) and in accordance with any applicable security program requirements. Refer to [paragraph 2.3](#) of this Guide for classified and SAP contracts.

A7.6 The reporting requirements in this paragraph are exempt from licensing according to paragraph 3.16, AFI 33-324, *The Information Collections and Reports Management Program, Controlling Internal, Public, and Interagency Air Force Information Collections*.

**SECRETARY OF THE AIR FORCE (CONTRACTING)**  
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