User Manual for

Contractor Performance Assessment Reporting System (CPARS)

November 2012

Current Version 3.11.0

HTTPS://WWW.CPARS.GOV

Foreword

The purpose of this manual is to provide working-level procedures for entering, updating, revising, and viewing information in the Contractor Performance Assessment Reporting System (CPARS) Automated Information System (AIS). Detailed requirements of the CPARS business processes are contained in the CPARS policy guide. This system was developed to support the electronic processing of Contractor Performance Assessment Reports.

This manual translates business process requirements into detailed step-by-step procedures for individuals utilizing the automated CPARS process. This manual was prepared by Naval Sea Logistics Center Portsmouth (NSLC PTSMH). NSLC PTSMH continuously enhances the Automated Information System and the manual to meet the needs of customers.

Please address any recommended modifications or improvements to:

CPARS Project Manager
Naval Sea Logistics Center Portsmouth
Bldg. 153, 2nd Floor
Portsmouth Naval Shipyard
Portsmouth, NH 03804-5000
Email: webptsmh@navy.mil
Phone: Customer Support at (207) 438-1690
Fax: (207) 438-6535

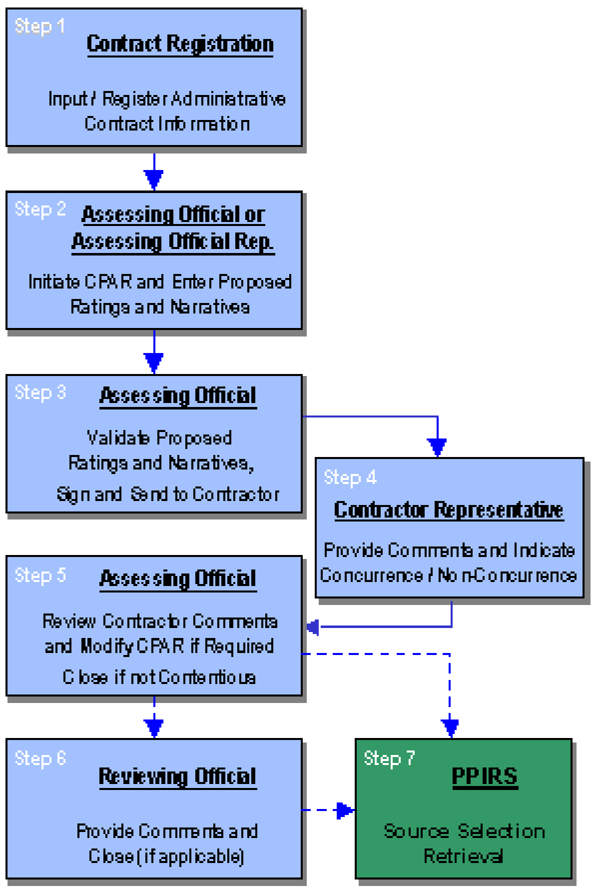
Suggestions for modifying the CPARS application (problems, enhancements and/or policy) may be submitted via the **Submit Suggestion** feature on the Main Menu of each assigned level in CPARS.

Table of Contents

System Overview

The CPARS system is a web-enabled application that is accessed via the Internet website, **https://www.cpars.gov**. The application consists of an Internet web server and a dedicated CPARS application server. By definition, CPARS information is Sensitive But Unclassified (SBU). To protect the security of CPARS information, all actual data entered into and retrieved from the application is encrypted using the security features incorporated into the web browser. Access to this system requires a browser, which supports 128-bit encryption (sometimes referred to as strong encryption or U.S. only encryption), such as **Microsoft's Internet Explorer 4.01 or higher. Additional details on browser requirements and security are available at https://www.cpars.gov**.

BASIC WORKFLOW



To support this workflow, each user is assigned a unique level of access by the Focal Point. CPARS Focal Points define a User Access Matrix that restricts access on a contract-by-contract basis, based on an individual's assigned responsibility in the process.

Heads of contracting are responsible for overseeing the implementation of the CPARS process within their respective organizations.

The following paragraphs explain the correlation between defined access levels and the steps in the business process.

Step 1 – **Contract Registration.** Allows general contract/order information to be entered by anyone assigned those responsibilities. Contracts/orders must be registered within 30 days after contract/order award.

Step 2 – **Enter Proposed Ratings.** Allows individuals assigned to management of specific contracts/orders as an Assessing Official Rep/Assessing Official to enter proposed ratings and supporting narrative or remarks. These ratings are relative to the contractor's performance for a specific contract/order.

Step 3 – **Validate Proposed Ratings** Allows the Assessing Official to establish performance ratings and/or modify proposed ratings for specific contracts/orders. The Assessing Official is required to enter their name, title, organization, etc., and forward the evaluation to the Contractor Rep for review.

Step 4 – **Contractor Comments**. Allows the Contractor Rep being evaluated to review the proposed ratings and comment on any elements that may require further review or explanation. After review the Contractor Rep returns the evaluation to the Assessing Official to continue with the workflow process.

Step 5 – **Review Contractor Comments.** Allows the Assessing Official to accept and finalize the evaluation, or modify the proposed ratings and narrative, and/or forward the evaluation to the Reviewing Official. If ratings are modified, the original proposed ratings are archived and then both ratings are forwarded to the Reviewing Official for review, comment and closure.

Step 6 – **Reviewing Official Comments.** Allows the Reviewing Official (if applicable) to review the ratings established by the Assessing Official and the response by the Contractor Rep to ensure that the ratings are fair and supported by objective evidence. The Reviewing Official is required to comment and close the evaluation.

Once the Reviewing Official completes the actions of step 6, the evaluation is considered complete. Completed evaluations are copied weekly to the Federal Past Performance Information Retrieval System (PPIRS) database. PPIRS is a warehouse of all evaluations completed by Federal agencies and is accessed by source selection officials to support future source selections and best value decisions.

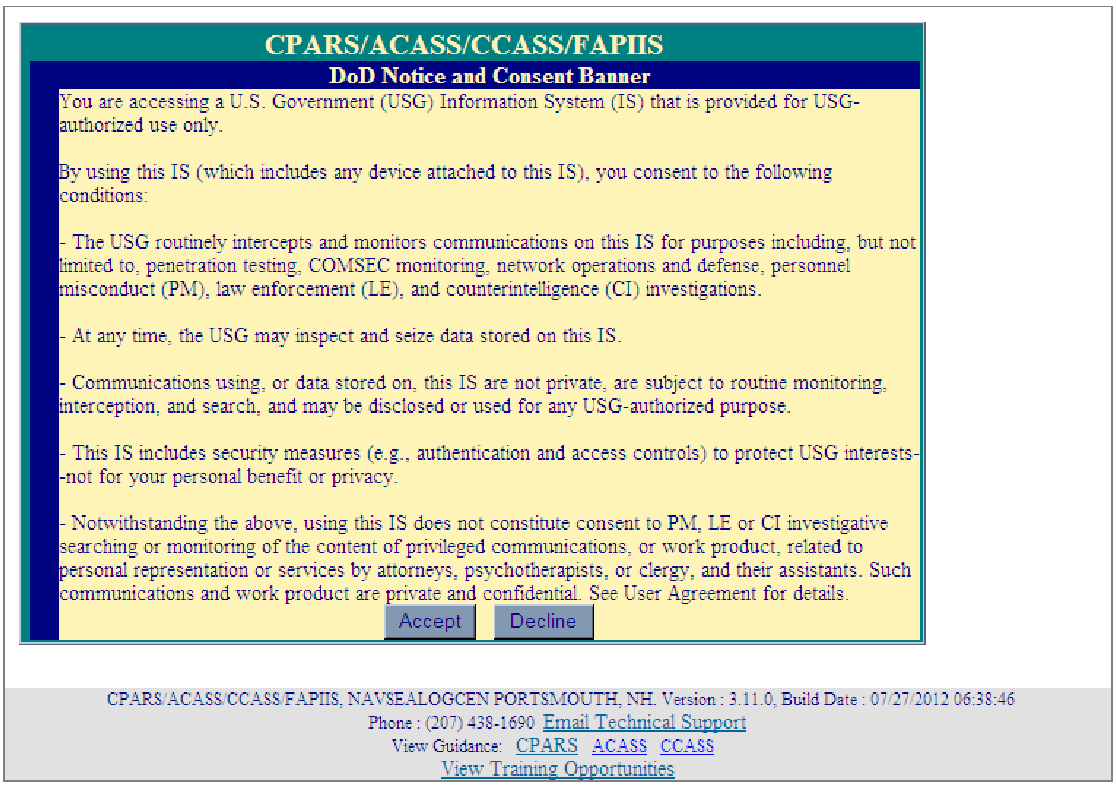
Accessing CPARS

The CPARS application is accessible from **https://www.cpars.gov**. The CPARS website offers links to CPARS, ACASS, CCASS, and FAPIIS and also provides various items of interest including reference material, training information, frequently asked questions, best practices, as well as other information. To enter the CPARS Production System, click on the **CPARS Logon** button located on the left hand side of the page.

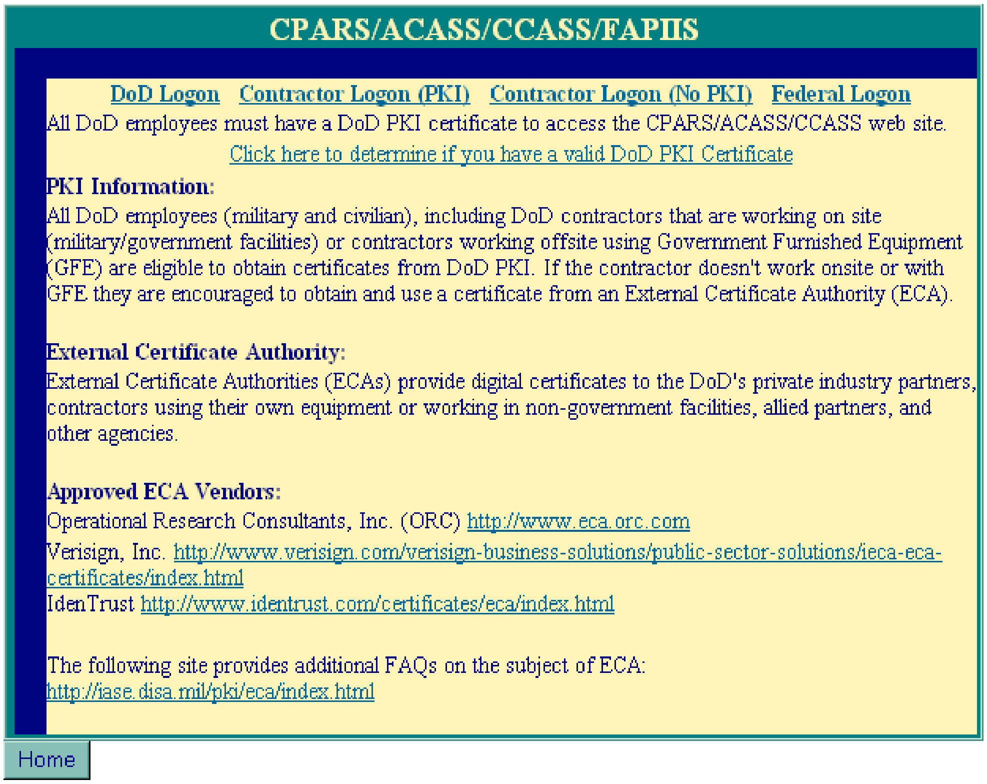
A Practice System is also available to help users practice, learn, and understand their roles. To use the Practice System, click on the **Practice System** button. Follow the instructions provided to gain access to the Practice System. Practice System access is only granted upon request and for a limited duration.

NOTE: All first time users will receive a system generated email providing a User ID and instructions to use the **Forgot Password** button to obtain a temporary password, when access has been granted by the Focal Point.

Read the DoD Notice and Consent Banner and then click **Accept** to proceed with the login process.



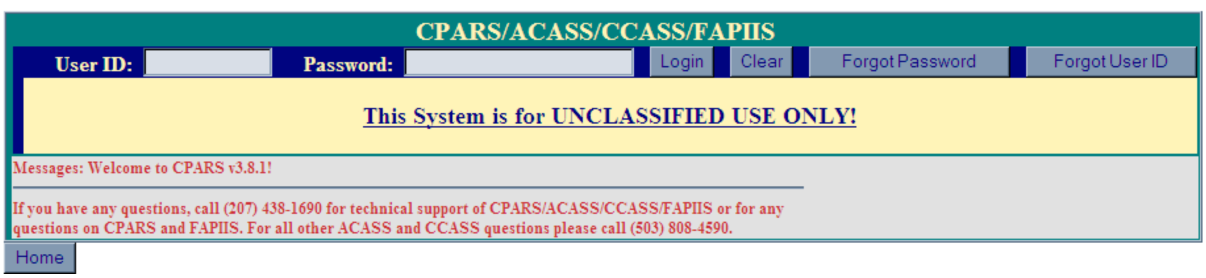
Choose the logon category link that describes your employment status. For Government users, choose either DoD Logon or Federal Logon. For Department of Defense (DoD) users, the system will first validate that the user has a valid DoD PKI Certificate.



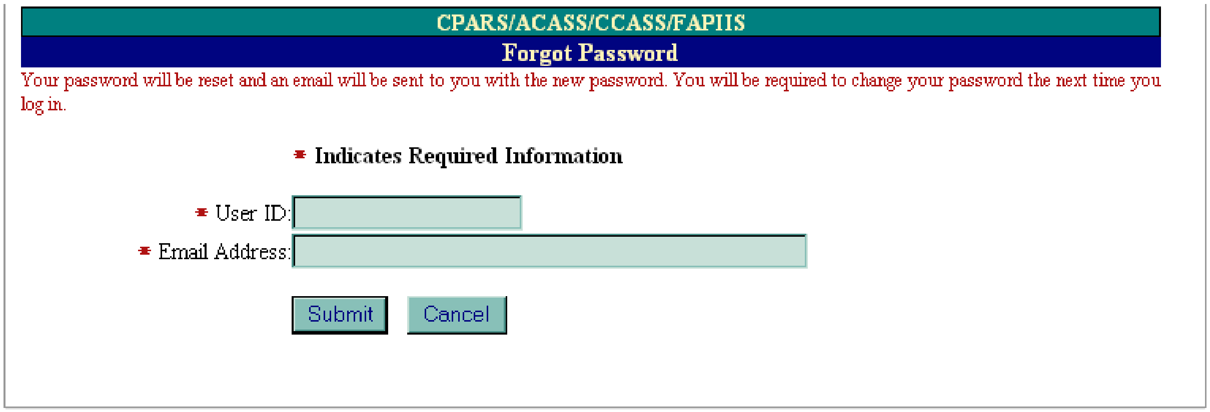
The use of PKI certificates is still a DoD requirement that is being waived for industry users only. DoD Government employees will continue to use their Common Access Cards (CAC) when accessing FAPIIS.

If you have any questions, please don't hesitate to contact CPARS Customer Support at 207.438.1690 or webptsmh@navy.mil.

All first time users will have to use the **Forgot Password** button to obtain a temporary password.



Click on the **Forgot Password** button and the following screen displays.



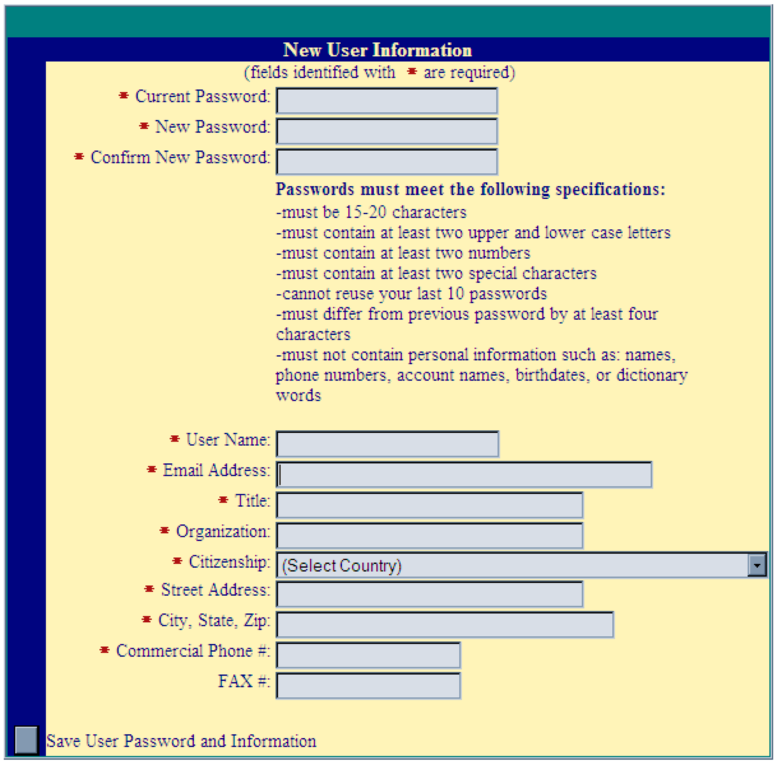
Enter your User ID and Email Address and click **Submit.** The system will verify that the information matches what was entered when your account was created, and will send an email to that address with a temporary password. After you enter your User ID and the temporary password, click **Login**.

NOTE: Subsequent logons for DoD will not require the use of a password.

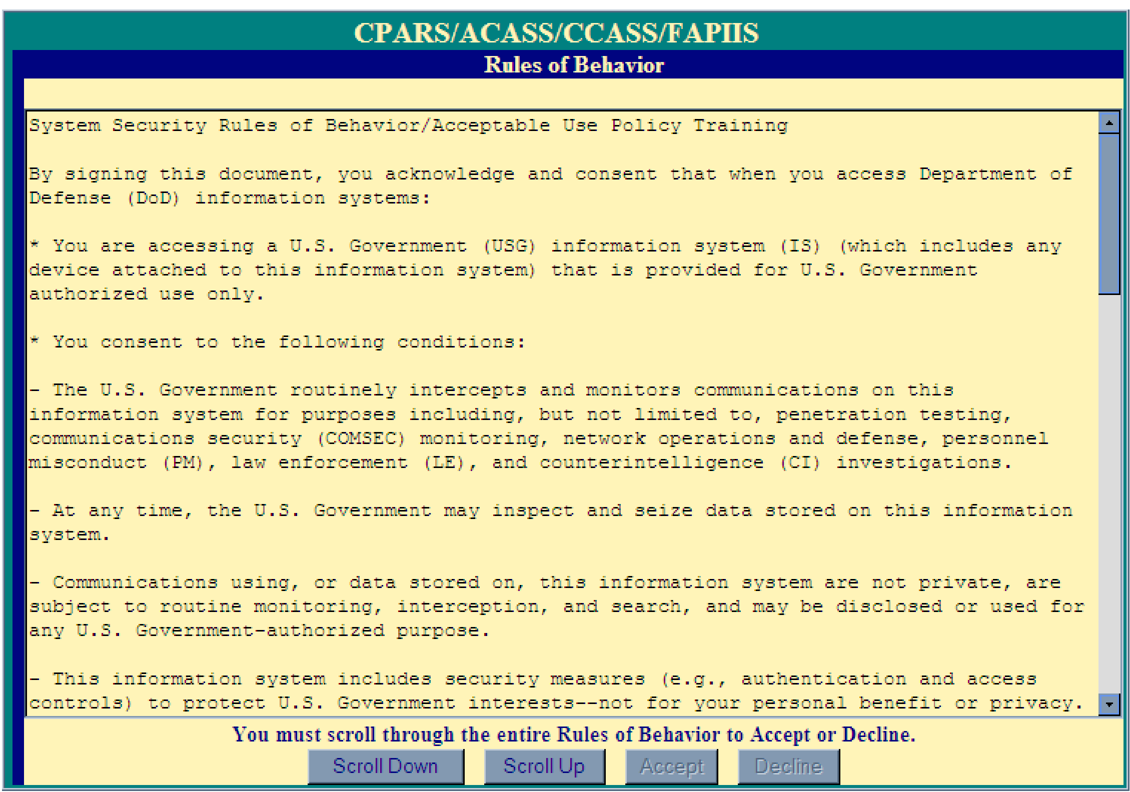
Enter the temporary password in the **Current Password** box. Enter a new password in the **New Password** box. The password will display as asterisks. The password is case sensitive and must contain 15–20 characters, at least two uppercase letters, two lowercase letters, two numbers, and two special characters. The last ten passwords are kept and may not be reused. Passwords must differ from previous passwords by at least four characters. Passwords must not contain personal information such as: names, phone numbers, account names, birthdates or dictionary words. Re-enter the new password in the **Confirm New Password** box.

Complete the user information. Care must be taken to keep the user's email address current/correct for the implementation of the electronic notification system. After all required information is entered, click the **Save User Password and Information** button and a confirmation pop-up screen displays. Click the **OK** button.

NOTE: Focal Points will also be required to identify all Organization(s) which they have cognizance over.

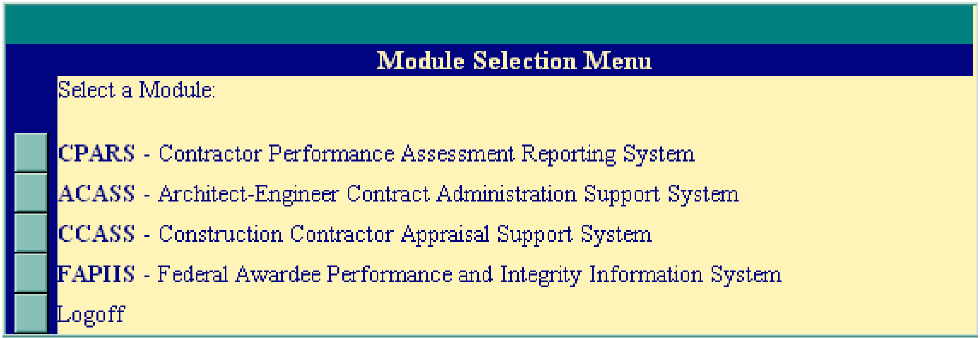


You will be brought to the Rules of Behavior page. Read through the rules and scroll down using either the down arrow on the right, or by using the **Scroll Down** button located under the Rules of Behavior. You can also scroll up using either the up arrow on the right, or by using the **Scroll Up** button located under the Rules of Behavior. Upon reaching the bottom of the rules the **Accept / Decline** buttons will activate.



NOTE: You will be required to review and accept the Rules of Behavior annually.

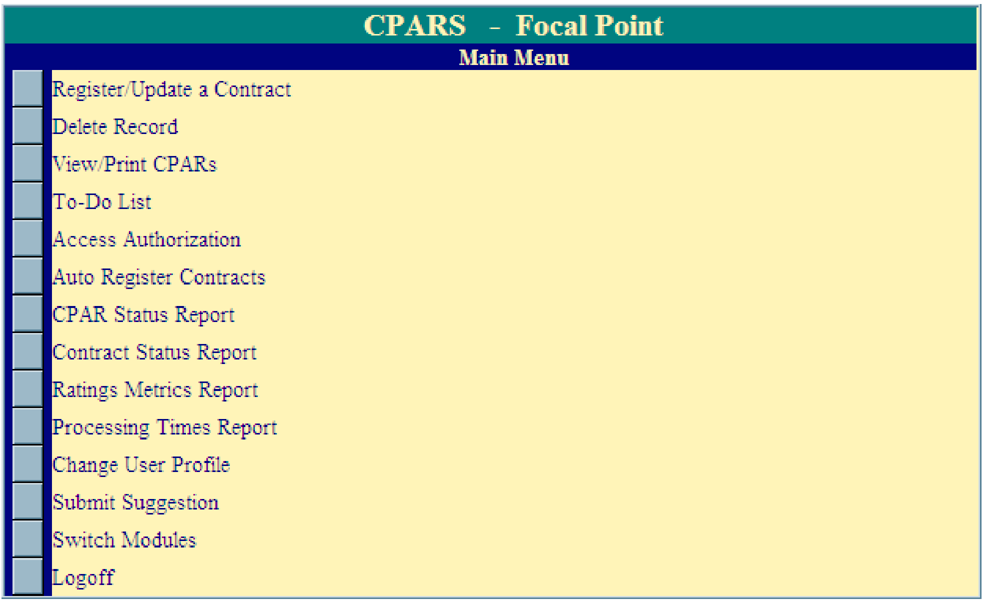
Click **Accept** and the Module Selection Menu will display. Click the **CPARS** button to continue.



A list of all options available for a specified access level will appear on the user's Main Menu.

Focal Point

The Focal Point is responsible for the collection, distribution, and control of evaluations. Focal Points are key players in the success of the CPARS automated process. Focal Point access is granted only upon the completion of a signed Focal Point User Access Request Form available at **https://www.cpars.gov/accessforms/userforms.htm**. Focal Points coordinate CPARS access (create User IDs/passwords) for a specifically assigned area of responsibility. The Focal Point must be logged onto the correct module (CPARS, ACASS, CCASS or FAPIIS) in order to provide access to that module. The Focal Point is also authorized to register contracts/orders that will require a contractor performance evaluation. The Focal Point assists the Assessing Official in implementing the automated CPARS process by providing training and helping with administrative matters to ensure that evaluations are completed in a timely manner and are of high quality.



Register/Update a Contract: This option allows a Focal Point to manually input and update basic contract/order information into CPARS. The contract/order must be registered within 30 days after contract/order award. Registering and updating a contract/order are the onlyfunctions that the Focal Point may perform in the automated workflow process. To register or update a contract/order, click on **Register/Update a Contract**. The Register/Update a Contract data entry screen will display.

To register an evaluation that is to be completed at the contract level, enter the contract number in the **Contract #** box and click the **Continue** button. When an evaluation is to be completed at the Task/Delivery Order level, enter the contract number in the **Contract #** box **and** the order number in the **Order #** box and click the **Continue** button. In either case, the Contract Registration data entry screen will display. Enter the Commercial and Government Entity (CAGE) code, the Data Universal Numbering System (DUNS) or the DUNS +4 that is applicable to the contract/order to be registered. If the DUNS is unknown, click the **Company Name** drop-down box and select one of the options and enter the applicable company name information in the adjacent space. Click the **Continue with Contract Registration** button. If more than one DUNS number is found, a listing of DUNS numbers and associated company names and addresses will be displayed. Click the appropriate DUNS number to continue with the contract/order registration process. The Contract Registration data entry screen displays and will be pre-filled with the contractor's DUNS, name and address. Continue with the contract/order registration process by entering basic contract/order information in the spaces provided. Required fields are identified with a red asterisk (*****). The blue question mark (**?**) identifies that online help is available for the data entry field. The **green tabs** provide additional data entry boxes. Click each **green tab** and enter data in of the required fields (*****) to register and save the contract/order. Once all required information is provided, click the **Validate and Save the Contract Data** button located at the bottom of the data entry screen. Click the **OK** button.

NOTE: A contract/order only has to be registered one time.

To update a contract/order that has already been registered enter the contract number in the **Contract #** box **and** the order number, if applicable, in the **Order #** box. Click the **Continue** button; the Contract Registration data entry screen displays and will display the previously registered information. Click each **green tab** and update the contract/order registration fields accordingly. Once updated, click the **Validate and Save the Contract Data** button located at the bottom of the data entry screen. Click the **OK** button.

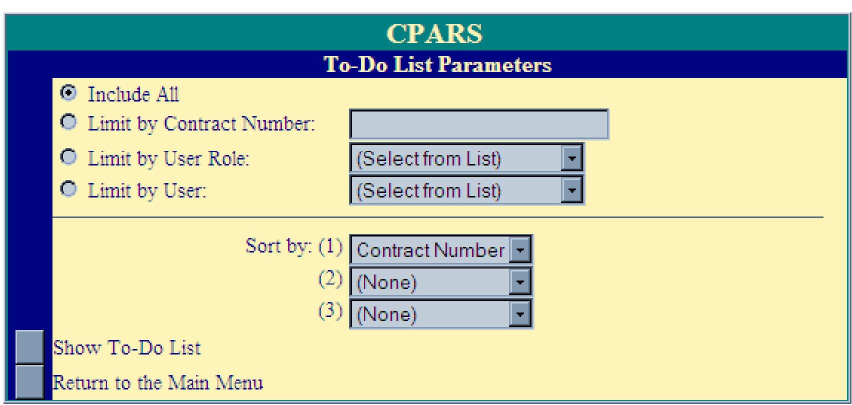
To return to the Focal Point Main Menu, click the **Return to the Main Menu** button. **Return to the Main Menu** button does not save any information that has been entered.

Delete Record: This option allows the Focal Point to delete registered contracts/orders and/or evaluations at the initiated or drafted status. To delete a registered contract/order or an in-process evaluation, click the **Delete Record** button. The Delete Record selection screen displays. The contracts/orders and evaluations available for deletion will be displayed. Click on the **Delete** link adjacent to the applicable contract/order number to be deleted. The Delete Contract Confirmation screen will display. Verify the correct contract/order is about to be deleted from the CPARS database. If the contract/order was at registered status indicate if the contract/order should be available in auto-register after deletion. Select the **Confirm Delete** button. Select the **Cancel** button to return to the Delete Record selection screen**.** The **Return to the Main Menu** button returns the user to the Focal Point Main Menu.

NOTE: 1. If a registered contract/order is deleted, all access to the contract/order will be delete. 2. Contracts/orders that have evaluations that are rated, reviewed, finalized, or completed cannot be deleted from the CPARS database.

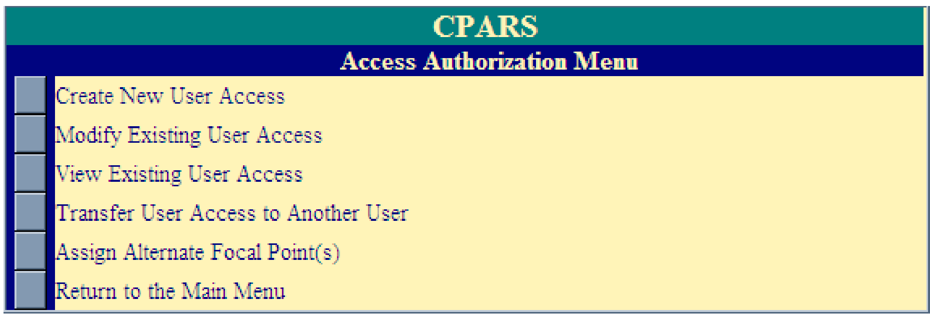
View/Print CPARs: This option allows the Focal Point to view an evaluation in a read-only format. To view an evaluation, click the **View/Print CPARs** button and the View/Print CPARs data entry screen displays. Enter the contract number in the **Contract #** box and the order number, if applicable, in the **Order #** box, and click the **Continue** button, the evaluation will display in HTML format. If more than one evaluation exists for the same contract (and order, if applicable), a list of evaluations will display. Click on the contract number of the evaluation to be viewed in HTML format. Click the **View CPAR as PDF** button to view the evaluation using Adobe Acrobat Reader. Once the evaluation is displayed, the user is able to view and/or print the evaluation on a local printer. To return to the Focal Point Main Menu, click the **Close** button.

To-Do List: This option is a quick and efficient way for the Focal Point to monitor and check the status of pertinent evaluations in CPARS. Click the **To-Do List** button. A To-Do List Parameters screen displays. The Focal Point can select **Include All** to produce a list of all evaluations that have been started and require action within his/her area of responsibility. Select **Limit by Contract Number** and enter a contract number in the adjacent field to limit the list of evaluations to a specific contract. The Focal Point can also limit the To-Do List to a specific **User Role** or **User** by making the appropriate selections. Select the desired parameter and sort option(s), and then click the **Show To-Do List** button.

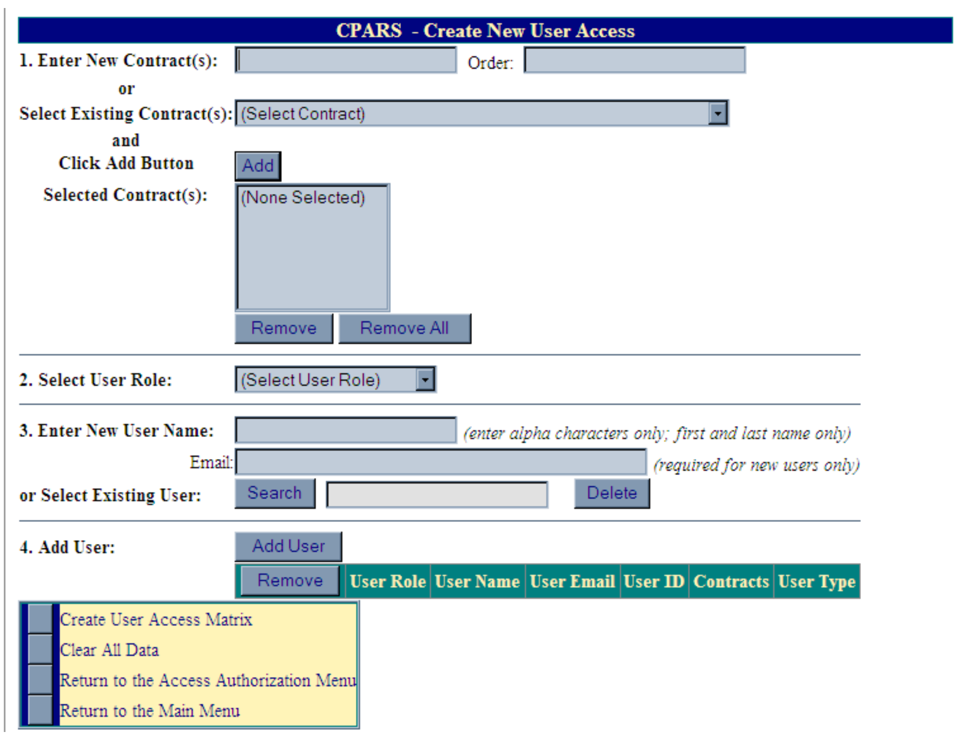


A list of evaluations will display based on the parameters selected by the Focal Point. The To Do List identifies, for each evaluation, the action required and the name of the individual responsible for completing the action. To return to the To-Do List Parameters screen, click the **Return to the To-Do List Parameters** button. The **Return to the Main Menu** button returns the user to the Focal Point Main Menu.

<u>Access Authorization:</u> This option is used by Focal Points to provide access to CPARS, to modify existing user accounts, to view a list of existing users, to transfer access from one user to another and to assign an Alternate Focal Point(s). To provide access to CPARS, the Focal Point must complete an Access Authorization Matrix (described below). An Access Authorization Matrix is required for all personnel involved in the automated workflow for the contracts/orders within the Focal Point's area of control. The “role” or level of access assigned to an individual is based on information that the Focal Point receives from project management teams (and the like) for the contracts/orders that require evaluating contractor performance.



<u>Create New User Access:</u> To create a new user account or to give an existing user access to a new contract/order number, click on the **Access Authorization** button located on the Focal Point Main Menu. Click **Create New User Access**. The Create New User Access screen displays.



In step 1, the Focal Point must enter the Contract Number and Order Number, if applicable, and then click the **Add** button for each contract and order number entered. If an incorrect contract or order number is entered after clicking

Add, highlight the incorrect contract/order number and click on the **Remove** button. The **Remove All** button will remove all contracts/orders from the list.

NOTE: If the Focal Point has already registered or granted access to a contract/order, the contract/order can be selected from the **Select Existing Contracts** drop-down box.

In step 2, select the user role from the **Select User Role** drop-down box.

In step 3, the Focal Point can enter a **New User Name** (First Name and Last Name only) and **Email** (required for new users) or **Select Existing User**. To select an existing user, click the **Search** button and the Search for Existing Government (or Contractor) Users window will display. Enter the full or partial last name and click on the **Search** button. A list of existing user names will display. Click on the desired name and the name will appear in the **Select Existing User** box. The **Delete** button removes the selected user name from the **Select Existing User** box.

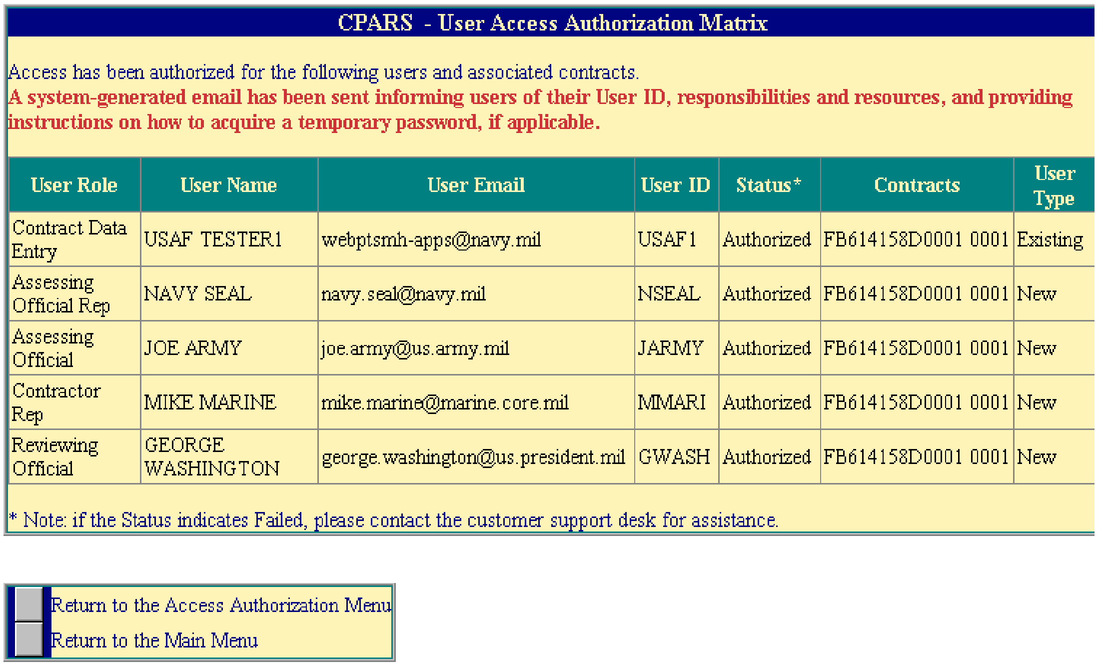
In step 4, click the **Add User** button after entering the information required in steps 1 through 3. The Focal Point can repeat steps 2 through 4 as necessary, to provide access to the contracts and order numbers identified in step 1.

NOTE: If granting access to a Government only user access role (i.e. Assessing Official Representative, Assessing Official, or Reviewing Official) and the email address entered appears to be non-government, the Focal Point will receive a warning to check the entered information.

To remove a user(s) from the matrix, click the box(es) in the **Remove** column and then click the **Remove** button located in the left corner of the matrix. The **Clear All Data** button clears all data entered in the matrix.

NOTES: 1. Giving access at the basic contract level will not result in the user having access to all the delivery orders under the contract. Access must be given for each individual order if access to orders is required. 2. When an evaluation is archived the contract/order number is removed from the dropdown list and all access that was granted for that contract/order is removed. Should the evaluation need to be pulled back into production the Focal Point will have to reassign users to the contract/order.

The Focal Point should review the information for accuracy. If all information is correct, click the **Create User Access Matrix** button. The completed User Access Authorization Matrix displays providing User Role, User Name, User Email, User ID, Status ("Authorized" indicates the access was created), Contracts/orders and User Type. A system generated email will be sent to users when they are assigned to a workflow role to inform them of their User ID, temporary password procedures, responsibilities, and resources available. Click on **Return to the Access Authorization Menu** or **Return to the Main Menu**, as applicable.



CPARS - User Access Authorization Matrix

Access has been authorized for the following users and associated contracts.
A system-generated email has been sent informing users of their User ID, responsibilities and resources, and providing instructions on how to acquire a temporary password, if applicable.

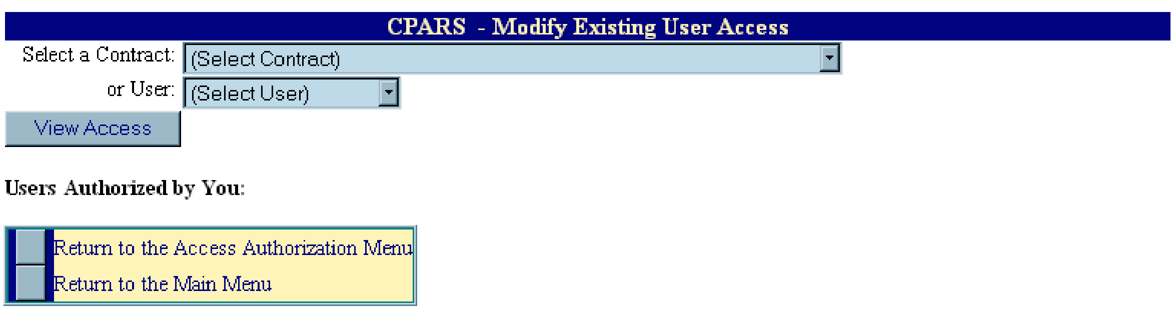
User Role	User Name	User Email	User ID	Status*	Contracts	User Type
Contract Data Entry	USAF TESTER1	webptsmh-apps@navy.mil	USAF1	Authorized	FB614158D0001 0001	Existing
Assessing Official Rep	NAVY SEAL	navy.seal@navy.mil	NSEAL	Authorized	FB614158D0001 0001	New
Assessing Official	JOE ARMY	joe.army@us.army.mil	JARMY	Authorized	FB614158D0001 0001	New
Contractor Rep	MIKE MARINE	mike.marine@marine.core.mil	MMARI	Authorized	FB614158D0001 0001	New
Reviewing Official	GEORGE WASHINGTON	george.washington@us.president.mil	GWASH	Authorized	FB614158D0001 0001	New

* Note: if the Status indicates Failed, please contact the customer support desk for assistance.

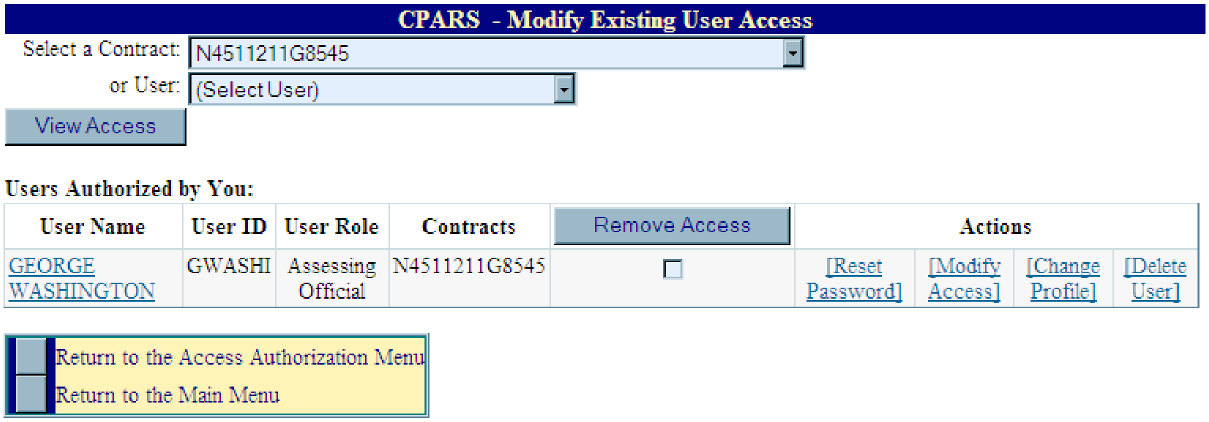
Return to the Access Authorization Menu
Return to the Main Menu

NOTE: If the Focal Point does not complete the workflow access role assignments there will be a system validation to notify the user that the CPAR cannot be sent to the next access level because the role has not been assigned by the Focal Point. This validation will apply for Assessing Official Representative to Assessing Official, Assessing Official to Assessing Official Representative, Assessing Official to Contractor Representative, Contractor Representative to Assessing Official, Assessing Official to Reviewing Official, and Reviewing Official to Assessing Official.

Modify Existing User Access: This option allows the Focal Point to change existing users' access level, to remove users' access to contracts/orders, to reset passwords, to update users' profile information and to delete users from the CPARS application. To access the **Modify Existing User Access** option, click the **Access Authorization** button on the Focal Point Main Menu. Click **Modify Existing User Access.** The Modify Existing User Access Screen displays.



To modify existing user access by contract/order, click the **Select a Contract** drop-down box and all contracts/orders authorized by the Focal Point will display. Select the desired contract/order and click the **View Access** button. The Users Authorized by You matrix displays.



A list of all users who have been given access to the specific contract/order will display and the Focal Point can then choose to, Remove Access, Reset Password, Modify Access, Change Profile or Delete User, as required.

[User Name] – Clicking on the user's name allows the Focal Point to view the user's profile information including User ID, name, title, organization, address, email, and phone number(s).

Remove Access – This option allows the Focal Point to remove user access to the contract/order that was selected from the drop-down. Once the appropriate users have been checked for removal the Focal Point then clicks the **Remove Access** button. A popup will appear asking: "Are you sure you want to remove the selected access?" Click **OK** to continue removing the user(s) access or **Cancel** to return to the list of users. If OK is selected a popup will display indicating that access was removed, click **OK**. The list of users will automatically refresh to exclude the removed user (s).

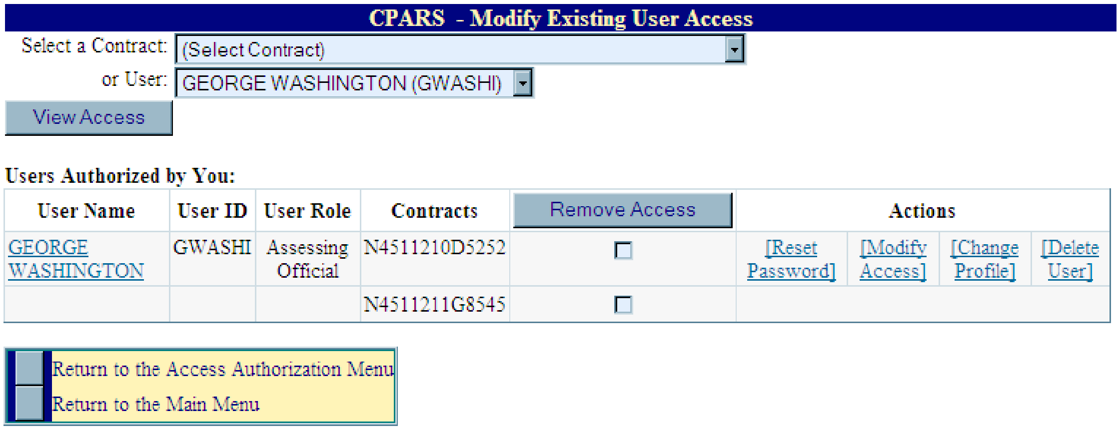
[Reset Password] – This option allows the Focal Point to reset a user's password. Click **[Reset Password]** and the Confirm Password Change pop-up box will display and includes a new temporary, system-generated password. The Focal Point must click the **SUBMIT** button to confirm and establish the new password in CPARS. It is the Focal Point's responsibility to convey the new temporary password to the user. Click the **OK** button and a pop-up message "Password has been reset" displays.

[Modify Access] – Clicking on this option allows the Focal Point to modify the existing user's role. Click **[Modify Access]** and the Modify User Access view displays. Select the current contract(s)/orders(s) from the **Current Contract(s)** box and click **ADD** or **Add All** to move to the **Selected Contract(s)** box. Select the new user role from the **New User Role** drop-down box and click the **Modify User Access** button.

[Change Profile] - Clicking on this option allows the Focal Point to update the user's profile information including name, title, organization, address, email, and Phone Number(s).

[Delete User] – Clicking on this option allows the Focal Point to completely delete a user from the CPARS database.

To modify an existing user's access by user name, click the **User** drop-down box and all user names that have been authorized access to CPARS by the Focal Point will display. Select the desired user name and click the **View Access** button. The Users Authorized by You matrix displays.



A list of all access levels and the specific contracts/orders they have been given access to will display and the Focal Point can then choose to, Remove Access, Reset Password, Modify Access, Change Profile or Delete User, as required.

[User Name] – Clicking on the user's name allows the Focal Point to view the user's profile information including User ID, name, title, organization, address, email, and phone number(s).

Remove Access – This option allows the Focal Point to remove access to one or more contracts/orders for the user that was selected from the drop-down. Once the appropriate contracts/orders have been checked for removal the Focal Point then clicks the **Remove Access** button. A popup will appear asking: "Are you sure you want to remove the selected access?" Click **OK** to continue removing the user(s) access or **Cancel** to return to the list of users. If OK is selected a popup will display indicating that access was removed, click **OK**. The list of users will automatically refresh to exclude the removed user (s).

[Reset Password] – This option allows the Focal Point to reset a user's password. Click **[Reset Password]** and the Confirm Password Change pop-up box will display and includes a new temporary, system-generated password. The Focal Point must click the **SUBMIT** button to confirm and establish the new password in CPARS. It is the Focal Point's responsibility to convey the new temporary password to the user. Click the **OK** button and a pop-up message "Password has been reset" displays.

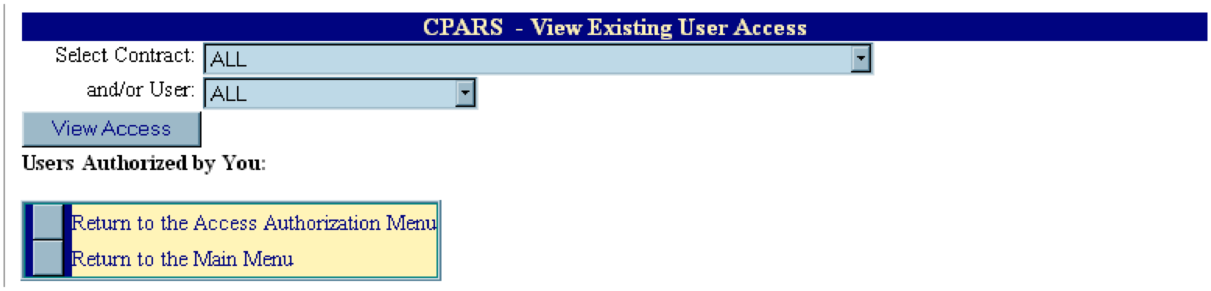
[Modify Access] – Clicking on this option allows the Focal Point to modify the existing user's role. Click **[Modify Access]** and the Modify User Access view displays. Select the current contract(s)/order(s) from the **Current Contract(s)** box and click **ADD** or **Add All** to move to the **Selected Contract(s)** box. Select the new user role from the **New User Role** drop-down box and click the **Modify User Access** button.

[Change Profile] - Clicking on this option allows the Focal Point to update the user's profile information including name, title, organization, address, email, and Phone Number(s).

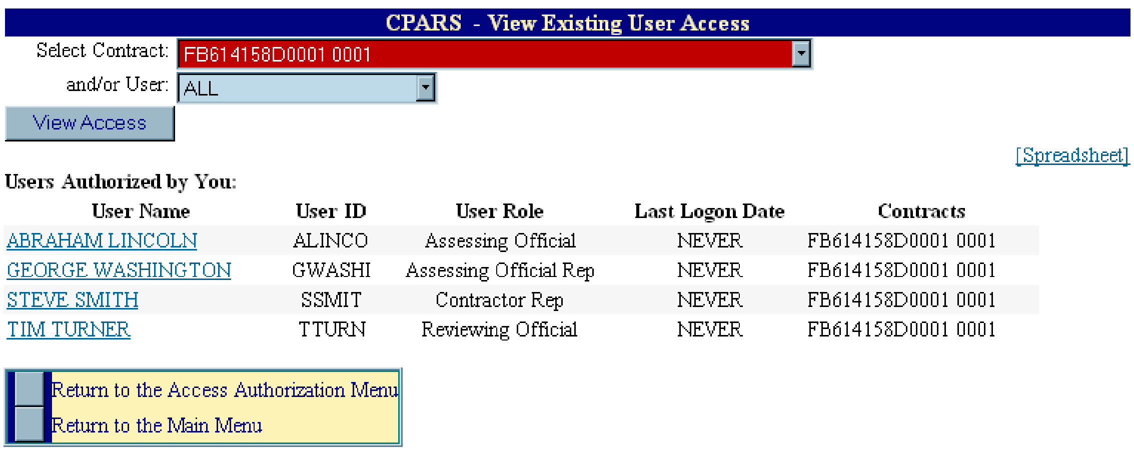
[Delete User] – Clicking on this option allows the Focal Point to completely delete a user from the CPARS database.

Return to the Access Authorization Menu button allows the Focal Point to continue with other access authorization options. The **Return to the Main Menu** button returns the user to the Focal Point Main Menu.

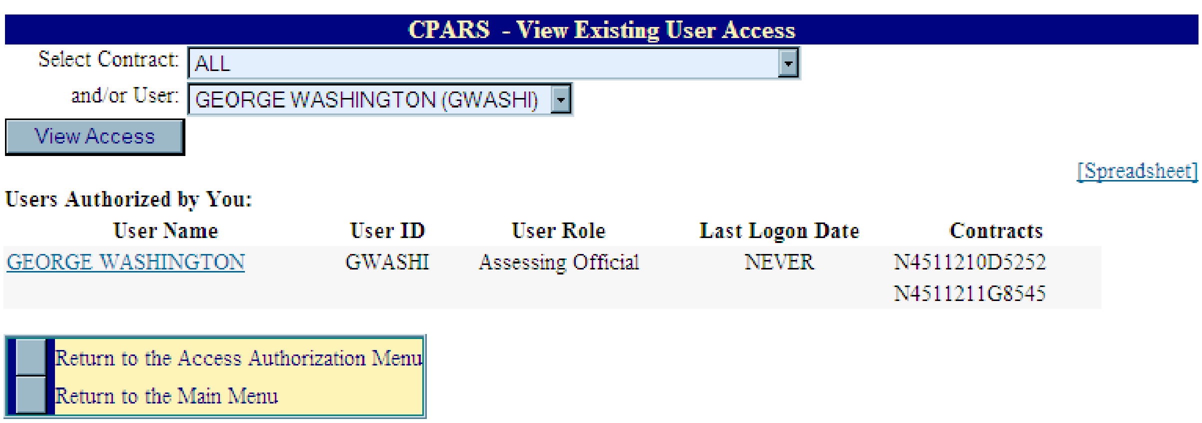
View Existing User Access: This option produces a list of user names that have been authorized access to CPARS by the Focal Point. To access the **View Existing User Access** option, click the **Access Authorization** button on the Focal Point Main Menu. Click **View Existing User Access**. The View Existing User Access screen displays.



To View Existing User Access by contract/order, click the **Contract** drop-down box and all contracts/orders authorized by the Focal Point will display. Select the desired contract number and then click the **View Access** button. A list of users who have been given access to the specified contract/order will display. The User ID, User Role and Last Logon Date are also provided. If the Focal Point would like to view the User's profile information, click on the User's Name and the User ID, name, title, organization, address, email, and phone number(s) will display. The [Spreadsheet] function will export the data columns displayed, into a Microsoft Excel Spreadsheet.

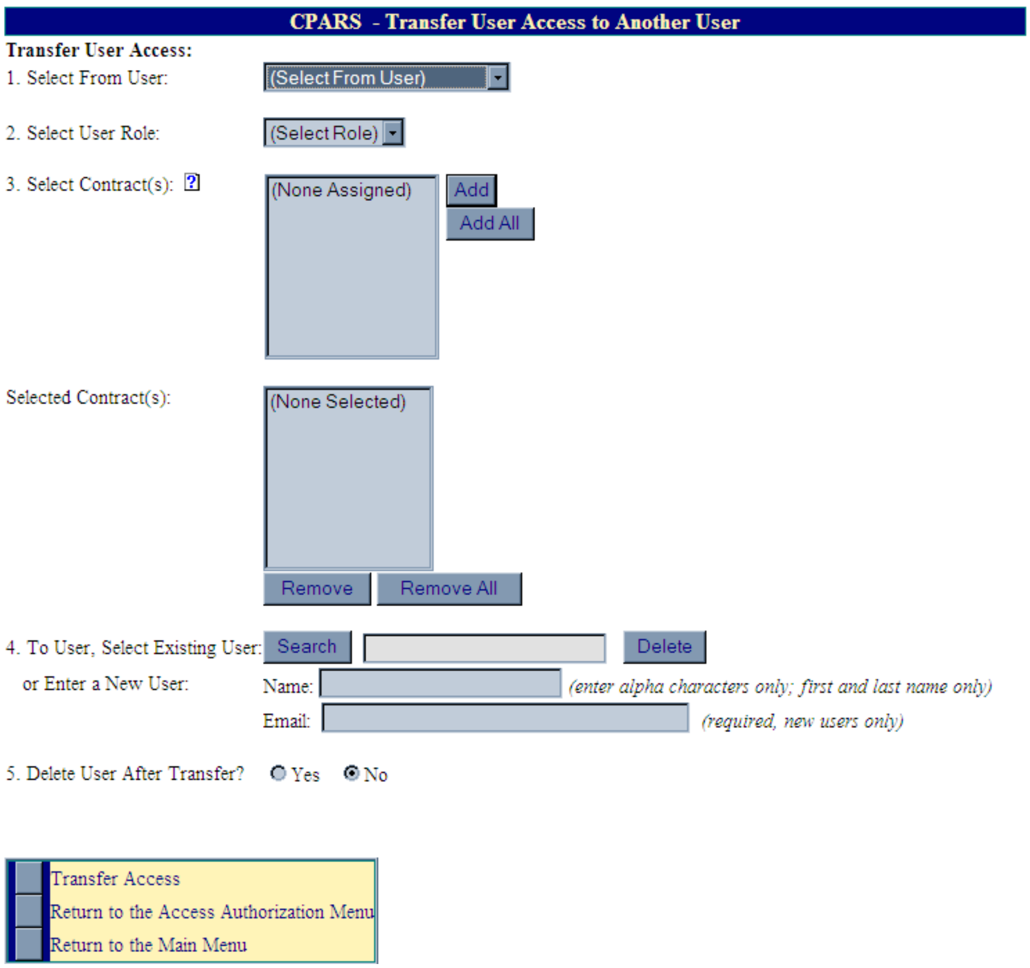


To View Existing User Access by user, click the **User** drop-down box and all users authorized by the Focal Point will display. Select the desired user name and click the **View Access** button. A list of contracts/orders that the user has been given access to, will display. The User ID, User Role and Last Logon Date are also provided. If the Focal Point would like to view the User's profile information, click on the User's Name and the User ID, name, title, organization, address, email, and phone number(s) will display.



Return to the Access Authorization Menu button allows the Focal Point to continue other access authorization options. The **Return to the Main Menu** button returns the user to the Focal Point Main Menu.

<u>Transfer User Access to Another User:</u> This option allows the Focal Point to transfer CPARS access from one user to another user as the need arises. This function is particularly useful when individuals are reassigned and no longer involved with initiating or completing evaluations. To transfer user access to another user, click the **Access Authorization** button from the Focal Point Main Menu. Click **Transfer User Access to Another User.** The CPARS Transfer User Access screen will display.



In Step 1, select a user name from the **Select From User** drop-down box.

In Step 2, select the user role from the **Select User Role** drop-down box.

In Step 3, select the specific contract(s)/order(s) to be transferred from the **Select Contract(s)** box. Multiple contracts/orders can be selected by holding the CTRL key and clicking each contract to be transferred. To select multiple contracts that are adjacent, click on the first contract, hold the SHIFT key, and then click on the last contract to be transferred. Once contracts/orders are selected click **Add** or select **Add All** to transfer all contracts/orders. If an incorrect contract/order is selected after clicking **Add**, highlight the incorrect contract/order in the **Selected Contract(s)** box and click on the **Remove** button. The **Remove All** button will remove all contracts/orders from the box.

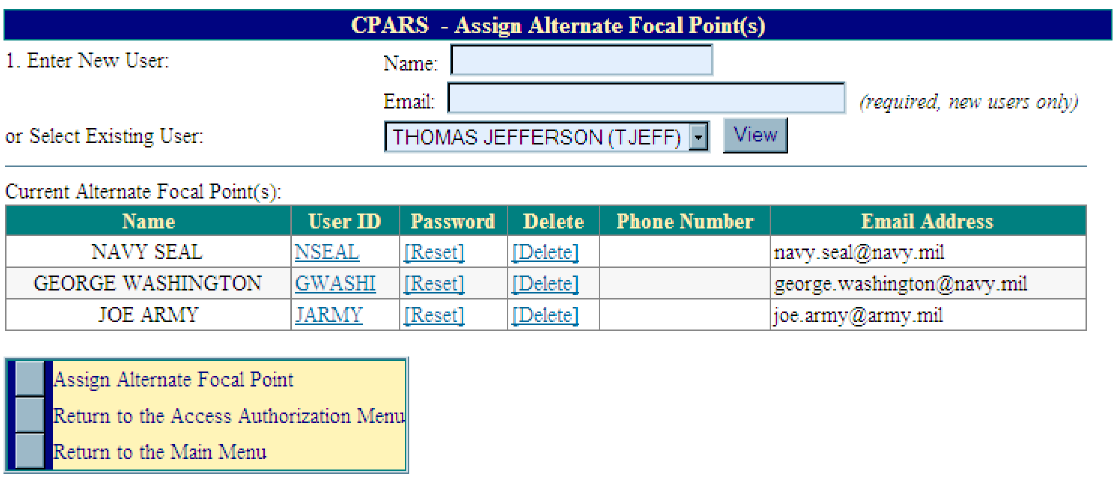
In Step 4, the Focal Point will identify the transfer "To User". To select a user who already has access to CPARS, click the **Search** button and the Search for Existing Government/Contractor Users window displays. Enter the full or partial last name and click on the **Search** button. A list of existing user names will display. Click on the desired name and the name will appear in the **Select Existing User** box. The **Delete** button removes the selected user name from the **Select Existing User** box. If the "To User" is not an existing user, enter the Name (first and last name only) and Email address of the new user in the spaces provided.

In Step 5, the Focal Point can choose to **Delete User After Transfer**. This action will delete the user from the CPARS database when the Focal Point clicks on the **Transfer Access** button, as long as no other Focal Points have assigned access to that user. Click the **Transfer Access** button to complete the transfer process.

Return to the Access Authorization Menu allows the Focal Point to continue with other access authorization options. The **Return to the Main Menu** button returns the user to the Focal Point Main Menu.

NOTE: When transferring to a **New User**, CPARS will assign/identify the new user's User ID. A system generated email will be sent to the user when he/she is assigned to a workflow role to inform the user of their User ID, temporary password procedures, responsibilities and resources available.

<u>Assign Alternate Focal Point(s):</u> This option allows the Focal Point to assign up to five individuals as an Alternate Focal Point. An Alternate Focal Point has the very same privileges as the Primary Focal Point (except they cannot authorize an Alternate Focal Point from their account). The Primary and Alternate Focal Points are allowed to work in CPARS at the same time to create/manage user accounts and to run reports, etc. To assign an Alternate Focal Point, click the **Access Authorization** button from the Focal Point Main Menu. Click **Assign Alternate Focal Point(s).** The Assign Alternate Focal Point screen displays.


CPARS - Assign Alternate Focal Point(s)

1. Enter New User: Name:

Email: *(required, new users only)*

or Select Existing User: THOMAS JEFFERSON (TJEFF) View

Current Alternate Focal Point(s):

Name	User ID	Password	Delete	Phone Number	Email Address
NAVY SEAL	NSEAL	[Reset]	[Delete]		navy.seal@navy.mil
GEORGE WASHINGTON	GWASHI	[Reset]	[Delete]		george.washington@navy.mil
JOE ARMY	JARMY	[Reset]	[Delete]		joe.army@army.mil

Assign Alternate Focal Point
Return to the Access Authorization Menu
Return to the Main Menu

The Focal Point must identify the designated Alternate Focal Point by entering a name (First Name and Last Name only) in the **Enter New User Name** box and an email address in the **Email** box, or by selecting an existing user from the **Select Existing User** drop-down box. The drop-down box includes a list of existing users that have been given access to CPARS by the Focal Point. The adjacent **View** button allows the Focal Point to view the existing user's profile information, including User ID, name, title, organization, address, email, and phone number(s). Once a new name is entered or an existing user selected, the Focal Point will click the **Assign Alternate Focal Point** button.

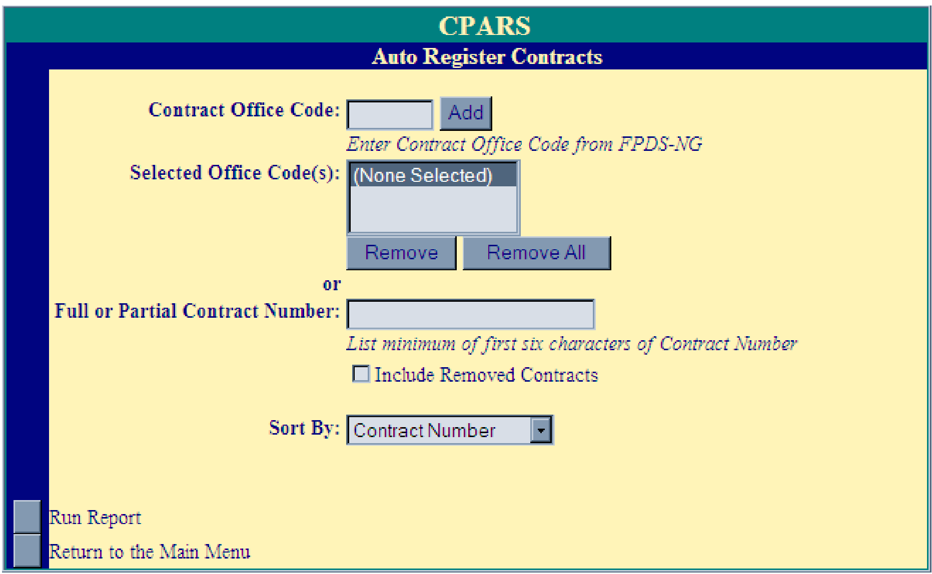
To delete an Alternate Focal Point, click the **Delete** option. To reset the Alternate Focal Point's password, click on the **Reset** button.

Return to the Access Authorization Menu button allows the Focal Point to continue other access authorization options. The **Return to the Main Menu** button returns the user to the Focal Point Main Menu.

NOTE: When the Alternate Focal Point is a **New User**, CPARS will assign/identify the new user's User ID. A system generated email will be sent to user when he/she is assigned as an Alternate Focal Point to inform them of their User ID, temporary password procedures, responsibilities, and resources available.

Auto Register Contracts: This feature provides Focal Points the ability to produce and review a list of CPARS-eligible contracts/orders. From the list of eligible contracts/orders, the Focal Point is able to quickly auto-register individual contracts/orders in CPARS. Registering contracts/orders in CPARS is the process of entering basic contract award data and is required prior to initiating a CPAR. In February 2007, CPARS established an interface with the Federal Procurement Data System-Next Generation (FPDS-NG). This daily data feed is the basis for the Auto Register Contracts feature. The most recent three years of contract/order award information is available. Click the **Auto Register Contracts** button. The Auto Register Contracts Parameters Screen will display.

Focal Points are allowed to query for CPARS-eligible contracts/orders by entering at least one Contract Office Code or by entering the full or partial contract number. Contracts/orders previously removed from the CPARS-eligible list can be viewed and auto-registered by checking the box **Include Removed Contracts**. The Auto Register Report may also be sorted by up to seven sort options. Select the desired option from the **Sort By** drop-down box.



Contract Office Code: To ensure that Focal Points are searching for contracts/orders in Auto Register belonging to them, search by the Contract Office Code. The Contract Office Code is a required field when processing data in the Federal Procurement Data System - Next Generation (FPDS-NG). If Focal Points are unaware of their Contract Office Code, contact their FPDS-NG administrator. Running this query will produce a list of CPARS-eligible contracts/orders that have been sent to FPDS-NG by the applicable Contracting Office(s).

NOTE: Particular care should be taken when registering contracts/orders, as the Focal Point then assumes ownership and responsibility for that contract/order and makes that contract/order inaccessible to other Focal Points.

Full or Partial Contract Number: Focal Points should use this option when searching CPARS for a specific contract/order number or to produce a specific list of CPARS-eligible contracts/orders. For example, if a Focal Point would like to produce a list of CPARS-eligible contracts/orders that begin with N45112, he/she would enter the value of N45112.

Auto Register Contracts CPARS-Eligible List Screen: Queries run in the previous parameters screen will result in a list of contracts/orders that are eligible for reporting. The CPARS-eligible list is filtered by Business Sector and applicable minimum dollar threshold. So, contracts/orders not meeting the established minimum dollar threshold for CPARS reporting will not be displayed. To register these, use the manual **Register a Contract** button from the CPARS Main Menu screen. Also, contracts/orders that have already been registered in CPARS will not be displayed. If the base Indefinite Delivery Vehicle (IDV) has been registered in CPARS a ® symbol will be shown next to any task orders for that contract. **Contract Office Code** and **Contract Office** identify the Contracting Office that placed the contract/order. **Dollar Value** is the aggregate value of the base and all options under the contract/order and is used to determine if the contract/order meets the minimum reporting dollar thresholds. **Award Date** indicates the date the contract/order was awarded. **Completion Date** indicates the end date of the contract/order. **Available Date** indicates the date that the contract/order became available in Auto Register.

CPARS - Auto Register Contracts

[Spreadsheet]

- Only register and/or remove contracts that are under your cognizance/area of responsibility.
- To register a contract(s) from the list, select an Organization, place a check next to the contract(s) and click Register Selected Contracts.
- To remove a contract(s) from the list, place a check next to the contract(s) and click Remove Selected Contracts.
- ® - The base Indefinite Delivery Vehicle (IDV) contract is registered.

Organization: (Select an Organization)

	CONTRACT NUMBER	SELECT	CONTRACT OFFICE CODE	CONTRACT OFFICE	DOLLAR VALUE	AWARD DATE	COMPLETION DATE	AVAILABLE DATE
view ®	ABC1234 NAVF0110F0001	☐	NAVF01	NAVAL SEA LOGISTICS CENTER	$5,000,000	01/01/2010	01/01/2020	04/30/2010
view	ABC12345 NAVF0110F0002	☐	NAVF01	NAVAL SEA LOGISTICS CENTER	$5,000,000	01/01/2010	01/01/2020	04/30/2010
view	ABC12346 NAVF0110F0002	☐	NAVF01	NAVAL SEA LOGISTICS CENTER	$5,000,000	01/01/2010	01/01/2020	04/30/2010
view	ABC12347 USMC0110F0003	☐	NAVF01	NAVAL SEA LOGISTICS CENTER	$5,000,000	01/01/2010	01/01/2020	04/30/2010
view	ABC12348 USMC0110F0003	☐	NAVF01	NAVAL SEA LOGISTICS CENTER	$5,000,000	01/01/2010	01/01/2020	04/30/2010
view	ABC12346 ARMY0110F0002	☐	T20000	NAVFAC ENGINEERING COMMAND HAWAI	$10,000,000	01/01/2010	01/01/2020	04/30/2010
view	ABC12347 NAVF0110F0003	☐	T30000	NAVFAC ENGINEERING COMMAND HAWAI	$10,000,000	01/01/2010	01/01/2020	04/30/2010
view	ABC12348 NAVF0110F0003	☐	T40000	NAVFAC ENGINEERING COMMAND HAWAI	$10,000,000	01/01/2010	01/01/2020	04/30/2010
view	ABC12347 ARMY0110F0003	☐	USMC01	NAVAL SEA LOGISTICS CENTER	$5,000,000	01/01/2010	01/01/2020	04/30/2010
view	ABC12348 ARMY0110F0003	☐	USMC01	NAVAL SEA LOGISTICS CENTER	$5,000,000	01/01/2010	01/01/2020	04/30/2010

Register Selected Contracts
Remove Selected Contracts
Return to the Auto Register Contracts Parameters
Return to the Main Menu

Auto Register Contracts: The Focal Point should review the data and select the appropriate **Organization** from the drop-down list. The Organization identifies the organization responsible for CPARS reporting and is specific to the Focal Point. For example, a Navy Focal Point will see the Navy Systems Commands, while a Department of Energy Focal Point will see their organizations. Clicking **view** adjacent to a contract/order number will display the contract award data

Check the applicable contracts/orders to be registered in the column labeled **Select**.

CPARS - Auto Register Contracts

[Spreadsheet]

- Only register and/or remove contracts that are under your cognizance/area of responsibility.
- To register a contract(s) from the list, select an Organization, place a check next to the contract(s) and click Register Selected Contracts.
- To remove a contract(s) from the list, place a check next to the contract(s) and click Remove Selected Contracts.
- ® - The base Indefinite Delivery Vehicle (IDV) contract is registered.

Organization: OGP

		CONTRACT NUMBER	SELECT	CONTRACT OFFICE CODE	CONTRACT OFFICE	DOLLAR VALUE	AWARD DATE	COMPLETION DATE	AVAILABLE DATE
view	®	ABC1234 NAVF0110F0001	☐	NAVF01	NAVAL SEA LOGISTICS CENTER	$5,000,000	01/01/2010	01/01/2020	04/30/2010
view		ABC12345 NAVF0110F0002	☑	NAVF01	NAVAL SEA LOGISTICS CENTER	$5,000,000	01/01/2010	01/01/2020	04/30/2010
view		ABC12346 NAVF0110F0002	☑	NAVF01	NAVAL SEA LOGISTICS CENTER	$5,000,000	01/01/2010	01/01/2020	04/30/2010
view		ABC12347 USMC0110F0003	☐	NAVF01	NAVAL SEA LOGISTICS CENTER	$5,000,000	01/01/2010	01/01/2020	04/30/2010
view		ABC12348 USMC0110F0003	☐	NAVF01	NAVAL SEA LOGISTICS CENTER	$5,000,000	01/01/2010	01/01/2020	04/30/2010
view		ABC12346 ARMY0110F0002	☐	T20000	NAVFAC ENGINEERING COMMAND HAWAI	$10,000,000	01/01/2010	01/01/2020	04/30/2010
view		ABC12347 NAVF0110F0003	☐	T30000	NAVFAC ENGINEERING COMMAND HAWAI	$10,000,000	01/01/2010	01/01/2020	04/30/2010
view		ABC12348 NAVF0110F0003	☐	T40000	NAVFAC ENGINEERING COMMAND HAWAI	$10,000,000	01/01/2010	01/01/2020	04/30/2010
view		ABC12347 ARMY0110F0003	☐	USMC01	NAVAL SEA LOGISTICS CENTER	$5,000,000	01/01/2010	01/01/2020	04/30/2010
view		ABC12348 ARMY0110F0003	☐	USMC01	NAVAL SEA LOGISTICS CENTER	$5,000,000	01/01/2010	01/01/2020	04/30/2010

Register Selected Contracts
Remove Selected Contracts
Return to the Auto Register Contracts Parameters
Return to the Main Menu

Once the appropriate contracts/orders have been checked for registration the Focal Point then clicks the **Register Selected Contracts** button. A popup will appear asking you: "Are you sure you want to register the selected contract(s)?" After selecting the **OK** button on the popup, the list of contracts/orders will automatically refresh to exclude the contract(s)/orders(s) that were registered and another popup will appear stating how many contract(s) were registered.

NOTES: 1.Contracting Officer Name and Email data is only available for Army and US Army Corps of Engineers contracts and orders and/or for any other Service/Agency adopting the use of Army Contracting Business Intelligence System (ACBIS). 2. When the contract/order is auto registered, the Contracting Officer name is pre-populated if available. 3. “USA” will automatically be pre-populated in auto registration if a record comes over from FPDS-NG with a blank country code and a US state appearing in the state code. 4. Dollar values for contract/order actions with multiple Contract Action Reports are aggregated in auto register.

Once the Focal Point obtains the list of contract(s)/order(s) available for Auto Registration and the Focal Point desires to have one or more contract(s)/orders(s) removed from this list, the Focal Point checks the contract(s)/order(s) slated for removal from the column labeled **Select**. Once the appropriate contract(s)/order(s) have been checked for removal the Focal Point then clicks the **Remove Selected Contracts** button. A popup will appear asking you: "Are you sure you want to remove the selected contract(s)?" After selecting the **OK** button on the popup, the list of contract(s)/order(s) will automatically refresh to exclude the contract(s)/order(s) that were removed and another popup will appear stating how many contract(s) were removed.

NOTES: This does not delete the data or absolve the Focal Point of reporting responsibility. This feature could be useful in the example of a contract with several orders. The Focal Point could choose to report on the base contract and remove the individual orders from the list. Contracts/orders that are removed from the list can be viewed and registered by checking the **Include Removed Contracts** box on the parameters screen. **Particular care should be taken when removing contracts/orders as this removes visibility on these contracts/orders for all Focal Points.**

To return to the Auto Register Contracts Parameters screen, click the **Return to the Auto Register Contracts Parameters** button. The **Return to the Main Menu** button returns the user to the Focal Point Main Menu.

NOTE: The remaining Focal Point Main Menu options are also applicable at various CPARS access levels. As such, each option is described in more detail in later and separate sections of this user manual. Please refer to the Table of Contents to locate and obtain additional information on the following menu options listed below.

CPAR Status Report: This option allows the Focal Point to monitor the status of evaluations that have been started or completed for each contract/order the Focal Point has given access to. The CPAR Status Report will display information as counts (e.g., number of evaluations complete) or as a list of evaluations that allows the Focal Point read-only access to each evaluation. **(See CPAR Status Report Section for more specific information)**

Contract Status Report: This option allows the Focal Point to monitor the status of contracts/order(s) that he/she has given access to. The Contract Status Report will display information as counts (e.g. number of contracts/orders due for an evaluation), as a list of users that identifies the status of each contract/order (e.g., current, due, overdue) and the users assigned to that contract/order, or as a list of contracts/orders that identifies the status of each contract/order (e.g., current, due, overdue). **(See Contract Status Report Section for more specific information)**

Ratings Metrics Report: This option allows the Focal Point to run a report that will identify the distribution of ratings for all completed evaluations under the Focal Point's cognizance. The report can be qualified by date or Organization. **(See Ratings Metrics Report Section for more specific information)**

Processing Times Report: This option allows the Focal Point to monitor the processing times for all evaluations under his/her cognizance. For example, this report will identify the number of evaluations completed for a specific month and how many were completed within the 120-day objective. **(See Processing Times Report Section for more specific information)**

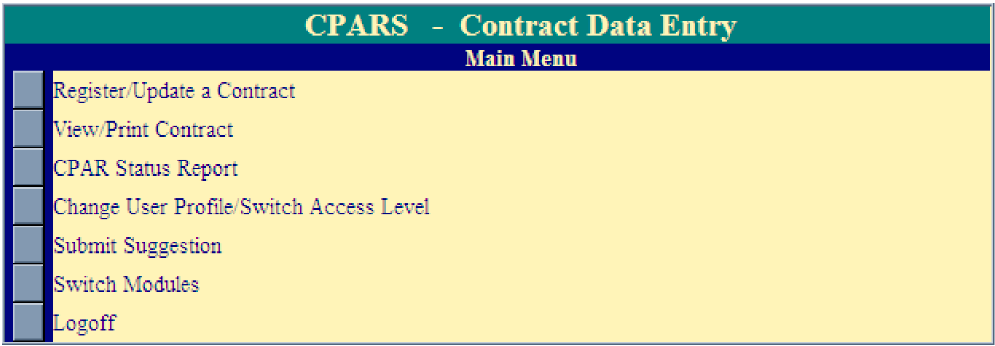
Change User Profile: This option must be used whenever a user's name, address, email address or phone number(s) changes. Focal Points can also use this option to update the Organization(s) which they have cognizance over. This option also allows users to select additional, optional email notifications and to change their CPARS password. **(See User Profile Section for more specific information)**

Submit Suggestion: This option allows users to communicate suggested CPARS improvements, policy comments and problems to system administrators and the Configuration Control Board. **(See Submit Suggestion Section for more specific information)**

Switch Modules: This option allows users to switch between the different modules CPARS, ACASS, CCASS, and FAPIIS without having to log off. **(See Switch Modules Section for more specific information)**

Contract Data Entry

The Contract Data Entry access level is authorized by the Focal Point to register and update basic contract/order information. The contract/order must be registered in CPARS within 30 days after contract/order award.



Register/Update a Contract: This option allows a user to manually input basic contract/order information into CPARS. Registering a contract/order is the only function that the Contract Data Entry user may perform in the automated workflow process. The contract/order must be registered within 30 days after contract/order award. To register or update a contract/order, click on **Register/Update a Contract**. The Register/Update a Contract data entry screen will display.

To register an evaluation that is to be completed at the contract level, enter the contract number in the **Contract #** box and click the **Continue** button. When an evaluation is to be completed at the Task/Delivery Order level, enter the contract number in the **Contract #** box **and** the order number in the **Order #** box and click the **Continue** button. In either case, the Contract Registration data entry screen will display. Enter the Commercial and Government Entity (CAGE) code, the Data Universal Numbering System (DUNS) or the DUNS +4 that is applicable to the contract/order to be registered. If the DUNS is unknown, click the **Company Name** drop-down box and select one of the options and enter the applicable company name information in the adjacent space. Click the **Continue with Contract Registration** button. If more than one DUNS number is found, a listing of DUNS numbers and associated company names and addresses will be displayed. Click the appropriate DUNS number to continue with the contract/order registration process. The Contract Registration data entry screen displays and will be pre-filled with the contractor's DUNS, name and address. Continue with the contract/order registration process by entering basic contract/order information in the spaces provided. Required fields are identified with a red asterisk (*****). The blue question mark (**?**) identifies that online help is available for the data entry field. The **green tabs** provide additional data entry boxes. Click each **green tab** and enter data in of the required fields (*****) to register and save the contract/order. Once all required information is provided, click the **Validate and Save the Contract Data** button located at the bottom of the data entry screen. Click the **OK** button.

NOTE: A contract/order only has to be registered one time.

To update a contract/order that has already been registered enter the contract number in the **Contract #** box **and** the order number, if applicable, in the **Order #** box and click the **Continue** button. The Contract Registration data entry screen displays and will display the previously registered information. Click each **green tab** and update the contract/order registration fields accordingly. Once updated, click the **Validate and Save the Contract Data** button located at the bottom of the data entry screen. Click the **OK** button.

To return to the Contract Data Entry Main Menu, click the **Return to the Main Menu** button. **Return to the Main Menu** button does not save any information that has been entered

View/Print Contracts: This option allows the Contract Data Entry user to view registered contracts/orders in a read-only format. To view a contract/order, click the **View/Print Contracts** button and the View/Print Contracts data entry screen displays. Enter the contract number in the **Contract #** box and the order number, if applicable, in the **Order #** box, and click the **Continue** button. The contract/order will be displayed in read-only format and the user has the option to print the contract/order to a local printer. To return to the Contract Data Entry Main Menu, click the **Return to Main Menu** button.

CPAR Status Report: The CPAR Status Report at the Contract Data Entry level is unique in that the status of the evaluation(s) is provided, but the entire evaluation cannot be viewed. Entire evaluations are not accessible at the Contract Data Entry level because this is the only level in the automated workflow process that can be granted to a support contractor. Support contractors are not permitted to view another contractor's past performance evaluations. Click the **CPAR Status Report** button. A list of evaluations and the current status of each will display. Click on the contract number of an evaluation and only the basic contract/order information will display in a read-only format. Click **Close** to select another contract number to view. The **Return to the Main Menu** button returns the user to the Contract Data Entry Main Menu.

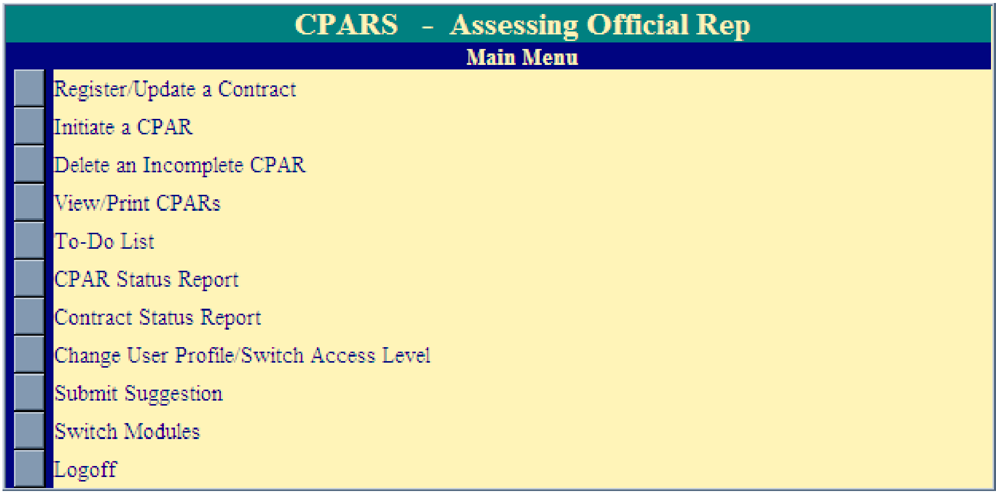
Change User Profile/Switch Access Level: This option must be used whenever a user's name, address, email address or phone number(s) changes. This option also allows users to change their CPARS password, and to switch access levels (roles) if the user has been granted more than one access level by the Focal Point. **(See User Profile Section for more specific information)**

Submit Suggestion: This option allows users to communicate suggested CPARS improvements, policy comments and problems to system administrators and the Configuration Control Board. **(See Submit Suggestion Section for more specific information)**

Switch Modules: This option allows users to switch between the different modules CPARS, ACASS, CCASS, and FAPIIS without having to log off. **(See Switch Modules Section for more specific information)**

Assessing Official Representative

An Assessing Official Representative has the authority to initiate and update evaluations, but **does not** have the authority to send the evaluation to the Contractor Representative or to finalize an evaluation.



Register/Update a Contract: This option allows an Assessing Official Representative to manually input basic contract/order information into CPARS. The contract/order must be registered within 30 days after contract/order award. To register or update a contract/order, click on **Register/Update a Contract**. The Register/Update a Contract data entry screen will display.

To register an evaluation that is to be completed at the contract level, enter the contract number in the **Contract #** box and click the **Continue** button. When an evaluation is to be completed at the Task/Delivery Order level, enter the contract number in the **Contract #** box **and** the order number in the **Order #** box and click the **Continue** button. In either case, the Contract Registration data entry screen will display. Enter the Commercial and Government Entity (CAGE) code, the Data Universal Numbering System (DUNS) or the DUNS +4 that is applicable to the contract/order to be registered. If the DUNS is unknown, click the **Company Name** drop-down box and select one of the options and enter the applicable company name information in the adjacent space. Click the **Continue with Contract Registration** button. If more than one DUNS number is found, a listing of DUNS numbers and associated company names and addresses will be displayed. Click the appropriate DUNS number to continue with the contract/order registration process. The Contract Registration data entry screen displays and will be pre-filled with the contractor's DUNS, name and address. Continue with the contract/order registration process by entering basic contract/order information in the spaces provided. Required fields are identified with a red asterisk (*****). The blue question mark (**?**) identifies that online help is available for the data entry field. The **green tabs** provide additional data entry boxes. Click each **green tab** and enter data in of the required fields (*****) to register and save the contract/order. Once all required information is provided, click the **Validate and Save the Contract Data** button located at the bottom of the data entry screen. Click the **OK** button.

NOTE: A contract/order only has to be registered one time.

To update a contract/order that has already been registered enter the contract number in the **Contract #** box **and** the order number, if applicable, in the **Order #** box and click the **Continue** button. The Contract Registration data entry screen displays and will display the previously registered information. Click each **green tab** and update the contract/order registration fields accordingly. Once updated, click the **Validate and Save the Contract Data** button located at the bottom of the data entry screen. Click the **OK** button.

To return to the Assessing Official Rep Main Menu, click the **Return to the Main Menu** button. **Return to the Main Menu** button does not save any information that has been entered

Initiate a CPAR: This option allows the Assessing Official Representative to initiate the evaluation process by entering proposed ratings and remarks. To initiate an evaluation, click on the Initiate a CPAR button. The Initiate a CPAR data entry screen will display. When the evaluation is to be completed at the contract level, enter the contract number in the **Contract #** box and click the **Continue** button. If the evaluation is to be completed at the Task/Delivery Order level, enter the contract number in the **Contract #** box **and** the order number in the **Order #** box and click the **Continue** button. In either case, the data entry screens display and are pre-filled with the basic contract/order information and any miscellaneous information entered during contract/order registration.

NOTE: The contract/order must be registered before an evaluation can be initiated. The **green tabs** provide additional data entry fields. Click each **green tab** to complete the Initiate a CPAR process.

The evaluation data entry screens identify required fields with a red asterisk (*). However, the Assessing Official Representative is allowed to save a partially completed evaluation without addressing all the required fields. Clicking the **Save Data** button will save the partially completed evaluation.

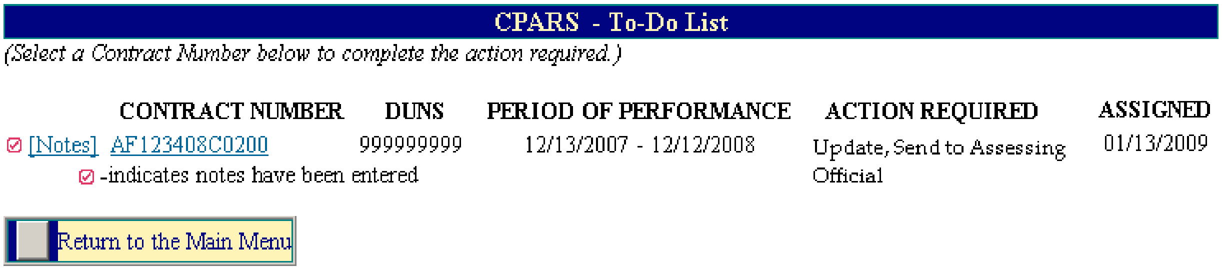
NOTE: **Report Type** and **Period of Performance** must be filled in to save a partially completed evaluation. When the Assessing Official Representative is ready to continue working on the evaluation, simply Logon to CPARS, click on the **To-Do List** (see below) and click on the contract/order number of the evaluation to be completed. The evaluation that was previously initiated and saved will be displayed for additional data entry.

Online help is available during the data entry process. Fields identified with a blue question mark (**?**) indicates online help availability. Simply click on the blue question mark to obtain an explanation of the information to be entered in the adjacent field. A red checkmark located within any of the **green rating tabs** indicates at least one element has been rated for the specific performance area.

Delete an Incomplete CPAR: This option allows the Assessing Official Representative to delete an evaluation that has been initiated, but not yet sent to the Assessing Official. To delete an incomplete evaluation, click on the **Delete an Incomplete CPAR** button. The Delete an Incomplete CPAR selection screen displays. The evaluations available for deletion will be displayed. Click on the **Delete** link adjacent to the applicable contract/order number to be deleted. The Delete Record Confirmation screen will display. Verify the correct record is about to be deleted from the CPARS database. Select the **Confirm Delete** button. Select the **Cancel** button to return to the Delete an Incomplete CPAR selection screen. The **Return to the Main Menu** button returns the user to the Assessing Official Representative Main Menu.

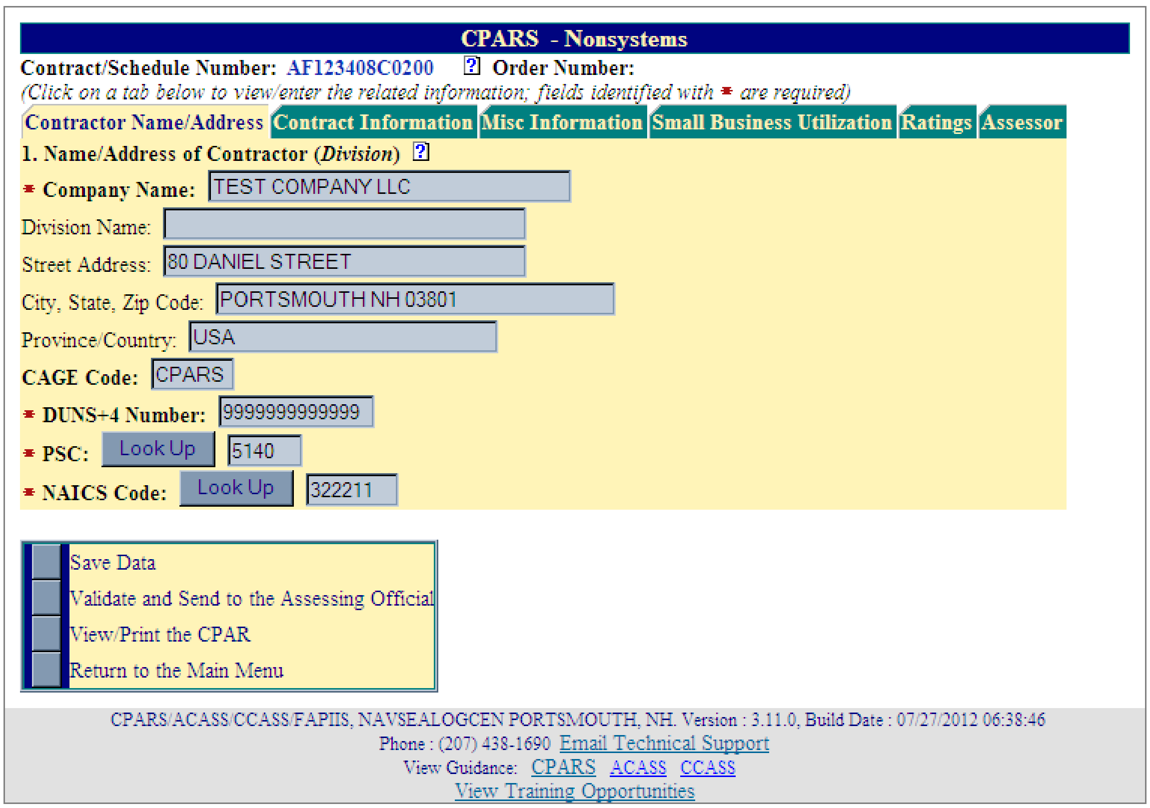
View/Print CPARs: This option allows the Assessing Official Representative to view/print an evaluation, but not modify or change any of the information on the form. To view an evaluation, click the **View/Print CPARs** button. The View/Print CPARs data entry screen displays. Enter the contract number in the **Contract #** box and the order number, if applicable, in the **Order #** box, and click the **Continue** button. The evaluation will display in HTML format. If more than one evaluation exists for the contract/order number, a list of evaluations will display. Click on the contract/order number of the evaluation to be viewed. The evaluation will display in HTML format. Click **View CPAR as PDF** to view the evaluation using Adobe Acrobat Reader. Once the evaluation has been displayed, the user is able to scroll through the report and/or print it on a local printer. To return to the Assessing Official Rep Main Menu, click the **Close** button and then click on the **Return to the Main Menu** button.

To-Do List: This option is a quick and easy method for the Assessing Official Representative to see all the evaluations that he/she needs to update and send to the Assessing Official for validation. The To-Do List will also include evaluations that have been returned by the Assessing Official for rework. Click the **To-Do List** button. A list of evaluations will display.



NOTE: A red checkmark next to Notes on the To Do List located next to a Contract/Order Number indicates that a note has been generated for that CPAR. Notes may be viewed or added by clicking on them.

Click on the appropriate contract/order number and the evaluation is opened in data entry format ready for the Assessing Official Representative to complete the required action.



If the Assessing Official Representatives proposed ratings and remarks are ready for the Assessing Official's review, the Assessing Official Representative will click the **Validate and Send to the Assessing Official** button.

NOTE: All required fields must be completed at this time.

The Assessing Official will be notified via email that an evaluation is ready for review. A message will appear stating that the CPAR has been saved and a notice has been sent to the Assessing Official. Click on the **OK** button to view the CPAR in HTML or click **Cancel** to close the message from the HTML view. The Assessing Official Representative is now locked out of the evaluation and may now only view the evaluation. To return to the Assessing Official Rep Main Menu, click **Return to the Main Menu** button. **Return to the Main Menu** button does not save any information that has been entered.

CPAR Status Report: This option allows the Assessing Official Representative to monitor the status of evaluations that have been started or completed for each contract/order that he/she has been authorized access to. The CPAR Status Report will display information as counts (e.g., number of evaluations complete) or as a list of evaluations that provides the Assessing Official Representative read-only access to each evaluation. **(See CPAR Status Report Section for more specific information)**

Contract Status Report: This option allows the Assessing Official Representative to monitor the status of contracts/orders that he/she has been authorized access to. The Contract Status Report will display information as counts (e.g., number of contracts/orders due for an evaluation), as a list of users that identifies the status of each contract/order (e.g., current, due, overdue) and the users assigned to that contract/order, or as a list of contracts/orders that identifies the status of each contract/order (e.g., current, due, overdue). **(See Contract Status Report Section for more specific information)**

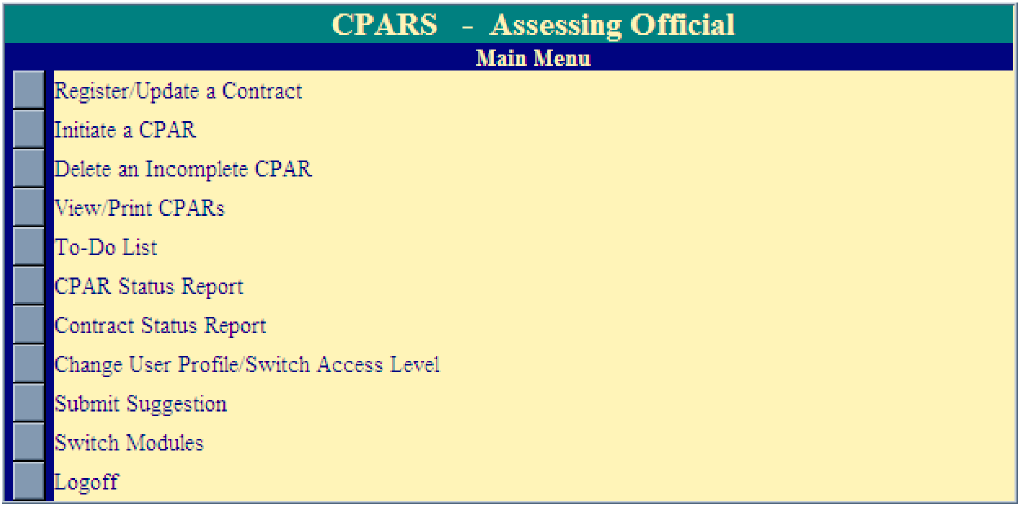
Change User Profile/Switch Access Level: This option must be used whenever a user's name, address, email address or phone number changes. This option also allows users to select optional email notifications, to change their CPARS password and to switch access levels (roles) if the user has been granted more than one access level by the Focal Point. **(See User Profile Section for more specific information)**

Submit Suggestion: This option allows users to communicate suggested CPARS improvements, policy comments and problems to system administrators and the Configuration Control Board. **(See Submit Suggestion Section for more specific information)**

Switch Modules: This option allows users to switch between the different modules CPARS, ACASS, CCASS, and FAPIIS without having to log off. **(See Switch Modules Section for more specific information)**

Assessing Official

The Assessing Official is responsible for evaluating contractor performance and for validating the proposed ratings and remarks entered by the Assessing Official Representative(s). Assessing Officials have "signature" authority and are allowed to forward evaluations to the Contractor Representative for review and comment. After receiving and reviewing contractor comments, the Assessing Official has the authority to close, modify, and/or forward the evaluation to the Reviewing Official.



Register/Update a Contract: This option allows an Assessing Official to manually input basic contract/order information into CPARS. The contract/order must be registered within 30 days after contract/order award. To register or update a contract/order, click on **Register/Update a Contract**. The Register/Update a Contract data entry screen will display.

To register an evaluation that is to be completed at the contract level, enter the contract number in the **Contract #** box and click the **Continue** button. When an evaluation is to be completed at the Task/Delivery Order level, enter the contract number in the **Contract #** box **and** the order number in the **Order #** box and click the **Continue** button. In either case, the Contract Registration data entry screen will display. Enter the Commercial and Government Entity (CAGE) code, the Data Universal Numbering System (DUNS) or the DUNS +4 that is applicable to the contract/order to be registered. If the DUNS is unknown, click the **Company Name** drop-down box and select one of the options and enter the applicable company name information in the adjacent space. Click the **Continue with Contract Registration** button. If more than one DUNS number is found, a listing of DUNS numbers and associated company names and addresses will be displayed. Click the appropriate DUNS number to continue with the contract/order registration process. The Contract Registration data entry screen displays and will be pre-filled with the contractor's DUNS, name and address. Continue with the contract/order registration process by entering basic contract/order information in the spaces provided. Required fields are identified with a red asterisk (*****). The blue question mark (**?**) identifies that online help is available for the data entry field. The **green tabs** provide additional data entry boxes. Click each **green tab** and enter data in of the required fields (*****) to register and save the contract/order. Once all required information is provided, click the **Validate and Save the Contract Data** button located at the bottom of the data entry screen. Click the **OK** button.

NOTE: A contract/order only has to be registered one time.

To update a contract/order that has already been registered enter the contract number in the **Contract #** box **and** the order number, if applicable, in the **Order #** box and click the **Continue** button. The Contract Registration data entry screen displays and will display the previously registered information. Click each **green tab** and update the contract/order registration fields accordingly. Once updated, click the **Validate and Save the Contract Data** button located at the bottom of the data entry screen. Click the **OK** button.

To return to the Assessing Official Main Menu, click the **Return to the Main Menu** button. **Return to the Main Menu** button does not save any information that has been entered

<u>Initiate a CPAR:</u> This option allows the Assessing Official to initiate the evaluation process by entering proposed ratings and remarks. To initiate an evaluation, click on the Initiate a CPAR button. The Initiate a CPAR data entry screen will display. When the evaluation is to be completed at the contract level, enter the contract number in the **Contract #** box and click the **Continue** button. If the evaluation is to be completed at the Task/Delivery Order level, enter the contract number in the **Contract #** box **<u>and</u>** the order number in the **Order #** box and click the **Continue** button. In either case, the data entry screens display and are pre-filled with the basic contract/order information and any miscellaneous information entered during contract registration.

NOTE: The contract/order must be registered before an evaluation can be initiated. The **green tabs** provide additional data entry fields. Click each **green tab** to complete the Initiate a CPAR process.

The evaluation data entry screens identify required fields with a red asterisk (*****). However, the Assessing Official is allowed to save a partially completed evaluation without addressing all the required fields. Clicking the **Save Data** button will save the partially completed evaluation.

NOTE: Report Type and **Period of Performance** must be filled in to save a partially completed evaluation. When the Assessing Official is ready to continue working on the evaluation, simply login to CPARS, click on the **To-Do List** (see below) and click on the contract/order number of the evaluation to be completed. The evaluation that was previously initiated, but was saved and closed, will be displayed for additional data entry.

Online help is available during the data entry process. Fields identified with a blue question mark (**?**) indicates online help availability. Simply click on the blue question mark to obtain an explanation of the information to be entered in the adjacent field. A red checkmark located within any of the **green rating tabs** indicates at least one element has been rated for the specific performance area.

The Assessing Official will click on the **Return to the Assessing Official Representative** button whenever the Assessing Official determines the evaluation requires additional detail and/or clarification from the Assessing Official Representative. The Assessing Official Representative will revise the evaluation as requested. This exchange between the Assessing Official and the Assessing Official Representative may occur until the Assessing Official is satisfied with the level of detail and the quality of the evaluation.

NOTE: The evaluation will not be returned to the Assessing Official Representative if one has not been given access to the contract/order by the Focal Point. In this case, after selecting **Return to the Assessing Official Representative**, the Assessing Official will see a pop-up box stating that the record cannot be sent to the Assessing Official Representative because one has not been assigned and the Focal Point should be contacted to resolve the situation.

Prior to forwarding the evaluation to the Contractor Representative, the Assessing Official must enter their identifying information. Click the **Sign Now** button on the Assessor Tab to populate the data from the User Profile. When the proposed ratings and remarks are ready for the Contractor Representative's review and comment, click the **Validate and Send to the Contractor** button. All required fields must be completed at this time.

If the Assessing Official would like to receive a copy of the Contractor Transmittal Letter, the adjacent check box should be checked. The Contractor Representative will be notified via email that an evaluation is ready for review and comment. A message will appear stating that the CPAR has been saved and a notice has been sent to the Contractor Representative. Click on the **OK** button to view the CPAR in HTML or click **Cancel** to close the message from the HTML view, click the **View CPAR as PDF** button to open and view the evaluation using Adobe Acrobat Reader. The Assessing Official is now locked out of the evaluation and may only view the evaluation. To return to the Assessing Official Main Menu, click **Return to the Main Menu** button. **Return to the Main Menu** button does not save any information that has been entered.

NOTE: The evaluation will not be forwarded if a Contractor Representative (with email address) has not been given access to the contract/order by the Focal Point. In this case, after selecting **Validate and Send to the Contractor**, the Assessing Official will see a pop-up box stating that a Contractor Representative has not been assigned and the Focal Point should be contacted to resolve the situation.

Delete an Incomplete CPAR: This option allows the Assessing Official to delete an evaluation that has been drafted, but not yet sent to the Contractor Representative. To delete an incomplete evaluation, click on the **Delete an Incomplete CPAR** button. The Delete an Incomplete CPAR selection screen displays. The evaluations available for deletion will be displayed. Click on the **Delete** link adjacent to the applicable contract/order number to be deleted. The Delete Record Confirmation screen will display. Verify the correct record is about to be deleted from the CPARS database. Select the **Confirm Delete** button. Select the **Cancel** button to return to the Delete an Incomplete CPAR selection screen. The **Return to the Main Menu** button returns the user to the Assessing Official Main Menu.

View/Print CPARs: This option allows the Assessing Official to view/print an evaluation, but not modify or change any of the information on the form. To view/print an evaluation, click the **View/Print CPARs** button. The View/Print CPARs data entry screen displays. Enter the contract number in the **Contract #** box and the order number, if applicable, in the **Order #** box, click the **Continue** button. If more than one evaluation exists for the contract/order number, a list of evaluations will display. Click on the contract/order number of the evaluation to be viewed. The evaluation will display in HTML format. Click **View CPAR as PDF** to view the evaluation using Adobe Acrobat Reader. Once the evaluation has been displayed, the user is able to scroll through the report and/or print it on a local printer. To return to the Assessing Official Main Menu, click the **Close** button and then click on the **Return to the Main Menu** button.

To-Do List: This option is a quick and easy method for the Assessing Official to see all evaluations that are awaiting his/her action. Click the **To-Do List** button. A list of evaluations will display. The list includes evaluations that have been started and saved by the Assessing Official, those that have been forwarded by the Assessing Official Representative, evaluations returned by the Contractor Representative and finally, evaluations that have not been returned by the Contractor Representative within the 30-day comment period. Click on the appropriate contract/order number and the evaluation is opened in data entry format ready for the Assessing Official to complete the required action. The CPAR's status will determine the **To-Do Lists Action Required.** Each of the Assessing Official's **Actions Required** are described in further detail with complementary screen shots below.

Please review the examples below taken from the **To-Do List** of an Assessing Official in the CPARS Practice System for each of the **Action(s) Required**.

Action Required: "Rate, Send to Contractor": This option allows the Assessing Official to review evaluations that have been forwarded by the Assessing Official Representative or previously saved by the Assessing Official. To save a partially complete evaluation, the Report Type and Period Of Performance must have been filled in and saved. The two evaluations shown below in the Assessing Officials To-Do List both require the Assessing Official's action to **Rate and Send to the Contractor**. To open the first contract/order number, click on the contract/order number and the evaluation opens to be reviewed and rated by the Assessing Official.

CPARS Practice - To-Do List

(Select a Contract Number below to complete the action required.)

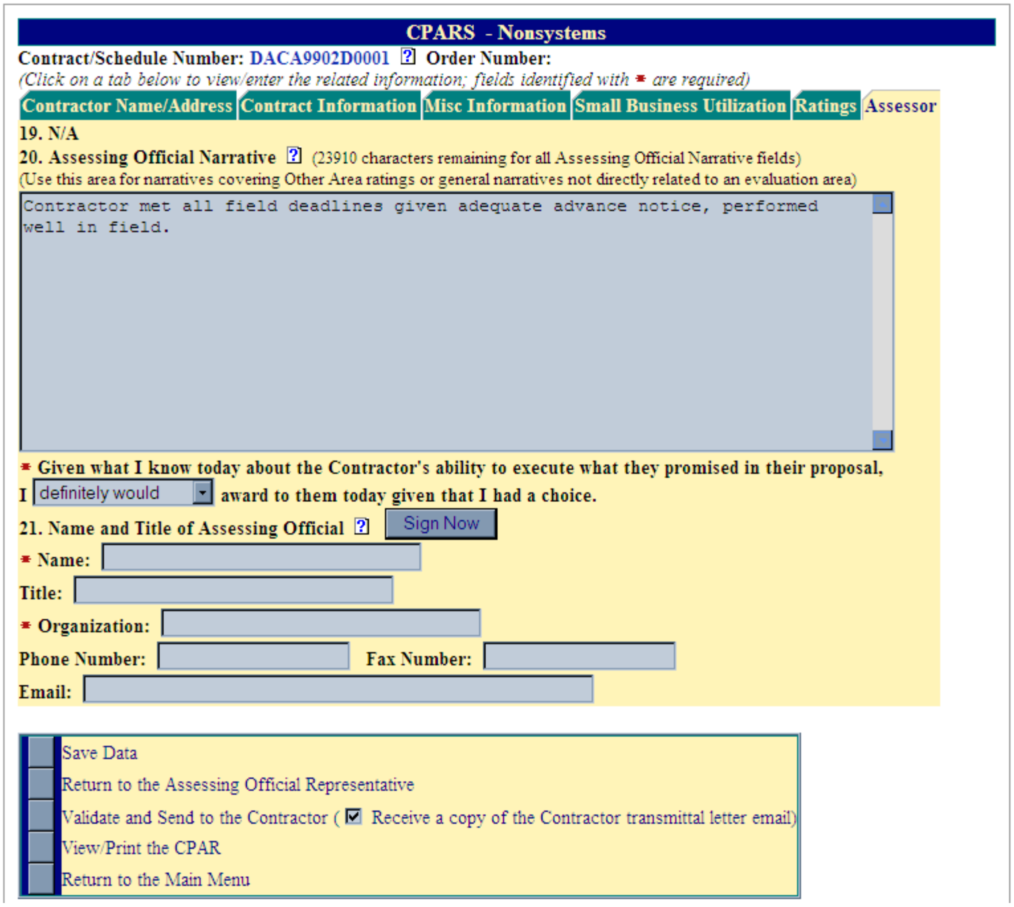
	CONTRACT NUMBER	DUNS	PERIOD OF PERFORMANCE	ACTION REQUIRED	ASSIGNED
[Notes]	DACA9902D0001	999999999	10/03/2007 - 10/03/2007	Rate, Send to Contractor	10/10/2007
[Notes]	DACA9909C1234	999999999	11/04/2007 - 11/02/2008	Rate, Send to Contractor	

-indicates notes have been entered

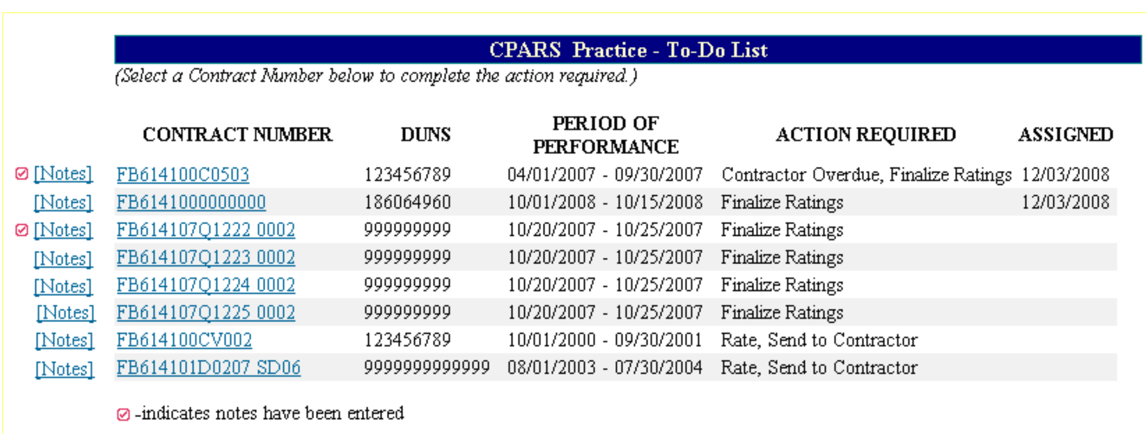
NOTE: A red checkmark next to Notes on the To Do List located next to a contract/order number indicates that a note has been generated for that CPAR. Notes may be viewed or added by clicking on them.

The evaluation screen shot below has the **Assessor Tab** selected. Should this evaluation have been forwarded by an Assessing Official Representative then the Assessing Official could return it for further input by selecting the

Return to the Assessing Official Representative button. If the Assessing Official is satisfied with the Assessing Official Representatives Ratings and Narratives or has made his/her final edits and validations to the evaluation then he/she will fill out all the required tabs and fields below and select the **Validate and Send to the Contractor** button.



<u>**Action Required: "Contractor Overdue, Finalize Ratings" and "Finalize Ratings":**</u> This option allows the Assessing Official to review evaluations that have been returned by the Contractor Representative, are overdue from the Contractor Representative (30 day comment period expired), or have been returned by the Reviewing Official. The Assessing Official has the option to **Accept the Ratings and Send to the Reviewing Official, Accept the Ratings and Close the CPAR** (if not contentious) or **Modify the Ratings**.



CPARS Practice - To-Do List

(Select a Contract Number below to complete the action required.)

	CONTRACT NUMBER	DUNS	PERIOD OF PERFORMANCE	ACTION REQUIRED	ASSIGNED
[Notes]	FB614100C0503	123456789	04/01/2007 - 09/30/2007	Contractor Overdue, Finalize Ratings	12/03/2008
[Notes]	FB6141000000000	186064960	10/01/2008 - 10/15/2008	Finalize Ratings	12/03/2008
[Notes]	FB614107Q1222 0002	999999999	10/20/2007 - 10/25/2007	Finalize Ratings	
[Notes]	FB614107Q1223 0002	999999999	10/20/2007 - 10/25/2007	Finalize Ratings	
[Notes]	FB614107Q1224 0002	999999999	10/20/2007 - 10/25/2007	Finalize Ratings	
[Notes]	FB614107Q1225 0002	999999999	10/20/2007 - 10/25/2007	Finalize Ratings	
[Notes]	FB614100CV002	123456789	10/01/2000 - 09/30/2001	Rate, Send to Contractor	
[Notes]	FB614101D0207 SD06	9999999999999	08/01/2003 - 07/30/2004	Rate, Send to Contractor	

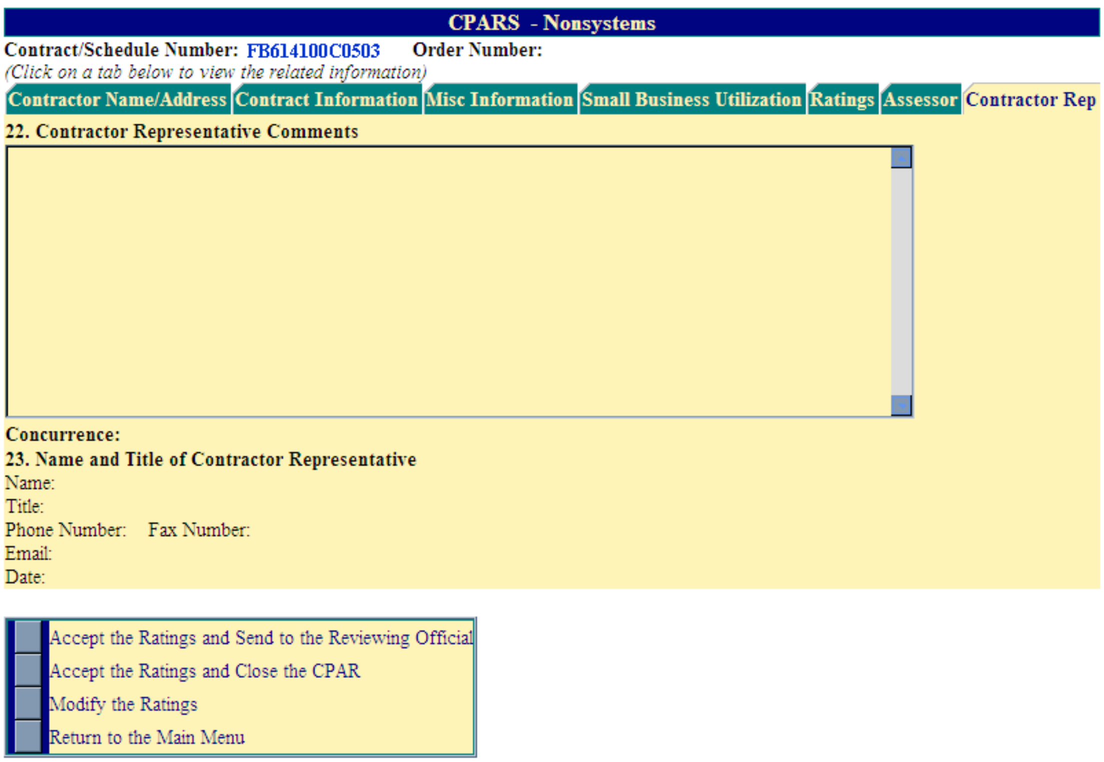
-indicates notes have been entered

NOTE: A red checkmark next to Notes on the To Do List located next to a contract/order number indicates that a note has been generated for that CPAR. Notes may be viewed or added by clicking on them.

The evaluation screen shot below is taken from the Assessing Official's **To-Do List** above by clicking on Contract Number FB614100C0503. The Assessing Official selects the contract and reviews the entire CPAR by clicking on each **green tab**. Review Contractor comments by clicking on the ratings tabs and/or Contractor Rep tab.

Evaluations completed without contractor comment will be automatically annotated in the Remarks section of the HTML or PDF view, with the following system-generated statement: "The report was delivered/received by the contractor on MM/DD/YYYY. The contractor neither signed nor offered comment in response to this assessment." If the Contractor enters comments but does not return the CPAR within 30 days, the action required will reflect; "Contractor Overdue (Started), Finalize Ratings". It is recommended that the Assessing Official contact the Contractor Representative to determine if the CPAR will be returned by the Contractor. If not, the Assessing Official can continue to close the CPAR or send it to the Reviewing Official. The Contractor's partial comments will be automatically removed from the CPAR and the system generated statement: "The report was delivered/received by the contractor on MM/DD/YYYY. The contractor neither signed nor offered comment in response to this assessment," will be placed in the Comment Field.

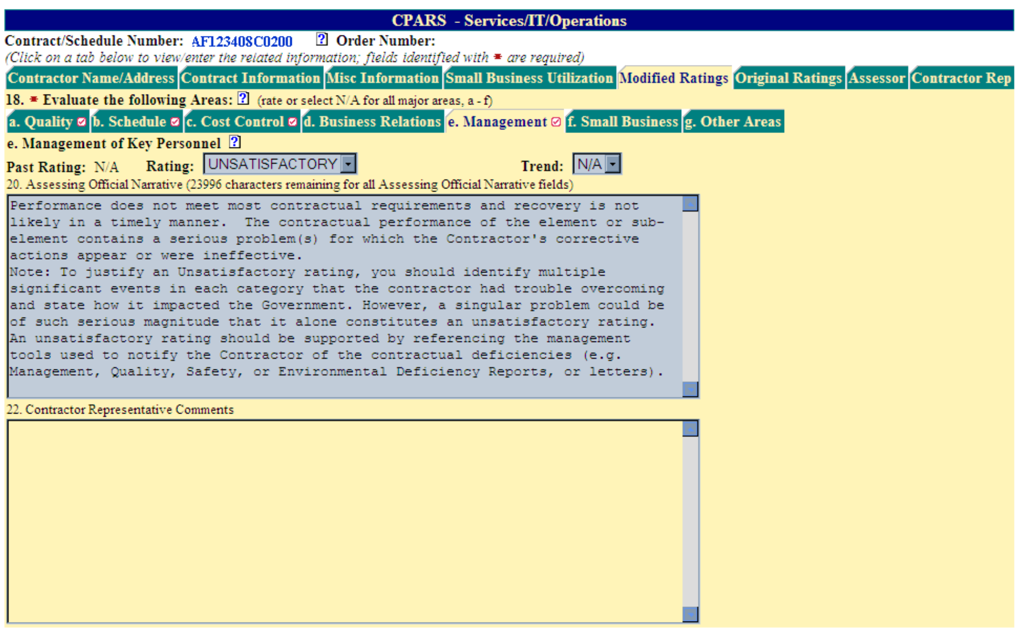
After the Assessing Official reviews the entire CPAR he/she has the option to **Accept the Ratings and Send to the Reviewing Official, Accept the Ratings and Close the CPAR** (if not contentious) or **Modify the Ratings**.

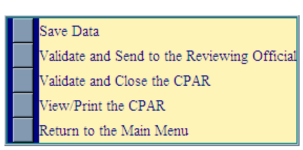


When the **Accept the Ratings and Send to the Reviewing Official** button is selected, the Reviewing Official will be notified via email that an evaluation is ready for review and comment. A message asking if you are sure you want to "Accept the ratings and send to the Reviewing Official" appears. Click the **OK** button. A message indicating that a notice was sent to the Reviewing Official appears. Click the **OK** button. An evaluation Process Feedback screen displays. Select a rating (scale of 1 to 10) from the drop-down box to rate the effectiveness of the evaluation process in improving communication between the organization and the contractor evaluated. Note that specific comments, questions, and suggestions on the CPARS process can be entered in the **Submit Suggestion** feature available from the Main Menu. Click **Save Feedback and Return to the Main Menu** to return to the Assessing Official Main Menu.

When the **Accept the Ratings and Close the CPAR** button is selected, a message asking if you are sure you want to "Accept the ratings and Close the CPAR" appears. Click the **OK** button. A message indicating that the CPAR was closed appears. Click the **OK** button. An evaluation Process Feedback screen displays. Select a rating (scale of 1 to 10) from the drop-down box to rate the effectiveness of the evaluation process in improving communication between the organization and the contractor evaluated. Note that specific comments, questions, and suggestions on the CPARS process can be entered in the **Submit Suggestion** feature available from the Main Menu. Click **Save Feedback and Return to the Main Menu** to return to the Assessing Official Main Menu. The Contractor Representative will receive an automated email whenever an evaluation is completed and can subsequently retrieve the completed evaluation from CPARS.

If Modify the Ratings is selected, both the original evaluation (including contractor comments) and the modified evaluation are stored in CPARS (notice tabs in example below). Whenever a modified evaluation is viewed, users have the option to view/print the original evaluation (Original Ratings). If Modify the Ratings is selected, the Assessing Official will make the desired modified ratings from the Ratings tabs and provide supporting narratives in the white spaces provided. Once completed with the Modified Ratings the Assessing Official has the option to **Validate and Send to the Reviewing Official** or **Validate and Close the CPAR** (if CPAR is not contentious). The Contractor Representative will receive an automated email whenever an evaluation is completed and can subsequently retrieve the completed evaluation from CPARS.





<u>CPAR Status Report</u>: This option allows the Assessing Official to monitor the status of evaluations that have been started or completed for each contract/order that he/she has been authorized access to. The CPAR Status Report will display information as counts (e.g. number of evaluations complete) or as a list of evaluations that allows the Assessing Official read-only access to each evaluation. **(See CPAR Status Report Section for more specific information)**

<u>Contract Status Report:</u> This option allows the Assessing Official to monitor the status of contracts/orders that he/she has been authorized access to. The Contract Status Report will display information as counts (e.g., number of contracts/orders due for an evaluation), as a list of users that identifies the status of each contract/order (e.g., current, due, overdue) and the users assigned to that contract/order, or as a list of contracts/orders that identifies the status of each contract/order (e.g., current, due, overdue). **(See Contract Status Report Section for more specific information)**

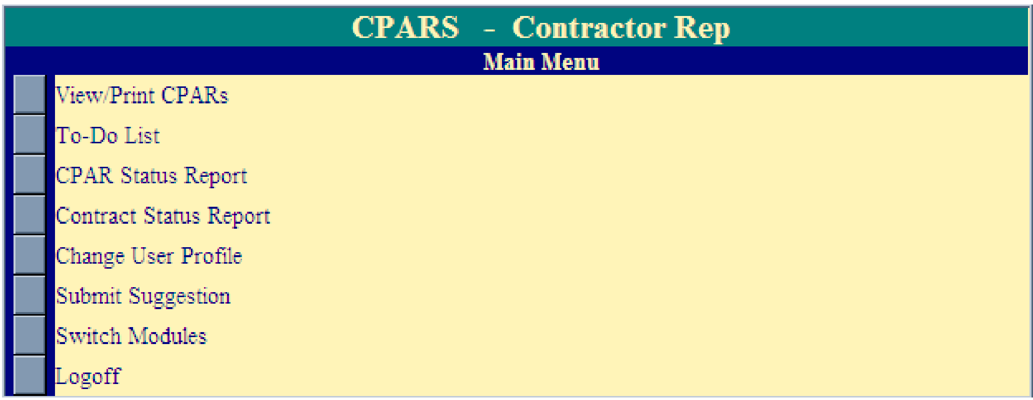
Change User Profile/Switch Access Level: This option must be used whenever a user's name, address, email address or phone number(s) changes. This option also allows users to select optional email notifications, to change their CPARS password and to switch access levels (roles) if the user has been granted more than one access level by the Focal Point. **(See User Profile Section for more specific information)**

Submit Suggestion: This option allows users to communicate suggested CPARS improvements, policy comments and problems to system administrators and the Configuration Control Board. **(See Submit Suggestion Section for more specific information)**

Switch Modules: This option allows users to switch between the different modules CPARS, ACASS, CCASS, and FAPIIS without having to log off. **(See Switch Modules Section for more specific information)**

Contractor Representative

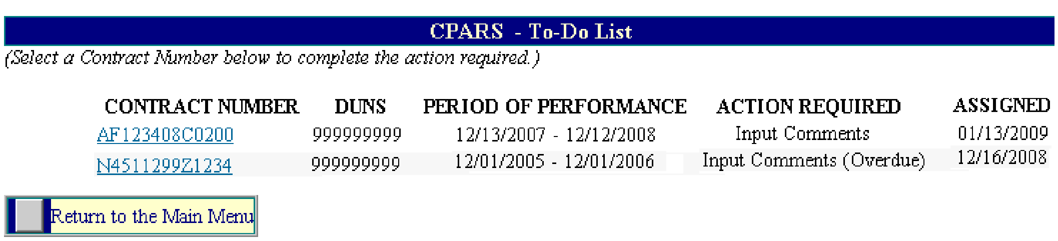
The Contractor Representative is responsible for reviewing and commenting on proposed ratings and remarks for all evaluations forwarded by the Government Assessing Official. An evaluation is required to be prepared by the Government to document contractor performance for each contract/order that meets specified dollar values. The Contractor Representative is allotted 30 days to review and comment on each evaluation forwarded to his/her company.



<u>View/Print CPARs:</u> This option allows the Contractor Representative to view/print an evaluation that has been forwarded for comment or that has been previously completed in CPARS. This option does not allow Contractor Representatives to enter comments on the evaluation. See the **To-Do List** below to determine how to enter comments on an evaluation. To view an evaluation, click the **View/Print CPARs** button and the View/Print CPARs data entry screen displays. Enter the contract number in the **Contract #** box and the order number, if applicable, in the **Order #** box, and click the **Continue** button. If more than one evaluation exists for the contract number, a list of evaluations will display. Click on the contract/order number of the evaluation to be viewed and/or printed. The evaluation will display in HTML format. Click **View CPAR as PDF** to view the evaluation using Adobe Acrobat Reader. Once the evaluation has been displayed, the user is able to scroll through the report and/or print it on a local printer. To return to the Contractor Representative Main Menu, click the **Close** button and then click on the **Return to the Main Menu** button.

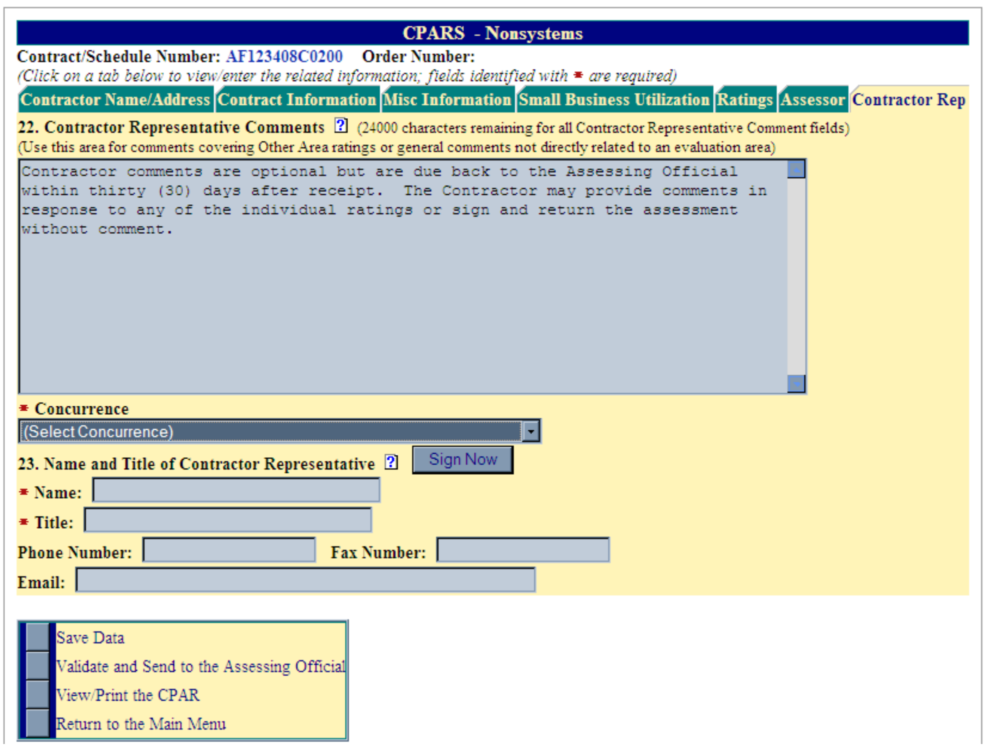
<u>To-Do List:</u> This option is used by the Contractor Representative to review and Input Comments on evaluations that have been forwarded by the Assessing Official. The Contractor Representative is allotted a 30-day review/comment period starting from the date the Assessing Official forwarded the evaluation. If the Contractor Representative does not provide comments within the 30-day period, the CPAR becomes Overdue and the Government may complete the evaluation without the Contractor Representative comments. Contractor Representatives are encouraged to contact the Assessing Official to request an extension to the 30-day comment period whenever extenuating circumstances arise. Within the first seven days of the comment period, the Contractor Representative, may request a meeting with the Assessing Official to discuss the evaluation.

Click on the **To-Do List** button. Then locate and click on the contract/order number of the evaluation that has been forwarded for review and comment.



The evaluation will open in read-only format except for specific fields located on the **Ratings** and **Contractor Rep** tabs. A red checkmark located within any of the **Green Rating Tabs** indicates at least one element has been rated for the specific performance area. Click on each of the **Green Tabs** to review the proposed ratings and remarks. After the evaluation has been reviewed, the Contractor Representative clicks the Contractor Rep Tab and enters their comments in the **Contractor Representative Comments field** and selects a Concurrence from the **Concurrence** drop-down box. Fields on the Contractor Rep tab that are identified with a red asterisk (*) are mandatory and must be completed by the Contractor Representative. Fields identified with a blue question mark (**?**) indicates online help availability. Simply click on the blue question mark to obtain an explanation of the information to be entered in the adjacent field. To save partially completed remarks and information, click the **Save Data** button. To return to the Contractor Representative Main Menu, click **Return to the Main Menu**. **Return to the Main Menu** button does not save any of the information that has been entered.

Prior to forwarding, the Contractor Representative must enter their identifying information. Click on the **Sign Now** button to populate the data from the User Profile. When all required information located on the Contractor Rep Tab has been completed, click the **Validate and Send to the Assessing Official** button to save the information and to return the evaluation to the Assessing Official. A notice will be sent to the Assessing Official. Click the **OK** button and a Process Feedback screen displays. Select a rating from 1 to 10 from the drop-down box to rate the effectiveness of the evaluation process in improving communication between your company and the Government office that is evaluating performance. Note that specific comments, questions and suggestions on the CPARS process can be entered in the **Submit Suggestion** feature available from the Main Menu. Click **Save Feedback and View the CPAR** or **Save Feedback and Return to the Main Menu**.



CPAR Status Report: This option allows the Contractor Representative to monitor the status of evaluations that have been started or completed for each contract/order the Contractor Representative has been given access to. The CPAR Status Report will display information as counts (e.g., number of evaluations complete) or as a list of evaluations that allows the Contractor Representative read-only access for evaluations that are Rated or Completed. **(See CPAR Status Report Section for more specific information)**

Contract Status Report: This option allows the Contractor Representative to monitor the status of contracts/orders that he/she has been given access to. The Contract Status Report will display information as counts (e.g., number of contracts/orders due for an evaluation) or as a list of contracts/orders that identifies the status of each contract/order (e.g., current, due, overdue). **(See Contract Status Report Section for more specific information)**

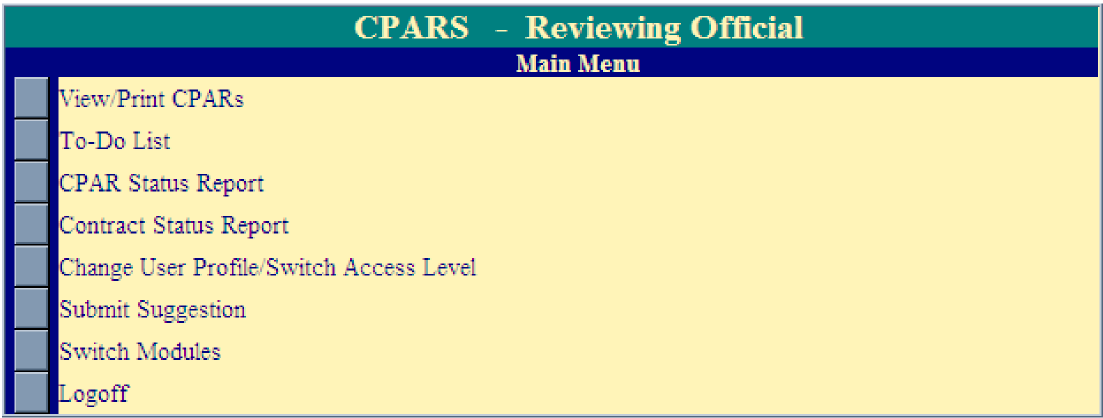
Change User Profile: This option must be used whenever a user's name, address, email address or phone number changes. This option also allows users to select optional email notifications and to change their CPARS password. **(See User Profile Section for more specific information)**

Submit Suggestion: This option allows users to communicate suggested CPARS improvements, policy comments and problems to system administrators and the Configuration Control Board. **(See Submit Suggestion Section for more specific information)**

Switch Modules: This option allows users to switch between the different modules CPARS, ACASS, and CCASS without having to log off. **NOTE:** Contractors are not granted access to the FAPIIS module. To review and comment on completed FAPIIS records for their company, Contractors will require access to PPIRS at **https://www.ppirs.gov**. **(See Switch Modules Section for more specific information)**

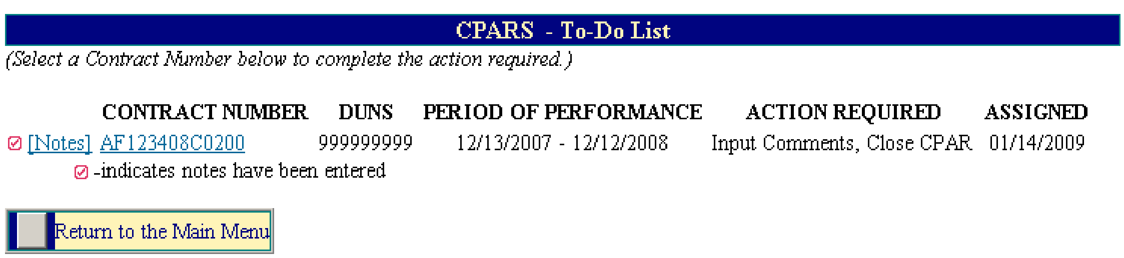
Reviewing Official

The Reviewing Official is responsible for ensuring that the evaluation is a fair and accurate evaluation of the Contractor's performance for the specific contract/order and performance period. The Reviewing Official must acknowledge consideration of any significant discrepancies between the Assessing Official's evaluation and the Contractor's remarks.



<u>View/Print CPARs:</u> This option allows the Reviewing Official to view/print an evaluation, but not modify or change any of the information on the form. To view an evaluation, click the **View/Print CPARs** button and the View/Print CPARs data entry screen displays. Enter the contract number in the **Contract #** box and the order number, if applicable, in the **Order #** box. Click the **Continue** button. If more than one evaluation exists for the contract/order number, a list of evaluations will display. Click on the contract/order number of the evaluation to be viewed. The evaluation will display in HTML format. Click **View CPAR as PDF** to view the evaluation using Adobe Acrobat Reader. Once the evaluation has been displayed, the user is able to scroll through the report and/or print it on a local printer. To return to the Reviewing Official Main Menu, click the **Close** button and then click on the **Return to the Main Menu** button.

<u>To-Do List:</u> This option is used by the Reviewing Official to complete the evaluation process for all evaluations forwarded by the Assessing Official. Click on the **To-Do List** button. Then locate and click on the contract/order number of the evaluation that has been forwarded for review, comment and completion. The evaluation will open in read-only format except for the fields located on the Reviewer Tab. Fields on the Reviewer Tab that are identified with a red asterisk (*****) are mandatory and must be completed by the Reviewing Official. Fields identified with a blue question mark (**?**) indicates online help availability. Simply click on the blue question mark to obtain an explanation of the information to be entered in the adjacent field. A red checkmark ☑ located within any of the **Green Rating Tabs** indicates at least one element has been rated for the specific performance area.



NOTE: A red checkmark ☑ next to Notes on the To Do List located next to a contract/order number indicates that a note has been generated for that CPAR. Notes may be viewed or added by clicking on them.

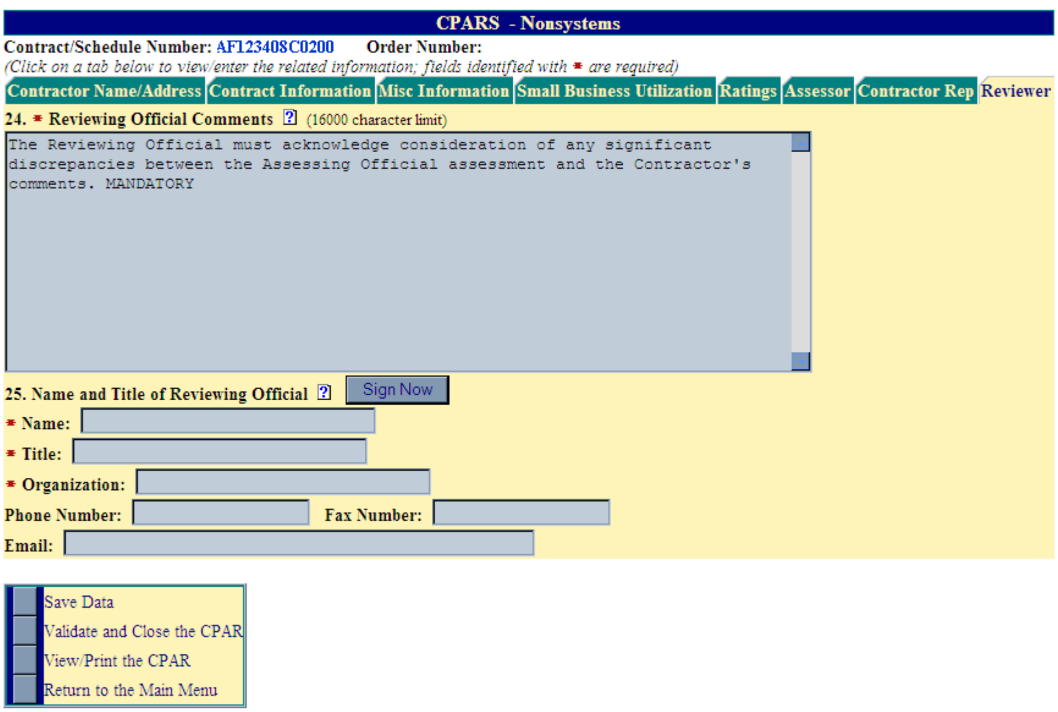
Click on each of the **Green Tabs** to review the entire evaluation. The Reviewing Official has the option to click on the **Return to the Assessing Official** button whenever the Reviewing Official determines the evaluation requires additional detail and/or clarification from the Assessing Official. The Assessing Official will revise the evaluation as requested. This exchange between the Reviewing Official and the Assessing Official may occur until the Reviewing Official is satisfied with the level of detail and the quality of the evaluation.

After the evaluation has been reviewed, the Reviewing Official clicks the Reviewer Tab and enters their comments in the **Reviewing Official Comments** field. The Reviewing Official must acknowledge consideration of any significant discrepancies between the Assessing Official's evaluation and the Contractor's remarks. To save partially completed remarks and information, click the **Save Data** button.

To return to the Reviewing Official Main Menu, click **Return to the Main Menu**. The **Return to the Main Menu** button does not save any of the information that has been entered.

Prior to closing the evaluation, the Reviewing Official must enter their identifying information. Click on the **Sign Now** button to populate the data from the User Profile. When all required information located on the Reviewer Tab has been completed, click the **Validate and Close the CPAR** button to save and close the evaluation. A notice that the CPAR has been closed will appear with an option to **View the CPAR**. Click **OK** to view the CPAR in HTML or **Cancel** to **Return to the Main Menu**. In the HTML view, click **View CPAR as PDF** to view the evaluation using Adobe Acrobat Reader or click **Return to Main Menu**. Click the **OK** button to confirm that the evaluation was closed. An automatic email notice is sent to the Contractor Representative. Click the **Return to the Main Menu** button to return to the Reviewing Official Main Menu.

NOTE: If the Assessing Official Modified the CPAR, the Contractor tab is moved to the Original Ratings tab.



NOTE: That completed evaluations are copied to the Federal Past Performance Information Retrieval System (PPIRS) to support future source selections.

CPAR Status Report: This option allows the Reviewing Official to monitor the status of evaluations that have been started or completed for each contract/order the Reviewing Official has been given access to. The CPAR Status Report will display information as counts (e.g., number of evaluations complete) or as a list of evaluations that allows the Reviewing Official read-only access for each evaluation. **(See CPAR Status Report Section for more specific information)**

<u>Contract Status Report:</u> This option allows the Reviewing Official to monitor the status of contracts/orders that he/she has been given access to. The Contract Status Report will display information as counts (e.g., number of contracts/orders due for an evaluation), as a list of users that identifies the status of each contract/order (e.g., current, due, overdue) and the users assigned to that contract/order, or as a list of contracts/orders that identifies the status of each contract/order (e.g., current, due, overdue). **(See Contract Status Report Section for more specific information)**

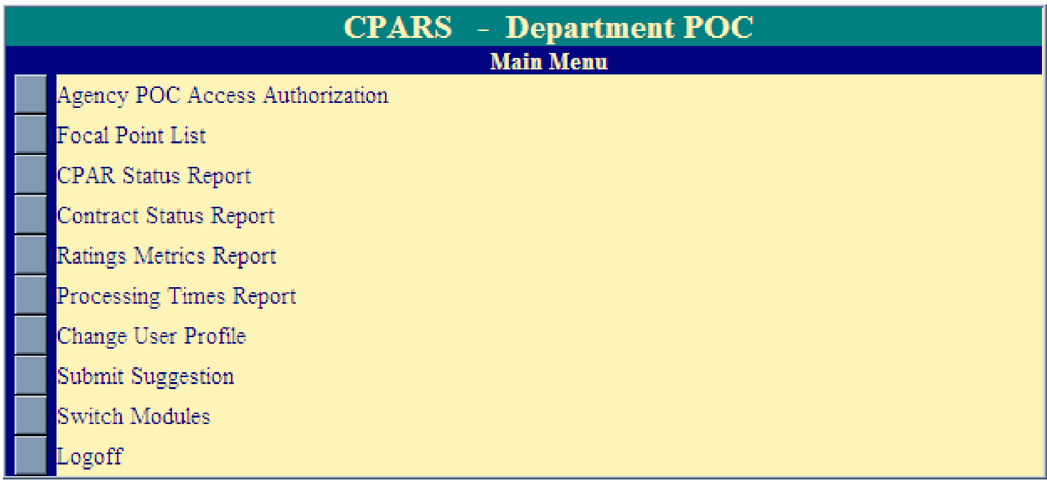
<u>Change User Profile/Switch Access Level:</u> This option must be used whenever a user's name, address, email address or phone number changes. This option also allows users to select optional email notifications, to change their CPARS password, and to switch access levels (roles) if the user has been granted more than one access level by the Focal Point. **(See User Profile Section for more specific information)**

<u>Submit Suggestion:</u> This option allows users to communicate suggested CPARS improvements, policy comments and problems to system administrators and the Configuration Control Board. **(See Submit Suggestion Section for more specific information)**

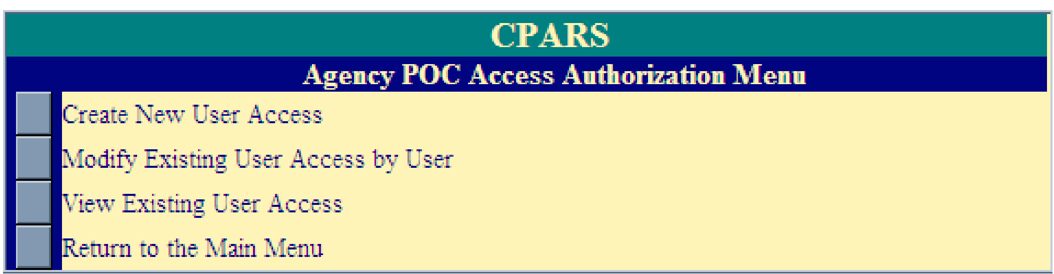
<u>Switch Modules:</u> This option allows users to switch between the different modules CPARS, ACASS, CCASS, and FAPIIS without having to log off. **(See Switch Modules Section for more specific information)**

Department POC

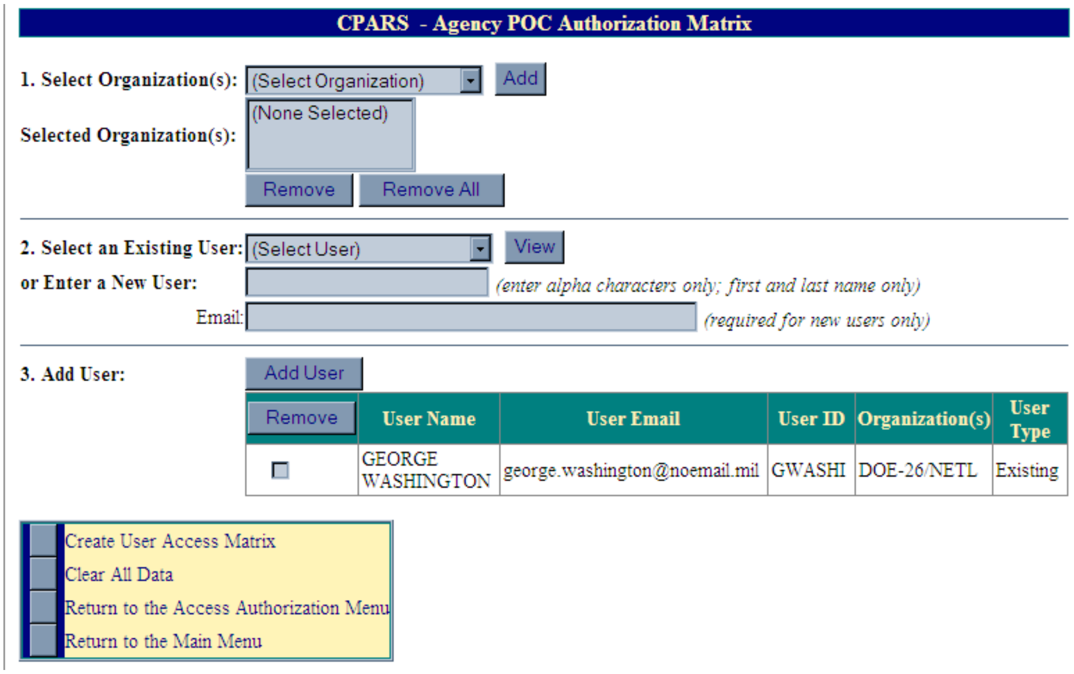
This access level offers manager complete visibility of the CPARS process across an entire department. In addition, this level is used to give access to Agency POC's who require oversight of the CPARS process for specific organizations within the department. The Department Point of Contact (POC) is also able to view Status Reports, Ratings Metrics Reports and Processing Times Reports. Department POC access is granted only upon completion of a signed CPARS Department POC Access Request Form obtained from contacting CPARS Customer Support.



Agency POC Access Authorization: This option is used by the Department POC to create and manage all Agency POC user accounts within the applicable department. Each Agency POC will be given access to an "Organization" or "Organizations" with the department. To provide access to CPARS, the Department POC clicks on the **Agency POC Access Authorization** button. The Agency Access Authorization Menu will display.



Create New User Access: To provide access to a new Agency POC, the Department POC clicks on the **Create New User Access** button located at the Agency POC Access Authorization Menu. The CPARS Agency POC Authorization Matrix displays.



Assign Organization Access To An Existing User: In step 1, select an Organization from the **Select Organization(s)** drop-down box and then click the **Add** button. To delete an Organization from the **Selected Organization(s)** box, highlight the Organization and then click the **Remove** button. To delete all Organizations in box click **Remove All**. In Step 2, the Department POC selects an existing user from the **Select User** drop-down box and then clicks the **Add User** button in Step 3. Repeat steps 1 and 2 as necessary.

Assign Organization Access To A New User: In step 1, the Department POC selects an Organization from the **Select Organization(s)** drop down box and then clicks the **Add** button. To delete an Organization from the **Selected Organization(s)** box, highlight the Organization and then click the **Remove** button. To delete all Organizations in box click **Remove All**. In Step 2, the Department POC enters the new user name (first and last name only) and email address. In step 3, click the **Add User** button to give the user access to the Organization(s). Steps 1 and 2 can be repeated as necessary.

NOTE: If granting access to an Agency POC which is a Government only user access role and the email address entered appears to be non-government, the Department POC will receive a warning to check the entered information.

The **View** button allows the Department POC to view the existing user's name, organization, address, email address, and phone number(s). The Department POC can remove a user from Step 3 by clicking in the box adjacent to the name to be removed and then click **Remove**. The **Clear All Data** button clears ALL names and Organizations entered on the Agency POC Authorization Matrix.

After entering the User Names and Organization(s), the Department POC should review the matrix carefully for accuracy. If the information is correct, the Department POC clicks the **Create User Access Matrix** button and an Agency POC Authorization Matrix displays providing User Name, User ID, Status, User Type and Organization(s). A system generated email will be sent to users when they are assigned to inform them of their User ID, temporary password procedures, responsibilities and resources available. Click the **Return to the Access Authorization Menu button** to create or modify additional user accounts or click on the **Return to the Main Menu** button to return to the Department POC Main Menu.

CPARS - Agency POC Authorization Matrix

Access has been authorized for the following Agency POC users to the associated Organization(s).

A system-generated email is sent to new users informing them of their User ID, responsibilities and resources, and providing instructions on how to obtain a temporary password.

User Name	User ID	Status *	User Type	Organization(s)
GEORGE WASHINGTON	GWASHI	Authorized	Existing	DOE-05/OAKRIDSC DOE-07/IDAHO

* Note: if the Status indicates Failed, please contact the customer support desk for assistance.

Return to the Access Authorization Menu
Return to the Main Menu

<u>Modify Existing User Access by User:</u> This option allows the Department POC to modify the access of his/her designated Agency POC(s). The Modify Existing User Access by User allows the Department POC to add or delete Organization(s) for an Agency POC or the Agency POC's user account can be deleted from CPARS when access is no longer required. Click the **Modify Existing User Access by User** button and the Access Authorization screen displays.

CPARS - Access Authorization

Agency POCs:

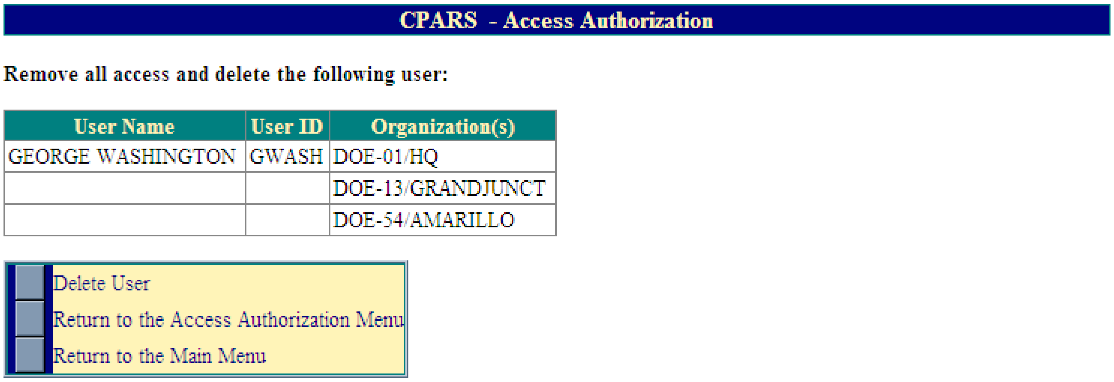
			User Name	User ID	Organization(s)
[Delete User]	[Modify User]	[Change Profile]	GEORGE WASHINGTON	GWASH	DOE-01/HQ DOE-13/GRANDJUNCT DOE-54/AMARILLO

Return to the Access Authorization Menu
Return to the Main Menu

[Change Profile] – This option is used to update an Agency POC's profile. The Department POC can update the user's profile information including name, title, organization, address, email, and Phone Number(s). The Department POC must click the **OK** button after the change(s) are made in order for them to take effect.

User Name – Click on the user's name to view the user's profile information, including name, title, organization, address, email address, and phone number(s). Click the **Close** button to return to previous screen.

[Delete User] – This option is used to delete an Agency POC from CPARS. Click the **[Delete User]** button and the following screen displays:



CPARS - Access Authorization

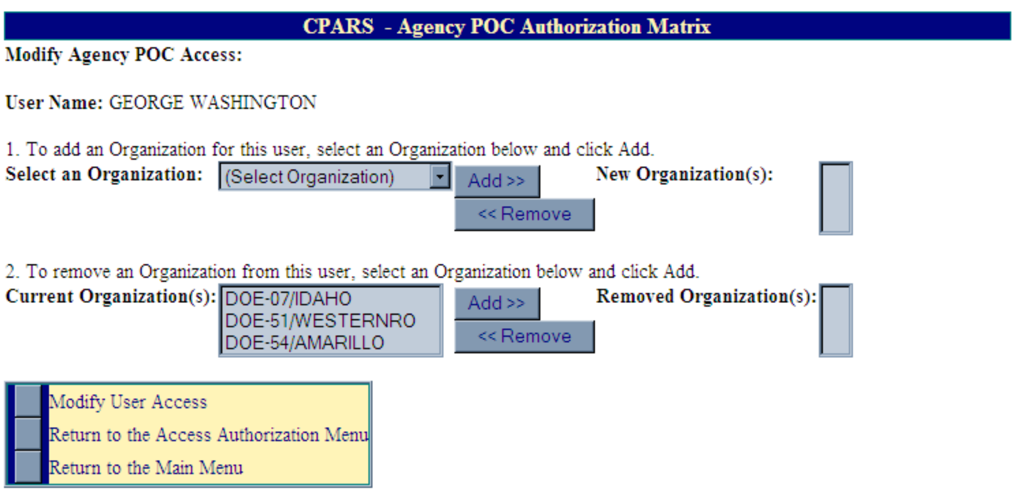
Remove all access and delete the following user:

User Name	User ID	Organization(s)
GEORGE WASHINGTON	GWASH	DOE-01/HQ
		DOE-13/GRANDJUNCT
		DOE-54/AMARILLO

Delete User
Return to the Access Authorization Menu
Return to the Main Menu

Click the **Delete User** button and a pop-up message displays confirming that the Agency POC has been deleted from CPARS. Click the **OK** button. The **Return to the Access Authorization Menu** button allows the Department POC to continue with additional access authorization work. The **Return to the Main Menu** button returns the user to the Department POC Main Menu.

[Modify User] – This option allows the Department POC to add or delete Organization(s) for an existing Agency POC. Click the **[Modify User]** button and the Agency POC screen displays. In step 1, Select an Organization from the **Select an Organization** drop-down box and click the **Add** button to give the Agency POC access to the selected Organization. The selected Organization will appear in the **New Organization(s)** box. If an incorrect Organization was added, highlight it in the **New Organization(s)** box and click the **Remove** button. Select the correct Organization from the **Select an Organization** drop-down box and click the **Add** button. In step 2, if the Agency POC has access to an Organization that is no longer required, highlight the Organization in the **Current Organization's** box and click the **Add** button. The removed Organization will appear in the **Removed Organization(s)** box. If the wrong Organization was selected for removal, highlight it in the **Removed Organization(s)** box and click the **Remove** button. The Organization will reappear in the **Current Organization(s)** box.



CPARS - Agency POC Authorization Matrix

Modify Agency POC Access:

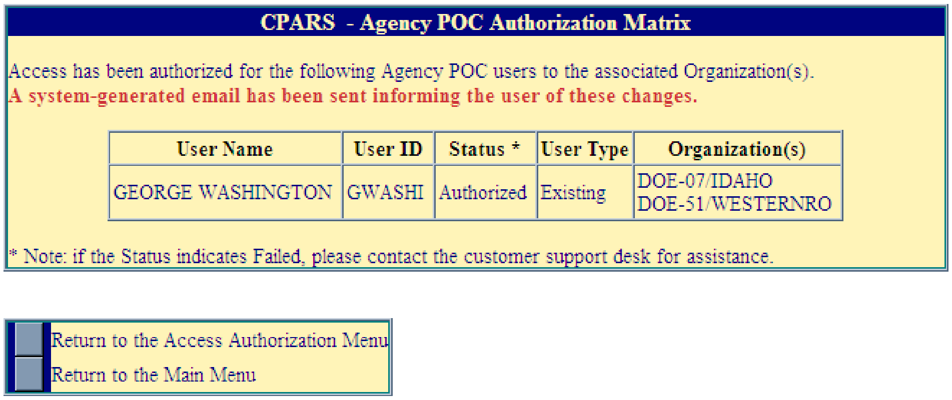
User Name: GEORGE WASHINGTON

1. To add an Organization for this user, select an Organization below and click Add.
Select an Organization: (Select Organization) Add >> << Remove New Organization(s):

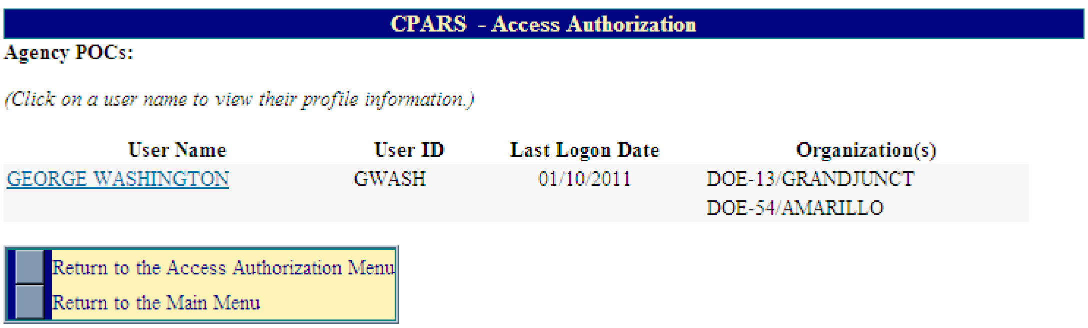
2. To remove an Organization from this user, select an Organization below and click Add.
Current Organization(s): DOE-07/IDAHO DOE-51/WESTERNRO DOE-54/AMARILLO Add >> << Remove Removed Organization(s):

Modify User Access
Return to the Access Authorization Menu
Return to the Main Menu

Review the authorization matrix to verify the information is correct. If the information is correct click the **Modify User Access** button. A confirmation screen will display identifying the Organization(s) the Agency POC has been authorized access to, and an email notification will be sent to the user notifying them of the change. The **Return to the Main Menu** button returns the user to the Department POC Main Menu.



View Existing User Access: This option produces a list of the Agency POC's who have been given access to CPARS by the Department POC. Click the **View Existing User Access** button and the following screen displays.



The report displays the Agency POC's name, User ID, Last Logon Date and Organization(s).

User Name – Allows the Department POC to view the user's profile information, including name, title, organization, address, email address and phone number(s). Click the **User Name** to see the user profile information. Click the **Close** button to return to previous screen.

Return to the Access Authorization Menu allows the Department POC to perform other access authorization options. The **Return to the Main Menu** button returns the user to the Department POC Main Menu.

Focal Point List: This option allows the Department POC to view a list of the organization's Focal Points and their Alternates. The list will display: the Organization(s) the Focal Point has cognizance over, Focal Point name, Phone Number, Email Address, Created Date, Last Accessed Date, and the system(s) they are Active In.

Focal Point List - 02/21/2012

[Spreadsheet]

Organization	Role	User Name	Phone Number	Email Address	Created Date	Last Accessed Date	Active In * CPARS	ACASS	CCASS	FAPIIS
KSC	Focal Point	FRANKLIN PIERCE	x	franklin.pierce@noemail.mil	02/21/2012	02/21/2012	Y	N	N	N
	Alternate	HERBERT HOOVER		herbert.hoover@noemail.mil	02/21/2012					
NMO	Focal Point	THOMAS JEFFERSON	888-999-8686	thomas.jefferson@noemail.mil	02/14/2012	02/14/2012	N	N	N	Y
	Alternate	HAPPY RABBIT	222 RABBIT	happyrabbit@noemail.mil	08/16/2010	01/10/2011				

Count: 4

*** Active In**

Y- Under CPARS, ACASS, and CCASS: indicates that user(s) have been assigned access. Under FAPIIS: indicates a record(s) has been entered.
N- Under CPARS, ACASS, and CCASS: indicates that no users have been assigned access. Under FAPIIS: indicates no records have been entered.

Return to the Main Menu

The **Return to the Main Menu** button returns the user to the Department POC Main Menu.

<u>CPAR Status Report</u>: This option allows the Department POC to monitor the status of evaluations that have been started or completed for all contracts/orders within the respective department. The CPAR Status Report will display information as counts (e.g., number of evaluations complete) or as a list of evaluations that allows the Department POC read-only access to each evaluation. In addition, the Department POC will also have access to view the User List and Activity Log for each evaluation. **(See CPAR Status Report Section for more specific information)**

<u>Contract Status Report:</u> This option allows the Department POC to monitor the status of contracts/orders within the respective department. The Contract Status Report will display information as counts (e.g., number of contracts/orders due for an evaluation), as a list of users that identifies the status of each contract/orders (e.g., current, due, overdue) and the users assigned to that contract/order, or as a list of contracts/orders by registration status (e.g., contract/order number - within 30 days, over 30 days and the number of days to register and the auto registration available date for each contract/order). **(See Contract Status Report Section for more specific information)**

<u>Ratings Metrics Report:</u> This option allows the Department POC to run a report that will identify the distribution of ratings for all completed evaluations within the department. The report can be qualified by date, Focal Point or Organization. **(See Ratings Metrics Report Section for more specific information)**

<u>Processing Times Report:</u> This option allows the Department POC to monitor the processing times for all evaluations within the department. For example, this report will identify the number of evaluations completed for a specific month and how many were completed within the 120-day objective. **(See Processing Times Report Section for more specific information)**

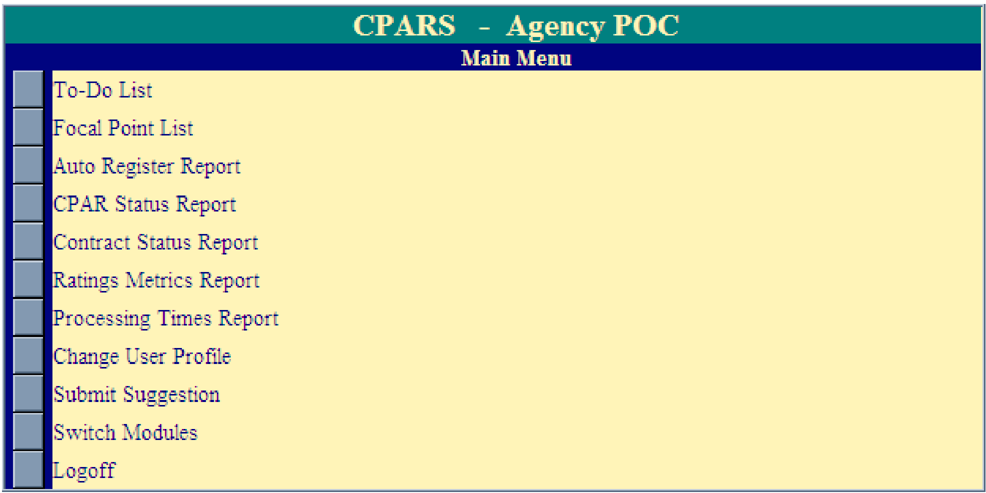
<u>Change User Profile:</u> This option must be used whenever a Department POC's name, address, email address or phone number changes. This option also allows users to change their CPARS password. **(See User Profile Section for more specific information)**

<u>Submit Suggestion:</u> This option allows users to communicate suggested CPARS improvements, policy comments and problems to system administrators and the Configuration Control Board. **(See Submit Suggestion Section for more specific information)**

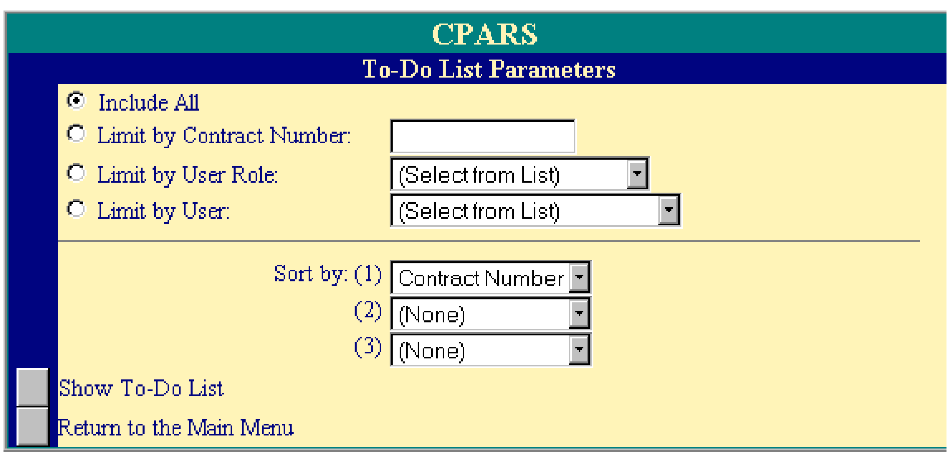
<u>Switch Modules:</u> This option allows users to switch between the different modules CPARS, ACASS, CCASS, and FAPIIS without having to log off. **(See Switch Modules Section for more specific information)**

Agency POC

An Agency POC is a senior level employee (or designated representative) who is a proponent of the CPARS application and process. This access level allows Agency POC's to quickly identify the status of contracts/orders and evaluations within their respective Organization.



<u>To-Do List:</u> This option allows the Agency POC to quickly identify the actions within the organization that need to be taken to complete in-process evaluations. Click the **To-Do List** button, a To-Do List Parameters screen displays. Select the desired parameter and sort options, if required, and click the **Show To-Do List** button. The **Return to the Main Menu** button returns the user to the Agency POC Main Menu.



A list of evaluations for the Agency POC's Organization will display.

CPARS - To-Do List

CONTRACT NUMBER	DUNS	PERIOD OF PERFORMANCE	ROLE	ACTION REQUIRED	ASSIGNED	USER
FB614158C0008	222222222	01/01/2005 - 12/31/2006	Assessing Official	Contractor Overdue, Finalize Ratings	09/22/2007	JOE ARMY
FB614158C0012	888888888	02/02/2005 - 02/02/2006	Assessing Official	Finalize Ratings	10/20/2007	JOE ARMY
FB614158C0014	888888888	02/01/2005 - 01/31/2007	Assessing Official	Rate, Send to Contractor	09/10/2007	JOE ARMY

Return to the To-Do List Parameters
Return to the Main Menu

This report displays the Contract Number, DUNS, Period of Performance, User Role, Action Required, Date Assigned and the name of the person responsible for the action.

User Name – Allows the Agency POC to view the user's profile information, including name, title, organization, address, email address and phone numbers. Click the **User Name** to see the user profile information. Click the **Close** button to return to the previous screen.

The **Return to the To-Do List Parameters** button allows the Agency POC to change the To-Do List Parameters and run additional reports. The **Return to the Main Menu** button returns the user to the Agency POC Main Menu.

Focal Point List: This option allows the Agency POC to view a list of the Focal Points and their Alternates for the organization(s) that the Agency POC has cognizance over. The list will display: the Organization(s) the Focal Point has cognizance over, Focal Point name, Phone Number, Email Address, Created Date, Last Accessed Date, and the system(s) they are Active In.

Focal Point List - 02/21/2012

[Spreadsheet]

Organization	Role	User Name	Phone Number	Email Address	Created Date	Last Accessed Date	Active In * CPARS	Active In * ACASS	Active In * CCASS	Active In * FAPIIS
KSC	Focal Point	FRANKLIN PIERCE	x	franklin.pierce@noemail.mil	02/21/2012	02/21/2012	Y	N	N	N
	Alternate	HERBERT HOOVER		herbert.hoover@noemail.mil	02/21/2012					
NMO	Focal Point	THOMAS JEFFERSON	888-999-8686	thomas.jefferson@noemail.mil	02/14/2012	02/14/2012	N	N	N	Y
	Alternate	HAPPY RABBIT	222 RABBIT	happyrabbit@noemail.mil	08/16/2010	01/10/2011				

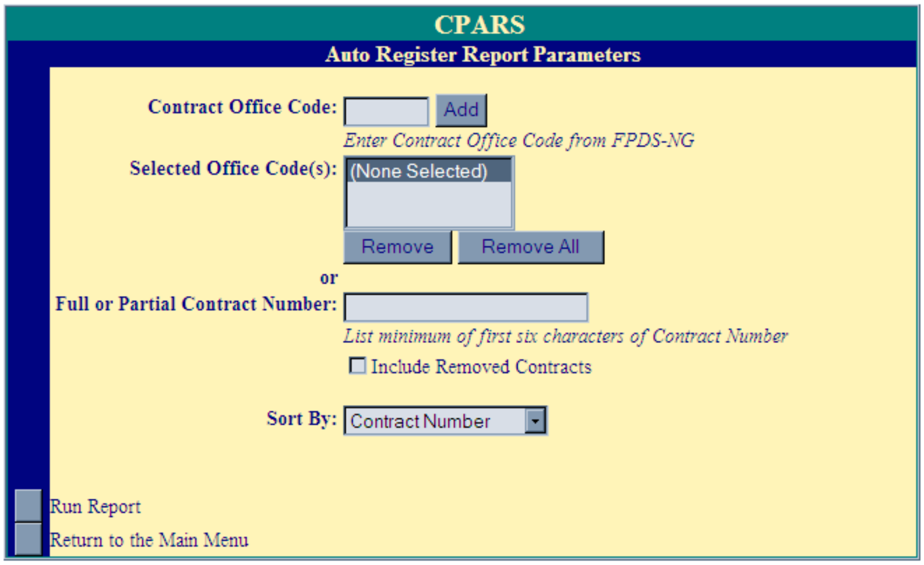
Count: 4

*** Active In**
Y- Under CPARS, ACASS, and CCASS: indicates that user(s) have been assigned access. Under FAPIIS: indicates a record(s) has been entered.
N- Under CPARS, ACASS, and CCASS: indicates that no users have been assigned access. Under FAPIIS: indicates no records have been entered.

Return to the Main Menu

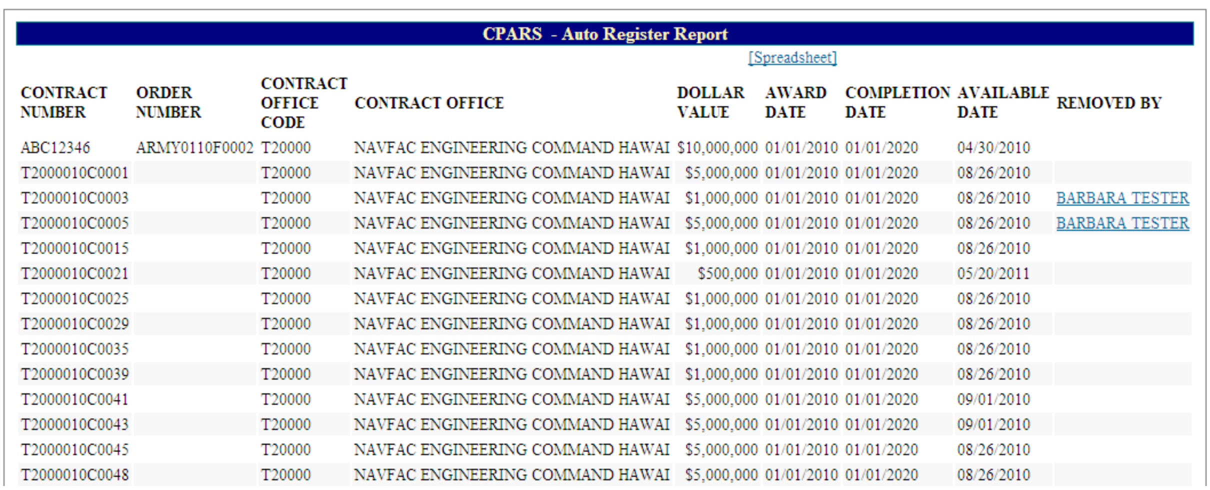
The **Return to the Main Menu** button returns the user to the Agency POC Main Menu.

Auto Register Report: This option allows the Agency POC to view a list of contracts/orders that are eligible for CPARS reporting by their Focal Point(s) within the 30 day registration parameter. The CPARS-eligible list is filtered by Business Sector and applicable minimum dollar threshold as displayed below. Contracts/orders not meeting the established minimum dollar thresholds for CPARS reporting will not be displayed. Contracts/orders that have already been registered in CPARS will not be displayed.



After selecting the **Auto Register Report** from the main menu, enter a contract office code or a full or partial contract number in the space provided. If you wish to see the removed contracts you must select/check the **Include Removed Contracts** check box as selected above. The Auto Register Report may be sorted by up to seven sort options. Select the desired option from the **Sort By** drop-down box.

Click the **Run Report** button at the bottom of this screen the list will run as shown below (a partial list is shown as an example).



CPARS - Auto Register Report

[Spreadsheet]

CONTRACT NUMBER	ORDER NUMBER	CONTRACT OFFICE CODE	CONTRACT OFFICE	DOLLAR VALUE	AWARD DATE	COMPLETION DATE	AVAILABLE DATE	REMOVED BY
ABC12346	ARMY0110F0002	T20000	NAVFAC ENGINEERING COMMAND HAWAI	$10,000,000	01/01/2010	01/01/2020	04/30/2010	
T2000010C0001		T20000	NAVFAC ENGINEERING COMMAND HAWAI	$5,000,000	01/01/2010	01/01/2020	08/26/2010	
T2000010C0003		T20000	NAVFAC ENGINEERING COMMAND HAWAI	$1,000,000	01/01/2010	01/01/2020	08/26/2010	BARBARA TESTER
T2000010C0005		T20000	NAVFAC ENGINEERING COMMAND HAWAI	$5,000,000	01/01/2010	01/01/2020	08/26/2010	BARBARA TESTER
T2000010C0015		T20000	NAVFAC ENGINEERING COMMAND HAWAI	$1,000,000	01/01/2010	01/01/2020	08/26/2010	
T2000010C0021		T20000	NAVFAC ENGINEERING COMMAND HAWAI	$500,000	01/01/2010	01/01/2020	05/20/2011	
T2000010C0025		T20000	NAVFAC ENGINEERING COMMAND HAWAI	$1,000,000	01/01/2010	01/01/2020	08/26/2010	
T2000010C0029		T20000	NAVFAC ENGINEERING COMMAND HAWAI	$1,000,000	01/01/2010	01/01/2020	08/26/2010	
T2000010C0035		T20000	NAVFAC ENGINEERING COMMAND HAWAI	$1,000,000	01/01/2010	01/01/2020	08/26/2010	
T2000010C0039		T20000	NAVFAC ENGINEERING COMMAND HAWAI	$1,000,000	01/01/2010	01/01/2020	08/26/2010	
T2000010C0041		T20000	NAVFAC ENGINEERING COMMAND HAWAI	$5,000,000	01/01/2010	01/01/2020	09/01/2010	
T2000010C0043		T20000	NAVFAC ENGINEERING COMMAND HAWAI	$5,000,000	01/01/2010	01/01/2020	09/01/2010	
T2000010C0045		T20000	NAVFAC ENGINEERING COMMAND HAWAI	$5,000,000	01/01/2010	01/01/2020	08/26/2010	
T2000010C0048		T20000	NAVFAC ENGINEERING COMMAND HAWAI	$5,000,000	01/01/2010	01/01/2020	08/26/2010	

The example above includes removed contracts. The **Removed By** column identifies the Focal Point who removed each contract/order, click on the Focal Point's name to view the Focal Point's profile information, including name, title, organization, address, email address, and phone number. Click the **Close button to return to the list of contracts.**

[Spreadsheet] – Click on the **[Spreadsheet]** in the upper right hand corner to create a Microsoft Excel version of the list.

CPAR Status Report: This option allows the Agency POC to monitor the status of evaluations that have been started or completed for all contracts/orders within the respective organization. The CPAR Status Report will display information as counts (e.g., number of evaluations complete) or as a list of evaluations that allows the

Agency POC read-only access to each evaluation. **(See CPAR Status Report Section for more specific information)**

<u>Contract Status Report:</u> This option allows the Agency POC to monitor the status of contracts/orders within the respective organization. The Contract Status Report will display information as counts (e.g., number of contracts/orders due for an evaluation), as a list of users that identifies the status of each contract/order (e.g., current, due, overdue) and the users assigned to that contract/order, or as a list of contracts/orders that identifies the status of each contract/order (e.g., current, due, overdue). **(See Contract Status Report Section for more specific information)**

<u>Ratings Metrics Report:</u> This option allows the Agency POC to run a report that will identify the distribution of ratings for all completed evaluations within the organization. The report can be qualified by date or command (Organization). **(See Ratings Metrics Report Section for more specific information)**

<u>Processing Times Report:</u> This option allows the Agency POC to monitor the processing times for all evaluations within the respective organization. For example, this report will identify the number of evaluations completed for a specific month and how many were completed within the 120-day objective. **(See Processing Times Report Section for more specific information)**

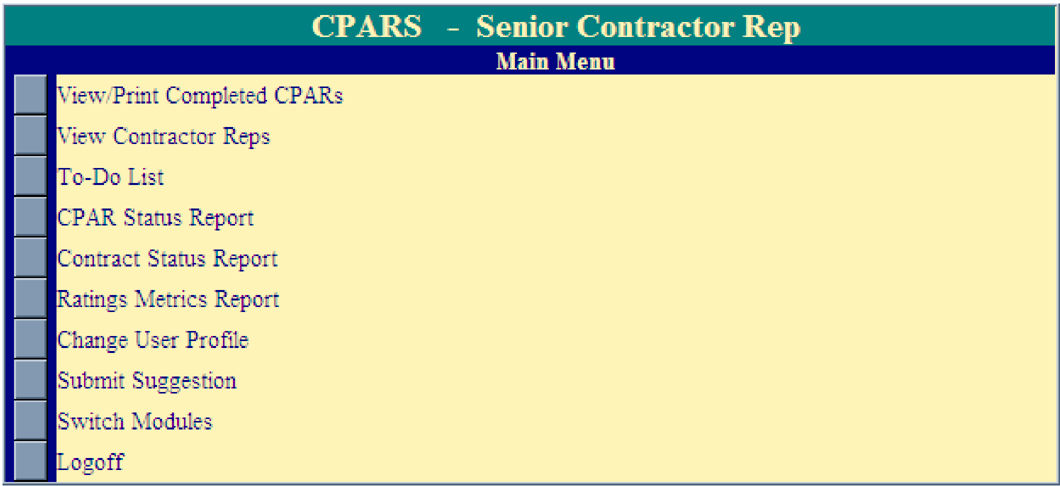
<u>Change User Profile:</u> This option must be used whenever a user's name, address, email address, or phone number changes. This option also allows the Agency POC to elect to receive an optional email notification that would be sent whenever an evaluation is "Due" to be initiated. The Change User Profile option also allows the Agency POC to change his/her CPARS password. **(See User Profile Section for more specific information)**

<u>Submit Suggestion:</u> This option allows users to communicate suggested CPARS improvements, policy comments and problems to system administrators and the Configuration Control Board. **(See Submit Suggestion Section for more specific information)**

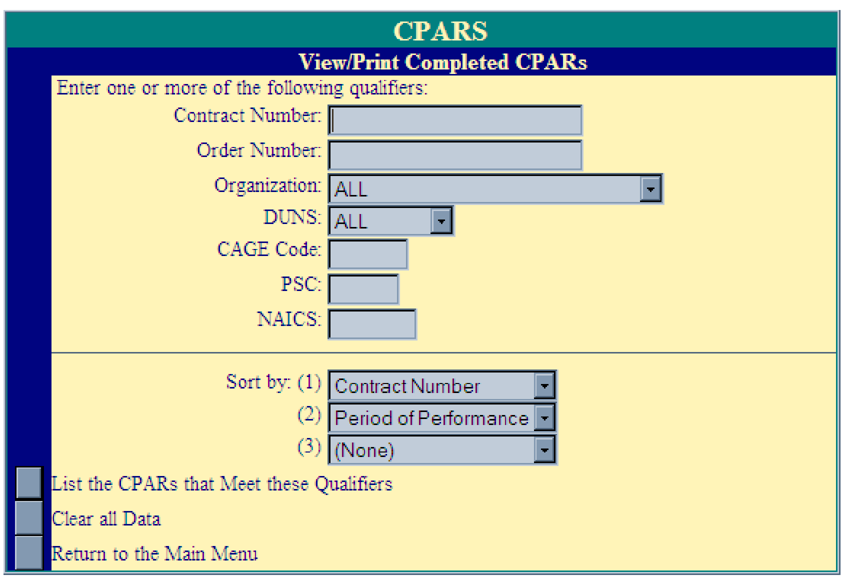
<u>Switch Modules:</u> This option allows users to switch between the different modules CPARS, ACASS, CCASS, and FAPIIS without having to log off. **(See Switch Modules Section for more specific information)**

Senior Contractor Representative

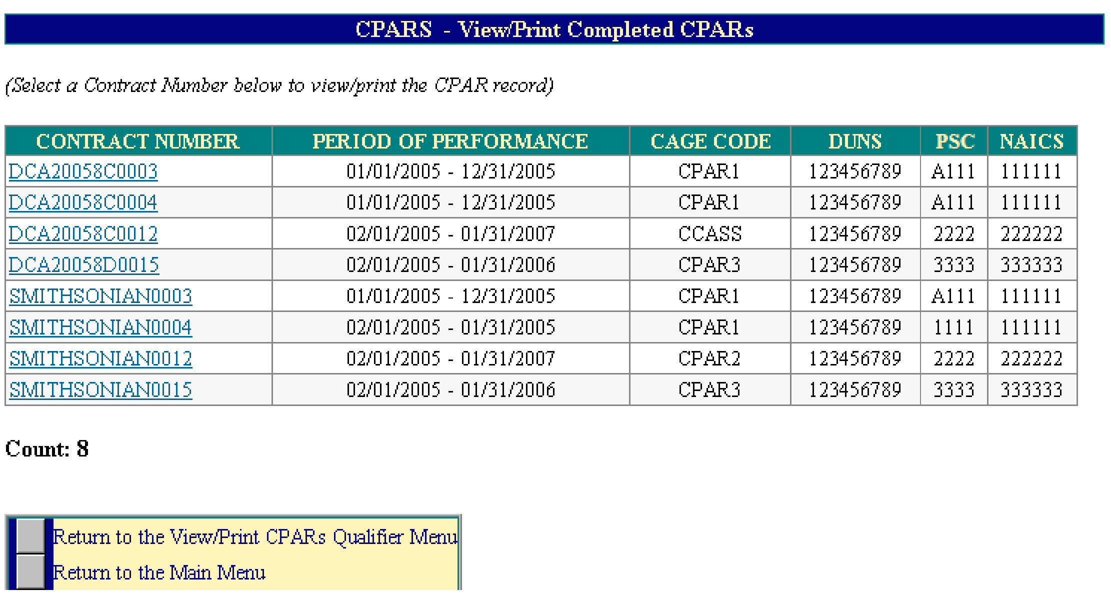
The Senior Contractor Representative access level allows a designated corporate official to view specific in-process evaluations when statused at the Contractor Representative level and completed CPARS evaluations. Additional features at this level allow the Senior Contractor Representative to quickly identify evaluations that have been sent to the company for comment. Senior Contractor Representative access is provided by the Naval Sea Logistics Center Detachment Portsmouth, New Hampshire, upon receipt of a completed Senior Contractor Representative User Access Request Form.



<u>View/Print Completed CPARs:</u> This option allows the Senior Contractor Representative to view evaluations that have been completed by the Government for contracts/orders awarded to the corporation or any of its divisions or subsidiaries. To view an evaluation, click the **View/Print Completed CPARs** button and the View/Print Completed CPARs qualifier screen displays.



The Senior Contractor Representative can search for completed evaluations by Contract Number/Order Number, Organization, DUNS, CAGE Code, Product or Service Code (PSC) and North American Industrial Classification System (NAICS). Select the appropriate qualifiers and then click the **List the CPARs that Meet these Qualifiers** button. A list of completed evaluations will display. Click on the contract/order number of the evaluation to be viewed and a new window opens and displays the evaluation in HTML format. Click the **View CPAR as PDF** button to view the evaluation in Adobe Acrobat Reader. Once the evaluation is displayed, the user is able to scroll through the entire evaluation and/or print the evaluation on a local printer. The **Return to the View/Print CPARs Qualifier Menu** button allows the Senior Contractor Representative to select new qualifiers and run another report. The **Return to the Main Menu** button returns the user to the Senior Contractor Representative Main Menu.



CPARS - View/Print Completed CPARs

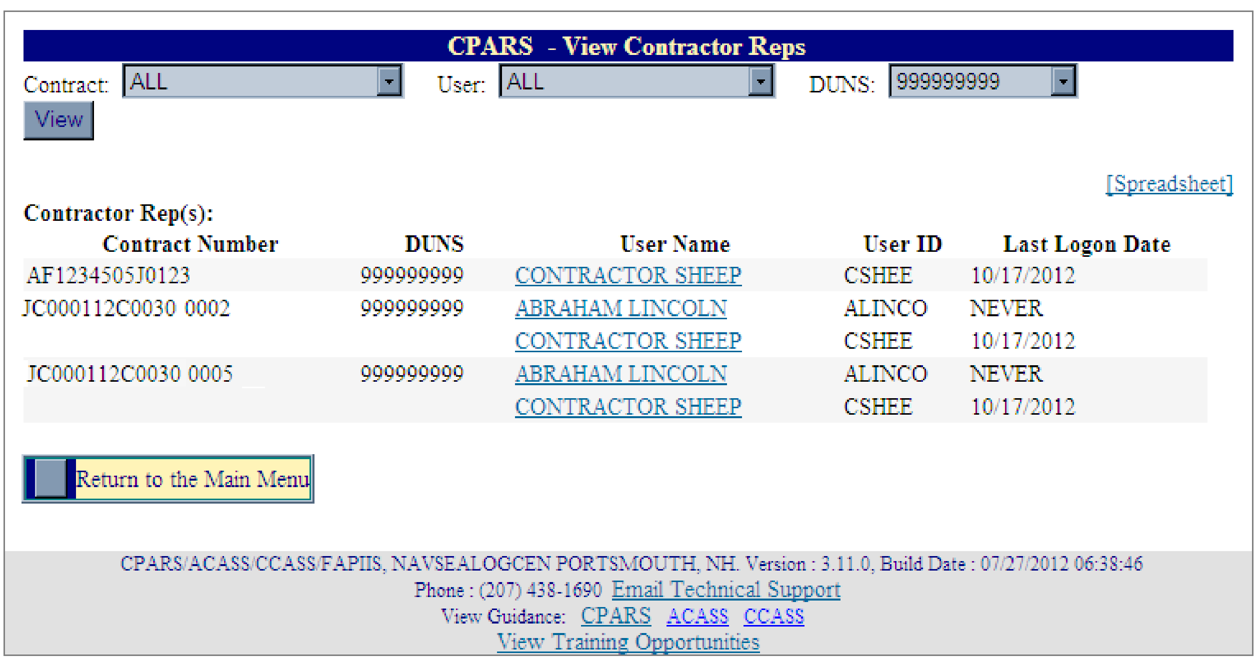
(Select a Contract Number below to view/print the CPAR record)

CONTRACT NUMBER	PERIOD OF PERFORMANCE	CAGE CODE	DUNS	PSC	NAICS
DCA20058C0003	01/01/2005 - 12/31/2005	CPAR1	123456789	A111	111111
DCA20058C0004	01/01/2005 - 12/31/2005	CPAR1	123456789	A111	111111
DCA20058C0012	02/01/2005 - 01/31/2007	CCASS	123456789	2222	222222
DCA20058D0015	02/01/2005 - 01/31/2006	CPAR3	123456789	3333	333333
SMITHSONIAN0003	01/01/2005 - 12/31/2005	CPAR1	123456789	A111	111111
SMITHSONIAN0004	02/01/2005 - 01/31/2005	CPAR1	123456789	1111	111111
SMITHSONIAN0012	02/01/2005 - 01/31/2007	CPAR2	123456789	2222	222222
SMITHSONIAN0015	02/01/2005 - 01/31/2006	CPAR3	123456789	3333	333333

Count: 8

Return to the View/Print CPARs Qualifier Menu
Return to the Main Menu

__View Contractor Reps:__ This option allows the Senior Contractor Representative to quickly identify all Contractor Representatives (and view their contact information) within the corporation who have been authorized to enter comments in CPARS evaluations. Click **View Contractor Reps.** The View Contractor Reps screen displays. The Senior Contractor Representative can view Contractor Representatives by Contract Number, User Name or DUNS. Select the desired option(s) and click **View**. A list of contractor reps with the Contract Number(s) assigned, DUNS, User Name, User ID and Last Logon Date displays. Click on the **User Name** to view the individual's profile information including name, title, organization, address, email address and phone number(s). The **Return to the Main Menu** button returns the user to the Senior Contractor Representative Main Menu.



CPARS - View Contractor Reps

Contract: ALL User: ALL DUNS: 999999999
View

[Spreadsheet]

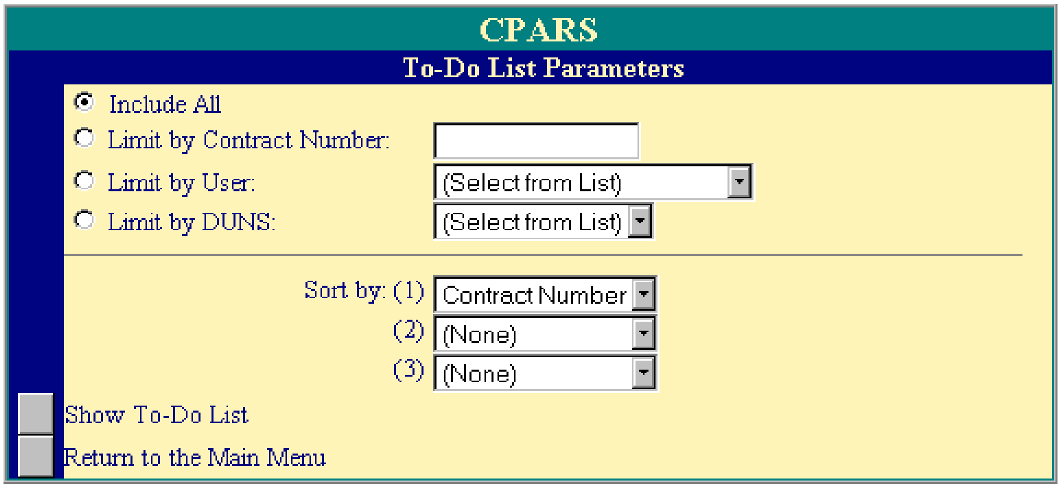
Contractor Rep(s):

Contract Number	DUNS	User Name	User ID	Last Logon Date
AF1234505J0123	999999999	CONTRACTOR SHEEP	CSHEE	10/17/2012
JC000112C0030 0002	999999999	ABRAHAM LINCOLN	ALINCO	NEVER
		CONTRACTOR SHEEP	CSHEE	10/17/2012
JC000112C0030 0005	999999999	ABRAHAM LINCOLN	ALINCO	NEVER
		CONTRACTOR SHEEP	CSHEE	10/17/2012

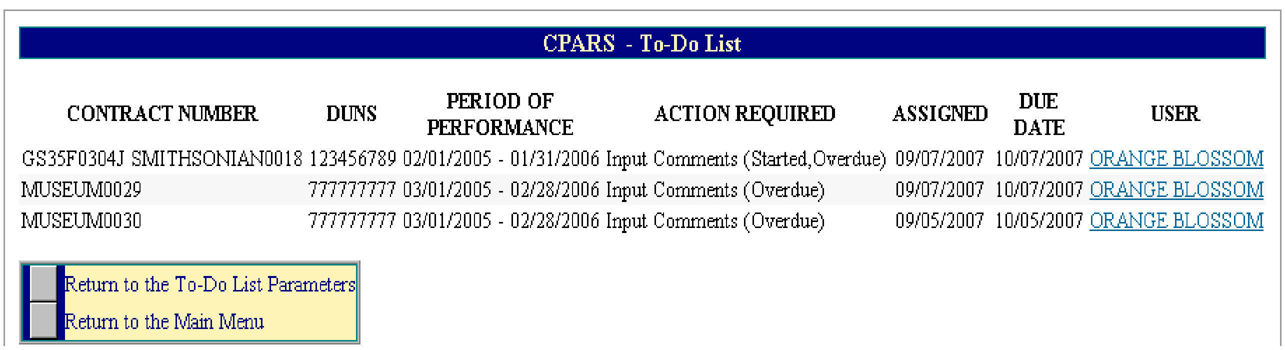
Return to the Main Menu

CPARS/ACASS/CCASS/FAPIIS, NAVSEALOGCEN PORTSMOUTH, NH. Version : 3.11.0, Build Date : 07/27/2012 06:38:46
Phone : (207) 438-1690 Email Technical Support
View Guidance: CPARS ACASS CCASS
View Training Opportunities

To-Do List: This option allows the Senior Contractor Representative to identify all evaluations that have been forwarded to the corporation, its divisions or subsidiaries, for contractor review and comment. The evaluations identified on this list require contractor review and comment and should be returned to the Government by the required due date or they may be closed by the Government without contractor review and comment. Click the **To-Do List**. A To-Do List Parameters screen displays.


CPARS
To-Do List Parameters
Include All
Limit by Contract Number:
Limit by User: (Select from List)
Limit by DUNS: (Select from List)
Sort by: (1) Contract Number
(2) (None)
(3) (None)
Show To-Do List
Return to the Main Menu

To view a list of all evaluations within the Senior Contractor Representative's area of responsibility, the Senior Contractor Representative selects **Include All**. Select **Limit by Contract Number** and enter a specific contract number to limit the search to one contract. The Senior Contractor Representative can limit the To-Do List to a specific Contractor Representative by selecting **Limit by User** and selecting the appropriate name from the drop-down box. Finally, the To-Do List can be limited to one of the corporation's assigned DUNS numbers by selecting **Limit by DUNS** and selecting the DUNS from the drop-down box. Select the desired parameter and the sort option(s) and then click the **Show To-Do List** button. A list of evaluations will display.


CPARS - To-Do List

CONTRACT NUMBER	DUNS	PERIOD OF PERFORMANCE	ACTION REQUIRED	ASSIGNED	DUE DATE	USER
GS35F0304J SMITHSONIAN0018	123456789	02/01/2005 - 01/31/2006	Input Comments (Started,Overdue)	09/07/2007	10/07/2007	ORANGE BLOSSOM
MUSEUM0029	777777777	03/01/2005 - 02/28/2006	Input Comments (Overdue)	09/07/2007	10/07/2007	ORANGE BLOSSOM
MUSEUM0030	777777777	03/01/2005 - 02/28/2006	Input Comments (Overdue)	09/05/2007	10/05/2007	ORANGE BLOSSOM

Return to the To-Do List Parameters
Return to the Main Menu

This report displays Contract Number, DUNS, Period of Performance, Action Required, Date Assigned, Due Date and User Name.

User Name – Allows the Senior Contractor Representative to view the Contractor Representative's profile information, including name, title, organization, address, email address and phone number(s). Click the **User Name** to see the user profile information. Click the **Close** button to return to previous screen.

Return to the To-Do List Parameters button allows the Senior Contractor Representative to select new qualifiers and run another report. The **Return to the Main Menu** button returns the user to the Senior Contractor Representative Main Menu.

CPAR Status Report: This option allows the Senior Contractor Representative to monitor the status of evaluations that have been started or completed for all contracts/orders within their respective corporation. The

CPAR Status Report will display information as counts (e.g., number of evaluations complete) or as a list of evaluations that allows the Senior Contractor Representative read-only access to each evaluation that is rated or completed. **(See CPAR Status Report Section for more specific information)**

Contract Status Report: This option allows the Senior Contractor Representative to monitor the status of contracts/orders within the respective corporation. The Contract Status Report will display information as counts (e.g., number of contracts/orders due for an evaluation) or as a list of contracts/orders that identifies the status of each contract/order (e.g., current, due, overdue). **(See Contract Status Report Section for more specific information)**

Ratings Metrics Report: This option allows the Senior Contractor Representative to run a report that will identify the distribution of ratings for all completed evaluations within the corporation. The report can be qualified by date or DUNS. **(See Ratings Metrics Report Section for more specific information)**

Change User Profile: This option must be used whenever a user's name, address, email address, or phone number changes. The Change User Profile option also allows the Senior Contractor Representative to change his/her CPARS password. **(See User Profile Section for more specific information)**

Submit Suggestion: This option allows users to communicate suggested CPARS improvements, policy comments and problems to system administrators and the Configuration Control Board. **(See Submit Suggestion Section for more specific information)**

Switch Modules: This option allows users to switch between the different modules CPARS, ACASS, and CCASS without having to log off. **NOTE:** Contractors are not granted access to the FAPIIS module. To review and comment on completed FAPIIS records for their company, Contractors will require access to PPIRS at **https://www.ppirs.gov**. **(See Switch Modules Section for more specific information)**

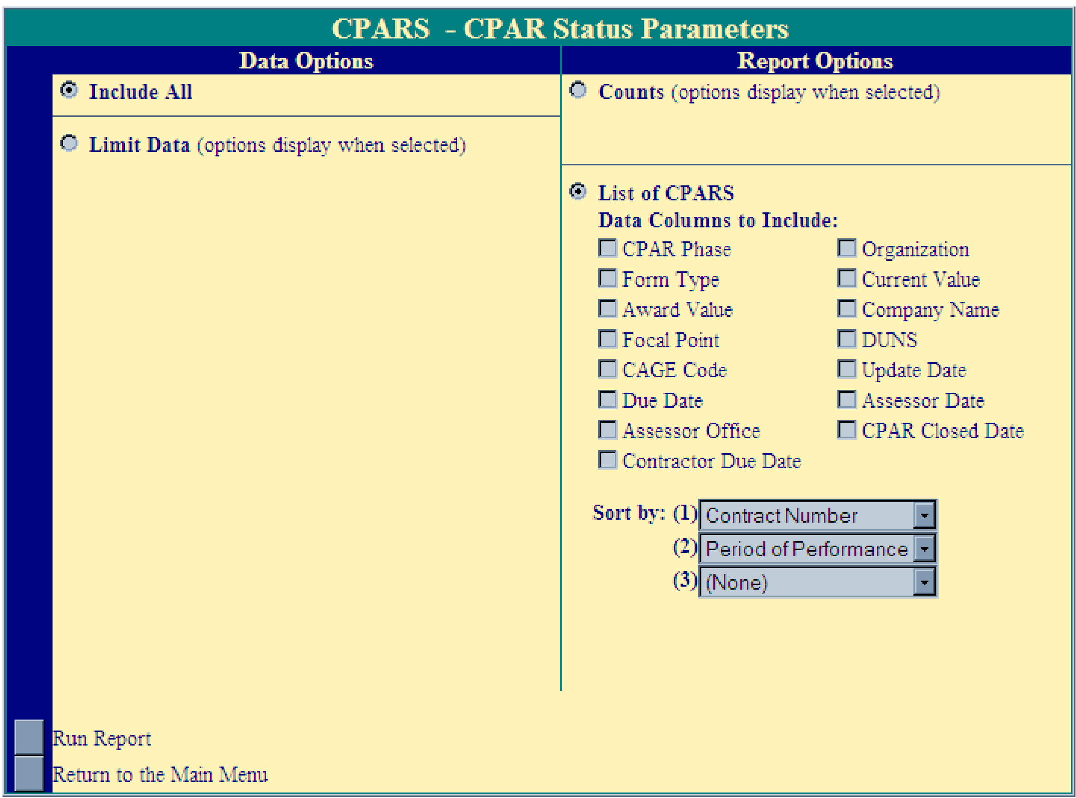
CPARS Reports

The CPARS application provides a variety of reports (CPAR Status Report, Contract Status Report, Ratings Metrics Report and Processing Times Report) depending on the user's access level. These reports are used to help users monitor the status of the CPARS processes. You will note some of the report parameters or options vary slightly depending on the user's access level, but the reports function the same and as described in the following sections.

CPAR Status Report

The Assessing Official Representative, Assessing Official, Contractor Representative and the Reviewing Official CPAR Status Report screens are displayed in the following examples. As previously mentioned, slight variations of this report occur at different access levels and are described as applicable.

The CPAR Status Report allows users to monitor the status of evaluations within their purview. The CPAR Status Report will display information as counts (e.g., number of evaluations complete) or as a list of evaluations available that provides the user read-only access to each evaluation. To run a CPAR Status Report, click the **CPAR Status Report** button from the Main Menu. A CPAR Status Report Parameters menu will display.



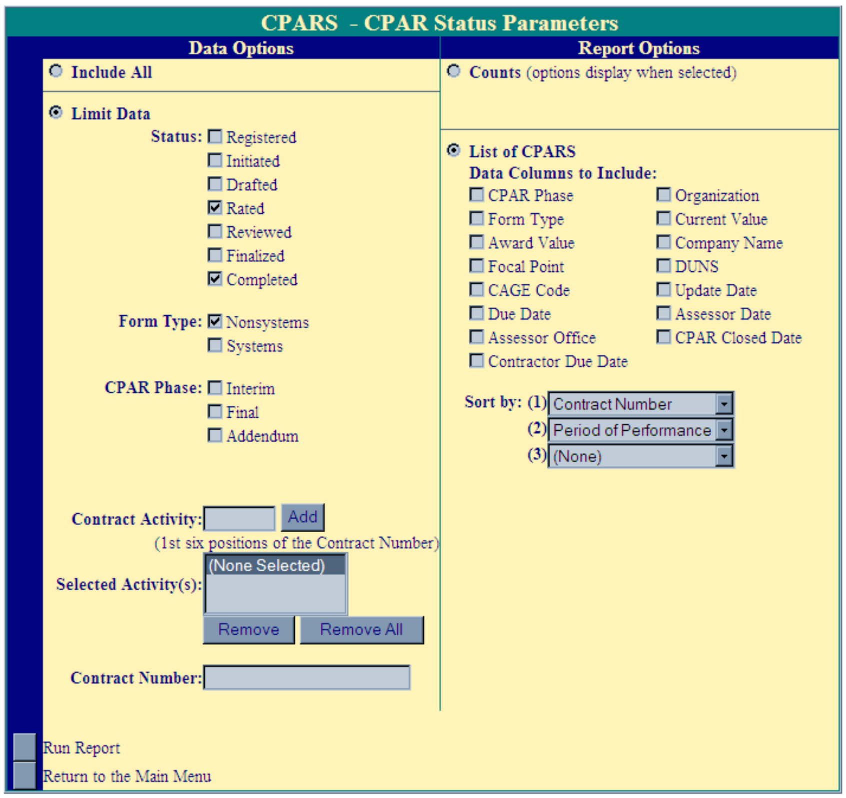
If the user leaves the default values as **Include All** (under Data Options) and **List of CPARS** (under Report Options) and then clicks on the **Run Report** button, the report results in a list of all the user's evaluations that includes the following column names; Viewed, Contract Number, Period of Performance, Current Status, User List and Activity Log.

NOTE: Default column names for reports for **Department POC**, **Agency POC**, **Contractor Representative** and **Senior Contractor Representative** access levels **do not** include Notes. **Contractor Representative** and **Senior Contractor Representative** access levels **do not** include User List or Activity Log.

The user can choose to include additional data columns by clicking the box(s) adjacent to the column name. A checkmark will display in the box adjacent to the column name(s) selected. The CPAR Status Report may be sorted by up to three sort options. Select the desired option(s) from the **Sort By** drop-down boxes.

The CPAR Status Report may be further qualified by selecting **Limit Data** under **Data Options.** Limit Data allows the user to focus in on or limit the report to desired parameters. The user limits the status report by clicking the box(s) adjacent to the desired parameter. A checkmark will display in the box. If a report by Contract Activity is desired, enter the specific Contract Activity in the **Contract Activity** box. A report for multiple Contract Activities can be run by entering a Contract Activity in the **Contract Activity** box and then clicking the **Add** button for each Contract Activity. Contract Activities can be removed by highlighting a Contract Activity and clicking the **Remove** button. Click **Remove All** to remove all Contract Activities from the list. The report can also be run for a specific contract number by entering the contract number in the **Contract Number** box.

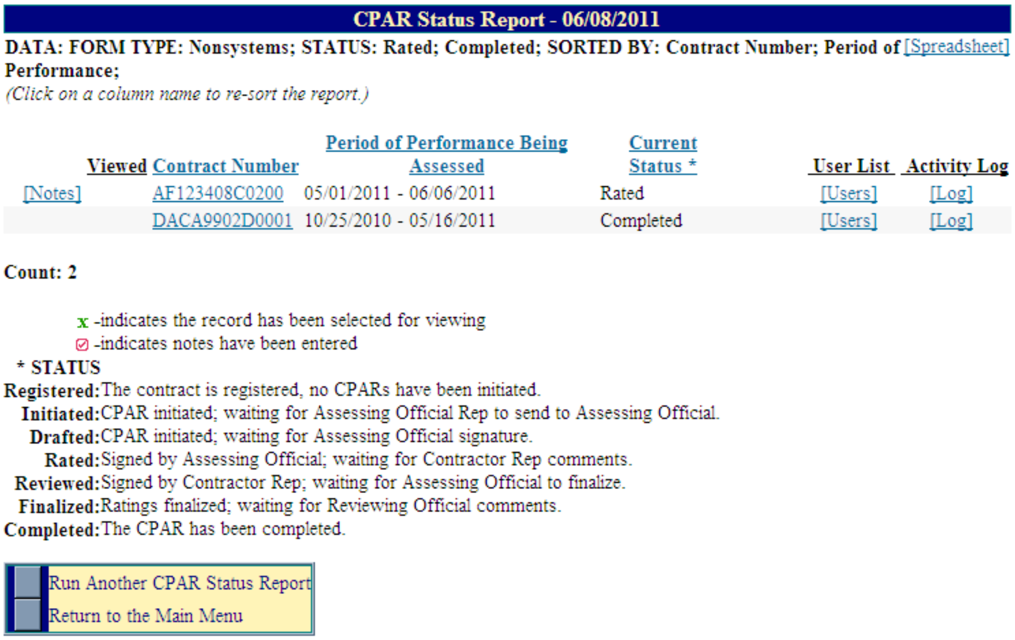
In the example below, the user is limiting the status report to display only rated and completed evaluations that have the form type of Nonsystems.



Click the **Run Report** button

NOTE: The **Focal Point**, **Department POC** and **Agency POC** access levels may also limit their reports by Organization; **Senior Contractor Representative** access level may also limit their reports by DUNS.

The CPAR Status Report shown below contains the selections Data Options: Form Type = Nonsystems, Status: Rated and Completed and Report Options: List of CPARS. Sorted By: Contract Number; Period of Performance selected from the CPAR Status Parameters screen displayed above.



CPAR Status Report - 06/08/2011

DATA: FORM TYPE: Nonsystems; STATUS: Rated; Completed; SORTED BY: Contract Number; Period of Performance; [Spreadsheet]

(Click on a column name to re-sort the report.)

	Viewed	Contract Number	Period of Performance Being Assessed	Current Status *	User List	Activity Log
[Notes]		AF123408C0200	05/01/2011 - 06/06/2011	Rated	[Users]	[Log]
		DACA9902D0001	10/25/2010 - 05/16/2011	Completed	[Users]	[Log]

Count: 2

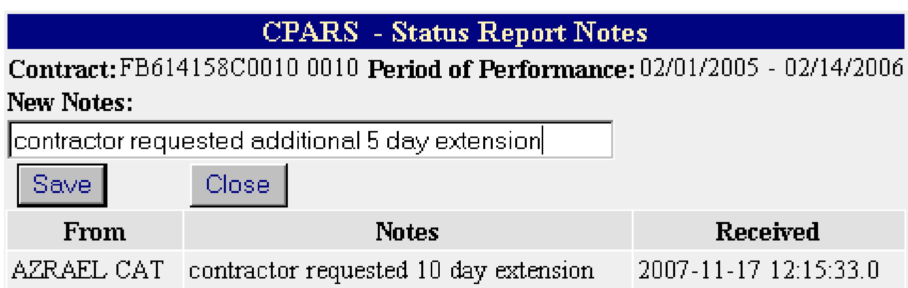
x -indicates the record has been selected for viewing
-indicates notes have been entered

* STATUS

Registered: The contract is registered, no CPARs have been initiated.
Initiated: CPAR initiated; waiting for Assessing Official Rep to send to Assessing Official.
Drafted: CPAR initiated; waiting for Assessing Official signature.
Rated: Signed by Assessing Official; waiting for Contractor Rep comments.
Reviewed: Signed by Contractor Rep; waiting for Assessing Official to finalize.
Finalized: Ratings finalized; waiting for Reviewing Official comments.
Completed: The CPAR has been completed.

Run Another CPAR Status Report
Return to the Main Menu

[Notes] – This option serves as "post-it notes" for each evaluation that has been started, but not completed. Click on the **[Notes]** to enter or view notes that have been entered by the Assessing Official Representative, Assessing Official, Reviewing Official or Focal Point (this feature is only available at these levels). Click on **[Notes]** and a Status Report Notes pop-up displays. Click the **Save** button to save the new note. A red check mark indicates notes have been entered in the Notes field. Click the **Close** button to return to the list of evaluations without saving new notes.



CPARS - Status Report Notes

Contract: FB614158C0010 0010 Period of Performance: 02/01/2005 - 02/14/2006

New Notes:

contractor requested additional 5 day extension

Save Close

From	Notes	Received
AZRAEL CAT	contractor requested 10 day extension	2007-11-17 12:15:33.0

Contract Number - Click on the specific Contract/Order Number and the evaluation will display in HTML format. Click the **View CPAR as PDF** button to view the evaluation in Adobe Acrobat Reader. If the Assessing Official modified the evaluation after it was returned from the Contractor Rep, the window contains a **View Original CPAR** button or a **View Modified CPAR** button. Click the **View Original CPAR** button to view the original evaluation and click on the **View Modified CPAR** button to view the modified evaluation. Click the **Print** button to print the evaluation on a local printer. Click the **Close** button to return to the list of evaluations. A **green x** appears in the Viewed column adjacent to the contract number for the evaluation that was just viewed.

Focal Point – Click on the Focal Point's name to view the Focal Point's profile information, including name, title, organization, address, email address and phone number(s). Click the **Close** button to return to the list of evaluations.

[Users] – Click on **[Users]** and a new window opens and presents the User List. The User List identifies all users who have been given access to that contract number.

[Spreadsheet] – Click on **[Spreadsheet]** in the upper right hand corner of the page to create a Microsoft Excel version of the report.

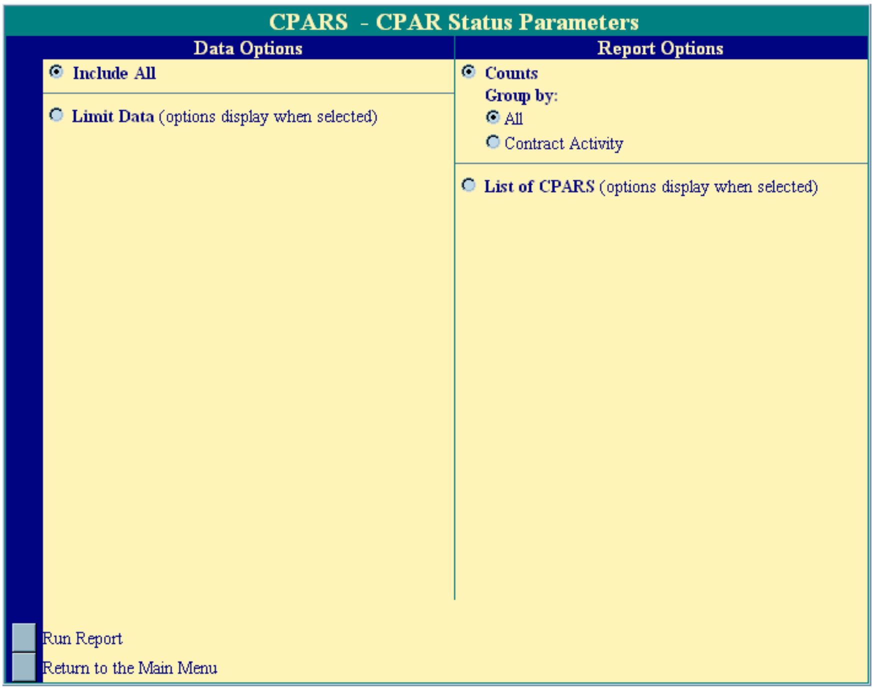
[Log] – Click on **[Log]** and a new window opens and presents the Activity Log. The Activity Log provides an audit trail of the history of actions taken on the evaluation. For example, it identifies when the applicable contract/order was registered, when the evaluation was initiated and who took the action(s). A list of actions recorded in the Activity Log is provided below:

- Closed by Reviewing Official
- Contract Auto-Registered
- Contract Updated by FPDS Feed
- Contract registered
- Contract registration deleted by Focal Point
- Contract registration updated
- Contractor Rep 30 day review expired, email sent to Assessing Official
- Contractor Rep review complete, sent to the Assessing Official
- Contractor Rep review not completed, email sent to Contractor Rep/Assessing Official
- CPAR updated by Assessing Official Representative
- CPAR updated by Assessing Official
- CPAR updated by Contractor Rep
- CPAR updated by Reviewing Official
- Drafted by Assessing Official
- Finalized and sent to the Reviewing Official
- Finalized and sent to the Reviewing Official (Contractor Rep non-responsive)
- Initiated by Assessing Official Representative
- Initiated by Assessing Official Representative and sent to Assessing Official
- Modified by Assessing Official
- Modified by Assessing Official (Contractor Rep non-responsive)
- Rated by Assessing Official and sent to the Contractor Rep
- Returned to the Assessing Official Representative
- Returned to the Assessing Official
- Sent to Assessing Official
- Updated by Customer Support Desk
- Viewed by Contractor Rep

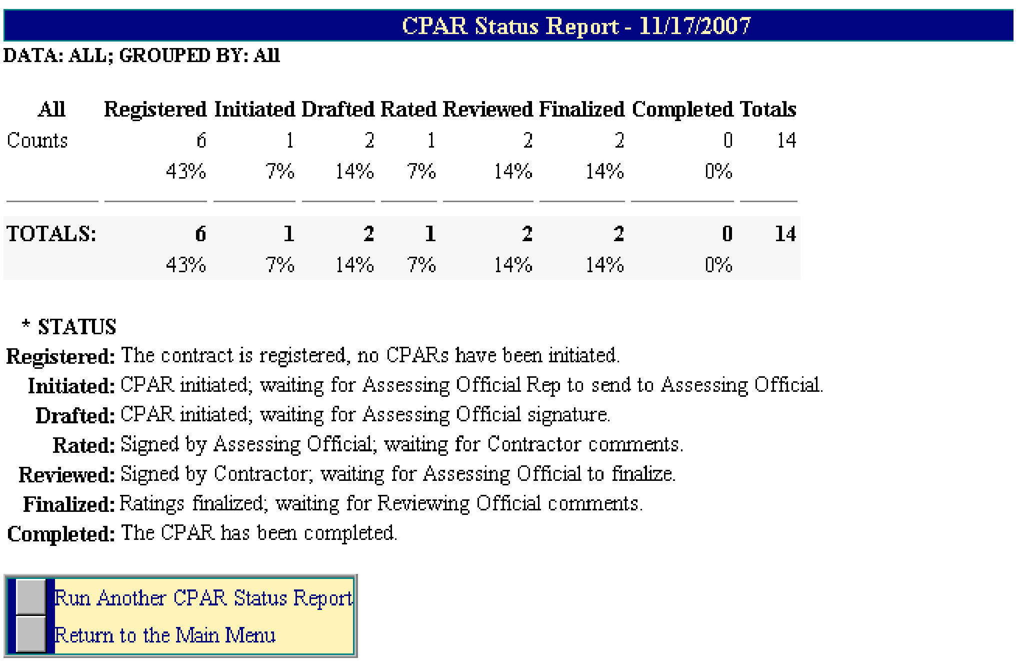
To run a new CPARS Status Report, click the **Run Another CPAR Status Report** button. The **Return to the Main Menu** button returns the user to the Main Menu.

To display the CPAR Status Report as Counts, click on the **Counts** radio button under **Report Options** on the CPARS Status Parameters screen. **Counts** can be grouped by All or Contract Activity.

NOTE: Focal Point Group By options include All, Contract Activity and Organization; **Department POC** Group By options include All, Contract Activity, Organization and Focal Point; **Agency POC** Group By options include All, Contract Activity and Focal Point; **Senior Contractor Representative** Group By options include All, Contract Activity, Organization and DUNS. **All** is the default value.



Click the **Run Report** button, the report identifies the status of the user's evaluations by displaying the number of evaluations statused at each step of the automated workflow process (shown below). Percentages are also provided.



CPAR Status Report - 11/17/2007

DATA: ALL; GROUPED BY: All

All	Registered	Initiated	Drafted	Rated	Reviewed	Finalized	Completed	Totals
Counts	6	1	2	1	2	2	0	14
	43%	7%	14%	7%	14%	14%	0%	
TOTALS:	**6**	**1**	**2**	**1**	**2**	**2**	**0**	**14**
	43%	7%	14%	7%	14%	14%	0%	

* STATUS

Registered: The contract is registered, no CPARs have been initiated.
Initiated: CPAR initiated; waiting for Assessing Official Rep to send to Assessing Official.
Drafted: CPAR initiated; waiting for Assessing Official signature.
Rated: Signed by Assessing Official; waiting for Contractor comments.
Reviewed: Signed by Contractor; waiting for Assessing Official to finalize.
Finalized: Ratings finalized; waiting for Reviewing Official comments.
Completed: The CPAR has been completed.

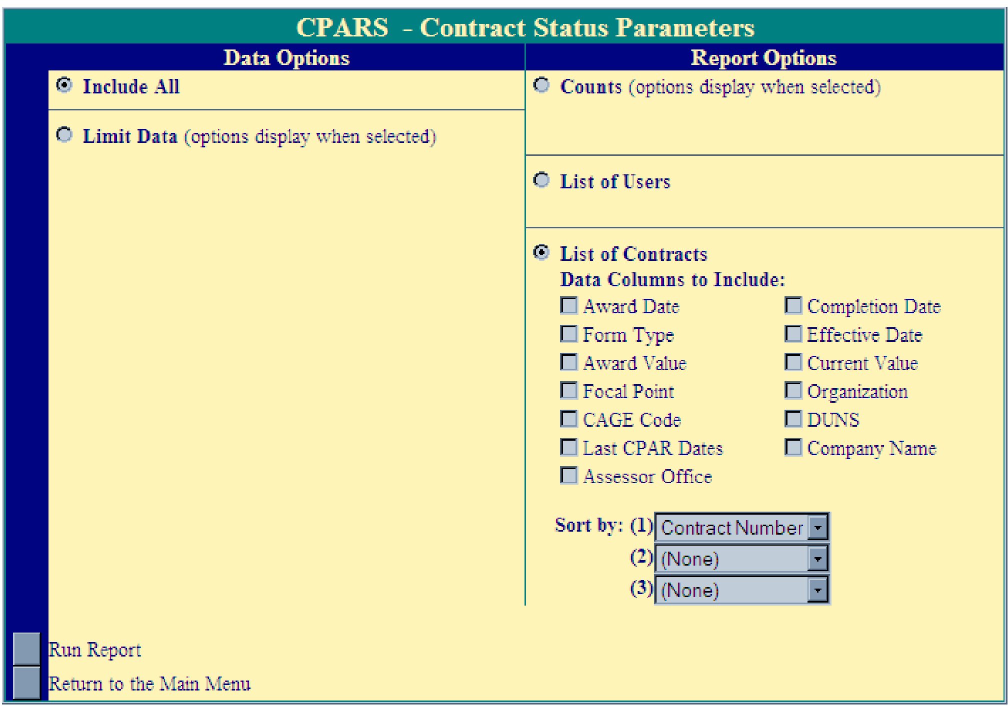
Run Another CPAR Status Report
Return to the Main Menu

Contract Status Report

The Assessing Official Representative, Assessing Official, Contractor Representative and the Reviewing Official Contract Status Report screens are displayed in the following examples. Slight variations of this report occur at different access levels and are described as applicable.

The Contract Status Report is designed to track the status of contracts/orders. This report will show whether a contract/order is current, due or overdue for an evaluation for all contracts/orders under the user's purview. The Contract Status Report will display information as counts (e.g., number of contracts/orders due for an evaluation, as a list of users that identifies the status of each contract/order (e.g., current, due, overdue) and the users assigned to that contract/order, or as a list of contracts/orders that identifies the status of each contract/order (e.g., current, due, overdue). The option to view the list of users is not available at the Contractor Representative and Senior Contractor Representative levels of access.

To run a Contract Status Report, click the **Contract Status Report** button from the Main Menu. A Contract Status Report Parameters menu will display.

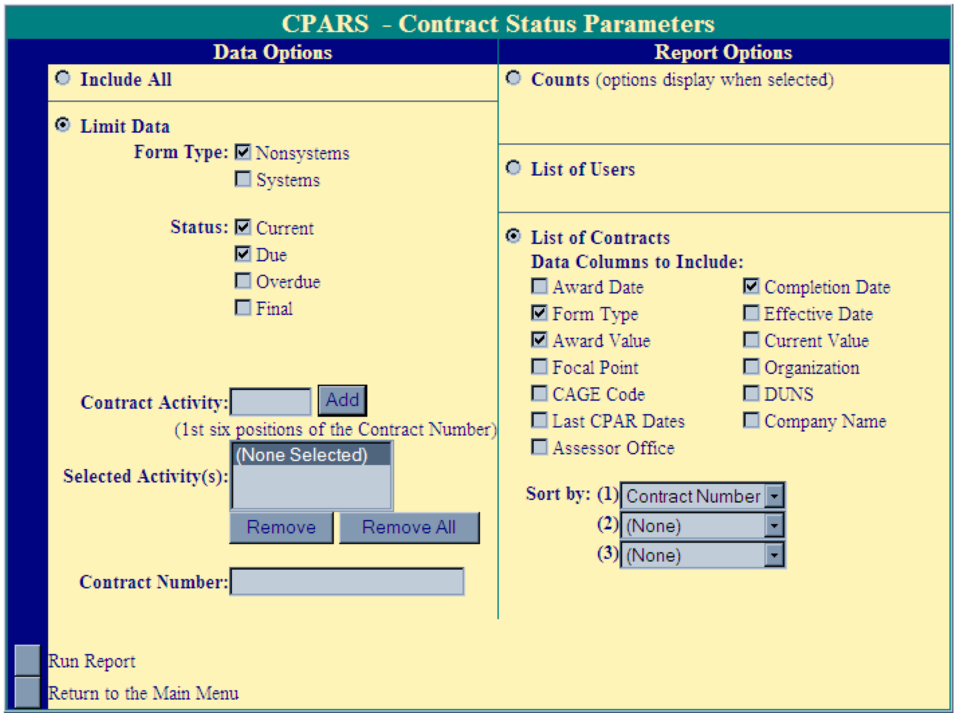


If the user leaves the default values as **Include All** (under Data Options) and **List of Contracts** (under Report Options) and then clicks on the **Run Report** button, the report results in a list of all the user's contracts/orders, that includes the following column names; Viewed, Contract Number, Status, and Due Date.

The user can choose to include additional data columns by clicking the box(s) adjacent to the column name. A checkmark will display in the box adjacent to the column name(s) selected. The Contract Status Report may be sorted by up to three sort options. Select the desired option(s) from the **Sort By** drop-down boxes.

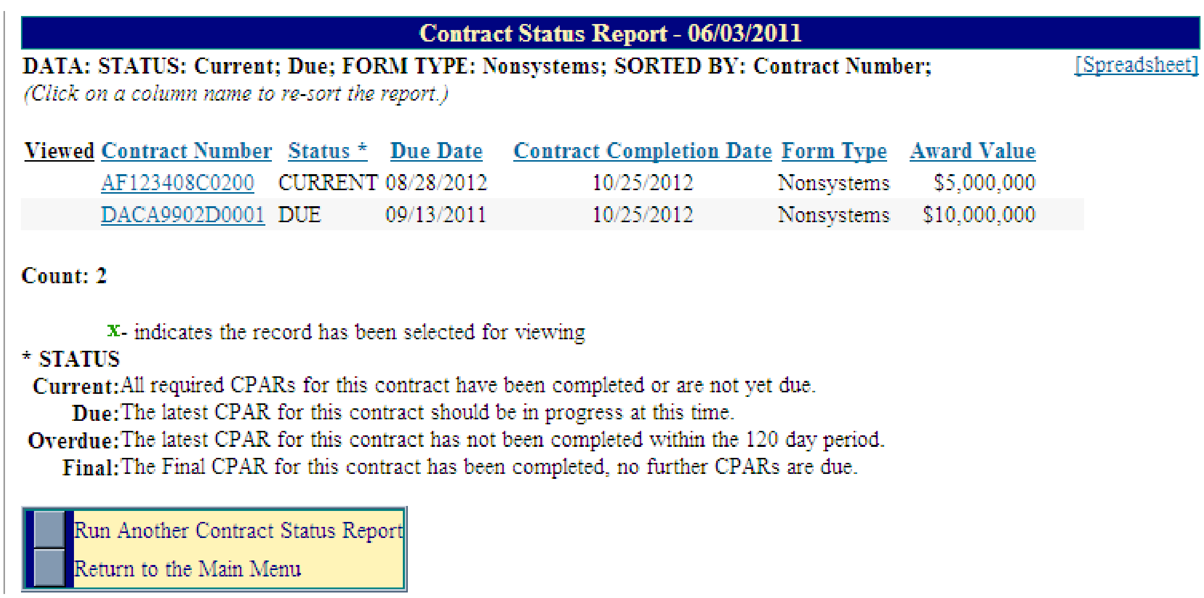
The Contract Status Report may be further qualified by selecting **Limit Data** under **Data Options.** Limit Data allows the user to focus in on or limit the report to desired parameters. The user limits the status report by clicking the box(s) adjacent to the desired parameter. A checkmark will display in the box. If a report by Contract Activity is desired, enter the specific Contract Activity in the **Contract Activity** box. A report for multiple Contract Activities can be run by entering a Contract Activity in the **Contract Activity** box and then clicking the **Add** button for each Contract Activity. Contract Activities can be removed by highlighting a Contract Activity and clicking the **Remove** button. Click **Remove All** to remove all Contract Activities from the list. The report can also be run for a specific contract number by entering the contract number in the **Contract Number** box.

In the example below, the user is limiting the status report to display only Nonsystems contracts that are current or due for an evaluation. The user also has chosen to include the data columns of Form Type, Award Value, and Completion Date.



Click the **Run Report** button to view a list of contracts/orders.

NOTE: The **Focal Point** and **Agency POC** access levels may also limit their reports by Organization; **Department POC** access level may also limit their reports by Organization and Focal Point; **Senior Contractor Representative** access level may also limit their reports by DUNS.



Contract Status Report - 06/03/2011

DATA: STATUS: Current; Due; FORM TYPE: Nonsystems; SORTED BY: Contract Number; [Spreadsheet]

(Click on a column name to re-sort the report.)

Viewed	Contract Number	Status *	Due Date	Contract Completion Date	Form Type	Award Value
	AF123408C0200	CURRENT	08/28/2012	10/25/2012	Nonsystems	$5,000,000
	DACA9902D0001	DUE	09/13/2011	10/25/2012	Nonsystems	$10,000,000

Count: 2

X- indicates the record has been selected for viewing

* **STATUS**

Current: All required CPARs for this contract have been completed or are not yet due.
Due: The latest CPAR for this contract should be in progress at this time.
Overdue: The latest CPAR for this contract has not been completed within the 120 day period.
Final: The Final CPAR for this contract has been completed, no further CPARs are due.

Run Another Contract Status Report
Return to the Main Menu

Contract Number – Click on the Contract/Order Number to view all evaluations for the contract/order number selected. After clicking on the contract/order number, a pop-up window will open that lists all evaluations that have been started or completed for the contract/order. Click on the Contract Number for the evaluation to be viewed and it will display in HTML format. Click the **View CPAR as PDF** button to view the evaluation in Adobe Acrobat Reader. If the evaluation has been modified, the pop-up screen contains a **View Original CPAR** button or a **View Modified CPAR** button. Click the **View Original CPAR** button to view the original evaluation and click on the **View Modified CPAR** button to view the modified evaluation. Click the **Print** button to print the evaluation on a local printer. Click the **Close** button to return to the Contract Status Report. A **green x** will now display in the Viewed column adjacent to the contract/order number viewed.

Focal Point – If Focal Point was selected as a data column, click on the Focal Point's name to view the Focal Point's profile information, including name, title, organization, address, email address and phone number(s). Click the **Close** button to return to the list of contracts.

[Spreadsheet] – Click on **[Spreadsheet]** in the upper right hand corner of the page to create a Microsoft Excel version of the report.

Contract Registration Status – The Registration Status Data Column is available to Focal Point(s), Department Points of Contact, and Agency Points of Contact. The Registration Timeliness of contract/order registration may be tracked by selecting Registration Status as shown above. The Registration Status option will identify those contracts/orders that have been registered within 30 days, over 30 days, and the date the contract/order became available in the Auto Register feature. When the Registration Status is over 30 days, the total number of days it took to register the contract/order is provided in parentheses. The number of days to register is calculated using the contract award date. The requirement for contract/order registration is 30 days from contract/order award date. See report example below.

Contract Status Report - 06/03/2011

DATA: FORM TYPE: Nonsystems; SORTED BY: Contract Number; [Spreadsheet]

(Click on a column name to re-sort the report.)

Viewed	Contract Number	Status *	Due Date	Registration Status	Auto-Register Available Date
	ABC1234	OVERDUE	02/09/2011	Over 30 Days (462)	-
	AF123408C0200	CURRENT	08/28/2012	Within 30 Days	-
	DACA9902D0001	DUE	09/13/2011	Over 30 Days (204)	-
	DOE123456 ABCDE	OVERDUE	09/02/2007	Over 30 Days (1453)	-
	DOE1234567891234567891234	OVERDUE	07/28/2010	Over 30 Days (393)	-
	DOE1234567891234567891234 9876543219876543219876543	OVERDUE	09/02/2009	Over 30 Days (722)	-
	DOE1234567891234567891234 ABCDEFGHIJKLMNOPQRSTUVWXY	OVERDUE	09/03/2009	Over 30 Days (721)	-
	DOE2222222222222222222222 DL3333333333333333333333	OVERDUE	08/29/2008	Over 30 Days (1093)	-
	FB614158D0001 0001	OVERDUE	02/17/2011	Over 30 Days (454)	-
	FB614158D0001 0002	CURRENT	02/17/2012	Over 30 Days (89)	-

Count: 10

x- indicates the record has been selected for viewing

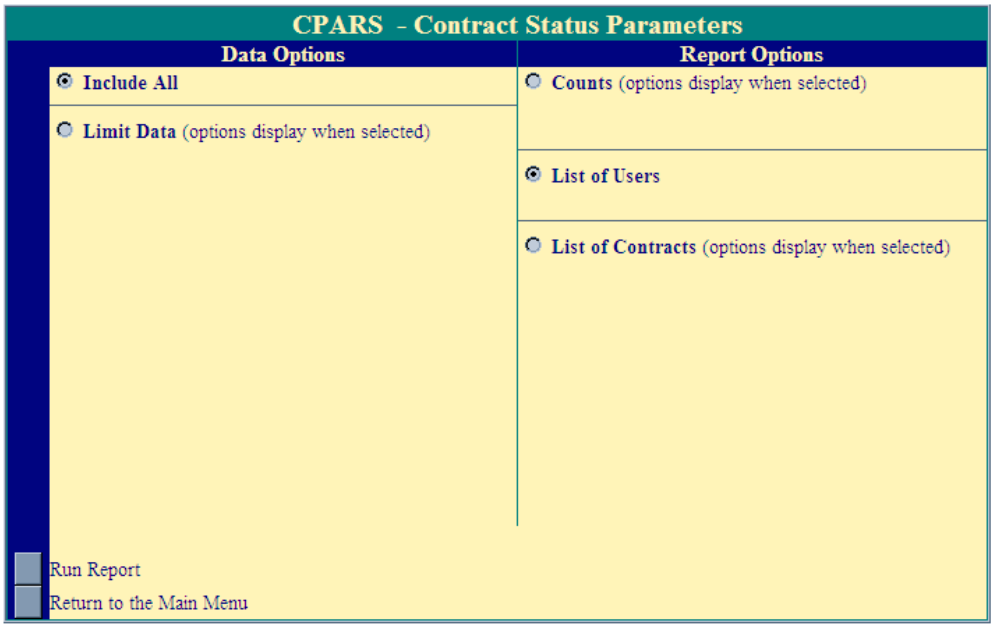
*** STATUS**

Current: All required CPARs for this contract have been completed or are not yet due.
Due: The latest CPAR for this contract should be in progress at this time.
Overdue: The latest CPAR for this contract has not been completed within the 120 day period.
Final: The Final CPAR for this contract has been completed, no further CPARs are due.

Run Another Contract Status Report
Return to the Main Menu

To run another Contract Status Report, click the **Run Another Contract Status Report** button. The **Return to the Main Menu** button returns to the user's Main Menu.

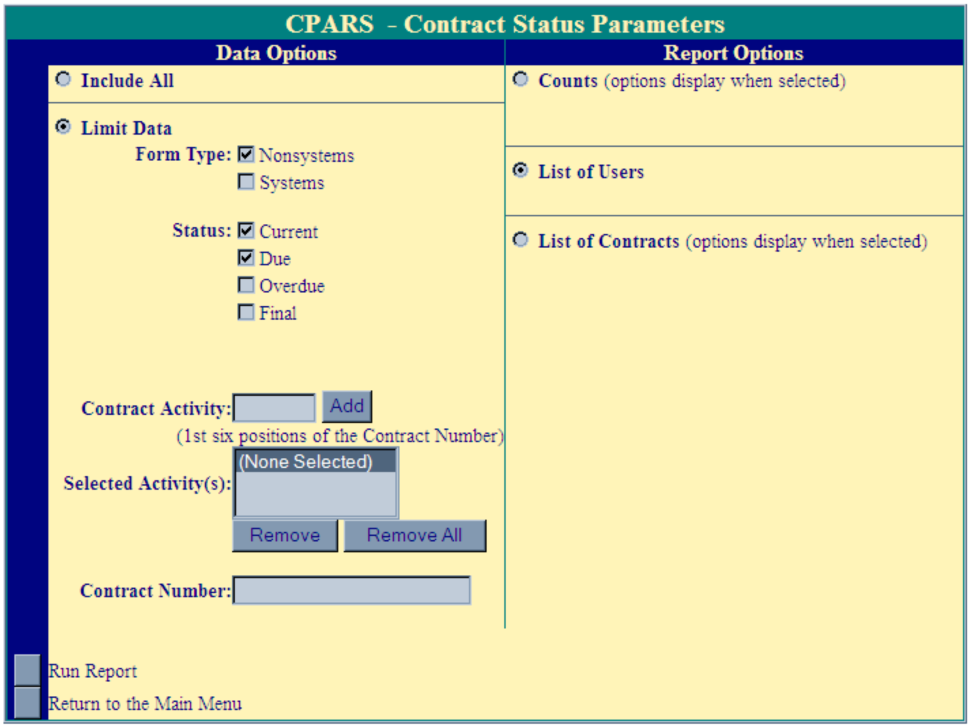
To display the Contract Status Report as a list of contracts/orders with the assigned users, click on the **List of Users** radio button under **Report Options** on the Contract Status Parameters screen. This option is not available at the Contractor Representative or Senior Contractor Representative access levels.



If the user leaves the default values as **Include All** (under Data Options) and **List of Users** (under Report Options) and then clicks on the **Run Report** button, the report results in a list of all the user's contracts, that includes the following column names; Viewed, Contract Number, Status, and Due Date, User Name, User Role, Phone Number, and Email Address.

The Contract Status Report may be further qualified by selecting **Limit Data** under **Data Options.** Limit Data allows the user to focus in on or limit the report to desired parameters. The user limits the status report by clicking the box(s) adjacent to the desired parameter. A checkmark will display in the box. If a report by Contract Activity is desired, enter the specific Contract Activity in the **Contract Activity** box. A report for multiple Contract Activities can be run by entering a Contract Activity in the **Contract Activity** box and then clicking the **Add** button for each Contract Activity. Contract Activities can be removed by highlighting a Contract Activity and clicking the **Remove** button. The report can also be run for a specific contract number by entering the contract number in the **Contract Number** box.

In the example below, the user is limiting the status report to display only Nonsystems contracts that are current or due for an evaluation.



Click the **Run Report** button to view a list of contracts/orders.

NOTE: The **Focal Point** and **Agency POC** access levels may also limit their reports by Organization; **Department POC** access level may also limit their reports by Organization and Focal Point.

Contract Status Report - 02/01/2012

DATA: STATUS: Current; Due; FORM TYPE: Nonsystems; [Spreadsheet]

Viewed	Contract Number	Status *	Due Date	User Name	User Role	Phone Number	Email Address	Access Granted Date
	FB614158D0001 0001	DUE	02/17/2011	RONALD REGAN	Focal Point	555-678-9090	Ronald.Regan@noemail.mil	01/20/2012
				ABRAHAM LINCOLN	Alternate Focal Point	-	abraham.lincoln@noemail.mil	01/20/2012
				ABRAHAM LINCOLN	Assessing Official	-	abraham.lincoln@noemail.mil	01/20/2012
				ABRAHAM LINCOLN	Assessing Official Rep	-	abraham.lincoln@noemail.mil	01/20/2012
				GEORGE WASHINGTON	Assessing Official	444-890-7865	george.washington@noemail.mil	01/20/2012
				GEORGE WASHINGTON	Assessing Official Rep	444-890-7865	george.washington@noemail.mil	01/20/2012
				STEVE SMITH	Contractor Rep	-	steve.smith@noemail.mil	01/20/2012
				TIM TURNER	Reviewing Official	-	tim.turner@noemail.mil	01/20/2012
	FB614158D0001 0002	CURRENT	02/17/2012	RONALD REGAN	Focal Point	555-678-9090	Ronald.Regan@noemail.mil	01/20/2012
				ABRAHAM LINCOLN	Alternate Focal Point	-	abraham.lincoln@noemail.mil	01/20/2012
				ABRAHAM LINCOLN	Assessing Official Rep	-	abraham.lincoln@noemail.mil	01/20/2012
				ABRAHAM LINCOLN	Reviewing Official	-	abraham.lincoln@noemail.mil	01/20/2012
				GEORGE WASHINGTON	Assessing Official	444-890-7865	george.washington@noemail.mil	01/20/2012

Count: 2

x- indicates the record has been selected for viewing

* STATUS

Current: All required CPARs for this contract have been completed or are not yet due.

Due: The latest CPAR for this contract should be in progress at this time.

Overdue: The latest CPAR for this contract has not been completed within the 120 day period.

Final: The Final CPAR for this contract has been completed, no further CPARs are due.

Contract Number – Click on the Contract/Order Number to view all evaluations for the contract/order number selected. After clicking on the contract/order number, a pop-up window will open that lists all evaluations that have been started or completed for the contract/order. Click on the Contract/Order Number for the evaluation to be viewed and it will display in HTML format. Click the **View CPAR as PDF** button to view the evaluation in Adobe

Acrobat Reader. If the evaluation has been modified, the pop-up screen contains a **View Original CPAR** button or a **View Modified CPAR** button. Click the **View Original CPAR** button to view the original evaluation and click on the **View Modified CPAR** button to view the modified evaluation. Click the **Print** button to print the evaluation on a local printer. Click the **Close** button to return to the Contract Status Report. A **green x** will now display in the Viewed column adjacent to the contract/order number viewed.

User Name – Displays all the users assigned to the contract/order. Clicking on the user's name allows the Focal Point to view the user's profile information including User ID, name, title, organization, address, email, and phone number(s).

User Role – Displays the user role assigned to that contract/order for the adjacent user name.

Phone Number – Displays the phone number for the adjacent user name. The phone number is populated from the user's profile.

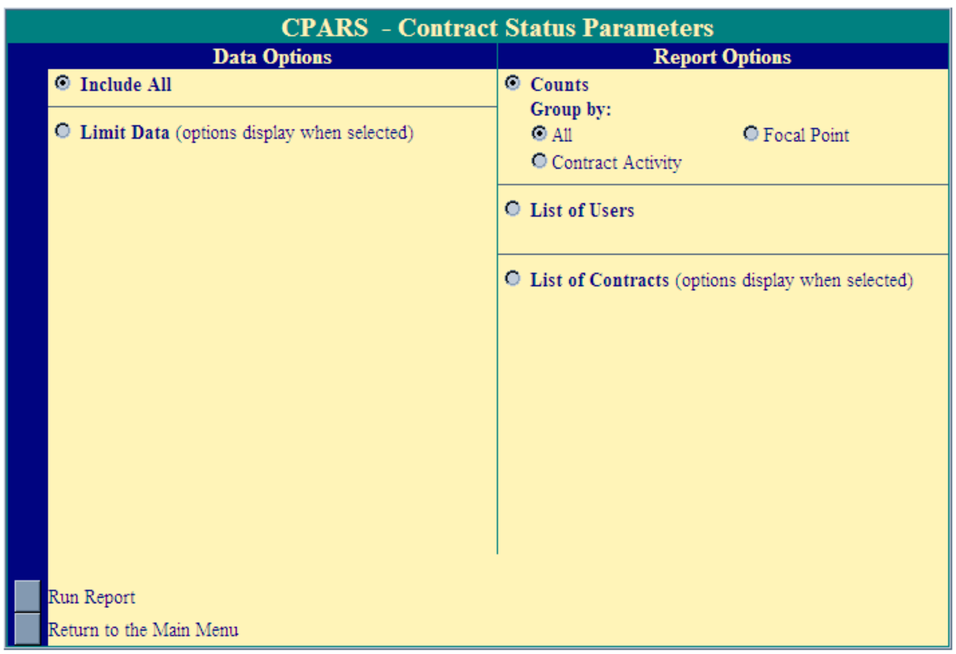
Email Address – Displays the email address for the adjacent user name. The email address is populated from the users profile. Clicking on the users email address will open an email to the user.

Access Granted Date – Displays the date access was granted to the contract/order for the adjacent user name.

[Spreadsheet] – Click on **[Spreadsheet]** in the upper right hand corner of the page to create a Microsoft Excel version of the report.

To run another Contract Status Report, click the **Run Another Contract Status Report** button. The **Return to the Main Menu** button returns to the user's Main Menu.

To display the Contract Status Report as Counts, click on the **Counts** radio button under **Report Options** on the Contract Status Parameters screen. **Counts** can be grouped by All or Contract Activity.



NOTE: Focal Point Group By options include All, Contract Activity and Organization; **Department POC** Group By options include All, Contract Activity, Organization and Focal Point; **Agency POC** Group By options include All, Contract Activity and Focal Point; **Senior Contractor Representative** Group By options include All, Contract Activity, Organization and DUNS. **All** is the default.

The report identifies the status of all the user's contracts/orders by counting the number of contracts/orders that are current, due, overdue or have a final evaluation. Percentages are also provided.

Contract Status Report - 11/17/2007

DATA: ALL; GROUPED BY: All

All	Current	Due	Overdue	Final	Undetermined	Totals
Counts	2	1	11	0	0	14
	14%	7%	79%	0%	0%	
TOTALS:	**2**	**1**	**11**	**0**	**0**	**14**
	14%	**7%**	**79%**	**0%**	**0%**	

*** STATUS**

Current: All required CPARs for this contract have been completed or are not yet due.

Due: The latest CPAR for this contract should be in progress at this time.

Overdue: The latest CPAR for this contract has not been completed within the 120 day period.

Final: The Final CPAR for this contract has been completed, no further CPARs are due.

Run Another Contract Status Report

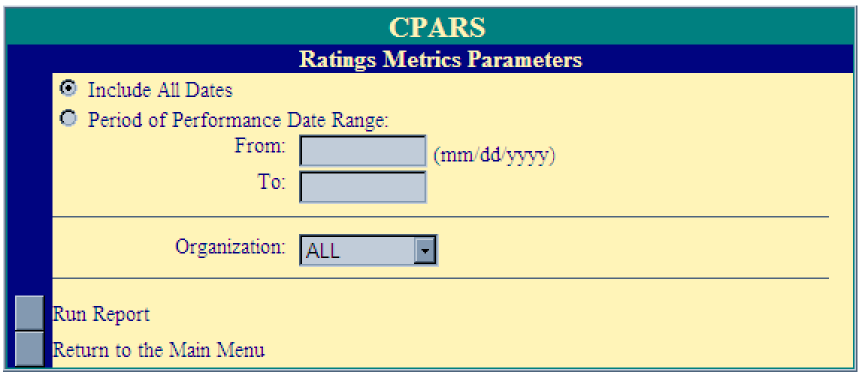
Return to the Main Menu

Ratings Metrics Report

The Ratings Metrics Report option is available to **Focal Points**, **Department POCs**, **Agency POC's** and **Senior Contractor Representatives**. This report is provided to help users monitor the distribution of ratings for completed evaluations.

To run a Ratings Metrics Report, click the **Ratings Metrics Report** button from the user's Main Menu. A Ratings Metrics Parameters screen will display. The Ratings Metrics Report can be run to include all completed evaluations by selecting **Include All Dates** or can be limited to a specific date range by selecting **Period of Performance Date Range** and entering the dates in the specified format.

NOTE: **Focal Points** and **Agency POC's** may also limit the report to a specific Organization; **Department POC** may limit the report to a specific Organization or Focal Point; **Senior Contractor Representatives** may limit reports to a specific DUNS.



Click the **Run Report** button. The Ratings Metrics Report will display.

CPAR Ratings Metrics Report - 02/01/2012

DATA: Period of Performance: ALL; Organization: ALL;

Nonsystems Metrics

	Definitely Would	Probably Would	Might or Might Not	Probably Would Not	Definitely Would Not
AO Recommendation	1	1	1	1	1
Ratings	**Exceptional**	**Very Good**	**Satisfactory**	**Marginal**	**Unsatisfactory**
Quality of Product/Service	1	1	1	1	1
Schedule	0	1	2	1	1
Cost Control	0	2	2	1	0
Business Relations	1	1	0	2	1
Management of Key Personnel	3	0	0	0	2
Utilization of Small Business	1	0	2	1	1

Systems Metrics

	Definitely Would	Probably Would	Might or Might Not	Probably Would Not	Definitely Would Not
AO Recommendation	1	1	1	2	0
Ratings	**Exceptional**	**Very Good**	**Satisfactory**	**Marginal**	**Unsatisfactory**
Technical (Quality of Product)	1	2	0	1	1
Product Performance	1	0	2	1	1
Systems Engineering	1	1	1	2	0
Software Engineering	0	3	0	0	2
Logistic Support/Sustainment	3	0	2	0	0
Product Assurance	0	2	1	1	1
Other Technical Performance	0	0	2	1	2
Schedule	1	1	1	2	0
Cost Control	0	2	1	0	2
Management	2	0	1	1	1
Management Responsiveness	0	1	0	2	2
Subcontract Management	1	0	2	1	1
Program and Other Management	2	1	1	1	0
Utilization of Small Business	2	2	0	0	1

Run Another Ratings Metrics Report

Return to the Main Menu

To run a new Ratings Metrics Report, click the **Run Another Ratings Metrics Report** button. The **Return to the Main Menu** button returns the user to the Main Menu.

Processing Times Report

The **Processing Times Report** option is available to **Focal Points**, **Department POCs** and **Agency POC's**. This report is provided to help users monitor the evaluation processing times for evaluations completed within their organization.

To run a Processing Times Report, click the **Processing Times Report** button on the Main Menu. The Processing Times Report displays.

CPARS - Processing Times Report - 11/20/2007

				Average Processing Times (Days)				
Month	**Number of CPARs**	**<= 120 Days**	**> 120 Days**	**Total**	**Rate**	**Contractor Comments**	**Finalize**	**Review**
2006-NOV	0	0	0	0	0	0	0	0
2006-DEC	0	0	0	0	0	0	0	0
2007-JAN	0	0	0	0	0	0	0	0
2007-FEB	0	0	0	0	0	0	0	0
2007-MAR	0	0	0	0	0	0	0	0
2007-APR	0	0	0	0	0	0	0	0
2007-MAY	0	0	0	0	0	0	0	0
2007-JUN	0	0	0	0	0	0	0	0
2007-JUL	0	0	0	0	0	0	0	0
2007-AUG	0	0	0	0	0	0	0	0
2007-SEP	6	0	6	609	602	4	4	9
2007-OCT	20	0	20	400	376	22	2	3

Select Contract Activity and click on a month above to see further details below.

Return to the Main Menu

The Processing Times Report presents one year of data. The months displayed in **blue** indicate that evaluations were completed during the month. For each month, the report identifies the number of evaluations completed, the number of evaluations completed within the 120-day objective and the number of evaluations that exceeded the 120-day objective. In addition, the total average processing times are provided as well as the average processing times for each major step of the automated workflow process. The **Select** drop-down box allows users to "break out" each month by Contract Activity, Organization or by Focal Point. Contract Activity is the default. Choose a selection from the drop down box, if applicable, and click on the desired month to view a more detailed report.

Month: 2007-SEP

				Average Processing Times (Days)				
Contract Activity	**Number of CPARs**	**<= 120 Days**	**> 120 Days**	**Total**	**Rate**	**Contractor Comments**	**Finalize**	**Review**
SMITHS	6	0	6	609	602	4	4	9

Click on a Contract Activity above to see further details below.

Return to the Main Menu

In this particular example, only one Contract Activity (SMITHS) applies to the user. To view the six evaluations completed for the month, click on the **SMITHS** (link under Contract Activity) and the report displays processing times information at the evaluation level.

Month: 2007-SEP **Contract Activity: SMITHS**

				Processing Times (Days)				
Contract Number	**Period of Performance**	**Focal Point**	**Organization**	**Total**	**Rate**	**Contractor Comments**	**Finalize**	**Review**
SMITHSONIAN0004	02/01/2005-01/31/2005	DAVE GOOD (DGOOD)	SMITH 1	966	959	3	6	6
SMITHSONIAN0005	01/01/2005-12/31/2005	DAVE GOOD (DGOOD)	SMITH 1	632	625	4	1	12
SMITHSONIAN0006	01/01/2005-12/31/2005	DAVE GOOD (DGOOD)	SMITH 1	632	625	4	7	6
SMITHSONIAN0010	02/15/2005-02/14/2006	DAVE GOOD (DGOOD)	SMITH 2	587	580	5	2	12
SMITHSONIAN0013	02/01/2005-01/31/2006	DAVE GOOD (DGOOD)	SMITH 2	601	594	4	7	5
SMITHSONIAN0014	02/01/2005-01/31/2007	DAVE GOOD (DGOOD)	SMITH 2	236	229	4	1	12

Return to the Main Menu

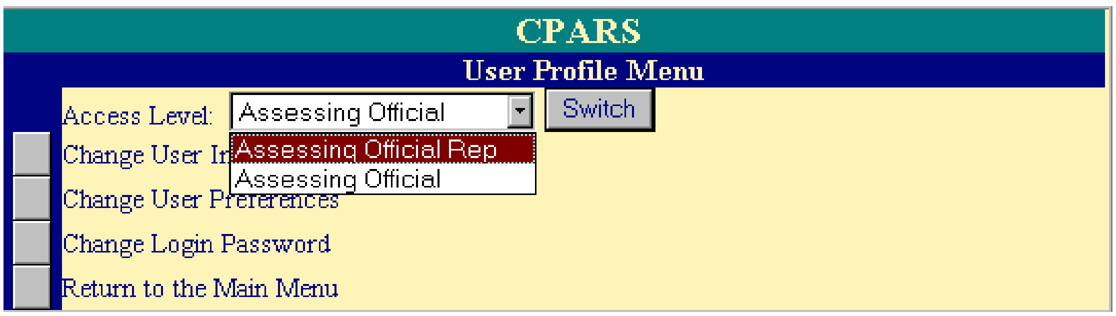
The **Return to the Main Menu** button returns the user to the Main Menu.

Change User Profile/Switch Access Level

Change User Profile/Switch Access Level: The Change User Profile/Switch Access Level option is very important as it is the primary method that users, at all access levels, keep their profile information up-to-date. For example, if a user's email address changes, the user would access the **Change User Profile/Switch Access Level** button to update the email address in CPARS. This option is also used to change user preferences (receive optional email notifications), to change a user's password and to switch access levels, when necessary. To update user information, click the **Change User Profile/Switch Access Level** button from the Main Menu. The User Profile Menu will display.

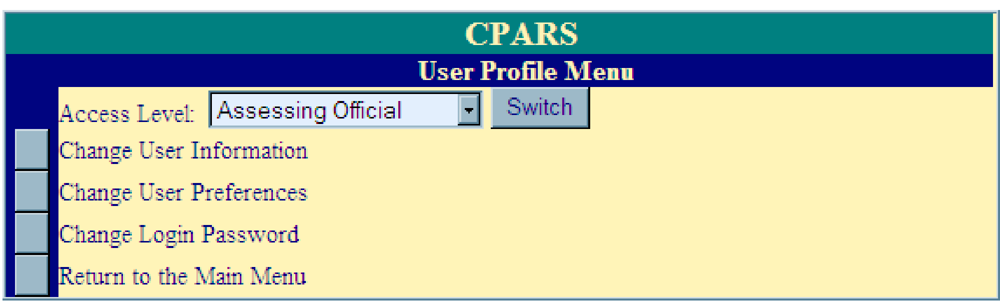
NOTE: This option is identified as **Change User Profile** at the Focal Point, Contractor Representative, Senior Contractor Representative, Department POC and Agency POC access levels as they are not allowed to switch access levels.

The **Switch Access Level** option is available at the Contract Data Entry, Assessing Official Representative, Assessing Official, Reviewing Official and Alternate Focal Point access levels. **Switch Access Level** allows the user to switch between two or more roles when the Focal Point has provided the user with multiple access levels. To switch access levels, click on the **Change User Profile/Switch Access Level** button from the Main Menu. The User Profile Menu will display.

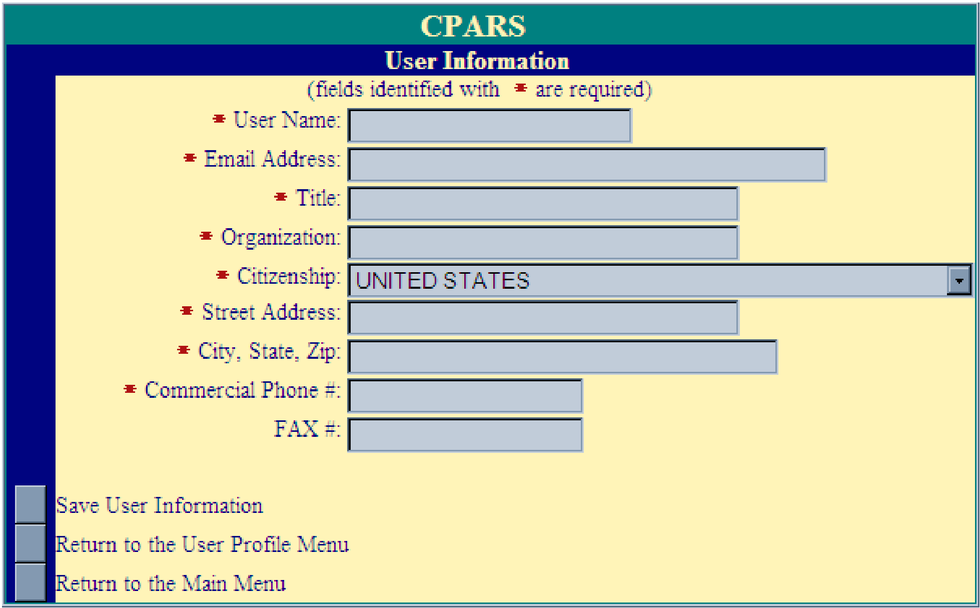


The **Access Level** drop-down box identifies each of the access levels the Focal Point has authorized. To switch levels, select the desired access level from the **Access Level** drop-down box and click on the **Switch** button. The user will be taken to the Main Menu of the switched access level. The user will only have access to the contracts and evaluations that have been authorized by the Focal Point for the switched level.

NOTE: The switched access level will remain in effect until the user switches to a different access level.



Click the **Change User Information** button and the User Information screen displays.

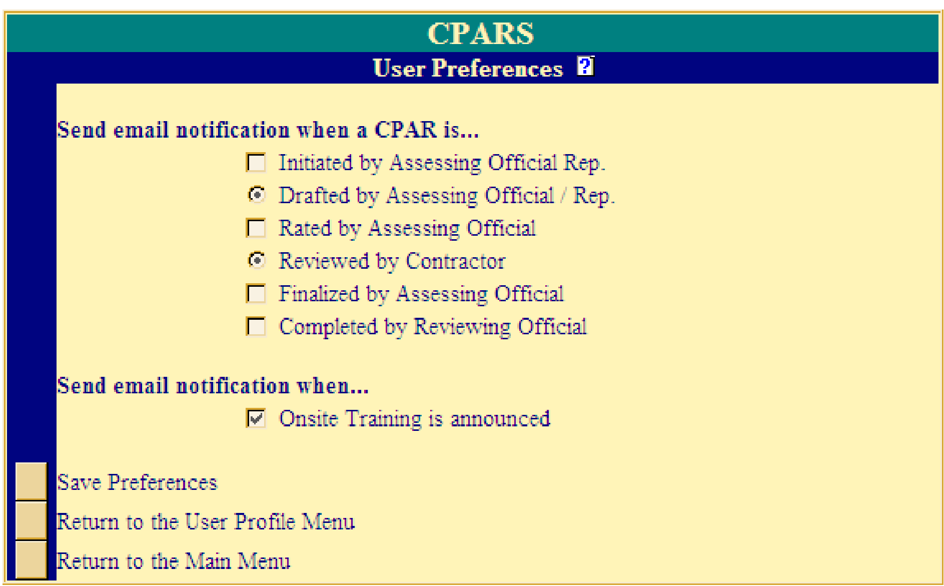


The user is able to update any of the profile information fields noted above. Fields identified with a red asterisk **(*)** are required. After all necessary changes are made, click the **Save User Information** button and a confirmation pop-up screen displays. Click the **OK** button.

NOTE: Focal Points can also update the Organization(s) which they have cognizance over using this option.

The **Return to the User Profile Menu** button allows the user to continue with other User Profile options. The **Return to the Main Menu** button returns the user to the Main Menu.

A user may want to receive optional email notifications as evaluations move through each step of the workflow process. To receive optional email notifications, click the **Change User Profile/Switch Access Level** button from the Main Menu and the User Profile Menu will display. Click the **Change User Preferences** button and the User Preferences screen displays.



The user can select to receive optional email notifications by clicking on the box adjacent to the emails they would like to receive. A checkmark will appear in all the boxes selected. Some email options are mandatory and cannot be de-selected. All mandatory emails are identified with a 'radio button' rather than a box, click on the question mark (**?**) adjacent to the User Preferences title screen above to obtain additional information.

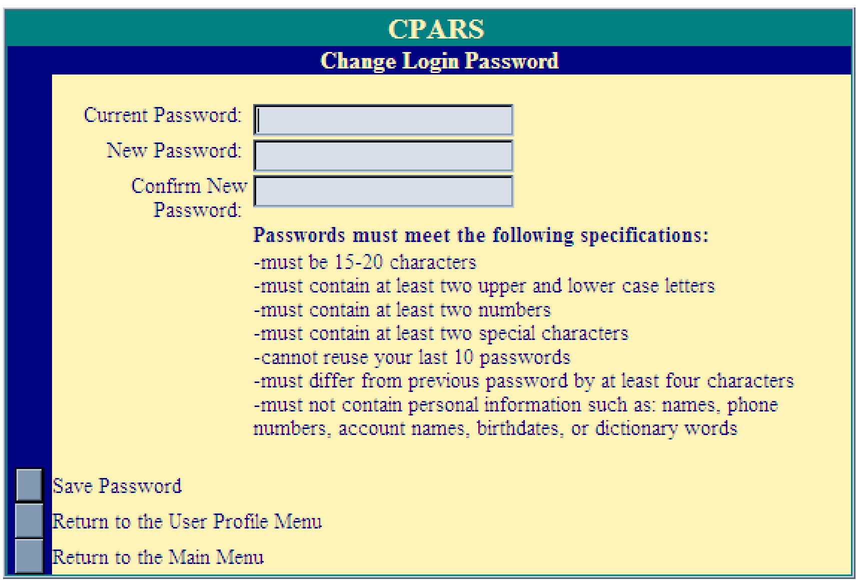
NOTE(s): 1. The User Preferences menu and its optional emails are not available at the Contract Data Entry, Senior Contractor Representative or Department Point of Contact access levels. 2. Focal Points have the ability to select Send Due notifications to both Assessing Official Representatives and Assessing Officials.

Click the **Save Preferences** button and a confirmation pop-up will display. Click the **OK** button.

The **Return to the User Profile Menu** button allows the user to continue with other User Profile options. The **Return to the Main Menu** button returns the user to the Main Menu.

To change a CPARS login password, click the **Change User Profile/Switch Access Level** button from the Main Menu and the User Profile Menu will display. Click the **Change Login Password** button and the Change Login Password screen displays.

NOTE: Passwords cannot be changed more than once in a 24 hour period. If the password needs to be changed within a 24 hour period of time please contact the Focal Point or the Customer Support.



Enter the current password in the **Current Password** box. Enter a new password in the **New Password** box. The password will display as asterisks. Re-type the password in the **Confirm New Password** box.

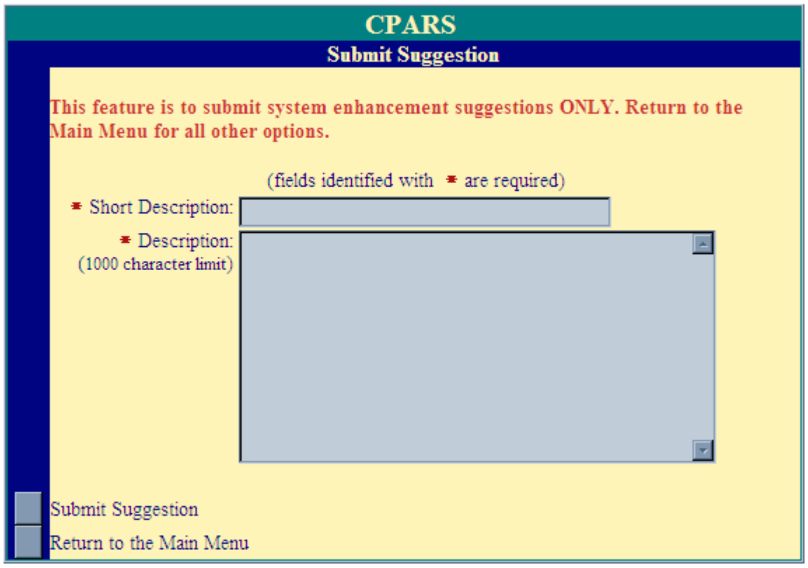
NOTE: The password is case sensitive and must contain 15–20 characters, at least two uppercase letters, two lowercase letters, two numbers, and two special characters. The last ten passwords are kept and may not be reused. Passwords must differ from previous passwords by at least four characters. Passwords must not contain personal information such as: names, phone numbers, account names, birthdates or dictionary words. If a user logs onto CPARS with an expired password, the Change Login Password screen is presented and the user will be required to establish a new password.

Click the **Save Password** button and a confirmation pop-up will display. Click the **OK** button.

The **Return to the User Profile Menu** button allows the user to continue with other User Profile options. The **Return to the Main Menu** button returns the user to the Main Menu. Clicking on this button does not save any information that has been entered.

Submit Suggestion

The **Submit Suggestion** feature is available at all access levels and allows CPARS users to do such things as identify and submit system problems, make suggestions for system improvements or recommend changes in policy. To submit comments, click the **Submit Suggestion** button from the Main Menu and the Submit Suggestion screen will display.



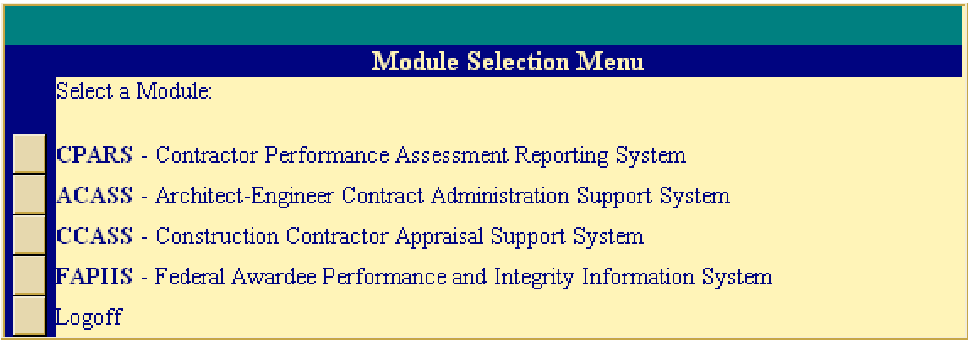
Enter a brief description in the **Short Description** box and a complete description in the **Description** box.

NOTE: The system limitation for Submit Suggestion is 1000 characters.

Click the **Submit Suggestion** button. Click **OK** when the confirmation message displays. The help desk monitors CPARS for all suggestions submitted. Requests for enhancements and policy changes are routed through the Configuration Control Board (CCB) for review, discussion, and disposition. The CCB currently meets three times a year. Users submitting suggestions will receive a response and an explanation of the CCB's decision on whether or not an enhancement or change will be accepted. The **Return to the Main Menu** button returns the user to the Main Menu.

Switch Modules

The **Switch Modules** feature is available at all access levels and allows users to switch between the different modules, CPARS, ACASS, CCASS, and FAPIIS without logging out of the system. To switch to another module, click the **Switch Modules** button from the Main Menu. The Module Selection Menu displays.



Click the applicable button **CPARS**, **ACASS**, **CCASS**, or **FAPIIS** to access that module.

NOTE: Although all module buttons, CPARS, ACASS, CCASS, and FAPIIS are visible on the Module Selection Screen, access to those modules may be restricted based on the user's access level.

CPARS Email Notifications

The CPARS application will send the following email notifications:

- An automatic notification is sent to users when they are assigned access to CPARS.
- An automatic notification is sent whenever the Focal Point provides access to new or existing users. Users will also receive an email when the Focal Point transfers user access to another user.
- An automatic notification is sent to the Assessing Official Representative, Assessing Official, Alternate Focal Point and Focal Point 30 days before the evaluation is due to be started. This email is weekly and continues until the evaluation is started.
- An automatic notification is sent to the Assessing Official, Alternate Focal Point and Focal Point when an evaluation is not completed within the 120-day objective (overdue). This email is weekly and continues until the evaluation is completed.
- When the Focal Point or Alternate Focal Point auto-registers a contract/order, but no users are assigned. This email is weekly and continues until users are assigned to the contract/order.
- When the Focal Point or Alternate Focal Point assigns users to a contract/order and the contract/order is available in auto-register, but has not been registered. This email is weekly and continues until the contract/order is registered.
- When the Assessing Official Representative initiates an evaluation. (Optional)
- When the Assessing Official Representative forwards an evaluation to the Assessing Official.
- When the Assessing Official returns an evaluation to the Assessing Official Representative.
- When the Assessing Official drafts an evaluation. (Optional)
- When the Assessing Official forwards an evaluation to the Contractor Representative.
- When the Contractor Representative returns an evaluation to the Assessing Official.
- When the Assessing Official sends an evaluation to the Reviewing Official.
- When the Reviewing Official returns an evaluation to the Assessing Official.
- The Contractor Representative receives an email notification when the evaluation is completed.
- An automatic notification is sent to the Assessing Official and Contractor Representative identifying evaluations that have been forwarded to the Contractor for comment, but the Contractor has not started entering comments. This email is weekly and continues until the Contractor enters comments or until the evaluation is retrieved by the Assessing Official after the 30-day comment period expires.
- An automatic notification is sent to the Assessing Official when the Contractor 30-day comment period expires. This email is weekly and continues until the evaluation is returned by the Contractor or is retrieved by the Assessing Official.
- An automatic notification is sent to the Focal Point identifying evaluations that have been archived because the contract/order had a Final evaluation completed at least one year ago. This email is sent weekly.
- An automatic notification will be sent to the Focal Point and Department Point of Contact identifying their users who have not logged into CPARS for over two years. This email is sent quarterly.
- An automatic notification is sent to Agency POC(s) when the Department Point of Contact provides access to new/existing Organization(s).
- An automatic notification is sent to Agency POC(s) when the Department Point of Contact provides access to additional Organization(s).
- An automatic notification will be sent to all users that have not logged in within two years, notifying them to login into the system to retain their account. The Focal Point and the Department POC will also be notified.

Using CPARS Effectively

When Registering Contracts/Orders or Working on Evaluations:

- The small blue question mark (**?**) indicates online help is available for the adjacent field. Click on the blue question mark and the online help window opens.

- A red asterisk (*****) designates a required field. All required fields must be completed to register a contract/order. However, evaluations can be started and saved without all required fields being completed. Required fields must be completed whenever evaluations are validated and sent to the next workflow step.

- A small calendar located adjacent to a date field allows the user to populate the date field with the use of a mouse. Click on the calendar and select the correct date. This will assure the date is entered in the correct format.

- There is a character counter located at the bottom of data entry screens that help users identify how many characters they have entered in text fields. Keep an eye on the character field to determine how many characters have been entered.

- CPARS has a time-out feature of 20 minutes. The time-out clock is located at the bottom of data entry screens and appears whenever the system is idle (user not typing). If the user has a data entry screen open and no work is performed for 20 minutes, the system will perform an automatic save. The time-out clock is re-set whenever the user performs a save or clicks on any of the green tabs.

- A red checkmark ☑ next to Notes on the To Do List located next to a Contract/Order Number indicates that a note has been generated for that CPAR. Notes may be viewed or added by clicking on them.

- A red checkmark ☑ located within any of the **Green Rating Tabs** indicates at least one element has been rated for the specific performance area.

General System Information:

- At the bottom of every page in the CPARS application there are links to the CPARS Guidance and training opportunities.

- Use the To-Do List to open and work on all evaluations requiring your action.

- Use the Forgot Password feature to receive a system-generated, temporary password. You will still have to remember your User ID. Your Focal Point and the Help Desk also have the ability to reset passwords.

- Use the Forgot User Id feature to receive a system-generated email with your user id. The system will verify that the information matches what was entered when your account was created, and will send an email to that address with your user id(s).

- The CPAR Status Reports and Contract Status Reports are available to help monitor the status of contracts and evaluations.

- Run a CPAR Status Report (List of CPARs) to identify who has access to an evaluation (User List) or to find out the history of the evaluation (Activity Log).

Frequently Asked Questions

1. How do I obtain access to the system?

A: Access is granted by a network of government Focal Points. Typically there are many Focal Points assigned to the agency. If you require assistance with identifying your Focal Point, please email the helpdesk with the contract/order number you are trying to access and they will provide you with the Focal Point name and contact information.

2. I received a system email with a User ID, but how do I obtain a password or have my password reset when I'm locked out of my account?

A: Please use the Forgot Password button at the login screen to reset your password.

3. I can't figure out some of the special characters or symbols in the temporary password?

A: Please copy and paste the temporary password into the password field. To do this, use your mouse to highlight the temporary password. Right click on the highlighted password and choose copy. Go to the login screen and place the cursor in the password field then perform a right click and choose the paste option.

4. When browsing a CPAR or after updating a record, I am unable to view the CPAR as a PDF file. What's wrong?

A: The Adobe Acrobat Reader must be installed to view the PDF. The reader can be downloaded from Download Adobe Acrobat Reader. If you have any problems downloading or installing the plugin, please contact our Technical Support.

5. Our activity uses Macintosh computers. Can the CPARS AIS be used on a Macintosh system?

A: Yes. The CPARS AIS is web-based so most actions are completed directly from your browser. All data inputs may be completed on a Macintosh system. However, the Adobe Acrobat Reader for Macintosh must be installed to print/view CPARs in PDF format.

6. There has been some discussion about invalid CAGE Codes lately. What is a valid CAGE Code?

A: A valid CAGE Code is a five (5) position code that identifies companies doing or wishing to do business with the Federal Government. The format for a domestic CAGE code is the first and fifth position must be numeric. The second, third and fourth positions may be alpha or numeric and may not be "I" and "O." However, there are foreign/international CAGE Codes that begin with an alpha character, including the letter "I," but not the letter "O." The CPARS Automated Information System provides a look-up feature to help users verify that they are entering correct and valid CAGE Codes.

7. How do I cut and paste a MSWord document into the CPAR without having characters change or disappear?

A: There are a complete set of step by step instructions explaining this process. Follow this link for the instruction page.

8. I am receiving emails stating that I have been granted access to CPARS and more emails stating I must perform an action on an evaluation. Why?

A: A government Focal Point has given you access to CPARS. Please contact the Focal Point for questions regarding system access. If you are unable to determine who the Focal Point is, please contact the Help Desk and they can provide the name and contact information.

9. When I use To Do List or View/Print options to view an evaluation I don't see any contractor comments and I know they responded.

A: The evaluation was modified by the Assessing Official after the contractor commented. When you open the evaluation from the "To Do List," click on the "Original Ratings" tab and the contractor's comments are included there. If you use "View/Print" button on the Main Menu, once the evaluation opens, click on "View Original CPAR" at the top of the record and the contractor comments will be visible. The contractor's comments remain with the Original record since the comments were based on the original ratings and narratives.

10. I received an email stating that I have an evaluation to work on, but when I log into the system I do not have access to that contract.

A: Please make sure that you are entering the contract number and order number correctly. e.g., no typos and in the right fields. If you still do not have access, please make sure that you are logged into the system at the correct access level. The access level you are logged in as is at the top of the Main Menu in the green bar. To switch access levels, use the "Change User Profile/ Switch Access Level" button at the Main Menu. Choose the correct level from the drop down and click "Switch."

11. I am receiving an error message stating I can not forward the evaluation onto the next level because no one is assigned to the level.

A: Please contact your Focal Point to have them add a user to the system for that level. The Focal Point name and contact information can be obtained by running the CPAR Status Report, choosing the "List of CPARs" option and clicking on the "User List" for the particular contract number.

12. My Contracting Officer issued a modification that extends the contract completion date. How can I update this contract, which is already registered in the system?

A: To update a registered contract/order, login to the system and click on the "Register/Update a Contract" button. Enter the contract number in the contract number field and the task order number if applicable in the task order number field and click "Continue." The previously registered contract/order appears and any of the data elements can be updated and saved.

13. Where do I go if I have other questions on the CPARS Automated Information System?

A: Contact our Help Desk:
Comm: 207-438-1690
Fax: 207-438-6535
E-mail: webptsmh@navy.mil

Certificate/PKI

1. Why do I still need a User ID if I have a PKI certificate?

A: A User ID is required because many users have more than one User ID for the system because they have more than one access level. The system needs to be able to distinguish which level of access a user is logging into so the user can perform the required actions.

2. What type of PKI certificate should I purchase?

A: At least an ECA certificate of Medium Assurance should be purchased. This should be a Department of Defense (DoD) identity certificate, not an email certificate.

3. I'm attempting to login, but am receiving an error message stating that the User ID I entered does not match the PKI certification information.

A: If you have received a new CAC or PKI certificate since your last login, you will need to contact the helpdesk to remove your certificate from the system.

4. When I go to the website I am getting an error message that indicates "There is a problem with this website's security certificate."

A: Please click on the option to "Continue to this website (not recommended)." The error is due to a security setting in Internet Explorer 7.

Focal Point

1. I received an email stating that I granted access to contracts/orders that are available for Auto Register, but when I go to Auto Register those contracts/orders are not there.

A: It's likely the contracts/orders have been removed from the Auto Register Contracts listing. To see what's been removed, click on "Auto Register" from the Main Menu. At the next screen, you can search by Contract Office Code or Full or Partial Contract Number. You'll want to place a check in the box adjacent to Include Removed Contracts and then run the report. Click on the contract/order number to register the contract/order.

Assessing Official

1. I've entered Blocks 1-20 of a proposed CPAR. When I click on "Save," I receive a message "Period of Performance Start Date Missing or Invalid." I've checked the format of the start date and it looks fine to me. What's wrong?

A: Check the format of the ending date. Both dates must be in the MM/DD/YYYY format. Usually the error is caused by failing to enter a leading "0" (zero) for the months January through September (01 - 09) or inadvertently omitting one of the "/" (slash) characters. In order to prevent this problem, it is recommended that you enter the date using the pop-up calendar. The date will automatically be formatted properly when the calendar is used.

2. I received an email stating that the evaluation has not been completed in 120 days and is overdue. I logged in, but I have no actions for that evaluation in my "To Do List." The email states it is Finalized. What is my action?

A: Finalized means that the Reviewing Official has the action to sign and close the evaluation. You will want to contact the Reviewing Official and have them close the evaluation. You can use the CPAR Status Report to obtain the Reviewing Official's name by running a report, choose "List of CPARs" and then click on "User List." If a Reviewing Official is not assigned to the evaluation please contact the Focal Point so that they may assign one.

3. I have entered my supporting narrative, but it is over the 24,000 character limit. Is there anything I can do?

A: There is no way to extend the character limitation or upload a file with additional narrative. You will need to revise your comments to 24,000 or fewer characters.

4. How do I extend the contractor's 30 day review period?

A: There is no specific action required to extend the 30 day review period. Once the 30 day review period expires, the evaluation will appear on your To Do List. To extend the contractor's review period, do not retrieve the evaluation from your To Do List. Once you retrieve the evaluation and continue with the process, the contractor will no longer have access to the record for review and comment.

5. I'm trying to initiate an evaluation, but it tells me that an evaluation already exists that covers some or all of the period of performance.

A: This message means that there is already an evaluation in CPARS that covers some or all of the Period of Performance being entered. To check the Period of Performance dates of the prior CPAR, use the CPAR Status Report. Run the report selecting "List of CPARs" and then click on the applicable contract number for the prior CPAR.

6. I received an email stating that the CPAR is overdue for a specific period of performance. I know that I have previously completed a CPAR for that period of performance. Why am I receiving this email?

A: You are likely receiving this email because the CPAR report type was marked incorrectly or the contract completion date was not updated. To check the CPAR report type, use the CPAR Status Report. Run the report selecting "List of CPARs" and choosing CPAR Phase. If the CPAR phase is marked correctly, check the contract completion date on the most recent CPAR. To check the contract completion date, click on the contract/order number. If the contract completion date is erroneously entered, use the Register a Contract function located on the Main Menu to correct the date.

7. I have a contract that is only one year long. What type of CPAR do I write, an Interim or a Final?

A: If the contract/order is only one year long, a Final CPAR should be written.

Contractor Rep

1. I received an email stating that I've been given access to a contract/order. When I log into the system, click View/Print I and input the contract/order number, I receive an error message that states "You do not have access to contract number XXX."

A: The email you received was a system generated email letting you know that you were granted access to the system. You will receive an additional email when you have an action to view and comment on an evaluation. As a contractor you can only view an evaluation when it is in the Rated or Completed status. You can run a CPAR Status Report to determine the status of your contracts/evaluations.

2. I received an email stating that I had an evaluation to review and comment on, where do I find my evaluation so that I can review it and enter comments?

A: In order to review and comment on an evaluation go to www.cpars.gov. On the left side of the page, click on the CPARS link. On the left side of the page, click on CPARS Logon. Read the Notice and Consent Banner and click Accept. If you have a Department of Defense PKI certificate, click "Contractor Logon (PKI)". If you do not have a Department of Defense PKI Certificate, click "Contractor Logon (No PKI)". Enter your User ID and Password (note that if you are using a PKI certificate, you will only need to enter a User ID once you have logged in for the first time using a Password). If this is your first time logging in, use the Forgot Password button to reset your password. Once you have logged in, click the CPARS button. Next click on the "To Do List." Next click on the contract number and the evaluation will open. Once you review and comment, click on the "Contractor Rep" tab and enter the required information—and don't forget to click on Validate and Send to the Assessing Official to complete the process.

3. I received an email stating that I had an evaluation to review and comment on. I logged into the system clicked View/Print, and entered the contract number but there is no place for me to enter my comments.

A: In order to review and comment on an evaluation just click on the "To Do List." Next click on the contract number and the evaluation will open. Once you review and comment, click on the "Contractor Rep" tab and enter the required information—and don't forget to click on Validate and Send to the Assessing Official to complete the process.

4. My company received an email that states that we have an evaluation to review and comment on. When I log into the system, the evaluation does not appear on my To Do List. When I click View/Print, and enter the contract number the system states I don't have access to the evaluation.

A: Only the Contractor Representative who received the email has access to the evaluation. If you require access to the evaluation you will need to contact the government Focal Point. If you are unable to determine who the Focal Point is please contact the Help Desk and they can provide the name and contact information.

Frequently Asked Questions (Policy)

1. If I have a contract that meets all the requirements for preparing a CPAR, but the contract has recently closed, do I still have to do a CPAR?

A: For Department of Defense users, Office of the Under Secretary of Defense (OUSD) for Acquisition, Technology and Logistics (AT&L) Defense Procurement and Acquisition Policy (DPAP) Memo “Contractor Performance Assessment Reporting System (CPARS)” requires that CPARs that are due or overdue for contracts that began in FY08 or later or in FY07 and earlier be completed if the following conditions apply: 1) the individual assessing the contractor’s performance is available, 2) has sufficient knowledge of the contractor’s performance for the period in question, 3) has documentation to support narratives and ratings for the period in question, 4) has periodically communicated with the contractor regarding performance for the period in question. If your closed contract meets these conditions, you must complete a CPAR.

Other Agency users should contact their Agency point of contact for assistance.

2. Do I have to do a CPAR for RDT&E contracts?

A: For Department of Defense users, no. If the RDT&E contracts are funded with 6.1 (Basic Research), 6.2 (Exploratory Development), or 6.3 (Advanced Technology Development) funds a CPAR is not required because they fall under the Science and Technology Sector which is not applicable to CPARS. Refer to the CPARS Guidance page A1-5 for details.

For Other Agency users, CPARs are required for RDT&E contracts.

3. Who prepares a CPAR on an order under a Federal Supply Schedule?

A: CPARs for orders against Federal Supply Schedules are not prepared by GSA. 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 CPARS reporting thresholds. For these CPARs, the period of performance for the evaluation shall be based on the effective date/award date of the individual order.

4. Are outside CONUS contracting offices and contractors exempt from CPARS requirements?

A: There is no exemption for outside CONUS contracting offices or contractors.

5. How do I make note of a prime contractor's compliance with the sub-contractor performance plan submitted for the contract?

A: The CPAR contains a rating element for Utilization of Small Business. This element is used to assess compliance with all terms and conditions in the contract relating to small business participation including achievement on each individual goal stated in the contract or subcontracting plan. Appendix 3 and Appendix 4 of the CPARS Guidance contain specific instructions for assessing this rating element. Download Adobe Acrobat Reader

6. Are there forms available for completing CPARs containing classified information? Can I enter that information into the CPARS application?

A: Forms are available from the CPARS help desk at 207-438-1690. **Classified information is not to be entered into the CPARS automated application.** Use the on-line automated application for unclassified use only. 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.

7. Are CPARs releasable under the Freedom of Information Act (FOIA)?

A: 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 evaluations may be withheld from public disclosure under Exemption 5 of the Freedom of Information Act. Further, Federal Acquisition Regulation (FAR) Subpart 42.1503 (b) states: "The completed evaluation shall not be released to other than Government personnel and the contractor whose performance is being evaluated during the period the information may be used to provide source selection information." When a FOIA request is received for CPAR records, the unit FOIA office must refer the request to the CPAR focal point for coordination. The CPARS Program Manager at the Naval Sea Logistics Center, Portsmouth, NH, must also be notified via the Help Desk at Com: 207-438-1690 or email to: webptsmh@navy.mil.