APD ALERT

Contractor Performance Information and Contractor Performance Assessment Reporting System (CPARS)

Background

Federal Acquisition Regulation (FAR) 42.1502 and 42.1503 requires past performance assessments to be prepared and reported in accordance with USDA requirements. Please refer to the chart based on FAR 42.1502 (Attachment 1) for reporting past performance. For additional information, please refer directly to FAR 42.1502.

A New Reporting System

AGAR Advisory 96, Contractor Performance Information and Contractor Performance Assessment Reporting System (CPARS) Evaluations (Attachment 2), requires all USDA Agencies to improve the collection of, and access to, past performance information consistent with Office of Federal Procurement Policy's (OFPP) July 29, 2009, memorandum, Improving the Use of Contractor Performance Information.

Effective October 1, 2010, USDA began using the Department of Defense's (DoD) Contractor Performance Assessment Reporting System (CPARS). The National Institutes of Health (NIH) retired the Contractor Performance System (CPS) September 30, 2010. In addition, the recent implementation of Federal Awardee Performance and Integrity Information System (FAPIIS) requires agencies to use CPARS as the data entry module.

Compliance Assessment Review

The USDA Office of Procurement Property Management (OPPM), Procurement Policy Division (PPD) will run annual reports in the Federal Procurement Data System – Next Generation (FPDS-NG) to confirm contract performance assessments are being conducted. Agency Points of Contract (POCs) shall run quarterly reports in FPDS-NG to confirm contract performance assessments are being conducted by the BSC. If performance reviews are not performed, as prescribed in AGAR Advisory 96, the Business Service Center (BSC) Acquisition Branch (AB) Chief must provide an explanation and corrective actions to the REE HCAD. See AGAR Advisory 96 for compliance review process.

All applicable REE procurements (see attachment 1) from October 1, 2010 (FY 2011) to present must be entered into CPARS for assessment no later than March 31, 2013. Contracting Officers must register all active contracts, and contracts greater than $1 million first, and then successively register all other FY 2011 and FY 2012 contracts into CPARS (including contracts that are no longer active but were active in FY11 and FY12).

Who needs access to CPARS?

The REE Acquisition Systems Program Manager (ASPM) and the BSC AB Chiefs will serve as Agency POCs to monitor CPARS, and to establish BSC Focal Points (FPs) to further monitor CPARS, register contracts in CPARS, and appoint CPARS Assessing Officials, Assessing Official Representatives, and Contractor Representatives for their BSC contracts. BSC AB Chiefs may appoint additional FPs for their BSC as needed. This will enable the BSCs to register and maintain their contracts in CPARS. Contracting Officers Representatives (COR's) who are required to provide performance assessments will be set up in CPARS as Assessing Official Representatives to assist the Assessing Official (i.e., Contracting Officer or Contract Specialist) with providing performance assessments. See AGAR Advisory 96 for a description of CPARS roles and responsibilities.

FP access is granted upon completion of a signed FP User Access Request Form available at https:www.cpars.gov/accessforms/userforms.htm. Agency POCs must submit the FP Access Request form to the Department POC to get CPARS access for their FPs. FPs may appoint up to three alternate FPs to assist them with registering and assigning contracts in CPARS. Assessing Officials and Assessing Officials Representatives will receive initial access to CPARS for assessing and reviewing purposes when the FP registers a contract and assigns it to the Contracting Officer/Contract Specialist and/or COR required to provide performance assessments. Contracting Officer/Contract Specialist must provide the required contract award information (see CPARS User Manual) to the applicable BSC FP within 30 days after contract award. Once a CPARS account is established, a system generated e-mail will be sent to the new user with instructions for logging into CPARS. Once a user has access to CPARS, they will have the capability to provide performance assessments.

CPARS accounts provide access to all system modules, including Architect-Engineer Contract Administration Support System (ACASS), Construction Contractor Appraisal Support System (CCASS), and FAPIIS.

In the event that a Web site security certificate error is received when accessing CPARS, download the security certificates found at https://www.dodpke.com/installroot/ to prevent future errors. Ask your IT specialist for assistance in downloading the security certificates to your computer.

Training for CPARS

CPARS training will be conducted using the Web-based training on the CPARS Web site. Once an account has been established, CPARS users should complete the required online training as soon as possible. Assessing Officials and Assessing Officials Representatives must provide a copy of the certificate of completion to their BSC Agency POC and Focal Point once they have completed CPARS training. BSC Agency POCs must forward copies of the training certificates they receive on a monthly basis to the ASPM by the 10th day of each month.

Questions regarding this Alert can be directed to the Acquisition Programs and Oversight Branch on 301-504-1725, or via E-mail at APOB@ars.usda.gov.

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Attachment 1

Past Performance Chart
See FAR 42.1502 for full version of requirement.

Type of Contract or Order	Threshold
Construction	$650,000 or greater - Contracts terminated for default, regardless of contract value - Below $650,000 optional past performance assessments*
Architect-Engineering Services	$30,000 or greater - Contracts terminated for default, regardless of contract value - Below $30,000 optional past performance assessments*
All other contracts except: contracts awarded under Subpart 8.7, AbilityOne Program**	Above simplified acquisition threshold (SAT)
Orders against Federal Supply Schedules or contracts awarded by another agency*** (i.e., Government wide acquisition contract or multi-agency contract)	Above SAT
Orders against single-agency contracts***	Optional Past Performance Assessments* for orders that exceed SAT

*The Contracting Officer (CO) may require such assessments when it would produce more useful past performance information for source selection officials.

**AbilityOne Program contracts shall not be evaluated.

***Assessments need not consider past performance assessment of contractor performance against, and efforts to achieve, the goals identified in the small business subcontracting plan when the contract includes the clause at 52.219-9, Small Business Subcontracting Plan, for orders against single-agency contracts, unless the CO deems appropriate.

Interim assessments shall be prepared for contracts or orders with a period of performance, including options, exceeding 1 year. These assessments are generally for the entity, division, or unit that performed the contract or order. The content of the assessments should be tailored to the size, content, and complexity of the contractual requirements.

Attachment 2

Contractor Performance Assessment Reporting (CPARS)
Training Information
Web site: http://www.cpars.csd.disa.mil/index.htm

Recommended Training Classes by Role:

CPARS Role	Required Training Classes
Focal Points/Alternate Focal Point (Government/Contracting Office ACASS/CCASS/CPARS administrator, controls user access, registers contracts, assists and monitors)	1. Focal Point Functions 2. CPARS or ACASS/CCASS Overview 3. Quality and Narrative Writing
Assessing Officials (Contracting Officers, Contract Specialists, and Purchasing Agents)	1. CPARS or ACASS/CCASS Overview 2. Quality and Narrative Writing
Assessing Official Representative (Contracting Officers Technical Representatives (i.e. Engineers, Technical Experts, Program Mangers, etc.))	1. CPARS or ACASS/CCASS Overview 2. Quality and Narrative Writing
Reviewing Officials (Minimum one level above the Assessing Official; resolves CPARS/assessment disagreements)	1. CPARS or ACASS/CCASS Overview 2. Quality and Narrative Writing
Contractor Representatives (Industry/Company Representative, reviews/comments on CPARS/assessments)	1. CPARS or ACASS/CCASS Overview 2. Quality and Narrative Writing

Training Registration Process:

- All classes are web-based online.

- You must sign up for the required classes – seating is limited. The training schedule for the following month's training will be added to the CPARS training site by the 15th of the current month.

- To view the class schedule and register for training visit:
  http://www.cpars.csd.disa.mil/allapps/cpartrng/webtrain/webtrain_all.htm

- User manuals/training documentation:

  - CPARS Seminar Presentation materials
    http://www.cpars.csd.disa.mil/allapps/cpartrng/semdocs.htm

  - CPARS User Manual
    http://www.cpars.csd.disa.mil/cparsfiles/pdfs/CPARS_User_Manual.pdf

  - Architect-Engineer Contract Administration Support System (ACASS) and
    Construction Contractor Appraisal Support System (CCASS) User Manual
    http://www.cpars.csd.disa.mil/cparsfiles/pdfs/ACASSCCASSUserManual.pdf

A confirmation e-mail will be sent to users after registration is completed. Please follow the instructions in the e-mail. Be sure to test access to the online training before the training session starts. In the event that a Web site security certificate error is received when accessing the online training, download the security certificates found at https://www.dodpke.com/installroot/. Ask your IT Specialist for assistance in downloading the security certificates to your computer.

In order to maintain the availability of online classes DoD requires that registered attendees notify the meeting host/Navy Sea Logics Center (NCSL) Helpdesk at webptsmh@navy.mil before the starting time for any class they are unable to attend. If a registered attendee fails to attend an online training class without prior notification, they will be unable to register for another online class for a period of 90 days.

CPARS/ACASS/CCASS Practice System

The practice system allows users to experience the full functionality of CPARS, ACASS, CCASS, and FAPIIS prior to entering the real data in the production database. All CPARS users are welcome to use the practice system.

Access to the practice system is available upon request. Available levels are Accessing Official, Accessing Official Representative, and Reviewing Official. To gain access to the practice system you need to send a request to the Customer Support Desk by e-mail (webptsmh@navy.mil) or call 207-438-1690.

Your request for access to the practice system must include your names, e-mail address, phone number, agency, access level, and the duration you require access to the practice system. Your account will remain active or the requested period, but will be deleted from the practice system upon expiration.

Practice System Web site: http://www.cpars.csd.disa.mil/allapps/practiceall.htm