



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

SEP 01 2010



Department of the Interior Acquisition Policy Release (DIAPR) 2010-14, Amendment 1

Subject: Contractor Performance Assessment Reporting System - Notice to Contractors

References: Federal Acquisition Regulation (FAR) Subpart 42.15, Contractor Performance Information

1. Purpose:

This DIAPR amendment establishes agency procedures for informing contractors of the Department of the Interior's (DOI) use of the Contractor Performance Assessment Reporting System (CPARS), and DOI and contractor responsibilities supporting evaluation of past performance.

2. Effective Date:

Upon signature.

3. Expiration Date:

This DIAPR will remain in effect until cancelled or superseded. This guidance may be implemented in the Department of the Interior Acquisition Regulation (DIAR) as appropriate.

4. Background and Explanation:

FAR 42.1503 requires agencies to establish agency procedures for evaluation of contractor past performance. This DIAPR amendment establishes a standard notice that must be provided to contractors at award of eligible contract actions described in FAR 42.1502 and the original DIAPR 2010-14. The notice outlines DOI and contractor responsibilities in the CPARS past performance evaluation process. Since use of CPARS is mandatory for evaluation of past performance on eligible DOI contract actions awarded October 1, 2010, or later, use of the CPARS notice will be mandatory for those awards.

5. Action Required:

Beginning October 1, 2010, Contracting Officers (COs) must provide the following CPARS notice to the contractor upon award of an eligible contract action as described in FAR 42.1502 and the original DIAPR 2010-14. COs must also provide the notice to the contractor upon award of an eligible contract action awarded prior to October 1, 2010, for those actions on which CPARS will be used for evaluation of past performance. COs must provide the notice to the contractor at award, but may include the notice in Section G or H of contracts

on which the Uniform Contract Format is used, as an attachment to the order or contract, as part of the Statement of Work or Executive Summary, as part of an award letter to the contractor, or by other means as appropriate to the acquisition.

Within 60 days after the end of a contract performance period, the CO must ensure that a past performance evaluation is completed in CPARS, and that the designated contractor representative is notified that the report is available for review and comment in the system. The contractor must be given 30 days to respond to the evaluation, after which time the CO has an additional 30 days to finalize the report. The entire CPARS process must be completed within 120 days.

CONTRACTOR PERFORMANCE ASSESSMENT REPORTING SYSTEM (JULY 2010)

(a) FAR 42.1502 directs all Federal agencies to collect past performance information on contracts. The Department of the Interior (DOI) has implemented the Contractor Performance Assessment Reporting System (CPARS) to comply with this regulation. One or more past performance evaluations will be conducted in order to record your contract performance as required by FAR 42.15.

(b) The past performance evaluation process is a totally paperless process using CPARS. CPARS is a web-based system that allows for electronic processing of the performance evaluation report. Once the report is processed, it is available in the Past Performance Information Retrieval System (PPIRS) for Government use in evaluating past performance as part of a source selection action.

(c) We request that you furnish the Contracting Officer with the name, position title, phone number, and email address for each person designated to have access to your firm's past performance evaluation(s) for the contract no later than **30 days after award**. Each person granted access will have the ability to provide comments in the Contractor portion of the report and state whether or not the Contractor agrees with the evaluation, before returning the report to the Assessing Official. The report information must be protected as source selection sensitive information not releasable to the public.

(d) When your Contractor Representative(s) (Past Performance Points of Contact) are registered in CPARS, they will receive an automatically-generated email with detailed login instructions. Further details, systems requirements, and training information for CPARS is available at <http://www.cpars.csd.disa.mil/>. The CPARS User Manual, registration for On Line Training for Contractor Representatives, and a practice application may be found at this site.

(e) Within 60 days after the end of a performance period, the Contracting Officer will complete an interim or final past performance evaluation, and the report will be accessible at <http://www.cpars.csd.disa.mil/>. Contractor Representatives may then provide comments in response to the evaluation, or return the evaluation without comment. Comments are limited to the space provided in Block 22. Your comments should focus on objective facts in the Assessing Official's narrative and should provide your views on the causes and ramifications of the assessed performance. In addition to the ratings and supporting narratives, blocks 1 – 17 should

be reviewed for accuracy, as these include key fields that will be used by the Government to identify your firm in future source selection actions. If you elect not to provide comments, please acknowledge receipt of the evaluation by indicating "No comment" in Block 22, and then signing and dating Block 23 of the form. Without a statement in Block 22, you will be unable to sign and submit the evaluation back to the Government. If you do not sign and submit the CPAR within 30 days, it will automatically be returned to the Government and will be annotated: "The report was delivered/received by the contractor on (date). The contractor neither signed nor offered comment in response to this assessment." Your response is due within 30 calendar days after receipt of the CPAR.

(f) The following guidelines apply concerning your use of the past performance evaluation:

(1) Protect the evaluation as "source selection information." After review, transmit the evaluation by completing and submitting the form through CPARS. If for some reason you are unable to view and/or submit the form through CPARS, contact the Contracting Officer for instructions.

(2) Strictly control access to the evaluation within your organization. Ensure the evaluation is never released to persons or entities outside of your control.

(3) Prohibit the use of or reference to evaluation data for advertising, promotional material, preaward surveys, responsibility determinations, production readiness reviews, or other similar purposes.

(g) If you wish to discuss a past performance evaluation, you should request a meeting in writing to the Contracting Officer no later than seven days following your receipt of the evaluation. The meeting will be held in person or via telephone or other means during your 30-day review period.

(h) A copy of the completed past performance evaluation will be available in CPARS for your viewing and for Government use supporting source selection actions after it has been finalized.

(End of notice)

Please disseminate this guidance within your bureau. It will also be available on the web at <http://www.doi.gov/pam/diapr.html>. You may contact Tiffany Schermerhorn of PAM on (202) 513-0747 or Tiffany_Schermerhorn@ios.doi.gov if you have any questions regarding this policy issuance.



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