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**FORT DETRICK, MARYLAND 21702-5000**

FCMR-ABB-CE

19 April 2021

MEMORANDUM FOR U.S. Army Medical Research and Development Command Employees

SUBJECT: Procurement Advisory Notice (PAN) 21-02\* Contractor Performance Assessment Reporting System (CPARS) Guidance for Contracting Officer's Representatives (CORs)

1. PURPOSE. The purpose of this PAN is to provide CORs basic guidance and tools on the responsibilities and process associated with timely completion of contractor performance assessments within the CPARS.

2. REFERENCES.

a. Department of Defense Instruction (DoDI) 5000.72, DOD Standard for COR Certification located at: <http://acqnotes.com/wp-content/uploads/2014/09/DoD-Instruction-5000.72-DoD-Standard-for-COR-Certification-31-Aug-2018.pdf>

b. Department of Defense COR Handbook, Director, Defense Procurement and Acquisition Policy, OUSD (AT&L) March 22, 2012, located at: [http://www.acq.osd.mil/dpap/cpic/cp/docs/USA001390-12\\_DoD\\_COR\\_Handbook\\_Signed.pdf](http://www.acq.osd.mil/dpap/cpic/cp/docs/USA001390-12_DoD_COR_Handbook_Signed.pdf)

c. Department of Defense (DoD) Class Deviation 2013-O0018 September 24, 2013, located at: <https://www.acq.osd.mil/dpap/policy/policyvault/USA005039-13-DPAP.pdf>

d. Federal Acquisition Regulation (FAR); the Defense Federal Acquisition Regulation Supplement (DFARS); the Army Federal Acquisition Regulation Supplement (AFARS) Parts 1, 8, 9, 12, 13, 15, 16, 42, 45 and 46

e. CPARS information and Training located at: <https://www.cpars.gov>

3. BACKGROUND:

a. CPARS is a web-enabled application that is the official source for past performance information, used by all Armed Services within the DOD. The system collects and stores performance information on government contracts meeting the thresholds established in DFARS 242.1502, DoD Class Deviation 2013-O0018.

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\*This PAN supersedes PAN 17-05 Contractor Performance Assessment Reporting System (CPARS) Guidance for Contracting Officer Representatives (CORs) dated 17 November 2016

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b. The FAR requires the contractor performance information be collected (FAR Part 42.15) and used in source selection evaluations (FAR Part 15). CPARS ensures that current, complete and accurate information on contractor performance is available for use in procurement source selections to ensure the Federal government only does business with companies that provide quality products and services in support of the agency's missions.

c. All past performance information is treated as "Source Selection Information" in accordance with FAR 2.101 and 3.104 and 42.1503, and is for UNCLASSIFIED use only. Classified information is not to be entered into this system.

#### 4. CPARS ROLES and RESPONSIBILITIES:

a. Focal Point (FP)/Alternate Focal Point (AFP). The FP & AFPs must be Government Employees. FP/AFP register contracts/orders that require a contractor performance evaluation and assign user access to each contract registered. FP/AFP assist the workflow users to ensure that evaluations are completed in a timely manner.

b. Assessing Official Representative (AOR). The AOR must be a Government Employee and is normally the appointed COR for the contract. For administrative purposes only, Contract Specialists (CS) are frequently assigned the AOR role (along with the COR). For each applicable factor in CPARS, the AOR is responsible for providing timely ratings and a detailed narrative in order to justify each assigned rating. Once complete, the AOR forwards the evaluation in CPARS to the Assessing Official (AO). The AOR has the authority to initiate and update evaluations, but does not have the authority to send the evaluation directly to the Contractor Representative (CR) or to finalize an evaluation.

c. Assessing Official (AO). The AO must be a Government Employee and is normally the Contracting Officer assigned to the contract. Prior to forwarding the evaluation to the CR, the AO is responsible for evaluating contractor performance and for validating the proposed ratings and narrative entered by the AOR. After receiving the evaluation back from the CR, the AO reviews the CR comments and has the authority to close, modify, and/or forward the evaluation to the Reviewing Official (RO).

d. Contractor Representative (CR). The contractor is responsible for designating a representative(s) who will review the evaluation; this representative(s) is not a Government employee. The CR has a 60-day review/comment period starting from the date and time the AO forwarded the evaluation in CPARS. If the CR has taken no action after 60-days, the system will automatically route the evaluation back to the AO for close-out or modification.

e. Reviewing Official (RO). The RO must be a Government employee and is normally the AO's supervisor. The RO becomes involved only when the CR does not concur with the evaluation. The RO must review and address any discrepancies between the AO's evaluation and the CR's remarks to ensure the evaluation is a fair and accurate representation of the Contractor's performance, prior to closing-out the evaluation.

## 5. CPARS WORKFLOW/EVALUATION TIMEFRAME.

a. If a contract meets the dollar threshold, IAW DFARS 242.15, the AOR is responsible for initiating a CPARS evaluation on an annual basis. The entire evaluation process must be completed within 120-days following the end of the period of performance. This timeframe includes the CR's 60-day comment period. Beginning 30-days prior to the contract period of performance end date, individuals assigned to the contract will receive a weekly system generated email reminder that an evaluation must be initiated. If a CPARS evaluation is not completed within the 120-day timeframe, individuals assigned to the contract will receive a weekly system generated email that the evaluation is overdue.

b. The following paragraphs explain the steps in the CPARS process, along with the responsible individual/role.

### Step 1 – Contract Registration – AF/AFP

Contract Registration is the entry of basic contract/order award information into the CPARS. The Auto Register function will populate CPARS with basic contract/order information from the Federal Procurement Data System - Next Generation (FPDS-NG). Contract/order registration should be performed within 30-days of contract/order award.

### Step 2 – Enter Proposed Ratings and Narratives – AOR/AO

Upon completion of the contract/order period of performance, ratings are entered for each relevant evaluation factor, based on the contractor's performance during that reporting period. Supporting narrative must be provided for each factor used. If more than one (1) AOR is assigned, ratings and narratives should be coordinated to ensure adequate and completed information is included in the evaluation, prior to submitting to the AO. The AO may return a drafted evaluation to the AOR for revisions if adequate narrative is not provided.

### Step 3 – Validate Proposed Ratings - AO

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The AO reviews the proposed ratings to ensure ratings are consistent with the definitions in FAR 42.1503 and adequate narrative is included to substantiate the ratings given. The AO signs the evaluation and sends it to the CR.

**Step 4 – Contractor Comments - CR**

The CR has 60 days to respond to the evaluation. The CR can concur with or dispute the ratings and narrative, and have the opportunity to incorporate comments into the report. If the CR does not send the evaluation back to the AO within 60 days, on day 61 the system will automatically route the report back to the AO.

**Step 5 – Close-out or Route to AO - RO**

If the CR concurs with the report, or on day 61 following the AO's evaluation signature date, the evaluation is returned to the AO for close-out action. If the CR disputes the ratings, the AO will review the CR comments, modify the evaluation if warranted, or provide additional information to justify the initial ratings. The evaluation is then routed to the RO for final adjudication and close-out.

**Step 6 (if necessary) – Final Close-out - RO**

If the CR does not concur with the AO's evaluation, RO comments and signature are required for closures. The AO will send the evaluation, along with any additional information, to the RO. The RO will review both CR and AO comments, provide final comments, then sign and close the evaluation. Once the RO completes this action, the evaluation is considered complete and posted to Federal Awardee Performance and Integrity Information System (FAPIIS).

**6. CPARS EVALUATION FACTORS:**

a. An evaluation includes seven (7) evaluation factors to rate the contractor's performance:

- (1) Quality
- (2) Schedule
- (3) Cost Control
- (4) Management
- (5) Small Business Subcontracting
- (6) Regulatory Compliance
- (7) Other Factors/Areas

b. In addition, up to three (3) "Other Factors/Areas" may be assessed as deemed necessary by the AO.

7. CPARS EVALUATION RATINGS and NARRATIVE:

a. Ratings, for each evaluation factor applicable to the contract, must reflect the contractor's performance during the rating period identified in the report. Performance ratings include: Exceptional, Very Good, Satisfactory, Marginal and Unsatisfactory. Definitions for each rating can be found at FAR 42.1503(h)(4) Table 42-1. Separate ratings are available for the Small Business Subcontracting Evaluation Factor, when 52.215-9 is used, and can be found at FAR 42.1503(h)(4), Table 42-2.

b. A quality written narrative is important. It not only supports the rating assigned and renders it defensible if challenged, but it also serves to refresh memories and assist future source selection officials in making an informed source selection and/or award decision. The narrative should support the rating and be detailed, comprehensive, factually accurate and fair. A detailed narrative is required for all evaluations regardless of rating (e.g., even "satisfactory" ratings require narrative support).

8. FREQUENCY OF REPORTING.

a. Interim Reports:  
(1) Required if period of performance exceeds 365-days  
(2) Not required if period of performance is less than 365-days; issue final report only  
(3) Interim report should include no more than 12-months of actual performance  
(4) Assessment period begins after contract award date

b. Annual Interim Reports:  
(1) Required every 12-months or if there is a significant change within an agency (provided a minimum of six (6) months of performance has occurred)  
(2) Complete with other reviews, such as option and award fee determination  
(3) Not cumulative-assess only performance occurring after the last assessment period

c. Final Reports:  
(1) Required at contract completion (delivery of final end item or end of period of performance)  
(2) Required upon contract termination  
(3) Not cumulative - assess only performance occurring after the last assessment period.

d. Addendum Reports:  
(1) Evaluate contract closeout  
(2) Evaluate warranty period

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- (3) Evaluate performance with respect to other administrative requirements
- (4) Written at government's discretion

e. Administrative Reports: In the event that there is no contract/order performance, or performance information is not available for the evaluation period, an administrative report is required. In this instance, rate the Management evaluation factor as "Satisfactory" and include the rationale for issuing an administrative report.

9. PROPONENT. The proponent for this Procurement Advisory Notice is the U.S. Army Medical Research Acquisition Activity Contract Execution Oversight (CEO) Branch. Please submit any comments, concerns and suggestions to the CEO Branch e-mail address at [usarmy.detrick.medcom-usamraa.mbx.policy@mail.mil](mailto:usarmy.detrick.medcom-usamraa.mbx.policy@mail.mil).

//ORIGINAL SIGNED//

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