



DoD North Central Regional Council Fall Training Workshop Post-award Functions “Evaluating, Reviewing, and Writing Prime/ Subcontracting Performance in Contractor Performance Assessment Reporting System (CPARS)”



Presenter:

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Overview



- ✓ **What is CPAR**
- ✓ **Latest CPAR Updates as of Jul 2018**
- ✓ **What is rated (when applicable)**
- ✓ **What does it say About Small Business CPARS Small Business Entry**
- ✓ **Program Managers, Contracting Officers, & Small Business Professionals Review Entries in CPARS**
- ✓ **What Should Acquisition Professionals Look for in CPARs**
- ✓ **Sample CPAR Review Activity**



What is CPARS?



- **CPARS (Contractor Performance Assessment Reporting System) is a web-enabled application that collects and manages a library of automated contractor performance data.**
- **FAR 42.1502 covers using CPARS.**
- **CPARS and the Past Performance Information Retrieval System (PPIRS) are distinct systems.**
- **CPARS is used to assess a contractor's performance. The assessment data is available through PPIRS.**
- **PPIRS should only be used in source selection.**



CPARS Generated PPI



- Contractor's performance evaluation is a method of recording contractor performance and is not the primary method for reporting performance information to the contractor.
- Evaluations should be an objective report during the performance period against the contract/ordering requirements.
- Information in the evaluation represents the contractor's performance appraisal; therefore it should accurately depict the contractors performance.



CPARS Generated PPI



- Ensure Current, Complete and Accurate on Contractor's Performance available for source selections.
- Completed performance evaluations are used as a resource in awarding best value to contractors that consistently provide quality, on-time products and services that conform to contractual requirements.



CPARS Evaluation



- Must include detailed and complete information about the contractor's performance
- Data must be objective or measureable
- Supportable by contract/order
- Performance expectations to be evaluated should be addressed at the initial post-award meeting (Gov't/Ktr)
- Shared with the COR
- Definitions of each rating and contents of the narrative to justify rating



CPARS Evaluation



- Include clear, non-technical description of the principle purpose of contract/order, reflect how the contractor performed
- Tailored to type, size, content, and complexity
- Clear relevant information that accurately depicts the contractor's performance
- Based on objective facts supported by program and contract/order performance data
- Summary data can be used



CPARS Subcontractor Evaluation



- Evaluations are not completed on Subcontractors;
- However, evaluation of a Contractor's performance should include information on the prime contractor's ability to manage subcontractor efforts, including when applicable:
 - Small Business Subcontracting Program – FAR 42.1502
 - Goals identified in the Small Business Subcontracting Plan when the contract includes FAR clause: 52.219-9

NEW Merged CPARS/PPIRS Application Published July 15, 2018!



- **Government access is restricted to those individuals who are working on source selections, to include contractor responsibility determinations.**
- **Contractors may view only their own data. A contractor must be registered in the "System for Award Management" (SAM) system and must have created a Marketing Partner Identification Number (MPIN) in the SAM profile to access their PPIRS information.**
- **All PPI is treated as "For Official Use Only/Source Selection Information IAW FAR 2.101, 3.104 and 42.1503"**



NEW Merged CPARS/PPIRS Application Published July 15, 2018!



All data in PPIRS is classified as **Source Selection Sensitive** and is not releasable unless directed by the agency who submitted the data. This policy is in accordance with FAR 42.1503(4)(d).

https://www.cpars.gov/videos/Tutorial/Release_v_6.0.0/Release_v_6.0.0.html

ALL users will be required to reset their password using the Forgot/Reset Password link the FIRST time logging in after July 15th, 2018





PPIRS Primary Objectives



- **Support Best Value Source Selection Decisions**
 - ✓ Awards for Proven Performers (FAR 15)
- **Provide Up-To-Date Documentation of Contractor's**
 - ✓ Ability to Meet Requirements (FAR 42)
- **Motivate Improved Performance**
- **Facilitate Government - Contractor Communication**
- **Determine Prospective Contractor Responsibility**

Past Performance Process Overview



Gov't Program Managers
/Contracting Officers

Government Source
Selection Officials



Contractor
Representatives



Contractor
Senior Management





DFAR Reporting Thresholds



Business Sector	Dollar Threshold
Systems (includes new development and major modifications)	> \$5,000,000
Non-Systems	
- Operations Support	> \$5,000,000
- Services	> \$1,000,000
- Information Technology	> \$1,000,000
- Ship Repair & Overhaul	> \$500,000
Architect-Engineer	≥ \$35,000 All Terminations for Default
Construction	≥ \$700,000 All Terminations for Default



Request Contractor Account



REQUEST CONTRACTOR USER ACCOUNT

You must be a Awardee/Contractor to be granted access to this part of the application. You will not be granted full access to its features until this has been confirmed.
[Help](#)

*** Indicates Required Information**

Name

* First Name:
Middle Name:
* Last Name:
Title:
* Email Address:
* Commercial Voice:
Commercial FAX:

DUNS and MPIN

* DUNS:

Add DUNS	
DUNS	MPIN
999999991	999999991
<input type="button" value="Save DUNS"/> <input type="button" value="Cancel"/>	

Define Your UserId/Password

User Id may be 5-30 characters (letters and numbers only).
Passwords must meet the following specifications:

- must be 15-20 characters
- must contain at least two upper and two lower case letters
- must contain at least two numbers
- must contain at least two special characters
- cannot reuse your last 10 passwords
- must differ from previous password by at least four characters
- must not contain personal information such as:
names, phone numbers, account names, birthdates, or dictionary words

REMEMBER YOUR USER ID AND PASSWORD.

* User Id:
* Password:
* Confirm Password:

- ✓ Enter MPIN
- ✓ Click Save DUNS





Log In Instructions



Merged CPARS & PPIRS Application

Single location for Past Performance Information

HOME

PPIRS

CREATE USER ACCOUNT

FAQS

REFERENCE

RELEASE

SYSTEM DOCUMENTATION

TRAINING

ALL users will be required to reset their password using the Forgot/Reset Password link the **FIRST** time logging in after July 15th, 2018.

System Log In

User Accounts

[PPIRS Home](#) > [User Account](#)

You must have a valid email address to logon to the application. User accounts can be acquired by submitting an Access Request form as indicated below.

Access (PPIRS)

(Government Personnel Only)

- View all Evaluations useable in Source Selection determinations.
- View FAPIIS Records on Government Awardees.

[Request Access \(PPIRS\) Access](#)

Manager (PPIRS)

(Government Personnel Only)

- View all Evaluations useable in Source Selection determinations.
- View FAPIIS Records on Government Awardees.
- Authorize Access (PPIRS) Access.

[Request Manager \(PPIRS\) Access](#)

Owner (PPIRS)

(Government Personnel Only)

Applications

CPARS

PPIRS

FAPIIS

Special Notices

New CPARS Guide available!

Products/Services

Access Info

Contacts

FAPIIS Government

FAPIIS Public

PKI Information



CPARS FOR SMALL BUSINESS PROFESSIONALS





CPARS – Small Business Utilization



- **New evaluation area more comprehensive assessment of contractor's utilization of SB – rather than just the achievement of goals**
- **Meets the past performance evaluation requirements included in FAR 42.15 and 19.7 and DFARS 215.305**
- **Assesses compliance with terms and conditions of the contract for Small Business participation**
- **Assesses compliance with FAR 52.219-8 & 52.219-9**
- **Assesses compliance w/individual subcontracting plans**



CPARS UPDATES

As of July 2018



• **A3.24 Small Business Subcontracting.** Answer the following questions:

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

Paragraph A3.31 and subparagraphs have been updated to change “Small Business Utilization” to “Small Business Subcontracting”.

Small Business Utilization is used as rating language.



CPARS UPDATES SMALL BUSINESS

Updated: July 15th 2018



2.12 Subcontractor Evaluations, Guide Page 9

- CPARs evaluations are not completed for subcontractors.
- CPAR evaluation of a contractor's performance should include information on the ability of a prime contractor to manage and coordinate subcontractor efforts
- Compliance with statutory requirements of the Small Business Subcontracting Program. According to FAR 42.1502, past performance evaluations shall include an 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.

CPARS UPDATES AS OF July 2018



A3.24 Small Business Subcontracting. Answer the following questions:

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



CPARS SMALL BUSINESS SUBCONTRACTING



A3.30.2 Subcontract Management. Assess the contractor's success with timely award and management of subcontracts.

- **Assess the prime contractor's effort devoted to managing subcontracts and whether subcontractors were an integral part of the contractor's team.**
- **Consider efforts taken to ensure early identification of subcontract problems and the timely application of corporate resources to preclude subcontract problems from impacting overall prime contractor performance.**



CPARS SMALL BUSINESS SUBCONTRACTING



A3.30.2 Subcontract Management (CON'T)

- **Consider efforts taken to ensure prompt subcontractor payment**
- **Assess the prime contractor's managing of subcontractors to ensure compliance with labor and safety standards at the subcontract level**
- **If the contract is set aside for small business, assess the contractor's compliance with any limitations on subcontracting**



CPARS

SMALL BUSINESS SUBCONTRACTING



A3.31 Small Business Subcontracting.

FAR Subpart 19.7 and 15 U.S.C. 637 contains statutory requirements for complying with the Small Business Subcontracting Program. Assess whether the contractor provided maximum practicable opportunity for Small Business (including Alaska Native Corporations (ANCs) and Indian Tribes) (including Small Disadvantaged Businesses (which also includes ANCs and Indian Tribes), Women Owned Small Businesses, HUBZone, Veteran Owned, Service Disabled Veteran Owned Small Business, and ANCs and Indian Tribes that are not Small Disadvantaged Businesses or Small Businesses) to participate in contract/order performance consistent with efficient performance of the contract/order.



CPARS SMALL BUSINESS SUBCONTRACTING



A3.31.1 Assess compliance with all terms and conditions in the contract/order relating to Small Business participation (including FAR 52.219-8, Utilization of Small Businesses and FAR 52.219-9, Small Business Subcontracting Plan (when required)).

Assess any Attachment 3 Instructions for Completing a CPAR A3-16 small business participation goals which are stated separately in the contract/order.

Assess achievement on each individual goal stated within the contract/order or subcontracting plan including good faith effort if the goal was not achieved.

CPARS - COMPREHENSIVE SMALL BUSINESS SUBCONTRACTING



A3.31.2 It may be necessary to seek input from the Small Business specialist or Contracting Officer in regards to the contractor's compliance with these criteria. For DoD in cases where the contractor has a comprehensive subcontracting plan, request DCMA Comprehensive Subcontracting Plan Manager to provide input including any program specific performance information.

CPARS - COMMERCIAL SMALL BUSINESS SUBCONTRACTING



A3.31.3 For contracts/orders subject to a commercial subcontracting plan, the Small Business Subcontracting factor should be rated “satisfactory” as long as an approved plan remains in place, unless liquidated damages have been assessed by the contracting officer who approved the commercial plan (see FAR 19.705-7(h)). In such case, the Small Business Subcontracting area must be rated “unsatisfactory”.



CPARS – Commercial Subcontracting Plans



For contracts subject to a commercial subcontracting plan:

the Utilization of Small Business factor should be rated “green” as long as an approved plan remains in place unless liquidated damages have been assessed by the contracting officer who approved the commercial plan
In such case, the Utilization of Small Business area must be rated “red”.

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



CPARS SMALL BUSINESS SUBCONTRACTING



A3.30.4 This area must be rated for all contracts and task orders that contain a small business subcontracting goal.

A3.31.5 Ratings will be in accordance with definitions described in Attachment 2, "Evaluation Ratings Definitions For The Small Business Evaluation Factor when 52.219-9 is used.

A3.31.6 Evaluations of the small business subcontracting are required for contracts and orders placed against basic ordering agreement (BOA), blanket purchase agreement (BPA), or GWAC/MAC if a subcontracting plan is required.



CPARS SMALL BUSINESS SUBCONTRACTING



Evaluations of small business subcontracting for single-agency task orders and delivery orders are required when the contracting officer determines, in accordance with FAR Subpart 42.1502(d), it is more appropriate to complete a CPAR on each task/delivery order rather than completing a consolidated CPAR for the indefinite delivery contract and each exercised option year period. Execution of any subcontracting plan may be addressed in the narrative section for the Assessing Official.



CPARS SMALL BUSINESS SUBCONTRACTING



Although FAR 19.705-2(e) states a contract may have no more than one subcontracting plan, performance against small business subcontracting may be more appropriately managed through individual task orders to achieve overall contract small business subcontracting goals as indicated in preceding paragraph.



CPARS SMALL BUSINESS SUBCONTRACTING



Although paragraph 2.1.1 requires a CPAR to be completed for each order placed against multi-agency indefinite delivery vehicle (IDV), the small business subcontracting assessment must be completed by the agency that awarded the contract unless the contract ordering instructions allow for separate small business subcontracting goals to be incorporated into each order.. Multi-agency IDVs include federal Supply Schedules (FSS), Government Wide Acquisition Contracts (GWAC), and Multiple Agency Contracts (MAC).



JOINT VENTURES



2.4 Joint Ventures (FAR 4.102)

CPARs should be prepared on contracts/orders for joint ventures. When a joint venture is formed, a unique DUNS number is used which is different from those of the individual companies that formed the joint venture. A single CPAR will be prepared for the joint venture using that DUNS. If there is a teaming arrangement on a contract where a specific joint venture is not formed, the CPAR is only prepared on the specific prime contractor identified on the contract. All other team members are considered subcontractors to the prime contractor. See Section 2.10 to address subcontractor performance.

CPARS:

Contractor Team Arrangements (CTAs)



- **As stated in FAR 9.6, Contractor Team Arrangement is an arrangement in which**
 - (1) two or more companies form a partnership or joint venture to act as a potential prime contractor;**
 - or**
 - (2) a potential prime contractor agrees with one or more other companies to have them act as its subcontractors under a specified Government contract or acquisition program.**
- **When evaluating CTAs for orders placed against Federal Supply Schedules (FSS), evaluate the team member with most of the revenue.**

CPARS: SMALL BUSINESS SUBCONTRACTING



A3.24 Small Business Subcontracting. Answer the following questions:

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



CPARS Benefits



- ✓ Support best-value source selection decisions
- ✓ Provide up-to-date documentation of a contractor's ability to meet contract requirements
- ✓ Motivate improved performance
- ✓ Facilitate Government-contractor communications

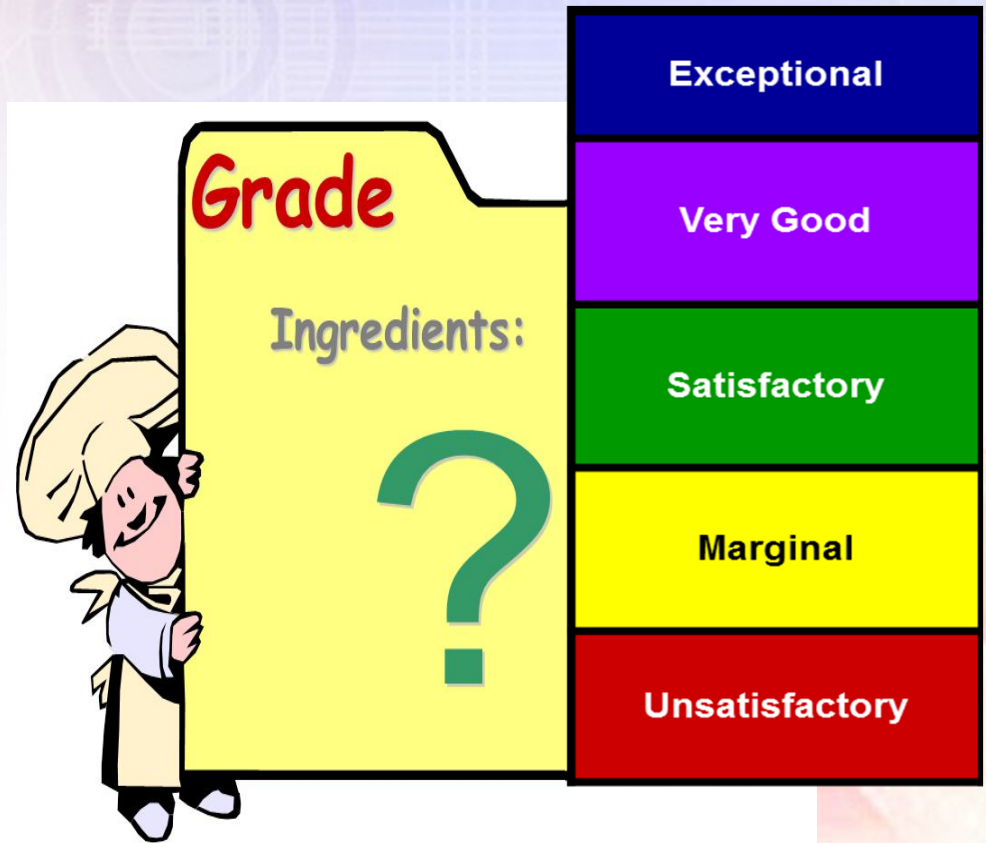




CPARS Small Business Entry



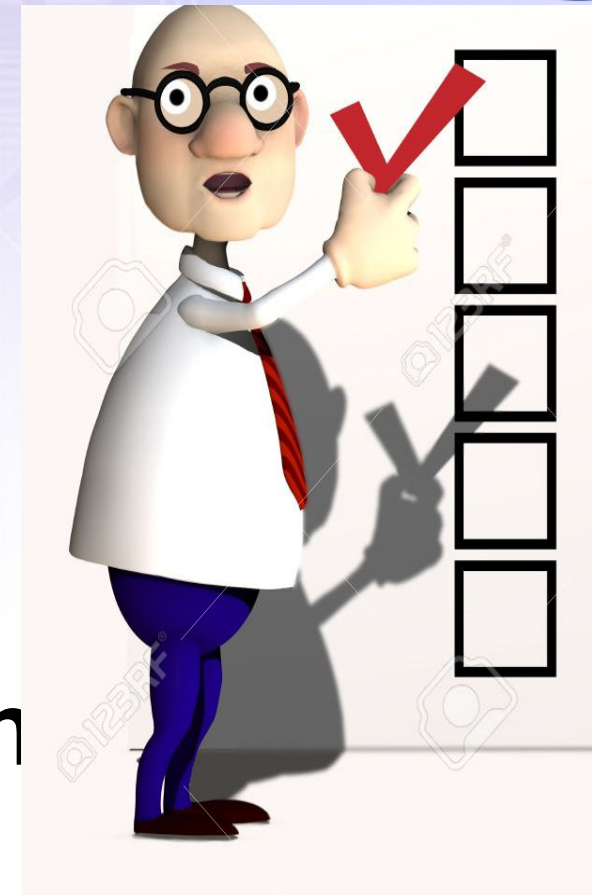
What information would you expect to find in a CPARS small business entry?



Elements Evaluated



- **Quality**
- **Schedule**
- **Cost Control**
- **Management**
- ✓ **Small Business**
- **Regulatory Compliance**
- **Other Areas**



REVIEWING CPAR ENTRIES



- **Was the contractor in compliance with the small business subcontracting requirements of the contract (subcontracting plans and binding SBPCDs)?**
- **Does the narrative provide adequate supporting information?**
- **Does the CPARS Small Business Utilization rating appear justified?**
- **Was any information missing?**



Ratings and Narratives



**Narratives are the Most
Important Part of the CPAR!**



Rating Areas



Small Business Subcontracting

✓ **Compliance with Terms and Conditions for Small Business Participation**



✓ **Achievement of Small Business Subcontracting Goals**

✓ **Good Faith Effort to Meet Small Business Subcontracting Goals**

CPARS Small Business Utilization Tab



CPARS - Systems

Contract/Schedule Number: **N0001905G0008** [?](#) Order Number: **0011**

*(Click on a tab below to view/enter the related information; fields identified with * are required)*

Contractor Name/Address **Contract Information** **Misc Information** **Small Business Utilization** **Ratings** **Assessor**

Small Business Utilization [?](#)

* Does this contract include a subcontracting plan? (Select)

Is small business subcontracting under this contract included in a comprehensive small business subcontracting plan?

Is small business subcontracting under this contract included in a commercial small business subcontracting plan?

Date of last Individual Subcontracting Report (ISR) / Summary Subcontracting Report (SSR):

Should be "Yes"

Yes, No, or N/A

Yes, No, or N/A

Contract Complete, N/A, or Bi-Annual date (Provided by the eSRS)





CPARS SYSTEM



CPARS - Systems

Contract/Schedule Number: N0001905G0008 [?] Order Number: 0011
(Click on a tab below to view/enter the related information; fields identified with * are required)

Contractor Name/Address **Contract Information** **Misc Information** **Small Business Utilization** **Ratings** **Assessor**

Small Business Utilization [?]

* Does this contract include a subcontracting plan? (Select)

Is small business subcontracting under this contract included in a comprehensive small business subcontracting plan? N/A

Is small business subcontracting under this contract included in a commercial small business subcontracting plan? N/A

Date of last Individual Subcontracting Report (ISR) / Summary Subcontracting Report (SSR): N/A

Yes or No

Yes, No or N/A

Yes, No or N/A

(Click on a tab below to view/enter the related information; fields identified with * are required)

Contractor Name/Address **Contract Information** **Misc Information** **Small Business Utilization** **Ratings** **Assessor**

18. * Evaluate the following Areas: [?] (rate or select N/A for all major areas, a - e)

a. Quality **b. Schedule** **c. Cost Control** **d. Management** **e. Small Business** **f. Other Areas**

e. Utilization of Small Business [?]

Past Color: N/A Color: (Select) Trend: N/A

20. Assessing Official Narrative (15189 characters remaining for all Assessing Official Narrative fields)

Contract Complete
N/A
Bi-Annual date-Mar or Sep
(This information comes from the eSRS)

Standard CPAR rating
(required when answering "Yes"
to Does this contract include a
subcontracting plan?)





CPAR SMALL BUSINESS UTILIZATION



*(Click on a tab below to view/enter the related information; fields identified with * are required)*

Contractor Name/Address | Contract Information | Misc Information | **Small Business Utilization** | Ratings | Assessor

18. * Evaluate the following Areas: ? (rate or select N/A for all major areas, a - e)

a. Quality | b. Schedule | c. Cost Control | d. Management | **e. Small Business** | f. Other Areas

e. Utilization of Small Business ?

Past Color: N/A Color: (Select) Trend: N/A

20. Assessing Official Narrative (15189 characters remaining for all Assessing Official Narrative fields)

Standard CPARS rating

- Exceptional
- Very Good
- Satisfactory
- Marginal
- Unsatisfactory

Supporting Narrative



CPAR NARRATIVE



- **The rating given for CPARS Small Business Utilization should be supported by the narrative statement. This is a critical element of the CPARS entry because it provides the justification for the rating, and also provides details on small business subcontracting plan compliance.**
- **This statement supports the Exceptional rating because it addresses:**
 - ✓ Quantifiable Accomplishments
 - ✓ Comparison to the Small Business Subcontracting Plan Goals
 - ✓ Type of Work Performed by SB
 - ✓ Timely eSRS reporting

CPAR RATINGS



Rating	Subcontracting Plan	ISR/SSR	Benefits/Impacts
Exceptional	Exceeded all statutory goals or goals as negotiated	Accurate and Timely	Multiple Significant Events of Benefit
Very Good	Met All Statutory goals or goals as negotiated	Accurate and Timely	Significant Event of Benefit
Satisfactory	Good-Faith Effort To all negotiated subcontract goals in the various socioeconomic category	Accurate and Timely	Minor Problems or Major Problems with Corrective Action addressed or taken
Marginal	Deficient in Meeting Key Plan Elements	Inaccurate; Untimely	Corrective Action Plan Required and identify the significant event and how it impacted SB utilization
Unsatisfactory	Noncompliant; Uncooperative	Inaccurate; Untimely	Multiple Significant Problems; Liquidated Damages

CPAR RATINGS



- **Ratings are same as other areas assessed but definitions of ratings differ**
- **Dark Blue/Exceptional**
- **Purple/Very Good**
- **Green/Satisfactory**
- **Yellow/Marginal**
- **Red/Unsatisfactory**
- **SB Utilization also added to ACASS and CCASS**
- **For CPARS guide and other information go to:
<http://www.cpars.csd.disa.mil/cparsmain.htm>**



Sample Narrative Review



Statements to Avoid

- ✘ Outside Contract Scope
- ✘ In Our Opinion
- ✘ It Appeared
- ✘ We Believe
- ✘ We Hope
- ✘ We Were Not Happy
- ✘ We Did Not Like
- ✘ We Think
- ✘ I know this company personally





Small Business Subcontracting



- **Evaluate When Subcontracting Plan is Required**
 - **Contracts**
 - **Orders Against BOAs, BPAs, GWACs, MACs**
 - **Single-Agency Task/Delivery Order When Contracting Officer Determines Appropriate**
- **For Multi-Agency Indefinite Delivery Vehicles, Evaluated by Agency that Awarded Contract Unless Separate Small Business Subcontracting Goals in Each Order**
 - **Includes FSS, GWACs, MACs**



NCRC Activity: Let's Analyze a CPARS Entry



- ✓ **SBPs might be called upon to provide advice and counsel on small business matters related to CPARS rating inputs, or they might be called upon when performance issues arise that could adversely affect CPARS ratings for small businesses**





Sample Contract Subcontractor Evaluation in CPARS



Small Business Subcontracting – Rating: Exceptional

The contractor provides maintenance and support on IT. They tried to get a few subcontractors on this project and honestly, they did the best they could.

Narrative Sufficient?

Yes or No

Sample Subcontractor Contract Evaluation



NOT Sufficient

**Small Business Subcontracting –
Rating: Exceptional**

The contractor provides maintenance and support on IT. They tried to get a few subcontractors on this project and honestly, they did the best they could.

Missing:

- Quantifiable Accomplishments
- Comparison to Plan Goals
- Type of Work Performed by Small Business

Delete:

- Personal opinions/bias





Sample CPAR Narrative

Element Evaluated: Small Business Subcontracting



Small Business Subcontracting – Rating: Exceptional

The Contractor exceeded their 27% small business goal by 2 percentage points and met all of the other subcontracting goals. The Contractor awarded a subcontract to a small business for mission critical information technology for this program. The Contractor conducted three outreach events which directly led to award of subcontracts to Service Disabled Veteran Owned small businesses and HUBZone small businesses. The Contractor exceeded the small business participation requirements of the contract that required the small business to be used for 25% of the R&D portion of the contract, by awarding 50% of this requirement to small business. The Contractor submitted all required reports on time.

Narrative Sufficient? Yes or No



Sample CPAR Narrative

Element Evaluated: Small Business Subcontracting



Small Business Subcontracting – Rating: Exceptional

The Contractor exceeded their 27% small business goal by 2 percentage points and met all of the other subcontracting goals. The Contractor awarded a subcontract to a small business for mission critical information technology for this program. The Contractor conducted three outreach events which directly led to award of subcontracts to Service Disabled Veteran Owned small businesses and HUBZone small businesses. The Contractor exceeded the small business participation requirements of the contract that required the small business to be used for 25% of the R&D portion of the contract, by awarding 50% of this requirement to small business. The Contractor submitted all required reports on time.

Contains:

- Quantifiable Accomplishments
- Comparison to Plan Goals
- Type of Work Performed by Small Business





SUMMARY



- 1. CPARS Guide updated July 2018**
- 2. Small Business has been changed from: Small Business Utilization to Small Business Subcontracting except rating language.**
- 3. Small Business Participation is assessed in CPARS**
- 4. Small Business Professionals Should know how to assess/review CPARS entries for accuracy regarding to small business participation:**
 - Quantifiable Accomplishments
 - Comparison to Plan Goals
 - Type of Work Performed by Small Business
- 5. Reach out to Contracting Officers/Program Managers to review Small Business CPAR Info**



RESOURCES



Robinson, Jeanette (2017-18) CPARS Workshops and Briefings, DAU Small Business Programs

CPARS Website: <https://www.cpars.gov>

Federal Acquisition Regulation

Defense Acquisition University <http://www.dau.mil>





Questions? Contact Info

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BACK UP SLIDES