



1. PURPOSE

This document provides policy for reporting past performance information (PPI) on SPAWAR Claimancy contracting vehicles, including applicable SeaPort-e task orders. The Contractor Performance Assessment Reporting System (CPARS) evaluation is a report on a contractor’s recent performance over a specific period of time. CPARS collects contractor performance information and passes it to the Past Performance Information Retrieval System (PPIRS) Report Card (RC), the Government-wide performance information repository where it can be retrieved by Federal Government Agencies for use in source selections. See CMPG section [5.2.4.2 - Contractor Performance Assessments](#) for related guidance.

2. POLICY

2.1 Past Performance Information (PPI)

The Federal Acquisition Regulation (FAR) requires that contractor performance information be collected ([FAR Subpart 42.15](#)) and used in source selection evaluations ([FAR Part 15](#)). Source selection officials rely on clear and timely evaluations of contractor performance to make informed business decisions when awarding government contracts and orders. This information is critical to ensuring that the Federal government only does business with companies that provide quality products and services in support of the agency’s missions. All CPARS information is treated as “For Official Use Only/Source Selection Information” in accordance with [FAR 2.101](#), [3.104](#) and [42.1503](#). A Contractor Performance Assessment Report (CPAR) is source selection information because it supports ongoing source selections. It contains sensitive data concerning a contractor’s performance under a specific business arrangement as covered by the FAR.

2.2 Thresholds

CPARs must be completed on all contracts/orders, Blanket Purchase Agreements and Basic Ordering Agreements meeting the below thresholds:

Business Sector	Threshold (X)*
Systems	X > \$5M
Non-Systems: Ship Repair & Overhaul	X > \$500K
Non-Systems: Services	X > \$1M
Non-Systems: Information Technology	X > \$1M
Non-Systems: Operations Support	X > \$5M

** Dollar threshold applies to aggregate value of contracts/orders*

2.3 Performance Evaluations

Assessing Officials (AOs) are required to complete the CPAR within 120 days after the end of the reporting period. AOs shall also ensure CPARs take into consideration any Award Fee Board or Incentive fee results. The CPAR narrative and ratings must be developed by the Government AO. Contractor assistance is not permitted in the CPARS performance evaluation process.

2.3.1 INDEFINITE DELIVERY CONTRACTS (IDCs)

- A. The contracting officer can elect to register a CPAR in one of two ways:
 1. At the basic contract level only, not on individual delivery orders; or
 2. At the delivery order level when the individual delivery order meets the applicable reporting threshold in section 2.2 above.
- B. **SeaPort-e** CPARs are to be completed for all orders meeting the applicable reporting threshold.



2.4 Metrics

Summary data from the CPARS database or from the reports themselves may be used to measure the status of industry performance and support continuous process improvement, provided that the data used does not reveal individual contract or contractor performance in any form.

3. RESPONSIBILITIES

3.1 CPARS Focal Point (CFP)

Provides overall support for the CPARS process. SPAWAR HQ, SSC Atlantic and SSC Pacific each have designated CFPs. System duties of the Focal Point include:

- A. Registering the contract/order in CPARS within 30 calendar days of award using the auto-registration function or by completing the basic contract/order information.
- B. Assigning access authorization for Government and contractor personnel.
- C. CPARS account management and maintenance.
- D. Control and monitoring of CPARs, including the status of overdue evaluations.

3.2 Assessing Official Representative (AOR)

When assigned (AOR is not a mandatory CPARS role), the system duties of the AOR include:

- A. Providing a timely, accurate, quality, and complete narrative. Refer to the [quality checklist](#) at the CPARS website.

3.3 Assessing Official (AO)

Prepares, reviews, signs, and processes the CPAR for any contract, task order, or delivery order under their cognizance. The AO ensures that performance input from program management, technical, functional, quality assurance, contracting and other end users of the product or service is included in the evaluation. System duties of the AO include:

- A. Reviewing evaluation information provided by the AOR (if assigned). Refer to the [quality checklist](#) at the CPARS website.
- B. Input of evaluation information.
- C. Forwarding the Government evaluation information to the contractor.
- D. Reviewing comments from the designated contractor representative once the evaluation has been returned by the contractor or after 60 calendar days have lapsed.
- E. Modifying the CPAR comments and/or ratings after review of contractor comments, as determined by the AO. After receiving and reviewing the contractor's comments on the CPAR, the AO may revise the evaluation, including the narrative. The AO will notify the contractor of any revisions made to a report as a result of the contractor's comments. Such a revised report will not be sent to the contractor for further comment. The contractor will have access to both the original and revised reports in the CPARS and PPIRS when the Government finalizes the evaluation.
- F. Forwarding evaluations to the Reviewing Official (RO) which are in disagreement or when requested by the contractor or,
- G. Completing the evaluation if it does not require further RO review by closing the evaluation.

3.4 Reviewing Official (RO)

Provides the check-and-balance when there is disagreement between the AO and the contractor. The RO must review and sign the evaluation when the contractor indicates non-concurrence with the CPAR. System duties of the RO include:

- A. Provide narrative comment (the RO's comments supplement those provided by the AO; they do not replace the ratings/narratives provided by the AO).



- B. Coordinate the CPAR with the Contracting Officer.
- C. Sign/complete the CPAR as required.

3.5 Contracting Officer

Provide CPAR performance input and contractual perspective to AO and RO.

3.6 Contract Specialist or Contractor Support Staff Analyst

Provides CPAR registration data on all eligible new awards to the CFP.

4. PROCEDURE

4.1 PPI Clause



Contracting officers may insert component clause [5252.242-9518 CONTRACTOR PERFORMANCE ASSESSMENT REPORTING SYSTEM \(CPARS\)\(NAVAIR\) \(FEB 2009\)](#), as included in the [SPAWAR Claimancy Clausebook](#), in all contracts requiring the collection of past performance information as specified in Table 1 of the [CPARS Guide](#).

4.2 New Awards

4.2.1 SPAWAR 2.3.1 CPARS REGISTRATION

The Contract Specialist shall provide the required CPARS registration information to the CFP. The CFP should complete the CPARS registration process within 30 days following contract/order award.

4.2.2 POST AWARD CONFERENCE

The PCO should conduct a **Post award Conference** for all contract awards requiring a CPARS evaluation to discuss the evaluation factors to be used during contract performance and the CPARS process. See  [Post award Conferences](#).

4.3 Preparing the Report

Every 12 months throughout the life of the contract (including option exercises, warranty periods, and delivery of deferred data, if any), the **AO prepares a CPAR** on contracts meeting the business sector thresholds and in accordance with the applicable completion instructions listed in the [CPARS Guide](#) document. The AO:

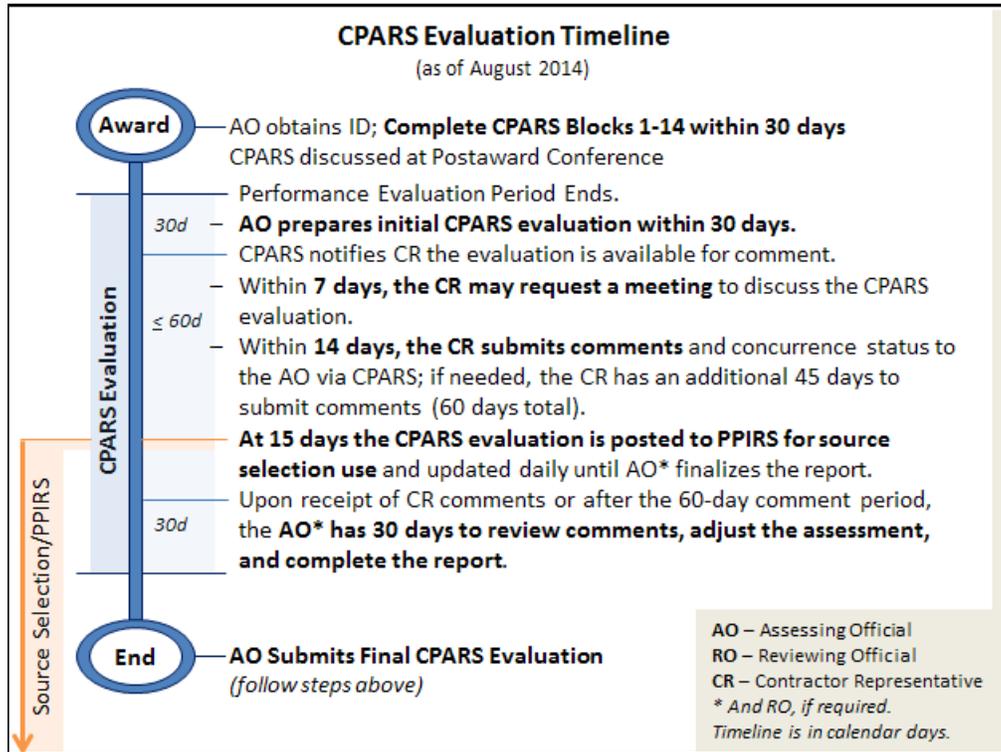
- A. Seeks input from the multi-functional acquisition team when assessing the contractor's performance. As a minimum, PCO input should be obtained. Support contractors shall not have input to CPARS, in any form whatsoever.
- B. Reviews Contractor-submitted Monthly Status Reports (MSRs).
- C. For those contracts with EVM reporting, reviews the cumulative CPI and SPI achieved at the end of the CPAR rating period, as well as the CPI and SPI trends during the period.
- D. Reviews results of any Award Fee Boards or Incentive Fees paid during the reporting period.
- E. Discusses any apparent inconsistencies between the draft CPAR, Award Fee Board results (if applicable), or Incentive Fees with the PCO and the Reviewing Official.
- F. If the contract/order contains a small business contracting goal, coordinates with the PCO and/or Small Business specialist to access the Electronic Subcontracting Reporting System (eSRS) in order to review the Individual Subcontract Reports (ISRs), formally SF 294s, and evaluate/rate the contractor on accomplishment of small business subcontracting plan goals. If required, a DCMA Surveillance Review shall be requested via the PCO to research contractor non-compliance



4.4 Evaluation Process Timeline

4.4.1 INITIAL CPARS EVALUATION

The AO has **30 calendar days** from the last day of the Period of Performance (PoP) being assessed to submit the Interim/Final CPARS evaluation assessment to the contractor for review/comment. Refer to [CPARS Guide](#), attachments 2 and 3 for detailed steps.



4.4.2 CONTRACTOR COMMENT PERIOD

The Designated Contractor Representative (DCR) has **60 calendar days** to review and comment on the assessment.

1. The contractor may request a meeting to discuss the CPARS, if the request is in writing and within 7 calendar days from receipt of the CPAR.
2. The evaluation will become available in PPIRS-RC 15 days following the AO's evaluation signature date. The evaluation will be available in PPIRS-RC with or without contractor comments and whether or not it has been closed by the AO or RO. If no contractor comments have been provided at day 15, the evaluation will be marked as "Pending" in PPIRS-RC. Contractor comments may be provided up to 60 days following the AO evaluation signature date, and will be updated to PPIRS-RC on a daily basis. Once the evaluation has been closed by the AO or RO, the "Pending" marking will be removed in PPIRS-RC.

4.4.3 COMPLETE THE EVALUATION

The CPARS evaluation process must be completed not later than **120 days** following the end of the evaluation PoP.

1. If the contractor either concurred with the evaluation or did not send comments, the AO may: (1) close the evaluation; (2) modify and close the evaluation; (3) send the evaluation to the RO; or, (4) Modify and send the evaluation to the RO.



2. *Upon submission of the CPARS evaluation comments from the contractor, the AO (or RO, as necessary/desired) has the remainder of the 120 day period following the end of the evaluation PoP to close the evaluation. The RO reconciles any significant discrepancies between the AO's assessment and the contractor's comments. If the Contractor concurred with the evaluation, RO review is not required unless it is required by the AO's Code/Organization.*

4.5 Frequency

Performance information is reported on a regular basis, at least annually.

1. **Annual Interim Reports** are required if contract/order PoP > 365 days. Reports are required at least every 12 months throughout the entire period of performance of the contract/order up to the final report. The first interim CPAR must reflect at least the first 180 calendar days of performance, and may include up to the first 365 calendar days of performance. For contracts/orders with PoP < 365 days, see "Final Reports" below. An interim CPAR is also required: (1) upon a significant change, provided that a minimum of six months of performance has occurred, such as a change in program/project management responsibility or, (2) the transfer of the contract/order to a different contracting activity. To make certain that reports are processed timely, an interim CPAR should be started prior to transfer of Assessing Official duties from one individual to another if there is six or more month's performance to go prior to the next CPAR to ensure continuity.
2. **Final Reports** should be completed upon contract/order completion or delivery of the final major end item on the contract/order. If the contract/order PoP is less than 365 days, there will be only a Final report (i.e., no interim reports). Note that there is only one Final report.
3. **Addendum Reports** may be prepared, after the "Final" past performance evaluation, to record the contractor's performance relative to contract/order closeout, warranty performance and other administrative requirements.
4. **Administrative Reports.** In the event that there is no contract/order performance during an annual evaluation period due to circumstances such as not exercising a contract options or not placing any orders against an indefinite-delivery vehicle, it is necessary to complete an administrative report. For an administrative report, rate the Management evaluation area as "Satisfactory" and include the rationale for issuing an administrative report in the Assessing Official narrative. An administrative report must be routed through the normal CPARS workflow.

4.6 Monthly CPARS Metrics

The SPAWAR HQ CFP maintains an online [CPAR Status Report](#) which provides details on all active SPAWAR HQ CPARs. The SPAWAR HQ CFP also distributes a monthly CPAR Status Report to SPAWAR HQ/JPEO Assessing Officials, Reviewing Officials and Senior Leadership.

5. APPROVALS

N/A

6. TOOLBOX

1. [CPARS Webpage](#)
2. [CPARS User Manual](#)
3. [Training](#)



4. [Best Practices](#)
5. [CPARS Quality Checklist](#)
6. [Contractor Comments Timeline FAQs](#)
7. [CPARS Guide](#)
8. [SeaPort-e](#) website

7. CHANGE HISTORY

Updated material is highlighted by *purple text* and an Alert/New  icon.

Date	Description of Changes
December 2015	Content re-formatted and reorganized; added updated CPARS timeline graphic.
September 2012	Last version created in old format. Latest update under this topic was the CPARS timeline under Procedure.