

United States
Department of
Agriculture



Office of the
Assistant Secretary
for Administration

Office of Procurement
and Property
Management

Procurement
Operations Division

Reporters Building
300 7th Street, SW
Suite 353
Washington, DC
20024

ACQUISITION OPERATING PROCEDURE (AOP)

Jul 10, 2014

FROM: Richard R. Jiron
Head of Contracting Activity Designee

SUBJECT: AOP No. 21 Contractor Performance Assessment Reporting System
(CPARS) Reviewing Official

◆ **PURPOSE:** This Acquisition Operating Procedure is to identify at a level above the contracting officer the Reviewing Official that will complete the contractor's performance assessment when there is a disagreement between the parties (e.g., Contracting Officer (CO), Contracting Officers Representative (COR) and Contractor) of an evaluation being reported in Contractor Performance Assessment Reporting System (CPARS).

◆ **EFFECTIVE DATE:** This AOP is effective on July 10, 2014.

◆ **AUTHORITIES:** Federal Acquisition Regulation 42.1503(d).

CPARS Reviewing Officials

Head Contracting Activity Designee (HCAD)
Contracting Branch Chiefs

CPARS Evaluating CO

Branch Chiefs
Within the Branches

◆ **PROCESS:**

- a) Reference the CPARS User Manual located at www.cpars.gov for the procedures on how to enter, update, and review the information in CPARS.
- b) The Reviewing Officials will ensure the performance ratings are fair and supported by objective evidence.
- c) The ultimate conclusion on the performance evaluation is the decision of the Reviewing Official and the evaluation is considered complete.
- d) Copies of the Reviewing Official's evaluation, contractor response, and review comments, if any, shall be retained in the contract file by the CO.

◆ **EXPIRATION DATE:** This AOP will remain in effect until canceled.