

Contractor Performance Assessment Reporting System (CPARS)

Below is instructional guidance to help with completion of the evaluations in CPARS.

I. CPARS ROLES AND RESPONSIBILITIES

CPARS Role	USDA Equivalent Role	Responsibilities
Assessing Official Representative (AOR) <i>(Optional)</i>	Contracting Officer's Representative (COR) <u>or</u> Technical Contact <i>(Optional)</i>	<ul style="list-style-type: none"> ◆ Enter evaluations immediately after notification ◆ Update / delete incomplete evaluations ◆ Send evaluations to CO ◆ Review / print evaluations
Assessing Official (AO) <i>(Required)</i>	Contracting Officer (CO) <u>or</u> Administrative CO <i>(Required)</i>	<ul style="list-style-type: none"> ◆ Send user workflow roles to Focal Point ◆ Complete evaluations within 14 days after notification ◆ Update / delete incomplete evaluations ◆ Modify evaluation ratings, <i>if required</i> ◆ Send evaluations to Contractor ◆ Review Contractor's comments. Within 14 days after receipt, discuss any rebuttal comments with COR, and send to Contracting Branch Chief. ◆ Finalize evaluations within 30 days after receipt of contractor comment. ◆ Review / print evaluations
Reviewing Official (RO) <i>(If applicable)</i>	Contracting Branch Chief <i>(If applicable)</i>	<ul style="list-style-type: none"> ◆ Ensure the quality, accuracy and completeness of the evaluation ◆ Review / resolve contractor's rebuttal /discrepancies ◆ Finalize / print evaluations
Contractor <i>(Required)</i>	<i>No Equiv.</i>	<ul style="list-style-type: none"> ◆ 30 days to approve or submit a rebuttal
Focal Point <i>(Required)</i>	Procurement Analyst <i>(Procurement Operations Div)</i> <i>(Required)</i>	<ul style="list-style-type: none"> ◆ Auto-register contracts within 30 days after award. ◆ Delete registered contracts ◆ Enter users workflow role access received from CO ◆ Review / provide reports and rating metrics ◆ Review / print evaluations

Final and Interim Evaluations Time Span

Performance Periods Exceeding 18 months:

- Evaluation Assessment Conducted every 12 months
- Conduct of evaluations no later than 30 days prior to exercise of option

II. OVERDUE CPARS ACTIONS

- On a monthly basis, the Focal Point will send the CPARS Overdue Actions Report to the Contracting Branch Chief. The Contracting Branch Chief may set-aside specified dates to allow the CO/ACO sufficient time to work with the COR, *if applicable*, to complete the evaluation.
- Within 10 days after receipt of the overdue action notification, the CO/ACO should complete the evaluation.

III. AUTO-REGISTER CONTRACT

- On a monthly basis, the Focal Point will auto-register the eligible contracts and provide the list of auto-registered contracts to the Contracting Branch Chiefs.
- Within 14 days after receipt of the auto-registered contract notification, the COs will provide to the COR and Contractor information to the Focal Point so the user access workflow can be created in CPARS. After the user access workflow is created, CPARS sends a notification to the users prompting actions to be taken for the specified contract.

V. FEDERAL AWARDEE PERFORMANCE AND INTEGRITY INFORMATION SYSTEM (FAPIS)

- FAPIS collects contractors/grantees performance information including terminations for cause/default and material failure to comply (grants), defective cost and pricing data, determinations of non-responsibility, recipient not qualified determinations (grants), DoD Determination of contractor fault and administrative agreements.

FAPIS Role	USDA Equivalent Role	Responsibilities
Assessing Official (AO) (Required)	Contracting Officer (CO) or Administrative CO (Required)	● Create / update / complete the FAPIS record

VI. CPARS and FAPISTRAINING

- The training is an overview of the policies and regulations, and data entry. The online (*instructor-led or video*) and user-group training schedules are found at <https://www.cpars.gov>.

VII. CPARS STATEMENT TEMPLATES

Below are some general statement templates that can be used, where possible.

● SUPPLIES

- **Note** - This order was for supplies only, no rating higher than Satisfactory was possible.
- **Quality of Product or Service** - All products were delivered according to the specifications, terms, and conditions.
- **Schedule** - All products were delivered on time.
- **Cost Control** - Firm fixed price contract; invoices were accurate and complete.
- **Business Relations:** _____ customer oriented and provides excellent account management. Communications were always performed in a timely manner.

● MAINTENANCE SERVICES

- **Note** - This order was for hardware maintenance support only, no rating higher than Satisfactory was possible.
- **Quality of Product or Service** - All products/services were delivered according to the agreements, terms, and conditions.
- **Schedule** - All maintenance coverage was delivered on time.
- **Cost Control** - Firm fixed price contract; invoices were accurate and complete.
- **Business Relations** - _____ customer oriented and provides excellent account management. Communications were always performed in a timely manner.
- **Management** - Account managers were excellent to work with, very knowledgeable and worked hard to provide the USDA with the support required. This contract did not require on-site or other services other than account management.

● SOFTWARE LICENSES

- **Quality** - Contract is for software licenses. No quality rating above satisfactory is possible.
_____ met all requirements.
- **Schedule** - All software licenses were delivered on-time per the order.
- **Cost Control** - There were no opportunities to control costs after the quote. This was a fixed price contract.
- **Business Relations** - During contract performance there were no issues.
- **Management of Key Personnel** - No key personnel assigned, this contract was not for services.
- **Utilization of Small Business** - No opportunities for subcontracting.