**FAA Contractor Performance Assessment Reporting System**  
**(CPARS) Guide**

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**Table of Contents**

[1.0 Introduction 4](#_Toc138336177)

[1.1 Background 4](#_Toc138336178)

[1.2 Purpose 4](#_Toc138336179)

[1.3 Responsibility for Completing CPARS Assessments 4](#_Toc138336180)

[1.4 CPAR Evaluation Methodology 5](#_Toc138336181)

[1.5 Uses of Summary CPAR Data 5](#_Toc138336182)

[1.6 Change-of-Name/Novation 6](#_Toc138336183)

[1.7 Basic Workflow Diagram 6](#_Toc138336184)

[2.0 Thresholds for Mandatory Evaluations 6](#_Toc138336185)

[2.1 CPARS for Single-Agency Indefinite-Delivery Contracts, Basic Ordering Agreements (BOAs), and Blanket Purchase Agreements (BPAs) (except for those listed in paragraph 2.2) 7](#_Toc138336186)

[2.2 CPARS for Orders Under Federal Supply Schedules 8](#_Toc138336187)

[2.3 Joint Ventures 8](#_Toc138336188)

[2.4 Letter or Ceiling Priced Contracts 8](#_Toc138336189)

[2.5 Subcontractor Assessments 8](#_Toc138336190)

[3.0 FAA Responsibilities 9](#_Toc138336191)

[3.1 CPARS Roles and Responsibilities 9](#_Toc138336192)

[3.1.1 Agency Point of Contact (DOT Office of the Senior Procurement Executive (M-60)) 9](#_Toc138336193)

[3.1.2 Senior Command Official (FAA Acquisition Reporting Branch (AAP-430)) 9](#_Toc138336194)

[3.1.3 Focal Point (FAA Acquisition Reporting Branch (AAP-430)) 10](#_Toc138336195)

[3.1.4 Assessing Official (AO) (FAA COR, PM, or Program Office Representative) 10](#_Toc138336196)

[3.1.5 Contractor Representative 10](#_Toc138336197)

[3.1.6 Reviewing Official (RO) (FAA Contracting Officer) 11](#_Toc138336198)

[4.0 Frequency of Reporting 11](#_Toc138336199)

[4.1 Interim Evaluations: New Contracts/Orders 11](#_Toc138336200)

[4.2 Annual Interim Evaluations 11](#_Toc138336201)

[4.3 Final Evaluations 12](#_Toc138336202)

[4.4 Addendum Evaluations 12](#_Toc138336203)

[5.0 Records Retention and Disposition 12](#_Toc138336204)

[5.1 CPARS Markings and Protection 12](#_Toc138336205)

[5.1.1 Internal FAA Protection 13](#_Toc138336206)

[5.1.2 External Government Protection 13](#_Toc138336207)

[5.2 Freedom of Information Act (FOIA) 13](#_Toc138336208)

[5.3 Use of CPARS in Source Selection 13](#_Toc138336209)

[5.4 CPARS Format 13](#_Toc138336210)

[Attachment 1 Evaluation Rating Definitions 14](#_Toc138336211)

[Attachment 2 Instructions for Completing CPARS Evaluations 19](#_Toc138336212)

[Attachment 3 CPARS Website Features 32](#_Toc138336213)

# 1.0 Introduction

This Guide assigns responsibilities and provides procedures for systematically assessing contractor performance in accordance with AMS Procurement Guidance T3.10.1B.9 Contractor Performance Assessment Reporting (CPARS).

## **1.1 Background**

The CPARS is a paperless contracting initiative housed and maintained by the DoD. The CPARS has been mandated for use across all Federal Government agencies. Use of the CPARS ensures that the FAA’s contract performance evaluations will be entered into the CPARS database to enhance the centralized data repository of contractor performance information. All CPARS evaluations must be initiated and completed electronically within the system. Information on the CPARS is available on the CPARS website at [www.cpars.gov.](http://www.cpars.gov/)

## **1.2 Purpose**

The primary purpose of the CPARS is to ensure current and accurate data on contractor past performance is available for use in source selections. The completed past performance assessments are available through CPARS. In addition to the sources of information outlined in AMS Procurement Guidance T3.2.2.3B.2, the Contracting Officer may use information available through CPARS to support responsibility determinations of prospective contractors. Senior FAA officials may also use the information derived from the CPARS for other management purposes consistent with AMS Guidance.

CPARS assesses a contractor’s performance, both positively and negatively as appropriate, providing a record on a given contract during a specified period of time. Each assessment must be based on objective data (or measurable, subjective data when objective data is not available) supportable by program and contract management data (see Section 1.4). CPARS performance expectations should be addressed in the Government and contractor’s initial post-award meeting.

## **1.3 Responsibility for Completing CPARS Assessments**

Responsibility for completing quality CPARS assessments in a timely manner rests with the Assessing Official (AO), who may be the Program Manager (PM), the Contracting Officer's Representative (COR), or other individual familiar with the contract, program, project, or task/job/delivery order execution.

In the event there are multiple assessments on one contract/order due to geographically separated organizations, the AO of the office or organization with the preponderance of the effort (based on largest value) on the contract/order will consolidate the multiple assessments and provide a consensus evaluation and rating of the performance prior to forwarding to contractor.

The AO must be responsible for entering the ratings and narratives for each evaluation performed. The CPARS process is designed with checks-and-balances to facilitate the objective and consistent evaluation of contractor’s performance. Both the Government’s and contractor’s perspectives are captured in the CPARS evaluation.

## **1.4 CPAR Evaluation Methodology**

The value of the CPARS to a future source selection team is dependent on the level of effort the AO takes in preparing a quality and timely narrative to accompany the CPAR’s ratings. It is paramount the AO submits a rating consistent with the definitions of each rating and thoroughly describes the circumstances supporting the rating. The definitions of each rating, together with related guidance for preparing the narrative, are provided in Attachments 1 and 2.

Each evaluation must be based on objective data (or subjective data when objective data is not available) supported by program and contract management records. The following sources of data are recommended:

* 1. Contractor operations reviews
  2. Status and progress reviews
  3. Production and management reviews
  4. Management and engineering process reviews (e.g., risk management, requirements management, etc.)
  5. Cost performance reports and other cost and schedule metrics   
     Other program measures and metrics such as:
     1. Measures of progress and status of critical resources
     2. Measures of product size and stability
     3. Measures of product quality and process performance
     4. Customer feedback/comments and satisfaction ratings
     5. Systems engineering and other technical progress reviews
     6. Technical interchange meetings
  6. Physical and functional configuration audits quality reviews and quality assurance evaluations
  7. Subcontracting reports
  8. Earned contract incentives and award fee determinations

Subjective assessments concerning the cause or ramifications of the contractor's performance may be provided; however, speculation or conjecture is prohibited.

## **1.5 Uses of Summary CPAR Data**

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. Further analysis of data from the CPARS database may be accomplished by the CPARS Focal Point for internal Government use but is not authorized for release outside the Government.

## **1.6 Change-of-Name/Novation**

See AMS Procurement Guidance T3.10.1A.6 regarding Novations and Change-of-Name Agreements. In these circumstances, the Unique Entity Identifier (UEI), Commercial and Government Entity (CAGE) codes and contractor names may be affected in the CPARS. The AO of each contract or order is responsible for ensuring contract information in the CPARS is current and correct.

## **1.7 Basic Workflow Diagram**

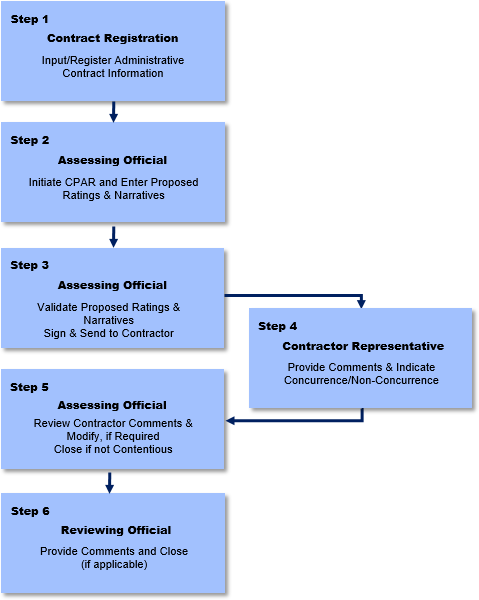


Figure Basic Workflow Diagram

# 2.0 Thresholds for Mandatory Evaluations

All contracts or orders which exceed the following thresholds must include the applicable contract clause (AMS Clause 3.10.1-26) addressing evaluations and have an evaluation completed in CPARS (Note: If evaluations are completed at the base indefinite-delivery contract level, then none of the task/delivery orders placed against it should be evaluated individually.):

1. Services contracts exceeding $5,000,000;
2. Supply contracts exceeding $10,000,000;
3. Construction contracts exceeding $10,000,000; and
4. Research and development contracts exceeding $5,000,000.

## **2.1 CPARS for Single-Agency Indefinite-Delivery Contracts, Basic Ordering Agreements (BOAs), and Blanket Purchase Agreements (BPAs) (except for those listed in paragraph 2.2)**

For Single-Agency Indefinite-Delivery, at a minimum, if the aggregate value of all task/delivery orders against the indefinite-delivery contract exceeds the reporting thresholds, an evaluation must be completed at the base indefinite-delivery contract level.

The Contracting Officer will determine if the evaluation needs to be completed on each task/delivery order on the base contract.

*Reporting on Base Contract*

If the base indefinite-delivery contract is evaluated, then none of the task/delivery orders placed against it should be evaluated individually. The Contract Number in the evaluation should reflect the base indefinite-delivery contract number only.

*Reporting on Orders*

If the base indefinite-delivery contract is not evaluated, then all of the task/delivery orders meeting the reporting threshold placed against it requires an evaluation to be completed. For each task/delivery order evaluated individually, the Contract Number in the evaluation should reflect the base indefinite-delivery contract number and the Order Number in the evaluation should reflect the individual task/delivery order number.

The Contracting Officer should consider the following for indefinite-delivery contracts where each task/delivery order is below the reporting threshold but, by combining the orders, the total meets the reporting threshold:

1. A consolidated evaluation at the base contract level can be done provided a single ordering/requiring activity exists and the Contract Effort Description on each order is similar;
2. In cases where individual orders could be significantly different, it is generally not feasible to complete a consolidated evaluation. In these cases, it would be more appropriate to complete an evaluation on each task/delivery order. When this process is followed, it will be necessary to enter an administrative evaluation at the base indefinite-delivery contract level referencing that evaluations have been completed on the individual orders below the threshold.
3. In cases where the Contracting Officer determines that a consolidated evaluation is appropriate, the time for performing the evaluation should be based on the period of performance start date of the base indefinite-delivery contract, and each (if any) subsequent, exercised option year period.
4. In cases where the Contracting Officer chooses to create a separate evaluation for a task/delivery order, the time for performance the evaluation will be on the period of performance start date of each individual order.
5. For consolidated evaluation, when possible, provide narrative of the contractor’s performance on each task/delivery order.

For BOA and BPA orders/calls, an evaluation must only be completed on each order/call meeting the reporting threshold.

## **2.2 CPARS for Orders Under Federal Supply Schedules**

It is the responsibility of the AO at the contracting or requiring activity placing the order to complete a separate evaluation for each order when the individual order exceeds the threshold. For these evaluations, the period of performance for the evaluation should be based on the effective date/award date of the individual order.

## **2.3 Joint Ventures**

When the joint venture on a contract using CPARS has a unique CAGE code and UEI, a single CPAR will be prepared for the joint venture using those CAGE and code and UEI. If the joint venture does not have a unique CAGE code and UEI, separate CPARS containing identical narratives will be prepared for each participating contractor and will reference that the evaluation is based on performance under a joint venture and will identify the contractors that were part of the joint venture.

## **2.4 Letter or Ceiling Priced Contracts**

Assessment information regarding performance under letter or ceiling priced contracts using CPARS must be included in the annual evaluation. If the final negotiated contract type is not a cost-type contract, cost information for the period such an action was in effect (if applicable) must be included under the Cost rating element in the CPARS. If the final negotiated contract type is a cost-type, cost information for the entire period of performance must be included under the Cost rating element. The supporting narrative must fully explain the contractor’s performance during the action, including throughout definitization. The contractor’s performance under the undefinitized period must be separately identified but considered in the overall CPARS.

## **2.5 Subcontractor Assessments**

Assessments are not to be completed for subcontractors. However, the assessment of a subcontractor’s performance should include information on the ability of a prime contractor to manage and coordinate subcontractor efforts, if applicable. According to AMS T3.2.2.3B.2, past performance evaluations must 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 AMS Clause 3.6.1-4, Small Business Subcontracting Plan.

# 3.0 FAA Responsibilities

The FAA will:

1. Establish procedures to implement the CPARS. These procedures must include training requirements for Focal Points, AOs, ROs, and CORs to ensure procedures for monitoring the timely completion of reports, report integrity (e.g., quality of reports) and overall CPARS system administration are in place;
2. Establish CPARS Focal Point(s); and
3. Register new contracts using CPARS in the system within 30 calendar days after contract award. Registering the contract will establish the record and facilitate subsequent CPARS reporting.

## **3.1 CPARS Roles and Responsibilities**

### **3.1.1 Agency Point of Contact (DOT Office of the Senior Procurement Executive (M-60))**

The Agency Point of Contact is DOT, which responsible for administrative oversight of the CPARS process. Responsibilities include:

1. Obtaining Command Point of Contact access to CPARS;
2. Assigning access authorization for FAA Senior Command Official(s);
3. Serving on CPARS Operational Requirements Committee; and
4. Monitoring to ensure effective implementation of the CPARS process.

### **3.1.2 Senior Command Official (FAA Acquisition Reporting Branch (AAP-430))**

Senior Command Official responsibilities include:

1. Obtaining Senior Command Official access to CPARS by contacting the Agency Point of Contact;
2. Coordination and submittal of subordinate organization CPARS Focal Points to the CPARS Program Office;
3. Assistance to subordinate organization CPARS Focal Points (e.g., training, monitoring, and policy);
4. Evaluating quality and compliance metrics of subordinate organizations; Providing metrics for management, as requested; and
5. Reviewing and providing subordinate organization issues to the CPARS Focal Point and/or the CPARS Program Office.

### **3.1.3 Focal Point (FAA Acquisition Reporting Branch (AAP-430))**

The Focal Point must be a Government employee and responsibilities include:

1. Registering contracts using CPARS in the system within 30 calendar days of contract award;
2. Assigning access authorization for FAA and contractor personnel (complete contract authorization based on information from the Contracting Officer, COR/Project Officer, and contractor personnel authorized to appoint a designated representative);
3. CPARS account management and maintenance;
4. Controlling and monitoring of CPARS, including the status of overdue evaluations;
5. Establishing processes to monitor quality reports in a timely manner; and Troubleshooting user errors. If errors cannot be mitigated, contact the CPARS Help Desk.

### **3.1.4 Assessing Official (AO) (FAA COR, PM, or Program Office Representative)**

The AO must be a Government employee and responsibilities include:

1. Providing input for CPARS past performance evaluations.
2. Completing the CPARS assessment no later than 60 calendar days after the end of the applicable reporting period;
3. Entering the ratings and narratives for each evaluation performed;
4. Reviewing comments from the designated contractor representative once the evaluation has been returned by the contractor or after contractor’s 60 calendar day review period lapsed; and
5. After receiving and reviewing the contractor’s comments on the CPARS, the AO may revise the assessment, including the narrative. The AO will notify the contractor of any revisions made to a report as a result of the contractor’s comments, this revised report will not be sent to the contractor for further comment. The contractor will have access to both the original and final reports in CPARS when the FAA finalizes the evaluation.

### **3.1.5 Contractor Representative**

Contractor Representative responsibilities include:

The contractor on a given contract must designate at least one representative to whom the evaluations must be sent automatically and electronically. The name, title, e-mail address, and phone number of the designated contractor representative(s) must be provided to the Contracting Officer who will, in turn, provide that information to the CPARS Focal Point for authorization access. Any changes in designated contractor personnel will be the sole responsibility of the contractor to inform the Contracting Officer, Contract Specialist, or COR who must in turn forward the information to the CPARS Focal Point. A designated contractor representative has the authority to:

1. Receive the Government evaluation from the AO; and
2. Review, comment, and return the evaluation within 60 calendar days. If the contractor desires a meeting or teleconference with the AO to discuss the evaluation, it must be requested in writing, no later than seven calendar days from the receipt of the CPAR. The meeting or teleconference must be held during the contractor’s 60-calendar day review period.

### **3.1.6 Reviewing Official (RO) (FAA Contracting Officer)**

The RO must be a Government employee.

The RO is the final arbiter when there is disagreement between the government and the contractor. The RO must review and sign the assessment when the contractor indicates non-concurrence with the CPARS or when the contractor is non-responsive. The RO has the authority to:

1. Provide narrative comment (the RO’s comments supplement those provided by the AO. They do not replace the ratings provided by the AO);
2. Sign the evaluation (at this point it is considered final and is posted in the CPARS and is available for Source Selection Official use);
3. To coordinate the evaluation with the Contracting Officer when the AO or RO are not the Contracting Officer; and
4. Ensure a copy of the completed evaluation is placed in the contract file.

# 4.0 Frequency of Reporting

## **4.1 Interim Evaluations: New Contracts/Orders**

All annual evaluations, with the exception of the evaluations completed at the end of the contract or order, are referred to as interim evaluations. For contracts or orders that have a period of performance of 365 calendar days or greater, the first interim evaluation must reflect evaluation of at least the first 180 calendar days of performance under the contract/order and may include up to the first 365 calendar days of performance. For contracts with a period of performance of less than 365 calendar days, see “Final Evaluations” below.

## **4.2 Annual Interim Evaluations**

Interim evaluations are required every 12 months throughout the entire period of performance of the contract/order up to the final report for all contracts/orders for all business sectors. An interim evaluation is also required:

Upon a significant change within the agency, provided that a minimum of six months of performance has occurred, such as the following:

1. Change in program or project management responsibility
2. Transfer of contract/order, BPA, or BOA order to a different contracting activity

To make certain that evaluations are processed timely, an interim evaluation should be started prior to transfer of AO Representative or AO duties from one individual to another if there is six or more month’s performance to go prior to the next evaluation to ensure continuity.

An interim CPARS is limited to contractor performance occurring after the preceding normal cycle CPARS. To improve efficiency in preparing the CPARS, the CPARS may be completed together with other reviews (e.g., award fee determinations, major program events, program milestones and quality assurance surveillance records).

## **4.3 Final Evaluations**

A final evaluation must be completed upon contract completion or delivery of the final major end item on contract. For contracts or orders containing option periods where not all options will be exercised, a final report should be prepared following completion of performance under the last option period which was exercised. Final reports should be prepared on all contracts or orders meeting the thresholds with a period of performance of less than 365 calendar days. The final evaluation does not include cumulative information but is limited to the period of contractor performance occurring after the preceding evaluation. The Focal Point should coordinate with the AO any extensions when special circumstances arise.

## **4.4 Addendum Evaluations**

Addendum evaluations may be prepared, after the final past performance evaluation, to record the contractor’s performance relative to contract closeout, warranty performance and other administrative requirements.

# Records Retention and Disposition

All records created under this document must be retained and disposed of in accordance with agency procedures and any applicable program security requirements.

## **5.1 CPARS Markings and Protection**

Anyone granted access to CPARS is responsible for ensuring that all CPARS are appropriately marked and handled. All CPARS forms, attachments, and working papers must be marked “FOR OFFICIAL USE ONLY/SOURCE SELECTION INFORMATION”. Caution must be exercised in transmitting any CPARS as an attachment to an email message.

CPARS may also contain information that is proprietary to the contractor. Information

contained on the CPARS, such as trade secrets, protected commercial information, or financial data obtained from the contractor in confidence, must be protected from unauthorized disclosure. AOs and ROs must annotate on the CPARS if it contains material that is a trade secret, etc., to ensure that future readers of the evaluations are informed and will protect as required. The following guidance applies to protection both internal and external to the FAA.

### **5.1.1 Internal FAA Protection**

CPARS must be treated as source selection information at all times. Information contained in the CPARS must be protected in the same manner as information contained in source selection files. The completed CPARS evaluation must not be made available to anyone other than Government personnel and the contractor representative(s) whose performance is being evaluated.

### **5.1.2 External Government Protection**

Due to the sensitive nature of CPARS, disclosure of CPARS data to contractors other than the contractor that is the subject of the report, or other entities outside the FAA, is not authorized. Disclosure of CPARS data to support contractors other than the contractor that is the subject of the report is strictly prohibited. A contractor will be granted access to its CPARS maintained in CPARS by the appropriate Focal Point.

## **5.2 Freedom of Information Act (FOIA)**

This information is not releasable under the Freedom of Information Act (FOIA). Performance assessments may be withheld from public disclosure under Exemption 5 of the Freedom of Information Act. The FOIA office must coordinate the request with the CPARS PMO and local FAA Focal Point.

## **5.3 Use of CPARS in Source Selection**

CPARS provides an assessment of ongoing performance of contractors. Each report consists of a narrative evaluation by the AO, the contractor’s comments, if any, relative to the assessment, and the RO’s acknowledged consideration and reconciliation of significant discrepancies between the AO’s evaluation and the contractor’s comments.

## **5.4 CPARS Format**

For information on the CPARS guidance for preparing the narratives go to the CPARS website at https://www.cpars.gov/. For instructions completing CPARS evaluations, see Attachment 2.

# Attachment 1 Evaluation Rating Definitions

**Excluding Utilization of Small Business**

| **Rating** | **Definition** | **Note** |
| --- | --- | --- |
| Dark Blue/Exceptional | Performance meets contractual requirements and exceeds many to the Government’s benefit. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor was highly effective. | To justify an Exceptional rating, identify multiple significant events and state how they were of benefit to the Government. A singular benefit, however, could be of such magnitude that it alone constitutes an Exceptional rating. Also, there must have been NO significant weaknesses identified. |
| Purple/Very Good | Performance meets contractual requirements and exceeds some to the Government’s benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor was effective. | To justify a Very Good rating, identify a significant event and state how it was a benefit to the Government. There must have been no significant weaknesses identified. |
| Green/Satisfactory | Performance meets contractual requirements. The contractual performance of the element or sub- element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory. | To justify a Satisfactory rating, there must have been only minor problems, or major problems the contractor recovered from without impact to the contract. There must have been NO significant weaknesses identified. Contractors will not be assessed a rating lower than Satisfactory solely for not performing beyond the requirements of the contract. |
| Yellow/Marginal | Performance does not meet some contractual requirements. The contractual performance of the element or sub- element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor’s proposed actions appear only marginally effective or were not fully implemented. | To justify Marginal performance, identify a significant event in each category that the contractor had trouble overcoming and state how it impacted the Government. A Marginal rating must be supported by referencing the management tool that notified the contractor of the contractual deficiency (e.g., management, quality, safety, or environmental deficiency report or letter). |
| Red/Unsatisfactory | Performance does not meet one or more contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains a serious problem(s) for which the contractor’s corrective actions appear or were ineffective. | To justify an Unsatisfactory rating, identify multiple significant events in each category that the contractor had trouble overcoming and state how it impacted the Government. A singular problem, however, could be of such serious magnitude that it alone constitutes an unsatisfactory rating. An Unsatisfactory rating must be supported by referencing the management tools used to notify the contractor of the contractual deficiencies (e.g., management, quality, safety, or environmental deficiency reports, or letters). |

NOTE 1: Plus or minus signs may be used to indicate an improving (+) or worsening (-) trend insufficient to change the assessment status.

NOTE 2: N/A (not applicable) must be used if the ratings are not going to be applied to a particular area for evaluation.

**Utilization of Small Business**

| **Rating** | **Definition** | **Note** |
| --- | --- | --- |
| Dark Blue/Exceptional | Exceeded all negotiated subcontracting goals or exceeded at least one goal and met all the other negotiated subcontracting goals for the current period. Had exceptional success with initiatives to assist, promote, and utilize small business (SB), small disadvantaged business (SDB), women- owned small business (WOSB), veteran-owned small business (VOSB) and service disabled veteran owned small business (SDVOSB) and Historically Underutilized Business Zone  (HUBZone) small business. Complied with AMS, 3.6.1-3 Utilization of Small, Small Disadvantaged and Women-Owned, Service- Disabled Veteran Owned, and HUBZone Small Business Concerns. Exceeded any other small business participation requirements incorporated in the contract, including the use of small businesses in mission critical aspects of the program. Went above and beyond the required elements of the subcontracting plan and other small business requirements of the contract. Completed and submitted Individual Subcontract Reports and/or Summary Subcontract Reports in an accurate and timely manner. | To justify an Exceptional rating, identify multiple significant events and state how they were a benefit to small business utilization. A singular benefit, however, could be of such magnitude that it constitutes an Exceptional rating. Ensure that small businesses are given meaningful, innovative work directly related to the project, rather than peripheral work, such as cleaning offices, supplies, landscaping, etc. Also, there must have been no significant weaknesses identified. |
| Purple/Very Good | Met all of the negotiated subcontracting goals in the traditional socio- economic categories (SB, SDB and WOSB) and met at least one of the other socio-economic goals (SDVOSB, HUBZone small businesses) for the current period. Had significant success with initiatives to assist, promote and utilize SB, SDB, WOSB, VOSB, SDVOSB, and HUBZone small businesses.  Complied with AMS 3.6.1-3. Met or exceeded any other small business participation requirements incorporated in the contract, including the use of small businesses in mission critical aspects of the program. Endeavored to go above and beyond the required elements of the subcontracting plan. Completed and submitted Individual Subcontract Reports and/or Summary Subcontract Reports in an accurate and timely manner. | To justify a Very Good rating, identify a significant event and state how they were a benefit to small business utilization. Ensure that small businesses are given meaningful, innovative work directly related to the project, rather than peripheral work, such as cleaning offices, supplies, landscaping, etc. There must be no significant weaknesses identified. |
| Green/Satisfactory | Demonstrated a good faith effort to meet all of the negotiated subcontracting goals in the various socio-economic categories for the current period. Complied with AMS, 3.6.1-3. Met any other small business participation requirements included in the contract. Fulfilled the requirements of the subcontracting plan included in the contract. Completed and submitted Individual Subcontract Reports and/or Summary Subcontract Reports in an accurate and timely manner. | To justify a Satisfactory rating, there must have been only minor problems, or major problems the contractor has addressed or taken corrective action. There must have been no significant weaknesses identified. To justify a Satisfactory rating, there must have been only minor problems, or major problems the contractor has addressed or taken corrective action. There must have been no significant weaknesses identified. |
| Yellow/Marginal | Deficient in meeting key subcontracting plan elements. Deficient in complying with AMS, 3.6.1-3, and any other small business participation requirements in the contract. Did not submit Individual Subcontract Reports and/or Summary Subcontract Reports in an accurate or timely manner. Failed to satisfy one or more requirements of a corrective action plan currently in place; however, does show an interest in bringing performance to a satisfactory level and has demonstrated a commitment to apply the necessary resources to do so. Required a corrective action plan. | To justify a Marginal rating, identify a significant event that the contractor had trouble overcoming and how it impacted small business utilization. A Marginal rating must be supported by referencing the actions taken by the government that notified the contractor of the contractual deficiency. |
| Red/Unsatisfactory | Noncompliant with AMS 3.6.1-3, and any other small business participation requirements in the contract. Did not submit Individual Subcontract Reports and/or Summary Subcontract Reports in an accurate or timely manner. Showed little interest in bringing performance to a satisfactory level or is generally uncooperative. Required a corrective action plan. | To justify an Unsatisfactory rating, identify multiple significant events that the contractor had trouble overcoming and state how it impacted small business utilization. A singular problem, however, could be of such serious magnitude that it alone constitutes an Unsatisfactory rating. An Unsatisfactory rating must be supported by referencing the actions taken by the government to notify the contractor of the deficiencies. When an Unsatisfactory rating is justified, the Contracting Officer must consider whether the contractor made a good faith effort to comply with the requirements of the subcontracting plan required and any other applicable clauses. |

NOTE 1: Plus or minus signs may be used to indicate an improving (+) or worsening (-) trend insufficient to change assessment status.

NOTE 2: Zero percent is not a goal unless the Contracting Officer determined when negotiating the subcontracting plan that no subcontracting opportunities exist in a particular socio-economic category. In such cases, the contractor will be considered to have met the goal for any socio- economic category where the goal negotiated in the plan was zero.

# Attachment 2 Instructions for Completing CPARS Evaluations

*Contractor Information*

A2.1 **Name/Address of Contractor**. State the name and address of the division or subsidiary of the contractor that is performing the contract. Identify the parent corporation (no address required).

A2.2 **CAGE Code**. Identify the Commercial and Government Entity (CAGE) code, Unique Entity Identifier (UEI), Federal Supply Classification (FSC) or Service Code, and North American Industrial Classification System (NAICS) Code. All codes can be accessed by using the on-screen “lookup” function provided in the electronic form.

*Contract Information*

A2.3 **Evaluation Type**. From the drop-down menu, select whether the CPARS evaluation is an interim, final, or addendum report. If this is a report to record contractor performance relative to contract or order closeout or other administrative requirements, select “Addendum.”

A.2.4 **Period of Performance Being Assessed**. State the period of performance covered by the report (dates must be in MM/DD/YYYY format). The initial period of performance should not cover less than six months of actual performance. Note. The dates for the period of performance being assessed should be consistent with the dates on the FPDS contract action report.

A2.4.1 **Period of Performance for Delayed Starts, Protests, or Phase In Periods**. In the case of delayed starts or protests, the initial period of performance may cover more than twelve months of time since contract/order award. Initial periods reporting on performance greater than 12 months (such as for phase-in periods) must be approved by the CPARS Focal Point and coordinated with the contractor. The period of performance should not already include reported efforts except when an addendum CPARS has been processed.

A2.4.2 **Period of Performance for Interim/Final Reports.** Evaluations for interim and final reports should cover a 12-month period of performance. The CPARS Focal Point must approve exceptions to this rule for special circumstances, such as a period of performance that ends one month before contract/order completion or in those instances (up to six months beyond the annual period) where the performance has been extended.

A2.4.3 **Period of Performance for Addendum Reports**. Select “Addendum” from the drop-down menu if the Assessing Official elects to prepare an addendum report that will be posted to CPARS for a time period which overlaps the regularly scheduled performance period if there has been a significant change in the performance which alters the assessment in one or more evaluation area(s) since the last performance period. If the Assessing Official chooses to have the “Addendum” report posted in the CPARS, it will be processed through the regular workflow (Government and contractor review). See Paragraph 4.4 for more information on Addendum reports.

A.2.5 **Contract Number**. Use the contract number as identified on the contract, except in the case of Basic Operating Agreements, Blanket Purchase Agreements, GSA schedule, and other agency orders. If an order/call is issued under a Basic Operating Agreements, Blanket Purchase Agreements, GSA schedule, or other agency contract/agreement, the contract number in CPARS should match the master contract number. The order/call number field should be used to reflect the contract/schedule/agreement number for the order/call. Information is auto generated based on inputs from FPDS-NG. If the information is not auto generated, select the applicable business sector and subsector.

A2.6 **Business Sector and Sub Sector**. Information is auto generated based on inputs from FPDS-NG. If the information is not auto generated, select the applicable business sector and subsector.

A2.7 **Contracting Office (Organization and Code).** Information is auto generated based on inputs from FPDS-NG. If the information is not auto generated, select the applicable contracting office symbol.

A2.8 **Location of Work (Contract Performance)**. Provide a geographical reference for the principal place of performance if performance is not at the contractor’s location or at a government owned, contractor operated facility, including city, state, and zip code.

A2.9 **Contracting Officer**. Self-explanatory.

A2.9.1 **Phone Number**. Include commercial phone number in the following format:

(XXX) XXX-XXXX

A2.10 **Date Signed (Contract Award Date)**. Information is auto generated based on inputs from FPDS-NG. If the information is not auto generated, identify the date of contract award or select the date on the on-screen, drop-down calendar.

A2.10.1 **Performance State Date.** Information is auto generated based on inputs from FPDS-NG. If the information is not auto generated, identify the date (MM/DD/YYYY) that actual contract performance is set to begin or select the on-screen calendar only if that date is later than the Date Signed (Contract Award Date).

A2.10.2 **Est. Ultimate Completion Date/Last Date to Order**. Information is auto generated based on inputs from FPDS-NG. If the information is not auto generated, identify the last possible date (MM/DD/YYYY) of contract/order performance (e.g., the last calendar day of the last option period) or select the date on the on-screen, pop-up calendar.

A2.10.3 **Estimated/Actual Completion**. Identify the last possible date (MM/DD/YYYY) of contract/order performance (e.g., the last calendar day of the last option period) or select the date on the on- screen, drop-down calendar.

A2.11 **Contract Percent Complete**. Enter the percent of the contract/order that has been completed at the time the evaluation is being done. Use data from any Earned Value Management Systems, progress reports, schedule, and payment information as applicable to determine the percent complete.

A2.12 **Current Contract Dollar Values**. State the current obligated amount including modifications and options that have been exercised. For incentive contracts/orders, state the target price or total estimated amount. For delivery/task/job order contracts (IDIQs) where orders will be assessed under a single evaluation, state the total amount obligated on all delivery orders, including modifications. For delivery/task/job order contracts (IDIQs) where orders will be assessed on an individual basis, state the current obligated amount of the individual order, including modifications. For Basic Operating Agreements and Blanket Purchase Agreements, state the current obligated amount of the individual order, including modifications.

A2.13 **Complexity**. Describe contract/order technical complexity in accordance with the following definitions:

Low - The contract requires mature, proven technology or services of a non-complex nature, such as the production of simple items or performance of simple operations. Contract requirements are simple and efforts are routine; highly skilled labor is not required in order to meet contract requirements. The contract may be for a follow-on, repetitive type, or commercial acquisition. Contract requirements can be accomplished with a low degree of management effort and routine services may be performed with minimal supervision. Examples include commercial-off-the-shelf supplies or parts such as transistors and commercial services such as grounds keeping.

Medium - The contract requires mature, proven technology or services of a moderately complex nature. While the technology may be moderately complex and the services require skilled labor, no new technology is being developed and the technology is being used for proven applications only; no new applications of the technology are being performed. Contract specifications have moderate tolerances and may have a routine delivery schedule. A moderate degree of management oversight is required to ensure accomplishment of contract requirements. Examples include night vision goggles, design and construction services for routine repairs and alterations to real property, and financial support services.

High - The contract requires new technology or services, or a new application of existing technology or services, with a high degree of technical uncertainty. Performance requires state of the art machinery or highly skilled personnel. Contract specifications include stringent tolerance limits and services must be performed to exacting standards. The contract may have an accelerated delivery schedule. A high degree of management effort is required to ensure accomplishment of contract requirements. Examples include development of new aircraft or weapons systems.

A2.14 **Termination Type**. Indicate one of the following to describe if the contract/order has been terminated: None, Default, Convenience, or Cause.

A2.15 **Extend Competed.** Information is auto generated based on inputs from FPDS-NG. If the information is not auto generated, identify the extent to which the award was competed by selecting from the following options. If the evaluation is for a single order/call, select the basis of award for that order/call.

A2.16 **Type of Contract**. Information is auto generated based on inputs from FPDS-NG. If the information is not auto generated, identify the contract type. For mixed contract types, select the predominant contract type and identify the other contract type Based on the aggregate of all Contract Line Item Numbers.

A2.17 **Organization**. From the drop-down menu, select the applicable Organization.

*Miscellaneous Information*

A3.18 **Project Number**. Enter the agency assigned Project Number, if applicable.

A3.19 **Project Title**. Provide a short but detailed descriptive narrative (in plain English) of the program or project that informs the reader of the program’s or project’s purpose and intent. A good source for this description can be found in the statement of work or statement of objectives, requirements document, the acquisition plan, etc. Spell out all abbreviations and acronyms.

A3.20 **Contract Effort Description**. Provide a detailed description of the contract/order effort that identifies the key requirements and/or type of effort. This section is of critical importance to future source selection officials. The description should be detailed enough so that it can be used in determining the relevance of this program or project to future source selections. It is important to address the complexity of the contract/order effort and the overall technical risk associated with accomplishing the effort. Ensure acronyms are identified. Provide a complete description of the contract/order effort that identifies key technologies, components, subsystems, and requirements. For task/delivery order contracts, state the number of orders issued during the period, the number of orders completed during the period, and the number of orders that remain active. A good source for this description can be found in the statement of work or statement of objectives, requirements document, the acquisition plan, etc.

For contracts/orders that include multiple functional disciplines or activities, separate them into categories to:

Reflect the full scope of the contract/order, and

Allow grouping of similar work efforts within the categories to avoid unnecessary segregation of essentially similar specialties or activities. Each category or area should be separately numbered, titled and described within the Contract Effort Description to facilitate cross-referencing with the evaluation of the contractor's performance within each evaluation area.

A2.21 **Key Subcontractors and Description of Effort Performed.** Identify subcontractors, including CAGE code and UEI, performing either a critical aspect of the contracted effort or more than 25 percent of the dollar value of the effort.

A2.22 **Attachment (Optional).** An attachment may be included to provide additional documentation to support the evaluation. Examples of an attachment may include, but are not limited to, status reports, cost performance reports, spreadsheets, drawings, and technical documentation. The attachment must be marked “FOR OFFICIAL USE ONLY/SOURCE SELECTION INFORMATION – SEE FAR 2.101, 3.104, AND 42.1503.” Each evaluation is limited to one PDF attachment of 5MB or less.

*Small Business Contracting*

A2.23 **Small Business Subcontracting**. Answer the following questions:

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

*Ratings*

A2.24 **Evaluation Areas**. Evaluate each area based on the following criteria:

A2.24.1 Each area assessment must be based on objective (or subjective observations) data that will be provided in the Assessing Official Comments. Facts to support specific areas of evaluation must be requested from the AOs and other Government specialists familiar with the contractor's performance on the contract under review. Such specialists may, for example, be from engineering, manufacturing, quality, logistics (including provisioning), contracting, maintenance, security, etc.

A2.24.2 The amount of risk inherent in the effort should be recognized as a significant factor and taken into account when assessing the contractor's performance. For example, if a contractor meets an extremely tight schedule, a dark blue (exceptional) may be appropriate, or meeting a tight schedule with few delinquencies, a green (satisfactory) with a plus sign assessment may be given in recognition of the inherent schedule risk. When a contractor identifies significant technical risk and takes action to abate those risks, the effectiveness of these actions should be included in the narrative supporting the ratings.

A2.24.3 The evaluation is designed to assess prime contractor performance. In those evaluation areas where subcontractor actions have significantly influenced the prime contractor's performance in a negative or positive way, record the subcontractor actions in the Assessing Official Comments.

A2.24.4 Many of the evaluation areas represent broad categories. The AO should consider each element and use the area rating to highlight significant issues. In addition, the AO should clearly focus on the contractor’s “results” as they may be appropriate for the period being assessed in determining the overall area rating.

A2.24.5 Evaluate all areas which pertain to the contract under evaluation unless they are not applicable (N/A).

A2.24.6 When performance has changed from one period to another such that a change in ratings results, the narrative in the Assessing Official Comments must address each change.

A2.24.7 The AO should use customary industry quantitative measures where they are applicable if the contract is for commercial products.

A2.24.8 Ratings will be in accordance with the definitions described in Attachment 1, "Evaluation Ratings Definitions."

A2.25 **Variance (Contract-to-Date).** For ratings with variances use the following information:If Cost Performance Report (CPR) or Cost/Schedule Status Review (C/SSR) data are available, identify the current percent cost variance to date, the Government's estimated variance at completion (percent), and the cumulative schedule variance (percent). Indicate the cutoff date for the CPR or C/SSR used.

A2.25.1 Compute current cost variance percentage by dividing cumulative cost variance to date (column 11 of the CPR, column 6 of the C/SSR) by the Earned Value and multiply by 100.

A2.25.2 Compute Variance at Completion (VAC) cost percentage by subtracting the Estimate at Completion (EAC) from the Budget at Completion (BAC), dividing the result by the Budget at Completion (BAC) and multiplying by 100. The calculation is VAC= (BAC - EAC)/BAC X 100. The BAC must be the current budget base against which the contractor is performing (including formally established Over Target Baselines (OTB)). If an OTB has been established since the last evaluation, a brief description in the Assessing Official Narrative of the nature and magnitude of the baseline adjustment must be provided. Subsequent evaluations must evaluate cost performance in terms of the revised baseline and reference the evaluation that described the baseline adjustment.

A2.25.3 Compute cumulative schedule variance percentage by dividing the Earned Value minus Planned Value by Planned Value and multiply by 100. The calculation is [(Earned Value – Planned Value)/Planned Value] X 100. If the schedule variance exceeds 15 percent (positive or negative), briefly discuss in the Assessing Official comments the significance of this variance for the contract/order effort.

A2.25.4 For additional information on Variance, see the American National Standards Institute (ANSI) Electronic Industries Alliance (EIA) Standard 748 for Earned Value Management Systems and the Department of Defense Earned Value Management Implementation Guide.

A2.26 **Quality**.

A2.26.1 For Systems contracts/orders, consider the following aspects of contractor performance:

A2.26.1.1 **Product Performance**. Assess the achieved product performance relative to performance parameters required by the contract.

A2.26.1.2 **Systems Engineering**. Assess the contractor's effort to transform operational needs and requirements into an integrated system design solution.

A2.26.1.2.1 Areas of focus should be: the planning and control of technical program tasks, the quality and adequacy of the engineering support provided throughout all phases of contract execution, the integration of the engineering specialties, management of interfaces, interoperability, and the management of a totally integrated effort of all engineering concerns to meet cost, technical performance, and schedule objectives.

A2.26.1.2.2 System engineering activities ensure that integration of these engineering concerns is addressed up-front and early in the design/development process. The assessment should cover these disciplines: systems architecture, design, manufacturing, integration and support, configuration control, documentation, test and evaluation.

A2.26.1.2.3 The evaluation for test and evaluation should consider success/problems/failure in developing test and evaluation objectives; planning (ground/air/sea) test, simulations and/or demonstrations; in accomplishing those objectives and on the timeliness of coordination and feedback of the test results (simulations/demonstrations) into the design and/or manufacturing process.

A2.26.1.2.4 Other activities include production engineering, logistics support analysis, supportability considerations (maintenance personnel/skills availability or work hour constraints, operating, and cost constraints, allowable downtime, turnaround time to service/maintain the system, standardization requirements), survivability, human factors, reliability, quality, maintainability, availability, inspection, etc.

A2.26.1.2.5 The assessment of systems engineering needs to remain flexible to allow the evaluator to account for program-unique technical concerns and to allow for the changing systems engineering environment as a program moves through the program phases, e.g., Engineering and Manufacturing Development, Production.

A2.26.1.3 **Software Engineering**. Assess the contractor’s success in meeting contract requirements for all applicable software engineering-based activities and processes.

A2.26.1.3.1 Software engineering activities include, as appropriate, software development (design, code, and unit test); application of reuse, COTS, and other non-developmental software components; integration (including software component integration, system integration and test, and acceptance test support); and sustainment. Software processes include, for example: software size, effort, and schedule estimation; requirements analysis, development, and management; software configuration management; software risk identification and management; metrics collection and analysis, technical reviews, decision analysis, and software quality assurance and control, each as they specifically address software engineering activities.

A2.26.1.3.2 Consider the contractor’s success with respect to:

1. Planning a software development, integration, and testing effort that includes compatible cost, schedule, and performance baselines;
2. Delivering expected software driven capabilities on cost and on schedule;
3. Effective software metrics collection/analysis and status monitoring/reporting that provide the software visibility necessary to identify timely corrective actions and appropriately execute them;
4. Staffing with the software knowledge, skills, and abilities needed to execute the contract across the lifecycle; timely assignment of the appropriate numbers of software staff;
5. Awareness and control of software size and stability to enable tracking and allowing growth according to vetted enhancements vice scope creep;
6. Effective testing and integration of developed software within the larger system test and evaluation effort;
7. Effective processes to acquire, integrate, and test commercial off-the-shelf software and to achieve planned software reuse;
8. Achieving software assurance; and
9. Consistent application of documented software engineering and management processes, including technical reviews, in alignment with contract requirements.

A2.26.1.4 **Logistic Support/Sustainment**. Assess the success, as appropriate, of the contractor's performance in accomplishing logistics planning. For example, maintenance planning; manpower and personnel; supply support; support equipment; technical provisioning data; training and support; computer resources support; facilities; packaging, handling, storage and transportation; design interface; the contractor's performance of logistics support analysis activities and the contractor's ability to successfully support fielded equipment. When the contract requires technical and/or engineering data deliverables, the cognizant cataloging and/or standardization activity comments should be solicited.

A2.26.1.5 **Product Assurance**. Assess how successfully the contractor meets program quality objectives; e.g., production, reliability, maintainability, inspection, testability, and system safety, and controls the overall manufacturing process. The PM must be flexible in how contractor success is measured, e.g., data from design test/operational testing successes, field reliability and maintainability and failure reports, user comments and acceptance rates, improved subcontractor and vendor quality, and scrap and rework rates. These quantitative indicators may be useful later, for example, in source selection evaluations, in demonstrating continuous improvement, quality and reliability leadership that reflects progress in total quality management. Assess the contractor's control of the overall manufacturing process to include material control, shop floor planning and control, status and control, factory floor optimization, factory design, and factory performance.

A2.26.1.6 **Other Technical Performance**. Assess all the other technical activity critical to successful contract performance. Identify any additional assessment aspects that are unique to the contract or that cannot be captured in another sub-element.

A2.26.2 **For Non-Systems** contracts/orders, consider the following aspects of contractor performance:

A2.26.2.1 Assess the contractor’s conformance to contract/order requirements, specifications and standards of good workmanship (e.g., commonly accepted technical, professional, environmental, or safety and health standards). Include, as applicable, information on the following:

1. Are reports/data accurate?
2. Does the product or service provided meet the specifications of the contract/order?
3. Does the contractor’s work measure up to commonly accepted technical or professional standards?
4. What degree of Government technical direction was required to solve problems that arise during performance?

A2.26.2.2 **For Operations Support**. Assess how successfully the contractor meets program/project quality objectives such as producibility, reliability, maintainability and inspectability. The AO must be flexible in how contractor success is measured; e.g., using data from field reliability and maintainability and failure reports, user comments and acceptance rates, and scrap and rework rates. These quantitative indicators may be useful later, for example, in source selection evaluations, in demonstrating continuous improvement, quality and reliability leadership that reflects progress in total quality management. Assess the contractor’s control of the overall production process to include material control, shop planning and control, and status.

A2.26.3 **For Architect-Engineer** contracts/orders, consider the following aspects of contractor performance:

A2.26.3.1 Quality reflects the contractor’s management of the quality control program, as well as the quality of the work itself. Questions which should be addressed are as follows: Has a quality product been provided? Specifically describe the quality and the contractor’s quality control system responsible for it, for example:

1. Ability to maintain quality control
2. Ability to address and review comments
3. Independent Technical Review
4. Whether plans are coordinated with specifications
5. Coordination between disciplines
6. Compliance with design criteria

To support the assigned rating, the AO comments should contain sufficient comments, based on supporting documentation and include success and failures as well as specific corrective actions as appropriate.

A2.26.4 **For Construction** contracts/orders, consider the following aspects of contractor performance:

A2.26.4.1 Quality reflects the contractor’s management of the quality control program, as well as the quality of the work itself. Questions which should be addressed are as follows: Has a quality product been provided? Specifically describe contractor’s quality control system responsible for it, for example:

1. Ability to maintain quality control
2. Performance of accessory testing
3. Implementation of 3-phase inspection process
4. CQC (Contractor Quality Control) documentation
5. Identification and correction of deficient work
6. Reviews of materials and shop drawings
7. Whether there was incorporation of unspecified materials

To support the assigned rating, the Assessing Official Comments should contain sufficient comments, based on supporting documentation and include success and failures as well as specific corrective actions, as appropriate.

A2.27 **Schedule**. Assess the timeliness of the contractor against the completion of the contract, task orders, milestones, delivery schedules, administrative requirements, etc. Assess the contractor's adherence to the required delivery schedule by assessing the contractor's efforts during the assessment period that contribute to or affect the schedule variance. Also, address significance of scheduled events (e.g., design reviews), discuss causes, and assess the effectiveness of contractor corrective actions.

A2.28 **Cost Control. (Not Applicable for Firm-Fixed Price or Firm-Fixed Price with Economic Price Adjustment).** Assess the contractor’s effectiveness in forecasting, managing, and controlling contract cost. Is the contractor experiencing cost growth or underrun, discuss the causes and contractor-proposed solutions for the cost overruns. For contracts where task or contract sizing is based upon contractor-provided person hour estimates, the relationship of these estimates to ultimate task cost should be assessed. In addition, the extent to which the contractor demonstrates a sense of cost responsibility, through the efficient use of resources, in each work effort should be assessed.

A2.28.1 Assessment information regarding performance under an undefinitized contract action (UCA) must be included in the annual evaluation. If the final negotiated contract type is not a cost-type, cost information for the period the UCA was in effect must be included under the Cost element. The contractor’s performance under the UCA must be separately identified but considered in the overall annual ratings.

A2.29 **Management**. This element is comprised of an overall rating and three sub- elements. Activity critical to successfully executing the contract must be assessed within one or more of the sub-elements. This overall rating at the element level is the AO's integrated assessment as to what most accurately depicts the contractor’s performance in managing the contracted effort. It is not a roll-up of the sub-element assessments.

A2.29.1 **Management Responsiveness**. Assess the timeliness, completeness and quality of problem identification, corrective action plans, proposal submittals (especially responses to change orders, Engineering Change Proposals (ECPs), or Letter or Ceiling Priced Contracts), the contractor's history of reasonable and cooperative behavior, effective business relations, and customer satisfaction. Consider the contractor’s responsiveness to the program as it relates to meeting contract requirements during the period covered by the report.

A2.29.2 **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.

A2.29.3 **Program Management and Other Management**. Assess the extent to which the contractor discharges its responsibility for integration and coordination of all activity needed to execute the contract; identifies and applies resources required to meet schedule requirements; assigns responsibility for tasks/actions required by contract; communicates appropriate information to affected program elements in a timely manner. Assess the contractor’s risk management practices, especially the ability to identify risks and formulate and implement risk mitigation plans. If applicable, identify any other areas that are unique to the contract, or that cannot be captured elsewhere under the Management element.

A2.29.3.1 Integration and coordination of activities should reflect those required by the Integrated Master Plan/Schedule. Also consider the adequacy of the contractor’s mechanisms for tracking contract compliance, recording changes to planning documentation and management of cost and schedule control system, and internal controls, as well as the contractor’s performance relative to management of data collection, recording, and distribution as required by the contract.

A2.30 **Small Business Subcontracting**. FAA AMS T3.6.1 and Clause 3.6.1-4 contain 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, Veteran Owned Small Businesses, Service Disabled Veteran Owned Small Businesses, Historically Black Colleges and Minority Institutions, Historically Underutilized Business Zone (HUBZone) Small Businesses and ANCs and Indian Tribes that are not any of these categories) to participate in contract performance consistent with efficient performance of the contract.

A2.30.1 Assess compliance with all terms and conditions in the contract relating to Small Business participation. Where applicable, assess compliance with Small Business Subcontracting Plan (Test Program)) including any program specific data required in the contract. Assess achievement on each individual goal stated within the contract or subcontracting plan including good faith effort if the goal was not achieved.

A2.30.2 It may be necessary to seek input from the Small Business specialist, ACO or PCO in regards to the contractor’s compliance with these criteria, especially when a comprehensive plan is submitted. In cases where the contractor has a comprehensive subcontracting plan, request the Defense Contract Management Agency (DCMA) Comprehensive Subcontracting Plan Manager to provide input including any program specific performance information.

A2.30.3 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 (see AMS 3.6.1-6). In such case, the Utilization of Small Business area must be rated “red”.

A2.30.4 This area must be rated for all contracts and task orders that contain a small business subcontracting goal.

A2.30.5 Ratings will be in accordance with definitions described in Attachment 1, "Evaluation Rating Definitions”

A2.30.6 A contract may have no more than one subcontracting plan. Evaluations of the utilization of small business are required for contracts and orders placed against basic ordering agreement (BOA) and blanket purchase agreement (BPA) if a subcontracting plan is required. Evaluations of utilization of small business for single-agency task orders and delivery orders (to include Federal Supply Schedules) are not required and will not be accomplished unless the Contracting Officer determines that such evaluations would produce more useful past performance information for source selection officials than that contained in the overall contract evaluation. Execution of any subcontracting plan may be addressed.

A2.31 **Regulatory Compliance.** (e.g., failure to report in accordance with contract terms and conditions, late or nonpayment to subcontractors, trafficking violations, tax delinquency, defective cost or pricing data, terminations, suspension and debarments) Assess compliance with all terms and conditions in the contract/order relating to applicable regulations and codes, using the Evaluation Ratings Definitions in Attachment 1.

Consider questions such as the following:

1. Has the contractor complied with all contract clause requirements?
2. Has the contractor complied with the reporting requirements of the contract?
3. Has the contractor complied with the quality assurance surveillance plan?
4. Has the contractor complied with specifications or other contractual requirements in the contract such as safety requirements, environmental reporting, and standard and unique contract requirements specific to that contract?

A2.32 **Other Areas.** Specify additional evaluation areas that are unique to the contract or that cannot be captured elsewhere on the form. More than one type of entry may be included but should be separately labeled. If extra space is needed, use the AO area.

A2.32.1 If the contract contains an award fee clause, enter "award fee" in the "Other Areas". The AO should translate the award fee earned to color ratings which could prove more useful for using past performance to assess future performance risk in upcoming source selections. If award fee information is included in the CPAR, use the AO Comments area to provide a description for each award fee. Include the scope of the award fee by describing the extent to which it covers the total range of contract performance activities, or is restricted to certain elements of the contract.

A2.32.2 If any other type of contract incentive is included in the contract (excluding contract share incentives on fixed price or cost-type incentive contracts), it should be reported in a manner similar to the procedures described above for award fee (by entering "Incentive" as one of the “Other Areas”).

A2.32.3 Use the “Other Areas” to input instances where an aspect of the contractor's performance does not fit into any of the other blocks on the form. As an example, this block may be used to address security issues, provide an assessment of provisioning line items or other areas as appropriate.

A2.33 **AO Comments.** A factual narrative is required for all assessments regardless of color rating (e.g., even "green" or “satisfactory” ratings require narrative support). Each narrative statement in support of the area assessment must contain objective data. An exceptional cost performance assessment could, for example, cite the current underrun dollar value and estimate at completion. A marginal engineering design/support assessment could, for example, be supported by information concerning personnel changes. Key engineers familiar with the effort may have been replaced by less experienced engineers. Sources of data include operational test and evaluation results; technical interchange meetings; production readiness reviews; earned contract incentives; or award fee evaluations. The AO’s comments block may be up to 16,000 characters (approximately three pages) in CPARS.

A2.33.1 The AO must select the applicable choice to the following statement after the Assessing Official Comments: “Given what I know today about the contractor's ability to perform in accordance with this contract or order's most significant requirements, I (would, would not) recommend to them for similar requirements in the future.”

A2.34 **Name and Title of AO**. The AO enters his or her name, title, and organization, phone number (in the following format: (XXX) XXX-XXXX), email address, FAX number, and signs and dates the form prior to making it available to the contractor for review. The date of AO signature will be populated automatically.

A2.35 **Contractor Comments.** Completed at the option of the contractor. The contractor’s narrative comments may be up to 24,000 characters per evaluation area. If the contractor chooses to enter comments, they must also indicate if they concur or do not concur with the government’s evaluation.

A2.36 **Name and Title of Contractor Representative.** The contractor representative reviewing/commenting on the CPAR will enter his or her name, title, phone number, email address, FAX number, and signs and dates the form prior to returning it to the AO. The date of contractor signature will be populated automatically.

A2.37 **Review by Reviewing Official.** The RO must acknowledge consideration of any significant discrepancies between the AO evaluation and the contractor's comments. The RO’s narrative comments may be up to 24,000 characters.

A2.38 **Name and Title of Reviewing Official.** The RO will enter his or her name, title, organization, phone number (in the following format: (XXX)XXX-XXXX), and email address, when completing the CPAR. The date of RO signature will be populated automatically.

# Attachment 3 CPARS Website Features

1. Link for help with the CPARS Application [CPARS Help](https://www.cpars.gov/help.htm);
2. CPARS Training is available on the CPARS website under the Learning Center;
3. User access information is available on the CPARS website through Access Info. Users select the applicable access level for access information;
4. Security features are available on CPARS website through System Documentation under Security of CPARS Applications Information;
5. Instructions on browser fixes that may be necessary for FAA access to CPARS is available on the CPARS website through System Documentation under Browser/Software Compatibility;
6. Software Release history are available on the CPARS website through System Documentation under Latest Releases; and
7. Metrics (updated quarterly) are available on the CPARS website through System Documentation under Automated CPARS Metrics.