

Welcome to



# ACASS/CCASS

Construction Contractor  
Appraisal Support System

Architect-Engineer Contract  
Administration Support System



## Training

<https://www.cpars.gov>

## Points of Contact



<https://www.cpars.gov>

- Breaks
- Facilities



- Policy
- Evaluation Types
- Focal Point Responsibilities
- Workflow: Contract Registration
- Ratings and Narratives
- Workflow: Evaluation Initiation - Closure



- Reports, Helpful Hints & Strategies
- Past Performance Information Retrieval System
- Focal Point Session (Optional)



<https://www.cpars.gov>

5

## Why Evaluate Contractor Performance?

**Office of Federal Procurement Policy and  
Federal Acquisition Regulations Require:**

**Collection and Maintenance of Past  
Performance Information (PPI) for Use in the  
Award Decisions for Competitive Acquisitions**

<https://www.cpars.gov>

6



## Federal Acquisition Regulation (FAR) Requirements



**Collection of Contractor Past Performance Information**

**FAR 42.1502 & 42.1503: Agencies Shall Prepare an Evaluation of Contractor Performance and Submit to PPIRS**

**Source Selections and Offeror Past Performance Information**

**FAR 15.304: Past Performance Shall be Evaluated in All Source Selections for Negotiated Competitive Acquisitions (Includes Construction)**

**FAR 36.303-1: Past Performance Shall be Included as an Evaluation Factor for Two-Phase Design-Build Source Selections**

**FAR 36.602: Agency Must Consider Offeror Past Performance in Selection of Firms for Architect-Engineer Contracts**

<https://www.cpars.gov>

7



## ACASS/CCASS Policy Guide



- Policy
- Summary of Work Flow
- Roles and Responsibilities
- Types of Evaluations
- Administrative Information
- Evaluation Ratings Definitions
- Guidance for Documenting Contractor Performance Evaluations
- Form and Instructions for Completing a Construction DD Form 2626 (CCASS)/Architect-Engineer DD Form 2631 (ACASS)

Available at website under Reference Material link.

<https://www.cpars.gov>

8



## Need for Improvement



### ● OFPP, GAO, & DoDIG Reviews/Audits

- Eligible Contracts Not Being Registered in CPARS
- Performance Reports Not Being Entered in CPARS in a Timely Manner
- Narratives of Insufficient Detail to Show that Ratings are Credible and Justified

**Need to Improve Quantity & Quality of Information Available in PPIRS so that Source Selection Officials Have Greater Confidence in Reliability & Relevance of Information There**

**This class will help you avoid these pitfalls.**

<https://www.cpars.gov>

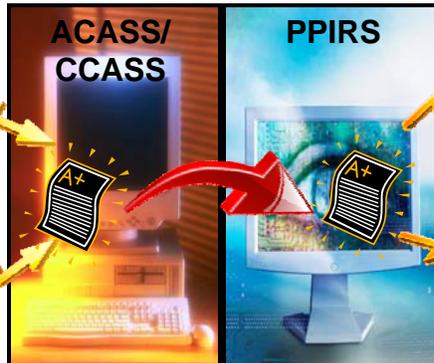


## Past Performance Process Overview



Gov't Program Manager  
/Contracting Officer

Gov't Source  
Selection Officials



Contractor Representative

Contractor Senior  
Management

<https://www.cpars.gov>

10



## ACASS/CCASS Primary Objectives



- Support Best Value Source Selection Decisions – Awards for Proven Performers (FAR 15 & 36)
- Provide Up-To-Date Documentation of Contractor’s Ability to Meet Requirements (FAR 42)
- Motivate Improved Performance
- Facilitate Government - Contractor Communication
- Determine Prospective Contractor Responsibility (FAR 9)

<https://www.cpars.gov>

11



## ACASS/CCASS Evaluations



**Treated as Source Selection Information  
IAW FAR 3.104**

- Pre-Decisional in Nature
- Protected Throughout Life Cycle
- Accessible By:
  - Government Personnel with Need to Know
  - Contractor who is Subject of Evaluation
- Retained in PPIRS for 6 Years After Contract Completion Date

<https://www.cpars.gov>

12



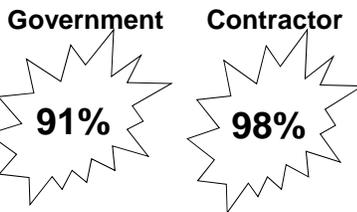
## Past Performance Info & Communication



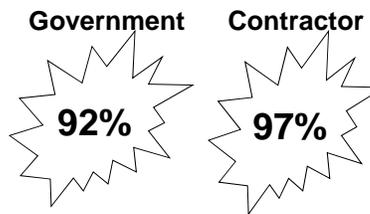
Is Past Performance Reporting an Effective Tool for Improving Government-Contractor Communication?

 **YES!**

### ACASS



### CCASS



<https://www.cpars.gov>



## ACASS/CCASS Reporting Thresholds



Contract	Dollar Threshold
Architect-Engineer	$\geq \$30,000$ All Terminations for Default
Construction	$\geq \$650,000$ All Terminations for Default

*Gov't may choose to write an evaluation on contracts below the dollar thresholds*

<https://www.cpars.gov>



## Architect-Engineer Contracts



- **Professional Services of an Architect-Engineer Nature as Defined by State Law (if applicable)**
- **Must be Performed by Person Licensed, Registered, Certified**
- **Examples:**
  - Research
  - Planning
  - Development
  - Design
  - Repair of Real Property
  - Incidental Services (e.g., studies, investigations, surveys, mapping)

<https://www.cpars.gov>

15



## Construction Contracts



- **Construction/Alteration/Repair**
  - Buildings
  - Structures
  - Other Real Property
- **Includes:**
  - Bridges/Dams
  - Highways/Parkways/Streets
  - Sewers/Mains/Power Lines
  - Levees/Canals/Channels
  - Others

<https://www.cpars.gov>

16



## Important!



- **Evaluate Prime Contractor Performance ONLY**
  - Do Not Evaluate Subcontractor Performance
  - Privity of Contract Between Prime-Sub
- **Acknowledge Subcontractor Effort**
  - Significant Amount of Work
  - Impacts Prime's Ability to Perform
  - Address in Remarks
  - Include Sub's Name and DUNS

<https://www.cpars.gov>

17



## ACASS/CCASS Evaluations



Inteim

Final

Amended Final

CCASS Only

<https://www.cpars.gov>

18



## Interim Evaluation



- **ACASS**
  - Overall Performance is Marginal or Unsatisfactory
  - Cumulative, Interim Evaluations Required Annually if Performance Period Exceeds 18 Months
  - Note: Replaces Prior Interim, if Applicable

<https://www.cpars.gov>

19



## Interim Evaluation



- **CCASS**
    - Overall Performance is Unsatisfactory
    - Cumulative Interim Evaluation Required at Mid-Point of Contract/Task Order when Contract/Task Order Term is 24 Months or More
- Note: Replaces Prior Interim, if Applicable**

<https://www.cpars.gov>

20



## Interim Evaluation (cont.)



### Marginal or Unsatisfactory Interim Evaluation?

- **Assessing Official (e.g., Evaluator/Rating Official) Must Note in Remarks of Final or Amended Final Evaluation:**
  - Circumstances Surrounding Marginal (ACASS) or Unsatisfactory (ACASS & CCASS) Performance
  - Contractor's Corrective Actions

This is **CRITICAL** to ensure that a thorough history of contractor past performance is captured and maintained!



<https://www.cpars.gov>

21



## Final Evaluation



- **ACASS**
  - Final Acceptance of A-E Work
  - Completion of Construction Project
  - Contract Termination

**Note: Replaces Prior Interim or Final Evaluation**
- **CCASS**
  - Substantial Completion of Construction Project
  - Contract Termination

**Note: Replaces Prior Interim Evaluation**



<https://www.cpars.gov>

22



## Amended Final Evaluation



- **ACASS**

- If “Amended” is Required, Simply Complete Another Final Evaluation

- **CCASS**

- Change to a Completed Final Evaluation
- Changes Rating Level (Overall or One Element)
- Replaces Prior Final Evaluation



<https://www.cpars.gov>

23



## Replacement Example For ACASS



- **Evaluation Type is “Design”**

- Interim(1) → Interim(2) → Final\*

- **Evaluation Type is “Construction”**

- Interim(1) → Interim(2) → Final\*

\*The result is that TWO Final evaluations exist in ACASS and PPIRS. One for the Design evaluation and the other for the Construction evaluation.

<https://www.cpars.gov>

24



## ACASS/CCASS Evaluations



All Evaluations Should  
Be Completed  
Within 120 Days\*

\* Clock starts from the date the evaluation is started for Interim and Amended evaluations. For Final evaluations clock starts from contract completion date (or revised completion date).

<https://www.cpars.gov>

25



## Contract Types



### Single Agency Indefinite-Delivery Contracts & Blanket Purchase Agreements (BPAs)

- One Evaluation at Basic Contract/Agreement Level Covering All Orders Under Contract/Agreement
- On Each Order
- On Each Order Meeting Threshold & Combining All Other Orders Into One Evaluation

Consolidation Appropriate if Orders Similar in Scope & Contract/Agreement Used by Single Activity

See Local Policy for Additional Details

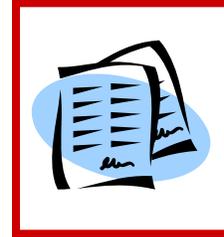
<https://www.cpars.gov>

26

## Contract Types

### Basic Ordering Agreements (BOAs)

- Individual Evaluation for Each Order Above Threshold



See Local Policy for Additional Details

<https://www.cpars.gov>

27

## Important!



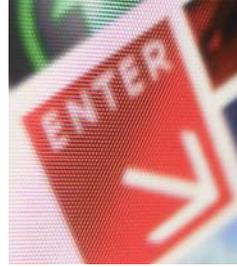
- ACASS/CCASS is for Unclassified Use Only
- Note: There is no longer a requirement to maintain a hard copy evaluation in the contract file.

<https://www.cpars.gov>

28

## Accessing ACASS/CCASS

- Go to <https://www.cpars.gov>
- Click on “ACASS” or “CCASS”
  - Log Onto Production Application
  - Reference Material
    - CCASS Policy Guide
    - ACASS Policy Guide
    - User Manual
  - Training Information
  - Frequently Asked Questions



<https://www.cpars.gov>

29

## Logging In

- DoD Users
  - User ID Required
  - PKI Certificate Required (CAC Card)
- Contractor Users
  - User ID Required
  - PKI Certificate Encouraged
    - Purchase from External Certificate Authority
  - Password Required if No PKI Certificate
- Non-DoD Users
  - User ID Required
  - Password Required



**NO PKI = PASSWORD**

<https://www.cpars.gov>

30

## Logging In

**CPARS/ACASS/CCASS/FAPIIS**

[DoD Logon](#) [Contractor Logon \(PKI\)](#) [Contractor Logon \(No PKI\)](#) [Federal Logon](#)  
All DoD employees must have a DoD PKI certificate to access the CPARS/ACASS/CCASS/FAPIIS web site.  
[Click here to determine if you have a valid DoD PKI Certificate](#)

**CPARS/ACASS/CCASS/FAPIIS**

User ID:  Password:

**This System is for UNCLASSIFIED USE ONLY!**

**First Time Logging In? Forgot Password?**  
Select **Forgot Password**. Enter the system User ID that was emailed to you and your email address. ACASS/CCASS will generate a temporary password and send it to you via email.

<https://www.cpars.gov>

31

## Accessing CPARS

**Module Selection Menu**

Select a Module:

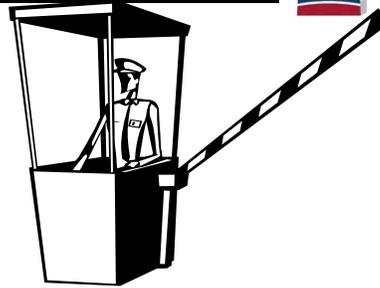
- CPARS - Contractor Performance Assessment Reporting System
- ACASS - Architect-Engineer Contract Administration Support System
- CCASS - Construction Contractor Appraisal Support System
- FAPIIS - Federal Awardee Performance and Integrity Information System
- Logoff

**1. After Logging in with USER ID, Select ACASS or CCASS Module**

<https://www.cpars.gov>

32

## Focal Point



- Assign User Access
- Determine Contracts Requiring Evaluations
- Registers Contracts
- Educate and Assist Users
- Provide Guidance to Contractors

Government  
Only!

<https://www.cpars.gov>

33

## Additional User Roles



Assessing Official (AO) – Writes Eval,  
Reviews Contractor Comments



Contract Data Entry  
(CDE) – Registers  
Contract



Contractor Rep (CR) –  
Provides Comments



Assessing Official Rep  
(AOR) – Assists AO in  
Drafting Eval



Reviewing Official (RO)  
– Resolves Disputes

<https://www.cpars.gov>

34



## Enter Proposed Ratings



### Assessing Official Rep Examples

- Technical Experts
- Contract Specialists
- Contracting Officer
- Contracting Officer's Representative (COR)
- Area or Resident Engineer for Construction Evaluations
- Task / Order Monitor



*For Civilian Agencies, generally someone in Requirements Community.  
For DoD, generally someone from Contracting.*

<https://www.cpars.gov>

35



## Enter Proposed Ratings



### Assessing Official Examples

*“Ordinarily, the person responsible for monitoring contract performance.”*

- Performance Evaluator
- Quality Assurance Evaluator
- Requirements Indicator
- Contracting Officer's Representative
- Technical Team Requirements Personnel
- Product / Service End User
- Area or Resident Engineer for Construction Evaluations
- Contracting Officer

**Note: Be sure to review local policy guidance regarding assignment of the Assessing Official function.**



*For Civilian Agencies, generally someone in Contracting.  
For DoD, generally someone from Requirements Community.*

<https://www.cpars.gov>

36



# Focal Point



## Assign Users

Contract Number	Role	Player	E-mail
N4511202C7000	Contract Data Entry	Phil Odendron	<a href="mailto:p.odendron@navy1.mil">p.odendron@navy1.mil</a>
	Assessing Official Rep	Steve Jones	<a href="mailto:s.jones@navy2.mil">s.jones@navy2.mil</a>
	Assessing Official	Mary Givens	<a href="mailto:m.givens@navy3.mil">m.givens@navy3.mil</a>
	Contractor Rep	Mark Smith	<a href="mailto:m.smith@acme.com">m.smith@acme.com</a>
	Reviewing Official	Maria Lopez	<a href="mailto:m.lopez@navy6.mil">m.lopez@navy6.mil</a>
N4511202C8000	Assessing Official Rep	Steve Warner	<a href="mailto:s.warner@navy2.mil">s.warner@navy2.mil</a>
	Assessing Official Rep	Mary Givens	<a href="mailto:m.givens@navy3.mil">m.givens@navy3.mil</a>
	Assessing Official	Maria Lopez	<a href="mailto:m.lopez@navy6.mil">m.lopez@navy6.mil</a>
	Contractor Rep	Kelly Warner	<a href="mailto:k.warner@acme.com">k.warner@acme.com</a>
	Reviewing Official	Eldon Roofor	<a href="mailto:e.roofer@navy3.mil">e.roofer@navy3.mil</a>
N4511202C9000	Assessing Official	Mary Givens	<a href="mailto:m.givens@navy3.mil">m.givens@navy3.mil</a>
	Contractor Rep	Doreen Bunny	<a href="mailto:d.bunny@acme.com">d.bunny@acme.com</a>
	Reviewing Official	Maria Lopez	<a href="mailto:m.lopez@navy6.mil">m.lopez@navy6.mil</a>

<https://www.cpars.gov>

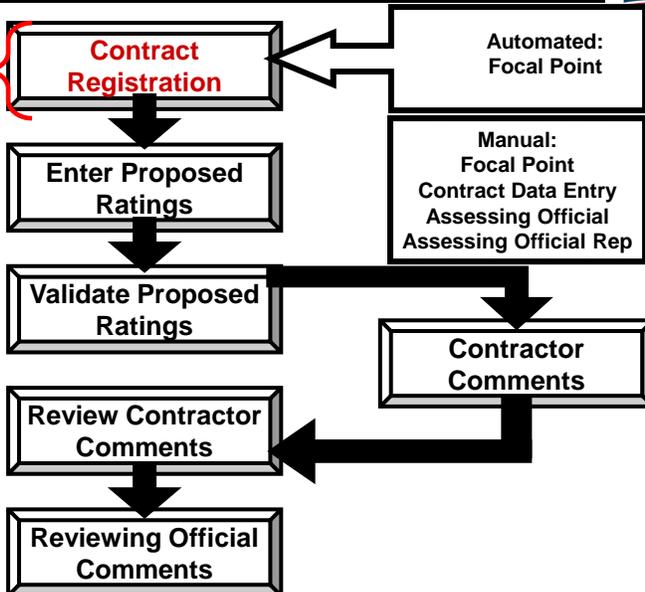
37



# ACASS/CCASS Workflow



- A. Focal Point Assigns Users
- B. Contract is registered



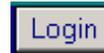
<https://www.cpars.gov>



# Contract Registration (Automated)



## Requirements



- Focal Point Only
- Auto Register Within 30 Days of Contract Award
- Auto Register ONCE per Contract
- Must Complete Organization Field of Registration



# Contract Registration (Manual)



## Requirements

- Register Within 30 Days of Contract Award
- Register ONCE per Contract
- Enter Basic Contract Information
- Must Complete Mandatory Fields

Note: Be sure to review local policy guidance regarding assignment of the Contract Registration function.

# Navigating ACASS/CCASS

## ICONS

**\*** Mandatory Entry      **?** Help Button

**\*\*** ACASS Only: Mandatory for Design & Engineering Services Evals

Calendar Button      **Lookup** Lookup Button

### Navigation Tab Buttons

CCASS - Contract Registration  
 Contract/Schedule Number: N45112W222222  Task Order:  
 (Click on a tab below to enter the related information; fields identified with \* are required)

**Contractor Name/Address**      **Contract Information**

# Manual Registration

CCASS - Contract Data Entry  
Main Menu

- Register/Update a Contract
- View/Print Contract
- Evaluation Status Report
- Change User Profile/Switch Access Level
- User Feedback
- Switch Modules
- Logoff

Login

**1. Select Register/Update a Contract**

CCASS  
Register/Update a Contract

Enter the following:

\* Contract #:   Order #:

(fields identified with \* are required)

Continue  
 Return to the Main Menu

**2. Enter Contract Number & Order Number (if applicable)**

*These steps are also used to update contract registration records.*

# Manual Registration

**CCASS**  
Contract Registration

Enter one of the following:

DUNS:

Company Name: Begins with

Continue with Contract Registration

Return to the Main Menu

1. Enter DUNS or Company Name

**CCASS - Contract Registration**

Click on the DUNSPlus4 number to proceed with the contract registration.

DUNSPlus4	CAGE Code	Company Name	City	State	Country
<a href="#">999999999</a>	TEST1	TEST COMPANY	PORTSMOUTH	NH	USA

Return to the Main Menu

2. Select Company by Clicking on DUNS

<https://www.cpars.gov>

43

# Manual Registration

**CCASS - Contract Registration**

Contract/Schedule Number: N4511275C0191  Task: Order:  
(Click on a tab below to enter the related information; fields identified with \* are required)

Contractor Name/Address  Contract Information

\* DUNS Number:  999999999

Contractor (Name, Address and Zip Code)

\* Contractor Name:  TEST COMPANY

\* Street Address:  COURT STREET

\* City:  PORTSMOUTH

State:  NH

Zip Code:  03801

\* Country:  USA

\* NAICS Code:

Validate and Save the Contract Data

Return to the Main Menu

Company Information pulled in from  
Central Contractor Registration (CCR)

<https://www.cpars.gov>

44



# Manual Registration



CCASS - Contract Registration

Contract/Schedule Number: N4511214C0069 [?](#) Task Order: [?](#)  
*(Click on a tab below to enter the related information; fields identified with \* are required)*

Contractor Name/Address Contract Information

\* Procurement Method: [?](#) (Select)

\* Type of Contract: [?](#) (Select)  Other (please specify):

\* Description and Location of Work: [?](#) (2000 character limit)

Type and Percent of Subcontracting: [?](#) (1000 character limit)

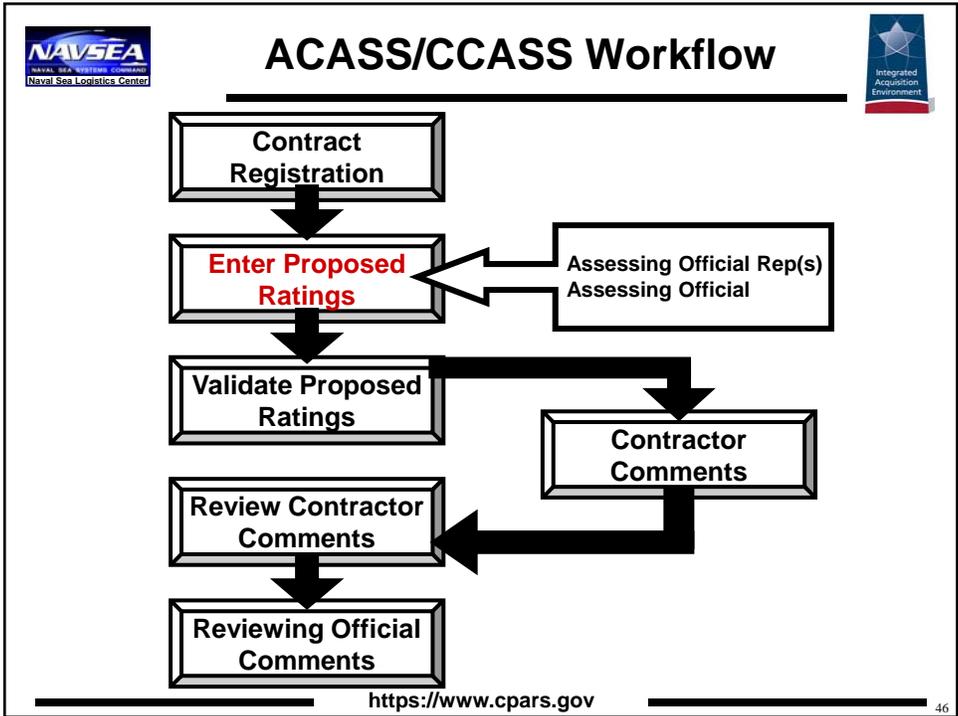
Fiscal Data/Amounts: <a href="#">?</a>	* Basic Contract: <input type="text"/>	Modifications: <input type="text"/>
<i>(numbers only, do not enter \$...)</i>	Liquidated Damages: <input type="text"/>	Net Paid: <input type="text"/>
Significant Contract Dates: <a href="#">?</a>	* Award: <input type="text"/> <input type="text"/>	* Original Completion: <input type="text"/> <input type="text"/>
<i>(mm/dd/yyyy)</i>	Revised Completion: <input type="text"/> <input type="text"/>	
* Organization: (Select an Organization) <input type="text"/>		

Validate and Save the Contract Data

Return to the main screen

<https://www.cpars.gov>

45



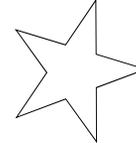


## Enter Proposed Ratings



### Assessing Official Rep Requirements

- **Complete the Project/Work Description Block**
  - **CRITICAL** to Future Source Selection Authorities (Relevance)
  - Note Scope Changes Since Prior Evaluation
- **Enter Proposed Ratings & Supporting Narratives**
  - 16,000 Character Limit



<https://www.cpars.gov>

47



## Sample Project/Work Description



Contractor provided covered walks with requisite utilities, construction of exterior shade structures, and the renovation of Building 744 Child Daycare Center (CDC). Renovation items included but were not limited to the following: abatement removal and off-post disposal of asbestos containing materials, installation of new standing seam metal roof, extension of underground drains to accommodate new roof drains, repair/sealing/painting exterior walls, replacement of HVAC system, demolition, extension and repair of interior partitions, replacement of ceiling grid/tile/light fixtures/diffusers/grilles, painting, replacement of plumbing fixtures, cabinetry, doors, thresholds, and flooring, and relocation of existing cubbies and lights. In addition, a new fire alarm was installed.

**Contains:**

- Detail of Scope

<https://www.cpars.gov>

48

Narratives  
are the most important  
part of the Evaluation!

- **Quality of A-E Services by Discipline**

- Architectural
- Structural
- Civil
- Mechanical
- Electrical



Assess For:  
Design Services  
OR Construction

- **Design Phase or Engineering Services**

- Attributes Include: Cost Limitations, Suitability of Design, Management & Adherence to Schedules, Plans Clear & Detailed

- **Construction Phase**

- Attributes Include: Plans Clear & Detailed, Plans/Specs Accurate, Design Constructability



## CCASS Evaluation Areas



- Quality Control
- Effectiveness of Management
- Timely Performance
- Compliance with Labor Standards
- Compliance with Safety Standards

<https://www.cpars.gov>

51



## Ratings & Narratives



### Rating Definitions

Rating	Contract Requirements	Problems	Corrective Actions

<https://www.cpars.gov>

52



# Ratings & Narratives



## Rating Definitions

Rating	Contract Requirements	Problems	Corrective Actions
Satisfactory	Meets All	Some Minor	Satisfactory

<https://www.cpars.gov>

53



# Ratings & Narratives



## Rating Definitions

Rating	Contract Requirements	Problems	Corrective Actions
Very Good or Above Average	Exceeds Some - Gov't Benefit	Some Minor	Effective
Satisfactory	Meets All	Some Minor	Satisfactory

<https://www.cpars.gov>

54



# Ratings & Narratives



## Rating Definitions

Rating	Contract Requirements	Problems	Corrective Actions
Exceptional or Outstanding	Exceeds Many - Gov't Benefit	Few Minor	Highly Effective
Very Good or Above Average	Exceeds Some - Gov't Benefit	Some Minor	Effective
Satisfactory	Meets All	Some Minor	Satisfactory

<https://www.cpars.gov>

55



# Ratings & Narratives



## Rating Definitions

Rating	Contract Requirements	Problems	Corrective Actions
Exceptional or Outstanding	Exceeds Many - Gov't Benefit	Few Minor	Highly Effective
Very Good or Above Average	Exceeds Some - Gov't Benefit	Some Minor	Effective
Satisfactory	Meets All	Some Minor	Satisfactory
Marginal	Does Not Meet Some - Gov't Impact	Serious: Recovery Still Possible	Marginally Effective; Not Fully Implemented

<https://www.cpars.gov>

56



# Ratings & Narratives



## Rating Definitions

Rating	Contract Requirements	Problems	Corrective Actions
Exceptional or Outstanding	Exceeds Many - Gov't Benefit	Few Minor	Highly Effective
Very Good or Above Average	Exceeds Some - Gov't Benefit	Some Minor	Effective
Satisfactory	Meets All	Some Minor	Satisfactory
Marginal	Does Not Meet Some - Gov't Impact	Serious: Recovery Still Possible	Marginally Effective; Not Fully Implemented
Unsatisfactory	Does Not Meet Most - Gov't Impact	Serious: Recovery Not Likely	Ineffective

<https://www.cpars.gov>

57



# Ratings & Narratives



## Narrative Guidelines

- **Address Contractor Performance**
  - Recent
  - Relevant
- **Collect Input From Entire Program / Project Team**
- **Provide Reader a Complete Understanding of the Contractor's Performance**

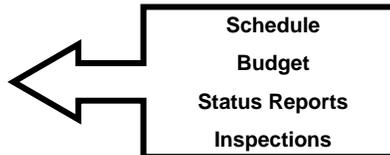
**Must Be:**  
 -Accurate  
 -Fair  
 -Comprehensive

<https://www.cpars.gov>

58

- **Narrative Required at Assessing Official, Contractor Representative, and Reviewing Official Levels**
- **Address Benefit / Impact to Government**
- **Recognize**
  - Risk Inherent in Effort
  - Government's Role in Contractor's Inability to Meet Requirements
- **Indicate Major / Minor Strengths / Weaknesses**

- **Consistent with**
  - Program Metrics
  - Ratings
  - Contract Objectives
- **Document Problems & Solutions**
- **Contain Non-Personal & Objective Statements**



## Sample CCASS Narrative

### Overall Rating: Exceptional

The contractor did an outstanding job during this project and there were no problems during this reporting period with Contractor XYZ. They always do a great job working with the government.

## Sufficient? Yes or No

## Sample CCASS Narrative

### NOT Sufficient

### Overall Rating: Exceptional

The contractor did an outstanding job during this project and there were no problems during this reporting period with Contractor XYZ. They always do a great job working with the government.

#### Missing:

- Detail to Support Rating
- Supporting Documentation / Metrics
- Additional Issues:  
Subjective Phrases





## Sample CCASS Narrative



Sufficient

### Overall Rating: Exceptional

The contractor did an outstanding job during this project. The building remained open and operations continued full scale during the renovation. In fact, the number of clients utilizing the building increased by 15% and operations continued with no issues. There was a redesign of the project as the contractor determined the plans (provided by an outside A&E) were not what was needed to meet certification requirements. The contractor was an active participant in the redesign, which included many meetings and time. Through the Contractor's suggested Value Engineering Change Proposals, the project continued to remain within budget. There was also mold discovered during renovation however, the contractor was able to find a cost effective solution that allowed the government to save over \$75K. The Contractor also worked with CDC staff to accommodate any scheduling changes needed on their part due to special events and unanticipated issues. The Contractor met site security and safety requirements. There were no problems during this reporting period with Contractor XYZ.

3



## Sample Evaluation Narrative



### Statements to Avoid

- ✗ Outside Contract Scope
- ✗ We Hope
- ✗ In Our Opinion
- ✗ We Were Not Happy
- ✗ It Appeared
- ✗ We Did Not Like
- ✗ We Believe
- ✗ We Think



## Ratings & Narratives



### Utilization of Small Business Rating Definitions

Rating	Subcontracting Plan	ISR/SSR	Benefits/Impacts
Exceptional or Outstanding	Met All Goals & Exceeded at Least One	Accurate & Timely	Multiple Significant Events of Benefit
Very Good or Above Average	Met All Traditional Goals & at Least One Other Goal	Accurate & Timely	Significant Event of Benefit
Satisfactory	Good Faith Effort to Meet Goals	Accurate & Timely	Minor Problems; Major Problems w/Corrective Action
Marginal	Deficient in Meeting Key Plan Elements	Inaccurate; Untimely	Corrective Action Plan Required
Unsatisfactory	Noncompliant; Uncooperative	Inaccurate; Untimely	Multiple Significant Problems; Liquidated Damages



## Utilization of Small Business



- **Federal Supply Schedule & Multi-Agency Contract**
  - Not Assessed for Individual Orders
- **Single Agency Contract, BPA, BOA**
  - If Evaluation is Reported at Delivery/Task Order Level, Not Assessed Unless Required by the Contracting Officer
  - Execution of Subcontract May Be Addressed in Narrative (Block 20)



<https://www.cpars.gov>

66

## Sample Evaluation Narrative

Implementation of Subcontracting Plan: Satisfactory. The contractor applied a good faith effort to achieve all small business goals; however, was unable to meet their subcontracting goal, because of the unforeseen closure of a company that had been identified to supply a critical element of the project in their proposal. They complied with all small business participation requirements included in the contract and submitted accurate subcontracting reports on time.

- **SB Rating Definition and Narrative Consistent**
- **Tells Entire Story**
- **Addresses Reporting Requirements**

<https://www.cpars.gov>

67

## Narrative Hints

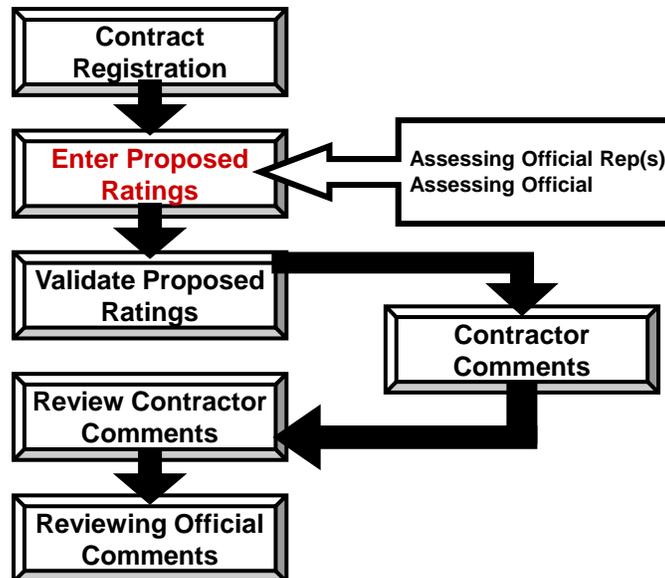
- **Communication**
  - Throughout the Performance Period
  - With Contractor and Within Government
- **Documentation**
  - Record Significant Metrics / Events Throughout the Performance Period
  - “The Evaluation Should Write Itself”
- **Create a Working Evaluation**
  - Draft On-Line
  - Draft Off-Line Document
    - Use Copy and Paste



<https://www.cpars.gov>

68

**Bottom Line:  
Accurate and Complete  
Evaluations Help Ensure Better  
Quality Products & Services!**





# Enter Proposed Ratings



## Assessing Official Rep Requirements

- Review Admin Info**
  - Enter Type of Evaluation
  - Update as Applicable
- Input Ratings & Narratives**
  - 16,000 Character Limit (approximately 3 pages)
- Save and Pass to Another Assessing Official Representative (if applicable)**
- Send to Assessing Official**

<https://www.cpars.gov>

71



# Enter Proposed Ratings



CCASS - Assessing Official Rep  
Main Menu

- Register/Update a Contract
- Initiate an Evaluation**
- Delete an Incomplete Evaluation
- View/Print Evaluations
- To-Do List
- Evaluation Status Report
- Contract Status Report
- Change User Profile/Switch Access Level
- User Feedback
- Switch Modules
- Logoff

Login

1. Select Initiate an Evaluation

CCASS  
Initiate an Evaluation

Enter the following:

\* Contract #  Order

*(fields identified with \* are required)*

**Continue**

Return to the Main Menu

2. Enter Contract Number & Order Number (if applicable)

<https://www.cpars.gov>

72

# Enter Proposed Ratings

**CCASS - DD2626**

1. Contract/Schedule Number: N4511214C0069  Task Order:  
*(Click on a tab below to view enter the related information; fields identified with \* are required)*

Contractor Name/Address  Contract Information  **Small Business Utilization**  Ratings  Evaluator

3.\* Type of Evaluation:  (Select)  Percent Complete:  %

4. Terminated For:  None

6a.\* Procurement Method:  Negotiated (Design-Build)

6b.\* Type of Contract:  Firm Fixed Price  Other (please specify):

7.\* Description and Location of Work:  (2000 character limit)  
 Provide a brief description of work being done under the contract. Some services require performance in severe weather conditions; specifying a geographical location (e.g. F.E. Warren Air Force Base, Cheyenne, Wyoming) allows a future reader to take performance under such conditions into account.

8. Type and Percent of Subcontracting:  (1000 character limit)

9. Fiscal Data/Amounts:  a.\* Basic Contract:  5000000 b. Modifications:   
 (numbers only, do not enter \$.) c. Liquidated Damages:  d. Net Paid:

10. Significant Contract Dates:  a.\* Award:  01/01/2010  b.\* Original Completion:  01/01/2011   
 (mm/dd/yyyy) c. Revised Completion:   d. Work Accepted:

\* Organization:  PEO(A)

Save Data  
 Validate and Send to the Assessing Official  
 View/Print the Evaluation

**Entering Block 3 allows you to save and work from To Do List.**

# Enter Proposed Ratings

**CCASS - DD2626**

1. Contract/Schedule Number: N4511214C0069  Task Order:  
*(Click on a tab below to view enter the related information; fields identified with \* are required)*

Contractor Name/Address  Contract Information  **Small Business Utilization**  Ratings  Evaluator

Small Business Utilization

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

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

Save Data  
 Validate and Send to the Assessing Official  
 View/Print the Evaluation  
 Return to the Main Menu

# Enter Proposed Ratings

**CCASS - DD2626**

1. Contract/Schedule Number: N4511275C0191  Task: Order:  
*(Click on a tab below to view/enter the related information; fields identified with \* are required)*

Contractor Name/Address  Contract Information  Small Business Utilization  **Ratings**  Evaluator

11. \* Overall Rating:  (Select)

Evaluation of Performance Elements:

15. Quality  16. Management  17. Timely Performance  18. Labor Stds  19. Safety Stds

15. Quality Control

a. Quality of Workmanship:	N/A
b. Adequacy of the CQC Plan:	N/A
c. Implementation of the CQC Plan:	OUTSTANDING
d. Quality of QC Documentation:	ABOVE AVERAGE
e. Storage of Materials:	SATISFACTORY
f. Adequacy of Materials:	MARGINAL
g. Adequacy of Submittals:	UNSATISFACTORY
h. Adequacy of QC Testing:	N/A
i. Adequacy of As-Builts:	N/A
j. Use of Specified Materials:	N/A
k. Identification/Correction of Deficient Work in a Timely Manner:	N/A

Save Data  
 Validate and Send to the Assessing Official  
 View/Print the Evaluation  
 Return to the Main Menu

# Enter Proposed Ratings

**CCASS - DD2626**

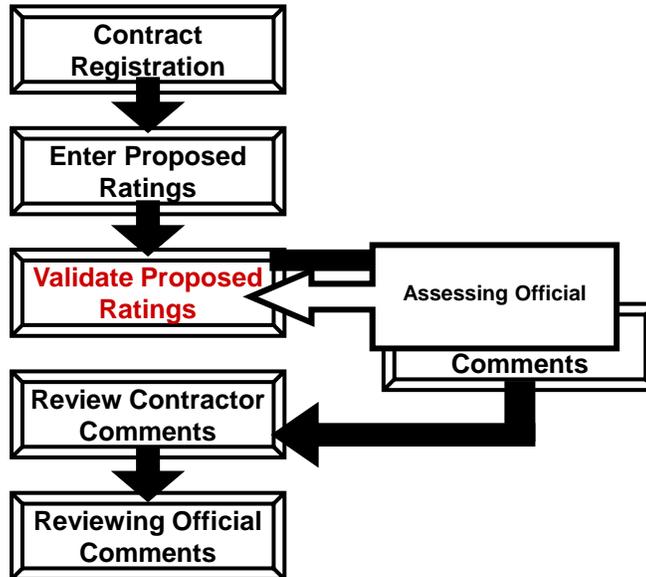
1. Contract/Schedule Number: N4511275C0191  Task: Order:  
*(Click on a tab below to view/enter the related information; fields identified with \* are required)*

Contractor Name/Address  Contract Information  Small Business Utilization  Ratings  **Evaluator**

20. \* Remarks:  (16000 character limit)  
 (Provide facts concerning specific events or actions to justify the evaluation.)

Save Data  
 **Validate and Send to the Assessing Official**  
 View/Print the Evaluation  
 Return to the Main Menu

## ACASS/CCASS Workflow



<https://www.cpars.gov>

77

## Validate Proposed Ratings

Workflow  
Note



For USACE personnel, construction evaluations (DD2626) will be started in the Resident Management System (RMS) and then transferred to CCASS and completed through the CCASS automated workflow.

<https://www.cpars.gov>

78



# Validate Proposed Ratings



## Assessing Official Requirements

- Review Admin Information
- Validate Ratings & Narratives
  - Modify Ratings & Narratives (if necessary)
  - Return to AOR for Corrections
  - 16,000 Character Limit (approximately 3 pages)
- Name, Title, Organization, and Phone Number
- Send to Contractor Rep

Perform Quality Review  
Prior to Sending

<https://www.cpars.gov>

79



# Validate Proposed Ratings



CCASS - Assessing Official  
Main Menu

- Register/Update a Contract
- Initiate an Evaluation
- Delete an Incomplete Evaluation
- View/Print Evaluations
- To-Do List
- Evaluation Status Report
- Contract Status Report
- Change User Profile/Switch Access Level
- User Feedback
- Switch Modules
- Logoff

Login

1. Select To Do List
2. Select Contract from To Do List

CCASS - To-Do List  
(Select a Contract Number below to complete the action required.)

CONTRACT NUMBER	DUNS	EVALUATION DATE	CONTRACT COMPLETION DATE	ACTION REQUIRED	ASSIGNED
<a href="#">[Notes] N4511275C0191</a>	999999999		12/31/2010	Rate, Send to Contractor	06/24/2009

Return to the Main Menu

<https://www.cpars.gov>

80

# Validate Proposed Ratings

CCASS - DD2626

1. Contract/Schedule Number: N4511275C0191 Task Order:  
(Click on a tab below to view/enter the related information; fields identified with \* are required)

Contractor Name/Address Contract Information Small Business Utilization Ratings Evaluator

12. Evaluated By:  Sign Now

a. Organization:

b. Telephone Number:

c. Name:

\* Title:

Email:

Fax Number:

20. Remarks:  (16000 character limit)  
(Provide facts concerning specific events or actions to justify the evaluation.)

The Contractor successfully completed the roof replacement project with few problems. They go out of their way to make a high quality finished product, helping to ensure adequate living quarters for our military members. They would be recommended for future work.

(15A) QUALITY OF WORKMANSHIP: The completed roof replacement was accomplished as per requirements outlined in the Statement of Work.

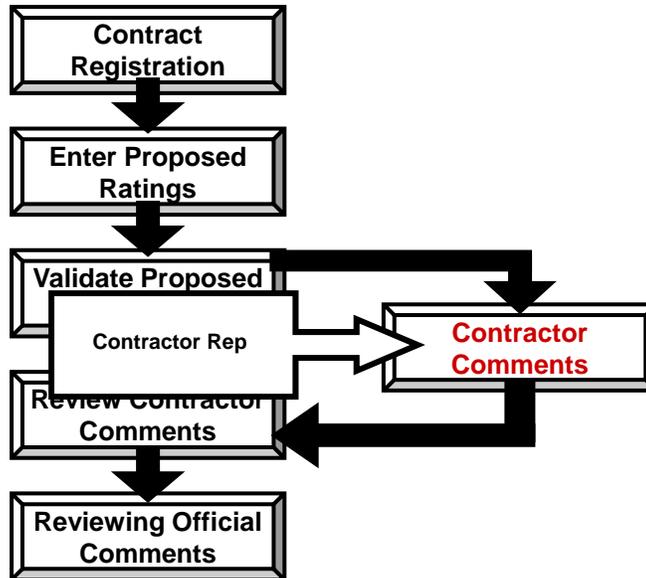
(15D) QUALITY OF QUALITY CONTROL DOCUMENTATION: The Quality Control plan was thorough and ensured prompt detection and correction of material and workmanship deficiencies.

(15K) IDENTIFICATION / CORRECTION OF DEFICIENT WORK IN A TIMELY MANNER: Deficient work at buildings 10 and 101 was identified promptly and corrected in 9 work days, resulting in no significant delay in project schedule.

Save Data  
Return to the Assessing Official Representative  
**Validate and Send to the Contractor (  Receive a copy of the Contractor transmittal letter email )**  
View/Print the Evaluation  
Return to the Main Menu

81

# ACASS/CCASS Workflow



<https://www.cpars.gov>

82



## Contractor Comments



### Requirements

- 30 Calendar Days to Respond**
  - System Generated Weekly Email Notifications
- 7 Days to Request Meeting to Discuss Evaluation**
- Review Admin Info, Ratings, and Narratives**
- Provide Clear and Concise Responses in Remarks**
  - 16,000 Character Limit (approximately 3 pages)
- Indicate Concurrence / Non-Concurrence, Name & Title**
- Send to Assessing Official**

<https://www.cpars.gov>

83



## Contractor Comments



### Contractor Guidance

- **Protect the Evaluation**
  - Handle as “Source Selection Information”
- **Prohibited Use**
  - Advertising
  - Promotional Material
  - Pre-Award Surveys
  - Production Readiness Reviews
- **Advise Contractor to**
  - Acknowledge Receipt
  - Comment
  - Respond Within 30 Days



<https://www.cpars.gov>

84

# Contractor Comments

CCASS - Contractor Rep  
Main Menu

- View/Print Evaluations
- To-Do List
- Evaluation Status Report
- Contract Status Report
- Change User Profile
- User Feedback
- Switch Modules
- Logoff

Login

1. Select To Do List
2. Select Contract from To Do List

CCASS - To-Do List  
(Select a Contract Number below to complete the action required.)

CONTRACT NUMBER	DUNS	EVALUATION DATE	CONTRACT COMPLETION DATE	ACTION REQUIRED	ASSIGNED
N4511275C0191	999999999	06/24/2009	12/31/2010	Input Comments	06/24/2009

Return to the Main Menu

<https://www.cpars.gov>

85

# Contractor Comments

CCASS - DD2626

1. Contract/Schedule Number: N4511275C0191 Task Order:  
(Click on a tab below to view/enter the related information, fields identified with \* are required)

Contractor Name/Address **Contract Information** Small Business Utilization Ratings Evaluator **Contractor Rep**

Contractor Representative:  Sign Now

\* Telephone Number:

\* Name:

\* Title:

Email:

Fax Number:

\* Concurrence: (Select Concurrence)

\* Remarks:  (16000 character limit)

Save Data

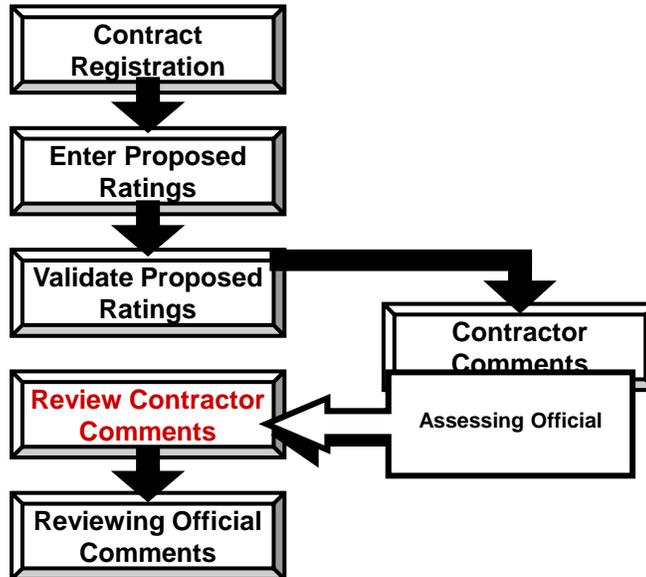
Validate and Send to the Assessing Official

View/Print the Evaluation

Return to the Main Menu

86

## ACASS/CCASS Workflow



## Review Contractor Comments

### Assessing Official Requirements

- Review Contractor Comments
- Accept & Send to Reviewing Official
- Modify Evaluation

## Review Contractor Comments

Workflow  
Note



**If the Contractor fails to respond to the evaluation within 30 days, the Assessing Official has the option to pull back the evaluation and continue the process by sending it to the Reviewing Official.**

<https://www.cpars.gov>

89

## Review Contractor Comments

Login

CCASS - Assessing Official  
Main Menu

- Register/Update a Contract
- Initiate an Evaluation
- Delete an Incomplete Evaluation
- View/Print Evaluations
- To-Do List
- Evaluation Status Report
- Contract Status Report
- Change User Profile/Switch Access Level
- User Feedback
- Switch Modules
- Logoff

1. Select To Do List
2. Select Contract from To Do List

CCASS - To-Do List  
(Select a Contract Number below to complete the action required.)

CONTRACT NUMBER	DUNS	EVALUATION DATE	CONTRACT COMPLETION DATE	ACTION REQUIRED	ASSIGNED
[Notes] <a href="#">N4511275C0191</a>	999999999	06/24/2009	12/31/2010	Finalize Ratings	06/24/2009

- indicates notes have been entered

[Return to the Main Menu](#)

<https://www.cpars.gov>

90

# Review Contractor Comments

**CCASS - DD2626**

1. Contract/Schedule Number: N4511275C0191 Task Order:  
*(Click on a tab below to view the related information)*

**Contractor Representative:**  
 Telephone Number: 207-438-1690  
 Name: MARK SMITH  
 Title: PRESIDENT  
 Email: m.smith@acme.com  
 Fax Number:  
 Concurrence: I do not concur with this evaluation for the following reason(s):  
 Date: 06/24/2009

**Remarks:**

While we are satisfied with most of this evaluation, we must strongly disagree with the negative ratings in the areas of Cleanup and Safety (16D & 19C). We feel the Government is way off base on this one. There is no way our cleanup and safety efforts on the roof replacement project can be evaluated as sub-standard. We always get the job done and vigorously pursue safety in everything we do. Note that we experienced only 3.5 lost work days due to injury, and there were no reports of injuries to housing residents. We ask that the Government officials be more understanding of the difficulties involved in a project of this scope and give us the Above Average rating we deserve.

**AO may modify or send to RO.**

<https://www.cpars.gov>

91

# Modify Ratings

**CCASS - DD2626**

1. Contract/Schedule Number: N4511275C0191 Task Order:  
*(Click on a tab below to view/enter the related information; fields identified with \* are required)*

11. \* Overall Rating:

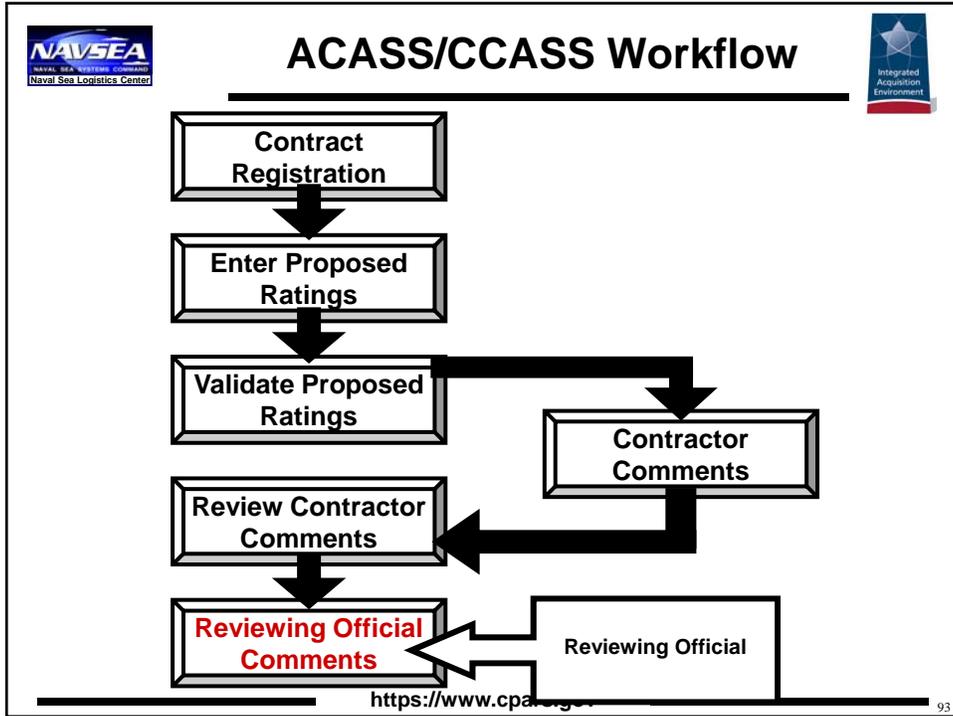
**Evaluation of Performance Elements:**

15. Quality Control	
a. Quality of Workmanship:	<input type="button" value="OUTSTANDING"/>
b. Adequacy of the CQC Plan:	<input type="button" value="N/A"/>
c. Implementation of the CQC Plan:	<input type="button" value="N/A"/>
d. Quality of QC Documentation:	<input type="button" value="N/A"/>
e. Storage of Materials:	<input type="button" value="N/A"/>
f. Adequacy of Materials:	<input type="button" value="N/A"/>
g. Adequacy of Submittals:	<input type="button" value="N/A"/>
h. Adequacy of QC Testing:	<input type="button" value="N/A"/>
i. Adequacy of As-Builts:	<input type="button" value="N/A"/>
j. Use of Specified Materials:	<input type="button" value="N/A"/>
k. Identification/Correction of Deficient Work in a Timely Manner:	<input type="button" value="N/A"/>

**Revised ratings appear on Modified Ratings tab. Original ratings appear on Original Ratings tab.**

<https://www.cpars.gov>

92



**Reviewing Official Comments**

**Requirements**

- Review Evaluation
- May Return to AO for Correction
- Input Comments in Remarks
  - Acknowledge Discrepancies Between Government Ratings / Narratives and Contractor Comments
  - 16,000 Character Limit (approximately 3 pages)
- Name, Title, Organization, and Phone Number
- Close Evaluation

**Government Only!**

**Note:** Be sure to review local policy guidance regarding assignment of the Reviewing Official function.

Logos: NAVSEA (Naval Sea Logistics Center) and Integrated Acquisition Environment.

URL: <https://www.cpaars.gov>

Page number: 94



# Reviewing Official Comments



**CCASS - Reviewing Official**  
Main Menu

- View/Print Evaluations
- To-Do List
- Evaluation Status Report
- Contract Status Report
- Change User Profile/Switch Access Level
- User Feedback
- Switch Modules
- Logoff

Login

1. Select To Do List
2. Select Contract from To Do List

**CCASS - To-Do List**  
(Select a Contract Number below to complete the action required.)

CONTRACT NUMBER	DUNS	EVALUATION DATE	CONTRACT COMPLETION DATE	ACTION REQUIRED	ASSIGNED
<a href="#">[Notes] N4511275C0191</a>	999999999	06/24/2009	12/31/2010	Input Comments, Close Evaluation	06/24/2009

Ⓝ - indicates notes have been entered

Return to the Main Menu

<https://www.cpars.gov>

95



# Reviewing Official Comments



**CCASS - DD2626**

1. Contract/Schedule Number: N4511275C0191 Task Order:  
(Click on a tab below to view/enter the related information; fields identified with \* are required)

[Contractor Name/Address](#) [Contract Information](#) [Small Business Utilization](#) [Modified Ratings](#) [Original Ratings](#) [Evaluator](#) [Reviewer](#)

13. Evaluation Reviewed By:   Sign Now

a. \* Organization:

b. \* Telephone Number:

c. \* Name:

\* Title:

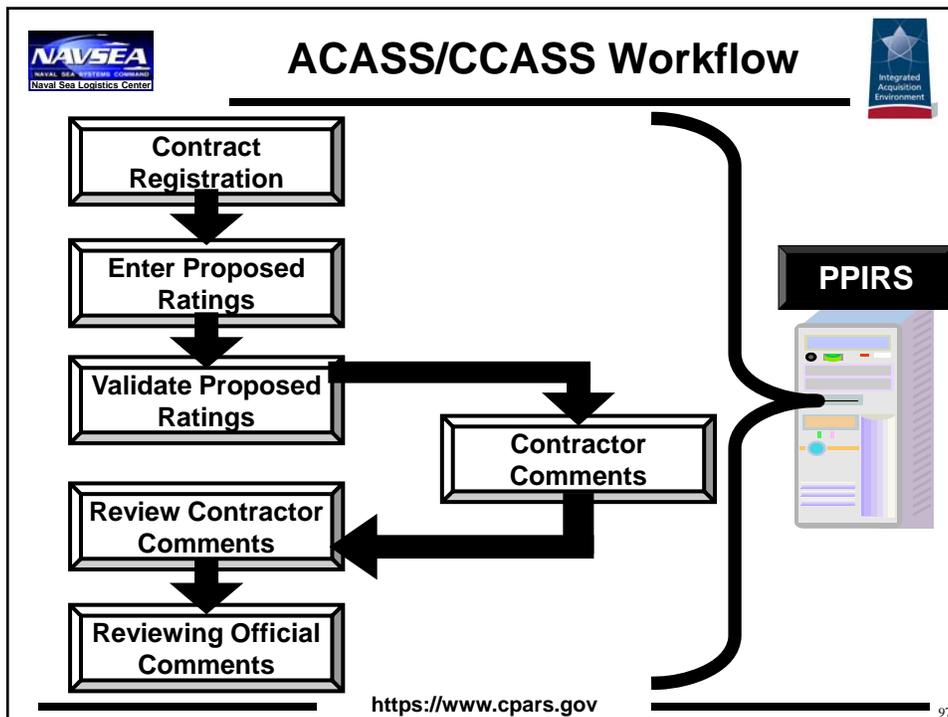
Email:

Fax Number:

\* Remarks:  (16000 character limit)

Save Data  
 Return to the Assessing Official  
 Validate and Close the Evaluation  
 View/Print the Evaluation  
 Return to the Main Menu

96



- 
- Automatic Email Notices**
- Each Step of Workflow
  - System Reminders
    - Evaluation Due (Assessing Official, Assessing Official Rep, Alt./Focal Point)
      - 30 Days Prior
        - Helps Ensure Reports Completed On Time
    - Evaluation Overdue (Assessing Official, Alt./Focal Point, Reviewing Official (if finalized))
    - Contractor Comments Due (Assessing Official, Contractor)
    - Contractor Comments Overdue/Review Period Expired (Assessing Official)
    - Evaluation Complete (Contractor)
    - Access Assignment (All Roles)
- <https://www.cpars.gov>
- 98



## Additional Access Levels



- Department Point of Contact -  
Configuration Control Board
- Agency Point of Contact -  
Higher Level for Monitoring
- Business Analysis Reports -  
Acquisition Personnel
- Contractor Corporate Senior Management  
Representative -  
CEO, President, CFO

<https://www.cpars.gov>

99



## Configuration Control Board



- Controls System Configuration & Policy
- Evaluates User Suggested Changes &  
Enhancements
- “Feedback” in ACASS/CCASS
- Contact [webptsmh@navy.mil](mailto:webptsmh@navy.mil)



**All suggestions will be considered!**

<https://www.cpars.gov>

- Keep Qualifiers / Parameters Simple

Login

- Use Reports to Monitor Process

- Evaluation Status
- Contract Status

**New! List of  
Users on  
Contract Status  
Report**

- Business Analysis Reports

- Consolidated Report
  - Completed Evals, SF330 II (ACASS), Contract Awards
- Qualified Firm Search (ACASS)

<https://www.cpars.gov>

101

- Register/Update a Contract
- Delete a Registered Contract
- View/Print Evaluations
- To-Do List
- Access Authorization
- Auto Register Contracts
- Evaluation Status Report**
- Contract Status Report
- Ratings Metrics Report
- Processing Times Report
- Change User Profile
- User Feedback
- Switch Modules
- Logoff

**CCASS - Evaluation Status Parameters**

Data Options	Report Options
<input type="radio"/> Include All <input checked="" type="radio"/> Limit Data Status: <input type="checkbox"/> Registered <input type="checkbox"/> Initiated <input type="checkbox"/> Drafted <input type="checkbox"/> Rated <input type="checkbox"/> Reviewed <input type="checkbox"/> Finalized <input type="checkbox"/> Completed Evaluation Type: <input type="checkbox"/> Interim <input type="checkbox"/> Final <input type="checkbox"/> Amended Organization: ALL Contract Activity: <input type="text"/> Add (1st six positions of the Contract Number) Selected Activity(s): <input type="text"/> (None Selected) <input type="button"/> Remove <input type="button"/> Remove All Contract Number: <input type="text"/>	<input type="radio"/> Counts (options display when selected) <input checked="" type="radio"/> List of Evaluations Data Columns to Include: <input type="checkbox"/> Evaluation Type <input type="checkbox"/> Organization <input type="checkbox"/> Contractor Due Date <input type="checkbox"/> Amount Paid <input type="checkbox"/> Award Value <input type="checkbox"/> Company Name <input type="checkbox"/> Focal Point <input type="checkbox"/> Eval Closed Date <input type="checkbox"/> DUNS <input type="checkbox"/> Update Date <input type="checkbox"/> Due Date <input type="checkbox"/> Procurement Method <input type="checkbox"/> Assessor Office Sort by: (1) Contract Number (2) (None) (3) (None)
<input type="checkbox"/> Run Report	<input type="checkbox"/> Return to the Main Menu

<https://www.cpars.gov>

102

## Evaluation Status Report

**Add notes**                      **Download into Spreadsheet**

**Evaluation Status Report - 06/25/2009**

DATA: STATUS: Initiated; Drafted; Rated; Reviewed; Finalized; SORTED BY: Contract Number;  
(Click on a column name to re-sort the report.)

[Spreadsheet]

Viewed	Contract Number	Evaluation Date	Current Status	Focal Point	User List	Activity Log
[Notes]	N4511275C0023	10/29/2008	Rated(OD)	DOREEN POWELL	[Users]	[Log]
[Notes]	N4511275C0030	11/10/2008	Finalized	DOREEN POWELL	[Users]	[Log]
[Notes]	N4511275C0036	-	Drafted	DOREEN POWELL	[Users]	[Log]
[Notes]	N4511275C0037	-	Drafted	DOREEN POWELL	[Users]	[Log]
[Notes]	N4511275C0049	11/15/2008	Finalized	DOREEN POWELL	[Users]	[Log]
[Notes]	N4511275C0053	11/15/2008	Reviewed	DOREEN POWELL	[Users]	[Log]
[Notes]	N4511275C0058	-	Drafted	DOREEN POWELL	[Users]	[Log]
[Notes]	N4511275C0059	-	Drafted	DOREEN POWELL	[Users]	[Log]
[Notes]	N4511275C0070	-	Drafted	DOREEN POWELL	[Users]	[Log]

**View access list**                      **View actions taken**

## Contract Status Report

**CCASS - Contract Status Parameters**

**Data Options**                      **Report Options**

Include All

Limit Data

Status:  Current  
 Due  
 Overdue  
 Final

Organization: ALL

Contract Activity:  Add  
(1st six positions of the Contract Number)

Selected Activity(s): (None Selected)  
Remove Remove All

Contract Number:

Counts (options display when selected)

List of Users

List of Contracts

**Data Columns to Include:**

Award Date                       Completion Date  
 Company Name                       Accepted Date  
 Award Value                       Amount Paid  
 Focal Point                       Organization  
 Last Eval Date                       DUNS  
 Assessor Office                       Registration Status

Sort by: (1) Contract Number  
(2) (None)  
(3) (None)

Run Report

Return to the Main Menu

## User Profile Menu

Login

- **Change User Information**
  - Update User Profile/Email
  - Required Annually
- **Change User Preferences**
  - Select or De-Select Optional Email Notifications
- **Change Login Password (Non-PKI)**
  - Forgot Password Button
  - May be Reset by Focal Point or CPARS Help Desk
  - Must be Modified Every 60 Days

Critical to  
Automated Workflow

<https://www.cpars.gov>

105

## User Profile Menu

CCASS - Focal Point  
Main Menu

- Register/Update a Contract
- Delete a Registered Contract
- View/Print Evaluations
- To-Do List
- Access Authorization
- Auto Register Contracts
- Evaluation Status Report
- Contract Status Report
- Ratings Metrics Report
- Processing Times Report
- Change User Profile**
- User Feedback
- Switch Modules
- Logoff

CCASS  
User Profile Menu

- Change User Information
- Change User Preferences
- Change Login Password
- Return to the Main Menu

<https://www.cpars.gov>

106

### Prior to Performance Period

- **Be Up Front**
  - Identify Expectations
  - Discuss Areas to be Evaluated
- **Provide Policy Guides to Contractors and Evaluators**
  - During Post-Award Conference
  - Prior to Annual Evaluation
- **Leave Yourself Flexibility**

**Don't wait until the final evaluation to make your contractor aware of performance!**

<https://www.cpars.gov>

107

### During Performance Period

- **Communicate with Contractor**
  - Provide Feedback
- **Document Performance Regularly**
  - Status Reports
  - Earned Value Management Data
  - Program Reviews
  - Earned Contract Incentives
  - Inspection Logs
  - Contract Progress Report
  - Liquidated Damages Assessed



<https://www.cpars.gov>

108

### After Performance Period

- Provide Contractor Draft Assessment
- Contractor May Provide Self Assessment
- Take Time to Acknowledge Contractor Concerns
  - Face to Face Meetings
  - Extend 30 Day Comment Period if Necessary
- Document File if no Contractor Comments Received
  - Transmittal Letter Email
  - Phone Conversation
  - Efforts to Contact Contractor

### Characteristics of a Lose-Lose Evaluation

- Use as a “Big Stick”
- Solicit Out of Scope Work
- Establish a Negotiation Position
- Rate Government Program Manager
- “Nobody Grades as Hard as I Do”
- Document Performance Outside of Contract



### Characteristics of a Win-Win Evaluation

- Fair
- Relevant
- Comprehensive
- Repeatable Process
- Timely
- Accurate
- Consistent



<https://www.cpars.gov>

111

- **Federal Awardee Performance & Integrity Information System (FAPIIS)**
  - New CPARS Module
  - FAR 9.105, 9.406-3, 9.407-3, 42.1503
  - DFARS 209.105-2 (Draft)
    - **Contracting Officers Document in FAPIIS:**
      - Non-Responsibility Determinations
      - Terminations for Cause
      - Terminations for Default
      - Defective Costs or Pricing
      - DoD Determination of Contractor Fault
    - **Grant Officers Document in FAPIIS:**
      - Recipient Not Qualified Determinations
      - Terminations for Material Failure to Comply
    - **Suspension/Debarment Officials Document in FAPIIS:**
      - Administrative Agreements
    - **Acquisition Officials Retrieve FAPIIS Reports from PPIRS**

<https://www.cpars.gov>

112

---



**PPIRS**  
PAST PERFORMANCE  
INFORMATION RETRIEVAL SYSTEM

---

<https://www.ppirs.gov>

---

113

## PPIRS

---

### Federal Repository for Completed Assessments

- **Contractor Performance Assessment Reporting System (CPARS)**
  - Architect – Engineer Contract Administration Support System (ACASS)
  - Construction Contractor Appraisal Support System (CCASS)

---

<https://www.ppirs.gov>

---

114



# PPIRS



## Access

- **Government**
  - Go to [www.ppirs.gov](http://www.ppirs.gov) & Select “PPIRS System Logon”
  - Create an Account
  - Provide Justification for Access
  - Join Your “Group”
  
- **Contractor**
  - Controlled through Central Contractor Registration (CCR) Process
  - Identify a Marketing Partner Identification Number (MPIN)
    - Visit [www.ccr.gov](http://www.ccr.gov) for More Information
  - DUNS and MPIN Become User ID and Password for PPIRS
  - View Completed Evaluations at [www.ppirs.gov](http://www.ppirs.gov)
    - Select “PPIRS System Logon”

[www.ppirs.gov](http://www.ppirs.gov)

115



# PPIRS



**Logout**

[Account Menu Items](#)

[Modify Account](#)

[Request Membership](#)

**Report Menu Items**

[Assessment Reports](#)

[Group Menu Items](#)

[Group Memberships](#)

[Pending Group Memberships](#)

[View Groups](#)

**Services Menu Items**

[Help](#)

[Feedback](#)

**Instructions:**

1. Enter one or more of the following qualifiers.
2. Click Submit to list report cards for the qualifiers entered.

Enter Contract Activity/DODAAC, Contract Number and/or Delivery Order Number.

Contract Activity/DODAAC:

Contract Number:

Delivery Order Number:

Enter Assessment End Dates After or Before or use both for inclusive.

Assessment End Dates - After:  and/or Before:  mm/dd/yyyy

Select one item from the Agency list (the agency that submitted the record).

Agency:

Select one item from the Business Sector or Subsector list.

Business Sector:

Business Subsector:   Include null Business Subsectors

Enter Contractor Name, CAGE Code, DUNSPlus4 or Taxpayer Identification Number (TIN).

Contractor Name:

CAGE Code:

DUNSPlus4:

TIN:

Enter either the FSC, SIC or NAICS.

FSC:    Include null FSCs

SIC:    Include null SICs

NAICS:    Include null NAICS

Enter Awarded Values Above or Below or use both for inclusive.

Awarded Value - Above: \$  and/or Below: \$

Full Text Search: Enter a search string.

Search String:

Select Sort Option(s).

Sort by: (1)  (2)

<https://www.ppirs.gov>

116



## PPI & Source Selections



- **Solicitation Should Address**
    - Relevance (PPI for Similar Work)
    - Areas of Consideration (i.e., Technical, Management, Schedule, etc.)
    - Timeframe
    - Sources
    - Relative Importance
- Golden Rule:  
Evaluate PPI  
IAW Solicitation!**
- **PPIRS**
    - Contains Contractor Comments
      - No Need to Re-Address Adverse PPI
    - Rely if Believe PPI is Valid
    - Contractor Ensures Accuracy

<https://www.ppirs.gov>

117



## Web Site Overview



- Go to <https://www.cpars.gov>
- Click on “ACASS” or “CCASS”
  - Log Onto Production Application
  - Reference Material
    - ACASS Policy Guide
    - CCASS Policy Guide
    - User Manual
  - Training Information
  - Frequently Asked Questions



Contractor Performance Assessment  
Reporting System (CPARS)

CPARS - ACASS - CCASS

Naval Sea Logistics Center Detachment Portsmouth



## Help Desk



- **USACE Contractor Appraisal Information Center (CAIC)**
  - Overall Customer Support, Systems Policies and Password Resets
  - Mon-Fri 0630-1430 PST
  - Tel. 503-808-4590
  - [CENWP-CAIC@usace.army.mil](mailto:CENWP-CAIC@usace.army.mil)
- **Naval Sea Logistics Center Portsmouth**
  - Connectivity, Technical Issues/Concerns
  - Mon-Fri 0630-1800 EST
  - Tel: 207-438-1690
  - [webpmsmh@navy.mil](mailto:webpmsmh@navy.mil)

<https://www.cpars.gov>

119



## Next Steps



- **Evaluate All Eligible Contracts and Orders**
- **Complete Evaluations in a Timely Manner**
- **Improve Detail and Quality of Narratives**
  - Ratings Credible and Justified



<https://www.cpars.gov>

120



謝謝  
Kie Kie  
ευχαριστώ  
danke  
obrigado  
спасибо

# THANK YOU

Grazie  
ありがとうございます。  
Gracias  
Merci  
tesekker ederim

<https://www.cpars.gov>



# Focal Point Session

<https://www.cpars.gov>

## Focal Point Session Agenda

- Functions Overview
- Automatic Contract Registration
- User Access Matrix
- Access Assignment
- Modifying Access
- Account Maintenance
- Access Transfers
- Alternate Focal Points



## Contract Registration (Automated)

### Requirements

Login

- Focal Point Only
- Auto Register Within 30 Days of Contract Award
- Auto Register ONCE per Contract
- Must Complete Organization Field of Registration





## Contract Registration (Automated)

### Weekly Email Notifications

- **Contracts Auto Registered With No Users Assigned**
- **Users Assigned to Contract Which Has Not Been Registered**

**Helpful Hint: Auto register contracts and assign users concurrently.**

<https://www.cpars.gov>

125



## Contract Registration (Automated)

- Register/Update a Contract
- Delete a Registered Contract
- View/Print Evaluations
- To-Do List
- Access Authorization
- Auto Register Contracts**
- Evaluation Status Report
- Contract Status Report
- Ratings Metrics Report
- Processing Times Report
- Change User Profile
- User Feedback
- Switch Modules
- Logoff

**CCASS**  
Auto Register Contracts

Contract Office Code:

Enter Contract Office Code from FPDS-NG

Selected Office Code(s):

or

Full or Partial Contract Number:

List minimum of first six characters of Contract Number

Include Removed Contracts

1. **Select Auto Register Contracts**
2. **Enter Contract Office Code(s) or Full/Partial Contract #**

<https://www.cpars.gov>

126

## Contract Registration (Automated)

CCASS - Auto Register Contracts

[\[Spreadsheet\]](#)

- Only register and/or remove contracts that are under your cognizance/area of responsibility.
- To register a contract(s) from the list, select an Organization, place a check next to the contract(s) and click Register Selected Contracts.
- To remove a contract(s) from the list, place a check next to the contract(s) and click Remove Selected Contracts.
- Ⓢ - The base Indefinite Delivery Vehicle (IDV) contract is registered.

Organization: (Select an Organization) **1**

CONTRACT NUMBER	SELECT	CONTRACT OFFICE CODE	CONTRACT OFFICE	DOLLAR AWARD VALUE	COMPLETION DATE	AVAILABLE DATE
<a href="#">view</a> DP123411C0051	<input checked="" type="checkbox"/>	DP1234	NSLC CONTRACTING CENTER	\$650,000	01/01/2011 01/01/2020	09/22/2011
<a href="#">view</a> DP123411C0054	<input type="checkbox"/>	DP1234	NSLC CONTRACTING CENTER	\$650,000	01/01/2011 01/01/2020	09/22/2011
<a href="#">view</a> DP123411C0057	<input type="checkbox"/>	DP1234	NSLC CONTRACTING CENTER	\$650,000	01/01/2011 01/01/2020	09/22/2011
<a href="#">view</a> DP123411C0060	<input type="checkbox"/>	DP1234	NSLC CONTRACTING CENTER	\$650,000	01/01/2011 01/01/2020	09/22/2011
<a href="#">view</a> DP123411C0063	<input type="checkbox"/>	DP1234	NSLC CONTRACTING CENTER	\$650,000	01/01/2011 01/01/2020	09/22/2011
<a href="#">view</a> DP123411C0066	<input type="checkbox"/>	DP1234	NSLC CONTRACTING CENTER	\$650,000	01/01/2011 01/01/2020	09/22/2011
<a href="#">view</a> DP123411C0069	<input type="checkbox"/>	DP1234	NSLC CONTRACTING CENTER	\$650,000	01/01/2011 01/01/2020	09/22/2011
<a href="#">view</a> DP123411C0072	<input type="checkbox"/>	DP1234	NSLC CONTRACTING CENTER	\$650,000	01/01/2011 01/01/2020	09/22/2011

- Register Selected Contracts **3**  
 Remove Selected Contracts  
 Return to the Auto Register Contracts Parameters  
 Return to the Main Menu

**1. Select Organization    2. Select Contract(s)    3. Click Register**  
<https://www.cpars.gov>

127

## User Access Matrix

- **Determine Process Participants**
  - Names
  - Email Addresses
- **Minimum Required Roles**
  - Assessing Official
  - Contractor Representative
  - Reviewing Official
- **Optional Roles**
  - Contract Data Entry (If Manual Registration)
  - Assessing Official Representative

**Helpful Hint:**  
 Ask Contracting Office or Requiring Office to provide User Access Matrix.

<https://www.cpars.gov>

128

## Access Assignment

- **Access Authorization**
  - Create New User Access
- **Enter or Select Contract(s)**
- **Select User Role**
- **Enter User Name**
  - Enter New User Name & Email Address
  - Select Existing User
- **Create User Access Matrix**
- **Automatic Email Notifies Users of Access Assignment**
  - User ID
  - Use Forgot Password Function if New User (Non-PKI)
  - Synopsis of User Role

Helpful Hint: If user(s) need access to multiple contracts, give access to all the contracts at the same time.

Access must be granted in correct module!

Login

<https://www.cpars.gov>

129

## Access Assignment

**CCASS - Focal Point**

**Main Menu**

- Register/Update a Contract
- Delete a Registered Contract
- View/Print Evaluations
- To-Do List
- Access Authorization**
- Auto Register Contracts
- Evaluation Status Report
- Contract Status Report
- Ratings Metrics Report
- Processing Times Report
- Change User Profile
- User Feedback
- Switch Modules
- Logoff

**CCASS**

**Access Authorization Menu**

- Create New User Access**
- Modify Existing User Access
- View Existing User Access
- Transfer User Access to Another User
- Assign Alternate Focal Point(s)
- Return to the Main Menu

<https://www.cpars.gov>

130

# Access Assignment

**CCASS - Create New User Access**

1. Enter New Contract(s):  Order:

or  
Select Existing Contract(s):

and  
Click Add Button

Selected Contract(s): 

(None Selected)

---

2. Select User Role:

3. Enter New User Name:  (enter alpha characters only; first and last name only)

Email:  (required for new users only)

or Select Existing User:

4. Add User:

**User Role** **User Name** **User Email** **User ID** **Contracts** **User Type**

<https://www.cpars.gov>

131

# Access Assignment

**CCASS - User Access Authorization Matrix**

Access has been authorized for the following users and associated contracts.  
A system-generated email has been sent informing users of their User ID, responsibilities and resources, and providing instructions on how to acquire a temporary password, if applicable.

User Role	User Name	User Email	User ID	Status*	Contracts	User Type
Contract Data Entry	PHIL ODENDRON	p.odendron@navy1.mil	PODEN	Authorized	N4511275C0192	Existing
Assessing Official Rep	STEVE JONES	s.jones@navy2.mil	SJONE	Authorized	N4511275C0192	Existing
Assessing Official	MARY GIVENS	m.givens@navy3.mil	MGIVE	Authorized	N4511275C0192	Existing
Contractor Rep	MARK SMITH	m.smith@acme.com	MSMIT	Authorized	N4511275C0192	Existing
Renewing Official	MARIA LOPEZ	m.lopez@navy6.mil	MLOPE	Authorized	N4511275C0192	Existing

\* Note: if the Status indicates Failed, please contact the customer support desk for assistance.

<https://www.cpars.gov>

132

## Modifying Access

- Access Authorization

- Modify Existing User Access

Login

- Modify by Contract

- List of All Users with Access to Specific Contract
- Change User's Role for Specific Contract
- Remove User From Contract
- Delete User

Remove Access  
Can No Longer Access  
Specific Contract; User  
Account Still Exists

- Modify by User

- List of All User's Contracts
- Change User's Role on Contract(s)
- Remove User From Contract(s)
- Delete User

Delete User  
Can No Longer Access  
Any Contracts; User  
Account No Longer  
Exists

<https://www.cpars.gov>

133

## Modifying Access

CCASS - Focal Point  
Main Menu

- Register/Update a Contract
- Delete a Registered Contract
- View/Print Evaluations
- To-Do List
- Access Authorization
- Auto Register Contracts
- Evaluation Status Report
- Contract Status Report
- Ratings Metrics Report
- Processing Times Report
- Change User Profile
- User Feedback
- Switch Modules
- Logoff

CCASS  
Access Authorization Menu

- Create New User Access
- Modify Existing User Access
- View Existing User Access
- Transfer User Access to Another User
- Assign Alternate Focal Point(s)
- Return to the Main Menu

<https://www.cpars.gov>

134

# Modifying Access

## CCASS - Modify Existing User Access

Select a Contract: N4511275C0191

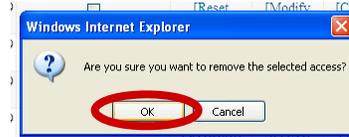
or User: (Select User)

[View Access](#)

### Users Authorized by You:

User Name	User ID	User Role	Contracts	Remove Access	Actions			
BOB WHITE	BWHIT	Assessing Official	N4511275C0191	<input type="checkbox"/>	[Reset Password]	[Modify Access]	[Change Profile]	[Delete User]
JANE DOE	JADOE	Contract Data Entry	N4511275C0191	<input type="checkbox"/>	[Reset Password]	[Modify Access]	[Change Profile]	[Delete User]
JOHN HOWE	JHOWE	Reviewing Official	N4511275C0191	<input checked="" type="checkbox"/>	[Reset Password]	[Modify Access]	[Change Profile]	[Delete User]
MARK SMITH	MSMIT	Contractor Rep	N4511275C0191	<input type="checkbox"/>	[Reset Password]	[Modify Access]	[Change Profile]	[Delete User]
MARY DEAN	MDEAN	Assessing Official Rep	N4511275C0191	<input type="checkbox"/>	[Reset Password]	[Modify Access]	[Change Profile]	[Delete User]

- Return to the Access Authorization Menu
- Return to the Main Menu



<https://www.cpars.gov>

135

# Modifying Access

## CCASS - Modify Existing User Access

Select a Contract: (Select Contract)

or User: BOB WHITE

[View Access](#)

### Users Authorized by You:

User Name	User ID	User Role	Contracts	Remove Access	Actions			
BOB WHITE	BWHIT	Assessing Official	N4511275C0191	<input type="checkbox"/>	[Reset Password]	[Modify Access]	[Change Profile]	[Delete User]

- Return to the Access Authorization Menu
- Return to the Main Menu

**Confirm Password Change**  
[Print](#) [Submit](#) [Cancel](#)

User ID: BWHIT  
 Name: BOB WHITE  
 New Password: RUSu2y8UY:nj(  
 Organization: Navy  
 Address: PO Box 2058  
 City/State/Zip: Portsmouth, NH 03804  
 Email: bwhite@usnavy.com  
 Commercial Voice: 555-555-5555  
 FAX:

<https://www.cpars.gov>

136

# Modifying Access

CCASS - Modify Existing User Access

Select a Contract:  or User:

Users Authorized by You:

User Name	User ID	User Role	Contracts	Remove Access	Actions
<a href="#">BOB WHITE</a>	BWHIT	Assessing Official	N4511275C0191	<input type="checkbox"/>	<input type="button" value="[Reset Password]"/> <input type="button" value="[Modify Access]"/> <input type="button" value="[Change Profile]"/> <input type="button" value="[Delete User]"/>

CCASS - Modify Existing User Access

User Name: BOB WHITE  
User ID: BWHIT  
Current User Role: Assessing Official

1. To modify the user's access, select one or more contracts below and click [Add] or click [Add All]

Current Contract(s):  Selected Contract(s):

2. Select the user's new role.

New User Role:

<https://www.cpars.gov> 137

# Modifying Access

CCASS - Modify Existing User Access

Select a Contract:  or User:

Users Authorized by You:

User Name	User ID	User Role	Contracts	Remove Access	Actions
<a href="#">BOB WHITE</a>	BWHIT	Assessing Official	N4511275C0191	<input type="checkbox"/>	<input type="button" value="[Reset Password]"/> <input type="button" value="[Modify Access]"/> <input type="button" value="[Change Profile]"/> <input type="button" value="[Delete User]"/>

Confirm User Profile Change

*(fields identified with \* are required)*

User ID: BWHIT

\* Name:

Organization:

Title:

Address:

City/State/Zip:

\* Email Address:

Commercial Voice:

FAX:

<https://www.cpars.gov> 138



## Modifying Access



---

**CCASS - Modify Existing User Access**

Select a Contract: (Select Contract) v  
 or User: BOB WHITE v

View Access

Users Authorized by You:

User Name	User ID	User Role	Contracts	Remove Access	Actions
<a href="#">BOB WHITE</a>	BWHIT	Assessing Official	N4511275C0191	<input type="checkbox"/>	<a href="#">[Reset Password]</a> <a href="#">[Modify Access]</a> <a href="#">[Change Profile]</a> <a href="#">[Delete User]</a>

Return to the Access Authorization Menu  
 Return to the Main Menu

**CCASS - Delete User**

Click **Confirm Delete User** to remove the below CCASS access and delete the user.

The user has the following CCASS access:

User Name	User ID	Contract	User Role
BOB WHITE	BWHIT	N4511275C0191	Assessing Official

**Confirm Delete User**  
 Cancel

<https://www.cpars.gov>

139



## Account Maintenance



---

- **Access Authorization**
  - Modify Existing User Access
- **Modify by User**
- **Change User Profile**
  - Name, Organization, Title
  - Email Address
  - Phone Numbers
- **Reset Password (Non-PKI)**
  - New Temporary Password

Update User's Signature Block

**Helpful Hint:**  
 Forgot Password Button is Preferred Way of Resetting Passwords

<https://www.cpars.gov>

140

## Access Transfers

- **Access Authorization**
  - Transfer User Access to Another User

Login

- **Transfer From User**
  - Retain Account Following Transfer
  - Delete Account Following Transfer

- **Transfer Contracts**
  - Specific Contract(s)
  - All Contracts

**Retain Account**

**Delete Account**

User will still access  
ACASS/CCASS,  
but will use different  
contracts.

User will no longer  
access  
ACASS/CCASS.

- **Transfer To**
  - New User
  - Existing User

**Helpful Hint: Access transfers are a quick way to reassign a large number of contracts when a user changes jobs or retires.**

141

## Access Transfers

**CCASS - Focal Point**

**Main Menu**

- Register/Update a Contract
- Delete a Registered Contract
- View/Print Evaluations
- To-Do List
- Access Authorization**
- Auto Register Contracts
- Evaluation Status Report
- Contract Status Report
- Ratings Metrics Report
- Processing Times Report
- Change User Profile
- User Feedback
- Switch Modules
- Logoff

**CCASS**

**Access Authorization Menu**

- Create New User Access
- Modify Existing User Access
- View Existing User Access
- Transfer User Access to Another User**
- Assign Alternate Focal Point(s)
- Return to the Main Menu

<https://www.cpars.gov>

142

## Access Transfers

**CCASS - Transfer User Access to Another User**

Transfer User Access:

1. Select From User:

2. Select User Role:

3. Select Contract(s):

Selected Contract(s):

4. To User, Select Existing User:

or Enter a New User: Name:  (enter alpha characters only; first and last name only)  
Email:  (required, new users only)

5. Delete User After Transfer?  Yes  No

**Delete user if they no longer need ACASS/CCASS access.**

<https://www.cpars.gov>

143

## Alternate Focal Points

- **Access Authorization**
  - Assign Alternate Focal Point
  - Only Focal Point May Assign Alternates (i.e., Alternate Cannot Have Alternates)
- **Assign Up To Five Alternates**
- **Enter User Name**
  - New User
  - Existing User
- **Alternate Focal Point**
  - Assign
  - Delete
  - Reset Password

**Helpful Hint: If you have a lot of users and contracts to manage, you can have a full time alternate(s).**

<https://www.cpars.gov>

144

## Alternate Focal Points

**CCASS - Focal Point**  
Main Menu

- Register/Update a Contract
- Delete a Registered Contract
- View/Print Evaluations
- To-Do List
- Access Authorization
- Auto Register Contracts
- Evaluation Status Report
- Contract Status Report
- Ratings Metrics Report
- Processing Times Report
- Change User Profile
- User Feedback
- Switch Modules
- Logoff

**CCASS**  
Access Authorization Menu

- Create New User Access
- Modify Existing User Access
- View Existing User Access
- Transfer User Access to Another User
- Assign Alternate Focal Point(s)
- Return to the Main Menu

<https://www.cpars.gov>

145

## Alternate Focal Points

**CCASS - Assign Alternate Focal Point(s)**

1. Enter New User: Name:   
 Email:  (required, new users only)

or Select Existing User:

Current Alternate Focal Point(s):

Name	User ID	Password	Delete	Phone Number	Email Address
MARY GIVENS	MGIVE	[Reset]	[Delete]	207-438-1690	m.givens@navy3.mil

- Assign Alternate Focal Point
- Return to the Access Authorization Menu
- Return to the Main Menu

<https://www.cpars.gov>

146



## Help Desk



- **USACE Contractor Appraisal Information Center (CAIC)**
  - Overall Customer Support, Systems Policies and Password Resets
  - Mon-Fri 0630-1430 PST
  - Tel. 503-808-4590
  - [CENWP-CAIC@usace.army.mil](mailto:CENWP-CAIC@usace.army.mil)
  
- **Naval Sea Logistics Center Portsmouth**
  - Connectivity, Technical Issues/Concerns
  - Mon-Fri 0630-1800 EST
  - Tel: 207-438-1690
  - [webpstmh@navy.mil](mailto:webpstmh@navy.mil)

<https://www.cpars.gov>

147



## Additional Information



- Go to <https://www.cpars.gov>
  
- Click on “ACASS” or “CCASS”
  - Log Onto Production Application
  - Reference Material
    - ACASS Policy Guide
    - CCASS Policy Guide
    - User Manual
  - Training Information
  - Frequently Asked Questions



Contractor Performance Assessment  
Reporting System (CPARS)

CPARS - ACASS - CCASS

Naval Sea Logistics Center Detachment Portsmouth