



DEPARTMENT OF THE ARMY  
WASHINGTON DC 20310

SAAL-PX

23 Mar 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Past Performance Assessment Reporting

The enclosed memorandum from the Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(ATL)), dated January 9, 2009, subject as above, (Enclosure 1), directs the immediate implementation of certain requirements regarding past performance assessment reports in the Department of Defense (DoD) Contractor Performance Assessment Reporting System (CPARS). These requirements, restated at paragraph six, result from a recent DoD Inspector General (IG) report which found that "... Government acquisition officials do not have all past performance information needed to make informed decisions related to market research, contract awards, and other acquisition matters." The IG report identified incomplete, nonexistent, inadequate, and untimely contractor past performance assessments, a finding that demands immediate corrective action.

Crucial to the success of Army source selections are complete, clear, and accurate contractor performance assessment reports (CPAR) prepared on time in CPARS for all eligible contracts. (See Enclosure 1 for the definition of eligible contracts.) An offeror's past performance should be considered as an indicator of future performance and must be evaluated in all source selections defined at the DoD deviation to the Federal Acquisition Regulation (FAR) Subpart 15.3. Every completed CPAR passes to the Federal Past Performance Information Retrieval System-Report Card, <https://www.ppirs.gov/> where it becomes available to Federal agencies for use in future source selections.

It is imperative that source selection officials have the most current information available when obtaining the best value products and services for the client. The individual assessing a contractor's performance should initiate, process, and complete a CPAR whenever contractor performance shows a significant change. When contractor performance improves, the contractor could receive more favorable consideration during a source selection. Whenever contractor performance declines, assessing officials have an obligation to make source selection officials aware of it. If performance declines to the point of a termination or partial termination for default or cause, the assessing official, or other Government official, must complete a CPAR immediately upon notification to the contractor, regardless of the dollar value of the contract.

The program, project, and product managers, contracting officer's representatives, and other requirements generating offices that monitor contractor performance are in the best position to conduct an accurate assessment. They must comprise the team completing the CPAR as assessing officials or assessing official representatives in CPARS. To improve efficiencies, complete a CPAR in conjunction with other reviews, such as award fee determinations, major program events, and program milestones. The effective use of CPARS not only promotes improved communication between the U.S. Army and its contractors, but also motivates improved contractor performance.

Heads of Contracting Activities must establish business processes that incorporate a quality check on assessments prior to offering them to the contractor for review. Normally the cognizant Contracting Officer should perform this function to ensure that the ratings and narratives will reliably assist future source selection officials.

I direct the immediate implementation of the below requirements for CPARS, in compliance with the USD(ATL) memorandum. This includes the Architect-Engineer Contract Appraisal Support System (ACASS) and the Construction Contract Appraisal Support System (CCASS) modules of CPARS. The Army FAR Supplement will be amended to implement the requirements contained herein and those listed below:

- a. Register eligible contracts in CPARS within 30 days of award (Note to Contracting Officers: Timely registration depends in part upon your timely, accurate completion of contract action reports);
- b. The assessing official must complete assessments in CPARS on registered contracts within 120 days of the end of the evaluation period (at least annually, for multiple year contracts);
- c. Reconcile the CPARS database to remove excess and outdated information;
- d. Complete assessments on all existing registered contracts; and
- e. Complete CPAR for all instances of a termination or partial termination for default or cause immediately upon notification to the contractor, regardless of the dollar value of the contract.

To confirm compliance and in accordance with Enclosure 1, all Program Executive Offices, Direct Reporting Program Managers, other requirements offices, and Principal Assistants Responsible for Contracting must review the data in CPARS, ACASS, and CCASS, and provide a target date for registration of all eligible, unregistered contracts for Fiscal Year 2008 (FY08) and the First Quarter of FY09. Please see Enclosure 2 for guidance and reporting requirements due from you to my point of contact (POC) by April 8, 2009. My POC will review your responses and submit a final report to USD(ATL).

Source selection officials must have access to the relevant contractor past performance information needed to make the best decisions and to meet their mission requirements. My staff will regularly monitor CPARS compliance through procurement management reviews, monthly reports, and random database checks. Success depends on your leadership and commitment, and I know that I can count on your support. Working together to implement the requirements contained herein will lead to improved decisions during the source selection process.

My POC is, [REDACTED]



Dean G. Popps  
Acting Assistant Secretary of the Army  
(Acquisition, Logistics and Technology)

Enclosures

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