Welcome to the Integrity Records (formally the Federal Awardee Performance and Integrity Information System, or FAPIIS), Overview training.

This is Lesson 1: Introduction to Integrity Records. In this course, we will discuss the policy behind Integrity Reports, how to enter an Integrity record into the system, and how to look up Integrity records and run reports in the View Performance Section of CPARS.

If you are a Focal Point and need assistance with assigning access, please take the Automated Access Authorization tutorials located at www.cpars.gov under the Learning Center option. If you are a contractor looking for detailed information on responding to an Integrity Record, please take the Automated Contractor Overview training located at www.cpars.gov under the Learning Center option.

What are Integrity Records? Integrity Records are used to record adverse actions on contracts and grants. Integrity Records captures the following contract records: Termination for Default, Termination for Cause, Non-Responsibility Determination, Defective Pricing, Administrative Agreement, DoD Determination of Contractor Fault, Information on Trafficking in Persons, and Subcontractor Payment Issues. Integrity Records captures the following grant records: Material Failure to Comply with Closeout Requirement, Termination for Material Failure to Comply, Recipient not Qualified Determination, and Administrative Agreements.

Let’s take a look at where to find the FAR requirements for writing Integrity Records. FAR 9.105-2 requires that contracting officers document Non-responsibilities. FAR 9.406-3 requires that debarring officials enter administrative agreements to resolve debarment proceedings within three working days. FAR 9.407-3 requires that the suspending official enter administrative agreements to resolve suspension proceedings within three working days. FAR 22.1704 requires that contracting officers enter trafficking in persons violations. FAR 42.1503 requires agencies to ensure that defective cost or pricing data, terminations for default, terminations for cause, administrative proceedings that substantiate trafficking in persons prohibitions, and history of three or more unjustified reduced or untimely payments to small business subcontractors under a single contract within 12 months be reported within three calendar days.

DFARS 209.105-2-70 requires that the contracting officer enter determinations of contractor fault within 3 days of receiving the determination. Non-Responsibility Determinations are required to be reported by the contracting officer within three working days. Non-Responsibility Determinations are required if the contract is above the simplified acquisition threshold of $250,000 and the determination of non-responsibility is based on lack of satisfactory performance record or satisfactory record of Integrity and business ethics. Non-Responsibility Determinations are also required if the Small Business Administration does not issue a Certificate of Competency. If a contractor or subcontractor is not subject to the jurisdiction of the U.S. courts and is found to have caused serious bodily injury or death of civilian or military personnel of the government, the contracting officer shall enter a DoD Determination of Contractor Fault within three days of receiving notice of the determination, pursuant to section 834 of the National Defense Authorization Act for Fiscal Year 2011.

2 CFR 200.212 requires that if a federal awarding agency does not make an award, they must report the determination if ALL of the following apply: the only basis for the determination is that the applicants prior record of executing programs or activities under federal awards, or their record of Integrity and business ethics, and the total federal share of the award is expected to exceed the simplified acquisition threshold of $250,000.

2 CFR 200.212 states that Grant Officers are not required to enter a Recipient Not Qualified Determination when the federal award includes specific terms and conditions. 2 CFR 200.207 identifies specific conditions that may justify a Recipient Not Qualified Determination from being entered. Those conditions include: requiring payments as reimbursements rather than advanced payments, withholding authority to proceed to the next phase until evidence of acceptable performance has been received, requiring additional and/or more detailed financial reports, requiring additional project monitoring, requiring the applicant to obtain technical or management assistance, and establishing additional prior approvals.

2 CFR 200.339 requires that a Termination for Material Failure to Comply record be entered when an agency terminates an award prior to the end of the period of performance, due to the grantee’s failure to comply with the terms and conditions of the federal award.

2 CFR 200.339 requires a Termination for Material Failure to Comply record be entered after the grantee has exhausted all its appeal rights, or the grantee has not informed the federal awarding agency within 30 calendar days after being notified of the termination that it intends to appeal the federal awarding agency's decision to terminate. There is no minimum threshold for reporting a Termination for Material Failure to Comply record.

Let’s take a look at the reporting time frame for Integrity records. Termination for Default, Termination for Cause, Defective Pricing, Information on Trafficking in Persons, and Subcontractor Payment Issue records are required to be entered within three calendar days. Non-Responsibility Determination and Administrative Agreements records are required to be entered within three working days. DoD Determination of Contractor Fault records are required to be entered within three days.

Termination for Material Failure to Comply records are required to be entered as soon as possible in accordance with CFR requirements. Now, let’s take a look at where to find the FAR requirements for retrieving Integrity Records.

FAR 9.104-6 requires that contracting officers consider Integrity Records information when making a responsibility determination for anything over the simplified acquisition threshold.

FAR 42.1503 requires that agencies review Integrity Records when performing source selections.

2 CFR 200.205 requires that prior to making a federal award, the federal awarding agency is required to review information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information as appropriate. As well, the federal awarding agency is required to review Integrity Records prior to making a federal award where the award is expected to exceed the simplified acquisition threshold. In addition, the federal awarding agency must also review suspension and debarment information. Records are to be retained for five years following the Action Date.

Congratulations! You have completed Lesson 1: Introduction to Integrity Records! In this lesson, you have learned about the purpose of Integrity Records and the policy and guidance for when to enter Integrity records. You are now ready to move on to Lesson 2: Integrity Data Entry.

Welcome to Lesson 2: Integrity Data Entry! In this lesson, we will take a look at how to log into the CPARS system to enter an Integrity Record, how to modify an Integrity Record, how to access an in-process Integrity Record, how to run a status report to check on the status of an Integrity Record, and how to update our user profile.

Let’s take a look at the options for logging into CPARS to perform Integrity Data Entry. When our account is created by the Focal Point or Alternate Focal Point, we will receive an email notification with instructions for obtaining a temporary password. Once we have obtained the temporary password, we will be able to log in to the system. If we are a DoD user or a federal user with a Personal Identity Verification, or PIV card, a password is required only the first time that we log in. Following the first log in, we will be using our email address and our Public Key Infrastructure, or PKI, certificate. If we are a DoD user, our PKI certificate is found on our Common Access Card, or CAC. If we are a federal user, our PKI certificate is found on our PIV card. We will use our PKI certificate for all subsequent log ins. It is important to note that when we receive a new CAC or PIV card, we must contact the CPARS Customer Service Desk for assistance with our next log in. If we are a government user from outside of DoD and do not have a PIV card, we will log in to CPARS using our email address and a password. To help prevent unauthorized access, users are required to enter a one-time access code when using a password to log into the system. The one-time access code is good for 24 hours and will be automatically emailed to the user when logging in. Awardees don’t have access to the data entry side of Integrity Records.

Some important information to remember in regards to Integrity Records. IntegrityRecords are required to be completed within 6 days. If an Integrity Record is started and not completed within 30 days, the record will automatically be deleted from the system. Email reminders are sent weekly to the Integrity Data Entry user and Focal Point letting them know that an Integrity Record has been started but not yet completed.

We can access the CPARS website at https://www.cpars.gov. The CPARS website contains lots of useful information that will assist us as we prepare the Integrity Record. The bottom of every page of the website provides the CPARS Customer Service contact information. CPARS Customer Service is an excellent resource to assist us when we have questions regarding guidance, the workflow process, and how the automated system operates. At the top of the page there are options to view Help, which includes the software user manual. There is also an option to access the Learning Center, which has links to available tutorials and training. Now, let’s log in to CPARS by clicking the Sign In link.

Next, we are presented with the Notice and Consent Banner. After reading the banner, we must choose if we wish to log in with PKI or log in with a password. Let’s select Accept/Login with PKI. Next, let’s log in as the Integrity Data Entry user and initiate an Integrity Record. The first time we log in to CPARS, we will use the Forgot/ Reset Password link to obtain a temporary password, which will be provided to us via email. Once we have received the temporary password, we can enter our email address and the temporary password at the login screen. We should remember that, if we are using a PKI certificate, we will only need a password for our initial log in. Once we have logged in for the first time, we will be able to log in with our email address and our CAC, PIV card or PKI certificate in the future. Therefore, the Password field will no longer be displayed. Let’s log in by clicking the Login With PKI button.

The first time that we log in, we will be prompted to enter our user profile information and change our temporary password. We will enter our Title and Organization. We will select our Citizenship from the dropdown list. We will then enter our Phone Number. Next, we will enter our Current Temporary Password then, enter a New Password. We should refer to the password specifications on the screen to assist us in creating our new password. Next, we will confirm our New Password. When we have completed the information on this screen, we will click the Save User Password and Information button. We will receive a notification that our password and information have been changed and click OK. Next, we will read the Rules of Behavior and click Accept. Each screen of the CPARS application contains links to the Customer Service Desk and Training Opportunities.

As an Integrity Data Entry user we are responsible for initiating, updating, and completing Integrity Records. Let’s start by initiating an Integrity Record. At the Home screen, we will click on Initiate/Edit/Delete Record, then on Initiate an Integrity Record. First, we must choose the record type that we need to initiate from the Record Type drop-down. There are slight variations of the mandatory fields when initiating an Integrity Record depending on whether we are initiating a contracts or grants record. These variations will be noted as we initiate our record. If we select one of the contract Integrity record types from the Record Type drop-down, such as a Termination for Default record type we would be required to enter the Unique Entity ID and Contract Award ID in order to initiate the Integrity Record. If we select one of the grant Integrity Record types from the Record Type drop-down, such as a Termination Material Failure to Comply record type, we would only be required to enter the Unique Entity ID in order to initiate the record.

It is important to remember when entering the Contract Award ID Number that this is the Contract Number, or Delivery/Task Order Number. When entering the Contract Referenced Award ID Number this is the Contract Number/Agreement Number of the Indefinite Delivery Vehicle such as a GWAC, IDC, FSS, BOA, or BPA.

For purposes of demonstration we will choose the record type of Administrative Agreement. We will enter the Unique Entity ID and click Continue. Here we are at the Integrity Data Entry screen. Let’s look at this screen in more detail. First, we have the Document Information section. Here we are required to enter the Action Date. The Action Date is the effective date of the agreement. Next, we need to enter the Termination Date. The Termination Date is the date the agreement was terminated. Next, we have the ability to check the box if we have additional information from the Reporting Agency regarding the Administrative Agreement. We will leave this box unchecked. If we had selected a contract record type from the drop-down, more information would be required in this section. However, some of that information would be pre-populated from the Federal Procurement Data System, or FPDS. Let’s move onto the Awardee Information section. As we can see the Awardee Information section is already filled out for us. The information displayed in this section is populated from FPDS for a contract record, or from the System for Award Management, or SAM, for grant records. Now, let’s suppose we want to save our Integrity Record at this point and then come back and complete the Initiate an Integrity Record step at a later time. We can do this by clicking the Save button at the top of the screen. We will receive a pop up indicating that our save was successful and we will then click OK. Next, we will exit this Integrity Record by clicking Home. Once we are ready to continue work on our Integrity record, it is easy to access from the Home screen. In order to retrieve it, we will simply click on Pending Actions. We will select our Integrity Record by clicking on the Document Number. Since we have already completed the Document and Awardee Information sections, we will move onto the Official Reporting Agency Information section. As we can see most of this section is already filled out for us. The information in this section has been populated for us from our User Profile. We must select our Office Code from the Office Code drop-down. It is important to note that the Official Reporting Agency Information section is different for contracts and grants. For contract Integrity Records, this section requires the Office Code, Contracting Officer Name, Phone, and Email Address. Whereas a grants Integrity Record requires the Grants Officer Name, Phone, and Email Address. Finally, we have the ability to upload a PDF attachment. This is required for all record types. Our attachment will include supporting documentation applicable to the action being reported. The attachment must include the “FOR OFFICIAL USE ONLY” and “SOURCE SELECTION INFORMATION” markings. Our attachment must be in PDF format and be 5 MB or less in size. To add the attachment, we will click the Choose File button, select our file, and click the Open button. Since we have now finished initiating our Integrity Record, it is time to save and mark the Integrity Record for release. When we click the Save and Mark for Release button, the Integrity record immediately becomes available for contracting officers to view the record for source selection retrieval or grants officers to do applicant risk retrieval. This will also allow the contractor to enter comments on the Integrity record. Now, let’s click the Save and Mark for Release button.

Now, let’s say we need to edit a completed Integrity Record. We can do this, by clicking on Initiate/Edit/Delete Record, then on Edit an Integrity Record. The Edit an Integrity Record option allows us to upload and replace previously uploaded PDF attachments, change a Termination for Default or Termination for Cause to a Termination for Convenience, change the Termination Type to Complete or Partial, or Withdraw/ Rescind an Integrity Record. To edit the Integrity Record, we click on the document number. Since we have selected a contracts record of Termination for Cause, we can change the Termination Type from a complete to a partial, change the record to be a Termination for Convenience, withdraw or rescind the record, or replace the PDF attachment. It is important to note, whichever option we choose, the changes will be reflected in the Integrity Record immediately upon clicking the Save button. If we change the termination to a Termination for Convenience or withdraw/rescind the Integrity Record, it will be immediately archived and will no longer be visible for source selection. Let’s change the Termination Type on this record to complete. We will select Complete from the Termination Type drop-down and click Save. Now, let’s take a look at our options for editing a grants record. We will click on Initiate/Edit/Delete Record, then on Edit an Integrity Record. Here, we have selected a grants record type of Recipient Not Qualified Determination. We can withdraw or rescind the record, or replace the PDF attachment. It is important to note, whichever option we choose, the changes will be reflected in the Integrity Record immediately upon clicking the Save button. If we withdraw/rescind the Integrity Record, it will be immediately archived and will no longer be visible for source selection. Let’s withdraw/rescind this Integrity Record. In order to do that, we need to select Yes from the Record Withdrawn/Rescinded drop-down. Next, we need to enter the reason we are withdrawing or rescinding this record in the Reason for Withdrawn/Rescinded field. Once we are done making our changes, we will click the Save button.

Next, let’s discuss the Integrity Status Report. The Status Report is an excellent way to monitor the status of Integrity Records, and is an important tool to assist us in completing Integrity Records. The Status Report functions the same way for all Integrity access levels, with a few minor exceptions which will be noted as we discuss the report. For purposes of demonstration, we’ll remain logged in as the Integrity Data Entry user and run the report. When we run the report, we will focus on keeping our search criteria, or parameters, simple. To run an Integrity Status Report, we'll click on Dashboard. As we can see the Status Report defaults to display in the Counts Matrix format.

Now, let’s look at the Group and Filter by options available to us. We only have the option to Group By Record Type.

Next, we have our Filter By options. It is important to note, that the report defaults to Include All mode, where we will see a list of all of the Integrity Records under our cognizance displayed. If we do not wish to use Include All mode, we can choose to filter the Integrity Records we want to include on the report by selecting the options from the Filter By section. The Filter By options allow us to limit our report based on a specific Status, Record Type, Awardee Name, Document Number or Unique Entity ID. Let’s leave our report in include all mode for now.

Let’s take a look at our Integrity Report in the counts Matrix format. We can see that the system has provided counts and percentages for our Initiated and Completed Integrity Records. We currently have zero Integrity Records Initiated and have Completed 73 or 100% of all our Integrity Records. If we wanted to see this information displayed graphically, we would click Bar Chart. Let’s click on Bar Chart under Report Format. Each color in the Bar Chart represents an Integrity status, each of which is defined in the legend at the bottom of the screen.

Now, let’s say we wanted to see the individual Integrity Records that make up these counts, we will click on List under Report Format.

First, we can see the Document Number column. If we click on one of the document numbers in this column, it will open the Integrity Record. When we have finished viewing the Integrity Record, we will click the Close button. Once we have viewed a particular Integrity Record, a green X will be placed in the Viewed column to indicate that we have already viewed that record.

Next, we have the Record Type column. The Record Type column displays the type of Integrity record for the applicable Document Number.

Next, we have the Awardee Name and Unique Entity ID for the recipient of the Integrity Record displayed.

Suppose our Status Report contains records for many different awardees and we would like to sort the report by Awardee Name. We can do this quickly by simply clicking on the Record Type/Awardee Name column heading in order to sort the awardees by alphabetical order. In fact, we can click on the majority of the column headings in the report to sort by that particular column. Let’s move on to the Unique Entity ID column. This column displays the Unique Entity ID for the awardee that is the recipient of the Integrity Record. The next column displays the Action Date. The Action Date is the effective date of the agreement. The Action Date is the date the Contracting or Grants Officer completed the specific action (e.g. terminated the contract) or the date the Contracting or Grants Officer was notified of the issue. Let’s move on to the Current Status column. This column displays the status in which the Integrity Record currently resides. For instance, if an Integrity Record is Initiated, it means that the record has been started but not yet marked for release. If we had run the Dashboard Integrity Status Report as a Focal Point or DPOC, we would see a User Assigned Column. This column displays the Integrity Data Entry user that initiated the Integrity Record. If the User Assigned column displays Unassigned, this indicates no user has access to this record. For any future action on this record, the Focal Point would need to assign an Integrity Data Entry user. A Department Point of contact would also see a Focal Point column. The Focal Point column shows the Focal Point who has overall responsibility for the Integrity record. Focal Points and DPOCs can click on the name in the User Assigned or Focal Point columns to display the profile information for the selected user. Next, we have the Activity Log. If we click on the word Log next to one of our Integrity records, a pop up showing all of the actions that have taken place on that record will be displayed. The Activity Log shows each action, the date and time that the action took place, and the name of the individual who completed the action. When we have finished viewing the Activity Log, we will click Close. The Activity Log is available to the Focal Point, Alternate Focal Point, Integrity Data Entry user, and DPOC.

Let’s take a look at the remaining Dashboard Options. First, we can download our report into a Spreadsheet. When we click the Spreadsheet function, our Integrity Report will be displayed as a spreadsheet. It’s important to note, if downloading the bar chart, only the counts matrix not the bar chart will display in the spreadsheet.

If we want to save this report, or any other reports, to run again in the future, we enter a report name in the Report Name block and click the Save icon. The Dashboard screen will refresh and a Select Saved Report drop-down will appear. To run the saved report in the future, we would select the report name from the drop-down. To delete a saved report, select the Report Name from the drop-down and click the Delete button. Since we are done running our Status Report we will return to the Home screen.

Next, let’s take a look at the Update Profile option. The Update Profile option functions the same way for all CPARS access levels. For purposes of demonstration, we’ll remain logged in as the Integrity Data Entry user. We can use Update Profile to update our User Information such our Name and Phone Number. We will be prompted to review and update our information on an annual basis. Once we have made any necessary changes, we will click Save User Information. We will click OK at the pop up. Next, let's click Change Password. We can use Change Password to update our login password. Users with a PKI certificate will not have to update their password. If we do not have a PKI certificate, we will be required to change our password every 60 days. If we need to change our password, we would enter our Current Password and our New Password, then confirm our New Password. The specifications for passwords are noted at the bottom of the screen. Once we had made our changes, we would click Save Password. We would click OK at the pop up. Now, let's return to the Home Screen. At this point, we are ready to exit CPARS by clicking Log Out.

Congratulations! You have completed Lesson 2: Integrity Data Entry! In this lesson, we logged in as an Integrity Data Entry user, completed an Integrity Record, learned how to run an Integrity status report, and learned how to use the user profile and change password options. You are now ready to move onto Lesson 3: Integrity Record Retrieval and Reports.

Welcome to Lesson 3: Integrity Record Retrieval and Reports! In this lesson, we will take a look at how to log into the View Performance Section of CPARS to view Integrity Records and learn how to run the available Integrity reports.

When Integrity Records are saved and marked for release they immediately become available in the View Performance section of CPARS. Users can use the View Performance section of CPARS to retrieve completed Integrity Records when conducting source selection or the applicant risk review process, accessing Integrity and performance information, obtaining proceedings information from the System for Award Management or SAM, and for awardees to enter comments on Integrity Records.

Let’s log in to CPARS as the View Performance Access user and retrieve an Integrity Record. At the Home screen, we will click on View Performance Records, then on Integrity Reports. View Performance users are able to query for Integrity Reports, by entering a Unique Entity ID, CAGE, or by entering an Entity Name.

A couple of important things to note; not all entities have a CAGE Code. If searching by CAGE does not yield the expected result, search by Entity Name. It’s also important to note that some of the extended systems, such as the Performance Information section of SAM, do not require a Unique Entity ID. If your search does not produce a Performance Information section of SAM record, you can go directly to https://www.sam.gov and use the ‘Entity Information’ option to locate the entity of interest.

For demonstration purposes, we will search by Unique Entity ID. We will enter our Unique Entity ID in the Unique Entity ID block and click Search. We will receive a pop-up, reminding us that “Contracting officials should be aware that the use of the information in the Integrity Records system should not result in de facto debarment. Current procedures emphasize that certain past performance in the system may no longer be relevant to a determination of present responsibility.” We will click OK at the pop-up. It is important to note, that the examples in this demo are fictitious and do not represent an actual entity, organization, or agency.

Let’s take a look at our Integrity Report in detail. At the top of the screen we can see the Entity’s name, Unique Entity ID, and CAGE displayed. Next, we can see the list of record types. All Integrity Record types will display in this table regardless of whether the entity has that record type or not. Next to the record types we can see a column called Records. If the Entity has that record type, a Yes will display in this column. If they do not have that record type, a No will be displayed. The next column over is the Count column. This column tells us how many of that record type the entity has. If we wish to look at the individual records that make up the count column, we click on the Yes. Let’s say that we want to see the individual records for the Administrative Agreement record type. We will click the Yes next to Administrative Agreement. As we can see, the report has now expanded to include a Details of Selected Report section. This lists all the Administrative Agreements that the entity has. We can see the Report Date, the Report Type, and, where applicable for other record types, the Contract/Grant Funding Number. Let’s click on the Administrative Agreement with a Report Date of 08/07/2023. Now, let’s take a look at our Administrative Agreement. We can use the Click Here option to open the attachment that was uploaded when the Administrative Agreement was created. Next, we can see the basic Document Information and the Awardee Information. If we scroll down, we can see the Contractor Comments section. Here we can see any comments that were entered by the contractor to include the date the comments were entered, the name of the contractor that entered them, and the comments.

Next, we have the Proceedings Information as entered by the entity in SAM. This section will only contain information if the entity has entered any Proceedings Information into SAM. Let’s take a look at an example of when an entity has entered Proceedings Information. This screen shot shows that the entity has answered Yes to the two questions in SAM regarding their work with the federal government. The entity then entered their proceedings information into SAM. This information is pulled from SAM when an Integrity Report is searched.

Next, we have the Performance Evaluations section. This section displays the count of evaluations in the View Performance Section of CPARS for the entity. If we wish to view the evaluations, we could click on the Click here to View Performance Evaluations link.

Finally, we have the SAM Exclusion Data section. This section will only contain information if the entity has SAM Exclusion Data, indicating that the individual or entity listed is disqualified from receiving any federal government contracts. Let’s take a look at an example of when an entity has SAM Exclusion Data. This screen shot shows that the entity has been excluded from receiving any federal government contracts. This information is pulled from SAM when an Integrity Report is searched.

It is important to remember that—if the results of an entity search do not display any information in the Integrity Data, Proceedings Information, and SAM Exclusion Data sections—this means no adverse actions have been administered on this entity.

Now, let’s take a look at some of the other features of this record. At the top, we have the View Corporate Relationships option. This option allows us the ability to see an entity’s Corporate Hierarchy, if entered in SAM. Even if an entity does not have any Integrity Records, we are still able to view this information. Let’s say we wanted to see the Corporate Hierarchy for this entity. We would click on View Corporate Relationships. If we want to download this information into a spreadsheet, we can click on the Here link. Let’s return to our previously searched report. If we need to retain a copy of this report for our records, we would click the Print icon at the top of the screen.

Now, let’s take a look at the Integrity reports available to us. There are three reports available to help us review and manage reporting requirements. The first is the Integrity Compliance Report, which is used to review compliance with reporting requirements for Terminations for Default and Terminations for Cause. The second is Government Integrity Records, which is used to view a list of all government-entered Integrity Records. The third is the All Awardee Proceedings report, which is used to view a list of all awardee-entered proceedings as entered in SAM. The report includes those entities who have indicated that they have current active federal contracts and grants greater than $10,000,000 and have been subject to criminal, civil, and/or administrative proceedings. Let’s take a look at these reports in more detail.

The Integrity Compliance Report is used to review compliance with reporting requirements by comparing contracts entered into the Federal Procurement Data System (FPDS) and completed Integrity Records entered in CPARS. Let’s discuss how the compliance report is calculated. CPARS receives the eligible contract actions from FPDS that have been reported as Terminated for Default or Terminated for Cause. The Compliance Metrics report then divides the number of completed Integrity Records by the eligible contract actions that were reported as Terminated for Default or Cause. This number is displayed as a percentage. It is important to note that while other types of contract/grant actions require Integrity reporting, the Integrity Compliance Metrics report measures reporting for Terminations for Default or Cause ONLY, due to system limitations. Here are some important things to remember about the Integrity Compliance Report. If actions are listed on the Integrity Compliance Report that do not require reporting, please ensure that no contract modifications are coded as Termination for Default or Cause in FPDS. The CPARS Customer Service desk cannot remove records from the Compliance Report. If actions are not properly marked in FPDS they will appear on the Compliance Report as part of the eligible pool of actions that should have been reported on and will negatively impact your compliance metrics. Credit is only given to completed Integrity Records. There is no dollar minimum threshold for reporting terminations for default and cause. All records that have been terminated are subject to reporting. The Integrity Compliance Report is calculated once weekly on Thursday evening. If a record is completed in CPARS, it will not be immediately marked as compliant on the Integrity Compliance Report. It is best to check the Compliance Report on Friday to see the updated compliance metrics. Finally, a record is removed from the Integrity Compliance Metrics five years after the Effective Date or Signed Date on the modification for the Termination for Default/Cause.

Now, let’s take a look at the Integrity Compliance Report. We will click on Integrity Compliance Report. The Integrity Compliance Metrics Report functions the same way for all View Performance users. View Performance users are able to query the compliance report by selecting a Fiscal Year and Fiscal Quarter, selecting an Agency from the Agency ID drop-down, or leaving the report defaults and clicking Run Report. For demonstration purposes, we will leave the Fiscal Year and Fiscal Quarter blank. We will select the Agency ID 9700- Department of Defense from the Agency ID drop-down. Once we have finished making our selection we will click the Run Report button at the bottom of the screen. Let’s take a look at our Compliance Metrics Report in detail. The first level of the Compliance Report displays the compliance information at the Agency level. Let’s take a look at the information displayed. First, we can see the Agency ID and Agency Name. This information comes from FPDS. Next, we can see the Contract Count. This is the number of eligible contract actions that should have an Integrity Record completed. The next column displays the Contract Completed Count. This is how many contracts of the eligible contract actions have a completed Integrity Record. Finally, we have the Percentage column. This column divides the Contract Completed Count by the Contract Count to identify the individual Agency Codes’ compliance with reporting requirements. If we would like to download the list of contracts that make up the compliance, we can click the Get Detail button. When we click the Get Detail button, the compliance information for the selected Agency will be displayed as a spreadsheet. Now, let’s close the spreadsheet.

Let’s say, we wish to view the Compliance Metrics Report at the Agency Level for 9700 Depart of the Navy. We would click the hyper-linked Agency ID 9700. Let’s take a look at the information displayed. First, we can see the Agency ID, Agency Name, Contracting Office ID and Contracting Office columns. This information comes from FPDS. Next, we can see the Contract Count. This is the number of eligible contract actions that should have an Integrity Record completed. The next column displays the Contract Completed Count. This is how many contracts of the eligible contract actions have a completed Integrity record. Finally, we have the Percentage column. This column divides the Contract Completed Count by the Contract Count to identify the individual Agency Codes’ compliance with reporting requirements. If we would like to download the table shown on the screen into a spreadsheet, we can do so using the Here option above the report. When we click the Here option, the Compliance Information displayed on the screen will be displayed as a spreadsheet. Now, let’s close the spreadsheet.

Let’s say, we wish to view the Compliance Metrics Report at the detailed Contracting Office Level for N00019. We would click the hyper-linked Contracting Office ID N00019. Let’s take a look at the information displayed. We have the Agency Code, Agency Name, Office Code, and Office Name columns. Next, we have the Contract Number and Contract Order Number columns. Next, we have the FPDS-NG Termination Type column. This displays the Termination Type as received from FPDS. Next, we have the Integrity Termination Type column. This displays the type of Integrity Record that was entered for the preceding contract number. Finally, we have the Compliant column. The Compliant column indicates whether or not an Integrity Record has been completed for that contract/order number. For those contracts that display NO in the Compliant column, no Integrity Records have been completed, and therefore the contract is counting against the Agency’s compliance. If the Compliant column indicates YES, a completed Integrity Record exists for the contract and reporting requirements have been met. If we would like to download the table shown on the screen into a spreadsheet, we can do so using the Here option on the top of the report. Once we have finished viewing the Integrity Compliance Report, we can run the report again with different parameters, if desired by selecting the parameters above the report and clicking the Run Report button.

Now, let’s take a look at the Government Integrity Records report. To do this, we will click on Government Integrity Records under the View Performance Records option. Government Integrity Records allows View Performance users to view a list of all government-entered Integrity Records. We can choose to view a list of All Integrity Records, which will give us a summary of all eleven record types; All Contract Based Integrity Records, which will give us a summary of the eight contract based Integrity Records; or All Grant Based Integrity Records, which will give us a summary of the four grant based Integrity Records. For demonstration purposes, we will choose All Grant Based Integrity Records. As we can see, we now have a Search button and a description of what this report will show us. Let’s click Search.

Here is our report. This report allows us to see a summary of all Termination for Material Failure to Comply, Material Failure to Comply with Closeout Requirements, Recipient Not Qualified Determinations, and Administrative Agreements. If we would like to download the table shown on the screen into a spreadsheet, we can do so using the here link at the top of the report. When we click the here link, the report on the screen will be displayed as a spreadsheet. If we wanted to see the Integrity Record for one of the displayed records, we can click the CAGE Code, Unique Entity ID, or Awardee Name. We can sort the data by clicking on the column headers. It is important to note that this report does not show Suspension and Debarment information. That information can be obtained by searching using the Integrity Reports option or by going to the Entity Information section of SAM at www.sam.gov.

Now, let’s look at our last report, All Awardee Proceedings. To do this, we will click on All Awardee Proceedings under View Performance Records. Here is our report. This report allows us to see a summary of all the responses where potential federal government awardees have reported proceedings, via their registration in the Entity Management section of SAM database. This means that they have answered 'yes' to Questions 1 and 2 shown below. It is important to note that the data shown is a summary report that is current as of the last business day of the previous month. Reviewing individual Integrity Reports for a specific awardee may return more current information if the awardee has updated its record since the end of the previous month. If we have a question on what one of the columns displays, we can click the Column Heading for Proceedings information (html) link. This will open a new window that gives the definition of each of the columns. If we wanted to see the Integrity Record for one of the displayed records, we could click on the applicable Unique Entity ID or Legal Business Name to view the entity’s Integrity Record. We can sort the data by clicking on the column headers. At this point, we are ready to exit CPARS by clicking Log Out.

If we have questions, the Customer Service Desk is a ready resource to assist us. The Customer Service Desk can be reached at phone number 207-438-1690 or email cpars-helpdesk@us.navy.mil. Customer Service is available Monday through Friday from 6:30 am through 6:00 pm Eastern Time. The CPARS website also contains much information to assist us including the CPARS User Manual and information on additional training. The CPARS website is located at https://www.cpars.gov.

Congratulations! You have completed the Integrity Records Overview training! In this training, you have learned about the policy behind Integrity Records, how to enter an Integrity record into the system, how to look up Integrity Records and run reports in the View Performance Section of CPARS. Congratulations on completing the training and thank you for participating.