Welcome to Lesson 6: Review Contractor Comments!

Now that we have received the contractor comments, we are ready to log into CPARS as the Assessing Official and review the contractor comments.

At this point in the CPARS workflow, either one of two things has occurred. First, the Contractor Representative may have provided comments on the evaluation. Second, the contractor comment period may have expired on day 61 following the Assessing Official evaluation signature date. In either case, it is now time for us, as the Assessing Official, to continue processing the evaluation. If the Contractor Representative concurred with the evaluation or did not provide comments, we have 4 options available to us.

Our first option is to make no changes to the evaluation and to close it ourselves. In this case, the evaluation will be updated when we close it and the “Pending” marking will be removed.

Our second option is to modify the evaluation and close it ourselves. While we generally would not modify an evaluation with which the Contractor Representative concurred, modification may be necessary if we need to correct an error on the evaluation or add an additional clarification. Once we close the evaluation, it will be updated and the “Pending” marking will be removed.

Our third option is to make no changes to the evaluation and send it to the Reviewing Official. While a Reviewing Official is not required in this case, we may opt to include them in the process if required by local policy or in the event of a high visibility program. When we send the evaluation to the Reviewing Official, it will be updated and the evaluation will remain marked as “Pending”. Our fourth option is to modify the evaluation and send it to the Reviewing Official. In this case, the evaluation will be updated with our modifications and will still be marked as “Pending” until it is closed by the Reviewing Official.

In the event that the Contractor Representative did not concur with our evaluation, we have two options as the Assessing Official. First, we can make no changes to the evaluation and send it to the Reviewing Official as is. In this case, the evaluation will be updated and will retain the “Pending” marking. Our second option is to modify the evaluation and send it to the Reviewing Official. In this instance, the evaluation will be updated to reflect our modifications and the “Pending” marking will remain on the evaluation until it is closed by the Reviewing Official. We will note that, if the contractor did not concur with our evaluation, a Reviewing Official will always be required in order to close the evaluation. When the Assessing Official reviews the Contractor Representative’s comments, they should keep in mind that those comments should be substantiated through the inclusion of objective evidence wherever possible. As a reminder, if the Contractor Representative has indicated that they concur with the evaluation, the Assessing Official may close the evaluation, thus completing the evaluation process.

In the case of a concurrence, the Assessing Official also has the option to modify the evaluation, and may forward it to a Reviewing Official for closure if desired or required by local policy.

In the event that the Contractor Representative has indicated that they do not concur with the evaluation, the Assessing Official may modify the evaluation if necessary, and must forward the evaluation to a Reviewing Official for final comments, signature, and closure.

When the Contractor Representative returned the evaluation to us as the Assessing Official, we received an email notification letting us know that the evaluation was ready for our review and action. Let’s login as the Assessing Official and perform the Review Contractor Comments step.

We will select Pending Actions in order to see the list of evaluations on our To-Do List awaiting our action. We will find the evaluation on our To-Do List and notice that we have an action to finalize the ratings. We will open our evaluation by clicking on the Document Number.

We are now ready to review the Contractor Representative’s comments. In order to do this, we will click on Ratings. Let’s say we know that the Contractor Representative had particular concerns with our evaluation in the Management area. We can click on Management to review their comments. We will also want to click on Contractor Rep in order to review any general contractor comments on the evaluation, as well as the concurrence statement and Contractor Representative signature blocks. We can see here that the Contractor Representative did not concur with the government’s evaluation.

Next, let’s take a look at our options at this point, as indicated by the buttons at the bottom of the screen. We’ll note that we do not have the option to close the evaluation ourselves. This is due to the fact that the contractor did not concur with the evaluation. If the Contractor Representative had instead selected the option to concur, we would see a button allowing us to close the evaluation displayed. At this point, our options are to either maintain the ratings as is and send the evaluation to the Reviewing Official, which we could do by clicking the Send the Existing Ratings to the Reviewing Official button, or to modify the ratings.

Let’s say that, following our review of the Contractor Representative’s comments, we have decided that the Marginal rating in Management should be changed to a Satisfactory rating and the corresponding narrative should be revised. In order to make the changes, we will select the Modify the Ratings button. We will notice that Ratings has now been replaced by Modified Ratings and Original Ratings. Let’s take a look at the Original Ratings. We’ll look at Management in particular. Here we can see our original rating of Marginal for Management, as well as our original narrative, both remain a part of the evaluation. We cannot remove the Original Ratings, and they are retained in the evaluation for historical purposes. Next we’ll move on to the Modified Ratings. Let’s look at Management specifically. Under Modified Ratings, we have the opportunity to change any of the ratings and narratives. Let’s change the rating for Management to Satisfactory. When we change the rating, we should also update the supporting narrative to address the new rating and why it has been changed. It is important to note that the Contractor Representative has already had their one opportunity to comment on the evaluation. Therefore, we cannot add new, negative information into the evaluation at this point because the Contractor Representative does not receive another chance to comment. If we choose to revise the ratings, we may raise them, but we cannot lower the ratings at this point in the process. Once we have completed our modifications, it is time to send the evaluation to the Reviewing Official for final review and closure. We will do this by clicking the Validate and Send to the Reviewing Official button at the bottom of the screen. Once we have sent the evaluation to the Reviewing Official, the Reviewing Official will be sent an email notification stating that the evaluation is ready for their review.

At this point, the evaluation is no longer available on our To-Do List; it is now available on the Reviewing Official’s To-Do List for their action. Let’s click OK at the pop up notice. Since we have completed the Review Contractor Comments step, we are ready to exit CPARS by clicking Log Out.

Congratulations! You have completed Lesson 6: Review Contractor Comments. In this lesson, we logged in to CPARS as the Assessing Official and reviewed the Contractor Representative’s comments. If the contractor concurred with the evaluation, we had the option to close the evaluation, the option to modify the evaluation if desired, and the option to send it to the Reviewing Official. If the Contractor Representative did not concur with the evaluation, we had the option to modify the evaluation if necessary, and we were required to send the evaluation to a Reviewing Official. You are now ready to move onto Lesson 7: Reviewing Official Comments & Conclusion.