Welcome to the Contractor Performance Assessment Reporting System, or CPARS, Dashboard Compliance Report Tutorial. This tutorial is designed for all CPARS Department Points of Contact (DPOCs), Agency Points of Contact (APOCs), and Focal Points (FPs).

Dashboard Compliance Reports are used to determine the compliance percentage of an Agency based upon the past performance reporting requirements. These requirements compare the contracts entered in the Federal Procurement Data System (FPDS), with the completed evaluations entered into CPARS.

Let’s discuss how the Compliance Report is calculated.

All eligible contract actions that meet the reporting threshold, are transmitted from FPDS to CPARS. The transmitted contract actions are now available under the Auto Register Contracts function. This will allow the Focal Point to register the contract so an evaluation can be completed. The Compliance Report removes any contract actions from the eligible contract actions, if they are not due for an evaluation yet, this will determine how many of the eligible contract actions need completed evaluations. To bring the Compliance Report together and determine our percentage compliant, the number of completed evaluations is then divided by the number of eligible contract actions.

Some important things to remember about the Compliance Report.

Contracts removed from Auto Register Contracts in CPARS, will not remove the contracts from an Agency’s Compliance Metric calculation. If the contracts are not reported on, this can negatively impact the Agency’s Compliance Metric. If the actions listed in Auto Register Contracts, do not require reporting based upon FAR Regulations, please contact the CPARS Customer Service Desk for removal of this action. Otherwise the contract action will appear on the Compliance Report, as part of the eligible pool of contract actions that should be reported on—which will negatively impact your Compliance Metrics. Removal from the Compliance Report must be based on FAR reporting requirements. Credit is only given for completed CPARS Evaluations - Drafted Evaluations or those Pending Vendor Response in CPARS, will not be given credit. Finally, the Compliance Report is calculated weekly, on Thursday evening. If an Evaluation is Completed in CPARS, it will not immediately be marked as compliant on the Compliance Report. It is best to check the Compliance Report on Friday, to see the current Compliance Metrics.

The Compliance Report functions the same for all users. For purposes of demonstration, we will log in to CPARS as the Department Point of Contact and take a closer look at the Dashboard Compliance Report. It is important to note, the examples used in this demonstration are fictitious and do not represent an actual Agency or Organization.

On the Home screen, we will click on Dashboard.

The Dashboard defaults to the Contract Based Registration Report, we will click on Compliance under Contract Based Reports. The Compliance Report defaults to the Counts Matrix format, by clicking on Bar Chart under Report Format, we can see the information displayed graphically. Let’s click on Bar Chart under Report Format. Each color in the Bar Chart represents a specific compliancy status, defined in the legend at the bottom of the screen.

Let us look at our Compliance Report in the Counts Matrix Format. We will start by looking at the Agency ID and Agency Name columns; these are generated from the list of Contracting Offices in FPDS.

Next, is the Contract Count column, this shows the number of eligible contract actions that should have a completed evaluation.

The next column displays the Contract Completed Count. This is the number of eligible contract actions out of the total number of eligible contract actions that have a completed evaluation.

The Percentage column, divides the Contract Completed Count by the Contract Count to identify compliance with the reporting requirements for a specific Agency Code.

Now, let us look at the Group By and Filter By options available to us. There is only one option to Group By, and that is By Agency/Command/Office.

Next, we have the Filter By options. It is important to note, that the report defaults to Include All mode, which displays the Compliance for the entire Agency. For example, a Department of Homeland Security (DHS) user will see the compliance for all of DHS, including FEMA, USCG, TSA, etc. If we do not wish to use the Include All mode, we can choose to filter the compliance included on the report by selecting an option from the Filter By section. The Filter By options allow us to limit the data in our report based on a specific Agency/Command/Office or Date. Let’s select the U993 Office 10 Command from the drop-down.

As we can see, the counts have updated and now only show results for the U993 Office 10 Command. Now, if we wanted to see the individual contract numbers that make up these counts, we would click on List under the Report Format section.

First, we can see the Agency ID, Agency Name, Contracting Office ID, and Contracting Office columns. This information comes from the list of contracting offices in FPDS.

Next, we have the Contract Number and Contract Order Number columns.

Then, there is the Date Signed column. This is the signed date of the contract action from FPDS.

Next, we have the Est. Ultimate Completion Date/Last Date to Order column. This is the last possible date of contract or order performance. Contracts are removed from compliance three years after the Est. Ultimate Completion Date/Last Date to Order for Non-Systems or Systems Contracts, and six years for Architect-Engineer or Construction Contracts.

Next, is the Base and All Options Value column. This column is the aggregate value of the contract including unexercised options.All contracts that meet the reporting threshold will be displayed. The Compliance Metrics Report does not recognize agency-specific thresholds.

Next, we have the Vendor Name and Unique Entity ID for the Contract/Order displayed.

Then, we have the Compliant column. The Compliant column indicates whether an evaluation has been completed for that Contract/Order Number. Those contracts that display NO in the Compliant column, do not have any completed evaluations, and therefore the Contract is counting against the Agency’s compliance. If the Compliant column displays YES, that means a completed evaluation exists for the Contract and reporting requirements have been met.

Finally, we have the Focal Point column. The Focal Point column provides the name of the Focal Point that registered the Contract/Order. If the column indicates Unassigned, then the Focal Point has not registered the Contract.

Suppose we want to sort our List by the Compliant column. We can do this by clicking on the Compliant column heading, and the statuses will then sort in alphabetical order. In fact, we can click on any of the column headings in the report to sort by that particular column.

Let us look at the remaining Dashboard options. First, we can download any of our reports into a spreadsheet. To display the Compliance Report as a spreadsheet, we click the Spreadsheet function. It is important to note, we can only download the Counts or List Matrix formats, the Bar Chart will not display in the Spreadsheet.

We can save this, or any other report, to run again in the future. To do so, we will 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, 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 Dashboard Compliance Report, we are ready to exit CPARS by clicking Log Out.

This concludes the CPARS Dashboard Compliance Tutorial. Congratulations on completing the tutorial and thank you for participating!