Welcome to the Contractor Performance Assessment Reporting System, or CPARS, Dashboard Tutorial. During this tutorial you will learn how to run and interpret the Dashboard. This tutorial is designed for all CPARS Department Points of Contact (DPOCs), Agency Points of Contact (APOCs), and Focal Points (FP).

The Dashboard allows users to track the number of unregistered and registered contracts that are in current, due, and overdue status. The report is available at the agency, major command, sub-command, and contract office levels and may be displayed by date or agency/command/office. The Dashboard can only be run for the current and two previous fiscal years. The Dashboard provides summary contract counts in graphical format. A listing of the contracts that make up the metrics are available in spreadsheet format.

Let’s take a look at the Dashboard in more detail.

The Dashboard will provide metrics for the entire agency for up to three fiscal years. This includes the current fiscal year and the previous two fiscal years. Users will only see data for the agency to which they are assigned. For example, Department of Veteran’s Affairs users will only see VA records. The Dashboard is a screenshot in time and captures the data at the time the report runs. The report is only updated on the first of each month and only contains those records that were completed within the last month; for example, the Dashboard for August 2019, only contains completed records through July 2019. In order to see completed records from August 2019, the user would need to run the report again after September 1st, 2019. It’s important to remember that the data may change from the time the report runs and populates the dashboard and the time that you are looking at the dashboard report. For example, on July 1st when the data is populated in the Dashboard there may have been 10 unregistered contracts, however when looking at the Dashboard the following month, some or all of those contacts may have been registered. This information will be updated the 1st day of the following month.

The Dashboard functions the same way for all access levels. For purposes of demonstration, we’ll log in as the Focal Point and run the report.

At the Home screen, we will click on Reports (Admin), then on Dashboard.

It is important to note that the examples in this demo are fictitious and do not represent an actual Organization or Agency.

Let’s take a look at our Dashboard options. Our first option is to Select the Chart Type.We can chose to display the chart either By Date for an Agency/Command/Office or By Agency/Command/Office for a Date. We will leave the default of By Date for an Agency/Command/Office selected.

Next, we can chose to Select a Date. Clicking on a level of the tree allows the user to view data by fiscal year, quarter, or month. The tree provides links for three years’ worth of data. We will leave the default selected.

Next, we can Select an Agency, Major Command, Sub-Command, or Contract Office. Clicking on a level of the tree allows the user to view data at the agency, major command, sub-command, or contract office level. It is important to note that not all agencies will have major commands or sub-commands. The structure for the tree is determined by the agency’s structure in the Federal Procurement Data System (FPDS). Major commands, sub-commands, and contract offices with no contract counts to display are not listed in the tree.

At the top of our Dashboard we can see we have the Summary Spreadsheet. The Summary Spreadsheet provides the aggregate metrics that make up the Dashboard. To view the metrics in a spreadsheet, click on the Summary Spreadsheet. This is the Summary Spreadsheet for Agency UAT991 for FY2020. The spreadsheet format makes it easy to sort and email the report. Let’s close the spreadsheet and return to the Dashboard.

Let’s take a look at the graphical chart key in more detail.

First we have Unregistered – Current. This displays how many contracts/orders are available in Auto Register. These unregistered contracts are not yet due for an evaluation as the end of the first Period of Performance (POP) has not yet been reached.

Next, we have Unregistered – Due. This displays how many contracts/orders are available in Auto Register. These unregistered contracts are due for an evaluation as either the end of the first POP has been reached or up to 120 days has passed since the end of the first POP.

Next, we have Unregistered – Overdue. This displays how many contracts/orders are available in Auto Register. These unregistered contracts are overdue for an evaluation as 121 days or more have passed since the end of the first POP.

Next, we have Registered – Current. This displays active auto or manually registered contracts where evaluations are completed or not due. These registered contracts are not yet due for an evaluation as the end of the first POP has not yet been reached or there has been an evaluation completed, and the follow on evaluation is not yet due.

Next, we have Registered – Due. This displays active auto or manually registered contracts that are due for evaluation. These registered contracts are due for an evaluation as the end of the first POP has been reached, 120 days or less has passed since the end of the first POP, or there has been an evaluation completed, and the follow on evaluation is due.

Next, we have Registered – Overdue. This displays active auto or manually registered contracts that are overdue for evaluation. These registered contracts are overdue for an evaluation as 121 days or more have passed since the end of the first POP or there has been an evaluation completed, and the follow on evaluation is overdue.

Some important points to remember regarding the contracts that are counted on the Dashboard. Contract/orders in a final status and contracts that have been archived are not counted on the Dashboard. As well, if a contract/order has been removed from the Auto Register List it will not be counted on the dashboard.

Since we now know what the Dashboard displays, and how we can choose to view it, let’s look at the Dashboard in detail. This is the Dashboard for UAT991 for the entire year of FY2020. In FY2020 UAT991, had 288 unregistered contracts that were current, 195 unregistered contracts that were due, and 15 unregistered contracts that were overdue. In FY2020, UAT991 had 345 registered contracts that were current, 270 registered contracts that were due, and 27 registered contracts that were overdue.

Now, let’s look at the Dashboard By Agency/Command/Office for a Date. We will do this by selecting the By Agency/Command/Office for a Date radio button under the Select Chart Type option.

This is the Dashboard for UAT991 Contract Office 10 for the entire year of FY2020. In FY2020, UAT991 Office 10 had 65 unregistered contracts that were current, 21 unregistered contracts that were due, and zero unregistered contracts that were overdue. In FY2020, UAT991 Office 10 had 69 registered contracts that were current, 58 registered contracts that were due, and one registered contract that was overdue.

Let’s look at the Dashboard for a major command. We will do this by selecting the tree and selecting a Major Command. This is the Dashboard for U10 for all of FY2020. Notice that there are several Sub Commands listed under U10 in the tree. Let’s select one of the Sub Commands. We can see that Sub Command U10A has one Contract Office listed in the tree of U991 Office 10. The Dashboard displays metrics for each of the individual contract offices under U10. The structure in the tree mirrors the agency’s structure in FPDS.

Let’s select a Contract Office from the tree. At the top of the chart we now have a Details Spreadsheet. The Details Spreadsheet provides the list of contracts/orders that make up the Dashboard metrics. To view the metrics in a spreadsheet, click on the Details Spreadsheet. This is the Details Spreadsheet for the Agency U991 Office U99110 Dashboard for all of FY2020. The Focal Point is displayed for contracts/orders which have been registered. Let’s close the spreadsheet and return to the Dashboard. It is important to remember that the Details Spreadsheet is only available when the Dashboard is run for an individual Contract Office.

Since we are done running our Dashboard, we are ready to exit CPARS by clicking Log Out.

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