Welcome to the Contractor Performance Assessment Reporting System, or CPARS, Focal Point Auto Register Tutorial.

Let’s take a look at the Focal Point and Alternate Focal Point Functions. Focal Points and Alternates are responsible for auto registering contracts, assigning access to the workflow users and helping to ensure that evaluations are completed in a timely manner. In this class we will go over the Auto Register Contracts function. It is important to note that if you are using an Assessing Official Representative (AOR) to process the evaluation, it is critical that you assign the AOR to the contract/order before you register the contract/order. If you do not assign the AOR prior to registering the contract/order, the evaluation will automatically display on the Assessing Official's (AO) To Do List. The AO will have to send the evaluation to the AOR in order for the AOR to process the evaluation. If you need assistance with assigning access or with the various reports for ensuring evaluations are completed in a timely manner, please take the automated CPARS Dashboard Report tutorials available at [www.cpars.gov](http://www.cpars.gov), under the Training Center option.

The Auto Register Contracts function provides Focal Points the ability to produce and review a list of CPARS-eligible contracts and/or orders. From the list of eligible contracts and/or orders, the Focal Point is able to quickly auto register individual contracts and orders in CPARS. The ability to auto register contracts is only available to Focal Points and Alternate Focal Points. The contract or order must be registered using CPARS’ Auto Register Function if the contract or order is in the Federal Procurement Data System, or FPDS, and meets the reporting threshold. This is the basis for the Auto Register Contracts feature. The most recent three years of contract/order award information is available. Contracts and/or orders eligible for CPARS reporting must be registered within 30 days of award of the contract or order. Contract and/or orders only need to be registered once during the duration of the contract. The Focal Point and the Alternate Focal Point may use the Auto Register Contracts Function to view a list of contracts which require CPARS reporting and then choose which of these contracts to register. When a contract is selected for auto registration, CPARS pulls in the basic contract information from FPDS. This information is locked and cannot be changed in CPARS. If changes to the basic contracting information are required, the contracting office must update the information though FPDS in order for it to reflect correctly in CPARS. This includes cases where the record was manually registered and initiated prior to CPARS ever receiving the FPDS record. The organization block must be completed when Auto Register Contracts is utilized.

Contracts and/or orders that meet the reporting criteria are displayed on the Auto Register Contracts report based on whether the contract/order should be reported at the base or order level.

The contract types that meet the reporting criteria are: Indefinite Delivery Contracts (IDCs), Blanket Purchase Agreement (BPA) Calls, Purchase Orders, Delivery Orders, and Definitive Contracts.

Multiple-award contracts are represented and allow for no reporting at the base contract when reporting is more appropriate at the order level. The Auto Register Contracts report does not display basic BOAs, BPAs, GWACs, and FSS base contracts, although it does display the orders/calls under these vehicles.

Now, let’s log in to CPARS as the Focal Point and take a closer look at the Auto Register Function. At the Home screen, we will click on Initiate/Edit/Delete Record, then on Auto Register Contracts.

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

If you have the ability to auto register on behalf of multiple Focal Points, you will need to select the Focal Point that is responsible for the contract when registering the contracts. Select the Focal Point you will be representing from the drop-down. If you need to toggle to another Focal Point for more action(s), click Auto Register Contracts and start the process again.

Focal Points are able to query for CPARS-eligible contracts/orders by selecting at least one Contracting Office ID or by entering the full or partial contract number.

Searching by Contracting Office ID will produce a list of CPARS-eligible contracts/orders that have been sent to FPDS-NG by the applicable Contracting Office(s).

If we wanted to search CPARS for a specific contract/order number we could search using the Full or Partial Contract number. For example, if we wanted to produce a list of CPARS-eligible contracts that begin with DP43211, we would enter the value of DP43211 in the Full or Partial Contract Number block.

To ensure that we are searching for contracts/orders in Auto Register Contracts that belong to us, it is best to search by the Contracting Office ID. If we are unaware of our Contracting Office ID, we should contact our FPDS-NG administrator. Let’s select our Contracting Office ID from the Select Contracting Office ID drop-down. Next we will select Add to add the Contracting Office ID to the Selected Contracting Office ID(s) box. We can select to add as many Contracting Office IDs as we need. We can also use the Add All buttonto add all the Contracting Office IDs from the list. If we have made a mistake and need to remove a Selected Contracting Office ID, we can highlight the incorrect Contracting Office ID and select the Remove button. The Remove All button will remove all Contracting Office IDs from the Selected Contracting Office ID(s) box.

Contracts/orders previously removed from the CPARS-eligible list can be viewed and auto registered by checking the box Include Removed Contracts. Let’s select to include removed contracts.

Finally, the Auto Register Contracts report may be sorted by up to seven sort options. We will leave the default of Contract Number selected.

If we want to save this report to run it again in the future, we enter a report name in the Report Name block and click the Save icon. The Auto Register Report Contracts 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 and click Run Report. If we needed to change the parameters of a saved report, we would select the report name from the drop-down, update the desired parameters and click the Save icon. To delete a saved report, select the Report Name from the drop-down and click the Delete button.

Once we have finished making our selections, it is time to run the report. We will do this by clicking the Run Report button at the bottom of the screen.

Let’s take a look at our Auto Register Contracts CPARS-eligible list. The parameters we selected on the previous screen will result in a list of contracts/orders that are eligible for reporting.

We’ll start by looking at the Contract Number and Order Number columns. If we click on view next to one of the contract numbers, it will open a pop-up that displays the basic data for that contract. The basic contract/order information displayed comes from the FPDS record. CPARS receives a daily data feed from FPDS. We should remember, if changes to the basic contracting information are required, the contracting office must update the information though FPDS in order for it to reflect correctly in CPARS. When we have finished viewing the contract data, we will click the Close button. If the base Indefinite Delivery Vehicle (IDV) has been registered in CPARS a ® symbol will be shown next to any task orders for that contract.

Let’s move onto the Register and Remove columns. The Register column will be used to select the applicable contracts/orders to be registered. The Remove column, can be used to Remove contracts from the Auto Register list or to see contracts that have already been removed from the Auto Register list.Contracts that have been previously removed can be registered. Remember, in order to see contracts that have previously been removed, we had to have selected to include removed contracts on the Auto Register parameters screen.

Let’s move onto the Contracting Office ID and Contracting Office columns. These columns identify the Contracting Office that placed the contract/order.

Let’s move onto the Business Sector column. This column displays the Business Sector based on the PSC for the contract, as pulled in from FPDS.

Let’s move onto the Base and All Options Value column.The Base and All Options Value is the aggregate value of the base and all options under the contract/order and is used to determine if the contract/order exceeds the minimum reporting dollar thresholds. It’s important to remember that contracts/orders not meeting the established minimum dollar threshold for CPARS reporting will not be displayed. To register contracts under the minimum dollar threshold, use the Register/Update a Contract button.

Let’s move onto the Date Signed column. The Date Signed indicates the date the contract/order was awarded.

Let’s move onto the Estimated Ultimate Completion Date/Last Date to Order column. The Estimated Ultimate Completion Date/ Last Date to Order indicates the end date of the contract/order.

Let’s move onto the Available Date column.The Available Date indicates the date that the contract/order became available in Auto Register Contracts. It’s important to remember that contracts and/or orders eligible for CPARS reporting must be registered within 30 days of award of the contract or order.

Lastly, we have the Prepared By column.The Prepared By column displays the email address of the person who prepared the contract action report in FPDS.

If we wish to display the Auto Register Contracts report as a spreadsheet, we click the Spreadsheet function in the upper left corner of the screen.

Once we have reviewed the data, we will select our appropriate Organization from the drop-down list. The Organization identifies the organization responsible for CPARS reporting and is specific to the Focal Point. For example, a Navy Focal Point will see the Navy Systems Commands, while a Department of Energy Focal Point will see their organizations.

Next, we will check the applicable contracts/orders to be registered from the column labeled Register. Particular care should be taken when registering contracts/orders, as the Focal Point then assumes ownership and responsibility for that contract/order and makes that contract/order inaccessible to other Focal Points.

It is important to remember that if we are going to assign an AOR to process the evaluation, it is critical that we assign the AOR to the contract/order before we register the contract/order. If we do not assign the AOR prior to registering the contract/order, the evaluation will automatically display on the AO's To Do List. The AO will have to send the evaluation to the AOR in order for the AOR to enter information.

Once the appropriate contracts/orders have been checked for registration, we will click the Register/Remove Selected Contracts button. A popup will appear asking: "Are you sure you want to register/remove the selected contract(s)?" Let’s select OK at the popup. The list of contracts/orders will automatically refresh to exclude the contract(s)/orders(s) that were registered and another popup will appear stating how many contract(s) were registered. We’ll click OK.

Next, let’s remove a contract/order from the Auto Register Contracts report. This option could be useful in the example of an IDV contract with several orders. We could choose to report on the base contract and remove the individual orders from the list. We should also note that if the Remove checkbox on Contracts/Orders requiring evaluations is greyed out, the contract/order cannot be removed and reporting is required*.* Now let’s check the applicable contracts/orders to be removed from the column labeled Remove.Particular care should be taken when removing contracts/orders as this removes visibility on these contracts/orders for all Focal Points. We should only remove contracts that are under our cognizance. Once the appropriate contracts/orders have been checked for removal, we will click the Register/Remove Selected Contracts button. A popup will appear asking: "Are you sure you want to register/remove the selected contract(s)?" Let’s select OK at the popup. The list of contracts/orders will automatically refresh. The contract(s)/orders(s) that were removed will now display a (removed) message in the Remove column. Another popup will appear stating how many contract(s) were removed, and we’ll click OK. It is important to note that removing a contract from the Auto Register Contracts report, does not delete the data or absolve the Focal Point of reporting responsibility.

Once we have finished viewing the Auto Register Report, we can run the report again with different parameters by clicking the Return to the Auto Register Contracts Parameters button.

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

This concludes the CPARS Focal Point Auto Register Tutorial. Congratulations on completing the tutorial and thank you for participating!