

# CPARS System Reports

## To Do List

### **Access Levels:**

Agency Point of Contact, Focal Point, Alternate Focal Point, Assessing Official, Assessing Official Representative, Contractor Representative, Senior Contractor Representative, Reviewing Official

### **Summary:**

In the case of the Assessing Official, Assessing Official Representative, Contractor Representative, and Reviewing Official, the To Do List enables the user to see any evaluations that are awaiting their action in the workflow. In the case of the Agency Point of Contact, the To Do List enables the user to see any evaluations that are awaiting action from users within their Organization. In the case of the Focal Point and Alternate Focal Point, the To Do List shows any evaluations that are awaiting action from users that the Focal Point/Alternate Focal Point has created. In the case of the Senior Contractor Representative, the To Do List shows any evaluations that are awaiting action for contracts under their DUNS number.

## Focal Point List

### **Access Levels:**

Department Point of Contact, Agency Point of Contact

### **Summary:**

In the case of the Department Point of Contact, the Focal Point List shows all Focal Points and Alternate Focal Points under the user's Department. In the case of the Agency Point of Contact, the Focal Point List shows all Focal Points and Alternate Focal Points under the user's Organization within a specific Department. The report includes the point of contact information for each Focal Point/Alternate, as well as which modules of CPARS they are active in (i.e., CPARS, ACASS, CCASS, FAPIIS), and the date they last accessed the system.

## Auto Register Report

### **Access Levels:**

Agency Point of Contact, Focal Point, Alternate Focal Point

**Summary:**

In the case of the Agency Point of Contact, the Auto Register report shows contracts that are eligible for CPARS/ACASS/CCASS reporting and that have not yet been registered. It also displays contracts that were removed from the Auto Register list as well as the Focal Point/Alternate Focal Point that removed them. In the case of the Focal Point and Alternate Focal Point, the Auto Register Report shows contracts that are eligible for CPARS/ACASS/CCASS reporting and that have not yet been registered. The report allows the user to register a contract by selecting the contract number, selecting the proper Organization that the contract belongs to, and clicking a “Register” button. The report also allows the user to remove contracts from the Auto Register List in instances where there is no intent to report on the contract. The Auto Register Report can be run by either Contract Office Code or Contract Number.

**CPAR/Evaluation Status Report**

**Access Levels:**

Department Point of Contact, Agency Point of Contact, Focal Point, Alternate Focal Point, Contract Data Entry, Assessing Official, Assessing Official Representative, Contractor Representative, Senior Contractor Representative, Reviewing Official

**Summary:**

The CPAR/Evaluation Status Report shows all evaluations in the system (excluding those that have been archived) under the user’s cognizance. The report can be run by Counts or List of CPARs/Evaluations. The Counts option provides metrics to show how many evaluations are currently at each stage of the CPARS workflow. The List of CPARs/Evaluations option provides a list of each evaluation under the user’s cognizance along with its status in the workflow process. The List of CPARs/Evaluations report also includes a list of users for each evaluation and an activity log of actions that occurred on that evaluation. Individual evaluations can be opened and viewed from the report. The List of CPARs/Evaluations can also be shown in a spreadsheet. The report for the List of CPARs/Evaluations option has many data elements that the user may choose to include such as Award Value, Focal Point, DUNS, and Due Date.

**Contract Status Report**

**Access Levels:**

Department Point of Contact, Agency Point of Contact, Focal Point, Alternate Focal Point, Assessing Official, Assessing Official Representative, Contractor Representative, Senior Contractor Representative, Reviewing Official

**Summary:**

The Contract Status report shows a list of all contracts/orders (excluding those that have been archived) under the user's cognizance and whether the contract/order is Current, Due (for an evaluation), Overdue (for an evaluation), or Final. The report may be run by either Counts, List of Users, or List of Contracts. The Counts option shows how many contracts/orders there are that are Current, Due, Overdue, or Final under the user's cognizance. The List of Users option shows the individual contracts/orders under the user's cognizance, the individual users that are assigned to each contract/order, each user's point of contact information, whether the contract/order is Current, Due, Overdue, or Final, and the evaluation due date. The List of Contracts option shows the individual contracts/orders under the user's cognizance, whether the contract/order is Current, Due, Overdue, or Final, and the evaluation due date. Under the List of Contracts option, the user may choose to include additional data elements such as Award Date, Award Value, Focal Point, and DUNS. In both the List of Users option and the List of Contracts option, the user may select the individual contract/order number and view all evaluations for that contract/order. Both of these options may also be displayed in a spreadsheet.

**Ratings Metrics Report****Access Levels:**

Department Point of Contact, Agency Point of Contact, Focal Point, Alternate Focal Point, Senior Contractor Representative

**Summary:**

The Ratings Metrics Report displays a summary of the various ratings/grades (i.e., Exceptional, Very Good, Satisfactory, Marginal, Unsatisfactory) for each assessment area on the evaluations under the user's cognizance. For instance, the report would show how many Exceptional ratings there are for the Business Relations category, how many Satisfactory ratings there are for the Schedule category, etc. The Ratings Metrics Report may be run to include all evaluations (except those that have been archived) or for evaluations within a specific date range. In the case of the Department Point of Contact, the report displays metrics for all

evaluations within the user's Department. In the case of the Agency Point of Contact, the report displays metrics for all evaluations within the user's Agency under a particular Department. In the case of the Focal Point and Alternate Focal Point, the report displays metrics for all evaluations for which the Focal Point/Alternate has assigned access. In the case of the Senior Contractor Representative, the report displays metrics for all evaluations under the user's DUNS.

### **Processing Times Report**

#### **Access Levels:**

Department Point of Contact, Agency Point of Contact, Focal Point, Alternate Focal Point

#### **Summary:**

The Processing Times Report displays a summary of the time it took to complete evaluations which were finished within the past year. The report is broken down by month and shows the number of evaluations that were completed during that month, as well as how many took less than 120 days to complete and how many took more than 120 days to complete. The report shows the average number of days it took to complete an evaluation during the month, as well as the average number of days it took to complete individual steps in the workflow. The Processing Times Report may be further broken down to show the month's metrics by Contracting Activity, Organization, and Focal Point. In the case of the Department Point of Contact, the report shows metrics for all evaluations under the user's Department. In the case of the Agency Point of Contact, the report shows metrics for all evaluations under the user's Organization within a Department. In the case of the Focal Point and the Alternate Focal Point, the report shows metrics for all evaluations to which the user has authorized access.

## CPARS Consolidated Monthly Metrics

### ACASS Monthly Metrics

#### **Access Levels:**

CCB Distribution List (Email Distribution)

#### **Summary:**

This report lists the number of contracts, evaluations in process, completed evaluations, total completed and in process evaluations, and the total contract dollar amount broken down by Agency/DoD Service to the contract office level for ACASS.

### CCASS Monthly Metrics

#### **Access Levels:**

CCB Distribution List (Email Distribution)

#### **Summary:**

This report lists the number of contracts, evaluations in process, completed evaluations, total completed and in process evaluations, and the total contract dollar amount broken down by Agency/DoD Service to the contract office level for CCASS.

### CPARS Monthly Metrics

#### **Access Levels:**

CCB Distribution List (Email Distribution)

#### **Summary:**

This report lists the number of contracts, CPARS in process, completed CPARS, total completed and in process CPARS, and the total contract dollar amount broken down by Agency/DoD Service to the contract office level for CPARS.

## **Total Users By Agency**

### **Access Levels:**

CCB Distribution List (Email Distribution)

### **Summary:**

This report lists the number of users in CPARS broken down by Federal vs DoD to the Agency Level.

## **CPARS Consolidated Monthly Metrics**

### **Access Levels:**

CCB Distribution List (Email Distribution)

### **Summary:**

This report lists the number of Government users, Contractor users, registered contracts, total report cards, total completed report cards, percentage of overdue reports, percentage of Assessing Officials reporting the process effective, percentage of Contractors reporting the process effective, percentage of system availability, average help desk resolution time, number of calls to help desk, percentage of system calls to help desk, frequency in types of calls to help desk, in CPARS broken down by Agency and Service.

## CPARS Quarterly Metrics

### CPARS Consolidated Monthly Metrics

#### **Access Levels:**

Special DoD Requested Metric (AIR FORCE, ARMY, NAVY, DISA, DLA) Email Distribution

#### **Summary:**

This report lists a DoD only cumulative count of the number of contracts registered within 30 days, registered later than 30 days, and contracts that unregistered beyond 30 days. Two additional tabs list the individual contract actions; one registered and the other unregistered. Records are broken down by contract office.

## PPIRS System Metrics

### PPIRS Compliance Metrics

#### **Access Levels:**

Group Owner/Managers and Admin

#### **Summary:**

The PPIRS-RC compliance reports are based on a comparison of the contract action reports (CARs) that are entered into the Federal Procurement Data System Next Generation (FPDS-NG) and completed evaluations in the Past Performance Information Retrieval System Report Card (PPIRS-RC). CAR data flows from FPDS-NG daily into the Contractor Performance Assessment Reporting System (CPARS). The data is placed into the contract awards table within CPARS, the CAR data is then compared to the minimum reporting thresholds, contracts that meet the reporting thresholds for their business sector are then placed in the contract roll-up table. PPIRS will pull the data from the CPARS roll up table every Friday. PPIRS will compute which of these contracts are currently due. The contracts that are currently due are compared to completed evaluations found in the PPIRS database. The count of contracts found in the "due" table (based on data from the CPARS roll-up table) are then compared to the number of evaluations written on these contract numbers (number of these evaluations are also given). The total of eligible "due" contracts is divided into the number of contracts found in PPIRS and expressed as a compliance percentage.

### DoD Termination List

#### **Access Levels:**

All PPIRS Government users

#### **Summary:**

This report was created prior to the inception of FAPIIS. It is a legacy list that will be sunset after the final record reaches the archival point of three years from the action. Records are listed by DUNS, CAGE, Contractor Name, Contract Number, and FSC. A link is provided to the detail of the termination.

## PPIRS Quarterly Metrics

### PPIRS Quarterly Metrics

#### **Access Levels:**

CCB Distribution List (Email Distribution)

#### **Summary:**

This report provides a snapshot of the number of completed assessments in PPIRS per quarter in a monthly subset broken down by Agency/DoD Service to the contract office. Also included is the current number of Government and Contractor users and the number of assessments viewed from inception and during the quarter.

## FAPIIS Monthly Metrics

### **Monthly Steward Report**

#### **Access Levels:**

Provided to IAE (GSA)

#### **Summary:**

This report provides a current total and number of FAPIIS records added in the last month broken down by FAPIIS Record Type and Agency.