Foreword

The purpose of this manual is to provide working-level procedures for entering, updating, revising, and viewing information in the Contractor Performance Assessment Reporting System (CPARS) Automated Information System (AIS). Detailed requirements of the CPARS business processes are contained in the Guidance for the Contractor Performance Assessment Reporting System. This system was developed to support the electronic processing of Contractor Performance Assessment Reports.

This manual translates business process requirements into detailed step-by-step procedures for individuals utilizing CPARS. This manual was prepared by Naval Sea Logistics Center Portsmouth (NSLC PTSMH). NSLC PTSMH continually enhances the AIS and the manual to meet the needs of customers.

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Suggestions for modifying the CPARS application (problems, enhancements and/or policy) may be submitted via the Submit Suggestion feature of each assigned level in CPARS.
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System Overview

The CPARS system is a web-enabled application that is accessed via the Internet website https://www.cpars.gov. The application consists of an Internet web server and a dedicated CPARS application server. By definition, CPARS information is Sensitive But Unclassified (SBU). To protect the security of CPARS information, all actual data entered into and retrieved from the application is encrypted using the security features incorporated into the web browser. Access to this system requires a browser, which supports 128-bit encryption (sometimes referred to as strong encryption or U.S. only encryption), such as Microsoft's Internet Explorer. Additional details on browser requirements and security are available at https://www.cpars.gov.
Accessing the System

The CPARS application is accessible from https://www.cpars.gov. The CPARS website offers options to CPARS, the Federal Awardee Performance and Integrity Information System (FAPIIS), View Performance Records, and also provides various items of interest including reference material, training information, as well as other information. To enter the CPARS Production System, click on the System Log In button located on the right hand side of the page. The Notice and Consent Banner will display.

Read the Notice and Consent Banner and then click the applicable login category link that describes your Public Key Infrastructure (PKI) status. Either Accept/Login with PKI or Accept/Login with Password to proceed with the login process. For Department of Defense (DoD) users, the use of PKI Login is Mandatory. Federal and Contractor users can use the PKI login category if they have PKI. The use of PKI certificates is still a DoD requirement that is being waived for industry users only.

NOTE: All first time users will receive a system generated email providing instructions to use the Forgot/Reset Password button to obtain a temporary password, when access has been granted.

Click on the Forgot/Reset Password link and the following screen displays.
Enter your Email Address and click Submit. The system will verify that the information entered matches what was entered when the account was created, and will send an email to that address with a temporary password. Return to the Login screen.

Enter your Email Address and the temporary password, and click the applicable Login button.

**NOTE:** Subsequent logons for PKI users will not require the use of a password.

Enter the temporary password in the Current Password box. Enter a new password in the New Password box. The password will display as asterisks. The password is case sensitive and must contain 15–20 characters, at least two uppercase letters, two lowercase letters, two numbers, and two special characters. The last 24 passwords are kept and may not be reused. Passwords must differ from previous passwords by at least four characters. Passwords must not contain personal information such as: names, phone numbers, account names, birthdates, or dictionary words. Re-enter the new password in the Confirm New Password box.

Complete the user information. After all required information is entered, click the Save User Password and Information button and a confirmation pop-up screen displays. Click the OK button.

**NOTE:** 1. Focal Points logging in for the first time will also be required to identify all Organization(s) which they have cognizance over. 2. Corporate Senior Contractor’s will be able to Add/Remove DUNS access.

You will be brought to the Rules of Behavior page. Read through the rules and scroll down using either the down arrow on the right, or by using the Scroll Down button located under the Rules of Behavior. You can also scroll up using either the up arrow on the right, or by using the Scroll Up button located under the Rules of Behavior. Upon reaching the bottom of the rules, the Accept and Decline buttons will activate.
NOTE: You will be required to review and accept the Rules of Behavior annually.

Click Accept and the Main Menu will display.

NOTE: You will only have access to items on the Main Menu based on the access role(s) you have been granted.
CPARS

Basic Workflow

To support the workflow, each user is assigned a unique level of access by the Focal Point. CPARS Focal Points define a User Access Matrix that restricts access on a contract-by-contract basis, based on an individual’s assigned responsibility in the process.

Heads of contracting are responsible for overseeing the implementation of the CPARS process within their respective organizations.

The following paragraphs explain the correlation between defined access levels and the steps in the business process.

Step 1 – **Contract Registration**  Contract Registration is the entry of basic contract/order award information, such as Contractor Name, Contractor Address, Product or Service Code (PSC), Dollar Value, Award Date, etc. into CPARS. The Focal Point (FP) or Alternate Focal Point (AFP) may perform automated contract/order registration using the CPARS Auto Register function. The Auto Register function will populate CPARS with the basic contract/order information contained in the Federal Procurement Data System - Next Generation (FPDS-NG). Contract/order registration may also be performed by manually entering the basic contract/order information contained in the contract file. The Focal Point, Alternate Focal Point, Assessing Official Representative, and Assessing Official may perform manual registration. Contract/order registration should be performed within 30 days following contract/order award.

Step 2 – **Enter Proposed Ratings**  Allows the Assessing Official Representative/Assessing Official to enter the proposed ratings and narratives to reflect the contractor’s performance during the reporting period. If there is more than one Assessing Official Representative, the Assessing Official Representatives should coordinate to ensure that all proposed ratings and narratives have been entered prior to submitting the proposed evaluation to the Assessing Official.

Step 3 – **Validate Proposed Ratings**  Allows the Assessing Official to review the proposed ratings and verifies that the narratives are detailed, comprehensive, complete, accurate, and supported by objective evidence wherever possible. The Assessing Official signs the evaluation and sends it to the Contractor Representative.

Step 4 – **Contractor Comments**  Allows the Contractor Representative being evaluated to provide comments on the evaluation, indicate if they concur or do not concur with the evaluation, sign, and then return the evaluation to the Assessing Official. The Contractor Rep has a total of 60 days following the Assessing Official’s evaluation signature date to send comments. If the Contractor Representative sends comments within the first 14 days following the Assessing Official’s signature date and the Assessing Official or Reviewing Official closes the evaluation, the evaluation will become available for source selection within one day. On day 15 following the Assessing Official’s evaluation signature date, the evaluation will become available for source selection with or without Contractor Representative comments and whether or not it has been closed by the Assessing Official or Reviewing Official. If no Contractor Representative comments have been sent and the evaluation has not been closed, it will be marked as “Pending”. If the Contractor Representative sends comments at any time prior to 61 days following the Assessing Official’s evaluation signature date, the Contractor Rep will be “locked out” of the evaluation and may no longer send comments.

Step 5 – **Review Contractor Comments**  Allows the Assessing Official to close the evaluation (available only when Contractor concurs), modify and close the evaluation, send the evaluation to the Reviewing Official, or to modify and send the evaluation to the Reviewing Official. On day 61 following the Assessing Official’s evaluation signature date, the evaluation is returned to the Assessing Official and the Contractor Representative may no longer send comments. If the Assessing Official closes the evaluation or modifies and closes the evaluation, the evaluation will be updated within one day and the “Pending” marking will be removed. If the Assessing Official sends the evaluation to the Reviewing Official or modifies the evaluation and sends it to the Reviewing Official, the evaluation will be updated within one day and will retain the “Pending” marking.
Step 6 – **Reviewing Official Comments**  Allows the Reviewing Official (if applicable) to review the ratings established by the Assessing Official and the response by the Contractor Representative whenever the Contractor Representative indicates that they do not concur with the Assessing Official’s evaluation and when the Assessing Official has sent the evaluation to the Reviewing Official for closure.  The Reviewing Official should provide comments, sign, and close the evaluation.  When the evaluation is closed by the Reviewing Official, it will be updated within one day and the “Pending” marking will be removed.  The Reviewing Official also has the option to return the evaluation to the Assessing Official for additional changes if desired.  In such a case, the Assessing Official should make changes as necessary, re-send the evaluation to the Reviewing Official, and the Reviewing Official should provide comments, sign, and close the evaluation.  Once the Reviewing Official completes the actions of step 6, the evaluation is considered complete.
Focal Point

The Focal Point is responsible for the collection, distribution, and control of evaluations. Focal Points are key players in the success of the CPARS automated process. Focal Point access is granted only upon the completion of the Focal Point User Access Request available at https://www.cpars.gov/userforms.htm. Focal Points coordinate CPARS access for a specifically assigned area of responsibility. The Focal Point is also authorized to register contracts/orders that will require a contractor performance evaluation. The Focal Point assists the Assessing Official in implementing the automated CPARS process by providing training and helping with administrative matters to ensure that evaluations are completed in a timely manner and are of high quality.

The Main Menu is grouped by functionality. For users who are writing and editing performance and integrity records the majority of your permissions will be located under the Generate Performance Records column. For users who administer access, evaluations, and FAPIIS records, you will have permissions under the Administration column.

NOTE: You will only have access to items on the Main Menu based on the access role(s) you have been granted.

Manage User Access

This option allows the Focal Point to grant access to a new or existing contract/order number, change existing users’ access level, remove users’ access to contracts/orders, update users’ profile information, delete users, clone user accounts, transfer access from one user to another user when needed, and assign an Alternate Focal Point. Focal Points must grant access to all personnel involved in the automated workflow for the contracts/orders within the Focal Point’s area of control. The “role” or level of access assigned to an individual is based on information that the Focal Point receives from project management teams (and the like) for the contracts/orders that require evaluating contractor performance. To access the Manage User Access options, click the Manage User Access button on the Focal Point Main Menu. The Manage User Access menu displays.
Manage CPARS Access
To grant access to CPARS, the Focal Point clicks on the **Manage CPARS Access** button. The Manage CPARS Access screen displays.

**NOTE:** If you have the ability to assign access on behalf of multiple Focal Points, you will need to select the Focal Point that is responsible for the contract when performing these actions. 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), return to the Main Menu and start the process again.

To grant access to a contract, the Focal Point selects/enters a contract number from the **Contract** drop-down, selects or creates a user from the **User** drop-down, and selects a user role from the **User Role** drop-down. Once all fields have been completed, the Add Access to User button will be available.

**NOTE:** If the Focal Point selects Add New Contract from the Contract drop-down, they must click the confirm button to ensure that no other Focal Point owns the contract/order.
The Focal Point clicks the **Add Access to User** button. The user will be added to the specified contract at the specified role. They will receive an email notification with instructions for obtaining a password.

**To Manage User Access by Contract:** The Focal Point selects the **Contract** radio button and selects the applicable contract/order number from the drop-down. The contract/order number and users assigned will display along with options to Remove and Clone.

**NOTE:** If the Focal Point previously registered or granted access to a contract/order, the contract/order can be selected from the **Contract** drop-down box.

**Remove** – This option allows the Focal Point to remove one or more users’ access to the contract/order that was selected from the drop-down. The Focal Point selects the applicable user(s) from the table or clicks **All** and then clicks **Remove**. The Confirm Remove User Access screen will display. The Focal Point clicks the **Confirm** button to remove the users’ access to the displayed contract/order. The screen will refresh and a message will appear that the user(s) has been removed from the contract/order. Click **OK** to close the message. The list of users will automatically refresh to exclude the removed user(s). To cancel and return to the Manage User Access screen, the Focal Point clicks **Cancel**.
Clone – This option allows the Focal Point to clone one or more users that are assigned to the contract/order that was selected from the drop-down to another contract/order. The Focal Point selects the applicable user(s) from the table or clicks All and then clicks Clone. The Confirm Clone Contract Access screen will display.

The Focal Point selects an existing contract or selects Add New Contract from the Clone to Contract drop-down. Once an existing contract or new contract has been entered, the Focal Point clicks the Confirm button. The screen will refresh and a message will appear that the user(s) have been cloned. To clone access to another contract, click the Clone Again button. To return to the Manage User Access screen, the Focal Point clicks Return to Manage User Access.

The [Spreadsheet] function will export the data columns displayed, into a Microsoft Excel Spreadsheet.

To Manage User Access by User: The Focal Point selects the User radio button. All users authorized by the Focal Point display in the drop-down. The Focal Point selects the desired user name from the drop-down, and a list of contracts/orders the user has access to and the role assigned will display. The available options for the Focal Point are: User Profile, Delete User, Transfer, Remove, Change Role, and Clone.

NOTE: If the Focal Point also holds a workflow role (i.e. Assessing Official Rep, Assessing Official, or Reviewing Official), they will not have the User Profile or Delete User options.

To search for a user granted access by a different Focal Point in system click the Search button and the Search for Existing Users window will display. Enter the full or partial last name and click on the Search button. A list of existing user names will display. Click on the desired name and the name will appear in the Select or Create User box.

NOTE: If the Focal Point has already granted access to a user, the user can be selected from the Select or Create User drop-down box.
User Profile – This option allows the Focal Point to view and/or edit the user’s profile information including the User’s name, organization, title, email address, and phone number. Click User Profile and the Confirm User Profile screen will display. If the Focal Point needs to make changes to the profile, they make the necessary changes and click the Confirm button. The screen will refresh and a message will appear that the profile has been updated. To view or make no changes and be returned to the Manage User Access screen, the Focal Point clicks Cancel.

Delete User – Clicking on this option allows the Focal Point to completely delete a user from the CPARS database. To delete a user, click the Delete User button. The Confirm Delete User screen will display. If the Focal Point wants to delete the user, the Focal Point clicks the Confirm button. The screen will refresh and a message will appear that the user has been deleted. To cancel the deletion and return to the Manage User Access screen, the Focal Point clicks Cancel.

Transfer – This option allows the Focal Point to transfer CPARS access from one user to another user when needed. This function is particularly useful when individuals are reassigned and no longer involved with initiating or completing evaluations. The Focal Point selects the applicable contract(s)/orders(s) from the table or clicks All and then clicks Transfer. The Transfer User Access screen will display.

The Focal Point selects an existing user or selects Create New User from the Transfer to User drop-down. If the Focal Point has selected Create New User, they must enter a name (First Name and Last Name only) in the Name box and an email address in the Email Address box. The drop-down box includes a list of existing users that have been given access to CPARS by the Focal Point. The Focal Point can choose to Delete User After Transfer. This action will delete the user from the CPARS database when the Focal Point clicks on the Confirm button, as
long as no other Focal Points have assigned access to that user. Click the **Confirm** button to complete the transfer process. The screen will refresh and a message will appear that the access has been transferred. To return to the Manage User Access screen, the Focal Point clicks **Return to Manage User Access**.

**NOTE:** When transferring to a **New User**, a system generated email will be sent to the user when he/she is assigned to a workflow role to inform the user of the temporary password procedures, responsibilities, and resources available.

If the Focal Point also holds a workflow role (i.e. Assessing Official Rep, Assessing Official or Reviewing Official), and they have selected to transfer contracts from one of these accounts to someone else, they will not have the ability to Delete User after transfer.

**Remove Access** – This option allows the Focal Point to remove access to one or more contracts/orders for the user that was selected from the drop-down. The Focal Point selects the applicable contract(s)/orders(s) from the table or clicks **All** and then clicks **Remove**. The Confirm Remove User Access screen will display.

![Confirm Remove User Access](image)

The Focal Point clicks the **Confirm** button to remove the users’ access to the displayed contracts/orders. The screen will refresh and a message will appear that the user has been removed from the contracts/orders click **OK**. The list of contracts will automatically refresh to exclude the removed contract(s). To cancel and return to the Manage User Access screen, the Focal Point clicks **Cancel**.

**Change Role** – This option allows the Focal Point to modify the user’s role. The Focal Point selects the applicable contract(s)/orders(s) from the table or clicks **All** and then clicks **Change Role** and the Confirm Change User Role screen will display.

![Confirm Change User Role](image)

The Focal Point selects the new user role from the **New Role** drop-down box and clicks the **Confirm** button. The screen will refresh and a message will appear that the user role has been changed. To cancel and return to the Manage User Access screen, the Focal Point clicks **Cancel**.

**NOTE:** The Change Role option is not available when a contractor representative is selected from the User drop-down.
Clone – This option allows the Focal Point to clone the access from one user to another user. The Focal Point selects the applicable contracts/orders from the table or clicks All and then clicks Clone. The Confirm Clone User Access screen will display.

The Focal Point selects an existing contract or selects Create New User from the Clone to User drop-down. If the Focal Point has selected Create New User, they must enter a name (First Name and Last Name only) in the Name box and an email address in the Email Address box. The drop-down box includes a list of existing users that have been given access to CPARS by the Focal Point. Once an existing user or new user has been entered, the Focal Point clicks the Confirm button. The screen will refresh and a message will appear that the user access has been cloned. To return to the Manage User Access screen, the Focal Point clicks Return to Manage User Access.

NOTE: When cloning to a New User, a system generated email will be sent to the user when he/she is assigned to a workflow role to inform the user of the temporary password procedures, responsibilities, and resources available.

The [Spreadsheet] function will export the data columns displayed, into a Microsoft Excel Spreadsheet.

To Manage User Access by User Role: The Focal Point selects the User Role radio button, and the desired user role from the drop-down, a list of users and the contracts/orders number they have access to will display. The only available option for the Focal Point is Remove.

Remove Access – This option allows the Focal Point to remove access to one or more contracts/orders for the user role that was selected from the drop-down. The Focal Point selects the applicable user(s) from the table and then clicks Remove. The Confirm Remove User Access screen will display.
The Focal Point clicks the **Confirm** button to remove the users’ access to the displayed contracts/orders. The screen will refresh and a message will appear that the user has been removed from the contracts/orders click **OK**. The list of users will automatically refresh to exclude the removed user(s). To cancel and return to the Manage User Access screen, the Focal Point clicks **Cancel**.

The [Spreadsheet](#) function will export the data columns displayed, into a Microsoft Excel Spreadsheet.

The **Return to the Manage User Access Menu** button returns the user to the Manage User Access Menu. The **Return to the Main Menu** button returns the user to the Focal Point Main Menu.

**Manage Alternate Focal Point(s)**

This option allows the Focal Point to assign up to five individuals as an Alternate Focal Point. An Alternate Focal Point has the same privileges as the Primary Focal Point (except they cannot authorize an Alternate Focal Point from their account). The Primary and Alternate Focal Points are allowed to work in CPARS at the same time to create/manage user accounts and to run reports, etc. To assign an Alternate Focal Point, click the **Manage User Access** button from the Focal Point Main Menu. Click **Manage Alternate Focal Point(s)**. The Manage Alternate Focal Point(s) screen displays.

To grant access, the Focal Point selects the Create New User option or by selecting an existing user from the **User** drop-down. If the Focal Point has selected Create New User, they must identify the designated Alternate Focal Point by entering a name (First Name and Last Name only) in the **Name** box and an email address in the **Email Address** box. The drop-down box includes a list of existing users that have been given access to CPARS by the Focal Point. Once a new name is entered or an existing user selected, click the **Assign Alternate Focal Point** button.

**NOTE:** The Assign Alternate Focal Point button will not be available until an existing user or Create New User has been selected.
NOTE: To search for an existing user click the **Search** button and the Search for Existing Users window will display. Enter the full or partial last name and click on the **Search** button. A list of existing user names will display. Click on the desired name and the name will appear in the **Select or Create User** box.

To delete an Alternate Focal Point, click on the [Delete] button. The Confirm Delete User screen will display. If the Focal Point wants to delete the user, the Focal Point clicks the **Confirm** button. The screen will refresh and a message will appear that the user has been deleted. To cancel the deletion and return to the Manage Alternate Focal Point screen, the Focal Point clicks **Cancel**.

The **Return to the Manage User Access Menu** button returns the user to the Manage User Access Menu. The **Return to the Main Menu** button returns the user to the Focal Point Main Menu.

NOTE: When the Alternate Focal Point is a **New User**, a system generated email will be sent to user when he/she is assigned as an Alternate Focal Point to inform them of the temporary password procedures, responsibilities, and resources available.

**Auto Register Contracts**

This feature provides Focal Points the ability to produce and review a list of CPARS-eligible contracts/orders. From the list of eligible contracts/orders, the Focal Point is able to quickly auto-register individual contracts/orders in CPARS. Registering contracts/orders in CPARS is the process of entering basic contract award data and is required prior to initiating a CPAR. In February 2007, CPARS established an interface with FPDS-NG. This daily data feed is the basis for the Auto Register Contracts feature. The most recent three years of contract/order award information is available. Click the **Auto Register Contracts** button. The Auto Register Contracts screen will display.

NOTE: 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 performing these actions. 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), return to the Main Menu and start the process again.

Focal Points are able to query for CPARS-eligible contracts/orders by selecting at least one Contract Office Code or by entering the full or partial contract number. Contracts/orders previously removed from the CPARS-eligible list can be viewed and auto-registered by checking the box **Include Removed Contracts**. The Auto Register Report may also be sorted by up to seven sort options. Select the desired option from the **Sort By** drop-down box.

NOTE: If a contract/order meets the threshold and is in FPDS, the Focal Point must use the Auto Register function to register it. All changes and updates to the contract information on these contracts/orders must be made in FPDS. This includes cases where the record was manually registered and initiated prior to CPARS ever receiving the FPDS record.
Contract Office Code: To ensure that Focal Points are searching for contracts/orders in Auto Register belonging to them, search by the Contract Office Code. The Contract Office Code is a required field when processing data in FPDS-NG. If Focal Points are unaware of their Contract Office Code, contact their FPDS-NG administrator. Running this query will produce a list of CPARS-eligible contracts/orders that have been sent to FPDS-NG by the applicable Contracting Office(s).

NOTE: 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.

Full or Partial Contract Number: Focal Points should use this option when searching CPARS for a specific contract/order number or to produce a specific list of CPARS-eligible contracts/orders. For example, if a Focal Point would like to produce a list of CPARS-eligible contracts/orders that begin with DP43211, he/she would enter the value of DP43211.

If the user wishes to save a report to run it again in the future, the user enters a Report Name in the Report Name box and clicks the Save Report button. The Auto Register Report Parameters screen will refresh and a Select Saved Report drop-down will appear.

To run the saved report in the future, the user would select the Report Name from the drop-down and click Run Report.

To change the parameters of a saved report, select the Report Name from the drop-down, select/de-select the desired parameters and click Save Report.

To delete a saved report, select the Report Name from the drop-down and click Delete.

Auto Register Contracts CPARS-Eligible List Screen: Queries run in the previous parameters screen will result in a list of contracts/orders that are eligible for reporting. The CPARS-eligible list is filtered by Business Sector and applicable minimum dollar threshold. 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 manual Register a Contract button from the Focal Point Main Menu screen. Also, contracts/orders that have already been registered in CPARS will not be displayed. 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. Contract Office Code and Contract Office identify the Contracting Office that placed the contract/order. Dollar 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. Award Date indicates the date the contract/order was awarded. Completion Date indicates the end date of the contract/order. Available Date indicates the date that the contract/order became available in Auto Register. Prepared by indicates the email address of the person who prepared the contract action report in FPDS-NG.

**Auto Register Contracts:** The Focal Point should review the data and select the 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. Clicking view adjacent to a contract/order number will display the contract award data.

Check the applicable contracts/orders to be registered in the column labeled Register.

Once the appropriate contracts/orders have been checked for registration, the Focal Point then clicks the Register/Remove Selected Contracts button. A popup will appear asking you: "Are you sure you want to register/remove the selected contract(s)?" After selecting the OK button on 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.

**NOTES:** 1. Contracting Officer Name and Email data is only available for Army and US Army Corps of Engineers contracts/orders and/or for any other Service/Agency adopting the use of Army Contracting Business Intelligence System (ACBIS). 2. When the contract/order is auto registered, the Contracting Officer name is pre-populated if available. 3. Dollar values for contract/order actions with multiple Contract Action Reports are aggregated in auto register.

Once the Focal Point obtains the list of contract(s)/order(s) available for Auto Registration and the Focal Point desires to have one or more contract(s)/orders(s) removed from this list, the Focal Point checks the contract(s)/order(s) slated for removal from the column labeled Remove. Once the appropriate contract(s)/order(s) have been checked for removal the Focal Point then clicks the Register/Remove Selected Contracts button. A popup will appear asking you: "Are you sure you want to register/remove the selected contract(s)?" After selecting the OK button on the popup, the list of contract(s)/order(s) will automatically refresh to exclude the contract(s)/order(s) that were removed and another popup will appear stating how many contract(s) were removed.

**NOTE:** 1. The Remove checkbox on Contracts/Orders requiring evaluations are greyed out if the Contract/Order cannot be removed. 2. This does not delete the data or absolve the Focal Point of reporting responsibility. This feature could be useful in the example of a contract with several orders. The Focal Point could choose to report on...
the base contract and remove the individual orders from the list. Contracts/orders that are removed from the list can be viewed and registered by checking the **Include Removed Contracts** box on the parameters screen. **Particular care should be taken when removing contracts/orders as this removes visibility on these contracts/orders for all Focal Points.**

To return to the Auto Register Contracts Parameters screen, click the **Return to the Auto Register Contracts Parameters** button. The **Return to the Main Menu** button returns the user to the Focal Point Main Menu.

**To-Do List**
This option is a quick and efficient way for the Focal Point to monitor and check the status of pertinent evaluations in CPARS. Click the **To-Do List** button. A To-Do List Parameters screen displays. The Focal Point can select **Include All** to produce a list of all evaluations that have been started or are due to be started and require action within his/her area of responsibility. Select **Document Number** and enter a contract number in the adjacent field to limit the list of evaluations to a specific contract. The Focal Point can also limit the To-Do List to a specific **User Role** or **User** by making the appropriate selections. Select the desired parameter and then click the **Show To-Do List** button.

![To-Do List Parameters](image)

A list of evaluations will display based on the parameters selected by the Focal Point. The To-Do List identifies, for each evaluation, the Document Number, Record Type, DUNS, Period of Performance/Action Date, Role, the Action Required, the Assigned date, the Due Date, and the name of the individual responsible for completing the action.

To return to the To-Do List Parameters screen, click the **Return to the To-Do List Parameters** button. The **Return to the Main Menu** button returns the user to the Focal Point Main Menu.

![To-Do List](image)

**Edit an Evaluation**
This option allows the Focal Point to change the Evaluation Type on an in-process or previously completed evaluation, to change the Status on an in-process evaluation, or to update an in-process evaluation at the Initiated or Drafted status with the latest information in the Contract Data Record, that CPARS has received from the Federal Procurement Data System (FPDS).
To change the Evaluation Type on an in-process or previously completed evaluation, click the Edit an Evaluation button from the Main Menu. The Edit an Evaluation selection screen displays. Enter the contract number in the Contract Number box and the order number, if applicable, in the Order Number box. Click the Continue button. The Edit an Evaluation screen will display. Clicking on the Contract Number will display the evaluation. To cancel click Return to the Main Menu. To edit the evaluation, click Edit and the Edit Evaluation screen will display. Basic information is displayed to help the Focal Point choose the correct evaluation type. Select the correct Evaluation Type from the Evaluation Type drop-down. Click on Save Data. A popup will appear stating the evaluation has been saved. The Return to the Main Menu button returns the user to the Focal Point Main Menu.

NOTE: When changing the Evaluation Type to Final or Addendum, the Focal Point will need to enter the Est./Actual Completion Date.

To change the Status on an in-process evaluation, click the Edit an Evaluation button from the Main Menu. The Edit an Evaluation selection screen displays. Enter the contract number in the Contract Number box and the order number, if applicable, in the Order Number box. Click the Continue button. The Edit an Evaluation screen will display. Clicking on the Contract Number will display the evaluation. To cancel click Return to the Main Menu. To edit the evaluation, click Edit and the Edit Evaluation screen will display. Basic information is displayed. Select the correct Status from the Status drop-down. Click on Save Data. A popup will appear stating the evaluation has been saved. The Return to the Main Menu button returns the user to the Focal Point Main Menu.

NOTE: If an evaluation is available for source selection, it CANNOT be restated through this feature.

To update an in-process evaluation at the Initiated or Drafted status with the latest information in the Contract Data Record received from FPDS, click the Edit an Evaluation button from the Main Menu. The Edit an Evaluation selection screen displays. Enter the contract number in the Contract Number box and the order number, if applicable, in the Order Number box. Click the Continue button. The Edit an Evaluation screen will display. Clicking on the Contract Number will display the evaluation. To cancel click Return to the Main Menu. To edit the evaluation, click Edit and the Edit Evaluation screen will display. Basic information is displayed to help the Focal Point identify the fields being updated. Click on the Refresh Contract Data from FPDS button, and then click on
Save Data. A popup will appear stating the evaluation has been saved. The Return to the Main Menu button returns the user to the Focal Point Main Menu.

NOTE: There is typically a three-day delay between the time a Contract Action Report (CAR) in entered in FPDS and the time the data on that CAR is reflected in CPARS.

Delete an Evaluation/Contract
This option allows the Focal Point to delete registered contracts/orders and/or evaluations at the initiated or drafted status. To delete a registered contract/order or an in-process evaluation, click the Delete an Evaluation/Contract button. The Delete Evaluation/Contract selection screen displays. The contracts/orders and evaluations available for deletion will be displayed. Click on the Delete link adjacent to the applicable contract/order number to be deleted. The Delete Contract Confirmation screen will display. Verify the correct contract/order is about to be deleted from the CPARS database. Select the Confirm Delete button. Select the Cancel button to return to the Delete Record selection screen. The Return to the Main Menu button returns the user to the Focal Point Main Menu.

NOTE: 1. If a registered contract/order is deleted, all access to the contract/order will be deleted. 2. Contracts/orders that have evaluations that are rated, reviewed, finalized, or completed cannot be deleted from the CPARS database and will not appear on the Delete Record selection screen.

View/Print Evaluations
This option allows the Focal Point to view an evaluation in a read-only format. To view an evaluation, click the View/Print Evaluations button and the View/Print Evaluations data entry screen displays. Enter the contract number in the Contract Number box and the order number, if applicable, in the Order Number box, and click the Continue button, a list of evaluations will display. Click on the contract number of the evaluation to be viewed, it will open in HTML format. Once the evaluation is displayed, the user is able to view and/or print the evaluation on a local printer. To return to the Focal Point Main Menu, click the Close button.

Register/Update a Contract
This option allows a Focal Point to manually input and update basic contract/order information into CPARS that does not exist in FPDS. This option also allows a Focal Point to register a contract that exists in FPDS but is below the minimum dollar threshold required to exist in Auto Register.

The contract/order must be registered within 30 days after contract/order award. Registering and updating a contract/order are the only functions that the Focal Point may perform in the automated workflow process. To register or update a contract/order, click on Register/Update a Contract. The Contract Registration data entry screen will display. If the contract/order exists in FPDS, CPARS will populate the data available from FPDS and these fields will be locked down and can't be changed. If the contract/order does not exist in FPDS the Focal Point will be required to enter the required data.

NOTE: If you have the ability to Manually Register on behalf of multiple Focal Points, you will need to select the Focal Point that is responsible for the contract when performing these actions. 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), return to the Main Menu and start the process again.

To register an evaluation that is to be completed at the contract level, enter the contract number in the Contract Number box and click the Continue button. When an evaluation is to be completed at the Task/Delivery Order level, enter the contract number in the Contract Number box and the order number in the Order Number box and click the Continue button. In either case, the Contract Registration data entry screen will display. Enter the Data Universal Numbering System (DUNS) that is applicable to the contract/order to be registered and click on the Look Up and Populate button and the Contract Registration data entry screen will be updated with the contractor's DUNS, name and address. Continue with the contract/order registration process by entering basic contract/order information in the spaces provided. Required fields are identified with a red asterisk (*). The blue question mark (?) identifies that online help is available for the data entry field. The tabs provide additional data entry boxes. Click each tab and enter data in of the required fields (*) to register and save the contract/order. Once all required
information is provided, click the Validate and Save the Contract Data button located at the bottom of the data entry screen. Click the OK button.

NOTE: A contract/order only has to be registered one time.

To update a contract/order that has already been registered enter the contract number in the Contract Number box and the order number, if applicable, in the Order Number box. Click the Continue button; the Contract Registration data entry screen displays and will display the previously registered information. Click each tab and update the contract/order registration fields accordingly. If the contract was Auto Registered, fields originating from FPDS will be locked down and can't be changed. Once updated, click the Validate and Save the Contract Data button located at the bottom of the data entry screen. Click the OK button.

To return to the Focal Point Main Menu, click the Return to the Main Menu button. Return to the Main Menu button does not save any information that has been entered. If the contract was originally manually registered, but now exists in FPDS, you will also see a Refresh Contract Data from FPDS button. Clicking on this button will go to FPDS and get the current data to update the Contract Registration fields if applicable.

NOTE: Using the Refresh Contract Data from FPDS button will not update any evaluations in process.

**CPARS Status Report**
This option allows the Focal Point to monitor the status of contracts and evaluations that have been started or completed for each contract/order under the Focal Point’s cognizance. The Status Report will display information as counts or as a list of contracts and evaluations that allows the Focal Point read-only access to each. (See CPARS Status Report Section for more specific information)

**Update Organization on Contract(s)**
This option allows the Focal Point to change the organization on one or more contracts/orders within their Agency. To change the organization, click the Update Organization on Contract(s) button and the Select Organization(s) screen displays. Select the Organization the contract/order(s) are currently mapped to and click Add to add the Organization to the Selected Organization(s) block. Once all applicable Organizations have been added, click the Display Contract(s) button and the Update Organization screen will display. Select the new organization from the Organization drop-down. Either use the Select All check box or select the individual check boxes next to the applicable contract/order number(s) needing the organization changed. Once all applicable contracts have been selected, click the Update Organization button.

The Return to Select Organization(s) button will return the Focal Point to the Select Organization(s) screen. To return to the Focal Point Main Menu, click the Return to the Main Menu button. Return to the Main Menu button does not save any information that has been entered.

NOTE: Focal Points will only see their own Contract(s)/Order(s) under their cognizance.

**Dashboard**
This option allows the Focal Point to monitor registered and unregistered contracts for current, due, and overdue status. The Dashboard will display information in both graphical and spreadsheet format. (See Dashboard Section for more specific information)

**Evaluation Metrics Report**
This option allows the Focal Point to run a report that identifies the number of contracts that are registered, evaluations in process, and evaluations completed for the Agency/DoD Service. This list displays the Agency and is broken down at the Organization level. (See Evaluation Metrics Report Section for more specific information)

**Ratings Metrics Report**
This option allows the Focal Point to run a report that will identify the distribution of ratings for all completed evaluations under the Focal Point’s cognizance. The report can be qualified by Date or Organization. (See Ratings Metrics Report Section for more specific information)
**Processing Times Report**
This option allows the Focal Point to monitor the processing times for all evaluations under the Focal Point’s cognizance. For example, this report will identify the number of evaluations completed for a specific month and how many were completed within the 120-day objective. *(See Processing Times Report Section for more specific information)*

**Update Profile**
This option must be used whenever a user’s name, title, organization, or phone number changes. This option also allows users to change their password. *(See Update Profile Section for more specific information)*

**Submit Suggestion**
This option allows users to communicate suggested improvements, policy comments, and problems to system administrators and the Change Control Board. *(See Submit Suggestion Section for more specific information)*
Assessing Official Representative

An Assessing Official Representative has the authority to initiate and update evaluations, but does not have the authority to send the evaluation to the Contractor Representative or to finalize an evaluation.

To-Do List

This option is a quick and easy method for the Assessing Official Representative to see all evaluations that are awaiting his/her action. Click the To-Do List button from the Main Menu. If the Assessing Official Representative has any actions, a list of document numbers will display. The list includes evaluations that are due to be updated and sent to the Assessing Official, have been started and saved by an Assessing Official Representative, and those that have been returned by the Assessing Official. Click on the appropriate contract/order number and the evaluation is opened in data entry format ready for the Assessing Official Representative to complete the required action. Each of the Assessing Official Representative’s Actions Required from the To-Do List are described in further detail below.

NOTE: The Due date is the date the evaluation for that Period of Performance (POP) is due. The date is the POP end date plus 120 days.

Action Required: “Update, Send to Assessing Official”:

Once the Focal Point has registered a contract/order and whenever an Interim evaluation for a contract/order is closed by the Assessing Official or Reviewing Official, that contract/order will automatically display on the Assessing Official Representative’s To-Do List (if there is an Assessing Official Representative assigned) with an Action Required of “Update, Send to Assessing Official”. This option allows the Assessing Official Representative to review and process evaluations that have been automatically generated when a contract/order is registered or when an Interim evaluation for the contract/order is closed, as well as those evaluations previously initiated by an Assessing Official Representative or returned by the Assessing Official.
NOTE: A red checkmark next to Notes on the To-Do List located next to a Contract/Order Number indicates that a note has been generated for that Evaluation. Notes may be viewed or added by clicking on them.

Click on the appropriate contract/order number and the evaluation is opened in data entry format ready for the Assessing Official Representative to complete the required action.

NOTE: If the contract/order was Auto Registered by the Focal Point, the basic contract registration information cannot be manually edited. This includes cases where the record was manually registered but existed in FPDS and the Refresh from FPDS button was used. If these fields need to be updated, they will need to be updated in FPDS.

The Contractor Name/Address Tab is open above. To initiate the evaluation, the Assessing Official Representative will need to fill out all the required tabs and fields. If the Assessing Official Representatives proposed ratings and remarks are ready for the Assessing Official’s review, the Assessing Official Representative will click the Validate and Send to the Assessing Official button.

NOTE: All required fields must be completed at this time.

The Assessing Official will be notified via email that an evaluation is ready for review. A message will appear stating that the Evaluation has been saved and a notice has been sent to the Assessing Official. Click on the OK button to view the Evaluation in HTML or click Cancel to close the message from the HTML view. The Assessing Official Representative is now locked out of the evaluation and may now only view the evaluation. To return to the Assessing Official Representative Main Menu, click Return to the Main Menu button. Return to the Main Menu button does not save any information that has been entered.

Initiate an Evaluation
This option allows the Assessing Official Representative to initiate the evaluation process by entering proposed ratings and narratives. To initiate an evaluation, click on the Initiate an Evaluation button from the Main Menu. The Initiate an Evaluation data entry screen will display. When the evaluation is to be completed at the contract level, enter the contract number in the Contract Number box and click the Continue button. If the evaluation is to be completed at the Task/Delivery Order level, enter the contract number in the Contract Number box and the order number in the Order Number box and click the Continue button. In either case, the data entry screens display and are pre-filled with the basic contract/order information and any miscellaneous information entered during contract/order registration.
**NOTE:** The contract/order must be registered before an evaluation can be initiated. The tabs provide additional data entry fields. Click each tab to complete the Initiate an Evaluation process.

The evaluation data entry screens identify required fields with a red asterisk (*). However, the Assessing Official Representative is allowed to save a partially completed evaluation without addressing all the required fields. Clicking the Save Data button will save the partially completed evaluation.

**NOTE:** Report Type and Period of Performance must be filled in to save a partially completed evaluation. When the Assessing Official Representative is ready to continue working on the evaluation, simply Log in to CPARS, click on the To-Do List (see below) and click on the contract/order number of the evaluation to be completed. The evaluation that was previously initiated and saved will be displayed for additional data entry.

Online help is available during the data entry process. Fields identified with a blue question mark (?) indicates online help availability. Simply click on the blue question mark to obtain an explanation of the information to be entered in the adjacent field. A red checkmark ☑ located within any of the rating tabs indicates at least one element has been rated for the specific performance area.

**Delete an Evaluation/Contract**
This option allows the Assessing Official Representative to delete an evaluation that has been initiated, but not yet sent to the Assessing Official. To delete an incomplete evaluation, click on the Delete an Evaluation/Contract button from the Main Menu. The Delete an Evaluation/Contract selection screen displays. The evaluations available for deletion will be displayed. Click on the Delete link adjacent to the applicable contract/order number to be deleted. The Delete Evaluation Confirmation screen will display. Verify the correct evaluation is about to be deleted from the CPARS database. Select the Confirm Delete button. Select the Cancel button to return to the Delete an Incomplete Evaluation selection screen. The Return to the Main Menu button returns the user to the Assessing Official Representative Main Menu.

**View/Print Evaluations**
This option allows the Assessing Official Representative to view an evaluation in a read-only format. To view an evaluation, click the View/Print Evaluations button and the View/Print Evaluations data entry screen displays. Enter the contract number in the Contract Number box and the order number, if applicable, in the Order Number box, and click the Continue button, a list of evaluations will display. Click on the contract number of the evaluation to be viewed, it will open in HTML format. Once the evaluation is displayed, the user is able to view and/or print the evaluation on a local printer. The Return to the Main Menu button returns the user to the Assessing Official Representative Main Menu.

**Register/Update a Contract**
This option allows an Assessing Official Representative to manually input and update basic contract/order information into CPARS that does not exist in FPDS. This option also allows an Assessing Official Representative to register a contract that exists in FPDS but is below the minimum dollar threshold required to exist in Auto Register.

The contract/order must be registered within 30 days after contract/order award. To register or update a contract/order, click on Register/Update a Contract. The Contract Registration data entry screen will display. If the contract/order exists in FPDS, CPARS will populate the data available from FPDS and these fields will be locked down and can’t be changed. If the contract/order does not exist in FPDS the Assessing Official Representative will be required to enter the required data.

To register an evaluation that is to be completed at the contract level, enter the contract number in the Contract Number box and click the Continue button. When an evaluation is to be completed at the Task/Delivery Order level, enter the contract number in the Contract Number box and the order number in the Order Number box and click the Continue button. In either case, the Contract Registration data entry screen will display. Enter the Data Universal Numbering System (DUNS) that is applicable to the contract/order to be registered and click on the Look Up and Populate button and the Contract Registration data entry screen will be updated with the contractor's DUNS, name, and address. Continue with the contract/order registration process by entering basic contract/order...
information in the spaces provided. Required fields are identified with a red asterisk (*). The blue question mark (?) identifies that online help is available for the data entry field. The tabs provide additional data entry boxes. Click each tab and enter data in of the required fields (*) to register and save the contract/order. Once all required information is provided, click the Validate and Save the Contract Data button located at the bottom of the data entry screen. Click the OK button.

NOTE: A contract/order only has to be registered one time.

To update a contract/order that has already been registered enter the contract number in the Contract Number box and the order number, if applicable, in the Order Number box. Click the Continue button; the Contract Registration data entry screen displays and will display the previously registered information. Click each tab and update the contract/order registration fields accordingly. If the contract was Auto Registered, fields originating from FPDS will be locked down and can’t be changed. Once updated, click the Validate and Save the Contract Data button located at the bottom of the data entry screen. Click the OK button.

To return to the Assessing Official Representative Main Menu, click the Return to the Main Menu button. Return to the Main Menu button does not save any information that has been entered. If the contract was originally manually registered, but now exists in FPDS, you will also see a Refresh Contract Data from FPDS button. Clicking on this button will go to FPDS and get the current data to update the Contract Registration fields if applicable.

NOTE: Using the Refresh Contract Data from FPDS button will not update any evaluations in process.

To return to the Assessing Official Representative Main Menu, click the Return to the Main Menu button. Return to the Main Menu button does not save any information that has been entered.

CPARS Status Report
This option allows the Assessing Official Representative to monitor the status of contracts and evaluations for each contract/order that he/she has been authorized access to. The Status Report will display information as counts or as a list of contracts and evaluations that allows the Assessing Official Representative read-only access to each. (See CPARS Status Report Section for more specific information)

Update Profile
This option must be used whenever a user’s name, title, organization, or phone number changes. This option also allows users to change their password. (See Update Profile Section for more specific information)

Submit Suggestion
This option allows users to communicate suggested improvements, policy comments, and problems to system administrators and the Change Control Board. (See Submit Suggestion Section for more specific information)
Assessing Official

The Assessing Official is responsible for evaluating contractor performance and for validating the proposed ratings and remarks entered by the Assessing Official Representative(s). Assessing Officials have “signature” authority and are allowed to forward evaluations to the Contractor Representative for review and comment. After receiving and reviewing contractor comments, the Assessing Official has the authority to close, modify, and/or forward the evaluation to the Reviewing Official.

To-Do List

This option is a quick and easy method for the Assessing Official to see all evaluations that are awaiting his/her action. Click the To-Do List button from the Main Menu. If the Assessing Official has any actions, a list of document numbers will display.

NOTE: The Due date is the date the evaluation for that Period of Performance (POP) is due. The date is the POP end date plus 120 days.

The list includes evaluations that are due to be Rated and sent to the Contractor, have been previously saved by an Assessing Official, evaluations that have been forwarded by the Assessing Official Representative, evaluations returned by the Contractor Representative, evaluations that have not been returned by the Contractor Representative within the 60-day comment period, and evaluations that have been returned by the Review Official. Click on the appropriate contract/order number and the evaluation is opened in data entry format ready for the Assessing Official to complete the required action. The evaluation status will determine the To-Do Lists Action Required. Each of the Assessing Official’s Actions Required are described in further detail below.
**Action Required: “Rate, Send to Contractor”**: Once the Focal Point has registered a contract/order and whenever an Interim evaluation for a contract/order is closed by the Assessing Official or Reviewing Official, that contract/order will automatically display on the Assessing Official’s To-Do List (if there is No Assessing Official Representative assigned) with an Action Required of “Update, Send to Contractor”. This option allows the Assessing Official to review and process evaluations that have been automatically generated when a contract/order is registered or when an Interim evaluation for the contract/order is closed, as well as those evaluations previously saved by an Assessing Official. To save a partially complete evaluation, the Report Type and Period of Performance must have been filled in.

Click on the appropriate contract/order number and the evaluation is opened in data entry format ready for the Assessing Official to complete the required action.

**NOTE**: A red checkmark ✔ next to Notes on the To-Do List located next to a contract/order number indicates that a note has been generated for that evaluation. Notes may be viewed or added by clicking on them.

The evaluation screen shot below has the **Assessor Tab** selected. The Assessing Official could return it to the Assessing Official Representative for further input by selecting the **Return to the Assessing Official Representative** button. If the Assessing Official is satisfied with the Assessing Official Representative’s ratings and remarks or has made his/her final edits and validations to the evaluation, then he/she will fill out all the required tabs and fields below and select the **Validate and Send to the Contractor** button.

**NOTE**: If the contract/order was Auto Registered by the Focal Point, the basic contract registration information cannot be manually edited. This includes cases where the record was manually registered but existed in FPDS and the Refresh from FPDS button was used. If these fields need to be updated, they will need to be updated in FPDS.
Action Required: “Finalize Ratings”: This option allows the Assessing Official to review evaluations that have been returned by the Contractor Representative, are overdue from the Contractor Representative (60-day comment period expired), or have been returned by the Reviewing Official. The Assessing Official has the option to Send the Existing Ratings to the Reviewing Official, Validate and Close the Evaluation (if not contentious) or Modify the Ratings.

Click on the appropriate contract/order number and the evaluation is opened in data entry format ready for the Assessing Official to complete the required action.

NOTE: A red checkmark next to Notes on the To-Do List located next to a contract/order number indicates that a note has been generated for that evaluation. Notes may be viewed or added by clicking on them.

The evaluation screen shot below has the Contractor Rep Tab selected. The Assessing Official reviews the entire evaluation by clicking on each tab. Review contractor comments by clicking on the ratings tabs and/or Contractor Rep tab.

Evaluations completed without contractor comment will be automatically annotated in the Contractor Comments section of the HTML view, with the following system-generated statement: “The report was delivered/received by the contractor on MM/DD/YYYY. The contractor neither signed nor offered comment in response to this assessment.” If the Contractor enters comments but does not return the evaluation within 60 days, the action required will reflect; “Finalize Ratings” and the Contractor Representative will no longer have access to enter comments. Partial contractor comments will be automatically removed from the evaluation and the system generated message above will be placed in the Contractor Comments section. The Assessing Official can close the evaluation or send it to the Reviewing Official.

After the Assessing Official reviews the entire evaluation, he/she has the option to Send the Existing Ratings to the Reviewing Official, Validate and Close the Evaluation (if not contentious) or Modify the Ratings.

When the Send the Existing Ratings to the Reviewing Official button is selected, the Reviewing Official will be notified via email that an evaluation is ready for review and comment. A message asking if you are sure you want
to “Send the Existing Ratings to the Reviewing Official” appears. Click the OK button. A message indicating that a notice was sent to the Reviewing Official appears. Click the OK button.

When the Validate and Close the Evaluation button is selected, a message asking if you are sure you want to “Validate and Close the Evaluation” appears. Click the OK button. A message indicating that the evaluation was closed appears. Click the OK button. The Contractor Representative will receive an automated email whenever an evaluation is completed and can subsequently retrieve the completed evaluation from CPARS.

If Modify the Ratings is selected, both the original evaluation (including contractor comments) and the modified evaluation are stored in CPARS (notice tabs in example below). Whenever a modified evaluation is viewed, users have the option to view/print the original evaluation (Original Ratings). If Modify the Ratings is selected, the Assessing Official will make the desired changes on the Modified Ratings tab and provide supporting narratives in the white spaces provided. Once completed with the Modified Ratings, the Assessing Official has the option to Validate and Send to the Reviewing Official or Validate and Close the Evaluation (if not contentious). The Contractor Representative will receive an automated email whenever an evaluation is completed and can subsequently retrieve the completed evaluation from CPARS.

**Initiate an Evaluation**

This option allows the Assessing Official to initiate the evaluation process by entering proposed ratings and remarks. To initiate an evaluation, click on the Initiate an Evaluation button from the Main Menu. The Initiate an Evaluation data entry screen will display. When the evaluation is to be completed at the contract level, enter the contract number in the Contract Number box and click the Continue button. If the evaluation is to be completed at the Task/Delivery Order level, enter the contract number in the Contract Number box and the order number in the Order Number box and click the Continue button. In either case, the data entry screens display and are pre-
filled with the basic contract/order information and any miscellaneous information entered during contract registration.

**NOTE:** The contract/order must be registered before an evaluation can be initiated. The tabs provide additional data entry fields. Click each tab to complete the Initiate an Evaluation process.

The evaluation data entry screens identify required fields with a red asterisk (*). However, the Assessing Official is allowed to save a partially completed evaluation without addressing all the required fields. Clicking the **Save Data** button will save the partially completed evaluation.

**NOTE:** Report Type and Period of Performance must be filled in to save a partially completed evaluation. When the Assessing Official is ready to continue working on the evaluation, simply log into CPARS, click on the To-Do List (see below) and click on the contract/order number of the evaluation to be completed. The evaluation that was previously initiated and saved will be displayed for additional data entry.

Online help is available during the data entry process. Fields identified with a blue question mark (?) indicates online help availability. Simply click on the blue question mark to obtain an explanation of the information to be entered in the adjacent field. A red checkmark located within any of the rating tabs indicates at least one element has been rated for the specific performance area.

The Assessing Official will click on the **Return to the Assessing Official Representative** button whenever the Assessing Official determines the evaluation requires additional detail and/or clarification from the Assessing Official Representative. The Assessing Official Representative will revise the evaluation as requested. This exchange between the Assessing Official and the Assessing Official Representative may occur until the Assessing Official is satisfied with the level of detail and the quality of the evaluation.

**NOTE:** The evaluation will not be returned to the Assessing Official Representative if one has not been given access to the contract/order by the Focal Point. In this case, after selecting **Return to the Assessing Official Representative**, the Assessing Official will see a pop-up box stating that the record cannot be sent to the Assessing Official Representative because one has not been assigned and the Focal Point should be contacted to resolve the situation.

Prior to forwarding the evaluation to the Contractor Representative, the Assessing Official must enter their identifying information. Click the **Sign Now** button on the Assessor Tab to populate the data from the User Profile. When the proposed ratings and remarks are ready for the Contractor Representative’s review and comment, click the **Validate and Send to the Contractor** button. All required fields must be completed at this time.

If the Assessing Official would like to receive a copy of the Contractor Transmittal Letter, the adjacent check box should be checked. The Contractor Representative will be notified via email that an evaluation is ready for review and comment. A message will appear stating that the Evaluation has been saved and a notice has been sent to the Contractor Representative. Click on the **OK** button to view the Evaluation in HTML or click **Cancel** to close the message from the HTML view. The Assessing Official is now locked out of the evaluation and may only view the evaluation. To return to the Assessing Official Main Menu, click the **Return to the Main Menu** button. **Return to the Main Menu** button does not save any information that has been entered.

**NOTE:** The evaluation will not be forwarded if a Contractor Representative has not been given access to the contract/order by the Focal Point. In this case, after selecting **Validate and Send to the Contractor**, the Assessing Official will see a pop-up box stating that a Contractor Representative has not been assigned and the Focal Point should be contacted to resolve the situation.

**Delete an Evaluation/Contract**
This option allows the Assessing Official to delete an evaluation that has been drafted, but not yet sent to the Contractor Representative. To delete an incomplete evaluation, click on the **Delete an Evaluation/Contract** button from the Main Menu. The Delete an Evaluation/Contract selection screen displays. The evaluations available for deletion will be displayed. Click on the **Delete** link adjacent to the applicable contract/order number to be deleted. The Delete Evaluation Confirmation screen will display. Verify the correct evaluation is about to be deleted from
the CPARS database. Select the Confirm Delete button. Select the Cancel button to return to the Delete an Incomplete Evaluation selection screen. The Return to the Main Menu button returns the user to the Assessing Official Main Menu.

**View/Print Evaluations**
This option allows the Assessing Official to view an evaluation in a read-only format. To view an evaluation, click the View/Print Evaluations button and the View/Print Evaluations data entry screen displays. Enter the contract number in the Contract Number box and the order number, if applicable, in the Order Number box, and click the Continue button, a list of evaluations will display. Click on the contract number of the evaluation to be viewed, it will open in HTML format. Once the evaluation is displayed, the user is able to view and/or print the evaluation on a local printer. The Return to the Main Menu button returns the user to the Assessing Official Main Menu.

**Register/Update a Contract**
This option allows an Assessing Official to manually input basic contract/order information into CPARS that does not exist in FPDS or is below the minimum dollar threshold requiring an evaluation. The contract/order must be registered within 30 days after contract/order award. To register or update a contract/order, click on Register/Update a Contract from the Main Menu. The Register/Update a Contract data entry screen will display.

To register an evaluation that is to be completed at the contract level, enter the contract number in the Contract Number box and click the Continue button. When an evaluation is to be completed at the Task/Delivery Order level, enter the contract number in the Contract Number box and the order number in the Order Number box and click the Continue button. In either case, the Contract Registration data entry screen will display. Enter the Data Universal Numbering System (DUNS) that is applicable to the contract/order to be registered and click on the Look Up and Populate button and the Contract Registration data entry screen will be updated with the contractor’s DUNS, name, and address. Continue with the contract/order registration process by entering basic contract/order information in the spaces provided. Required fields are identified with a red asterisk (*). The blue question mark (?) identifies that online help is available for the data entry field. The tabs provide additional data entry boxes. Click each tab and enter data in of the required fields (*) to register and save the contract/order. Once all required information is provided, click the Validate and Save the Contract Data button located at the bottom of the data entry screen. Click the OK button.

**NOTE:** A contract/order only has to be registered one time.

To update a contract/order that has already been registered enter the contract number in the Contract Number box and the order number, if applicable, in the Order Number box and click the Continue button. The Contract Registration data entry screen displays and will display the previously registered information. Click each tab and update the contract/order registration fields accordingly. Once updated, click the Validate and Save the Contract Data button located at the bottom of the data entry screen. Click the OK button. To return to the Assessing Official Main Menu, click the Return to the Main Menu button. Return to the Main Menu button does not save any information that has been entered.

**CPARS Status Report**
This option allows the Assessing Official to monitor the status of contracts and evaluations for each contract/order that he/she has been authorized access to. The Status Report will display information as counts or as a list of contracts and evaluations that allows the Assessing Official read-only access to each. (See CPARS Status Report Section for more specific information)

**Update Profile**
This option must be used whenever a user's name, title, organization, or phone number changes. This option also allows users to change their password. (See Update Profile Section for more specific information)

**Submit Suggestion**
This option allows users to communicate suggested improvements, policy comments, and problems to system administrators and the Change Control Board. (See Submit Suggestion Section for more specific information)
Contractor Representative

The Contractor Representative is responsible for reviewing and commenting on proposed ratings and remarks for all evaluations forwarded by the Assessing Official. An evaluation is required to be prepared by the Government to document contractor performance for each contract/order that exceeds specified dollar values. The Contractor Representative is allotted 60 days to review and comment on each evaluation forwarded to his/her company.

To-Do List
This option is used by the Contractor Representative to review and input comments on evaluations that have been forwarded by the Assessing Official.

Action Required: “Input Comments”, the Contractor Representative is allotted a 60-day review/comment period starting from the date the Assessing Official forwarded the evaluation. If the Contractor Representative does not provide comments within the 60-day period, the evaluation is then returned to the Assessing Official and the Contractor Representative no longer has access to enter comments. The Government will have to complete the evaluation without the Contractor Representative comments.

Click on the To-Do List button from the Main Menu. Then locate and click on the contract/order number of the evaluation that has been forwarded for review and comment.

NOTE: The Due date is the date that contractor comments are due. The date is the Assessing Official signature date plus 60 days.

The evaluation will open in read-only format except for specific fields located on the Ratings and Contractor Rep tabs. A red checkmark located within any of the Rating Tabs indicates at least one element has been rated for the specific performance area. Click on each of the Tabs to review the proposed ratings and remarks. After the evaluation has been reviewed, the Contractor Representative clicks the Contractor Rep Tab and enters their comments in the Contractor Representative Comments field and selects a Concurrence from the Concurrence drop-down box. Fields on the Contractor Rep tab that are identified with a red asterisk (*) are mandatory and must be completed by the Contractor Representative. Fields identified with a blue question mark (?) indicates online
help availability. Simply click on the blue question mark to obtain an explanation of the information to be entered in the adjacent field. To save partially completed remarks and information, click the Save Data button. To return to the Contractor Representative Main Menu, click Return to the Main Menu. Return to the Main Menu button does not save any of the information that has been entered.

Prior to forwarding, the Contractor Representative must enter their identifying information. Click on the Sign Now button to populate the data from the User Profile. When all required information located on the Contractor Rep Tab has been completed, click the Validate and Send to the Assessing Official button to save the information and to return the evaluation to the Assessing Official. A notice will be sent to the Assessing Official. Click the OK button. A notice that the evaluation has been sent to the Assessing Official will appear with an option to View the Evaluation. Click OK to view the evaluation in HTML or Cancel to return to the Main Menu.

View/Print Evaluations
This option allows the Contractor Representative to view/print an evaluation that has been forwarded for comment or that has been previously completed in CPARS. This option does not allow Contractor Representatives to enter comments on the evaluation. See the To-Do List below to determine how to enter comments on an evaluation. To view an evaluation, click the View/Print Evaluations button and the View/Print Evaluations data entry screen displays. Enter the contract number in the Contract Number box and the order number, if applicable, in the Order Number box, and click the Continue button. If more than one evaluation exists for the contract number, a list of evaluations will display. Click on the contract/order number of the evaluation to be viewed and/or printed. The evaluation will display in HTML format. Once the evaluation has been displayed, the user is able to scroll through the report and/or print it on a local printer. To return to the Contractor Representative Main Menu, click the Close button and then click on the Return to the Main Menu button.

CPARS Status Report
This option allows the Contractor Representative to monitor the status of contracts and evaluations for each contract/order that he/she has been authorized access to. The Status Report will display information as counts or
as a list of contracts and evaluations that allows the Contractor Representative read-only access for evaluations that are Rated or Completed. (See CPARS Status Report Section for more specific information)

**Update Profile**
This option must be used whenever a user's name, title, organization, or phone number changes. This option also allows users to change their password. (See Update Profile Section for more specific information)

**Submit Suggestion**
This option allows users to communicate suggested improvements, policy comments, and problems to system administrators and the Change Control Board. (See Submit Suggestion Section for more specific information)
Reviewing Official

The Reviewing Official is responsible for ensuring that the evaluation is a fair and accurate evaluation of the Contractor’s performance for the specific contract/order and performance period. The Reviewing Official must acknowledge consideration of any significant discrepancies between the Assessing Official’s evaluation and the Contractor’s remarks.

To-Do List

This option is used by the Reviewing Official to complete the evaluation process for all evaluations forwarded by the Assessing Official. Click on the To-Do List button from the Main Menu.

NOTE: The Due date is the date the evaluation for that Period of Performance (POP) is due. The date is the POP end date plus 120 days.

Action Required: “Input Comments, Close Evaluation”. Locate and click on the contract/order number of the evaluation that has been forwarded for review, comment, and completion. The evaluation will open in read-only format except for the fields located on the Reviewer Tab. Fields on the Reviewer Tab that are identified with a red asterisk (*) are mandatory and must be completed by the Reviewing Official. Fields identified with a blue question mark (?) indicates online help availability. Simply click on the blue question mark to obtain an explanation of the information to be entered in the adjacent field. A red checkmark ✔ located within any of the Rating Tabs indicates at least one element has been rated for the specific performance area.

NOTE: A red checkmark ✔ next to Notes on the To-Do List located next to a contract/order number indicates that a note has been generated for that evaluation. Notes may be viewed or added by clicking on them.

Click on each of the Tabs to review the entire evaluation. The Reviewing Official has the option to click on the Return to the Assessing Official button whenever the Reviewing Official determines the evaluation requires additional detail and/or clarification from the Assessing Official. The Assessing Official will revise the evaluation as requested. This exchange between the Reviewing Official and the Assessing Official may occur until the Reviewing Official is satisfied with the level of detail and the quality of the evaluation.
After the evaluation has been reviewed, the Reviewing Official clicks the Reviewer Tab and enters their comments in the **Reviewing Official Comments** field. The Reviewing Official must acknowledge consideration of any significant discrepancies between the Assessing Official’s evaluation and the Contractor's remarks. To save partially completed remarks and information, click the **Save Data** button.

To return to the Reviewing Official Main Menu, click **Return to the Main Menu**. The **Return to the Main Menu** button does not save any of the information that has been entered.

Prior to closing the evaluation, the Reviewing Official must enter their identifying information. Click on the **Sign Now** button to populate the data from the User Profile. When all required information located on the Reviewer Tab has been completed, click the **Validate and Close the Evaluation** button to save and close the evaluation. A notice that the evaluation has been closed will appear with an option to **View the Evaluation**. Click **OK** to view the evaluation in HTML or **Cancel** to **Return to the Main Menu**. Click the **OK** button to confirm that the evaluation was closed. An automatic email notice is sent to the Contractor Representative. Click the **Return to the Main Menu** button to return to the Reviewing Official Main Menu.

**NOTE:** If the Assessing Official Modified the CPAR, the Contractor tab is moved to the Original Ratings tab.

**View/Print Evaluations**

This option allows the Reviewing Official to view/print an evaluation, but not modify or change any of the information on the form. To view an evaluation, click the **View/Print Evaluations** button and the View/Print Evaluations data entry screen displays. Enter the contract number in the **Contract Number** box and the order number, if applicable, in the **Order Number** box, and click the **Continue** button, a list of evaluations will display. Click on the contract number of the evaluation to be viewed, it will open in HTML format. Once the evaluation is displayed, the user is able to view and/or print the evaluation on a local printer. The **Return to the Main Menu** button returns the user to the Reviewing Official Main Menu, click the **Close** button and then click on the **Return to the Main Menu** button.
CPARS Status Report
This option allows the Reviewing Official to monitor the status of contracts and evaluations for each contract/order that he/she has been authorized access to. The Status Report will display information as counts or as a list of contracts and evaluations that allows the Reviewing Official read-only access to each. (See CPARS Status Report Section for more specific information)

Update Profile
This option must be used whenever a user’s name, title, organization, or phone number changes. This option also allows users to change their password. (See Update Profile Section for more specific information)

Submit Suggestion
This option allows users to communicate suggested improvements, policy comments, and problems to system administrators and the Change Control Board. (See Submit Suggestion Section for more specific information)
Department Point of Contact

This access level offers manager complete visibility of the CPARS process across an entire department. In addition, this level is used to give access to Agency Points of Contact (Agency POC) who require oversight of the CPARS process for specific organizations within the department. The Department Point of Contact (Department POC) is also able to view Status Reports, Evaluation Metrics Reports, Ratings Metrics Reports, and Processing Times Reports. DPOC access is granted only upon completion of a CPARS Department POC Access Request located on the Access Info tab on the CPARS website.

Manage User Access

This option is used by the Department POC to Approve/Deny Focal Point Access, transfer Focal Point Access, create and manage all Agency POC user accounts within the applicable department, and view existing Agency POCs and Focal Points. Each Agency POC will be given access to an Organization(s) within the department. To manage access, the Department POC clicks on the Agency POC Access Authorization button from the Main Menu. The Agency Access Authorization Menu will display.

Pending Access Requests

This option allows the Department POC to view a list of people requesting Focal Point access. The list will display: Role, User Name/Justification, Email Address, Phone Number, Organization, and Requested Date. Clicking on the User’s Name allows the Department POC to view the user’s profile information, including role, name, email address, title, organization, phone number, requested date, and justification.
To grant the Requestor CPARS Focal Point Access the Department POC checks the select box next to the Requestor’s name and clicks the **Approve Selected Users** button.

To deny the Requestor CPARS Focal Point Access the Department POC checks the select box next to the Requestor’s name, enters a Reason for Denial, and clicks the **Deny Selected Users** button.

**Return to the Manage User Access Menu** allows the Department POC to perform other access authorization options. The **Return to the Main Menu** button returns the user to the Department POC Main Menu.

**Create New Agency POC Access**
To provide access to a new Agency POC, the Department POC clicks on the **Create New Agency POC Access** button located on the Manage User Access Menu. The CPARS Agency POC Authorization Matrix displays.

**Assign Organization Access To An Existing User:** In step 1, select an Organization from the **Select Organization(s)** drop-down box and then click the **Add** button. To delete an Organization from the **Selected Organization(s)** box, highlight the Organization and then click the **Remove** button. To delete all Organizations in the box, click **Remove All**. In Step 2, the Department POC selects an existing user from the **Select User** drop-down box and then clicks the **Add User** button in Step 3. Repeat steps 1 and 2 as necessary.

**Assign Organization Access To A New User:** In step 1, the Department POC selects an Organization from the **Select Organization(s)** drop down box and then clicks the **Add** button. To delete an Organization from the **Selected Organization(s)** box, highlight the Organization and then click the **Remove** button. To delete all Organizations in the box, click **Remove All**. In Step 2, the Department POC enters the new user name (first and
last name only) and email address. In step 3, click the **Add User** button to give the user access to the Organization(s). Steps 1 and 2 can be repeated as necessary.

**NOTE:** If granting access to an Agency POC, which is a Government only user access role, and the email address entered appears to be non-government, the Department POC will receive a warning to check the entered information.

The **View** button allows the Department POC to view the existing user’s name, organization, email address, and phone number. The Department POC can remove a user from Step 3 by clicking in the box adjacent to the name to be removed and then click **Remove**. The **Clear All Data** button clears ALL names and Organizations entered on the Agency POC Authorization Matrix.

After entering the User Names and Organization(s), the Department POC should review the matrix carefully for accuracy. If the information is correct, the Department POC clicks the **Create User Access Matrix** button and an Agency POC Authorization Matrix displays providing User Name, Status, User Type, and Organization(s). A system generated email will be sent to users when they are assigned to inform them of the temporary password procedures, responsibilities, and resources available. Click the **Return to the Manage User Access Menu** button to perform other access authorization options or click on the **Return to the Main Menu** button to return to the Department POC Main Menu.

![Agency POC Authorization Matrix](image)

**Modify Existing User Access by User**

This option allows the Department POC to modify the access of his/her designated Agency POC(s). The Modify Existing User Access by User allows the Department POC to add or delete Organization(s) for an Agency POC or the Agency POC’s user account can be deleted from CPARS when access is no longer required. Click the **Modify Existing User Access by User** button and the Modify Existing User Access screen displays.
User Name – Click on the user’s name to view the user’s profile information, including name, title, organization, email address, and phone number. Click the Close button to return to previous screen.

[Modify User] – This option allows the Department POC to add or delete Organization(s) for an existing Agency POC. Click the [Modify User] button and the Agency POC screen displays. In step 1, Select an Organization from the Select an Organization drop-down box and click the Add button to give the Agency POC access to the selected Organization. The selected Organization will appear in the New Organization(s) box. If an incorrect Organization was added, highlight it in the New Organization(s) box and click the Remove button. Select the correct Organization from the Select an Organization drop-down box and click the Add button. In step 2, if the Agency POC has access to an Organization that is no longer required, highlight the Organization in the Current Organization(s) box and click the Add button. The removed Organization will appear in the Removed Organization(s) box. If the wrong Organization was selected for removal, highlight it in the Removed Organization(s) box and click the Remove button. The Organization will reappear in the Current Organization(s) box.
Review the authorization matrix to verify the information is correct. If the information is correct click the **Modify User Access** button. A confirmation screen will display identifying the Organization(s) the Agency POC has been authorized access to, and an email notification will be sent to the user notifying them of the change. Click the **Return to the Manage User Access Menu** button to perform other access authorization options or click on the **Return to the Main Menu** button to return to the Department POC Main Menu.

**NOTE:** If the Department POC also holds Agency POC access, the Department POC will not have the options of View Profile and Delete User next to their Agency POC account.

**[Change Profile]** – This option is used to update an Agency POC’s profile. The Department POC can update the user’s profile information including name, organization, title, email, and phone number. The Department POC must click the **OK** button after the change(s) are made in order for them to take effect.

**[Delete User]** – This option is used to delete an Agency POC from CPARS. Click the **[Delete User]** button and the following screen displays:
Click the **Delete User** button and a pop-up message displays confirming that the Agency POC has been deleted from CPARS. Click the **OK** button. The **Return to the Manage User Access Menu** button to perform other access authorization options or click on the **Return to the Main Menu** button to return to the Department POC Main Menu.

**Transfer Focal Point Access**

This option allows the Department POC to transfer contracts/orders and users from one Focal Point to another and also gives the Department POC the ability to delete a Focal Point. To transfer Focal Point, click the **Transfer Focal Point Access**. The CPARS Transfer Focal Point Access screen will display.
In Step 1, select a Focal Point name from the Transfer From drop-down box.

In Step 2, select the specific contract(s)/order(s) to be transferred from the Select Contract(s) box. Multiple contracts/orders can be selected by holding the CTRL key and clicking each contract to be transferred. To select multiple contracts that are adjacent, click on the first contract, hold the SHIFT key, and then click on the last contract to be transferred. Once contracts/orders are selected click Add or select Add All to transfer all contracts/orders. If an incorrect contract/order is selected after clicking Add, highlight the incorrect contract/order in the Selected Contract(s) box and click on the Remove button. The Remove All button will remove all contracts/orders from the Selected Contract(s) box.

In Step 3, select a Focal Point name from the Transfer To drop-down.

In Step 4, if the organization on the contracts selected is changing, select the new organization from the Select Organization drop-down. Otherwise leave the default of Use Existing Organization selected.

In Step 5, the Department POC must choose Yes or No to delete the Focal Point After Transfer. This action will delete the user from the CPARS database, as long as the Focal Point has no other contracts or access assigned. Click the Transfer Access button to complete the transfer process.

Click the Return to the Manage User Access Menu button to perform other access authorization options or click on the Return to the Main Menu button to return to the Department POC Main Menu.

View Existing User Access
This option allows the Department POC to view a list of Agency POCs or Focal Points. To view existing user access, click the View Existing User Access button. The list will default to show the Agency POCs. To see the Focal Points, select the Focal Point option from the User Role drop-down. When viewing Agency POCs, the list will display the Organization(s) the Agency POC has cognizance over, name, Phone Number, Email Address, Created Date, and Last Accessed Date. If viewing the Focal Points, the list will display: Focal Points, their Alternates, the Organization(s) the Focal Point has cognizance over, name, Phone Number, Email Address, Created Date, Last Accessed Date, and the system(s) they are Active In.

[Spreadsheet] – Click on the [Spreadsheet] in the upper left hand corner to create a Microsoft Excel version of the Focal Point List.

Click the Return to the Manage User Access Menu button to perform other access authorization options or click on the Return to the Main Menu button to return to the Department POC Main Menu.

CPARS Status Report
This option allows the Department POC to monitor the status of contracts and evaluations for each contract/order within the respective department. The Status Report will display information as counts or as a list of contracts and
evaluations that allows the Department POC read-only access to each. (See CPARS Status Report Section for more specific information)

**Ad Hoc Report**
This option allows the Department POC to perform Ad Hoc queries of their agency data with the following report options: Contracts Requiring Evaluation, Evaluation Activity Log, Evaluation Workflow Users, and Performance Evaluations-Agency Only. (See Ad Hoc Section for more specific information)

**Dashboard**
This option allows the Department POC to monitor registered and unregistered contracts for current, due, and overdue status. The Dashboard will display information in both graphical and spreadsheet format. (See Dashboard Section for more specific information)

**Evaluation Metrics Report**
This option allows the Department POC to run a report that identifies the number of contracts that are registered, evaluations in process, and evaluations completed under the Department POC’s cognizance. This list displays the Agency and is broken down at the Organization level. (See Evaluation Metrics Report Section for more specific information)

**Ratings Metrics Report**
This option allows the Department POC to run a report that will identify the distribution of ratings for all completed evaluations within the department. The report can be qualified by date, Focal Point, or Organization. (See Ratings Metrics Report Section for more specific information)

**Processing Times Report**
This option allows the Department POC to monitor the processing times for all evaluations within the department. For example, this report will identify the number of evaluations completed for a specific month and how many were completed within the 120-day objective. (See Processing Times Report Section for more specific information)

**Update Profile**
This option must be used whenever a user's name, title, organization, or phone number changes. This option also allows users to change their password. (See Update Profile Section for more specific information)

**Submit Suggestion**
This option allows users to communicate suggested improvements, policy comments, and problems to system administrators and the Change Control Board. (See Submit Suggestion Section for more specific information)
Agency Point of Contact

An Agency Point of Contact (Agency POC) is a senior level employee (or designated representative) who is a proponent of the CPARS application and process. This access level allows Agency POCs to quickly identify the status of contracts/orders and evaluations within their respective organization.

To-Do List:
This option allows the Agency POC to quickly identify the actions within the organization that need to be taken to complete in-process evaluations. Click the To-Do List button from the Main Menu and a To-Do List Parameters screen displays. Select the desired parameters and click the Show To-Do List button. The Return to the Main Menu button returns the user to the Agency POC Main Menu.

A list of evaluations for the Agency POC’s organization will display.
This report displays the Document Number, Record Type, DUNS, Period of Performance/Action Date, Role, Action Required, Assigned Date, Due Date, and the name of the person responsible for the action.

**NOTE:** The Due date is the date the evaluation for that Period of Performance (POP) is due. The date is the POP end date plus 120 days.

[Spreadsheet] – Click on the [Spreadsheet] in the upper left hand corner to create a Microsoft Excel version of the Agency POC To-Do List.

**User** – Allows the Agency POC to view the user’s profile information, including name, title, organization, email address and phone number. Click the **User** to see the user profile information. Click the **Close** button to return to the previous screen.

The **Return to the To-Do List Parameters** button allows the Agency POC to change the To-Do List Parameters and run additional reports. The **Return to the Main Menu** button returns the user to the Agency POC Main Menu.

**Manage User Access**
This option allows the Agency POC to Approve/Deny Focal Point Access and view existing Focal Points for the organization(s) that the Agency POC has cognizance over.

![Manage User Access](image)

**Pending Access Requests:**
This option allows the Agency POC to view a list of people requesting Focal Point access. The list will display: Role, User Name/Justification, Email Address, Phone Number, Organization, and Requested Date. Clicking on the User’s Name allows the Agency POC to view the user’s profile information, including role, name, email address, title, organization, phone number, requested date, and justification.

![Pending Access Requests](image)

To grant the Requestor CPARS Focal Point Access the Agency POC checks the select box next to the Requestor’s name and clicks the **Approve Selected Users** button.
To deny the Requestor CPARS Focal Point Access the Agency POC checks the select box next to the Requestor’s name, enters a Reason for Denial, and clicks the **Deny Selected Users** button.

**Return to the Manage User Access Menu** allows the Agency POC to perform other access authorization options. The **Return to the Main Menu** button returns the user to the Agency POC Main Menu.

**Transfer Focal Point Access**
This option allows the Agency POC to transfer contracts/orders and users from one Focal Point to another and also gives the Agency POC the ability to delete a Focal Point for the organization(s) that the Agency POC has cognizance over. To transfer Focal Point, click the **Focal Point Access Authorization** button from the Agency POC Main Menu. Click **Transfer Focal Point Access**. The CPARS Transfer Focal Point Access screen will display.

In Step 1, select a Focal Point name from the **Transfer From** drop-down box.

In Step 2, select the specific contract(s)/order(s) to be transferred from the **Select Contract(s)** box. Multiple contracts/orders can be selected by holding the CTRL key and clicking each contract to be transferred. To select multiple contracts that are adjacent, click on the first contract, hold the SHIFT key, and then click on the last contract to be transferred. Once contracts/orders are selected click **Add** or select **Add All** to transfer all contracts/orders. If an incorrect contract/order is selected after clicking **Add**, highlight the incorrect contract/order in the **Selected Contract(s)** box and click on the **Remove** button. The **Remove All** button will remove all contracts/orders from the **Selected Contract(s)** box.
In Step 3, select a Focal Point name from the **Transfer To** drop-down.

In Step 4, if the organization on the contracts selected is changing, select the new organization from the **Select Organization** drop-down. Otherwise leave the default of Use Existing Organization selected.

In Step 5, the Agency POC must choose Yes or No to delete the **Focal Point After Transfer**. This action will delete the user from the CPARS database, as long as the Focal Point has no other contracts or access assigned. Click the Transfer Access button to complete the transfer process.

**Return to the Access Authorization Menu** button allows the Agency POC to continue with other access authorization options. The **Return to the Main Menu** button returns the user to the Agency POC Main Menu.

**View Existing Focal Points**

This option allows the Agency POC to view a list of the Focal Points and their Alternates for the organization(s) that the Agency POC has cognizance over. The list will display the Organization(s) the Focal Point has cognizance over, Focal Point name, Phone Number, Email Address, Created Date, Last Accessed Date, and the system(s) they are Active In.

[Spreadsheet] – Click on the [Spreadsheet] in the upper left hand corner to create a Microsoft Excel version of the Focal Point List.

**Auto Register Report**

This option allows the Agency POC to view a list of contracts/orders that are eligible for CPARS reporting by their Focal Point(s) within the 30-day registration parameter. The CPARS-eligible list is filtered by Business Sector and applicable minimum dollar threshold as displayed below. Contracts/orders not exceeding the established minimum dollar thresholds for reporting will not be displayed. Contracts/orders that have already been registered in CPARS will not be displayed.
After selecting the **Auto Register Report** from the Main Menu, select a **Contract Office Code** from the drop-down or enter a full or partial contract number in the space provided. If you wish to see the removed contracts you must select/check the **Include Removed Contracts** check box. The Auto Register Report may be sorted by up to seven sort options. Select the desired option from the **Sort By** drop-down box.

If the user wishes to save this report to run it again in the future, the user enters a Report Name in the **Report Name** box and clicks the **Save Report** button. The Auto Register Report Parameters screen will refresh and a Select Saved Report drop-down will appear.

To run the saved report in the future, the user would select the **Report Name** from the drop-down and click **Run Report**.

To change the parameters of a saved report, select the **Report Name** from the drop-down, select/de-select the desired parameters and click **Save Report**.

To delete a saved report, select the **Report Name** from the drop-down and click **Delete**.

Click the **Run Report** button at the bottom of this screen the list will run as shown below.

The example above includes removed contracts. The **Removed By** column identifies the Focal Point who removed each contract/order, click on the Focal Point’s name to view the Focal Point’s profile information, including name, title, organization, email address, and phone number. Click the **Close button to return to the list of contracts**.
[Spreadsheet] – Click on the [Spreadsheet] in the upper left hand corner to create a Microsoft Excel version of the Auto Register Report list.

**CPARS Status Report**
This option allows the Agency POC to monitor the status of contracts and evaluations for all contracts/orders within the respective organization. The CPAR Status Report will display information as counts or as a list of evaluations that allows the Agency POC read-only access to each evaluation.  *(See CPARS Status Report Section for more specific information)*

**Dashboard**
This option allows the Agency POC to monitor registered and unregistered contracts for current, due, and overdue status.  The Dashboard will display information in both graphical and spreadsheet format.  *(See Dashboard Section for more specific information)*

**Evaluation Metrics Report**
This option allows the Agency POC to run a report that identifies the number of contracts that are registered, evaluations in process, and evaluations completed for the Agency/DoD Service.  This list displays the Agency and is broken down at the Organization level.  *(See Evaluation Metrics Report Section for more specific information)*

**Ratings Metrics Report**
This option allows the Agency POC to run a report that will identify the distribution of ratings for all completed evaluations within the organization.  The report can be qualified by date or organization.  *(See Ratings Metrics Report Section for more specific information)*

**Processing Times Report**
This option allows the Agency POC to monitor the processing times for all evaluations within the respective organization.  For example, this report will identify the number of evaluations completed for a specific month and how many were completed within the 120-day objective.  *(See Processing Times Report Section for more specific information)*

**Update Profile**
This option must be used whenever a user’s name, title, organization, or phone number changes.  This option also allows users to change their password.  *(See Update Profile Section for more specific information)*

**Submit Suggestion**
This option allows users to communicate suggested improvements, policy comments, and problems to system administrators and the Change Control Board.  *(See Submit Suggestion Section for more specific information)*
CPARS Reports

The CPARS application provides the functionality of a variety of reports (Status Report, Dashboard, Evaluation Metrics Report, Ratings Metrics Report, and Processing Times Report) depending on the user's access level. These reports are used to help users monitor the status of the CPARS processes. You will note some of the report parameters or options vary slightly depending on the user's access level, but the reports function the same and as described in the following sections.

CPARS Status Report

The Assessing Official's Status Report screens are displayed in the following examples. Slight variations of this report occur at different access levels and are described as applicable.

The Status Report allows users to monitor the status of contracts and evaluations within their purview. The Status Report will display information as counts (e.g., number of evaluations complete, number of contracts/orders due for an evaluation) or as a list of contracts or evaluations that identifies the status of each contract/order available that provides the user read-only access to each evaluation. To run a Status Report, click the Status Report button from the Main Menu. The Status Report Parameters menu will display.

If the user leaves the default values selected and then clicks on the Run Report button, the report results in a list of all the user's contracts and evaluations that includes the following column names Notes, Viewed, Contract Number, Order Number, Period of Performance, Evaluation Status, and Activity Log.

**NOTE:** Default column names for reports for Department POC, Agency POC, Contractor Representative and Senior Contractor Representative access levels do not include Notes. Contractor Representative and Senior Contractor Representative access levels do not include Activity Log.

The Status Report has two Report Types that the user can run: Contract and Evaluation. To see information on the user's registered contract/orders and to see the users that have access to the contract/orders, the user would
select a **Report Type** of **Contract**. To see information on the user’s evaluations written against their contract/orders, the user would select a **Report Type** of **Evaluation**.

**NOTE:** Depending on the **Report Type** selected, options under **Data Options** and **Report Options** may vary.

The Status Report may be further qualified by selecting desired parameters under **Data Options**. The user limits the status report by clicking the box(es) adjacent to the desired parameter. A checkmark will display in the box. If a report by Contract Activity is desired, enter the specific Contract Activity in the **Contract Activity** box. A report for multiple Contract Activities can be run by entering a Contract Activity in the **Contract Activity** box and then clicking the **Add** button for each Contract Activity. Contract Activities can be removed by highlighting a Contract Activity and clicking the **Remove** button. Click **Remove All** to remove all Contract Activities from the list. The report can also be run for a specific contract number by entering the contract number in the **Contract Number** box.

The user can choose to include additional data columns and user roles by clicking the box(es) adjacent to the column name under **Report Options**. A checkmark will display in the box adjacent to the column name(s) selected.

**NOTE:** **Contractor Representative** access level does not include the User Roles of Assessing Official Rep, Assessing Official, Contractor Rep, or Reviewing Official. **Senior Contractor Representative** access level does not include the User Roles of Assessing Official Rep, Assessing Official, or Reviewing Official.

In the example below, the user is limiting the status report to display only drafted and completed evaluations that have the Business Sector of Nonsystems.

**NOTE:** The **Focal Point**, **Department POC**, and **Agency POC** access levels may also limit their reports by Organization; **Senior Contractor Representative** access level may also limit their reports by DUNS.

If the user wishes to save this report to run it again in the future, the user enters a Report Name in the **Report Name** box and clicks the **Save Report** button. The Status Report Parameters screen will refresh and a Select Saved Report drop-down will appear. To run the report, click the **Run Report** button.
To Run the saved report in the future, the user would select the Report Name from the drop-down and click Run Report.

To change the parameters of a saved report, select the Report Name from the drop-down, select/de-select the desired parameters and click Save Report.

To delete a saved report, select the Report Name from the drop-down and click Delete.

The Status Report shown below contains the selections Data Options - Business Sector: Nonsystems, Eval Status: Drafted and Completed.

**Spreadsheet** – Click on [Spreadsheet] in the upper left hand corner of the page to create a Microsoft Excel version of the report.

**Notes** – This option serves as “post-it notes” for each evaluation that has been started, but not completed. Click on the [Notes] to enter or view notes that have been entered by the Assessing Official Representative, Assessing Official, Reviewing Official, or Focal Point (this feature is only available at these levels). Click the Save button to save the new note. A red check mark ✔️ indicates notes have been entered in the Notes field. Click the Close button to return to the list of evaluations without saving new notes.
**Contract Number** - Click on the specific Contract/Order Number and the evaluation will display in HTML format. If the Assessing Official modified the evaluation after it was returned from the Contractor Rep, the window contains a **View Original CPAR** button or a **View Modified CPAR** button. Click the **View Original CPAR** button to view the original evaluation and click on the **View Modified CPAR** button to view the modified evaluation. Click the **Print** button to print the evaluation on a local printer. Click the **Close** button to return to the list of evaluations. A green x appears in the Viewed column adjacent to the contract number for the evaluation that was just viewed.

**User Name** – Displays all the users assigned to the contract/order. Clicking on the user’s name allows the Focal Point to view the user’s profile information including name, title, organization, email, and phone number.

**User Role** – Displays the user role assigned to that contract/order for the adjacent user name.

**Phone Number** – Displays the phone number for the adjacent user name. The phone number is populated from the user’s profile.

**Email Address** – Displays the email address for the adjacent user name. The email address is populated from the user’s profile. Clicking on the user’s email address will open an email to the user.

**Access Granted Date** – Displays the date access was granted to the contract/order for the adjacent user name.

[Log] – Click on [Log] and a new window opens and presents the Activity Log. The Activity Log provides an audit trail of the history of actions taken on the evaluation. For example, it identifies when the applicable contract/order was registered, when the evaluation was initiated, and who took the action(s).

To run a new Status Report, click the **Run Another Status Report** button. The **Return to the Main Menu** button returns the user to the Main Menu.

To display the Status Report as Counts, click on the **Counts** radio button under **Report Options** on the Status Report Parameters screen. **Counts** can be grouped by All, Contract Activity, Organization, Focal Point, or Assessing Official depending on the role the user is logged in as.

**NOTE:** **Focal Point** Group By options include All, Contract Activity, and Organization; **Department POC** Group By options include All, Contract Activity, Organization, and Focal Point; **Agency POC** Group By options include All, Contract Activity, and Focal Point; **Senior Contractor Representative** Group By options include All, Contract Activity, Organization, and DUNS. **All** is the default value.
If the user selects a **Report Type** of **Contract**, **Report Options of Counts**, keeps the default **Group by of All**, and then clicks on the **Run Report** button, the report results in the status of all the user’s contracts/orders by counting the number of contracts/orders that are current, due, overdue, or have a final evaluation. Percentages are also provided.

To display a list of evaluations as counts, click the **Run Another Status Report** button. Select the **Report Type** of **Evaluation**, **Report Options of Counts**, and then click the **Run Report** button. The report results in the status of the user’s evaluations by displaying the number of evaluations statused at each step of the automated workflow process (shown below). Percentages are also provided.
### Status Report - 07/18/2018

<table>
<thead>
<tr>
<th></th>
<th>Registered</th>
<th>Initiated</th>
<th>Drafted</th>
<th>Rated</th>
<th>Reviewed</th>
<th>Finalized</th>
<th>Completed</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counts</td>
<td>1</td>
<td>4</td>
<td>2</td>
<td>0</td>
<td>4</td>
<td>5</td>
<td>1</td>
<td>17</td>
</tr>
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<td></td>
<td>6%</td>
<td>24%</td>
<td>12%</td>
<td>0%</td>
<td>24%</td>
<td>29%</td>
<td>6%</td>
<td></td>
</tr>
<tr>
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<td>4</td>
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<td>0</td>
<td>4</td>
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<td>24%</td>
<td>12%</td>
<td>0%</td>
<td>24%</td>
<td>29%</td>
<td>6%</td>
<td></td>
</tr>
</tbody>
</table>

* **STATUS**
  - **Registered**: The contract is registered, no Evaluations have been initiated.
  - **Initiated**: Waiting for Assessing Official Rep to send to Assessing Official.
  - **Drafted**: Waiting for Assessing Official signature.
  - **Rated**: Signed by Assessing Official; waiting for Contractor Rep comments.
  - **Reviewed**: Signed by Contractor Rep or Contractor Rep comment period expired; waiting for Assessing Official to finalize.
  - **Finalized**: Ratings finalized; waiting for Reviewing Official comments.
  - **Completed**: The Evaluation has been completed.

- Run Another Status Report
- Return to the Main Menu
The **Dashboard** option is available to **Focal Points**, **Department POCs**, and **Agency POCs**. The Dashboard allows users to track the number of unregistered and registered contracts that are in current, due, and overdue status. Summary contract counts are provided in graphical format. Summary contract counts as well as a listing of contracts are available in spreadsheet format. 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. Users will only see data for the Agency to which they are assigned. Users may view data for any of their Agency’s Major Commands, Sub-Commands, or Contract Offices on the Dashboard.

To run the Dashboard, click the **Dashboard** button from the Main Menu. The Dashboard will display.

**Select Chart Type** – Clicking on an option allows the user to display the chart either By Date for an Agency/Command/Office or By Agency/Command/Office for a Date.

**Select 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.

**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. 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). Note that Major Commands, Sub-Commands, and Contract Offices with no contract counts to display are not listed in the tree.

**[Summary Spreadsheet]** – Clicking on this link allows the user to download summary counts data into spreadsheet format.

**[Details Spreadsheet]** – Clicking on this link allows the user to download the list of registered and unregistered contracts that make up the counts into spreadsheet format. The Details Spreadsheet is only available at the Contract Office level.
Evaluation Metrics Report

The Evaluation Metrics Report option is available to Focal Points, Department POCs, and Agency POCs. This report is provided to help users identify the number of contracts, in process, completed, and total completed and in process, broken down by Agency/DoD Service to the organization level.

To run the Evaluation Metrics Report, click the Evaluation Metrics Report button from the Main Menu. The Evaluation Metrics Report will display.

The Evaluation Metrics report allows users to view a count of number of contracts, in process, completed, and total completed and in process, broken down by Agency/DoD Service to the contract office level.

[Spreadsheet] – Click on [Spreadsheet] in the upper left hand corner of the page to create a Microsoft Excel version of the Evaluation Metrics report.
The Ratings Metrics Report option is available to Focal Points, Department POCs, Agency POCs, and Senior Contractor Representatives. This report is provided to help users monitor the distribution of ratings for completed evaluations.

To run a Ratings Metrics Report, click the Ratings Metrics Report button from the Main Menu. A Ratings Metrics Parameters screen will display. The Ratings Metrics Report can be run to include all completed evaluations by selecting Include All Dates or can be limited to a specific date range by selecting Period of Performance Date Range and entering the dates in the specified format.

NOTE: Focal Points and Agency POCs may also limit the report to a specific Organization; Department POC may limit the report to a specific Organization or Focal Point; Senior Contractor Representatives may limit reports to a specific DUNS.

Click the Run Report button. The Ratings Metrics Report will display.

To run a new Ratings Metrics Report, click the Run Another Ratings Metrics Report button. The Return to the Main Menu button returns the user to the Main Menu.
**Processing Times Report**

The **Processing Times Report** option is available to **Focal Points**, **Department POCs**, and **Agency POCs**. This report is provided to help users monitor the evaluation processing times for evaluations completed within their organization.

To run a Processing Times Report, click the **Processing Times Report** button on the Main Menu. The Processing Times Report displays.

The Processing Times Report presents one year of data. The months displayed in **blue** indicate that evaluations were completed during the month. For each month, the report identifies the number of evaluations completed, the number of evaluations completed within the 120-day objective, and the number of evaluations that exceeded the 120-day objective. In addition, the total average processing times are provided as well as the average processing times for each major step of the automated workflow process. The **Select** drop-down box allows users to “break out” each month by Contract Activity, Organization, or by Focal Point. Contract Activity is the default. Choose a selection from the drop down box, if applicable, and click on the desired month to view a more detailed report.

In this particular example, only one Contract Activity (TEST12) applies to the user. To view the six evaluations completed for the month, click on the **TEST12** link under Contract Activity and the report displays processing times information at the evaluation level.
The **Return to the Main Menu** button returns the user to the Main Menu.

### Contract Activity AT1234

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Period of Performance</th>
<th>Focal Point</th>
<th>Organization</th>
<th>Total</th>
<th>Rate</th>
<th>Contractor Comments</th>
<th>Finalize</th>
<th>Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT123415C0097</td>
<td>02/01/2013-01/31/2014</td>
<td>AMANDA TRAVIS (ATRAV)</td>
<td>DFRC</td>
<td>471</td>
<td>471</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

Click on a Contract Activity above to see further details below.
Month: 2015-MAY   Contract Activity: AT1234
FAPIIS

Basic Workflow

To support the workflow, a user is assigned a unique level of access by the Focal Point. CPARS Focal Points define a User Access Matrix that restricts access.

The following paragraphs explain the steps in the business process:

Step 1 – **Access Granted.** A Focal Point grants access to a FAPIIS Data Entry user. This access allows the Data Entry user to enter FAPIIS Records.

Step 2 – **Enter FAPIIS Record.** Allows authorized individuals to enter specific records in FAPIIS. These include Termination for Default, Termination for Cause, DoD Determination of Contractor Fault, Termination for Material Failure to Comply (grants), Defective Cost or Pricing, Non-Responsibility Determination, Recipient Not Qualified Determination (grants), Subcontract Payment Issues, Information on Trafficking in Persons, and Administrative Agreements.

Step 3 – **Save and Mark for Release.** When authorized individuals complete the data entry process, he/she clicks Save and Mark for Release and the completed FAPIIS record is immediately available for contractor comments and source selection retrieval (Contracts) or applicant risk review retrieval (Grants).

Step 4 – **Available for Comment and Retrieval.** When Save and Mark for Release is selected in Step 3, an email is sent to the contractor who is the subject of the completed FAPIIS Record. The email is sent to the primary past performance or the primary business point of contact that is identified at the System for Award Management (SAM) database. Note that the contractor will require access to CPARS to review and comment on any completed FAPIIS records. There is no contractor access available in FAPIIS data entry. Contractors can view and enter comments in the View Performance Records section of CPARS.

Step 5 – **Modify a Completed Record.** A FAPIIS Data Entry user has the ability to modify a completed record. This allows the user to change the Termination Type, Convert to Termination for Convenience, select Record Withdrawn/Rescinded, enter a Reason Withdrawn/Rescinded, or upload a new attachment, when applicable. Note that when a record is converted to Termination for Convenience, or when the record is Withdrawn/Rescinded, the record is then archived and no longer visible for contractor comments and source selection retrieval (Contracts) or applicant risk review retrieval (Grants).

Step 6 – **Available in FAPIIS Public Website.** In accordance with Federal Acquisition Regulation (FAR) 9.105-2, after a 14-day delay the FAPIIS record will be available in the FAPIIS Public website. This website provides the public access to integrity and performance information from CPARS and proceedings and exclusion information from the System for Award Management (SAM) database. The FAPIIS Public website is located at https://www.fapiis.gov.
Focal Point

The Focal Point is responsible for providing access to FAPIIS and is a key player in the success of the FAPIIS automated process. Focal Point access is granted only upon the completion of a signed Focal Point User Access Request Form available at https://www.cpars.gov. Focal Points coordinate FAPIIS access for a specifically assigned area of responsibility. The Focal Point assists the FAPIIS Data Entry user in implementing the automated FAPIIS process by providing training and helping with administrative matters to ensure that records are completed in a timely manner.

The Main Menu is grouped by functionality. For users who are writing and editing performance and integrity records the majority of your permissions will be located under the Generate Performance Records column. For users who administer access, evaluations, and FAPIIS records, you will have permissions under the Administration column.

**Note:** You will only have access to items on the Main Menu based on the access role(s) you have been granted.

**Manage User Access**

This option allows the Focal Point to provide access to FAPIIS, remove users’ access, update users’ profile information, delete users, transfer FAPIIS access (records) from one user to another user when needed, and assign an Alternate Focal Point. To access the Manage User Access option, click the Manage User Access button on the Focal Point Main Menu. The Manage User Access menu displays.
Manage FAPIIS Access
To grant access to FAPIIS, the Focal Point clicks on the Manage FAPIIS Access button. The Manage FAPIIS Access screen displays.

The Focal Point selects or creates a user from the User drop-down, and clicks the Add Access to User button. The user will be granted access to FAPIIS and will receive an email notification with instructions for obtaining a password.

To search for a user granted access in CPARS or granted access by a different Focal Point in the system, click the Search button and the Search for Existing Users window will display. Enter the full or partial last name and click on the Search button. A list of existing user names will display. Click on the desired name and the name will appear in the Select or Create User box.

NOTE: When using the Search button to search for existing users, only existing FAPIIS users, or users with Alternate Focal Point, Assessing Official Representative, Assessing Official, and Reviewing Official access to CPARS will be visible. This includes users with access granted by a different Focal Point.

NOTE: If granting access to a FAPIIS Data Entry user and the email address entered appears to be non-government, the Focal Point will receive a warning to check the entered information.

Manage Existing user Access: To view or modify an existing user, the Focal Point selects the desired user name from the drop-down, a list of records the user has access to will display. The available options for the Focal Point are: User Profile, Transfer, Remove Access, and Delete User.
The [Spreadsheet] function will export the data columns displayed, into a Microsoft Excel Spreadsheet.

User Profile – This option allows the Focal Point to view and/or edit the user’s profile information including the User’s name, title, organization, email address, and phone number. Click User Profile and the Confirm User Profile screen will display. If the Focal Point needs to make changes to the profile, make the necessary changes and click the Confirm button. The screen will refresh and a message will appear that the profile has been updated. To view or make no changes and be returned to the Manage User Access screen, the Focal Point clicks Cancel.

Remove Access – Clicking on this option allows the Focal Point to remove the existing user’s access to FAPIIS. To remove access, click the Remove Access button. The Confirm Remove User screen will display. If the Focal Point wants to Remove the user’s access the Focal Point clicks the Confirm button. The screen will refresh and a message will appear that the user’s access has been removed. To cancel removing access and return to the Manage User Access screen, the Focal Point clicks Cancel.

NOTE: If the user has access to FAPIIS only, the Remove User Access screen will display a notice that states "This User only has access to FAPIIS and will be deleted when access is removed. Note that all records created by this user will be retained and labeled "Unassigned" in reports."

Delete User – Clicking on this option allows the Focal Point to completely delete a user from FAPIIS. To delete a user, click the Delete User button. The Confirm Delete User screen will display. If the Focal Point wants to delete the user, the Focal Point clicks the Confirm button. The screen will refresh and a message will appear that the user has been deleted. To cancel the deletion and return to the Manage User Access screen, the Focal Point clicks Cancel.

NOTE: If the Focal Point also has FAPIIS Data Entry access, and selects themselves from the drop-down, they will not have the ability to Delete User.

Transfer— This option allows the Focal Point to transfer FAPIIS access from one user to another. This function is particularly useful when individuals are reassigned and no longer involved with entering records. The Focal Point selects the applicable record(s) from the table or clicks All and then clicks Transfer. The Confirm Transfer User Access screen will display.

The Focal Point selects an existing user or selects Create New User from the Transfer to User drop-down. If the Focal Point has selected Create New User, they must enter a name (First Name and Last Name only) in the Name box and an email address in the Email Address box. The Focal Point can choose to Delete User After Transfer. This action will delete the user from the FAPIIS database when the Focal Point clicks on the Confirm button, as long as no other Focal Points have assigned access to that user.

To search for a user granted access in CPARS or granted access by a different Focal Point in the system, click the Search button and the Search for Existing Users window will display. Enter the full or partial last name and click on
the Search button. A list of existing user names will display. Click on the desired name and the name will appear in the Select or Create User box.

Click the Confirm button to complete the transfer process. The screen will refresh and a message will appear that the access has been transferred. To return to the Manage User Access screen, the Focal Point clicks Return to Manage User Access.

**NOTE:** When transferring to a New User, a system generated email will be sent to the user to inform the user of the temporary password procedures, responsibilities, and resources available.

**NOTE:** If the user also has access to CPARS, the system will only provide the Focal Point with the option to remove FAPIIS access and the user will not be deleted.

### Assign Alternate Focal Point(s)
This option allows the Focal Point to assign up to five individuals as an Alternate Focal Point. An Alternate Focal Point has the same privileges as the Primary Focal Point (except they cannot authorize an Alternate Focal Point from their account). The Primary and Alternate Focal Points are allowed to work in FAPIIS at the same time to create/manage user accounts and to run reports, etc. To assign an Alternate Focal Point, click the Manage User Access button from the Focal Point Main Menu. Click Manage Alternate Focal Point(s). The Manage Alternate Focal Point(s) screen displays.

To grant access, the Focal Point selects the Create New User option or by selecting an existing user from the User drop-down. If the Focal Point has selected Create New User, they must identify the designated Alternate Focal Point by entering a name (First Name and Last Name only) in the Name box and an email address in the Email Address box. The drop-down box includes a list of existing users that have been given access to FAPIIS by the Focal Point. Once a new name is entered or an existing user selected, click the Assign Alternate Focal Point button.

**NOTE:** The Assign Alternate Focal Point button will not be available until an existing user or Create New User has been selected.

**NOTE:** To search for an existing user, click the Search button and the Search for Existing Users window will display. Enter the full or partial last name and click on the Search button. A list of existing user names will display. Click on the desired name and the name will appear in the Select or Create User box.

To delete an Alternate Focal Point, click on the [Delete] button. The Confirm Delete User screen will display. If the Focal Point wants to delete the user, the Focal Point clicks the Confirm button. The screen will refresh and a message will appear that the user has been deleted. To cancel the deletion and return to the Manage Alternate Focal Point screen, the Focal Point clicks Cancel.
The **Return to the Manage User Access Menu** button returns the user to the Manage User Access Menu. The **Return to the Main Menu** button returns the user to the Focal Point Main Menu.

**NOTE:** When the Alternate Focal Point is a **New User**, a system generated email will be sent to user when he/she is assigned as an Alternate Focal Point to inform them of the temporary password procedures, responsibilities, and resources available.

**To-Do List**

This option is a quick and efficient way for the Focal Point to monitor and check the status of pertinent records in FAPIIS that have been started but not yet completed and marked for release. Click the **To-Do List** button. A To-Do List Parameters screen displays.

The Focal Point can select **Include All** to produce a list of all records that have been started and not yet completed. Select **Document Number** and enter the FAPIIS record number in the adjacent field to limit the list of records. The Focal Point can also limit the To-Do List to a specific **User Role** or **User** by making the appropriate selections. Select the desired parameter and then click the **Show To-Do List** button.

The To-Do List identifies, for each record, the Document Number, Record Type/Awardee Name, DUNS, Action Date, Added Date, and the User who is responsible for completing the record.

Clicking on a user’s name allows the Focal Point to view the user’s profile information including name, title, organization, email, and phone number(s).

The **Return to the Main Menu** button returns the user to the Focal Point Main Menu.

**FAPIIS Status Report**

This option allows the Focal Point to monitor the status of records that have been started or completed for each user the Focal Point has given access to. The Status Report will display information as a list of records that allows the Focal Point read-only access to each record. *(See **FAPIIS Status Report** Section for more specific information)*
NOTE: The remaining Focal Point Main Menu options are also applicable at various FAPIIS access levels. As such, each option is described in more detail in separate sections of this user manual. Please refer to the Table of Contents to locate and obtain additional information on the following menu options.

**Update Profile**
This option must be used whenever a user’s name or phone number changes. Focal Points can also use this option to update the Organization(s) which they have cognizance over. This option also allows users to change their password, if applicable.  *(See Update Profile Section for more specific information)*

**Submit Suggestion**
This option allows users to communicate suggested improvements, policy comments, and problems to system administrators and the Change Control Board. *(See Submit Suggestion Section for more specific information)*

**NOTE:** The Alternate Focal Point Main Menu will contain additional menu options if the Alternate Focal Point has also been granted Data Entry access to FAPIIS. Those additional options will be described in the Data Entry section of this manual. Please refer to the Table of Contents to locate the Data Entry section.
FAPIIS Data Entry

The Data Entry user is responsible for creating, updating, and completing FAPIIS Records. The following record types are available for processing: Termination for Default, Termination for Cause, DoD Determination of Contractor Fault, Termination for Material Failure to Comply (grants), Defective Pricing, Non-Responsibility Determination, Recipient Not-Qualified Determination (grants), Subcontract Payment Issues, Information on Trafficking in Persons, and Administrative Agreement.

NOTE: Actions posted in FAPIIS on or after April 15, 2011, will be available to the public, as required by section 3010 of Pub. L. 111-212. Because information in FAPIIS will be made available to the public, Government officials should take appropriate steps to ensure they do not post information in the system that would create harm protected by a disclosure exemption under the Freedom of Information Act at 5 U.S.C. § 552(b). For example, heightened attention might need to be given to whether documentation supporting a non-responsibility determination or termination for default decision should be redacted before the determination or decision is posted.

Information posted prior to April 15, 2011, will only be subject to release in accordance with the Freedom of Information Act procedures, including, where appropriate, procedures promulgated under E.O. 12600, Predislosure notification procedures for confidential commercial information.

Enter a FAPIIS Record

This option allows a user to enter the record information. To enter a record, click on Enter a FAPIIS Record. The record type selection drop-down will display. Select the applicable record type from the Record Type drop-down box. The Enter A FAPIIS Record screen will display. The below screenshot is applicable when entering a Termination for Default, but note that each record type requires entry of different information at the Enter A FAPIIS Record screen. Click on the small blue “?” adjacent to Enter the following: to obtain online help regarding the information to be entered at the Enter A FAPIIS Record screen.
For a Termination for Default, enter the DUNS number, Contract Award ID Number, and Contract Referenced Award ID Number, if applicable, and click the **Continue button**. FAPIIS will then search the Federal Procurement Data System (FPDS) for the specific Contract Award ID Number and Contract Referenced Award ID Number. If a match is found, the NAICS, Product/Service Code and Awardee Information on the Data Entry screen will be prepopulated. If no match is found with FPDS, FAPIIS will search the System for Award Management (SAM) database for the specific DUNS and will prepopulate the Awardee Information if the DUNS is registered at SAM.

**Document Information:** Enter the Document Information in the spaces provided, if not prepopulated. The data entry screen identifies required fields with a red asterisk (*). However, the Data Entry user is allowed to save a partially entered record without addressing all the required fields. In order to save a partially entered Termination for Default, enter the **Action Date**, **Contract Award ID Number**, **DUNS**, and then click the **Save as a Draft** button. Note that when the Data Entry user is ready to continue working on the record, simply log into FAPIIS, click on the **To-Do List** from the Main Menu, and click on the document number for the record. To upload a PDF Attachment, click the **Browse** button. Locate and select the applicable PDF file and click **Open**. The file path will appear in the Upload PDF Attachment box, click the **Save as a Draft** button. To view the attached PDF, click the **View** button.

**NOTE:** PDF files may be uploaded/replaced after a record has been **Saved and Marked for Release** by using the **Modify a Completed Record** option. When a record is marked for release the record is completed and available in the View Performance Records section of CPARS for source selection purposes and the FAPIIS Public website. **Modify a Record** is explained in more detail below.

- There is no contractor access available in FAPIIS data entry. Contractors can view and enter comments in the View Performance Records section of CPARS.
• After a 14-day delay, the FAPIIS record will be available in the FAPIIS Public website per FAR 9.105-2. The 14-day delay doesn’t apply to the grants records.

**Awardee Information:** Enter the Awardee Information manually if it was not available from FPDS or SAM. Note that State/Province and Postal/Zip Code become required fields when United States or Canada is selected in the Country drop-down arrow box.

**Reporting Agency Information:** Select the applicable Office Code from the Office Code drop-down box. The remaining data elements are prepopulated with information saved in the user's profile.

Online help is available during the data entry process. Fields identified with a blue question mark (?) indicates online help availability. Simply click on the blue question mark to obtain an explanation of the information to be entered in the adjacent field.

To save a record without marking for release click the **Save as a Draft** button.

Click on the **View/Print the Record** button to view or print a record.

When the record is ready to be completed and made available for source selection purposes and public access, click the **Save and Mark for Release** button. All required fields must be completed at this time. A message will display stating that "The FAPIIS record has been saved and marked for release." Click the **OK** button.

The **Return to the Main Menu** button returns the user to the Data Entry Main Menu. Clicking on this button does not save any information that has been entered.

**Delete a FAPIIS Record**
This option allows the Data Entry user to delete a record that has been started, but not completed and marked for release, or available for source selection and public access. To delete a record, click the **Delete a FAPIIS Record** button. A list of records that have been started and are available for deletion will display. Click the document number of the record to be deleted. The Delete Record Confirmation screen will display. Select the **Confirm Delete** button to delete the record from the FAPIIS database. Select the **Cancel Delete and Return to the Main Menu** button to cancel the deletion of the record.

**Modify a FAPIIS Record**
This option allows the Data Entry user to modify a record that has been completed and marked for release, and is available for source selection and public access. To modify a completed record, click the **Modify a FAPIIS Record** button. A list of completed records available for modification will display. Click the document number of the record to be modified. The Modify a FAPIIS Record screen will display. The available fields that can be modified will depend upon the record type being modified. To save the modifications to the record click the **Save Data** button.

**Types of modifications that can be completed:**
- PDF attachments can be uploaded/replaced in the record after it has been completed and marked for release.
- Terminations for Default and Terminations for Cause can be changed to a Termination for Convenience or Termination Type changed to Complete or Partial.
- Records may be Withdrawn/Rescinded by selecting Yes for Record Withdrawn/Rescinded and entering a Reason Withdrawn/Rescinded. This can be used in the event of a FAR 9.105-2(b)(2)(iv) request by contractor to remove information protected by the Freedom of Information Act.

**NOTE:** If a record has been Withdrawn/Rescinded and must be reposted for source selection and the FAPIIS Public website, contact the Customer Service Desk for assistance.
All changes made using the **Modify a FAPIIS Record** option are reflected immediately upon clicking the **Save Data** button. When a record is changed to a Termination for Convenience or is Withdrawn/Rescinded, it is immediately archived and no longer visible for source selection.

Click on **View/Print the Record** to view or print the record displayed on the screen. The **Return to the Main Menu** button returns the user to the Data Entry Main Menu. Clicking on this button does not save any information that has been modified.

**To-Do List**
This option is a quick and easy method for the Data Entry user to see all the records that he/she has started, but not completed. Click the **To-Do list** button from the Data Entry Main Menu and a list of records that have been started and saved by the Data Entry user will display. Click on the appropriate document number and the record is opened in data entry format ready for the Data Entry user to complete.

**FAPIIS Status Report**
This option allows the Data Entry user to monitor the status of records that he/she has started or completed. The Status Report will display information as a list of records that allows the Data Entry user read-only access to each record. *(See FAPIIS Status Report Section for more specific information)*

**Update Profile**
This option must be used whenever a user’s name, title, organization or phone number changes. This option also allows users to change their password, if applicable. *(See Update Profile Section for more specific information)*

**Submit Suggestion**
This option allows users to communicate suggested improvements, policy comments, and problems to system administrators and the Change Control Board. *(See Submit Suggestion Section for more specific information)*
Department POC

This access level offers the Department Point of Contact (Department POC) complete visibility of the FAPIIS process across an entire department Status Reports. The Department POC access is granted only upon completion of a Department POC Access Request available at https://www.cpars.gov/userforms.htm.

Manage User Access
This option allows the Department POC to Approve/Deny Focal Point Access, transfer Focal Point Access, and view existing Focal Points.

Pending Access Requests
This option allows the Department POC to view a list of people requesting Focal Point access. The list will display the Role, Requestor’s name, Email Address, Phone Number, and Requested Date. Clicking on the User’s Name allows the Department POC to view the user’s profile information, including role, name, email address, title, organization, phone number, requested date, and justification.
To grant the Requestor FAPIIS Focal Point Access, the Department POC checks the select box next to the Requestor’s name and clicks the **Approve Selected Users** button.

To deny the Requestor FAPIIS Focal Point Access the Department POC checks the select box next to the Requestor’s name, enters the Reason for Denial, and clicks the **Deny Selected Users** button.

**Return to the Manage User Access Menu** allows the Department POC to perform other access authorization options. The **Return to the Main Menu** button returns the user to the Department POC Main Menu.

**View Existing User Access**
This option allows the Department POC to view a list of the organizations, Focal Points, and their Alternates. The list will display the Organization(s) the Focal Point has cognizance over, Focal Point name, Phone Number, Email Address, Created Date, Last Accessed Date, and the system(s) they are Active In.

[Spreadsheet] – Click on the [Spreadsheet] in the upper left hand corner to create a Microsoft Excel version of the Focal Point List.

The **Return to the Manage User Access Menu** allows the Department POC to perform other access authorization options. The **Return to the Main Menu** button returns the user to the Department POC Main Menu.
FAPIIS Status Report
This option allows the Department POC to monitor the status of records that have been started or completed within the respective department. The Status Report will display information as a list of records that allows the Department POC read-only access to each record. In addition, the Department POC will also have access to view the Activity Log for each record. (See FAPIIS Status Report Section for more specific information)

Update Profile
This option must be used whenever a user’s name, title, organization, or phone number changes. This option also allows users to change their password, if applicable. (See Update Profile Section for more specific information)

Submit Suggestion
This option allows users to communicate suggested improvements, policy comments, and problems to system administrators and the Change Control Board. (See Submit Suggestion Section for more specific information)
**FAPIIS Status Report**

The FAPIIS Status Report feature allows users to monitor the status of records within their purview. The Status Report will display information as a list of records that provides the user with read-only access to each record. To run a status report, click the **FAPIIS Status Report** button from the Main Menu. The Status Report Parameters menu will display. The Focal Point FAPIIS Status Report screens are displayed in the following examples. Slight variations of this report occur at the different access levels and are described as applicable.

If the user leaves the default values as **All** (under Record Type, Status, and User Assigned) and then clicks on the **Run Report** button, the report identifies the status of all users' records as shown below.

**NOTE:** Data Entry's Status Report does not include User Assigned search/sort option. The Department POC can search by Focal Point only under the User Assigned option.

The status report column names that are included are Viewed, Document Number, Record Type/ Awardee Name, DUNS, Action Date, Status, User Assigned (Focal Point and Alternate Focal Point only), Focal Point and Activity Log.

Clicking on the blue column names of the report allows the user additional sort options. Note that when sorting by the Record Type/Awardee Name column, two sort options are available: Record Type or Awardee Name.

The Status Report can be qualified by selecting and/or entering the Record Type, Status, DUNS, Awardee Name, Contract/Grant Award ID Number, Contract Referenced Award ID Number, Solicitation/Funding Opportunity Number, and/or User Assigned. The Status Report can also be sorted by Record Type, Action Date, DUNS, or
Awardee Name from the Sort by drop-down arrow box. For example, the user might be interested in how many Terminations for Cause records are completed. To limit the report by these options, the user would select Termination for Cause from the Record Type drop-down box, Completed from the Status drop-down box, and then click the Run Report button.

The Status Report below contains the selections of Record Type: Termination for Cause, Status: Completed, Sort by: Record Type from the Status Report Parameters screen displayed above.

**Document Number** - Click on the specific Document Number and the record will display in HTML format. Click the Print button to print the record. Click the Close button to return to the list of records. A green (x) appears in the Viewed column adjacent to the document number for the record(s) that were viewed.

**User Assigned** - Clicking on the user’s name allows the Focal Point to view the user’s profile information including name, title, organization, email, and phone number(s).

**Focal Point** - Clicking on the Focal Point’s name allows the Focal Point to view the profile information including name, title, organization, email, and phone number(s).

**[Spreadsheet]** - Click on the [Spreadsheet] link in the upper right hand corner of the page to create a Microsoft Excel version of the report.

**Activity Log** - Click on the [Log] link and a new window opens and presents the Activity Log. The Activity Log provides an audit trail of the history of actions taken on the record.

Click the Print button to print the log. Click the Close button to return to the list of records.

To run a new Status Report, click the Run Another Status Report button. The Return to the Main Menu button returns the user to the Main Menu.
Senior Contractor Representative

The Senior Contractor Representative access level allows a designated corporate official to view in-process evaluations when statused at the Contractor Representative level, and all completed evaluations. Additional features at this level allow the Senior Contractor Representative to quickly identify evaluations that have been sent to the company for comment and respond to FAPIIS Records. Senior Contractor Representative access is provided by submitting a request from the Access Info tab on the CPARS website.

NOTE: This access level will not allow you to comment on a performance assessment or evaluation.

To-Do List

This option allows the Senior Contractor Representative to identify all evaluations that have been forwarded to the corporation, its divisions or subsidiaries, for contractor review and comment. The evaluations identified on this list require contractor review and comment and should be returned to the Government by the required due date or they will be closed by the Government without contractor review and comment. Click the To-Do List from the Main Menu. A To-Do List Parameters screen displays.

To view a list of all evaluations within the Senior Contractor Representative’s area of responsibility, the Senior Contractor Representative selects Include All. Select Contract Number and enter a specific contract number to limit the search to one contract. The Senior Contractor Representative can limit the To-Do List to a specific Contractor Representative by selecting User and selecting the appropriate name from the drop-down box. Finally, the To-Do List can be limited to one of the corporation’s assigned DUNS numbers by selecting DUNS and selecting the DUNS from the drop-down box. Select the desired parameter and then click the Show To-Do List button. A list of evaluations will display.
This report displays Document Number, Record Type, DUNS, Period of Performance/Action Date, Role, Action Required, Assigned Date, Due Date, and User.

[Spreadsheet] – Click on the [Spreadsheet] in the upper left hand corner to create a Microsoft Excel version of the To-Do List.

User – Allows the Senior Contractor Representative to view the Contractor Representative’s profile information, including name, title, organization, email address, and phone number. Click the User to see the user profile information. Click the Close button to return to previous screen.

Return to the To-Do List Parameters button allows the Senior Contractor Representative to select new qualifiers and run another report. The Return to the Main Menu button returns the user to the Senior Contractor Representative Main Menu.

View/Print Completed Evaluations
This option allows the Senior Contractor Representative to view evaluations that have been completed by the Government for contracts/orders awarded to the corporation or any of its divisions or subsidiaries. To view an evaluation, click the View/Print Completed Evaluations button from the Main Menu and the View/Print Completed Evaluations screen displays.
The Senior Contractor Representative can search for completed evaluations by Contract Number/Order Number, Organization, DUNS, Product or Service Code (PSC), and North American Industrial Classification System (NAICS). Select the appropriate qualifiers and then click the List the Evaluations that Meet these Qualifiers button. A list of completed evaluations will display. Click on the contract/order number of the evaluation to be viewed and a new window opens and displays the evaluation in HTML format. Once the evaluation is displayed, the user is able to scroll through the entire evaluation and/or print the evaluation on a local printer. The Return to the View/Print Evaluations Qualifier Menu button allows the Senior Contractor Representative to select new qualifiers and run another report. The Return to the Main Menu button returns the user to the Senior Contractor Representative Main Menu.

View Contractor Reps
This option allows the Senior Contractor Representative to quickly identify all Contractor Representatives (and view their contact information) within the corporation who have been authorized to enter comments in CPARS evaluations. Click View Contractor Reps from the Main Menu. The View Contractor Reps screen displays. The Senior Contractor Representative can view Contractor Representatives by Contract, User, or DUNS. Select the desired option(s) and click View. A list of Contractor Reps with the Contract Number(s) assigned, DUNS, User Name, and Last Logon Date displays. Click on the User Name to view the individual’s profile information including name, title, organization, email address, and phone number. The Return to the Main Menu button returns the user to the Senior Contractor Representative Main Menu.

[Spreadsheet] – Click on the [Spreadsheet] in the upper left hand corner to create a Microsoft Excel version of the Contractor Rep(s) list.

CPARS Status Report
This option allows the Senior Contractor Representative to monitor the status of contracts and evaluations for each contract/orders within their respective corporation. The Status Report will display information as counts or as a list of contracts and evaluations that allows the Senior Contractor Representative read-only access to each evaluation that is rated or completed. (See the Status Report Section for more specific information)
Ad Hoc Report
This option allows the Senior Contractor Representative to perform Ad Hoc queries of their organizations data with the following report options: FAPIIS Records and Performance Evaluations-Source Selection. (See Ad Hoc Section for more specific information)

Ratings Metrics Report
This option allows the Senior Contractor Representative to run a report that will identify the distribution of ratings for all completed evaluations within the corporation. The report can be qualified by date or DUNS. (See Ratings Metrics Report Section for more specific information)

Assessment Reports
This option allows Senior Contractor Representative users to view past performance evaluations available for source selection purposes for their organization. To run an Assessment Report, click the Assessment Reports button from the Main Menu. The Assessment Reports Parameters menu will display.

Assessment Reports selection allows users to enter specific qualifiers to view the evaluations for the qualifiers entered. Enter the desired qualifiers and click the Show Report button.

NOTE: The user can retrieve all reports by just clicking the Show Report button.
**View** – Click on **View** to view the evaluation as an HTML document.

**XML** – Click on **XML** to view the evaluation as an XML document.

**NOTE:** XML is a general-purpose markup language. It allows users to define their own tags. Its primary purpose is to facilitate the sharing of data across different information systems, particularly via the Internet.
FAPIIS Reports

FAPIIS Reports allows Corporate Senior Contractor users to view FAPIIS data, provide comments on FAPIIS records, view proceedings information, System for Award Management (SAM) exclusion data, and Corporate Relationships for the DUNS under their cognizance. To run a FAPIIS Report, click the **FAPIIS Report** button from the Main Menu. The FAPIIS Report Parameters menu will display.

**NOTE:** If the user has access to more than one DUNS, the user will need to select the DUNS they want to run the report for.

FAPIIS Data: The FAPIIS Data table at the top of the screen displays the different types of FAPIIS records. If an awardee/contractor has a FAPIIS record of a particular type, the Records column in the table will display **Yes** and the Count column will display the number of records of that type.

To view a record of a particular type, click the **Yes** link in the table.
If there are multiple records of that type, a Details of Selected Report Type table will display at the bottom of the screen. The table will indicate the Report Date and document number for each record.

To view an individual record, click on the Report Type link in the row for that record. The record will display at the bottom of the screen.

CLICK HERE - Click the CLICK HERE link to view the attachment that was upload to the FAPIIS Record.
After the FAPIIS record has been reviewed, the Corporate Senior Representative scrolls down and enters their comments in the **Enter Optional Comment Section**. Fields that are identified with a red asterisk (*) are mandatory and must be completed by the Corporate Senior Representative. To save comments, click the **Save Comments** button. Contractors may provide an unlimited number of comments.

Contractor comments become available after 14 days in FAPIIS-PA.

**Proceedings Information as Entered by the Entity in SAM.gov**
This section will display whether the Entity has entered any Proceedings Information into SAM. If information has been entered, the information will display.

**Performance Evaluations**
This section will display whether the Entity has any performance evaluations entered in the system. To view the Performance Evaluations for the Entity, use the Assessment Reports option. (**See Assessment Reports Section for more specific information**)

**SAM Exclusion Data**
This section will display any exclusion record from SAM.gov. Indicating that the individual or Entity listed is disqualified from receiving any federal government contracts.

**Update Profile**
This option must be used whenever a user’s name, title, organization, or phone number changes. This option also allows users to change their password. (**See Update Profile Section for more specific information**)

**Submit Suggestion**
This option allows users to communicate suggested improvements, policy comments, and problems to system administrators and the Change Control Board. (**See Submit Suggestion Section for more specific information**)

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**Please note:**
- Contractors may provide an unlimited number of comments.
- Contractor comments become available after 14 days in FAPIIS-PA.
View Performance Records

Owner (View Performance)

The Owner (View Performance) is responsible for administering access to view performance records. The Owner (View Performance), level is used to give/remove access to the following roles; Manager (View Performance) and Access (View Performance) users. The Owner (View Performance) is also able to view Assessment Reports, FAPIIS Reports, FAPIIS Records, Ad Hoc Reports, and Compliance Reports. Owner (View Performance) access is granted only upon the completion of an Owner (View Performance) User Access Request Form available at https://www.cpars.gov.

The Main Menu is grouped by functionality. For users who administer access you will have permissions under the Administration column. For View Performance users who are accessing performance information your permission will be located under the View Performance Records column.

**NOTE:** You will only have access to items on the Main Menu based on the access role(s) you have been granted.

**Manage User Access**

This option allows the Owner (View Performance) to Approve/Deny Manager (View Performance) and Access (View Performance) requests, and to view existing users. To access the Manage User Access options, click the **Manage User Access** button on the Focal Point Main Menu. The Manage User Access menu displays.

**Pending Access Requests**

This option allows the Owner (View Performance) to view a list of people requesting Manager (View Performance) and Access (View Performance) access. The list will display The Role, Requestor’s name, Email Address, Phone Number, Organization, and Requested Date. Clicking on the User’s Name allows the Owner (View Performance)
to view the user’s profile information, including role, name, email address, title, organization, phone number, requested date, and justification.

To grant the Requestor access as a Manager (View Performance) or Access (View Performance), the Owner (View Performance) checks the select box next to the Requestor’s name and clicks the Approve Selected Users button.

To deny the Requestor access as a Manager (View Performance) or Access (View Performance), the Owner (View Performance) checks the select box next to the Requestor’s name, enters the Reason for Denial and clicks the Deny Selected Users button.

Return to the Manage User Access Menu allows the Owner (View Performance) to perform other access authorization options. The Return to the Main Menu button returns the user to the Owner (View Performance) Main Menu.

View Existing User Access
This option allows the Owner (View Performance) to view a list of the Managers (View Performance), and Access (View Performance) users. This option also allows the Owner (View Performance) to Remove a Manager (View Performance) or Access (View Performance) users access. The list will display the Organization, Role, User Name, Phone Number, Email Address, Created Date, and Last Accessed Date.

[Spreadsheet] – Click on the [Spreadsheet] in the upper left hand corner to create a Microsoft Excel version of the Existing Users List.

The list will automatically default to the user role of Manager (View). The Owner (View Performance) can choose to view it as an Access (View Performance) user by selecting the Access (View) role from the User Role drop-down.

Remove Access – This option allows the Owner (View Performance) to remove a user’s access. To remove a user’s access, the Owner (View Performance) clicks the Remove Access button.

The Return to the Manage User Access Menu allows the Owner (View Performance) to perform other access authorization options. The Return to the Main Menu button returns the user to the Owner (View) Main Menu.
**NOTE:** The remaining Owner (View Performance) Main Menu options are also applicable at the Access (View Performance) level. As such, each option is described in more detail in the Access (View Performance) section.

**Update Profile**
This option must be used whenever a user's name, title, organization, or phone number changes. This option also allows users to change their password. *(See Update Profile Section for more specific information)*

**Submit Suggestion**
This option allows users to communicate suggested improvements, policy comments, and problems to system administrators and the Change Control Board. *(See Submit Suggestion Section for more specific information)*
Manager (View Performance)

The Manager (View Performance) is responsible for administering access to past performance information. The Manager (View Performance) approves/removes Access (View Performance) users. The Manager (View Performance) is also able to view Assessment Reports, FAPIIS Reports, Compliance Metrics Reports, FAPIIS Compliance Reports, Ad Hoc Reports, Government FAPIIS Records, and All Awardee Proceedings. Manager (View Performance) access is granted only upon the completion of a Manager (View Performance) User Access Request Form available at https://www.cpars.gov.

The Main Menu is grouped by functionality. For users who administer access you will have permissions under the Administration column. For View Performance users who are accessing performance information your permission will be located under the View Performance Records column.

NOTE: You will only have access to items on the Main Menu based on the access role(s) you have been granted.

Manage User Access

This option allows the Manager to Approve/Deny Access (View Performance) requests, and view existing users. To access the Manage User Access options, click the Manage User Access button on the Focal Point Main Menu. The Manage User Access menu displays.

Pending Access Requests

This option allows the Manager (View Performance) to view a list of people requesting the role of Access (View Performance). The list will display the Role, Requestor's name, Email Address, Phone Number, Organization, and Requested Date. Clicking on the User's Name allows the Manager (View Performance) to view the user's profile information, including role, name, email address, title, organization, phone number, requested date, and justification.
To grant the Requestor the Access (View Performance) role, the Manager (View Performance) checks the select box next to the Requestor’s name and clicks the Approve Selected Users button.

To deny the Requestor the Access (View Performance) role, the Manager (View Performance) checks the select box next to the Requestor’s name, enters the Reason for Denial, and clicks the Deny Selected Users button.

Return to the Manage User Access Menu allows the Manager (View Performance) to perform other access authorization options. The Return to the Main Menu button returns the user to the Manager (View Performance) Main Menu.

View Existing User Access
This option allows the Manager role to view a list of the Access (View Performance) users. This option also allows the Manager (View Performance) to Remove an Access (View Performance) users access. The list will display the Organization, Role, User Name, Phone Number, Email Address, Created Date, and Last Accessed Date.

[Spreadsheet] – Click on the [Spreadsheet] in the upper left hand corner to create a Microsoft Excel version of the Existing Users List.

Remove Access – This option allows the Manager (View Performance) to remove a user’s access. To remove a user’s access, the Manager (View Performance) clicks the Remove Access button.

The Return to the Manage User Access Menu allows the Manager (View Performance) to perform other access authorization options. The Return to the Main Menu button returns the user to the Owner (View Performance) Main Menu.

NOTE: The remaining Owner (View Performance) Main Menu options are also applicable at the Access (View Performance) level. As such, each option is described in more detail in the Access (View Performance) section.
Update Profile
This option must be used whenever a user’s name, title, organization, or phone number changes. This option also allows users to change their password.  (See Update Profile Section for more specific information)

Submit Suggestion
This option allows users to communicate suggested CPARS improvements, policy comments, and problems to system administrators and the Change Control Board.  (See Submit Suggestion Section for more specific information)
Access (View Performance)

The Access (View Performance) user is able to view Assessment Reports, FAPIIS Reports, Compliance Metrics Reports, FAPIIS Compliance Reports, Ad Hoc Reports, Government FAPIIS Records, and All Awardee Proceedings. Access (View Performance) access is granted only upon the completion of an Access (View Performance) User Access Request Form available at https://www.cpars.gov.

Assessment Reports

Assessment Reports allows users to view past performance evaluations for source selection purposes. To run an Assessment Report, click the Assessment Reports button from the Main Menu. The Assessment Reports Parameters menu will display.

Assessment Reports selection allows users to enter specific qualifiers to view the evaluations for the qualifiers entered. You may enter Contractor Name, the DUNS qualifier, or use the Advanced Search Option. Enter the desired qualifiers and click the Show Report button.
NOTE: If a filter that allows for more than one company to be selected is used, a list of companies matching the description will be displayed, along with the number of their associated assessment reports.

Click List to display the list of Assessment Reports for each Company Name.

Notice the Click Here button to download a spreadsheet as an excel file and save the available list as seen in the browser window (does not include the narratives).

To view and save multiple Assessment Report files as HTML or PDF (limited to 5 assessments), you can select individual records with a check mark in the box next to the word Chart and either click View (HTML, XML) or use the Click Here (HTML, PDF) button above the table.

Chart: Click on Chart to view a compilation of data as a Pie Chart and bar graph depicting business ratings over a three or six-year period depending on the business sector.

View (HTML) – Click on View (HTML) to view the evaluation as an HTML document.

View (XML) – Click on View (XML) to view the evaluation as an XML document.

NOTE: XML is a general-purpose markup language. It allows users to define their own tags. Its primary purpose is to facilitate the sharing of data across different information systems, particularly via the Internet.
FAPIIS Reports

FAPIIS Reports allows users to view FAPIIS data, proceedings information, System for Award Management (SAM) exclusion data, and corporate relationships. To run a FAPIIS Report, click the FAPIIS Report button from the Main Menu. The FAPIIS Report Parameters menu will display.

NOTE: It is possible in the FAPIIS application that a contractor may not have a CAGE CODE. If you search by CAGE and do not get the contractor you are looking for, try using the ‘Name’ search option. Note that some of the extended systems, such as the Performance Information section of SAM, do not require DUNS. If your search of the FAPIIS system does not produce a Performance Information section of SAM record, you can go directly to https://www.sam.gov/ and use the ‘Advanced Search’ option to locate the entity of interest.

To search for an individual by name, search using the ‘Contains’ option and specify only the person's last name.

Enter the desired qualifiers and click the Search button. The FAPIIS Search Results page will display.

NOTE: If a filter that allows for more than one company to be selected is used, a list of companies matching the description will be displayed.

FAPIIS Data

The FAPIIS Data table at the top of the screen displays the different types of FAPIIS records. If an awardee/contractor has a FAPIIS record of a particular type, the Records column in the table will display Yes and the Count column will display the number of records of that type.
To view a record of a particular type, click the Yes link in the table.

If there are multiple records of that type, a Details of Selected Report Type table will display at the bottom of the screen. The table will indicate the Report Date and document number for each record.

To view an individual record, click on the Report Type link in the row for that record. The record will display at the bottom of the screen.

CLICK HERE- Click the CLICK HERE link to view the attachment that was upload to the FAPIIS Record.
**Proceedings Information as Entered by the Entity in SAM.gov**
This section will display whether the Entity has entered any Proceedings Information into SAM. If information has been entered, the information will display.

**Performance Evaluations**
This section will display whether the Entity has any performance evaluations entered in the system. To view the Performance Evaluations for the Entity, use the Assessment Reports option. *(See Assessment Reports Section for more specific information)*

**SAM Exclusion Data**
This section will display any exclusion record from SAM.gov. Indicating that the individual or Entity listed is disqualified from receiving any federal government contracts.
Compliance Metrics Reports

The Compliance Metrics Report is used to review compliance with past performance reporting requirements by comparing contracts entered into the Federal Procurement Data System (FPDS) and completed evaluations. To run a Compliance Metrics Report, click the **Compliance Metrics Report** button from the Main Menu. The Compliance Metrics Report Parameters menu will display.

Enter the desired qualifiers and click the **Run Report** button or to list all Agencies click the **Run Report** button. The Compliance Report will display.

Click the **Here** button above the table to export the data columns displayed into a Microsoft Excel Spreadsheet.

Click the **Get Detail** button to receive a Microsoft Excel Spreadsheet of all the Agency’s contract numbers and their individual compliance.

Click the applicable Agency Code to display the Compliance Metrics at the Contract Office Agency Level.
Click the **Here** button above the table to export the data columns displayed into a Microsoft Excel Spreadsheet.

Click the **Get Detail** button to receive a Microsoft Excel Spreadsheet of all the Contract Office Agency’s contract numbers and their individual compliance.

Click the applicable Agency Code to display the Compliance Metrics at the Agency Level.

Click the **Here** button above the table to export the data columns displayed, into a Microsoft Excel Spreadsheet.

Click the applicable Agency Code to display the Compliance Metrics at the Detailed Contract Office Level.
Click the Here button above the table to export the data columns displayed into a Microsoft Excel Spreadsheet.
FAPIIS Compliance Report

The FAPIIS Compliance Metrics is used to review compliance with FAPIIS reporting requirements for Terminations for Default and Cause. The FAPIIS Compliance Metrics compare contracts/orders entered into the Federal Procurement Data System (FPDS) with those contracts/orders reported in FAPIIS. To run a FAPIIS Compliance Report, click the FAPIIS Compliance Report button from the Main Menu. The FAPIIS Compliance Metrics Report Parameters menu will display.

Enter the desired qualifiers and click the Run Report button or to list all Agencies click the Run Report button. The Compliance Report will display.

Click the Here button above the table to export the data columns displayed, into a Microsoft Excel Spreadsheet.

Click the Get Detail button to receive a Microsoft Excel Spreadsheet of all the Agency's contract numbers and their individual compliance.

Click the applicable Agency Code to display the Compliance Metrics at the Contract Office Agency Level.
Click the **Here** button above the table to export the data columns displayed, into a Microsoft Excel Spreadsheet.

Click the **Get Detail** button to receive a Microsoft Excel Spreadsheet of all the Contract Office Agency’s contract numbers and their individual compliance.

Click the applicable Agency Code to display the Compliance Metrics at the Agency Level.

Click the **Here** button above the table to export the data columns displayed into a Microsoft Excel Spreadsheet.

Click the applicable Agency Code to display the Compliance Metrics at the Detailed Contract Office Level.

Click the **Here** button above the table to export the data columns displayed into a Microsoft Excel Spreadsheet.
Government FAPIIS Records

This option allows users to view a list of all government entered FAPIIS records. Users can choose to obtain a list of all Government entered FAPIIS Records, All Government entered Contract Based FAPIIS Records, or All Government entered Grant Based FAPIIS Records. To run a Government-Entered FAPIIS Record listing, click the Government FAPIIS Records button from the Main Menu. The Government-Entered FAPIIS Records menu will display.

Click on Search for the applicable list. The list of All Government-entered records for the selected list will display.

Click the here link at the top of the report to download data in Microsoft Excel format.

Click on the applicable CAGE Code, DUNS, or Awardee Name to view the Entity’s FAPIIS Record. (See FAPIIS Reports Section for more specific information)
All Awardee Proceedings Report

This option allows users to view a list of all Awardee entered Proceedings. To run a list of All Awardee Proceedings, click the All Awardee Proceedings button from the Main Menu. The All Awardee Proceedings Records list will display.

Click the here link at the top of the report to download data in Microsoft Excel format.

Click on the applicable DUNS or Legal Business to view the Entity’s FAPIIS Record. (See FAPIIS Reports Section for more specific information)
Ad Hoc Report

The Ad Hoc Report option is available to Department POCs, Owner (View Performance), Manager (View Performance), Access (View Performance), and Senior Contractor Representatives. The Ad Hoc Report allows the user to generate reports used for management and oversight of their agency or organizations data. Department POCs may display data on Contracts Requiring Evaluation, Evaluation Activity Log, Evaluation Workflow Users, and Performance Evaluations-Agency Only. Owner (View Performance), Manager (View Performance), Access (View Performance), and Senior Contractor Representatives may display data on FAPIIS Reports and Performance Evaluations-Source Selection.

NOTE: Senior Contractor Representatives only have access to their organization’s data.

These reports can help the Agency/Organization ensure they are complying with all requirements. The Ad Hoc Reports feature allows users to save successful reports to run in the future as well as sortable options. Users will only see data for the Agency/DUNS to which they are assigned. This functionality can be used to provide data for oversight agencies such as the Inspector General (IG) offices and internal management.

To run the Ad Hoc Report, click the Ad Hoc Report button from the Main Menu. The Ad Hoc Report screen will display.

The Department POCs Ad Hoc Report screens are displayed in the following examples.

The Select Report Type drop-down box allows the user to choose the type of Ad Hoc Report they want to run. Available Options are: Contracts Requiring Evaluation, Evaluation Activity Log, Evaluation Workflow Users, and Performance Evaluations-Agency Only. Choose the desired report type from the drop down menu. The data elements associated with the selected report type will display in the Select Data Elements box.
Select the applicable data elements to include in the report from the Select Data Elements box. Multiple elements can be selected by holding the CTRL key and clicking each element to be included. To select multiple elements that are adjacent, click on the first element, hold the SHIFT key, and then click on the last element to be included.

Once all desired data elements have been selected, click the Add button to add the data elements to the selected data elements box. To remove elements from the selected data elements box, highlight an element and select the Delete button.

To set the criteria for what records will appear in the results of the report, select one of the available Data Elements from the Data Element drop-down box to the right of the Logical Condition box. Select the comparison from the Comparison drop-down, and enter the applicable data value in the Data Value field.
Select the **Add Where** button and a table will appear below with the element in the first row for the first element. Continue to build query table as required. To delete a where clause, check off the clause and click the **Delete** button.

If the user wishes to add a specific order when displaying the Ad Hoc results, the user would select a data element from the **Data Element** drop-down in the Add Order section. From the **Order** drop-down, the user would select either Ascending or Descending. Select the **Add Order** button and a table will appear below with the element in the first row for the first element. Continue to build order table as required. To delete an order, place a check the applicable order box and click the **Delete** button.

If the user wishes to save this report to run it again in the future, the user enters a Report Name in the **Report Name** box and clicks the **Save Report** button. The Ad Hoc Report screen will refresh and a Select Saved Report drop-down will appear. To run the report, click the **Run Report** button.
To run the saved report in the future, the user would select the Report Name from the drop-down and click Run Report.

To change the parameters of a saved report, select the Report Name from the drop-down, select/de-select the desired parameters, and click Save Report.

To delete a saved report, select the Report Name from the drop-down and click Delete.

[Spreadsheet] – Click on [Spreadsheet] in the upper left hand corner of the page to create a Microsoft Excel version of the Ad Hoc report.

To run a new Ad Hoc Report, click the Return to Ad Hoc Parameters button. The Return to the Main Menu button returns the user to the Main Menu.
Update Profile

The Update Profile option is very important as it is the primary method that users, at all access levels, keep their profile information up-to-date. For example, if a user’s phone number changes, the user would access the **Update Profile** button to update the phone number. This option is also used to change a user’s password when necessary. To update user information, click the **Update Profile** button from the Main Menu. The User Profile Menu will display.

Click the **Change User Information** button and the User Information screen displays.

The user is able to update any of the profile information fields noted above. Fields identified with a red asterisk (*) are required. After all necessary changes are made, click the **Save User Information** button and a confirmation pop-up screen displays. Click the **OK** button.

The **Return to the User Profile Menu** button allows the user to continue with other User Profile options. The **Return to the Main Menu** button returns the user to the Main Menu.

To change a login password, click the **Change User Profile/Switch Access Level** button from the Main Menu and the User Profile Menu will display. Click the **Change Login Password** button and the Change Login Password screen displays.

**NOTE:** Passwords cannot be changed more than once in a 24-hour period.
Enter the current password in the **Current Password** box. Enter a new password in the **New Password** box. The password will display as asterisks. Re-type the password in the **Confirm New Password** box.

**NOTE:** The password is case sensitive and must contain 15–20 characters, at least two uppercase letters, two lowercase letters, two numbers, and two special characters. The last 24 passwords are kept and may not be reused. Passwords must differ from previous passwords by at least four characters. Passwords must not contain personal information such as: names, phone numbers, account names, birthdates, or dictionary words. If a user logs onto CPARS with an expired password, the Change Login Password screen is presented and the user will be required to establish a new password.

Click the **Save Password** button and a confirmation pop-up will display. Click the **OK** button.

The **Return to the User Profile Menu** button allows the user to continue with other User Profile options. The **Return to the Main Menu** button returns the user to the Main Menu. Clicking on this button does not save any information that has been entered.
Submit Suggestion

The **Submit Suggestion** feature is available at all access levels and allows users to do such things as identify and submit system problems, make suggestions for system improvements, or recommend changes in policy. To submit comments, click the **Submit Suggestion** button from the Main Menu and the Submit Suggestion screen will display.

Enter a brief description in the **Short Description** box and a complete description in the **Description** box.

**NOTE:** The system limitation for Submit Suggestion is 1000 characters.

Click the **Submit Suggestion** button. Click **OK** when the confirmation message displays. The Customer Support Desk monitors CPARS for all suggestions submitted. Requests for enhancements and policy changes are routed through the Change Control Board (CCB) for review, discussion, and disposition. The **Return to the Main Menu** button returns the user to the Main Menu.
Email Notifications

CPARS will send the following email notifications:

- An automatic notification is sent to users when they are assigned access to CPARS.
- An automatic notification is sent whenever the Focal Point provides access to new or existing users. Users will also receive an email when the Focal Point transfers user access to another user.
- An automatic notification is sent to the Assessing Official Representative, Assessing Official, Alternate Focal Point, and Focal Point 30 days before the evaluation is due to be started. This email is weekly and continues until the evaluation is started.
- An automatic notification is sent to the Assessing Official, Alternate Focal Point, and Focal Point when an evaluation is not completed within the 120-day objective (overdue). This email is weekly and continues until the evaluation is completed.
- When the Focal Point or Alternate Focal Point registers a contract/order, but no Assessing Officials or Contractor Representative users have been assigned. This email is weekly and continues until users are assigned to the contract/order.
- When the Focal Point or Alternate Focal Point assigns users to a contract/order and the contract/order is available in auto-register, but has not been registered. This email is weekly and continues until the contract/order is registered.
- An automatic notification is sent to theAssessing Official Representative initiates an evaluation.
- An automatic notification is sent to the Assessing Official Representative forwards an evaluation to the Assessing Official.
- When the Assessing Official returns an evaluation to the Assessing Official Representative.
- When the Assessing Official drafts an evaluation.
- When the Assessing Official forwards an evaluation to the Contractor Representative.
- When the Contractor Representative returns an evaluation to the Assessing Official.
- When the Assessing Official sends an evaluation to the Reviewing Official.
- When the Reviewing Official returns an evaluation to the Assessing Official.
- The Contractor Representative receives an email notification when the evaluation is completed.
- An automatic notification is sent to the Contractor Representative identifying evaluations that have been forwarded to the Contractor Representative for comment, but the Contractor has not started entering comments. This email is daily and continues until the Contractor enters comments or until the evaluation is available for source selection after 14 days.
- An automatic notification is sent to the Contractor Representative identifying evaluations that have been forwarded to the Contractor Representative for comment, but the Contractor Representative has not responded. This email is weekly, starts 15 days after the evaluation is sent to the Contractor Representative and continues until the Contractor Representative enters comments or until the evaluation returns to the Assessing Official after 60 days.
- An automatic notification is sent to the Assessing Official when the Contractor 60-day comment period expires. This email is weekly and continues until the evaluation is closed by the Assessing Official.
- An automatic notification is sent to Agency POC(s) when the Department POC provides access to new/existing Organization(s).
- An automatic notification is sent to Agency POC(s) when the Department POC provides access to additional Organization(s).
- An automatic notification will be sent to all users that have not logged in within two years, notifying them to log into the system to retain their account.
- An automatic notification is sent to users who have requested Focal Point and Department POC access.
- An automatic notification is sent to the Department POC or Agency POC when they have a pending Focal Point access request.
- An automatic notification is sent when a Focal Point, Department POC, or Senior Contractor Rep receives access.
- An automatic notification is sent when a Focal Point request is denied.
- An automatic notification is sent to the Senior Contractor Rep when the MPIN associated with their DUNS Number is changed.
FAPIIS will send the following email notifications:

- Department POC assigned
- Focal Point assigned
- Alternate Focal Point assigned
- FAPIIS Data Entry assigned
- FAPIIS Data Entry assigned/records transferred
- Overdue notification (record incomplete)
- Contractor notification that FAPIIS record is available for source section/comment

View Performance Records will send the following email notifications

- Owner (View Performance) assigned
- Manager (View Performance) assigned
- Access (View Performance) assigned
- An automatic notification is sent to the Owner (View Performance) or Manager (View Performance) when they have a pending access request.
- An automatic notification is sent when a request is denied.
Using CPARS Effectively

When Registering Contracts/Orders or Working on Evaluations:

- The blue question mark (?) indicates online help is available for the adjacent field. Click on the blue question mark and the online help window opens.

- The ABC button located next to data entry fields offers a spell checker. When clicked, possible misspellings in the block of text are identified and replacement options are offered.

- A red asterisk (*) designates a required field. All required fields must be completed to register a contract/order. However, evaluations can be started and saved without all required fields being completed. Required fields must be completed whenever evaluations are validated and sent to the next workflow step.

- A small calendar located adjacent to a date field allows the user to populate the date field with the use of a mouse. Click on the calendar and select the correct date. This will assure the date is entered in the correct format.

- There is a character counter located at the top of data entry screens that help users identify how many characters they have entered in text fields. Keep an eye on the character field to determine how many characters have been entered.

- CPARS has a time-out feature of 20 minutes. The time-out clock is located at the bottom of data entry screens and appears whenever the system is idle (user not typing). If the user has a data entry screen open and no work is performed for 20 minutes, the system will perform an automatic save. The time-out clock is re-set whenever the user performs a save or clicks on any of the tabs.

- A red checkmark next to Notes on the To-Do List located next to a Contract/Order Number indicates that a note has been generated for that evaluation. Notes may be viewed or added by clicking on them.

- A red checkmark located within any of the Rating Tabs indicates that element has been rated for the specific performance area.

When Entering Records:

- The small blue question mark (?) indicates online help is available for the adjacent field. Click on the blue question mark and the online help window opens.

- A red asterisk (*) designates a required field. All required fields must be completed to save and mark a record for release for source selection and public access. However, records can be started and saved without all required fields being completed.

- A small calendar link is located adjacent to a date field allows the user to populate the date field with the use of a mouse. Click on the calendar and select the correct date. This will assure the date is entered in the correct format.

- FAPIIS has a time-out feature of 20 minutes. The time-out clock is located at the bottom of data entry screens and appears whenever the system is idle (user not typing). If the user has a data entry screen open and no work is performed for 20 minutes, the system will perform an automatic save. The time-out clock is re-set whenever the user performs a save.
General System Information:

- At the bottom of every page in the CPARS application there are links to the CPARS Guidance and Training Opportunities.
- Use the To-Do List to open and work on all evaluations/records requiring your action.
- Use the Forgot/Reset Password feature to receive a system-generated, temporary password.
- The Status Report is available to help monitor the status of contracts and evaluations, to identify who has access to a contract, or to find out the history of the evaluation (Activity Log).
- The FAPIIS Status Report is available to help monitor the status of records.
- Run a FAPIIS Status Report to identify who has responsibility for a record (User Assigned, Focal Point, and Alternate Focal Point only) or to find out the history of the record (Activity Log).