Department of Defense

Past Performance Information Retrieval System

(PPIRS-SR)



Software User's Manual

(DRAFT)

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Approved for public release; distribution is unlimited

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PPIRS-SR 2.2.13 Document Acceptance

The undersigned agree this Past Performance Information Retrieval System Statistical Reporting (PPIRS-SR) Software User's Manual Version 2.2.13 accurately describes the PPIRS-SR and the activities surrounding its development.

Project Manager

Document Version #	Version Date	Detailed Description of Change
1	MAR2007	Baseline document
2	MAR2009	Updates for V1.0.00134
3	SEP2009	Updates for V2.0.00000
4	SEP2012	Updates for V2.2.13

Record of Versions and Changes

TABLE OF CONTENTS

1.	WHAT IS PPIRS-SR?	. 1
1.1	Document Overview	2
2.	PPIRS-SR USER ROLES AND RESPONSIBILITIES	3
2.1	Contractor User:	
2.1.1	Contractor User Responsibilities:	
2.2	Government User	
2.2.1	Government User Responsibilities:	
2.3	PPIRS-SR Central Design Activity (CDA)	5
3.	ACCESSING PPIRS-SR	6
3.1	Minimum Activity Requirements	6
3.1.1	Hardware Requirements for Activity	. 6
3.1.2	Software Requirements	6
3.2	Before You Log into PPIRS-SR	
3.2.1	Changing Your Screen Resolution	
3.2.2		
3.2.3	Setting Additional Security	8
3.3	Government Access to PPIRS-SR	
3.3.1	Userid	
3.3.2	Password	
3.4 3.4.1	Logging into PPIRS-SR PPIRS Logon	
3.4.1	Requesting a New Account (Government Only)	
3.4.3	Requesting a New Account (Government Only)	
3.4.4	Contractor Logon With PKI	
3.4.5	DoD Logon	
3.5	Invalid Login	
3.6	Forgotten UserID Or Password	
3.6.1	Forgotten Password	
3.6.2	Forgotten UserID	25
3.7	Exiting PPIRS-SR	
3.8	Concurrent Sessions	26
4.	WORKING IN PPIRS-SR	27
4.1	Navigating in PPIRS-SR	27
4.2	Account Menu Items	28
4.2.1	Modify Account	
4.2.2	View Account	
4.2.3	Change Password	
4.2.4	Request RC Access	
5.	REPORTS	32
5.1	Contractor Reports	32
5.1.1	Contractor Assessment Reports Inquiry (RC)	32
5.1.2		
5.1.3		
5.1.4	Supply Code Relationship Report	
5.1.5	Contractor Help	
5.1.6	Contractor Feedback	
5.2 5.2.1	Government Reports	
5.2.1	Solicitation Inquiry Standard Assessment	
5.2.2 5.2.3	Best Value Assessment	
5.2.3	Edit Existing Solicitation	
5.2.4	Solicitation History Report	
5.2.0	zonormania instory report	

5.2.6	Summary Report	
5.2.7	Detailed Summary Report	
	DOD Termination List	
5.2.9	Feedback	
Appen	dix A: GLOSSARY	
Appen	dix B: PPIRS-SR TERMS AND DEFINITIONS	B-1
Appen	dix C: TROUBLESHOOTING HINTS AND TIPS	C-1
Appen	dix D: NAVIGATION FRAME ITEMS	

TABLE OF FIGURES

Figure 1: I	PPIRS Home Page	10
Figure 2: I	PPIRS Logon	11
Figure 3: I	PKI Certificate Pop Up	12
Figure 4: A	ActivClient Login	13
-	Security Warning	
•	PPIRS Government Login Window	
-	Non-Disclosure Agreement	
	Request Government Account	
0	Request Group Membership 1	
0	Request Group Membership 2	
	Request Group Membership 3	
	Justify Group Membership Request	
	Rules of Behavior	
	Accept Rules of Behavior	
	Government Main Page Limited Access	
U	Government Main Page Full Access	
•	Awardee/Contractor Login Without PKI	
	Awardee/Contractor Login Without PKI Password	
	PPIRS Awardee/Contractor Login Window (PKI)	
	Awardee/Contractor Main Menu.	
	PPIRS DoD Login Window	
-	Select Application Screen	
0	PPIRS-SR Government Main Page	
-	Forgot UserID Or Password	
-	Switch Application Screen	
	Concurrent Session Notification	
-		
	Working Order in PPIRS-SR	
	Modify Account Window.	
	Awardee/Contractor View Account	
	Change Password Window	
-	Request RC Access	
	Request RC Access Pop Up	
		32
	ContractorAssessment Report	
	ContractorAssessment Report Sample	
	ContractorAssessment Report Detail Sample Top of Page	
	ContractorAssessment Report Detail Sample Middle of Page	
-	ContractorAssessment Report Detail Sample Bottom of Page	
0	Contractor Summary Report Example	
	Contractor Summary Report Detail	
Figure 41:	Challenge Record Email	40
Figure 42:	Supply Code Relationship Report Search	41
Figure 43:	Supply Code Relationship Report Search By FSC Screen	42
	Supply Code Relationship Report Search By FSC Results	
Figure 45:	Supply Code Relationship Report Search By NAICS Screen	43
Figure 46:	Supply Code Relationship Report Search By NAICS Results	43

v

Figure	47:	Help Pop Up	44
Figure	48:	Help Pop Up Detail	45
Figure	49:	Solicitation Inquiry Report Request	46
Figure	50:	Solicitation Inquiry Window Single CAGE Code	47
Figure	51:	Solicitation Inquiry Window Single CAGE Code Detail	48
Figure	52:	Solicitation Inquiry Window, entering multiple CAGE codes	49
Figure	53:	Solicitation Inquiry Window with multiple CAGE Codes	50
Figure	54:	Solicitation Inquiry Report Detail (Standard Assessment)	51
Figure	55:	Detail Report Negative Records	52
Figure	56:	Detail Report Positive Records	53
		Standard Assessment Saved Successfully	
Figure	58:	Solicitation Inquiry Window (Best Value Assessment)	54
Figure	59:	Solicitation Inquiry Report (Calculate Best Value)	55
Figure	60:	Solicitation Inquiry Report (Calculate Best Value), entering weights & valu	es
	•••••		
Figure	61:	Solicitation Inquiry Report Detail (Calculate Best Value) Best Offer Rankin	ıg
	•••••		
Figure	62:	Solicitation Inquiry Report (Best Value Selection)	58
0		Solicitation Update	
		Solicitation Update Report Example	
		Solicitation Update Successful	
0		Previously Awarded Solicitation (No Edit) Example	
0		Solicitation History Report Request	
		Solicitation History Report Detail Example	
-		Summary Report Request	
-		Summary Report Request, entering DUNS Nubmer	
0		Summary Report Request, List of selected CAGE Codes Box	
0		Summary Report Request, entering multiple CAGE Codes	
U		Summary Report Request with multiple CAGE Codes	
-		Summary Report Request, entering multiple FSC Codes	
0		Summary Report Request with multiple FSC Codes	
0		Summary Report Detail	
		Summary Detailed Report Example	
		DOD Termination List Example	
		DOD Termination List Full Report Example	
		Feedback Window	
		Feedback Window Subsystem Dropdown	
		Feedback Window Rating Dropdown	
Figure	83:	Feedback Window Comments	75

1. WHAT IS PPIRS-SR?

Past Performance Information Retrieval System Statistical Reporting (PPIRS-SR) provides past delivery and quality performance information for commodities including contracts under the thresholds established in the PPIRS report card system. The sources of data include: the Department of Navy's Product Data Reporting and Evaluation Program (PDREP), the Army's Logistics Modernization Program - Virtual Contracting Enterprise Reporting and Delinquency System (LMP-VCERADS), the Air Force's JO18 (Delivery) and GO21 (Deficiency Reporting Information System), the Joint Deficiency Reporting System (JDRS) for joint Services aviation PQDRs, and DLA's Automated Best Value System (ABVS). ABVS will be replaced by DLA's Enterprise Business System's (EBS) eProcurement tool around the start of FY 2013. The Air Force delivery system JO18 is fed from JO41 and is used only by the three Air Force Logistics Centers (Robins AFB, Tinker AFB, and Hill AFB).

PPIRS-SR is a web-enabled application accessed through the Naval Sea Logistics Center Detachment Portsmouth web applications at <u>www.PPIRS.gov</u>.

Government users fill out an on-line request for an account in order to gain system access. After establishing a User Id/Password, access to the group is granted, and each user may access the Government Main Page. The PPIRS-SR web page is located on the PPIRS home page. At the time of this publish the Department of Defense owns all of the data supplied to PPIRS-SR, therefore ONLY DoD users are allowed access to PPIRS-SR. No Federal government users may have access. This policy may change once federally operated data sources (such as the General Services Administration) supply data. No timeline has been established, but hopes are to have this available to all Federal users sometime during FY 2013.

Personal Service Contractors (PSC's) employed by the DoD or Federal agencies may also NOT be given access to PPIRS-SR.

Contractors (vendors) may access their own company contract information in PPIRS-SR. Access is granted by updating the company's profile at Central Contractor Registration (CCR) now located at the System for Award Management (SAM) site at <u>www.sam.gov</u>. Contractors must update stored company contract information to indicate a past performance Point of Contact (POC). At that time they choose a Marketing Partner Identification Number (MPIN). After establishing the MPIN you may Logon to PPIRS-SR using your Data Universal Numbering System (DUNS) and MPIN identification.

1.1 DOCUMENT OVERVIEW

This software user's manual provides instructions and step-by-step procedures for the PPIRS-SR Version 2.2.13 functionality. It describes procedures for gaining access to PPIRS-SR, obtaining reports, providing feedback, and getting help. There is a Glossary of Terms provided in **Appendix A**. Dissemination of this document is approved for public release with unlimited distribution. The content of all data files referenced within this manual are sensitive but unclassified; many are controlled by the Privacy Act of 1974; and all must be handled accordingly.

2. PPIRS-SR USER ROLES AND RESPONSIBILITIES

There are three types of access in PPIRS-SR: Contractor User, Government User, and Admin User. This section describes Contractor User and Government User roles and the responsibilities that accompany them. Admin user is described in the PPIRS-SR Software User's Manual, Administration and will not be covered herein. A list of PPIRS-SR Terms And Definitions is contained in **Appendix B**.

2.1 CONTRACTOR USER:

As a contractor you will able to:

- View your company information
- View your Contractor Summary Reports.
- View your Contractor Detailed Reports
- View your Report Card Assessment Reports
- **NOTE:** Contractors can gain access by updating the company's profile at the Central Contractor Registration (CCR) now located at <u>www.sam.gov.</u> Contractors must identify a Past Performance Point of Contact and specify a Marketing Partner Identification Number (MPIN). This MPIN in combination with the company's Data Universal Numbering System (DUNS) number is used to log into the PPIRS-SR system.

2.1.1 Contractor User Responsibilities:

- Obtain a valid PKI Certificate (optional)
- Register with CCR
 - Identify a Past Performance Point of Contact
 - Specify a Marketing Partner Identification Number (MPIN)
- Verify that company information available to source selection officials is complete and accurate
- Ensure the contracting office has reported/updated all company data

2.2 GOVERNMENT USER

A Government User is a PPIRS-SR user that can provide/view past delivery and quality performance information on contracts. As a Government User, you will:

- Obtain a Government Account
- View and modify your account information
- View PPIRS-SR Reports
- Provide customer feedback

2.2.1 Government User Responsibilities:

Obtain Government Account. Government Users log in using a Userid and Password. For more information obtaining an account, refer to Section 3.4.2 - Requesting a New Account (Government Only))

Modify Account. Allows user to view and update their account information including changes in e-mail or mailing addresses. For more information on modifying your account, refer to Section 4.2 – Modify Account.

View Reports. Allows users to review PPIRS-SR information. This includes quality and delivery performance information on contracts lower than reported in the PPIRS Report Card (RC) system

Feedback. Allows users to provide feedback rating of the information provided by PPIRS-SR for solicitation purposes. For more information on this, refer to Section 4.2 – Feedback Report.

<u>NOTE:</u> Government users need to go to the PPIRS-SR login screen and fill out an on-line request for an account in order to gain system access. After establishing a Userid/Password, access to the group is granted, and each user may access the Government Main Page.

2.3 PPIRS-SR CENTRAL DESIGN ACTIVITY (CDA)

NAVSEALOGCEN DET PORTSMOUTH is the PPIRS-SR Central Design Activity that develops, designs, and maintains the PPIRS-SR application. The CDA will:

- Maintain PPIRS-SR software
- Maintain PPIRS-SR documentation
- Provide training and documentation to activity personnel
- Provide Customer Support Center to answer customer questions
- Respond to reported questions and/or problems in PPIRS-SR
- Provide technical expertise in PPIRS-SR application administration and processing
- Verify databases are available to users

3. ACCESSING PPIRS-SR

This section tells you how to modify your Internet Explorer settings for PPIRS-SR, how to log in and out of the application, how to change your password, and how to work in PPIRS-SR. Internet Explorer (IE) is the preferred browser for PPIRS-SR, but others may work as well. Microsoft (MS) Windows is also the preferred operating system, but Apple systems may work if configured similarly.

3.1 MINIMUM ACTIVITY REQUIREMENTS

3.1.1 Hardware Requirements for Activity

The hardware required for installing, configuring, maintaining, and running PPIRS-SR is listed below.

Туре	Recommended Minimum
CPU	Pentium II/800 Processor
Memory	256 Mb RAM
Video display	Per Navy guidelines, SVGA 800 x 600 resolution.

Minimum Client PC Requirements

3.1.2 Software Requirements

The software required for installing, configuring, maintaining, and running PPIRS-SR is listed below.

Software for	Client PC
--------------	-----------

Software	Version	Source
Microsoft (MS)Windows Operating System (Preferred)	2000, XP	Appropriate vendor
Internet Explorer (Preferred)	The system shall be able to run on any operating system using Internet Explorer (IE) 6.0 or later, or on IE 5.5* running MS XML Parser 3.0 or later.	Appropriate vendor

3.2 BEFORE YOU LOG INTO PPIRS-SR

Before you log into PPIRS-SR for the first time, you should adjust your screen resolution, disable AutoComplete, and set additional security measures. These changes will maximize your PPIRS-SR experience.

3.2.1 Changing Your Screen Resolution

A screen resolution of 800 X 600 is the minimum recommended for the best viewing results with a minimum of scrolling. Keep in mind that PPIRS-SR does work with resolutions smaller than this, but setting your screen to 800 X 600 will greatly enhance your experience with PPIRS-SR. If your screen is set to a larger resolution, such as 1024×768 , you can use the following procedures to change your resolution:

To change your screen resolution:

- a. In an empty space on your computer desktop, right-click your mouse
- b. Select **Properties**
- c. Click the **Settings** tab
- d. In the Screen resolution area, move the arrow to the right until the resolution reads at least 800 by 600
- e. Click **OK** (screen goes black for a moment, then comes back on at the adjusted resolution)

3.2.2 Disabling AutoComplete

The AutoComplete feature saves previous entries you have made for Web addresses, forms, and passwords. For security purposes, it is recommended that you disable AutoComplete features in your browser in order to ensure personal information is not being saved to your PC.

To disable AutoComplete:

- a. In the Internet Explorer menu bar, click **Tools → Internet Options** (Internet Options dialog box appears)
- b. Click the **Contents** tab
- c. In the Personal Information area, click **Auto Complete** (AutoComplete Settings dialog box appears)
- d. Verify that all check boxes are not checked
- e. Click Clear Forms and Clear Passwords
- f. Click OK

3.2.3 Setting Additional Security

If you are operating behind a proxy server, you also need to select the check box next to Use HTTP 1.1 through proxy connections.

Click OK.

<u>NOTE:</u> For Users with Citrix Servers, it may be necessary to check the following: Tools/Internet Options/Advanced Tab: Check to select "Browsing: Force off screen compositing even under Terminal Server." Click OK.

3.3 GOVERNMENT ACCESS TO PPIRS-SR

PPIRS-SR allows access only to authorized Government users. Application access is determined from a combination of a Userid, Password, and Common Access Card PIN (DoD only). To access PPIRS-SR, you must be defined as a user within PPIRS-SR.

3.3.1 Userid

New Accounts/First Logon Access requires User ID and Password. The user is able to select his/her Userid. The Userid can be composed of 5 to 30 characters (letters and/or numbers only). For more information obtaining an account, refer to Section 3.4.2 - Requesting a New Account (Government Only).

3.3.2 Password

The user is able to select his/her Password. When creating a password, remember that passwords must contain: A combination of letters, numbers and symbols that includes at least fifteen characters.

- At least 2 UPPERCASE and 2 lower case letters.
- At least 2 numbers.
- At least 2 special characters
- Must be 15 20 characters
- Must differ from previous password by at least four characters
- Must not contain personal information such as: names, phone numbers, account names, birthdates, or dictionary words
- Your last 10 passwords are kept and cannot be reused

3.4 LOGGING INTO PPIRS-SR

Once you complete the computer configurations discussed in Section 3.2, you are ready to log into PPIRS-SR. PPIRS-SR is accessed through the Naval Sea Logistics Center Detachment Portsmouth web applications at <u>www.ppirs.gov</u>.

To log into PPIRS-SR:

a. Open a browser session. Microsoft® Internet Explorer is preferred.

b. In the Address bar, type the uniform resource locator (URL) supplied above to get access to the PPIRS Home page.

Below is the **PPIRS Home** page. The frame on the left of the home page provides a link to the **PPIRS System Logon web page**. There are also tabs available on the PPIRS home page supplying various sources of information: PPIRS Frequently Asked Questions (FAQs), Guidance, PPIRS User Manuals and Guides (Help), Related Links (Links), and other DoD Past Performance Policy Guides (Policy). Check this list of provided references first for any questions concerning PPIRS or DoD past performance policy.

PPIRS-SR-2.2.13



Figure 1: PPIRS Home Page

c. Click on PPIRS System Logon on the left side.

3.4.1 PPIRS Logon

Below is the introductory page for PPIRS. This page is displayed when **PPIRS System Logon** is selected from the PPIRS home page. *See Figure 1: PPIRS Home Page*.

NOTE: Contractor and Government user Logon procedures are slightly different. Contractor access requires using a combination of the Data Universal Numbering System (DUNS) and Marketing Partner Identification Number (MPIN). MPIN numbers are created by the contractor and registered in Central Contractor Registry (CCR), which is now available at www.sam.gov . Government users log in with a User Id and Password.

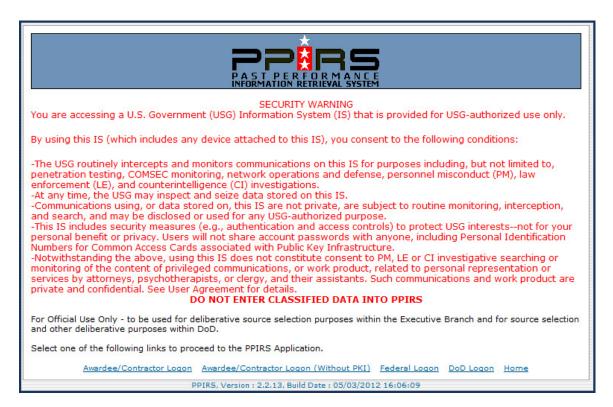


Figure 2: PPIRS Logon

- a. A contractor looking to verify company information in PPIRS may select either the <u>Awardee/Contractor Logon</u> link, or the <u>Awardee/Contractor</u> <u>Logon (Without PKI)</u> link
- b. A Federal user (government non-DoD) looking for information in PPIRS selects the **Federal Logon** link
- c. A Department of Defense Government user looking for information in PPIRS selects the **DoD Logon** link
- d. To return to the PPIRS home page select the Home link
- <u>NOTE:</u> Any user accessing private DoD web sites may have a PKI certificate to access the site. PPIRS is a private DoD web site. PKI certificates offer added security, but are not necessary to access PPIRS.

PKI Information: All DoD employees (military and civilian) using Government Furnished Equipment (GFE) are eligible to obtain certificates from DoD PKI. DoD users are automatically assigned a certificate with their Common Access Card (CAC). Contractors who wish to use PKI may purchase on through an External Certificate Authority (ECA).

External Certificate Authorities (ECAs) provide digital certificates to the DoD's private industry partners, contractors using their own equipment or working in non-government facilities, allied partners, and other agencies. Approved ECA Vendors are Operational Research Consultants, Inc. (ORC) <u>http://www.eca.orc.com</u> and Verisign, Inc. <u>http://www.verisign.com/verisign-business-solutions/piblic-sector-solutions/ieca-eca-certificates/index.html</u>

The following site provides additional FAQs on the subject of ECAs: *http://iase.disa.mil/pki/eca/index.htm*

If the user chooses to Logon using PKI a pop up similar to the one below for DoD users is displayed.

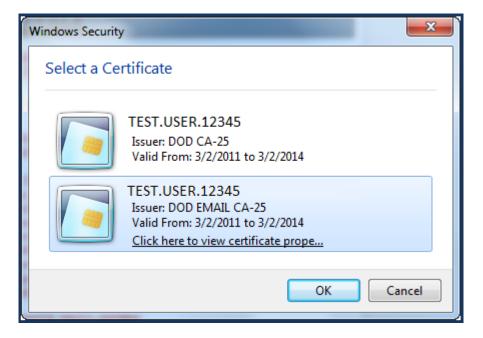


Figure 3: PKI Certificate Pop Up

- e. If PKI is used select a certificate and click **OK**
- f. The following pop up will display

ActivClient Lo	gin		8 ×
Activlden ActivCl			
Please enter	your PIN.		
PIN			
		OK	Cancel

Figure 4: ActivClient Login

- g. Enter PIN & click **OK**
- h. Whatever Logon method you choose, a Government Warning and Consent Banner will display

PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM (PPIRS)
You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:
- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interestsnot for your personal benefit or privacy.
 Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See Use Agreement for details.
Select Accept or Decline to continue.
C Accept Decline
PPIRS. Version : 2.2.13. Build Date : 05/03/2012 16:06:09

Figure 5: Security Warning

- i. When you have read the warning message, click your selection
- j. You must click the radio button for Accept to continue
- k. Instructions on how to Request Accounts will depend on the logon required (see the following sections)

3.4.2 Requesting a New Account (Government Only)

a. Click the **Request Account** button

	PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM (PPIRS)	
Ŀ	Federal Login	
	Userid : Password :	
	Login Clear Forgot UserID Or Password Home	
	Login Clear Forgot UserID Or Password Home PPIRS, Version : 2.2.13, Build Date : 05/03/2012 16:06:09 16:06:09 16:06:09	

Figure 6: PPIRS Government Login Window

b. The Non-Disclosure Agreement will display

Non-Disclosure Agreement 1. I agree that I will not search any information on the PPIRS database other than information read to assess the particular acquisition to which I am assigned. I agree that I will not disclose any information from this system to: (a) any offerors or potential offerors (including subcontractors) except as authorized by the contracting officer as part of any discussions; (b) any person outside the Government (e.g., trade association representative, reporter); and (c) any person within the Government (including superiors, supervisors, and associates) unless, prior to any disclosure, I have obtained approval to disclose necessary information from the Contracting Officer assigned to the solicitation for which I am an evaluator.	
2. To the best of my knowledge, neither I, my spouse, nor any minor children of mine or my spouse, currently has a direct or indirect financial interest in any of the firms or subcontractors of firms I am evaluating, nor am I negotiating for employment with any such firm. In the event I later become aware of such financial interest, I agree to report this fact immediately to the Contracting Officer associated with the acquisition for which I have been granted access to the database, particularly for the purpose of disqualifying myself from any further participation in this source selection.	
If I am disqualified or otherwise removed from the source selection process, I agree that I will not disclose any information obtained through my review of the PPIRS database.	
4. Further, I understand that unauthorized disclosure of source selection information, failure to disqualify myself from participation in a source selection in which I have a disqualifying financial interest, or use of the database for other than source selection specific reasons, may result in an investigation that could lead to disciplinary action and other consequences, including the loss of privileges for the PPIRS.	
Do you accept the terms of the preceding Non-Disclosure Agreement? To continue you must agree.	

Figure 7: Non-Disclosure Agreement

- c. When you have read the Non-Disclosure Agreement, click the I Agree button
- d. The Request Government Account screen will display

DE	QUEST GOVERNME	
	be granted access to t	his part of the application. You will not be granted full
	* Indicates Required Informa	ition
Name * First Name		
Middle Name:		
* Last Name:		
Title		
Organization		
Mailing Address	1	
* Address	:	
* City:		
* State/Province		
* Postal Code		
* Country:	:	
Contact Information		
* Email Address		
* Commercial Voice		
Commercial FAX:		
DSN Voice:		
DSN FAX:		
Supervisor Information First Name	,	
Middle Name		
Last Name		
Commercial Voice		
Define Your UserId/Password		
	User Id may be 5-30 charact Passwords must meet the fol	ers (letters and numbers only).
	1 must be 15-20 char	acters
	 2 must contain at lease 3 must contain at lease 	t two upper and lower case letters t two numbers
	 must contain at lease cannot reuse your la 	
	- must differ from pro	evious password by at least four characters rsonal information such as:
		rs, account names, birthdates, or dictionary words
	REMEMBER YOUR USER ID A	ND PASSWORD.
* User Id		
* Password		
* Confirm Password	:	
	O PPIRS-RC	
* Select Application	PPIRS-SR	
	FAPIIS Only Access	
	Submit Clear Can	pel .

Figure 8: Request Government Account

- e. Enter your information
- f. Click radio button in the Select Application box to select the application for which you are requesting access (PPIRS-SR).
- g. Click the **Submit** button

h. You are required to Request Group Membership

Γ	REQUEST GROUP MEMBERSHIP
	Help
	Back
	You must request membership to a group to complete request account process.
	Group Name Action
	Other Government Agencies
L	

Figure 9: Request Group Membership 1

- i. Click the + to expand a Group Name
- j. If an incorrect group is selected click on the < to backup through the groups one level at a time

	REQUEST GROUP MEMBERSHIP	2
Help		
	Back	
You must r	request membership to a group to complete request	account process.
	Group Name	Action
(epartment of Defense	
	Air Force	
	Army	
	Business Transformation Agency	
	COUNTERINTELLIGENCE FIELD ACTIVITY (CIFA)	
	+ DARPA	
	Defense Commissary Agency	
	Defense Contract Management Agency	
	Defense Finance and Accounting Service	
	Defense Information Systems Agency	
	Defense Intelligence Agency	
	Defense Logistics Agency	
	Defense Microelectronics Activity (DMEA)	
	DEFENSE SECURITY COOPERATION AGENCY (DSCA)	
	Defense Security Service	
	Defense Threat Reduction Agency	
	DEMO	
	Department of Defense Education Activitity (DODEA)	
	JOINT CHIEFS OF STAFF	
	Joint Commands	
	Missile Defense Agency	
	National Geospatial-Intelligence Agency (NGA)	
	National Reconnaissance Office	
	Navy\USMC	
	Office of Secretary of Defense (OSD)	
	Special Operations Command	
	TRICARE	
	Uniformed Services Univ. of the Health Sciences	
	Washington Headquarters Services	

Figure 10: Request Group Membership 2

k. Continue in this manner until your chosen group is found

REQUEST GROUP MEMBERSHIP				
Help				
Back				
You must request membership to a group to complete request account process.				
Group Name Action				
< DEMO				
DEMO Users Request Membership				

Figure 11: Request Group Membership 3

1. Click <u>Request Membership</u> for your chosen group

	JUSTIFY GROUP MEMBERSHIP REQUEST
Group:	DEMO Users * Please enter justification for your access to the above group . * Include a point of contact in your contracting office.
	ication for access to group.
	n my contracting office) ame LastName PhoneNumber EmailAddress
-	Submit Cancel

Figure 12: Justify Group Membership Request

- m. You must enter justification for access to your group
- n. You must include a point of contact in your Contracting Office
- o. Once your justification and POC have been entered, click the Submit button
- **<u>NOTE:</u>** You will receive an email advising the request was sent. Once the request is acted upon, you will receive an email advising if you were granted or denied access.
 - p. Rules of Behavior will display

	PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM (PPIRS) Rules of Behavior
System Secu	rity Rules of Behavior/Acceptable Use Policy Training
	this document, you acknowledge and consent that when you access Department of DD) information systems:
	accessing a U.S. Government (USG) information system (IS) (which includes any ached to this information system) that is provided for U.S. Government use only.
* You conse	ent to the following conditions:
informatior communicati misconduct - At any ti	Government routinely intercepts and monitors communications on this a system for purposes including, but not limited to, penetration testing, cons security (COMSEC) monitoring, network operations and defense, personnel (PM), law enforcement (LE), and counterintelligence (CI) investigations. me, the U.S. Government may inspect and seize data stored on this information
subject to	ations using, or data stored on, this information system are not private, are routine monitoring, interception, and search, and may be disclosed or used 5. Government-authorized purpose.
	ormation system includes security measures (e.g., authentication and access to protect U.S. Government interestsnot for your personal benefit or

Figure 13: Rules of Behavior

q. When you have read the Rules of Behavior click the check box

PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM (PPIRS)	
Rules of Behavior	
This information system includes security measures (e.g., authentication and access strols) to protect U.S. Government interestsnot for your personal benefit or wacy. Users will not share account passwords with anyone, including Personal entification Numbers for Common Access Cards associated with Public Key Trastructure.	
Notwithstanding the above, using an information system does not constitute consent to resonnel misconduct, law enforcement, or counterintelligence investigative searching or intoring of the content of privileged communications or data (including work product) it are related to personal representation or services by attorneys, psychotherapists, clergy, and their assistants. Under these circumstances, such communications and work oduct are private and confidential, as further explained below:	
Nothing in this User Agreement shall be interpreted to limit the user's consent to, or any other way restrict or affect, any U.S. Government actions for purposes of network inistration, operation, protection, or defense, or for communications security. This cludes all communications and data on an information system, regardless of any blicable privilege or confidentiality. The user consents to interception/capture and zure of ALL communications and data for any authorized purpose (including personnel sconduct, law enforcement, or counterintelligence investigation). However, consent to ecception/capture or seizure of communications and data is not consent to the use of wileged communications or data for personnel misconduct, law enforcement, or unterintelligence investigation against any party and does not negate any applicable wilege or confidentiality that otherwise applies.	
Please check the box below (or type Alt + R) to indicate that you have read these Rules of Behavior. have read these Rules of Behavior	
Select Accept (Alt + A) or Decline (Alt + D) to continue.	
Accept Decline	

Figure 14: Accept Rules of Behavior

r. You must click the Accept button to continue

<u>NOTE:</u> Until the Owner/Manager of your requested group takes action to grant you access to the system, you will only have limited access (Figure 16).

[PAST PERFO	RMANCE INFORMATION RETRIEVAL SYSTEM - STATISTICAL REPORTING
	<u>Main</u> Logout	PAST PERFORMANCE INFORMATION SYSTEM - STATISTICAL REPORTING
	ACCOUNT MENU ITEMS Modify Account Change Password	Welcome: SRMANUAL USER Group:
	Request RC Access	Last accessed:
	SERVICE MENU ITEMS Feedback	The Past Performance Information Retrieval System - Statistical Report (PPIRS-SR) is designed to provide access to contractor performance information. This information can be used as an evaluation factor in awarding contracts for goods and/or services.
L		

Figure 15: Government Main Page Limited Access

<u>NOTE:</u> Once your access has been granted you will have access to all the functionality of the system (Figure 17).

<u>Main</u> Loqout Switch Apps	PAST PERFORMANCE INFORMATION SYSTEM - STATISTICAL REPORTING
ACCOUNT MENU ITEMS <u>Modify Account</u> <u>Change Password</u> <u>Request RC Access</u>	Welcome: TEST123 USER Group: FEDERAL DEMO USER SUB GROUP 1A Last accessed:
REPORTS MENU ITEMS Solicitation Inquiry Edit Existing Solicitation Solicitation History Summary Report DoD Termination List DED Termination List SERVICE MENU ITEMS Feedback	The Past Performance Information Retrieval System - Statistical Report (PPIRS-SR) is designed to provide access to contractor performance information. This information can be used as an evaluation factor in awarding contracts for goods and/or services.

Figure 16: Government Main Page Full Access

3.4.3 Requesting a New Account (Awardee/Contractor Logon Without PKI)

- a. In the DUNS field, type your company DUNS, (DUNSPlus4 if applicable).
- b. In the MPIN field, type your MPIN number.

NOTE: If an MPIN number has not been assigned, go directly to the CCR web site at <u>www.sam.gov</u> to request one.

PAST PERFC	DRMANCE INFORMATION RETRIEVAL SYSTEM (PPIRS)
Help	Awardee/Contractor Login (Without PKI)
DUNS: MPIN:	
(Welcome!	Login Clear Home
DDI	RS Version - 2 2 13 Build Date - 05/03/2012 16:06:09

Figure 17: Awardee/Contractor Login Without PKI

c. Click the Login button

PAST PERFO	PRMANCE INFORMATION RETRIEVAL SYSTEM (PPIRS)
<u>Help</u>	Awardee/Contractor Login (Without PKI)
DUNS: MPIN:	999999999 DUNSPlus4:
Welcome!	Login Clear Home
	Enter Password: Reset Password
	Enter Password & Login

Figure 18: Awardee/Contractor Login Without PKI Password

d. A strong password is required for Logon without PKI. Once the password has been entered correctly click **Enter Password & Logon**

NOTE: REMEMBER YOUR PASSWORD!

3.4.4 Contractor Logon With PKI

Help Awardee/Contractor Login (Without PKI) DUNS: 999999999 DUNSPlus4: MPIN: Login Clear Home Welcome!	PAST PERFO	FORMANCE INFORMATION RETRIEVAL SYSTEM (PPIRS)
MPIN: •••••••	Help	Awardee/Contractor Login (Without PKI)
Login Clear Home	DUNS:	: 999999999 DUNSPlus4:
	MPIN:	l: •••••••
Welcome:	Welcomet	Login Clear Home
	Welcome:	

Figure 19: PPIRS Awardee/Contractor Login Window (PKI)

- a. You will be prompted for a certificate. (See Figure 3: PKI Certificate Pop Up and Figure 4: ActivClient Login.)
- b. In the DUNS field, type your company DUNS, (DUNSPlus4 if applicable).
- c. In the MPIN field, type your MPIN number.
- <u>NOTE:</u> If an MPIN number has not been assigned, go directly to the CCR web site at <u>www.sam.gov</u> to request one.
 - d. Click the **Login** button
 - e. The Awardee/Contractor Mani Menu will display

PAST PERFO	RMANCE INFORMATION RETRIEVAL SYSTEM (PPIRS)
Main Menu Logout Account Menu Items View Account Report Menu Items Assessment Reports Inquiry (RC) Summary Report (SR) FAPIIS Reports Supply Code Relationship Report Services Menu Items Help Feedback	AWARDEE/CONTRACTOR MAIN PAGE Welcome DUNS: 999999999 CAGE CODE: The Past Performance Information Retrieval System is a government-wide application that provides timely and pertinent contractor past performance information to the Federal acquisition community for use in making source selection decisions. PPIRS assists Federal acquisition officials making source selections by serving as the single source for contractor past performance data. Confidence in a prospective contractor's ability to satisfactorily perform contract requirements is an important factor in making best value decisions in the acquisition of goods and services.
	For Official Use Only - to be used for deliberative source selection purposes only.
	PPIRS, Version : 2.2.13, Build Date : 05/03/2012 16:06:09

Figure 20: Awardee/Contractor Main Menu

3.4.5 DoD Logon

PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM (PPIRS)	
DoD Login	
Userid: Login Forgot UserID Home Welcome!	
PPIRS, Version : 2.2.13, Build Date : 05/03/2012 16:06:09	

Figure 21: PPIRS DoD Login Window

- a. In the Userid field, type your Userid. You do not need to enter a password after your initial setup since your Userid will now automatically authenticate directly to your CAC. You may get a prompt to enter your CAC PIN, though.
- b. Click the **Login** button
- c. The Select Application Screen will display

	SELECT AN APPLI	CATION
PPIRS-RC	Past Performance Information System - Report Ca	rd
PPIRS-SR	Display classifications based on:	
PPIRS-FAPII	S © Federal Awardee Performance and Integrity Inform	nation System - FAPIIS
	PPIRS, Version : 2.2.13, Build Date : 1	05/03/2012 16:06:09

Figure 22: Select Application Screen

- d. Click the radio button to select the Application
- e. For the PPIRS-SR application you may choose to display classifications based on either FSC or NAICS. Click the radio button of your choice under PPIRS-SR

f. The PPIRS-SR Government Main Page will display

PAST PERFORM	ANCE INFORMATION RETRIEVAL SYSTEM - STATISTICAL REPORTING
<u>Main</u> <u>Loqout</u> <u>Switch Apps</u>	PAST PERFORMANCE INFORMATION SYSTEM - STATISTICAL REPORTING
ACCOUNT MENU ITEMS Modify Account Change Password Request RC Access	Welcome: TEST123 USER Group: FEDERAL DEMO USER SUB GROUP 1A Last accessed:
REPORTS MENU ITEMS Solicitation Inquiry Edit Existing Solicitation Solicitation History Summary Report DoD Termination List SERVICE MENU ITEMS Feedback	The Past Performance Information Retrieval System - Statistical Report (PPIRS-SR) is designed to provide access to contractor performance information. This information can be used as an evaluation factor in awarding contracts for goods and/or services.
1	

Figure 23: PPIRS-SR Government Main Page

3.5 INVALID LOGIN

If you enter an incorrect Userid or Password, a message warns you an invalid UserID/Password was entered. If your third attempt fails, PPIRS-SR locks your account. Before you can log in again, you must contact the NSLC Help Desk to unlock your account and reset your password. **Appendix C** contains Troubleshooting Hints and Tips.

3.6 FORGOTTEN USERID OR PASSWORD

Click on the **Forgot UserID Or Password** button, the following screen will display.

	FORGOT USERID OR PASSWORD
* Indicates F	Required Information
Forgot Passwo	rd
	Your password will be reset and an email will be sent to you with the new password. You will be required to change your password the next time you login.
*Userid:	
*Email Address:	
	Submit
	OR
Forgot UserID	Your userid will be emailed to you at the address entered below.
*Email Addre	
	Submit
Cancel	
Cancer	

Figure 24: Forgot UserID Or Password

3.6.1 Forgotten Password

- a. Enter Userid and Email Address
- b. Click the **Submit** button
- c. System will verify the information entered. Your password will be reset and an email will be sent to you with the new password.
- d. You will be required to change your password the next time you login

3.6.2 Forgotten UserID

- a. Enter Email Address
- b. Click the **Submit** button
- c. Your userid will be emailed to you at the address entered

3.7 EXITING PPIRS-SR

- a. To exit the PPIRS-SR system, click the <u>Logout</u> link in the left-hand frame of the page. (*See Figure 16: Government Main Page Full Access*). This will return you to the PPIRS login screen.
- b. You may also click <u>Switch Apps</u> to exit the PPIRS-SR application and display the Switch Application Screen.

SELECT AN APPLICATION		
PPIRS-RC		
	Past Performance Information System - Report Card	
PPIRS-SR		
	Display classifications based on:	
	SFSC OR NAICS	
PPIRS-FAPIIS	5	
	\bigcirc Federal Awardee Performance and Integrity Information System - FAPIIS	
	PPIRS, Version : 2.2.13, Build Date : 05/03/2012 16:06:09	

Figure 25: Switch Application Screen

c. To choose an application click the radio button next to that application

3.8 CONCURRENT SESSIONS

A PPIRS user is prevented from having concurrent login sessions within a user type, i.e. GOVT, CTR, or ADMIN. A user is permitted concurrent login across user type, i.e. can be logged in GOVT and CTR at the same time. When a user attempts a concurrent login, they are presented with the new 'Concurrent Session Notification'.

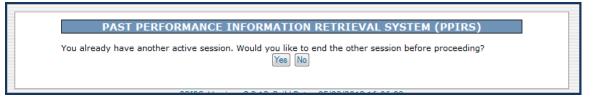


Figure 26: Concurrent Session Notification

- a. Click the **No** button, or close the browser to have the previous session remain active
- b. Click Yes button to end the previous session and login to a new session

4. WORKING IN PPIRS-SR

PPIRS-SR uses two work areas: the menu bar, and the detail area. For most of the tasks you perform in PPIRS-SR, you follow this sequence:

- a. In the Navigation frame, select the action you want to perform.
- b. In the Detail area, work in the window that displays.

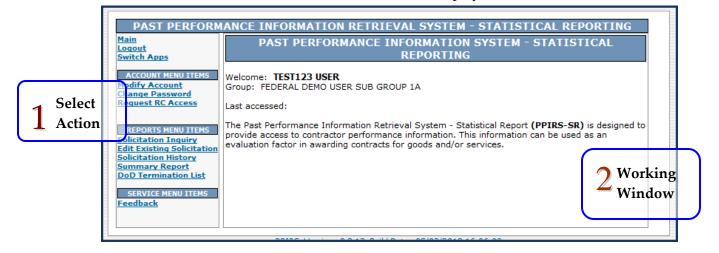


Figure 27: Working Order in PPIRS-SR

<u>NOTE:</u> Make sure you use only the menu items, buttons, and controls within the PPIRS-SR work areas. To move around in PPIRS-SR, do not use your browser's Back button or Forward button. Instead, make sure you use PPIRS-SR's Window menu and the Navigation frame.

4.1 NAVIGATING IN PPIRS-SR

In the navigation frame, you can perform the following actions:

- Return to the PPIRS-SR Government Main Page
- Log out of the system
- Switch applications between PPIRS-SR, PPIRS-RC and PPIRS-FAPIIS
- View and update account information
- Change Password (if applicable)
- Request RC Access
- Review PPIRS-SR reports
- Submit feedback or suggestions about the application to the PPIRS-SR Program Manager

<u>NOTE:</u> The content displayed depends on your PPIRS-SR access rights. For more information on access rights, refer to Section 2 - PPIRS-SR USER ROLES AND RESPONSIBILITIES

4.2 ACCOUNT MENU ITEMS

4.2.1 Modify Account

To access Modify Account the user selects <u>Modify Account</u> in the Navigation frame. Modify Account allows the user to update / modify the contact information in his/her account.

ain .	MODIFY ACCOUNT	
ogout witch Apps	Help * Indicates Required Information	
ACCOUNT MENU ITEMS odify Account hange Password	* First Name: TEST123	
equest RC Access	Middle Name: * Last Name: USER	
REPORTS MENU ITEMS	Title:	
lit Existing Solicitation	Organization: Mailing Address	
<u>mmary Report</u> D Termination List	* Address: PNS	
SERVICE MENU ITEMS	* city: KITTERY	
	* State/Province: ME	
	* Postal Code: 07724	
	* Country: USA	
	Contact Information	
	* Email Address: TEST123@NAVY.MIL	
	* Commercial Voice: 555-5555	
	Commercial FAX:	
	DSN Voice:	
	DSN FAX:	
	Supervisor Information	
	First Name	
	Middle Name	
	Last Name	
	Commercial Voice	
	Submit Clear	

Figure 28: Modify Account Window

<u>NOTE:</u> This selection is available to everyone, except Awardee/Contractor Access.

This screen displays pre-populated with the information the user supplied when creating the account.

a. Edit only the fields you wish to change, click the **Submit** button to save.

4.2.2 View Account

<u>NOTE:</u> This selection available only to Awardee/Contractor Access.

To access View Account the user selects <u>View Account</u> in the Navigation frame. View Account allows the Awardee/Contractor user to verify their contact information.

	AWARDEE/CONTRACTOR MAIN PAGE
ain Menu	
ogout	Welcome
Account Menu Items	
ew Account	DUNS: 999999999
Report Menu Items	CAGE CODE: #1
ssessment Reports Inquiry (RC)	The Past Performance Information Retrieval System is a government-wide application
Immary Report (SR)	that provides timely and pertinent contractor past performance information to the
APIIS Reports	Federal acquisition community for use in making source selection decisions. PPIRS
upply Code Relationship Report	assists Federal acquisition officials making source selections by serving as the single
Services Menu Items	
	ability to satisfactorily perform contract requirements is an important factor in making
<u>elp</u>	best value decisions in the acquisition of goods and services.
edback	best value decisions in the declaration of goods and services.
	For Official Use Only - to be used for deliberative source selection purposes only.

Figure 29: Awardee/Contractor View Account

4.2.3 Change Password

To Change the Password, the user selects <u>Change Password</u> in the Navigation frame.

PAST PERFORM	AANCE INFORMATION RETRIEVAL SYSTEM - STATISTICAL REPORTING
Main	CHANGE PASSWORD
Logout	Help
Switch Apps	* Indicates Required Information
	Passwords must meet the following specifications:
ACCOUNT MENU ITEMS	1 must be 15-20 characters
Modify Account	- must contain at least two upper and lower case letters
Change Password	3 must contain at least two numbers
Request RC Access	- must contain at least two special characters
	5 cannot reuse your last 10 passwords
REPORTS MENU ITEMS	- must differ from previous password by at least four characters
	must not contain personal information such as:
Solicitation Inquiry Edit Existing Solicitation	names, phone numbers, account names, birthdates, or dictionary words
Solicitation History	
Summary Report	
DoD Termination List	REMEMBER YOUR PASSWORD.
	* Current Password :
SERVICE MENU ITEMS	
Feedback	* New Password :
	* Confirm Password :
	Submit
	J 1

Figure 30: Change Password Window

<u>NOTE:</u> This selection is available to Government Non-DoD (Federal) users only.

- a. Enter your current password
- b. Following the specifications enter a new password
- c. Re-enter the new password
- d. Click the **Submit** button to save.

4.2.4 Request RC Access

To request access to PPIRS-RC, the user selects <u>**Request RC Access**</u> in the Navigation frame.

<u>Main</u> Loqout Switch Apps	PAST PERFORMANCE INFORMATION SYSTEM - STATISTICAL REPORTING
Modify Account Change Password	Welcome: TEST123 USER Group: FEDERAL DEMO USER SUB GROUP 1A Last accessed:
REPORTS MENU TIEMS	The Past Performance Information Retrieval System - Statistical Report (PPIRS-SR) is designed to provide access to contractor performance information. This information can be used as an evaluation factor in awarding contracts for goods and/or services.

Figure 31: Request RC Access

a. The following Pop Up will be displayed

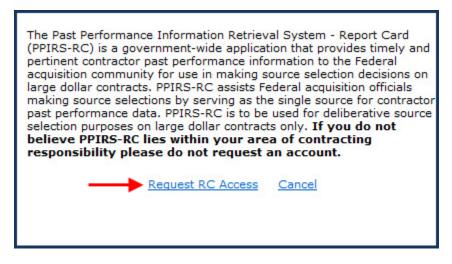


Figure 32: Request RC Access Pop Up

- b. Click <u>Request RC Access</u> in the pop up to continue or <u>Cancel</u> to return to the Main Page
- c. If RC access is requested refer to Figure 10: Request Group Membership 1 Section 3.4.2 i - o

5. **REPORTS**

Reports allow users to review PPIRS-SR information. This includes quality and delivery performance information on all commodities contracts, most of which are lower than reported in the PPIRS Report Card (RC) system. Users may review quality and delivery records that have been challenged by the contractor, and government users may respond to contractor challenges.

5.1 CONTRACTOR REPORTS

After completion of the Contractor login process, the Contractor Main Page will be displayed.

<u>NOTE:</u> Both SR and RC Reports may be viewed by Contractors.

PAST PERFO	RMANCE INFORMATION RETRIEVAL SYSTEM (PPIRS)
Main Menu Logout Account Menu Items View Account Report Menu Items Assessment Reports Inquiry (RC) Summary Report (SR) FAPIIS Reports Supply Code Relationship Report Services Menu Items Help Feedback	AWARDEE/CONTRACTOR MAIN PAGE Welcome DUNS: 999999999 CAGE CODE: The Past Performance Information Retrieval System is a government-wide application that provides timely and pertinent contractor past performance information to the Federal acquisition community for use in making source selection decisions. PPIRS assists Federal acquisition officials making source selections by serving as the single source for contractor past performance data. Confidence in a prospective contractor's ability to satisfactorily perform contract requirements is an important factor in making best value decisions in the acquisition of goods and services. For Official Use Only - to be used for deliberative source selection purposes only.
	PPIRS, Version : 2.2.13, Build Date : 05/03/2012 16:06:09

Figure 33: Contractor Main Page

5.1.1 Contractor Assessment Reports Inquiry (RC)

To access Assessment Reports Inquiry the user selects <u>Assessment Reports</u> <u>Inquiry (RC)</u> in the Navigation frame.

<u>NOTE:</u> RC – Report Card.

			ASSESS	MENT REPORTS		
ain Menu Igout	Help	Instructions:				
Account Menu Items <u>ew Account</u> Report Menu Items ssessment Reports Inquiry (RC) Immary Report (SR)	Enter Contract Activity/DO	2. Click Subm	•	ds for the qualifiers		
APIIS Reports	Contract Activity/DODAAC :					
upply Code Relationship Report Services Menu Items	Contract Number:					
edback	Delivery Order Number :					
edback	Enter Assessment End Date	s After or Before	or use both for inc	lusive.		
	Assessment End Dates - After :				and/or Before :	mm/dd/yyy
	Select one item from the Ag	ency list (the age	ncy that submitter	d the record).		
	Agency :	ALL	-			
	Select one item from the Bu	siness Sector or S	ubsector list.			
	Business Sector :	ALL	•			
	Business Subsector :	ALL			•	Include null Business Subsectors
	Select one item from the CA	GE Code or DUNS	Plus4 list.			Subsectors
	CAGE Code :	ALL -				
	DUNSPlus4 :	ALL -				
	Enter either the FSC, SIC or	NAICS.				
	FSC :			Look Up		Include null FSCs
	SIC :			Look Up		Include null SICs
	Sec. 20					
	NAICS :			Look Up		Include null NAICs
	Enter Awarded Values Abov	e or Below or use	both for inclusive.		100 1000 10	
	Awarded Value - Above : \$				and/or Below : \$	
	Full Text Search: Enter a sea					
	Search String :					
	Select Sort Option(s).	Assessment En	d Data			
	(2)	Assessment En	d Date 🔻			

Figure 34: ContractorAssessment Report

- a. The user enters the selection parameters and clicks on **Submit** to initiate a request for report card information
- b. The Assessment Reports selection screen is only a filter to restrict your query to include only those reports that you want to see
- c. The PPIRS system allows for retrieval of reports by many selection criteria. Keep in mind that some reports may have been completed using various CAGE codes or no CAGE code at all.

				ASSESSMENT REP	ORTS	i.			
	9999	99999 CAGE: 81755		[Back]					
View	y XMI	Contract Number	Order Number	Assessment Date	CAGE	ESC	Rusiness Sector	DUNSPlus4	Company Nat
view		N4511214C0011		01/01/2000 - 12/31/2000	CPAR1	1111	SYSTEMS	9999999999	TEST COMPANY WITH NINE
vew		N4511214C0011		01/01/2001 - 12/31/2001	CPAR1	1111	SYSTEMS	22222222222	TEST COMPANY WITH NINE 9
view		N4511214C0011		01/01/2002 - 12/31/2002	CPAR1	1111	SYSTEMS	9999999999	TEST COMPANY WITH NINE 9
Wew		N4511214C0011		01/01/2003 - 12/31/2003	CPAR1	1111	SYSTEMS	9999999999	TEST COMPANY WITH NINE 9
view		N4511214C0011		01/01/2004 - 12/31/2004	CPAR1	1111	SYSTEMS	9999999999	TEST COMPANY WITH NINE 9
view		N4511214C0021		01/01/2010 - 01/01/2011	CPAR1	1111	NONSYSTEMS	9999999999	TEST COMPANY WITH NINE 9
view		N4511214C0035		01/01/2010 - 01/01/2011	CPAR1	AN40	NONSYSTEMS	9999999999	TEST COMPANY WITH NINE 9
view		N4511214C0015		01/01/2010 - 01/01/2011	CPAR1	1111	NONSYSTEMS	9999999999	TEST COMPANY WITH NINE 9
Wew		BUNNIK11C0031		01/01/2010 - 01/01/2011	CPAR1	1111	NONSYSTEMS	99999999999	TEST COMPANY WITH NINE 9
view		N4511214C0005		01/01/2010 - 01/01/2011	CPAR1	1111	SYSTEMS	9999999999	TEST COMPANY WITH NINE 9
stew		N4511214C0018		01/01/2010 - 01/01/2011	CPARI	1111	NONSYSTEMS	9999999999	TEST COMPANY WITH NINE (
sien		DHS00169C0001		01/01/2011 - 01/20/2011	CPAR1	5820	NONSYSTEMS	9999999999	TEST COMPANY WITH NINE
stew		ARMY8112P0505		07/02/2010 - 02/02/2011	CPARI	5820	NONSYSTEMS	99999999999	TEST COMPANY WITH NINE 9
view		DHS00169F0002		04/01/2010 - 03/29/2011	CPAR1	5820	NONSYSTEMS	9999999999	TEST COMPANY WITH NINE 9
vew		ARMY0111A0202		04/01/2010 - 03/29/2011	CPAR1	5820	NONSYSTEMS	9999999999	TEST COMPANY WITH NINE
view		GSA01025518A		04/02/2010 - 04/01/2011	CPAR1	0925	NONSYSTEMS	99999999999	TEST COMPANY WITH NINE 9
New		T3NONDODCONTRACTNUMBR0110		04/04/2010 - 04/03/2011	CPAR1	4710	NONSYSTEMS	9999999999	TEST COMPANY WITH NINE
view		ARNY0111C9098		04/06/2010 - 04/07/2011	CPAR1	5820	NONSYSTEMS	9999999999	TEST COMPANY WITH NINE 9
NEW		DHS00169F0011		04/02/2009 - 04/14/2011	CPARI	4710	SYSTEMS	999999999	TEST COMPANY WITH NINE 9
view		DH300169F0014		04/02/2009 - 04/21/2011	CPAR1	4720	NONSYSTEMS	9999999999	TEST COMPANY WITH NINE 9
New		13D0DD0DkT0RDERNUMBER0001		04/11/2010 - 04/28/2011	CPAR1	4720	SYSTEMS	9999999999	TEST COMPANY WITH NINE 9

Figure 35: ContractorAssessment Report Sample

- d. Click View on any line to view the Assessment Report
- e. Click **xml** to download data to a local system

Print Close
CONTRACTOR REREORMANCE ASSESSMENT REPORT
CONTRACTOR PERFORMANCE ASSESSMENT REPORT For Official Use Only - (Source Selection Sensitive Information, See FAR 2.101 and 3.104) SYSTEMS
Contractor Name and Address
Company Name: TEST COMPANY WITH NINE 9'S
Division Name:
Street Address: PRACTICE COMPANY City, State, Zip Code: PORTSMOUTH NH 03804
CAGE Code: CPAR1
DUNS+4 Number: 999999999
NAICS: 111111
PSC: 1111
SIC Code:
Report Type: INTERIM
Period of Performance Being Assessed: From: 2000-01-01 to: 2000-12-31
Contract Number: N4511214C0011
Order Number:
Business Sector & Sub-Sector: SYSTEMS, AIRCRAFT
Location of Contract Performance:
Contracting Office: BUNNY CONTRACTING SHOP
Contracting Officer:
Name: GENERAL BUNNIKINS
Phone: 999 BUNNY
Contract Award Date: 2000-01-01
Contract Completion Date: 2020-01-01
Contract Percent Complete:
Awarded Dollar Value: \$5,000,000.000
Current Dollar Value: \$1,000,000.000
Basis of Award: COMPETITIVE
Type of Contract: FFP
Type of Availability:
Program Title: BUNNY ROCKET SCIENCE SERVICES
Contract Effort Description:
BUNNY ROCKET SCIENCE SERVICES

Figure 36: ContractorAssessment Report Detail Sample Top of Page

Key Subcor	tractor(s):					
Contractor N						
CAGE Code	The Annual Association of the As					
DUNS+4 N						
Effort Perfor						
Contractor N						
CAGE Code						
DUNS+4 N Effort Perfor						
Contractor N						
CAGE Code						
DUNS+4 N						
Effort Perfor						
Small Busin	ess Utilization:					
	ntract include a subcontracting pla	n2 NO				
			Cata and a strengthe			
	ndividual Subcontracting Report	(ISK) / Summ	lary Subcontracting			
Report (SSR	.). IN/A					
A common five	level assessment rating system is use	ed to evaluate a	contractor's performance.			
	rom Unsatisfactory to Exceptional. He					
Rating	Definition					
	Performance meets contractual requi					
Exceptional	Government's benefit. The element b minor problems for which corrective					
	effective.	actions taken c	y the contractor were highly			
	Performance meets contractual require					
Very Good	Government's benefit. The element b					
	minor problems for which corrective actions taken by the contractor were effective.					
	Performance meets contractual require					
Satisfactory	contains some minor problems for wi contractor appear or were satisfactor		actions taken by the			
2	Performance does not meet some con	-	ements. The element being			
Marginal	assessed reflects a serious problem f					
	identified corrective actions.					
Unsatisfactory	Performance does not meet most con likely in a timely manner. The elemen (s) for which the contractor's correct	t being assesse	ed contains a serious problem			
Area Rated	: Pa	st Rating	Rating			
Technical (O	uality of Product)	-	VERY GOOD			
Product Perf			SATISFACTORY			
Systems Eng	ineering		MARGINAL			
Software En			UNSATISFACTORY			
	port/Sustainment		EXCEPTIONAL			
Product Ass			VERY GOOD			
	cal Performance		SATISFACTORY			
Schedule	cai renomance		MARGINAL			
			UNSATISFACTORY			
Cost Control						
Management			EXCEPTIONAL			
	Responsiveness		VERY GOOD			
	Management		SATISFACTORY			
	er Management		MARGINAL			
	Small Business		UNSATISFACTORY			
Other Areas:						
(1): SECUR			EXCEPTIONAL			
(2): SECUR			VERY GOOD			
(3): SECUR	TY		SATISFACTORY			
(4):						
(5):						

Figure 37: ContractorAssessment Report Detail Sample Middle of Page

Variance (contract to date)CurrentCompletionCost Variance (%)%%Schedule Variance (%)%%Assessing Official Comments:NUCE JOBGiven what I know today about the contractor's ability to execute what he promisedin his proposal, I DEFINITELY WOULD award to him today given that I had achoice.Assessing Official:Name: CADBURY BUNNYTitle: SWEET LITTLE BUNNYOrganization: SWEET BUNNY SOCIETYPhone: 999 BUNNY FAX: 999 BUNNYEmail: CADBURY @BUNNY COMDate: 2011-04-29Contractor Comments:Overall Comments: THIS CPAR HAS BEEN MODIFIED BY THE ASSESSINGOFFICIAL, THE INFORMATION PROVIDED IN THIS SECTIONINCLUDES THE ORIGINAL RATINGS, ORIGINAL ASSESSING OFFICIALNARRATIVES, AND THE COMMENTS MADE BY THE CONTRACTOR INRESPONSE TO THESE ORIGINAL RATINGS AND NARRATIVES.ORGINAL RATINGS: TECHNICAL(QUALITY OF PRODUCT).EXCEPTIONAL PRODUCT PERFORMANCE: VERY GOOD SYSTEMSENGINEERING: SATISFACTORY SOFTWARE ENGINEERING: MARGINALLOGISTIC SUPPORT/SUSTAINMENT: UNSATISFACTORY PRODUCTASSURANCE: EXCEPTIONAL OTHER TECHNICAL PERFORMANCE:VERY GOOD SCHEDULE: SATISFACTORY MANAGEMENT: VERY GOODPROGRAM & OTHER MANAGEMENT: SATISFACTORY PODUCTASSURANCE: EXCEPTIONAL OTHER AREAS: SECURITY UTILIZATION OFSMALL BUSINESS: MARGINAL OTHER AREAS: SECURITY UTILIZATION OF <th>1.000</th> <th></th> <th></th>	1.000		
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Figure 38: ContractorAssessment Report Detail Sample Bottom of Page

5.1.2 Contractor Summary Report

To access the Summary Report the user selects <u>Summary Report (SR)</u> in the Navigation frame.

The Contractor Summary Report displays all the Supply Code Classifications that PPIRS has data supplied for that contractor. PPIRS restricts the information a contractor may view only to the specific company DUNS and MPIN that is displayed (i.e. no Parent DUNS information). Two classification types are shown, Pending and Current. The Pending Classifications section of the summary is contract data that the contractor has 30 days in which to challenge.

	10	COL	OR LEGEND						
nt Henu Items nt Henu Items Inguiry (RC) U		Bik Purp Gree Yello	le: Next 10% n: Next 70%						
	a Supply Code t	o view Detailed Report of r	No. of the other states of the						
Pending Class	fications:								
CAGE Code		Weighted Delivery Score	Weighted Quality Performance	Classification Date					
4117704	1005	0 (9 Records)	Color GREEN (0 Records)	12/31/2011					
41.000	1040	0 (1 Records)	Color GREEN (0 Records)	12/31/2011					
410-1000	1095	100 (1 Records)	Color GREEN (0 Records)	12/31/2011					
sing realize	1250	100 (2 Records)	Color GREEN (0 Records)	12/31/2011					
Current Classi	fications:								
CAGE Code		Weighted Delivery Score	Weighted Quality Performance	Classification Dat					
Aug. 1999	1005	0 (9 Records)	Color GREEN (0 Records)	11/30/2011					
Real-Mark	1040	0 (1 Records)	Color GREEN (0 Records)	11/30/2011					
411710	1095	100 (1 Records)	Color GREEN (0 Records)	11/30/2011					
411700	443112	0 (5 Records)	Color GREEN (0 Records)	11/30/2011					
41,110	541890	100 (3 Records)	Color GREEN (0 Records)	11/30/2011					
Point of Cont	Point of Contact(s):								
AIR FORCE	Services - Click on the link to send email								
ALC HILL									
ALC ROBINS									
ALC TINKER ABMY									
DAPS									
DCSO									
DDC									
DESC									
DLA									
DNSC									
DRMS									
DSC COLUMBU	٩								
DSC PHILADEL									
DSC RICHMON									
GENERAL PROG									

Figure 39: Contractor Summary Report Example

<u>NOTE:</u> Summary Report Point of Contact(s) (see Figure 40: Contractor Summary Report Detail)

Each service (e.g. USMC/NAVY) will provide a general mail box location for email correspondence (challenges and account requests) to PPIRS-SR. This person will be responsible for forwarding information to the appropriate people in the organization for challenged records. We will also be expanding the mail box selection to include email addresses for specific group administrators under each service as those groups become more defined.

Linked items are *blue and underlined*.

a. The Contractor user may select any <u>FSC</u> (or <u>NAICS</u> if that access is chosen) under *Pending Classifications* on the Summary Report to see the detailed report for that FSC.

		Quality Color Weighted Deli				
	Record(s) — <u>View Positive</u> ery Records found.	Delivery Record(s)				
Report Inquiry (RC) port (SR) Department/Agen No Data	cy Contract No.	Type Code/NSN	Due Date	Ship/Rec Date Cano	cel Date. Added Date	Challe
Relationship Report Services Menu Items Department/Agen	cy Contract No.	Type Code/NSN	Due Date	Chie (Res Data Case	cel Date. Added Date	Challe
ALC HILL		FSC 1005010563047			24-JAN-2011	
ALC HILL	F&400647C0001 2008	FSC 1005010688045	31-DEC-2009	18-MAR-2010	24-JAN-2011	
ALC HILL	F&400607C0005 2067	FSC 1005010595054	31-DEC-2009	15-MAR-2010	24-JAN-2011	E
ALC HILL	F#400607C0001 2068	FSC 1005010595058	31-DEC-2009	15-MAR-2010	24-JAN-2011	
ALC HILL	-	FSC 1005010533146			24-JAN-2011	E
	D Challenge					
DLA Quality Record	d(a)					_
		Discus	Causa	Dispesition		
CDCS No. Type	Code/NSN Contract No.	Type Code Discrep Cod		Disposition Code C/A	Added Date Challeng	e
	Code/NSN Contract No.	Type Code Cod	e Code rt Number	Code C/A		e
No Data GIDEP Alert(s) Department No Data Lab Test(s) Department/Ag	Code/NSN Contract No.	Type Code Cod	e Code	Code C/A Class Added		
No Data GIDEP Alert(s) Department No Data Lab Test(s) Department/Ag No Data	Code/NSN Contract No.	Type Code Cod	e Code rt Number Criti ract No. Maj	Code C/A Class Added	Date Challenge	
No Data GIDEP Alert(s) Department No Data Lab Test(s) Department/Ag	Code/NSN Contract No. (Agency Type ency Test Rpt No. Type n Record(5)	Code/NSN Ale	e Code rt Number Criti ract No. Maj	Code C/A Class Added cal/ Deficient J tor Area	Date Challenge	e
No Data GIDEP Alert(s) Department No Data Lab Test(s) Department/Ag No Data Material Inspectio	Code/NSN Contract No. (Agency Type ency Test Rpt No. Type n Record(5)	Code/NSN Ale	e Code rt Number ract No. Maj Min	Code C/A Class Added cal/ Deficient J tor Area	Date Challenge	e
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No Data GIDEP Alert(s) Department No Data Lab Test(s) Department/Ag No Data Material Inspectio Department/Ag No Data Product Quality D Department/Age No Data Survey Report(s)	code/NSN Contract No. /Agency Type ency Test Rpt No. Type n Record(s) ency Serial No. Type eficiency Report(s)	Type Code / NSN Ale Code / NSN Cont Code / NSN Contr Type Code / NSN Cat	e Code rt Number ract No. Criti Maj Min tegory Closed	Code OA (Class Added cal/ Deficient / Area / al/ Deficient A r/ Area A	Added Date Challenge	e

Figure 40: Contractor Summary Report Detail

- b. Detail Report shows negative records, click on <u>View Positive Records</u> link to display positive records
- c. Click the checkbox in the Challenge column to check that item
- d. Click the **Process Challenge** button to submit a challenge for that particular record. The Challenge (type of record) Email window will open.

	PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM (PPIRS)
ain Menu	Challenge Email
gout	
Account Menu Items	Date : 02-Aug-2012
w Account	This correspondence will be sent to the following recipients:
Report Menu Items	ALC HILL - rajan.vora.in@navy.mil
sessment Reports Inquiry (RC)	
mmary Report (SR)	CHALLENGE :
PIIS Reports pply Code Relationship Report	CAGE CODE :
Services Menu Items	CONTRACT NUMBER :
D	SERIAL NUMBER : FSC/NSN :
edback	DUE DATE :
	Enter Message:
	-
	- Optional: Find a Proof of Delivery document to attach and send: Browse
	(Send) Cancel

Figure 41: Challenge Record Email

- e. The Awardee/Contractor user may provide supporting information in the **Enter Message** section of the window
- f. Optionally the user may attach documents to the email, click the **Browse...** button to attach files from your computer
- g. When all information has been entered, click the **Send** button, an email will be forwarded to the appropriate service designated POC, or click the **Cancel** button to return to the Contractor Detailed Summary Report window
- h. Click <u>Summary Report (SR)</u> in the Navigation frame to return to the Summary Report
- i. Click the **Logout** in the Navigation frame to return to the login page

5.1.3 FAPIIS Reports

Federal Awardee Performance and Integrity Information System (FAPIIS) is described in the FAPIIS Software User's Manual, and will not be covered herein.

5.1.4 Supply Code Relationship Report

To access the Supply Code Relationship Report the user selects **Supply Code <u>Relationship Report</u>** in the Navigation frame.

This report is an administrative helper tool to enable the user to verify the current data integrity relationships between FSC to NAICS and NAICS to FSC supply codes. You can use the report to search for specific supply codes, or by selecting the 'Display All Relationships' button see the entire matrix.

2 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	SUPPLY CODE RELATIONSHIP REPORT	
in Menu	Print	
Account Menu Items	(LIIIA)	
Account Menu Items		
Report Menu Items	Purpose: This report is an administrative helper tool to enable the user to verify	
sessment Reports Inquiry (RC)	<u>Purpose</u> : Inis report is an administrative neighborhoot to enable the user to verify the current data integrity relationships between fsc to naics and naics to fsc supply	
nmary Report (SR)	codes. You can use the report to search for specific supply codes, or by selecting the	
PIIS Reports pply Code Relationship Report	'Display All Relationships' button see the entire matrix.	
Services Menu Items	This data and its relationships are updated whenever new codes are added.	
P		
adback	General Search Instructions: Select one of the following radio buttons in order	
	to search or to sort by either FSC or NAICS Supply Code:	
	Search/Sort by: O FSC or by O NAICS	
	sement out of the or of our and	
	Search For Individual Supply Codes Instructions:	
	Enter values, and then select 'search' to produce a Supply Code Relationship Report.	
	Search	
	[FSC = 4 digits; NAICS = 6 digits]	
	Display All Relationship Instructions:	
	Selecting this link will provide a complete listing of all FSC to NAICS code relationships and their descriptions sorted by the Supply Code selected in	
	the 'Search/Sort' radio buttons, and then sub-sorted by the other code.	
	Display All Relationships	

Figure 42: Supply Code Relationship Report Search

- a. Select the manner in which you would like to perform the search by clicking the radio button next to your choice, either Federal Supply Class (FSC) or North American Industry Classification System (NAICS) *or*
- b. Click the **Display All Relationships** button to display all, or choose Search/Sort by radio button to see specific codes

	PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM (PPIRS)
n Menu	SUPPLY CODE RELATIONSHIP REPORT
out	Print
Account Menu Items	
w Account	
Report Menu Items	Purpose: This report is an administrative helper tool to enable the user to verify
essment Reports Inquiry (RC)	the current data integrity relationships between fsc to naics and naics to fsc supply
nmary Report (SR) PIIS Reports	codes. You can use the report to search for specific supply codes, or by selecting the 'Display All Relationships' button see the entire matrix.
ply Code Relationship Report	
Services Menu Items	This data and its relationships are updated whenever new codes are added.
P	
dback	General Search Instructions: Select one of the following radio buttons in order
	to search or to sort by either FSC or NAICS Supply Code:
	Search/Sort by: FSC or by NAICS
	Scalar of the second by the nates
	Search For Individual Supply Codes Instructions: Enter values, and then select 'Search' to produce a Supply Code Relationship Report.
	1005 Search
	[FSC = 4 digits; NAICS = 6 digits]
	Display All Relationship Instructions:
	Selecting this link will provide a complete listing of all FSC to NAICS code
	relationships and their descriptions sorted by the Supply Code selected in
	the 'Search/Sort' radio buttons, and then sub-sorted by the other code.
	Display All Relationships

Figure 43: Supply Code Relationship Report Search By FSC Screen

c. If FSC is selected, enter a Federal Supply Class Code in the field provided and click **Search** (you may enter up to 5 FSCs)

			SUPPLY CODE R	FLATIONS	ITP REP	ORT
Menu				Print		
ut Account Menu Items						
Account Menu Items Account Report Menu Items ssment Reports Inquiry (RC) mary Report (SR) IIS Report Jy Code Relationship Report Services Menu Items back	the current codes. You 'Display All This data an <u>General Sea</u> to search or	data integr can use the Relationshi d its relation <u>rch Instrue</u> to sort by	an administrative helper tool to enal rity relationships between fsc to naice report to search for specific supply ips' button see the entire matrix. onships are updated whenever new co ctions: Select one of the following rad either FSC or NAICS Supply Code: FSC or by NAICS	s and naics to f codes, or by se odes are added	sc supply lecting the I.	
	Enter va [FSC = 4 Display 1 Selecting relations	lues, and t 4 digits; NA <u>All Relation</u> 9 this link v ships and tl	In the select 'Search' to produce a Supp ICS = 6 digits] ISB Instructions: III provide a complete listing of all PS heir descriptions sorted by the Suppl adio buttons, and then sub-sorted by	Search Search	Je I in	ort.
	Enter va [FSC = 4 Display / Selecting relations the 'Seat	lues, and t 4 digits; NA <u>All Relation</u> 9 this link v ships and tl	al Supply Codes Instructions: hen select 'Search' to produce a Supp ICS = 6 digits] Iship Instructions: nil provide a complete listing of all FS heir descriptions sorted by the Supply adio buttons, and then sub-sorted by	Search Search	Je I in	ort.
	Enter va [FSC = 4 Display / Selecting relations the 'Seat	lues, and t digits; NA <u>All Relation</u> g this link w ships and th rch/Sort' r	al Supply Codes Instructions: hen select 'Search' to produce a Supp ICS = 6 digits] Iship Instructions: nil provide a complete listing of all FS heir descriptions sorted by the Supply adio buttons, and then sub-sorted by	Search Search	Je I in	ort.
	Enter va	lues, and t a digits; NA <u>All Relation</u> g this link w ships and th rch/Sort' r lay All Relation	al Supply Codes Instructions: hen select 'Search' to produce a Supp ICS = 6 digits] Iship Instructions: nil provide a complete listing of all FS heir descriptions sorted by the Supply adio buttons, and then sub-sorted by	Search Search	Je I in	ort.
	Enter va	lues, and t a digits; NA <u>All Relation</u> g this link w ships and th rch/Sort' r lay All Relation	Lal Supply Codes Instructions: hen select 'Search' to produce a Supp ICS = 6 digits] IICS = 6 digits] will provide a complete listing of all FS heir descriptions sorted by the Suppl adio buttons, and then sub-sorted by onships	Search Search	Je I in	ort. Result Description
	Enter va	lues, and t digits; NA All Relation g this link v ships and th rch/Sort' r lay All Relation o download. Search	al Supply Codes Instructions: hen select 'Search' to produce a Supp ICS = 6 digits] iship Instructions: nill provide a complete listing of all FS heir descriptions sorted by the Supph adio buttons, and then sub-sorted by onships	Search SC to NAICS coo y Code selected the other code	de l in 2. Result	

Figure 44: Supply Code Relationship Report Search By FSC Results

d. Click the here link to download data to Microsoft Excel format

-	PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM (PPIRS)
Main Menu	SUPPLY CODE RELATIONSHIP REPORT
Logout	Print
Account Menu Items	
View Account	
Report Menu Items	Purpose: This report is an administrative helper tool to enable the user to verify
Assessment Reports Inquiry (RC)	the current data integrity relationships between fsc to naics and naics to fsc supply
Summary Report (SR)	codes. You can use the report to search for specific supply codes, or by selecting the 'Display All Relationships' button see the entire matrix.
FAPIIS Reports Supply Code Relationship Report	Display All Relationships button see the entire matrix.
Services Menu Items	This data and its relationships are updated whenever new codes are added.
Help	This data and its relationships are updated whenever new codes are added.
Feedback	General Search Instructions: Select one of the following radio buttons in order
	to search or to sort by either FSC or NATICS Supply Code:
	Search/Sort by: O FSC or by O NAICS
	Search For Individual Supply Codes Instructions:
	Enter values, and then select 'Search' to produce a Supply Code Relationship Report.
	111110 Search
	[FSC = 4 digits; NAICS = 6 digits]
	Display All Relationship Instructions:
	Selecting this link will provide a complete listing of all FSC to NAICS code relationships and their descriptions sorted by the Supply Code selected in
	relationships and their descriptions sorted by the Supply Code Selected in the 'Search/Sort' radio buttons, and then sub-sorted by the other code.
	Display All Relationships

Figure 45: Supply Code Relationship Report Search By NAICS Screen

e. If NAICS is selected, enter a North American Industry Classification System code in the field provided and click **Search** (you may enter up to 5 NAICS)

	PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM (PPIRS)
	SUPPLY CODE RELATIONSHIP REPORT
<u>ain Menu</u> ogout	Print
Account Menu Items	
ew Account	
Report Menu Items	Purpose: This report is an administrative helper tool to enable the user to verify
mmary Report (SR)	the current data integrity relationships between fsc to naics and naics to fsc supply codes. You can use the report to search for specific supply codes, or by selecting the
PIIS Reports	Display All Relationships' button see the entire matrix.
pply Code Relationship Report Services Menu Items	
Services Menu Items	This data and its relationships are updated whenever new codes are added.
edback	General Search Instructions: Select one of the following radio buttons in order
	to search or to sort by either FSC or NAICS Supply Code:
	Creater (Create have and ESC) are have an MAXOC
	Search/Sort by: FSC or by NAICS
	Search For Individual Supply Codes Instructions: Enter values, and then select 'Search' to produce a Supply Code Relationship Report.
	Search
	[FSC = 4 digits; NAICS = 6 digits]
	Display All Relationship Instructions:
	Selecting this link will provide a complete listing of all FSC to NAICS code relationships and their descriptions sorted by the Supply Code selected in
	the 'Search/Sort' radio buttons, and then sub-sorted by the other code.
	Display All Relationships
	Display All Relationships

Figure 46: Supply Code Relationship Report Search By NAICS Results

f. Click the here link to download data to Microsoft Excel format

5.1.5 Contractor Help

a. To obtain Help click <u>Help</u> in the Navigation frame. A pop up window will display

	HELP	
Index	Print	Close
 Asse 		

Figure 47: Help Pop Up

b. To select a topic for Help click on the corresponding link. The information for that selection will display in the pop up.

HELP
Index Print Close
The Assessment Report Screen allows the user to retrieve selected reports by entering certain criteria. The user can retrieve all the contractor reports by just clicking the Submit button.
 Enter the Contract Number and/or Delivery Order Number. Enter the Assessment Date, After or Before, or use both for inclusive. Note that if the assessment start date or the assessment end date fits the criteria the report will be listed. Select an Agency from the drop-down list by clicking on the Down arrow. Select one item from the Business Sector or Subsector drop-down list by clicking on the Down arrow. Select a CAGE Code or a DUNSPlus4 number from the drop-down lists by clicking on the Down arrow. Enter Awarded Values, Above or Below, or use both for inclusive. Enter Awarded Values, Above or Below, or use both for inclusive. Enter any text string in the Search String field; i.e. EA-6B. Note that this will return any text string, including ones contained in larger words, within the report. Select the sorting options by clicking on the Down arrow.
When finished, click on the Submit button. This will bring up a screen containing a list of the reports based on the criteria you specified. If you make a mistake, click the Clear button and re-enter your information.

Figure 48: Help Pop Up Detail

5.1.6 Contractor Feedback

Contractor User Feedback is the same process as Government User Feedback. Please see *Section 5.2.9 Feedback*

5.2 GOVERNMENT REPORTS

5.2.1 Solicitation Inquiry

To access Solicitation Inquiry the user selects <u>Solicitation Inquiry</u> in the Navigation frame.

5.2.2 Standard Assessment

<u>NOTE:</u> The following screens contain fields for FSC Supply Codes. These can be either FSC or NAICS based on selection in Figure 23: Select Application Screen

PAST PERFORM Main	ANCE INFORMATION RETRIEVAL SYSTEM - STATISTICAL REPORTING
Logout	SOLICITATION INQUIRY REPORT
Switch Apps	Print
ACCOUNT MENU ITEMS	Source Selection Sensitive Information, See FAR 2.101 and 3.104 Instructions:
Modify Account Change Password	1. Enter a unique PO/Solicitation Number
Request RC Access	 Enter one or more CAGE/DUNS and Supply Codes. Enter multiple CAGE's separated by a colon
REPORTS MENU ITEMS	For Standard Assessment: 3. Select Standard Assessment button to view the requested information.
Solicitation Inquiry Edit Existing Solicitation	4. Contract award can be acknowledged by checking the award checkbox
Solicitation History Summary Report	adjacent to the CAGE Code. To save solicitation inquiry to history, select Save With Award. The inquiry information will then
DoD Termination List	be saved to the user solicitation history file.
SERVICE MENU ITEMS	 To save solicitation inquiry without award, select Save Without Award. The inquiry information will be saved to the user solicitation history file.
<u>Feedback</u>	
	Instructions For Best Value 3. Select Best Value Assessment button.
	4. Use default values (each value weighted 1/3) or edit quality, delivery and
	cost values (must total 100%). 5. Enter Vendor bid value amounts.
	6. Select Calculate Best Value button to view requested information.
	 Contract award can be acknowledged by checking the award checkbox adjacent to the CAGE Code. To save solicitation inquiry
	to history, select Save With Award.
	The inquiry information will then be saved to the user solicitation history file. 8. Best Value Inquiries are automatically saved without award.
	o. Dest value inquines are automatically saved without award.
	Notes: 1. Only one Supplier CAGE can be indicated for award per solicitation inquiry.
	2. (M) Indicates Mandatory Field.
	(M) PO/Solicitation Number:
	(M) FSC Supply Code:
	(M) CAGE Code: Add CAGE
	(multiple CAGE Code e.g. #################################
	DUNS: Add DUNS
	Standard Assessment Best Value Assessment

Figure 49: Solicitation Inquiry Report Request

- a. Enter Purchase Order/Solicitation Number, FSC(s) and CAGE code(s)
- **<u>NOTE:</u>** The Purchase Order/Solicitation Number may be anything the user desires. It will only be recorded in the user's Assessment history.

- b. Up to five (5) FSCs may be entered
- c. A single CAGE code, or multiple CAGE codes may be entered

PAST PERFORM	ANCE INFORMATION R				ICAL REPORTIN	G
Logout	SOL	ICITATION I		REPOR		
Switch Apps	Source Selection Sensitive Info			104		
ACCOUNT MENU ITEMS Modify Account	Instructions:			101		
Change Password	 Enter a unique PO/Solicitati Enter one or more CAGE/DU 		odes. Enter	multiple (CAGE's	
Request RC Access	separated by a colon					
REPORTS MENU ITEMS	For Standard Assessment:					
Solicitation Inquiry	 Select Standard Assessme Contract award can be acknown 					
Edit Existing Solicitation Solicitation History	adjacent to the CAGE Code.					
Summary Report DoD Termination List	Save With Award. The inqui be saved to the user solicitat		l then			
	5. To save solicitation inquiry w	ithout award, seled				
SERVICE MENU ITEMS	The inquiry information will b	e saved to the use	er solicitation	history fil	le.	
	Instructions For Best Value					
	 Select Best Value Assessm Use default values (each value) 		r edit quality	. deliverv	and	
	cost values (must total 100%	.).	,	,,		
	 Enter Vendor bid value amo Select Calculate Best Value 		auested info	rmation.		
	7. Contract award can be acknow	wledged by check	ing the awa i		box	
	adjacent to the CAGE Code. to history, select Save With		n inquiry			
	The inquiry information will the set Value Inquiries are auto				ory file.	
	o. Dest value inquines are auto	matically saved w	unout awaru	•		
	Notes: 1. Only one Supplier CAGE can	be indicated for a	ward ner soli	citation in	quiry	
	2. (M) Indicates Mandatory Field		vara per son	citation in	quiry.	
		SAMPLE-SA				
	(M) PO/Solicitation Number:					
	(M) FSC Supply Code:	4730 1720	4720	1680	3040	
	(M) CAGE Code:	771905			Add CAGE	-
		(multiple CAGE Cod		_	####)	
	DUNS:		Add DUNS			
		Standard Asses	sment	Best Valu	ue Assessment	

Figure 50: Solicitation Inquiry Window Single CAGE Code

d. To enter a single CAGE code, enter a CAGE code and click the **Add CAGE** button, a box will appear with the newly added CAGE code

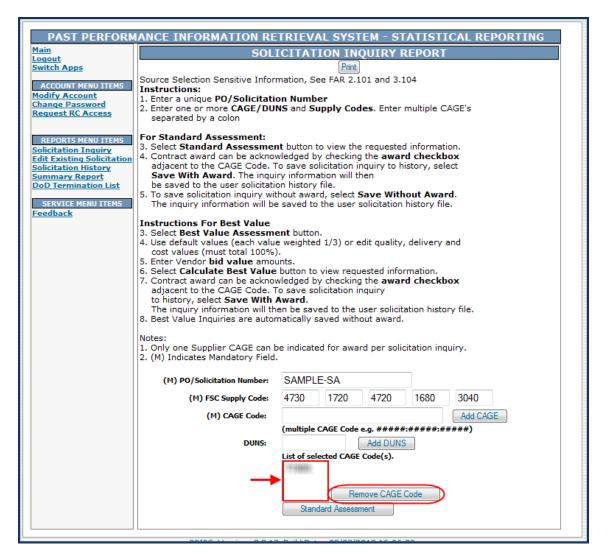


Figure 51: Solicitation Inquiry Window Single CAGE Code Detail

- e. Once you begin adding CAGE codes a new button will appear (**Remove CAGE Code**). This button will remove a selected CAGE code
- f. To enter multiple CAGE codes: repeat d. (above) for each CAGE code to be evaluated, or
- g. Enter multiple CAGE codes (up to 5) in the CAGE code entry box, separated by a colon (:)

PAST PERFORM	MANCE INFORMATION RETRIEVAL SYSTEM - STATISTICAL REPORTING
Main	SOLICITATION INQUIRY REPORT
Logout Switch Apps	Print
ACCOUNT MENU ITEMS	Source Selection Sensitive Information, See FAR 2.101 and 3.104
Modify Account	Instructions: 1. Enter a unique PO/Solicitation Number
Change Password Request RC Access	2. Enter one or more CAGE/DUNS and Supply Codes. Enter multiple CAGE's
Kequest KC Access	separated by a colon
REPORTS MENU ITEMS Solicitation Inquiry Edit Existing Solicitation Solicitation History Summary Report DoD Termination List SERVICE MENU ITEMS Feedback	 For Standard Assessment: 3. Select Standard Assessment button to view the requested information. 4. Contract award can be acknowledged by checking the award checkbox adjacent to the CAGE Code. To save solicitation inquiry to history, select Save With Award. The inquiry information will then be saved to the user solicitation history file. 5. To save solicitation inquiry without award, select Save Without Award. The inquiry information will be saved to the user solicitation history file. Instructions For Best Value 3. Select Best Value Assessment button. 4. Use default values (each value weighted 1/3) or edit quality, delivery and cost values (must total 100%). 5. Enter Vendor bid value amounts. 6. Select Calculate Best Value button to view requested information. 7. Contract award can be acknowledged by checking the award checkbox adjacent to the CAGE Code. To save solicitation inquiry to history, select Save With Award. The inquiry information will then be saved to the user solicitation history file. 8. Best Value Inquiries are automatically saved without award. Notes: 1. Only one Supplier CAGE can be indicated for award per solicitation inquiry. 2. (M) Indicates Mandatory Field.
	(M) PO/Solicitation Number: SAMPLE-SA
	(M) FSC Supply Code: 4730 1720 4720 1680 3040
	(M) CAGE Code: Add CAGE
	(multiple CAGE Code e.g. #################################
	DUNS: Add DUNS
	Standard Assessment Best Value Assessment

Figure 52: Solicitation Inquiry Window, entering multiple CAGE codes

- h. Click the **Add CAGE** button, a box will appear with the newly added CAGE codes
- **<u>NOTE:</u>** The Add CAGE button also checks the Excluded Parties List, no CAGE on the EPL can be added.

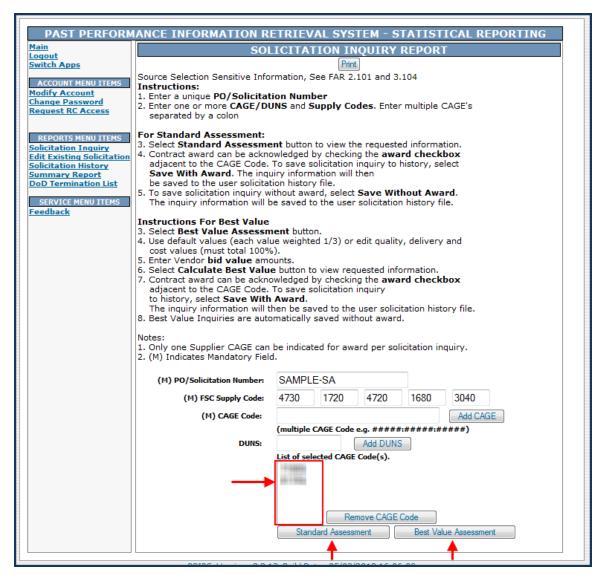


Figure 53: Solicitation Inquiry Window with multiple CAGE Codes

- i. Run the inquiry, click Standard Assessment or Best Value Assessment
- j. If Standard Assessment is selected the Standard Assessment results are displayed

PAST PERFOR	MANCE I	NFOR	MATI	ON RET	TRIE	VAL S	YSTEM	- STA	TISTICAL	REPORTING
Main								IRY RE		
Loqout Switch Apps						I	Print 🗲	-		
ACCOUNT MENU ITEMS	Source Sele Instruction		Sensitive	e Informat	tion, S	ee FAR 2	.101 an	3.104		
Modify Account Change Password	1. Enter a u 2. Enter one	nique I					ndes Fr	ter multi	inla CAGE's	
Request RC Access	separate			IC/DUNS	anu 3		oues. El	iter mult	ipie CAGES	
REPORTS MENU ITEMS Solicitation Inquiry Edit Existing Solicitation Solicitation History Summary Report DoD Termination List SERVICE MENU ITEMS Feedback	Save Wi be saved 5. To save s The inqui Instruction 3. Select Be 4. Use defar cost valu 5. Enter Ver 6. Select Ca 7. Contract adjacent to history	andar award to the th Aw to the solicitat ry info ms For est Val ult values (mu ndor bi ilculat award to the y, selec	d Asse can be CAGE (ard. Th user sc tion inqu rmation Best V use (sea ist total d value can be CAGE (ct Save	essment b acknowlea Code. To s e inquiry i plicitation l uiry withou will be sa Value essment ch value w 100%). e amounts Value bu acknowlea Code. To s With Aw	dged b ave so inform history ut awa aved to buttor eighte s. tton to dged b ave so ard .	by checki olicitation ation will file. rd, selec to the use n. d 1/3) or o view rea olicitation	ng the a inquiry then t Save V r solicita edit qua quested ng the a inquiry	ward ch to histor Without tion histo ality, deli informati ward ch	eckbox y, select Award. ory file. very and ion.	
	8. Best Valu								motory mot	
	Notes: 1. Only one 2. (M) Indic				ndicat	ed for aw	vard per	solicitatio	on inquiry.	
			itation N		SAMF	PLE-SA				
		(M) F	SC Supply	y Code:	4730	1720) 47	20 1	1680 304	0
		(M) CAGE	Code:					Add	CAGE
				r i i i i i i i i i i i i i i i i i i i	(multip	le CAGE C	ode e.g. #	####:##	####:#####)	
				DUNS:	List of s	elected C		DUNS		
				ĺ	1100					
							Remove	CAGE Cod	le	
				ĺ	Sta	andard Ass	essment			
	Solicitation N	umbor	SAMP	E-SA						
	Awarded		Supply Code	Weighted Delivery Score		Quality Color	Quality Score	Total Records	Classification Date	
		72905	4730	34	21	GREEN	,437	37	11/30/2011	Get Detail Report
		71505	1720	٥	1	PURPLE	6	6	11/30/2011	Get Detail Report
		72503	1680	Ro Deta	0	BLUE	6	6	11/30/2011	Get Detail Report
		•	4730	17	96	GREEN	*	0	11/30/2011	Get Detail Report
		•	4720	43	24	GREEN	*	0	11/30/2011	Get Detail Report
		•	1680	53	812	GREEN	*	0	11/30/2011	Get Detail Report
		•	3040	26	17	GREEN		0	11/30/2011	Get Detail Report
	Save with	n Award				Save	e without /	ward	<u> </u>	

Figure 54: Solicitation Inquiry Report Detail (Standard Assessment)

<u>NOTE:</u> Place pointer over the ^(a) symbol to see a popup containing vendor's name and address.

- k. Click the **Print** button to print out the results
- 1. To view any Detail Report, click the **Get Detail Report** adjacent to any line displayed on the report. A separate browser window will open and display the Detailed Report for that CAGE and FSC

		GOVERNME	NT DETAILE	ED REPOI	VI		
CAGE Code:	1911						
SC Supply Code: Company Name:		And Constant of the					
		and the second state					
	CONTRACTOR OF CARDING	100					
		Quality	Color Code: G	REEN			
		Weighte	ed Delivery Sco	re: 34			
	Average	e Supply Code [Delivery Score F	For All Supp	iers: 67.0		
	cord(s) — <u>View Positiv</u>	ve Delivery Record	l(s) 🔶				
13 Negative Delive			c 1 ///c/				
epartment/Agency Existing Records	Contract N	No.	Code/NSN	Due Da	te Ship/Rec Da	ate Cancel Date	Added Da
epartment/Agency	Contract N	lo.	Code/NSN	Due Da	te Ship/Rec Da	ate Cancel Date	Added Da
DSC COLUMBUS	SPW/Woldswische (b)	11. 40	730033257550	12-AUG-2	008 09-APR-200	9	25-JUN-20
DSC COLUMBUS	589979630897367.000	10. 40	730033243427	02-MAR-2	009 18-MAR-20	09	25-JUN-20
DSC COLUMBUS		-	10-14144(1-0-2-0-5/544(1				30-DEC-20
DSC COLUMBUS	-	-	302-24242-010-21212-212	08-FEB-20			30-DEC-20
DSC COLUMBUS			312-14-14-12-12, 31312-413 () 312-14-14-12-12, 312-14-13 ()	001202			30-DEC-20
DSC COLUMBUS		A A CONTRACTOR A CONTRACTOR OF A CONTRACTOR OFFA CONTRACTOR OF	312-10-10-10-11-10-012 312-10-10-10-11-10-012	02-MAR-2 28-NOV-2			30-DEC-20 30-DEC-20
DSC COLUMBUS				20 110 1 2	008 02-JAN-200	-	30-DEC-20
DSC COLUMBUS			1.1-1-1-1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1	22-DEC-2			30-DEC-20
DSC COLUMBUS		ALKENDY TRANSPORT	12101010-0504000				30-DEC-20
USMC/NAVY	MICOND6 2015 5080	0.0000.446.40	73434510-0-34510-34622	15-MAY-2			19-JUL-201
USMC/NAVY	MDDSDHDBPPDGS 000	4	7300000000000000	22-DEC-2	008 09-MAR-20	09	19-JUL-201
USMC/NAVY	MIDED-BHHIDE DDI-		7.34D	31-AUG-2	009 11-SEP-200	9	19-JUL-201
o Data LA Quality Record(CDCS No. Code/I		Ser Type Code	ial No. Discrepancy Code	Code/M Cause Code	ISN Disposition Code	Added Date C/A Added	Date
o Data LA Quality Record(CDCS No. Code/I	s)		Discrepancy	Cause	Disposition		Date
o Data LA Quality Record(s CDCS No. Code/I o Data (DEP Alert(s)	S) NSN Contract No.	Type Code	Discrepancy Code	Cause Code	Disposition Code	C/A Added	
o Data LA Quality Record(s CDCS No. Code/I o Data DEP Alert(s) Departmen	S) NSN Contract No.		Discrepancy Code	Cause	Disposition		
o Data LA Quality Record(s CDCS No. Code/I o Data (DEP Alert(s)	S) NSN Contract No.	Type Code	Discrepancy Code	Cause Code	Disposition Code	C/A Added	
o Data LA Quality Record(s CDCS No. Code/I o Data DEP Alert(s) Departmen	S) NSN Contract No.	Type Code	Discrepancy Code	Cause Code Number	Disposition Code Class	C/A Added	
o Data LA Quality Record(s CDCS No. Code/1 o Data IDEP Alert(s) Departmen o Data	S) NSN Contract No. t/Agency	Type Code Code/NSN	Discrepancy Code Alert	Cause Code Number : No. Mi	Disposition Code Class tical/ Defici ajor/ Area	C/A Added Added Dat	e
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o Data LA Quality Record(s CDCS No. Code/f o Data Department Department/Age o Data aterial Inspection f Existing Records epartment/Agency USMC/NAVY USM	s) NSN Contract No. t/Agency ency Test Rpt N Record(s) Serial No. Ciency Report(s) Activity & Serial No.	Code/NSN Code/NSN Code/NSN Code/NSN Code/NSN	Discrepancy Code Alert N Contract N Contract Contract No. CATEGOP CATEGOP CATEGOP	Critical/ Minor MAJOR LIC MINOR MA YII YII YYII YYII	Disposition Code Class tical/ jor/ pior/ Deficient Area 2 PENETRANT TERIAL IDENTIF	C/A Added Added Dat at a	ed Date AN-11 AN-11 AN-11 B-09 B-09 B-09 B-09 B-09 B-09 B-09 B-09

Figure 55: Detail Report Negative Records

<u>NOTE:</u> The Detail Report shows only Negative Records.

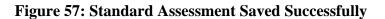
- m. Click the **Print** button to print out any Negative Records
- n. Click the **View Positive Delivery Records** to see all Positive Delivery Records

	→	Print			
tive Delivery Recor	rd(s)				
8 Positive Records	for CAGE: 71905				
partment/Agency	Contract No.	Code/NSN	Due Date	Ship/Rec Date	
DSC COLUMBUS	的复数的复数形式和关闭关系的关键的分子	2012/000413-3-0-045728	23-MAR-09	05-MAR-09	30-DEC-09
DSC COLUMBUS	DANCE STOMARKER, AND AN OPPORTANCE	2012/09/01/07/09/04/70	16-FEB-09	29-JAN-09	30-DEC-09
DSC COLUMBUS	3.L.STEDARKERERADIERQEEP	20299960011199609	12-APR-10	25-MAR-10	29-APR-10
DSC COLUMBUS	311,3388,6,6,6,75,6,4,6,6,4,80,099,860	2012/02/01/02/04/04/25/5	14-MAR-10	03-MAR-10	29-MAR-10
DSC COLUMBUS	3、四注注于5天来;来;天(4注;天;天合来;天佳(2注)(天;天注)	2012/02/04 01 01 01 01 01 01 01 01 01 01 01 01 01	24-MAR-10	05-MAR-10	29-MAR-10
DSC COLUMBUS	3,803386888888888888888888888	2020/09/09 2010/2010/202	24-MAR-10	11-MAR-10	29-MAR-10
DSC COLUMBUS		303299960096574233	20-FEB-09	08-JAN-09	30-DEC-09
USMC/NAVY	MDDDADDFFACT (DDDAA)	47300155402566	07-DEC-09	05-MAR-09	19-JUL-10
DSC COLUMBUS	MOV/PDHEARAKITARGAREPCERAS	2012/04/01/22/04/01/2017	24-NOV-09	07-OCT-09	30-DEC-09
DSC COLUMBUS	OCTLINEARAN/RANGAREFAQAED	30299660011109609	12-APR-10	24-MAR-10	29-APR-10
DSC COLUMBUS	OCT7045AAAAABAAAABPC5AAT	303(24444) = 244(4434) 7	24-NOV-09	07-OCT-09	30-DEC-09
DSC COLUMBUS	SEP30E6AAAARTAAGAABOEKAAZ	3329999093058742	24-MAR-10	11-MAR-10	29-MAR-10
DSC COLUMBUS	SEPTIMETAAAAACAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA	3329994093464255	14-MAR-10	03-MAR-10	29-MAR-10
DSC COLUMBUS	Site Two Dimitions (DDI).	4.7301034096039	09-JUL-09	20-APR-09	25-JUN-09
DSC COLUMBUS	SPM/PMD/PMP/2044 (4012)	4.73010340360335	09-JUL-09	20-APR-09	25-JUN-09
DSC COLUMBUS	SPM/MODIMUET77 (DDES	4730005000000	11-MAY-09	15-APR-09	25-JUN-09
DSC COLUMBUS	Simming and Strategy and Strate	4730005000990	11-MAY-09	15-APR-09	25-JUN-09
DSC COLUMBUS	Same metal standard (states	473001150500035	27-JUN-09	20-APR-09	25-JUN-09

Figure 56: Detail Report Positive Records

- o. Click the Print button to print out Positive Records
- p. Click the **Back** button to return to the Negative Records list
- q. Click the "X" to close this separate browser window and return to the Solicitation Inquiry Report Detail screen (*see Figure 54: Solicitation Inquiry Report Detail (Standard Assessment)*)
- r. If either **Save with Award** or **Save without Award** is selected the following screen will be generated

PPIRS-SR Message
Solicitation Number SAMPLE-SA was saved successfully.



5.2.3 Best Value Assessment

Best Value Assessment ranks perspective vendors based on Cost, Delivery and Quality.

<u>NOTE:</u> The following screens contain fields for FSC Supply Codes. These can be either FSC or NAICS based on selection in Figure 23: Select Application Screen

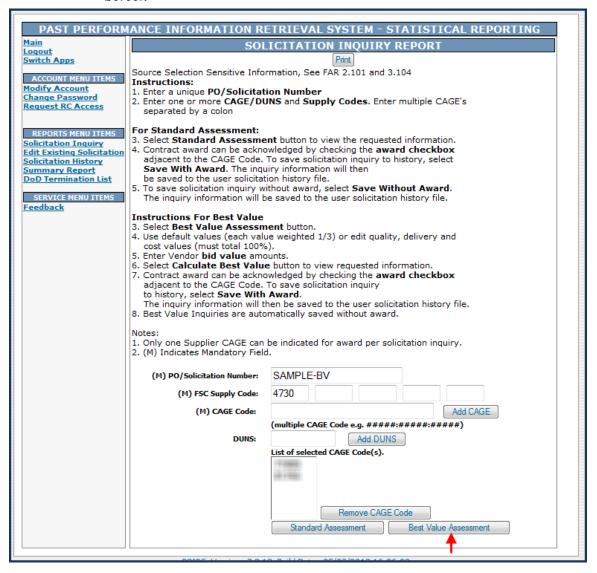


Figure 58: Solicitation Inquiry Window (Best Value Assessment)

- a. Enter Purchase Order/Solicitation Number, FSC(s) and CAGE code(s) as described above (*see Section 5.2.2 Standard Assessment a.- h.*)
- b. Click the Best Value Assessment button

PAST PERFORM	ANCE INFORMATION RETRIEVAL SYSTEM - STATISTICAL REPORTING
Main Lagent	SOLICITATION INQUIRY REPORT
<u>Loqout</u> Switch Apps	Print
ACCOUNT MENU ITEMS	Source Selection Sensitive Information, See FAR 2.101 and 3.104 Instructions:
Modify Account Change Password	1. Enter a unique PO/Solicitation Number
Request RC Access	 Enter one or more CAGE/DUNS and Supply Codes. Enter multiple CAGE's separated by a colon
REPORTS MENU ITEMS Solicitation Inquiry Edit Existing Solicitation Solicitation History Summary Report DoD Termination List SERVICE MENU ITEMS Feedback	 For Standard Assessment: 3. Select Standard Assessment button to view the requested information. 4. Contract award can be acknowledged by checking the award checkbox adjacent to the CAGE Code. To save solicitation inquiry to history, select Save With Award. The inquiry information will then be saved to the user solicitation history file. 5. To save solicitation inquiry without award, select Save Without Award. The inquiry information will be saved to the user solicitation history file. Instructions For Best Value 3. Select Best Value Assessment button. 4. Use default values (each value weighted 1/3) or edit quality, delivery and cost values (must total 100%). 5. Enter Vendor bid value amounts. 6. Select Calculate Best Value button to view requested information. 7. Contract award can be acknowledged by checking the award checkbox adjacent to the CAGE Code. To save solicitation inquiry to history, select Save With Award. The inquiry information will then be saved to the user solicitation. 8. Best Value Inquiries are automatically saved without award. Notes: 1. Only one Supplier CAGE can be indicated for award per solicitation inquiry.
	2. (M) Indicates Mandatory Field.
	(M) PO/Solicitation Number: SAMPLE-BV
	(M) FSC Supply Code: 4730
	(M) CAGE Code: Add CAGE
	(multiple CAGE Code e.g. #################################
	DUNS: Add DUNS List of selected CAGE Code(s).
	Remove CAGE Code Best Value Assessment
	(M) Cost %: 33
	(M) Delivery %: 33
	(M) Quality %: 33
	CAGE Bid Value
	Calculate Best Value

Figure 59: Solicitation Inquiry Report (Calculate Best Value)

- c. User is required to weight categories (Cost, Delivery, Quality) according to importance, *total percentage must equal 100* and
- d. Enter the bid values for each CAGE

PAST PERFORM	IANCE INFORMATION RETRIEVAL SYSTEM - STATISTICAL REPORTING
Main	SOLICITATION INQUIRY REPORT
Loqout Switch Apps	Print
ACCOUNT MENU ITEMS	Source Selection Sensitive Information, See FAR 2.101 and 3.104
Modify Account	1. Enter a unique PO/Solicitation Number
Change Password Request RC Access	2. Enter one or more CAGE/DUNS and Supply Codes. Enter multiple CAGE's
	separated by a colon
REPORTS MENU ITEMS Solicitation Inquiry Edit Existing Solicitation Solicitation History Summary Report DoD Termination List SERVICE MENU ITEMS Feedback	 For Standard Assessment: Select Standard Assessment button to view the requested information. Contract award can be acknowledged by checking the award checkbox adjacent to the CAGE Code. To save solicitation inquiry to history, select Save With Award. The inquiry information will then be saved to the user solicitation history file. To save solicitation inquiry without award, select Save Without Award. The inquiry information will be saved to the user solicitation history file.
	Instructions For Best Value 3. Select Best Value Assessment button. 4. Use default values (each value weighted 1/3) or edit quality, delivery and cost values (must total 100%). 5. Enter Vendor bid value amounts. 6. Select Calculate Best Value button to view requested information. 7. Contract award can be acknowledged by checking the award checkbox adjacent to the CAGE Code. To save solicitation inquiry to history, select Save With Award. The inquiry information will then be saved to the user solicitation history file. 8. Best Value Inquiries are automatically saved without award.
	Notes: 1. Only one Supplier CAGE can be indicated for award per solicitation inquiry. 2. (M) Indicates Mandatory Field.
	(M) PO/Solicitation Number: SAMPLE-BV
	(M) FSC Supply Code: 4730
	(M) CAGE Code: Add CAGE
	(multiple CAGE Code e.g. #####:#####:#####)
	DUNS: Add DUNS
	List of selected CAGE Code(s).
	Remove CAGE Code Best Value Assessment
	(M) Cost %: 25
	(M) Delivery %: 25
	(M) Quality %: 50
	CAGE Bid Value 110 105
	Calculate Best Value

Figure 60: Solicitation Inquiry Report (Calculate Best Value), entering weights & values

- e. Click Calculate Best Value
- f. Venders are ranked in 'Best Value' order

	MANCE INFORMATION RETRIEVAL SYSTEM - STATISTICAL REPORTING	
Main Logout	SOLICITATION INQUIRY REPORT	
Switch Apps	Print	
ACCOUNT MENU ITEMS	Source Selection Sensitive Information, See FAR 2.101 and 3.104 Instructions:	
Modify Account Change Password	1. Enter a unique PO/Solicitation Number	
Request RC Access	2. Enter one or more CAGE/DUNS and Supply Codes. Enter multiple CAGE's separated by a colon	
	separated by a colon	
REPORTS MENU ITEMS	For Standard Assessment: 3. Select Standard Assessment button to view the requested information.	
Solicitation Inquiry Edit Existing Solicitation		
Solicitation History	adjacent to the CAGE Code. To save solicitation inquiry to history, select Save With Award. The inquiry information will then	
Summary Report DoD Termination List	be saved to the user solicitation history file.	
SERVICE MENU ITEMS	 To save solicitation inquiry without award, select Save Without Award. The inquiry information will be saved to the user solicitation history file. 	
Feedback		
	Instructions For Best Value 3. Select Best Value Assessment button.	
	4. Use default values (each value weighted 1/3) or edit quality, delivery and	
	cost values (must total 100%). 5. Enter Vendor bid value amounts.	
	6. Select Calculate Best Value button to view requested information.	
	7. Contract award can be acknowledged by checking the award checkbox adjacent to the CAGE Code. To save solicitation inquiry	
	to history, select Save With Award.	
	The inquiry information will then be saved to the user solicitation history file. 8. Best Value Inquiries are automatically saved without award.	
	o, best value inquines are automatically saved without award.	
	Notes: 1. Only one Supplier CAGE can be indicated for award per solicitation inquiry.	
	2. (M) Indicates Mandatory Field.	
	(M) PO/Solicitation Number: SAMPLE-BV	
	CAGE Supply Bid Weighted Quality Delivery Color	
	CAGE Code Price Delivery Color	
	GREEN Get Detail Report	
	\$ 110 17 GREEN Get Detail Report	
	CAGE Bid Best Award	
	Price Offer	
	\$ 105 1	
	\$ 110 2	
	Save with Award Back	

Figure 61: Solicitation Inquiry Report Detail (Calculate Best Value) Best Offer Ranking

- g. Click the **Print** button to print out the results
- h. To view Detail Reports refer to Section 5.2.2 Standard Assessment 1. q.
- i. Check the appropriate box adjacent to the CAGE (vendor) to record Award, if desired

	AANCE INFORMATION RETRIEVAL SYSTEM - STATISTICAL REPORTING
<u>Main</u> Logout	SOLICITATION INQUIRY REPORT
Switch Apps	Print
ACCOUNT MENU ITEMS	Source Selection Sensitive Information, See FAR 2.101 and 3.104 Instructions:
Modify Account	1. Enter a unique PO/Solicitation Number
Change Password Request RC Access	2. Enter one or more CAGE/DUNS and Supply Codes. Enter multiple CAGE's
	separated by a colon
REPORTS MENU ITEMS	For Standard Assessment:
Solicitation Inquiry Edit Existing Solicitation	 Select Standard Assessment button to view the requested information. Contract award can be acknowledged by checking the award checkbox
Solicitation History	adjacent to the CAGE Code. To save solicitation inquiry to history, select
Summary Report DoD Termination List	Save With Award. The inquiry information will then be saved to the user solicitation history file.
	5. To save solicitation inquiry without award, select Save Without Award.
SERVICE MENU ITEMS Feedback	The inquiry information will be saved to the user solicitation history file.
recobber	Instructions For Best Value
	 Select Best Value Assessment button. Use default values (each value weighted 1/3) or edit quality, delivery and
	cost values (must total 100%).
	5. Enter Vendor bid value amounts.
	 Select Calculate Best Value button to view requested information. Contract award can be acknowledged by checking the award checkbox
	adjacent to the CAGE Code. To save solicitation inquiry
	to history, select Save With Award . The inquiry information will then be saved to the user solicitation history file.
	8. Best Value Inquiries are automatically saved without award.
	Notes:
	1. Only one Supplier CAGE can be indicated for award per solicitation inquiry.
	2. (M) Indicates Mandatory Field.
	(M) PO/Solicitation Number: SAMPLE-BV
	CAGE Supply Bid Weighted Quality Code Price Color
	Code Price Score Color
	\$ 105 34 GREEN Get Detail Report
	GREEN Get Detail Report
	CAGE Bid Best Award
	Price Offer
	\$ 105 1
	\$ 110 2
	Save with Award Back

Figure 62: Solicitation Inquiry Report (Best Value Selection)

- j. Click Save with Award or Back (no save)
- k. If **Save with Award** is selected the Saved Successfully screen will be displayed (*see Figure 57: Standard Assessment Saved Successfully*)

When either the **Save with Award** or **Back** buttons are selected, the information will be stored in the solicitation history table and can be retrieved at a later date using the **Solicitation History Report**. The first column in that report may be checked to indicate which contractor received the award.

5.2.4 Edit Existing Solicitation

To edit an Existing Solicitation the user selects <u>Edit Existing Solicitation</u> in the Navigation frame.

PAST PERFORM Main Logout Switch Apps ACCOUNT MENU ITEMS Modify Account Change Password Request RC Access REPORTS MENU ITEMS Solicitation Inquiry Edit Existing Solicitation Solicitation Inguiry Edit Existing Solicitation Solicitation Inguiry Edit Existing Solicitation Solicitation Inguiry Edit Existing Solicitation Solicitation List SERVICE MENU ITEMS Feedback	ANCE INFORMATION RETRIEVAL SYSTEM - STATISTICAL REPORTING SOLICITATION UPDATE Print Source Selection Sensitive Information, See FAR 2.101 and 3.104 Instructions: 1. (M) Enter the Purchase Order Number / Solicitation Number. 2. Click Get Report button. 3. To award, check Award check box and click Save with Award. 4. If the solicitation has already been awarded, it will not be editable. 5. To cancel without saving click Back (M) Indicates Required Information (M) PO/Solicitation Number:
	Cet Report PPIRS, Version : 2.2.13.E. Build Date : 05/07/2012 16:47:02

Figure 63: Solicitation Update

a. Enter Purchase Order or Solicitation Number, click Get Report

out				SOLI	CITATION U	IPDATE		
tch Apps					Print			
COUNT MENU ITEMS ify Account nge Password uest RC Access EPORTS MENU ITEMS citation Inguiry Existing Solicitation citation History Imary Report D Termination List	Instructions: 1. (M) Ent 2. Click G 3. To awa 4. If the 5. To can	ter the I et Repo rd, cheo solicitat cel witho	Purchase Ord rt button. :k Award che ion has alrea out saving cli	der Number / eck box and cl idy been awar ick Back	AR 2.101 and 3. Solicitation Nun lick Save with Av rded, it will not b	nber. ward.		
ERVICE MENU ITEMS	(M) PO/Solicita	tion Num	ber: SAMP	LE-SA				
<u>dback</u>			Get R	eport				
	Solicitation	Award	CAGE CODE	Supply Code	Weighted	Weighted	Inquiry Date	Classificatio
	Number				Delivery Score	Quality Performance	Date	Date
	Number SAMPLE-SA		71905	1680	Delivery Score	Quality Performance Color BLUE (6 Records)>	08/10/2012	
			71905	1440	Delivery Score	Color BLUE		11/30/2011
	SAMPLE-SA					Color BLUE (6 Records)> Color PURPLE (6 Records) Color GREEN (37 Records)	08/10/2012 08/10/2012	11/30/2011
	SAMPLE-SA SAMPLE-SA		71505	1.7/2/0	(1 fammela)	Color BLUE (6 Records)> Color PURPLE (6 Records) Color GREEN (37 Records) Color GREEN	08/10/2012 08/10/2012	11/30/2011 11/30/2011 11/30/2011
	SAMPLE-SA SAMPLE-SA SAMPLE-SA		71905	1720 4730	(1 Bacorda) (1 Bacorda) (2 Bacorda) 53	Color BLUE (6 Records)> Color PURPLE (6 Records) Color GREEN (37 Records) Color GREEN (0 Records) Color GREEN	08/10/2012 08/10/2012 08/10/2012	11/30/2011 11/30/2011 11/30/2011 11/30/2011
	SAMPLE-SA SAMPLE-SA SAMPLE-SA SAMPLE-SA		71905 71905 81755	1720 4730 1480	(0 Basseda) (1 B	Color BLUE (6 Records)> Color PURPLE (6 Records) Color GREEN (37 Records) Color GREEN (0 Records) Color GREEN	08/10/2012 08/10/2012 08/10/2012 08/10/2012	11/30/2011 11/30/2011 11/30/2011 11/30/2011 11/30/2011

Figure 64: Solicitation Update Report Example

- b. To record award for a particular vendor, check the Award check box next to that vendor and click **Save with Award** (this does not advise the vendor that he/she was chosen, this is just for the user's own history)
- c. Click **Back** to cancel without saving
- d. If **Save with Award** is selected the updated successfully screen will be displayed

PAST	PERFORMANCE INFORMATION RETRIEVAL SYSTEM - STATISTICAL REPORTING
<u>Main</u> Logout	PPIRS-SR Message
Switch Apps ACCOUNT MENU ITEMS Modify Account	Solicitation Number SAMPLE-SA was updated successfully.
Change Password Request RC Access REPORTS MENU ITEMS	
Solicitation Inquiry Edit Existing Solicitation Solicitation History Summary Report	
DoD Termination List SERVICE MENU ITEMS Feedback	
	PPIRS, Version : 2.2.13.E, Build Date : 05/07/2012 16:47:02

Figure 65: Solicitation Update Successful

<u>NOTE:</u> If the solicitation was awarded it will not be editable. Update of Award is the only action for this menu at the time of this publish.

Main	FORMANCE	INFOR	MATION		AL SYSTEM - STATISTICAL ITATION UPDATE	REPORTI	NG
Logout Switch Apps					Print		
ACCOUNT MENU ITEMS Modify Account Change Password Request RC Access REPORTS MENU ITEMS Solicitation Inguiry Edit Existing Solicitation Solicitation History Summary Report	Instructions: 1. (M) Ent 2. Click Go 3. To awa 4. If the s	er the Pur et Report b rd, check / solicitation el without	chase Order outton. Award check has already saving click	r Number / So box and click been awarde Back	2.101 and 3.104 licitation Number. Save with Award. d, it will not be editable.		
DoD Termination List SERVICE MENU ITEMS Feedback	(M) PO/Solicita		Get Repo	ort	Weighted Weighted	Inquiry	Classification
	Number	Awarded	CAGE CODE	Supply Code	Delivery Score Quality Performance		Date
	SAMPLE-SA	Y		10.000	Color BLUE (6 Records)>	08/10/2012	11/30/2011
	SAMPLE-SA	U	1100	12.240	Color PURPLE (6 Records)	08/10/2012	11/30/2011
	SAMPLE-SA	U	1100	10.761	Color GREEN (37 Records)	08/10/2012	11/30/2011
	SAMPLE-SA	N	10 / T 10 /	1000	Color GREEN (0 Records)	08/10/2012	11/30/2011
	SAMPLE-SA	U	10 - 1 - 10 - 10 - 10 - 10 - 10 - 10 -		Color GREEN (0 Records)	08/10/2012	11/30/2011
	SAMPLE-SA	U	0.1700	10.000	Color GREEN (0 Records)	08/10/2012	11/30/2011
	SAMPLE-SA	U	10.170	10780	Color GREEN (0 Records)	08/10/2012	11/30/2011
					Back		

Figure 66: Previously Awarded Solicitation (No Edit) Example

5.2.5 Solicitation History Report

To access Solicitation History Report the user selects <u>Solicitation History</u> in the Navigation frame. Solicitation History allows the user to look up the results of past solicitation inquiries.

	MANCE INFORMATION RETRIEVAL SYSTEM - STATISTICAL REPORTING
Main	SOLICITATION HISTORY REPORT
Logout Switch Apps	Print
ACCOUNT MENU ITEMS Modify Account	Source Selection Sensitive Information, See FAR 2.101 and 3.104 Instructions:
Change Password Request RC Access	 Enter the Purchase Order Number / Solicitation Number. Or Enter the CAGE/DUNS. Or Enter the Purchase Order Number / Solicitation Number and CAGE/DUNS.
REPORTS MENU ITEMS Solicitation Inquiry Edit Existing Solicitation	4. Click Get Report button.
<u>Solicitation History</u> <u>Summary Report</u> <u>DoD Termination List</u>	PO/Solicitation Number:
SERVICE MENU ITEMS Feedback	CAGE:
	Get Report
	PPIRS, Version : 2.2.13.E. Build Date : 05/07/2012 16:47:02

Figure 67: Solicitation History Report Request

Any/all of the following may be entered to obtain History:

a. Purchase Order/Solicitation Number (partial data will retrieve more

information, i.e. enter T to retrieve all records that have a Purchase Order/Solicitation Number beginning with the letter T).

- b. CAGE
- c. DUNS
- d. Click the Get Report button

The report displays the history captured *when solicitation information was entered*.

The information includes every CAGE queried at the time the Solicitation Inquiry was saved.

			SOLI	CITATION HI	STORY REPORT				
Instructions: 1. Enter tl 2. Or Enter 3. Or Enter 4. Click Ge	he Purch er the CA er the Pu	rchase Order Nu	ber / Solicitat	.101 and 3.104]				
tion PO/Solicitation I	Number:	Sample-SA							
IS	CAGE:								
	Duns:								
		Get Report	1						
California Ulat		• Download Clink	*	oad data in Microsoft	Frend formert				
Solicitation		ed CAGE CODE			Weighted	RANK	Bid	Inquiry	Classificati
Number				Delivery Score	Quality Performance		Price	Date	Date
					former and a second second				
SAMPLE-SA	Y	11100	1000	* (0 Records)	Score 6 Color BLUE (6 Records)			08/10/2012	11/30/201
SAMPLE-SA SAMPLE-SA	Y		1110	*	Score 6 Color BLUE			08/10/2012 08/10/2012	
		71448. 71448. 71448.	1100	* (0 Records) 0	Score 6 Color BLUE (6 Records) Score 6 Color PURPLE				
SAMPLE-SA	U			* (0 Records) 0 (1 Records) 34	Score 6 Color BLUE (6 Records) Score 6 Color PURPLE (6 Records) Score 0.497 Color GREEN			08/10/2012	11/30/201
SAMPLE-SA	U U U	11000		* (0 Records) 0 (1 Records) 34 (31 Records) 53	Score 6 Color BLUE (6 Records) Score 6 Color PURPLE (6 Records) Score 0.497 Color GREEN (37 Records) Score 0 Color GREEN			08/10/2012	11/30/201
SAMPLE-SA SAMPLE-SA	U U N	1100	110	* (0 Records) 0 (1 Records) 34 (31 Records) 53 (82 Records) 26	Score 6 Color BLUE (6 Records) Score 6 Color PURPLE (6 Records) Score 0.497 Color GREEN (37 Records) Score 0 Color GREEN (0 Records) Score 0 Color GREEN			08/10/2012 08/10/2012 08/10/2012	11/30/201 11/30/201 11/30/201 11/30/201

Figure 68: Solicitation History Report Detail Example

- e. You may download this repot to Microsoft Excel, click on the word <u>here</u> just above the report
- f. Click the **Print** button to print out the results

5.2.6 Summary Report

To access Summary Report, click <u>Summary Report</u> in the navigation frame. The Summary Report allows Government users to enter DUNS Number and CAGE code(s) to view the vendor's current classifications.

lain occut	GOVERNMENT SUMMARY QUALIFIER REPORT
ACCOUNT MENU ITEMS ACCOUNT MENU ITEMS Modify Account REPORTS MENU ITEMS Solicitation Inquiry Edit Existing Solicitation Solicitation History Summary Report DoD Termination List SERVICE MENU ITEMS Feedback	Source Selection Sensitive Information, See FAR 2.101 and 3.104 Overview: Government user can execute summary report for one or more multiple CAGE Codes/DUNS Numbers and/or one more FSC. Instructions: 1. Enter one or more DUNS / CAGE Codes. Enter multiple CAGE's separated by a colon. Select Add DUNS/CAGE Code 2. To search for specific FSC codes, enter one FSC or multiple FSC's separated by a colon. Select Add FSC Code 3. To remove CAGE or FSC Codes from the selected list, highlight the CAGE or FSC Code and select Remove CAGE/FSC button 4. Select Run Summary Report to generate the summary report for the qualifiers entered.
	(M) DUNS: Add Duns Number (single DUNS Only) Add CAGE Code (M) CAGE Code: Add CAGE Code (multiple CAGE Code e.g. #################################

Figure 69: Summary Report Request

Any/all of the following may be entered to obtain a Summary Report

- a. To select which DUNS number to query the user enters a valid DUNS number and clicks the **Add DUNS Number** button
 - When the Add DUNS Number button is clicked the CAGE Codes will automatically be selected for that DUNS and appear in the List of selected CAGE Codes box.

PAST PERFORM	ANCE INFORMATION RETRIEVAL SYSTEM - STATISTICAL REPORTING		
Main	GOVERNMENT SUMMARY QUALIFIER REPORT		
Logout Switch Apps	Print		
ACCOUNT MENU ITEMS Modify Account Change Password Request RC Access	Source Selection Sensitive Information, See FAR 2.101 and 3.104 Overview: Government users can execute summary report for one or more multiple CAGE Codes/DUNS Numbers and/or one more Supply Codes/NAICS.		
	Instructions:		
REPORTS MENU ITEMS Solicitation Inquiry Edit Existing Solicitation Solicitation History Summary Report DoD Termination List SERVICE MENU ITEMS Feedback	 Enter one or more CAGE Codes, Enter multiple CAGE's separated separated by : Select Add CAGE Code button . Enter one DUNS Number, Select Add DUNS Number button Enter a Supply Code and click Add Supply Code button, or Enter multiple Supply Codes separated by a colon ':' . To remove CAGE Code or Supply Code and click on the respective Remove button. Click Run Summary Report to generate summary report for the qualifiers entered. 		
	(M) DUNS: 9999999999 Add Duns Number		
	(M) CAGE Code: (multiple CAGE Codes e.g. #####:##############################		
	FSC Supply Code: (multiple FSC Supply Codes e.g. ####:####:####)		
	Run Summary Report		

Figure 70: Summary Report Request, entering DUNS Nubmer

PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM - STATISTICAL REPORTING					
Main	GOVERNMENT SUMMARY QUALIFIER REPORT				
Logout Switch Apps	Print				
ACCOUNT MENU ITEMS		n Sensitive Information, See FAR 2.101 and 3.104			
Modify Account	Overview: Government users can execute summary report for one or more multiple CAGE Codes/DUNS				
Change Password Request RC Access	Numbers and/or one more Supply Codes/NAICS.				
	Instructions:				
REPORTS MENU ITEMS					
Solicitation Inquiry Edit Existing Solicitation		e or more CAGE Codes, Enter multiple CAGE's separated			
Solicitation History	separated by : Select Add CAGE Code button . 2. Enter one DUNS Number, Select Add DUNS Number button				
Summary Report DoD Termination List	 Enter a Supply Code and click Add Supply Code button, or Enter multiple Supply Codes separated by a colon ':'. To remove CAGE Code or Supply Code from the selected list, select the CAGE Code or Supply Code and click on the respective Remove button. Click Run Summary Report to generate summary report for the gualifiers entered. 				
SERVICE MENU ITEMS					
Feedback					
	J. Check Ru	Summary Report to generate summary report for the qualmers entered.			
	(M) DUNS:	999999999 Add Duns Number (single DUNS Only)			
	(M) CAGE Code: FSC Supply Code:	List of selected CAGE Code			
		(5).			
		(multiple CAGE Codes e.g.			
		(multiple CAGE Codes e.g			
		Remove CAGE Code			
		(multiple FSC Supply Codes e.g. Add Supply Code			
		####:#################################			
		Run Summary Report			
		han Jammary hoport			

Figure 71: Summary Report Request, List of selected CAGE Codes Box

b. To select which CAGE codes to query the user enters a CAGE code and clicks the **Add CAGE Code** button, a box will appear with the newly added CAGE code

To enter multiple CAGE codes:

• You may repeat the first step for each CAGE code to be evaluated, *or* you may enter multiple CAGE codes in the CAGE code entry box, separated by a colon (:)

<u>NOTE:</u> The Add CAGE button also checks the Excluded Parties List, no CAGE on the EPL can be added.

PAST PERFORM	IANCE INFORMATION RETRIEVAL SYSTEM - STATISTICAL REPORTING				
<u>Main</u> Logout	GOVERNMENT SUMMARY QUALIFIER REPORT				
Switch Apps ACCOUNT MENU ITEMS	Print Source Selection Sensitive Information, See FAR 2.101 and 3.104 Overview:				
Modify Account Change Password Request RC Access	Government users can execute summary report for one or more multiple CAGE Codes/DUNS Numbers and/or one more Supply Codes/NAICS.				
	Instructions:				
REPORTS MENU ITEMS Solicitation Inquiry Edit Existing Solicitation Solicitation History Summary Report DoD Termination List SERVICE MENU ITEMS Feedback	 Enter one or more CAGE Codes, Enter multiple CAGE's separated separated by : Select Add CAGE Code button . Enter one DUNS Number, Select Add DUNS Number button Enter a Supply Code and click Add Supply Code button, or Enter multiple Supply Codes separated by a colon ':' . To remove CAGE Code or Supply Code from the selected list, select the CAGE Code or Supply Code and click on the respective Remove button. Click Run Summary Report to generate summary report for the qualifiers entered. 				
	(M) DUNS: Add Duns Number (single DUNS Only)				
	(M) CAGE Code: Add CAGE Code (multiple CAGE Codes e.g. #####:##############################				
	FSC Supply Code: (multiple FSC Supply Codes e.g. ####:#####:#####)				
	Run Summary Report				

Figure 72: Summary Report Request, entering multiple CAGE Codes

PAST PERFORMANCE I	NFORMATION RETRIEVAL SYSTEM - STATISTICAL REPORTING				
Main Logout	GOVERNMENT SUMMARY QUALIFIER REPORT				
Switch Apps Source Sele	Print ection Sensitive Information, See FAR 2.101 and 3.104				
ACCOUNT MENU ITEMS Modify Account Government	Overview: Government users can execute summary report for one or more multiple CAGE Codes/DUNS Numbers and/or one more Supply Codes/NAICS.				
	Instructions:				
Edit Existing Solicitation sepa Solicitation History 2. Ente Summary Report 3. Ente DoD Termination List Ente SERVICE MENU ITEMS Select	er one or more CAGE Codes, Enter multiple CAGE's separated arated by : Select Add CAGE Code button . er one DUNS Number, Select Add DUNS Number button er a Supply Code and click Add Supply Code button, or er multiple Supply Codes separated by a colon ':' . emove CAGE Code or Supply Code from the selected list, ct the CAGE Code or Supply Code and click on the respective Remove button. k Run Summary Report to generate summary report for the qualifiers entered.				
	(single DUNS Only) List of selected CAGE Code (s).				
(M) CAGE C	Code: (multiple CAGE Codes e.g. #####:#####:#####) Remove CAGE Code				
FSC Supply C	Code: (multiple FSC Supply Codes e.g. ####:###############################				
	Run Summary Report				

Figure 73: Summary Report Request with multiple CAGE Codes

- c. When you begin adding CAGE codes a new button will appear (**Remove CAGE Code**) this button will remove a selected CAGE code
- d. To filter reports for specific FSC Codes, the user enters an FSC code and clicks the **Add Supply Code** button. A box will appear with the newly added FSC code.

To enter multiple FSC codes

• You may repeat step d. for each FSC code to be evaluated, or you may enter multiple FSC codes in the FSC code entry box, separated by a colon (:)

PAST PERFOR	MANCE INFO	ORMATION RETRIEVAL SYSTEM - STATISTICAL REPORTING			
<u>Main</u> Logout		GOVERNMENT SUMMARY QUALIFIER REPORT			
Switch Apps		Print			
ACCOUNT MENU ITEMS	Source Selection Sensitive Information, See FAR 2.101 and 3.104 Dverview: Government users can execute summary report for one or more multiple CAGE Codes/DUNS Numbers and/or one more Supply Codes/NAICS.				
	Instructions:				
REPORTS MENU ITEMS Solicitation Inquiry Edit Existing Solicitation Solicitation History Summary Report DoD Termination List SERVICE MENU ITEMS Feedback	 Enter one or more CAGE Codes, Enter multiple CAGE's separated separated by : Select Add CAGE Code button . Enter one DUNS Number, Select Add DUNS Number button Enter a Supply Code and click Add Supply Code button, or Enter multiple Supply Codes separated by a colon ':'. To remove CAGE Code or Supply Code from the selected list, select the CAGE Code or Supply Code and click on the respective Remove button. Click Run Summary Report to generate summary report for the qualifiers entered. 				
		(single DUNS Only) List of selected CAGE Code (s),			
	(M) CAGE Code:	(multiple CAGE Codes e.g. #####:##############################			
	FSC Supply Code:	4730:1730 (multiple FSC Supply Codes e.g. ####:#########)			
		Run Summary Report			

Figure 74: Summary Report Request, entering multiple FSC Codes

PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM - STATISTICAL REPORTING Main GOVERNMENT SUMMARY QUALIFIER REPORT Legout Switch Apps Print Account Source Selection Sensitive Information, See FAR 2.101 and 3.104 Overview: Modify Account Government users can execute summary report for one or more multiple CAGE Codes/DUNS Numbers and/or one more Supply Codes/NAICS. Numbers and/or one more Supply Codes/NAICS.
Switch Apps Print Account MENU TIEMS Source Selection Sensitive Information, See FAR 2.101 and 3.104 Modify Account Change Password Government users can execute summary report for one or more multiple CAGE Codes/DUNS
Account RENUITEMS Modify Account Change Password Change Passwo
Modify Account Change Password Government users can execute summary report for one or more multiple CAGE Codes/DUNS With the standard or one more Supply Codes/NATCS
Change Password Numbers and Concern Burgers Can execute summary report for one of more multiple CAGE Codes/Doils
Request RC Access
Instructions:
Solicitation Inquiry 1. Enter one or more CAGE Codes, Enter multiple CAGE's separated
Edit Existing Solicitation separated by : Select Add CAGE Code button .
Solicitation History 2. Enter one DUNS Number, Select Add DUNS Number button Summary Report 3. Enter a Supply Code and click Add Supply Code button, or
DoD Termination List Enter multiple Supply Codes separated by a colon ':'.
4. To remove CAGE Code or Supply Code from the selected list, select the CAGE Code or Supply Code and click on the respective Remove button.
Feedback 5. Click Run Summary Report to generate summary report for the qualifiers entered.
(M) DUNS: Add Duns Number
(H) Dons: (single DUNS Only)
List of selected CAGE Code(s
7.490
(M) CAGE Code: (multiple CAGE Codes e.g. Add CAGE Code
#####:#################################
Remove CAGE Code
List of selected Supply Code (s).
4730
1730
FSC Supply Code: (multiple FSC Supply Codes e.g. Add Supply Code

Remove Supply Code
Run Summary Report

Figure 75: Summary Report Request with multiple FSC Codes

- When you begin adding FSC codes a new button will appear (**Remove FSC Code**) this button will remove a selected FSC code
- e. To run the desired inquiry the user must click the **Run Summary Report** button.

			Print			
Source Selec	ction Sensitive Info	ormation, See FAR 2.101 and 3	3.104	Govt Main Page Logout		
		GOVERNMENT S	SUMMARY REPORT	GOVE Main Page Logon		
CAGE CODE	E	Company Name Company Address				
1.000		INCHINE AND TOOL CO	SUDE BELFIELD AVE PHILADELPHIA PA 19144-1733	Replace Code(if any)		
		ATIN CORP	LOCOVEED BLVD			
			PORT WORTH TX 76108-7458			
			R LEGEND			
		Blue: Purple:				
		Green:				
		Yellow:	: Next 10%			
		Red:	Lowest 5%			
CAGE Co	ode FSC Code	Weighted Delivery Score	Weighted Quality Performance	Classification Date		
71905	1730	*	Color PURPLE	11/30/2011		
71905	4730	(0 Records)	(6 Records) Color GREEN	11/30/2011		
		(31 Records)	(37 Records)			
	1700	0	Color GREEN	11/20/2011		
	1730	(8 Records)	(0 Records)	11/30/2011		
	<u>1730</u> 4730			11/30/2011		
81755	<u>4730</u>	(8 Records) 17 (96 Records)	(0 Records) Color GREEN (0 Records)			
Point of Cor	<u>4730</u>	(8 Records) 17 (96 Records)	(0 Records) Color GREEN			
Point of Cor	<u>4730</u>	(8 Records) 17 (96 Records)	(0 Records) Color GREEN (0 Records)			
Point of Cor	4730	(8 Records) 17 (96 Records)	(0 Records) Color GREEN (0 Records)			
Point of Cor AIR FORCE ALC HILL ALC ROBINS ALC TINKER	4730	(8 Records) 17 (96 Records)	(0 Records) Color GREEN (0 Records)			
Point of Con AIR FORCE ALC HILL ALC ROBINS ALC TINKER ARMY	4730	(8 Records) 17 (96 Records)	(0 Records) Color GREEN (0 Records)			
Point of Con AIR FORCE ALC HILL ALC ROBINS ALC TINKER ARMY DAPS	4730	(8 Records) 17 (96 Records)	(0 Records) Color GREEN (0 Records)			
AIR FORCE AIR FORCE ALC HILL ALC ROBINS ALC TINKER ARMY DAPS DCSO	4730	(8 Records) 17 (96 Records)	(0 Records) Color GREEN (0 Records)			
AIR FORCE AIR FORCE ALC HILL ALC ROBINS ALC TINKER ARMY DAPS DCSO DDC DESC	4730	(8 Records) 17 (96 Records)	(0 Records) Color GREEN (0 Records)			
AIR FORCE ALC HILL ALC ROBINS ALC TINKER ARMY DAPS DCSO DCC DESC DLA	4730	(8 Records) 17 (96 Records)	(0 Records) Color GREEN (0 Records)			
AIR FORCE ALC HILL ALC ROBINS ALC TINKER ARMY DAPS DCSO DCC DESC DLA DNSC	4730	(8 Records) 17 (96 Records)	(0 Records) Color GREEN (0 Records)			
AIR FORCE ALC HILL ALC ROBINS ALC TINKER ARMY DAPS DCSO DDC DESC DLA DNSC DRMS	4730 intact(s):	(8 Records) 17 (96 Records)	(0 Records) Color GREEN (0 Records)			
AIR FORCE ALC HILL ALC ROBINS ALC TINKER ARMY DAPS DCSO DDC DESC DLA DNSC DRMS DSC COLUME	4730 4730 intact(s):	(8 Records) 17 (96 Records)	(0 Records) Color GREEN (0 Records)			
AIR FORCE ALC HILL ALC ROBINS ALC TINKER ARMY DAPS DCSO DDC DESC DLA DNSC DRMS	8US DELPHIA	(8 Records) 17 (96 Records)	(0 Records) Color GREEN (0 Records)			
AIR FORCE AIR FORCE ALC HILL ALC ROBINS ALC TINKER ARMY DAPS DCSO DDC DESC DLA DNSC DNSC DNSC DNSC DNSC COLUME DSC COLUME	BUS DELPHIA OND	(8 Records) 17 (96 Records)	(0 Records) Color GREEN (0 Records)			
AIR FORCE AIR FORCE ALC HILL ALC ROBINS ALC TINKER ARMY DAPS DCSO DDC DESC DLA DNSC DIMS DSC COLUME DSC COLUME DSC RICHMO	BUS ELDHIA OOD OGRAM	(8 Records) 17 (96 Records)	(0 Records) Color GREEN (0 Records)			

Figure 76: Summary Report Detail

f. From this screen the user may select any FSC from the Current Classifications list to view a Detailed Report for that contractor. Click any linked **FSC** on the Summary Report to generate a Detailed Report for that FSC and CAGE (linked items are blue and underlined)

<u>NOTE:</u> Regular Government users are only permitted to view Current Classifications in the Summary Report.

- h. Click the **Print** button to print out the Summary Report.
- i. Click the <u>Govt Main Page</u> link to return to the Main Page or click the <u>Logout</u> link to log out of PPIRS-SR and be returned to the login screen.

5.2.7 Detailed Summary Report

The Detailed Report contains all the negative records that impact the classification. All Government users can generate a Detailed Report by linking to the report from the **Summary Report Screen** (*See Figure 76: Summary Report Detail*). Click any linked <u>FSC</u> on the Summary Report to generate a Detailed Report for that FSC and CAGE (linked items are blue and underlined).

		-	Print		1	1 1	
ource Selection Sens	sitive Information, S	See FAR 2.101 a	and 3.104		Gout Main Dana I. Si	Immary Report Logo	
		GOVERNM	IENT DETA	ILED REPO			
							_
CAGE Code: FSC Supply Code:	05 D						
Company Name:	BYSHIRE MACHINE	AND 700L C0					
	O BELFIELD AVE JADELPHEA PA 1914	4-1733					
		Oua	lity Color Cod	e: GREEN			
	Aver		hted Delivery	Score: 34	opliers: 67.0		
egative Delivery Re	cord(s) — View Pos	itive Delivery Re	cord(s)				
3 Negative Delive	ry Records found.						
New Records epartment/Agency	Contrac	t No.	Code/NS	N Due D	ate Ship/Rec Da	te Cancel Date Add	ed Date
o Data							
Existing Records epartment/Agency	Contrac	t No.	Code/NS	N Due D	ate Ship/Rec Da	te Cancel Date Add	ed Date
DSC COLUMBUS	\$###?##\$Q\$#Q	0.015	#73001332573		-2008 09-APR-200		JN-2009
USMC/NAVY	will o beinterroù a de		#73000000#13		-2008 09-MAR-200		JL-2010
USMC/NAVY	MIDEDEDERIZON (I	1111	4.730	J31-AUG	-2009 11-SEP-2009	ו[19-1	UL-2010
Jlletin(s) Departs	ment/Agency		Serial No.	Code	/NSN	Added Date	
o Data	,,						
LA Quality Record(5)						
CDCS No. Code/I		o. Type Cod	e Discrepa			C/A Added Date	
o Data			Code	e Code	Code	-/	
0 0000							
Departmen	t/Agency	Code/NS	N A	Alert Number	Class	Added Date	
Departmen o Data					Critical/ Deficie Major/ Aroa		
Departmen o Data ab Test(s) Department/Age					Critical/ Deficie		
o Data ab Test(s) Department/Age o Data	ency Test Rpt				Critical/ Deficie Major/ Aroa		
Departmen o Data bb Test(s) Department/Age o Data aterial Inspection I	ency Test Rpt			tract No.	Critical/ Deficie Major/ Aroa		
Departmen o Data ab Test(s) Department/Age o Data aterial Inspection I New Records	ency Test Rpt			tract No. (Critical/ o. Major/	Critical/ Deficie Major/ Aroa		te
Departmen o Data ab Test(s) Department/Age o Data aterial Inspection I New Records epartment/Agency	ncy Test Rpt Record(s)	t No. Code,	/NSN Cont	tract No.	Critical/ Deficie Major/ Area Minor Deficient	nt Added Date	te
Departmen o Data ab Test(s) Department/Age o Data aterial Inspection I New Records repartment/Agency o Data	ncy Test Rpt Record(s)	t No. Code,	/NSN Cont	tract No. c. Critical/ Minor	Critical/ Deficie Major/ Area Minor Deficient	nt Added Date	te
Department o Data bb Test(s) Department/Age o Data aterial Inspection I New Records epartment/Agency o Data Existing Records	ncy Test Rpt Record(s)	t No. Code,	/NSN Cont	tract No. Critical/ Major/ Minor Critical/ o. Critical/	Critical/ Deficie Major/ Area Minor Deficient	nt Added Date	
Department o Data bb Test(s) Department/Age o Data aterial Inspection I New Records epartment/Agency o Data Existing Records	Record(s)	t No. Code, Code/NSN Code/NSN	/NSN Cont Contract N Contract N	tract No. c. Critical/ d. Major/ Minor c. Critical/ Minor	Critical/ Deficie Major/ Area Minor Area Deficient Area Deficient	nt Added Date	te
Department o Data b Test(s) Department/Age o Data aterial Inspection I New Records epartment/Agency o Data Existing Records epartment/Agency	Record(s) Serial No.	t No. Code, Code/NSN Code/NSN	/NSN Cont Contract N Contract N	tract No. Critical/ Major/ Minor Critical/ Minor MAJOR L	Critical/ Deficie Major/ Area Deficient Area Deficient Area	nt Added Date Added Dat Added Dat	te
Department o Data b Test(s) Department/Age o Data aterial Inspection I New Records epartment/Agency o Data Existing Records epartment/Agency USMC/NAVY USMC/NAVY	ency Test Rpl Record(s) Serial No. Serial No.	t No. Code, Code/NSN Code/NSN	/NSN Cont Contract N Contract N	tract No. Critical/ Major/ Minor Critical/ Minor MAJOR L	Critical/ Deficie Major/ Area Deficient Area Deficient Area IQ PENETRANT	nt Added Date Added Dat Added Dat	te
Department o Data ab Test(s) Department/Age o Data aterial Inspection I New Records epartment/Agency 0 Data Existing Records epartment/Agency USMC/NAVY USMC/NAVY Oduct Quality Defin New Records	ency Test Rpt Record(s) Serial No. Serial No.	t No. Code, Code/NSN Code/NSN	/NSN Cont Contract N Contract N	tract No. Critical/ Major/ Minor Critical/ Minor MAJOR L MINOR N	Critical/ Deficie Major/ Area Deficient Area Deficient Area IQ PENETRANT	nt Added Date Added Dat Added Dat	te
Department o Data b Test(s) Department/Age o Data aterial Inspection I New Records epartment/Agency o Data Existing Records epartment/Agency USMC/NAVY USMC/NAVY oduct Quality Defin New Records Pepartment/Agency o Data	ency Test Rpt Record(s) Serial No. Serial No.	t No. Code, Code/NSN Code/NSN	/NSN Cont Contract N Contract N	tract No. Critical/ Major/ Minor Critical/ Minor MAJOR L	Critical/ Deficie Major/ Area Deficient Area Deficient Area IQ PENETRANT IATERIAL IDENTIFI	nt Added Date Added Dat Added Dat CATION 24-JAN-11	te
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Figure 77: Summary Detailed Report Example

- a. Click the **Print** button to print out the Detailed Report
- b. Click View Positive Delivery Records to view positive records
- c. Click the <u>Govt Main Page</u> link at the top left of the screen to return to the PPIRS-SR Government Main Page.
- d. Click **<u>Summary Report</u>** to return to the Summary Report.
- e. Click the <u>Logout</u> link to log out of PPIRS-SR and be returned to the login screen.

5.2.8 DOD Termination List

To access DoD Termination List, click **DoD Termination List** in the navigation frame. This list identifies any vendor that has been notified of "termination for cause" or "termination for default", *regardless of contract dollar value*. The entire list will be displayed.

<u>Main Logout</u> Switch Apps	ANCE INFORMATION RETRIEVAL SYSTEM - STATISTICAL REPORTING DOD TERMINATION LIST				
ACCOUNT MENU ITEMS Modify Account Change Password Request RC Access	CAGE CODE:				
REPORTS MENU ITEMS Solicitation Inquiry	DoD Terminatio	Search on List Downloa	d: Click here to download data in Microsoft Excel fo	ormat	
	DoD Terminatio		d: Click <u>here</u> to download data in Microsoft Excel for Contractor Name	ormat Contract Number	FSC
olicitation Inquiry dit Existing Solicitation olicitation History ummary Report		on List Downloa			FSC 4820
olicitation Inquiry dit Existing Solicitation olicitation History ummary Report	DUNS	on List Downloa CAGE CODE	Contractor Name	Contract Number	
olicitation Inquiry dit Existing Solicitation	DUNS	on List Downloa CAGE CODE	Contractor Name EASDC BURBER AND PLASTNES CO, INC	Contract Number 123456789	4820

Figure 78: DOD Termination List Example

To search for a particular Vendor on the list any/all of the following may be entered:

a. To select a DUNS number to query, enter a valid DUNS number and click the **Search** button.

And/Or

b. To select a CAGE Code to query, enter a valid CAGE Code and click the **Search** button.

Or

- c. The user may click on any linked **DUNS** to view a full report (linked items are blue and underlined).
- d. Click the here link to download data to Microsoft Excel format
- e. Click the **Print** button to print out the results

PAST PERFORMANCE INFORMATION RETRIEVAL SYSTEM - STATISTICAL REPORTING				
Main		DOD TERMINATION LIST		
Logout Switch Apps		Print		
ACCOUNT MENU ITEMS Modify Account	DUNS:	001000111		
Change Password	CAGE Code:			
Request RC Access	Name:	STATE STREET, SHE FRANKLING, SHE		
	Address:	APPENDIX CONTRACTOR CONTRACT		
REPORTS MENU ITEMS Solicitation Inquiry	City/St/Zip:	ANNO 451 1 400 1 101 100 100 100		
Edit Existing Solicitation	Service Description:	IUHIUHIUH		
Solicitation History Summary Report	Contract #:	123456789		
DoD Termination List	D.O. #:	123456		
SERVICE MENU ITEMS	FSC:	4820		
Feedback	Reason for Termination:			
	Est. Contract Value:	+		
	Est. Termination Value:	+		
	Officer Name:			
	Officer Address:			
	Officer City/St/Zip: Officer Phone #:			
	Officer Email:			
	Other Info:	125		
	Submitted Date:	08/04/2008		
	_			
		Back		
L L				

Figure 79: DOD Termination List Full Report Example

- f. Click the **Print** button to print out the results
- g. Click **Back** to return to the full listing
- **<u>NOTE:</u>** The DOD Termination List was populated before the advent of FAPIIS. It should be used in conjunction with FAPIIS data.

5.2.9 Feedback

Feedback allows the user to submit feedback or suggestions about the application to the PPIRS-SR Program Manager.

To access Feedback:

a. In the navigation frame, click on <u>Feedback</u> (form appears in the working window)

PAST PERFORM	ANCE INFORM	ATION RETR	RIEVAL SYSTEM -	STATISTICAL REPORTING
Main			APPLICATION FEEDBA	СК
Logout	Help			
Switch Apps		* Indicates Required	Information	
ACCOUNT MENU ITEMS				
Change Password Request RC Access	* Subsystem:	Account -	eul	
Request RC Access	Subsystem:	Account	Other:	
REPORTS MENU ITEMS	* Process Ratings:	-SELECT-	•	
Solicitation Inquiry	* Short Description:			
Edit Existing Solicitation Solicitation History				
Summary Report				
DoD Termination List				
SERVICE MENU ITEMS				
Feedback	* Description:			
				-
		Submit		
	00100			47.00

Figure 80: Feedback Window

PAST PERFORM	ANCE INFORM	MATION RETRIEVAL SYSTEM - STATISTICAL REPORTING
Main		APPLICATION FEEDBACK
Loqout Switch Apps	Help	* Indicates Required Information
ACCOUNT MENU ITEMS Modify Account Change Password		
Request RC Access	* Subsystem:	Account 👻 Other:
REPORTS MENU ITEMS Solicitation Inquiry	* Process Ratings: * Short Description:	Assessment
Edit Existing Solicitation Solicitation History Summary Report DoD Termination List		Web Server Other
SERVICE MENU ITEMS Feedback	* Description:	
	DDIRS 1	Submit Clear Version : 2.2.13.E, Build Date : 05/07/2012 16:47:02

Figure 81: Feedback Window Subsystem Dropdown

- b. Select desired Subsystem from the drop down list
- c. If Other is selected the subsystem must be named in the Other: input box

PAST PERFORM	IANCE INFORMATION RETRIEVAL SYSTEM - STATISTICAL REPORTING
Main	APPLICATION FEEDBACK
Logout Switch Apps ACCOUNT MENU ITEMS	Help * Indicates Required Information
<u>Modify Account</u> <u>Change Password</u> <u>Request RC Access</u>	* Subsystem: Account Other:
	* Process Ratings: -SELECT-
REPORTS MENU ITEMS Solicitation Inquiry Edit Existing Solicitation Solicitation History Summary Report DoD Termination List SERVICE MENU ITEMS Feedback	* Short Description: 10 - most valuable 9 8 7 6 5 4 3 2 1 - no value
	Submit Clear PPIRS, Version : 2.2.13.E. Build Date : 05/07/2012 16:47:02

Figure 82: Feedback Window Rating Dropdown

d. Select desired Process Rating from the drop down list

	ANCE INFORM	MATION RETRIEVAL SYSTEM - STATISTICAL REPORTING
Main Logout Switch Apps ACCOUNT MENU ITEMS	Help	APPLICATION FEEDBACK * Indicates Required Information
Modify Account Change Password Request RC Access	* Subsystem:	Account Other:
REPORTS MENU ITEMS	* Process Ratings:	-SELECT-
Solicitation Inquiry Edit Existing Solicitation Solicitation History Summary Report DoD Termination List	* Short Description:	
SERVICE MENU ITEMS Feedback	* Description:	
		Submit Clear

Figure 83: Feedback Window Comments

- e. Add comments to the comment section and click the **Submit** button to send your comments to the PPIRS-SR Program Manager
- f. Click Clear button to clear the comments entry box
- g. **Logout:** To exit the PPIRS-SR system, select <u>Logout</u> in the Navigation frame, this will return you to the PPIRS-SR login screen.

REFERENCED DOCUMENTS

The following documents of the exact issue shown form a part of this document to the extent specified herein.

Documents Referenced in this User's Manual		
DOCUMENT	DESCRIPTION	
Privacy Act of 1974	http://www.usdoj.gov/foi a/privstat.htm	
PPIRS-SR-SVD-1.0	Software Version Description for PPIRS-SR 1.0	
PPIRS-SR-SUM Admin	Software Users Manual, Administrative Edition	

APPENDIX A : GLOSSARY

This section provides definitions for acronyms, abbreviations and terms used in PPIRS-SR.

ACRONYM/ ABBREVIATION	DEFINITION
ABVS	Automated Best Value System
CAGE Code	Contractor and Government Entity Code
CCR	Central Contractor Registration
CDA	Central Design Activity
DRS	Deficiency Reporting System
DUNS	Data Universal Numbering System
FSC	Federal Supply Classification Code
JDRS	Joint Deficiency Reporting System
MPIN	Marketing Partner Identification Number
NAICS	North American Industry Classification System
PDREP	Product Data Reporting and Evaluation Program
POC	Point of Contact
PPIRS-SR	Past Performance Information Retrieval System Statistical Reporting
PQDRs	Deficiency Reporting Information System
SAM	System for Award Management

Acronyms and Abbreviations

TERM	Definition	
Contractor Access	View company information.	
	View Contractor Summary Reports.	
	View Contractor Detailed Reports.	
	File a Challenge, if necessary.	
	View the results of challenged reports.	
Government Access	View and modify your account information.	
	View PPIRS-SR Reports.	
	Provide customer feedback.	

APPENDIX B : PPIRS-SR TERMS AND DEFINITIONS

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APPENDIX C : TROUBLESHOOTING HINTS AND TIPS

Should you need assistance with PPIRS-SR, read the following troubleshooting hints and tips to help you determine your point of contact (POC) for assistance.

Common PPIRS-SR Issues				
PROBLEM	DIAGNOSIS	РОС		
Password problems	Caps Lock key active or incorrect password.	PPIRS-SR Administrator		
Locked account	Possible password expiration or incorrect password entered.	PPIRS-SR Administrator		
PPIRS-SR doesn't execute	Possible software or hardware changes to users PC.	Local IT personnel		
PPIRS-SR is not running efficiently. Is the trouble isolated or widespread? Is everyone having the same problem or just one person or one group of people?	Possible local PC issue or local network issues.	Local IT personnel*		
Access to PPIRS-SR is denied.	A user's shop has changed. No current week available for the user.	PPIRS-SR Administrator Administrator may check the site's batch schedule.		
PPIRS-SR is unavailable due to batch operations.	Possibility that PPIRS- SR batch jobs may be running.	PPIRS-SR Administrator Administrator may check the site's batch schedule.		
* When local network engineers are involved, a trace route or a set of pings or both would be very helpful to have when calling.				

If you have any problems or questions while using the system, call the Help Desk at (207) 438-1690 or DSN 684-1690 for assistance.

ITEM	DESCRIPTION
Main	Returns the user to the PPIRS-SR Government Main Page.
Logout	Used to log out of the system.
Modify Account	Allows the user to view and update account information including changes in e-mail or mailing addresses.
Solicitation Inquiry	Allows users to view summary and detailed reports. Optionally the user may select to indicate which contractor received the award.
Edit Existing Solicitation	Allows users to enter Purchase Order or Solicitation Number to view the contractor's current and pending classifications.
Solicitation History	Allows users to look up the results of previous solicitation inquiries that were previously saved.
Summary Report	Allows users to enter CAGE Code(s) and FSC(s) to view the contractor's current and pending classifications.
DoD Termination List	Identifies any vendor that has been notified of "termination for cause" or "termination for default", regardless of contract dollar value.
Feedback	Allows users to provide a customer feedback rating of the information provided by PPIRS-SR for solicitation.

APPENDIX D: NAVIGATION FRAME ITEMS

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