

Welcome to



ACASS/CCASS

Construction Contractor
Appraisal Support System

Architect-Engine Contract
Administration Support System



Training

<https://www.cpars.gov>

Points of Contact



<https://www.cpars.gov>

Welcoming Remarks - Logistics

- Breaks
- Facilities



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3

Agenda

- Policy
- Evaluation Types
- Focal Point Responsibilities
- Workflow: Contract Registration
- Ratings and Narratives
- Workflow: Evaluation Initiation - Closure



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4



Agenda



- Reports, Helpful Hints & Strategies
- Federal Awardee Performance and Integrity Information System (FAPIIS)
- Past Performance Information Retrieval System
- Focal Point Session (Optional)

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5



What is CPARS?



Contractor Performance Assessment Reporting System (CPARS)

Web-enabled application that collects and manages a library of automated contractor report cards.

Four Modules within CPARS

- CPARS (Services, IT, Operations Support and Systems)
- ACASS (Architect - Engineer Evaluations)
- CCASS (Construction Evaluations)
- FAPIIS (Collects Grantee & Contractor Performance & Integrity Information)

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6



Why Evaluate Contractor Performance?



Office of Federal Procurement Policy and Federal Acquisition Regulations Require:

Collection and Maintenance of Past Performance Information (PPI) for Use in the Award Decisions for Competitive Acquisitions

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7



Federal Acquisition Regulation (FAR) Requirements



Collection of Contractor Past Performance Information

FAR 42.1502 & 42.1503: Agencies Shall Prepare an Evaluation of Contractor Performance and Submit to PPIRS

Source Selections and Offeror Past Performance Information

FAR 15.304: Past Performance Shall be Evaluated in All Source Selections for Negotiated Competitive Acquisitions (Includes Construction)

FAR 36.303-1: Past Performance Shall be included as an Evaluation Factor for Two-Phase Design-Build Source Selections

FAR 36.602: Agency Must Consider Offeror Past Performance in Selection of Firms for Architect-Engineer Contracts

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8



ACASS/CCASS Policy Guide



- Policy
- Summary of Work Flow
- Roles and Responsibilities
- Types of Evaluations
- Administrative Information
- Evaluation Ratings Definitions
- Guidance for Documenting Contractor Performance Evaluations
- Form and Instructions for Completing a Construction DD Form 2626 (CCASS)/Architect-Engineer DD Form 2631 (ACASS)

Available at website under Reference Material link.

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9



Need for Improvement



- OFPP, GAO, & DoDIG Reviews/Audits
 - Eligible Contracts Not Being Registered in CPARS
 - Performance Reports Not Being Entered in CPARS in a Timely Manner
 - Narratives of Insufficient Detail to Show that Ratings are Credible and Justified

Need to Improve Quantity & Quality of Information Available in PPIRS so that Source Selection Officials Have Greater Confidence in Reliability & Relevance of Information There

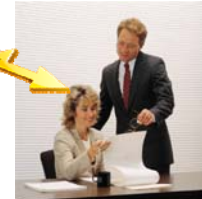
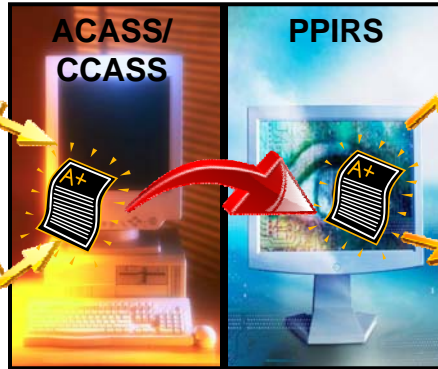
This class will help you avoid these pitfalls.

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Past Performance Process Overview

Gov't Program Manager
/Contracting Officer

Gov't Source
Selection Officials



Contractor Representative

Contractor Senior
Management

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11

ACASS/CCASS Primary Objectives

- Support Best Value Source Selection Decisions – Awards for Proven Performers (FAR 15 & 36)
- Provide Up-To-Date Documentation of Contractor's Ability to Meet Requirements (FAR 42)
- Motivate Improved Performance
- Facilitate Government - Contractor Communication
- Determine Prospective Contractor Responsibility (FAR 9)

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12



ACASS/CCASS Evaluations



**Treated as Source Selection Information
IAW FAR 3.104**

- Pre-Decisional in Nature
- Protected Throughout Life Cycle
- Accessible By:
 - Government Personnel with Need to Know
 - Contractor who is Subject of Evaluation
- Retained in PPIRS for 6 Years After Contract Completion Date

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13



Past Performance Info & Communication



Is Past Performance Reporting an Effective Tool for Improving Government-Contractor Communication?

YES!

ACASS

Government



Contractor



CCASS

Government



Contractor



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ACASS/CCASS Reporting Thresholds



Contract Dollar Threshold

Architect-Engineer \geq \$30,000
All Terminations for Default

Construction \geq \$650,000
All Terminations for Default

Gov't may choose to write an evaluation on contracts below the dollar thresholds

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15



Architect-Engineer Contracts



- **Professional Services of an Architect-Engineer Nature as Defined by State Law (if applicable)**
- **Must be Performed by Person Licensed, Registered, Certified**
- **Examples:**
 - Research
 - Planning
 - Development
 - Design
 - Repair of Real Property
 - Incidental Services (e.g., studies, investigations, surveys, mapping)

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16



Construction Contracts



- **Construction/Alteration/Repair**
 - Buildings
 - Structures
 - Other Real Property
- **Includes:**
 - Bridges/Dams
 - Highways/Parkways/Streets
 - Sewers/Mains/Power Lines
 - Levees/Canals/Channels
 - Others

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17



Important!



- **Evaluate Prime Contractor Performance ONLY**
 - Do Not Evaluate Subcontractor Performance
 - Privity of Contract Between Prime-Sub
- **Acknowledge Subcontractor Effort**
 - Significant Amount of Work
 - Impacts Prime's Ability to Perform
 - Address in Remarks
 - Include Sub's Name and DUNS

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18



ACASS/CCASS Evaluations



Interim

Final

Amended Final

CCASS Only

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19



Interim Evaluation



- **ACASS**
 - Overall Performance is Marginal or Unsatisfactory
 - Cumulative, Interim Evaluations Required Annually if Performance Period Exceeds 18 Months
 - Note: Replaces Prior Interim, if Applicable

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20

- **CCASS**

- Overall Performance is Unsatisfactory
- Cumulative Interim Evaluation Required at Mid-Point of Contract/Task Order when Contract/Task Order Term is 24 Months or More

Note: Replaces Prior Interim, if Applicable

Marginal or Unsatisfactory Interim Evaluation?

- **Assessing Official (e.g., Evaluator/Rating Official) Must Note in Remarks of Final or Amended Final Evaluation:**
 - Circumstances Surrounding Marginal (ACASS) or Unsatisfactory (ACASS & CCASS) Performance
 - Contractor's Corrective Actions

This is **CRITICAL** to ensure that a thorough history of contractor past performance is captured and maintained!



Final Evaluation



- **ACASS**

- Final Acceptance of A-E Work
- Completion of Construction Project
- Contract Termination

Note: Replaces Prior Interim or Final Evaluation

- **CCASS**

- Substantial Completion of Construction Project
- Contract Termination

Note: Replaces Prior Interim Evaluation

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23



Amended Final Evaluation



- **ACASS**

- If “Amended” is Required, Simply Complete Another Final Evaluation

- **CCASS**

- Change to a Completed Final Evaluation
- Changes Rating Level (Overall or One Element)
- Replaces Prior Final Evaluation

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24



Replacement Example For ACASS



- Evaluation Type is “Design”

– Interim(1) → Interim(2) → Final*

- Evaluation Type is “Construction”

– Interim(1) → Interim(2) → Final*

*The result is that TWO Final evaluations exist in ACASS and PPIRS. One for the Design evaluation and the other for the Construction evaluation.

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25



ACASS/CCASS Evaluations



All Evaluations Should
Be Completed
Within 120 Days*

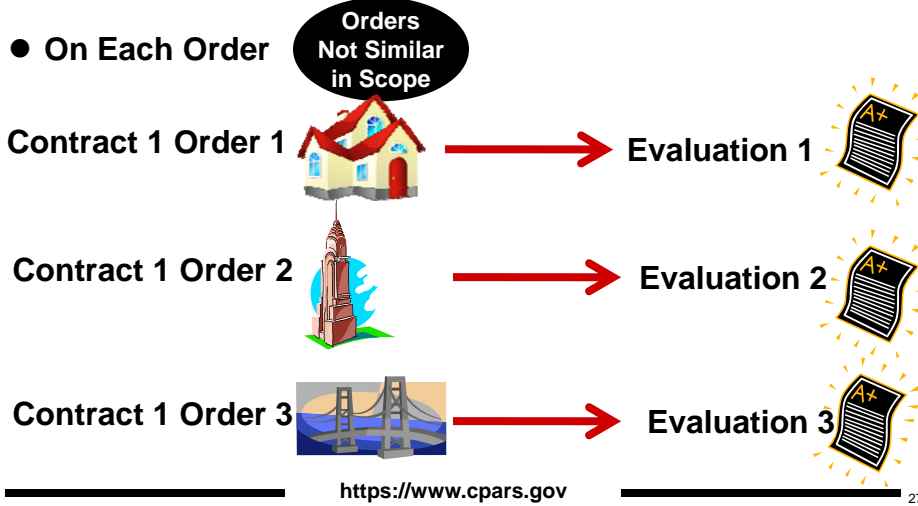
* Clock starts from the date the evaluation is started for Interim and Amended evaluations. For Final evaluations clock starts from contract completion date (or revised completion date).

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26

Contract Types

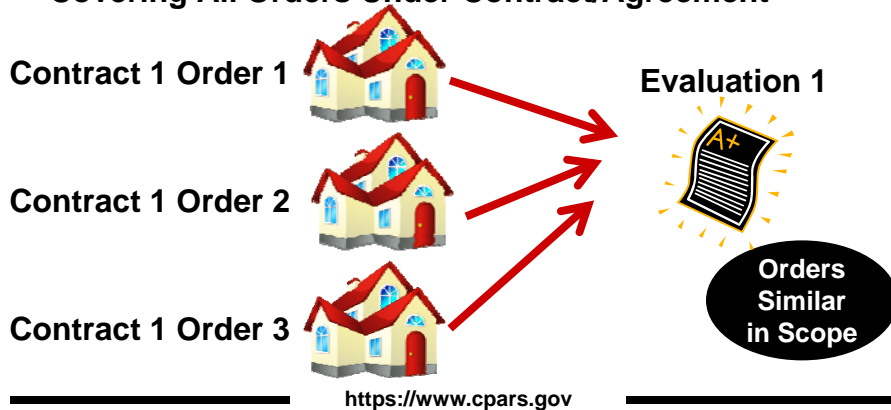
Single Agency Indefinite-Delivery Contracts & Blanket Purchase Agreements (BPAs)



Contract Types

Single Agency Indefinite-Delivery Contracts & Blanket Purchase Agreements (BPAs)

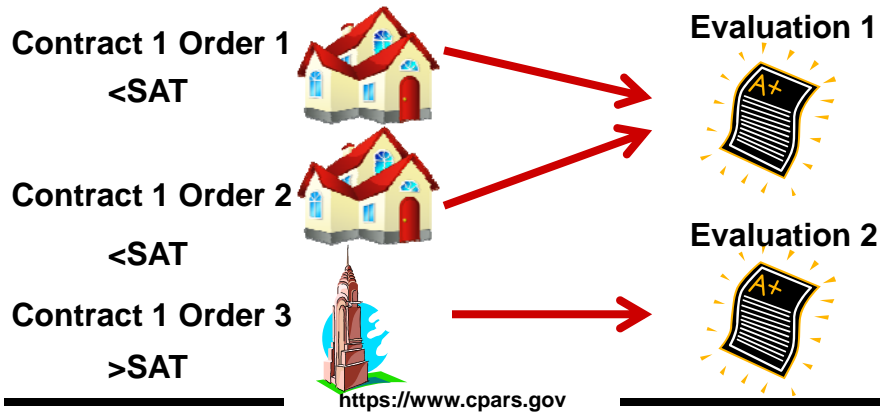
- One Evaluation at Basic Contract/Agreement Level Covering All Orders Under Contract/Agreement



Contract Types

Single Agency Indefinite-Delivery Contracts & Blanket Purchase Agreements (BPAs)

- On Each Order Meeting Threshold & Combining All Other Orders Into One Evaluation



29

Contract Types

Basic Ordering Agreements (BOAs)

- Individual Evaluation for Each Order Above Threshold



See Local Policy for Additional Details

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30

Important!



- **ACASS/CCASS is for Unclassified Use Only**
- **Note: There is no longer a requirement to maintain a hard copy evaluation in the contract file.**

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31

Logging In

- **DoD Users**
 - User ID Required
 - PKI Certificate Required (CAC Card)
- **Contractor Users**
 - User ID Required
 - PKI Certificate Encouraged
 - Purchase from External Certificate Authority
 - Password Required if No PKI Certificate
- **Non-DoD Users**
 - User ID Required
 - Password Required



NO PKI = PASSWORD

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32



Logging In



Web Applications

- [ACASS](#)
- [CCASS](#)
- [CPARS](#)
- [FAPIIS](#)

Products/Services

- [Access Forms](#)
- [Seminars](#)
- [PKI Information](#)
- [Release History](#)
- [Related Links](#)
- [Training](#)
- [System Requirements](#)

Special Notices!!

- [Internet Explorer Settings](#)
- Instructor led online training sessions for:**
 - [CPARS](#)
 - [ACASS/CCASS](#)
 - [FAPIIS](#)
- User Group Sessions**
Check the Schedules for:
 - [CPARS](#)
 - [ACASS/CCASS](#)
 - [PKI Information](#)

Contractor Performance Assessment Reporting System (CPARS)

SPECIAL NOTICE for Contingency Environment Users (Iraq, Afghanistan, etc): The CPARS Team is committed to expediting assistance to users supporting contingency operations. When making an outreach for customer support or training, whether via email, phone call, or leaving a voice message, please identify that you are a contingency environment user and your request will be expedited accordingly. The customer support team can be reached by [email](#) or by phone at DSN 684-1690, commercial 207-438-1690.

CPARS hosts a suite of web-enabled applications that are used to document contractor and grantee performance information that is required by Federal Regulations. FAR Part 42 identifies requirements for documenting contractor performance assessments and evaluations for systems, non-systems, architect-engineer, and construction acquisitions. FAR Part 42 also requires documenting additional contractor performance information in the Federal Awardee Performance & Integrity Information System (FAPIIS), including Terminations for Cause or Default, DoD Determination of Contractor Fault and Defective Cost or Pricing Data and to make the information available in the Past Performance Information Retrieval System (PPIRS). FAR Part 9 identifies requirements for Contracting Officers to enter Determinations of Non-Responsibility in FAPIIS. The Grant Community is also required to utilize FAPIIS to document Terminations for Material Failure to Comply and Recipient Not Qualified Determinations. The CPARS applications are designed for UNCLASSIFIED use only. Classified information is not to be entered into these applications.

1. Visit <https://www.cpars.gov>

<https://www.cpars.gov>



Logging In



Web Applications

- [ACASS](#)
- [CCASS](#)
- [CPARS](#)
- [FAPIIS](#)

Products/Services

- [Access Forms](#)
- [Seminars](#)
- [PKI Information](#)
- [Release History](#)
- [Related Links](#)
- [Training](#)
- [System Requirements](#)

Important Links

- [US Navy Web Site](#)
- [Navy Jobs](#)
- [FOIA](#)
- [Accessibility](#)


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2. Select ACASS or CCASS

<https://www.cpars.gov>



Logging In



ACASS - CCASS - CPARS - FAPIIS
Naval Sea Logistics Center Portsmouth

CCASS Menu

[CCASS Logon](#)

[Process System](#)

[Best Practices](#)


[FAQS](#)

[Metrics](#)

[Reference Material](#)

Construction Contractor Appraisal Support System (CCASS)

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CCASS is a web-enabled application that supports the completion, distribution, and retrieval of Construction contract performance evaluations (DD Form 2626). CCASS is for UNCLASSIFIED use only. An evaluation assesses a contractor's performance and provides a record, both positive and negative, on a given contract. Each evaluation is based on objective facts and supported by contract management data, such as contract performance elements that evaluate quality, timely performance, effectiveness of management, and compliance with contract terms, labor standards, and safety requirements.

[Web Site Home](#)

Applications

[ACASS Home](#)

[CCASS Home](#)

[CPARS Home](#)

[FAPIIS Home](#)

Products/Services

[Access Forms](#)

[Seminars](#)

[PKI Information](#)

[Related Links](#)


[Release History](#)

[Training](#)


[System Requirements](#)

3. Select ACASS OR CCASS Logon

<https://www.cpars.gov>



Logging In



CPARS/ACASS/CCASS/FAPIIS

[DoD Logon](#) [Contractor Logon \(PKI\)](#) [Contractor Logon \(No PKI\)](#) [Federal Logon](#)

All DoD employees must have a DoD PKI certificate to access the CPARS/ACASS/CCASS/FAPIIS web site.

[Click here to determine if you have a valid DoD PKI Certificate](#)

CPARS/ACASS/CCASS/FAPIIS

User ID: Password:

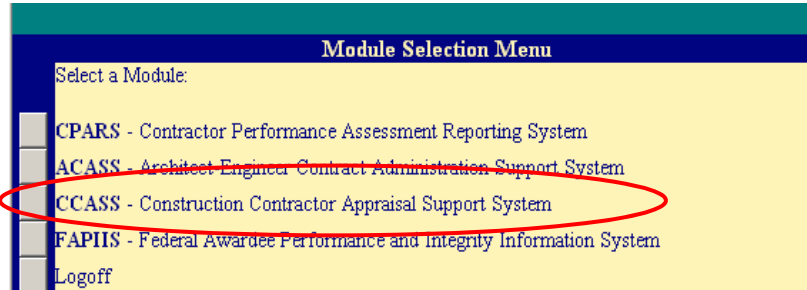
This System is for UNCLASSIFIED USE ONLY!

First Time Logging In? Use the Forgot Password button to receive an email with a temporary password.

Forgot your User ID? Use the Forgot User ID button to receive and email with your User ID.

<https://www.cpars.gov>

Accessing ACASS or CCASS

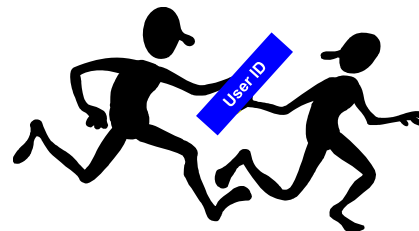


1. After Logging in with User ID, Select ACASS or CCASS Module

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37

Focal Point



- Assign User Access
- Determine Contracts Requiring Evaluations
- Registers Contracts
- Educate and Assist Users
- Provide Guidance to Contractors

**Government
Only!**

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38

Additional User Roles



Assessing Official (AO) – Writes Eval, Reviews Contractor Comments



Contract Data Entry (CDE) – Registers Contract



Contractor Rep (CR) – Provides Comments



Assessing Official Rep (AOR) – Assists AO in Drafting Eval



Reviewing Official (RO) – Resolves Disputes

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39

Enter Proposed Ratings

Assessing Official Rep Examples

- Technical Experts
- Contract Specialists
- Contracting Officer
- Contracting Officer's Representative (COR)
- Area or Resident Engineer for Construction Evaluations
- Task / Order Monitor



*For Civilian Agencies, generally someone in Requirements Community.
For DoD, generally someone from Contracting.*

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40



Enter Proposed Ratings



Assessing Official Examples

“Ordinarily, the person responsible for monitoring contract performance.”

- Performance Evaluator
- Quality Assurance Evaluator
- Requirements Indicator
- Contracting Officer’s Representative
- Technical Team Requirements Personnel
- Product / Service End User
- Area or Resident Engineer for Construction Evaluations
- Contracting Officer

Note: Be sure to review local policy guidance regarding assignment of the Assessing Official function.

Government Only!

*For Civilian Agencies, generally someone in Contracting.
For DoD, generally someone from Requirements Community.*

<https://www.cpars.gov>



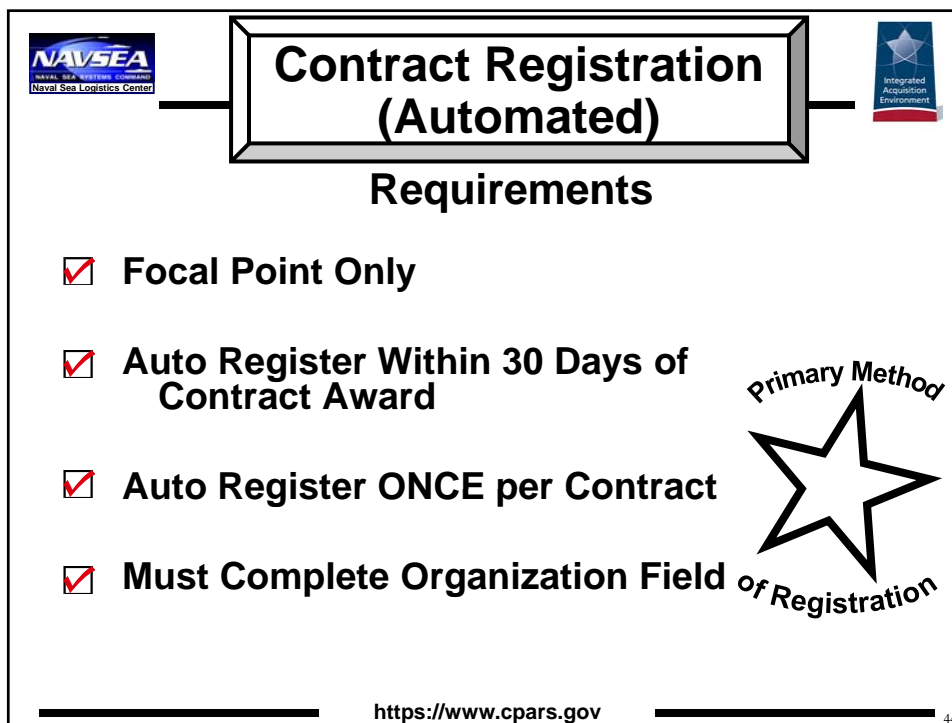
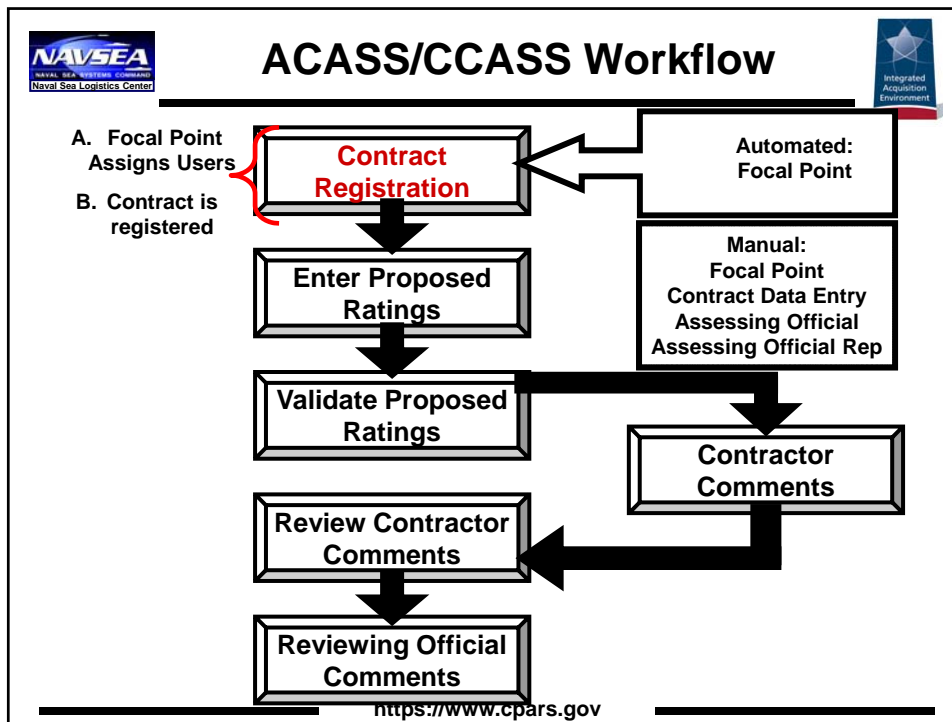
Focal Point



Assign Users

Contract Number	Role	Player	E-mail
N4511202C7000	Contract Data Entry	Phil Odendron	p.odendron@navy1.mil
	Assessing Official Rep	Steve Jones	s.jones@navy2.mil
	Assessing Official	Mary Givens	m.givens@navy3.mil
	Contractor Rep	Mark Smith	m.smith@acme.com
	Reviewing Official	Maria Lopez	m.lopez@navy6.mil
N4511202C8000	Assessing Official Rep	Steve Warner	s.warner@navy2.mil
	Assessing Official Rep	Mary Givens	m.givens@navy3.mil
	Assessing Official	Maria Lopez	m.lopez@navy6.mil
	Contractor Rep	Kelly Warner	k.warner@acme.com
	Reviewing Official	Eldon Roofor	e.roofer@navy3.mil
N4511202C9000	Assessing Official	Mary Givens	m.givens@navy3.mil
	Contractor Rep	Doreen Bunny	d.bunny@acme.com
	Reviewing Official	Maria Lopez	m.lopez@navy6.mil

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Contract Registration (Manual)



Requirements

- Register Within 30 Days of Contract Award
- Register ONCE per Contract
- Enter Basic Contract Information
- Must Complete Mandatory Fields

Note: Be sure to review local policy guidance regarding assignment of the Contract Registration function.

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45



Navigating ACASS/CCASS



ICONS

Mandatory Entry Help Button

ACASS Only: Mandatory for Design & Engineering Services Evals

Calendar Button Lookup Button


Navigation Tab Buttons

CCASS - Contract Registration
 Contract/Schedule Number: N45112W222222 Task Order:
 (Click on a tab below to enter the related information; fields identified with * are required)


Contractor Name/Address Contract Information

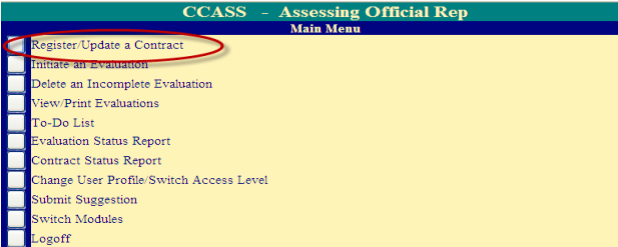
<https://www.cpars.gov>

46

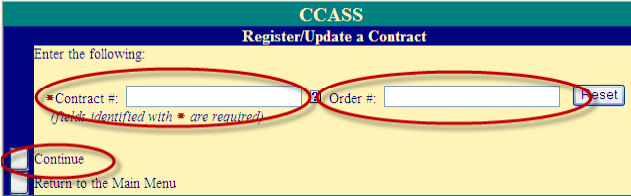



Manual Registration





1. Select Register/Update a Contract







2. Enter Contract Number & Order Number (if applicable)
These steps are also used to update contract registration records.

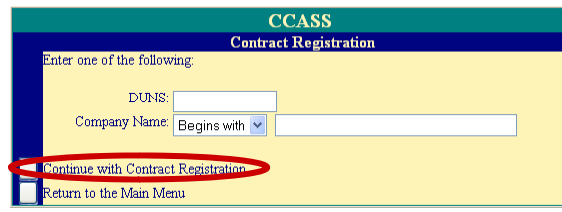
<https://www.cpars.gov>

47

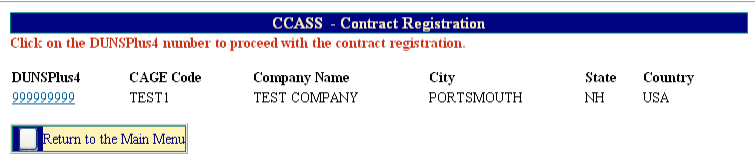


Manual Registration





1. Enter DUNS or Company Name



2. Select Company by Clicking on DUNS

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48

Manual Registration

CCASS - Contract Registration

Contract/Schedule Number: N4511275C0191 Task Order:
 (Click on a tab below to enter the related information; fields identified with * are required)

Contractor Name/Address **Contract Information**

* DUNS Number: 999999999

Contractor (Name, Address and Zip Code)

* Contractor Name: TEST COMPANY

* Street Address: COURT STREET

* City: PORTSMOUTH

State: NH

Zip Code: 03801

* Country: USA

* NAICS Code: Look Up

Validate and Save the Contract Data
 Return to the Main Menu

Company Information pulled in from
System for Award Management (SAM)

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49

Manual Registration

CCASS - Contract Registration

Contract/Schedule Number: N4511214C0069 Task Order:
 (Click on a tab below to enter the related information; fields identified with * are required)

Contractor Name/Address **Contract Information**

* Procurement Method: (Select)

* Type of Contract: (Select) Other (please specify):

* Description and Location of Work: (2000 character limit)

Type and Percent of Subcontracting: (1000 character limit)

Fiscal Data/Amounts: * Basic Contract: Modifications:
 (numbers only, do not enter \$..) Liquidated Damages: Net Paid:

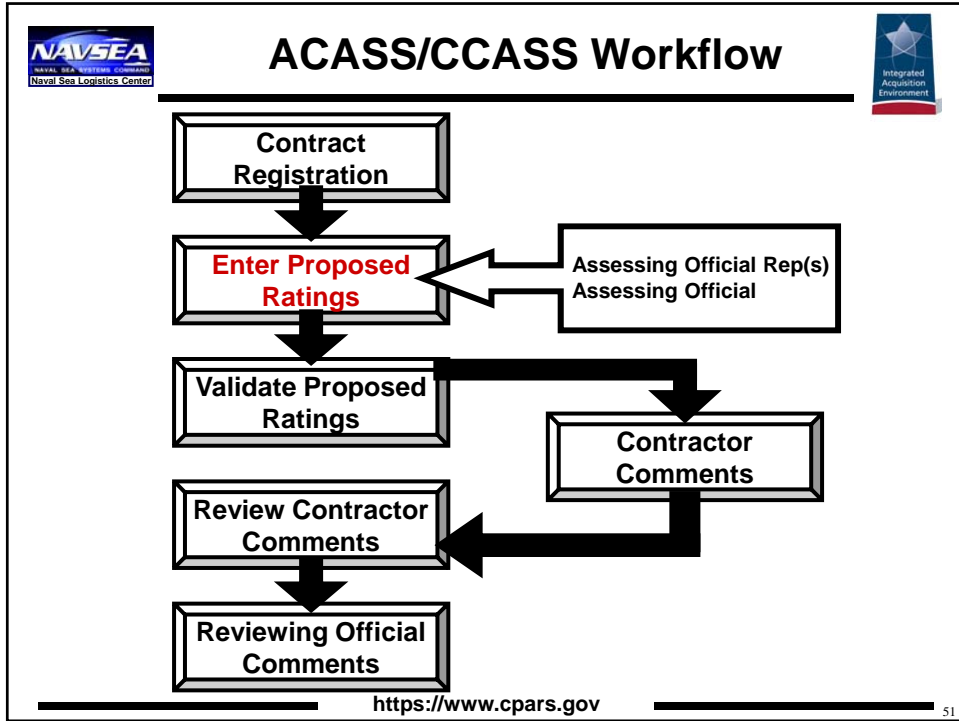
Significant Contract Dates: * Award: * Original Completion:
 (mm/dd/yyyy) Revised Completion:

* Organization: (Select an Organization)

Validate and Save the Contract Data
 Return to the Main Menu

<https://www.cpars.gov>

50



Enter Proposed Ratings

Assessing Official Rep Requirements

- **Complete the Project/Work Description Block**
 - CRITICAL to Future Source Selection Authorities (Relevance)
 - Note Scope Changes Since Prior Evaluation
- **Enter Proposed Ratings & Supporting Narratives**
 - 16,000 Character Limit

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Sample Project/Work Description



Contractor provided covered walks with requisite utilities, construction of exterior shade structures, and the renovation of Building 744 Child Daycare Center (CDC). Renovation items included but were not limited to the following: abatement removal and off-post disposal of asbestos containing materials, installation of new standing seam metal roof, extension of underground drains to accommodate new roof drains, repair/sealing/painting exterior walls, replacement of HVAC system, demolition, extension and repair of interior partitions, replacement of ceiling grid/tile/light fixtures/diffusers/grilles, painting, replacement of plumbing fixtures, cabinetry, doors, thresholds, and flooring, and relocation of existing cubbies and lights. In addition, a new fire alarm was installed.

Contains:

- Detail of Scope

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53



Ratings & Narratives



Narratives
are the most important
part of the Evaluation!

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54



ACASS Evaluation Areas



- **Quality of A-E Services by Discipline**

- Architectural
- Structural
- Civil
- Mechanical
- Electrical



Assess For:
Design Services
OR Construction

- **Design Phase or Engineering Services**

- Attributes Include: Cost Limitations, Suitability of Design, Management & Adherence to Schedules, Plans Clear & Detailed

- **Construction Phase**

- Attributes Include: Plans Clear & Detailed, Plans/Specs Accurate, Design Constructability

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55



CCASS Evaluation Areas



- **Quality Control**
- **Effectiveness of Management**
- **Timely Performance**
- **Compliance with Labor Standards**
- **Compliance with Safety Standards**

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56



Ratings & Narratives



Rating Definitions

Rating	Contract Requirements	Problems	Corrective Actions

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57



Ratings & Narratives



Rating Definitions

Rating	Contract Requirements	Problems	Corrective Actions
Satisfactory	Meets All	Some Minor	Satisfactory

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58



Ratings & Narratives



Rating Definitions

Rating	Contract Requirements	Problems	Corrective Actions
Very Good or Above Average	Exceeds Some - Gov't Benefit	Some Minor	Effective
Satisfactory	Meets All	Some Minor	Satisfactory

<https://www.cpars.gov>



Ratings & Narratives



Rating Definitions

Rating	Contract Requirements	Problems	Corrective Actions
Exceptional or Outstanding	Exceeds Many - Gov't Benefit	Few Minor	Highly Effective
Very Good or Above Average	Exceeds Some - Gov't Benefit	Some Minor	Effective
Satisfactory	Meets All	Some Minor	Satisfactory

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Ratings & Narratives



Rating Definitions

Rating	Contract Requirements	Problems	Corrective Actions
Exceptional or Outstanding	Exceeds Many - Gov't Benefit	Few Minor	Highly Effective
Very Good or Above Average	Exceeds Some - Gov't Benefit	Some Minor	Effective
Satisfactory	Meets All	Some Minor	Satisfactory
Marginal	Does Not Meet Some - Gov't Impact	Serious: Recovery Still Possible	Marginally Effective; Not Fully Implemented

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61



Ratings & Narratives



Rating Definitions

Rating	Contract Requirements	Problems	Corrective Actions
Exceptional or Outstanding	Exceeds Many - Gov't Benefit	Few Minor	Highly Effective
Very Good or Above Average	Exceeds Some - Gov't Benefit	Some Minor	Effective
Satisfactory	Meets All	Some Minor	Satisfactory
Marginal	Does Not Meet Some - Gov't Impact	Serious: Recovery Still Possible	Marginally Effective; Not Fully Implemented
Unsatisfactory	Does Not Meet Most - Gov't Impact	Serious: Recovery Not Likely	Ineffective

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62



Ratings & Narratives



Narrative Guidelines

- **Address Contractor Performance**
 - Recent
 - Relevant

- **Collect Input From Entire Program / Project Team**

- **Provide Reader a Complete Understanding of the Contractor's Performance**

Must Be:
-Accurate
-Fair
-Comprehensive

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63



Ratings & Narratives



- **Narrative Required at Assessing Official, Contractor Representative, and Reviewing Official Levels**

- **Address Benefit / Impact to Government**

- **Recognize**
 - Risk Inherent in Effort
 - Government's Role in Contractor's Inability to Meet Requirements

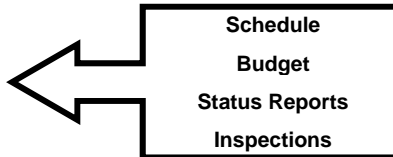
- **Indicate Major / Minor Strengths / Weaknesses**

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64

Ratings & Narratives

- **Consistent with**
 - Program Metrics
 - Ratings
 - Contract Objectives



- **Document Problems & Solutions**
- **Contain Non-Personal & Objective Statements**

Sample CCASS Narrative

Overall Rating: Exceptional

The contractor did an outstanding job during this project and there were no problems during this reporting period with Contractor XYZ. They always do a great job working with the government.

Sufficient? Yes or No



Sample CCASS Narrative



NOT Sufficient

Overall Rating: Exceptional

The contractor did an outstanding job during this project and there were no problems during this reporting period with Contractor XYZ. They always do a great job working with the government.

Missing:

- Detail to Support Rating
- Supporting Documentation / Metrics
- Additional Issues:
- Subjective Phrases



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67



Sample CCASS Narrative



Sufficient

Overall Rating: Exceptional

The contractor did an outstanding job during this project. The building remained open and operations continued full scale during the renovation. In fact, the number of clients utilizing the building increased by 15% and operations continued with no issues. There was a redesign of the project as the contractor determined the plans (provided by an outside A&E) were not what was needed to meet certification requirements. The contractor was an active participant in the redesign, which included many meetings and time. Through the Contractor's suggested Value Engineering Change Proposals, the project continued to remain within budget. There was also mold discovered during renovation however, the contractor was able to find a cost effective solution that allowed the government to save over \$75K. The Contractor also worked with CDC staff to accommodate any scheduling changes needed on their part due to special events and unanticipated issues. The Contractor met site security and safety requirements. There were no problems during this reporting period with Contractor XYZ.

8



Sample Evaluation Narrative



Statements to Avoid

- | | |
|--|--|
| <p>✗ Outside Contract Scope</p> <p>✗ In Our Opinion</p> <p>✗ It Appeared</p> <p>✗ We Believe</p> | <p>✗ We Hope</p> <p>✗ We Were Not Happy</p> <p>✗ We Did Not Like</p> <p>✗ We Think</p> |
|--|--|

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69



Ratings & Narratives



Utilization of Small Business Rating Definitions

Rating	Subcontracting Plan	ISR/SSR	Benefits/Impacts
Exceptional or Outstanding	Met All Goals & Exceeded at Least One	Accurate & Timely	Multiple Significant Events of Benefit
Very Good or Above Average	Met All Traditional Goals & at Least One Other Goal	Accurate & Timely	Significant Event of Benefit
Satisfactory	Good Faith Effort to Meet Goals	Accurate & Timely	Minor Problems; Major Problems w/Corrective Action
Marginal	Deficient in Meeting Key Plan Elements	Inaccurate; Untimely	Corrective Action Plan Required
Unsatisfactory	Noncompliant; Uncooperative	Inaccurate; Untimely	Multiple Significant Problems; Liquidated Damages

Utilization of Small Business

- **Federal Supply Schedule & Multi-Agency Contract**
 - Not Assessed for Individual Orders
- **Single Agency Contract, BPA, BOA**
 - If Evaluation is Reported at Delivery/Task Order Level, Not Assessed Unless Required by the Contracting Officer
 - Execution of Subcontract May Be Addressed in Narrative (Block 20)



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71

Sample Evaluation Narrative

Implementation of Subcontracting Plan: Satisfactory. The contractor applied a good faith effort to achieve all small business goals; however, was unable to meet their subcontracting goal, because of the unforeseen closure of a company that had been identified to supply a critical element of the project in their proposal. They complied with all small business participation requirements included in the contract and submitted accurate subcontracting reports on time.

- **SB Rating Definition and Narrative Consistent**
- **Tells Entire Story**
- **Addresses Reporting Requirements**

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72

Narrative Hints

- **Communication**
 - Throughout the Performance Period
 - With Contractor and Within Government

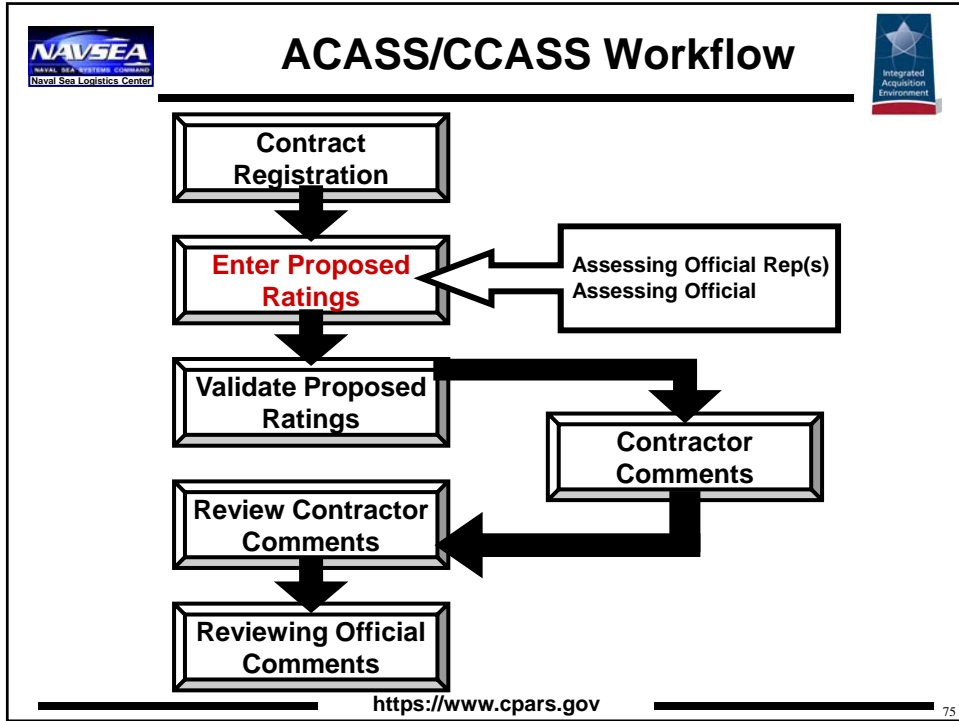
- **Documentation**
 - Record Significant Metrics / Events Throughout the Performance Period
 - “The Evaluation Should Write Itself”

- **Create a Working Evaluation**
 - Draft On-Line
 - Draft Off-Line Document
 - Use Copy and Paste



Ratings & Narratives

**Bottom Line:
Accurate and Complete
Evaluations Help Ensure Better
Quality Products & Services!**



-
- Enter Proposed Ratings**
- Assessing Official Rep Requirements**
- Review Admin Info**
 - Enter Type of Evaluation
 - Update as Applicable
 - Input Ratings & Narratives**
 - 16,000 Character Limit (approximately 3 pages)
 - Save and Pass to Another Assessing Official Representative (if applicable)**
 - Send to Assessing Official**
- <https://www.cpars.gov>
- 76

Enter Proposed Ratings

CCASS - Assessing Official Rep
Main Menu

- Register/Update a Contract
- Initiate an Evaluation**
- Delete an Incomplete Evaluation
- View/Print Evaluations
- To-Do List
- Evaluation Status Report
- Contract Status Report
- Change User Profile/Switch Access Level
- Submit Suggestion
- Switch Modules
- Logoff

Login

1. Select Initiate an Evaluation

CCASS
Initiate an Evaluation

Enter the following:

* Contract #: Order #:

*(Fields identified with * are required)*

Continue

Return to the Main Menu

2. Enter Contract Number & Order Number (if applicable)

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77

Enter Proposed Ratings

CCASS - DD2626

1. Contract/Schedule Number: N4511214C0069 Task Order:
*(Click on a tab below to view/edit the contract information; fields identified with * are required)*

Contractor Name/Address **Contract Information** **Small Business Utilization** **Ratings** **Evaluator**

3.* Type of Evaluation: (Select) Percent Complete: %

4. Terminated For: None

6a.* Procurement Method: Negotiated (Design-Build)

6b.* Type of Contract: Firm Fixed Price Other (please specify):

7.* Description and Location of Work: (2000 character limit)
Provide a brief description of work being done under the contract. Some services require performance in severe weather conditions; specifying a geographical location (e.g. F.E. Warren Air Force Base, Cheyenne, Wyoming) allows a future reader to take performance under such conditions into account.

8. Type and Percent of Subcontracting: (1000 character limit)

9. Fiscal Data/Amounts: a.* Basic Contract: 5000000 b. Modifications:
(numbers only, do not enter \$...)

10. Significant Contract Dates: a.* Award: 01/01/2010 b.* Original Completion: 01/01/2011
(mm/dd/yyyy) c. Revised Completion: d. Work Accepted:

* Organization: PEO(A)

Entering Block 3 allows you to save and work from To Do List.

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78

Enter Proposed Ratings

CCASS - DD2626

I. Contract/Schedule Number: N4511214C0069 **Task Order:** [?]

*(Click on a tab below to view/enter the related information; fields identified with * are required)*

Contractor Name/Address | **Contract Information** | **Small Business Utilization** | **Ratings** | **Evaluator**

Small Business Utilization [?]

* Does this contract include a subcontracting plan? [(Select) v]

Date of last Individual Subcontracting Report (ISR) / Summary Subcontracting Report (SSR): N/A [v]

Save Data
 Validate and Send to the Assessing Official
 View/Print the Evaluation
 Return to the Main Menu

Enter Proposed Ratings

CCASS - DD2626

I. Contract/Schedule Number: N4511275C0191 **Task Order:** [?]

*(Click on a tab below to view/enter the related information; fields identified with * are required)*

Contractor Name/Address | **Contract Information** | **Small Business Utilization** | **Ratings** | **Evaluator**

II. * Overall Rating: [?] [(Select) v]


Evaluation of Performance Elements: [?]

15. Quality | **16. Management** | **17. Timely Performance** | **18. Labor Stds** | **19. Safety Stds**


15. Quality Control

a. Quality of Workmanship:	N/A [v]
b. Adequacy of the CQC Plan:	N/A [v]
c. Implementation of the CQC Plan:	OUTSTANDING
d. Quality of QC Documentation:	ABOVE AVERAGE
e. Storage of Materials:	SATISFACTORY
f. Adequacy of Materials:	MARGINAL
g. Adequacy of Submittals:	UNSATISFACTORY
h. Adequacy of QC Testing:	N/A [v]
i. Adequacy of As-Builts:	N/A [v]
j. Use of Specified Materials:	N/A [v]
k. Identification/Correction of Deficient Work in a Timely Manner:	N/A [v]

Save Data
 Validate and Send to the Assessing Official
 View/Print the Evaluation
 Return to the Main Menu



Enter Proposed Ratings



CCASS - DD2626

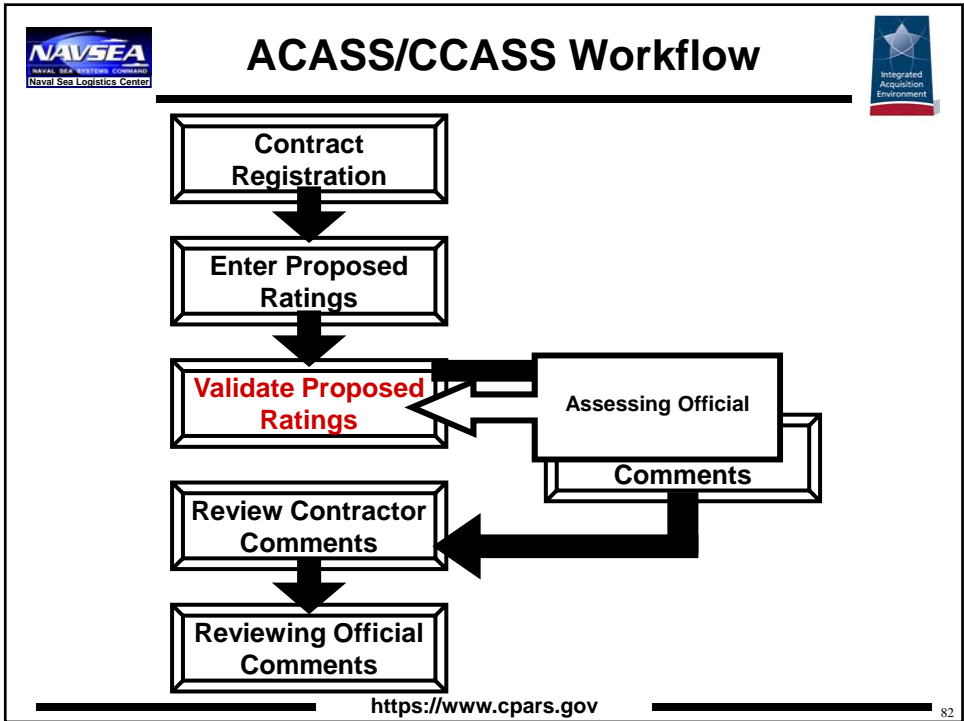
1. Contract/Schedule Number: N4511275C0191 Task: Order:
*(Click on a tab below to view/enter the related information; fields identified with * are required)*

Contractor Name/Address Contract Information Small Business Utilization Ratings **Evaluator**

20. * Remarks: (16000 character limit)
 (Provide facts concerning specific events or actions to justify the evaluation.)

Save Data
 Validate and Send to the Assessing Official
 View/Print the Evaluation
 Return to the Main Menu

<https://www.cpars.gov>
81



Validate Proposed Ratings

Workflow Note



For USACE personnel, construction evaluations (DD2626) will be started in the Resident Management System (RMS) and then transferred to CCASS and completed through the CCASS automated workflow.

<https://www.cpars.gov>

83

Validate Proposed Ratings


Assessing Official Requirements

- Review Admin Information
- Validate Ratings & Narratives
 - Modify Ratings & Narratives (if necessary)
 - Return to AOR for Corrections
 - 16,000 Character Limit (approximately 3 pages)
- Name, Title, Organization, and Phone Number
- Send to Contractor Rep


Perform Quality Review
Prior to Sending

<https://www.cpars.gov>

84



Validate Proposed Ratings



CCASS - Assessing Official

Main Menu

- Register/Update a Contract
- Initiate an Evaluation
- Delete an Incomplete Evaluation
- View/Print Evaluations
- To-Do List
- Evaluation Status Report
- Contract Status Report
- Change User Profile/Switch Access Level
- Submit Suggestion
- Switch Modules
- Logoff

Login

1. Select To Do List
2. Select Contract from To Do List


CCASS - To-Do List

(Select a Contract Number below to complete the action required.)


CONTRACT NUMBER	DUNS	EVALUATION DATE	CONTRACT COMPLETION DATE	ACTION REQUIRED	ASSIGNED
[Notes] N4511275C0191	999999999		12/31/2010	Rate, Send to Contractor	06/24/2009

⊖ -indicates notes have been entered

<https://www.cpars.gov>



Validate Proposed Ratings



CCASS - DD2626

1. Contract/Schedule Number: N4511275C0191 Task Order:
(Click on a tab below to view/enter the related information; fields identified with * are required)

Contractor Name/Address
Contract Information
Small Business Utilization
Ratings
Evaluator

12. Evaluated By:

a. * Organization:

b. * Telephone Number:

c. * Name:

* Title:

Email:

Fax Number:

20. * Remarks:
(Provide facts concerning specific events or actions to justify the evaluation.)

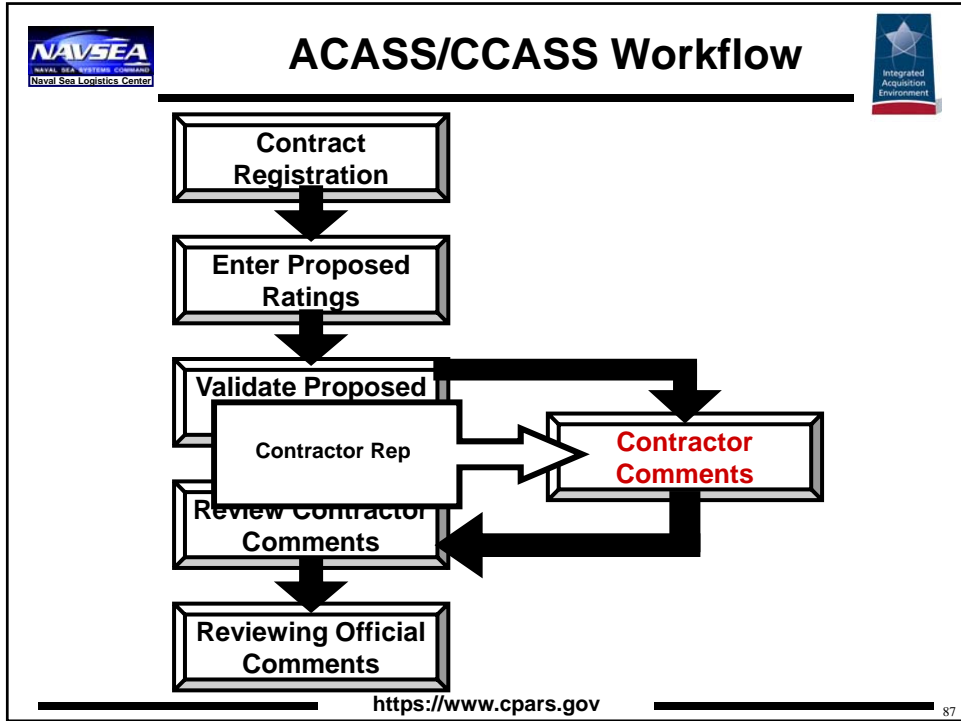
The Contractor successfully completed the roof replacement project with few problems. They go out of their way to make a high quality finished product, helping to ensure adequate living quarters for our military members. They would be recommended for future work.

(15A) QUALITY OF WORKMANSHIP: The completed roof replacement was accomplished as per requirements outlined in the Statement of Work.

(15D) QUALITY OF QUALITY CONTROL DOCUMENTATION: The Quality Control plan was thorough and ensured prompt detection and correction of material and workmanship deficiencies.

(15K) IDENTIFICATION / CORRECTION OF DEFICIENT WORK IN A TIMELY MANNER: Deficient work at buildings 10 and 101 was identified promptly and corrected in 9 work days, resulting in no significant delay in project schedule.

Receive a copy of the Contractor transmittal letter email)"/>



-
- Contractor Comments Requirements**
- 30 Calendar Days to Respond**
 - System Generated Weekly Email Notifications
 - 7 Days to Request Meeting to Discuss Evaluation**
 - Review Admin Info, Ratings, and Narratives**
 - Provide Clear and Concise Responses in Remarks**
 - 16,000 Character Limit (approximately 3 pages)
 - Indicate Concurrence / Non-Concurrence, Name & Title**
 - Send to Assessing Official**
- <https://www.cpars.gov>

Contractor Comments

Contractor Guidance

- **Protect the Evaluation**
 - Handle as “Source Selection Information”

- **Prohibited Use**
 - Advertising
 - Promotional Material
 - Pre-Award Surveys
 - Production Readiness Reviews

- **Advise Contractor to**
 - Acknowledge Receipt
 - Comment
 - Respond Within 30 Days



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Contractor Comments

CCASS - Contractor Rep

Main Menu


- View/Print Evaluations
- To-Do List**
- Evaluation Status Report
- Contract Status Report
- Change User Profile
- Submit Suggestion
- Switch Modules
- Logoff

Login


1. **Select To Do List**
2. **Select Contract from To Do List**

CCASS - To-Do List					
<i>(Select a Contract Number below to complete the action required.)</i>					
CONTRACT NUMBER	DUNS	EVALUATION DATE	CONTRACT COMPLETION DATE	ACTION REQUIRED	ASSIGNED
N4511275C0191	999999999	06/24/2009	12/31/2010	Input Comments	06/24/2009
<input type="button" value="Return to the Main Menu"/>					

<https://www.cpars.gov>



Contractor Comments



CCASS - DD2626

1. Contract/Schedule Number: N4511275C0191 Task Order:
*(Click on a tab below to view/enter the related information; fields identified with * are required)*

Contractor Name/Address
Contract Information
Small Business Utilization
Ratings
Evaluator
Contractor Rep

Contractor Representative: Sign Now

* Telephone Number:

* Name:

* Title:

Email:

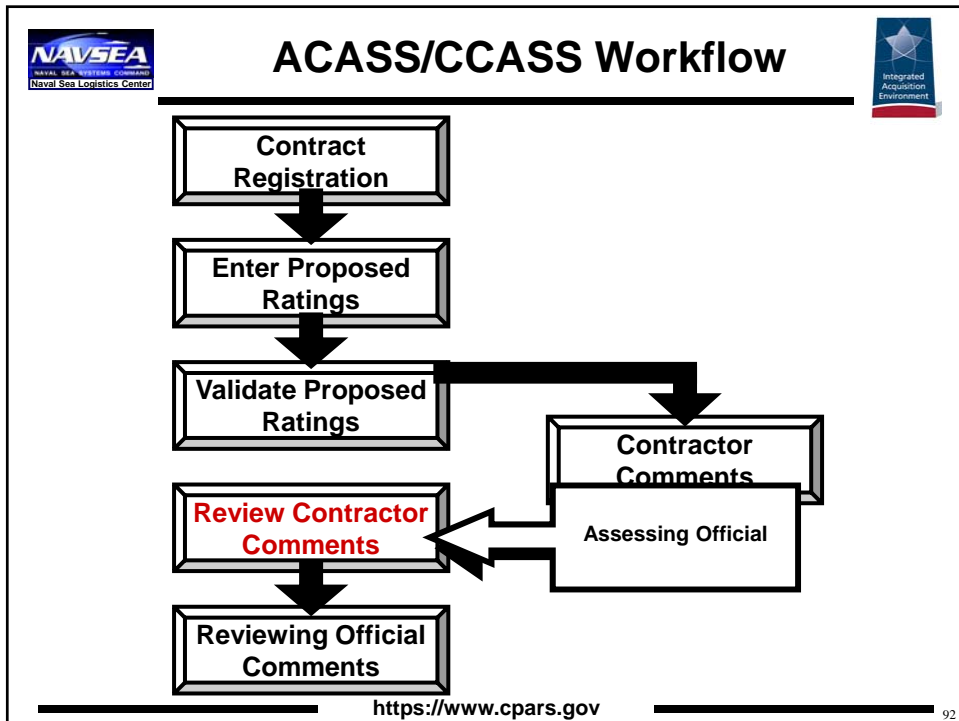
Fax Number:

* Concurrence: (Select Concurrence)

* Remarks: (16000 character limit)

Save Data
 Validate and Send to the Assessing Official
 View/Print the Evaluation
 Return to the Main Menu

91




Assessing Official Requirements

- Review Contractor Comments
- Accept & Send to Reviewing Official
- Modify Evaluation


Workflow Note



If the Contractor fails to respond to the evaluation within 30 days, the Assessing Official has the option to pull back the evaluation and continue the process by sending it to the Reviewing Official.



Review Contractor Comments



CCASS - Assessing Official
 Main Menu

- Register/Update a Contract
- Initiate an Evaluation
- Delete an Incomplete Evaluation
- View/Print Evaluations
- To-Do List**
- Evaluation Status Report
- Contract Status Report
- Change User Profile/Switch Access Level
- Submit Suggestion
- Switch Modules
- Logoff

Login

1. Select To Do List
2. Select Contract from To Do List


CCASS - To-Do List
 (Select a Contract Number below to complete the action required.)

CONTRACT NUMBER	DUNS	EVALUATION DATE	CONTRACT COMPLETION DATE	ACTION REQUIRED	ASSIGNED
[Notes] N4511275C0191	999999999	06/24/2009	12/31/2010	Finalize Ratings	06/24/2009


⊖ -indicates notes have been entered

Return to the Main Menu

<https://www.cpars.gov>



Review Contractor Comments



CCASS - DD2626

1. Contract/Schedule Number: N4511275C0191 Task Order:
 (Click on a tab below to view the related information)

Contractor Name/Address
Contract Information
Small Business Utilization
Ratings
Evaluator
Contractor Rep

Contractor Representative:
 Telephone Number: 207-438-1690
 Name: MARK SMITH
 Title: PRESIDENT
 Email: m.smith@acme.com
 Fax Number:
 Concurrence: I do not concur with this evaluation for the following reason(s):
 Date: 06/24/2009


Remarks:

While we are satisfied with most of this evaluation, we must strongly disagree with the negative ratings in the areas of Cleanup and Safety (16D & 19C). We feel the Government is way off base on this one. There is no way our cleanup and safety efforts on the roof replacement project can be evaluated as sub-standard. We always get the job done and vigorously pursue safety in everything we do. Note that we experienced only 3.5 lost work days due to injury, and there were no reports of injuries to housing residents. We ask that the Government officials be more understanding of the difficulties involved in a project of this scope and give us the Above Average rating we deserve.


Accept the Ratings and Send to the Reviewing Official
 Modify the Ratings
 Return to the Main Menu

AO may modify or send to RO.

<https://www.cpars.gov>



Modify Ratings



CCASS - DD2626

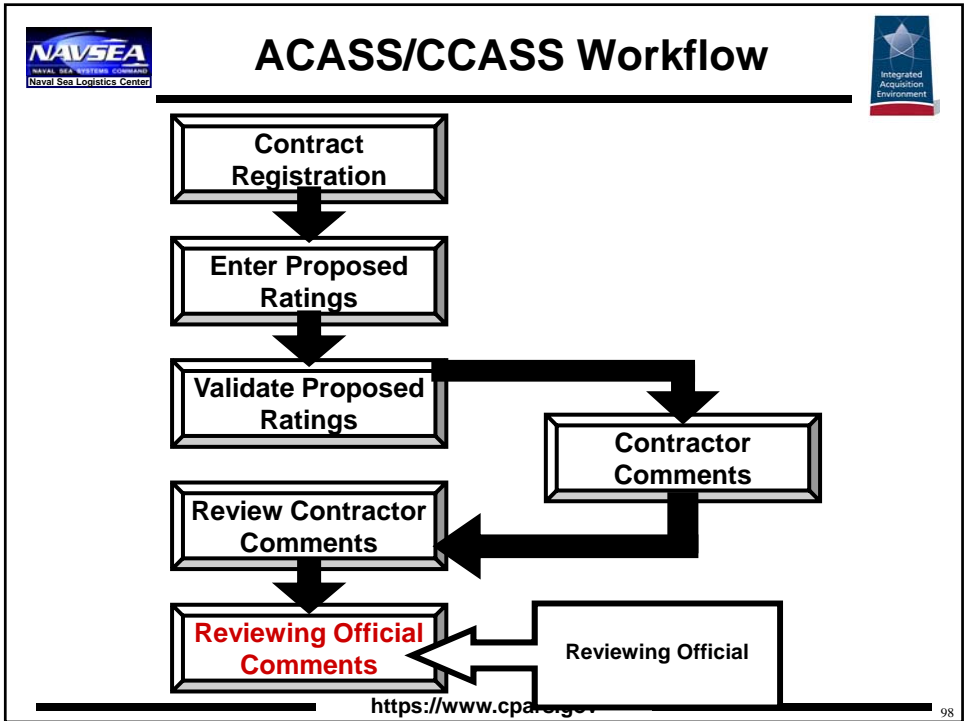
1. Contract/Schedule Number: N4511275C0191 Task Order:
(Click on a tab below to view/enter the related information; fields identified with * are required)

Contractor Name/Address	Contract Information	Small Business Utilization	Modified Ratings	Original Ratings	Evaluator
11.* Overall Rating: <input type="checkbox"/> OUTSTANDING <input type="checkbox"/>					
Evaluation of Performance Elements: <input type="checkbox"/>					
<div style="display: flex; justify-content: space-between; font-size: small;"> 15. Quality 16. Management 17. Timely Performance 18. Labor Stds 19. Safety Stds </div>					
15. Quality Control					
a. Quality of Workmanship:				OUTSTANDING	▼
b. Adequacy of the CQC Plan:				N/A	▼
c. Implementation of the CQC Plan:				N/A	▼
d. Quality of QC Documentation:				N/A	▼
e. Storage of Materials:				N/A	▼
f. Adequacy of Materials:				N/A	▼
g. Adequacy of Submittals:				N/A	▼
h. Adequacy of QC Testing:				N/A	▼
i. Adequacy of As-Builts:				N/A	▼
j. Use of Specified Materials:				N/A	▼
k. Identification Correction of Deficient Work in a Timely Manner:				N/A	▼

Save Data
 Validate and Send to the Reviewing Official
 View Print the Evaluation
 Return to the Main Menu

Revised ratings appear on Modified Ratings tab. Original ratings appear on Original Ratings tab.

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Reviewing Official Comments

Requirements

- Review Evaluation
- May Return to AO for Correction
- Input Comments in Remarks
 - Acknowledge Discrepancies Between Government Ratings / Narratives and Contractor Comments
 - 16,000 Character Limit (approximately 3 pages)

Government
Only!

- Name, Title, Organization, and Phone Number

- Close Evaluation

Note: Be sure to review local policy guidance regarding assignment of the Reviewing Official function.

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99

Reviewing Official Comments

CCASS - Reviewing Official
Main Menu

- View/Print Evaluations
- To-Do List
- Evaluation Status Report
- Contract Status Report
- Change User Profile/Switch Access Level
- Submit Suggestion
- Switch Modules
- Logoff

Login

1. Select To Do List
2. Select Contract from To Do List

CCASS - To-Do List
(Select a Contract Number below to complete the action required.)


CONTRACT NUMBER	DUNS	EVALUATION DATE	CONTRACT COMPLETION DATE	ACTION REQUIRED	ASSIGNED
[Notes] N4511275C0191	999999999	06/24/2009	12/31/2010	Input Comments, Close Evaluation	06/24/2009

Ⓜ - indicates notes have been entered


[Return to the Main Menu](#)

<https://www.cpars.gov>

100



Reviewing Official Comments



CCASS - DD2626

1. Contract/Schedule Number: N4511275C0191 Task Order:
*(Click on a tab below to view/enter the related information; fields identified with * are required)*

Contractor Name/Address
Contract Information
Small Business Utilization
Modified Ratings
Original Ratings
Evaluator
Reviewer

13. Evaluation Reviewed By: ? Sign Now

a. * Organization:

b. * Telephone Number:

c. * Name:

* Title:

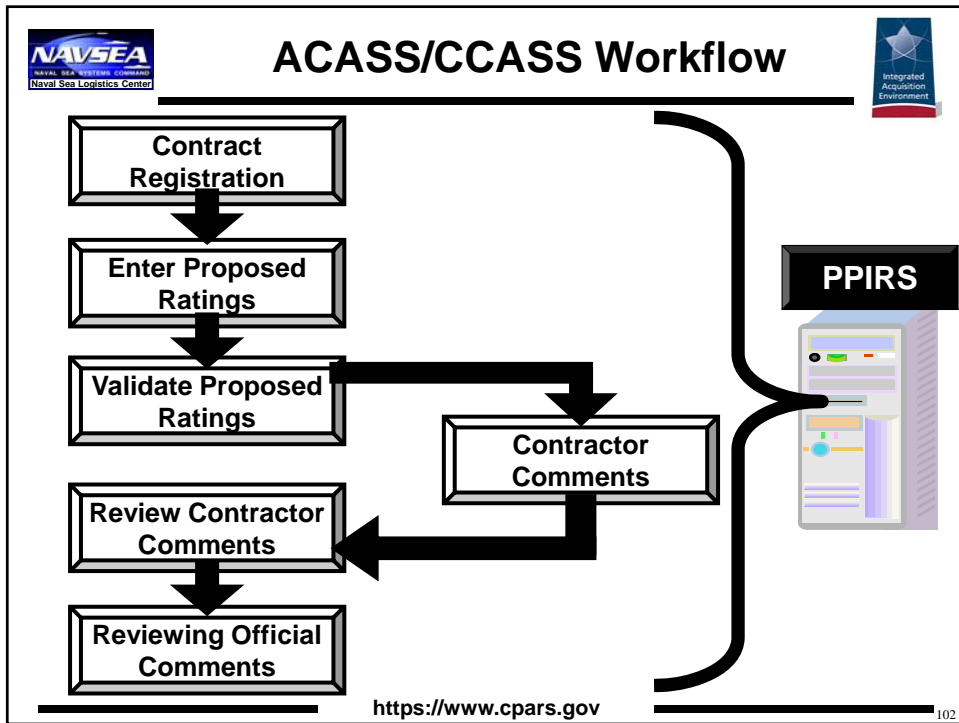
Email:

Fax Number:

* Remarks: ? (16000 character limit)

- Save Data
- Return to the Assessing Official
- Validate and Close the Evaluation
- View/Print the Evaluation
- Return to the Main Menu

101





Automatic Email Notices



- **Each Step of Workflow**
- **System Reminders**
 - **Evaluation Due (Assessing Official, Assessing Official Rep, Alt./Focal Point)**
 - **30 Days Prior**
 - Helps Ensure Reports Completed On Time
 - **Evaluation Overdue (Assessing Official, Alt./Focal Point, Reviewing Official (if finalized))**
 - **Contractor Comments Due (Assessing Official, Contractor)**
 - **Contractor Comments Overdue/Review Period Expired (Assessing Official)**
 - **Evaluation Complete (Contractor)**
 - **Access Assignment (All Roles)**



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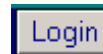
103



Additional Access Levels



- **Department Point of Contact - Configuration Control Board**
- **Agency Point of Contact - Higher Level for Monitoring**
- **Business Analysis Reports - Acquisition Personnel**
- **Contractor Corporate Senior Management Representative - CEO, President, CFO**



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104



Configuration Control Board



- Controls System Configuration & Policy
- Evaluates User Suggested Changes & Enhancements
- “Submit Suggestion” in ACASS/CCASS
- Contact webptsmh@navy.mil



All suggestions will be considered!

<https://www.cpars.gov>



Reports



- Keep Qualifiers / Parameters Simple
- Use Reports to Monitor Process
 - Evaluation Status
 - Contract Status
- Business Analysis Reports
 - Consolidated Report
 - Completed Evals, Contract Awards

Login

New! List of Users on Contract Status Report

<https://www.cpars.gov>

106

Evaluation Status Report

- CCASS**
- Register/Update a Contract
 - Initiate an Evaluation
 - Delete an Incomplete Evaluation
 - View/Print Evaluations
 - To-Do List
 - Evaluation Status Report
 - Contract Status Report
 - Change User Profile/Switch Access Level
 - Submit Suggestion
 - Switch Modules
 - Logoff

CCASS - Evaluation Status Parameters

Data Options	Report Options
<input type="radio"/> Include All <input checked="" type="radio"/> Limit Data Status: <input type="checkbox"/> Registered <input type="checkbox"/> Initiated <input type="checkbox"/> Drafted <input type="checkbox"/> Rated <input type="checkbox"/> Reviewed <input type="checkbox"/> Finalized <input type="checkbox"/> Completed Evaluation Type: <input type="checkbox"/> Interim <input type="checkbox"/> Final <input type="checkbox"/> Amended Organization: ALL Contract Activity: <input type="text"/> Add (1st six positions of the Contract Number) Selected Activity(s): <input type="text"/> None Selected <input type="button"/> Remove <input type="button"/> Remove All Contract Number: <input type="text"/>	<input type="radio"/> Counts (options display when selected) <input checked="" type="radio"/> List of Evaluations Data Columns to Include: <input type="checkbox"/> Evaluation Type <input type="checkbox"/> Organization <input type="checkbox"/> Contractor Due Date <input type="checkbox"/> Amount Paid <input type="checkbox"/> Award Value <input type="checkbox"/> Company Name <input type="checkbox"/> Focal Point <input type="checkbox"/> Eval. Closed Date <input type="checkbox"/> DUNS <input type="checkbox"/> Update Date <input type="checkbox"/> Due Date <input type="checkbox"/> Procurement Method <input type="checkbox"/> Assessor Office Sort by: (1) Contract Number (2) (None) (3) (None)
<input checked="" type="button"/> Run Report <input type="button"/> Return to the Main Menu	

<https://www.cpars.gov>

107

Evaluation Status Report

Add notes

Download into Spreadsheet

Evaluation Status Report - 06/25/2009

DATA: STATUS: Initiated; Drafted; Rated; Reviewed; Finalized; SORTED BY: Contract Number;
 (Click on a column name to re-sort the report.)

Viewed	Contract Number	Evaluation Date	Current Status	Focal Point	User List	Activity Log
[Notes]	N4511275C0023	10/29/2008	Rated(OD)	DOREEN POWELL	[Users]	[Log]
[Notes]	N4511275C0030	11/10/2008	Finalized	DOREEN POWELL	[Users]	[Log]
[Notes]	N4511275C0036	-	Drafted	DOREEN POWELL	[Users]	[Log]
[Notes]	N4511275C0037	-	Drafted	DOREEN POWELL	[Users]	[Log]
[Notes]	N4511275C0049	11/15/2008	Finalized	DOREEN POWELL	[Users]	[Log]
[Notes]	N4511275C0053	11/15/2008	Reviewed	DOREEN POWELL	[Users]	[Log]
[Notes]	N4511275C0058	-	Drafted	DOREEN POWELL	[Users]	[Log]
[Notes]	N4511275C0059	-	Drafted	DOREEN POWELL	[Users]	[Log]
[Notes]	N4511275C0070	-	Drafted	DOREEN POWELL	[Users]	[Log]

*** STATUS**

- Registered:**The contract is registered, no CPARs have been initiated.
- Initiated:**CPAR initiated, waiting for Assessing Official Rep to send to Assessing Official.
- Drafted:**CPAR initiated, waiting for Assessing Official signature.
- Rated:**Signed by Assessing Official; waiting for Contractor Rep comments.
- Reviewed:**Signed by Contractor Rep; waiting for Assessing Official to finalize.
- Finalized:**Ratings finalized; waiting for Reviewing Official comments.
- Completed:**The CPAR has been completed.

View actions taken

View access list

<https://www.cpars.gov>

108

Contract Status Report

CCASS -
CCASS - Contract Status Parameters

- Register/Update a Contract
- Initiate an Evaluation
- Delete an Incomplete Evaluation
- View/Print Evaluations
- To-Do List
- Evaluation Status Report
- Contract Status Report**
- Change User Profile Switch Access Level
- Submit Suggestion
- Switch Modules
- Logoff

Data Options

Include All

Limit Data

Status: Current
 Due
 Overdue
 Final

Organization: ALL

Contract Activity:
(1st six positions of the Contract Number)

Selected Activity(s):

Contract Number:

Report Options

Counts (options display when selected)

List of Users

List of Contracts

Data Columns to Include:

Award Date Completion Date
 Company Name Accepted Date
 Award Value Amount Paid
 Focal Point Organization
 Last Eval Date DUNS
 Assessor Office Registration Status

Sort by: (1) Contract Number
(2) (None)
(3) (None)

Contract Status Report

Contract Status Report - 01/18/2012 [\[Spreadsheet\]](#)

DATA: ALL; SORTED BY: Contract Number;
(Click on a column name to re-sort the report.)

Viewed	Contract Number	Status *	Due Date	Contract Completion Date	Focal Point
	N4511209CHIH1H	Overdue	01/29/2011	10/01/2010	PRACTICE NAVY
	N4511210C0099GHGH	Overdue	03/31/2011	12/01/2010	AMY CARLETONDOW
	N4511210CIDFLDT	Overdue	03/31/2011	12/01/2010	AMY CARLETONDOW
	N4511210CIHTPSS	Overdue	03/31/2011	12/01/2010	AMY CARLETONDOW
	N4511210CJMBSBT	Current	05/31/2012	02/01/2012	AMY CARLETONDOW

Count: 5

x- indicates the record has been selected for viewing

* STATUS
Current: All required evaluations for this contract have been completed or are not yet due.
Due: The latest evaluation for this contract should be in progress at this time.
Overdue: The latest evaluation for this contract has not been completed within the 120 day period.
Final: The Final evaluation for this contract has been completed, no further evaluations are due.

User Profile Menu

Login

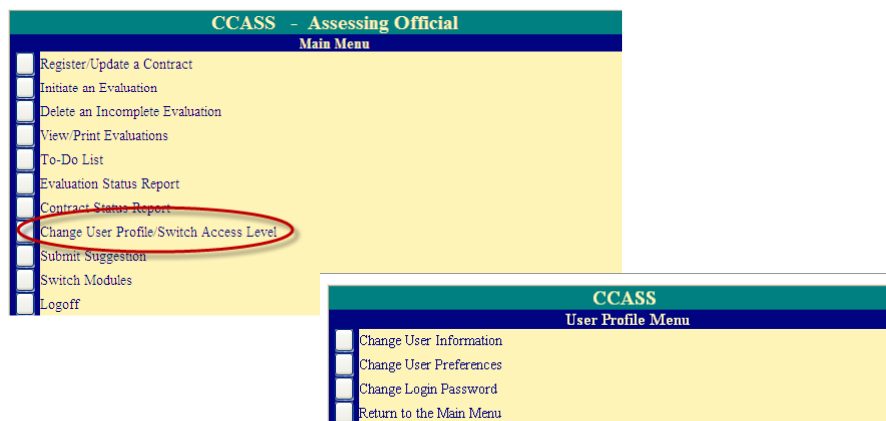
- **Change User Information**
 - Update User Profile/Email
 - Required Annually
- **Change User Preferences**
 - Select or De-Select Optional Email Notifications
- **Change Login Password (Non-PKI)**
 - Forgot Password Button
 - May be Reset by Focal Point or CPARS Help Desk
 - Must be Modified Every 60 Days
- **Switch Access Level**



<https://www.cpars.gov>

111

User Profile Menu



CCASS - Assessing Official
Main Menu

- Register/Update a Contract
- Initiate an Evaluation
- Delete an Incomplete Evaluation
- View/Print Evaluations
- To-Do List
- Evaluation Status Report
- Contract Status Report
- Change User Profile/Switch Access Level**
- Submit Suggestion
- Switch Modules
- Logoff

CCASS
User Profile Menu

- Change User Information
- Change User Preferences
- Change Login Password
- Return to the Main Menu

<https://www.cpars.gov>

112

Prior to Performance Period

- **Be Up Front**
 - Identify Expectations
 - Discuss Areas to be Evaluated
- **Provide Policy Guides to Contractors and Evaluators**
 - During Post-Award Conference
 - Prior to Annual Evaluation
- **Leave Yourself Flexibility**

**Don't wait until the final evaluation to
make your contractor aware of performance!**

<https://www.cpars.gov>

113

During Performance Period

- **Communicate with Contractor**
 - Provide Feedback
- **Document Performance Regularly**
 - Status Reports
 - Earned Value Management Data
 - Program Reviews
 - Earned Contract Incentives
 - Inspection Logs
 - Contract Progress Report
 - Liquidated Damages Assessed



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114

After Performance Period

- Provide Contractor Draft Assessment
- Contractor May Provide Self Assessment
- Take Time to Acknowledge Contractor Concerns
 - Face to Face Meetings
 - Extend 30 Day Comment Period if Necessary
- Document File if no Contractor Comments Received
 - Transmittal Letter Email
 - Phone Conversation
 - Efforts to Contact Contractor

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115

Characteristics of a Lose-Lose Evaluation

- Use as a “Big Stick”
- Solicit Out of Scope Work
- Establish a Negotiation Position
- Rate Government Program Manager
- “Nobody Grades as Hard as I Do”
- Document Performance Outside of Contract



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116

Characteristics of a Win-Win Evaluation

- Fair
- Relevant
- Comprehensive
- Repeatable Process
- Timely
- Accurate
- Consistent



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117

Federal Awardee Performance & Integrity Information System (FAPIS)

- Contracting Officers Enter:
 - Non-Responsibility Determinations
 - Terminations for Cause
 - Terminations for Default
 - Defective Pricing
 - DoD Determination of Contractor Fault
- Grant Officers Enter:
 - Recipient Not Qualified Determinations
 - Terminations for Material Failure to Comply
- Suspension/Debarment Officials Enter:
 - Administrative Agreements
- For Additional Information Reference FAR 9.105, 9.406-3, 9.407-3, 42.1503 and DFARS 209.105-2

<https://www.cpars.gov>

118



Retrieve FAPIIS Records



Access PPIRS to: (www.ppirs.gov)

- Support Source Selections
- Access Integrity and Performance Information
- Obtain Proceedings Information from the System for Award Management (SAM)
- Obtain Suspension/Debarment Information from SAM
- For Contractors, Enter Comments on FAPIIS Records

FAPIIS Public Website (www.fapiis.gov)

- Excludes Performance Assessments
- Includes Data After April 15, 2011
- 14 Day Data Delay, Excludes Grant Records (per FAR 9.105-2)
- Proceedings and Suspension/Debarment Info from SAM Available

<https://www.cpars.gov>



PPIRS
PAST PERFORMANCE
INFORMATION RETRIEVAL SYSTEM

<https://www.ppirs.gov>

120



PPIRS



Federal Repository for Completed Assessments

- **Contractor Performance Assessment Reporting System (CPARS)**
 - Architect – Engineer Contract Administration Support System (ACASS)
 - Construction Contractor Appraisal Support System (CCASS)

<https://www.ppirs.gov>

121



PPIRS




Access


- **Government**
 - Go to www.ppirs.gov & Select “PPIRS System Logon”
 - Create an Account
 - Provide Justification for Access
 - Join Your “Group”
- **Contractor**
 - Controlled through System for Award Management (SAM)
 - Identify a Marketing Partner Identification Number (MPIN)
 - DUNS and MPIN Become User ID and Password for PPIRS
 - View Completed Evaluations at www.ppirs.gov
 - Select “PPIRS System Logon”

www.ppirs.gov

122



PIRS



[Logout](#)

[Account Menu Items](#)

[Modify Account](#)

[Request Membership](#)

[Report Menu Items](#)

[Assessment Reports](#)

[Group Memberships](#)

[Pending Group Memberships](#)

[View Groups](#)

[Help](#)

[Feedback](#)

Instructions:

- Enter one or more of the following qualifiers.
- Click Submit to list report cards for the qualifiers entered.

Enter Contract Activity/DODAAC, Contract Number and/or Delivery Order Number.

Contract Activity/DODAAC:

Contract Number:

Delivery Order Number:

Enter Assessment End Dates After or Before or use both for inclusive.

Assessment End Dates - After: and/or Before: mmm/dd/yyyy

Select one item from the Agency list (the agency that submitted the record).

Agency:

Select one item from the Business Sector or Subsector list.

Business Sector: Include null Business Subsectors

Enter Contractor Name, CAGE Code, DUNSPlus4 or Taxpayer Identification Number (TIN).

Contractor Name:

CAGE Code:

DUNSPlus4:

TIN:

Enter either the FSC, SIC or NAICS.

FSC: Include null FSCs

SIC: Include null SICs

NAICS: Include null NAICS

Enter Awarded Values Above or Below or use both for inclusive.

Awarded Value - Above: \$ and/or Below: \$


Full Text Search: Enter a search string.

Search String:


Select Sort Option(s).

Sort by: (1) (2)

<https://www.ppirs.gov> 123



PPI & Source Selections



- **Solicitation Should Address**
 - Relevance (PPI for Similar Work)
 - Areas of Consideration (i.e., Technical, Management, Schedule, etc.)
 - Timeframe
 - Sources
 - Relative Importance

**Golden Rule:
Evaluate PPI
IAW Solicitation!**

- **PIRS**
 - Contains Contractor Comments
 - No Need to Re-Address Adverse PPI
 - Rely if Believe PPI is Valid
 - Contractor Ensures Accuracy

<https://www.ppirs.gov> 124



Additional Information



- **Customer Service Desk (Mon-Fri 6:30am- 6:00pm EST)**
Commercial: 207-438-1690
- **Email: webpmsmh@navy.mil**
- **CPARS Web Site (<https://www.cpars.gov>)**
 - Click on “ACASS” or “CCASS”
 - Reference Material
 - ACASS Policy Guide
 - CCASS Policy Guide
 - User Manual
 - Training Information
 - Frequently Asked Questions



Contractor Performance Assessment Reporting System (CPARS)

CPARS - ACASS - CCASS

Naval Sea Logistics Center Detachment Portsmouth



Next Steps



- **Evaluate All Eligible Contracts and Orders**
- **Complete Evaluations in a Timely Manner**
- **Improve Detail and Quality of Narratives**
 - Ratings Credible and Justified



<https://www.cpars.gov>

126



謝謝
ευχαριστία
obrigado
danke
спасибо
Wie Wie

THANK YOU

Grazie
ありがとうございます。
Gracias
Merci
tesekkür ederim

<https://www.cpars.gov>



Focal Point Session

<https://www.cpars.gov>

Focal Point Session Agenda

- Functions Overview
- Automatic Contract Registration
- User Access Matrix
- Access Assignment
- Modifying Access
- Account Maintenance
- Access Transfers
- Alternate Focal Points



<https://www.cpars.gov>

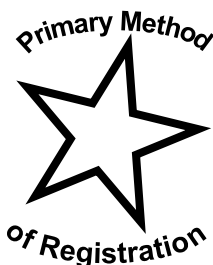
129

Contract Registration (Automated)

Requirements

Login

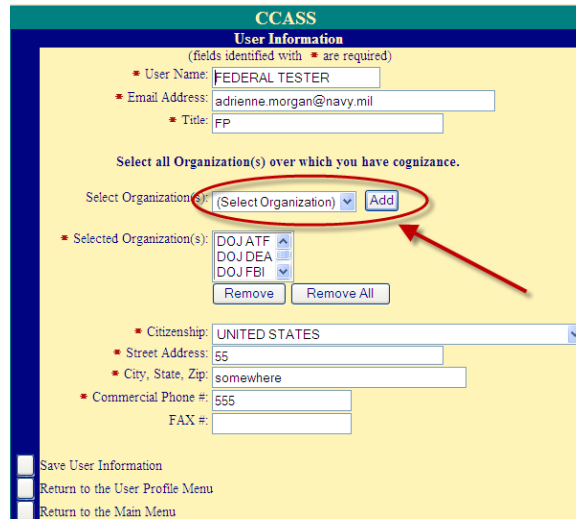
- Focal Point Only
- Auto Register Within 30 Days of Contract Award
- Auto Register ONCE per Contract
- Must Complete Organization Field of Registration



<https://www.cpars.gov>

130

User Profile: Select Organization



CCASS
User Information
(fields identified with * are required)

* User Name: FEDERAL TESTER

* Email Address: adrienne.morgan@navy.mil

* Title: FP

Select all Organization(s) over which you have cognizance.

Select Organization(s): (Select Organization) Add

* Selected Organization(s): DOJ ATF
DOJ DEA
DOJ FBI
Remove Remove All

* Citizenship: UNITED STATES

* Street Address: 55

* City, State, Zip: somewhere

* Commercial Phone #: 555
FAX #:

Save User Information
 Return to the User Profile Menu
 Return to the Main Menu

**For New Focal Point Accounts:
You will be required to select the Organization(s) over which you have cognizance**

<https://www.cpars.gov>

131

Contract Registration (Automated)

Weekly Email Notifications

- **Contracts Auto Registered With No Users Assigned**
- **Users Assigned to Contract Which Has Not Been Registered**

Helpful Hint: Auto register contracts and assign users concurrently.

<https://www.cpars.gov>

132



Contract Registration (Automated)



- Register/Update a Contract
- Delete a Registered Contract
- View/Print CPARs
- To-Do List
- Access Authorization
- Auto Register Contracts
- CPAR Status report
- Contract Status Report
- Ratings Metrics Report
- Processing Times Report
- Change User Profile
- Submit Suggestion
- Switch Modules
- Logoff

CCASS
 Auto Register Contracts

Contract Office Code:

Enter Contract Office Code from FPDS-NG

Selected Office Code(s):

or


Full or Partial Contract Number:

List minimum of first six characters of Contract Number


Include Removed Contracts

<https://www.cpars.gov>

133



Contract Registration (Automated)



CCASS - Auto Register Contracts
[Spreadsheet]

- Only register and/or remove contracts that are under your cognizance/area of responsibility.
- To register a contract(s) from the list, select an Organization, place a check next to the contract(s) and click Register Selected Contracts.
- To remove a contract(s) from the list, place a check next to the contract(s) and click Remove Selected Contracts.
- ⚠ - The base Indefinite Delivery Vehicle (IDV) contract is registered.

Organization: **1**

	CONTRACT NUMBER	SELECT	CONTRACT OFFICE CODE	CONTRACT OFFICE	DOLLAR AWARD VALUE	AWARD DATE	COMPLETION DATE	AVAILABLE DATE
view	DP123411C0051	<input checked="" type="checkbox"/>	DP1234	NSLC CONTRACTING CENTER	\$650,000	01/01/2011	01/01/2020	09/22/2011
view	DP123411C0054	<input type="checkbox"/>	DP1234	NSLC CONTRACTING CENTER	\$650,000	01/01/2011	01/01/2020	09/22/2011
view	DP123411C0057	<input type="checkbox"/>	DP1234	NSLC CONTRACTING CENTER	\$650,000	01/01/2011	01/01/2020	09/22/2011
view	DP123411C0060	<input type="checkbox"/>	DP1234	NSLC CONTRACTING CENTER	\$650,000	01/01/2011	01/01/2020	09/22/2011
view	DP123411C0063	<input type="checkbox"/>	DP1234	NSLC CONTRACTING CENTER	\$650,000	01/01/2011	01/01/2020	09/22/2011
view	DP123411C0066	<input type="checkbox"/>	DP1234	NSLC CONTRACTING CENTER	\$650,000	01/01/2011	01/01/2020	09/22/2011
view	DP123411C0069	<input type="checkbox"/>	DP1234	NSLC CONTRACTING CENTER	\$650,000	01/01/2011	01/01/2020	09/22/2011
view	DP123411C0072	<input type="checkbox"/>	DP1234	NSLC CONTRACTING CENTER	\$650,000	01/01/2011	01/01/2020	09/22/2011

3

1. Select Organization
2. Select Contract(s)
3. Click Register

<https://www.cpars.gov>

134



User Access Matrix



- **Determine Process Participants**
 - Names
 - Email Addresses
- **Minimum Required Roles**
 - Assessing Official
 - Contractor Representative
 - Reviewing Official
- **Optional Roles**
 - Contract Data Entry (If Manual Registration)
 - Assessing Official Representative

Helpful Hint:
Ask Contracting
Office or Requiring
Office to provide
User Access Matrix.

<https://www.cpars.gov>

135



Access Assignment



- **Access Authorization**
 - Create New User Access
- **Enter or Select Contract(s)**
- **Select User Role**
- **Enter User Name**
 - Enter New User Name & Email Address
 - Select Existing User
- **Create User Access Matrix**
- **Automatic Email Notifies Users of Access Assignment**
 - User ID
 - Use Forgot Password Function if New User (Non-PKI)
 - Synopsis of User Role

Helpful Hint: If user(s) need
access to multiple contracts,
give access to all the contracts
at the same time.

**Access must be
granted in
correct module!**

Login

<https://www.cpars.gov>

136

Access Assignment

CCASS - Focal Point
Main Menu

- Register/Update a Contract
- Delete a Registered Contract
- View/Print Evaluations
- To-Do List
- Access Authorization
- Auto Register Contracts
- Evaluation Status Report
- Contract Status Report
- Ratings Metrics Report
- Processing Times Report
- Change User Profile
- User Feedback
- Switch Modules
- Logoff

CCASS
Access Authorization Menu

- Create New User Access
- Modify Existing User Access
- View Existing User Access
- Transfer User Access to Another User
- Assign Alternate Focal Point(s)
- Return to the Main Menu

<https://www.cpars.gov>

137

Access Assignment

CCASS - Create New User Access

1. Enter New Contract(s): Order:
 or
 Select Existing Contract(s): (Select Contract)
 and
 Click Add Button
 Selected Contract(s):

2. Select User Role: (Select User Role)

3. Enter New User Name: (enter alpha characters only; first and last name only)
 Email: (required for new users only)
 or Select Existing User:

4. Add User:

User Role	User Name	User Email	User ID	Contracts	User Type
<input checked="" type="checkbox"/>	Create User Access Matrix				
<input type="checkbox"/>	Clear All Data				
<input type="checkbox"/>	Return to the Access Authorization Menu				
<input type="checkbox"/>	Return to the Main Menu				

<https://www.cpars.gov>

138

Access Assignment

CCASS - User Access Authorization Matrix

Access has been authorized for the following users and associated contracts.
A system-generated email has been sent informing users of their User ID, responsibilities and resources, and providing instructions on how to acquire a temporary password, if applicable.

User Role	User Name	User Email	User ID	Status*	Contracts	User Type
Contract Data Entry	PHIL ODENDRON	p.odendron@navy1.mil	PODEN	Authorized	N4511275C0192	Existing
Assessing Official Rep	STEVE JONES	s.jones@navy2.mil	SJONE	Authorized	N4511275C0192	Existing
Assessing Official	MARY GIVENS	m.givens@navy3.mil	MGIVE	Authorized	N4511275C0192	Existing
Contractor Rep	MARK SMITH	m.smith@acme.com	MSMIT	Authorized	N4511275C0192	Existing
Reviewing Official	MARIA LOPEZ	m.lopez@navy6.mil	MLOPE	Authorized	N4511275C0192	Existing

* Note: if the Status indicates Failed, please contact the customer support desk for assistance.

<https://www.cpars.gov>

139

CPARS Practice - User Access Authorization Matrix

Access has been authorized for the following users and associated contracts.
A system-generated email has been sent informing users of their User ID, responsibilities and resources, and providing instructions on how to acquire a temporary password, if applicable.

User Role	User Name	User Email	User ID	Status*	Contracts	User Type
Contract Data Entry	DOUGIE POWERS, M.D.	dougie.powersmd@doctorevl.org	DPOWE	Authorized	N45112INCORRECT DONOTDO	New
Assessing Official Rep	PARKER, PETER	peter.parker@navy1.mil	PPETE	Authorized	N45112INCORRECT DONOTDO	New
Assessing Official	BWAYNE	bruce.wayne@navy1.mil		Failed generating User ID password	N45112INCORRECT DONOTDO	New
Contractor Rep	SUPERMAN INDUSTRIES	supermanindustry@supermancorp.com	SINDU	Authorized	N45112INCORRECT DONOTDO	New
Reviewing Official	CAPT AMERICA	john.america@navy1.mil	CAMER	Authorized	N45112INCORRECT DONOTDO	New

* Note: if the Status indicates Failed, please contact the customer support desk for assistance.

What not to do:

- Anything After Name
- Last Name First
- Create User ID
- Company
- Rank or Title

What to do:

- First and Last
- Use Middle Initial if Necessary
- Enter an individual

CPARS Practice - User Access Authorization Matrix

Access has been authorized for the following users and associated contracts.
A system-generated email has been sent informing users of their User ID, responsibilities and resources, and providing instructions on how to acquire a temporary password, if applicable.

User Role	User Name	User Email	User ID	Status*	Contracts	User Type
Contract Data Entry	DOUGIE POWERS	dougie.powersmd@doctorevl.org	DPOWER	Authorized	N45112CORRECT	New
Assessing Official Rep	PETER PARKER	peter.parker@navy1.mil	PPARK	Authorized	N45112CORRECT	New
Assessing Official	BRUCE WAYNE	bruce.wayne@navy1.mil	BWAYN	Authorized	N45112CORRECT	New
Contractor Rep	CLARK KENT	clark.kent@supermancorp.com	CKENT	Authorized	N45112CORRECT	New
Reviewing Official	JOHN AMERICA	john.america@navy1.mil	JAMER	Authorized	N45112CORRECT	New

* Note: if the Status indicates Failed, please contact the customer support desk for assistance.

<https://www.cpars.gov>

Modifying Access

- **Access Authorization**

- Modify Existing User Access

Login

- **Modify by Contract**

- List of All Users with Access to Specific Contract
- Change User's Role for Specific Contract
- Remove User From Contract
- Delete User

Remove Access
Can No Longer Access
Specific Contract; User
Account Still Exists

- **Modify by User**

- List of All User's Contracts
- Change User's Role on Contract(s)
- Remove User From Contract(s)
- Delete User

Delete User
Can No Longer Access
Any Contracts; User
Account No Longer
Exists

<https://www.cpars.gov>

141

Modifying Access

CCASS - Focal Point

Main Menu

- Register/Update a Contract
- Delete a Registered Contract
- View/Print Evaluations
- To-Do List
- Access Authorization
- Auto Register Contracts
- Evaluation Status Report
- Contract Status Report
- Ratings Metrics Report
- Processing Times Report
- Change User Profile
- Submit Suggestion
- Switch Modules
- Logoff

CCASS

Access Authorization Menu

- Create New User Access
- Modify Existing User Access
- View Existing User Access
- Transfer User Access to Another User
- Assign Alternate Focal Point(s)
- Return to the Main Menu

<https://www.cpars.gov>

142

Modifying Access

CCASS - Modify Existing User Access

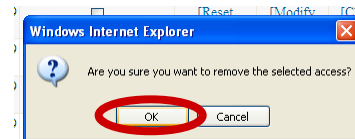
Select a Contract: N4511275C0191
or User: (Select User)

[View Access](#)

Users Authorized by You:

User Name	User ID	User Role	Contracts	Remove Access	Actions			
BOB WHITE	BWHIT	Assessing Official	N4511275C0191	<input type="checkbox"/>	[Reset Password]	[Modify Access]	[Change Profile]	[Delete User]
JANE DOE	JADOE	Contract Data Entry	N4511275C0191	<input type="checkbox"/>	[Reset Password]	[Modify Access]	[Change Profile]	[Delete User]
JOHN HOWE	JHOWE	Reviewing Official	N4511275C0191	<input checked="" type="checkbox"/>	[Reset Password]	[Modify Access]	[Change Profile]	[Delete User]
MARK SMITH	MSMIT	Contractor Rep	N4511275C0191	<input type="checkbox"/>	[Reset Password]	[Modify Access]	[Change Profile]	[Delete User]
MARY DEAN	MDEAN	Assessing Official Rep	N4511275C0191	<input type="checkbox"/>	[Reset Password]	[Modify Access]	[Change Profile]	[Delete User]

[Return to the Access Authorization Menu](#)
 [Return to the Main Menu](#)



<https://www.cpars.gov>

143

Modifying Access

CCASS - Modify Existing User Access

Select a Contract: (Select Contract)
or User: BOB WHITE

[View Access](#)

Users Authorized by You:

User Name	User ID	User Role	Contracts	Remove Access	Actions			
BOB WHITE	BWHIT	Assessing Official	N4511275C0191	<input type="checkbox"/>	[Reset Password]	[Modify Access]	[Change Profile]	[Delete User]


[Return to the Access Authorization Menu](#)
 [Return to the Main Menu](#)

Confirm Password Change


User ID: BWHIT
 Name: BOB WHITE
 New Password: RUSu2y8UY:nj
 Organization: Navy
 Address: PO Box 2058
 City/State/Zip: Portsmouth, NH 03804
 Email: bwwhite@usnavy.com
 Commercial Voice: 555-555-5555
 FAX:

<https://www.cpars.gov>

144



Modifying Access



CCASS - Modify Existing User Access

Select a Contract: (Select Contract) or User: BOB WHITE

View Access

Users Authorized by You:

User Name	User ID	User Role	Contracts	Remove Access	Actions		
BOB WHITE	BWHIT	Assessing Official	N4511275C0191	<input type="checkbox"/>	[Reset Password]	[Modify Access]	[Change Profile] [Delete User]

Return to the Access Authorization Menu
 Return to the Main Menu

CCASS - Modify Existing User Access

User Name: BOB WHITE
 User ID: BWHIT
 Current User Role: Assessing Official

1. To modify the user's access, select one or more contracts below and click [Add] or click [Add All]


Current Contract(s): N4511275C0191	Selected Contract(s):
---------------------------------------	-----------------------

Add >> Add All >>
<< Remove << Remove All


2. Select the user's new role:
 New User Role: Assessing Official

[\[Modify User Access\]](#)
 Return to Modify Existing User Access
 Return to the Access Authorization Menu
 Return to the Main Menu

<https://www.cpars.gov> 145



Modifying Access



CCASS - Modify Existing User Access

Select a Contract: (Select Contract) or User: BOB WHITE

View Access

Users Authorized by You:

User Name	User ID	User Role	Contracts	Remove Access	Actions		
BOB WHITE	BWHIT	Assessing Official	N4511275C0191	<input type="checkbox"/>	[Reset Password]	[Modify Access]	[Change Profile] [Delete User]

Return to the Access Authorization Menu
 Return to the Main Menu


Confirm User Profile Change

Print OK Cancel


*(fields identified with * are required)*

User ID: BWHIT
 * Name:
 Organization:
 Title:
 Address:
 City/State/Zip:
 * Email Address:
 Commercial Voice:
 FAX:

<https://www.cpars.gov> 146



Modifying Access



CCASS - Modify Existing User Access

Select a Contract: (Select Contract)
 or User: BOB WHITE

Users Authorized by You:

User Name	User ID	User Role	Contracts	Remove Access	Actions		
BOB WHITE	BWHIT	Assessing Official	N4511275C0191	<input type="checkbox"/>	[Reset Password]	[Modify Access]	[Change Profile] [Delete User]

CCASS - Delete User


Click **Confirm Delete User** to remove the below CCASS access and delete the user.

The user has the following CCASS access:


User Name	User ID	Contract	User Role
BOB WHITE	BWHIT	N4511275C0191	Assessing Official

<https://www.cpars.gov>

147



Account Maintenance



- **Access Authorization**
 - Modify Existing User Access
- **Modify by User**
- **Change User Profile**
 - Name, Organization, Title
 - Email Address
 - Phone Numbers
- **Reset Password (Non-PKI)**
 - New Temporary Password

Update User's Signature Block

Helpful Hint:
 Forgot Password Button is Preferred Way of Resetting Passwords

<https://www.cpars.gov>

148

Access Transfers

- **Access Authorization**
 - Transfer User Access to Another User

Login

- **Transfer From User**
 - Retain Account Following Transfer
 - Delete Account Following Transfer

- **Transfer Contracts**
 - Specific Contract(s)
 - All Contracts

Retain Account

Delete Account

User will still access
ACASS/CCASS,
but will use different
contracts.

User will no longer
access
ACASS/CCASS.

- **Transfer To**
 - New User
 - Existing User

Helpful Hint: Access transfers are a quick way to reassign a large number of contracts when a user changes jobs or retires.

149

Access Transfers

CCASS - Focal Point
Main Menu


- Register/Update a Contract
- Delete a Registered Contract
- View/Print Evaluations
- To-Do List
- Access Authorization
- Auto Register Contracts
- Evaluation Status Report
- Contract Status Report
- Ratings Metrics Report
- Processing Times Report
- Change User Profile
- Submit Suggestion
- Switch Modules
- Logoff

CCASS
Access Authorization Menu

- Create New User Access
- Modify Existing User Access
- View Existing User Access
- Transfer User Access to Another User
- Assign Alternate Focal Point(s)
- Return to the Main Menu


<https://www.cpars.gov>

150



NAVSEA
NAVAL SEA SYSTEMS COMMAND
Naval Sea Logistics Center

Access Transfers



Integrated
Acquisition
Environment

CCASS - Transfer User Access to Another User

Transfer User Access:

1. Select From User:

2. Select User Role:

3. Select Contract(s):

Selected Contract(s):

4. To User, Select Existing User:


or Enter a New User: Name: (enter alpha characters only; first and last name only)
 Email: (required, new users only)

5. Delete User After Transfer? Yes No

Delete user if they no longer need ACASS/CCASS access.


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151



NAVSEA
NAVAL SEA SYSTEMS COMMAND
Naval Sea Logistics Center

Alternate Focal Points



Integrated
Acquisition
Environment

- **Access Authorization**
 - Assign Alternate Focal Point
 - Only Focal Point May Assign Alternates (i.e., Alternate Cannot Have Alternates)
- **Assign Up To Five Alternates**
- **Enter User Name**
 - New User
 - Existing User
- **Alternate Focal Point**
 - Assign
 - Delete
 - Reset Password

Helpful Hint: If you have a lot of users and contracts to manage, you can have a full time alternate(s).

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152

Alternate Focal Points

CCASS - Focal Point
Main Menu

- Register/Update a Contract
- Delete a Registered Contract
- View/Print Evaluations
- To-Do List
- Access Authorization
- Auto Register Contracts
- Evaluation Status Report
- Contract Status Report
- Ratings Metrics Report
- Processing Times Report
- Change User Profile
- Submit Suggestion
- Switch Modules
- Logoff

CCASS
Access Authorization Menu

- Create New User Access
- Modify Existing User Access
- View Existing User Access
- Transfer User Access to Another User
- Assign Alternate Focal Point(s)
- Return to the Main Menu

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153

Alternate Focal Points

CCASS - Assign Alternate Focal Point(s)

1. Enter New User: Name:

Email: *(required, new users only)*

or Select Existing User:

Current Alternate Focal Point(s):

Name	User ID	Password	Delete	Phone Number	Email Address
MARY GIVENS	MGIVE	[Reset]	[Delete]	207-438-1690	m.givens@navy3.mil

- Assign Alternate Focal Point
- Return to the Access Authorization Menu
- Return to the Main Menu

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154



Additional Information



- **Help Desk (Mon-Fri 6:30am- 6:00pm EST)**
Commercial: 207-438-1690
- **Email: webpmsmh@navy.mil**

- **CPARS Web Site: (<https://www.cpars.gov>)**
 - Click on “ACASS” or “CCASS” link
 - Reference Material
 - ACASS Policy Guide
 - CCASS Policy Guide
 - User Manual
 - Training Information
 - Frequently Asked Questions



*Contractor Performance Assessment
Reporting System (CPARS)*

CPARS - ACASS - CCASS

Naval Sea Logistics Center Detachment Portsmouth