OVERVIEW OF CPARS ACQUISITION HOUR WEBINAR
October 10, 2018
WEBINAR ETIQUETTE

PLEASE

• Log into the GoToMeeting session with the name that you registered with online

• Place your phone or computer on MUTE

• Use the CHAT option to ask your question(s). We will share the questions with our guest speaker who will respond to the group

THANK YOU!
ABOUT WPI
SUPPORTING THE MISSION
SERVING WISCONSIN COMPANIES FOR 30 YEARS!
Assist businesses in creating, development and growing their sales, revenue and jobs through Federal, state and local government contracts.

WPI is a Procurement Technical Assistance Center (PTAC) funded in part by the Defense Logistics Agency (DLA), WEDC and other funding sources.
WPI OFFICE LOCATIONS

- MILWAUKEE – Technology Innovation Center
- MADISON –
  - FEED Kitchens
  - Dane County Latino Chamber of Commerce
  - Wisconsin Manufacturing Extension Partnership (WMEP)
- CAMP DOUGLAS – Juneau County Economic Development Corporation (JCEDC)
- STEVENS POINT – IDEA Center
- APPLETON – Fox Valley Technical College
- OSHKOSH – Fox Valley Technical College
- EAU CLAIRE – Western Dairyland
- MENOMONIE – Dunn County Economic Development Corporation
- LADY SMITH – Indianhead Community Action Agency
- RHINELANDER – Nicolet Area Technical College
SERVICES OFFERED BY WPI

- FREE Bid Matching Services
- Individual Counseling and Assistance
- Locating Local, State and Federal Opportunities
- Government Market Strategy Development
- Training in use of Government websites and tools
- Assistance with System for Award Management (SAM) Registration
- Assisting in Market Research Process
- Development of Market Profile
- Small Business Subcontracting Plans Development, Outreach and Reporting
- Small Group Training
- Outreach and training with Local, State and Federal agencies
- Assist with Pre and Post Award Functions
- Assistance with Agency Specific Contracting Requirements
- Assistance with Contracting Regulations and Requirements, including FAR, DFAR, CFR
- Assistance with GSA Schedule Preparation and Administration
- Assistance with Local, State and Federal Certifications, including:
  - Service Disabled & Veteran Owned Small Business, HUBZone, Woman Owned Small Business, 8(a) Business Development Program
  - State
  - Local
  - DBE
- Bid review and Submission Assistance
- Proposal review and Submission Assistance
- Capabilities Statement and Related Government Marketing Material Development
- Assistance in Locating and Developing Teaming Partners and Subcontractors
- Updated Government Market Information
WHAT WE WILL COVER TODAY

• Recent Changes
• CPARS
• FAPIIS
• PPIRS
• SPRS
WHY DOES GOVERNMENT EVALUATE PAST PERFORMANCE?

• Federal Acquisition Regulations (FAR) instructs the Government to evaluate past performance.

• Helps in assuring contractors with exceptional past performance are awarded additional contracts. Government wants contractors that perform well.

• Helps in assuring contractors with unsatisfactory past performance are not awarded additional contracts.

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

• New Log In Process - effective July 2018, a system release merged all functionality from CPARS and PPIRS into a consolidated CPARS/PPIRS application. This will allow for integration of one application into SAM.gov.

• The Simplified Acquisition Threshold increases from $150,000 to $250,000. For the purposes of past performance evaluations the increased SAT applies to new contracts awarded after June 30, 2018, and entered into FPDS.
CPARS LOG IN
LOGGING IN

• Government provides access to Contractor CPARS record through Government Agency Focal Point

• User ID Required

• PKI Certificate Encouraged - Costs about $110 per year
  • Purchase from External Certificate Authority (ECA)

• Password Required if No PKI Certificate – Must be modified every 60 days

• PKI – Public Key Infrastructure – Software purchased from approved commercial vendor and installed on your computer
LOGGING IN

1. Visit [https://www.cpars.gov](https://www.cpars.gov)
2. Select System Log In
LOGGING IN

Click Accept/Login with PKI or Accept/Login with Password

10/10/2018
LOGGING IN

• All Users will utilize their email address to log into the system in lieu of a user ID and will be required to reset their password using the Forgot/Reset Password button located on the login screen.

• Furthermore, to help prevent unauthorized access, CPARS is implementing a one-time access code when using a password to log into the system. The one-time access code is good for 24 hours and will be automatically emailed to the user when logging in.
LOGGING IN

Login Screen

CPARS/PPIRS
This System is for UNCLASSIFIED USE ONLY!

PKI Login

Having problems logging in? Follow the instructions below.

Forgot/Reset Password

CPARS/PPIRS
This System is for UNCLASSIFIED USE ONLY!

Password Login

Having problems logging in? Follow the instructions below.

Forgot/Reset Password

https://www.cpars.gov

10/10/2018
LOGGING IN

Password Login

One-time Access Code

We take security seriously.
We have sent you a One-time Access Code by email.

Enter Your One-time Access Code

Submit

Resend One-time Access Code

https://www.cpars.gov

10/10/2018
MAIN MENU

• Main Menu is grouped by functionality. You will only have access on the Main Menu based on the access roles you have been granted.
MAIN MENU – CONTRACTOR REPRESENTATIVE
To-Do List is used by Contractor Representative to review and input comments on evaluations forwarded by the Assessing Official.
WHAT IS CPARS?

Contractor Performance Assessment Reporting System (CPARS)
Web-enabled application that collects and manages a library of automated contractor report cards.

Modules Within CPARS – Only Unclassified Information is collected
- Federal Awardee Performance and Integrity Information System (FAPIIS) Module
- Past Performance Information Retrieval System (PPIRS) Module
CPARS PRIMARY OBJECTIVES

• Ensure Current, Complete, and Accurate Information on Contractor Performance is Available for Use in Source Selections
• Support Best Value Source Selection Decisions – Awards for Proven Performers
• Provide Up-To-Date Documentation of Contractor’s Ability to Provide Quality, On-Time Products and Services that Conform to Contractual Requirements
• Motivate Improved Performance
• Support Responsibility Determinations of Prospective Contractors
CPARS EVALUATIONS

For Official Use Only/Treated as Source Selection Information

IAW FAR 2.101, 3.104, 42.1503

• Pre-Decisional in Nature
• Protected Throughout Life Cycle
• Accessible By:
  • Government Personnel with Need to Know
  • Contractor who is Subject of Evaluation
• Not Releasable Under Freedom of Information Act (FOIA)
• Evaluations May Be Transmitted via Email
PAST PERFORMANCE PROCESS OVERVIEW
WHEN ARE CPARS EVALUATIONS COMPLETED?

• Prepared at least annually,
• And prepared upon completion of work on contract or task order
• Retained for 3 years in PPIRS after Contract Completion (6 years for Architect-Engineer and Construction contracts)
NON-DOD FEDERAL DOLLAR THRESHOLDS

<table>
<thead>
<tr>
<th>Business Sector</th>
<th>Dollar Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Systems &amp; Non-Systems</td>
<td>&gt; Simplified Acquisition Threshold (SAT)</td>
</tr>
</tbody>
</table>
| Architect-Engineer     | > $35,000  
All Terminations for Default |
| Construction           | > $700,000  
All Terminations for Default  |
## DEPARTMENT OF DEFENSE (DOD) DOLLAR THRESHOLDS

<table>
<thead>
<tr>
<th>Business Sector</th>
<th>Dollar Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Systems</td>
<td>$5,000,000</td>
</tr>
<tr>
<td>Non-Systems</td>
<td></td>
</tr>
<tr>
<td>- Operations Support</td>
<td>$5,000,000</td>
</tr>
<tr>
<td>- Services</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>- Information Technology</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>- Ship Repair &amp; Overhaul</td>
<td>$500,000</td>
</tr>
<tr>
<td>Architect-Engineer</td>
<td>$35,000</td>
</tr>
<tr>
<td></td>
<td>All Terminations for Default</td>
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</tr>
</tbody>
</table>
# RATINGS AND NARRATIVES

## Rating Definitions

<table>
<thead>
<tr>
<th>Rating</th>
<th>Contract Requirements</th>
<th>Problems</th>
<th>Corrective Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceptional</td>
<td>Exceeds Many - Gov’t Benefit</td>
<td>Few Minor</td>
<td>Highly Effective</td>
</tr>
<tr>
<td>Very Good</td>
<td>Exceeds Some - Gov’t Benefit</td>
<td>Some Minor</td>
<td>Effective</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>Meets All</td>
<td>Some Minor</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>Marginal</td>
<td>Does Not Meet Some - Gov’t Impact</td>
<td>Serious; Recovery Still Possible</td>
<td>Marginally Effective; Not Fully Implemented</td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td>Does Not Meet Most - Gov’t Impact</td>
<td>Serious; Recovery Not Likely</td>
<td>Ineffective</td>
</tr>
</tbody>
</table>
CONTRACTOR RATINGS

CPARS uses ratings outlined in FAR 42.1503 of Exceptional, Very Good, Satisfactory, Marginal and Unsatisfactory.

Ratings of Satisfactory or better is considered an acceptable rating for the contractor
ELEMENTS ASSESSED

• Quality – Conformed to and Met Contract Requirements
• Schedule – Timeliness – Met Delivery Schedules
• Cost Control – Managed and Controlled Cost
  • Not Required for Fixed Priced Contracts
• Management – Coordination of Entire Contract
• Small Business – Utilization of Small Business
• Regulatory Compliance – Report Filing, Labor, Safety
• Other Areas
ELEMENTS ASSESSED

CPARS/PPIRS

Contract Schedule Number: N4511215E00101  Order Number:

Evaluation Data Entry

Contractor Name/Address  Contract Information  Misc Information  Small Business Subcontracting  Modified Ratings  Original Ratings  Assessor  Contractor Rep

Evaluate the following Areas: [Quality] [Schedule] [Cost Control] [Management] [Small Business] [Regulatory] [Other Areas]

Quality:

Past Rating: N/A Rating: EXCEPTIONAL

Assessing Official Comments (3,400 character limit: 373 used)

Performance meets contractual requirements and exceeds some to the government’s benefit. The contractual performance of the element or sub-element being evaluated was accomplished with some minor problems for which corrective actions taken by the contractor were effective.

Contractor Representative Comments

Does your narrative support the definition of EXCEPTIONAL found in FAR 42.1903(h)(8), Table 42-17?

Definition of EXCEPTIONAL: Performance meets contractual requirements and exceeds many to the government’s benefit. The contractual performance of the element or sub-element being evaluated was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.

Note: To justify an Exceptional rating, identify multiple significant events and state how these events were of benefit to the government. A singular benefit, however, could be of such magnitude that it alone constitutes an Exceptional rating. Also, there should have been NO significant
ELEMENTS ASSESSED

• A red checkmark located within any of the Rating Tabs indicates at least one element has been rated for the specific performance area.

• Click on each of the Tabs to review the proposed ratings and remarks.

• Fields identified with a red asterisk are mandatory and must be completed.

• Fields with a blue question mark indicates online help availability.

• To save partially completed remarks and information, click the Save Data button.

• Click on the Sign Now button to populate data from the User Profile.
CONTRACTOR RESPONSIBILITIES

- 60 Calendar Days to Respond
  - System Generated Email Notifications
- 7 Calendar Days to Request Meeting to Discuss CPAR
- Review Admin Info, Ratings and Narratives
- Provide Clear and Concise Responses
  - 24,000 Character Limit per Evaluation Area and General Comments
- Provide Concurrence / Non-Concurrence, Name and Title
- Send to Assessing Official
CONTRACTOR COMMENTS – CONTRACTOR GUIDANCE INCLUDED IN TRANSMITTAL EMAIL

- Protect the CPAR
  - Handle as “Source Selection Information”
- Prohibited Use
  - Advertising
  - Promotional Material
  - Pre-Award Surveys
  - Production Readiness Reviews
- Contractors should
  - Acknowledge Receipt
  - Comment
  - Respond Within 60 Calendar Days
CPARS WORKFLOW

Process must be completed within 120 days after end of period of performance.

**Contract Registration**

**Enter Proposed Ratings/Narratives**

**Validate Ratings/Narratives**

**Contractor Comments**

**Review Contractor Comments/Close**

**Reviewing Official Comments/Close**

**Following AO Signature:**
- Day 15: Sent to PPIRS ("Pending" if no CR Comments), Updated in PPIRS Daily
- Day 61: Contractor Comment Period Ends; Eval Returned to AO (CR Locked Out)

**Updated in PPIRS When:**
- AO Modifies/Sends to RO/Closes
- RO Closes
- "Pending" Marking Removed when AO/RO Closes
HELPFUL HINTS

• Understand Contract Expectations
• Know Areas to be Evaluated
• Communicate with Government
• Provide Self Evaluation
• Request Face to Face Meetings to Address Concerns
• Ensure Comments Received – Contact Government Official
• Within the first seven days of the comment period, the Contractor Representative may request a meeting with the Assessing Official to discuss the evaluation.
WHAT CAN YOU DO IF YOU RECEIVE A NEGATIVE RATING?

• Negative CPARS reviews can have a significant adverse impact on future contract awards. Companies should fight back against negative CPRAS ratings when possible.

• The Federal Acquisition Regulations (FAR) has detailed procedures for how CPARS reviews are to be conducted. The regulations include definitions for ratings. When you evaluate your ratings, crosswalk them against the regulations.

• Negotiations with the agency are your best chance to overturn negative ratings. Do not be afraid to engage the agency in a dialogue about why you believe the ratings should be changed.

• Stick to the facts. When you rebut CPARS ratings, utilize objective, verifiable facts to show why your rating should be changed.

• You can appeal. You have the ability to appeal a negative rating to a Board of Contracts Appeal or the Court of Federal Claims if you provided a rebuttal and followed the contract’s disputes procedures.
Federal Awardee Performance and Integrity Information System (FAPIIS)

- Contracting Officers Enter
  - Non-Responsibility Determinations
  - Terminations for Cause and Terminations for Default
  - Defective Pricing
  - DoD Determination of Contractor Fault
  - Information on trafficking in Persons
  - Subcontractor Payment Issues
- Suspension/Debarment Officials Enter
  - Administrative Agreements
FAPIIS

• Located within CPARS

• Generally reported within 3 working days, however, it can take 30 days to complete the record

• Records are retained for 5 years following Action Date
https://www.fapiis.gov/fapiis/index.action

- Can search potential Prime or Subcontractors by name, cage, or DUNS
- 14 calendar day delay in posting information to FAPIIS Public website
PPIRS

PPIRS is a web-enabled, Federal enterprise-wide application that provides timely and pertinent contractor past performance information to the Department of Defense and Federal acquisition community for use in making competitive source selection decisions.

System is owned and maintained by the Navy (Naval Sea Logistics Center Portsmouth)
PPIRS

PPIRS is the sole Federal repository for contractor past performance information for Completed Evaluations

• Updated daily from CPARS
• Also contains Historical Evaluations from Prior Past Performance Systems
• Information used by Government Source Selection Officials
• Contractor can view their own records only
ACCESS FOR SENIOR CONTRACTOR REPRESENTATIVE
Corporate Senior Management Representative - CEO, President

- Require submittal of an Access Request
- Read-Only Access to performance assessment or evaluation – not allowed to comment
- View all evaluations related to DUNS Number
- View ratings, status reports, and metrics
- View contractor representative assigned
CPARS/PPIRS CORPORATE SENIOR MANAGEMENT ACCESS REQUEST

1. Need a Verification Code? Enter Email Address and click Send Code.

Email Address:  
Send Code

Verification Code:  
Confirm Code

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.
LOGGING IN

Supplier Performance Risk System (SPRS)

• Formerly known as Past Performance Information Retrieval System Statistical Reporting Next Generation (PPIRS-SR NG) – Name change as of January 27, 2018

• User ID Required – DUNS and MPIN entered to create ID

• PKI Certificate Required – Costs start at about $110 per year
  • Purchase from external Certificate Authority
PKI CERTIFICATE

The External Certificate Authority (ECA) Medium Assurance Identity and Encryption Certificate is a software based certificate that will provide contractors with access to DoD sites from one computer. A USB Token is also available that will allow access from multiple computers.

Approved External Certificate Authority (ECA) Vendors:

• Operational Research Consultants, Inc. (ORC) http://www.orc.com
• Iden Trust http://www.identrust.com/certificates/eca/index.html
SPRS MAIN SITE

Home Page for SPRS
https://www.ppirssrng.csd.disa.mil/

SPRS System Login
PKI Required
SPRS

• For DoD use ONLY

• Provides past delivery and quality performance information for commodities including contracts under the mandatory reporting thresholds established in the DFARS.

• Provides three risk analysis tools designed to be used in past performance evaluations: Price, Item and Supplier Risk.
SPRS DATA SOURCES

• Product Data Reporting and Evaluation Program (PDREP)
• Deficiency Reporting System (JDRS) for Joint Services Aviation PQDRs
• Enterprise Business System’s (EBS) eProcurement application Contractor Performance Assessment Reporting System (CPARS) Federal Awardee Performance and Integrity Information System (FAPIIS)
HOW SPRS WORKS

• Quality and Delivery Scores
  • Collects quality and delivery data to calculate “On Time” delivery scores and quality classifications and provides government with objective Quality and Delivery Ratings of a contractor’s past performance

• Price Risk
  • Calculates average price paid for an item and the expected range for future buys
  • Compares bids to Average Price and expected range

• Item Risk
  • Flags items identified as high risk by services/agencies
  • Based on critically of use and history of counterfeiting or non-conformance

• Supplier Risk
  • Scores vendors based on 3-years past performance data
SPRS BUSINESS RULES

- Delivery Scores and Quality Classifications
  - By CAGE and commodity (FSC or NAICS)
  - Updated daily
  - 14-day review or challenge period

- Price Risk
  - Average Price based on unit prices since 2010, adjusted for inflation using Producer Price Index
  - Updated daily

- Item Risk
  - Updated as requested by DoD services or agencies

- Supplier Risk
  - Scores based on daily weighted sum of past performance factors adjusted for number of base contracts
SPRS QUALITY CLASSIFICATIONS

• Comparative Assessment Among Suppliers
• Positive and Negative Records
• Weighted by Number of Line Items
• Produces Quality Score and Color

Top 5% - Dark Blue
Next 10% - Purple
Next 70% - Green
Next 10% - Yellow
Bottom 5% - Red
DOCUMENTATION NEEDED TO SUPPORT CHALLENGES

• Email correspondence between your organization and your contract administrator
• Wide Area Workflow (WAWF) shipping documents (receiving reports or fast pay invoices)
• Bill of Lading, UPS or Fed Ex shipping documents
RESOURCES

CPARS/FAPIIS/PPIRS/SPRS Help Desk (Mon-Fri 6:30 am to 6:00 pm ET)

• Phone: 207-438-1690
• Email: webptsmh@navy.mil
• CPARS Web Site: www.cpars.gov
• SPRS (PPIRS-SR NG) Web Site: www.ppirssrng.csd.disa.mil

Wisconsin Procurement Institute – Phone: 414-270-3600
www.wispro.org
UPCOMING TRAINING - EVENTS
WHAT IS WPI’S CURRENT WEBINAR SCHEDULE?

October 23, 2018 – The HUBZone Program – Certification Benefits and Regulations – CLICK HERE for additional information – presented by Shane Mahaffy, U.S. Small Business Administration (SBA) and Benjamin Blanc, Wisconsin Procurement Institute (WPI)

October 24, 2018 – The SBA 8(a) Certification Program – CLICK HERE for additional information – presented by Shane Mahaffy, U.S. Small Business Administration (SBA) and Benjamin Blanc, Wisconsin Procurement Institute (WPI)

October 24, 2018 – The NEW WAWF – The Procurement Integrated Enterprise Environment (PIEE) – CLICK HERE for additional information – presented by Benjamin Blanc, Wisconsin Procurement Institute (WPI)

November 7, 2018 – Responding to a Sources Sought Announcement and the Interested Vendor List – CLICK HERE – for additional information – presented by Carol Murphy, Wisconsin Procurement Institute (WPI)

December 4, 2018 – Preparing for a CPSR Audit – CLICK HERE – for additional information – presented by Phil Bail, Phil Bail & Associates

https://www.wispro.org/faqs/what-is-wpis-webinar-schedule/
NATIONAL DEFENSE INDUSTRIAL ASSOCIATION (NDIA) GREAT LAKES ANNUAL MEETING - LAKE GENEVA, WI

October 16

Organizer
Dawn Hjelmgren
Phone: 1-630-735-3558
Email: dawmh@darley.com

Additional Information
Event Details
Read More
Presented By
National Defense Industrial Association (NDIA) Great Lakes Chapter
Event Registration
Register for Event

Join the NDIA Great Lakes Chapter for an Annual Meeting that will include golf, networking, dinner and keynote presentations. Sponsorship opportunities are available!

Speakers:
- Senator Tammy Baldwin
- Major General Donald P. Dunbar

Venue
Grand Geneva
7036 Grand Geneva Way
Lake Geneva, WI 53147 United States
- Google Map

END OF YEAR FEDERAL CONTRACTOR UPDATE – MILWAUKEE, WI

January 24, 2019

Organizer
Castie Hustler
Phone: (414) 270-3600
Email: castie@wispro.org

Additional Information
Presented By
National Contract Management Association (NCMA) - Wisconsin Chapter
Wisconsin Procurement Institute (WPI)

SAVE THE DATE!
Join Wisconsin’s Federal contractors for a series of briefings focusing on changes and challenges.

Venue
Crowne Plaza – Wauwatosa
10499 W Innovation Dr
Wauwatosa, WI 53226 United States
→ Google Map

QUESTIONS?
SURVEY
CONTINUING PROFESSIONAL EDUCATION

CPE Certificate available, please contact:

Benjamin Blanc
benjaminb@wispro.org