

**CPARS CONFIGURATION MANAGEMENT BOARD**  
**AGENDA**  
**Portsmouth, NH**  
**08 Sep 2004**

**0830 - Welcoming Remarks – (Mr. Skip Smith, NSLC)**

**Outcome:** Skip provided an overview of events in the DoD acquisition environment which may eventually lead to more consolidation among report card collection systems. He noted that NSLC continues to respond to numerous data calls in support of this effort. Skip also provided a status update on the PPIRS-SR (PPIRS Statistical Reporting) pilot program, which will provide objective past performance information for small purchase acquisitions.

**0845 - Introduction of Members and Guests – (All)**

**0900 - CPAR Quality Review – (Ms. Margaret Gillam, HQ AFSPC)**

Margaret will talk about some suggestions for performing the quality review.

**Outcome:** Margaret discussed the use of Air Force Space Command's Certificates of Service. These Certificates are written on a monthly basis to document acceptance of service deliverables; they are used in lieu of the DD250. They also provide a monthly assessment of contractor performance which can be used for award fee determinations and contractor past performance reporting, as well as documentation regarding corrective actions taken by the contractor. The Certificate includes CPARS terminology and ratings in its performance evaluation. Thus, information from these Certificates can be rolled up into a yearly narrative on a CPAR through simple cutting and pasting. This process in turn potentially lessens the number of disagreements between the government and the contractor due to increased communication. Margaret proposes imbedding a quality review into the CPARS system through either a check box on the government side indicating that the CPAR has undergone a quality review prior to release to the contractor, or an automatic routing to a quality reviewer after the assessing official signs the CPAR, with release to the contractor performed by the quality reviewer. While the Board agreed that the quality of the CPAR narratives must definitely be improved, they expressed concern that many activities are simply too understaffed to perform the added quality review function. **Action:** Margaret to provide NSLC with a copy of a Certificate of Service to be posted by NSLC as a best practice. **Action:** NSLC to place selected information from Margaret's presentation on the web in conjunction with the sample Certificate of Service. **Action:** NSLC to incorporate the Certificate of Service example into CPARS training. **Action:** NSLC to refer Margaret's suggested enhancements to the entire Board for comments and to

request alternative solutions which may accomplish the same result with fewer resource requirements.

**0930 - CPARS Update and Quarterly Release Status-- (Mr. Ed Marceau, NSLC)**

Ed will provide an update on the status and frequency of CPARS releases and possible impact to future releases due to added workload and improvements. Ed will also provide an update on the DoD's comparison study between CPARS and the Army's Past Performance Information Management System (PPIMS). Finally, Ed will update the Board on the Army Corps of Engineers' effort to select CPARS to replace its current past performance collection systems called Architect-Engineer Contract Administration Support System (ACASS) and Construction Contractor Appraisal Support System (CCASS).

**Outcome:** Ed discussed the impacts of the upcoming conversion of CPARS from Silver Stream to Apache Tomcat and the re-hosting of the CPARS server to NSLC Det. Pac. The conversion to Apache Tomcat will enable NSLC to retain vendor support for the software, but will require extensive testing. The move to NSLC Det. Pac. will improve performance, increase security, and provide disaster recovery, but will also result in significant changes in the way the application is administered and require extensive testing. Given these factors, there will likely be one major CPARS release next year following the conversion to Apache Tomcat, with the possibility of a minor release to incorporate new enhancements. CPARS will return to the quarterly release schedule following the conversion to Apache Tomcat. Ed also discussed recent data calls on CPARS for consideration as a single DoD report card collection system and the Army Corps of Engineers' interest in CPARS incorporating their ACASS/CCASS systems.

**0945 - Compliance with Small Business Subcontracting Plans-- (Mr. Columbus Key, NAVFAC)**

Columbus will express NAVFAC's concerns and suggestions for documenting the Prime's compliance with subcontracting plan goals. The Board will decide if changes to the system or guides are required to support collecting this information.

**Outcome:** Columbus discussed the renewed interest in evaluating contractor compliance with subcontracting plan goals and the associated FAR 19.704 and FAR 15.304 requirements. He recommended an enhancement to include an element on the CPARS forms for recording small business subcontracting plan compliance. Doreen noted that the Small Business Administration had drafted a FAR case to require incorporation of this element into all past performance collection systems, but did not know the final outcome of the proposed case. The Board agreed that policy is only going to become more stringent in terms of documenting subcontracting goal accomplishments and that such an enhancement will likely be required in the future.

**Action:** Columbus to provide draft form change and guide language regarding

subcontracting plan compliance for CMB review. **Action:** Dave P. to research status of Small Business Administration FAR case.

## 1015 - Break

### 1030 - Update of PPIRS-- (Mr. Stan DeWitt, NSLC)

Stan will provide an update of PPIRS and will distribute the latest metrics.

**Outcome:** Stan provided the CMB with current PPIRS usage statistics and detailed possible funding uncertainties due to cuts in the Integrated Acquisition Environment. As of 8 September, PPIRS contains 47,663 report cards, 4,187 government users, and 11,685 contractors' past performance records, representing a combined dollar value of \$1,344,646,378,564. Stan also noted the need for better quality report card narratives and the need for increased PPIRS usage throughout DoD, as well as the upcoming PPIRS-SR pilot program. Stan thanked the Board for their continued support of PPIRS and reminded them that NSLC is happy to answer questions as events unfold.

### 1045 - CPARS Training Update-- (Mr. Steve Eisenbrey, NSLC)

Steve will talk about training opportunities and approaches.

**Outcome:** Steve reviewed the recent training opportunity in Fairfax VA. Over 150 users attended and over half were from industry. The training brief used at the seminar has been updated to a more streamlined format and to better address report card narratives. The next scheduled seminar is 19,20,21 October at Hill AFB in Ogden, Utah. The tentative roll out schedule of the WEBEX online CPARS training was announced to begin 30 September. CMB members, focal points, and frequent users may be asked to participate in critiquing the first online class. Doreen noted that the WEBEX format will be the primary source of CPARS training. NSLC will continue to provide quarterly training seminars and onsite training for new customers, but will limit the amount of onsite training provided to individual activities as part of its efforts to convert to the new online training.

### 1115 - CPARS/PMRS Comparison Reports, Update (Mr. Steve Eisenbrey)

Steve will provide an overview of the changes as well as provide examples for review.

**Outcome:** Steve presented the recent changes to the CPARS/PMRS comparison reports to increase accuracy and ease of use. Significant changes include the exclusion of architect-engineer and construction contracts, reporting of only those actions requiring a CPAR, and consolidation of contract modifications and orders. **Action:** NSLC will update these reports to include FY04 data. These reports will be released on a quarterly basis at the start of the next quarter 1 October.

**1130 - Update on the Federal Procurement Data System-Next Generation (FPDS-NG)  
-- (Ms. Doreen Powell, NSLC)**

Doreen will identify planned actions for using FPDS-NG data to pre-populate CPARS and as our contracts database for running the compliance reports.

**Outcome:** Doreen noted that in order to begin a successful dialogue with the FPDS-NG owners, it would be helpful to have a list of the FPDS-NG fields that CPARS would like to use for contract registration and compliance reporting. **Action:** Sue L., Steve E. and Ted H. to form a focus group to map data fields in FPDS-NG and CPARS in anticipation of FPDS-NG release; Sue L. to head group. **Action:** NSLC to notify all CMB members of the group's formation and to solicit at least one additional member.

**1200 - 1300 - Lunch**

**1300 - Canadian Commercial Corporation (CCC) and CPARS-- (Mr. Dave Powell, SAF/AQC and Ms. Margaret Gillam, HQ AFSPC)**

Dave and Margaret will lead a discussion on how to complete assessments when contract are awarded to CCC or other entities such as those included under the Randolph-Sheppard Act. The Board will have to decide the correct course of action – will CPARS be written against CCC or the applicable subcontractor?

**Outcome:** Margaret discussed the Randolph Sheppard act, which requires that the government must award to a state which submits a proposal under the act if that proposal is within the competitive range. The resultant contract is with the State Licensing Agency (SLA), although the Licensed Blind Operator (LBO) and Third Party Agreement Holder actually perform the work as subcontractors. The Board decided that the CPAR should be written against the SLA; however the CPAR must include the subcontractors' information in order to be of value to source selection officials. Margaret provided suggested language for incorporating this information into the CPARS policy guides. **Action:** Dave P. to provide final language for the AF CPARS guide following review with AF legal; NSLC to forward language to DASN(ACQ) for review and concurrence prior to incorporation into the DoN Guide. **Action:** NSLC to add to guide, training, FAQ and Quality Check List.

**1330 - Navy CPARS Policy Guide-- (Mr. Ed Marceau, NSLC)**

Ed would like to discuss a recent change with the Navy Policy Guide that breaks out CPARS responsibilities between the contracting office and requiring activity.

**Outcome:** Ed M. discussed a recent edit of the Navy CPAR guide that places ownership of the CPAR process in the Contracting Office. He recommended that AF consider adding similar language to their guide.

**1345 - Deleting Accounts for Users Who Have Never Logged Onto CPARS and Inactive Focal Points--(Ms. Doreen Powell, NSLC)**

Looking for CMB approval to delete old accounts for users who have never signed onto the CPARS application.

**Outcome:** Proposed that those users who have not logged into their account, and whose accounts were created prior to the recording of the create date, be notified prior to account deletion and subsequently deleted if no response is received. The Board concurred. **Action:** NSLC to modify the inactive account deletion job to include these unused accounts. Proposed to do a one time deletion run on Focal Points who have not logged into the system in 2+ years and refer these users to the applicable cparb or CMB member for concurrence to delete. If the Focal Point has assigned users and contracts, the cparb or CMB member will need to provide disposition instructions for those users before the Focal Point account can be deleted. The Board concurred. **Action:** NSLC to develop job to identify these inactive Focal Point accounts.

**1400 - Updates on CPARS Administrative Activities-- (Mr. Steve Eisenbrey, NSLC)**

Steve will provide an update on several database/administrative duties performed periodically at NSLC – all to keep our system running smoothly!

- Email address corrections
- CCR review by D&B update
- Archiving CPARS
- Deleting Inactive Accounts

**Outcome:** To date, 157 user email addresses have been corrected, 17 foreign contractors' CAGE/DUNS information have been verified by DUNS and Bradstreet, 18 more in need of verification, 8926 completed CPARS where the final report is over a year old have been archived, 362 CPARS with mismatched CAGE and DUNS numbers have been corrected, and 3018 inactive CPARS user accounts have been deleted.

**1415 - New Enhancements Discussion-- (Mr. Steve Almeida and Mr. Steve Eisenbrey of NSLC)**

Discussion of new suggestions/ideas received since last meeting.

**Outcome:** Steve E. and Steve A. reviewed suggested enhancements for future release. Notable enhancements include annual notifications to verify that cparb, cpar5, and Focal Point access is still needed, addition of a "Forgot Password" button to the logon screen, and ability for the Contract Data Entry, Assessing Official Rep, Assessing Official, Reviewing Official, and cparb to see who has access to their contracts. (See attached spreadsheet for additional details.)

#### 1445 - New Business - (all)

- Results of a recent GAO protest (John Hein, Warner Robbins ALC)

**Outcome:** John discussed a recent protest involving a CPAR which was overlooked during a source selection because the record was not available in PPIRS due to an erroneous CAGE/DUNS combination. This protest demonstrated the importance of the CAGE/DUNS corrections in order for ensure that the record will load into PPIRS.

- Non Mission Mandates (John Hein, Warner Robbins ALC)

**Outcome:** John discussed a recent data call to identify activities performed by a Command which are not directly mission related. It was decided that CPARS is indeed mission related because it promotes quality in the products and services provided to the warfighter. A narrative statement explaining this rationale was provided to the Board.

#### 1500 - Outstanding Action Items -- (all)

- From Brad Gale of Lockheed Martin – suggestion for Contractor narrative collection and non contractor specific global metrics referred to PPIRS CMB for consideration (Doreen Powell) **Completed**
- AF Lotus Notes reports – please review attached reports--which of these should CMB recommend for inclusion in CPARS or to DoD Past Performance IPT to include in PPIRS? (Dave Powell) **Action: NSLC to forward to DoD PPI IPT for consideration; tabled pending DoD PPI IPT input.**
- Novation Agreements--Stan Dubowski to provide information on Federal CCR Novation Process and Policy to NSLC (Doreen Powell) **Tabled**
- NSLC to revise CPARS transmittal letter to advise contractor to review blocks 1-17 for accuracy (Steve Eisenbrey) **Completed**
- Linda Lunn to provide solicitation clause samples that state use of PPIRS as source of PPI; NSLC to post as best practice **Completed**
- Bill Basham to provide sample questionnaire to NSLC to post as best practice **Completed**
- Jean Kenny to write NAVAIR policy / clause to allow use of PPIRS for Source Selection vice completion of questionnaires. **Tabled**
- NSLC to discuss with SPAWAR the possibility of an interface with AMAS system **Tabled**
- CMB Charter has been updated to reflect changes in CMB membership. Changes made – NSLC to post to CPARS web site. **Outcome:** The updated Charter has been posted. **However, Columbus noted a few minor editorial updates which will be added by NSLC.**

#### 1515--Scheduling Next Meeting-- (all)

- Action: Dave researching date and location.**