

CPARS CONFIGURATION MANAGEMENT BOARD
AGENDA and RESULTS
Colorado Springs, CO
09 Sep 2003

0800—Welcoming Remarks—Mr. Ed Marceau (NSLC)

0815—Introduction of Members and Guests—(All)

0830—DCMA Boston Pilot Project—Captain Barbette Lowndes (Commander DCMA Boston)

Captain Lowndes presented her findings on the Boston Pilot Project. The anticipated benefit Captain Lowndes had anticipated could not be realized for two reasons: 1) The number of contracts that are eligible for CPARs was limited, and 2) the number of contracts where DCMA Boston was the ACO was limited. The result was of the 199 contracts that were initially identified as possible candidates for input quickly dwindled to 23. A couple contributing factors that did not help was that the process of identifying potential contracts is not automated and the initiative was not supported or endorsed by DCMA Headquarters. On a positive note, DCMA Boston did provide input with a number of Defense Supply Center Philadelphia contracts and the pilot yielded standard input forms and procedures that could be used across DCMA. Captain Lowndes does not anticipate making these forms available in the DCMA One Book at this time, but she thought they might be considered as a best practice.

0900—Consolidating Duplicate CPARs at the Air Armament Center, Eglin AFB—Mr. David Powell (SAF/AQC)

Dave advised the Board of a test pilot that will involve the consolidation of duplicate CPARs at the Air Armament Center (AAC), Eglin AFB, FL. A synopsis of the pilot project follows: When AAC exercises options to procure additional lots of material, they assign a new contract number rather than using the basic number. Dave explained that the primary purpose of assigning new contract numbers is to facilitate the contract closeout process. Dave also advised that this helps AAC with the payment process and helps them to inventory Government Owned Material. However, one of the drawbacks of assigning new contract numbers when exercising options is that AAC found it resulted in the completion of duplicate CPARs. They were initiating one CPAR to document performance on the basic and then another to document performance on the option even though the contract is with the same contractor for the same work, just for a different lot number. Dave and Ed stressed that this proposal is very limited in scope and application. AAC made a pitch to the DoD Past Performance IPT to ask for approval to consolidate the duplicate CPARs.

0930—CPARS Quality—Ms. Doreen Powell (NAVAIR) and Margaret Gillam (AFSPC HQ)

The CPARS Quality Checklist has been getting a lot of publicity during recent training sessions. CPARS users review the checklist to help them complete a quality CPAR. Doreen and Margaret revised the August '02 checklist and included many, many, more excellent sample narratives. The checklist is already available at the CPARS web site (Quality of CPARS) and will soon be available through the CPARS online help. NSLC has already sent an email to the Assessing Official Representatives, Assessing Officials, Focal Points and Senior Command Officials to advise that this new checklist is available.

1015—Break

1030—Registering Contracts in CPARS for Foreign Companies—Mr. Ed Marceau (NSLC)

The February release pre-populates contractor name and address information during the contract registration process. The contractor information is provided to CPARS through the Central Contractor Registration (CCR) database. Since foreign contractors who are doing work abroad are not required to register in CCR, some users are unable to find the contractor's CAGE/DUNS number when registering their contracts in CPARS. The CMB discussed this and agreed that it is very important for all contractors to register in CCR. In particular, registering in CCR is required so contractors are able to access their completed assessments in the Federal Past Performance Information Retrieval System (PPIRS). By registering, foreign companies will also increase the firm's visibility throughout the government, potentially resulting in increased business. The CMB asked Ed to send an email to all Focal Points advising that foreign companies should still register in CCR. The CMB would also like the system error

message to reflect that when a CAGE/CUNS is not found, it could be due to the contractor not be registered in CCR.

1100—Archiving “Final” CPARS—Mr. Steve Almeida (NSLC)

CPARS has been functioning since April 1998 and we’ve never archived a single assessment. As a result, there are many older CPARS that continue to show up on the CPARS and Contract Status Reports. Steve Almeida proposed a process that will archive all completed assessments that have had a “FINAL” CPAR completed for at least one year. The archived CPARS will be moved to an “inactive” table in the database and will still be used for metric reporting. In addition, the archiving process will include an automated, weekly email to notify the focal points of the assessments to be archived. NSLC will send Focal Points an email before the archiving process begins.

1115—Overview and Demo of New Update to CPARS—Mr. Ed Marceau (NSLC)

Steve Eisenbrey provided a demonstration of the newest features in the CPARS update. Please note that the new update has been available since September 18, 2003, and a description of all the changes are included at the CPARS web site (Release History). Email notices highlighting features has been sent to the Contractor Representatives, and Senior Contractor Representatives, and Focal Points.

1200-1300—Lunch

1300—Use of Support Contractors as CPARS Focal Points—Ms. Melody Reardon (DLA HQ)

Melody sent an email on September 8, 2003 advising that she was unable to attend this CMB meeting. However, she did provide an update indicating that the Defense Supply Center Richmond will not be using support contractors as focal points as of this time.

1330—Review of new suggestions/enhancements—Mr. Ed Marceau (NSLC)

The CMB discussed 19 suggestions that have been submitted for the Board’s consideration. NSLC has sent email notices to each submitter advising them of the outcome of the Board’s discussion.

1400—Update on CPARS Training—Mr. Ed Marceau (NSLC)

Ed advised that there has been an increased demand for CPARS training. The CPARS training seminars provided in Fairfax, VA, in July was a great success. Over half of the 180-190 attendees were from industry and resulted in a good exchange between government and industry. NSLC received only positive comments on the quality and content of Mary Donovan’s efforts there. Future seminars are planned for Colorado Springs, CO (now open for registration), and San Diego, CA. Please check out the CPARS web site (Training) for additional information.

1415—Outstanding Action Items (All)

- Proposed NAPS change in process. Carol Pratt is coordinating this effort through ASN. Ed will advise Navy Board members when the NAPS change is published.
- Mr. Bob Johnson returned the revised Navy CPARS Policy guide to NSLC just before the CMB meeting. Ed will review and post to the CPARS web site. Email notices will be sent to Focal Points prior to posting.
- Doreen will contact ASN (RDA) regarding a possible contract clause to prohibit contractors from using CPARS information for promotion/advertising purposes.
- Ms. Sue Lake will identify the contract registration fields that are required in CPARS, but not available in SPS. Sue was unable to attend the September ’03 CMB meeting.
- Ed will ask the CPARS web master if CPARS/PMRS comparison reports can be posted to the CPARS web site.
- Ed and Stan will work to have invalid PMRS/CPARS comparison reports removed from PMRS.
- Dave Powell asked the CMB to consider including a field on the registered contract that could be used to indicate whether a CPAR is to be completed at the order level or on a consolidated report. This is to help with the DD350/CPARS comparison reports. Ed took an action to provide the CMB with the current logic for producing the CPARS/PMRS comparison reports.

1430—New Business—All

--Discussion on inviting industry representatives to a future CMB meeting. Ed recommends inviting industry representatives as part of the conference registration process. Ed will keep the CMB advised.

--Deleting inactive accounts from CPARS. Steve Almeida and Ed discussed the possibility of deleting accounts that have not been used in the past two years. The CMB asked Ed to notify the responsible Focal Point to obtain concurrence before deleting any accounts.

--Mr. Dan Wilder asked the CMB whether a CPAR is required to be completed on government activities such as maintenance depots. As the service policy guides do not address this specific situation, Dave Powell agreed to bring this issue before the DoD Past Performance IPT.

--Ms. Linda Lunn sent in an email asking whether commands are updating Request for Proposals to give contractors the option to provide Past Performance Information by questionnaires or PPIRS? Linda had received a recent questionnaire from NAVAIR. The CMB discussed this and information was exchanged between Linda and Doreen. The Air Force also shared examples of the standard clauses that they use which allows Past Performance Information to be submitted from CPARS or PPIRS. The Board also felt that any questionnaires should be tailored to cover only those attributes that are not covered or available in CPARS.

***1500—List of Actions, Scheduling Next Meeting—All
To Be Determined.***