



CONTRACTOR PERFORMANCE ASSESSMENT REPORTING SYSTEM

**An Automated Information System Developed by the Portsmouth, NH,
Detachment of the Naval Sea Logistics Center**

OVERVIEW: CPARS is a web-enabled application that collects and manages a library of automated CPARs. A CPAR assesses a contractor's performance and provides a record, both positive and negative, on a given contract for a specific period of time. Each assessment is based on objective facts and is supported by program and contract management data.

The Navy developed the requirement for a standardized CPARS in response to a DoD (A&T) directive of 20 November 1997. CPARs are required for the following business sectors and corresponding dollar thresholds:

Business Sector	Dollar Threshold
Systems	\$5,000,000
Ship Repair/Overhaul	\$ 500,000
Services	\$1,000,000
Information Technology	\$1,000,000
Operations Support	\$5,000,000
Fuels	\$ 100,000

ACCESS: CPARS access for entering report cards is controlled by a network of CPARS focal points. Access under the focal points is restricted to those individuals with an official need to use the automated system. Access for authorized users requires Windows 95 or later, or Windows NT.

BASIC CPARS WORKFLOW: To support this workflow, each user is assigned a unique level of access assigned by the focal point. CPARS' focal points define a User Access Matrix that restricts access on a contract by contract basis based on an individual's assigned responsibility in the process.



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WORKFLOW PROCESS:

- Step 1:** **Blocks 1-14**
Input/Register Initial Contract Information
- Step 2:** **Block 1-20**
Add Program Manager's Proposed Ratings
- Step 3:** **Blocks 1-21**
Add Program Manager's Proposed Ratings
- Step 4:** **Blocks 22-23**
Contractor Input and Review
- Step 5:** **Blocks 1-21**
Review Contractor's comments/modify
- Step 6:** **Blocks 24-26**
Acceptance by Reviewing Official

CPARS AND SOURCE SELECTION: CPARS has connectivity with DoD's Past Performance Automated Information System (PPAIS). Completed CPARs are transferred to PPAIS on a weekly basis and are available for source selection purposes. PPAIS is DoD's central warehouse used to collect and retrieve performance assessment reports from the Air Force, Army, Navy, Marine Corps and Defense Information Systems Agency (DISA). Source selection officials should visit the PPAIS website at <http://dodppais.navy.mil> for additional information.

SECURITY: CPARS information is Sensitive But Unclassified (SBU). A unique user identification and password is issued by designated focal points for every CPAR user. All actual data entered into and retrieved from the CPAR system is encrypted using the security features incorporated into the web browser. Access to the system requires a browser which supports 128-bit encryption.

Computer Based Training (CBT) is currently available on CD, or it may be downloaded from the NSLC Detachment Portsmouth web page. The CBT provides users a quick and easy method in the familiarization and use of CPARS.

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