

**CPARS MANAGEMENT BOARD AGENDA  
AND RESULTS  
ARLINGTON, VA  
28 JAN '03**

***0800—Welcoming Remarks—Mr. David Powell (SAF/AQC) and Mr. Ed Marceau (NSLC)***

Dave welcomed the CMB to Washington, DC, and covered all the applicable logistics.

Ed welcomed special guests to the meeting and advised members that Mr. Jim Kelly, ONR, and Mr.

Ademar Toro, NSWCCD, will no longer be serving on the CMB. Mr. Kelly has taken a new position at the Missile Defense Agency and Mr. Toro has taken on additional responsibilities at his command. The CMB acknowledged both gentlemen for their efforts with CPARS.

Skip Smith provided an update on Stan DeWitt's health and introduced Ms. Kathy Katz of NSLCDDET PTSMH. Kathy is filling in as the PPIRS Program Analyst.

***0815—Introductions—(All)***

***0830—Brief on DCMA Initiative to Collect Small Business Information—Ms. Mary Seabolt (DCMA Headquarters) and Capt. Barbette Lowndes (Commander, DCMA Boston)***

Captain Lowndes provided an update on the DCMA Boston Pilot Project. The pilot project is halfway through the one-year trial period and satisfactory progress has been made. Some positive feedback has been received from the procurement activities. DCMA is providing input direct to Assessing Officials in some cases, and to Focal Points when an Assessing Official has not been identified. The Defense Supply Center Philadelphia is receiving most of the benefit during this evaluation period. DCMA Boston will pursue a new CPARS access level pending the outcome of pilot project.

Ms. Barbara Little and Ms. Mary Seabolt, of DCMA Headquarters, briefed the CMB on initiatives within the Small Business area. DCMA performs reviews of submitted SF 295 forms and has information that they would like to get to source selection officials via the Past Performance Information Retrieval System (PPIRS). DCMA is considering developing a database to document their reviews/validations of the SF295 forms. NSLCDDET PTSMH advised DCMA that they would like to have CPARS become the repository for this information.

***0900—Reporting of the Prime Contractor's Compliance with Subcontracting Goals—Ms. Margaret Gillam (AFSPC HQ) and Mr. Ademar Toro (NSWCCD)***

Margaret and Ademar emphasized the importance of evaluating the prime contractor's compliance with subcontracting goals. They indicated that DoD is placing more emphasis on compliance in this area. As a result, this evaluation has to be more visible and consistent in CPARS. The current policy guides require this evaluation, but it is somewhat obscure. The evaluation of the prime contractor's compliance to subcontracting goals is documented under "Subcontract Management" for Systems and Ship Repair CPARS and under "Business Relations" for Services CPARS. It was pointed out that the NIH system has a specific area on their forms to document and highlight whether subcontracting goals were met. Skip Smith took an action to take this issue before the DoD Past Performance IPT to ask which fields should be collected.

Note: Mr. Smith states this topic was discussed at the DoD IPT meeting, but no guidance was provided. The CMB will have to discuss this further at the May meeting.

***1000—BREAK***

***1015—Special Guest Speaker!! Mr. Michael Golden, Office of the General Counsel, General Accounting Office, will be Speaking about the GAO, Protest Cases, and Past Performance.***

Mr. Golden opened by providing background information about GAO. He emphasized the importance of documentation (rating narratives and the contract file) throughout the discussion—as this is key information used by GAO during the protest process. Mr. Golden also spoke about the importance of the solicitation/RFP disclosing all applicable factors/sub-factors and their corresponding weight. Mr. Golden highlighted the results of many protest cases to emphasize the key points of his discussion. This presentation was well received by the CMB and members extended their appreciation to Mr. Golden for attending the meeting. In fact, Mr. Golden has also been invited to speak at the Annual Procurement and Quality Conference in May at Charleston, SC.

**1130—Granting Access to PPIRS to Assist with Responsibility Determinations—Mr. Ademar Toro (NSWCCD) and Mr. Mike Stanio (NAVSEA 02)**

Ademar explained that he had given one person access to PPIRS to assist with a responsibility determination. His decision was based upon a review of the DoD Past Performance Guide, Air Force CPARS Policy Guide, and DISA, NIH, and OFPP guides. Ademar's research found that the Navy CPARS Policy Guide is the only one prohibiting the use of PPI to aid with responsibility determinations. The CMB agreed that the Navy Policy Guide should be consistent with DoD policy and that the words "responsibility determination" should be removed from paragraph 4.5.3. Ed took the action to update the guide.

**1200-1300 Lunch**

**1300—Outstanding Action Items (All)**

--Mr. Bill McAninch provided an update on the proposed NAPS change. He indicated that the NAPS change would be included in the next revision. (Pending what DoD will do to DFARS)

--Mr. Skip Smith provided an update on the Navy CPARS Policy Guide. He stated that Mr. Bob Johnson would provide an updated copy which will then be posted to the CPARS web site. Ed agreed to send an email to CMB and Focal Points when the guide is posted.

--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.

--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 any invalid PMRS/CPARS comparison reports removed from PMRS.

--New Item from CDR Kevin Waskow of SPAWAR, San Diego: Kevin indicated he has several CEOs visit his Commanding Officer. They would like a report that highlights how the contractor is doing with CPARs evaluations. Kevin raised the possibility of providing an overall rating for a CPAR (Note: DoD IPT has subsequently determined that an overall rating will not be applied to any CPAR). Skip suggested that Kevin contact Steve Almeida with any special requests for summary evaluations. Ed suggested the Ratings Metrics Report could be modified to include a report option that could be run by CAGE Code.

--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. No conclusion was reached at this meeting and it will be discussed again in May. Ed took an action item to provide the CMB with the current logic for producing the CPARS/PMRS comparison reports.

**1330—Status of DLA CPARS Implementation—Ms. Melody Reardon (DLA HQ)**

No update on the DLA policy letter or on CPARS implementation was provided as Ms. Reardon was unable to attend this meeting.

**1345—CPARS Enhancements Discussion—Mr. Ed Marceau and Mr. Steve Almeida (NSLC)**

The CMB reviewed 36 suggestions that were submitted to NSLCDET PTSMH since the May '02 conference. All of the approved enhancements (with one exception) will be included in the upcoming release. Ed has already notified the submitters regarding the CMB's decision to approve/disapprove their suggestion(s).

**1400—Demo of New CPARS Release—Mr. Ed Marceau and Mr. Steve Almeida (NSLC)**

Steve and Ed provided an overview of the new release. The CMB was pleased with all the features that were reviewed. Ed expects the release to be available in two to three weeks.

**1700—List of Actions, Scheduling Next Meeting—All**

Next meeting will be 12 May '03 at Charleston, SC. This is the week of the annual conference.