

**CONTRACTOR PERFORMANCE
ASSESSMENT REPORTING
SYSTEM (CPARS)**

DEPARTMENT OF THE NAVY



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CONTRACTOR PERFORMANCE ASSESSMENT REPORTING SYSTEM (CPARS)

INTRODUCTION

The Federal Acquisition Regulation (FAR) requires that past performance information (PPI) be collected (FAR Part 42) and used in source selection evaluations (FAR Part 15). The CPARS process establishes procedures for the collection of PPI. CPARS generated PPI will be one of many tools used to communicate contractor strengths and weaknesses to source selection officials and contracting officers.

All CPARS information is treated as Source Selection Information in accordance with FAR 3.104. CPARS have the unique characteristic of always being predecisional in nature. They will always be source selection information because they will be in constant use to support ongoing source selections. Distribution of CPARS among activities will only be made from one activity CPAR focal point to another and access to the PPI will be restricted to those individuals with an official need to know.

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CONTRACTOR PERFORMANCE ASSESSMENT REPORTING SYSTEM (CPARS)

This document sets policy, assigns responsibilities, and provides procedures for systematically assessing contractor performance. Collecting past performance information applicable to these contract efforts is referred to as the Contractor Performance Assessment Reporting System (CPARS). The form for assessing (i.e., documenting) contractor past performance is referred to as a Contractor Performance Assessment Report (CPAR).

SECTION A – POLICY

1. Purpose

- 1.1 The primary purpose of the CPARS is to ensure that data on contractor performance is current and available for use in source selections. Performance assessments will be used as an aid in awarding contracts to contractors that consistently provide quality, on-time products and services that conform to contractual requirements. CPARS can be used to effectively communicate contractor strengths and weaknesses to source selection officials. During the source selection discussion process, the offeror should be notified of relevant past performance data derived from CPARS that requires clarification or could lead to a negative rating. CPARS will not be used for any purpose other than as stated in this paragraph; however, summary data may be used as outlined in paragraph 1.5.
- 1.2 The CPARS assesses a contractor's performance and provides a record both positive and negative, on a given contract during a specific period of time. Each assessment *must be based on objective facts* and be supportable by program and contract management data, such as cost performance reports, customer comments, quality reviews, technical interchange meetings, financial solvency assessments, construction/production management reviews, contractor operations reviews, functional performance evaluations, and earned contract incentives, etc. Subjective assessments concerning the cause or ramifications of the contractor's performance may be provided; however, speculation or conjecture shall not be included. The attachments to this publication contain the specific areas to be evaluated for the identified business sectors.
- 1.3 The value of CPARS to a future source selection team is inextricably linked to the care the program manager (*or equivalent individual responsible for program/project execution*), takes in preparing a quality narrative to accompany the CPAR ratings. It is of the utmost importance that the program manager make a dedicated effort to thoroughly describe the circumstances surrounding a rating.

- 1.4 The CPARS process is designed with a series of checks and balances to facilitate the objective and consistent evaluation of contractor performance. Both government and contractor program management perspectives are captured on the CPAR form. The assessment is reviewed by a level of management above the program manager (see paragraph 4.5) to ensure consistency with other evaluations throughout the activity as well as other program assessments. CPARS are not subject to the “Disputes” clause, nor are they subject to appeal beyond the procedures described in this document for the specific contract under which they are processed.
- 1.5 While the CPAR will not be used for any other purpose than stated in paragraph 1.1, summary data from the CPARS data base or from the reports themselves may be used to measure the status of industry performance, and support continuous process improvement, provided that the data used does not reveal individual contract or contractor performance in any form.

2. Applicability and Scope

- 2.1 Past performance information (PPI) must be collected on contracts meeting the “Business Sector” definitions defined in Attachment 1. The CPAR must be completed on every Systems, Services, Operations Support, and Information Technology business sector contract meeting the thresholds in Table 1, and be reviewed by the contractor and the reviewing official indicated in Table 1.
- 2.2 When a single contract instrument requires segregation of costs for combining efforts, or contains multiple production lots (or increments of work), an individual CPAR *may* be completed for each segment of work. When the type of effort and the contractor’s performance on each order are so similar as to reflect identical results, the program manager in consultation with the CPAR focal point may elect to prepare a single CPAR for each contract, Block 17 of the CPAR should so reflect.
- 2.3 For those contracts where a provisioning line is established, the evaluation should include an assessment of that effort in the “Other Areas”.
- 2.4 CPARS will also be prepared on contracts for joint ventures. Joint contractors will be rated on the same report and the report will be placed in a separate joint venture folder in the CPAR library that clearly identifies the participating contractors.
- 2.5 CPARS on classified contracts will be processed in accordance with program security requirements. Copies of classified CPARS will be maintained and distributed in accordance with agency procedures.
- 2.6 CPARS will be accomplished on the applicable first tier subcontractor on contracts awarded to the Small Business Administration under the 8(a) program.

<u>BUSINESS SECTOR</u>	<u>DOLLAR THRESHOLD</u> ¹	<u>REVIEWING OFFICIAL</u>
Systems (includes new development and major modifications)	≥\$5,000,000	One level above the program manager ² , must be a flag or general officer, or a member of the senior executive service.
Ship Repair and Overhaul	≥\$500,000	One level above the program manager. ²
Services	≥\$1,000,000	One level above the program manager. ²
Operations Support	≥\$5,000,000 ³	One level above the program manager. ²
Information Technology	≥\$1,000,000	One level above the program manager. ²

¹ The contract thresholds for PPI collection apply to the “as-modified” face value of contracts; that is, if a contract’s original face value was less than the applicable threshold, but subsequently the contract was modified and the “new” face value is greater than the threshold, then a performance assessment (or assessments) should be made, starting with the first anniversary that the contract’s face value exceeded the threshold.

² Or equivalent individual responsible for program/project execution (see paragraph 1.3).

³ Mandatory minimum for collection. For contracts under the \$5,000,000 threshold, buying activities should accumulate contractor performance data from existing management systems that already capture data on timeliness of delivery and quality of product or service. (Examples of such “passive” performance information collection systems include “Red/Yellow/Green” and “Automated Best Value Method.”)

TABLE 1 - BUSINESS SECTOR, DOLLAR THRESHOLD, AND REVIEWING OFFICIAL

SECTION B – RESPONSIBILITIES ASSIGNED

3. Responsibilities

Systems Command (SYSCOM) Commanders, Program Executive Officers (PEOs), and Direct Reporting Program Managers (DRPMs) are responsible for overseeing the implementation of this document for the business sectors, and for the overall implementation of the CPARS process in their respective organizations.

4. Contracting Activity Responsibilities. The Contracting Activity will:

- 4.1 Establish procedures to implement CPARS. These procedures will include training requirements for focal points in the program office and reviewing officials, tracking system procedures for monitoring the timely completion of reports, procedures for ensuring report integrity (i.e., quality of reports), and procedures for ensuring overall CPAR system consistency.
- 4.2 Establish a CPAR Focal Point. The activity focal point is responsible for the collection, distribution, and control of CPARS. This CPAR focal point will assist the PM in implementing CPARS by providing training and other administrative assistance to ensure that reports are timely and of *high integrity*.
- 4.3 Maintain a master CPAR library for use in source selections.
- 4.4 Ensure timely completion of reports by program managers. The program manager is responsible for assessing contractor performance. The program manager has overall responsibility for execution and achievement of program goals.
- 4.5 Ensure timely review of CPARS by reviewing officials. The reviewing official provides the check-and-balance needed to ensure report integrity, especially when there are significant disconnects between the program manager and the contractor (see paragraph 6.8).

SECTION C – CPAR PROCEDURES

5. Frequency of Reporting

- 5.1 Initial Reports. An initial CPAR is required for new contracts meeting the criteria of paragraph 2 above, and which have a period of performance greater than 180 days. The initial CPAR must reflect evaluation of at least the first 180 days of performance under the contract, and may include up to the first 365 days of performance.

- 5.2 Intermediate Reports. Intermediate CPARs are required every 12 months throughout the entire period of performance of the contract. An intermediate CPAR is limited to contractor performance occurring after the preceding CPAR. To improve efficiency in preparing the CPAR, it is recommended that the CPAR be completed together with other reviews (e.g., award fee determinations, major program events, or program milestones). Activities may, through local procedures, establish a specific submittal date for all intermediate CPARs, provided they are completed for every 12 month evaluation period.
- 5.3 Out-of-Cycle Reports
- 5.3.1 An Out-of-Cycle CPAR may be required when there is a significant change in performance that alters the assessment in one or more evaluation area. When a significant change in performance has occurred, the contractor may request an updated report or the program manager may unilaterally change the assessment and process a revised report. The determination as to whether or not to update a CPAR will be made solely by the program manager. An updated report will only address the changed elements.
- 5.3.2 Prior to a program manager leaving the program office (or prior to a contract being transferred), the program manager should complete an informational CPAR if at least four months have elapsed since the last CPAR was completed. This informational form need not be processed through the contractor and CPAR reviewing official; rather, it should be passed to the succeeding program manager for background information for completing the next CPAR. Under no circumstances will the informational CPAR be placed in the CPAR library.
- 5.3.3 Generally, no more than two CPARs per year should be completed on a contract. Out-of-cycle CPARs do not alter the annual reporting requirement; for example, if the normal CPAR period of performance ends on 1 November and an out-of-cycle CPAR is accomplished which covers a performance period that ends 6 months earlier (1 May), a second CPAR report is still required to cover the period of performance from 1 May to 1 November of that same year and each 1 November throughout the life of the contract.
- 5.4 Final Report. A final CPAR will be completed upon contract termination, transfer of program management responsibility outside the original buying activity, delivery of the final major end item on contract, or completion of the period of performance. The final CPAR does not include cumulative information, but is limited to the period of contractor performance occurring after the preceding CPAR.
- 5.5 Addendum Assessments. Addendum assessment reports may be prepared, after the final past performance evaluation, to record contractor's performance relative to contract closeout and other administrative requirements.

6. Preparing and Processing Reports

6.1 The program manager responsible for the overall program is also responsible for preparing (see Attachments for instructions on preparing report), reviewing, signing, and processing the CPAR. The CPAR should be completed and signed by the reviewing official not later than 120 days after the end of the evaluation period.

6.2 Completion of CPAR

6.2.1 The program manager responsible for the contract being reviewed prepares the documentation and assessment. This assessment should be based on multi-functional input from specialists familiar with the contractor's performance. Team leaders should ensure user input is provided via the program office Integrated Product Teams (IPTs), as appropriate. The program manager should also request input from other applicable organizations as part of the multi-functional input.

6.2.2 *Support contractors shall not prepare inputs to CPARs (not even as project team members) or have access to CPARs.*

6.3 Program manager narrative remarks are limited to Block 20 plus two additional 8-1/2 by 11 inch typewritten pages. In rare circumstances, such as an assessment containing several blue or red ratings, a third typewritten page may be added. Under no circumstances will more than three additional pages be permitted. Also, the contractor is allowed the same amount of additional space for comments. All additional pages are considered part of the CPAR itself (see paragraph 6.5.2.5).

6.4 Contractors will be given an opportunity to review and comment on the assessment. Since communication and feedback regarding contractor performance are always encouraged, the program manager may consider allowing a pre-assessment briefing by the contractor to discuss the contractor's performance during the evaluation period. These pre-assessment discussions must be structured around firm contract requirements and events which are deemed to be critical during the upcoming reporting period. Program managers are encouraged to conduct face-to-face meetings with the contractor during the assessment process. Participation by representatives from the Contracting Office is strongly encouraged for all meetings.

6.5 CPAR Review and Approval Process

6.5.1 The program manager will sign and retain a copy of the CPAR and transmit the original to their counterpart within the contractor's organization. Local processes may require review by the activity CPAR focal point and/or reviewing official prior to sending the CPAR to the contractor. The preferred method of transmitting a report is by hand delivery (with receipt), in conjunction with face-to-face discussions. Certified mail or other methods of ensuring receipt are also acceptable. Meetings with contractor management to discuss

CPAR ratings are recommended and may be pre-arranged by the Government or at the request of the contractor (see paragraph 6.5.2.6). Regardless of the method of transmittal, a transmittal letter must accompany the CPAR.

- 6.5.2 *Transmittal Letter.* The transmittal letter, which may be signed by the program manager, will provide the following guidance to the contractor (local processes will stipulate the levels of review and transmittal):
- 6.5.2.1 Protect the CPAR as “*For Official Use Only, Source Selection Information - See FAR 3.104.*” After review, transmit the CPAR back to the originating office marked and handled as “source selection information.” Request return of the CPAR by certified mail or some other controlled method.
 - 6.5.2.2 Strictly control access to the CPAR while in the contractor’s organization.
 - 6.5.2.3 Ensure the CPAR is never released to persons or entities outside the contractor’s control.
 - 6.5.2.4 Prohibit the use of or reference to CPAR data for advertising, promotional material, pre-award surveys, responsibility determinations, proposal submittals, production readiness reviews, or other similar purposes.
 - 6.5.2.5 Advise the contractor that comments are optional but are due to the originating office within 30 calendar days after receipt. The contractor may provide comments in response to the assessment, or sign and return the assessment without comment. If the contractor elects not to provide comments, he or she should acknowledge receipt of the CPAR by signing/dating Block 23 of the form and return the CPAR to the originating office. Comments should be focused on the program manager’s narrative and provide views on causes and ramifications of the assessed performance. Contractor comments are subject to the same limitations in paragraph 6.3. This page limit will be strictly enforced and extra pages will not be reviewed or included with the CPAR. Label all additional pages with the contractor’s name, contract number, and period covered by report.
 - 6.5.2.6 Advise that if the contractor desires a meeting to discuss the CPAR, it must be requested, in writing, no later than 7 days from the receipt of the CPAR. This meeting will be held during the contractor’s 30 day review period.
 - 6.5.2.7 Advise that a copy of the completed CPAR, after signature by the reviewing official, may be requested at the time the CPAR is returned to the program manager by noting the name, title, and complete address of the chief executive officer (CEO), the chief operating officer (COO), or president of the corporate entity responsible for the operating unit for which the CPAR was executed (see paragraph 6.9). The CEO, COO, or president of the corporate entity can request a copy of the CPAR , in writing.

- 6.5.3 If the contractor does not return the CPAR within the allotted 30 days, Block 22 of a retained copy will be annotated: “The report was delivered/received by the contractor on (date). The contractor neither signed nor offered comment in response to this assessment.” The program manager will continue processing the CPAR.
- 6.5.4 After receiving and reviewing the contractor’s comments on the CPAR, the program manager may revise the assessment, including the narrative. Revised assessments must be recorded on a new CPAR form. The original CPAR form will be attached to the new CPAR form. The program manager will notify the contractor of any revisions made to a report as a result of the contractor’s comments. Such a revised report will not be sent to the contractor for further comment or re-signature. If the contractor has requested a copy of the completed CPAR (see paragraph 6.5.2.7), a copy will be provided after the Reviewing Official signs the form. Further, contractors have the option to review their final CPAR after it enters the CPAR library.
- 6.5.4.1 Revised CPARs should be noted “Revision to CPAR for period (insert period covered by report),” followed by the program title and phase of acquisition. Completely revise Block 18 and 19 to reflect the current ratings and explain only the revised ratings in Block 20. The program manager will then sign Block 21 of the revised CPAR and annotate Block 24 of the original CPAR with “See revised CPAR.” The reviewing official will sign Block 25 of the revised CPAR in accordance with paragraph 6.6 below. The revised CPAR should be attached on top of the original report for the period in order to maintain a proper track of the assessment.
- 6.6 After receiving contractor comments or 30 days from the date of contractor receipt of the CPAR, whichever occurs first, the CPAR will be sent to the reviewing official for review and signature according to local procedures. If the program manager does not choose to alter the assessment as a result of the contractor’s received comments, the program manager will provide the reviewing official with an explanation of the decision.
- 6.7 To facilitate future CPAR preparation, the program manager may retain CPAR copies and working papers associated with CPAR evaluations. However, all retained CPAR copies and working papers must be marked “For Official Use Only/Source Selection Information - See FAR 3.104” and handled accordingly.
- 6.8 The reviewing official’s (see paragraph 2.1) comments on the CPAR will acknowledge consideration and reconciliation, if possible, of any significant discrepancies between the program manager’s assessment and the contractor’s comments. When the reviewing official signs the CPAR, it will be considered complete.

- 6.9 If the contractor has requested a copy of the completed CPAR by providing the name, title and address of the corporation's CEO, COO, or president, then the CPAR focal point should provide a copy of the completed CPAR to the contractor with a transmittal letter advising again of the precautions and controls outlined in paragraph 6.5.2.1 through 6.5.2.4. Note that the completed CPAR is source selection information in accordance with FAR 3.104 in that it is prepared for use by the Government to potentially support a future procurement and that unauthorized disclosure could compromise future procurements. This requires the CEO, COO, or president to protect the information from disclosure to any unauthorized persons. Normally, the transmittal of the completed CPAR to the contractor will constitute feedback to the contractor program manager on any disconnects that arose during the assessment.
- 6.10 The CPAR, signed by the reviewing official, will be entered into the respective service CPAR library (see Attachment 6). The CPAR focal point at activities maintaining a master library will enter reports in accordance with local procedures and will distribute copies to the other master libraries. The CPAR focal point is responsible for ensuring that the cognizant program manager also receives a copy of the CPAR. Classified CPARs for Special Access Programs will be distributed and maintained in accordance with service procedures.
- 6.11 All records created under this instruction will be retained according to agency procedures. CPAR data will be mailed in accordance with the requirements for transmitting "source selection information" (see FAR 3.104).

7. CPAR Focal Points

- 7.1 Each CPAR focal point with a master library will keep CPARs and all attachments in separate files for each contractor. A CPAR for a given contract will be retained for 3 years beyond the end of the period covered by the report on the final CPAR.
- 7.2 Distribution of CPARs among activities will only be made from one activity CPAR focal point to another. For a particular source selection, the performance risk analysis group (PRAG) or source selection authority must contact their local CPAR focal point to obtain CPAR data.
- 7.3 CPAR focal points at each activity will be responsible for tracking and suspending CPARs as they become due. Notice will be provided; however, this does not relieve the program manager of the responsibility for processing reports in a timely manner. Focal points will not be responsible for the contents of the CPAR.
- 7.4 The CPAR focal point at each activity is responsible for monitoring the status of late reports. Local processes should be established to notify the activity Commander or PEO, if applicable, of reports more than 30 days overdue.

8. CPAR Markings and Protection

- 8.1 The program manager is responsible for ensuring that CPARs are appropriately marked and handled. All CPAR forms, attachments and working papers must be marked “FOR OFFICIAL USE ONLY/SOURCE SELECTION INFORMATION - SEE FAR 3.104” in accordance with service procedures. CPARs have the unique characteristics of always being predecisional in nature. They will always be source selection information because they will be in constant use to support ongoing source selections. This predecisional nature of CPARs is a basis for requiring that all CPAR data be protected from disclosure to unauthorized personnel.
- 8.2 CPARs may also contain information that is proprietary to the contractor. Information contained on the CPAR such as trade secrets, and confidential commercial or financial data, obtained from the contractor in confidence, must also be protected from unauthorized disclosure. Additionally, CPARs may contain valuable government-generated commercial information that will be used in the award of government contracts. Such commercially valuable information must be protected from unauthorized disclosure. Based on the confidential nature of the CPARs, the following guidance applies to protection both internal and external to the government.

8.2.1 Internal Government Protection

- 8.2.1.1 CPARs must be treated as source selection information at all times. The flow of CPARs among activities in support of source selections will be controlled by the CPAR focal points and transmitted only from one CPAR focal point to another. Information contained in the CPAR must be protected in the same manner as information contained in completed source selection files.
- 8.2.1.2 CPAR data will not be used to support pre-award surveys, debarment proceedings or other internal government reviews.

8.2.2 External Government Protection

- 8.2.2.1 Due to the sensitive and confidential nature of CPARs, disclosure of CPAR data to contractors other than the contractor which is the subject of the report, or other entities outside the government, is not authorized. A contractor will be provided a copy of its CPAR after reviewing official signature as discussed in paragraph 6.9. A contractor will also be granted access to its CPARs as maintained in the master CPAR libraries. In this situation, access to review completed CPARs will be granted by the CPAR focal point. Individuals requesting access must have a letter granting disclosure to them, signed by the individual in charge of the operating unit for which the CPAR was

executed (i.e., the division or subsidiary identified in Block 1 of the CPAR). The CEO is the only other individual who may grant disclosure to corporate personnel to review CPARs at the government master CPAR libraries. One situation where this may be applicable is when the CEO tasks an individual to review CPARs prepared for several divisions of a corporation. The CPAR access letter, signed by either the CEO or the individual in charge of the operating unit, must be presented to the CPAR focal point. Copies of CPARs are not allowed to be made from the master library or retained by the contractor's representative. This access is needed to ensure the accuracy of changes made to the CPAR after the contractor's initial review.

8.2.2.2 On those occasions when a Freedom of Information Act (FOIA) request is received for CPAR records, the unit FOIA office must refer the request to the CPAR focal point for consideration.

9. Forms Prescribed. See Attachments.

Attachments

1. Business Sectors
2. Form and Instructions for Completing a Systems CPAR
3. Form and Instructions for Completing a Ship Repair CPAR
4. Form and Instructions for Completing a Services or Operations Support CPAR
5. Form and Instructions for Completing an Information Technology CPAR
6. List of Master CPAR Libraries

ATTACHMENT 1

BUSINESS SECTORS (DoD's Business Sectors are Categorized as Key or Unique)

KEY BUSINESS SECTORS

SYSTEMS - Generally, products that require a significant amount of new engineering development work. Includes major modification/upgrade efforts for existing systems, as well as acquisition of new systems, such as aircraft, ships, etc. Also includes program budget account code 6.4 funded projects. More specifically—

Aircraft: Includes [both] fixed and rotary wing aircraft, and their subsystems (propulsion, electronics, communications, ordnance, etc.)

Shipbuilding: Includes ship design and construction, ship conversion, small craft (e.g., rigid inflatable boats) and associated contractor-furnished equipment, as well as ship overhaul and repair.

Space: Includes all satellites (communications, early warning, etc.), all launch vehicles, strategic ballistic missiles, and all associated subsystems, including guidance and control.

Ordnance: Includes all artillery systems [less non-Precision Guided Munition (PGM) projectiles], tactical missiles (air-to-air, air-to-ground, surface-to-air, and surface-to-surface) and their associated launchers, and all PGM weapons and submunitions, such as the Joint Direct Attack Missile, the Sensor-Fuzed Weapon and the “Brilliant Antitank” weapon (BAT).

Ground Vehicles: Includes all tracked combat vehicles (e.g., tanks and armored personnel carriers), wheeled vehicles (e.g., trucks, trailers, specialty vehicles), and construction and material handling equipment requiring significant new engineering development. Does not include commercial equipment typically acquired from existing multiple award “schedule” contracts (e.g., staff cars, base fire trucks, etc.)

Training Systems: Generally, computer-based (or embedded) virtual and synthetic environments and systems of moderate to high complexity capable of providing training for air, sea, and land based weapons, platforms, and support systems readiness. Does not include operation and maintenance support services beyond the scope of the initial training system acquisition, or basic and applied research in these areas.

Other Systems: Includes technologies and products that, when incorporated into other systems such as aircraft and ships, are often categorized as subsystems. However, many of these products are often acquired as systems in their own right, either as “stand-alone” acquisitions or as the object major modification/upgrade efforts for ships, aircraft, etc. Examples include Command, Control, Communication, Computer and Intelligence (C⁴I) systems, airborne and shipborne tactical computer systems, electrical power and hydraulic systems, radar and sonar systems, fire control systems, electronic warfare systems, and propulsion systems (turbine engines—aviation and maritime, diesel engine power installations—maritime and combat vehicle). Does not include tactical voice radios, personal Global Positioning Satellite (GPS) receivers, non-voice communication systems with commercial equivalents, etc.

SERVICES AND INFORMATION TECHNOLOGY - Generally, all contracted services except those related to “Science & Technology,” “Construction & Architect--Engineering Services,” and “Health Care.” Includes all telecommunications, computers, computer peripherals, software, and hardware and software maintenance. Does not include any military-unique C⁴I systems and components, such as JTIDS, Aegis, etc., and More specifically in the services areas—

Professional/Technical & Management Support Services: Includes all consultant services—those related to scientific and technical matters (e.g., engineering, computer software engineering and development), as well as those related to organizational structure, human relations, etc. Includes office administrative support services (e.g., operation of duplication centers, temporary secretarial support, etc.). Does not include any basic or applied research that will result in new or original works, concepts or applications, but does include contract advice on the feasibility of such research, as well as evaluation of research results.

Repair & Overhaul: Services related to the physical repair and overhaul of aircraft, ground vehicles, etc., and any associated subsystems or components. Includes condition evaluations of individual items received for repair or overhaul, but does not include evaluations of the feasibility or the benefits of the overall project. Does not include ship repair and overhaul which is included under the Systems sub-sector on Shipbuilding.

Installation Services: Includes services for grounds maintenance (grass cutting, shrubbery maintenance or replacement, etc.). Includes services related to cleaning, painting, and making minor repairs to buildings and utilities services, etc. Includes contracted security and guard services. Includes installation and maintenance of fencing. Includes minor electrical repairs (e.g., replacing outlets, changing light bulbs, etc.). Includes minor road surface repairs (patching cracks, filling in potholes, etc.). Includes relocation of individual telephone lines and connections. Includes snow removal. (But, see also “Construction & Architect/Engineering Services” and “Information Technology” for the services covered by those business areas.)

OPERATIONS SUPPORT - Generally spares and repair parts for existing systems. Also includes products that require a lesser amount of engineering development work than “Systems,” or that can be acquired “build-to-print,” “non-developmental,” or COTS. More specifically—

Mechanical: Includes transmissions (automotive and aviation), landing gear, bearings, and parts/components related to various engines (turbine wheels, impellers, fuel management and injection systems, etc.).

Structural: Includes forgings; castings; armor (depleted uranium, ceramic, and steel alloys); and steel, aluminum, and composite structural components. Does not include “bare” airframes, ships, or combat vehicles (i.e., without engines and electronics).

Electronics: Includes parts and components related to digitization, guidance and control, communications, and electro-optical and optical systems. Includes individual resistors, capacitors, circuit cards, etc., as well as “modules” such as radio-frequency receivers and transmitters. Includes tactical voice radios, personal GPS receivers, etc.

Electrical: Includes electric motors, thermal batteries, auxiliary power units, and associated spares and component parts.

Ammunition: Includes all small arms ammunition and non-PGM artillery rounds.

Troop Support: Includes all food and subsistence items. Includes all clothing & textile-related items, including uniforms, tentage, personal ballistic protective gear, life preservation devices, etc. Includes all medical supplies and equipment, including medicines and diagnostic equipment (X-ray machines, etc.). Does not include any recreational or morale/welfare items.

Base Supplies: Includes all consumables and personal property items needed to maintain installations, bases, ports, etc. Includes small tools and cleaning and preservation equipment and supplies (paints, brushes, cleaning solvents, etc.). Does not include any grounds maintenance, construction, security, or other types of services.

UNIQUE BUSINESS SECTORS

ARCHITECT AND ENGINEERING, AND CONSTRUCTION - Evaluate as required by FAR 36.201 and DoD FAR Supplement 236.201. Includes all non-combat construction and related architect/construction engineering tasks. Includes construction of new buildings, including foundation excavation, and building/facility-wide upgrades to Heating, Ventilation and Air Conditioning systems, electrical systems, etc. Includes all road, dam, and bridge construction, including complete road resurfacing. Does not, however, include minor repairs to road, driveway, or parking lot surfaces (e.g., patching cracks or filling in potholes). Also does not include repair or installation of any signage or pavement markings (painting divider lines, etc.). Does include major excavations (e.g., installation of new water mains or sewage systems, or major alteration of landscapes to improve drainage or to create or refurbish surface water storage facilities). Includes major alterations or repairs of installation-wide electrical power grids, trunk telephone lines, etc. Does not, however, include minor excavations related to the repair of individual pipes. Does not include the repair of individual power lines. Does not include the repair or relocation of individual telephone lines or connections. Also does not include services for building cleaning, painting, or minor repairs (fixing leaky pipes, replacing broken hinges, patching holes in plaster, etc.). Does not include any repair or installation of fencing. And, does not include snow removal.

HEALTH CARE - Includes all acquisition and management of health care services.

FUELS - Includes all fuels, lubricants, etc., regardless of end item application, except for nuclear fuels.

SCIENCE AND TECHNOLOGY - Includes all contracted basic research and some applied research as well. Includes construction of “proof-of-principle” working prototypes—but not prototypes related to competitive acquisitions or to acquisitions of major systems, generally. Includes projects funded by program budget accounts 6.1 (Basic Research), 6.2 (Exploratory Development), and 6.3 (Advanced Technology Development), but does not include projects funded by 6.4 accounts or similarly oriented appropriations (those projects are covered by the “Systems” sector). Collection of science and technology PPI shall be tailored to the procurement, at the time of source selection, and consider the expertise of key personnel.

ATTACHMENT 2

FORM AND INSTRUCTIONS FOR COMPLETING A SYSTEMS CPAR

SYSTEMS CPAR FORM
FOR OFFICIAL USE ONLY (When Filled In)

CONTRACTOR PERFORMANCE ASSESSMENT REPORT (CPAR) - SYSTEMS
(Source Selection Sensitive Information)(See FAR 3.104)

1. NAME/ADDRESS OF CONTRACTOR <i>(Division)</i>		2.	INITIAL		INTER-MEDIATE		FINAL REPORT		ADDENDUM
		3. PERIOD COVERED BY REPORT							
CAGE CODE	DUNS+4 NUMBER	4. CONTRACT NUMBER							
FSS/PSC	SICC	5. CONTRACTING OFFICE							
6. LOCATION OF CONTRACT PERFORMANCE <i>(If not in item 1)</i>		7. CONTRACT PERIOD OF PERFORMANCE BEING ASSESSED							
		8. AWARD DATE				9. COMPLETION DATE			
		10. CONTRACT PERCENT COMPLETE/DELIVERY ORDER STATUS							
		11. AWARDED VALUE				12. CURRENT CONTRACT DOLLAR VALUE			
		13.	COMPETITIVE			NON-COMPETITIVE			OTHER
14. CONTRACT TYPE									
FFP	FPI	FPR	CPFF	CPIF	CPAF	MIXED	OTHER		
15. KEY SUBCONTRACTORS AND EFFORT PERFORMED									
16. PROGRAM TITLE AND PHASE OF ACQUISITION <i>(If applicable)</i>									
17. CONTRACT EFFORT DESCRIPTION <i>(Highlight key components, technologies and requirements; key milestone events and major modifications to contract during this period.)</i>									
18. EVALUATE THE FOLLOWING AREAS		PAST COLOR	RED	YELLOW	GREEN	GOLD	BLUE	N/A	
a. TECHNICAL (QUALITY OF PRODUCT)									
(1) PRODUCT PERFORMANCE									
(2) SYSTEMS ENGINEERING									
(3) SOFTWARE ENGINEERING									
(4) LOGISTIC SUPPORT/SUSTAINMENT									
(5) PRODUCT ASSURANCE									
(6) OTHER TECHNICAL PERFORMANCE									
b. SCHEDULE									
c. COST CONTROL									
d. MANAGEMENT									
(1) MANAGEMENT RESPONSIVENESS									
(2) SUBCONTRACT MANAGEMENT									
(3) PROGRAM MANAGEMENT & OTHER MANAGEMENT									
e. OTHER AREAS									
(1)									
(2)									

ATTACHMENT 2

SYSTEMS CPAR FORM (continued)

FOR OFFICIAL USE ONLY (When Filled In)

19. VARIANCE (Contract to date)	CURRENT	COMPLETION
COST VARIANCE (%)		
SCHEDULE VARIANCE (%)		
20. PROGRAM MANAGER NARRATIVE		
21. TYPE NAME AND TITLE OF PROGRAM MANAGER	OFFICE SYMBOL	PHONE NUMBER
SIGNATURE	DATE	
22. CONTRACTOR COMMENTS (Contractor's Option)		
23. TYPE NAME AND TITLE OF CONTRACTOR REPRESENTATIVE	PHONE NUMBER	
SIGNATURE	DATE	
24. REVIEW BY REVIEWING OFFICIAL (Comments Optional)		
25. TYPE NAME AND TITLE OF REVIEWING OFFICIAL	OFFICE SYMBOL	PHONE NUMBER
SIGNATURE	DATE	

FOR OFFICIAL USE ONLY (When Filled In)

ATTACHMENT 2

INSTRUCTIONS FOR COMPLETING A SYSTEMS CPAR FORM

A1.1 All information on the form will be typewritten; no handwritten CPARs will be accepted by the CPAR focal points for inclusion into CPAR libraries. Reduced or condensed print (type smaller than 10 point) is not acceptable. All authorized additional pages must be annotated at the top with the contractor's name, contract number, period covered by report, and page number. The Business Sectors are: Shipbuilding, Aircraft, Space, Ordnance, Training Systems, Ground Vehicles, or Other Systems.

A1.2 **Block 1 - Name/Address of Contractor.** State the name and address of the division or subsidiary of the contractor performing the contract. Identify the parent corporation (no address required). Identify the contractor's Commercial and Government Entity (CAGE) code¹, Data Universal Numbering System DUNS+4 number,² Federal Supply Schedule/PSC, and Standard Industry Classification Code (SSIC).

¹ CAGE: Unique five character company identification number issued by the Defense Logistics Service Center (DLSC) to identify DoD contractors. It is automatically assigned and validated in the registration process.

² DUNS: Unique nine character company identification number issued by Dun & Bradstreet Corporation. DUNS+4 is a four character suffix assigned by the trading partner to identify a division or affiliate.

A1.3 **Block 2 - Type Report.** Indicate whether, in accordance with section C, paragraph 5, the CPAR is an initial, intermediate, or final report. If this is an out-of-cycle report, check "intermediate". If this is a report to record contractor performance relative to contract closeout or other administrative requirements, check "Addendum."

A1.4 **Block 3 - Period Covered by Report.** State the period of performance covered by the report (dates must be in MM/DD/YY format). In no instance should a period of evaluation include previously reported effort (i.e., CPARs are not cumulative or overlapping). CPAR assessments for "intermediate" reports should only cover a 12 month period of performance; therefore, the report should not reflect a period of performance greater than 12 months. Exceptions to this rule for special circumstances, such as a period of performance that ends one month before contract completion, must be approved by the CPAR focal point. The CPAR focal point has the authority to approve extensions when special circumstances arise.

A1.5 **Block 4 - Contract Number.** Self-explanatory.

A1.6 **Block 5 - Contracting Office.** Self-explanatory.

A1.7 **Block 6 - Location of Contract Performance.** Self-explanatory.

A1.8 **Block 7 - Contract Period of Performance Being Assessed.** State current contract period of performance including any authorized extensions, such as options that have been exercised (dates must be in MM/DD/YY format).

A1.9 **Block 8 - Award Date.** Self-explanatory.

A1.10 **Block 9 - Completion Date.** Self-explanatory.

A1.11 **Block 10 - Contract Percent Complete/Delivery Order Status.** State the current percent of the contract that is complete. If cost performance reports (CPR) or cost/schedule status reports (C/SSR) data is available, calculate percent complete by dividing cumulative budgeted cost of work performed (BCWP) by contract budget base (CBB) (less management reserve) and multiplying by 100. CBB is the sum or negotiated cost plus estimated cost of authorized undefinitized work. If not indicated elsewhere, include the cutoff date for the CPR or C/SSR used. If CPR or C/SSR data is not available, estimate percent complete by dividing the number of months elapsed by total number of months in contract period of performance and multiplying by 100. In the event an indefinite delivery (ID) contract is utilized, divide the dollars obligated through the end of the reporting period by the dollar value listed in Block 12 and multiply by 100.

A1.12 **Block 11 - Awarded Value.** Self-explanatory.

A1.13 **Block 12 - Current Contract Dollar Value.** State the current face value of the contract as of the report date. For incentive contracts, state the target price or total estimated amount.

A1.14 **Block 13 - Basis of Award.** Identify the basis of award by placing an "X" in the appropriate box. For "other", explain in Block 17 the nature of the effort (e.g. set-aside)

A1.15 **Block 14 - Contract Type.** Identify the contract type. For mixed contract types, check the predominate contract type and identify the other contract type in the "mixed" block.

A1.16 **Block 15 - Key Subcontractors and Effort Performed.** Self-explanatory.

A1.17 **Block 16 - Program Title and Phase of Acquisition.** Provide a short descriptive narrative of the program. Spell out all abbreviations. Identify overall program phase and production lot (for example, concept development, engineering and manufacturing development, low-rate initial production, or full-rate production (Lot 1)). Identify milestone phases, if applicable.

A1.18 Block 17 - Contract Effort Description. Provide a complete description of the contract effort that identifies key technologies, components, subsystems, and requirements. This section is of critical importance to future performance risk assessment groups (PRAGs) and source selection authorities. The description should be detailed enough to assist a future PRAG in determining the relevancy of this program to their source selection. Also, keep in mind that users of this information may not understand program jargon. It is important to address the complexity of the contract effort and the overall technical risk associated with accomplishing the effort. For intermediate CPARs, a brief description of key milestone events that occurred in the review period may be beneficial (e.g., critical design review (CDR), functional configuration audit (FCA)), as well as, major contract modifications during the period. For task/delivery order contracts, state the number of tasks issued during the period, tasks completed during the period, and tasks which remain active. For contracts which include multiple functional disciplines or activities, categories should be designated to: (1) reflect the full scope of the contract, and (2) allow grouping similar work efforts within the categories to avoid unnecessary segregation of essentially similar specialties or activities. Each category or area should be separately numbered, titled and described within Block 17 to facilitate cross-referencing with the evaluation of the contractor's performance within each category in Blocks 18 and 19. If necessary, the description within this block may be extended to one additional typewritten page.

A1.19 Block 18 - Evaluation Areas. Evaluate each area based on the following criteria:

A1.19.1 Each area assessment must be based on objective data that will be provided in Block 20. Facts to support specific areas of evaluation must be requested from the contracting officer and other government specialists familiar with the contractor's performance on the contract under review. Such specialists may, for example, be from engineering, manufacturing, quality, logistics (including provisioning), contract administration services, maintenance, security, data, etc.

A1.19.2 The amount of risk inherent in the effort should be recognized as a significant factor and taken into account when assessing the contractor's performance. For example, if a contractor meets an extremely tight schedule, a blue (exceptional) may be appropriate, or meeting a tight schedule with few delinquencies, a green (satisfactory) with an upward arrow assessment may be given in recognition of the inherent schedule risk. When a contractor identifies significant technical risk and takes action to abate those risks, the effectiveness of these actions should be included in the narrative supporting the Block 18 ratings.

A1.19.3 The CPAR is designed to assess prime contractor performance. However, in those evaluation areas where subcontractor actions have significantly influenced the prime contractor's performance in a negative or positive way, record the subcontractor actions in Block 20.

A1.19.4 Many of the evaluation areas in Block 18 represent groupings of diverse elements. The program manager should consider each element and use the area rating to highlight significant issues. In addition, the program manager should clearly focus on the contractor's "results", as they may be appropriate for the period being assessed, in determining the overall area rating.

A1.19.5 Evaluate all areas which pertain to the contract under evaluation, unless they are not applicable--"N/A".

A1.19.6 When performance has changed from one period to another such that a change in color results, the narrative in Block 20 must address each change.

A.1.19.7 The program manager should use customary industry quantitative measures where they are applicable if the contract is for commercial products.

A1.19.8 Scoring will be in accordance with the definitions described below in Figure A1.1, "Evaluation Colors."

Blue (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 were highly effective.

Gold (Very Good). 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 were effective.

Green (Satisfactory). Performance meets contractual requirements. The contractual performance of the element or sub-element being evaluated was accomplished with some minor problems for which corrective actions were satisfactory.

Yellow (Marginal). Performance barely meets contractual requirements. The contractual performance of the element or sub-element being evaluated reflects a serious problem for which corrective actions have not yet been identified, appear only marginally effective or were not fully implemented.

Red (Unsatisfactory). Performance did not meet some contractual requirement and recovery is not likely in a timely manner. The contractual performance of the element or sub-element being evaluated reflects serious problem(s) for which corrective actions were ineffective.

NOTE 1: Upward or downward arrows may be used to indicate an improving or worsening trend insufficient to change the assessment status.

NOTE 2: An asterisk may be used to indicate significant benefits or detriments.

NOTE 3: N/A means not applicable.

Figure A1.1. Evaluation Colors.

A1.20 Block 18a - Technical (Quality of Product). This element is comprised of six sub-elements: product performance, systems engineering, software engineering, logistics/sustainment, product assurance, and other technical performance. Activity critical to successfully complying with contract requirements must be assessed within one or more of these sub-elements. This element is the program manager's integrated assessment as to what most accurately depicts the contractor's technical performance or progress toward meeting requirements. This assessment is not a predetermined roll-up of the sub-element assessments.

A1.20.1 Block 18a(1) - Product Performance. Assess the achieved product performance relative to that required by the contract.

A1.20.2 Block 18a(2) - Systems Engineering. Assess the contractor's effort to transform operational needs and requirements into an integrated system design solution. Areas of focus should be: the planning and control of technical program tasks, the quality and adequacy of the engineering support provided throughout all phases of contract execution, the integration of the engineering specialties, management of interfaces, and the management of a totally integrated effort of all engineering concerns to meet cost, technical performance, and schedule objectives. System engineering activities ensure that integration of these engineering concerns is addressed up-front and early in the design/development process. The assessment should cover these disciplines: systems architecture, design, manufacturing, integration and support, configuration control, documentation, test and evaluation. The assessment for test and evaluation should consider success/problems/failure in developing test and evaluation objectives; planning (ground/air/sea) test, simulations and/or demonstrations; in accomplishing those objectives and on the timeliness of coordination and feedback of the test results (simulations/demonstrations) into the design and/or manufacturing process. Other activities include: producibility engineering, logistics support analysis, supportability considerations (maintenance personnel/skills availability or work-hour constraints, operating and cost constraints, allowable downtime, turn-around-time to service/maintain the system, standardization requirements) survivability, human factors, reliability, quality, maintainability, availability, inspectability, etc. Although some of these activities will be specifically addressed in other elements/sub-elements (such as product assurance), the focus of the assessment of systems engineering is on the integration of those specific disciplines/activities. The assessment of systems engineering needs to remain flexible to allow the evaluator to account for *program unique technical* concerns and to allow for the changing systems engineering environment as a program moves through the program phases, e.g., Engineering and Manufacturing Development, Production.

A1.20.3 Block 18a(3) - Software Engineering. Assess the contractor's success in meeting contract requirements for software development, modification, or maintenance. Consider the amount and quality of software development resources devoted to support the contract effort. Results from Software Capability Evaluations (SCEs) [using the Software Engineering Institute (SEI's) Capability Maturity Model (CMM) as a means of measurement], Software Development Capability Evaluations (SDCEs), or similar software assessments may be used as a source of information to support this evaluation.

A1.20.4 Block 18a(4) - Logistic Support/Sustainment. Assess the success of the contractor's performance in accomplishing integrated logistics support (ILS) program tasks, e.g., maintenance planning; manpower and personnel; supply support; support equipment; technical provisioning data; training and support; computer resources support; facilities; packaging, handling, storage and transportation; and design interface; and the contractor's performance of logistics support analysis activities and the contractor's ability to successfully support fielded equipment. When the contract requires technical/engineering data deliverables, the cognizant cataloging/standardization activity comments should be solicited.

A1.20.5 Block 18a(5) - Product Assurance. Assess how successfully the contractor meets program quality objectives; e.g., producibility, reliability, maintainability, inspectability, testability. The program manager must be flexible in how contractor success is measured; e.g., data from design test/operational testing successes, field reliability and maintainability and failure reports, user comments and acceptance rates, improved subcontractor and vendor quality, and scrap and rework rates. These quantitative indicators may be useful later, for example, in source selection evaluations, in demonstrating continuous improvement, quality and reliability leadership that reflects progress in total quality management. Assess the contractor's control of the overall manufacturing process to include material control, shop floor planning and control, statusing and control, factory floor optimization, factory design, and factory performance.

A1.20.6 Block 18a(6) - Other Technical Performance. Assess all the other technical activity critical to successful contract performance. Identify any additional assessment aspects that are unique to the contract or that cannot be captured in another sub-element.

A1.21 Block 18b - Schedule. Assess the timeliness of the contractor against the completion of the contract, task orders, milestones, delivery schedules, administrative requirements, etc. Assess the contractor's adherence to the required delivery schedule by assessing the contractor's efforts during the assessment period that contribute to or effect the schedule variance. Also, address significance of scheduled events (e.g., design reviews), discuss causes, and assess the effectiveness of contractor corrective actions.

A1.22 Block 18c - Cost Control. Assess the contractor's effectiveness in forecasting, managing, and controlling contract cost. Assess for all contracts except Firm Fixed Price or Fixed Price with Economic Price Adjustment contracts. Assess current cost performance if the contract is greater than 10 percent complete. Is the contractor experiencing cost growth or underrun? If so, discuss the causes and contractor-proposed solutions for the cost overruns. For contracts where task or contract sizing is based upon contractor provided person-hour estimates, the relationship of these estimates to ultimate task cost should be assessed. In addition, the extent to which the contractor demonstrates a sense of cost responsibility, through the efficient use of resources in each work effort, should be assessed.

A1.23 Block 18d - Management. This element is associated with three sub-elements: Management Responsiveness, Subcontract Management, and Program Management/Other Management. Activity critical to successfully executing the contract must be assessed within one or more of the sub-elements. This element is the program manager's integrated assessment as to what most accurately depicts the contractor's performance in managing the contracted effort. This assessment is not a predetermined roll-up of the sub-element assessments.

A1.23.1 Block 18d(1) - Management Responsiveness. Assess the timeliness, completeness and quality of problem identification, corrective action plans, proposal submittals (especially responses to change orders, ECPs, or other undefinitized contract actions), the contractor's history of reasonable and cooperative behavior, effective business relations, and customer satisfaction. Assess the contractor's responsiveness to the program needs during the period covered by the report.

A1.23.2 Block 18d(2) - Subcontract Management. Assess the contractor's success with timely award and management of subcontracts, including whether the contractor met small/small disadvantaged and women-owned business participation goals. Identify the percentage of the contract work that was represented by subcontracted efforts, and assess the prime contractor's effort devoted to managing subcontracts and whether subcontractors were an integral part of the contractor's team. Consider efforts taken to ensure early identification of subcontract problems and the timely application of corporate resources to preclude subcontract problems from impacting overall prime contractor performance.

A1.23.3 Block 18d(3) - Program Management and Other Management. Assess the extent to which the contractor discharges its responsibility for integration and coordination for all activity needed to execute the contract as documented by the Integrated Master Plan/Schedule; identifies and applies resources required to meet schedule requirements; assigns responsibility for tasks/actions required by contract; communicates appropriate information to affected program elements in a timely manner. Assess the adequacy of the contractor's mechanisms for tracking contract compliance, recording changes to planning documentation and management of cost and schedule control system, and internal controls. Assess the contractor's risk management practices, especially the ability to identify risks and formulate and implement risk mitigation plans. Assess the contractor's performance relative to management of data collection, recording, and distribution as required by the contract. If applicable, identify any other areas that are unique to the contract, or that cannot be captured elsewhere under the Management element.

A1.24 Block 18e - Other Areas. Specify additional evaluation areas that are unique to the contract, or that cannot be captured elsewhere on the form. More than one type of entry may be included, but should be separately labeled. If extra space is needed, use Block 20.

A1.24.1 If the contract contains an award fee provision, enter "award fee" in the "Other Areas" block (18e). Use the columns, beginning with the "Past Color" column, to record the award fee percentages earned. Subsequent columns should be used if there was more than one award fee earned during the period covered by the CPAR (as reflected in Block 3). For example, if two award fees were earned during the period covered by report and the contractor earned 80% on both, the Block 18e entry under "Past Color" would read: "1--80%" and under "Red" the entry would read: "2--80%." In addition, the program manager *should* translate the award fee earned to color ratings, which could prove more useful for using past performance to assess future performance risk in upcoming source selections. In this instance, the Block 18e entry could read: "1--Green" or "1--80%--Green." If award fee information is included in the CPAR, use Block 20 to provide a description for each award fee listed in Block 18e. Include the scope of the award fee by describing the extent to which it covers the total range of contract performance activities, or is restricted to certain elements of the contract.

A1.24.2 If any other type of contract incentive is included in the contract (excluding contract shareline incentives on fixed price or cost-type contracts), it should be reported in a manner similar to the procedures described above for award fee. Enter "Incentive" in Block 18e.

A1.24.3 Use Block 18e in those instances where the program manager believes strongly, either positively or negatively, regarding an aspect of the contractor's performance, but cannot fit that aspect into any of the other blocks on the form. As an example, this block may be used to address security issues, provide an assessment of provisioning line items or other areas deemed appropriate.

A1.25 Block 19 - Variance (Contract to Date). If CPR or C/SSR data are available, identify: the current percent cost variance to date, the government's estimated completion cost variance (percent), and the cumulative schedule variance (percent). Indicate the cutoff date for the CPR or C/SSR used.

A1.25.1 Compute current cost variance percentage by dividing cumulative cost variance to date (column 11 of the CPR, column 6 of the C/SSR) by the Budgeted Cost of Work Performed (BCWP) and multiplying by 100.

A1.25.2 Compute completion cost variance percentage by dividing the Contract Budget Baseline (CBB) less the government's estimate at completion (EAC) by CBB and multiplying by 100. The calculation is $[(CBB - EAC)/CBB] \times 100$. The CBB must be the current budget base against which the contractor is performing (including formally established over target baselines (OTB)). If an OTB has been established since the last CPAR, a brief description in Block 20 of the nature and magnitude of the baseline adjustment must be provided. Subsequent CPARs must evaluate cost performance in terms of the revised baseline and reference the CPAR which described the baseline adjustment. For example, "The contract baseline was formally adjusted on (date); see CPAR for (period covered by report) for an explanation."

A1.25.3 Compute cumulative schedule variance percentage by dividing the Budgeted Cost of Work Performed (BCWP) less budgeted cost of work scheduled (BCWS) by BCWS and multiplying by 100. The calculation is $[(BCWP - BCWS)/BCWS] \times 100$. If the schedule variance exceeds 15 percent (positive or negative), briefly discuss in Block 20 the significance of this variance for the contract effort.

A1.26 Block 20 - Program Manager Narrative. A short, factual narrative statement is required for all assessments regardless of color rating (e.g., even "green" ratings require narrative support). Cross-reference the comments in Block 20 to their corresponding evaluation area in Block 18 or 19. Each narrative statement in support of the area assessment must contain objective data. An exceptional cost performance assessment could, for example, cite the current underrun dollar value and estimate at completion. A marginal engineering design/support assessment could, for example, be supported by information concerning personnel changes. Key engineers familiar with the effort may have been replaced by less experienced engineers. Sources of data include operational test and evaluation results; technical interchange meetings; production readiness reviews; earned contract incentives; or award fee evaluations.

A1.26.1 The final entry in this block will be a statement by the evaluator in the following form: "Given what I know today about the contractor's ability to execute what he promised in his proposal, I (definitely would not, probably would not, might or might not, probably would or definitely would) award to him today given that I had a choice". Block 20 comments may be extended to two additional typewritten pages (also, see section C, paragraph 6.3.). All additional pages added to the report to continue Block 20, 22, or 24 will contain the following at the top of each page: "FOR OFFICIAL USE ONLY, SOURCE SELECTION INFORMATION - SEE FAR 3.104". Further, each additional page will be annotated on the top with the contractor's name, contract number, period of performance, and page number.

A1.27 Block 21 - Program Manager Signature. The program manager "signs and dates" the form prior to forwarding it to the contractor for review. (See Section C, paragraph 6.5. for guidance on sending the CPAR to the contractor for review and comment.)

A1.28 Block 22 - Contractor Comments. Optional.

A1.29 Block 23 - Contractor Representative Signature. Self-explanatory.

A1.30 Block 24 - Reviewing Official Comments. The reviewing official must acknowledge consideration of any significant discrepancies between the PM assessment and the contractor's comments.

A1.31 Block 25 - Reviewing Official Signature. Self-explanatory. (See section C, paragraph 6.8 and Table 1 (page 3) for guidance as to who may act as the reviewing official.)

ATTACHMENT 3

FORM AND INSTRUCTIONS FOR COMPLETING A SHIP REPAIR AND OVERHAUL CPAR

SHIP REPAIR AND OVERHAUL CPAR FORM

FOR OFFICIAL USE ONLY (When Filled In)

CONTRACTOR PERFORMANCE ASSESSMENT REPORT (CPAR) - SHIP REPAIR & OVERHAUL

(Source Selection Sensitive Information)(See FAR 3.104)

1. NAME/ADDRESS OF CONTRACTOR (Division)		2.	INTERMEDIATE		FINAL REPORT		ADDENDUM								
		3. PERIOD COVERED BY REPORT													
CAGE CODE	DUNS+4 NUMBER	4. CONTRACT NUMBER													
FSS/PSC	SICC	5. CONTRACTING OFFICE													
6. LOCATION OF CONTRACT PERFORMANCE (If not in item 1)		7. CONTRACT PERIOD OF PERFORMANCE BEING ASSESSED													
		8. AWARD DATE			9. COMPLETION DATE										
		10. CONTRACT PERCENT COMPLETE/DELIVERY ORDER STATUS													
		11. AWARDED VALUE			12. CURRENT CONTRACT DOLLAR VALUE										
		13.	COMPETITIVE		NON-COMPETITIVE		OTHER								
14. CONTRACT TYPE															
	FFP		FPI		FPR		CPFF		CPIF		CPAF		MIXED		OTHER
15. TYPE OF AVAILABILITY															
	DSRA		SRA		DPMA		PMA		ROH				MTA		
	DPIA		PIA		RAV		TAV		OTHER <i>(Please specify)</i>						
16. KEY SUBCONTRACTORS AND EFFORT PERFORMED															
17. CONTRACT EFFORT DESCRIPTION (Highlight key components, technologies and requirements; key milestone events and major modifications to contract during this period.)															
18. EVALUATE THE FOLLOWING AREAS		PAST COLOR	RED	YELLOW	GREEN	GOLD	BLUE	N/A							
a. TECHNICAL (QUALITY OF PRODUCT)															
(1) PRODUCT PERFORMANCE															
(2) SYSTEMS ENGINEERING (Optional)															
(3) SOFTWARE ENGINEERING (Optional)															
(4) LOGISTIC SUPPORT/SUSTAINMENT (Optional)															
(5) PRODUCT ASSURANCE (Optional)															
(6) OTHER TECHNICAL PERFORMANCE (Optional)															
b. SCHEDULE CONTROL															
c. COST CONTROL															
d. MANAGEMENT															
(1) MANAGEMENT RESPONSIVENESS															
(2) SUBCONTRACT MANAGEMENT (Optional)															
(3) PROGRAM MANAGEMENT & OTHER MANAGEMENT (Optional)															
e. OTHER AREAS															
(1)															
(2)															

FOR OFFICIAL USE ONLY (When Filled In)

SHIP REPAIR AND OVERHAUL CPAR FORM (continued)

FOR OFFICIAL USE ONLY (When Filled In)

19. VARIANCE (Contract to date)	CURRENT	COMPLETION
COST VARIANCE (%)		
SCHEDULE VARIANCE (%)		
20. PROGRAM MANAGER/ADMINISTRATIVE CONTRACTING OFFICER (ACO) NARRATIVE		
21. TYPE NAME AND TITLE OF PROGRAM MANAGER/ACO	OFFICE SYMBOL	PHONE NUMBER
SIGNATURE	DATE	
22. CONTRACTOR COMMENTS (Contractor's Option)		
23. TYPE NAME AND TITLE OF CONTRACTOR REPRESENTATIVE	PHONE NUMBER	
SIGNATURE	DATE	
24. REVIEW BY REVIEWING OFFICIAL (Comments Optional)		
25. TYPE NAME AND TITLE OF REVIEWING OFFICIAL	OFFICE SYMBOL	PHONE NUMBER
SIGNATURE	DATE	

FOR OFFICIAL USE ONLY (When Filled In)

ATTACHMENT 3

INSTRUCTIONS FOR COMPLETING A SHIP REPAIR AND OVERHAUL CPAR FORM

A1.1 All information on the form will be typewritten; no handwritten CPARs will be accepted by the CPAR focal points for inclusion into CPAR libraries. Reduced or condensed print (type smaller than 10 point) is not acceptable. All authorized additional pages must be annotated at the top with the contractor's name, contract number, period covered by report, and page number.

A1.2 **Block 1 - Name/Address of Contractor.** State the name and address of the division or subsidiary of the contractor performing the contract. Identify the parent corporation (no address required). Identify the contractor's Commercial and Government Entity (CAGE) code¹, Data Universal Numbering System DUNS+4 number,² Federal Supply Schedule/PSC, and Standard Industry Classification Code (SSIC).

¹ CAGE: Unique five character company identification number issued by the Defense Logistics Service Center (DLSC) to identify DoD contractors. It is automatically assigned and validated in the registration process.

² DUNS: Unique nine character company identification number issued by Dun & Bradstreet Corporation. DUNS+4 is a four character suffix assigned by the trading partner to identify a division or affiliate.

A1.3 **Block 2 - Type Report.** Indicate, in accordance with Section C paragraphs 5.1 and 5.4, that the CPAR is a final report. If an out-of-cycle report is required, check "intermediate." If this is a report to record contractor performance relative to contract closeout or other administrative requirements, check "Addendum."

A1.4 **Block 3 - Period Covered by Report.** State the period of performance covered by the report (dates must be in MM/DD/YY format).

A1.5 **Block 4 - Contract Number.** Self-explanatory.

A1.6 **Block 5 - Contracting Office.** Self-explanatory.

A1.7 **Block 6 - Location of Contract Performance.** Self-explanatory.

A1.8 **Block 7 - Contract Period of Performance Being Assessed.** State current contract period of performance including any authorized extensions, such as options that have been exercised (dates must be in MM/DD/YY format).

A1.9 **Block 8 - Award Date.** Self-explanatory.

A1.10 **Block 9 - Completion Date.** Self-explanatory.

A1.11 **Block 10 - Contract Percent Complete/Delivery Order Status.** State the current percent of the contract that is complete.

A1.12 **Block 11 - Awarded Value.** Self-explanatory.

A1.13 **Block 12 - Current Contract Dollar Value.** State the current face value of the contract as of the report date. For incentive contracts, state the target price or total estimated amount.

A1.14 **Block 13 - Basis of Award.** Identify the basis of award by placing an "X" in the appropriate box. For "other", explain in Block 17 the nature of the effort (e.g. set-aside).

A1.15 **Block 14 - Contract Type.** Identify the contract type. For mixed contract types, check the predominate contract type and identify the other contract type in the "mixed" block.

A1.16 **Block 15 -Type of Availability.** Provide a description of the type of repair availability being performed; e.g. DSRA, SRA, DPMA, PMA, ROH, DPIA, PIA, RAV, TAV, MTA, etc.

A1.17 **Block 16 - Key Subcontractors and Effort Performed.** Self-explanatory.

A1.18 **Block 17 - Contract Effort Description.** Provide a complete description of the work package under contract that identifies key repairs, alterations, systems, components, subsystems, and any other pertinent technical requirements. This section is of critical importance to future performance risk assessment groups (PRAGs) and source selection authorities. The description should be detailed enough to assist a future PRAG in determining the relevancy of this contractual effort to their source selection. It is important to address the complexity of the contract effort and the overall technical risk associated with accomplishing the effort.

A1.19 **Block 18 -Evaluation Areas.** Evaluate each area based on the following criteria:

A1.19.1 Each area assessment must be based on objective data that will be provided in Block 20. Facts to support specific areas of evaluation must be requested from the contracting officer and other government specialists familiar with the contractor's performance on the contract under review.

A1.19.2 The amount of risk inherent in the effort should be recognized as a significant factor and taken into account when assessing the contractor's performance. For example, if a contractor meets an extremely tight schedule, an exceptional rating may be appropriate, or meeting a tight schedule with few delinquencies, a satisfactory rating with an upward arrow assessment may be given in recognition of the inherent schedule risk. When a contractor identifies significant technical risk and takes action to abate those risks, the effectiveness of these actions should be included in the narrative supporting the Block 18 ratings.

A1.19.3 The CPAR is designed to assess prime contractor performance. However, in those evaluation areas where subcontractor actions have significantly influenced the prime contractor's performance in a negative or positive way, record the subcontractor actions in Block 20.

Al.19.4 Many of the evaluation areas in Block 18 represent groupings of diverse elements. The Administrative Contracting Officer (ACO) should consider each element and use the area rating to highlight significant issues. In addition, the ACO should clearly focus on the contractor's "results," as they may be appropriate for the period being assessed, in determining the overall area rating.

Al.19.5 Evaluate all five areas which pertain to ship repair contracts under evaluation, unless they're not applicable-N/A.

Al.19.6 When performance has changed from one period to another such that a change in rating results, the narrative in Block 20 must address each change.

Al.19.7 The ACO should use customary industry quantitative measures where they are applicable.

Al.19.8 Scoring will be in accordance with the definitions described below in A1.1, "Evaluation Ratings."

Blue (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 were highly effective.

Gold (Very Good). 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 were effective.

Green (Satisfactory). Performance meets contractual requirements. The contractual performance of the element or sub-element being evaluated was accomplished with some minor problems for which corrective actions were satisfactory.

Yellow (Marginal). Performance barely meets contractual requirements. The contractual performance of the element or sub-element being evaluated reflects a serious problem for which corrective actions have not yet been identified, appear only marginally effective or were not fully implemented.

Red (Unsatisfactory). Performance did not meet some contractual requirement and recovery is not likely in a timely manner. The contractual performance of the element or sub-element being evaluated reflects serious problem(s) for which corrective actions were ineffective.

NOTE 1: Upward or downward arrows may be used to indicate an improving or worsening trend insufficient to change the assessment status.

NOTE 2: An asterisk may be used to indicate significant benefits or detriments.

NOTE 3: N/A means not applicable.

Figure A1.1. Evaluation Ratings.

A1.20 Block 18a - Technical (Quality of Product). This element is comprised of six sub-elements: product performance, systems engineering, software engineering, logistics/sustainment, product assurance, and other technical performance. Activity critical to successfully complying with contract requirements must be assessed within one or more of these sub-elements. This element is the program manager's integrated assessment as to what most accurately depicts the contractor's technical performance or progress toward meeting requirements. This assessment is not a predetermined roll-up of the sub-element assessments.

A1.20.1 Block 18a(1) - Product Performance. Assess the achieved product performance relative to that required by the contract; i.e., the extent to which the contractor is meeting the solicitation's requirements, including but not limited to satisfactorily completing the work package, adhering to the specifications, complying with the contract data requirement lists and any special contract clauses.

A1.20.2 Block 18a(2) - Systems Engineering (optional). Assess the contractor's effort to transform operational needs and requirements into an integrated system design solution. Areas of focus should be: the planning and control of technical program tasks, the quality and adequacy of the engineering support provided throughout all phases of contract execution, the integration of the engineering specialties, management of interfaces, and the management of a totally integrated effort of all engineering concerns to meet cost, technical performance, and schedule objectives. System engineering activities ensure that integration of these engineering concerns is addressed up-front and early in the design/development process. The assessment should cover these disciplines: systems architecture, design, manufacturing, integration and support, configuration control, documentation, test and evaluation. The assessment for test and evaluation should consider success/problems/failure in developing test and evaluation objectives; planning (ground/air/sea) test, simulations and/or demonstrations; in accomplishing those objectives and on the timeliness of coordination and feedback of the test results (simulations/demonstrations) into the design and/or manufacturing process. Other activities include: producibility engineering, logistics support analysis, supportability considerations (maintenance personnel/skills availability or work-hour constraints, operating and cost constraints, allowable downtime, turn-around-time to service/maintain the system, standardization requirements) survivability, human factors, reliability, quality, maintainability, availability, inspectability, etc. Although some of these activities will be specifically addressed in other elements/sub-elements (such as product assurance), the focus of the assessment of systems engineering is on the integration of those specific disciplines/activities. The assessment of systems engineering needs to remain flexible to allow the evaluator to account for *program unique technical* concerns and to allow for the changing systems engineering environment as a program moves through the program phases, e.g., Engineering and Manufacturing Development, Production.

A1.20.3 Block 18a(3) - Software Engineering (optional). Assess the contractor's success in meeting contract requirements for software development, modification, or maintenance. Consider the amount and quality of software development resources devoted to support the contract effort. Results from Software Capability Evaluations (SCEs) [using the Software Engineering Institute (SEI's) Capability Maturity Model (CMM) as a means of measurement], Software Development Capability Evaluations (SDCEs), or similar software assessments may be used as a source of information to support this evaluation.

A1.20.4 Block 18a(4) - Logistic Support/Sustainment (optional). Assess the success of the contractor's performance in accomplishing integrated logistics support (ILS) program tasks, e.g., maintenance planning; manpower and personnel; supply support; support equipment; technical provisioning data; training and support; computer resources support; facilities; packaging, handling, storage and transportation; and design interface; and the contractor's performance of logistics support analysis activities and the contractor's ability to successfully support fielded equipment. When the contract requires technical/engineering data deliverables, the cognizant cataloging/standardization activity comments should be solicited.

A1.20.5 Block 18a(5) - Product Assurance (optional). Assess how successfully the contractor meets program quality objectives; e.g., producibility, reliability, maintainability, inspectability, testability. The program manager must be flexible in how contractor success is measured; e.g., data from design test/operational testing successes, field reliability and maintainability and failure reports, user comments and acceptance rates, improved subcontractor and vendor quality, and scrap and rework rates. These quantitative indicators may be useful later, for example, in source selection evaluations, in demonstrating continuous improvement, quality and reliability leadership that reflects progress in total quality management. Assess the contractor's control of the overall production process to include material control, shop planning and control, and statusing.

A1.20.6 Block 18a(6) - Other Technical Performance (optional). Assess all the other technical activity critical to successful contract performance. Identify any additional assessment aspects that are unique to the contract or that cannot be captured in another sub-element.

A1.21 Block 18b - Schedule Control. Assess the contractor's adherence to the contract schedule by evaluating the contractor's efforts during the availability's contractual performance period. Assess the timeliness of the contractor against the completion of the contract, task orders, milestones, delivery schedules, administrative requirements, etc. Assess the contractor's adherence to the required delivery schedule by assessing the contractor's efforts during the assessment period that contribute to or effect the schedule variance. Also, address significance of scheduled events, discuss causes, and assess the effectiveness of contractor corrective actions. The associated narrative explanation in Block 16 should address significance of scheduled events, discuss causes, and evaluate effectiveness of contractor corrective actions. Also identify in Block 16 the meeting of major milestones and the critical path milestones.

A1.22 Block 18c - Cost Control. Assess contractor's current cost or financial performance. Assess the contractor's effectiveness in forecasting, managing, and controlling contract cost. Assess for all contracts except Firm Fixed Price or Fixed Price with Economic Price Adjustment contracts. Assess current cost performance if the contract is greater than 10 percent complete. Is the contractor experiencing cost growth or underrun? If so, discuss the causes and contractor-proposed solutions for the cost overruns. For contracts where task or contract sizing is based upon contractor provided person-hour estimates, the relationship of these estimates to ultimate task cost should be assessed. In addition, the extent to which the contractor demonstrates a sense of cost responsibility, through the efficient use of resources in each work effort, should be assessed.

A1.23 Block 18d - Management. This element is associated with three sub-elements: Management Responsiveness, Subcontract Management, and Program Management/Other Management. Activity critical to successfully executing the contract must be assessed within one or more of the sub-elements. This element is the program manager's integrated assessment as to what most accurately depicts the contractor's performance in managing the contracted effort. This assessment is not a predetermined roll-up of the sub-element assessments.

A1.23.1 Block 18d(1) - Management Responsiveness. Assess the adequacy of the contractor's responsiveness to the customer's needs during the availability's contractual performance period. Assess the timeliness, completeness and quality of problem identification, corrective action plans, proposal submittals (especially responses to change orders, ECPs, or other undefinitized contract actions), the contractor's history of reasonable and cooperative behavior, effective business relations, and customer satisfaction. Assess the contractor's responsiveness to the program needs during the period covered by the report.

A1.23.2 Block 18d(2) - Subcontract Management (optional). Assess the contractor's success with timely award and management of subcontracts, including whether the contractor met small/small disadvantaged and women-owned business participation goals. Identify the percentage of the contract work that was represented by subcontracted efforts, and assess the prime contractor's effort devoted to managing subcontracts and whether subcontractors were an integral part of the contractor's team. Consider efforts taken to ensure early identification of subcontract problems and the timely application of corporate resources to preclude subcontract problems from impacting overall prime contractor performance.

A1.23.3 Block 18d(3) - Program Management and Other Management (optional). Assess the extent to which the contractor discharges its responsibility for integration and coordination for all activity needed to execute the contract as documented by the Integrated Master Plan/Schedule; identifies and applies resources required to meet schedule requirements; assigns responsibility for tasks/actions required by contract; communicates appropriate information to affected program elements in a timely manner. Assess the adequacy of the contractor's mechanisms for tracking contract compliance, recording changes to planning documentation and management of cost and schedule control system, and internal controls. Assess the contractor's risk management practices, especially the ability to identify risks and formulate and implement risk mitigation plans. Assess the contractor's performance relative to management of data collection, recording, and distribution as required by the contract. If applicable, identify any other areas that are unique to the contract, or that cannot be captured elsewhere under the Management element.

A1.24 Block 18e - Other Areas. Specify additional evaluation areas that are unique to the contract, or that cannot be captured elsewhere on the form. More than one type of entry may be included, but should be separately labeled. If extra space is needed, use Block 20.

A1.24.1 If the contract contains an award fee provision, enter “award fee” in the “Other” block (18e). Use the columns, beginning with the “Past Color” column, to record the award fee percentages earned. Subsequent columns should be used if there was more than one award fee earned during the period covered by the CPAR (as reflected in Block 3). For example, if two award fees were earned during the period covered by the report and the contractor earned 80% on both, the Block 18e entry under “Past Color” would read: “1--80%” and under “Red” the entry would read: “2--80%.” In addition, the program manager *should* translate the award fee earned to color ratings, which could prove more useful for using past performance to assess future performance risk in upcoming source selections. In this instance, the Block 18e entry could read: “1--Green” or “1--80%--Green.” If award fee information is included in the CPAR, use Block 20 to provide a description for each award fee listed in Block 18e. Include the scope of the award fee by describing the extent to which it covers the total range of contract performance activities, or is restricted to certain elements of the contract.

A1.24.2 If any other type of contract incentive is included in the contract (excluding contract shareline incentives on fixed price or cost-type contracts), it should be reported in a manner similar to the procedures described above for award fee.

A1.24.3 Use Block 18e in those instances where the program manager believe strongly, either positively or negatively, regarding an aspect of the contractor’s performance, but cannot fit that aspect into any of the other blocks on the form. As an example, this block may be used to address security issues, provide an assessment of provisioning line items or other areas deemed appropriate.

A1.25 Block 19 - Variance (contract to date)

A1.25.1 Compute completion cost variance percentage by relating Award Price and Final Price. If no variance, so state.

A1.25.2 Compute schedule variance percentage by computing actual duration and scheduled duration. If no variance, so state.

A1.26 Block 20 - Program Manager/Administrative Contracting Officer (ACO) Narrative. A short, factual narrative statement is required for all assessments regardless of color rating (e.g., even “green” ratings require narrative support). Cross-reference the comments in Block 20 to their corresponding evaluation area in Block 18 and 19. Each narrative statement in support of the area assessment must contain objective data. An exceptional cost performance assessment could, for example, cite the current underrun dollar value and estimate at completion.

A1.26.1 The final entry in this block will be a statement by the evaluator in the following form: “Given what I know today about the contractor’s ability to execute what he/she promised in his/her proposal, I (definitely would not, probably would not, might or might not, probably would or definitely would) award to him/her today given that I had a choice.” Block 20 comments may be

extended to two additional typewritten pages (see Section C, paragraph 6.3). All additional pages added to the report to continue Block 20, 22, or 24 will contain the following at the top of each page: “FOR OFFICIAL USE ONLY, SOURCE SELECTION INFORMATION - SEE FAR 3.104.” Further, each additional page will be annotated on the top with the contractor’s name, contract number, period of performance, and page number.

A1.27 Block 21 - Program Manager/Administrative Contracting Officer (ACO) Signature. The program manager/ACO “signs and dates” the form prior to forwarding it to the contractor for review. (See Section C, paragraph 6.5 for guidance on sending the CPAR to the contractor for review and comment.)

A1.28 Block 22 - Contractor Comments. At the option of the contractor.

A1.29 Block 23 - Contractor Representative Signature. Self-explanatory.

A1.30 Block 24 - Reviewing Official Comments. The reviewing official must acknowledge consideration of any significant discrepancies between the program manager/ACO assessment and the contractor’s comments.

A1.31 Block 25 - Reviewing Official Signature. Self-explanatory. (See Section C, paragraph 6.8 for guidance as to who may act as the reviewing official.)

ATTACHMENT 4

FORM AND INSTRUCTIONS FOR COMPLETING A SERVICES OR OPERATIONS SUPPORT CPAR

TBD

ATTACHMENT 5

FORM AND INSTRUCTIONS FOR COMPLETING AN INFORMATION TECHNOLOGY CPAR

TBD

ATTACHMENT 6

LIST OF MASTER CPAR LIBRARIES

TBD

