

FOR OFFICIAL USE ONLY / SOURCE SELECTION INFORMATION - SEE FAR 2.101, 3.104, AND 42.1503
CONTRACTOR PERFORMANCE ASSESSMENT REPORT (CPAR)

Contract Information:

Evaluation Type: If Interim Contract Percent Complete:
Period of Performance Being Assessed: to
Contract Number: Task Order Number:
Business Sector & Sub-Sector:
Contracting Officer: Acquisitions Phone Number: 360-619-7520
Location of Work:

Award Date: PULLED FROM FPDS Effective Date: PULLED FROM FPDS
Completion Date: PULLED FROM FPDS Estimated/Actual Completion Date:
Total Dollar Value: PULLED FROM FPDS Current Contract Dollar Value: PULLED FROM FPDS
Complexity:
Termination Type:
Competition Type: PULLED FROM FPDS Contract Type: PULLED FROM FPDS

Miscellaneous Information:

Project Number:
Project Title:

Contract Effort Description:

Key Subcontractors and Effort Performed (Required if performed more than 25% of work):

UEI: COMPANY NAME:
Effort:

UEI: COMPANY NAME:
Effort:

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Small Business Subcontracting:

Does this contract include a subcontracting plan?

Date of last Individual Subcontracting Report (ISR) / Summary Subcontracting Report (SSR): ACQUISITIONS

Evaluation Areas

Instructions

Additional comment space provided on page 6

Quality:

Schedule:

Cost Control:

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Management:

Small Business Subcontracting: **Acquisitions will complete**

Regulatory Compliance:

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Other Areas:

(1)

(2)

(3)

General Comments:

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* Given what I know today about the contractor's ability to perform in accordance with this contract or order's most significant requirements, I _____ recommend them for similar requirements in the future.

Completed by:

Reviewed by (Branch Chief review required for all Unsatisfactory Ratings and Would Not recommend):

Acquisitions reviewed by:

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Additional Comments space if needed:

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EXCEPTIONAL

Definition - 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 taken by the contractor were highly effective.

Justification – Write up must include justification for:

- Multiple significant events and state how they were of benefit to the Government, or
- A singular benefit of such magnitude that it alone constitutes an Exceptional rating, and
- NO significant weaknesses identified.

VERY GOOD

Definition - 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 taken by the contractor were effective.

Justification – Write up must include justification for:

- A significant event and state how they were of benefit to the Government, and
- NO significant weaknesses identified.

SATISFACTORY

Definition - Performance meets contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.

Justification – Justification for a Satisfactory rating:

- Should only have been minor problems, or major problems the contractor recovered from without impact to the contract/order, and
- NO significant weaknesses identified.

MARGINAL

Definition - Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being evaluated reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented.

Justification – Write up must include justification for:

- A significant event that the contractor had trouble overcoming and state how it impacted the Government, AND
- A Marginal rating should be supported by referencing the management tool that notified the contractor of the contractual deficiency. (i.e. letter, report)

UNSATISFACTORY

Definition - Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains a serious problem(s) for which the contractor's corrective actions appear or were ineffective.

Justification – Write up must include justification for:

- Multiple significant events that the contractor had trouble overcoming and state how it impacted the Government, or
- A singular problem, of such serious magnitude that it alone constitutes an unsatisfactory rating, AND
- An Unsatisfactory rating should be supported by referencing the management tools used to notify the contractor of the contractual deficiencies

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Additional Construction Rating Instructions/Suggestions

*A factual detailed narrative is required (even for “Satisfactory” ratings). It must be clear and concise. This is where you list the facts that support your rating.

Quality

Quality reflects the Contractor’s management of the quality control program, as well as the quality of the work itself. (i.e. Has a quality project been constructed?)

Describe things like the contractor’s:

- Ability to maintain quality control
- Testing performance
- Implementation of an effective inspection process
- Contractor quality control documentation
- Identification and correction of deficient work
- Reviews of materials and shop drawings
- Use of unspecified materials

Your comments should support your rating. Your rating should be supported by documented facts. Include successes and failures. Note corrective actions taken.

Schedule

Assess the timeliness of the Contractor against the completion of the contract milestones and delivery schedule. Address what they did to contribute to or affect the schedule variance. Address the significance of the missed milestones. Note adverse actions, such as liquidated damages, issuance of Cure Notices, Show Cause Notices, etc.

Questions you might consider:

- Is the contractor completing the project in a timely manner?
- Did the contractor adequately schedule the work?
- Has the contractor met administrative deadlines (i.e. submittals received timely?)
- Has the contractor met milestone dates?
- If the schedule slipped due the contractor’s action/inaction, what efforts were made to correct this?
- Have construction activities been completed in a timely manner?
- Has the contractor submitted updated project schedules in a timely manner?
- If liquidated damages apply, how much has been assessed (dollars)?

Management

Assess the integration and coordination of all activity needed to complete the contract. Consider timeliness, completeness, quality of problem identification, corrective action plans, proposal submittals, Contractor’s history of reasonable & cooperative behavior, timely identification of issues, focus on customer satisfaction, and timely award & management of subcontractors.

Questions you might consider:

- Is the contractor customer focused? What is the quality of interaction between the Government and the contractor? Is management reasonable and cooperative?
- Did contractor’s management (onsite and home office) exhibit the capacity to adequately plan, schedule, resource, organize, and otherwise manage the work. Did the contractor identify and apply adequate resources to meet schedule requirements? Did the contractor share the right information with the right people at the right time?
- Responsiveness: Assess the timeliness, completeness, and quality of problem identification, corrective action plans, and proposal submittals.
- Subcontract Management: Are subcontracts awarded timely? How well does contractor manage subcontractors? How early do they identify and address subcontract issues? Are subcontractors paid on time? Do they ensure subcontractors comply with labor and safety requirements?
- If the contract has a substantial amount of government furnished property, how well did the contractor manage this property?
- If the contract has a Key Personnel Clause (1252.237-73), assess the contractor’s performance in selecting, retaining, supporting, and replacing (if necessary) key personnel?

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Regulatory

Assess compliance with all terms and conditions in the contract relating to regulations and codes. Consider financial, environmental, safety, labor, and other regulations or laws.

Questions you might consider:

- Has the contractor complied with reporting requirements found in various FAR clauses?
- Has the contractor complied with safety requirements? Have they implemented an effective safety program?
- Has the contractor complied with labor laws?
- Has the contractor complied with hazardous Material Identification and Material Safety Data?
- Has the contractor complied with Environmental requirements?
- Has the contractor complied with EEO?
- Has the contractor complied with combating human trafficking?