

**CPARS MANAGEMENT BOARD AGENDA
AND RESULTS
Charleston, SC
12 May 2003**

0900—Welcoming Remarks—Mr. Ed Marceau (NSLC)

0915—Introductions of Members and Guests—(All)

0930—Discussion on New CPARS Release, Improving Performance, Training, and Future Releases—Mr. Ed Marceau (NSLC)

Ed provided an update on the new release. A few users initially experienced access problems when first fielding the release, but moving the application to a new server resolved all connectivity issues. Another concern expressed by users was that the new release no longer offered the ability to view a CPAR in “html.” Steve quickly modified the release to include such a view. The new release has been running extremely well of late. This was a great team effort by the CMB, Steve Almeida, and the Customer Support Desk. Ed thanked everyone for his or her support. NSLC is looking for ways to continue improving performance and expects to be moving CPARS to another server in the near future. In addition, Ed suggested the CMB consider archiving completed CPARS and deleting users who have not logged onto CPARS for longer than two years. Ed agreed to present an archiving plan to the CMB and will obtain focal point concurrence before deleting any users from CPARS. As for training, NSLC is planning four seminars to help users make the most of the new features of the release. The first opportunity will take place here in Charleston, with additional seminars planned for Washington, DC in July, Colorado (Sept/Oct), and San Diego (Jan/Feb). As for upcoming releases, Ed and Steve shared a plan with the CMB to roll out new releases more frequently (approximately every three months), but to include only a limited number of enhancements. This should make the adjustment to new releases less overwhelming for everybody involved. The CMB would like Ed to notify focal points of any new release and the enhancements included.

0945—Reporting of the Prime Contractor's Compliance with Subcontracting Goals—Ms. Margaret Gillam (AFSPC HQ)

Margaret provided an update on what is happening within DoD and CPARS on this issue. The purpose of this discussion is to assure that CPARS supports a renewed interest at the DoD level to evaluate prime contractor compliance to subcontracting goals. This is also an area that is evaluated during source selections so it's important that CPARS collects the information. Margaret advised the CMB that the Department of Energy has an initiative to provide an automated solution for completing the SF294/295. The intent of this initiative is to make this information available in the public domain, which means there is no need to pass it on to PPIRS. There is another initiative underway at DCMA to automate their review of the Prime's compliance to subcontracting goals. DCMA would like to document their review in one of the existing collection systems and share the information with PPIRS where it would be available to source selection officials. The CMB decided to make any change to CPARS at this time and to watch how the two initiatives proceed. Note: Margaret also provided an excellent presentation at the conference explaining why and how to document the prime's compliance in CPARS.

1000—Use of Department of Defense Activity Address Code (DoDAAC) in Contracting—Ms. Doreen Powell (NAVAIR)

Doreen provided some background information regarding a DoD Memorandum dated 13 Mar 2003 which directed the services to revise the structure of contract numbers and order numbers. Specifically, the memo states that effective 01 October 2003 the DoDAAC will be used as the first six characters of the contract number and the order number. The major concern is that the order number would change to a format similar to that of a contract number (increase to 13 positions). However, Doreen advised that DoD held a subsequent meeting with service representatives who voiced concern over the impact (the costs really) this change would have on legacy systems. Doreen indicated that DoD is considering a delay with the change to the order number. Note: Margaret Gillam and John Hein later forwarded a copy of a related DoD Memorandum dated 09 Jun 2003 that identifies changes in contract numbering and contract reporting to be

effective 01 Oct 2003. This memo confirms that there will be no change to the format of the contract order number at this time.

1015—Contractor Non-Responsiveness in CPARS. Do We Continue to Send These CPARs to the Reviewing Official?—Mr. David Powell (SAF/AQC)

A couple of users sent in requests to ask the CMB to re-consider the need for a Reviewing Official review when a contractor chooses not to participate in the CPARS process. Dave lead a discussion on this topic and the CMB feels it is important to continue to have the Reviewing Official engaged in these CPARS. Activities should continue to communicate with their contractors to request participation in the CPARS process. As a result, the CMB agreed that CPARs finalized by the Assessing Official without contractor comment will continue to be treated as “disagreements” and a Reviewing Official review is required.

1030—Break

1045—Discussion of New Enhancements/Suggestions—Mr. Ed Marceau (NSLC)

The CMB reviewed a total of 20 enhancements/suggestions that were submitted since the January meeting. Note: Ed has already notified each submitter of the CMB’s decisions and several of the enhancements have already been included in a recent release.

1130—Providing Access to Contracts in CPARS—Mr. Steve Almeida (NSLC)

Steve provided a handout to help CMB members understand a couple of situations that results in users having access to or viewing CPARS that are not their responsibility. Specifically, this happens when a Focal Point gives access to users using the wildcard feature—access to a DoDAAC vice contract number. A user who has been given access to a DoDAAC also gains access to all contract numbers and CPARS in the system that begin with that DoDAAC—even though they weren’t authorized access to the specific contract number. The CMB discussed this in detail and decided to no longer allow this type of access. A similar situation occurs when a Focal Point authorizes access to a basic IDIQ, BOA, or BPA. In this case, access to the basic contract number allows users to gain access to all orders placed against the contract. Once again, users gain access to order numbers or CPARS that do not belong to them. The CMB decided to stop this practice as well. These two changes will assure that users only have access to contracts/CPARS that belong to them. Ed will notify the Focal Points before this change is implemented in a future release of CPARS.

1200-1300—Lunch

1300—Keeping the CMB Informed: Topics of Interest from the DoD Past Performance IPT—Mr. Skip Smith (NSLC)

--DoD Guide on Collection and Use of Past Performance Information. Version 3 (May 2003) has been issued and will be available at the CPARS web site soon.
--ACASS/CCASS. U.S. Army Corps of Engineers (USACE) still in the midst of a functional assessment to upgrade or migrate these two past performance systems. Skip and Ed provided a CPARS presentation and demonstration on May 27, 2003. Awaiting USACE to submit an RFP to allow NSLC to bid on this work.
--SBA Access to PPIRS. SBA requested access to support Certificate of Competency process. The DoD policy is access to PPIRS is for source selection purposes only.
--Regulated Utilities. Are CPARS required when contracting with regulated utilities? Dave Powell is reviewing PPIRS to determine how many CPARS have been completed for utility contracts and will review each to see if they really add value to future source selections.

1330—Outstanding Action Items (All)

--ASN (RDA) to provide an update on proposed NAPS change. At the January meeting, Mr. Bill McAninch indicated that the NAPS change would be included in the next revision. (Pending what DoD will do to DFARS) Ed will follow-up with ASN (RDA) to ask if NAPS have been revised.
--ASN (RDA) will provide an update on the Navy CPARS Policy Guide. At the January meeting, Skip stated that Mr. Bob Johnson would provide an updated copy to NSLC, which would be posted to the CPARS web site. Ed agreed to send an email to CMB and Focal Points when the guide is posted.

1330—Outstanding Action Items (continued)

--Doreen will contact ASN (RDA) regarding a possible contract clause to prohibit contractors from using CPARS information for promotion/advertising purposes. Will report status at the September CMB meeting.

--Ms. Sue Lake will identify the contract registration fields that are required in CPARS, but not available in SPS. Will report status at the September CMB meeting.

--Ed will ask the CPARS web master if CPARS/PMRS comparison reports can be posted to the CPARS web site. Will report status at the September CMB meeting.

--Ed and Stan will work to have invalid PMRS/CPARS comparison reports removed from PMRS. Will report status at the September CMB meeting.

--Dave Powell asked the CMB to consider including a field on the registered contract that could be used to indicate whether a CPAR is to be completed at the order level or on a consolidated report. This is to help with the DD350/CPARS comparison reports. No conclusion was reached at this meeting and it will be discussed again in May. Ed took an action to provide the CMB with the current logic for producing the CPARS/PMRS comparison reports. Will report status at the September CMB meeting.

1400—New Business—All

--Discussion on inviting industry representatives to a future CMB meeting. The CMB discussed inviting industry representatives to participate in one of our future meetings. This will give industry an opportunity to make suggestions or to voice their concerns. The idea is to allow industry representatives to participate in the first two or three hours of a meeting and then hold the government only portion. The Board was receptive to this idea, but expressed concern over the legal issues of who gets invited and who doesn't. Ed has a solution that might alleviate this concern. Suggest the invitation to participate be advertised at the conference homepage so that industry representatives registering for the conference all have the same opportunity to register and attend the CMB meeting. The CMB can explore this idea further at the September meeting.

--From a contractor's perspective there is inconsistency in ratings between the services. This will be discussed in more detail when industry participates in a CMB meeting. Ed has the name of the individual who forwarded this concern.

--Monthly Metrics—should we expand distribution to each APM? CMB decided to maintain current distribution.

--Completing a single CPAR for multiple contracts. This is an Air Force topic raised by Mr. David Powell. Note that Dave also brought this before the DoD IPT where Eglin AFB gave a presentation on the scope of this initiative. This is not an attempt to undermine CPARS reporting and is very limited in scope and application. We will discuss this at the next CMB meeting.

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

--Archiving completed CPARS. Steve and Ed will submit a plan to the CMB for archiving CPARS. The intent is to remove completed records from an active status, but to include an option that would allow archived CPARS to be retrieved when running reports.

--Improving performance of the CPAR and Contract Status Reports. Steve recently tuned these reports to improve performance, but they could still be somewhat slow at the CPARA and CPARB levels due to a large number of contracts/CPARS. Archiving older reports should help improve performance.

--ASN Memo regarding ADR process in Past Performance. Advised CMB that this memo is posted to the CPARS web site.

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

1430—List of Actions, Scheduling Next Meeting—All

Next meeting is scheduled for September 09, 2003, at Colorado Springs, CO. Details to follow.