

**CPARS MANAGEMENT BOARD AGENDA
AND RESULTS
PORTSMOUTH, NH
04 SEP '02**

0800—Welcoming Remarks—Mr. Ed Marceau (NSLC)

0815—Update on Navy CPARS Guide—Mr. Bob Johnson (ASN (RDA) ABM)

Bob was unable to attend the meeting. Ed informed the CMB that ASN (RDA) is reorganizing and currently only signing out vital documents. Once a new organization is in place, Bob will submit the guide for signature. Ed will follow-up with Bob and advise the CMB of progress.

0815—CPARS DoD Forms Approval – Mr. David Powell (SAF/AQC)

Dave informed the CMB that the forms have been submitted to DoD for approval. Expects forms to be approved shortly.

0830—CPARS Quality Checklist—Mr. Ademar Toro (NSWCCD)

CMB would like to post the checklist in the CPARS application. Recommends creating a menu option at the Assessing Official level and making the checklist available similar to “online help.” Checklist will also be made available at CPARS website. Stan asked for clarifying remark concerning the accuracy of CAGE code. Ed has already updated the checklist.

0845—Items of Interest for CMB Members (As Noted)

Update on DCMA Boston Pilot Project—Capt. Barbette Lowndes (DCMA Boston)

Captain Lowndes reported she is having good success with the pilot. DCMA personnel are supportive and evaluations have been submitted to the Defense Supply Center Philadelphia (DSCP). DSCP will use DCMA input for FY02 contracts. Captain Lowndes spoke to Ed about providing a new access level to CPARS that would allow DCMA to obtain updated contract information, dates, and points of contact. Menu options and screens were provided to Ed. This suggestion will be presented to the CMB pending the outcome of the pilot project.

OFPP Memo; Protests, Claims, and ADR as Factors in Past Performance and Source Selections—Mr. Ed Marceau (NSLC)

Copies of OFPP Memo provided to CMB. Ed will look into posting memo at the CPARS website.

Federal Register; Proposal to amend FAR to remove prohibition on evaluating Federal Prison Industries (FPI) Contract Performance—Mr. Ademar Toro (NSWCCD)

Copies of proposal provided to CMB.

New Markings for Source Selection Sensitive Information (FAC 2001-06)—Ms. Margaret Gillam (AFSPC)

Ed informed members that the forms in the CPARS AIS have been updated to reflect new markings: “Source Selection Information – See FAR 2.101 and 3.104.” Ed is to ask Bob Johnson to include markings in forms/guide now in for signature.

Reporting of Awards to Small Businesses—Ms. Margaret Gillam (AFSPC)

Dave reviewed Margaret’s email with CMB. Members discussed DCMA’s role.

Contractor use of CPAR Ratings/Narratives in Proposals—Ms. Doreen Powell (NAVAIR)

Doreen explained a contractor had asked NAVAIR whether it is acceptable to include CPAR ratings/information in a proposal to a foreign government. Another contractor asked NSLC if CPAR ratings/information could be included in their proposals. Doreen and Ed researched the applicable policy guides and consulted with Bob Johnson, ASN (RDA), and Mike Canales, OSD (AT&L). The conclusion is that nothing prohibits contractors from including CPARS information in proposals. Some CMB members expressed concern over the possibility of contractors using CPARS information for advertising or promotion. Although the guide states CPARS should not be used for such purposes, it was agreed that contractors have no legal obligation to follow the guide. Doreen will contact Bob Johnson regarding a possible contract clause that could be used to prohibit use of CPARS information for promotion/advertising.

Support Contractor Access to PPI—Mr. Stan Dewitt (NSLC)

DoD IPT topic. The DoD contracting environment is changing in that it relies more and more on the use of contractor support personnel. Current DoD policy prohibits support contractors from accessing contractor past performance information. DFAS has expressed an interest in using CPARS, but their contracting policy group now include contractor support personnel. Stan will add this topic to DoD IPT agenda.

Past Performance Information Retrieval System (PPIRS) Update—Mr. Stan DeWitt (NSLC)

Stan shared latest PPIRS statistics. The number of users, agencies and data population continues to grow. Irene stated a contractor has been in touch with her and explained there is information missing from DISA assessments in PPIRS. Irene will provide examples to Stan.

CPARS Monthly Metrics—Mr. Ed Marceau (NSLC)

Ed advised CMB that a future change in the monthly metrics will include the number of contracts that are registered, but have not had a CPAR initiated. Metrics now provide only contract counts that have had a CPAR initiated or completed.

Government Input into Commercial Supplier Performance Reviews—Mr. David Powell (SAF/AQC)

Dave clarified that Air Force policy is to use CPARS to evaluate past performance—not to participate in commercial endeavors.

Guidance on Handling FOIA Requests—Ms. Doreen Powell (NAVAIR)

Recent FOIA request submitted to NAVAIR. Stan assisted NAVAIR by providing documentation which been used by ASN to respond to a prior request. NSLC would like to be advised of any FOIA requests for CPARS information. Frequently Asked Question will be posted to CPARS web site to provide guidance in this area.

0915—Eligible Contract Population—Mr. Ed Marceau (NSLC)

CMB concurs that populating CPARS eligible contracts via an automated process is a worthy goal. However, discussions indicate the CMB is concerned that additional work involved to manage such an effort would outweigh the benefits of having an automated feed. Members expressed concern over identifying the responsible focal point, how IDIQ/BOA/BPA and similar contracts would be loaded, and many contracts would be loaded that do not require CPARS. Sue Lake agreed to evaluate SPS to compare all contract registration fields that are required in CPARS, but are not available in SPS. The Board agreed to table this issue at this time.

1000—BREAK

1015—CPARS Enhancements Discussion—Mr. Ed Marceau (NSLC)

Ed suggested we defer discussion of additional enhancements until the January meeting. A list of 20+ enhancements was provided to the CMB for information. A subsequent release to CPARS is scheduled for April '03 and enhancements for that release were already approved at the May CMB meeting in Charleston. Ed and Steve Almeida will review all submitted enhancements and make recommendations to the CMB at the January meeting.

1030—CPARS/PMRS Comparison for Navy—Mr. Stan Dewitt (NSLC)

Ademar emailed a number of suggestions to Ed for consideration. Ed will be contacting Ademar on these. Ademar also asked whether the summary reports could be posted to the CPARS web site. Ed took an action to talk with Larry Auger (NSLC web master) about this. Not sure if posting to web is possible due to security and 508 compliance issues. Ed and Stan will work with Navy PMRS folks to remove the CPARS reports that are available there, but no longer correct or valid.

1045—Outstanding Action Items— (Various)

Status of NAPS change: Bob Johnson sent an email to Ed and explained the NAPS change was not signed by Mr. Young, and no reason was provided. Bob indicated this may have to do with the AF effort to streamline their AFFARS. Bob is still trying to get direction on the NAPS change and agreed to keep Ed informed.

Update on PPIRS access for market research, compliance, and performance monitoring: Stan indicates DoD policy remains the same—PPIRS access is for source selection purposes only. Stan has already sent an email to Mr. Mike Canales, OSD (AT &L), advising him that the DoD Past Performance Guide permits access to Past Performance Information for market research purposes. Stan is asking for clarification.

1100—Status of DLA CPARS Implementation-- Ms. Melody Reardon (DLA HQ)

Melody provided an update on the status of DLA implementation. She expects the DLA HQ policy/implementation letter to be signed out by November. The policy/implementation letter will invoke the DLA CPARS Policy Guide. CPARS training has been provided at the Defense Supply Centers Philadelphia and Richmond, Defense Energy Support Center, Defense Reutilization and Marketing Service, and Defense Distribution Center. Training has not been provided to the Defense Supply Center Columbus.

1115—Processing IDIQ contracts in CPARS--Ms. Doreen Powell (NAVAIR)

Doreen presented slides highlighting how users currently process CPARS for these contracts. The current situation results in confusion and unnecessary emails. Doreen made a recommendation to include “Order Award Date,” “Order Effective Date,” and “Order Completion Date” and explained how these additional fields will improve both data consistency and the automated email notifications. The CMB agreed to add the additional fields, but did not endorse a recommendation for an annual email reminder for these contracts. CPAR forms will also be updated with these new fields.

1200-1300 Lunch

1300—Preview of Summer ‘02 CPARS Release—Mr. Ed Marceau (NSLC)

Ed provided a demo of the next release which will include over 60 approved enhancements. Several new features were reviewed at various access levels. The CMB requested NSLC revise the release to allow users to “scroll” through the ratings thus minimizing the possibility of users missing any of the rating areas. The CMB was advised that a few items previously approved will not be included in this release. They include; 1) the ability to copy a matrix for one or more existing contracts, 2) allowing a focal point to enter a modified CPAR from hard copy, 3) providing guidance suggesting typical factors for consideration in each rating area, 4) allowing the Contract Status Report to be sorted by number of days the CPAR is due, and 5) status reports will not print in PDF. The CMB also decided it would be prudent to delete contractor comments in the rare case that a contractor starts entering comments, but never completes the comments in the allotted time. In this case, the CPAR will be annotated with a note that the contractor did not comment within the 30-day period. CMB has also requested a warning be made available to the Assessing Official as an alert that comments will be deleted. Ed has an action to look at the contractor transmittal letter and clarify that contractor comments not completed within 30 days will be deleted. Ed also has an action to ask Steve if a primary and alternate Focal Point can be signed on and working in the system at the same time. Ed polled the CMB for volunteers to help clarify some of the CPARS online help. Jannet and Doreen agreed to work with Ed on this.

1400—Discussion of Kollmorgen Rating Proposal—Mr. Stan DeWitt (NSLC)

Stan provided an overview of the Kollmorgen rating proposal. He highlighted the strengths of the proposal particularly where the government and contractor meet in advance to agree on the areas to be rated and the criteria to be used during the evaluation process. The CMB discussed the merits of the proposal and indicated that narratives must still be the focus of the evaluation process as stated in the DoD and service policy guides. Additional discussion and examples indicated that this format would not provide the flexibility for government assessors to evaluate critical aspects of contract performance. Ed will keep a copy of the Kollmorgen proposal on file should users or activities request more information on this approach.

1430—List of Actions, Scheduling Next Meeting—All

Dave took an action to provide an Air Force location for the January meeting. Ed will keep the CMB informed as soon as this information is available.

1500—Tour of NSLC Portsmouth

Several folks toured the NSLC office spaces and took the opportunity to meet NSLC help desk and database administration personnel.