



UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer and
Assistant Secretary for Administration
Washington, D.C. 20230

JUL 18 2013

PROCUREMENT MEMORANDUM 2013-11

ACTION

MEMORANDUM FOR: Bureau Procurement Officials
Head of Contracting Offices
Contracting Officer Representatives

FROM: *Barry E. Berkowitz*
Barry E. Berkowitz
Senior Procurement Executive and
Director for Acquisition Management

SUBJECT: Improving the Collection and Use of Contractor
Performance Information and Integrity Information

Background

The Department of Commerce relies on contractors to provide essential supplies and services, making selection of highly qualified contractors critical to our mission success. Source selection officials use an offeror's record of past performance information to assess the degree to which the contractor has demonstrated its ability to meet cost, schedule and performance expectations, as well as its record of customer satisfaction, integrity and business ethics.

Ensuring that agency acquisition personnel in both program and contracting offices are diligent in completing periodic contractor performance assessments on their active and completed contracts is a cornerstone of the source selection process. Contractor performance assessments also provide valuable feedback to our contractors during contract administration and serve as a motivator for them to maintain or improve their performance.

The collection of past performance information is more than a best practice; acquisition professionals are **required** to complete evaluations on the contracts over which they have cognizance. Agencies must report past performance information on awards (contracts and orders) above the simplified acquisition threshold as stated in Federal Acquisition Regulation (FAR) subsection 42.1502.¹ In addition, information about a contractor's business integrity is vital to ensuring that the government does business with reputable contractors. This information is captured in the Federal Awardee Performance and Integrity Information System (FAPIIS) and is provided by both government personnel and contractors.

¹ Additional reporting thresholds apply to construction and architect-engineer service contracts.

The Office of Federal Procurement Policy (OFPP) has placed increasing emphasis on ensuring that agencies are diligent about satisfying this requirement and has issued a Memorandum entitled *“Improving the Collection and Use of Information about Contractor Performance and Integrity”* (Attachment A) to assist agencies with improving their collection and use of performance and integrity information.

Purpose

The purpose of this Procurement Memorandum is to transmit OFPP's Memorandum entitled *“Improving the Collection and Use of Information about Contractor Performance and Integrity”*; reemphasize the importance of timely and accurately reporting of contractor performance and integrity information; and establish accountability and reporting targets.

Contractor Performance and Integrity Information Use and Reporting

▪ Contractor Performance Information:

OFPP's Memorandum establishes 3 compliance tiers with associated reporting targets for the timely completion of contractor performance assessments into the Contractor Performance Assessment Reporting System (CPARS) for all Federal agencies: Tier 1 (agencies with compliance over 60%); Tier 2 (agencies with compliance between 30-60%), and Tier 3 (agencies with compliance below 30%).

The Department of Commerce falls in the Tier 3 category with an overall compliance rate of 5.75%². OFPP's minimum target compliance rate for Tier 3 agencies is: 65% for 2013; 80% for FY 2014, and 100% for 2015. DOC has adopted OFPP's minimum annual targets with quarterly milestone targets as outlined in Table 1. Although the FY 2013 compliance target of 65% is very aggressive, everyone should work diligently towards achievement. In addition, significant improvement is expected in FY 2014, which will put us on track to meet our targets for FY 2014 and beyond. A copy of DOC's current Compliance Metric Report and OFPP's methodology for assessing rate of compliance is provided in Attachment B.

Table 1: Quarterly Targets

Fiscal Year	Q1	Q2	Q3	Q4
2013	n/a	7%	33%	65%
2014	65%	70%	75%	80%
2015	85%	90%	95%	100%

² Based on Past Performance Information Retrieval System (PPIRS) Compliance Metric Report as of June 30, 2013

- **Contractor Integrity Information:**
In accordance with FAR subsection 42.1503 and 9.105-2(b)(2), contracting officers are responsible for timely and accurate reporting of Government-provided information into FAPIIS., i.e., terminations for default or cause, non-responsibility determinations; and defective cost or pricing determinations. The required timeframe for entry of this information into FAPIIS is 3 working days. DOC's FPDS-NG Contract Terminations and Default-Cause Report (Attachment C) indicates there have been 22 such actions—none of which have been entered into FAPIIS. Everyone should work to validate the contract termination information and ensure that the appropriate information is entered into FAPIIS.

Required Actions

Achieving required compliance targets will require sustained effort and commitment from both the contracting and program communities. Each will need to do their part to ensure timely and complete reporting including obtaining feedback from contractors. Bureau Procurement Officials (BPO) must ensure their acquisition workforce (contracting and program) is knowledgeable of the past performance reporting regulations and procedures and is trained to use the performance systems and reporting tools that measure and monitor performance.

Each BPO shall submit an Action Plan for Achieving Contractor Past Performance Reporting Targets and Proper Use of the Federal Awardee Performance and Integrity Information System (FAPIIS). In developing your Action Plan, carefully review OFPP's Memorandum which provides useful information, resources, and links to related policy and training. At a minimum, the Action Plan shall address the following:

1. **Management, Roles and Responsibilities, and Communication.**
 - Identify the senior acquisition professional who will have primary responsibility for managing this Plan and reporting progress within your organization and to OAM.
 - Define the roles and responsibilities for accountable acquisition personnel.
 - Identify who will serve in each role designated in the CPARS System.
 - Describe how staff will be held accountable for reporting timely and completely.
 - Describe how the importance of past performance and integrity information will be conveyed to the workforce, including the need for frequent communications with contractors and interim evaluations.
2. **Prioritization Plan for Performance Information Reports.** Describe your strategy for prioritizing the reporting of current and past due performance information reports. The strategy must:
 - Place high emphasis on high-risk actions, such as cost reimbursement or time and materials contracts and orders; awards that are complex in

nature, such as large construction, architect-engineer; research and development; software development and implementation acquisitions; awards involving high-dollar values or major acquisition systems; actions overseas and for contingency operations; and other contracts deemed high risk by the Department; and

- Place high emphasis on current actions and actions with completion of performance within 3 years, except within 6 years for A&E and Construction.
 - Include other areas of emphasis as deemed appropriate.
3. **Training.** Describe how you will train the acquisition workforce on CPARS, FAPIIS and PPIRs. (See Attachment 1 to OFPP Memorandum, Past Performance Reporting and FAPIIS Data Management Reports, and Attachment 2, Past Performance and FAPIIS Training Opportunities).
 4. **Integrity Information and FAPIIS.** Review DOC's Contract Terminations and Default-Cause Report from FPDS-NG (Attachment C) and describe your plan of action for validating each action, establishing focal points and registering users, and reporting applicable actions into FAPIIS.
 5. **Measuring and Monitoring Progress.** Describe your process for monitoring performance to ensure that information required is reported to the appropriate performance system and that appropriate progress is being made to ensure compliance targets are achieved.
 6. **Additional Elements and Suggestions** – Include additional elements as desired. These might include actions such as: the use of "stand-down" days to register contracts and orders into CPARS, complete contract performance assessments, or for training; or establishing procedures requiring completion of CPARS reporting on contracts and orders prior to exercising options or processing follow-on requirements. Please include any suggestions for improving or implementing compliance DOC-wide.

Please submit your Action Plans to Nancy Barrere at Nbarrere@doc.gov by Monday, August 5, 2013. Questions may be referred to me or Nancy Barrere at 202-482-5519 or nbarrere@doc.gov.

Attachments



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

March 6, 2013

OFFICE OF FEDERAL
PROCUREMENT POLICY

MEMORANDUM FOR CHIEF ACQUISITION OFFICERS
SENIOR PROCUREMENT EXECUTIVES

FROM: Joseph G. Jordan
Administrator 

SUBJECT: Improving the Collection and Use of Information about Contractor
Performance and Integrity

Improving the collection and use of information about contractor performance and integrity strengthens the government's ability to efficiently purchase goods and services from private industry.¹ Assessments of a contractor's performance on a government contract and general information about their adherence to certain Federal rules and regulations are critical to informing source selection and award decisions and ensuring the government builds relationships with high-performing suppliers. Improving the collection and use of this information will increase agencies' ability to deliver better outcomes and increase productivity.

Over the past several years, the Office of Federal Procurement Policy (OFPP) has worked with agency Chief Acquisition Officers (CAOs) and Senior Procurement Executives (SPEs) to improve the value of contractor performance assessments and increase the transparency of data about contractor integrity.² Through these efforts, our past performance systems and regulations now support a single repository of this important information, contractor integrity information is now publicly available,³ and new data management tools have been developed to help agencies improve their reporting. These and other efforts have set a strong foundation for providing contracting officers (COs) important information about contractors when making source selection and award decisions. However, agencies must increase their use of these tools, as underreporting performance information leaves the government vulnerable to poor acquisition outcomes in the future.

¹ FAR subsection 42.1501 states that past performance information reflects the degree to which a contractor demonstrated their ability to meet cost, schedule, and performance expectations on a specific contract action. It also reflects the contractor's record of customer satisfaction, integrity and business ethics, and other important information to help inform future source selection decisions.

² OFPP's January 21, 2011 [memorandum](#), *Improving Contractor Past Performance Assessments: Summary of the Office of Federal Procurement Policy's Review, and Strategies for Improvement*, summarized agencies' reporting progress.

³ FAR Parts 9, 13, 15 and subparts 36.3, 36.6 and 42.15 include past performance collection, use, and reporting requirements. Section 3010 of the Supplemental Appropriations Act of 2010 (Pub. L. 111-212) required public access to [FAPIS](#) information, except past performance reviews.

The purpose of this memorandum is to help agencies improve the collection and use of performance and integrity information by: (1) establishing a baseline for reporting compliance, (2) setting aggressive performance targets that can be used to monitor and measure reporting compliance, and (3) ensuring the workforce is trained to properly report and use this information.

Making Performance Count

Agencies are required to report past performance information on awards (contracts and orders) above the simplified acquisition threshold (SAT) as stated in FAR subsection 42.1502.⁴ This required contract administration duty can significantly reduce the risk to the government on future awards, so agencies must take bold steps to ensure that all critical performance information is made available in the Past Performance Information Retrieval System (PPIRS) in a timely manner, and to the maximum extent practicable, eliminate duplicative, paper-based past performance evaluation surveys generated outside these systems.

To help agencies meet this requirement, OFPP worked with the Integrated Acquisition Environment (IAE) Change Control Board (CCB)⁵ to develop a compliance tracking tool for measuring and managing agency reporting efforts. A preliminary review of this information indicates that compliance varies widely among agencies. As a result, OFPP established the following minimum annual performance targets for the Chief Financial Officer (CFO) Act-agencies⁶ to work towards over the next three years to improve performance and reach full compliance (see Table 1).

Table 1 – Governmentwide Annual Reporting Performance Targets⁷

Fiscal Years	Tier 1 - Performance Target for agencies with compliance above 60%	Tier 2 - Performance Target for agencies with compliance between 30% and 60%	Tier 3 - Performance Target for agencies with compliance below 30%
2013	85%	75%	65%
2014	95%	90%	80%
2015	100%	100%	100%

Note: The targets above are based on agency past performance reporting compliance on contracts over the SAT. The past performance compliance tracking tool functionality will be enhanced in Fiscal Year (FY) 2013 to track compliance on task and delivery orders. Until then, agencies should self-monitor compliance on orders.

⁴Additional reporting thresholds apply to construction and architect-engineer service contracts. Also, some agencies issued policies that deviate from the FAR reporting thresholds. Prior to issuing deviations from the reporting thresholds, agencies must provide evidence-based analysis to OFPP that demonstrates that a substantial number of contracts and orders will be evaluated under the revised thresholds.

⁵ The IAE, managed by the General Services Administration, oversees the past performance systems (CPARS and PPIRS including FAPIIS, a module in PPIRS) and all report changes. See footnote 17 for a description of the CCB.

⁶ While only CFO Act Agencies are required to meet the targets above, small agencies are encouraged to establish targets and strategies as well. These agencies can also use the PPIRS Compliance Metric Report to manage their past performance reporting compliance on contracts and orders.

⁷ Agency reporting targets are based on the PPIRS Compliance Metric Report information as of September 2012. The results are posted on the [OMB Max Web](#) site along with the agency performance targets.

To assist agencies in meeting these annual goals, no later than April 5, 2013, all CFO Act-agencies shall:

1. Establish their past performance reporting baseline, adjusting for any agency-specific thresholds or other anomalies that the standard reports do not reflect (this baseline should be based on the cumulative data in PPIRS from FY 09 to FY 12); and
2. Set aggressive quarterly targets that reflect a strategy for meeting the annual performance targets in Table 1 and update quarterly progress reports on the MAX site.

As agencies review their internal policies to better manage this responsibility, especially the requirement to collect assessments on task and delivery orders, they should consider strategies for prioritizing high-risk actions, such as:

- Cost reimbursement or time-and-material contracts and orders;
- Awards that are complex in nature, such as large construction, architect-engineer, research and development, software development and implementation acquisitions, etc.;
- Awards involving high dollar values or major acquisition systems, consistent with OMB Circular No. A-109, regardless of the contract type;
- Actions overseas and for contingency operations,⁸ regardless of the contract type; and
- Other contracts as deemed to be high risk by the agency.

OFPP has developed a MAX site that includes metrics from the standard PPIRS Compliance Metric Report and allows for agencies to record their baseline and target information at <https://max.omb.gov/community/x/JoNKJQ>. A summary of the reports and tools available for use in this exercise are listed in Attachment 1, and the site will also include best practices gathered from earlier OFPP-led Acquisition Status (AcqStat) meetings.

In support of this effort, agency CAOs and SPEs must also take the following steps to ensure that relevant performance and integrity material is reported appropriately:

1. Communicate to the workforce the importance of using past performance information, including the need to have frequent communication with contractors - such as holding interim evaluations to address performance issues, and share the agency's plans for achieving success in this area;
2. Hold staff accountable for improving the quality and quantity of the information;
3. Motivate employees to take action to fulfill this responsibility and use innovative practices to meet this requirement; and
4. Consider recognizing acquisition professionals who contribute to improvements in this area, such as through the annual CAO Council Acquisition Excellence Awards.

⁸ The Commission on Wartime Contracting has issued a final report to Congress, *Transforming Wartime Contracting: Controlling Costs, Reducing Risk*, dated August 2011. This report highlights agencies' failure to record contractors' performance assessments in the PPIRS on contracts in support of contingency operations and includes recommendations for reporting compliance.

Improving Federal Awardee Performance and Integrity Information System Reports

In addition to evaluating a contractor's performance, information about a contractor's business integrity is vital to ensuring that the government partners with reputable contractors. This information, which is captured in the Federal Awardee Performance and Integrity Information System (FAPIS), is provided both by government personnel and by contractors, as described below, and agencies should ensure that management processes exist to fulfill these important responsibilities.

Government-provided information. Critical information about contractors is provided by the government into FAPIS, such as nonresponsibility determinations, terminations for default or cause, defective pricing determinations, suspensions and debarments, administrative agreements issued in lieu of a suspension or debarment, etc., so it is essential that this information be provided timely and accurately.⁹

To that end, as agencies report on their compliance, they should also conduct quarterly reviews to ensure that 100% of the information required is reported to the appropriate performance system. Agencies should use the Federal Procurement Data System (FPDS) Terminations for Default or Cause Information report to monitor their agency's reporting compliance of terminations in FAPIS. To further assist agencies, the MAX site will also include: 1) a section for quarterly reporting on FAPIS compliance, 2) relevant FAPIS information from the FPDS report, and 3) information from the Annual Report issued by the Interagency Suspension and Debarment Committee (ISDC) on Federal Agency Suspension and Debarment Activities.¹⁰ The ISDC report includes integrity information such as the number of suspension and debarment actions, show cause letters, and the number of administrative agreements entered into by an agency.

Contractor-provided information. While COs are not responsible for the quality of the integrity information provided by contractors, agencies should take reasonable steps, such as sampling or conducting routine data quality reviews, to ensure that the required integrity information on criminal convictions, civil liability, and adverse administrative proceedings is being reported. For example, if a CO becomes aware of a conviction, or is notified by a third party regarding a civil judgment or adverse administrative proceeding, he or she should check the validity of the information to assess if it should be documented in the system. Table 2 provides additional information to help agencies monitor FAPIS reporting compliance.

⁹ FAR subsection 9.105-2(b)(2) was changed to include a 14-calendar-day waiting period for Government-entered items on FAPIS to be made public. This allows the awardee the opportunity to dispute the release of information if they believe it falls under a disclosure exemption in the Freedom of Information Act. This change was effective on January 3, 2012. See 76 FR 197-202. Past performance reviews are not available in FAPIS, see footnote number 3.

¹⁰ Section 873 (a)(7) of the Fiscal Year 2009 National Defense Authorization Act, Public Law 110-417 requires the Interagency Suspension and Debarment Committee (ISDC) to report to Congress on the Federal suspension and debarment process information.

Table 2 – Methods for Monitoring Integrity Information

FAPIIS Information	Timeframe for Entering Records in FAPIIS	Official Responsible Reporting FAPIIS information	Monitoring Compliance Note: Agencies should monitor compliance weekly or monthly to reach quarterly compliance targets	System of record used to monitor compliance	Quarterly Compliance Target
Terminations for Default or for Cause	3 Working Days	CO	Use FPDS Standard Report, <i>Contract Termination for Default-Cause Report</i> , ¹¹ to compare FPDS records to FAPIIS termination for default or for cause records.	FPDS and FAPIIS	100%
Non-responsibility Determinations ¹²	3 Working Days	CO	Sample solicitation and contract files on a routine basis.	Contract file/ FAPIIS	100%
Defective Cost or Pricing Determinations	3 Working Days	CO	Sample contract files on a routine basis.	Contract file/ FAPIIS	100%
Administrative Agreements (excluding individuals)	3 Working Days	Suspension/ Debarment Officials (SDOs)	Check with the Suspension and Debarment Officials (SDOs) on a routine basis.	Agency SDO file/FAPIIS	100%
Contractor Reported Integrity Information – Civil proceedings and Criminal convictions	Prior to award and on a semiannual basis (IAW FAR 52.209-8)	Contractor	Sampling, random inspection of the FAPIIS and other relevant sources.	FAPIIS	100%

Guidance and Training

Agency CAO and SPEs should ensure that their acquisition workforce is knowledgeable of the past performance regulations and procedures and trained to use the performance systems and reporting tools that can help in measuring and monitoring progress. Agency past performance guidance should be updated, as necessary, to require active reporting compliance, aggressive oversight practices, rigorous internal controls, and clear roles and responsibilities for accountable acquisition personnel. Agencies are encouraged to post their current past performance guidance and the following information on the MAX site:

- Relevant agency procedures, as required by FAR subsection 42.1503;
- Review processes for measuring compliance and assessing quality;

¹¹ The Termination for Default Reporting FAR change (FAR Case 2008-016) became effective on October 29, 2010. The FPDS report reflects the 'Termination for Default (complete or partial)' and 'Termination for Cause' data for the date range specified. This report is available at www.fpds.gov under standard reports (click *how*).

¹² In accordance with subpart FAR subsection 9.105-2(b)(2), agencies have three working days to submit documentation regarding non-responsibility determinations in the [FAPIIS website](#).

- The designated point of contact accountable for performance reporting;¹³ and
- Best practices and improvement strategies for encouraging timely and quality reporting of past performance information on contracts and orders.¹⁴

As part of their ongoing effort, agencies should also ensure that their acquisition data quality plans, as required by OFPP's acquisition data quality memorandum,¹⁵ address the need for continuously improving contractor performance and integrity information, consistent with the requirements of this memorandum.

For further support on developing useful past performance assessments, the Department of Defense's CPARS Policy Guide was updated for government wide use and is now available on <http://www.cpars.gov/cparsfiles/pdfs/CPARS-Guidance.pdf>. This guide includes practical information to assist agencies with reporting timely and quality past performance information. To ensure that the acquisition workforce understands their unique roles in assessing and evaluating contractors, the Federal Acquisition Institute (FAI) and the Defense Acquisition University (DAU) have made a number of courses available to the workforce. These courses, described in Attachment 2, not only include helpful information, but also offer continuous learning points in support of the various acquisition certification programs.

Recognizing good performance and holding contractors accountable for poor performance is critical to delivering value to taxpayers. For that reason, OFPP will continue to work with agencies to achieve progress in this area, and will monitor the MAX website quarterly to assess agencies' efforts. OFPP will also hold frequent discussions with the agencies about their reporting progress, and this will continue to be a focus of our future AcqStat sessions.

Thank you for your attention to this important acquisition matter. Please ensure broad distribution of this memorandum to your acquisition workforce, and direct any questions to Julia Wise at jwise@omb.eop.gov or (202) 395-7561.

Attachments

cc: Chief Operating Officers
Chief Information Officers
Chief Financial Officers
Performance Improvement Officers

¹³ OFPP's January 2011 [memorandum](#), *Improving Contractor Past Performance Assessments: Summary of the Office of Federal Procurement Policy's Review, and Strategies for Improvement*, requested these items.

¹⁴ Contracts include the Indefinite Delivery Indefinite Quantity Contracts such as Federal Supply Schedules, Government-wide Acquisition Contracts, Multi-Agency Contracts, multiple agency orders and single agency orders.

¹⁵ OFPP May 31, 2011 [memorandum](#), *Improving Federal Procurement Data Quality – Guidance for Annual Verification and Validation* includes data quality for past performance reporting.

PAST PERFORMANCE REPORTING AND FAPIIS DATA MANAGEMENT REPORTS				
Report	Description	Outcome	Access Reports	Location
CPARS ¹⁶ Monthly Metric	Tracks agency monthly reporting activity for CPARS.	This report lists the number of contracts, CPARS reports in process, completed reports, total completed and in process reports, and the total contract dollar amount broken down by Agency/DOD Service to the contract office level.	Agency CCB ¹⁷ members receive monthly metric reports.	www.cpars.gov
PPIRS-RC statistics report	Tracks quarterly reporting activity of completed past performance reports.	This report includes PPIRS-RC assessment data availability, assessments accessed, and other information.	Agency CCB members receive quarterly metric reports.	www.ppirs.gov
PPIRS ¹⁸ Compliance Metric Report	Compares the number of eligible actions in the Federal Procurement Data System (FPDS) with the completed evaluations in PPIRS.	Shows the number of actions required in PPIRS against actions completed in PPIRS. This report identifies delinquent reporting gaps.	Agency CCB members and/or agency past performance point of contact can obtain access to this report.	www.ppirs.gov
FAPIIS ¹⁹ Public Report	Provides agency and contractor reported information on a public facing database.	Shows information reported into FAPIIS.	Agency personnel and the public can see this report.	www.fapiis.gov
FPDS-NG ²⁰ Termination for default or cause information report	Provides information on contracts that were terminated for default (or cause) by agency, department and service, component or bureau, contracts.	Shows reporting compliance for terminations for default or cause. Information can be used to help agencies analyze and monitor the contractors terminated, frequency of these actions, and review the rationale for these actions.	Agency personnel and members of the public with access to FPDS can obtain this information.	https://www/fpds.gov (go to under standard reports and click <i>How</i>)
Note: The primary reports are listed above but additional reports are available on the CPARS and PPIRS website. Questions about these reports should be directed the helpdesk.				

¹⁶ CPARS is a web-enabled application that is used to document performance information required by FAR Subpart 42.15, Contractor Performance Information.

¹⁷ The IAE CCB is the formal decision-making body for change requests that have multi-system or broad agency impact, call for statutory change or new capability, impact policy, etc. See the [IAE CCB charter](#) for details.

¹⁸ PPIRS is a web-enabled application that provides timely and pertinent contractor past performance data to federal government agencies for use in making source selection and contract award decisions.

¹⁹ FAPIIS is a web-enabled application that is used to collect contractor and grantee performance information, such as Terminations for Cause or Default, Defective Cost/Pricing Data, Determinations of Non-Responsibility, Terminations for Material Failure to Comply (grants), Recipient Not Qualified Determinations (grants), and Administrative Agreements.

²⁰ FPDS-NG is a comprehensive web-based tool for agencies to report contract actions in accordance with FAR Subpart 4.6, Contract Reporting.

PAST PERFORMANCE AND FAPIIS TRAINING OPPORTUNITIES		
Course	Description	Course Information
DOD CPARS and FAPIIS Training.	Provides information on how to use CPARS and FAPIIS. Upon completion, students receive a Certificate of Completion and continuous learning points (CLP).	Seminar, Online Training, and training material available at http://www.cpars.gov/allapps/cpcbtdlf.htm .
DOD PPIRS Training	Provides information about PPIRS and the valuable source selection sensitive information shared across federal government agencies and its use in source selection and contract award decisions.	Schedule of PPIRS classes is available at https://www.ppirs.gov/webtrain/webtrain.htm .
DOD <i>Past Performance Information Course – CLC 028.</i>	Provides relevant information to all acquisition personnel required to participate in this contract administration function. Upon completion, students receive 3 CLPs.	The course schedule is available at www.dau.mil .
FAI – 4 minute multi-media FAPIIS overview.	Explains what the FAPIIS module why it is important, how it impacts the acquisition and grants communities, as well as how the system interrelates with other systems containing similar Information.	FAI website available at http://www.fai.gov/FAPIIS/trailer/module.htm .
FAI <i>Federal Awardee Performance and Integrity and Information System (FAPIIS) - FAC 019.</i>	Provides guidance on how to consider the FAPIIS information. Upon completion, students will receive 1 CLP.	This course is available on the Defense Acquisition University (DAU) website at www.dau.mil . Note: FAPIIS courseware was developed by FAI and tested and hosted on the DAU website.
CPARS module (FAC 044) <i>(course sponsored by Department of Homeland Security)</i>	Provides Federal employees of civilian agencies with training on an overview of the system, workflow and user roles in terms of navigating CPARs, registering a contract, reporting compliance, writing narratives, entering ratings, and using reports to monitor status. Upon completion, students receive 3 CLPs.	This online course schedule is available at http://icatalog.dau.mil/onlinecatalog/courses.aspx?crs_id=1946
<p>Note: It is highly recommended that these courses be made available to all agency acquisition personnel responsible for reporting and using performance and integrity information.</p> <p>Questions about the training should be directed to DOD, DAU, or FAI points of contact listed on their respective websites, or you may seek information from your agency Acquisition Career Manager.</p>		

Attachment B

**Department of Commerce's
PIRS Compliance Metric Report
(Run Date: July 15, 2013)**

Agency Code	Agency Name	Contract Count	Contract Completed Count	%age
1301	OFFICE OF THE SECRETARY	73	0	0
1323	BUREAU OF THE CENSUS	285	12	4.21
1330	NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION	1130	105	9.29
1341	NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY	427	3	0.7
1344	PATENT AND TRADEMARK OFFICE	275	6	2.18
Total		2,190	126	5.75%

[Compliance Metrics Report Logic \(HTML\) \(PDF\)](#)

Compliance Metrics Report Logic

PPIRS-RC Compliance Reports

The PPIRS-RC compliance reports are based on a comparison of the contracting action reports (CARs) that are entered into the Federal Procurement Data System – Next Generation (FPDS-NG) and completed evaluations in the Past Performance Information Retrieval System – Report Card (PPIRS-RC).

Data Flow and Frequencies

CAR data flows from FPDS-NG daily into the Contractor Performance Assessment Reporting System (CPARS). The data is placed into the contract awards table within CPARS, the CAR data is then compared to the minimum reporting thresholds, contracts that meet the reporting thresholds for their business sector are then placed in the contract roll-up table. PPIRS will pull the data from the CPARS roll up table every Friday. PPIRS will compute which of these contracts are currently due. (based on age calculations detailed in this document). The contracts that are currently due are compared to completed evaluations found in the PPIRS database. The count of contracts found in the “due” table (based on data from the CPARS roll-up table) are then compare to the number of evaluation written on these contract numbers (number of these evaluations are also given). The total of eligible “due” contracts is divided into the number of contracts found in PPIRS and expressed as a compliance percentage.

Notes on the data FPDS-NG CAR data is a rolling three years of data, with the oldest data dropping off as the newest is added. The PPIRS comparison report is only run weekly as completed evaluations are loaded into PPIRS-RC once a week.

Evaluations due calculations

1. Contracts required to have a completed evaluation is based on the following calculation of a due date.

- For A&E and Construction contracts the due date is based on the revised completion / completion date + 120 days.
- For Systems and Non Systems contracts the due date is based on the length of the contract. If the contract is less than 365 days we use the revised completion/completion date +120 days. If the length of the contract is greater than 365 days we use the award date +485 days.

2. Contract roll up procedures

- GSA schedule contracts that are issued by a Non GSA contracting office are listed at the order level. (contract count is per order)
- Non GSA schedule contracts are rolled up based on the following:
 - a. IDIQ type contracts listed as base if no completed evaluations found. (contract count is on the base contract only, orders not included)
 - b. IDIQ type contracts listed as rolled to base contract number if evaluation found on base contract number. (contract count is on the base contract only, orders not included)
 - c. IDIQ type contracts are listed at the order level only if an evaluation is found on one or more task orders. (contract count is per order)

3. Contract exclusions because of archiving requirements

- Systems/ Non Systems contracts that have completed 3 years ago / over 3 years are excluded from the compliance metrics. Exclusion is based on contract completion/revised completion date + 1095 days
- A&E / Construction contracts that have completed 6 years ago / over 6 years are excluded from the compliance metrics. Exclusion is based on contract completion/revised completion date + 2190 days

PIID	Award or IDV Type	Contracting Agency	Contracting Office	Vendor Name
DOC DG133E04CN0036	22	DEFINITIVE CONTRACT NATIONAL OCEANIC DEPT OF COM/NAT	OCEANIC DEPT OF COM/NAT	HALTER MARINE INCORPORATED
DOCEA133M13SE0763	M0001	PURCHASE ORDER NATIONAL OCEANIC DEPT OF COM/NAT	OCEANIC DEPT OF COM/NAT	ELSKA PENINGA LLC
DOCEA133W12SU0917	2	PURCHASE ORDER NATIONAL OCEANIC DEPT OF COM/NAT	OCEANIC DEPT OF COM/NAT	APC EQUIPMENT & MANUFACTURING
DOCEE133013SE0588	M0001	PURCHASE ORDER NATIONAL OCEANIC EASTERN FIELD DELEGATE	RICKENBACKER MARINA, INC.	
DOCEE133F11NC1146	1	DELIVERY ORDER NATIONAL OCEANIC EASTERN FIELD DELEGATE	ITIN SCALE COMPANY INCORPORATED	
DOCQA133009SU2164	1	PURCHASE ORDER NATIONAL OCEANIC DEPT OF COM/NAT	OCEANIC DEPT OF COM/NAT	A & B POLLUTION PROVIDERS
DOCNNG07DA08BYA132311	M004	DELIVERY ORDER BUREAU OF THE DEPT OF COM/BUREAU	OIPC MALL GOV INC	
DOCAB133M12SU0729	M0002	PURCHASE ORDER NATIONAL OCEANIC DEPT OF COM/NAT	OCEANIC DEPT OF COM/NAT	DMW MARINE GROUP, LLC
DOC DG133E12CN0107	M0001	DEFINITIVE CONTRACT NATIONAL OCEANIC DEPT OF COM/NAT	OCEANIC DEPT OF COM/NAT	PARADISE DATACOM, LLC
DOCEA133M13CN0017	1	DEFINITIVE CONTRACT NATIONAL OCEANIC DEPT OF COM/NAT	OCEANIC DEPT OF COM/NAT	B & T SERVICES
DOCET133C10SU2386	1	PURCHASE ORDER NATIONAL OCEANIC EASTERN FIELD DELEGATE	SYRACUSE PLASTICS OF NORTH	
DOCQA133W11SU0198	1	PURCHASE ORDER NATIONAL OCEANIC DEPT OF COM/NAT	OCEANIC DEPT OF COM/NAT	SALIENT MOBILITY, LLC
DOCSB134109CN0097	X0002	DEFINITIVE CONTRACT NATIONAL INST	SMACARTHUR & BAKER INTERNATIONAL	
DOCSB134111SU0270	2	PURCHASE ORDER NATIONAL INST	SKOLGA, LLC	
DOCSA130111SE0015	1	PURCHASE ORDER OFFICE OF THE COMMERCE ACQUISITION	SRMW ASSOCIATES, LLC	
DOCNNG07DA09BYA132311	M001	DELIVERY ORDER BUREAU OF THE DEPT OF COM/BUREAU	OIUNISYS CORPORATION	
DOCAB133A08CN0122	7	DEFINITIVE CONTRACT NATIONAL OCEANIC DEPT OF COM/NAT	OCEANIC DEPT OF COM/NAT	HWA INC.
DOCAB133A08CN0122	8	DEFINITIVE CONTRACT NATIONAL OCEANIC DEPT OF COM/NAT	OCEANIC DEPT OF COM/NAT	HWA INC.
DOCEA133W11SU1356	1	PURCHASE ORDER NATIONAL OCEANIC DEPT OF COM/NAT	OCEANIC DEPT OF COM/NAT	ESM SOLUTIONS, INC.
DOCRA133011NC1340	1	DELIVERY ORDER NATIONAL OCEANIC DEPT OF COM/NAT	OCEANIC DEPT OF COM/NAT	REVIS ENGINEERING INC.
DOCSB134112SE0178	1	PURCHASE ORDER NATIONAL INST	STECHNOLOGY MANAGEMENT SERVICES	
DOCSB134112SU1568	1	PURCHASE ORDER NATIONAL INST	SHONEYWELL INTERNATIONAL INC	

JUNS Number	Address	St	Date Signed	Effective Date	Reason For Modification
118359939	MISSISSI		07/08/2010	07/08/2010	TERMINATE FOR DEFAULT (COMPLETE OR PARTIAL)
078571266	FLORIDA		06/19/2013	06/20/2013	TERMINATE FOR CAUSE
177931623	ARIZONA		06/21/2013	06/21/2013	TERMINATE FOR CAUSE
086311537	FLORIDA		04/10/2013	04/10/2013	TERMINATE FOR CAUSE
020569067	NEW YOF		09/01/2011	09/01/2011	TERMINATE FOR CAUSE
828914031	GEORGIA		11/03/2009	11/02/2009	TERMINATE FOR DEFAULT (COMPLETE OR PARTIAL)
788283989	VIRGINIA		07/06/2011	03/28/2011	TERMINATE FOR CAUSE
078275903	PENNSYL		07/09/2013	05/31/2013	TERMINATE FOR CAUSE
005634654	PENNSYL		09/27/2012	09/27/2012	TERMINATE FOR CAUSE
832772458	ILLINOIS		05/08/2013	05/08/2013	TERMINATE FOR CAUSE
105868814	NORTH C		04/18/2011	04/15/2011	TERMINATE FOR CAUSE
790458611	GEORGIA		10/27/2011	10/27/2011	TERMINATE FOR CAUSE
007359545	MARYLAN		07/15/2010	07/15/2010	TERMINATE FOR DEFAULT (COMPLETE OR PARTIAL)
003235763	CONNEC		08/09/2012	08/10/2012	TERMINATE FOR CAUSE
602898459	MARYLAN		04/18/2011	04/18/2011	TERMINATE FOR CAUSE
150780674	VIRGINIA		08/26/2011	08/26/2011	TERMINATE FOR CAUSE
787498971	WASHING		10/28/2009	10/28/2009	TERMINATE FOR DEFAULT (COMPLETE OR PARTIAL)
787498971	WASHING		11/02/2009	11/02/2009	TERMINATE FOR DEFAULT (COMPLETE OR PARTIAL)
965997955	NORTH C		09/08/2011	09/08/2011	TERMINATE FOR CAUSE
825604655	MARYLAN		07/12/2012	06/13/2012	TERMINATE FOR CAUSE
963722777	VIRGINIA		07/10/2012	07/10/2012	TERMINATE FOR CAUSE
139691877	NEW JER		03/19/2013	03/19/2013	TERMINATE FOR CAUSE