DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH DEVELOPMENT AND ACQUISITION
103 ARMY PENTAGON
WASHINGTON DC 20310-0103

REPLY TO
ATTENTION OF

SARD-PP

15 Sep 98

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contractor Performance Information, Acquisition Letter (AL) 98-1, Change 2

Acquisition Letter 98-1, dated 1 Apr 98 and Change 1, dated 14 Aug 98, are reissued in their entirety and are at enclosures 1 and 2 of this memorandum. Changes at enclosure 1, Contractor Performance Information, are shown as follows: additions are indicated in **[bold and brackets]** while deletions are indicated by strikethrough. All changes are marked with a vertical line in the right margin. Enclosure 2 contains the updated PPIMS Performance Assessment Report format.

Distribution will be by electronic means. Additionally, this change will be posted in the Defense Acquisition Deskbook, the Army Acquisition Website library at URL: http://acqnet.sarda.army.mil and will be "pushed" to the acquisition workforce via the SARDA Channel.

The point of contact in my office for comments, suggestions, and/or questions is Ms. Susan Erwin, Army PPIMS Functional Manager, Commercial 703-681-9292 or DSN 761-9292 or, Ms. Betty Wucher, Commercial 703-681-1042 or DSN 761-1042.

Encls

for John R. Conklin, Director
Procurement & Industrial Base Policy

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U.S. Army Space and Missile Defense Command, ATTN: CSMD-CM, P.O. Box 1500, Huntsville, AL 35807-3801
U.S. Army Training and Doctrine Command, ATTN: ATBO-A, Fort Monroe, VA 23651-5000
U.S. Army Contracting Command, Europe, ATTN: AEAPR-PA (PARC), Unit 29331, APO AE 09266
Headquarters, Eighth United States Army, ATTN: FKAQ/EAAQ, Unit 15237, APO AP 96205-0010
U.S. Army, Pacific, ATTN: APAM, Fort Shafter, HI 96858-5100
U.S. Army South, ATTN: SOCS-CO, Unit 7101, APO AA 34004-5000
U.S. Army Corps of Engineers, ATTN: CEPR-ZA, 20 Massachusetts Avenue, N.W., Washington, DC 20314-1000
National Guard Bureau, ATTN: NGB-AQ, Skyline Building Six, Suite 401A, 5109 Leesburg Pike, Falls Church, VA 22041-3201

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Commander, Eighth United States Army, ATTN: EACC, Unit 15236, APO AP 96205-0009
Commander, U.S. Army, Pacific, ATTN: APCG, Fort Shafter, HI 96858-5100
Commander, U.S. Army South, ATTN: SOCG, Unit 7101, APO AA 34004-5000
Commander, U.S. Army Corps of Engineers, ATTN: CECG, 20 Massachusetts Avenue, N.W., Washington, DC 20314-1000
Chief, National Guard Bureau, Department of the Army and Air Force, ATTN: NGB-ZA, Washington, DC 20310-2500

PROGRAM EXECUTIVE OFFICES

Program Executive Office, Air and Missile Defense, Attn: SFAE-AMD P.O. Box 1500, Huntsville, AL 35807-3801

Program Executive Office, Aviation, ATTN:SFAE-AV, Building 5681 Redstone Arsenal, AL 35898

Program Executive Office, Command, Control and Communications Systems, Attn: SFAE-C3S, Fort Monmouth, NJ 07703-5401

Program Executive Office, Ground Combat and Support Systems Attn: SFAE-GCSS, Warren, MI 48397-5000

Program Executive Office, Intelligence, Electronic Warfare and Sensors Attn: SFAE-IEW&S, Fort Monmouth, NJ 07703-5000

Program Executive Office, Standard Army Management Information Systems, Attn: SFAE-PS, 9350 Hall Road, Suite, 142, Fort Belvoir, VA 22060-5526

Program Executive Office, Tactical Missiles, Attn: SFAE-MSL, Redstone Arsenal, AL 35898-8000

Program Executive Office, Tactical Wheeled Vehicles, Attn: SFAE-TWV, Warren, MI 48397-5000

Program Executive Office, Battle Management, Attn: AF PEO BA, 1090 Air Force Pentagon, Washington, DC 20330-1090

Program Executive Office, Cruise Missiles Project and Joint Unmanned Aerial Vehicles, Attn: PEO (CU), 1213 Jefferson Davis Highway Arlington, VA 22246

SUBPART 42.15--CONTRACTOR PERFORMANCE INFORMATION

42.1501-90 General

(a) Contractor Past Performance Information (PPI) is one of the tools which support Army efforts to acquire best value. PPI may be used to evaluate performance risk in source selection. It may also be used to aid in determining potential sources, developing contracting and acquisition strategies, and determining contractor responsibility. Additionally, the collection of PPI facilitates communications between government and contractor concerning performance on current contracts. The feedback provided by the government to the contractor in collecting PPI, and the knowledge that PPI will be used in future source selection decisions, should result in improved performance and a greater contractor focus on customer satisfaction.

(b) Business Sectors: The Department of Defense has defined eight general business sectors from which the Army and the other components acquire supplies and services. The business sectors and their definitions are as follows:

(1) Systems - encompasses those products requiring a significant amount of new engineering development. This includes major modification/upgrade efforts for existing systems, program budget account code 6.4 funded projects. as well as acquisition of new systems, such as aircraft, ships, space vehicles/platforms, ordnance, ground vehicles (does not include commercial equipment typically acquired from existing multiple award "schedule" contracts), training systems (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 which are addressed in Operations Support and Science and Technology sectors), and other systems (e.g., Command, Control, Communications, Computers and Intelligence (C4I), electrical power and hydraulic systems, radar, sonar, fire control, electronic warfare, propulsion systems) (does not include tactical voice radios with commercial equivalents, personal Global Positioning Satellite (GPS) receivers, non-voice communication systems with commercial equivalents which are addressed in Operations Support and Information Technology sectors.) (See also DFARS 234.001)

(2) Operations Support - spare and repair parts for existing systems. Also includes products that may be considered systems, but require little or no engineering development, or can be acquired on a build to print, non-developmental, or commercial off-the-shelf basis. This business sector is made up of the following subsectors:

(i) Mechanical – includes transmissions, landing gear, bearings, and parts/components related to various types of engines.

(ii) Structural – includes forgings, castings, armor, and steel/aluminum/composite structural components. Does not include "bare" airframes, ships, or combat vehicles, which are addressed in Systems sector (i.e., without engines and electronics).

(iii) 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. Also includes modules such as radio-frequency receivers and transmitters (tactical voice radios, personal Global Positioning System receivers, etc.).

(iv) Electrical – includes electric motors, thermal batteries, auxiliary power units, and associated spares and component parts.

(v) Ammunition – includes all small arms ammunition and non-Precision Guided Munitions artillery rounds.

(vi) Troop Support – Includes all food and subsistence, clothing and textile-related items, and medical supplies and equipment.

(vii) Base Supplies – includes all consumables and personal property items needed to maintain installations, bases, ports, etc. Does not include any grounds maintenance, construction, security, or other types of services, which are addressed in Services sector.

Encl 1

(3) Services - all contracted services except those which are an integral part of a Systems contract or related to Science and Technology, Construction, Architect-Engineering (A-E), Information Technology and Health Care. Covered services generally fall within four broad categories as defined below:

(i) Professional/Technical & Management Support Services - all consultant and office administrative support services. 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.

(ii) Repair & Overhaul Services - services related to the physical repair and overhaul of systems (except ships) as well as subsystems and components. Includes condition evaluations of individual items received for repair or overhaul, but not evaluations of the feasibility or the benefits of the overall project.

(iii) Installation Support Services - all services required to support the operation and maintenance of an installation including utilities and 42.1501-90 (5)(i) through (vii) below. Does not include any construction/A-E type services except for cleaning, painting and making minor repairs to buildings, installation and maintenance of fencing, minor electrical repairs, and minor road surface repairs.

(iv) DoD Transportation System Services - all services related to transportation and the transportation efforts which support movement of U.S. forces and their supplies during peacetime training, conflict, or war. Consists of those military and commercial efforts, services and systems organic to, contracted for, or controlled by the Department of Defense.

(4) Information Technology (IT) – any equipment or interconnected system or subsystem of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, transmission or reception of data or information. Includes all computers, ancillary equipment, software, firmware and similar procedures, services, and related resources except for military-unique C4I systems and components included within the "Systems" business sector. IT is further defined as follows:

(i) Software – a set of computer programs, procedures and associated documentation concerned with the operation of a data processing system. Also includes information that may provide instructions for computers, data for documentation, and voice/video/music for entertainment or education.

(ii) Hardware – physical equipment as opposed to software. In automation, the physical equipment or devices forming a computer and peripheral components.

(iii) Telecommunications Equipment or Services – circuits or equipment used to support the electromagnetic and/or optical dissemination, transmission, or reception of information via voice, data, video, integrated telecommunications transmission, wire, or radio. The equipment must be a complete component capable of standing alone.

(5) Construction/Architect-Engineering (A-E) – all non-combat construction and related A-E tasks, except:

(i) Minor repair to road, driveway or parking lot surfaces;

(ii) Repair or installation of signage or pavement markings;

(iii) Minor excavations related to the repair of individual pipes;

(iv) Repair of individual power lines or the repair/relocation of individual telephone lines or connections;

(v) Services for the cleaning, painting, or minor repair of buildings;

(vi) Installation/repair of fencing; or

(vii) Snow removal.

(6) Health Care – all health care services.

(7) **Fuels** – all bulk fuels, lubricants, natural gas, coal, storage and other commodities and related support services. Acquisitions within this sector are generally accomplished for the Army by the Defense Fuels Supply Center.

(8) **Science and Technology** – all contracted research and development within program budget accounts 6.1 (Basic Research), 6.2 (Exploratory Development), and 6.3 (Advanced Technology Development) (See 42.1502-90(j)(i)).

42.1502-90 Policy

(a) Effective February 1, 1998, **[a Performance Assessment Report (PAR)]** ~~contractor performance reports (CPR~~) shall be prepared for all contracts expected to exceed the following thresholds~~:~~**[,][or at lower thresholds as designated by the HCA]**.

Business Sector	Threshold	Assessing Official
Systems	$ 5,000,000.	PM
Operations Support	$ 5,000,000.	Contracting Officer
Services	$ 1,000,000	Contracting Officer *
Information Technology	$ 1,000,000.	Contracting Officer
Health Care Services	$ 100,000.	Contracting Officer
Construction/Architect-Engineering	$ 500,000/25,000	IAW FAR/DFARS/AFARS Parts 36/236

* The PM (Program/Project/Product Manager) is also the assessing official for those service contracts providing technical or management support to the program office.

(b) Except as provided in 42.1502-90(j) below, performance reports may be prepared in, and shall be entered and maintained in, the Army Past Performance Information Management System (PPIMS) (See 42.1503-90(g)). The format for the **[PAR]**~~Contractor Performance Report~~ is an attachment.

(c) A ~~contractor performance~~ **[PAR]** ~~report~~ shall be prepared upon physical completion of the contract. When the contract period of performance will not exceed 18 months, prepare a single "final" assessment report. If the period of performance will exceed 18 months, prepare an "interim" assessment report at the completion of 12 months performance and annually thereafter until the contract is physically complete. For contracts awarded prior to the effective date of this policy, annual reports shall be prepared twelve (12) months from February 1, 1998 or such earlier date as deemed appropriate by the assessing official.

(d) An out-of-cycle or "addendum" report may be prepared if there is a need to record an extraordinary event prior to the next regularly scheduled evaluation or if it is necessary to report a meaningful occurrence during the period between physical completion of the contract and contract closeout.

(e) For indefinite delivery type contracts (except JOC, see AFARS 17.9005(d) and (j)(2) below), **[PARs]** ~~contractor performance reports~~ shall be prepared when the total estimated contract value exceeds the thresholds for the appropriate business sector in accordance with the following:

(1) Where the scope of the contract is narrow or orders will be essentially similar, the contracting officer shall prepare reports in accordance with 42.1502-90(b). If the contracting officer requires assessment input from external ordering offices, such requirement shall be clearly stated in the ordering information/procedures for the basic contract.

(2) Where the scope of the contract is broad or the nature of individual orders could be significantly different, the contracting officer may require the ordering office to prepare **[a PAR]** ~~contractor performance reports~~ for each order exceeding $100,000 in accordance with 42.1502-

90(b). If so, the contracting officer shall clearly state this requirement in the ordering information/procedures for the basic contract.

(f) ~~Contractor performance reports~~ **[PARs]** are required for "joint venture" contracts. The report shall be prepared for the joint venture, not for each participating contractor. However, each contractor will be specifically identified in the performance report. Where specific responsibilities of each contractor is known (e.g., systems integration, software development, propulsion systems, etc.), also include this information.

(g) Prepare ~~contractor performance reports~~ **[PARs]** as indicated below.

(1) Systems Contracts Performance Elements: Assess contractor performance using the following elements:

(i) Technical (Quality of Product) This element is comprised of an overall rating and six sub-elements. Activity critical to successfully complying with contract requirements must be assessed within one or more of these sub-elements. The overall rating at the element level is the Program Manager's integrated assessment as to what most accurately depicts the contractor's technical performance or progress toward meeting requirements. It is not a mechanical roll-up or averaging of the sub-element assessments.

(A) Product Performance - Assess the achieved product performance relative to performance parameters required by the contract.

(B) Systems Engineering - Assess the contractor's effort to transform operational needs and requirements into an integrated system design solution.

(C) Software Engineering - Assess the contractor's success in meeting contract requirements for software development, modification, or maintenance. 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.

(D) Logistics Support/Sustainment - Assess the success of the contractor's performance in accomplishing logistics planning.

(E) Product Assurance - Assess how successfully the contractor meets program quality objectives, (e.g., producibility, reliability, maintainability, inspectability, testability, and system safety) and controls the overall manufacturing process.

(F) 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.

(ii) Schedule - Assess the timeliness of the contractor against the completion of the contract, task orders, milestones, delivery schedules, administrative requirements, etc.

(iii) Cost Control (Not required for Firm Fixed Price (FFP) and Firm Fixed Price with Economic Price Adjustment (FFP w/EPA)) - Assess the contractor's effectiveness in forecasting, managing and controlling contract cost.

(iv) Management - This element is comprised of an overall rating and three sub-elements. Activity critical to successfully executing the contract must be assessed within one or more of these sub-elements. The overall rating at the element level is the Program Manager's integrated assessment as to what most accurately depicts the contractor's performance in managing the contracted effort. It is not a mechanical roll-up or averaging of the sub-element assessments.

(A) Management Responsiveness - Assess the timeliness, completeness and quality of problem identification, corrective action plans, proposal submittals (especially responses to change orders, Engineering Change Proposals (ECPs) or other undefinitized contract actions), the contractor's history of reasonable and cooperative behavior, effective business relations, and customer satisfaction.

(B) 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.

(C) Program Management and Other Management - Assess the extent to which the contractor discharges its responsibility for integration and coordination of all activity needed to execute the contract; 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 contractor's risk management practices, especially the ability to identify risks and formulate and implement risk mitigation plans. If applicable, identify and assess any other areas that are unique to the contract, or that cannot be captured elsewhere under the Management element.

NOTE: For System contracts which are commercial-type acquisitions, i.e., require no significant engineering development effort, or are for production of stable systems with no significant engineering change activity, the assessing official may choose to use the simpler "non-systems" format.

(2) Non-Systems Contracts Performance Elements: Assess contractor performance using the following elements:

(i) <u>Quality of Product or Service</u> - Assess the contractor's conformance to contract requirements, specifications and standards of good workmanship (e.g., commonly accepted technical, professional, environmental, or safety and health standards).

(ii) <u>Schedule</u> - Assess the timeliness of the contractor against the completion of the contract, task orders, milestones, delivery schedules, administrative requirements (e.g. efforts that contribute to or effect the schedule variance).

(iii) <u>Cost Control</u> (Not required for FFP and FFP w/EPA contracts) - Assess the contractor's effectiveness in forecasting, managing and controlling contract cost.

(iv) <u>Business Relations</u> - Assess the integration and coordination of all activity needed to execute the contract, specifically the timeliness, completeness and quality of problem identification, corrective action plans, proposal submittals, the contractor's history of reasonable and cooperative behavior, customer satisfaction, timely award and management of subcontracts, and whether the contractor met small/small disadvantaged and women-owned business participation goals.

(v) <u>Management of Key Personnel</u> (Required for services and information technology contracts only) - Assess the contractor's performance in selecting, retaining, supporting, and replacing, when necessary, key personnel.

(h) Rating System: Use the following rating system to assess contractor performance for all PPI elements:

(1) Exceptional - Performance meets contractual requirements and exceeds many to the Government's benefit. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.

(2) Very Good - Performance meets contractual requirements and exceeds some to the Government's benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective.

(3) Satisfactory - 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.

(4) Marginal - Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being assessed 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.

(5) Unsatisfactory - 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 serious problem(s) for which the contractor's corrective actions appear or were ineffective.

(i) The rating assigned to an element/sub-element must be supported by narrative rationale. Narratives are required for all ratings, and must clearly convey to the contractor, as well as to a Government source selection official who is not familiar with the instant contract, why the rating was assigned. This is especially important for any rating above or below "satisfactory." Narratives should be supported by quantifiable or verifiable documentation. While larger or more complex efforts warrant greater detail, the guideline for any narrative is "clear and concise."

(j) Exceptions:

(1) ~~Contractor performance reports~~ **[A PAR]** need not be prepared for: Science & Technology contracts (program elements 6.1, 6.2 and 6.3) or Facilities/Property Management contracts (FAR 45.302-2). However, HCA's may require that **[PARs]**~~CPR's~~ be prepared for Science & Technology contracts, where such is determined to facilitate efficient and effective acquisition. In such cases, the procedures stated herein shall apply. Additionally, the assessing official may choose the most appropriate format to record the contractors past performance information, i.e. "systems" or "non-systems."

(2) ~~Contractor performance reports~~ **[PARs]** for construction and architect-engineering (A-E) services shall be prepared and distributed in accordance with FAR/DFARS/AFARS Part 36 and 236. Notwithstanding 42.1501-90(b)(3)(iii) and (b)(5), **[PARs]** contractor performance reports for Job Order Contracts (JOC) shall be prepared and distributed in accordance with AFARS 17.9005(d).

(3) ~~Contractor performance reports~~ **[PARs]** prepared by U.S. Army Medical Command (MEDCOM) personnel for health care services shall be prepared and maintained in the Health Care Acquisition Performance System (HCAPS) in accordance with procedures established by the U.S. Army MEDCOM. Such procedures shall be consistent with those established in this regulation.

42.1503-90 Procedures

(a) [Assessing officials are responsible for the accurate assessment and timely reporting of contractor performance. The assessment is accomplished by the acquisition team as an on-going process throughout the contract period of performance. The acquisition team is normally comprised of the program and contracting offices, the customer, and cognizant technical, requirements, contract management and contract audit offices. PARs should reflect the team's surveillance and documentation of contractor performance throughout each rating period.]~~The PM shall assess contractor performance on Systems contracts as well as service contracts providing technical or management support to the PM office. The contracting officer shall assess contractor performance on all other contracts. Collect input for assessments from within the program and contracting offices and, as appropriate, from other technical and requirements offices, user personnel, and contract management and contract audit offices.~~ The contract file shall be documented to include all data received. Documentation in the **[PAR]**~~CPR~~ shall include only that information relevant to source selection. This includes ratings and a clear and concise rationale for that rating.

(b) Contractor Review: In order to provide contractors the opportunity to improve performance, reports should be completed and provided to the contractor for review within 60 days after the end of the rating period. A hard copy of the report will be furnished to the contractor with a cover letter signed by the contracting officer or PM requesting contractor comments within 30 calendar days of receipt, and advising the contractor that failure to respond within the designated timeframe will be taken as agreement with the assessment. Alternatively, the **[PAR]**~~CPR~~ may be furnished electronically to the contractor if the contractor concurs in use of the electronic transmission. Evidence of date of receipt by the contractor is required. The contracting officer/PM may grant an extension to this 30 day review period.

(c) Government Review: Prior to forwarding a **[PAR]**~~CPR~~ to the contractor, the report shall be reviewed by a designated official at a level above the assessing official to ensure higher management concurrence and consistent application of rating criteria across the activity. Reviewing officials shall be designated as follows:

(1) For PEO managed systems - the PEO or designee at a level above the assessing official;

(2) For non-PEO managed systems and all other contracts - a level above the assessing official in accordance with HCA procedures.

(d) Where a contractor concurs with, or takes no exception to a performance report, such report shall be considered final and releasable for use in source selection.

(e) Rebuttal Process: Where a contractor takes exception to a performance report, the cognizant assessing official shall review the contractor's rebuttal or comments and, as warranted, make appropriate changes. When changes are made by the assessing official, the narrative shall be modified to reflect the changed rating. The assessing official shall make all reasonable efforts to reconcile the report and the contractor's comments. However, it is not necessary they reach agreement on the report where such is clearly impracticable. The contractor's rebuttal or comments shall be made part of the **[PAR]**~~CPR~~. The assessing official shall forward the report, to include the contractors rebuttal and documentation supporting the assessor's position, to the designated resolution authority for agency decision. The resolution authority shall document the **[PAR]**~~CPR~~ to include decision rationale. The decision of the resolution authority is final. The resolution authority will be as follows:

(1) For PEO managed systems - the PEO/Deputy PEO;

(2) For non-PEO managed systems and all other contracts - a senior management official(s), designated by the HCA

(f) Once a final decision is made, a copy of the final report shall be provided to the contractor. Concurrently, the final report, along with the contractor comments or rebuttal, shall be releasable for use in source selection.

(g) System Administration: The Past Performance Information Management System (PPIMS) is the Army's central repository for past performance information except as noted in 42.1502-90(j). PPIMS is a web-based automated information system which provides an on-line, real-time, capability to both prepare **[PARs]**~~contractor performance reports~~ and obtain past performance information for use in source selection. It may be accessed through the Army Acquisition Website at: http://acqnet.sarda.army.mil

(1) PEOs and HCAs are charged with ensuring only Government personnel with an appropriate need-to-use/know are permitted access to PPIMS. HCA's at their discretion, may further restrict access to the source selection database by establishing a centralized focal point for the release of source selection past performance information.

(2) HCA's are responsible for designating a primary and alternate PPIMS Administrator for their activity and submitting the individuals name to the address in 42.1503-90(h). When a designated administrator vacates their position a replacement must be appointed. The PPIMS Administrators are responsible for sharing information about PPIMS within the organization, providing assistance with user registration, reviewing applications for accuracy, approving applications, providing **[user training]**~~initial user instruction~~, ensuring accuracy of site information and serving as the liaison between your organization and the HQDA functional proponent.

(3) The PPIMS Administrator(s) at each contracting activity shall approve or reject requests for access to PPIMS. The Administrator must verify the requesting individual has a valid need for PPIMS access. In addition, they must routinely scrub their access lists and delete ~~passwords for~~ individuals who no longer require access to prepare assessment reports or obtain source selection information.

(4) Completed **[PARs]**~~CPRs~~ are considered Source Selection Information in accordance with FAR 42.1503(b) and access is restricted to authorized Government personnel on a need-to-know basis. Consequently, only those individuals with a need to prepare assessment reports or, as authorized, to provide input to assessment reports, are authorized access to PPIMS as "users." Only those individuals designated to obtain PPI for use in source selection are authorized access to the PPIMS source selection database.

(5) Requests from other Services or Defense Agencies for authorization to access PPIMS shall be referred to SARD-PI.

(h) Contractors may obtain copies of all their completed performance reports on file within PPIMS by forwarding their request, on corporate letterhead and signed by a senior corporate official, to the OASA(RDA), ATTN: SARD-PI, 5109 LEESBURG PIKE, SUITE 916, FALLS CHURCH, VA 22041-3201.

(i) SARD-PI will purge **[PARs]**~~contractor performance reports~~ from the PPIMS source selection file three years after the date of the final report. Purged reports will be archived for an indefinite period for use in trend analyses.

SOURCE SELECTION INFORMATION--SEE FAR 42.1503(b)

Performance Assessment Report

O Interim O Final O Addendum Period Report: From To

All **DATES** should be in the format CCYY/MM/DD where CC stands for century.

SECTION I

1a. Contractor:
Division:
Street1:
Street2:
Street3:
City:
State: Zip:
Country:
Place of Performance:
1b. CAGE:
1c. DUNS:

2a. Contract Number:
2b. Modification Number:
2c. Del/Task Order No:
2d. Initial Value (Base + Options): $
2e. Current Value: $
3a. Award Date:
3b. Completion Date:

SECTION II

	4a. Contractor POC			4b. Gov't Contract Specialist/Administrator		
	Last:	First:	MI:	Last:	First:	MI:
Name:						
Position/Title:						
MACOM:						
Street1:						
Street2:						
Street3:						
City:						
State:	Zip:			Zip:		
Country:						
Commercial:						
DSN:						
FAX Comm:						
FAX DSN:						
International:						
Int FAX Comm:						
E-Mail Address:						

SECTION III

5. Method of Contract:

O Sealed Bid O Negotiated

6. Type of Contract: (Check all that apply)

☐ FFP	☐ FPR[R]	☒ CS	☐ CPFF[T]	☐ Rqmts
☐ FFP-EPA	☐ FFP-LOE	☐ CPIF	☐ Labor Hour	☐ BOA
☐ FPIF	☐ T&M	☐ CPAF	☐ ID	☐ Letter
☐ FPR[P]	☐ CR	☐ CPFF[C]	☐ IQ	☐ Other

7. Socio-economic Program:

○ SBSA ○ 8(a) ○ SBIR ○ SBCDP ○ Other

8. Competition:

○ Full and Open Competition ○ Sole Source ○ Other

9. Type of Supply/Service:

○ Commercial ○ Non-Developmental Item ○ Non-Commercial

SECTION IV

10. Business Sector:

○ Space	○ Ground Vehicles	○ Information Technology
○ Ordnance	○ Shipbuilding	○ Science & Technology
○ Aircraft	○ Other Systems	○ Services
○ Training Systems	○ Operations Support	○ Health Care Services

11a. FSCs:

11b. SICs:

12. Description of Requirement:

13. Sub-Contractors:

Name:
Street1:
Street2:
Street3:
City:
State: Zip:
Country:
Description:

Name:
Street1:
Street2:
Street3:
City:
State: Zip:
Country:
Description:

Name:
Street1:
Street2:
Street3:
City:
State: Zip:
Country:
Description:

SECTION V (Systems)

Ratings:

The following rating standards were used to evaluate the contractor's performance. The following ratings apply to all items in Section V.

Ratings

Exceptional
Very Good
Satisfactory
Marginal
Unsatisfactory

14.

a. Technical

i. Product Performance

ii. Systems Engineering

iii. Software Engineering

iv. Logistics Support/Sustainment

v. Product Assurance

vi. Other Technical Performance

b. Schedule

c. Cost Control

d. Management

i. Management Responsiveness

ii. Subcontract Management

iii. Program Management/Other Management

SECTION VI

15. Evaluator:

	Last	First	MI	
Name:				Date Approved by Evaluator:
Element:				

Commercial: DSN:
FAX Comm: FAX DSN:
International: Int FAX Comm:
E-Mail Address:

Last First MI
Name: Date Approved by Evaluator:
Element:
Commercial: DSN:
FAX Comm: FAX DSN:
International: Int FAX Comm:
E-Mail Address:

Last First MI
Name: Date Approved by Evaluator:
Element:
Commercial: DSN:
FAX Comm: FAX DSN:
International: Int FAX Comm:
E-Mail Address:

16. Contracting Officer/Program Manager:
Last First MI
Name: Date Approved by KO/PM:
Commercial: DSN:
FAX Comm: FAX DSN:
International: Int FAX Comm:
E-Mail Address:

17. Agency Review:
Last First MI Date of Approval:
Name: Date Sent to Contractor:
Commercial: DSN:
FAX Comm: FAX DSN:
International: Int FAX Comm:
E-Mail Address:

18. Contractor Review:
Last First MI
Name: Position/Title:
Date Contractor Received PAR: Date of Receipt of Contractor Response:
Commercial: DSN:
FAX Comm: FAX DSN:
International: Int FAX Comm:
E-Mail Address:

Comments provided? ○ Yes ○ No If YES, Indicate Number of Pages Attached ( )

19. Resolution Authority.

Last First MI

Name: Date Referred:

Commercial: DSN:

FAX Comm: FAX DSN:

International: Int FAX Comm:

E-Mail Address:

Resolution Decision Document, if applicable: ( ) Number of pages Date of Resolution:

20. Source Selection Availability.

Date of Final Review: Date PAR entered into PPIMS:

SOURCE SELECTION INFORMATION--SEE FAR 42.1503(b)