



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
ACQUISITION AND GRANTS OFFICE

December 6, 2013

MEMORANDUM FOR: Heads of Contracting Offices
Acquisition Management Advisory Committee

FROM: Linda D. Brainard *for my Ross*
Acting Deputy Director

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

The Office of Federal Procurement Policy (OFPP) has reemphasized the importance of timely and accurate reporting of contractor performance and integrity information, and established accountability and reporting targets. Agencies are required to implement a comprehensive strategy to bring their organizations into compliance with past performance and integrity reporting requirements and to meet OFPP's goals. The Department of Commerce has adopted OFPP's minimum annual compliance targets with quarterly milestone targets as follows:

Annual Goals and Quarterly Targets

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

Achieving required compliance targets will necessitate sustained effort and increased commitment from the acquisition workforce (both the contracting and program communities). Each must do its part to ensure timely and accurate reporting in the Contractor Performance Assessment Reporting System (CPARS) and the Federal Awardee Performance and Integrity Information System (FAPIIS). To ensure applicable NOAA staff are fully trained in the use of past performance systems and reporting tools that monitor performance, the Senior Bureau Procurement Official has directed completion of mandatory training courses within six months of this communication. A list of the mandatory training by role and course descriptions is attached.

Heads of Contracting Offices will take appropriate action to ensure that 1) applicable staff within their offices as well as designated assessing officials complete the required training, 2) past due actions on contract terminations are entered into FAPIIS within 30 days, 3) past due performance evaluation actions are promptly entered into and completed in CPARS, and 4) future evaluations and integrity information are entered in CPARS and FAPIIS timely.

Attachment – Mandatory Training Courses by Role

MANDATORY TRAINING COURSES BY ROLE

A. TRAINING COURSES *(to be taken unless already completed)*

- **Agency POC:**
 - **Focal Point and Agency POC Functions**
- **Assessing Officials and Assessing Official Representatives (Contracting Officer Representatives, Task Order Monitors, and Other Contract/Order Points of Contact):**
 - **CPARS** or **ACASS/CCASS Overview**
 - **Quality and Narrative Writing**
- **Contracting Officers/Contract Specialists:**
 - **CPARS** or **ACASS/CCASS Overview**
 - **Quality and Narrative Writing**
 - PPIRS, PPIRS-RC and/or PPIRS-SR as appropriate
 - FAPIIS Overview (1 hour) or Trailer (4 minutes) as appropriate
- **Reviewing Officials (Minimum one level above AO):**
 - **CPARS** or **ACASS/CCASS Overview**
 - **Quality and Narrative Writing**
- **Focal Points/Alternate Focal Points:**
 - **Focal Point and Agency POC Functions**
 - **CPARS** or **ACASS/CCASS Overview**

B. CPARS/FAPIIS/PPIRS COURSE DESCRIPTIONS

- **CPARS Training:**
 - **ACASS/CCASS Overview (2 hours)** - This training will give the student an overview of the policies and regulations governing ACASS/CCASS, the ACASS/CCASS Workflow, and ACASS/CCASS Application functionality. Taking the ACASS/CCASS or CPARS Overview is a prerequisite to Quality and Narrative Writing and Focal Point Functions.

Target Audience: This course is specifically targeted for those users who have minimal familiarity with the ACASS/CCASS automated process.

- **CPARS Overview (2 hours)** – This training will give the student an overview of the policies and regulations governing CPARS, the CPARS Workflow, and CPARS Application functionality. Taking the CPARS or ACASS/CCASS Overview is a prerequisite to Quality and Narrative Writing and Focal Point Functions.

Target Audience: This course is specifically targeted for those users who have minimal familiarity with the CPARS process.

- **Quality and Narrative Writing (1.25 hours)** – This training will give the student an understanding of the need for quality and accuracy in narrative writing, examples of narratives and resources to aid in creating quality Past Performance Evaluations, and examples of strategies for making the ACASS-CCASS-CPARS-FAPIIS process more effective. Taking the CPARS or ACASS/CCASS Overview is a prerequisite to taking this class.

Target Audience: This session is specifically targeted for Government users responsible for creating and reviewing Contractor Past Performance Evaluations, but could also be of benefit to Contractor Representatives. Students taking this class should already have a basic knowledge of policy and workflow, such as that presented in the CPARS Overview and ACASS/CCASS Overview class.

- **Focal Point and Agency POC Functions (1.5 hours)** – This training will give the student an understanding of the Focal Point and Agency Point of Contact levels of access, the assignment and control of ACASS, CCASS, and CPARS user access, and the contract registration process. FAPIIS is not covered in this class; please see the FAPIIS Overview class below. Taking the CPARS or ACASS/CCASS Overview is a prerequisite to taking this class.

Target Audience: This session is specifically targeted for those Government Focal Point and Agency Point of Contact users responsible for establishing system access and managing the ACASS, CCASS, and CPARS Workflow.

➤ **FAPIIS Training:**

- **FAPIIS Overview (1 hour)** - This training will give the student an overview of the policies and regulations governing FAPIIS, including FAPIIS Application functionality, data entry, and FAPIIS Focal Point responsibilities.

Target Audience: This course is specifically targeted for those users who have minimal familiarity with the FAPIIS application.

- **FAPIIS Trailer (4 minute video)** – This training is an overview of FAPIIS that explains what the system is, 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. The link is:
<http://www.fai.gov/FAPIIS/trailer/module.htm>

Target Audience: Contracting Officers awarding actions over \$150,000

➤ **PPIRS Training:**

- **PPIRS New Account (45 min)** - This training will give the student step by step instructions on how to create/obtain an Account in PPIRS.

Target Audience: Government Students must complete this training (or have an existing account in PPIRS) prior to registration for PPIRS-RC and/or PPIRS-SR Training. Contractor/Awardees are not required to complete this training prior to registration for PPIRS-RC and/or PPIRS-SR Training.

- **PPIRS-RC (1.0 hour)** – This training will give the student an overview of the policies and regulations governing PPIRS-RC, and the PPIRS-RC Application functionality. **"You must complete the PPIRS New Account training or have an existing account in either PPIRS system prior to registration for this class."**

Target Audience: This course is specifically targeted for Government personnel who work on source selection teams and need access to vendor past performance.

- **PPIRS-SR (1.5 hours)** – This training will give the student an overview of the policies and regulations governing PPIRS-SR, and the PPIRS-SR Application functionality. ***Students must complete the PPIRS New Account training or have an existing account in either PPIRS system prior to registration for this class.***

Target Audience: This course is specifically targeted for Government acquisition personnel who require access to vendor past performance information for competitive acquisitions.

Link to CPARS/FAPIIS Training:

http://www.cpars.gov/allapps/cpartrng/webtrain/webtrain_all.htm

Link to PPIRS Training:

<http://www.ppirs.gov/webtrain/webtrain.htm>