

## Past Performance Access By Joseph Jablonski

In one of my recent Web Seminars this topic came up as being not as straightforward as CCR documentation would lead you to believe. For that reason I prepared the information below. If you have any questions you can contact me at [joseph@proposalw.com](mailto:joseph@proposalw.com) or by calling 505-270-1080. Joe J.

The procedure is as follows:

1. First you must be registered in CCR.
2. You must obtain what's called PKI access to make a secure connection to the government sites. This is necessary whether you wish to access your ONGOING Contracts thru CPARS or PAST Contracts thru PPIRS. There are 3 recommended External Certificate Authorities for this to grant you PKI Access:

### **External Certificate Authority**

External Certificate Authorities (ECAs) provide digital certificates to the DoD's private industry partners, contractors using their own equipment or working in non-government facilities, allied partners, and other agencies.

### **Approved ECA vendors:**

- Operational Research Consultants, Inc. (ORC) <http://www.eca.orc.com>
- VeriSign, Inc. <http://www.verisign.com/verisign-business-solutions/public-sector-solutions/ieca-eca-certificates/index.html>
- IdenTrust <http://www.identrust.com/certificates/eca/index.html>

3. If you're interested in Past Performance on PAST Contracts go to PPIRS below.

If you're interested in your CPARS Reports for contracts that are presently ongoing you need to obtain additional Logon information from your CO.

Be advised there are several Report Card Databases depending on what you sell to the government, CPARS is but one. They are all listed below:

**Past Performance Information Retrieval System** or PPIRS is a web-enabled, government-wide application that serves as the central warehouse for contractor past performance assessment reports. It is sponsored by the DOD E-Business Office. PPIRS draws on information from the following sources:

- Contractor Performance System (CPS)
- Past Performance Data Base (PPBD)

- Past Performance Information Management System (PPIMS)
- Architect-Engineer Contract Administration Support System (ACASS)
- Construction Contractor Appraisal Support System (CCASS)
- Contractor Performance Assessment Reporting System (CPARS)

Depending on the product or service you sell to the government, you may have input documented in one or more of these databases. In the interest of fairness, you should have received a copy of any reports sent to one of these databases to provide you with an opportunity to comment. When the company PM has a superb working relationship with the COR, they may even review and discuss the report before it is processed through the CO and into the appropriate database. For more information on these data bases go to <http://www.ppirs.gov/>

## **CONTRACTOR LOGON for CPARS**

After you have purchased your PKI certificate log on to the CPARS website at <http://cpars.navy.mil> Once logged on, the easiest way to get around in CPARS is go to your To-Do List.

That will bring you a list of contract numbers in blue. Click on a contract number and it will bring you into the CPAR itself.

The little question mark throughout the CPARS is actually a help box. If you have Pop-up

Blockers please disable them as some features in CPARS will not work.

Just click on the question mark and a help box will pop up and give you a definition of what

needs to go in each field.

Fill in your information. Any field that has a red asterisk is a required field. Any block that

is in White you have access to. Any box in Yellow is the Government Rating and you are

locked out of it. You may tab thru the different ratings, make comments in the white boxes,

when you are finished click on the tab that says Contractor Rep. There you may enter a summary of your comments and fill in the required fields.

You have a 20-minute working window in CPARS. The elapsed time will appear at the bottom of your screen. If you click on the Save Data button you can extend the working window. If you are timed out you will lose everything since your last save.

To check the status of your CPAR you may run a CPAR Status report. Click on the button that says CPAR Status report. That brings you into a page that says CPARS Status Parameters. On the right hand side of that page select List of CPARS. That opens

the box. On the right hand side of that box, click the top one , Status. On the left hand side of your screen click on run report. When the report appears find your contract and the period of performance in question and then the status of the CPAR. It must say RATED

for you to access that CPAR.

You may print this report out as the definitions of each Status Level are at the bottom of the page, it is a good tool to track the status of your CPARS.

Make sure you enter your electronic signature (type your name and other information). You

must also click the drop down box and highlight whether you concur with the ratings or do

not concur. Before you send the CPAR back to the Assessing Official you can print a copy

so that you have it for your records. Once you are finished click on the button that says Validate and Send to Assessing Official. You are then locked out of the CPAR until it is

Completed. There is a Procedures Guide and a Policy Guide available at the website under

Reference Material.

### **CONTRACTOR LOGON FOR PPIRS**

You must have a valid PKI Certificate to access the PPIRS System. You must be registered in the CCR at [www.ccr.gov](http://www.ccr.gov) You will update your registration, using your DUNS Number and TPIN, create a Past Performance P.O.C. (someone from your company who will handle your past performance) and an MPIN (Marketing Partner Identification Number) It needs to be 9 characters, always in capital letters, no special characters. The CCR does not send the PPIRS System the update information until the following Friday afternoon. You will then be able to go to [www.ppirs.gov](http://www.ppirs.gov) click on PPIRS-RC, Click on Contractor Login and enter your DUNS and MPIN and access your Past Performance Information. If you should have any questions or problems please call the NSLC Help Desk at 603-431-9460 x486 and we will be glad to help you.