

11/29/11

POLICY ALERT

No. 11-87

Past Performance Assessment Reporting

REFERENCES: [Defense Procurement and Acquisition Policy Memorandum, Past Performance Assessment Reporting, dated November 18, 2011](#)

TYPE OF ACTION: TMA Policy Emphasis

EFFECTIVE DATE: November 29, 2011

SUMMARY: The purpose of this Policy Alert is to summarize and emphasize current regulatory requirements regarding the timely and quality contractor performance assessment reporting. The Director, Defense Procurement and Acquisition Policy (DPAP), issued a Memorandum, Subject: Past Performance Assessment Reporting, dated November 18, 2011, identifying the importance of timely reporting of past performance information. It states that a recent Office of Federal Procurement Policy review of the compliance metrics in Past Performance Information Retrieval System (PPIRS), reported via the Contractor Performance Assessment Reporting System (CPARS), as of October 3, 2011, identified the TRICARE Management Activity overall average for 2008-2010 at 70 percent.

CPARS reporting is the shared responsibility of program/requirements offices and contracting personnel. Program or requirements offices are required to complete performance assessments within 120 days of the end of an evaluation period. Not only is it important to complete assessments, they should be done in a timely manner and with quality narratives for each rated element, to include schedule and cost considerations.

To ensure regulatory compliance in the timely completion of CPARS, DPAP will monitor and communicate compliance information to the senior procurement executives on a quarterly basis.

In addition, a [TRICARE Acquisition Directive \(TAD\) 42-01](#), Contractor Past Performance Information (CPPI), dated September 14, 2011, was issued establishing policy for the collection and use of CPPI. The TAD applies to all TMA personnel responsible for preparing, submitting, reviewing, and/or evaluating CPPI for contract actions issued by a TMA Contracting Officer or by an external contracting activity on behalf of TMA.

ACTION REQUIRED: Requiring Activities, Program Offices, and Contracting Personnel shall comply with TMA's TAD, Procedures Guidance Information, and TRICARE Customer Acquisition Guide, for the collection and reporting of CPPI.

TMA focal point for PPIRS and CPARS is Ms. Mara Grissom, Acquisition Information Systems Manager at 703-681-8749. You may direct comments/questions on this Policy Alert to the Contract Policy and Pricing Branch at 303-676-3507.

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