



## MEMORANDUM FOR BUREAU CHIEF PROCUREMENT OFFICERS

**FROM:** IRIS B. COOPER,  
SENIOR PROCUREMENT EXECUTIVE,  
OFFICE OF THE PROCUREMENT EXECUTIVE

**SUBJECT:** Amendment to DTAP subpart 1042.15-Contractor Performance Information

**1. Purpose:** This amendment is issued to revise DTAP subpart 1042.15, Contractor Performance Information, in order to established Bureau responsibilities in the submission of information of contractor performance in the Contractor Performance Assessment Reporting System (CPARS); as well as, include direction on how to can obtain guidance on this topic.

**2. Effective Date:** January 1, 2016

**3. Expiration Date:** Until otherwise canceled, superseded or included within a future edition of the DTAP.

**4. Background:** The Office of Management and Budget (OMB) has issued a number of memos<sup>1</sup> over the years stressing the importance of collecting and using information about contractor performance to strengthen the Government's ability to efficiently purchase services and goods from private industry. These memos have resulted in training, development of tools and other resources; as well as, revisions to the FAR. Also, OMB's memo, dated March 6, 2013, established Government-wide annual reporting performance targets in terms of completing contractor performance information<sup>2</sup>. While some Bureaus have made progress in increasing the percentage of contracts reported in the Past Performance Information Retrieval System PPIRS (PPIRS), a significant amount of work remains to be done.

The Senior Procurement Executive has authorized the issuance of this amendment to the DTAP to continue Treasury's emphasis in contractor performance assessment reporting. This amendment will establish HCA responsibilities regarding the submission of complete, timely and accurate information on contractor performance in the CPARS, and includes direction on how to obtain additional guidance and information on this topic.

---

<sup>1</sup> [Improving the Use of Contractor Performance Information, dated July 29, 2009; Improving Contractor Past Performance Assessments: Summary of the Office of Federal Procurement Policy's Review, and Strategies for Improvement, dated January 11, 2011; Improving the Collection and Use of Information about Contractor Performance and Integrity, dated March 6, 2013; and Making Better Use of Contractor Performance Information, dated July 10, 2014](#)

<sup>2</sup> Treasury's targets were FY13 65%, FY14 80% and FY15 100%.



**5. Department of the Treasury Acquisition Procedures (DTAP):** The DTAP is amended as follows:

A. 1042.15 is revised to add the following:

**1042.1501 General.**

(b) HCAs shall establish Bureau procedures that—

(1) Ensure COs are submitting accurate, timely, and complete information on contractor performance into CPARS;

(2) Establish Bureau CPARS Focal points to handle: CPARS and PPIRS system access, registration and other system issues; compliance, oversight and reporting; and other related tasking (see [CPARS User Manual](#) and [CPARS Guide Section C.3.5](#));

(3) Implement a process for conducting regular compliance assessments (see [FAR 42.1501\(b\)](#)). Assessments shall include assessing the timeliness, completeness, accuracy and quality of evaluations;

(4) Implement a process that monitors contractor performance of the Bureau's highest risk, complex acquisitions (contracts or orders). Bureaus shall take action when contractor performance present risks of missing schedule, budget or other key contract metrics;

(5) Ensure acquisition personnel are aware of the importance of past performance evaluations and apprised of Bureau and Agency goals, status and other key metrics related to measuring the quality and timely reporting of contractor performance;

(6) Ensure that acquisition personnel are assigned, aware and held accountable in regards to their role and responsibility(ies) in evaluating and submitting contractor performance (see [FAR 42.1503](#));

(7) Ensure acquisition personnel receive the proper training in relation to their role and responsibility(ies) in evaluating contractor performance; and

(i) Training courses (e.g. Department of Defense's [Past Performance Information course, CLC 028](#) and [Contracting Officer's Representative with a Mission Focus course, CLC 106](#)) as well as training material related to past performance information are available at Defense Acquisition University's website at [www.dau.mil](http://www.dau.mil) and Federal Acquisition Institute's website at <https://www.fai.gov>.

(8) Ensure COR appointment letters, as applicable (see [FAR 42.1502](#)), include the requirement that CORs provide input to the evaluation of contractor performance.

B. 1042.1500 is revised as follows:

**FROM:** See [DTAR 1042.1500, Procedures](#) for Treasury's requirements.

**TO:** (a) The March 6, 2013, OMB memorandum on [Improving the Collection and Use of Information about Contractor Performance and Integrity](#) implemented quarterly reporting to monitor Agency annual reporting performance targets. Treasury's designated past performance contact located in the OPE, is responsible for reviewing and entering this data, as required, for the following reports—

- (1) CPARS monthly metric report;
- (2) PPIRS-RS statistics report;
- (3) PPIRS compliance metric report; and

DEPARTMENT OF THE TREASURY

WASHINGTON, D.C. 20220



- (4) Any other OMB required reporting.
- (b) Treasury's designated past performance contact shall also provide assistance in—
  - (1) Supporting the SPE in conducting agency level compliance assessments;
  - (2) Providing a list of the annual past performance assessments in PPIRS for the contractors performing on the agencies' highest risk, complex projects, as identified by the agency head or appropriate agency official (see [Office of Federal Procurement Policy \(OFPP\) Memo dated July 10, 2014 entitled, "Making Better Use of Contractor Performance Information"](#)); and
    - (i) This list shall be provided promptly to the Deputy Secretary (or equivalent), Chief Information Officer, Chief Financial Officer, Chief Acquisition Officer, Senior Procurement Executive, and other appropriate agency officials for their awareness and management of agency high profile acquisitions.
  - (3) Supporting the SPE in other related tasking.

C. 1042.1503 is revised to add the following:

- (b)(1) The quality of the evaluation narratives are critical because they establish that the ratings are credible and justifiable. Additionally, quality narratives allow a reader with no personal knowledge of the procurement to gain a complete understanding of the Contractor's performance. These narratives need not be lengthy, but need to be as clear, comprehensive and concise as possible. For purposes of writing a quality narrative, a CO may consult Treasury's guidance and other resources available at [OPE's SharePoint Site - Policy - Policy Guidance/Tools/Resources](#) and <https://www.fai.gov>.
- (2) Ratings and narratives shall be consistent with the rating definitions in the [CPARS Guidance](#) and be supported by objective evidence (e.g. technical reviews, quality assurance evaluations, and subcontracting plan reports).

- 6. Required Bureau Actions:** Bureau Chief Procurement Officers shall—
- a. Ensure dissemination of this APU to all contracting personnel and
  - b. Update any related Bureau policies and procedures impacted by this APU.

**7. Additional Information:** The point of contact for this APU is Mr. Thomas O'Linn. He may be reached at [thomas.olinn@treasury.gov](mailto:thomas.olinn@treasury.gov) or [OfficeoftheProcurementExecutive@treasury.gov](mailto:OfficeoftheProcurementExecutive@treasury.gov).