



**Thank you for downloading the GovConRx Official CPARS Contractor Self-Assessment™ Template!**

- ✓ Experienced GovConRx former procurement executives can help you prepare and submit compelling Contractor Self-Assessments to ensure you receive the highest, accurate CPARS ratings.
- ✓ GovConRx CPARS experts know exactly how to articulate the right CPARS evaluation narratives by leveraging our unique federal acquisition and Contracting Officer perspectives.
- ✓ GovConRx fixes CPARS ratings – fast! We have a 100% track record improving CPARS ratings for both large and small federal contractors. And we'll do it for you too! [Contact us](#) for details.

**A few additional thoughts about CPARS and Contractor Self-Assessments:**

- ✓ CPARS ratings directly affect your ability to win and keep federal contracts – CPARS management is critical to all federal contract stages: BD, proposal, program management and recompetes.
- ✓ CPARS ratings = your Federal Business “FICO” Score – don’t you want to have the opportunity to help validate and improve your CPARS performance ratings?
- ✓ Your CPARS ratings are 100% dependent on the quality, accuracy, and timeliness of the contract performance data the Government enters into CPARS every year.
- ✓ Contractor Self-Assessments are proven to be an effective means to document and communicate your performance with government customers – just ask our very satisfied clients.
- ✓ Spearheaded by GovConRx’s efforts, the Government is issuing policy/best practices and contract requirements for Contractor Self-Assessments to be used as effective tools for CPARS data entry.
  - See, for example, GSA Senior Procurement Executive Jeff Koses [Contractor Self-Assessment Memo](#) issued in February 2021.
- ✓ Please share this CPARS Contractor Self-Assessment™ template with other members of your organization that are responsible for managing (and ultimately worrying about) CPARS ratings.
- ✓ GovConRx’s mission is to improve CPARS and support government and industry partnerships to advance performance and promote federal agency mission objectives. We are here to help!

**[Contact us](#) for more information. Thank You!**

**CPARS CONTRACTOR SELF-ASSESSMENT™**

**A. CONTRACT INFORMATION**

Company Name:

Contract/Task Order Number:

Period of Performance Being Assessed:

Contracting Office:

Contract/Project Title:

**B. CONTRACTOR SELF-ASSESSMENT EVALUATION FACTOR NARRATIVES**

Reference Attachment A - CPARS Evaluation Rating Definitions (Source: FAR 42.1503(h)(4) Table 42-1)

**QUALITY:**

- **Key Elements to Address:** Planning, control and meeting technical program and quality objectives for the services or products provided; requirements; conformance to specifications; workmanship; accurate reports/data; experience and quality of staff; planning, logistics and product assurance; complied with Quality Assurance Surveillance Plan (QASP). Use quantitative indicators wherever possible.

Narrative:

References: [CPARS Guidance](#) - Section A3.27 – Quality; [FAR 42.1503\(h\)\(4\) Table 42-1](#)

**SCHEDULE:**

- **Key Elements to Address:** Timeliness against the completion of the contract/task order milestones, delivery schedules, and administrative requirements; efforts that contribute to or affect the schedule variance; recovery after unexpected delays.

Narrative:

References: [CPARS Guidance](#) - Section A3.28 – Schedule; [FAR 42.1503\(h\)\(4\) Table 42-1](#)

**COST CONTROL (if applicable):**

- Not required to be addressed for Fixed Price type contracts (unless specifically required elsewhere in the contract)
- Key Elements to Address: Effectiveness in forecasting, managing, and controlling cost; causes and contractor-proposed solutions for cost overruns/underruns; contractor adherence to total estimated cost; billings current, accurate, and complete.

Narrative:

References: [CPARS Guidance](#) - Section A3.29 - Cost Control; [FAR 42.1503\(h\)\(4\) Table 42-1](#)

**MANAGEMENT:**

- Key Elements to Address: Integration and coordination of all activity needed to execute performance; is the contractor oriented toward customer; interaction between contractor and Government; proactive problem identification and corrective action plans; adequacy of the contractor's accounting, billing, estimating systems and management of Government Property; effort devoted to managing subcontractors; risk management practices; supporting key personnel; replace key personnel as necessary.

Narrative:

References: [CPARS Guidance](#) - Section A3.30 - Management; [FAR 42.1503\(h\)\(4\) Table 42-1](#)

**UTILIZATION OF SMALL BUSINESS (if applicable):**

- Applicable only if Contract/Order requires Small Business Subcontracting Plan/Goals
- Key Elements to Address: Small business participation goals stated in contract/order; achievement on each individual goal stated within contract/order or subcontracting plan including good faith efforts if goal was not achieved.

Narrative:

References: [CPARS Guidance](#) - Section A3.31 - Small Business Subcontracting; [FAR 42.1503\(h\)\(4\) Table 42-2](#)

**REGULATORY COMPLIANCE:**

- **Key Elements to Address:** Contractor complied with contract regulations and codes; complied with reporting requirements; complied with specifications; reporting into databases as required under the contract, and reporting requirements in response to the solicitation provisions and clauses effective under the contract, or other requirements such as financial, environmental, labor and safety.

Narrative:

References: [CPARS Guidance](#) - Section A3.32 - Regulatory Compliance; [FAR 42.1503\(h\)\(4\) Table 42-1](#)

**OTHER AREAS (optional/up to 3):**

- **Key Elements to Address:** Additional evaluation areas that are unique to the contract/order, or that cannot be captured elsewhere in the evaluation
- Use if the contract/order contains an Award Fee or Incentive clause and enter "award fee" or "incentive" as one of the "Other Areas"

Narrative(s):

References: [CPARS Guidance](#) - Section A3.33 – Other Areas; [FAR 42.1503\(h\)\(4\) - Table 42-1](#)

**C. CONTRACTOR REPRESENTATIVE CONTACT INFO:**

**Name/Title:**

**Phone Number:**

**Email Address:**

**Submission Date:**

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**Attachment A**

**CPARS Evaluation Rating Definitions (Source: FAR 42.1503(h)(4) - Table 42-1)**

<b><u>Rating</u></b>	<b><u>Definition</u></b>	<b><u>Note</u></b>
<b>Exceptional</b>	<ul style="list-style-type: none"> <li>• Performance meets contractual requirements and exceeds many to the Government’s benefit.</li> <li>• The contractual performance of the element or sub-element being evaluated was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.</li> </ul>	<ul style="list-style-type: none"> <li>• To justify an Exceptional rating, identify multiple significant events and state how they were of benefit to the Government.</li> <li>• A singular benefit, however, could be of such magnitude that it alone constitutes an Exceptional rating.</li> <li>• Also, there should have been NO significant weaknesses identified.</li> </ul>
<b>Very Good</b>	<ul style="list-style-type: none"> <li>• Performance meets contractual requirements and exceeds some to the Government’s benefit.</li> <li>• The contractual performance of the element or sub-element being evaluated was accomplished with some minor problems for which corrective actions taken by the contractor were effective.</li> </ul>	<ul style="list-style-type: none"> <li>• To justify a Very Good rating, identify a significant event and state how it was a benefit to the Government.</li> <li>• There should have been no significant weaknesses identified.</li> </ul>
<b>Satisfactory</b>	<ul style="list-style-type: none"> <li>• Performance meets contractual requirements.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• To justify a Satisfactory rating, there should have been only minor problems, or major problems the contractor recovered from without impact to the contract/order.</li> <li>• There should have been NO significant weaknesses identified.</li> <li>• A fundamental principle of assigning ratings is that contractors will not be evaluated with a rating lower than Satisfactory solely for not performing beyond the requirements of the contract/order.</li> </ul>
<b>Marginal</b>	<ul style="list-style-type: none"> <li>• Performance does not meet some contractual requirements.</li> <li>• The contractual performance of the element or sub-element being evaluated reflects a serious problem for which the contractor has not yet identified corrective actions.</li> <li>• The contractor’s proposed actions appear only marginally effective or were not fully implemented.</li> </ul>	<ul style="list-style-type: none"> <li>• To justify Marginal performance, identify a significant event in each category that the contractor had trouble overcoming and state how it impacted the Government.</li> <li>• A Marginal rating should be supported by referencing the management tool that notified the contractor of the contractual deficiency (e.g., management, quality, safety, or environmental deficiency report or letter).</li> </ul>
<b>Unsatisfactory</b>	<ul style="list-style-type: none"> <li>• Performance does not meet most contractual requirements and recovery is not likely in a timely manner.</li> <li>• The contractual performance of the element or sub-element contains a serious problem(s) for which the contractor’s corrective actions appear or were ineffective.</li> </ul>	<ul style="list-style-type: none"> <li>• To justify an Unsatisfactory rating, identify multiple significant events in each category that the contractor had trouble overcoming and state how it impacted the Government.</li> <li>• A singular problem, however, could be of such serious magnitude that it alone constitutes an unsatisfactory rating.</li> <li>• An Unsatisfactory rating should be supported by referencing the management tools used to notify the contractor of the contractual deficiencies (e.g., management, quality, safety, or environmental deficiency reports, or letters).</li> </ul>

NOTE 1: Plus or minus signs may be used to indicate an improving (+) or worsening (-) trend insufficient to change the evaluation status.

NOTE 2: N/A (not applicable) should be used if the ratings are not going to be applied to a particular area for evaluation.