

CPARS Instructions for CORs/Accessing Official Representative (AOR)

(Revised 10/01/2014)

Once you receive an automated message from CPARS granting you access to an evaluation, you have **14 Calendar Days** to complete the evaluation. Please follow the instructions below to complete your evaluation:

1. Enter the CPARS website at <https://www.cpars.gov/>
2. Click on "System Logon" then "Accept/Login with Password" to log into CPARS
3. Enter User ID and password and click the "Login With Password" button. *If you are a first time user, enter your User ID and click "Forgot Password". You should have already received your User ID in an automated email from CPARS. Enter your User ID and Email to receive a temporary password.*
4. Select "CPARS" and click on "To-Do List"
5. Click on the "Contract Number" to open the evaluation you wish to complete. *(Please note that the Contract Specialist should have already completed the following tabs: "Contract Name/Address, "Contract Information", "Misc Information" and "Small Business Utilization").*
6. Select the "Ratings" tab and complete the "Quality", "Schedule", "Cost Control" & "Management" sections by selecting the appropriate rating and entering supporting narrative. *(The "Small Business" & "Regulatory" sections should have been completed by your Contract Specialist. The "Other Areas" section is optional for you to address areas not covered in the other sections. **Be sure to click "Save Data", then OK, after you complete each section.)***

NOTE: NARRATIVE IS THE MOST IMPORTANT PART OF CPARS! Your narrative should provide the reader with a complete understanding of the contractor's performance. Narrative should be of sufficient detail to show that your ratings are credible and justified.

7. Select the "Assessor" tab, and enter any additional comments, if any, in the "Assessing Official Comments" section. Select your "RECOMMENDATION" from the drop-down, click the "Save Data" button, then "OK"
8. Click "Validate and Send to the Accessing Official", then OK
9. Click "Return to the Main Menu" and "Logoff"

The Contract Specialist will review the evaluation and send it to the Contractor for comments. If there's an issue with the evaluation, the Contract Specialist may return the evaluation back to you. Otherwise, the evaluation will be posted to the Past Performance Information Retrieval System (PPIRS).