Welcome to the Federal Awardee Performance and Integrity Information System, or FAPIIS, Overview training.

This is Lesson 1: Introduction to FAPIIS. In this course, we will discuss the policy behind FAPIIS, how to enter a FAPIIS record into the system, and how to look up FAPIIS records and run reports in the View Performance Section of CPARS.

If you are a FAPIIS Focal Point and need assistance with assigning access, please take the Automated Access Authorization tutorials located at www.cpars.gov under the Learning Center option. If you are a contractor looking for detailed information on responding to a FAPIIS Record, please take the Automated Contractor Overview training located at www.cpars.gov under the Learning Center option.

What is CPARS? CPARS is an online web application that is used to collect and manage Contractor Performance Assessment Reports, which are also known as contractor evaluations or report cards. There are three components within CPARS. The first component is CPARS, which is used to report on Systems, Operations Support, Services, Information Technology, Architect-Engineer services, and Construction contracts. The second component is the Federal Awardee Performance and Integrity Information System, or FAPIIS. FAPIIS is used to record adverse actions on contracts and grants, such as terminations for default and defective pricing. The third component is View Performance Records. View Performance is used to provide source selection officials with the contractor past performance information that they need in order to make best value contract award decisions. As well as, allowing grants officers the ability to do applicant risk review. This overview class covers the FAPIIS component.

What is FAPIIS? FAPIIS is used to record adverse actions on contracts and grants. FAPIIS captures the performance and integrity information for the following contract records: Termination for Default, Termination for Cause, Non-Responsibility Determination, Defective Pricing, Administrative Agreement, DoD Determination of Contractor Fault, Information on Trafficking in Persons, and Subcontractor Payment Issues. FAPIIS captures the performance and integrity information for the following grant records: Termination for Material Failure to Comply, Recipient not Qualified Determination, and Administrative Agreements.

Let’s take a look at where to find the FAR requirements for writing FAPIIS records. FAR 9.105-2 requires that contracting officers document Non-responsibilities in FAPIIS. FAR 9.406-3 requires that debarring officials enter administrative agreements into FAPIIS to resolve debarment proceedings within three working days. FAR 9.407-3 requires that the suspending official enter administrative agreements into FAPIIS to resolve suspension proceedings within three working days. FAR 22.1704 requires that contracting officers enter trafficking in persons violations in FAPIIS. FAR 42.1503 requires agencies to ensure that defective cost or pricing data, terminations for default, terminations for cause, administrative proceedings that substantiate trafficking in persons prohibitions, and history of three or more unjustified reduced or untimely payments to small business subcontractors under a single contract within 12 months be reported in FAPIIS within three calendar days.

DFARS 209.105-2-70 requires that the contracting officer enter determinations of contractor fault into FAPIIS within 3 days of receiving the determination. Non-Responsibility Determinations are required to be reported by the contracting officer in FAPIIS within three working days. Non-Responsibility Determinations are required if the contract is above the simplified acquisition threshold of $250,000 and the determination of non-responsibility is based on lack of satisfactory performance record or satisfactory record of integrity and business ethics. Non-Responsibility Determinations are also required if the Small Business Administration does not issue a Certificate of Competency. If a contractor or subcontractor is not subject to the jurisdiction of the U.S. courts and is found to have caused serious bodily injury or death of civilian or military personnel of the government, the contracting officer shall enter a DoD Determination of Contractor Fault in FAPIIS within three days of receiving notice of the determination, pursuant to section 834 of the National Defense Authorization Act for Fiscal Year 2011.

2 CFR 200.212 requires that if a federal awarding agency does not make an award, they must report the determination in FAPIIS if ALL of the following apply: the only basis for the determination is that the applicants prior record of executing programs or activities under federal awards, or their record of integrity and business ethics, and the total federal share of the award is expected to exceed the simplified acquisition threshold of $250,000.

2 CFR 200.212 states that Grant Officers are not required to enter a Recipient Not Qualified Determination in FAPIIS when the federal award includes specific terms and conditions. 2 CFR 200.207 identifies specific conditions that may justify a Recipient Not Qualified Determination from being entered. Those conditions include: requiring payments as reimbursements rather than advanced payments, withholding authority to proceed to the next phase until evidence of acceptable performance has been received, requiring additional and/or more detailed financial reports, requiring additional project monitoring, requiring the applicant to obtain technical or management assistance, and establishing additional prior approvals.

2 CFR 200.339 requires that a Termination for Material Failure to Comply record be entered in FAPIIS when an agency terminates an award prior to the end of the period of performance, due to the grantee’s failure to comply with the terms and conditions of the federal award.

2 CFR 200.339 requires a Termination for Material Failure to Comply record be entered after the grantee has exhausted all its appeal rights, or the grantee has not informed the federal awarding agency within 30 calendar days after being notified of the termination that it intends to appeal the federal awarding agency's decision to terminate. There is no minimum threshold for reporting a Termination for Material Failure to Comply record.

Let’s take a look at the reporting time frame for FAPIIS records. Termination for Default, Termination for Cause, Defective Pricing, Information on Trafficking in Persons, and Subcontractor Payment Issue records are required to be entered into FAPIIS within three calendar days. Non-Responsibility Determination and Administrative Agreements records are required to be entered into FAPIIS within three working days. DoD Determination of Contractor Fault records are required to be entered into FAPIIS within three days.

Termination for Material to Failure to Comply records are required to be entered into FAPIIS as soon as possible in accordance with CFR requirements. Now, let’s take a look at where to find the FAR requirements for retrieving FAPIIS records.

FAR 9.104-6 requires that contracting officers consider information in FAPIIS when making a responsibility determination for anything over the simplified acquisition threshold.

FAR 42.1503 requires that agencies review FAPIIS when performing source selections.

2 CFR 200.205 requires that prior to making a federal award, the federal awarding agency is required to review information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information as appropriate. As well, the federal awarding agency is required to review FAPIIS prior to making a federal award where the award is expected to exceed the simplified acquisition threshold. In addition, the federal awarding agency must also review suspension and debarment information. FAPIIS records are to be retained for five years following the Action Date.

Congratulations! You have completed Lesson 1: Introduction to FAPIIS! In this lesson, you have learned about the purpose of FAPIIS and the policy and guidance for when to enter FAPIIS records. You are now ready to move on to Lesson 2: FAPIIS Data Entry.

Welcome to Lesson 2: FAPIIS Data Entry! In this lesson, we will take a look at how to log into the CPARS system to enter a FAPIIS record, how to modify a FAPIIS record, how to access an in-process FAPIIS record, how to run a status report to check on the status of a FAPIIS record, and how to update our user profile.

Let’s take a look at the options for logging into CPARS to perform FAPIIS data entry. When our FAPIIS account is created by the Focal Point or Alternate Focal Point, we will receive an email notification with instructions for obtaining a temporary password. Once we have obtained the temporary password, we will be able to log in to the system. If we are a DoD user or a federal user with a Personal Identity Verification, or PIV card, a password is required only the first time that we log in. Following the first log in, we will be using our email address and our Public Key Infrastructure, or PKI, certificate. If we are a DoD user, our PKI certificate is found on our Common Access Card, or CAC. If we are a federal user, our PKI certificate is found on our PIV card. We will use our PKI certificate for all subsequent log ins. It is important to note that when we receive a new CAC or PIV card, we must contact the CPARS Customer Service Desk for assistance with our next log in. If we are a government user from outside of DoD and do not have a PIV card, we will log in to CPARS using our email address and a password. To help prevent unauthorized access, users are required to enter a one-time access code when using a password to log into the system. The one-time access code is good for 24 hours and will be automatically emailed to the user when logging in. Awardees don’t have access to the data entry side of FAPIIS.

Some important information to remember in regards to FAPIIS records. FAPIIS records are required to be completed within 6 days. If a FAPIIS record is started and not completed within 30 days, the record will automatically be deleted from the system. Email reminders are sent weekly to the FAPIIS Data Entry user and Focal Point letting them know that a FAPIIS record has been started but not yet completed.

We can access the CPARS website at https://www.cpars.gov. The CPARS website contains lots of useful information that will assist us as we prepare the FAPIIS Record. The bottom of every page of the website provides the CPARS Customer Service contact information. CPARS Customer Service is an excellent resource to assist us when we have questions regarding FAPIIS guidance, the workflow process, and how the automated system operates. At the top of the page there are options to view Help, which includes the software user manual. There is also an option to access the Learning Center, which has links to available tutorials and training. Now, let’s log in to CPARS by clicking the Sign In link.

Next, we are presented with the Notice and Consent Banner. After reading the banner, we must choose if we wish to log in with PKI or log in with a password. Let’s select Accept/Login with PKI. Next, let’s log in as the FAPIIS Data Entry user and initiate a FAPIIS record. The first time we log in to CPARS, we will use the Forgot/ Reset Password link to obtain a temporary password, which will be provided to us via email. Once we have received the temporary password, we can enter our email address and the temporary password at the login screen. We should remember that, if we are using a PKI certificate, we will only need a password for our initial log in. Once we have logged in for the first time, we will be able to log in with our email address and our CAC, PIV card or PKI certificate in the future. Therefore, the Password field will no longer be displayed. Let’s log in by clicking the Login With PKI button.

The first time that we log in, we will be prompted to enter our user profile information and change our temporary password. We will enter our Title and Organization. We will select our Citizenship from the dropdown list. We will then enter our Phone Number. Next, we will enter our Current Temporary Password then, enter a New Password. We should refer to the password specifications on the screen to assist us in creating our new password. Next, we will confirm our New Password. When we have completed the information on this screen, we will click the Save User Password and Information button. We will receive a notification that our password and information have been changed and click OK. Next, we will read the Rules of Behavior and click Accept. Each screen of the CPARS application contains links to the Customer Service Desk and Training Opportunities.

As a FAPIIS Data Entry user we are responsible for initiating, updating, and completing FAPIIS records. Let’s start by initiating a FAPIIS record. At the Home screen, we will click on Initiate/Edit/Delete Record, then on Initiate a FAPIIS Record. First, we must choose the record type that we need to initiate from the Record Type drop-down. There are slight variations of the mandatory fields when initiating a FAPIIS Record depending on whether we are initiating a contracts or grants FAPIIS record. These variations will be noted as we initiate our record. If we select one of the contract FAPIIS record types from the Record Type drop-down, such as a Termination for Default record type we would be required to enter the Unique Entity ID (DUNS) and Contract Award ID in order to initiate the FAPIIS record. If we select one of the grant FAPIIS record types from the Record Type drop-down, such as a Termination Material Failure to Comply record type, we would only be required to enter the Unique Entity ID (DUNS) in order to initiate the FAPIIS record.

It is important to remember when entering the Contract Award ID Number that this is the Contract Number, or Delivery/Task Order Number. When entering the Contract Referenced Award ID Number this is the Contract Number/Agreement Number of the Indefinite Delivery Vehicle such as a GWAC, IDC, FSS, BOA, or BPA.

For purposes of demonstration we will choose the record type of Administrative Agreement. We will enter the Unique Entity ID (DUNS) and click Continue. Here we are at the FAPIIS Data Entry screen. Let’s look at this screen in more detail. First, we have the Document Information section. Here we are required to enter the Action Date. The Action Date is the effective date of the agreement. Next, we need to enter the Termination Date. The Termination Date is the date the agreement was terminated. Next, we have the ability to check the box if we have additional information from the Reporting Agency regarding the Administrative Agreement. We will leave this box unchecked. If we had selected a contract record type from the drop-down, more information would be required in this section. However, some of that information would be pre-populated from the Federal Procurement Data System, or FPDS. Let’s move onto the Awardee Information section. As we can see the Awardee Information section is already filled out for us. The information displayed in this section is populated from FPDS for a contract record, or from the System for Award Management, or SAM, for grant records. Now, let’s suppose we want to save our FAPIIS Record at this point and then come back and complete the Initiate a FAPIIS Record step at a later time. We can do this by clicking the Save button at the top of the screen. We will receive a pop up indicating that our save was successful and we will then click OK. Next, we will exit this FAPIIS record by clicking Home. Once we are ready to continue work on our FAPIIS record, it is easy to access from the Home screen. In order to retrieve it, we will simply click on Pending Actions. We will select our FAPIIS record by clicking on the Document Number. Since we have already completed the Document and Awardee Information sections, we will move onto the Official Reporting Agency Information section. As we can see most of this section is already filled out for us. The information in this section has been populated for us from our User Profile. We must select our Office Code from the Office Code drop-down. It is important to note that the Official Reporting Agency Information section is different for contracts and grants. For contract FAPIIS records, this section requires the Office Code, Contracting Officer Name, Phone, and Email Address. Whereas a grants FAPIIS record requires the Grants Officer Name, Phone, and Email Address. Finally, we have the ability to upload a PDF attachment. This is required for all record types. Our attachment will include supporting documentation applicable to the action being reported. The attachment must include the “FOR OFFICIAL USE ONLY” and “SOURCE SELECTION INFORMATION” markings. Our attachment must be in PDF format and be 5 MB or less in size. To add the attachment, we will click the Choose File button, select our file, and click the Open button. Any of the information on the FAPIIS Data Entry screen can be entered or changed manually if needed. Since we have now finished initiating our FAPIIS record, it is time to save and mark the FAPIIS record for release. When we click the Save and Mark for Release button, the FAPIIS record immediately becomes available in the View Performance module of CPARS. This will allow the contractor to enter comments on the FAPIIS record, as well as allowing contracting officers to view the record for source selection retrieval or grants officers to do applicant risk retrieval. Now, let’s click the Save and Mark for Release button.

Now, let’s say we need to edit a completed FAPIIS record. We can do this, by clicking on Initiate/Edit/Delete Record, then on Edit a FAPIIS Record. The Edit a FAPIIS Record option allows us to upload and replace previously uploaded PDF attachments, change a Termination for Default or Termination for Cause to a Termination for Convenience, change the Termination Type to Complete or Partial, or Withdraw/ Rescind a FAPIIS Record. To edit the FAPIIS record, we click on the document number. Since we have selected a contracts record of Termination for Cause, we can change the Termination Type from a complete to a partial, change the record to be a Termination for Convenience, withdraw or rescind the record, or replace the PDF attachment. It is important to note, whichever option we choose, the changes will be reflected in the FAPIIS record immediately upon clicking the Save button. If we change the termination to a Termination for Convenience or withdraw/rescind the FAPIIS record, it will be immediately archived and will no longer be visible for source selection. Let’s change the Termination Type on this record to complete. We will select Complete from the Termination Type drop-down and click Save. Now, let’s take a look at our options for editing a grants record. We will click on Initiate/Edit/Delete Record, then on Edit a FAPIIS Record. Here, we have selected a grants record type of Recipient Not Qualified Determination. We can withdraw or rescind the record, or replace the PDF attachment. It is important to note, whichever option we choose, the changes will be reflected in the FAPIIS record immediately upon clicking the Save button. If we withdraw/rescind the FAPIIS record, it will be immediately archived and will no longer be visible for source selection. Let’s withdraw/rescind this FAPIIS record. In order to do that, we need to select Yes from the Record Withdrawn/Rescinded drop-down. Next, we need to enter the reason we are withdrawing or rescinding this record in the Reason for Withdrawn/Rescinded field. Once we are done making our changes, we will click the Save button.

Next, let’s discuss the FAPIIS Status Report. The Status Report is an excellent way to monitor the status of FAPIIS Records, and is an important tool to assist us in completing FAPIIS records. The Status Report functions the same way for all FAPIIS access levels, with a few minor exceptions which will be noted as we discuss the report. For purposes of demonstration, we’ll remain logged in as the FAPIIS Data Entry user and run the report. When we run the report, we will focus on keeping our search criteria, or parameters, simple. To run a FAPIIS Status Report, we'll click on Reports (Admin) then on FAPIIS Status Report. Next, we are presented with the Status Report Parameters screen. This screen enables us to choose which FAPIIS records are displayed on the report. We can choose to see only one record type by selecting the Record Type from the drop-down. We could also search on the status of the FAPIIS record by choosing the status from the status drop-down. We could search for FAPIIS records on a specific Unique Entity ID (DUNS), or Awardee, if desired. Or we could search by Contract/Grant Award ID Number, Contract Referenced Award ID Number, or Solicitation/Funding Opportunity Number. Focal Points have the ability to search on the User Assigned. Department Points of Contact have the ability to search on the Focal Point. We will run the report with the default parameters by clicking Run Report. Let’s take a look at our Status Report. We’ll start by looking at the Document Number column. If we click on one of the document numbers in this column, it will open the FAPIIS Record. When we have finished viewing the FAPIIS Record, we will click the Close button. Once we have viewed a particular FAPIIS Record, a green X will be placed in the Viewed column to indicate that we have already viewed that record. Next, we have the Record Type/Awardee Name column. Suppose our Status Report contains records for many different awardees and we would like to sort the report by Awardee Name. We can do this quickly by simply clicking on the Record Type/Awardee Name column heading in order to sort the awardees by alphabetical order. In fact, we can click on the majority of the column headings in the report to sort by that particular column. Let’s move on to the Unique Entity ID (DUNS) column. This column displays the Unique Entity ID (DUNS) for the awardee that is the recipient of the FAPIIS record. The next column displays the Action Date. The Action Date is the date the effective date of the agreement. The Action Date is the date the Contracting or Grants Officer completed the specific action (e.g. terminated the contract) or the date the Contracting or Grants Officer was notified of the issue. Let’s move on to the Status column. This column displays the status in which the FAPIIS record currently resides. For instance, if a FAPIIS record is Initiated, it means that the record has been started but not yet marked for release. If we had run the FAPIIS Status Report as a Focal Point or DPOC, we would see a User Assigned Column. This column displays the FAPIIS Data Entry user that initiated the FAPIIS Record. If the User Assigned column displays Unassigned, this indicates no user has access to this record. For any future action on this record, the Focal Point would need to assign a FAPIIS Data Entry user. A Department Point of Contact would also see a Focal Point column. The Focal Point column shows the Focal Point who has overall responsibility for the FAPIIS record. Focal Points and DPOCs can click on the name in the User Assigned or Focal Point columns to display the profile information for the selected user. Next, we have the Activity Log. If we click on the word Log next to one of our FAPIIS Records, a pop up showing all of the actions that have taken place on that record will be displayed. The Activity Log shows each action, the date and time that the action took place, and the name of the individual who completed the action. When we have finished viewing the Activity Log, we will click Close. The Activity Log is available to the Focal Point, Alternate Focal Point, FAPIIS Data Entry, and DPOC. Finally, we have the Spreadsheet function in the upper left corner of the screen. When we click the Spreadsheet function, our Status Report will be displayed as a spreadsheet. Now, let’s close the spreadsheet. Once we have finished viewing the Status Report, we can run the report again with different parameters if desired, by clicking the Run Another Status Report button. Since we are done running our Status Report we will return to the Home screen.

Next, let’s take a look at the Update Profile option. The Update Profile option functions the same way for all CPARS access levels. For purposes of demonstration, we’ll remain logged in as the FAPIIS Data Entry user. We can use Update Profile to update our User Information such our Name and Phone Number. We will be prompted to review and update our information on an annual basis. Once we have made any necessary changes, we will click Save User Information. We will click OK at the pop up. Next, let's click Change Password. We can use Change Password to update our login password. Users with a PKI certificate will not have to update their password. If we do not have a PKI certificate, we will be required to change our password every 60 days. If we need to change our password, we would enter our Current Password and our New Password, then confirm our New Password. The specifications for passwords are noted at the bottom of the screen. Once we had made our changes, we would click Save Password. We would click OK at the pop up. Now, let's return to the Home Screen. At this point, we are ready to exit CPARS by clicking Log Out.

Congratulations! You have completed Lesson 2: FAPIIS Data Entry! In this lesson, we logged in as a FAPIIS Data Entry user, completed a FAPIIS record, learned how to run a FAPIIS status report, and learned how to use the user profile and change password options. You are now ready to move onto Lesson 3: FAPIIS Record Retrieval and Reports.

Welcome to Lesson 3: FAPIIS Record Retrieval and Reports! In this lesson, we will take a look at how to log into the View Performance Section of CPARS to view FAPIIS records and learn how to run the available FAPIIS reports.

When FAPIIS records are saved and marked for release they immediately become available in the View Performance section of CPARS. Users can use the View Performance section of CPARS to retrieve completed FAPIIS Records when conducting source selection or the applicant risk review process, accessing integrity and performance information, obtaining proceedings information from the System for Award Management or SAM, and for awardees to enter comments on FAPIIS records.

Let’s log in to CPARS as the View Performance Access user and retrieve a FAPIIS record. At the Home screen, we will click on View Performance Records, then on FAPIIS Reports. View Performance users are able to query for FAPIIS Reports, by entering a Unique Entity ID SAM (UEI SAM), CAGE, or by entering an Entity Name.

A couple of important things to note; not all entities have a CAGE Code. If searching by CAGE does not yield the expected result, search by Entity Name. It’s also important to note that some of the extended systems, such as the Performance Information section of SAM, do not require a Unique Entity ID SAM (UEI SAM). If your search of the FAPIIS system does not produce a Performance Information section of SAM record, you can go directly to https://www.sam.gov and use the ‘Advanced Search’ option to locate the entity of interest.

For demonstration purposes, we will search by Unique Entity ID SAM (UEI SAM). We will enter our Unique Entity ID SAM (UEI SAM) in the Unique Entity ID SAM (UEI SAM) block and click Search. We will receive a pop-up, reminding us that “Contracting officials should be aware that the use of the information in the FAPIIS system should not result in de facto debarment. Current procedures emphasize that certain past performance in the system may no longer be relevant to a determination of present responsibility.” We will click OK at the pop-up. It is important to note, that the examples in this demo are fictitious and do not represent an actual entity, organization, or agency.

Let’s take a look at our FAPIIS Report in detail. At the top of the screen we can see the Entity’s name, Unique Entity ID SAM (UEI SAM), and CAGE displayed. Next, we can see the list of record types. All FAPIIS record types will display in this table regardless of whether the entity has that record type or not. Next to the record types we can see a column called Records. If the Entity has that record type, a Yes will display in this column. If they do not have that record type, a No will be displayed. The next column over is the Count column. This column tells us how many of that record type the entity has. If we wish to look at the individual records that make up the count column, we click on the Yes. Let’s say that we want to see the individual records for the Administrative Agreement record type. We will click the Yes next to Administrative Agreement. As we can see, the report has now expanded to include a Details of Selected Report section. This lists all the Administrative Agreements that the entity has. We can see the Report Date, the Report Type, and, where applicable for other record types, the FAPIIS Contract/Grant Funding Number. Let’s click on the first Administrative Agreement with a Report Date of 04/02/2019. Now, let’s take a look at our Administrative Agreement. We can use the Click Here option to open the attachment that was uploaded when the Administrative Agreement was created. Next, we can see the basic Document Information and the Awardee Information. If we scroll down, we can see the Contractor Comments section. Here we can see any comments that were entered by the contractor to include the date the comments were entered, the name of the contractor that entered them, and the comments.

Next, we have the Proceedings Information as entered by the entity in SAM. This section will only contain information if the entity has entered any Proceedings Information into SAM. Let’s take a look at an example of when an entity has entered Proceedings Information. This screen shot shows that the entity has answered Yes to the two questions in SAM regarding their work with the federal government. The entity then entered their proceedings information into SAM. This information is pulled from SAM when a FAPIIS Report is searched.

Next, we have the Performance Evaluations section. This section displays the count of evaluations in the View Performance Section of CPARS for the entity. If we wish to view the evaluations, we could click on the Click here to View Performance Evaluations link.

Finally, we have the SAM Exclusion Data section. This section will only contain information if the entity has SAM Exclusion Data, indicating that the individual or entity listed is disqualified from receiving any federal government contracts. Let’s take a look at an example of when an entity has SAM Exclusion Data. This screen shot shows that the entity has been excluded from receiving any federal government contracts. This information is pulled from SAM when a FAPIIS Report is searched.

It is important to remember that—if the results of an entity search do not display any information in the FAPIIS Data, Proceedings Information, and SAM Exclusion Data sections—this means no adverse actions have been administered on this entity.

Now, let’s take a look at some of the other features of this record. At the top, we have the View Corporate Relationships option. This option allows us the ability to see an entity’s Corporate Hierarchy, if entered in SAM. Even if an entity does not have any FAPIIS records, we are still able to view this information. Let’s say we wanted to see the Corporate Hierarchy for this entity. We would click on View Corporate Relationships. If we wish to view the FAPIIS Record for one of the displayed, we would click the Yes link. If we want to download this information into a spreadsheet, we can click on the Here link. Let’s return to our previously searched report. Let’s return to our previously searched report. If we need to retain a copy of this report for our records, we would click the Print icon at the top of the screen.

Now, let’s take a look at the FAPIIS reports available to us. FAPIIS has three reports available to help us review and manage the FAPIIS reporting requirements. The first is the FAPIIS Compliance Report, which is used to review compliance with FAPIIS reporting requirements for Terminations for Default and Terminations for Cause. The second is Government FAPIIS Records, which is used to view a list of all government-entered FAPIIS Records. The third is the All Awardee Proceedings report, which is used to view a list of all awardee-entered proceedings as entered in SAM. The report includes those entities who have indicated that they have current active federal contracts and grants greater than $10,000,000 and have been subject to criminal, civil, and/or administrative proceedings. Let’s take a look at these reports in more detail.

The FAPIIS Compliance Report is used to review compliance with FAPIIS reporting requirements by comparing contracts entered into the Federal Procurement Data System (FPDS) and completed FAPIIS records entered in CPARS. The FAPIIS Compliance Report is available to View Performance users only. Let’s discuss how the compliance report is calculated. CPARS receives the eligible contract actions from FPDS that have been reported as Terminated for Default or Terminated for Cause. The Compliance Metrics report then divides the number of completed FAPIIS records by the eligible contract actions that were reported as Terminated for Default or Cause. This number is displayed as a percentage. It is important to note that while other types of contract/grant actions require FAPIIS reporting, the FAPIIS Compliance Metrics report measures reporting for Terminations for Default or Cause ONLY, due to system limitations. Here are some important things to remember about the FAPIIS Compliance Report. If actions are listed on the FAPIIS Compliance Report that do not require reporting, please ensure that no contract modifications are coded as Termination for Default or Cause in FPDS. The CPARS Customer Service desk cannot remove records from the Compliance Report. If actions are not properly marked in FPDS they will appear on the Compliance Report as part of the eligible pool of actions that should have been reported on and will negatively impact your compliance metrics. Credit is only given to completed FAPIIS records. There is no dollar minimum threshold for reporting terminations for default and cause in FAPIIS. All records that have been terminated are subject to FAPIIS reporting. The FAPIIS Compliance Report is calculated once weekly on Thursday evening. If a record is completed in CPARS, it will not be immediately marked as compliant on the FAPIIS Compliance Report. It is best to check the Compliance Report on Friday to see the updated compliance metrics. Finally, a record is removed from the FAPIIS Compliance Metrics five years after the Effective Date or Signed Date on the modification for the Termination for Default/Cause.

Now, let’s take a look at the FAPIIS Compliance Report. We will click on FAPIIS Compliance Report. The FAPIIS Compliance Metrics Report functions the same way for all View Performance users. View Performance users are able to query the compliance report by selecting a Fiscal Year and Fiscal Quarter, selecting an Agency from the Agency Code drop-down, or leaving the report defaults and clicking Run Report. For demonstration purposes, we will leave the Fiscal Year and Fiscal Quarter blank. We will select the Agency Code of UAT990 from the Agency Code drop-down. Once we have finished making our selection we will click the Run Report button at the bottom of the screen. Let’s take a look at our Compliance Metrics Report in detail. The first level of the Compliance Report displays the compliance information at the Contract Office Agency level. Let’s take a look at the information displayed. First, we can see the Agency Code and Agency Name. This information comes from the list of contracting offices in FPDS. Next, we can see the Contract Count. This is the number of eligible contract actions that should have a FAPIIS record completed. The next column displays the Contract Completed Count. This is how many contracts of the eligible contract actions have a completed FAPIIS record. Finally, we have the Percentage column. This column divides the Contract Completed Count by the Contract Count to identify the individual Agency Codes’ compliance with reporting requirements. If we would like to download the list of contracts that make up the compliance, we can click the Get Detail button. When we click the Get Detail button, the compliance information for the selected Agency Code will be displayed as a spreadsheet. Now, let’s close the spreadsheet.

Let’s say, we wish to view the Compliance Metrics Report at the Agency Level for U990. We would click the hyper-linked Agency Code U990. Let’s take a look at the information displayed. First, we can see the Agency Code, Agency Name, Office Code and Office Name columns. This information comes from the list of contracting offices in FPDS. Next, we can see the Contract Count. This is the number of eligible contract actions that should have a FAPIIS Record completed. The next column displays the Contract Completed Count. This is how many contracts of the eligible contract actions have a completed FAPIIS record. Finally, we have the Percentage column. This column divides the Contract Completed Count by the Contract Count to identify the individual Agency Codes’ compliance with reporting requirements. If we would like to download the table shown on the screen into a spreadsheet, we can do so using the Here option above the report. When we click the Here option, the Compliance Information displayed on the screen will be displayed as a spreadsheet. Now, let’s close the spreadsheet.

Let’s say, we wish to view the Compliance Metrics Report at the Detailed Contract Office Level for U99030. We would click the hyper-linked Office Code U99030. Let’s take a look at the information displayed. Similar to the Contract Office Agency and Agency Code level views, we have the Agency Code, Agency Name, Office Code, and Office Name columns. Next, we have the Contract Number and Contract Order Number columns. Next, we have the FPDS-NG Termination Type column. This displays the Termination Type as received from FPDS. Next, we have the FAPIIS Termination Type column. This displays the type of FAPIIS record that was entered for the preceding contract number. Finally, we have the Compliant column. The Compliant column indicates whether or not a FAPIIS record has been completed for that contract/order number. For those contracts that display NO in the Compliant column, no FAPIIS records have been completed, and therefore the contract is counting against the Agency’s compliance. If the Compliant column indicates YES, a completed FAPIIS record exists for the contract and reporting requirements have been met. If we would like to download the table shown on the screen into a spreadsheet, we can do so using the Here option on the top of the report. Once we have finished viewing the FAPIIS Compliance Report, we can run the report again with different parameters, if desired by selecting the parameters above the report and clicking the Run Report button.

Now, let’s take a look at the Government FAPIIS Records report. To do this, we will click on Government FAPIIS Records under the View Performance Records option. Government FAPIIS Records allows View Performance users to view a list of all government-entered FAPIIS records. We can choose to view a list of All FAPIIS Records, which will give us a summary of all ten record types; All Contract Based FAPIIS Records, which will give us a summary of the eight contract based FAPIIS Records; or All Grant Based FAPIIS Records, which will give us a summary of the three grant based FAPIIS Records. For demonstration purposes, we will choose All Grant Based FAPIIS Records. As we can see, we now have a Search button and a description of what this report will show us. Let’s click Search.

Here is our report. This report allows us to see a summary of all Termination for Material Failure to Comply, Recipient Not Qualified Determinations, and Administrative Agreements. If we would like to download the table shown on the screen into a spreadsheet, we can do so using the here link at the top of the report. When we click the here link, the report on the screen will be displayed as a spreadsheet. If we wanted to see the FAPIIS record for one of the displayed records, we can click the CAGE Code, Unique Entity ID (DUNS), or Awardee Name. We can sort the data by clicking on the column headers. It is important to note that this report does not show Suspension and Debarment information. That information can be obtained by searching using the FAPIIS Reports option or by going to the Performance Information section of SAM at www.sam.gov.

Now, let’s look at our last FAPIIS Report, All Awardee Proceedings. To do this, we will click on All Awardee Proceedings under View Performance Records. Here is our report. This report allows us to see a summary of all the responses where potential federal government awardees have reported to FAPIIS, via their registration in the Entity Management section of SAM database. This means that they have answered 'yes' to Questions 1 and 2 shown below. It is important to note that the data shown is a summary report that is current as of the last business day of the previous month. Reviewing individual FAPIIS reports for a specific awardee may return more current information if the awardee has updated its record since the end of the previous month. If we have a question on what one of the columns displays, we can click the Column Heading for Proceedings information (html) link. This will open a new window that gives the definition of each of the columns. If we wanted to see the FAPIIS record for one of the displayed records, we could click on the applicable Unique Entity ID (DUNS) or Legal Business Name to view the entity’s FAPIIS record. We can sort the data by clicking on the column headers. At this point, we are ready to exit CPARS by clicking Log Out.

If we have questions regarding FAPIIS, the Customer Service Desk is a ready resource to assist us. The Customer Service Desk can be reached at phone number 207-438-1690 or email webptsmh@navy.mil. Customer Service is available Monday through Friday from 6:30 am through 6:00 pm Eastern Time. The CPARS website also contains much information to assist us including the CPARS User Manual and information on additional training. The CPARS website is located at https://www.cpars.gov.

Congratulations! You have completed the Federal Awardee Performance and Integrity Information System (FAPIIS) Overview training! In this training, you have learned about the policy behind FAPIIS, how to enter a FAPIIS record into the system, how to look up FAPIIS records and run reports in the View Performance Section of CPARS. Congratulations on completing the training and thank you for participating.