Welcome to Lesson 4: Validate Proposed Ratings!

Now that we have entered the proposed ratings and narratives in CPARS, we are ready to move on to the next step where we validate the proposed ratings and narratives and send them to the Contractor Representative.

It has been one year since our contract was awarded, and the Assessing Official Representative has entered the proposed ratings and narratives in CPARS for us. In this step, we will log into CPARS as the Assessing Official, review the proposed ratings and narratives, make any changes necessary, and send the evaluation to the Contractor Representative. We should be sure to allow enough time to complete the entire CPARS workflow, including the contractor’s 60 day comment period, within the 120 day deadline.

The Assessing Official will review the administrative information in the evaluation to ensure that it is correct. They will next review the proposed ratings and narratives and may make changes as required. If the Assessing Official is not the Contracting Officer, the Assessing Official should be sure to coordinate with the Contracting Officer to ensure that the evaluation is consistent with the contract requirements. The Assessing Official also has the option to return the evaluation to the Assessing Official Representative to make changes or corrections. It is important to note that the Assessing Official should conduct a quality review of the entire evaluation prior to sending it to the Contractor Representative. For example, the evaluation should be reviewed to ensure that the ratings are consistent with the rating definitions, that the ratings are consistent with the description of performance in the narratives, and that the narratives are accurate, descriptive, detailed, and supported by objective evidence wherever possible. Once the quality review has been completed, the Assessing Official will sign the evaluation by completing the signature blocks and then send the evaluation to the Contractor Representative.

When the Assessing Official Representative forwarded the evaluation to us as the Assessing Official, we received an email notification letting us know that the evaluation was ready for our review and action. Let’s login as the Assessing Official and perform the Validate Proposed Ratings step.

We will select the To-Do List in order to see a list of evaluations awaiting our action. We will find the evaluation on our To-Do List and notice that we have an action to rate this evaluation and send it to the Contractor Representative. We will open our evaluation by clicking on the Document Number.

Next, we will review each section to verify that the information is correct. We’ll start with Contractor Information. We’ll move on to Contract Information, Miscellaneous Information, and Small Business Subcontracting. Now, let’s take a look at the Ratings.

Let’s say that we want to make changes to the rating and narrative for Quality. There are two ways that we can do this. We can either make the changes ourselves or return the evaluation to the Assessing Official Representative for them to make the changes. We can do this by clicking the Return to the Assessing Official Representative button at the bottom of the screen. If we were to return the evaluation, the Assessing Official Representative would receive an email notification to let them know that the evaluation has been returned to them for action. Once the Assessing Official Representative had made the changes and sent the evaluation back to us, we would receive an email notification stating that the evaluation had been sent to us for action. In this case, let's make the changes ourselves. Since we have made the changes, there is no need to return the evaluation to the Assessing Official Representative.

After we have reviewed the ratings and narratives to ensure that they are credible and justified, we will move to the Assessor section. Here, we may revise the Assessing Official Comments block and recommendation sentence if necessary. Once we are finished making revisions, we must complete the Name and Title of Assessing Official signature blocks. The easiest way to do this is to click the Sign Now button. Clicking the Sign Now button will complete the signature blocks with the information from our CPARS user profile, which we entered the first time that we logged in to the system. If we do not wish to use the Sign Now button, we can simply manually enter the information in the signature blocks. Now it is time to send the evaluation to the Contractor Representative by clicking the Validate and Send to the Contractor button. However, before we click the button, we’ll notice that there is a check box which enables us to receive a copy of the Contractor transmittal letter email.

When we send the evaluation to the Contractor Representative, they will receive an email notification letting them know that the evaluation is available for their review and action. The check box gives us the option to receive a copy of that email notification for our files. It is a best practice to always check the box and then file the email notification with our other contract documentation. The email notification will show the contract and order number for the evaluation, the date it was sent to the Contractor Representative and the name of the Contractor Representative to whom it was sent. Now, we’ll click the Validate and Send to the Contractor button in order to send the evaluation. We will receive a pop up message notifying us that the Contractor Representative has been sent the transmittal email notification. At this point, the evaluation is no longer available on our To-Do List; it is now available on the Contractor Representative’s To-Do List for their action. The pop up message also gives us the option to view the evaluation.

Let’s click OK to view the evaluation. We can scroll through the evaluation and view the administrative information, ratings, and narratives. We’ll also notice that the Assessing Official signature blocks have now been completed. When we are finished viewing the evaluation, we’ll click Home at the top of the screen. Since we have completed the Validate Proposed Ratings step and sent the evaluation to the Contractor Representative, we are ready to exit CPARS by clicking Log Out.

Congratulations! You have completed Lesson 4: Validate Proposed Ratings. In this lesson we logged in as the Assessing Official, performed a quality review of the evaluation, made changes as necessary, and signed the evaluation and sent it to the Contractor Representative. You are now ready to move on to Lesson 5: Contractor Comments.