Welcome to the Contractor Performance Assessment Reporting System, or CPARS, Agency Point of Contact Dashboard Auto Register Report tutorial. This tutorial is designed for all CPARS Agency Points of Contact (APOCs).

The Dashboard Auto Register Report provides Agency POCs the ability to produce and review a list of CPARS-eligible contracts and/or orders that meet the reporting threshold.

The contracts and/or orders displayed on the Auto Register Contracts Report have met the reporting criteria and are displayed based on whether the contract/order should be reported at the base or order level. Contracts and/or orders eligible for CPARS reporting must be registered within 30 days of the award of the contract or order, and only needs to be registered once during the duration of the contract. The contract/order award information is available for the three most recent years.

The following contract types meet the reporting criteria: Indefinite Delivery Contracts (IDCs), Blanket Purchase Agreement (BPA) Calls, Purchase Orders, Delivery Orders, and Definitive Contracts. Multiple-award contracts are represented and allow for no reporting at the base contract when reporting is more appropriate at the order level.

The Auto Register Contracts Report does not display Basic Ordering Agreements (BOAs), Blanket Purchase Agreements (BPAs), Government Wide Acquisition Contracts (GWACs), and Federal Supply Schedules (FSS) base contracts, although it does display the orders/calls under these vehicles.

Now, let’s log in to CPARS as the Agency Point of Contact and take a closer look at the Dashboard Auto Register Report.

For purposes of demonstration, we will log in to CPARS as the Agency Point of Contact and take a closer look at the Dashboard Auto Register Report. It is important to note, the examples used in this demonstration are fictitious and do not represent an actual Agency or Organization.

On the Home Screen, we will click on Dashboard.

The Dashboard defaults to the Contract Based Registration Report, we will click on Auto Register under Contract Based Reports.

Let’s look at the Report and Filter By options available to us. Under Report Options, we can select the Include Removed Contracts checkbox. By checking the Include Removed Contracts checkbox, we can choose to see contracts/orders previously removed from the CPARS-eligible list. Let us select this checkbox to include removed contracts.

Next, we have the Filter By options. It is important to note, that the report defaults to Include All mode, which only displays evaluations that are under our cognizance. If we do not have access to a particular contract, it will not be included in the report. If we do not wish to use the Include All mode, we can choose to filter the contracts we want to include on the report by selecting the options from the Filter By section. The Filter By options allow us to limit the data in our report based on a specific Agency/Command/Office.

Let’s look at our Auto Register Contracts CPARS-eligible list.

We’ll start by looking at the Contract Number and Order Number columns. If the base Indefinite Delivery Vehicle (IDV) has been registered in CPARS, a ® symbol will be shown to the left of any task orders for that contract.

Let’s move onto the Contracting Office ID and Contracting Office columns. These columns identify the Contracting Office that placed the contract/order.

Let’s move onto the Business Sector column. This column displays the Business Sector based on the PSC for the contract, as pulled in from FPDS.

Let’s move onto the Base and All Options Value column.This column is the aggregate value of the base and all options under the contract/order and used to determine if the contract/order exceeds the minimum reporting dollar thresholds. It is important to remember that contracts/orders that do not meet the established minimum dollar threshold for CPARS reporting, will not appear.

Next, is the Date Signed column.The Date Signed indicates the date the contract/order was awarded. If we want to sort our List by Signed Date, we can do this by clicking on the Signed Date column heading to sort in Ascending or Descending order. Many of the column headings may be clicked to sort by that particular column.

Let’s move on to the Estimated Ultimate Completion Date/Last Date to Order column, this column indicates the end date of the contract/order.

The Available Date column indicates the date that the contract/order became available in the Auto Register Report. It is important to remember that within 30 days of the award date of the contract/order, eligible contracts/orders that are eligible for CPARS reporting must be registered.

Finally, are the Prepared By and Removed By column. The Prepared By column displays the email address of the person who prepared the contract action report in FPDS.

Since we selected to Include Removed Contracts, we also have a Removed By column. The Removed By column identifies the Focal Point who removed each contract/order. Click on the Focal Point’s name to view the Focal Point’s profile information, including name, title, organization, email address, and phone number.

Let us look at the remaining Dashboard options. First, we can download any of our reports into a spreadsheet. To display the Auto Register Report as a spreadsheet, we will click the Spreadsheet button. It is important to note, we can only download the Counts or List Matrix formats, the Bar Chart will not display in the Spreadsheet.

We can save this, or any other report, to run again in the future. To do so, we will enter a Report Name in the Report Name block and click the Save icon. The Dashboard screen will refresh, and a Select Saved Report drop-down will appear. To run the Saved Report, we would select the Report Name from the drop-down, and click Run Report. To delete a Saved Report, select the Report Name from the drop-down, and click the Delete button.

Since we are done running our Dashboard Auto Register Report, we are ready to exit CPARS by clicking Log Out.

This concludes the CPARS Dashboard Auto Register Report Tutorial. Congratulations on completing the tutorial and thank you for participating!