Welcome to the Contractor Performance Assessment Reporting System, or CPARS, Dashboard Ratings Tutorial. During this tutorial you will learn how to run and interpret the Dashboard Ratings Report. This tutorial is designed for all CPARS Department Points of Contact (DPOCs), Agency Points of Contact (APOCs), Focal Points (FP), and Senior Contractor Representatives.

The Dashboard Ratings Report can be used to help monitor the distribution of ratings on completed evaluations. This will allow the government users to determine how their agency’s or organization’s contractors are generally performing. It will also allow them to identify any trends in ratings given by an agency’s or organization’s Assessing Officials, or AOs, and to determine which evaluation areas are evaluated most frequently within an agency or organization.

Let’s take a look at the differences between the reports for the different user roles.

For DPOCs, the Dashboard Ratings Report will display all ratings for evaluations completed after July 1st, 2014, for the entire agency. It is important to note that, July 1, 2014, is significant because all evaluations created since this date have a standardized set of rating elements. For example, a DPOC for the Department of Homeland Security (DHS) will see all the DHS evaluation ratings. This does not include archived evaluations. DPOCs can choose to further filter the report by date range, organization, or Focal Point.

For APOCs, the Ratings Metrics Report will display all ratings for evaluations completed after July 1st, 2014, for the organization(s) to which the APOC is assigned. For example, an APOC that has access to the DHS ICE CR organization will only see DHS ICE CR evaluation ratings. This does not include archived evaluations. APOCs can choose to further filter the report by date range or organization.

For Focal Points and Alternate Focal Points, the Ratings Metrics Report will display all ratings for evaluations completed after July 1st, 2014, for the contract(s) to which the Focal Point is assigned. This does not include archived evaluations. Focal Points can choose to further filter the report by date range or organization.

For Senior Contractors, the Ratings Metrics Report will display all ratings for evaluations completed after July 1st, 2014, for the Unique Entity ID that the Senior Contractor has added to their profile. This does not include archived evaluations. Senior Contractors can choose to further filter the report by date range or Unique Entity ID.

The Ratings Metrics Report functions the same way for all access levels, with a few minor exceptions which we previously noted. For purposes of demonstration, we’ll log in as the Focal Point and run the report. When we run the report, we will focus on keeping our search criteria, or parameters, simple.

At the Home screen, we will click on Dashboard.

It’s important to note, the examples used in this demo are fictitious and do not represent an actual agency or organization.

Next, we are presented with the Dashboard. The Dashboard defaults to Contract Based Registration Report. We will click on Ratings under Evaluation Based Reports. As we can see the Ratings Report defaults to display in the Counts Matrix format.

Now, let’s take a look at the report options available to us to display, sort, and limit the data.

First, we could choose to see the counts matrix displayed in a graphical Bar Chart format.

Next, we have the Group By options. We can see that we have the ability to group the results by All or Organization. APOCs and DPOCs also have the ability to group by Focal Point. Senior Contractors can choose to group by All or Unique Entity ID.

Next are our Filter By options. It is important to note that the report defaults to Include All mode which only displays ratings information for evaluations to which we have been assigned access. 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 Include All mode, we can choose which types of ratings information for evaluations we wish to include on the report by making selections under the Filter By options section of the screen. The Filter By options allow us to choose to limit our report based on a Date or Organization. APOCs and DPOCs also have the ability to filter by Focal Point. Senior Contractors can choose to filter by Date.

Let’s take a look at our Ratings Metrics Report. We’ll start by looking at the AO Recommendation table. This table shows the number of times the AOs chose would or would not in response to the question: “Given what I know today about the contractor’s ability to perform in accordance with this contract or order’s most significant requirements, I would or would not recommend them for similar requirements in the future.” Here we can see that the AOs chose that they would award to the contractor again 110 times and they chose that they would not award to the contractor again 17 times. Every evaluation requires an AO recommendation, so you can determine the total number of evaluations included in the report by adding up the Would and Would Not columns. In this case, 110 in the Would column and 17 in the Would Not column indicates that the report included 127 evaluations.

It is important to note that the total number of evaluations included on the Ratings Metrics Report will differ from the total number of completed evaluations included on the Status report because the Ratings report only includes evaluations completed on or after July 1, 2014.

Now, let’s look at the Ratings table. This table shows the number of times the AOs chose the different ratings for each of the evaluation areas. Let’s look at the Quality evaluation area. Here we can see that there are ratings of exceptional on 38 evaluations, Very Good on 52 evaluations, Satisfactory on 24 evaluations, Marginal on 8 evaluations, and Unsatisfactory on 5 evaluations. Notice that the sum of the ratings for an individual evaluation area does not necessarily add up to the total of XX evaluations covered by this report. For instance, the sum of the Cost Control ratings is 98, indicating that Cost Control has been rated on 98 of the 127 evaluations. This may occur because the Cost Control evaluation area is not necessarily relevant to all contracts covered by the report, such as those that are Firm Fixed Price.

Let’s say, we want to see the ratings for Fiscal Year 2022, Quarter 1. Under the Filter By options, we will click on the Date drop down and select FY2022 1-QTR from the list. As we can see the count matrix has updated and now only shows the ratings information for Fiscal Year 2022, Quarter 1. If we want to see the counts matrix displayed in a graphical Bar Chart format, we click on Bar Chart under Report Format. As we can see the selections we made to filter the report have transferred over to the Bar Chart Report Format. Each color represents a rating area as defined at the bottom of the screen.

Let’s take a look at the remaining Dashboard Options. First, we can download any of our reports into a Spreadsheet. When we click the Spreadsheet function, our Ratings Report will be displayed as a spreadsheet. It’s important to note, if downloading the bar chart, only the counts matrix not the bar chart will display in the spreadsheet.

If we want to save this report, or any other reports, to run again in the future, we 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 in the future, we would select the report name from the drop-down. 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 Ratings Report, we are ready to exit CPARS by clicking Log Out.

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