

## SAMPLE LETTER TO CONTRACTORS

Mr. John Doe  
Title  
Contractor Name  
Street Address  
City, State, Zip Code

Dear Mr. Doe:

SUBJECT: CONTRACTOR PERFORMANCE ASSESSMENT REPORT ON THE, CONTRACT  
XXXXX-XXX-XX

Good performance by NPS contractors is essential. FAR 42.1502 directs all Federal Agencies to collect past performance information on contracts. NPS has implemented the Contractor Performance Assessment Reporting System (CPARS) to comply with this regulation and to ensure that source selection teams have a detailed assessment of contractors' past performance. We have performed an evaluation of your company's work on the (Program Name) program for the contract period (assessment period begin date) through (assessment period end date). Future Contractor Performance Assessment Reports will (CPARs) will be completed on an annual basis.

Your CPAR is accessible on the Internet at: <http://cpars.navy.mil/>. You may provide comments in response to the CPAR assessment, or you may sign and return the assessment without comment. In addition to the ratings and supporting narratives, please be sure to review blocks 1 – 17 for accuracy as these include key fields that will be used by the Government to identify your company in future source selections. Should you elect not to provide comments, it is requested that you acknowledge receipt of the CPAR by indicating "No comment" in Block 22 and the signing and dating Block 23 of the form. Without some statement in Block 22, you will be unable to sign and submit the CPAR back to the Government. If you do not sign and submit the CPAR within 30 days, it will automatically be returned to the Government and will be annotated: "The report was delivered/received by the contractor on (date). The contractor neither signed nor offered comment in response to this assessment." We request that the person acknowledging the CPAR by signing Block 23 be someone with program management responsibility rather than a representative of your contracting office. You may provide comments, but they are limited to the space provided in Block 22. Your comments should focus on objective facts in the Program Manager's/Assessing Official's narrative and should provide your views on the causes and ramifications of the assessed performance. Your response is due back to our office within 30 calendar days after receipt of the CPAR.

The following guidelines apply concerning your use of the CPAR:

- 1) Protect the CPAR as "source selection information." After review, transmit the CPAR back to our office by completing and submitting the form through the automated information system. If for some reason you are unable to view and/or submit the form through the automated system, contact the CPAR focal point for instructions. The CPAR focal point for (Site Activity) is (name) who can be reached at (phone).
- 2) Strictly control access to the CPAR within your organization. Ensure the CPAR is never released to persons or entities outside of your control
- 3) Prohibit the use of or reference to CPAR data for advertising, promotional material, preaward surveys, responsibility determinations, production readiness reviews, or other similar purposes.

You may desire a meeting to discuss this CPAR. This meeting should be requested in writing no later than seven days following your receipt of this CPAR. A meeting will then be held during your 30-day review period.

A copy of the completed CPAR will be available in the automated system once it has been finalized.

The CPAR system is designed to fairly evaluate your performance under this specific contract. The guidelines used to prepare this CPAR will be provided upon your request. If you have any questions, feel free to contact (Program Manager/Assessing Official), (Program Office), at (phone).

Sincerely,

PROGRAM MANAGER/ASSESSING OFFICIAL  
Title