



United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, DC 20240

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Department of the Interior Acquisition Policy Release (DIAPR) 2010-14, Amendment 2

Subject: Contractor Performance and Integrity Data Quality

References: Federal Acquisition Regulation (FAR) Subpart 42.15, Contractor Performance Information;
DIAPR 2010-14, Use and Reporting of Contractor Performance Information;
Improving Contractor Past Performance Assessments: Summary of the Office of Federal Procurement Policy's Review, and Strategies for Improvement, issued January 21, 2011, by the Office of Federal Procurement Policy (OFPP);
Improving Federal Procurement Data Quality – Guidance for Annual Verification and Validation, issued May 31, 2011, by OFPP

1. Purpose:

This DIAPR amendment establishes Departmental policy regarding the review and reporting of contractor performance and integrity data quality.

2. Effective Date:

Upon signature.

3. Expiration Date:

This DIAPR will remain in effect until cancelled or superseded.

4. Background and Explanation:

FAR 42.1503 requires agencies to establish agency procedures for evaluation of contractor past performance, and Departmental policy regarding use and reporting of contractor performance information was established through DIAPR 2010-14, issued April 19, 2010. This DIAPR amendment establishes a requirement for contracting bureaus and offices to conduct regular reviews of contractor performance and integrity data in order to assess the quality of the information entered in the Contractor Performance Assessment Reporting System (CPARS) and the Federal Awardee Performance and Integrity Information System (FAPIIS) and reported to the Past Performance Information Retrieval System (PPIRS), as well as compliance with reporting requirements. Findings from these reviews must be reported to the Office of Acquisition and Property Management (PAM) on an annual basis.

5. Action Required:

Contractor Performance and Integrity Data Quality Plan:

Bureau Procurement Chiefs (BPCs) must designate a point-of-contact (POC) responsible for contractor performance and integrity data quality reviews and submit a Contractor Performance and Integrity Data Quality Plan to PAM by March 15, 2012. PAM will review each bureau's Plan and provide concurrence, or non-concurrence with suggested revisions, within 15 days after submission. The Plan must include the following information:

- Designation of Contractor Performance and Integrity Data Quality POC. BPCs may designate the current CPARS/PPIRS/FAPIIS Agency POC for their bureau or office, formerly "Senior Command Official," or another individual, to oversee these reviews.
- Compliance and Quality Targets for Fiscal Year (FY) 2012. Targets should prioritize assessment of high-risk actions based on contract type, complexity, or dollar value.
- Sampling Methodology for Data Quality Reviews. Bureaus may use the statistical sampling calculator available at <http://www.surveysystem.com/sscalc.htm> to determine how many of their actions to review, or may use another appropriate methodology, such as one based on review of high-risk actions based on contract type, complexity, or dollar value.
- Review Methodology. At a minimum, bureaus must select actions reported to PPIRS through CPARS and FAPIIS and review the assessment or other information reported for quality and completeness. A quality performance assessment (CPARS reported to PPIRS) should contain narrative statements supporting the rating assigned to each factor, especially if the rating assigned was "Exceptional" or "Unsatisfactory." A quality integrity entry (FAPIIS reported to PPIRS) should be complete and provide enough information to be useful to other Government users as they review the information prior to awarding new contracts.
- Frequency of Reviews. At a minimum, contractor performance and integrity reviews must be conducted on an annual basis.

Contractor Performance and Integrity Data Quality Reporting:

Each Bureau Procurement Chief, or designated Contractor Performance and Integrity Data Quality POC, must submit a Contractor Performance and Integrity Data Quality Report for his or her bureau to PAM by November 15, for reviews conducted during the previous FY. The first report is due November 15, 2012 for FY 2012. Each report must include, at a minimum:

- Compliance and Quality Targets and Results
- Sampling and Review Methodology
- Review Findings, with a List of Actions Reviewed
- Corrective Actions to Be Taken, and Training Needs
- Any Updates to the Bureau/Office Contractor Performance and Integrity Data Quality Plan (including compliance targets for the current fiscal year)

Please disseminate this guidance within your bureau. It will also be available on the web at <http://www.doi.gov/pam/diapr.html>. You may contact Tiffany Schermerhorn of PAM on (202) 254-5517 or Tiffany_Schermerhorn@ios.doi.gov if you have any questions regarding this policy issuance.



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