



**DEPARTMENT OF THE NAVY**  
**NAVAL FACILITIES ENGINEERING SYSTEMS COMMAND SOUTHEAST**  
**JACKSONVILLE, FL 32212-0030**

4200  
Ser OPS/00474  
03 Jul 24

Attention: NAVFAC Southeast Contractors

SUBJECT: CPARS EXPECTATIONS

NAVFAC Southeast embraces the mindset that a strong, collaborative government and industry team is crucial in ensuring the Department of Defense's infrastructure is capable of enabling our national defense. Our success relies on our ability to partner with those contractors that have a proven track record of performance. For that reason, I want to emphasize the importance, provide transparency, and stress our commitment to the Contractor Performance Assessment Reporting System (CPARS) process.

My team aspires to the following CPARS expectations:

- a. CPARS will be prepared according to Federal Acquisition Regulation Subpart 42.15.
- b. CPARS will be prepared at least annually, at the time of project completion, and any time that an unsatisfactory rating is warranted.
- c. Performance evaluation reviews will begin with documented discussions during the pre-construction conference, post-award kick-off, and across the spectrum of project milestones (e.g., design review completion, completion of a critical definable feature of work). Objective feedback will be provided on various CPARS factors such as quality, schedule, management, cost, regulatory compliance, safety, utilization of small business, and other areas.
- d. Performance evaluation will be treated as a critical discussion element of partnering no matter what level of partnering is contractually required. A performance escalation ladder will be established to ensure transparency and early engaged discussions occur regarding outstanding or less than satisfactory performance indications.
- e. The Contracting Officer's Representative (COR) will be the primary NAVFAC Southeast point of contact and will provide feedback throughout the contract performance. Any time there is a new COR assigned, a meeting shall be conducted to clarify established expectations and discuss performance.
- f. At least 45 calendar days prior to the due date for an annual or final CPARS, the COR will request you complete a copy of the Rating Matrix/Summary Ratings/Narrative Tools and ask you to submit your proposed ratings within 14 calendar days. The COR will review your proposed ratings in addition to other input from team members. The COR will send the COR's version of the informal proposed rating to you for awareness.
- g. After the informal feedback has been provided to you, the COR will prepare and submit the evaluations in CPARS within 30 calendar days when an evaluation is due.
- h. Upon notification of a CPARS submission, you have 60 days for final comment. The Reviewing Official will assess and finalize the rating within 120 days after the end of the evaluation period.

My goal is to successfully execute our contracts with a focus on building productive relationships early and often as a mechanism to deliver projects on time and within budget. Should you have any questions on the CPARS process and the expectations, please contact your COR.

A handwritten signature in black ink, appearing to read "M. Dieguez", is positioned above the printed name.

M. DIEGUEZ  
Captain, Civil Engineer Corps  
Commanding Officer