



**US Army Corps
of Engineers®**

ENGINEERING AND CONSTRUCTION BULLETIN

No. 2005-15 Issuing Office: CECW-E Issued: 13 Sep 2005

Subject: Deployment of Modernized Architect-Engineer Contractor Administration Support System (ACASS) and Construction Contractor Appraisal Support System (CCASS)

Applicability: Information

1. ACASS and CCASS systems are used across DoD and by some civilian agencies to document and review contractor performance for Architect-Engineer and Construction contracts. The US Army Corps of Engineers (USACE) is the DoD Executive Agent for these systems and the Portland Oregon-based USACE Contractor Appraisal Information Center (CAIC) is the primary center to assist both government personnel and contractors in using these systems.

2. USACE has signed a Memorandum of Agreement (MOA) with the Navy to develop and host a modernized version of the ACASS and CCASS systems. The Navy's Contractor Performance Assessment Reporting system (CPARS) was selected because of its superior system functionality, customer training, and support. These modernized systems will be deployed 1 October 2005. This modernization will be a great improvement over the existing systems and the annual operating cost of these systems will be reduced by about 50% compared to the present systems. Features of the modernized systems include:

- Web-based, automated, paperless process (including mandatory routing through the prime contractor being evaluated)
- Automatic Email notifications (at each workflow step)
- No special software required
- Secure: userid/password /128 bit encryption
- Central Contractor Registration (CCR) populates and validates contractor information
- Senior level review (Government and Contractor)
- Robust report capability
- Link to Federal Government's Past Performance Information Retrieval System (PPIRS) so that ACASS and CCASS contractor performance evaluations are deposited in PPIRS for Source Selection Official use from all Federal agencies.

3. Navy's standard operating procedure for CPARS requires appointment of focal points. Attached file summarizes the roles and responsibilities of the focal points as well as others in the district who will require access to the systems. The access to the system will be granted to others by the focal points. I have asked Chiefs of E&C to take a lead, work with district contracting office and jointly appoint one focal point each for ACASS and CCASS per district ASAP and have the focal point complete the application at

<http://www.cpars.navy.mil/accessforms/fpuarf.htm>

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4. For smooth transition and workforce training, we have arranged web-based and class room training. We will announce training schedules and registration information as they are finalized. Sept 27 2005 will be the last day users will be able to access the current systems. Starting October 04 2005 focal points may begin granting access to users and users will be able to log onto the modernized systems at <http://www.cpars.navy.mil>

5. The points of contact for this bulletin are Harry Goradia, 202-761-4736 and Marilyn Nedell Kells, 503-808-4590.

Encl.



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Modernized ACASS and CCASS System Access Levels
Focal Point - (NAVSEA grants access; application must include supervisor's signature)
<ul style="list-style-type: none">- Input/Register contract information.- View evaluations within own Command.- Authorize access to evaluations within own Command to individuals preparing or completing evaluations: Contract data entry; assessing official representative; assessing official (this is the evaluator/rating official); contractor representative; reviewing official. (Source selection access not included; use www.ppris.gov for source selection purposes).- View status report for assigned evaluations.- Input a completed evaluation.
Contract Data Entry - (local <i>Focal Point</i> grants access)
<ul style="list-style-type: none">- Input/Register contract information, (i.e. most of the information in blocks 1-9f of the DD 2631 form and blocks 1-10 of the DD 2626 form), for specific contracts.
Assessing Official Representative (the Evaluating/Rating official representative; local <i>Focal Point</i> grants access)
<ul style="list-style-type: none">- Input/Register contract information, (i.e. most of the information in blocks 1-9f of the DD 2631 form and blocks 1-10 of the DD 2626 form), for specific contracts.- Initiate evaluations, for specific contracts.- Update incomplete evaluations, for specific contracts.- Delete incomplete evaluations, for specific contracts.
Assessing Official (the Evaluating/Rating Official; local <i>Focal Point</i> grants access)
<ul style="list-style-type: none">- Input/Register contract information, (i.e. most of the information in blocks 1-9f of the DD 2631 form and blocks 1-10 of the DD 2626 form), for specific contracts.- Initiate evaluations, for specific contracts.- Update incomplete evaluations, for specific contracts.

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- Delete incomplete evaluations, for specific contracts.
- Review Contractor comments for assigned contracts.
- Modify evaluation Ratings, for specific contracts after contractor comments, if required.
- View evaluations for assigned contracts.
- View status reports for assigned evaluations.

Defense Contractor Representative - (local Focal Point grants access)

- Input contractor comments for specific contracts.
- View completed evaluations for assigned contracts.
- View status reports for assigned evaluations.

Defense Contractor Corporate Senior Management Representative - (NAVSEA grants access)

- View all completed evaluations for DUNS numbers assigned to a corporation or company

Reviewing Official - (local Focal Point grants access)

- Input reviewing official comments, blocks for specific contracts.
- View evaluations for assigned contracts.
- View status reports for assigned evaluations.

Command Point of Contact; Configuration Management Board Member - (typically a HQ or senior management level function; NAVSEA grants access)

- View evaluations within own Command.
- View status reports for evaluations within own Command.
- Authorize access to evaluations to Senior Command Official.

Senior Command Official or Designated Representative - (e.g. Program Executive Officer (PEO), Direct Reporting Program Manager (DRPM), Command Directorate Deputy, Field Activity C.O.; (typically at the District level within the COE); Command Point of Contact grants access)

- View status report for assigned evaluations.

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- View evaluations for assigned contracts.

Business Analysis Reports - USACE CAIC grants access

- View reports containing SF330 (ACASS only), DD350, past performance evaluations and other information pertinent to firm experience, capability and market research.