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Subject: Modernized Construction Contractor Appraisal Support System (CCASS) and RMS-CCASS Interface

Applicability: Information

1. Reference: Engineering & Construction Bulletin 2005-15 dated 13 September 2005, subject: Deployment of Modernized Architect-Engineer Contractor Administration Support System (ACASS) and Construction Contractor Appraisal Support System (CCASS).

2. Purpose: As we transition to the newly deployed CCASS system, there are a variety of workflow and implementation issues that will need to be worked in order to successfully implement the modernized systems. The RMS-CCASS interface has been programmed and will be included in the next RMS software update scheduled for release at the end of November 2005. The RMS and CCASS project teams have been working together to assure the transition will not cause additional work for RMS users. After the November release of RMS, there will be some revised procedures to implement as described below.

3. Roles and Responsibilities:

CCASS Role	DD2626 Role	Responsibilities
Focal Point	N/A	Enters users into CCASS Assigns roles (Assessing Official, Contractor Representative, Reviewing Official) to users on each contract in CCASS
Contract Data Entry	N/A	None when RMS is used to generate the evaluation
Assessing Official Representative	N/A	Drafts the evaluation in RMS; must have WRITE access to the Contractor Evaluation module in RMS Sends evaluation from RMS to CCASS Forwards draft evaluation to the Assessing Official

Assessing Official	Block 12 Evaluated By	Ensures accuracy of the draft evaluation; Transmits draft evaluation to the Contractor Finalizes evaluation after reviewing Contractor feedback Forwards completed evaluation to the Reviewing Official
Contractor Representative	N/A	Reviews forwarded draft evaluation, 30 day review period Inputs comments in CCASS Sends feedback to the Assessing Official
Reviewing Official	Block 13 Evaluation Reviewed By	Reviews completed evaluation Ensures Contractor's comments have been satisfactorily addressed Closes evaluation; system automatically posts copy to Past Performance Information Retrieval System (PPIRS)

4. RMS-CCASS Interface Implementation:

Construction Contractor Performance Evaluations (DD Form 2626) shall be prepared in accordance with ER 415-1-17, *Contractor Performance Evaluations*. This ER is in the process of being revised to accommodate the revised process and will be completed by 1 January 2006. The initial draft evaluation shall be created in RMS. When it is ready for signature in Block 12 (Evaluated By/Assessing Official), it shall be marked completed in RMS and exported to CCASS. Evaluations that are created in RMS and exported to CCASS do not need to be first registered in CCASS. Note that once an evaluation is sent to CCASS, it can no longer be edited in RMS. All further edits must be performed directly in CCASS.

As the evaluation proceeds through the following steps in CCASS, its progress will be tracked in RMS.

- Evaluation completed in RMS, ready to send to CCASS

- Evaluation in CCASS, awaiting Focal Point to grant User Access

- Evaluation initiated; waiting for Assessing Official signature

- Signed by Assessing Official; waiting for Contractor comments

- Signed by Contractor; waiting for Assessing Official to finalize

- Ratings finalized; waiting for Reviewing Official comments

- The Evaluation has been completed in CCASS

Any time the evaluation is updated in CCASS, a copy of the updated version will be exported back to RMS; and may be viewed and printed through RMS. However, there will be no editing capability. Note that only evaluations that were originally created in RMS and exported to CCASS will be updated from CCASS.

In those cases where it is necessary to evaluate a contractor more than once, i.e. interim(s) and final, RMS shall be used for each evaluation. RMS will retain the capability to create and store multiple evaluations. However, CCASS will only store one evaluation per contract. Therefore, when there is more than one evaluation on a contract, only the latest evaluation will be available in CCASS.

For detailed instructions on the functions and features within CCASS, see the *User Manual for Architect-Engineer Contract Administration Support System (ACASS) and Construction Contractor Appraisal Support System (CCASS)* available at http://cpars.navy.mil.

5.   Interim Guidance: Prior to the November release of the RMS-CCASS interface, completed evaluations must be manually entered in CCASS by the assigned Focal Point. Since the evaluation is completed and signed, the construction contractor will not be reviewing the evaluation. Therefore, a Contractor Representative should not be identified or given access to the evaluation in CCASS.

6.   This bulletin has been coordinated with E&C Division, PARC, the RMS Center, and the Contractor Appraisal Information Center (CAIC).

7.   Point of contact for this bulletin are Ms. Marilyn Kells, 503-808-4590 and Mr. Walt Norko, CECW-CE, 202-761-5443.

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