



US Army Corps
of Engineers®

ENGINEERING AND CONSTRUCTION BULLETIN

No. 2008-22 Issuing Office: CECW-CE Issued: 30 June 2008

Subject: ACASS Policy Guide and USACE policy for processing overall “Marginal” or “Unsatisfactory” evaluations when contractor does not have a Public Key Infrastructure (PKI) certificate

Applicability: Information

1. Purpose:

a. To announce completion of ACASS Policy Guide. Soon it will be posted at

<https://www.cpars.csd.disa.mil/cparsfiles/acass/acassref.htm>.

b. To establish USACE policy for processing overall “Marginal” or “Unsatisfactory” evaluations when contractor does not have a PKI certificate.

2. Background: EFARS 36.604 (4) specifies firms receiving interim or final marginal or unsatisfactory performance evaluations shall be provided a copy of the proposed evaluation and offered an opportunity to comment. The automated ACASS system requires contractors to purchase and install a PKI certificate to be able to access ACASS. This ECB provides guidance for situations where the contractor cannot, or will not, purchase the PKI certificate, and therefore cannot view or comment on the evaluation within ACASS.

3. Guidance: If the contractor has not purchased a DoD PKI certificate from a DISA/Army accredited External Certificate Authority (ECA) from one of the authorized vendors listed on the https://www.cpars.csd.disa.mil/pki_info.htm web site, the office preparing the “marginal” or “unsatisfactory” evaluation shall mail the contractor a copy of the draft performance evaluation. If the contractor responds with a written rebuttal within 30 days from the date the draft evaluation is mailed to him, the office preparing the evaluation must include the rebuttal in the Contractor’s Remarks block of the finalized evaluation. Rebuttals submitted on behalf of the contractor must begin with a statement indicating the information was transcribed into the system by government personnel. The Contractor’s signature block must include the word “for”, followed by the Contractor’s name which was included in the rebuttal documents. The government Contracting office shall retain the original rebuttal documents as part of the contract file.

4. Points of contact for this bulletin are Ms. Marilyn Kells, 503-808-4590 and Mr. Harry Goradia, CECW-CE, 202-761-4736.

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