

Past Performance  
Information Retrieval System  
(PPIRS)



User's Guide

20 June 2002

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## System Overview

The federal Past Performance Information Retrieval System (PPIRS) is designed to provide access to information about contractors and their performance that may be used for source selection by government acquisition personnel. Past performance may be used as an evaluation factor in awarding contracts for goods and services and is required in many source selections.

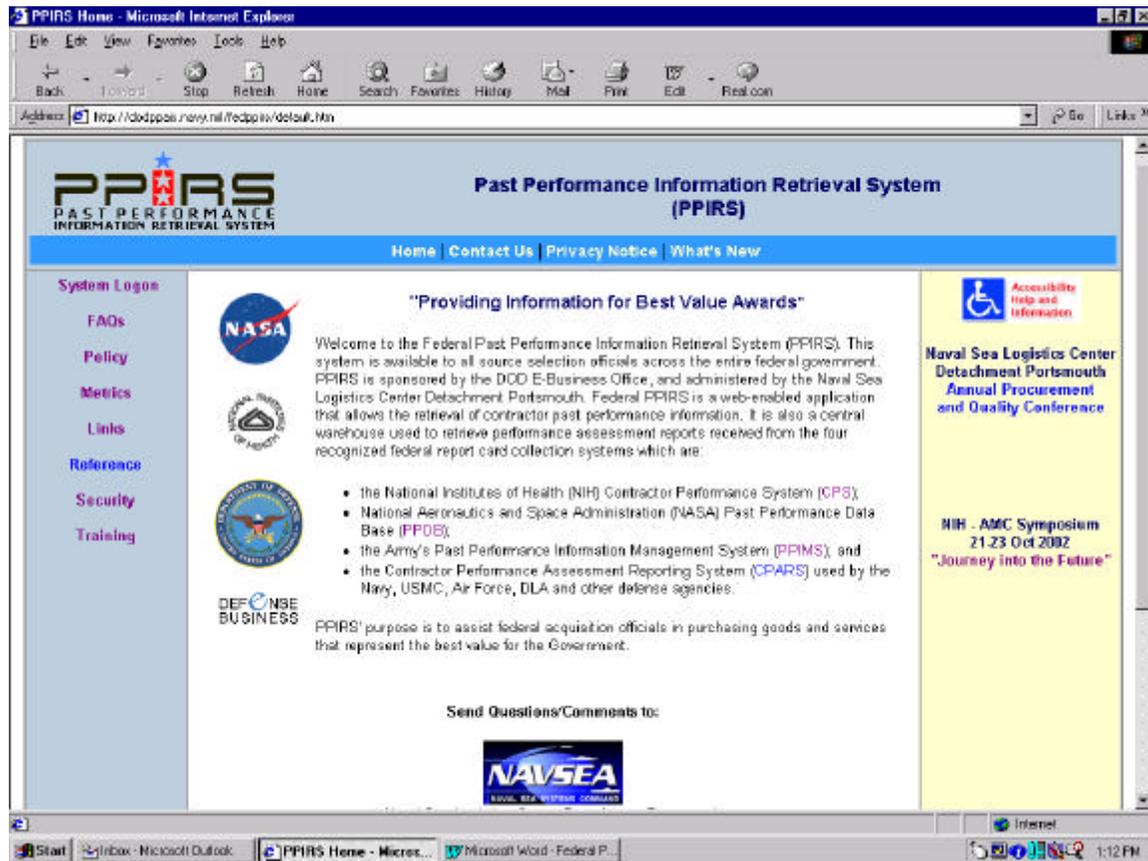
Currently PPIRS supports the retrieval of "report cards" collected across the entire federal government. The sources of data include the National Institutes of Health (NIH) Contractor Performance System (CPS) used by many civilian agencies; the National Aeronautics and Space Administration (NASA) Past Performance Data Base (PPDB); the Army's Past Performance Information Management System (PPIMS) used by the Army, Defense Information Systems Agency (DISA), and the Defense Intelligence Agency (DIA); and the Contractor Performance Assessment Reporting System (CPARS) used by Navy/USMC, the Air Force, DLA, and other Defense Agencies. PPIRS allows any authorized government source selection official to access a central database of "report card" information with one query to obtain access to records collected throughout the federal government. As indicated by its name, PPIRS is not a collection system but rather a retrieval and review system.

PPIRS is a web-enabled application that may be accessed by any browser that supports 128-bit encryption at <http://www.ppirs.gov>. Government users fill out an on-line request for UserID and password to gain access to the system. After obtaining a UserID/Password, then each user must request membership in one of the Agency/Component groups. Generally, the user would request membership from the head of the Agency/Component group affiliated with his or her organization. Once membership to the group is granted, then the user has access to all report cards contained in PPIRS.

Contractors may also access their own information in PPIRS. They gain access through the Central Contractor Registration (CCR) process. They have to go to the CCR web site at <http://www.ccr.gov> to register for the first time or update their information profile to indicate a past performance Point of Contact. In CCR, they will also assign themselves a Marketing Partner Identification Number (MPIN) which they will use to gain access to PPIRS.

The following details the procedures required to use PPIRS.

## Initial logon to the system

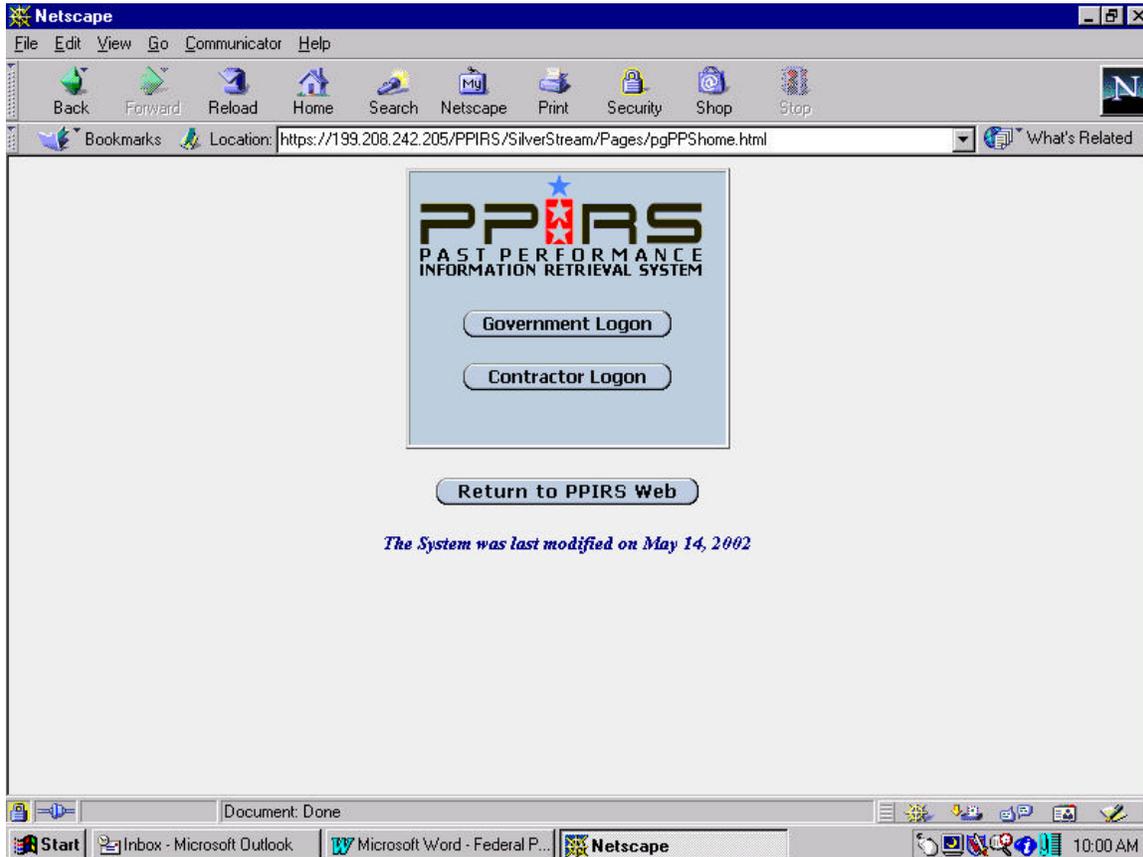


This is the initial logon screen to the PPIRS system. It is the PPIRS home page. In the frame on the left, you will find the System Logon button and quick links to various references. Here you will find the OFPP Best Practices Guide, the DOD Past Performance Policy Guide, PPIRS Frequently Asked Questions (FAQs), links to other policy reference sites, and this manual. Check here first for any questions you may have about PPIRS or agency past performance policy. The frame on the right has links to informative information regarding conferences where you may learn more about past performance policy or PPIRS. If you are looking for more information on how to generate a report, click on the acronyms of the collection systems in the center frame of the web page. All of these collection systems currently provide completed assessment reports into PPIRS.

To actually retrieve reports, click on "System Logon". An option box will appear with only two words: "Government Logon" and "Contractor Logon". If you are a government user looking for available report cards, simply click on the word "Government". If you are a contractor looking to verify or access the information in PPIRS for your company, simply click on "Contractor Logon". The logon procedures are slightly different. Government users log in with their UserID and Password. Contractor access requires the

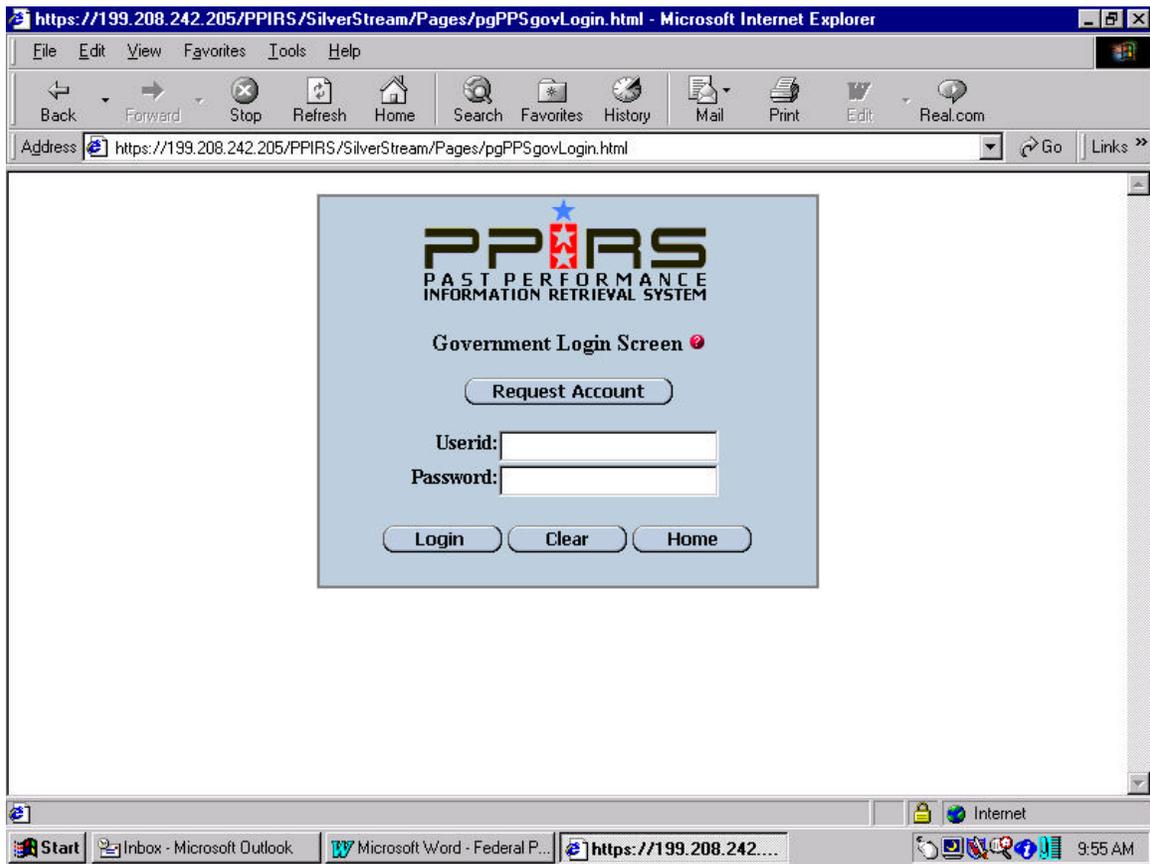
use of a combination of DUNS number and Marketing Partner Identification Number (MPIN). MPIN numbers are created by the contractor and entered into the Central Contractor Registry that is available at <http://www.ccr.gov>.

## User Access



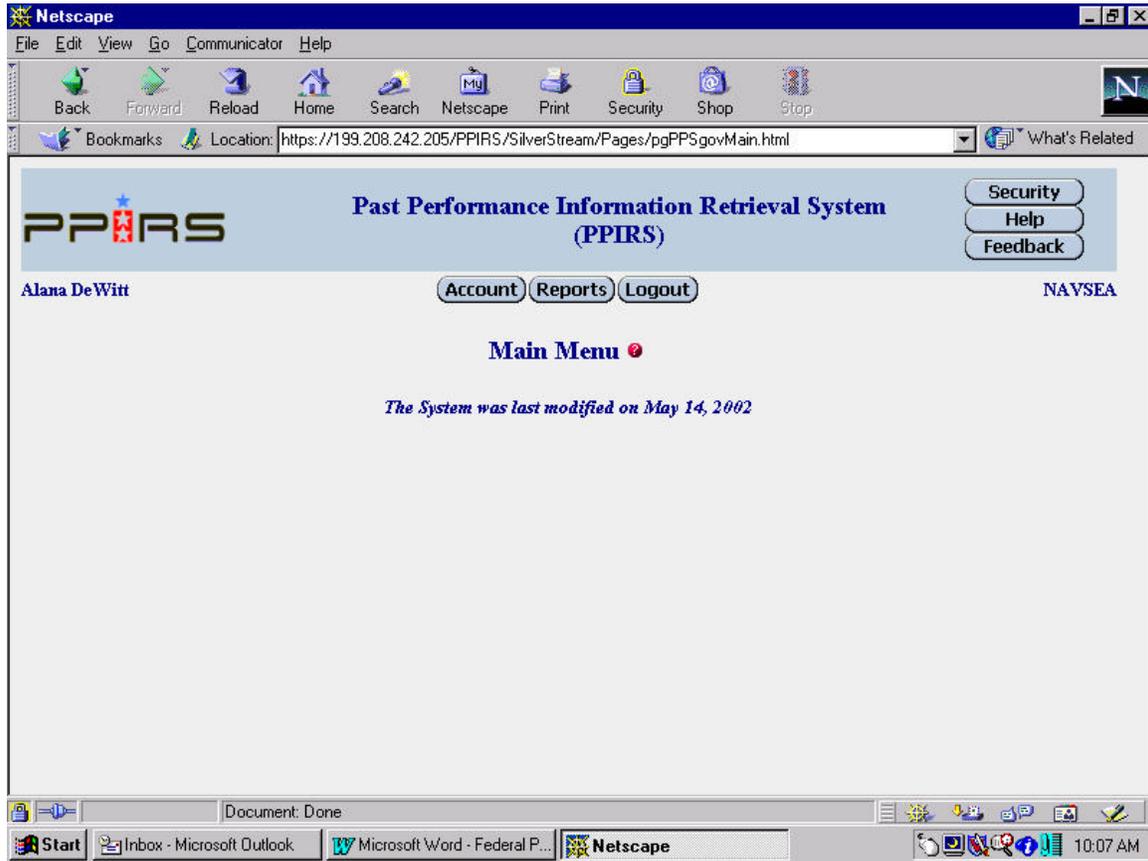
This is the User logon screen. If you are a government user, click on "Government Logon". If you are a contractor, click on "Contractor Logon".

# Government Logon



Here the government user will enter his UserID and Password. If the government user does not yet have a PPIRS account, he or she would click on "Request Account" (See page 6 for details on creating a new account).

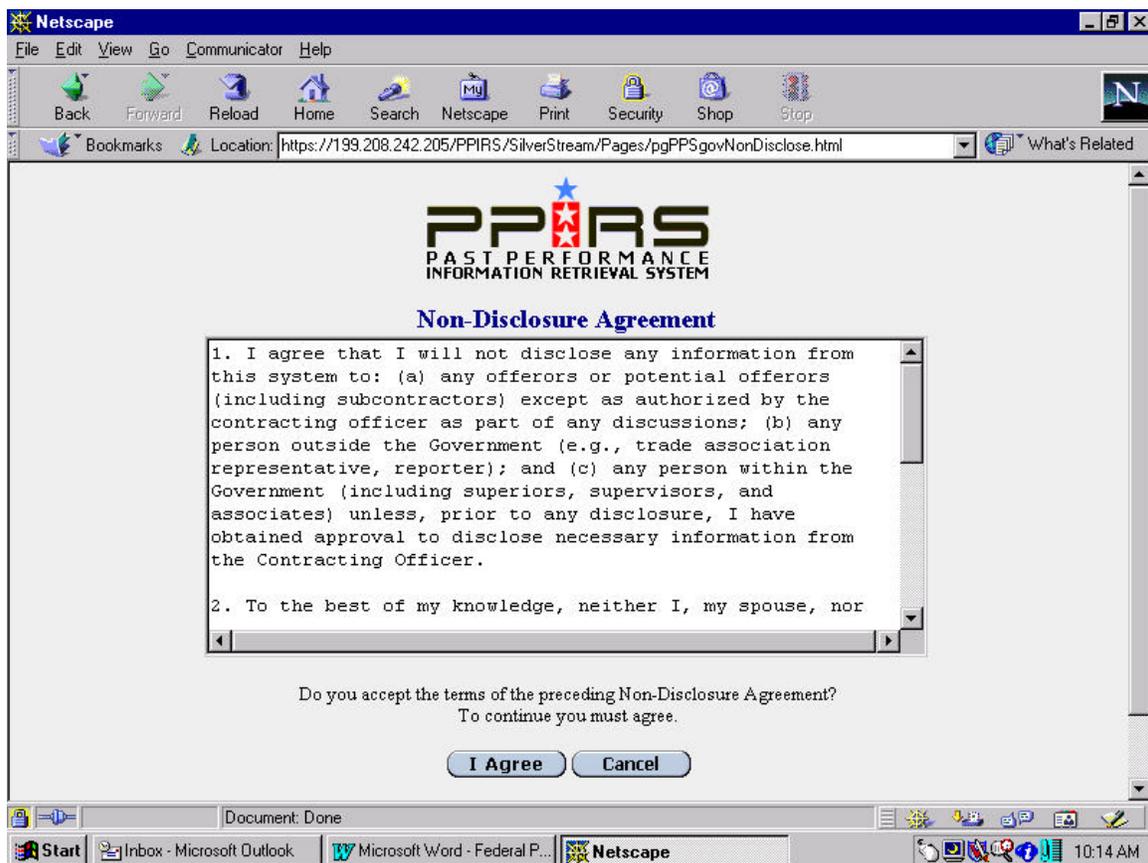
## Government User Logon Screen



Three choices are available from a user's session logon screen. "**Account**" allows a user to view and update their account information. Here they would update changes in e-mail address or mailing addresses. If they are ever transferred or reassigned, this is also where they would request membership in a new group. "**Reports**" allows users to retrieve report cards currently on file. If you want to learn how to retrieve reports, please go to the **Retrieving Reports** section. "**Logout**" is used to log off of the system.

## Requesting a new account (Government Users only)

A new user would click on "Government User" and then "Request Account" to get to this screen. At this point, the government user must agree to protect the information retrieved from PPIRS as business-sensitive source selection information. Access will not be granted to anyone who does not accept the terms of the non-disclosure agreement.



Here is the full text of the non-disclosure agreement.

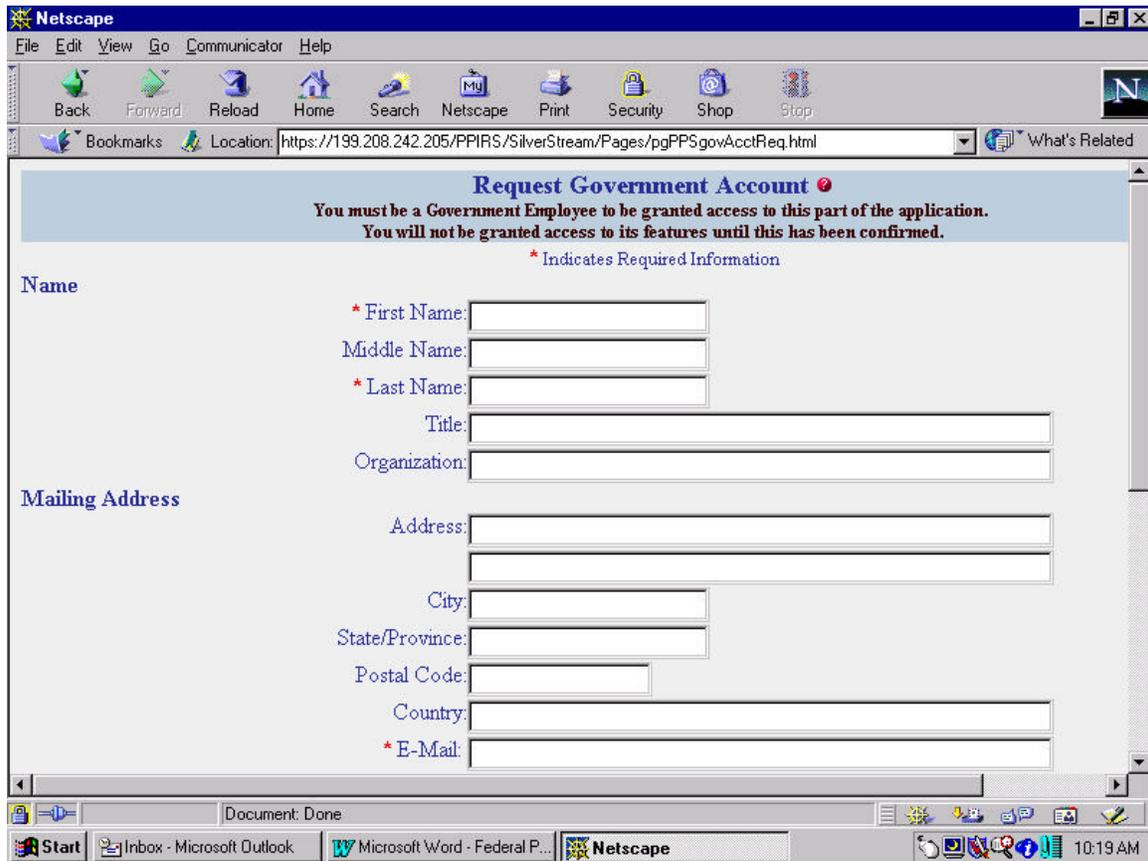
1. I agree that I will not disclose any information from this system to: (a) any offerors or potential offerors (including subcontractors) except as authorized by the contracting officer as part of any discussions; (b) any person outside the Government (e.g., trade association representative, reporter); and (c) any person within the Government (including superiors, supervisors, and associates) unless, prior to any disclosure, I have obtained approval to disclose necessary information from the Contracting Officer.
2. To the best of my knowledge, neither I, my spouse, nor any minor children of mine or my spouse, currently has a direct or indirect financial interest in any of the firms or subcontractors of firms I am evaluating, nor am I negotiating for employment with any such firm. In the event I later become aware of such financial interest, I agree to

report this fact immediately to the Contracting Officer particularly for the purpose of disqualifying myself from any further participation in this source selection.

3. If I am disqualified or otherwise removed from the source selection process, I agree that I will not disclose any information described above.

4. Further, I understand that failure to comply with the above requirements may result in disciplinary action and referral for civil or criminal action.

Once the applicant clicks on "I agree", the following screen will be displayed.

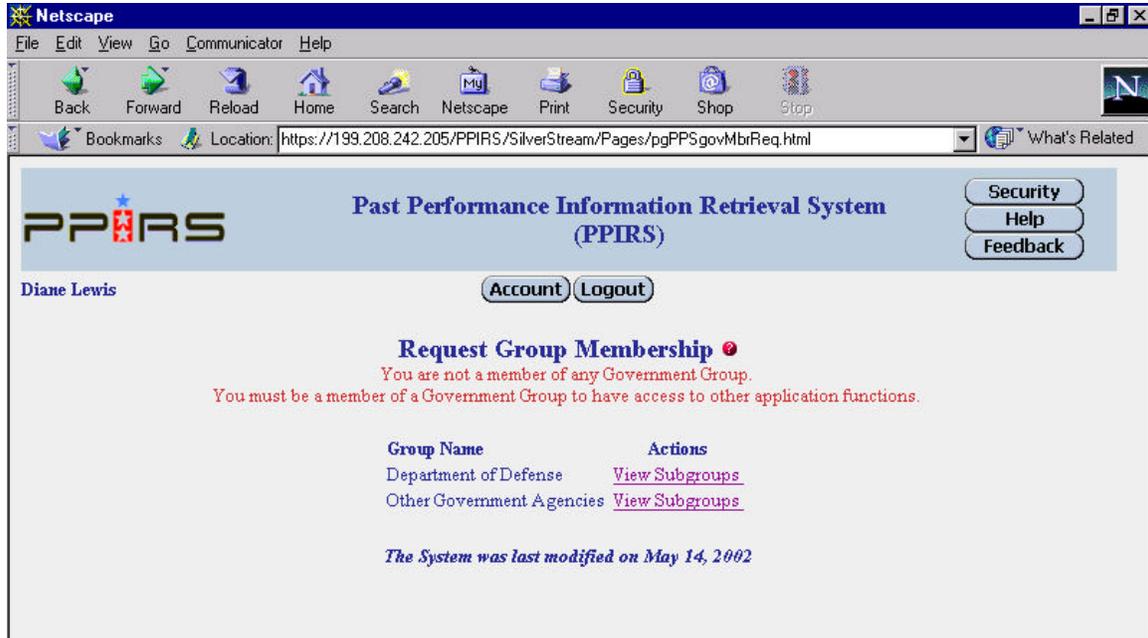


Only the fields "First Name", "Last Name", "E-mail address", "Commercial Voice" telephone number, "UserID", "Password" and "Confirm Password" are required. The user gets to choose his or her own UserID and password following the instructions at the bottom of this screen.

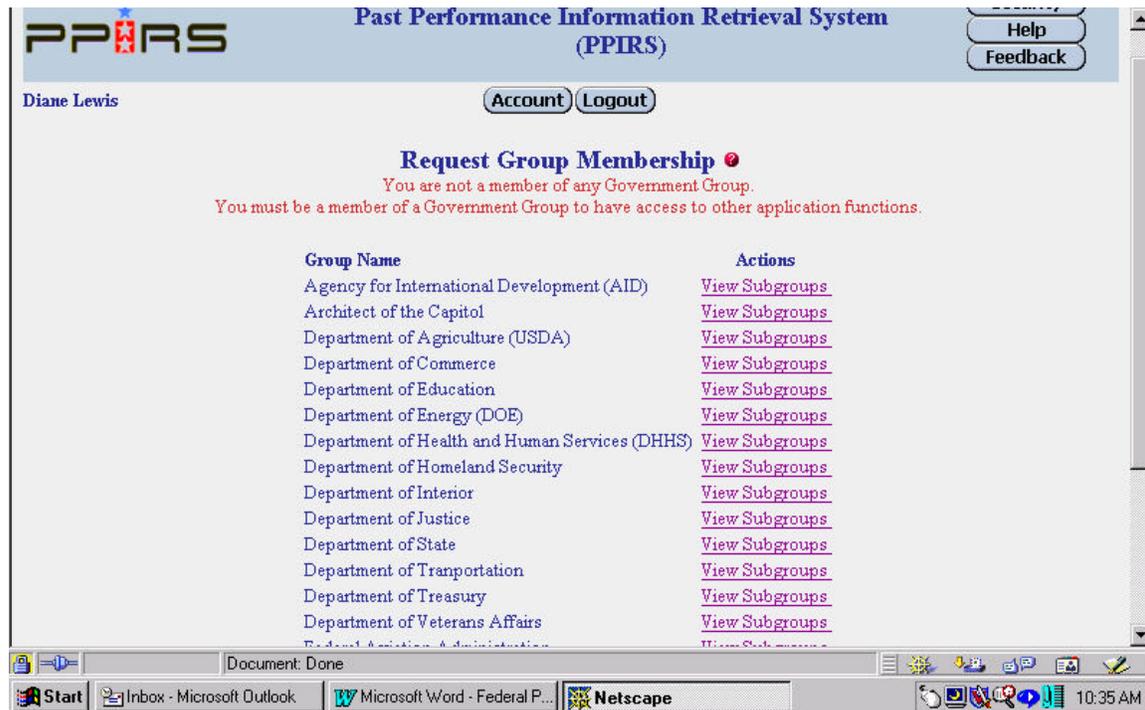
The user enters the required information and clicks on "Submit" when the information is completed. If all of the information is correctly completed, then the system will generate the following screen asking them to select which group they would like to join. Requesting membership in a group is explained in the next section.

## Requesting Group Membership

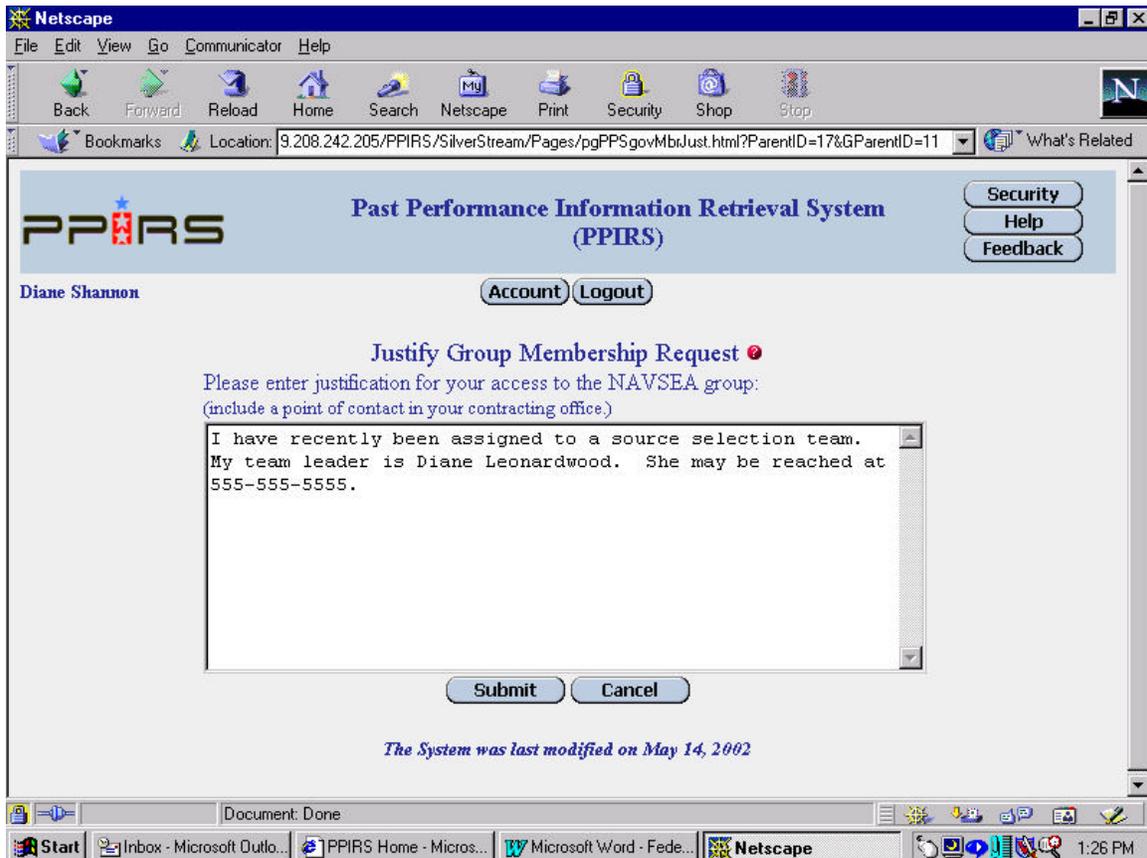
After a new user has created an account, he or she will receive the following display for submitting a request for group membership



When the user clicks on "View SubGroups", he or she is presented with another listing of major agencies under that primary group. See Below.



The user then selects “view Subgroups” once again to see the next listing of groups. The user then selects the agency or component that most closely matches the organization that his organizational unit supports. He or she then clicks on “Request Membership” to initiate a request to join a group. At the time that the request is made, the user must enter his justification for requesting access to PPIRS information. The following screen appears:



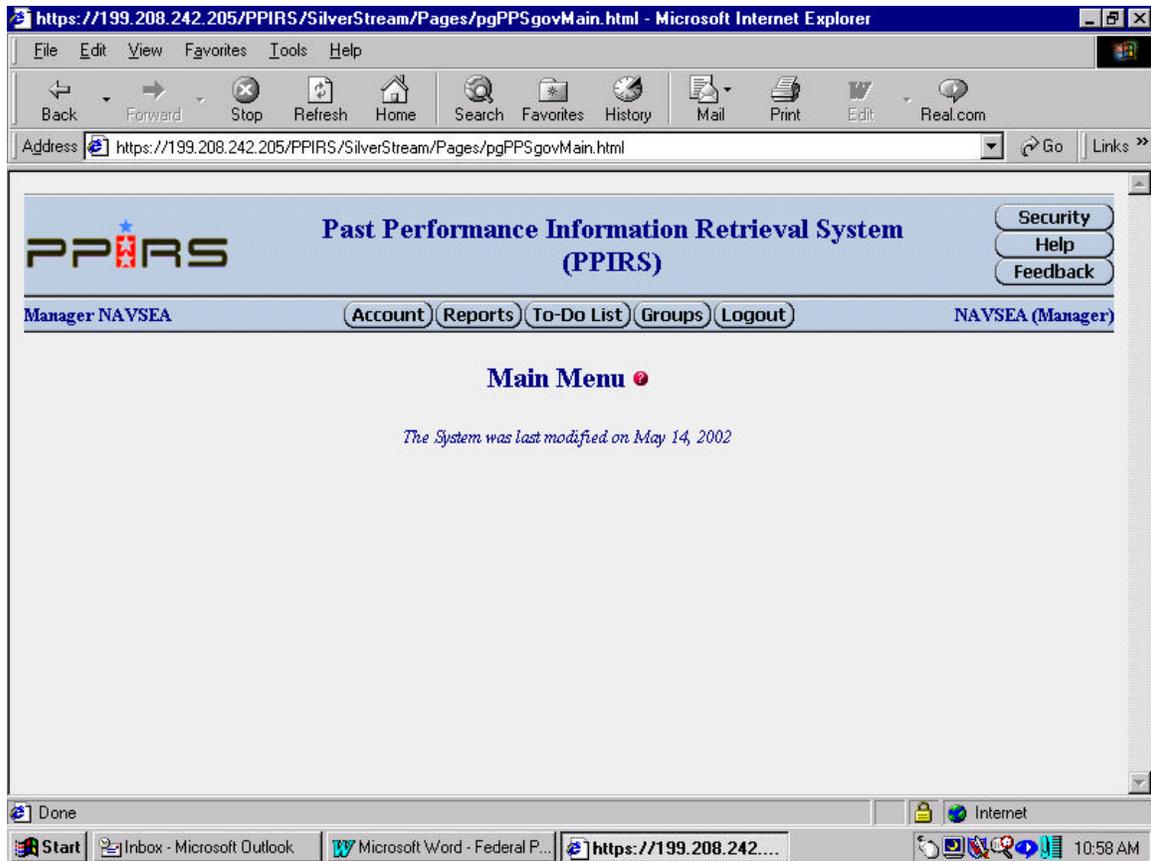
The user enters his or her justification and clicks on “Submit”. At that point, PPIRS automatically generates an e-mail to the group owner and manager (if assigned) letting them know that an individual has requested membership in their PPIRS group. The requester receives the following message on his screen: "Your request for membership in the [group name] group has been submitted!"

The group owner or manager then processes the membership request as detailed in the next section.

## Group Management

Group owners control membership within their group. A group owner may appoint a group manager to assist in managing an assigned group. The group manager can control membership within the group but cannot transfer ownership of the group. Only the group owner can reassign ownership of the group to another individual.

When either the group owner or the group manager logs onto PPIRS this is what appears.

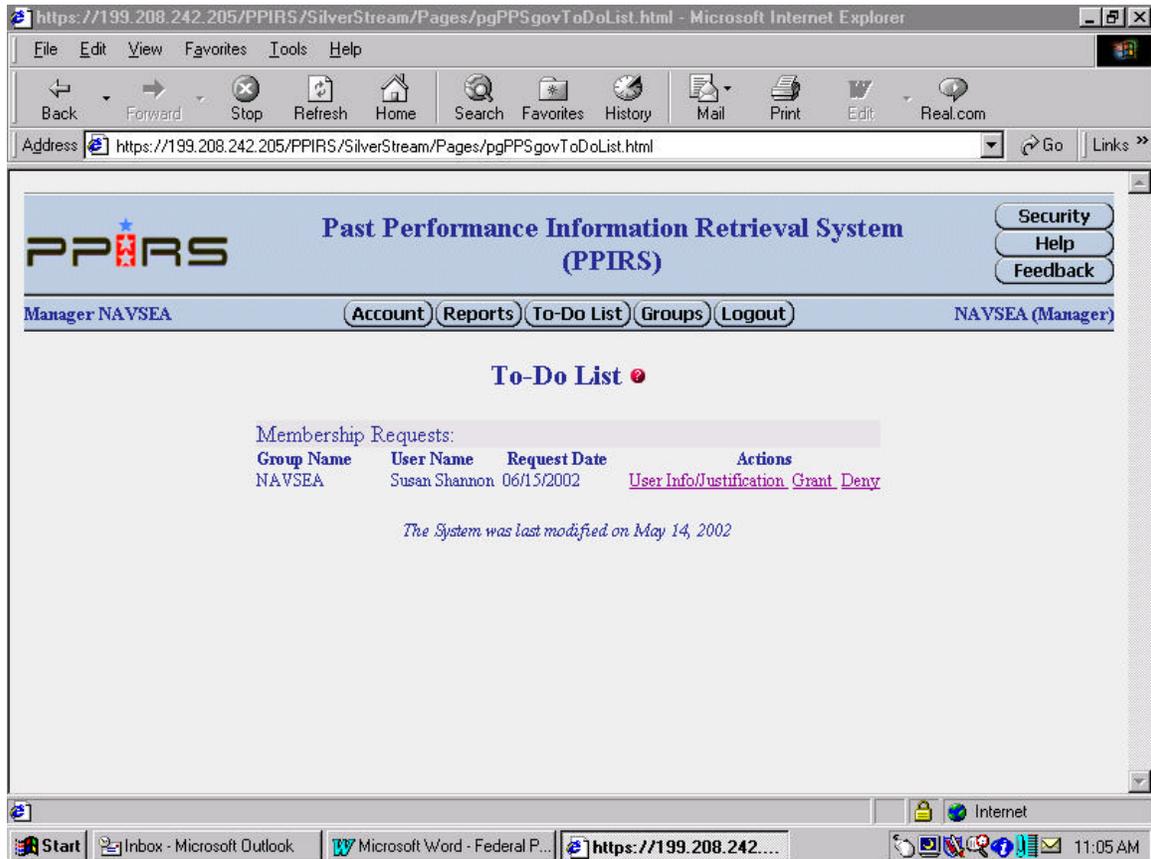


The group manager screen is almost identical with the exception of "(manager)" instead of "(owner)". Both individuals have five options. "Account" allows the user to modify information pertaining to their account (including changing passwords). "To-Do List" is a list of pending task assignments for that group. The group owner or manager would check this list to see if there are any requests for membership from new users of PPIRS or other assigned actions. "Groups" provides options for the owners and managers to manage their groups. Group management is explained in greater detail in Appendix A.

They may add or delete members, change group management, etc. "Reports" is used to retrieve an actual "Report Card" record. "Logout" is used to exit the PPIRS system. Now let's look at how a membership request is processed.

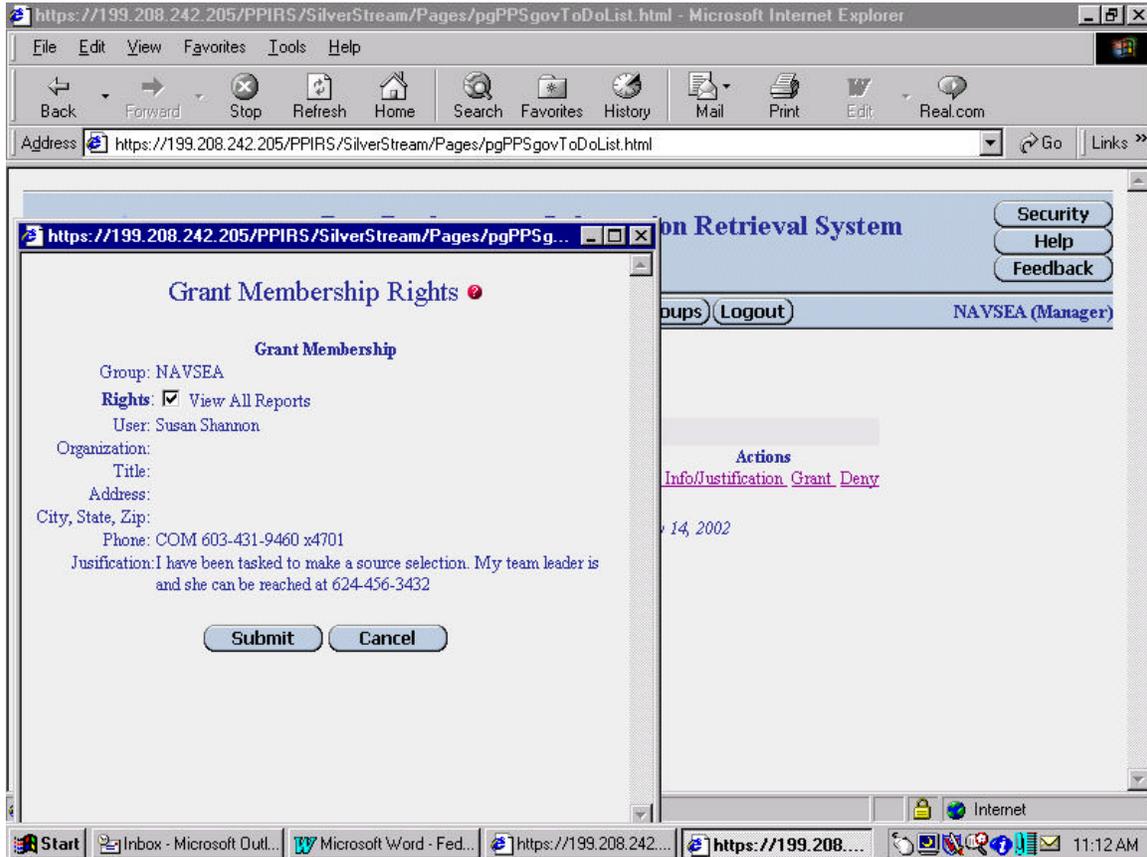
## Processing a Membership Request

When a group owner or manager receives a request to join his or her group, their "To Do List" screen would be similar to the one listed below:



In the above example, the NAVSEA group manager has one request for membership. The manager has three choices for the request. He or she may click on "User Info/Justification" to see the full detailed information as submitted by the user in the membership request. This allows the group owner or manager to obtain a telephone number or e-mail address in case the owner or manager needs to talk to the requester to find out more information about the requester's need to use PPIRS. After the owner has made a decision concerning the request, he or she may either click on "Grant" to approve the request or "Deny" to deny the request. If they do decide to deny the request, then they must explain the reason for denial to the submitter. PPIRS sends an automatic e-mail back to the requester telling him or her that their request has been approved or explains the reasons why it was denied.

If he or she clicks on “Grant” to approve a request, this is the screen that they would see.



Note the check box next to “View All Reports”. This is used to allow a group member only to use PPIRS occasionally (such as when the individual is appointed to a source selection team). When a check mark appears next to “View All Reports”, then the individual has full use of PPIRS. When the check mark does not appear, then the user is acknowledged to be a member of the group, but all that they will be able to do is update their account information. When they are performing source selection duties, the group owner or manager would simply click on the “**View all Reports**” box to allow them to view reports once again. The check box is a toggle switch. Click once to remove the check mark. Click once again to turn it on.

Once a user is granted membership in a group then he or she may use the system to retrieve "report card" data.

## Retrieving Reports

When a PPIRS user logs into the system, he or she will have only three options. They may either modify their account by clicking on "**Account**". He or she may retrieve "report card" information by clicking on "**Reports**" or log off the system by clicking "**Logout**". If the user clicks on "**Reports**", the following screen will be displayed.

**Netscape**  
File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Bookmarks Location: <https://199.208.242.205/PPIRS/SilverStream/Pages/pgPPSgovReports.html> What's Related

Alana DeWitt **Account Reports Logout** NAVSEA

### Assessment Reports

Enter Contract Number and/or Delivery Order Number  
Contract Number:   
Delivery Order Number:

Enter Assessment End Dates After or Before or use both for inclusive  
Assessment End Dates - After:  and/or Before:  mm/dd/yyyy

Select one item from the Agency list (the agency that submitted the record)  
Agency: ALL

Select one item from the Business Sector or Subsector list  
Business Sector: ALL  
Business Subsector: ALL  Include records where the Business Subsector is null

Enter Contractor Name, CAGE Code, DUNSPlus4 or Taxpayer Identification Number (TIN)  
Contractor Name: Begins with   
CAGE Code:  **Look Up**  
DUNSPlus4:  **Look Up**  
TIN:

Enter either the FSC, SIC or NAICS  
FSC:  (nnnn) **Look Up**  Include records where the FSC is null.  
SIC:  (nnnn) **Look Up**  Include records where the SIC is null.  
NAICS:  (nnnnnn) **Look Up**  Include records where the NAICS is null.

Enter Awarded Values Above or Below or use both for inclusive  
Awarded Value - Above: \$  and/or Below: \$

Full Text Search: Enter a search string  
Search String:

Select Sort Option(s)  
Sort by: (1)  Contract Number  
(2)  (none)

**Submit Clear**

*The System was last modified on May 14, 2002*

Elapsed time = 3:10 (Page times out after 15 minutes)

Start Sent Items - Microsoft... Microsoft Word - Fede... PPIRS Beta Test Rep... Netscape 8:26 AM

The user enters the selection parameters and clicks on "Submit" to initiate a request for report card information. Hot links to search for a vendor's CAGE Code, DUNS number, Federal Supply Class (FSC), Standard Industrial Code (SIC) and North American Industry Classification System (NAICS) are provided to assist the user in obtaining the desired information. Simply click on the "Look Up" next to the respective field. The user may elect to complete any parameters but at least one must be selected.

There is also a "Text Search String" feature that can be used to search the database for occurrences of that string. For example, if you wanted to restrict your search only to reports on F-16 program information, you would enter "F-16" (without quotes) in the text search string block and hit "Submit". All of the reports retrieved would then have "F-16" somewhere in the report. This block is also used to search for subcontractor information. Type in the name of the company, or CAGE code or DUNS number in the text search string block and click "Submit". All of the reports retrieved will contain the text string that was entered in the Text Search block.

You may also sort the retrieved information in order by Contract Number, CAGE Code, DUNS number, FSC, Period of Performance Ending Date, or Business Sector. Simply go to the last block on the Reports Retrieval form and select your sort options.

PPIRS then processes the request and displays a listing of reports that meet the specified parameters. The user then has the option to print out each individual report card by clicking on the contract number in the first column of each indicated report. The following illustrates a snapshot of the listing of available reports. Above the listing of retrieved reports are the selection parameters that were used to generate each report. With this information, you may use your web browser to easily modify your selection parameters to obtain only the information that you need. An example of a report is shown below.

**PPIRS** Past Performance Information Retrieval System (PPIRS)

Susan Shannon Account Reports Logout NAVSEA

Security Help Feedback

Agency: NASA Sort By: Contract Number

Contract Number	Assessment Dates	Business Sector	CAGE Code	FSC	DUNS	Company Name
<a href="#">N4511297C851B</a>	05/01/1997 - 04/30/1998	SYSTEMS	CPARS	4820		ANY COMPANY USA
<a href="#">N4511297X9876 1234</a>	09/01/1996 - 09/01/1997	SYSTEMS	CPARS	9870		PRATT & WHITNEY
<a href="#">N4511298C3103</a>	03/01/1998 - 02/28/1999	SYSTEMS	CPARS	5306		NUTS AND BOLTS COMPANY
<a href="#">N4511298C3109</a>	03/01/1998 - 02/28/1999	SYSTEMS	CPARS	5306		NUTS AND BOLTS COMPANY

The System was last modified on May 14, 2002

## Tips on Retrieving Reports in the PPIRS system

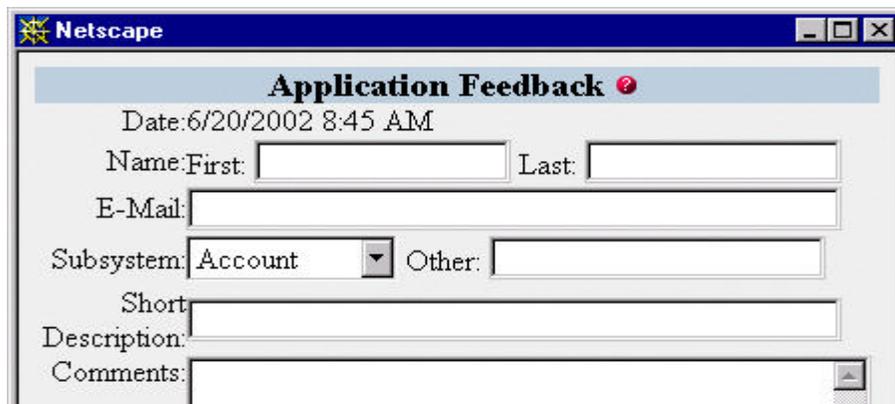
The PPIRS system allows for retrieval of reports by many selection criteria. To obtain all the reports for a proposed offeror, it is recommended that you use the "Contractor Name" option as a selection criteria as some reports may have been completed using various CAGE codes or no CAGE code at all. Also make use of the drop down box in front of the Contractor Name block to select the "Contains Within" feature. This looks for any occurrence of the name that you have selected anywhere within the contractor name field.

Also be sure to search for the contractor's CAGE or DUNS number. Business practices can have contractors changing names as they are acquired or divested by their parent companies. Past performance information follows them by CAGE code or DUNS numbers even as their names change. You should be aware of that and search for information under DUNS and CAGE code fields leaving the contractor name block blank. For major defense contractors, you should limit your report list by also including several other parameters such as "Business Sector", "FSC", or "SIC" code or recent date range.

The "**Reports**" selection screen is only a filter to restrict your query to include only those reports that you want to see. Remember that in the "**Reports**" screen, the less detailed information you provide, the greater the likelihood of retrieving report card information.

## On-Line System Feedback Reports

If you find any problems or have suggestions for improvement of the PPIRS system, submit an on-line feedback report by clicking on "**Feedback**" in the upper right corner of most screens. A sample Feedback screen is shown below:



The screenshot shows a Netscape browser window with the title "Application Feedback". The form contains the following fields:

- Date: 6/20/2002 8:45 AM
- Name: First:  Last:
- E-Mail:
- Subsystem: Account  Other:
- Short Description:
- Comments:

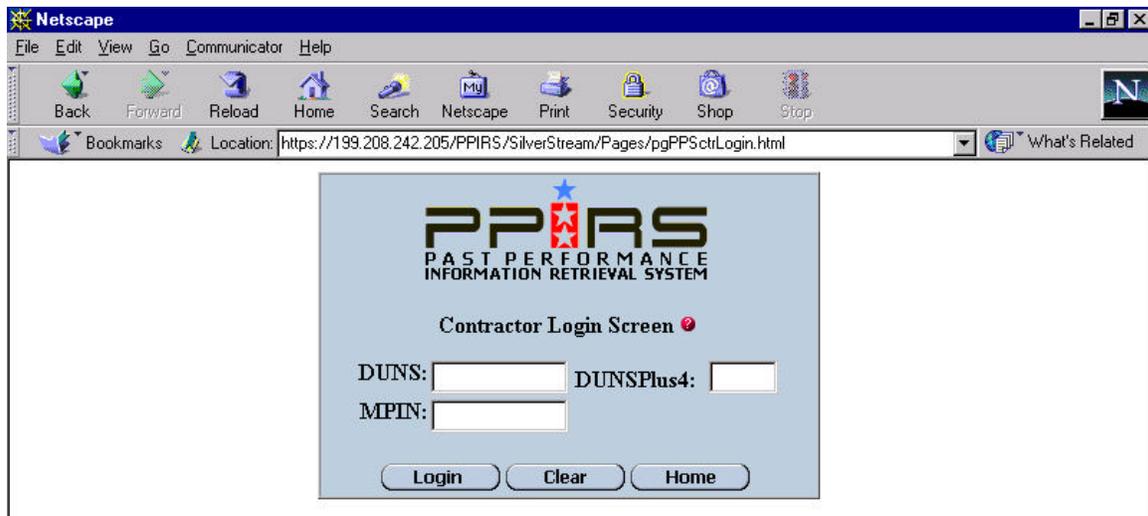
## Help

If you have any problems in using the system, call the PPIRS Help desk at (603) 431-9460 ext. 486 or DSN 684-1690 ext. 486 for assistance. Context sensitive Help is also available simply by clicking on "Help" in the upper right corner of most screens.

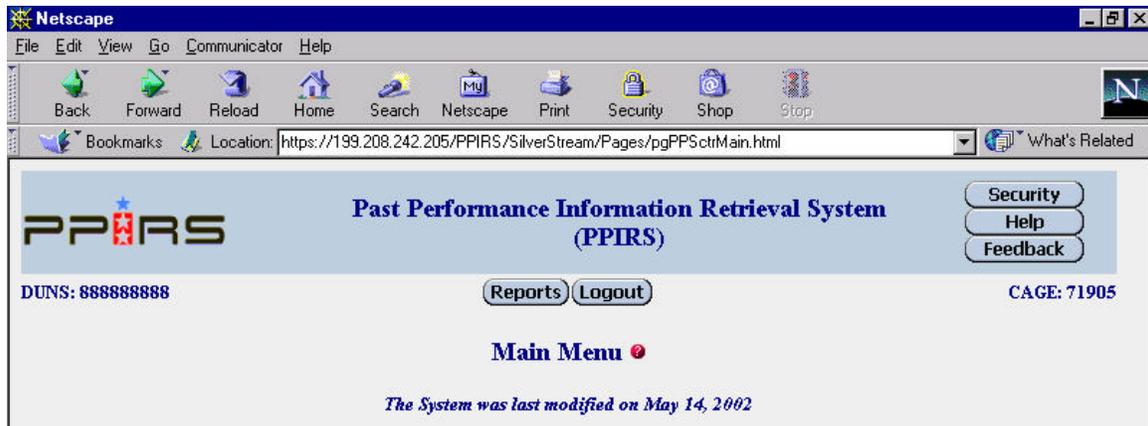
## Contractor Use of PPIRS

Contractors can also access PPIRS to verify that the information on their own company that is available to source selection officials is complete and accurate. It is in the contractor's best interest to ensure that the contracting office has reported all data on their contracts. They gain access by updating their Central Contractor Registration (CCR) profile to identify a Past Performance point of contact. They will provide CCR a Marketing Partner Identification number (MPIN). This number in combination with their DUNS number is used to log into the PPIRS system.

This is the contractor login screen. If you do not already have an MPIN number, simply click on the link labeled "CCR" (at the PPIRS home page) to go directly to their web site to provide one in your CCR profile. Otherwise, enter your DUNS number and MPIN number.

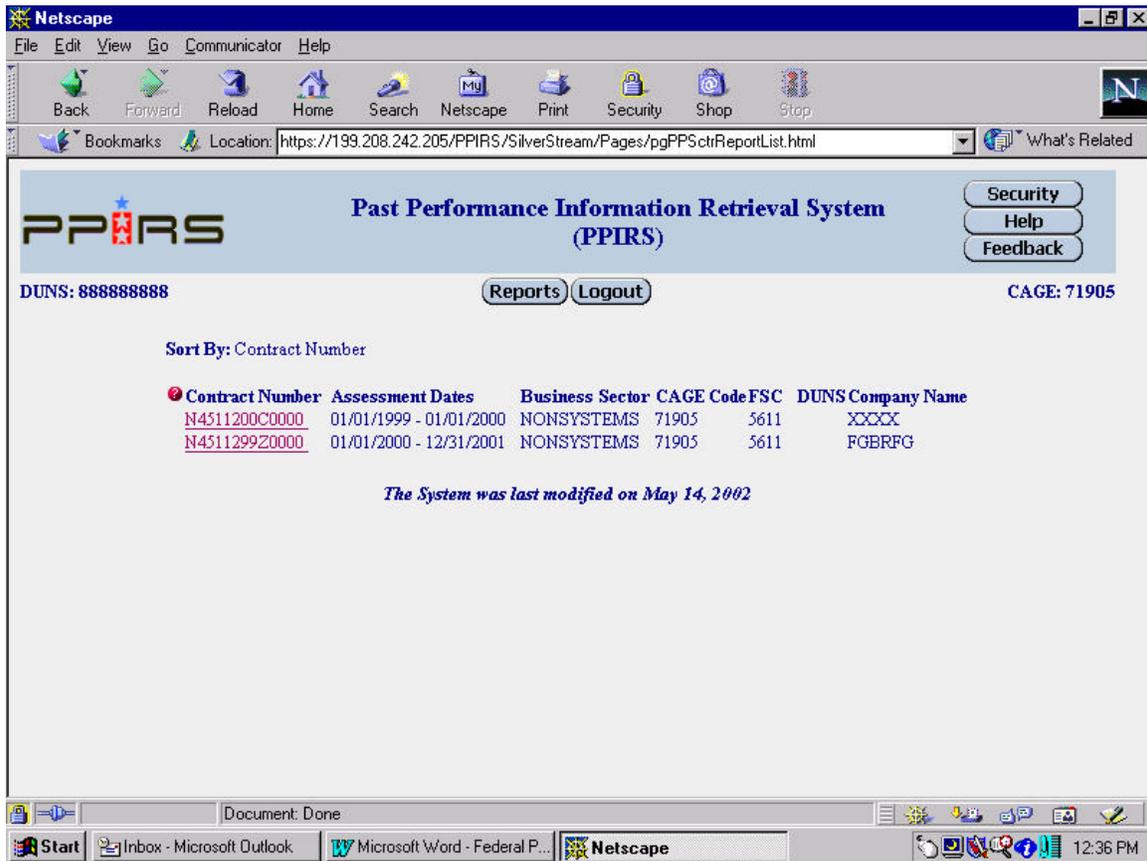


This is the view that a contractor sees when they have logged onto the system. They do not have an "Accounts" selection as all changes to their access are made through the CCR process.



PPIRS automatically restricts the information that a contractor may view. Only information for the currently logged in DUNS and MPIN is displayed. Contractors may use the same “**Report**” selection menus to further filter information that may be available to them. To view all of the information for a particular DUNS and MPIN combination just click on “**Submit**”. Contractors do not have to enter any parameters on the “**Assessment Reports**” screen unless they want to restrict the information that is available to them.

The following screen shows a listing of assessment reports that are available to the contractor. He or she would just click on the contract number section of the report that is to be viewed. Once the report is displayed, it can be either printed using the print options of your browser or the actual XML code used to generate the report may be downloaded so that it can be entered into an external database for contractor use. Unfortunately each browser processes the information slightly differently. Contact our Help desk for additional details for your choice of browser.



There is also a corporate level contractor access feature. The contractor updates the corporate level parent-child relationship in CCR by providing parent company information in their CCR Profile. That information is then transferred to PPIRS via the CCR update. When a person with corporate level access enters their DUNS and MPIN

access, they may view all information associated with that corporation. This may include the CAGE codes at various locations all associated with the parent company. It is imperative that when people with this corporate level access learn of an acquisition or divestiture of a division, that they update their corporate parent child relationship in their CCR profile. The new information will then pass to PPIRS with the next CCR update.

## Appendix A: Access Control (Group Management Responsibilities)

**Background:** On July 1, 2002, the federal Past Performance Information Retrieval System (PPIRS) became a reality. It affords federal government contracting officers and Source Selection officials with a "one-stop shop" for retrieving a potential supplier's past performance history. This history is measured by report cards on existing contracts that have been completed by government program managers or contracting officials. PPIRS was designed to be easy to access by all authorized users. Even access authorization procedures were streamlined to reduce the need for complex access authorization forms from each user. Access to PPIRS is controlled by a group management structure. Each Agency/DOD Component determines the number and names of the individual groups. Each group is headed by a Group Owner who serves as the primary Point of Contact (POC) and a Group Manager (alternate POC). Group owners and managers then control access authorization to the PPIRS system by granting or denying membership in their respective groups. Access to the information in PPIRS is controlled by group membership. Group owners and managers in effect become access authorization agents for the PPIRS system. This appendix summarizes the responsibilities of group owners and managers.

**Access Authorization Agent Responsibilities:** Group owners and managers control access to PPIRS information by determining the individuals that are members of their respective groups. Individuals who request access to the PPIRS system are granted access to report card information only when their group membership request is approved by a group manager or owner. Individuals who are granted membership in a group have access to PPIRS information as long as they continue to be members of a group. Owners and managers have a two-fold responsibility. First they must carefully review requests for group membership to ensure that the requesting individual has a legitimate need to know and knows how to properly safeguard business-sensitive source selection information. Secondly, they must constantly monitor their group membership to remove access to PPIRS information when individuals no longer have a need to access such information (retirement, assignment to duties which do not involve source selection, leaving the government) or when the individual moves to a different agency/command outside of the group owner or manager's control (reassignment).

**Approving Membership Requests:** Group owners and managers are notified of membership requests by e-mail. They then login to PPIRS and check their "To Do List". Membership Requests will be listed along with three options. Owners and Managers may either "**User Info/ Justification**", "**Grant**" or "**Deny**" an individual's membership request. By selecting "**User Info/ Justification**", they may review the information that the individual submitted. Managers may then call or e-mail the individual to determine if they have a legitimate need for past performance information. When a group owner or manager is convinced that the individual has need to use PPIRS, then he or she may "**Grant**" the membership request, which gives the individual full access to all information contained in the PPIRS database. If a group owner or manager is not convinced that the individual has a legitimate need or if the individual should really have applied to a different group, then the group owner or manager may "**Deny**" the

membership request. When doing so, the owner or manager shall explain the reason for denial in the pop up text block that appears on the screen when “**Deny**” is selected. PPIRS will send an explanatory e-mail to the applicant who submitted the request explaining why the application was denied. If the application is granted, an automatic e-mail is also sent to the requester.

**Managing Group Membership:** When individuals no longer need access to past performance information they should be removed from group membership. Owners/Managers may modify a member's access to PPIRS information by clicking on "**Groups**" from their main menu. Then they must click on "**Manage Groups**". Group owners may either "**Change Owner**" of the group, "**Change Manager**" of the group or "**View Members**" of the group. Group managers may either "**Change Manager**" or "**View Members**".

"**View Members**" is the option selected to control individual group member's access to PPIRS information. Each group member's name will be listed with three options. Owners and managers may "**View**" a member's background information. They may "**Modify**" a member's access. Or they may "**Remove**" the member from the group. When an individual leaves the government or is transferred to a command that is outside the group's responsibility, then the member's access to PPIRS should be removed. Simply click on "**Remove**" to prevent that individual from having access to PPIRS information as a member of the group. If that individual is transferred to another command, he or she may once again submit a membership request to access PPIRS information but the request should now be directed to the group owner or manager of the gaining command.

"**Modify**" is used to selectively turn on or off access to PPIRS information depending on the individual's current assignment. It is used to control access by members of a source selection team. While serving on that team, those individuals have a need to access PPIRS information. When the source selection team has completed its recommendations, team members who are not part of the contracting community, no longer should be allowed to access that information. However, they still are a part of the group's overall structure and they may be named to source selection teams in the future. Group owners and managers may modify an individual member's access by clicking on "**Modify**" and then selecting or deselecting the check box in front of "**View All Reports**". When the check box is selected, then the group member has full access to PPIRS information. When the check box is not selected, then the group member still may update his PPIRS account but he or she will not be able to view PPIRS reports.

**Terminating Member Accounts:** Group owners and managers must notify NAVSEALOGDEN DET Portsmouth whenever a group member leaves the government or is reassigned to a position which no longer requires access to business sensitive past performance information. Group owners and managers may remove a member from a group, but that does not delete that user's account. Only the PPIRS administrator at NAVSEALOGCEN DET Portsmouth has the ability to delete a member's account.

Group owners and managers must develop procedures that provide for periodic review of group members to ensure that they still require access to PPIRS information. The “**View Members**” makes that job a little easier. Owners and managers can now see the date that a user’s account was created and the last time that individual logged onto the system. Inactivity is a sign that the user no longer needs access to PPIRS information. If an individual has not accessed the information in PPIRS in the last three months, then that individual probably does not need access to PPIRS. Owners and managers should monitor their groups and identify individuals who are not accessing PPIRS regularly. The owner or manager should then modify the user's access to restrict their ability to view reports, remove them from the group, or send a notification to the PPIRS administrator that the member's account should be terminated.

## Appendix B: Frequently Asked Questions

### *Government Users*

#### **1. Who should have access to the Past Performance Information Retrieval System (PPIRS)?**

**A:** PPIRS is a shared data warehouse of report cards that detail a vendor's record of performance on current (or completed) contracts. The information should only be used for source selection. Contracting officials and source selection team members should be the only ones with need to access the database. In addition, contractors may obtain access to only their own data that is stored in PPIRS. This ensures that the information contained in PPIRS is valid accurate data. (see contractor users, below for more information).

#### **2: How is access controlled? What is this thing called a membership request?**

**A:** A team of access authorization agents controls access to PPIRS. The government is divided along organizational lines into manageable segments known as "groups". Each group has a primary Point of Contact (called a Group Owner). Each group may also have a secondary Point of Contact (called a Group Manager). Generally, group managers function as alternates to manage the group while the owner is on travel or leave. Individual users create a PPIRS account and then ask permission of the Group owner or manager to join their group. The membership request is the tool used to "ask permission" to have access to this business sensitive information. Group owners and managers receive an e-mail notification whenever a membership request is submitted. Owners and managers may then review the request (which contains organizational information of the user along with a justification as to why they need access to this information). The owner or manager then either "grants" access to this information or "denies" access. In all cases, an e-mail is sent to the requester when a decision is made to either grant or deny the request for access to this information.

#### **3. I'm a group owner. When I make a determination to deny a person's membership request, is their account also deleted from PPIRS?**

**A:** No. In the current system, that membership request is returned to the pool of PPIRS users as an unassigned account. The individual who submitted the original request is then allowed to request membership in a new group. When an owner or manager determines that an individual does not have need for access to PPIRS, he or she should do two things. First, notify the PPIRS application manager that the account should be deleted and then deny the application request. The reasoning for this is as follows. An individual may make a mistake in submitting their initial membership request to a wrong group. When that occurs, the group owner or manager should just deny them membership in the initially requested group. The submitter is then free to resubmit his application to the correct group. However, when the group owner or manager has

properly received a request for membership and determined that they do not have a legitimate “need to know”, then that user’s account should be deleted.

**4. I’m not a contracting official but have recently been named to serve on a source selection panel as a technical expert. I need to have access to past performance information while I’m serving on the source selection panel. How is this handled in PPIRS?**

**A:** This is done with feature called “**View All Reports**” that is a part of the group manager’s option to grant you an account. Suppose you are a Subject Matter Expert (SME) who sometimes is named to source selection panels. When you are actively serving on a source selection panel, the group owner or manager may grant you access to view reports. They would do this either on your original membership application or as a separate function under “**Manage Groups**”. When your source selection assignment is completed, the group manager may elect to retain you as a member of his group (because there is a good likelihood that you may be named to source selection teams in the future). However he or she doesn’t want you to have the ability to view PPIRS information when you are NOT serving on a source selection team. He or she merely deselects the “**View All Reports**” option for your account. When that is done, you will no longer see “**Reports**” listed as an option on your start up menu. You will retain the ability to maintain your account (change passwords and update your account information) and you will have the ability to “**Log Out**” of the application. When you are again named to a source selection team, the group owner simply goes into “**Manage Accounts**”, selects your account, and clicks on “**View All Reports**”. Whenever “**View All Reports**” is selected, you will have full access to the information in PPIRS.

**5. I’m not a contracting official but have recently been named to serve on a source selection panel as a technical expert. What does this marking "Source Selection Sensitive Information - See FAR 2.101 and 3.104" really mean?**

**A:** It means that you should use PPIRS information for official use only. Treat it as you would any of your personal identity information such as address, Social Security Number, bank account number, etc. PPIRS information may not contain information about you, but it may contain information about an offeror that is "business sensitive" information. It could have proprietary information about an offeror's processes or procedures. It may contain sensitive financial information. You may use that information in your official capacity as a source selection official, but you may not divulge that information to anyone else outside of the current source selection team.

**6. I'm not a source selection official but I think this PPIRS information would be a great market research tool. Can I get access to PPIRS to do market research?**

**A.** No. While it is true that PPIRS assessments may contain information about an offeror's capability to perform on a government contract, it is not intended for market research. There are other databases and tools available to try to determine which vendors

may be able to produce a product or provide a service. One of these would be CCR, which is available at <http://www.ccr.gov>. PPIRS access is only to be used by source selection officials (or contractors validating their own information that may be made available to source selection officials).

## **Contractor Users**

### **1. How do I get access to view my past performance information?**

**A:** Contractors obtain access to PPIRS through the Central Contractor Registration process. To obtain access, a contractor must enter a Marketing Partner Identification Number (MPIN) in their profile in the Central Contractor Registration system (<http://www.ccr.gov>). This can then be used to access their own reports in PPIRS. If they are already registered in CCR, contractors will be asked for their DUNS number and Transaction Partner Identification Number (TPIN) when they update their contractor profile to include the past performance point of contact and MPIN. Contractors should ensure that they know their DUNS number and TPIN number in order to update contact information in their CCR profile. To access information in PPIRS, they log in using their DUNS and MPIN number.

### **2. I do business with the government and I have access to PPIRS. When I input one of my contract numbers no records appear in PPIRS. Are report cards required on every contract? Why isn't this information listed for this contract?**

**A:** Performance Assessment reports are NOT required on every contract. The government has issued agency guidelines that define when a report card should be completed. Generally report cards are required for all contracts for products or services that are greater than \$100,000. However, DOD has been granted a waiver to that requirement (See class deviation 99-O002 of 29 January 1999). Instead, within DOD, they categorize procurements by business sector and dollar value groupings. These are listed in the DOD Guide to Collection and Use of Past Performance Information. A copy of that guide is available at <http://www.acq.osd.mil/ar/doc/ppiguide.doc>. If you are providing commodities or services in the Systems or Operations Support business sector then a report would be required if the total dollar value of any one contract exceeds \$5,000,000. For Services and Information Technology, the threshold is any contract that totals over \$1,000,000. For Ship Repair and Overhaul contracts the reporting threshold is \$500,000. For Fuels and Healthcare, it is only \$100,000. Within DOD, there are also specialized past performance databases for the Construction (CCASS) and Architect-Engineering (ACASS) business sectors. If you are doing business in those specialized business sectors, your past performance information would be in either ACASS or CCASS. For more information ACASS/CCASS, go to <http://www.nwp.usace.army.mil/ct/i>. Eventually we hope to add ACASS and CCASS data to PPIRS but it is not yet present in this release.

Another guide that is applicable to all agencies is the OFPP Best Practices for Collecting and Using Current and Past Performance Information. The latest version should be available at <http://oamweb.osdc.doc.gov/pbsc/library/OFPPbp-collecting.pdf>.

We've been collecting report card information for about the past five years.. Not all assessing officials have yet gotten into the habit of completing report cards. If one is not completed, it will not be in the PPIRS system. If you know that you have a contract that falls within the reporting limits indicated above, then you should contact that contract's

program manager or contracting officer to assure that a report card is completed. By doing that, you will ensure that a record of your performance will be available to source selection officials for consideration in future contract awards.

**3. I updated my past performance point of contact information in CCR earlier today. When I try to access PPIRS, I still get the message: “Invalid DUNS/MPIN” when I enter the correct information. Why?**

**A:** CCR information is contained in a different database than PPIRS. Currently, the CCR file is updated to PPIRS weekly (usually on Thursday mornings). Wait up to a week and then try accessing it again. You should have no problems. If you do, then call our Help Desk at (603) 431-9460 ext. 486 and we will research the problem and get back to you.

**4. I have been able to access PPIRS but I still am unable to retrieve any information. I input what I know is a valid contract number and all that I receive is “No reports exist for these qualifiers”. Why is this?**

**A:** There could be two reasons. First, a report card is not required until at least twelve months have passed since the contract was awarded. So, a report card may not yet be due. Second, the government is allowed up to 120 days for report processing. Even if a contractor has commented on a report card, it still must be processed by the program manager/assessing official and possibly a reviewing official before the completed report is entered into the PPIRS database and made available to source selection officials.

Tip: As a contractor, you do not have to enter any parameters on the “Assessment Reports” selection screen to view all of the information assigned to your DUNS and MPIN number. Just click on “Submit” to view all the PPIRS information for your company. The application has already restricted you to view only PPIRS information assigned to your DUNS and MPIN combination. The filters that are available on the “Assessment Reports” retrieval menu simply allow you to further restrict your view to a defined subset of the information that is available to you.

**5. Is all of my government-wide past performance information available in PPIRS?**

**A:** No, it is not. NIH, NASA and DOD have developed their own collection systems to track contractor performance. DOD has specialized databases that track performance on construction (CCASS) and Architect-Engineering (ACASS) contracts. ACASS and CCASS data is not yet in PPIRS. Also an agency may choose to track performance using procedures that are not yet in an automated system (i.e. paper forms). PPIRS should contain most past performance information on your company or organization.