US Army Corps of Engineers

Construction Bulletin

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Subject: Service and Supply Contractor Appraisal Support System (SSCASS)

Applicability: GUIDANCE

1. REFERENCES:

a. ER 715-1-19, Service and Supply Contractor Performance Evaluations dated 5 July 1996.

b. FAR 42.15 - Contractor Performance Information.

c. AFARS 42.15 - Contractor Performance Information.

2. PURPOSE. This Construction Bulletin (CB) is issued to familiarize construction personnel designated as Contracting Officer Representatives (CORs) on service and supply contracts with the new Service and Supply Contractor Appraisal Support System (SSCASS). The procedures described in this CB apply and shall only be followed when construction is assigned with the responsibility for management of service and supply contracts.

3. APPLICABILITY. The SSCASS system was developed for evaluating contractor performance on all service and supply contracts as mandated by reference 1b. Performance evaluations are required for all current service and supply contracts (including delivery and task orders), in excess of $100,000 regardless of the date of award. The $100,000 is the contract or delivery/task order amount at the time of substantial completion or at the time of award, whichever is greater. Evaluations will not be performed for contracts awarded under FAR Subpart 8.6 - Acquisition from Federal Prison Industries, Inc. and Subpart 8.7 - Acquisition from Non-Profit Agencies Employing People Who Are Blind or Severely Disabled. SSCASS is an independent system and is in addition to the existing Construction Contractor Appraisal Support System (CCASS) and Architect-Engineer Contractor Administrative Support System (ACASS) which are used to evaluate performance of construction contractors and Architect-Engineers. The Office of the Principal Assistant Responsible for Contracting (PARC) is the proponent of SSCASS.

4. DESCRIPTION OF SYSTEM.

a. SSCASS is a centralized and automated data base (very similar to CCASS) containing performance evaluation information on DOD service and supply contractors. Service and supply contractor performance evaluations are electronically transmitted to the SSCASS central data base, which is maintained by the Portland District. SSCASS is presently deployed.

b. Preparation of the evaluation will be completed using the SSCASS PC Program. This software program is designed to assist the users in preparing the evaluation and electronically distributing the evaluation to the centralized data base. This is a self-directed program which requires some knowledge of personal computers and telecommunication facilities. The PC program allows the entering of data, stores the information, produces a file for electronic transmission to the main frame, and prints hard copies of the evaluation for use as the official record and contractor copy. Like the other existing USACE systems, SSCASS is available to other federal agencies.

c. A copy of the SSCASS Performance Evaluation PC Program and supporting documents were forwarded to all Chiefs of Contracting offices. A user ID and password are required to submit the performance data to the SSCASS central data base. Construction personnel who are authorized to use the system and who do not already have a user ID and password should check with their Terminal Area Security Officer (TASO) or Information System Security Officer (ISSO). Copies of the user guide, computer access information, the necessary software, and additional assistance on the operation of the system can be obtained by contacting the SSCASS data base manager, Mrs. Kem Morrow, tel. (503) 326-6863.

5. PROCEDURES.

a. Service and supply contractors are evaluated in a manner similar to construction contractors, i.e., in each of the five elements: quality control, timely performance, effectiveness of management, compliance with labor standards, and compliance with safety standards. Contractors are rated in each of these elements as outstanding, above average, satisfactory, marginal, or unsatisfactory. One of the differences between the SSCASS and CCASS is that CCASS ratings are prepared on a Department of Defense form (DD2626) and SSCASS ratings are prepared on an evaluation questionnaire.

b. Interim Performance Evaluations. Interim performance evaluations shall be prepared by the COR and entered into SSCASS: (1) annually for contracts whose period of performance exceeds 18 months (as specified in current ER 715-1-19) and; (2) at any time during the period of performance, to document less than satisfactory

performance on contracts (regardless of the period of performance). Interim performance evaluations shall be prepared by the COR as the evaluator*. All interim performance evaluations (except the ones with less than satisfactory ratings, see paragraph c below) shall be reviewed for accuracy and fairness by an individual having knowledge of the contractor's performance at a supervisory level above that of the evaluating official (normally the chief of construction at the district.) Once completed, interim evaluations will be transmitted to the SSCASS central data base. The original hard copy of the interim evaluations (signed by the evaluator and reviewer) will be forwarded to the contracting activity and will be retained in the official contract file. A copy of the signed interim evaluation will be forwarded to the contractor.

c. **Interim Unsatisfactory and Marginal Performance Evaluations.** An interim unsatisfactory or marginal performance evaluation may be prepared when the COR determines that the contractor's overall performance is less than satisfactory for a period of one month or as appropriate. An overall unsatisfactory performance rating may be based on any one or more unsatisfactory performance elements. An overall marginal performance rating may be based on any one or more marginal and/or unsatisfactory performance elements. Prior to issuing an interim unsatisfactory or marginal rating, the contractor will be allowed a reasonable period (30 days) to correct or improve performance and will be offered the opportunity to meet with the Contracting Officer (CO) to discuss the evaluation. If the CO nonconcurs with the evaluation, it will be returned to the evaluating official and not transmitted to the main frame data base. Interim unsatisfactory or marginal performance evaluations shall be signed by the CO as the performance evaluation reviewer. The COR will re-evaluate interim unsatisfactory and marginal ratings every three months until the contract is complete or terminated. A new evaluation is not required if the unsatisfactory or marginal performance continues for additional periods, although the files should continue to be fully documented. However, should the contractor's performance on any performance evaluation element change, the original interim rating may be amended (using a new questionnaire form) to reflect the changes. The amendment must be electronically transmitted to the SSCASS central data system. The original hard copy of the amendment signed by the evaluator and the CO (as the reviewer) will be forwarded to the contracting activity and a copy will be forwarded to the contractor. If changes/corrections need to be made to an evaluation that has already been stored in the SSCASS main frame data base, you must contact the data base manager in the Portland District. All interim unsatisfactory and marginal performance evaluations forwarded by the COR to the CO for review/signature must be routed through the district chief of construction.

* Each district may have different procedures as to who is responsible for electronically entering the data into the SSCASS; the field office or the contracting activity. For this reason, construction personnel should be familiar with their local procedures and their responsibilities.

d. Final Performance Evaluations. Within 45 days of completion of a service and supply contract, a performance evaluation shall be prepared by the COR. Final performance evaluations (except unsatisfactory ratings, see paragraph e below) shall be reviewed for accuracy and fairness by an individual having knowledge of the contractor's performance at a supervisory level above that of the evaluating official (normally the Chief of Construction at the district). The original hard copy of the final evaluation (signed by the evaluator and the reviewer) will be forwarded to the contracting activity and will be retained in the official contract file for three years from the date of the evaluation. A copy of the signed performance evaluation will also be forwarded to the contractor. The final evaluation shall be electronically transmitted to the SSCASS central data system within three working days after completion and will also be retained in the system for three years. Final performance evaluations can be amended, if warranted, to reflect changes in the evaluation of performance elements caused by resolution of contractor claims or compliance/noncompliance with warranty requirements.

e. Final Unsatisfactory Rating. If an unsatisfactory rating is contemplated, the CO and the Office of Counsel should be involved in reviewing the necessary documentation. Unsatisfactory evaluations are not final until the 30-day appeal rights expire (as described below) or the appeal procedure is complete. Final unsatisfactory performance evaluations shall be forwarded, through the district chief of construction, to the CO for review and signature.

f. Appeals. The contractor receiving a final unsatisfactory performance evaluation has the option of appealing the rating to the Commander of the Contracting Activity at the district level. The appeal must be made within 30 calendar days of receipt by the contractor of the unsatisfactory evaluation. The appeal must be a written request to the CO stating the reasons why a further review of the performance evaluation is justified, and the circumstances which may cause the government to revise its performance rating of the contractor. Interim unsatisfactory performance evaluations cannot be appealed.

6. This CB was coordinated with the following HQUSACE organizations: Office of the Principal Assistant Responsible for Contracting (CEPR-ZA); Office of the Chief Counsel (CECC-C); and Operations, Construction, and Readiness Division (CECW-OC).

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