



**Functional Series 300**  
**Acquisition and Assistance**

**INTERIM UPDATE 06-03**

**SUBJECT:** Evaluation and Use of Contractor Performance Information

**NEW MATERIAL:** Acquisition and Assistance Policy Directive (AAPD) 06-05 has been issued to consolidate USAID's guidance on the evaluation and use of contractor performance information (CPI).

**EFFECTIVE DATE:** 05/03/2006

POLICY

USAID/General Notice  
M/OAA/P  
05/03/2006

Subject: Evaluation and Use of Contractor Performance Information

Acquisition and Assistance Policy Directive (AAPD) 06-05, has been issued to consolidate USAID's guidance on the evaluation and use of contractor performance information (CPI). In addition to the prior guidance, this AAPD also establishes requirements for:

- a. a 15-day response time for the initial assessor, (usually the Cognizant Technical Officer) and reviewing official to complete their roles in the performance evaluation process;
- b. the full utilization of the existing databases of CPI in the source-selection process and the solicitation of additional contractor performance information from business references and other sources only after the Contracting Officer finds the existing databases to be insufficient or unavailable for evaluating an offeror's performance;
- c. the use of the Government-wide database of Contractor Performance Reports, the Past Performance Information Retrieval System, as the primary source of CPI; and
- d. the use of templates
  1. to provide a model for a solicitation provision for the use of CPI in source selection, and

- 2.** to collect and evaluate ad hoc contractor performance information from business references and other sources during the competitive evaluation of offerors.

You may access AAPD 06-05 at:

[http://www.usaid.gov/business/business\\_opportunities/cib/pdf/aapd06\\_05.pdf](http://www.usaid.gov/business/business_opportunities/cib/pdf/aapd06_05.pdf)

This directive will be incorporated into the next revision of ADS Chapter 302, USAID Direct Contracting. It applies only to contracts and the task orders and delivery orders that are issued under contracts; it does not apply to grants and cooperative agreements.

M/OAA/P thanks all ADS clearance officials and M/OAA staff who participated in the development of the AAPD.

Direct questions concerning access to and the functioning of the NIH Contractor Performance System and the Past Performance Information Retrieval System to the USAID Past Performance Coordinator, e-mail: [pperformance@usaid.gov](mailto:pperformance@usaid.gov).

Contractors and prospective offerors for contract awards must direct their questions to the appropriate Contracting Officer for the award.

Points of Contact: Direct questions concerning this General Notice to Kenneth Monsess, M/OAA/P, (202) 712-4913, e-mail: [kmonsess@usaid.gov](mailto:kmonsess@usaid.gov).

#### Notice 0513

File Name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
IU3_0603_050406_NOCD	05/03/2006	05/03/2006			This IU will be cancelled once CD 44 is issued.

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