CONTRACTOR PERFORMANCE ASSESSMENT REPORTING SYSTEM

(CPARS)

Memorandum for the Record

|  |  |
| --- | --- |
| **Name and Address of Contractor:** | **Contract No.:** |
| **Contract Performance Period:** |
| **Name and Address of Contracting Office:** | **Preparer's Signature and Date:** |
| This Past Performance Assessment has been given a satisfactory rating for the performance period from\_\_\_\_<insert date>\_\_ to\_\_\_\_<insert date>\_\_. The individual assigned to assess the contractor’s performance is nolonger available and there is no one else available who has sufficient knowledge of the contractor’s performance for the period in question. There is no documentation to support narratives, ratings, and there has not been any communications with the contractor regarding performance for the period in question.  **CERTIFICATION**  I certify that past performance information is not readily available as cited above.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_  Contracting Officer's Signature Date        \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_  CO Supervisor Signature Date  **Note**: Completed forms shall be uploaded into eCMS under “C35” (Performance Evaluation) CPARS memorandum. | |