

CPARS READINESS TOOL

CPARS PREPARATION CHECKLIST

The quarterly documentation framework that ensures
your CPARS rating reflects your actual performance.

BULWARK CONSULTING LLC

Defense Contract Advisory | The Bulwark Six™

QUARTERLY CPARS PREPARATION CHECKLIST

Complete every item each quarter. Do not wait for the evaluation period to begin.

1. QASP ALIGNMENT

- Obtain current QASP from the Contracting Officer or COR
- Map every QASP performance standard to your internal tracking process
- Verify surveillance methods match your documentation cadence
- Identify any QASP standards with no corresponding internal metric
- Confirm acceptable quality levels (AQLs) are documented and known

2. DELIVERABLE TRACKING

- Calculate first-pass acceptance rate by CDRL/deliverable type
- Flag any deliverable with a rejection and document the root cause
- Verify all deliverables were submitted on or before the due date
- Document any government-caused delays that impacted timelines
- Maintain a log of government acceptance correspondence

3. COST & SCHEDULE PERFORMANCE

- Compare actual labor burn rate against bid model by CLIN
- Flag any CLIN with labor overage exceeding 10%
- Update schedule variance tracking for all critical path milestones
- Document any cost savings or value-added contributions delivered
- Verify EAC/ETC reporting is current and reconciled

4. KEY PERSONNEL & STAFFING

- Verify all key personnel positions are filled per contract requirements
- Check substitution timelines for any vacant positions
- Document any government-approved substitutions with correspondence
- Track staffing levels against SOW requirements by task area
- Document any staffing solutions that exceeded contract requirements

5. CPARS NARRATIVE PREPARATION

- Pre-draft narrative input for Quality using FAR 42.15 definitions
- Pre-draft narrative input for Schedule with milestone references
- Pre-draft narrative input for Cost Control with quantified data
- Pre-draft narrative input for Management with process improvements
- Pre-draft narrative input for Staffing with fill rates and compliance
- Cite specific deliverables and metrics in each narrative
- Identify at least 2 evaluated strengths per rating area

6. GOVERNMENT RELATIONSHIP & SURVEILLANCE

- Review COR engagement frequency and note any changes
- Document all performance meetings with action items completed
- Capture any positive verbal feedback in a dated memo
- Review government correspondence for informal concerns
- If COR transition occurred, prepare a performance continuity briefing

7. COMPLIANCE & RISK DOCUMENTATION

- Verify FAR/DFARS clause compliance is current for the prime contract
- Confirm subcontract flowdown requirements are validated
- Review any contract modifications for new obligations
- Update risk register with new risks and mitigation status
- Document any corrective actions taken proactively

HOW TO USE THIS CHECKLIST

Complete this checklist at the end of every quarter. Do not wait for the CPARS evaluation period. The government is documenting your performance continuously. Your documentation cadence must match or exceed theirs.

If you cannot check 5 or more items, your CPARS exposure is real. Contact Bulwark for a Performance Visibility assessment.

NEED HELP CLOSING THE GAPS?

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