



## DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND  
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WASHINGTON DC 20374-5065

IN REPLY REFER TO

NAVFACINST 4335.4  
20 March 2000

### NAVFAC INSTRUCTION 4335.4

From: Commander, Naval Facilities Engineering Command

Subj: CONSTRUCTION CONTRACTOR PERFORMANCE EVALUATION

Ref: (a) FAR Subpart 42.15  
(b) FAR Subpart 36.2  
(c) FAR Subpart 36.6  
(d) DFARS Subpart 236.2  
(e) NAVFAC P-68, Subpart 42.15  
(f) NAVFAC P-68, Subpart 36.2  
(g) NAVFAC P-68, Subpart 36.6

Encl: (1) General Overview for Completing DD Form 2626  
(2) How to Access the CCASS Database

1. Purpose: To provide updated instructions in preparing and distributing construction contractor performance evaluations. This ensures a direct link between command goals and regulatory policy requirements per reference (a) through (g). Performance evaluations are important in reporting accountability for success or failure of a project and in later project decisions and selections. The command wants open communications with the contractor throughout the performance of the contract. The evaluations must be current and provided to all parties to the contract. To maximize open communication, forward the contractor a copy of every evaluation (interim or final) regardless of the rating.

2. Cancellation: This instruction remains in effect until superseded and/or canceled.

3. Background:

a. This instruction applies to all construction contracts and construction task orders whenever the Davis-Bacon Act requirements apply.

b. For Design-Build contracts, the field office must also include on the DD Form 2626 an evaluation on the design portion of the contract. Input is to be provided by the design organization responsible for design review.

c. Performance information on construction contractors is collected in the Construction Contractor Appraisal Support System (CCASS). The U. S. Army Corps of Engineers (USACE), Portland District, maintains the CCASS database.

d. The evaluations (DD Forms 2626) are retained in the CCASS database for six years. However, only performance evaluations entered in the past three years will be used in evaluating contractors for potential new Navy contract awards under the source selection process and responsibility determinations.

4. Policy: To maximize the effectiveness of the CCASS database, contract administrators shall ensure that the information is current and accurate.

a. Evaluations Required:

- (1) All contracts and task orders of \$100,000 or more.
- (2) All contracts over \$10,000 that are terminated for default.

b. Interim Evaluations:

(1) Interim evaluations can be accomplished at any time up to the completion of the contract. Although not required, it is highly recommended immediately prior to change of evaluating official or when the contractor is performing in an unsatisfactory manner.

(2) Submit Interim evaluations to the CCASS database for:

(a) Projects with a performance period of greater than two years. Prepare an evaluation at midway the performance period. This benefits both the contractor and the government by making current performance ratings available for other selection processes.

(b) Marginal or Unsatisfactory interim evaluations. Follow the same procedures as for Marginal and Unsatisfactory final evaluations. (See paragraph 5b below.)

(3) Interim evaluations are superseded by final evaluations, and will be removed from the CCASS database 60 days after BOD.

c. Final Evaluations:

(1) Final evaluations must be completed according to the following time schedule, including submission to the CCASS database:

(a) Construction contracts: within 60 days after the facility Beneficial Occupancy Date (BOD).

(b) Environmental Remedial Action Contract task orders: within 60 days of the Technical Final Acceptance date for the order.

(2) The time periods cited above include:

- (a) preparation of the evaluation by the technical/contractual team,
- (b) review and approval by the reviewing official,
- (c) distribution of a copy to the contractor,
- (d) response from contractor if evaluation is marginal or unsatisfactory,
- (e) addressing of comments and/or meeting with contractor if necessary and,
- (f) submission of the evaluations to CCASS database.

5. Procedures:

a. Preparation and Review:

(1) The first step is openly communicating to the Contractor/Sub-Contractors during the pre-construction conference, the performance evaluation process and elements.

(2) Evaluations shall be prepared on DD Form 2626, "Performance Evaluation (Construction)." A copy of the DD Form 2626 can be found at the following link <http://www.acq.osd.mil/dp/dars/dfars/html/dd2626.pdf>. Enclosure (1) provides the instructions for completing DD Form 2626. Enclosure (2) provides the instruction and link for accessing the CCASS database.

(3) There are no formulas governing the number of elements on a performance evaluation that must be unsatisfactory before an overall unsatisfactory rating can be issued. In other words, one unsatisfactory rated element could result in an overall unsatisfactory rating.

(4) The person responsible for monitoring contract performance should prepare evaluations.

(5) Each construction performance evaluation shall be reviewed for accuracy and fairness. The reviewing official shall be a member of the field office at a level above the evaluating official and have knowledge of the contractor's performance.

(6) The final evaluation should not be a surprise to the contractor. Two-way communication between the government and the contractor on performance, quality, timeliness and safety issues should be done in a partnering atmosphere.

b. Marginal and Unsatisfactory Evaluations:

(1) Explain in the first half of the "Remarks" section why the contractor was rated Marginal or Unsatisfactory in 40 lines or less at 70 characters per line, including spaces. The letter forwarding the evaluation to the contractor should explain their opportunity to enter their comments into CCASS via electronic format, but is limited to 40 lines at 70 characters per line,

including spaces. The contractor's comments are entered into the second half of the Remarks section. Comments in addition to the 40 lines by either the government or the contractor will be filed in the official contract file.

(2) The performance evaluation shall not be signed by the reviewing official until:

(a) A copy is forwarded by the head of the field office to the contractor in writing, inviting them to meet with the appropriate personnel to discuss the rating. The contractor shall be allowed 30 days to respond to the proposed evaluation in writing. If the contractor desires a meeting to discuss the proposed rating, it must be requested in writing not later than seven calendar days from the receipt of the evaluation;

(b) The contractor provides their written response;

(c) The contractor has refused to meet or respond in writing; or

(d) The 30-day response time has expired.

(3) The contractor's response to the assessment shall be taken into account when determining the final rating. The reviewing official shall evaluate all alleged factual discrepancies and if necessary make appropriate changes in the evaluation.

(4) If resolution is not reached after review of the contractor's response, the following procedures shall be followed:

(a) Attach a memorandum outlining the contractor's letter of response if one is provided to the evaluation. If the contractor alleges mistakes of fact, such allegations shall be responded to in writing and a copy appended to the report.

(b) Send a copy of the evaluation with the contractor's comments and the evaluating official's response to the EFD/EFA Chief of Contracting Office (CCO) via the appropriate EFD/EFA construction point of contact for a higher level review prior to submission to CCASS.

(c) Upon receipt of EFD/EFA CCO review, the field office's reviewing official will sign the evaluation and release it for distribution in accordance with paragraph 5d below.

c. Outstanding Evaluations:

(1) Forward a copy of the Outstanding evaluation to the contractor by letter.

(2) Contractors rated Outstanding should be considered for Industrial Incentive Awards in accordance with reference (f).

d. Distribution:

- (1) Contractor
- (2) CCASS database
- (3) Contract file
- (4) EFD/EFA construction point of contact (Outstanding evaluations)
- (5) Bonding company (Outstanding, Marginal or Unsatisfactory evaluations)
- (6) SBA (Outstanding, Marginal or Unsatisfactory evaluations on small businesses)

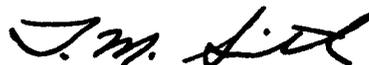
e. Facilities Information System FIS - Record final evaluation rating in FIS (Procedure C11, Service 1, "Performance Code").

f. Amended/Corrected Evaluations

(1) Amended evaluations should be used to document unsatisfactory performance after establishment of BOD (punch list items), document failure to respond to warranty issues, document latent defects, to correct errors, etc. All procedures established for interim and final evaluations must be followed for amended evaluations.

(2) To amend an evaluation, print out a copy of the construction performance evaluation from the Internet site. Identify and correct the problem area by pen (make sure changes are legible) or typed on a separate sheet of paper for major revisions.

(3) Prepare an informal memorandum stating: "The attached CCASS evaluations need to be revised. The first page and the page that needs to be corrected are being forwarded." Also include your name, telephone/fax numbers and activity. (Fax (503/808-4596) to COE, Portland District)

  
L. M. SMITH

Distribution: (15 copies)  
SNDL  
FKN

Copy to: (2 copies)  
NAVFACENGCOM Internal List 1

General Overview for Completing DD FORM 2626  
(Construction Contractor Performance Evaluation)

Mandatory field ("X")*	Block number	Title of block	Remarks
X	1	Contract number	Always include the alpha character in your contract number (e.g. N62470-98-C-8000).
X	2	CEC/DUNS number	MUST BE DUNS NUMBER!!! See Note 1 below.
X	3	Type of evaluation	Self-explanatory
	4	Terminated for default	Change to "D" if contractor was terminated for default. (Program defaults to "N" for "no".)
	5	Contractor	<b>Parentheses ( ) must be placed around the major part of the contractor's name; i.e., J. A. (Jones) Construction Co. See Note 2 below.</b>
X	6a	Procurement method	Either sealed bid or negotiated
X	6b	Type of contract	If "other", explain in block 7
	7	Description and location of work	MUST BE MORE THAN JUST CONTRACT TITLE - SHOULD BE SCOPE OF WORK AS WRITTEN IN THE SPECIFICATIONS
	8	Type and percent of subcontracting	Must be completed, especially if over \$1M in value
X	9a	Amount of basic contract	Award amount
	9b	Total amount of modifications	Self-explanatory
	9c	Liquidated damages assessed	Self-explanatory
X	9d	Net amount paid contractor	9a + 9b = 9c. (If liquidated damages were assessed by contract modification, do not deduct 9c.)
X	10a	Date of award	Date format is "DDMMYY" with no dashes or spaces.
	10b	Original contract completion date	Contract completion date as stated on original award documents. Date format is "DDMMYY" with no dashes or spaces.
	10c	Revised contract completion date	From modifications, if performance period was extended. Date format is "DDMMYY" with no dashes or spaces.
	10d	Date work accepted	Usable completion date (e.g., BOD date), NOT contract completion date. Date format is "DDMMYY" with no dashes or spaces.
	11	Overall rating	Self-explanatory
	12a - 12e	Evaluated by	Name, address, phone numbers, and signature of evaluating official with date document signed. Date format is "DDMMYY" with no dashes or spaces.
	13a - 13e	Evaluation reviewed by	Name, address, phone numbers, and signature of Contracting Officer with date document approved. Date format is "DDMMYY" with no dashes or spaces.
	14	Agency Use	Distribution list, if used at all
X	15 - 19	Evaluation of Performance Elements	Self-explanatory. Every block must be filled in, even if it is "Not Applicable (N/A)"
X	20	Remarks	ALL MARGINAL AND UNSATISFACTORY EVALUATIONS MUST HAVE COMMENTS. Explain in the first 40 lines of the Remarks section why the contractor was rated Marginal or Unsatisfactory. Enter the contractor comments in the second 40 lines of the Remarks section.

- Mandatory fields must be filled in – otherwise CCASS database will not accept the evaluation electronically.

Enclosure (1)

## General Overview for Completing DD FORM 2626 (Construction Contractor Performance Evaluation) (con't)

**Note 1. Block 2, Duns Number:** This was previously called the CEC number (an 8 digit number that ended with an alpha character). A Duns number is now required. The Duns number is a 9-digit number with no alpha characters. If you do not have a Duns number, you must contact the firm to get their Duns number. Contract administration offices can no longer contact Dun and Bradstreet to get Duns numbers - they must be requested by the firm.

**Note 2. Block 5, Contractor Name:** Putting the major part of the contractor's name in parentheses establishes the alpha sequence for storing and retrieving later. This is only necessary when the firm name does not begin with a surname. "Doing Business As" (DBA) shall be entered as follows:

Firm Name: J. B. Jones & T. A. Smith DBA/Jones & Smith, Inc.

Shall be entered as: Jones & Smith, Inc.

## **“How To” Access the CCASS Database**

1. CCASS can be accessed through the Internet. The Internet address is [www.nwp.usace.army.mil/ct/i/](http://www.nwp.usace.army.mil/ct/i/). If additional information is needed, contact the individuals identified on the Web page. Alternatively, to obtain access instructions and log-on procedures for CCASS contact:

Portland District, Corps of Engineers  
Attn: CENPP-CT-AC  
P. O. Box 2946  
Portland, OR 97208-2946  
Telephone: 503/808-4594 (Ruth Abney)

2. To view and submit construction performance evaluations, users must first obtain a User ID and Password. The application form may be completed on-line, but may only be submitted by printing the form and faxing it to COE North Pacific Division at 503-808-5005. User IDs and Passwords are issued for individuals only and can not be shared.

3. There are 2 ways to access the DD Form 2626:

a. Download the CCASS PC Program for Windows 95/NT located on the Web page at the CCASS site. (This program is the most beneficial as it allows storing performance evaluations for future editing and copying.)

(1) This program creates a file containing performance evaluations to submit to the central database. The User's Guide should also be downloaded for information. If using this format, users should contact their ADP personnel for help in downloading and installing the program on their computer.

(2) After creating the construction performance evaluation in the CCASS PC Program, submit the evaluation to the central database as follows:

(a) Generate the NPD transfer file in the CCASS PC Program to download to a floppy disk.

(b) Transfer the evaluation to the “mainframe” and update the central database by using file transfer protocol (FTP) (which will have to be loaded on user's computer along with Telnet – this should be done by ADP personnel). The FTP function transfers the data file to the “mainframe” host computer.

(c) After transfer is complete, the user must login to the “mainframe” CCASS database using Telnet and “update” the central database. The User's Guide provides information \*on this subject.

**Enclosure (2)**

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- b. The alternative method of accessing the CCASS database is to use the Web page at the CCASS site by clicking on "Submit DD2626 Performance Evaluation – Construction" to create a construction performance evaluation and submit it at the same time. It will take approximately 2 working days for the construction performance evaluation to appear in the
- c. central database using this format. Although this format is intended as an alternative to the CCASS PC Program and accomplishes most of the same tasks, users need to be aware of the following:

(1) Numbers shown in red denote required fields; numbers in blue denote required fields with default values; and numbers in yellow denote conditionally required fields.

(2) Special characters such as parentheses in telephone numbers or dashes in contract numbers are not stored the central data base and, therefore, cannot be used. Text fields (such as firm name, description, remarks, etc.) may contain desired punctuation except for asterisks (\*), ampersands (&), question marks (?), percent sign (%), and quotation marks (single (') or double (")).

(3) The online form does not have the capability of storing data or saving it the user's hard drive. It is also unable to open a pre-existing form for modification. All data entry must be entered in a single session or it will be lost.

(4) Printing a copy of the online form may not be perfect using your browser. An option is to wait for the construction performance evaluation to be submitted to the "live" central data base, locate it using the data retrieval portion of the Web site, and then print (printing from this site may be superior to the online site).

(5) If using this format to send construction performance evaluations, after approximately 4 days, the user should verify that the evaluation has been stored in the central database. If it is not in the central data base, the user can contact COE North Pacific Division, Ms. Ruth Abney, telephone 503-808-4594 to ascertain the reason for the construction performance evaluation not being stored. The COE North Pacific Division can offer explanations for the construction performance evaluation not being stored, but it will have to be recreated and sent again.

(6) It is highly recommended that users select the help section and review the "Contextual Help Topics" before filling out the online form. This topic provides instructions and helpful hints on filling out each block and might save the user from having to recreate the same construction performance evaluation numerous times.