

# 542.1570-6 GSA CPARS Agency Points of Contact responsibilities.

GSA CPARS Agency Points of Contacts are responsible for providing administrative oversight of their respective Service's or Staff Office's reporting of contractor performance evaluation and integrity information. The following are the primary responsibilities of this role—

- (a) Quarterly (or more frequent) monitoring the respective Service or Staff Office's compliance with reporting of contractor performance evaluations and integrity information as required by FAR subpart 42.15 and this subpart.
- (b) Promptly resolving any noncompliance identified through the monitoring process.
- (c) Using tools (e.g., CPARS metric and SAM.gov tools) to measure the quality and timely reporting of contractor performance and integrity information.
- (d) Providing system access to CPARS Focal Points, managers, and other authorized users as necessary, and ensuring access is timely removed or updated when appropriate.
- (e) Assigning and reassigning contracts/orders to CPARS Focal Points as needed.
- (f) Facilitating interagency contract transfers in coordination with the GSA CPARS Department Point of Contact and the CPARS Help Desk.
- (g) Providing, as needed, support to CPARS Focal Points.
- (h) Consolidating CPARS Focal Point feedback and coordinating system improvement suggestions with the GSA Department CPARS Point of Contact.
- (i) Coordinating with the GSA Department CPARS Point of Contact to remove contracts from CPARS, as needed.
- (j) Ensuring contracts not required to be reported in CPARS are tracked and managed.

**Parent topic:** [542.1570 Roles and responsibilities.](#)