



DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND

200 STOVALL STREET

ALEXANDRIA VA 22332 2300

4335.70
Ser 114C/67-96
19 DEC 96

From: Commander, Naval Facilities Engineering Command

Subj: SERVICE AND SUPPLY CONTRACTOR APPRAISAL SUPPORT SYSTEM
(SSCASS), PC PROGRAM AND DATABASE (68-96)

Ref: (a) NAVFAC P-68 Contracting Manual, Subparts 42.15 and
37.100, OCT 96 edition

Encl: (1) Copy of the SSCASS PC Program w/installation and user
documentation

1. By reference (a), NAVFAC implemented the use of the Service and Supply Contractor Appraisal Support System (SSCASS) PC Program and database for preparation of all applicable FSC contractor performance evaluations and electronically transmitting them to the SSCASS database at the Portland District, Corps of Engineers. Revised policy and procedures for evaluating service contractor performance and for recording/maintaining contractor performance information was also provided by reference (a).

2. Enclosure (1) is a copy of the SSCASS PC program with installation and user documentation. The documentation is provided in two word processing file formats. The documentation file SSC96.DOC is in Microsoft Word and the file SSC96.WP is in WordPerfect. The SSCASS PC Program documentation has been designed to assist the user in the preparation and electronic distribution of the FSC contractor performance evaluations. EFDs/EFAs/PWCs have the option to upload all FSC contractor evaluations to the SSCASS database or delegate authority to their subordinate contracting activity offices to electronically prepare and up-load evaluations to the SSCASS database. In either case, there shall be appropriate oversight of the process by the cognizant EFD/EFA/PWC. A signed original of the completed PC Program generated contractor performance evaluation form may be used as the official contract file copy.

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3. The full benefits of using the SSCASS as well as the ACASS and CCASS databases can only be realized if each responsible activity accurately prepares and submits the required evaluations in accordance with the guidance provided in reference (a). The greatest benefit is achieved when the performance evaluations are used for making responsibility determinations prior to contract award. In addition to reviewing locally available copies of performance evaluations, the contracting officer should be reviewing all evaluations in the SSCASS database pertaining to contractors being considered for award of contracts.

4. For questions or assistance, please call Mr. Columbus B. Key, Code 114C, DSN 221-7063, commercial (703) 325-7063.

V. M. Spaulding
V. M. SPAULDING
By direction

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NAVAL FACILITIES CONTRACT OFFICE, PORT HUENEME (27)

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Blind copies (w/o encl)

NAVFACENGCOM 00B, 90, 92, 11, 11A, 111, 111D, 112, 113, 114C, 13,
134, 1346, 14, 15, 30, 40, 60, 70, WYN 202

COE, CEPR-P (Major Hills)

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