

# CONTRACTOR PERFORMANCE ASSESSMENT REPORT

(Aligned with CPARS evaluation criteria in accordance with FAR 42.1503)

<b>Contractor:</b>	CPM Business Solutions LLC (Subcontract Supporting Act1 Federal LLC)
<b>Customer:</b>	Defense Health Agency (DHA), R&E Directorate
<b>Contract Number:</b>	W81XWH-21-F-0173
<b>Period of Performance:</b>	March 21, 2022 – February 17, 2026 (Final Period of Performance)
<b>Contract Type:</b>	Acquisition and Contract Management Support Services
<b>Position / Labor Category:</b>	Consultant / Senior Acquisition Analyst
<b>Functional Area:</b>	Procurement Support Services (PWS Section 5.1)
<b>Programs Supported:</b>	DHA R&E Enterprise (PHCoE, TBICoE, VCE, HCE, NMHM, IM/IT and related programs)
<b>Scope Summary:</b>	Provided enterprise-level acquisition and contract management support across DHA R&E, enabling full lifecycle procurement, executive reporting, and mission-critical contract execution.

## **1. TECHNICAL (QUALITY OF SERVICE) – Rating: Exceptional**

Delivered high-quality, mission-critical acquisition and contracting support, including PWS, IGCE, MRR, and AS development, supporting complex procurement actions and improving documentation quality across programs. Demonstrated advanced capability in developing enterprise-level acquisition tools, audit frameworks, and standardized processes that enhanced oversight, consistency, and execution across the R&E portfolio.

## **2. SCHEDULE / TIMELINESS – Rating: Exceptional**

Consistently met or exceeded deadlines in high-tempo environments, delivering acquisition packages, reports, and documentation on time or ahead of schedule across multiple efforts.

## **3. COST CONTROL – Rating: Satisfactory**

Supported cost analysis, IGCE development, and funding alignment, ensuring price reasonableness, and defensible, well-supported cost estimates.

## **4. MANAGEMENT / BUSINESS RELATIONS – Rating: Exceptional**

Established and maintained strong relationships with CORs, KOs, and RM, serving as a trusted advisor and enhancing coordination and communication across stakeholders.

**5. PROCESS IMPROVEMENT / COMPLIANCE – Rating: Very Good**

Enhanced tracking systems, developed templates, and ensured compliance with acquisition policies and procedures, improving process consistency, efficiency, and audit readiness.

**6. MISSION IMPACT/ EXECUTIVE SUPPORT – Rating: Exceptional**

Delivered direct acquisition and operational support to DHA R&E senior leadership, including the Chief of Staff, ensuring alignment of acquisition activities with mission priorities and executive-level decision-making. Enabled continuity of operations across a complex portfolio of requirements by providing real-time status visibility, responsive support to high priority taskings, and integration of acquisition planning with organizational objectives. These efforts enhanced enterprise-wide visibility, strengthened internal controls, and improved leadership decision-making across the R&E acquisition portfolio, with key contributions detailed in the Key Deliverables & Mission Impact section below.

**KEY DELIVERABLES & MISSION IMPACT**

- Led and supported full lifecycle acquisition efforts across multiple DHA R&E requirements, including new procurements, recompetes, option excises, and contract modifications, with particular emphasis on conducting comprehensive and highly detailed market research, including cost analysis, fair and reasonable price determinations, and utilization of multiple federal data sources (SAM.gov, DSBS, USAspending, and GSA tools) to support acquisition strategy and documentation.
- Developed and delivered complete acquisition packages (PWS, IGCE, MRR, AS, QASP, J&A, MFR, DSCAR, D&F), enabling timely submission to Contracting and successful execution of contract actions across multiple programs.
- Developed an R&E Internal Audit Program based on federal audit standards, including the audit framework, slide deck, and COR audit checklist, establishing a foundation for standardized oversight and audit readiness.
- Authored and implemented a comprehensive R&E Acquisition Desktop Manual standardizing acquisition and contract management processes and developed multiple training and briefing slide decks (e.g., Unliquidated Obligations (ULO), Unfunded Requirements (UFR), DOGE Review, PCF Registration & Training) to support workforce execution and alignment.
- Developed and delivered division-level review briefing materials providing enterprise-wide visibility into requirements, execution status, and risk areas, enabling leadership decision-making and alignment across R&E divisions.
- Established and managed Paperless Contract File (PCF) cabinets, ensuring compliance, document integrity, and audit readiness across programs.
- Produced executive-level reporting artifacts (Quad Charts, SRRB slide decks, Requisition Tracker (RT), and Contract Quick Reference document outputs),

providing leadership with real-time visibility, acquisition status tracking, and informed decision support.

- Managed, enhanced, and maintained the Requisition Tracker (RT), a comprehensive acquisition planning and tracking Excel tool used to monitor all requirements across fiscal years, incorporating critical data elements to support scheduling, status tracking, and leadership decision-making.
- Aligned Requisition Tracker (RT) with Work-in-Progress (WIP) reporting, improving data accuracy, transparency, and portfolio management.
- Coordinated directly with CORs, KOs, and Resource Management, facilitating efficient acquisition execution and reducing administration burden on government staff.
- Provided direct acquisition and operational support to the DHA R&E Chief of Staff, supporting leadership priorities, reporting requirements, and high-visibility tasking in a fast-paced executive environment.
- Supported acquisition strategy development and market research activities, strengthening procurement planning and competition approaches.
- Developed templates, training materials, and process improvements, enhancing consistency, efficiency, and overall acquisition performance.
- Developed and implemented the Acquisition & Contract Management SharePoint site, improving team collaboration, document access, and standardization of acquisition resources.
- Led training efforts for acquisition personnel, developing and delivering training materials and exercises to build team capability, continuity, and standardized acquisition practices across the organization.
- Designed and implemented a structured shared drive (G-Drive) filing system for contract documentation, ensuring organized storage, accessibility, and consistency across all acquisition artifacts and contract files.
- Provided continuous acquisition and operational support to DHA R&E leadership, contributing to mission execution, acquisition efficiency, and overall portfolio continuity across all supported programs.

#### **OVERALL PERFORMANCE – Exceptional**

The contractor delivered consistently high-quality acquisition and contract management support across all evaluated areas, significantly enhancing DHA R&E mission execution. Performance was characterized by strong technical expertise, timely delivery of complex acquisition packages, and the ability to manage multiple concurrent requirements in a high-tempo environment while maintaining accuracy and compliance.

The contractor's contributions to acquisition planning, market research, and process improvements improved efficiency, strengthened data transparency, and supported effective decision-making across the portfolio. Additionally, direct support to senior

leadership and effective coordination with CORs, Contracting Officers, and Resource Management personnel ensured alignment with mission priorities and seamless execution of acquisition activities.

High performance was routinely recognized by the end customer and consistently exceeded expectations in multiple areas. The contractor is highly recommended for continued support on efforts of similar scope and complexity.

Evaluator Name:	Corey Gomez, Senior Program Manager ACT1 Federal LLC
Date:	4/23/26