PHASE II: CONTRACT ADMINISTRATION Activity 38: Documenting Past Performance Determine whether a documented evaluation of contractor performance is required. If no, If yes, Identify those individuals responsible for preparing and Do not conduct a reviewing interim performance evaluation. evaluations, if required, and final evaluations. Collect and document past performance information throughout the period of performance. Prepare and submit all past performance evaluations electronically in the **Contractor Performance Assessment Reporting** System (CPARS). Retain the past performance evaluation and related information to support future award decisions. Determine whether reporting to Federal Awardee Performance and Integrity Information System (FAPIIS) is required. If no, If yes, Report the requisite information to the FAPIIS module in CPARS within three calendar days of the final determination on defective certified cost or pricing data, or issuance of final termination for cause or default notice. Determine whether to refer negative performance information to the debarring official. if no, If yes, Follow agency procedures for the prompt reporting, investigation, and referral to Take no further action. the debarring official of matters appropriate for consideration.