

## Contractor-Specific Documentation & Information in PARS II

DOE Office of Acquisition and Project Management established guidelines for documentation that should be available within PARS II through contractor-specific records that are not linked to any specific project within PARS II. This guidance is applicable only to those contractors who are currently executing Active Post CD-2 Capital Asset Construction Project(s) that are reported in PARS II.

Table below outlines specific documents that should be attached to the contractor record in PARS II as well as the party responsible for ensuring contractor record contains each specific document.

DOCUMENT NAME	DOCUMENT DESCRIPTION	UPLOAD RESPONSIBILITY
EVMS Systems Description	Current contractor EVMS Systems Description document with all latest approved updates and supporting documentation/procedures. Every time System Description and/or supporting procedure is updated, revised version of the document should be uploaded into PARS II with document revision number placed in Doc # field and date of the revision in Version field in YYYY-MM-DD format.	Prime Contractor
EVMS Certification	DOE APM memorandum signed by the Contracting Officer or contractor self-certification notice indicating that contractor EVMS system is certified as compliant with ANSI/EIA-748 of a certain date.	APM EVMS Specialist
EVMS Self-Assessment reports	Full contractor EVMS self-assessment report or executive summary of contractor EVMS self-assessment report.	Prime Contractor
EVMS Validation or Surveillance Report	DOE-prepared report issued after completion of EVMS validation or surveillance review with resulting Corrective Action Requests (CARs) requiring further actions and Continual Improvement Opportunities (CIOs).	EVMS Specialist (APM and/or Program)
Contractor EVMS Corrective Action Plan	Contractor-prepared, and DOE-approved, Corrective Action Plan (CAP) in response to identified and documented CARs and CIOs.	EVMS Specialist (APM and/or Program)
EVMS Review Closeout Report	DOE-prepared final EVMS validation or surveillance report completed after the review of contractor implementation of Contractor EVMS Corrective Action Plan.	EVMS Specialist (APM and/or Program)
Interconnection Security Agreement	Contractor-signed agreement required for conducting project performance data uploads into PARS II.	DOE IT Support Contractor
Contract	Official contract between DOE and the contractor executing the work under a legal entity name as Prime Contractor, M&O Contractor, or Support Contractor.	APM Analyst
<b>Other</b> – any other documentation deemed relevant that is contractor-specific but is NOT project-specific	Documents such as EVMS Review Notification, Contractor EVMS Risk Assessment Matrix, etc. that are deemed relevant for the contractor but are not project-specific.	N/A

## Contractor-Specific Document Upload Instructions

All users with access to a contractor-specific record established in PARS II have access to document upload functionality. In order to upload a document, the following guidelines are established.

1. All documents must be uploaded to a specific contractor record established in PARS II. To find contractor-specific record(s) user has access to, conduct a search from the Projects screen for all projects with Project Activity Status as "Contractor". Full contractor name is listed in Project Name field.
2. Document upload must be performed from Projects screen by activating "Attachments" menu button in the menu bar of the Projects screen.
- 3. Document Title must match Document Name from the table above.**
4. For multiple versions of the document with the same name/title, use Document # and Version fields, as appropriate, to indicate Document Revision Number, EVMS Review Date, Certification Date, etc.