Engineering Division:

CONTRACT/TASK ORDER ADMINISTRATION AND MANAGEMENT GUIDE

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Engineering Division:

**CONTRACT/TASK ORDER ADMINISTRATION AND
MANAGEMENT GUIDE**

1.   Monthly PROGRESS PAYMENTS (ENG Form 93)

   a.   An ENG Form 93 is required for each **individual task order.** (Do not list
   multiple task orders on one (1) ENG Form 93). Email Stephen DiBari at
   stephen.dibari@usace.army.mil for an electronic ENG Form93.

   b.   List all contract modifications as separate line items.

   c.   If construction services are included it is required to breakout individual
   items on page 2 of the ENG Form 93.

SUBMISSION:

Methods of submitting monthly Progress Payments (ENG Form 93's):

Either submit by MAIL **or** E-mail (not both) to the A-E Contract Administrator shown
         below.

Submission by Fax is not PERMITTED

Submit progress payments to:

Stephen DiBari, P.E., Room 17-518
Engineering Division
A-E Contract Administrator
26 Federal Plaza
New York, NY 10278-0090

917-790-8384 (Phone)
Email: cenan-emb-invoices@usace.army.mil

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2.   Final Payment with Release of Claims Form (NAD Form 750-R):

Contact Stephen DiBari in order to receive a blank Release of claims

Methods of Submitting a FINAL Payment (ENG Form 93):

By MAIL: Original ENG Form 93 and Original Release Form is **required** to be submitted to the A-E Contract Administrator shown below.

E-MAIL: Allowed for review purposes only. Original is required to be mailed to the contract administrator.

FAX: NOT PERMITTED.

Stephen DiBari, P.E., Room 17-518
Engineering Division
A-E Contract Administrator
26 Federal Plaza
New York, NY 10278-0090

917-790-8384 (Phone)
Email: cenan-emb-invoices@usace.army.mil

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3. Contractor Performance Assessment Report System (CPARS)

CPARS is a web-enabled application that collects and manages the library of automated CPARS. A CPAR assesses a contractor's performance and provides a record, both positive and negative, on a given contractor during a specific period of time. Each assessment is based on objective facts and supported by program and contract management data, such as cost performance reports, customer comments, quality reviews, technical interchange meetings, financial solvency assessments, construction/production management reviews, contractor operations reviews, functional performance evaluations, and earned contract incentives.

CPARS webpage:

https://cpars.cpars.gov/cpars/app/home_input.action

CPARS Sample evaluation form:

https://www.cpars.gov/merge-faqs/cpar_sample.pdf