

Quarterly Accomplishment Report (QAR) Format

The purpose of the accomplishment report is to provide input that **may be used** for consideration of the Government's assessment of the contractor's overall performance. A current, fact-based self-assessment will include identification of accomplishments, risks encountered, how they were mitigated, and deficiencies in any aspect of contract performance. It will include any corrective actions required, whether or not they were successful, and proactive measures taken to prevent the recurrence of similar situations.

The Contractor may format as desired, provided the report does not exceed ten (10) pages and the QAR requirements below are addressed for each Area of Performance (AOP): **Quality, Schedule, Cost Control, Management, Small Business Utilization, Regulatory Compliance and Cybersecurity**. The Contracting Officer's Representative (COR) may advise the Contractor of needed improvements to the report as needed. At a minimum, the QAR shall include the following for each AOP:

- Contractor's Accomplishments: Capture the Contractor's accomplishments and support accordingly as provided in the Contract Performance Oversight Plan (CPOP) under each AOP. Include only actions/events that have occurred during the reporting period. Do not identify the Contractor's self-Assessment rating and do not carry over items from past periods unless there have been new developments or progress.
- Identify Weaknesses/Deficiencies or Corrective Actions: For each issue identified provide the following information:
 - Identify the details and dates of any weaknesses/deficiencies in performance
 - List the Contract Performance Deficiency Reports (CPDR) and Corrective Action Plans (CAP), if applicable
 - List the actions taken to resolve and/or mitigate the weakness encountered
 - Status or final disposition of the issue identified
- Identify Requirement(s) Exceeded: For each requirement exceeded provide the following information:
 - For the following AORs: Quality, Schedule, Management and Cybersecurity:
 - Identify the Statement of Work (SOW) section
 - Identify the Agency's Functional Area supported
 - Explain what independent effort was performed and support how it is **above and beyond** the Government's requirement. When and where possible, recommend using metrics to quantify performance.
 - Explain how the Government benefitted in gaining a specific efficiency or significant positive impact. Note: Accomplishing a task accurately as required in the SOW is not exceeding a requirement.
 - Ensure that the subfactors shown in the CPOP are addressed, as applicable
 - For the following AORs: Small Business Utilization and Regulatory Compliance:
 - Identify the relevant contractual requirement or standard.
 - Report actuals within the single contract year of interest and support how it is **above and beyond** the Government's requirement.
 - Ensure all subfactors shown in the CPOP are addressed, as applicable.