MISSION
The mission of the Contract Appeals Board is to provide an impartial, expeditious, inexpensive, and knowledgeable forum for hearing and resolving contractual disputes and protests involving the District and its contracting communities.

SUMMARY OF SERVICES
The Contract Appeals Board adjudicates: protests of District contract solicitations and awards, appeals by contractors of District contracting officer final decisions, claims by the District against contractors, appeals by contractors of suspensions and debarments, and contractor appeals of interest payment claims under the Quick Payment Act.

ACCOMPLISHMENTS

✓ The Board closed a record 79 cases, reducing the overall “legacy” backlog by 90%. As a result, the CAB closed FY14 with the lowest number of open cases on its docket (59) since records have been maintained. Since FY10, the CAB has achieved a net case reduction of 106 cases, reducing the total docket from 165 cases in FY10, to the present 59 open cases (FY14).

✓ The CAB is the only judicial body in the Washington, D.C. metropolitan area that has a completely transparent filing system. Except for matters filed under seal, every filing submitted to the Board is made available on the public website within 2 working days. During FY14, the Board digitized and uploaded 5,041 files to the CAB public website. As a result, all available public records in CAB protests from 1984 to present are on the website, and all such records in CAB appeals from 1988 to present are on the website (www.cab.dc.gov).

✓ The Board encourages settlement throughout the litigation process to conserve resources of the District and private litigants. The result in FY14: Of the 79 cases closed by the Board, 54% (43) were dismissed at the request of the parties.
OVERALL AGENCY PERFORMANCE

TOTAL MEASURES AND INITIATIVES

RATED MEASURES AND INITIATIVES

Note: Workload and Baseline Measurements are not included
Performance Initiatives – Assessment Details

Performance Assessment Key:

- Fully achieved
- Partially achieved
- Not achieved
- Data not reported

Agency Management

OBJECTIVE 1: Promote public confidence in the integrity of the procurement process through equitable, timely, efficient, and legally correct adjudication of disputes and protests.

INITIATIVE 1.1: Continue significant reductions to the number of open appeal cases that are 3 years or older by September 2013.

Fully achieved. The Board’s record in closing cases 79 cases in FY14), reducing the inherited backlog (cumulative backlog decrease is 90%), and preventing a future backlog through rigorous case management, promotes public confidence in the integrity of the procurement process. The Board’s expeditious and independent decision making in protest cases promotes confidence in the procurement process. The Board’s commitment to filing transparency also promotes integrity in the procurement process.


Fully achieved. Digital archiving provides for better preservation and retrieval than paper records. Once digitized, the Board’s case files can be imported into its document management system and database. The database is linked to the Board’s public website which contains a series of searching options for users, such as searching documents by case number and full-text searching. This functionality is very transparent for litigants, the contracting community and the public. In FY14 the Board will digitize and upload to its website appeals cases decided from 1988 through 1991 and protest cases decided from 1986 through 1991.

OBJECTIVE 2: Enhance the Board’s ability to efficiently and inexpensively manage and adjudicate cases.

INITIATIVE 2.1: Expand and improve law student intern program.

Fully achieved. One hundred percent (100%) of the Board’s cases are litigated digitally up to the point of trial, creating an efficient means to file, serve and review litigation documents. The Board makes effective use of volunteer attorneys and law students to support the mission. Four volunteer law clerks and recent law graduates provided numerous volunteer hours to Board Judges through relationships with area law schools. During the fiscal year, the Board drew volunteer law clerk interns from the following area universities: American, Catholic, George Washington, Georgetown, Howard and the University of the District of Columbia.

OBJECTIVE 3: Educate government and private contracting parties on resolving disputes through traditional and alternative dispute resolution methods.

INITIATIVE 3.1: Meet with stakeholders to promote ADR methods.

Fully achieved. We believe that the Board’s rigorous case management practices and consistent encouragement of settlement contributed to the litigants requesting dismissal in 54% of FY14 closed cases. The Board encourages settlement throughout proceedings, and especially during the pretrial hearing phase of litigation.
## Key Performance Indicators – Details

### Performance Assessment Key:

- **Green Circles**: Fully achieved
- **Yellow Circles**: Partially achieved
- **Red Circles**: Not achieved
- **Gray Circles**: Data not reported

<table>
<thead>
<tr>
<th>KPI</th>
<th>Measure Name</th>
<th>FY 2013 YE Actual</th>
<th>FY 2014 YE Target</th>
<th>FY 2014 YE Revised Target</th>
<th>FY 2014 YE Actual</th>
<th>FY 2013 YE Rating</th>
<th>Budget Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Percent of protests resolved within 60 business days.</td>
<td>96%</td>
<td>96%</td>
<td>82%</td>
<td>96%</td>
<td>85.57%</td>
<td>CONTRACT APPEALS BOARD</td>
</tr>
<tr>
<td>1.2</td>
<td>Percentage of appeals cases decided within 4 months of the cases being ready for decision.</td>
<td>78%</td>
<td>90%</td>
<td>84%</td>
<td>90%</td>
<td>94.02%</td>
<td>CONTRACT APPEALS BOARD</td>
</tr>
<tr>
<td>1.3</td>
<td>Percentage of new cases using electronic filing system.</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>CONTRACT APPEALS BOARD</td>
</tr>
<tr>
<td>1.4</td>
<td>Percentage of decisions sustained on appeal.</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>CONTRACT APPEALS BOARD</td>
</tr>
<tr>
<td>1.5</td>
<td>Percentage of cases closed by the Board which are electronically archived to permit web-based retrieval and full-text searching.</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>CONTRACT APPEALS BOARD</td>
</tr>
</tbody>
</table>