

AWARD FEE PLAN - FY-13

for

Wastren-EnergX Mission Support, LLC

Facility Support Services
Contract Number DE-CI0000004

Period of Performance October 1, 2012 through September 30, 2013

CONCUR:



Damon A. Detillion, Project Manager
Wastren-EnergX Mission Support, LLC



Vince Adams, Site Director
Portsmouth/Paducah Project Office

APPROVED:



William E. Morphie, Manager
Portsmouth/Paducah Project Office

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EXHIBITS

1. Performance Evaluation Board (PEB) Members and Advisors (1 page)
2. Award Fee Rating Table, Award Fee Conversion Chart and Award Fee Calculations (3 pages)
3. Rating Criteria (6 pages)
4. Rating Summary Tables (1 page)
5. Award Fee Process Flowchart (2 pages)

1. INTRODUCTION

- a. **Purpose:** The purpose of this award fee plan is to define the methodology and responsibilities associated with determining the fee to be awarded to Wastren-EnergX Mission Support, LLC (WEMS) (hereafter referred to as the contractor). The plan outlines the organization, procedures, and evaluation periods for implementing the award fee provisions of the contract. The objective of the award fee is to motivate the contractor to substantially exceed standards and to emphasize key areas of performance and concern without jeopardizing minimum acceptable performance in all other areas.
- b. **Award fee period:** The Award Fee Plan covers the performance period from October 1, 2012 through September 30, 2013. Total award fee available for FY-13 is \$526,656.60.
- c. **Contract Attributes:** Contract Number DE-CI0000004, Facility Support Services awarded to WEMS in 2009 is a performance based Cost Plus Award Fee (CPAF) contract. The contract has a period of performance from March 16, 2010 to July 25, 2015.

2. DEFINITION OF TERMS

- a. **Contracting Officer (CO):** The individual authorized to commit and obligate the government through the life of the contract. The CO is an advisor to the Performance Evaluation Board (PEB).
- b. **Fee Determining Official (FDO):** The designated Agency official(s) who reviews the recommendations of the Award-Fee Board in determining the amount of award fee to be earned by the contractor for each evaluation period.
- c. **Performance Evaluation Board (PEB):** The group of individuals who review the contractor's performance and recommend an award fee to the FDO. The PEB chairperson is the Portsmouth Site Director. Members of and advisors to the PEB are indicated in Exhibit 1.
- d. **Project Team Evaluators (PTE):** The individual(s) assigned to monitor and evaluate the contractor's performance on a continuing basis. The PTE's evaluation is the primary point of reference in determining the recommended award fee, especially the technical support area of performance. The PTE is an advisor(s) to the PEB.
- e. **Technical Lead:** The individual who is most directly responsible for the performance of the Facility Support Services contract oversight. The Technical Lead also serves as the recorder, who is responsible for ensuring the PEB is properly convened, which includes meeting place, time, advising all PEB members, preparing agenda, and taking minutes. The Technical Lead is an advisor to the PEB.

3. ORGANIZATIONAL STRUCTURE

- a. The Manager, Portsmouth/Paducah Project Office (PPPO), will serve as the FDO and will establish a PEB. The PEB will assist the FDO in the award fee determination by recommending an award fee for the contractor's performance. If the FDO is absent, the Deputy Manager, PPPO, will serve as the FDO. If a PEB member is absent, the FDO will approve substitute(s) with similar qualifications. Technical and functional experts, as required, may serve in an advisory (non-voting) capacity to the PEB. See Exhibit 1 for members and potential advisors.
- b. A copy of the Award Fee Plan shall be provided to the contractor 30 days before the start of the first evaluation period. Changes that do not impact the award fee criteria or process, such as editorial or personnel changes may be made and implemented without being provided to the contractor 30 days before the start of the evaluation period.

4. RESPONSIBILITIES

- a. The contractor will provide quarterly self-assessments. As part of its self-assessment, the contractor will conduct surveys on an annual basis of other contract customers. Results of surveys and performance reporting will be provided to the PTE, PEB, and FDO.
- b. The PTE(s) will monitor and evaluate the contractor's performance. The PTE(s) will work closely with the CO and Technical Lead in performing surveillance duties.
- c. The Technical Lead will use the Award Fee Rating Table in Exhibit 2 to determine the adjective ratings to be reported to the PEB. The Technical Lead will be thoroughly familiar with current award fee policy, guidance, regulations, and correspondence pertinent to the award fee process. The Technical Lead will coordinate administrative actions required by the PTE(s), the PEB, and the FDO. Administrative actions include receiving, processing, and distributing performance evaluation inputs, scheduling and assisting with internal milestones, (i.e., PEB briefings, and other actions as required for the smooth operation of the award fee process). The Technical Lead will receive input quarterly on contractor performance from the PTE, D&D contractor, and Environmental Technical Services contractor. Input will be gathered through interview, survey, or written evaluation using Exhibits 2 and 3 as guides.
- d. The PEB members will review the PTE's evaluation reports and the Technical Lead's recommended adjective rating, consider information from other pertinent sources, and develop a fee recommendation. The PEB chairperson will provide the fee recommendation to the FDO.
- e. The FDO will review the PEB's recommendations, consider all appropriate data, and notify the CO in writing of the final fee determination. The CO will prepare a letter for FDO signature notifying the contractor of the award fee percentage. The CO will modify the contract to reflect the earned and unearned award fee for the performance evaluation period.

5. AWARD FEE AMOUNTS AND PERIODS

- a. The total award fee available is \$2,628,354. An annual amount will be available for each fiscal year subject to contract adjustments through modification of the contract.
- b. The following are the amounts available for each annual evaluation period:

<u>Evaluation Period</u>	<u>Amount Available</u>	<u>Award Received</u>
03/16/10-09/30/10	\$259,040.70	\$196,408.22
10/01/10-09/30/11	\$525,597.92	\$336,203.60
10/01/11-09/30/12	\$526,656.60	TBD
10/01/12-09/30/13	\$526,656.60	TBD
10/01/13-09/30/14	\$526,656.60	TBD
10/01/14-07/25/15	\$263,745.58	TBD

- c. The amount corresponding to each evaluation period is the maximum amount that may be earned during that particular period unless the amount is changed by contract modification. Should the anticipated scope per fiscal year increase or decrease by an estimated 10% or greater from the scope as priced in the contract for that year, the contractor and government will enter into good faith negotiations to adjust the fee pool for that year and subsequent years as may be appropriate accordingly. Any portion of award fee not awarded for an evaluation period may not be transferred to another evaluation period. In accordance with the Contract Clause B.2(d), a "provisional payment of a proportional quarterly amount up to 75% of the available award fee for the period will be permitted."
- d. In accordance with the Contract Clause B.2 Estimated Cost, Base, and Award Fee, if significant changes to the work scope occur, the contractor and CO will enter into good faith negotiations to revise the fee pool.
- e. The government may unilaterally revise the distribution of the award fee, as indicated in paragraph 5b above, in any subsequent evaluation periods. The CO will notify the contractor in writing of such changes in distribution before the relevant evaluation period begins and the award fee plan will be modified accordingly. After an evaluation period has begun, changes may only be made by mutual agreement of the parties. While the Government may unilaterally change the award fee amounts for each period or each rated criteria area prior to the start of each award fee period, the total amount of award fee available may not be unilaterally changed once established at the beginning of the contract.

6. AWARD FEE PROCESS (See Exhibit 5, Award Fee Process Flowchart)

a. Contractor Actions

The contractor will present a briefing to the PTE and PEB summarizing performance for the previous period within 30 days of the end of the performance period. This performance summary will include self-certified documentation of all performance. The contractor will present objective evidence of performance (see 4.a) and customer service ratings from supported contractors.

b. PTE Actions

(1) PTE(s) will continually monitor and evaluate the contractor's performance using Exhibit 3, Rating Criteria as a guide. Monitoring and evaluating performance will include but not be limited to the routine interface and oversight of the contractor and the review of the provided services and work products submitted to DOE by the contractor. PIM(s) will also evaluate quarterly input by the contractor.

(2) For the Category of Performance (CP) items, the PTE will evaluate these items on a quarterly basis. The PTE will use the appropriate CP rating criteria in Exhibit 3 to evaluate the CP item for the purpose of evaluating the contractor. The PTE will notify the contractor of any weaknesses via electronic correspondence, copying the Site Lead, CO and the Technical Lead. If the weakness appears in any way to negatively impact Environmental Safety & Health (ES&H) performance, or the safeguarding of restricted data pursuant to Clause I.101 DEAR 952.223-76 Conditional Payment of Fee or Profit – "safeguarding restricted data and other classified information and protection of worker safety and health..", the PTE shall notify the Site Lead and the CO with the details via electronic correspondence. A weakness for any Category of Performance is defined as any failure to meet CP evaluation criteria. The contractor shall comply within the allowable time identified in the electronic correspondence to correct or provide an acceptable resolution to the weaknesses. Time sensitive requirements cannot be re-performed. The PTE will maintain all documentation for file maintenance. The PTE will use the documentation to ensure the contractor has established adequate procedures to prevent recurrence of weaknesses.

(3) Within 30 days of the end of each quarter, the PTE will submit to the Technical Lead the rating criteria, using Exhibit 3 as a guide, for all Category of Performance items. Based on the above evaluation results, the PTE will select the appropriate adjective rating with written notes on the strengths and weaknesses of the contractor to report to the Technical Lead.

c. Technical Lead's Actions

(1) The Technical Lead will select an adjective rating for each of the CP items based on his/her personal observations of performance and the adjective rating reported by the PTE. Besides reporting the PTE's notes on the strengths and weaknesses of the contractor, the Technical Lead will annotate his/her rationale for selecting a particular adjective rating.

(2) The Technical Lead will use Exhibit 4, Adjective Rating Summary Table, to summarize the PTE's adjective rating for the quarter and the Technical Lead's adjective rating. Also, written notes of the Technical Lead's rationale for selecting a particular adjective rating will be indicated on the table.

(3) The Technical Lead will use Exhibit 4, Annual Adjective Rating, to compute the annual adjective rating average for the award fee.

(4) The Technical Lead will submit a completed Exhibit 4, Annual Adjective Rating, for presentation to the PEB.

(5) The Technical Lead notifies PEB members and any advisors of the date and time of PEB meeting in accordance with the schedule established by the PEB chairperson. Additionally, the Technical Lead notifies the contractor of the date and time of PEB meeting and advises the contractor of when and how (written, oral, or both) he/she will be permitted to address the PEB as determined by the PEB chairperson. Generally, the contractor will be provided the opportunity to provide written materials and an oral presentation. The presentation should be provided in advance and should be in the form of a self-assessment measured against each award fee criteria section. The presentation should be limited to approximately one hour. Before the PEB meeting, the Technical Lead will provide the PEB members with a page-numbered binder to include, at a minimum, the input for the fiscal year (or evaluation period) from the PTE members, the forms required to be filled out during the evaluation meeting, and the contractor's award fee self-assessment and presentation.

(6) The Technical Lead prepares functional area evaluation reports in a briefing format as determined by the PEB chairperson. The area report briefing should include a mix of specific and global evaluation comments so the PEB can get a holistic assessment of the contractor's performance.

d. PEB Actions

(1) Site Director, Portsmouth will chair the PEB. The Site Director will form the PEB and receive FDO concurrence on the membership. The PEB chairperson will establish dates, times, and places for the PEB meeting and notify the Technical Lead for appropriate notification to members, advisors, and the contractor. The FDO will be invited to attend the PEB meeting. The chairperson will schedule the PEB meeting to ensure the PEB's recommended fee is presented to the FDO within 60 days following the close of the evaluation period.

(2) PEB members will consider all information from the following sources in determining its award fee recommendation to the FDO:

(a) Evaluations submitted by the PTE's and Technical Lead. Chairperson may require oral briefings by the functional area personnel.

(b) Information submitted by other sources as considered appropriate by the PEB.

(c) Contractor's written or oral presentations (or both as determined by chairperson) and the contractor self-assessment (quarterly and annual) of performance for that period.

(3) Using Exhibit 3, PEB Member's Rating Table, each member will select an adjective rating from Exhibit 2, Award Fee Rating Table, and provide their rationale in the Notes section of Exhibit 4, Annual Adjective Rating Table, for their selection.

(4) The chairperson will collect members' Annual Adjective Rating Table, Exhibit 4, and review them. If any member's adjective rating is "unsatisfactory" and this rating is lower than a PTE(s) adjective rating for that same area, appropriate discussions with that member(s) should be conducted to determine the member's rationale. Lowering the adjective rating requires specific reasons because the contractor will be aware of all weaknesses from the PTE's quarterly evaluation. Once the chairperson is satisfied with the PEB's rating results, the chairperson will pass the individual member's rating sheets to the Technical Lead.

(5) The Technical Lead summarizes individual member's adjective ratings for the rating criteria using Exhibit 4, Summary of PEB's rating.

(6) The chairperson will prepare or will have the Technical Lead prepare a cover letter to transmit Exhibit 3, PEB Member's Rating, and Exhibit 4, Summary of PEB's Rating, to the FDO.

e. **FDO's Actions**

(1) The FDO determines the final fee based upon all the information furnished and assigns a final percent of award fee earned for the evaluation period using the Exhibit 2 Award Fee Conversion Chart.

(2) The FDO will notify the CO in writing, by electronic correspondence, or in briefing with CO and PEB chair of his/her final determination of award fee.

f. **CO's Actions**

(1) The CO will prepare a letter for the FDO's signature (and with Head of Contracting Activity (HCA) coordination, if applicable) notifying the contractor of the amount of award fee earned for the evaluation period. Additionally, the letter will identify any specific areas of strengths and weaknesses in the contractor's performance. CO will follow guidance for EM HCA Directive 2.6, dated June 11, 2012 for concurrences and posting fee determination.

(2) The CO will unilaterally modify the contract to reflect the FDO's final determination of award fee, if needed. The modification will reflect award fee and will be issued to the contractor within 14 days after the CO receives the FDO's decision and EM CBC and HCA concurrence.

(3) The CO will post the modification (if applicable), a one-page scorecard and award fee determination letter with the performance evaluation report (exhibit 4) within 30 days after HCA concurrence.

(4) **Award Fee Determination Posting Requirements** (In accordance with HCA Directive 2.6, dated June 11, 2012 the FDO/CO must publish on their site's public website a one-page scorecard within 30 days after an award fee determination has been made. This Applies to all EM contracts that contain award fee or incentive provisions of any type).

7. TERMINATION FOR CONVENIENCE

In the event that the contract is terminated for the convenience of the government, the remaining award fee payable for the current period will be a matter of settlement in accordance with the termination clause of the contract (Clause I. 86). The remaining fee for all periods after the termination shall not be considered earned and therefore shall not be paid.

8. TERMINATION FOR DEFAULT

In the event that the contract is terminated for default, the remaining award fee payable for the current period shall be negotiated in accordance with Contract Section I, Paragraph I.86, 52.249-6 Termination (Cost Reimbursement) (May 2004). The remaining fee for all periods after the termination shall not be considered earned and therefore shall not be paid.

9. FEE PLAN CHANGE PROCEDURE

All significant changes are approved by the FDO; the PEB Chairperson approves other significant changes. Examples of significant changes include changing evaluation criteria, adjusting weights to redirect contractor's emphasis to areas needing improvement, and revising the distribution of fee dollars. The CO will provide a notice of changes to the contractor, 30 prior to making changes. Changes that do not impact the award fee criteria or process, such as editorial clarifications, personnel changes or other insignificant changes may be made and implemented within the period without providing the 30 day advance notice to the contractor. The contractor may recommend changes to the CO no later than 60 days prior to the beginning of the new evaluation period. After approval, the CO shall notify the contractor in writing of any change(s). Unilateral changes may be made to the fee plan if the contractor is provided written notification by the CO before the start of the upcoming evaluation period or as provided in B.5, Base and Award Fee of the contract. Contract modifications effecting estimated cost and available fee, may require a change to the Award Fee Plan. Such changes shall be incorporated in accordance with clause B.5 and DOE Acquisition Guide, Chapter 16.2 (July 2012) and may be incorporated by attaching an approved amendment to the Award Fee Plan.

PERFORMANCE EVALUATION BOARD MEMBERS AND ADVISORS

Following are suggested members and advisors:

Site Director, Portsmouth (Chairperson)	Vince Adams
Site Lead, Portsmouth	Joel Bradburne
Deputy Manager, PPPO Lexington (Alternate)	TBD
Lead Contracting Officer, PPPO Lexington	Pam Thompson
*Contracting Officer	David Senderling
*Technical Lead	Matt Vick/Johnny Reising
*Project Team Evaluators	PPPO Portsmouth Staff Russ McCallister, QA Tom Hines, Safety Mark Allen, Security James Woods, IT
*Contracts Lawyer	Bert Gawthorp
*Advisors Only - Non-Voting Participants	

AWARD FEE RATING TABLE

ADJECTIVE RATING	PERCENTAGE OF AWARD FEE EARNED	DEFINITION
EXCELLENT	91%-100%	Contractor has exceeded almost all of the significant award-fee criteria and has met overall cost, schedule, and technical performance requirements of the contract in the aggregate as defined and measured against the criteria in the contract and the award fee plan for the award fee evaluation period.
VERY GOOD	76%-90%	Contractor has exceeded many of the significant award fee criteria and has met overall cost, schedule, and technical performance requirements of the contract in the aggregate as defined and measured against the criteria in the contract and the award fee plan for the award fee evaluation period.
GOOD	51%-75%	Contractor has exceeded some of the significant award fee criteria and has met overall cost, schedule, and technical performance requirements of the contract in the aggregate as defined and measured against the criteria in the contract and the award fee plan for the award fee evaluation period.
SATISFACTORY	No greater than 50%	Contractor has met overall cost, schedule, and technical performance requirements of the contract in the aggregate as defined and measured against the criteria in the contract and the award fee plan for the award fee evaluation period.
UNSATISFACTORY	0%. *	Contractor has failed to meet overall cost, schedule, and technical performance requirements of the contract in the aggregate as defined and measured against the criteria in the contract and the award-fee plan for the award-fee evaluation period. *

* For those elements receiving a score of 0-5 points, no fee will be earned. Any unearned fee will be forfeited and not available in subsequent evaluation periods.

AWARD FEE CONVERSION CHART		
ADJECTIVE RATING	EVALUATION POINTS (OVERALL WEIGHTED RESULT)	PERCENTAGE OF AWARD FEE EARNED
EXCELLENT	23-25	91 to 100%
VERY GOOD	20-22	76 to 90%
GOOD	12-19	51 to 75%
SATISFACTORY	6-11	No Greater than 50%
UNSATISFACTORY	0-5	0%

CATEGORY OF PERFORMANCE (CP)	Weightings
1. Quality and Effectiveness of the Mission Support Services C.2.5 Computer Services, C.2.7 Training, C.2.10.2 Records Management, C.2.10.4 Property, C.2.10.1 Mail Services, C.2.10.3 Fleet Management, C.2.10.6 Shipping and Receiving	30%
2. Quality and Effectiveness of Maintenance Services C.2.2 Grounds Maintenance, C.2.3 Roads Maintenance, C.2.4 Janitorial, C.2.9 Facility Maintenance	25%
3. Quality and Effectiveness of the Security Programs C.2.5.2 Cyber Security C.2.6 Security	25%
4. Cost Performance Cost performance against Performance Measurement Baseline (CPI $\geq .90$) Effectiveness of cost saving initiatives	15%
5. Quality and Timeliness of Contract deliverables Emphasis on invoicing, response to special requests and data calls.	5%

Project Management; Environmental, Safety and Health; and Quality programs will be evaluated and assessed as related to the individual categories of performance.

Award Fee Calculation Methodology:

1. PTE assigns rating (0-25) for each Category of Performance (CP)
2. Multiply weighting percentage to each CP to arrive at weighted result.
3. Add weighted results together to arrive at overall weighted result.

Example:

PTE Ratings: Quality and Effectiveness of Mission Support Services – 24
Quality and Effectiveness of Maintenance Services – 23
Quality and Effectiveness of Security Programs – 22
Cost Performance – 20
Quality and Timeliness of Contract deliverables– 23

Weighted Result: $(24 \times 30\%) + (23 \times 25\%) + (22 \times 25\%) + (20 \times 15\%) + (23 \times 5\%) = 22.6$

Overall Weighted Result: 22.6; round up to 23.

Adjective rating (Award Fee Conversion Chart): EXCELLENT.

Potential Percentage of Award Fee Earned (as determined by the FDO): 91% to 100%.

FDO Decision

The earned award-fee amount indicated by the use of a conversion table or graph is a guide to the FDO. Use of the Award Fee Conversion Chart does not remove the element of judgment from the award-fee process.

RATING CRITERIA					
<i>(IDENTIFY QUARTER)</i>					
CATEGORY OF PERFORMANCE (EVALUATION WEIGHTING)	RATING (Check Appropriate Box)				
	UN- SATISFACTORY	SATISFACTORY	GOOD	VERY GOOD	EXCELLENT
QUALITY AND EFFECTIVENESS OF MISSION SUPPORT SERVICES (30%)					
EVALUATION POINTS:	0-5	6 - 11	12 - 19	20 - 22	23 - 25
EVALUATION CRITERIA:	NOTES ON STRENGTHS AND WEAKNESSES:				
<u>C.2.5 Computer Services:</u> A. Network Service reliability B. Management of Local Area Network (LAN) account C. Complete actions and submit documentation to meet Federal Electronics Challenge "GOLD" requirements D. Completion of Cyber Security Plan of Actions and Milestones E. Computer moves completed on scheduled date F. Any other related criteria					
<u>C.2.7 Training:</u> A. Course Completion Percentage B. Customer Feedback Implementation C. Management of Learn Training System D. Any other related criteria					
<u>C.2.10.2 Records Management:</u> A. Management of DOE records B. Transfer of unneeded records to Federal Records Center C. Any other related criteria					

<p><u>C.2.10.4 Real and Personal Property:</u></p> <ul style="list-style-type: none"> A. Management of DOE personal property B. Facilities Information Management System (FIMS) validation status C. Any other related criteria 	
<p><u>C.2.10.1 Mail Services:</u></p> <ul style="list-style-type: none"> A. Pickup and delivery of mail (% completed on time) B. Any other related criteria 	
<p><u>C.2.10.3 Fleet Management:</u></p> <ul style="list-style-type: none"> A. WEMS GSA Fleet vehicles service schedules (% serviced within due date) B. Completion of Annual FAST report C. Any other related criteria 	
<p><u>C.2.10.6 Shipping and Receiving:</u></p> <ul style="list-style-type: none"> A. On time material delivery B. Any other related criteria 	

RATING CRITERIA					
<i>(IDENTIFY QUARTER)</i>					
CATEGORY OF PERFORMANCE (EVALUATION WEIGHTING)	RATING (Check Appropriate Box)				
	UN-SATISFACTORY	SATISFACTORY	GOOD	VERY GOOD	EXCELLENT
QUALITY AND EFFECTIVENESS OF MAINTENANCE SERVICES (25%)					
EVALUATION POINTS:	0-5	6 - 11	12 - 19	20 - 22	23 - 25
EVALUATION CRITERIA:	NOTES ON STRENGTHS AND WEAKNESSES:				
<u>C.2.2 Grounds Maintenance:</u> A. Mowing schedule performance B. Snow removal performance C. Any other related criteria					
<u>C.2.3 Roads Maintenance:</u> A. Road and parking lot maintenance performance B. Any other related criteria					
<u>C.2.4 Janitorial Services:</u> A. Quality of janitorial services B. Any other related criteria					
<u>C.2.9 Facility Maintenance:</u> A. Facility Maintenance response B. Quality of facility maintenance services C. Any other related criteria					

RATING CRITERIA					
<i>(IDENTIFY QUARTER)</i>					
CATEGORY OF PERFORMANCE (EVALUATION WEIGHTING)	RATING (Check Appropriate Box)				
	UN- SATISFACTORY	SATISFACTORY	GOOD	VERY GOOD	EXCELLENT
QUALITY AND EFFECTIVENESS OF SECURITY PROGRAMS (25%)					
EVALUATION POINTS:	0-5	6 - 11	12 - 19	20 - 22	23 - 25
EVALUATION CRITERIA:	NOTES ON STRENGTHS AND WEAKNESSES:				
<u>C.2.5.2 – Cyber Security</u> A. Cyber program effective and compliant with requirements B. Timely response in responding to incidents C. Any other related criteria					
<u>C.2.6– Personnel Security</u> A. Completion time for HSPD-12 credentials B. Timely response in responding to incidents C. Effective and compliant visitor control D. Any other related criteria					
<u>C.2.6– Physical Security</u> A. Lock and key response time B. Any other related criteria					

RATING CRITERIA					
<i>(IDENTIFY QUARTER)</i>					
CATEGORY OF PERFORMANCE (EVALUATION WEIGHTING)	RATING (Check Appropriate Box)				
	UN- SATISFACTORY	SATISFACTORY	GOOD	VERY GOOD	EXCELLENT
COST PERFORMANCE (15%)					
EVALUATION POINTS:	0-5	6 - 11	12 - 19	20 - 22	23 - 25
EVALUATION CRITERIA:	NOTES ON STRENGTHS AND WEAKNESSES:				
<ul style="list-style-type: none"> A. Cost performance against approved PMB Schedule Performance Index (SPI) Cost Performance Index (CPI) CPI \geq .90 B. Implementation of Cost Savings Initiatives C. Other cost related criteria 					

RATING CRITERIA					
<i>(IDENTIFY QUARTER)</i>					
CATEGORY OF PERFORMANCE (EVALUATION WEIGHTING)	RATING (Check Appropriate Box)				
	UN-SATISFACTORY	SATISFACTORY	GOOD	VERY GOOD	EXCELLENT
QUALITY AND TIMELINESS OF CONTRACT DELIVERABLES (5%)					
EVALUATION POINTS:	0-5	6 - 11	12 - 19	20 - 22	23 - 25
EVALUATION CRITERIA:	NOTES ON STRENGTHS AND WEAKNESSES:				
<u>Contract Deliverables</u> A. Timeliness of deliverables B. Quality of deliverables C. Special requests and data calls D. Books closed E. Any other related criteria					

Adjective Rating Summary Table – Technical Lead

CATEGORY OF PERFORMANCE	ADJECTIVE RATING
1. Quality and Effectiveness of the Mission Support Services	
2. Quality and Effectiveness of Maintenance Services	
3. Quality and Effectiveness of Security Program	
4. Cost Performance	
5. Quality and Timeliness of Contract deliverables	

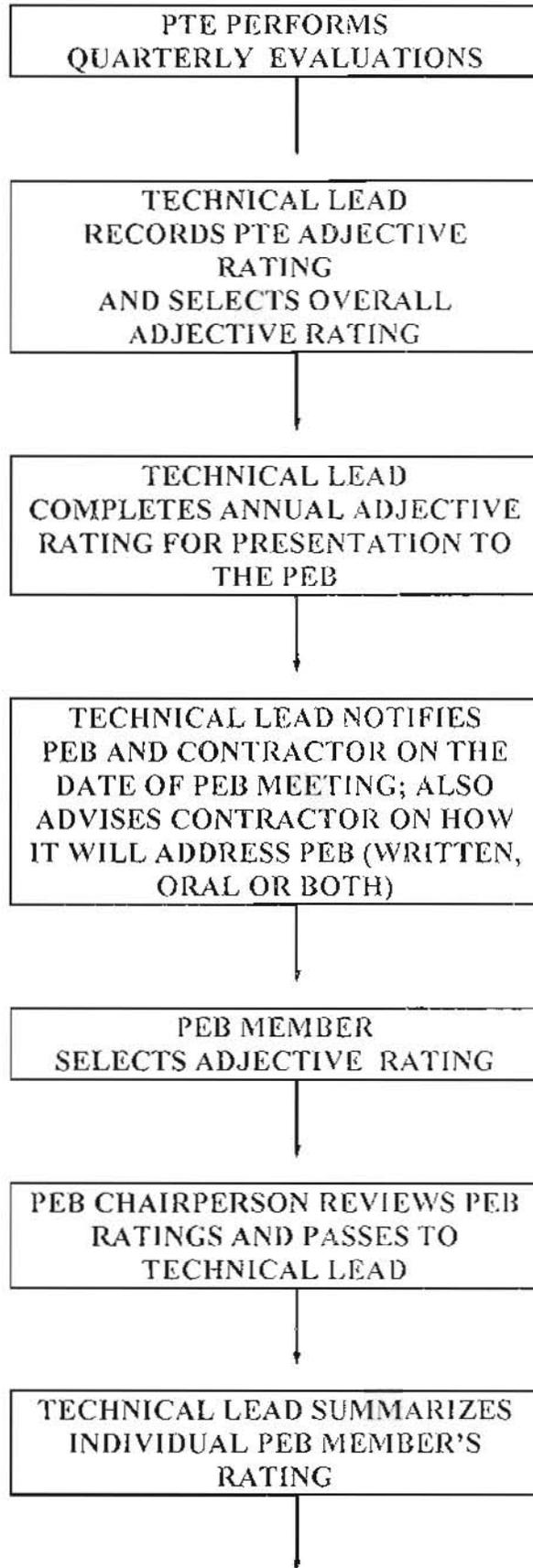
Annual Adjective Rating Table – Project Team Evaluators

ANNUAL ADJECTIVE RATING (IDENTIFY ANNUAL PERIOD)					
CATEGORY OF PERFORMANCE	ADJECTIVE RATING				
	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Evaluation Period Rating
1. Quality and Effectiveness of Mission Support Services					
2. Quality and Effectiveness of Maintenance Services					
3. Quality and Effectiveness of Security Program					
4. Cost Performance					
5. Quality and Timeliness of Contract deliverables					

Summary of PEB's Rating (PERFORMANCE EVALUATION REPORT)

SUMMARY OF PEB'S RATING (IDENTIFY ANNUAL PERIOD)					
Member	Mission Support Services (30%)	Maintenance Services (25%)	Security Programs (25%)	Cost Performance (15%)	Contract Deliverables (5%)
<i>Insert Name of Voter</i>					
<i>Insert Name of Voter</i>					
<i>Insert Name of Voter</i>					
<i>Insert Name of Voter</i>					
TOTALS					

AWARD FEE PROCESS



PEB CHAIRPERSON OR
TECHNICAL LEAD PREPARES
COVER LETTER
TRANSMITTING SUMMARY
RATING
TO FDO

FDO MAKES FINAL FEE
DETERMINATION AND NOTIFIES
CO; CO FORWARDS FINAL FEE
DETERMINATION AND
SUPPORTING DOCUMENTATION
TO EMCBC FOR CONCURRENCE

UPON CONCURRENCE BY HCA ,
CO PREPARES LETTER FOR FDO
SIGNATURE TO NOTIFY THE
CONTRACTOR OF THE AWARD
FEE AMOUNT; CO MODIFIES
CONTRACT REFLECTING FDO'S
DETERMINATION

CO POSTS THE MODIFICATION (IF
APPLICABLE), ONE PAGE
SCORECARD AND AWARD FEE
DETERMINATION LETTER WITH
THE PERFORMANCE
EVALUATION REPORT WITHIN 30
DAYS AFTER HCA CONCURRENCE