

AWARD FEE PLAN – FY 14

for

SWIFT & STALEY, INC.

**Paducah Infrastructure
Contract Number DE-AC30-10CC40021**

Period of Performance 10/01/2013 through 9/30/2014

CONCUR:

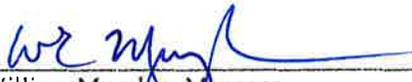


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TABLE OF CONTENTS

	<u>PAGE</u>
1. INTRODUCTION	1
2. DEFINITION OF TERMS	1
3. ORGANIZATIONAL STRUCTURE	1
4. RESPONSIBILITIES	2
5. AWARD FEE AMOUNTS AND PERIODS	2
6. AWARD FEE PROCESS	3
7. TERMINATION FOR CONVENIENCE	6
 <u>EXHIBITS</u>	
1. Performance Evaluation Board (PEB) Members and Advisors	E 1-7
2. Award Fee Rating Table, Award Fee Conversion Chart and Award Fee Calculations	E 2-8
3. Rating Criteria	E 3-11
4. Rating Summary Tables	E 4-19
5. Award Fee Process Flowchart	E 5-20

1. INTRODUCTION

The purpose of this award fee plan is to define the methodology and responsibilities associated with determining the fee to be awarded to 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 achieve the highest standards and to emphasize key areas of performance and concern.

This plan covers the period from October 1, 2013 through September 30, 2014.

This is a cost plus award fee contract and was awarded in 2009 with a five year term. The contract provides infrastructure services for the Paducah Site and for delivery of a transition plan if/when the Paducah Gaseous Diffusion Plant is de-leased. The award fee amounts by fiscal year are provided in section 5.

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 team of individuals identified in the award-fee plan who have been designated to assist the Fee-Determining Official in making award-fee determinations. The PEB chairperson is Site Lead, Paducah. 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 are advisors to the PEB.

e. Technical Lead: The individual who is most directly responsible for the satisfactory performance of the infrastructure services. 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 the agenda, and taking minutes. The Technical Lead is an advisor to the PEB.

3. ORGANIZATIONAL STRUCTURE

a. The Manager, Portsmouth/Paducah Project Office, 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, Portsmouth/Paducah Project Office (PPPO), will serve as the FDO. If a PEB member is absent, the FDO will approve substitutes 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 prior to the start of the first evaluation period. Changes which 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 prior to the start of the evaluation period.

4. RESPONSIBILITIES

a. 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. PTE(s) will use Exhibit 2, Award Fee Rating Table and Exhibit 3, Rating Criteria, in monitoring and evaluating contractor's performance.

b. 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.

c. The PEB members will review the PTE's evaluation reports and the Technical Lead's recommended adjectival rating, consider information from other pertinent sources, and develop a fee recommendation. The PEB chairperson will provide the fee recommendation to the FDO.

d. 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 forward the final fee determination to Director, Environmental Management Consolidated Business Center (EMCBC) for concurrence, as well as all other required documentation. The CO will prepare a letter for FDO signature notifying the contractor of the award fee amount. The CO will modify the contract to reflect the earned award fee for the performance evaluation period.

5. AWARD FEE AMOUNTS AND PERIODS

a. The total award fee available is provided below. An annual amount will be available for each fiscal year subject to contract adjustments through modification of the contract.

b. Following are the amounts currently available for each annual evaluation period:

<u>Annual</u>	<u>Period</u>	<u>Amount Available</u>	<u>Earned</u>
First	03/16/2010-09/30/2010	\$435,613.04	\$283,148.70
Second	10/01/2010-09/30/2011	\$806,500.85	\$717,785.76
Third	10/01/2011-09/30/2012	\$834,587.63	\$825,720.14
Fourth	10/01/2012-09/30/2013	\$933,699.73	
Fifth	10/01/2013-09/30/2014	\$855,067.20	
Sixth	10/01/2014-03/15/2015	\$394,536.10	

c. The amounts corresponding to each evaluation period is the maximum amount that may be earned during that particular period unless the amount is increased by contract modification. In accordance with

the Contract Clause B.2(d), a "provisional payment of a proportional quarterly amount equivalent of an amount up to 75% of the available award fee for the period may be permitted." Additionally, all or part of this provisional award fee may be returned if the contractor's performance evaluation would result in an award fee less than the provisional payment already earned.

d. If the CO reduces fee in accordance with the Contract Clause I.119, the award fee pool for the evaluation period will be decreased by the equivalent amount.

e. The Government may unilaterally revise the distribution of the award fee, as indicated in paragraph 5.b. 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 each contract period. Unearned fee will be forfeited and unavailable in subsequent evaluation periods.

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

a. PTE Actions

(1) PTE(s) will continuously monitor and evaluate performance including, but will 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. PTE(s) will also evaluate quarterly input by the contractor.

(2) For the Category of Performance (CP) items, the PTE will regularly evaluate these items and rate the contractor on a quarterly basis. The PTE will use the appropriate CP rating criteria in Exhibit 3 to evaluate the contractor's performance. The PTE will review and evaluate each evaluation criteria for each CP item to determine the performance level of the contractor. If a weakness appears in any way to negatively impact ES&H performance or the safeguarding of restricted data pursuant to Clause I.119 of the contract, the PTE shall notify the Site Lead and the CO. A weakness for any Category of Performance is defined as any failure to meet CP evaluation criteria. The PTE will maintain all documentation for file maintenance. The PTE will use the documentation to ensure contractor has established adequate procedures to prevent recurrence of weaknesses.

(3) At the end of each quarter, the PTE will submit to the Technical Lead the rating criteria, Exhibit 3, 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.

b. 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 on the adjective rating reported by the PTE.

(2) The Technical Lead will use Exhibit 4, Adjective Rating Summary Table, to record the PTE's

adjective rating for the quarter and the Technical Lead's adjective rating. The Technical Lead is not permitted to change the PTE's adjective rating, though the Technical Lead is expected to perform analysis to ensure ratings match supporting written evaluations. If the written evaluations do not match the adjective ratings, the Technical Lead will bring this to the attention of the PTE member so that rater may consider providing more supporting information. In addition to 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.

(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 the 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 the 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 make 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. Prior to 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 from the PTE members, the forms required to be completed during the evaluation meeting, and the contractor's award fee 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.

c. PEB Actions

(1) Site Lead, Paducah will chair the PEB. The FDO may approve the PEB members recommended by the chairperson. 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 chairperson will schedule the PEB meeting to ensure the PEB's recommended fee is presented to the FDO within 30 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 (or both as determined by chairperson) self-assessment of performance.

(3) Using Exhibit 4, Annual Adjective Rating Table; each member will document their adjective rating

from Exhibit 2, Award Fee Rating Table, and provide their rationale by attaching notes to Exhibit 4 for their selection if necessary.

(4) The chairperson will collect members' Annual Adjective Rating Table, Exhibit 4, and review them. Lowering the adjective rating requires specific reasons, since 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 using Exhibit 4, Summary of PEB's Rating and provides a summary of the adjective rating to ensure PEB consensus with the resulting overall rating. The PEB will then strive to gain consensus on a fee/fee range recommendation to the FDO.

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

(7) During the fiscal year, the PEB Chair will meet with the contractor's manager to discuss the first through third Quarterly PTE and Technical Lead ratings upon request. If issues have been previously communicated by DOE to the contractor, this gives the contractor an opportunity to make corrective actions prior to the fourth quarter meeting of the PEB.

d. 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 of his/her final determination of award fee.

(3) The CO will submit to the Director, Environmental Management Consolidated Business Center (EMCBC) the final fee determination and all other required documentation for concurrence prior to final submittal to the contractor.

(4) 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. (HCA Directive 2.6, dated June 11, 2012)

e. CO's Actions

(1) The CO will prepare a letter for the FDO's signature notifying the contractor of the amount of award fee earned for the annual period. Additionally, the letter will identify any specific areas of strengths and weaknesses in the contractor's performance.

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

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 equitable adjustment in accordance with the termination clause of the contract (Clause I.101). The remaining fee for all periods after the termination shall not be considered earned and therefore shall not be paid.

PERFORMANCE EVALUATION BOARD MEMBERS AND ADVISORS

Following are suggested members and advisors. PEB members will be filled by position rather than named specifically:

Site Lead, Paducah (Chairperson)	Rachel Blumenfeld (Acting)
Deputy Manager, PPPO Lexington	Robert Edwards III
Lead Contracting Officer, PPPO Lexington	Pamela Thompson
*Contracting Officer	Daniel Burke
*Attorney Advisor	Bert Gawthorp
*Technical Lead	Jeff Snook
*Project Team Evaluators ¹	Russell, McCallister, Quality Assurance Mark Allen, Security James Woods, IT Rob Seifert, D&D Federal Project Director Tom Hines, Nuclear Safety Jennifer Woodard, Project Controls Buz Smith, C-103 Facility Manager James Johnson, GFS&I & DUF6

*Advisors Only - Non-Voting Participants

¹The PEB Chair may approve additional PTE's throughout the contract period of performance, as appropriate.

AWARD FEE RATING TABLE		
ADJECTIVE RATING	PERCENTAGE	DEFINITION
EXCELLENT	91 to 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 award-fee plan for the award-fee evaluation period.
VERY GOOD	76 to 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 award-fee plan for the award-fee evaluation period.
GOOD	51 to 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 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 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 as defined and measured against the criteria in the award-fee plan for the award-fee evaluation period.*

*NOTE: For those elements receiving a score of Unsatisfactory, no fee will be earned. Any unearned fee will be forfeited and not available in subsequent evaluation periods.

The award fee will be structured into two sections, a category of performance (subjective) section and a performance based incentive (objective) section.

- a. The first is a subjective section which has been divided into the following general categories of performance: quality and effectiveness of security, quality and effective support to DOE, quality and effective site infrastructure services, and cost control. Each category will be evaluated separately and will receive a grade ranging from Excellent to Unsatisfactory.
- b. The second section will include specific performance based incentive (PBI) criteria based on work to be performed during the annual evaluation period. PBIs will be determined prior to the annual evaluation period and an award fee amount assigned. If a PBI is not pass/fail or a specific scale is not applied, grades will be assigned from Excellent to Unsatisfactory for each specific PBI. The percent of fee, not including a stretch goal, placed on this section will vary but will not exceed 15% in any fiscal year. These PBIs will be determined during the fourth quarter of the evaluation period for the upcoming evaluation period. This Award Fee Plan will be updated annually to include the new PBIs and approved by the Portsmouth/Paducah Project Office Manager.
- c. PBIs are designed to incentivize performance of work or early completion of work.

Award Fee Type	Weighting
Subjective Award Fee	100%

Award Fee Conversion Chart

CATEGORIES OF PERFORMANCE (SUBJECTIVE) AWARD FEE		
ADJECTIVE RATING	EVALUATION RATINGS AND POTENTIAL FEE EARNED	
	EXCELLENT	23-25
VERY GOOD	20-22	76 to 90%
GOOD	12-19	51 to 75%
SATISFACTORY	1-11	No Greater than 50%
UNSATISFACTORY	0	0%

CATEGORY OF PERFORMANCE	Weighting
1. Quality and Effectiveness of Security	35%
2. Quality and Effective Support to DOE	15%
3. Quality and Effective Site Infrastructure Services	40%
4. Cost Control	10%

Subjective Award Fee Calculations:

1. PTE assigns rating (0-25) for each Category of Performance
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 Effective Support to DOE — 24
Quality and Effective Site Infrastructure Services — 23
Quality and Effectiveness of Security — 21
Cost Control — 20

Weighted Result: $(24 \times 15\%) + (23 \times 40\%) + (21 \times 35\%) + (20 \times 10\%) = 22.15$

Overall Weighted Result: 22.15; round down to 22.

Adjective rating (IAW Award Fee Conversion Chart): Very Good

Performance Based Incentive (PBI)

There is no PBI included in this annual award fee plan. However one may be developed for execution in the Summer of 2014 involving bridges and/or debris catchers placed upstream of site bridges. There have been PBI's in previous annual plans.

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.

FY: _____ Quarter: _____

Project Team Evaluator (PTE) Name: _____

CATEGORY OF PERFORMANCE (EVALUATION WEIGHTING)		EXCELLENT (E)	VERY GOOD (VG)	GOOD (G)	SATISFACTORY (S)	N/A
1. Quality and Effectiveness of Security (35%)					1-11	
EVALUATION CRITERIA						
Check Appropriate Box						
1.a Personnel, processes, and equipment required for effective and compliant programs related to Security are in place.	Excellent					
	Very Good					
	Satisfactory					
	N/A					
E – Programs effective & compliant with applicable regulations and standards w/little to no direction from DOE. VG – Effective & compliant w/direction from DOE. G – In place and compliant. S – Program in place but aspects still under development. U – Not compliant or effective. Examples of an effective program include but are not limited to; compliance with HSPD-12 access controls requirements, a security program that passes all audits and assessments with minimal findings, and coordination with Oak Ridge and other security interests as necessary to represent and protect DOE's interests.						
1.b Security policies, plans, procedures, and programs up to date and coordinated effectively with Portsmouth to improve efficiency across sites.	Excellent					
	Very Good					
	Satisfactory					
	N/A					
E – Security up to date and coordinate at least quarterly with Portsmouth and implement changes effectively when warranted. VG – Coordinate at least semi-annually and remainder is unchanged. G – Coordinate at least annually and remainder is unchanged. S – Do not coordinate but implement lessons learned supplied by Security Manager. U – Perform no lessons learned implementation at all.						
1.c Quality, timeliness and adequacy of security documents and submittals to DOE, including all security deliverables.	Excellent					
	Very Good					
	Satisfactory					
	N/A					
E - >95% of deliverables met requiring minimal direction from DOE. VG - >90%. G - >85% or deliverables require greater than minimal input from DOE. S - >80%. U - >75% or deliverables require substantial input from DOE.						

<p>1.d Cyber security programs in place, effective and compliant with requirements.</p>	<p>Excellent Very Good Good Satisfactory N/A</p>	<p>E – Programs effective & compliant w/little to no direction from DOE. VG – Effective & compliant w/direction from DOE. G – In place and compliant. S – Program in place but aspects still under development. U – Not compliant or effective. Examples of an effective program include, but are not limited to; deployment of countermeasures to prevent reportable incidents, protection of PII so as to prevent unauthorized release, deployment of encryption across all mobile devices and media which prevents unauthenticated access to federal cyber assets, and ensure adequate two-factor authentication methods on all required systems and remote access systems.</p>
<p>1.e Physical and information security programs support project schedules and use an effective graded approach, as allowed by requirements, to maximize productivity of site personnel.</p>	<p>Excellent Very Good Good Satisfactory N/A</p>	<p>E – Security acts holistically across the entire PGDP, plans for required services ahead of time as well, and represents DOE’s interests. VG – Plans for required services and effectively supports the PPPO Security Manager . G – Is responsive to site needs and does not delay projects. S – Rarely delays projects and delays are extremely minimal. U – Delays projects more than a day.</p>

Project Team Evaluator (PTE) Name: _____ FY: _____ Quarter: _____

CATEGORY OF PERFORMANCE (EVALUATION WEIGHTING)		EXCELLENT (E) 25%	VERY GOOD (VG) 20%	GOOD (G) 15%	SATISFACTORY (S) 1-11	N/A
2. Quality and Effective Support to DOE (15%)						
EVALUATION CRITERIA						
2.a Customer relations given priority consideration. PTE will utilize customer surveys and interaction with customers.	Check Appropriate Box					
	<input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> N/A					
NOTES ON STRENGTHS AND WEAKNESSES						
Customer relations is a subjective criteria based on responsiveness and is specific to the customer. Customers will be contacted for their input by PTE members. Examples of customer relations include coordination with the C-103 Facility Manager on office moves to ensure personnel are moved on a timely manner but within site priorities, coordination with the DOE Security Manager after normal working hours on emergent security issues, and working with EMCBC and the Paducah Infrastructure Engineer to locate and procure needed equipment from GSACCESS that meets site needs.						
2.b Provides efficient and effective engineering services, administrative services, project control tasks and information management services, including IT support.	Check Appropriate Box					
	<input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> N/A					
E – Evaluates engineering projects holistically to anticipate site needs, coordinate services & implement cost savings. Services meet or exceed all requirements. Admin equipment is repaired within 24 hours. Project controls documents require little to no input from DOE. IT is very responsive, does not delay office moves, and has equipment operating same day as office moves. (Rest are changes only). VG – Admin equipment is repaired within 48 hours. G – IT has computer equipment operating next day after office moves. Engineering responsive but does not anticipate site needs. S – Project Controls requires more than minimal input to deliverables. U – Projects do not meet engineering requirements. Admin equipment does not support DOE requirements. Project Controls deliverables returned for rework regularly.						

<p>2.c Successfully acts as the central point of contact for site tenants for the GFSI services provided by USEC.</p>	<p>Excellent Very Good Good Satisfactory N/A</p>	<p>This is a subjective criteria as GFS&I is coordinated with USEC and the service can vary from quarter to quarter. The contractor coordinates services, ensures services are provided in a timely manner, provides estimates of costs to DOE when requested, reviews invoices to ensure costs for services are accurate, and ensures DOE's site tenants' interests are adequately addressed when USEC GFS&I services are utilized.</p>
<p>2.d Analyzes and assesses site tenants' work and needs, anticipates their requirements, and provides suggestions to meet these needs.</p>	<p>Excellent Very Good Good Satisfactory N/A</p>	<p>E - Coordinates with site tenants to provide coordinated services. (e.g. Coordinates utilization of USEC guards across contractors/projects to maximize effectiveness and minimize costs.) Attends every Shared Site meeting. All required services are provided on time and within costs. VG - Attends 95% of Shared Site meetings, and 95% of required services are provided on time and within costs. G - Coordination meets minimal needs and not all coordination is fully effective. S - Share Site meeting attendance is less than 95% and SST is only reacting to site needs. U - Cost and project management is causing project delays for customers.</p>

Project Team Evaluator (PTE) Name: _____		FY: _____ Quarter: _____		
CATEGORY OF PERFORMANCE (EVALUATION WEIGHTING) 3. Quality and Effective Site Infrastructure Services (40%)	EXCELLENT (E)	VERY GOOD (VG)	SATISFACTORY (S)	N/A
	Check Appropriate Box <input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EVALUATION CRITERIA 3.a Within the infrastructure scope of work, effectively provides labor, subcontractors, facilities, equipment, materials and supplies to accomplish required scope of work.				
NOTES ON STRENGTHS AND WEAKNESSES E – Contractor coordinates with DOE to explain personnel management and seeks cost reductions where feasible. VG – Moves personnel, equipment, and materials between work activities to ensure they are fully occupied. G – Performs work scope effectively while staying below EAC. S – Ensures the contract SOW is performed without exceeding EAC. U – Cannot stay below EAC without deleting some SOW as defined in the contract.				

<p>3. b Infrastructure services provided to other site contractors (e.g., rad equipment, calibration, mowing) are coordinated and implemented so as to optimize cost effectiveness, support project schedules, and maximize performance site mission/projects.</p>	<p>Excellent Very Good Good Satisfactory N/A</p>	<p>E – Holistic cost savings are pursued, projects are not delayed, and services are coordinated with site customers. VG – Costs are controlled adequately, rest remains unchanged. G – SST is responsive, rest remains unchanged. S – Project delays are minimal and recoverable. U – Costs are not controlled or project delays by customers due to SST actions are not recoverable and/or significant.</p>
<p>3. c Has a fully effective ISMS program, ES&H program, and conducts all work safely. Implements Conduct of Operations to ensure work processes are properly and safely executed.</p>	<p>Excellent Very Good Good Satisfactory N/A</p>	<p>E – Significant progress is made to VPP Star status, both IRC and DART goals are exceeded, and the ISMS program is evaluated highly by DOE. VG – Either TRC or DART goal is exceeded, rest remains unchanged. TRC and DART goals are met or almost met, rest remains unchanged. S – VPP remains stable merit with no degradation in ISMS level. U – Both TRC and DART rate goals are not met or ISMS and VPP are determined to have degraded. NOTE: VPP is a voluntary program and SST’s participation is not required by their contract.</p>
<p>3. d Provides effective site power services, including but not limited to, power purchases for site projects, coordination with power companies for construction and other special activities, and coordination with the D&D project for strategic planning needs.</p>	<p>Excellent Very Good Good Satisfactory N/A</p>	<p>E – Power operations holistically evaluates site needs, actively pursues cost savings, monitors power use, and provides recommendations to DOE to save power costs. VG – Coordinates with site tenants to meet power needs and pursues cost savings where possible. G – Meets all power needs, provides recommendations for effective power purchase and does not delay projects. S – Does not delay projects due to power issues. U – Delays projects due to a lack of power.</p>

Project Team Evaluator (PTE) Name: _____		FY: _____		Quarter: _____	
CATEGORY OF PERFORMANCE (EVALUATION WEIGHTING)		EXCELLENT	VERY GOOD	GOOD	SATISFACTORY
4. Cost Control (10%)(a rating of no higher than satisfactory for this Category can be received if the contractor exceeds the estimated contract cost for the rating period.)		(E)	(VG)	(G)	(S) 1-11
EVALUATION CRITERIA		NOTES ON STRENGTHS AND WEAKNESSES			
4.a Presents programmatic/strategic initiatives which result in tangible savings to DOE (cost, schedule or risk).	Check Appropriate Box <input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> N/A	<p>This is subjective as some quarters DOE can get one recommendation that is substantial and shows the contractor is Excellent, while other periods we can get a series of smaller recommendations that shows the same. Conversely, some quarters DOE has received a series of recommendations that were simply within contract scope and part of maintaining a standard program and did not show active initiatives.</p>			
4.b Performs site tasks in most cost effective manner consistent with approved baselines. Controls direct and indirect labor costs.	<input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> N/A	<p>E – Baselines are in place and followed. BCPs and REAs are approved with minimal input from DOE. VG – BCPs and REAs require more than minimal input from DOE. G – SOW is executed within baseline but more than minimal overtime is required. (eg. More than what is required to minimize operational perturbations.) S – BCPs and REAs take significant periods to review and approve and DOE direction is required for the baseline to be followed. U – The baseline is not followed on a regular basis.</p>			
4.c Performs effective personnel utilization analyses and utilizes personnel efficiently.	<input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> N/A	<p>This is subjective as some periods there is a dynamic change in scope that requires substantial personnel analyses and utilization of personnel while at other times the situation can be static and there are little to no active evaluations of the personnel situation. This criteria will remain subjective.</p>			

<p>4.d Coordinates with site contractors and identifies opportunities for effective use of resources.</p>	<p>Excellent Very Good Good Satisfactory N/A</p>	<p>E – Holistically evaluates projects, coordinates with site tenants and shares resources where effective. VG – Evaluates projects, coordinates with site tenants, and does not impact site tenants’ projects. G – Evaluates projects and manages personnel internally to save costs. S – Manages personnel internally to ensure personnel are fully utilized. U – Personnel are not fully utilized and/or site tenants’ projects are negatively impacted.</p>
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NOTE: All of the above criteria are evaluated by the PTE and the Technical Lead. These criteria are evaluated through field verifications, evaluations of deliverables, daily interactions with contractor counterparts, participation in assessments, surveillances, and audits, reviews of surveys, and other performance evaluation measures.

Adjective Rating Summary Table

<u>CATEGORY OF PERFORMANCE</u>	<u>ADJECTIVE RATING</u>
1. Quality and Effectiveness of Security	
2. Quality and Effective Support to DOE	
3. Quality and Effective Site Infrastructure Services	
4. Cost Control	

Annual Adjective Rating Table

<u>ANNUAL ADJECTIVE RATING</u> <i>(IDENTIFY ANNUAL PERIOD)</i>	<u>ADJECTIVE RATING</u>				<u>Rating for the Year</u>
<u>CATEGORY OF PERFORMANCE</u>	<u>1st Quarter</u>	<u>2nd Quarter</u>	<u>3rd Quarter</u>	<u>4th Quarter</u>	
1. Quality and Effectiveness of Security					
2. Quality and Effective Support to DOE					
3. Quality and Effective Site Infrastructure Services					
4. Cost Control					

Summary of PEB's Rating

<u>SUMMARY of PEB'S RATING</u> <i>(IDENTIFY ANNUAL PERIOD)</i>	<u>Security</u>	<u>Effective Support to DOE</u>	<u>Site Infrastructure Services</u>	<u>Cost Control</u>
Member				
Insert Name of Voter				
Insert Name of Voter				
Insert Name of Voter				
TOTALS				

AWARD FEE PROCESS

