DRAFT AWARD FEE PLAN

for

TBD

Paducah Deactivation
Task Order Number DE-SOL-0004563

Interim Award Fee Evaluation Period TBD through TBD

Amendment 004

CONCUR:

_____

Paducah Deactivation Technical Lead
Portsmouth/Paducah Project Office

_____

Paducah Site Lead
Portsmouth/Paducah Project Office

APPROVED:

_____

Field Element Manager
Portsmouth/Paducah Project Office

DRAFT AWARD FEE PLAN
FOR
TBD

Task Order Number DE-SOL-0004563

TABLE OF CONTENTS

	PAGE
1. INTRODUCTION	3
2. DEFINITION OF TERMS	3
3. AWARD FEE STRUCTURE	4
4. ORGANIZATIONAL STRUCTURE	6
5. RESPONSIBILITIES	6
6. AWARD FEE AMOUNTS AND PERIODS	7
7. AWARD FEE PROCESS	8

EXHIBITS

1. Performance Evaluation Board Members and Advisors	11
2. Award Fee Rating Table, Award Fee Conversion Chart, Award Fee Calculations and Performance Based Incentives	13
3. Individual Project Team Evaluator (PTE) Worksheet	16
4. Adjectival Rating Summary Tables	23

Amendment 004

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, evaluation criteria and evaluation periods for implementing the award fee provisions of the Task Order and the Basic IDIQ Contract. There is no Base Fee for this Task Order. The objective of the award fee is to emphasize key areas of performance without jeopardizing minimum acceptable performance in all other areas.

This plan covers the evaluation period from TBD through TBD.

This is a hybrid Task Order with Firm-Fixed Price (FFP) and Cost Reimbursable elements and was awarded in TBD with a three year Period of Performance, including a 90-day Task Order Implementation Period. No award fee is available to be provisionally paid or earned under CLIN 0001, Task Order Implementation Period. The terms and application of this Award Fee Plan address only the Cost Reimbursable elements of the Task Order work.

2. DEFINITION OF TERMS

a. **Available Fee:** Fee the Contractor might earn but has not yet earned.

b. **Contracting Officer (CO):** The individual authorized to commit and obligate the Government through the life of the Task Order. The CO is an advisor to the Performance Evaluation Board (PEB).

c. **Earned Fee:** The fee due the Contractor by virtue of its meeting the Task Order requirements and the Award Fee Plan entitling it to fee. Earned fee does not occur until the Contractor has met all conditions stated in the Task Order and the Award Fee Plan for earning fee. The evaluation period for the determination of earned fee is the Task Order period of performance.

d. **Fee Determining Official (FDO):** The individual who determines the amount of provisional award fee payable to the Contractor for each award fee period and who also makes the final determination as to the total amount of fee which is considered to be earned at the end of the period of performance of the Task Order.

e. **Full Contract Performance Baseline (CPB):** Represents the cost, schedule, and the entire scope and entire period of performance as it relates to the total estimated cost of the Task Order exclusive of fee and the FFP Sub-CLINs as stated in Section B of the Task Order.

f. **Interim CPB:** An Interim CPB is generally required within 90 days from award or Notice to Proceed and will cover the first approximately 15 months of the Task Order. The Interim CPB must match the scope and cost for this period in the Task Order. When the Task Order includes multiple projects and operations activities the Interim CPB

Amendment 004

allows tracking of the scope, cost and schedule for each CPB segment until the full CPB with its unique segments are in place.

g. **Performance Evaluation Board (PEB):** The group of individuals who review the Contractor's performance and recommend an award fee to the FDO. Members of and advisors to the PEB are indicated in Exhibit 1.

h. **Performance Evaluation Board Chair (PEBC):** The PEB chair is the DOE Site Lead, Paducah. This individual directs the activities of the PEB. The PEBC designates members of the PEB: appoints other members, if appropriate, to assist the PEB in performing its functions (e.g., a recording secretary); primary responsibilities are: reviews the PTE's evaluations and considers the Contractor self-assessment; analyzes the Contractor's performance against the criteria set forth in the Award Fee Plan; provides a recommendation to the Fee Determining Official on the award fee scoring and the amount to be provisionally paid to the Contractor for each evaluation period; provides a recommendation for final fee earned for the period of performance of the Task Order; provides feedback to the Contractor via the CO; and recommends changes to the Award Fee Plan.

i. **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 provisional fee and award fee, especially the technical support area of performance. The PTE are responsible for providing their input, as requested, to the Technical Lead (TL). The PTE is an advisor(s) to the PEB.

j. **Provisional Payment of Fee:** The Government's payment of available fee to the Contractor for making progress towards meeting the performance measures for the incentive before the Contractor has earned the available fee. Annual interim evaluation periods for the determination of provisional fee payments are as established in this Award Fee Plan.

k. **Technical Lead (TL):** The TL manages the award fee evaluation process, including ensuring that performance data is appropriately collected and documented by the PTE, coordinating the development of the award fee plan and subsequent revisions, and also serving as the recorder, who is responsible for ensuring the PEB is properly convened. The TL is an advisor to the PEB.

3. AWARD FEE STRUCTURE

The award fee will be structured into two sections: a Quality and Effectiveness Categories of Performance section and a Performance Based Incentive (PBI) section.

a. Quality and Effectiveness. This section has been divided into the following incentives: quality and effectiveness of documents and associated support; quality and effectiveness of Environment, Safety, Health and Quality Assurance (ESH&QA) Program; quality and

Amendment 004

effectiveness of program/project support (Reference Section C.1.2.2 of the Task Order); and quality and effectiveness of program/project management (to include change management ensuring the Full CPB remains aligned with the Task Order scope, estimated cost (exclusive of fee) and schedule). Each incentive will be evaluated separately and will receive a grade ranging from Unsatisfactory to Excellent. The percent of available fee placed on this section will be *30*%.

For this section, the Contractor must maintain quarterly Paducah Site cumulative Days Away, Restrictions and Transfers (DART) and Total Recordable Cases (TRC) rates at or below the Department of Energy (DOE) Environmental Management (EM) Goal by the end of each reporting period. The Fiscal Year (FY) Goals for DART and for TRC are the Environmental Management goals issued annually and will be provided by DOE. For each interim evaluation period that the Contractor fails to meet maintain the Goals for DART and for TRC, the total available award fee for the interim evaluation period for this section will be reduced by *10*% and will be unavailable for provisional fee payment and will not be available to be earned at the fee evaluation which occurs at the end of the Task Order period of performance.

b. PBIs: This section includes PBI's for work to be performed during each annual interim evaluation period. The specific performance criteria for each PBI will be determined prior to the annual interim evaluation period and an award fee amount assigned. The percent of available fee placed on this section will be *70*%. Each sub-element of the PBI will be evaluated on a Pass-Fail basis. DOE may, at its sole discretion, allow partial provisional fee or earned fee within the PBI, based on the work completed. This Award Fee Plan will be updated annually to include new or revised PBIs and approved by the Portsmouth/Paducah Project Office Manager.

For this section, if the Contractor exceeds the total costs of the CPB, then the available fee shall be reduced by the percentage shown in the table below:

Cost Overrun	Available Fee Reduction
1%	1%
2%	2%
3%	3%
4%	4%
5%	5%
6%	6%
7%	7%
8%	8%
9%	9%
10%	10%
11%-20%	50%
21%-30%	75%
Greater than 30%	100%

Amendment 004

4. 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 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 prior to the start of the first evaluation period. This Award Fee Plan shall include both Quality and Effectiveness of Performance Incentives and Performance-Based Incentive award fee criteria (i.e., PBIs) as described in Section 3. 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. All TBDs will be finalized and incorporated into this Award Fee Plan unilaterally by the CO prior to the end of the Implementation Period.

c. Award Fee Plan Change Procedures- 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 unilaterally by the Government at any time without providing advance notice to the Contractor. Changes that do impact the award fee criteria or processes may be made unilaterally by the Government, provided the Contractor receives notification 30 days prior to the start of a new evaluation period. Such changes will take effect at the start of the new evaluation period. After an evaluation period has begun, changes may only be made by mutual agreement of the parties. Examples of such changes may include changing evaluation criteria, adjusting weights to redirect Contractor's emphasis to areas needing improvement, and revising the distribution of fee dollars. The Contractor may recommend changes to the CO no later than 90 days prior to the beginning of the new evaluation period.

5. RESPONSIBILITIES

a. The PTE(s) will monitor and evaluate the Contractor's performance. The PTE(s) will work closely with the CO and TL in performing surveillance duties. PTE(s) will use Exhibit 2, Award Fee Rating Table and Exhibit 3, Individual Project Team Evaluator (PTE) Worksheet, in monitoring and evaluating Contractor's performance for the Quality and Effectiveness Categories of Performance. 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. PTE(s) will also evaluate quarterly input by the Contractor.

b. The TL will use the Award Fee Rating Table in Exhibit 2 to determine the adjectival ratings to be applied to the Quality and Effectiveness Categories of Performance and reported to the PEB. Additionally, the TL will evaluate each PBI to determine the Pass/Fail rating. This PBI evaluation will also be reported to the PEB. The TL will be

Amendment 004

thoroughly familiar with current award fee policy, guidance, regulations, and correspondence pertinent to the award fee process. The TL 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 TL's recommended adjectival rating for Quality and Effectiveness Categories of Performance. The PEB members will also review the TL's pass/fail determination with respect to each PBI. After these reviews, the PEB members will consider information from other pertinent sources, and develop a fee recommendation. The PEB chair 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 its provisional or final earned fee determination. The CO will prepare a letter for FDO signature notifying the Contractor of the provisional or final earned award fee amount. For the final earned fee determination, the CO will modify Section B.2. of the Task Order to reflect the earned award fee for the Task Order Period of Performance.

e. The final determination for award fee earned under this Task Order shall be made unilaterally by the FDO. This determination shall be based upon the FDO's evaluation of the Contractor's performance, as measured against the evaluation criteria set forth in the Award Fee Plan.

6. AWARD FEE AMOUNTS AND PERIODS

a. The total award fee available to be earned at the end of the three-year Task Order period of performance is **$TBD.** An annual amount of provisional award fee will be available for each interim evaluation period subject to Task Order adjustments through modification of the Task Order.

b. Following are the amounts of fee currently available for provisional payment for each interim evaluation period:

Interim Evaluation Period	Amount of Provisional Fee Available*
TBD	$TBD
TBD	$TBD
TBD	$TBD

* The amounts corresponding to each interim evaluation period are the maximum amount of provisional fee for that particular period unless the amount is increased by Task Order modification or reduced pursuant to Task Order clauses.

Amendment 004

c. The CO may authorize provisional payments of up to 85% of the available award fee for the period of performance. The CO will take into consideration the Contractor's performance from a quality, cost and schedule standpoint when determining specific provisional fee amounts. No such provisional payments will be authorized however, unless and until the Contractor has a DOE approved Earned Value Management System and the Contract Performance Baseline is aligned with the Task Order.

d. These payments are at the discretion of the CO and are entirely provisional (i.e., award fee is not earned until the FDO has issued an Earned Fee Determination at the end of the Task Order Period of Performance). The Contractor may be required to return any provisional fee payments which exceed the amount of the FDO's final determination of earned fee (which occurs at the conclusion of the Task Order period of performance) and conversely the Contractor may be permitted to invoice for any underpayments of provisional fee should this fee determination exceed the provisional fee payments. The Government may use invoice deductions to offset any provisional fee overpayments.

e. At the end of each Interim Evaluation Period, the Contractor will be measured against the evaluation and performance criteria and will be assigned a rating using the Award Fee Calculation Methodology (Exhibit 2). This rating will be used to calculate any provisional fee payments.

f. If the CO has authorized provisional payments more frequently than annually, these payments will be reconciled at the annual interim evaluation. If the payments exceed the provisional fee determination for the annual interim evaluation period, the Contractor may be required to provide a credit against future payment vouchers and/or refund any difference. The CO may suspend or reduce provisional fee payments if the Government determines that the performance and/or evaluation criteria are not being met.
The FDO's determination that the Contractor has met the requirements for the provisional payment of fee for any particular incentive during a particular interim evaluation period has no bearing on whether the Contractor is actually entitled to earn any fee at the conclusion of the Task Order. Provisional payment of fee is a separate and distinct concept from earned fee. The determination as to the amount of fee earned by the Contractor is only made at the end of the Task Order's period of performance by the FDO. In some instances, for example, a Contractor could conceivably receive 100% of possible provisional fee payments during the course of performance yet not earn any fee. In that case, the Contractor would be required to return all provisional fee payments. The Contractor could in other instances, for example, receive 0% of possible provisional fee payments; yet eventually earn the entire amount of available fee assuming all Task Order and award fee requirements were met.

g. If the CO reduces fee in accordance with the Task Order Clause I.230 entitled "DEAR 970.5215-3, Conditional Payment of Fee, Profit, or Incentives—Facility Management Contracts (AUG 2009)" or other Task Order clauses, the total available award fee pool for the Task Order Period of Performance shall be decreased by the equivalent amount. The amount of reduction under this clause shall not exceed any provisional fee paid or provisional amounts of fee determined otherwise payable in the interim evaluation period.

Amendment 004

7. AWARD FEE PROCESS

a. PTE Actions

1) PTE(s) will continually monitor and evaluate the specific elements of the Contractor's Quality and Effectiveness Categories of Performance that are within their purview using the criteria contained in Exhibit 3, Individual Project Team Evaluator (PTE) Worksheet. Evaluating performance will include, but not be limited to, the regular interface and monitoring of the Contractor and the review of the provided services and work products submitted to DOE by the Contractor. PTE(s) will document their evaluation of the Contractor on a quarterly basis.

2) The PTE will review and evaluate, as applicable, evaluation criteria in Exhibit 3 to determine the performance level of the Contractor. If the Contractor's performance negatively impacts ES&H or the safeguarding of restricted data pursuant to the Task Order, the PTE shall notify the Site Lead and the CO. At the end of each quarter the PTE will submit Exhibit 3 including their adjectival rating of the Contractor to the TL.

b. Technical Lead's Actions

1) The TL will independently assess the Contractor's performance in accordance with Exhibit 3 and will also select an adjectival rating for each of the Quality and Effectiveness Category of Performance items based on his/her personal observations of performance.

2) The TL will evaluate each PBI and any applicable sub-elements to determine the Pass/Fail rating and the extent to which the requirements of any sub-element have been met. Based on this assessment, the TL will recommend full payment of fee or partial proportional payment based on individual sub-element completion.

3) The TL will use Exhibit 4, Adjectival Rating Summary Tables, to record the PTE's adjectival rating for the quarter and the TL's adjectival rating. The TL is not permitted to change the PTE's adjectival rating. Should the TL's rating differ significantly from that of the PTEs', the TL shall ensure that the rationale is fully documented and provided to the PEB.

4) The TL notifies PEB members and any advisors of the date and time of the PEB meetings in accordance with the schedule established by the PEB chair. Additionally, the TL notifies the Contractor of the date and time of PEB meetings and advises the Contractor of when and how (written, oral, or both) it will be permitted to address the PEB as determined by the PEB chair. Generally, the Contractor will be given the opportunity to provide written materials (limited to no more than 20 pages) and make an oral presentation of up to 45 minutes. The presentation material should be provided one week in advance of the PEB

Amendment 004

meeting and should be in the form of a self-assessment measured against each of the four Quality and Effectiveness Categories of Performance and the PBIs. Prior to the PEB meeting, the TL 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, evaluation report, the forms required to be filled out during the evaluation meeting, and the Contractor's award fee presentation.

c. **PEB Actions**

1) In general, the PEB Chair will meet quarterly with the Contractor (the first through third quarters) to discuss PTE and TL ratings. This enables the Contractor to take corrective actions prior to the next evaluation period should performance or cost issues arise.

2) The DOE Site Lead, Paducah will chair the PEB. The PEB chair will establish dates, times, and places for the PEB meeting and notify the TL, who is responsible for notifying members, advisors, and the Contractor. The chair 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.

3) PEB members will consider all information from the following sources in determining their award fee recommendation to the FDO:

   a) Evaluations submitted by the PTEs and TL (for Quality and Effectiveness Categories of Performance and pass/fail determination with respect to each PBI). The chair may require oral briefings by the PTE.
   b) Evaluations pertaining to the pass/fail determination of DART and TRC and cost overruns.
   c) Contractor's written and/or oral self-assessment of performance.

4) Using Exhibit 4; each member of the PEB will provide their adjectival rating to the Chair. The chair will collect facilitate discussion amongst the members in order to reach consensus on the ratings. Once the PEB has reached consensus on the rating results, the chair will forward a fee recommendation to the FDO, in accordance with the requirements of this plan.

5) If consensus cannot be reached, the chair will present the majority opinion as well as the differing opinion to the FDO for consideration in their determination of provisional or earned award fee.

d. **FDO's Actions**

1) The FDO approves the PEB members recommended by the chair.

Amendment 004

2) The FDO determines the award fee amount based upon the information furnished by the PEB. This fee determination will be provisional (if executed during the annual review periods), or earned (if made at the conclusion of the Task Order).

Note: The award fee amount, provisional and earned, indicated by the use of the Award Fee Conversion Chart 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.

e. **CO's Actions**

1) The CO will prepare a letter for the FDO's signature notifying the Contractor of the amount of fee to be paid to the Contractor, both provisional and earned award fee.

2) The CO will unilaterally modify the Task Order to reflect the FDO's determination of award fee.

3) In accordance with Head of Contracting Activity, Office of Environmental Management Directive, (EM HCA Directive 2.6, dated June 11, 2012), the CO will post on the local Portsmouth/Paducah Project Office website (a) the executed modification, (b) one-page scorecard, (c) Award Fee Determination Letter, and (d) Performance Evaluation Report.

Amendment 004

Exhibit 1

Performance Evaluation Board Members and Advisors

Fee Determining Official:

Manager, PPPO Lexington	TBD

Following are PEB members and advisors:

Site Lead, Paducah (Chair)	TBD
Deputy Manager, PPPO Lexington	TBD
Lead Contracting Officer, PPPO Lexington	TBD
*Contracting Officer	TBD
*Technical Lead	TBD
*Project Team Evaluators[1]	TBD
*Attorney Advisor	TBD

*Advisors Only - Non-Voting Participants

Amendment 004

[1] The PEB Chair may add, remove or replace additional PTEs throughout the Task Order period of performance, as appropriate.

Exhibit 2

Award Fee Rating Table, Award Fee Conversion Chart, Award Fee Calculations and Performance Based Incentives

AWARD FEE RATING TABLE		
ADJECTIVAL RATING		**DEFINITION**
EXCELLENT	91%-100%	Contractor has exceeded all or almost all of the significant award-fee criteria and has met overall cost, schedule, and technical performance requirements of the Task Order in the aggregate as defined and measured against the criteria in 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 Task Order in the aggregate as defined and measured against the criteria in 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 Task Order 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 Task Order 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 Task Order in the aggregate as defined and measured against the criteria in the award-fee plan for the award-fee evaluation period.

Amendment 004

Award Fee Rating Table, Award Fee Conversion Chart, Award Fee Calculations and Performance Based Incentives

AWARD FEE CONVERSION CHART		
ADJECTIVAL RATING	**EVALUATION POINTS (OVERALL WEIGHTED RESULT)**	**PERCENTAGE OF AWARD FEE**
EXCELLENT	23-25	91 to 100%
VERY GOOD	19-22	76 to 90%
GOOD	14-18	51 to 75%
SATISFACTORY	8-13	No Greater Than 50%
UNSATISFACTORY	0-7	0%

QUALITY AND EFFECTIVENESS CATEGORIES OF PERFORMANCE	**Weightings**
1. Quality and Effectiveness of Documents and Associated Support	20%
2. Quality and Effectiveness of Environment, Safety, Health and Quality Assurance (ESH&QA)	35%
3. Quality and Effectiveness of Program/Project Support (Reference Section C.1.2.2 of the Task Order)	25%
4. Quality and Effectiveness of Program/Project Management (to include change management ensure the performance baseline remains aligned with the Task Order scope, cost and schedule)	20%

PERFORMANCE BASED INCENTIVES	**Percentage of Available PBI Fee**
Interim Evaluation Period 1	
1. Facility Stabilization	50%
2. Utility and Laboratory Optimization	25%
3. Surveillance and Maintenance	25%

Amendment 004

Performance Based Incentives[2]:

Interim Evaluation Period 1

1. Facility Stabilization

a) Complete all actions necessary to facilitate the de-leasing of the Paducah GDP facilities and to successfully transfer regulatory authority from NRC to DOE. Actions include, but are not limited to, facility walkdowns, nuclear criticality and other require safety programs implementation, procedures and work planning and control, safety basis implementation necessary for Facility Return/Delease to occur in accordance with the schedule agreed to between USEC and DOE.
b) Complete removal of all known deposits/hold-up greater than Planned Expedited Handling masses identified below by March 1, 2015.
    a. [Known deposits/hold-up to be identified]

2. Utility and Laboratory Optimization

a) Complete Power Distribution System reconfiguration to reduce the use of the site's four switchyards to the C-531 switchyard and position power utilization such that DOE is solely an end-user of power supplied by the existing utilities servicing the site no later than TBD.
b) Complete optimization/privatization of the on-site Analytical Laboratory as defined in your approved optimization plan no later than TBD.
c) Complete optimization/privatization of the C-611 water treatment facility and associated distribution facilities no later than TBD. These optimization activities shall be completed as specified and scheduled in the DOE approved Water Treatment Facility and Distribution Network Transfer Cost /Benefit and Viability Analysis and Implementation Plan.
d) Complete implementation of activities specified in the DOE approved Optimization Plan for Medical, Fire & Emergency Response Services no later than TBD. . .
e) Complete design and implementation of the waste heat system replacement modifications and the chilled water system conversion modifications in accordance with the DOE approved Steam, Air, Nitrogen, and Chilled Water Optimization Plan no later than 11/15/15.

3. Surveillance and Maintenance

a) Reduce surveillance and maintenance costs by at least 10% by the end of the first evaluation period.

[2]DOE will review Contractor documentation and inspect site conditions to determine whether actions have been completed. Notwithstanding the fact that the Contractor has not adequately completely 100% of the PBI, DOE may, at its sole discretion, allow partial fee within the PBI, based on the amount of work completed.

Amendment 004

b) Complete transfer of all 522 48G cylinders to 48Y cylinder within 6 months of Facility Return/De-lease and within proposed costs as defined in your DOE-approved Feed Transfer Plan which documents the cost benefit analysis demonstrating the transfer alternative with the greatest overall benefit to the Government.
c) Complete design and repair of facility roofs by 3/30/15 as specified and scheduled in the initial Roof Structural Integrity Assessment.

Quality and Effectiveness Categories of Performance Award Fee Calculation Methodology:

1. Assign rating (0-25) for each Quality and Effectiveness Categories of Performance.
2. Multiply weighting percentage to each Categories of Performance to arrive at weighted result.
3. Add weighted results together to arrive at overall weighted result.

Example:

PTE Ratings:

Quality and Effectiveness of Documents and Support – 23
Quality and Effectiveness of Environment, Safety, Health and Quality Assurance– 25
Quality and Effectiveness of Program/Project Support – 24
Quality and Effectiveness of Program/Project Management– 20

Weighted Result: (23 x 20%) + (25 x 35%) + (24 x 25%) + (20 x 20 %) = 24.5
Overall Weighted Result: 24.5 rounds to 25.
Adjectival rating (Award Fee Conversion Chart): Excellent

Rounding Rule: .5 and above is rounded up to the next whole number.

Amendment 004

Exhibit 3

Individual Project Team Evaluator (PTE) Worksheet

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

Quality and Effectiveness Category of Performance (EVALUATION WEIGHTING)	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	UNSATISFACTORY	N/A
1. Quality and Effectiveness of Documents and Associated Support (20%)	23-25	19-22	14-18	8-13	0-7	

EVALUATION CRITERIA	Check Appropriate Box		NOTES ON PERFORMANCE ASSESSMENT
1.a The Contractor will be evaluated on: the quality and timeliness of their documents and submittals; permit submittals and modifications; standard reports such as operating and quarterly groundwater reports, and contract plans and deliverables. Measures of quality include technical and factual accuracy, completeness, meets regulatory requirements and requires minimal re-work or revision.	Excellent		
	Very Good		
	Good		
	Satisfactory		
	Unsatisfactory		
	N/A		
1.b The Contractor will be evaluated on the quality and timeliness of response to inquiries from DOE, regulatory agencies, stakeholders and any other party. This includes responses to comments received on regulatory documents, permit transmittals, and modifications. Measures of quality include technical and factual accuracy and clarity of response, effectiveness (e.g. enhances understanding, improves the regulatory process, and promotes the accomplishment of regulatory and other goals) and minimizes response time.	Excellent		
	Very Good		
	Good		
	Satisfactory		
	Unsatisfactory		
	N/A		
1.c The Contractor will be evaluated on its ability to execute quality and timely legal review of all documentation (regulatory and otherwise), prior to submission to DOE, ensuring that potential strategic impacts and risks to DOE are highlighted and/or mitigated, and that all documentation is accurate and meets legal sufficiency.	Excellent		
	Very Good		
	Good		
	Satisfactory		
	Unsatisfactory		
	N/A		

Amendment 004

Exhibit 3

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

Quality and Effectiveness Category of Performance (EVALUATION WEIGHTING)	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	UNSATISFACTORY	N/A
2. Quality and Effectiveness of Environment, Safety, Health, and Quality Assurance (ESH&QA) (35%)	23-25	19-22	14-18	8-13	0-7	

EVALUATION CRITERIA	Check Appropriate Box		NOTES ON PERFORMANCE ASSESSMENT
2.a The Contractor will be evaluated on the quality of their policies, plans, and procedures governing ESH&QA programs, including, but not limited to, documents prepared to implement and support the programs listed in item 2b. Measures of quality include technical and factual accuracy, completeness, meets regulatory requirements and requires minimal re-work or revision.	Excellent		
	Very Good		
	Good		
	Satisfactory		
	Unsatisfactory		
	N/A		
2.b The Contractor will be evaluated on their application and incorporation of ESH&QA principles and requirements into work scopes and specific programs and efforts, including but not limited to Integrated Safety Management, radiological protection, environmental protection, industrial safety, security (includes Cyber-Security), nuclear safety, waste shipping, emergency management, waste minimization, Conduct of Operations, QA, and work planning initiatives. Evidence of such application and implementation includes written conformance with DOE Policies, Orders and standards, development and implementation of programs and practices to meet and enhance ESH&Q, and demonstrated performance against DOE and regulatory requirements.	Excellent		
	Very Good		
	Good		
	Satisfactory		
	Unsatisfactory		
	N/A		

Amendment 004

Exhibit 3

2.c The Contractor will be evaluated on their ability to effectively and timely identify, manage, prevent or correct, report and resolve deficiencies within the ISMS program. Contractor will also be evaluated on the thoroughness of their response to deficiencies to prevent recurrence of the deficiency including the manner and adequacy of tracking, trending, and root cause/lessons learned analyses, reporting, and formal closure processes.	Excellent		
	Very Good		
	Good		
	Satisfactory		
	Unsatisfactory		
	N/A		

Amendment 004

Exhibit 3

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

Quality and Effectiveness Category of Performance (EVALUATION WEIGHTING)	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	UNSATISFACTORY	N/A
3. Quality and Effectiveness of Program/Project Support (25%)	23-25	19-22	14-18	8-13	0-7	

EVALUATION CRITERIA	Check Appropriate Box		NOTES ON PERFORMANCE ASSESSMENT
3.a The Contractor will be evaluated on the effectiveness, timeliness and quality of support provided to DOE as identified in section C.1.2.2 of its Task Order. Evidence will include meeting due dates, meeting and exceeding program requirements, minimizing re-work, enhancing the work schedule, and minimizing and reducing costs associated with the work scope.	Excellent		
	Very Good		
	Good		
	Satisfactory		
	Unsatisfactory		
	N/A		
3.b Functional organizations support the Task Order mission efficiently, identifying realistic and feasible cost savings, and areas for improvement.	Excellent		
	Very Good		
	Good		
	Satisfactory		
	Unsatisfactory		
	N/A		
3.c Provides efficient and effective engineering services, administrative services, project control tasks and information management services. Evidence will include demonstrated initiatives to minimize or reduce costs.	Excellent		
	Very Good		
	Good		
	Satisfactory		
	Unsatisfactory		
	N/A		
3.d The Contractor will be evaluated on the effectiveness and timeliness of implementation of its public relations program. Evidence will include the clarity and technical accuracy of briefing materials and presentations and the pro-active implementation of communication strategies with the site stakeholders.	Excellent		
	Very Good		
	Good		
	Satisfactory		
	Unsatisfactory		
	N/A		

Amendment 004

Exhibit 3

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

Quality and Effectiveness Category of Performance (EVALUATION WEIGHTING)	EXCELLENT	VERY GOOD	GOOD	SATISFACTORY	UNSATISFACTORY	N/A
4. Quality and Effectiveness of Program/Project Management (to include change management ensuring the Full CPB remains aligned with the Task Order scope, estimated cost (exclusive of fee) and schedule) **(20%)**	23-25	19-22	14-18	8-13	0-7	

EVALUATION CRITERIA	Check Appropriate Box		NOTES ON PERFORMANCE ASSESSMENT
4.a The Contractor will be evaluated on how programs and projects are managed, and costs are tracked and reported. This includes the accuracy of EAC projections and baseline change processes and management. In addition, the Contractor will be evaluated on its ability to submit timely, accurate, and auditable proposals.	Excellent		
	Very Good		
	Good		
	Satisfactory		
	Unsatisfactory		
	N/A		
4.b The Contractor will be evaluated on overall and specific program and project status performance against the approved baseline, and the effectiveness of program and project reporting tools and systems.	Excellent		
	Very Good		
	Good		
	Satisfactory		
	Unsatisfactory		
	N/A		
4.c The Contractor will be evaluated on the effectiveness of coordination with the Infrastructure Contractor or Other Site Contractors to support and implement service provided services as described in the Interface Requirements Matrix (Attachment J-5) and Section C.1.8 which results in reduction of costs to implement these services.	Excellent		
	Very Good		
	Good		
	Satisfactory		
	Unsatisfactory		
	N/A		

Amendment 001

Exhibit 3

4.d The Contractor will be evaluated on developing and presenting initiatives which result in tangible savings to DOE (cost, schedule or risk). This includes the quality and effectiveness of facility modifications and utility optimizations.	Excellent		
	Very Good		
	Good		
	Satisfactory		
	Unsatisfactory		
	N/A		
4.e The Contractor will be evaluated on the effectiveness, timeliness and adequacy of its ability to perform tasks in most cost effective manner consistent with approved baselines.	Excellent		
	Very Good		
	Good		
	Satisfactory		
	Unsatisfactory		
	N/A		

Amendment 004

Adjectival Rating Summary Tables

Quality and Effectiveness Categories of Performance Technical Lead	ADJECTIVAL RATING				
	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	TL Rating
1.					
2.					
3.					
4.					

CONSOLIDATED ANNUAL ADJECTIVAL RATING-PTE					
Quality and Effectiveness Categories of Performance	ADJECTIVAL RATING				
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	PTE Recommended Rating for the Year
1.					
2.					
3.					
4.					

SUMMARY OF PTE/PEB RATING				
Member	1. Documents and Support	2. Environment, Safety, Heath & Quality (ESH&Q)	3. Project Support	4. Project Management
Insert Name of Evaluator				
Insert Name of Evaluator				
Insert Name of Evaluator				
Insert Name of Evaluator				
Insert Name of Evaluator				
Insert Name of Evaluator				