

Mar 06, 2002

## DESCRIPTION/SPECIFICATIONS

### STATEMENT OF WORK

#### BARRIER, MOORING AND MARINE FACILITY SUPPORT SERVICES

##### 1.0 SCOPE (General)

This Statement of Work describes the requirements for a Small Business Administration 8(a) Program Multiple Award, Indefinite Quantity (IDQ) support contract. Under this contract, the Contractor shall provide project execution, logistic support and information management services to the Naval Facilities Engineering Service Center (NFESC). The emphasis of the required support will be for logistical support, installation and repair and field supervision/operation of waterfront barriers, moorings and marine facilities throughout the world. This support may be required in the form of a very limited effort for small logistics requirements at a particular site or for complete contractor-provided project management and installation services. The support will be provided primarily to the security barrier, moorings and underwater inspection product lines of the Ocean Construction Division (Code 55) of the NFESC, but may also include support of any ocean projects performed by NFESC, such as water tank repairs and numerous other related projects. Typical project execution services could include installation or repair of security barriers, moorings and port facilities. Typical logistics support requirements could include fabrication of mooring or barrier components. It is anticipated that information management services will constitute only a small part of the required support. Typical information management services could include development of CD and web-based multimedia applications in support of NFESC projects or product lines as well as management and maintenance of NFESC digital libraries and technical archives.

The contractor shall be able to demonstrate sufficient personnel, facilities, and equipment at the time of contract award to meet the requirements of this contract. Technical competence of the contractor in providing marine project management and direct field supervision of marine operations for mooring and marine structures is critically important. Technical competence of the contractor in providing management and development of multi-media applications and electronic document management is also important, but to a lesser degree than the contractor's marine project experience.

This contract is an indefinite quantity (IDQ) contract. The specific services that the Contractor shall be required to provide shall be established by individual task orders to be issued by the Contracting Officer. As a multiple award contract, individual task orders will be awarded either on a competitive or sole-source basis at the discretion of the Contracting Officer. Contractors will be required to submit technical and cost proposals for each new task order.

##### 2.0 SERVICES REQUIRED

The contractor shall furnish the required support at the times and places designated by the Contracting Officer. The Contractor will furnish such services in accordance with the individual statement of work prepared for each task order. The contractor may be required to respond to a Task Order with as little as seven (7) days advance notice before the commencement of operations involving facilities and equipment and as little as twenty-four (24) hours advance notice for contingency or emergency operations requiring support personnel (i.e. craftsman, technicians, and engineers). Performance shall not commence without the issuance of a task order, either written or verbal as authorized by the Contracting Officer.

The contractor shall provide all labor, equipment and facilities as required to perform the work as described in the individual task orders. Expected requirements of this contract shall include, but not be limited to the following typical project requirements:

## 2.1 Project Execution Support Services

- 2.1.1 Provide overall project planning and management including project planning, material procurement, installation services, field quality control, project schedule and cost control.
- 2.1.2 Conduct on-site investigations and evaluate local equipment, materials, personnel staging areas and fabrication services
- 2.1.3 Provide project planning and consultation services to assist in the selection of appropriate materials, equipment, procedures and personnel necessary to accomplish the project.
- 2.1.4 Provide on-site marine operations supervision. The contractor may be required to provide marine operations supervision as part of an integrated team of Navy and Contractor personnel or as a prime contractor for a turnkey effort.
- 2.1.5 Provide pile driving equipment and pile driving services for the installation of plate anchors, fender piles and general waterfront installation or repair projects.
- 2.1.6 Provide navigation and position control systems and services for installation platforms.
- 2.1.7 Provide inventory control for government furnished materials (GFM) and equipment (GFE).
- 2.1.8 Provide specialty marine floating equipment and experienced marine operations personnel. Installation vessels and platforms may be required for use by either an entirely contractor provided workforce or an integrated project team that may include contractor, NFESC, Naval Construction Forces and other government agency personnel.

- 2.1.9 Provide deck safety support and supervision in various types of environments as described by individual task orders.
- 2.1.13 Prepare and provide technical briefings. Provide electronic presentations development, reproduction, visual and graphic aids support.
- 2.1.14 Preparation of project execution plans, project completion reports, inspection reports, material reports, and schedules.
- 2.1.15 Preparation of cost estimates and daily cost reports while conducting field operations.
- 2.1.16 Provide as built plans and quality control documentation and QC inspection services for field operations.
- 2.1.17 Provide repair, operation and other services for waterfront and water related facilities.

## 2.2 Project Logistical support

- 2.2.1 Provide general logistical support for ocean projects to include material, acquisition and transportation, local port agents, local material storage and handling services, consumable and repair parts, installation vessel berthing, fuel, water, power, communications, and offshore transportation services for personnel and material: (launches, cargo vessels, boats helicopters, etc.)
- 2.2.2 Provide material fabrication services. The bulk of the mooring materials required under this contract will be GFM obtained from the NFESC Fleet Mooring Inventory. The contractor will be required to provide fabrication services for barrier systems, ancillary mooring materials and specialty items not available through the Fleet Mooring Inventory. Examples include Port Security Barrier (PSB) unit fabrication, custom mooring buoys, clump weights, connectors and navigational aids used as part of a PSB system, custom rigging, plate anchors, load equalizers, custom shackles and connectors, pick-up buoys, etc.

## 2.3 Information Management Services

- 2.3.1 Provide overall project planning and management including, software procurement software development, quality control, reliability testing, project schedule and cost control for information management and multi-media development services.

- 2.3.2 Provide archiving and document management services for NFESC technical reports to include document conversion, scanning, interactive document viewers and electronic data storage and retrieval systems
- 2.3.3 Provide graphic art and photo imaging services in support of NFESC web pages, AutoCAD drawings, presentations and reports
- 2.3.4 Develop multi-media content for CD and web based applications.

### **3.0 REQUIREMENTS**

#### 3.0 The Contractor Shall:

- 3.0.1 Provide specified services of the type described in Section 2 of this Statement of Work, which meet the requirements of this contract and the individual task orders issued hereunder.
- 3.0.2 Travel to various government activities and other locations as required by individual task orders. Travel may include project sites worldwide. Travel requirements may include travel and work aboard government, government-contracted or contractor-supplied floating platforms or ships. Program reviews may be held at NFESC in Washington Navy Yard building 218, Washington, DC, Port Hueneme CA, or at other U.S. locations. The Contractor may be required to provide meeting facilities for program reviews as stipulated in individual task orders.
- 3.0.3 Assume custody of Government Furnished Property (GFP) and provide for proper use, storage, and maintenance as required by FAR 52.245-5. Return GFP as scheduled and identify and report damaged or missing items. Provide property reporting for any specialty mooring or cable system materials stored at Contractor's facilities.
- 3.0.4 Arrange and or furnish transportation of GFP and other project materials to the project site.
- 3.0.5 Attend in-process reviews held at contractor's facility, project site, Washington Navy Yard building 218, or other locations. When in-process reviews are held at the contractor's facility, the contractor shall provide, when specified in individual task orders, facilities (such as meeting space, inspection areas, field offices, etc.), and equipment.
- 3.0.6 Provide progress reports, financial reports, technical reports, drawings, and other plans, manuals, or documentation of a nature and frequency as specified by the contract and individual task orders.

### 3.1 The Government Shall:

- 3.1.1 Provide definitive requirements for work as specified by individual Task Orders.
- 3.1.2 Provide technical clarification of Task Order requirements.
- 3.1.3 Identify, provide, and monitor contractor control of Government Furnished Property and Information (GFP/GFI), including computer programs and appropriate users manuals.
- 3.1.4 Provide access to government facilities, personnel, documents, and publications considered essential to the contractor's effort under the contract.
- 3.1.5 Facilitate all in-process reviews either at the contractor's facility or at Government facilities as necessary to monitor the contractor's performance and provide comments and recommendations for the contractor's use in finalizing services and deliverables.

### 3.2 Schedule.

- 3.2.1 Delivery schedules will be defined in each individual task order issued hereunder.

## **4.0 FACILITIES**

The Contractor shall provide all facilities required to complete the services stated herein and as specified by individual Task Orders.

## **5.0 PERSONNEL DESCRIPTIONS AND QUALIFICATIONS**

In order to perform the above services, the Contractor shall provide key personnel whose experience and qualifications meet or exceed the minimum requirements listed in the following labor categories. Key personnel shall be full-time employees of the contractor's firm and must be available to support this contract on a full time basis, when required, to perform work specified in Task Orders issued under the contract. The contractor shall also demonstrate an ability to provide non-key personnel whose experience and qualifications meet or exceed the minimum requirements listed in the following labor categories. Non-key personnel may be either full time, part time or subcontract employees of the contractor's firm and must be available to support this contract on a full time basis, when required, to perform work specified in task orders.

The government will be informed if at any time key personnel are not available for performance under this contract. A suitable replacement meeting the minimum

qualifications must be submitted in writing and approved in writing before work performance proceeds.

Special qualifications for Key and non-key personnel are defined below.

## 5.1 Key Personnel

### 5.1.1 PROGRAM MANAGER (KEY PERSONNEL)

The Program Manager plans, conducts, oversees, and is responsible for all Task Orders performed under this contract. The Program Manager shall be a responsible company official with authority to obligate the company with regard to contractual and financial matters. The Program Manager is the primary liaison with designated Government Representatives, and must have a technical and administrative grasp of all contractual requirements.

The Program Manager organizes, plans, schedules, and controls all support and engineering work. The Program Manager supervises all contractor personnel engaged on this contract and is responsible for the day-to-day operations including cost control, planning, reporting and project schedules. The Program Manager must manage all resources to implement task orders for their timely and successful completion.

#### Minimum Qualifications:

Possess an ocean, civil or mechanical engineering Bachelors degree from an accredited four-year college or university; advanced degrees preferable.

Ten- (10) years engineering and demonstrated successful management experience, at least four (4) of which were on contracts and projects of a similarly complex nature and financial scope.

Ten (10) years experience in civil, mechanical and ocean engineering, and oceanographic disciplines.

Four (4) years experience reviewing and approving the work of project managers, engineers, support staff and contract administrative personnel.

Four (4) years experience as Program Manager for a DOD Engineering Services Contract or four- (4) years DOD Project Manager experience.

Four (4) years experience with financial management including management information systems, reporting, and negotiations for supplies and services.

Demonstrated technical writing capability.

### 5.1.2 MARINE CONSTRUCTION SUPERVISOR (KEY PERSONNEL)

Performs unsupervised and independent coordination, planning, scheduling and budgeting of ocean construction operations. Provides field management to include resource balancing of equipment and personnel to accomplish marine operations within planned budget and schedule requirements. Responsibilities include the direct

supervision of offshore constructions crews and marine equipment operations including floating cranes, anchor handling boats, supply boats, vessels of opportunity, deck winches, cable handling machinery, welding and fabrication of marine mooring assemblies

#### Minimum Qualifications:

Bachelor of Science in Engineering and fifteen (15) years (post-degree) experience or twenty (20) years of professional experience in ocean construction projects.

Bachelor of Science in Engineering and fifteen (15) years (post-degree) experience:

A minimum of eight (8) years of the required experience shall have been in direct supervision of multi-disciplined ocean construction labor forces, equipment and personnel for technically complex offshore projects. Specific experience shall include: mooring installations; pile/plate anchor operation; construction operations aboard both commercial and government construction vessels; deep open ocean diving operations; underwater inspections, vessel positioning operations; marine crane and winch operations, and personnel safety procedures.

Twenty (20) years professional experience in ocean construction projects.

A minimum of (20) years of professional experience in ocean construction projects. A minimum of eight (8) years of the required experience shall have been in direct supervision of multi-disciplined ocean construction labor forces, equipment and personnel for technically complex offshore projects. Specific experience shall include: mooring installations; pile/plate anchor operation; construction operations aboard both commercial and government construction vessels; deep open ocean diving operations; underwater inspections, vessel positioning operations; marine crane and winch operations, and personnel safety procedures.

A minimum of ten (10) years of the required experience shall have been shipboard in responsible charge of at-sea deck operations for complex deep ocean construction projects. Specific experience shall include: direct supervision of offshore construction crews and marine equipment operations including floating cranes, anchor handling boats, supply boats, deck winches, cable handling machinery, welding and burning equipment.

## 5.2 Non-Key Personnel

### 5.2.1 DECK FOREMAN (NON-KEY PERSONNEL)

Responsible to the Marine Construction Supervisor. Provides safe supervision and support of deck operations. Provides technical input and review during the planning phase of at-sea operations. Provides supervision of rigging, welding, material handling, crane, pile driving and t-sea deck operations. Provides technical input and review during the planning phase of at-sea operations

#### Minimum Qualifications:

A minimum of eight years practical experience and rigging experience in ocean facility installation and repair, offshore operations or shipboard experience.

A minimum of a high school diploma and military or commercial industrial technical training plus ten additional years of related marine facility experience.

#### 5.2.2 WELDER (NON-KEY PERSONNEL)

##### Minimum Qualifications:

A minimum of five (5) years experience in arc, oxyacetylene or heliarc welding and be certified for the welding processes to be performed. Certification shall be AWS.

Demonstrated experience in marine construction and welding practices including the application of commercial welding standards.

Able to read and interpret weld symbols from a blueprint and work with cutting torch in a flat and vertical position. Must also have a knowledge of plate joint design and application and have the ability to carbon arc gouge.

#### 5.2.3 RIGGER (NON-KEY PERSONNEL)

##### Minimum Qualifications:

Five (5) years minimum experience and shall be qualified in marlinspike seamanship to a level of competence not lower than the equivalent to journeyman rigger, but not lower than U.S. Navy or U. S. Coast Guard 2<sup>nd</sup> Class Boatswain's Mate or equivalent to an able-bodied seaman in the U.S. Merchant Marine.

Ability to determine safe working loads of wire rope, nylon ropes, manila and other synthetic line and must demonstrate ability to safely rig gangways and safety net.

Demonstrated knowledge of the safe working load of wire and shackles and of the formula for determining the weights of chain, steel plate, wood, and concrete. Ability to splice wire and rope and knowledgeable in proper use of slings.

Must demonstrate proficiency in the safe operation of cranes and of forklifts.

Demonstrated ability to fabricate steel and wood structures used in cribbing and shoring up under ships after docking.

Demonstrated safe operation of small yard tugs.

#### 5.2.4 MECHANICAL EQUIPMENT SPECIALIST(EQUIPMENT OPERATOR) (NON-KEY PERSONNEL)

##### Minimum Qualification

Possess a High School or Technical High School Diploma, or its equivalency, plus specialized training equal to two years advanced technical schooling plus five (5) years experience as an equipment specialist. (Four years practical experience may be considered the equivalent of two years advanced technical schooling).

Capable of performing a variety of technical duties such as assembling, testing, operating, overhauling, and maintaining complex electro-mechanical, mechanical, hydraulics and pneumatic instrument and equipment.

Able to read and interpret complex sketches, drawings, wiring diagrams, specifications, and change notices using standard mechanical symbols and terminology.

Be capable of preparing records, graphs, charts and reports documenting the results of his efforts.

#### 5.2.5 SENIOR BARRIER/MOORINGS ENGINEER (NON-KEY PERSONNEL)

Supervises and performs barrier/mooring design, analysis, installation design, construction planning, construction management, report preparation, QC and QA on mooring and cable projects.

##### Minimum Qualifications:

Possess an ocean, civil, structural, mechanical engineering or naval architecture Bachelors degree from an accredited four (4) year College or University.

Hold a current registration as a Professional Engineer in any of jurisdiction of the United States.

Ten (10) years (post-degree) of related ocean/civil/mechanical engineering or naval architecture experience in the analysis and design of mooring systems or cable facilities. Experience shall also include significant participation in design or analysis of shipboard handling devices, mooring or buoy installation, anchor installation, seafloor pile driving, deep water cable laying, acoustic arrays deployment, cable stabilization, or underwater cable burial.

Seven (7) years experience in the application of computer programs for static and dynamic analysis of moorings or cable systems.

Two (2) years experience as the field technical manager in installation of moorings and cable engineering projects.

#### 5.2.6 BARRIER/MOORINGS JR ENGINEER/ENGINEERING TECHNICIAN

Performs general engineering duties as assigned and supervised by senior engineers and program manager. Provides general project support in the field and office. Performs drafting, cost reporting, logistical support, quality control inspection and review of office and field operations.

##### Minimum Qualifications:

Either a technical degree in engineering from an accredited engineering college or university or equivalent experience (two years related work experience for each college or university year).

Demonstrated familiarity in technical data packages, statements of work, purchase descriptions and related project documentation. Be able to review specifications and establish related quality requirements support design reviews and design changes.

#### 5.2.7 DESIGN DRAFTSMAN (NON-KEY PERSONNEL)

Minimum Qualifications:

Possess a high school diploma or technical school education.

Ten (10) years experience in performing design drafting assignments which required the application of standardized drawing techniques and computer based AutoCAD drawing programs.

Experience shall include the preparation of detailed drawing packages for ocean, mooring and/or marine facility projects

Two (2) years general drafting experience in project plan preparation and design drawing QC.

#### 5.2.8 PROJECT SECRETARY (NON-KEY PERSONNEL)

Minimum Qualification:

Possess a high school diploma

Four years experience as a project secretary with demonstrated proficiency with software such as MICROSOFT WORD, and MICROSOFT EXCEL programs for the preparation of project reports and related documentation.

Experience shall include filing, report preparation and familiarity with reproduction equipment, word processing equipment, other office machines and components.

### **6.0 DELIVERABLES**

Deliverables shall be as specified by individual task orders

### **7.0 SECURITY**

Individual task orders may require a facilities clearance up to and including secret. If required, security requirements will be specified by individual task orders

### **8.0. GENERAL CONTRACT INFORMATION**

This contract will be a multiple award, indefinite quantity, cost plus award fee contract. The specific contract provisions will be negotiated between the contractor and the Contracting Officer prior to award.

#### **9.0. PERIOD OF PERFORMANCE**

The period of performance of the contract shall be for a base year and four option years. The period of performance for each task order will be specified by the individual task orders.

**Attachment 1**  
**PERFORMANCE EVALUATION PLAN**  
**BARRIER, MOORING AND MARINE FACILITY SUPPORT SERVICES**

## **PERFORMANCE EVALUATION PLAN**

### **I. INTRODUCTION:**

A. This plan covers the determination of the award fee provisions for Contract No. \_\_\_\_\_ dated \_\_\_\_\_ with

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Contractor fees for task orders issued under this contract consist of a base award and optional incentive award based on the Contractor's performance.

B. The amount of the Award Fee Pool is established by setting aside a pool relating to the amount of the negotiated estimated budget(s) for major tasks included in the scope of work for each task order. The award fee payment will be based on three performance categories, each with their own relative weights which combined yield an overall award fee payable for the evaluation period.

### **II. OBJECTIVES OF THE AWARD FEE:**

A. The objective of the award fee provisions of the contract is to afford the contractor an opportunity to earn fee commensurate with optimum performance. It is the contractor's responsibility to attain the highest standards of excellence in the performance of this contract.

B. The Award Fee is an amount that may be earned by the contractor in whole or in part, based upon an evaluation by the Fee Determination Official (FDO) of the contractor's performance. All evaluated, unearned fees will be removed from the contract at the conclusion of the award fee evaluation.

C. Award Fee Determinations are not subject to the "Disputes" clause of the contract.

D. The Fee Determination Official (FDO) may unilaterally change any matters covered in the plan, provided the contractor receives notice of the changes at least fifteen (15) calendar days prior to the beginning of the evaluation period to which the changes apply. The changes may be made without formal modification of the contract or the delivery order.

### **III. AWARD FEE AMOUNTS**

A. As described in (FAR 16.404-2 and FAR 15.903 (d)(2)), the Contractor's Fee shall be composed of a negotiated base fee (of not more than 3% of the task order) and a negotiated award fee (of not greater than 7% of the task order), for a total negotiated fee of not more than 10% of the task order. The actual percentage of the award fee amount shall be determined as described in the Section V.

### **IV. EVALUATION REQUIREMENTS**

- A. Prior to the FDO's final decision, the Contractor will be given an opportunity to address its own performance during the rating period. Written self-assessments by the Contractor are not required but will be accepted. Accordingly, costs associated with such effort will not be reimbursed under this contract.
- B. For purposes of this contract, Award Fee evaluations will be performed upon the completion of all requirements included in the task order statement of work. It is expected that most task orders and the Award Fee evaluations will be completed within 12 months after award of the task order.
- C. The Award Fee earned and payable will be determined by the FDO. The estimated time for completion of the Navy's evaluation is thirty (90) days after the conclusion of the period of performance.

## **V. PERFORMANCE EVALUATION CATEGORIES, CRITERIA AND RATING GUIDELINES**

- A. In order to evaluate the Contractor's performance for the "Technical Achievement," "Cost Control" and "Project Management" evaluation categories, general criteria have been developed. This section of the plan highlights the categories/criteria and describes the overall rating process that will be employed.
- B. An awards fee evaluation shall be made for each Task Order issued under this contract.
- C. Evaluations will be based upon the tasks contained in the Task Order Statement of Work. For each task, the Contractor's performance will be rated in accordance with the three evaluation criteria: (1) Technical Achievement, (2) Cost Control and (3) Project Management. Evaluation elements for each of the three evaluation criteria are listed in Attachment 2. The percentage of award fee assigned to each evaluation criteria is:  
Technical Achievement (50%)  
Cost Control (30%)  
Project Management (20%)
- D. Attachment 3 entitled "General Characteristics of Levels of Performance" is intended as a guide to describe performance characteristics which represent a level of performance and a correlating range of award fee pay-out percentages. It is not necessarily intended that any of the listed performance descriptions would exactly describe the Contractor's performance; nor is it intended that a contractor's performance in all areas necessarily fall in any one level. But rather the general characteristics of levels will be used as a tool to select the level of performance which best characterizes the contractor's overall performance for the evaluation period.
- E. Prior to completion of a specific task, the maximum award fee that will be made available will be the amount of the negotiated base fee (not greater than 3%). Upon receipt of all required interim closeout information, the remaining award fee will be included in the final rating period.

F. A sample matrix showing the award fee determination percentages and relative weights for the three evaluation criteria and task order sub-tasks for a sample task is contained in Attachment 4. Sub-tasks listed under each major task heading may be weighted equally, or accordance to the relative importance of the sub-task in comparison with other tasks in the delivery order.

G. The FDO is required to make a final determination of the overall fee total to be awarded to the Contractor. Accordingly, the FDO has the flexibility to increase or decrease the overall award fee recommended by adjustments to:

(1) The fee allocated to an individual task contained in the Statement of Work due to extraordinary input from the activity or other sources;

(2) The overall award fee based on trends in performance on the overall delivery order or any general economic or business trends which may affect performance capability; or

Any other information the FDO determines is applicable to a final fee determination.

H. Once the FDO has determined the award fee earned for the period, a letter will be prepared that includes a summary of both strengths and weaknesses observed during the period. Invoicing instructions for the award fee earned will also be provided at this time.

## **Attachment 2- PERFORMANCE EVALUATION PLAN**

### **Evaluation Criteria: Technical Achievement**

#### **A. Design**

- A1 Technical competence and innovation displayed during task performance.
- A2 Application of innovative solutions, which could reduce cost or shorten schedule.
- A3 Responsiveness to Government environmental and permit requirements.
- A4 Responsiveness to Government comments on deliverables.

#### **B. Quality**

- B1 Technical quality of work performed on task.
- B2 Clarity, thoroughness, and technical quality of deliverables and documentation.
- B3 Timeliness, accuracy, and completeness of deliverables.
- B4 Effectiveness of Contractors QA/QC Program.
- B5 Successful participation in partnering initiatives with other contractors and regulators.

#### **C. Schedule**

- C1 Ability to meet key project milestones.
- C2 Ability to anticipate and resolve potential schedule problems
- C3 Ability to adjust schedules and prioritize requirements through innovation or other means.
- C4 Development and maintenance of planned budgets and schedules

## **Attachment 2- PERFORMANCE EVALUATION PLAN**

### **Evaluation Criteria - Cost Control**

#### **A. Cost Control**

- A1 Ability to complete task within budget.
- A2 Ability to minimize costs including contractor, subcontractor and consultant costs.
- A3 Ability to anticipate and resolve potential budget problems.
- A4 Development and maintenance of planned budgets.

#### **B. Cost Reporting**

- B1 Effective management of budget, accounting, and reporting system.
- B2 Accuracy and timeliness of current and projected cost reports.
- B3 Accuracy and timeliness of Contractor's purchasing system.
- B4 Accuracy and timeliness of Contractor invoices.

## **Attachment 2**

### **Evaluation Criteria - Project Management**

#### **A Project Management**

- A1 Ability to allocate resources and workload among multiple ongoing tasks and sub-tasks.
- A2 Effective use of resources and suitability of staffing assigned to individual tasks.
- A3 Prioritization of resources to meet overall Navy project requirements.
- A4 Effectiveness of Environmental and Safety Plans.
- A5 Accuracy and timeliness of Contractors Monthly Status report.
- A6 Inventory accuracy and control of Government Property on site .
- A7 Suggestions for management improvements, which will decrease, costs or expedite handling of administrative matters.
- A8 Completion of all tasks and timely submittal of all deliverables and task close-out information.
- A9 Compliance with all applicable contract clauses and provisions.

#### **B Subcontractor and Consultant Management**

- B1 Ability to select technically competent subcontractors and/or consultants.
- B2 Ability to control subcontractor costs and resources.
- B3 Ability to deliver timely and accurate subcontractor deliverables.
- B4 Effective communication with subcontractors resulting in efficient coordination and execution.
- B5 Adherence to subcontracting plan.
- B6 Compliance with all applicable contract clauses and provisions.

### **Attachment 3**

#### **General Characteristics of Levels of Performance**

##### **Level 1 - 90-100% of available award fee**

Thorough technical/management analysis and solutions.

Timely deliverables and schedule control with only minor corrections.

Highly effective management of the subcontracted effort.

Control of costs yields some savings.

Results recognized from continuous improvement.

May include minor correctable weaknesses in products and services.

##### **Level 2 - 61-89% of available award fee**

Reasonable technical quality and effective management.

Timely deliverables and schedule control with some corrections and slippage.

Successful management of the subcontracted effort.

Effective cost control.

Strives to make continuous improvements.

May include some correctable weaknesses in products and services.

##### **Level 3 - 30-60% of available award fee**

Quality only acceptable with government input.

Changes in delivery schedule which do not cause significant problems.

Adequate management of the subcontracted effort with some inefficiencies. Reasonable cost control with some increase in cost.

No continuous improvement efforts visible.

Some deficiencies in products and services which require government input to correct.

##### **Level 4 - 0% of available award fee**

Technical analysis does not support solutions proposed.

Failure to meet delivery schedule without notice of plan for correction.

Failure to monitor subcontractors.

Significant cost increases due to inadequate performance.

Deficiencies so pervasive as to require substantial rework.

Ineffective relations with Navy or regulators.



