

list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

** UNIFORM ALLOWANCE **

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an

employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent

information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

ATTACHMENT J-0200000-03
DIRECTIVES, INSTRUCTIONS, AND REFERENCES

<u>Reference</u>	<u>Title</u>
EM 385-1-1	U.S. Army Corps of Engineers Safety and Health Requirements
P.L. 91-596	Occupational Safety and Health Act

1. CONTRACTOR'S INVOICE

DUNS NO: _____
CAGE CODE NO: _____
Invoice Date _____
Invoice Number _____

From: _____

POC/Telephone/email for this invoice: _____
To: Contract Specialist: _____

Below is a Statement of Performance under Contract N40085- _____ Task Order: _____
for _____ at _____

The enclosure provides breakdown of this statement of performance.

- A. Total value of contract/task order through change _____
- B. Percentage of performance complete _____
- C. Value of completed performance _____
- D. Less total of prior payments _____
- E. Amount of this invoice _____

Signature and Title: _____
Date: _____ Signature of Authorized Representative

2. FIRST ENDORSEMENT

Receipt and Acceptance Certification

From: _____
To: _____

1. Payment is recommended as follows:

- A. Amount of work completed to (date) _____
- B. Less: _____
 - Retention _____
 - Other Deductions: _____
- C. Subtotal _____
- D. Less previous payments _____
- E. Certified amount for payment # _____ Final on TO # _____
- F. Elapsed contract time (if applicable) _____
- G. Responsible Certifying UIC _____
- H. Invoice Receipt Date _____
- I. Material/Services Receipt Date _____
- J. Material/Services Acceptance Date _____
- K. Date forwarded to paying office _____
- L. I certify this amount is correct and payment is recommended.

Signature: _____ Date: _____
Signature of Authorized Representative

Name and Title (typed): _____
Phone and address: _____

3. PROMPT PAYMENT CERTIFICATION

I certify that the accounting data provided is accurate, funds have been obligated in appropriate accounting system and changes have been applied to the appropriate accounting classification reference number (ACRN), available funds have been decremented for the amount approved for disbursement and will not be de-obligated and the above invoice is correct and proper for payment.

Signature: _____ Date: _____
Signature of Authorized Representative

Name and Title (typed): _____
Phone and address: _____

Line(s) of accounting to be used for this invoice (include appropriate Line Item # (CLIN, SLIN, or ACRN, etc))

- Initial Report
 Follow-up Report
 Final Report

ATTACHMENT J-0200000-05-1

Contractor Significant Incident Report (CSIR)

1. General Information		
Contracting Activity/RO/CC Office:		
Accident Classification:		
Injury	Fatality	Environment
Illness	Property Damage	Procedural Issues
		Lessons Learned
		Other _____
Involving:		
Confined Space	Equip/Mrt Ver/Mat Handling (Heavy Construction Equip.)	Hazardous Material
Crane and Rigging	Equip/Mrt Ver/Mat Handling (Material Handling)	Trenching/Excavation
Diving	Equip/Mrt Ver/Mat Handling (Man-Lift/Elevated Platform)	Waterfront/Marine
Demolition/Renovation	Fall from Ladder	Fall from Scaffold
Electrical	Fall from Roof	Fire
		Other _____
2. Personal Information		
Name (Last, First, MI):	Age:	Sex:
Job Title/Description:	Employed By:	
Supervisor Name (Last, First, MI) & Title:	Was the person trained to perform this activity/task?	
	Yes No	
What type of training was received (OJT, classroom, etc)?	Date of the most recent formal training and topics discussed?	
3. Witness Information		
Witness #1: Name (Last, First, MI):	Job Title/Description:	
Employed By:	Supervisor Name (Last, First, MI):	
Witness #2: Name (Last, First, MI):	Job Title/Description:	
Employed By:	Supervisor Name (Last, First, MI):	
Additional Witnesses: (List any additional witnesses on a separate sheet and attach.)	Yes	No

- Initial Report
- Follow-up Report
- Final Report

Contractor Significant Incident Report (CSIR)

1. General Information		
Contracting Activity/ROICC Office:		
Accident Classification:		
<input type="checkbox"/> Injury	<input type="checkbox"/> Fatality	<input type="checkbox"/> Environment
<input type="checkbox"/> Illness	<input type="checkbox"/> Property Damage	<input type="checkbox"/> Procedural Issues
<input type="checkbox"/> Lessons Learned		
<input type="checkbox"/> Other _____		
Involving:		
<input type="checkbox"/> Confined Space	<input type="checkbox"/> Equip/Mrt-Ver/Mat Handling (Heavy Construction Equip.)	
<input type="checkbox"/> Crane and Rigging	<input type="checkbox"/> Hazardous Material	
<input type="checkbox"/> Diving	<input type="checkbox"/> Trenching/Excavation	
<input type="checkbox"/> Demolition/Renovation	<input type="checkbox"/> Waterfront/Marine	
<input type="checkbox"/> Electrical	<input type="checkbox"/> Fall from Ladder	<input type="checkbox"/> Fall from Scaffold
	<input type="checkbox"/> Fall from Roof	<input type="checkbox"/> Fire
<input type="checkbox"/> Other _____		
2. Personal Information		
Name (Last, First, MI):		
	Age:	Sex:
Job Title/Description:	Employed By:	
Supervisor Name (Last, First, MI) & Title:	Was the person trained to perform this activity/task?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
What type of training was received (OJT, classroom, etc)?	Date of the most recent formal training and topics discussed?	
3. Witness Information		
Witness #1: Name (Last, First, MI):		
Employed By:	Job Title/Description:	
	Supervisor Name (Last, First, MI):	
Witness #2: Name (Last, First, MI):		
Employed By:	Job Title/Description:	
	Supervisor Name (Last, First, MI):	
Additional Witnesses:		
<i>(List any additional witnesses on a separate sheet and attach.)</i>		
<input type="checkbox"/> Yes <input type="checkbox"/> No		

4. Contract Information		
Type of Contract: A/E BOS CLEAN Construction Design Build FSCC FSSC JOC RAC Service Other _____		
Contract Number & Title:		Industrial Group & Industrial Type:
Prime Contractor Name/Address/Phone & Fax No:		Sub Contractor Name/Address/Phone & FAX No:
Safety Manager (Last, First, MI):		Safety Manager (Last, First, MI):
Insurance Carrier:		Insurance Carrier:
5. Accident Description		
Date of Accident:	Time of Accident:	Exact Location of Accident:
Describe the accident in detail in your words: <i>(Use the back of page if you need additional space)</i>		
Direct Cause(s) of Accident:		

Indirect Cause(s) of Accident:		
Action(s) taken to prevent re-occurrence or provide on-going corrective actions:		
Corrective Action Beginning Date:	Anticipated Completion Date:	
Personal Protective Equipment:		
Available and used	Available and not used	Not Required
Not related to Mishap	Wrong PPE for job	
List PPE Used:		
Type of Construction Equipment (Make, Model, Serial #, VIN#) Involved:		
Was Hazardous Material Spilled/Released?		
	Yes	No
Please List Hazardous Material(s) Involved:		
Who provided first aid or cleanup of mishap site?		
Any blood-borne pathogen exposure, other than EMTs?		
	Yes	No
Who?		
List OSHA and WM-385-1-1 standards that were violated:		
Was site secured and witness statements taken immediately?		
	Yes	No
By Whom?		

6. Injury Illness/Fatality Information		
Severity of Injury/Illness:		
Fatality	Lost Workday Case Involving Days Away From Work	
Temporary Disability	Recordable Workday Case Involving Restricted Duty	
Permanent Total Disability	Other Recordable Case	Recordable First Aid Case
Permanent Partial Disability	Non-Recordable Case	No Injury
Estimated Days Lost:	Estimated Days Hospitalized:	Estimated Days Restricted Duty:
List Primary Body Part Affected:	List Other Body Part(s) Affected:	
Nature of Injury/Illness for Primary Body Part (Examples: Amputation, Burn, Hernia):		
Type of Accident (Examples: Fall same level, Lifting, Bitten, Exerted):		
Source of Accident (Examples: Crane, Carbon Monoxide, Ladder, Welding Equipment):		
7. Casual Factors (Explain answers on supplementary sheet)		
• Design – Design of facility, workplace, or equipment was a factor?	Yes	No
• Inspection/Maintenance – Inspection & Maintenance procedures were a factor?	Yes	No
• Persons Physical Condition – In your opinion, the physical condition of the person was a factor?	Yes	No
• Operation Procedures – Operating procedures were a factor?	Yes	No
• Job Practices – One or more job safety/health practices not being followed when the accident occurred contributed to the accident?	Yes	No
• Human Factors – One or more human factors, such as a person's size or strength contributed to the accident?	Yes	No
• Environmental Factors – Heat, cold, dust, sun, glare, etc., contributed to the accident?	Yes	No
• Chemical and Physical Agent Factors – Exposure to chemical agents, such as dust, fumes, mist, vapors, or physical agents such as noise, radiation, etc., contributed to the accident?	Yes	No
• Office Factors – Office setting such as lifting office furniture, carrying, stooping, contributed to the accident?	Yes	No
• Support Factors – Inappropriate tools/resources were provided to perform the task?	Yes	No
• PPE – Improper selection, use or maintenance of PPE contributed to the accident?	Yes	No
• Drugs/Alcohol – In your opinion, were drugs or alcohol a factor?	Yes	No
• Job Hazard Analysis – The lack of an adequate (IAW-EM-385-1-1 Sec 01.A) activity hazard analysis was a contributing factor.	Yes	No
• Job Hazard Analysis – JHA was not site specific and/or did not address the type of work/operations performed when the mishap occurred.	Yes	No
• Management – A lack of adequate supervision contributed to the accident.	Yes	No
• Management – Inadequate information was provided at pre con meeting.	Yes	No

8. OSHA Information			
Date OSHA was Notified:	Date(s) of Investigation:	Date of citation: <i>(Attach Copy)</i>	Dollar amount of Penalties:

9. Report Preparer	
Name (Last, First, MI):	Date of Report:
Title:	Signature:
Employer:	
Phone #:	

CONTRACTOR SIGNIFICANT INCIDENT REPORT (CSIR) INSTRUCTIONS

Complete Sections Appropriate to Incident (Rev. 06/02).

NOTE: THE ATTACHED CSIR FORM IS TO BE USED BY CONTRACTORS TO RECORD THE RESULTS OF THEIR ACCIDENT/INCIDENTS INVESTIGATIONS AND SHALL BE PROVIDED TO THE CONTRACTING OFFICER WITHIN THE REQUIRED TIMEFRAMES.

GENERAL. Complete a separate report for each person who was injured in the accident. A report needs to be completed for all OSHA recordable accidents, property damage in excess of \$2000.00 (This amount is for record purposes only. GOV is not required to enter property damage reports into FAIR database if it is less than \$10,000.00.), WHE accidents, or near miss/high visibility mishaps. Please type or print legibly. Appropriate items shall be marked with an "X" in box(es), non-applicable sections shall be marked "N/A". If additional space is needed, provide the information on a separate sheet of paper and attach to the completed form.

Mark the report:

INITIAL - If this form is being used as initial notification of a Fatality or High Visibility Mishap. The initial form is due within 4 hours of a serious accident. A form marked 'Follow-up' or 'Final' is required within 5 days.

FOLLOW-UP - If you are providing additional information on a report previously submitted.

FINAL - If you are providing a completed report and expect no changes.

SECTION 1 - GENERAL INFORMATION

CONTRACTING ACTIVITY/ROICC OFFICE - Enter the name and address of the Contracting Office administering the contract under which the mishap took place (e.g. ROICC MCBH, ROICC NORFOLK, PWC GUAM, etc.).

ACCIDENT CLASSIFICATION - INJURY/ILLNESS/FATALITY/PROPERTY DAMAGE/PROCEDURAL ISSUES/ENVIRONMENTAL/LESSONS LEARNED/OTHER - Mark the appropriate block(s) if the incident resulted in any of these conditions.

INVOLVING - If the mishap involved any of the conditions listed under "Involving" mark the appropriate box(es). Specific questions associated with each of these conditions are available from the Contracting Officer to assist you in your investigation. When these questions are used they shall be attached as part of this report.

SECTION 2 - PERSONAL INFORMATION

NAME - Enter last name, first name, middle initial of person involved.

AGE - Enter age.

SEX - Enter M for Male and F for Female.

JOB TITLE/DESCRIPTION - Enter the job title/description assigned to the injured person (e.g. carpenter, laborer, surveyor, etc.).

EMPLOYED BY - Enter employment company name of the person involved.

SUPERVISOR'S NAME & TITLE - Enter name and title of the immediate supervisor.

WAS PERSON TRAINED TO PERFORM ACTIVITY/TASK? - For the purpose of this section "trained" means the person has been provided the necessary information (either formal and/or on-the-job (OJT) training) to competently perform the activity/task in a safe and healthful manner.

TYPE OF TRAINING - Indicate the specific type of training (classroom or on-the-job) that the injured person received before the accident happened.

DATE OF MOST RECENT FORMAL TRAINING/TOPICS DISCUSSED - Enter the month, day, and year of the last *formal* training completed that covered the activity/task being performed at the time of the accident. List topics that were discussed at the training identified above.

SECTION 3 - WITNESS INFORMATION

The following applies to Witness #1 and Witness #2:

WITNESS NAME - Enter last name, first name, middle initial of the witness.

JOB DESCRIPTION/TITLE - Enter the job title/description assigned to the witness (e.g. carpenter, laborer, surveyor, etc.).

EMPLOYED BY - Enter the name of the employment company of the witness.

SUPERVISOR'S NAME - Enter name of immediate supervisor of the witness.

ADDITIONAL WITNESSES - Provide same information, as above, for each witnesses. Use additional pages if necessary.

SECTION 4 - CONTRACTOR INFORMATION

TYPE OF CONTRACT - Mark appropriate box. A/E means architect/engineer. If "OTHER" is marked, specify type of contract on line provided.

CONTRACT NUMBER/TITLE - Enter complete contract number and title of prime contract (e.g. N62477-85-C-0100, 184 Pearl City Hsg. Revitalization).

CONSTRUCTION INDUSTRIAL GROUP AND INDUSTRIAL TYPE - This is the type of construction that will be done at this project.

1. First, you must choose the Industrial Group. You have 4 choices to choose from: (NOTE! Review of the Industrial Types below and knowing what the projects scope of work is will assist you in deciding what the Industrial Group should be.)

- a. Buildings
- b. Heavy Industrial
- c. Infrastructure
- d. Light Industrial

2. Once you have chosen the Industrial Group, you now select the Industrial Type. You have multiple choices under each Group, chose the one you feel fits the project most closely because on most projects there won't be an exact match:

- a. Buildings:
 - (1) Communications Ctr.
 - (2) Dormitory/Hotel
 - (3) High-rise Office
 - (4) Hospital
 - (5) Housing
 - (6) Laboratory
 - (7) Low-rise Office
 - (8) Maintenance Facility
 - (9) Parking Garage
 - (10) Physical Fitness Ctr.
 - (11) Restaurant/Nightclub
 - (12) School
 - (13) Warehouse
- b. Heavy Industrial:
 - (1) Chemical Mfg.
 - (2) Electrical (Generating)
 - (3) Environmental
 - (4) Metals Refining/Processing
 - (5) Mining
 - (6) Natural Gas Processing
 - (7) Oil Exploration/Production
 - (8) Oil Refining
 - (9) Pulp and Paper
- c. Infrastructure:
 - (1) Airport
 - (2) Electrical Distribution
 - (3) Flood Control
 - (4) Highway
 - (5) Marine Facilities
 - (6) Navigation
 - (7) Rail
 - (8) Tunneling
 - (9) Water/Wastewater
- d. Light Industrial:
 - (1) Automotive Assembly/Mfg.
 - (2) Consumer Products Mfg.
 - (3) Foods
 - (4) Microelectronics Mfg.
 - (5) Office Products Mfg.
 - (6) Pharmaceuticals Mfg.

CONTRACTOR'S NAME/ADDRESS/PHONE NUMBER

- (1) PRIME - Enter the exact name (title of firm), address, phone and fax numbers of the prime contractor.
- (2) SUBCONTRACTOR - Enter the exact name, address, phone and fax numbers of any subcontractor involved in the accident.

SAFETY MANAGER'S NAME

- (1) PRIME - Enter the name of the prime contractor safety manager.
- (2) SUBCONTRACTOR - Enter the name of the subcontractors safety manager.

INSURANCE CARRIER

- (1) PRIME - Enter the exact name/title of the prime's insurance company. Policy number not required.
- (2) SUBCONTRACTOR - Enter the exact name of the subcontractor's insurance company. Policy number not required.

SECTION 5 - ACCIDENT DESCRIPTION

DATE OF ACCIDENT - Enter the month, day, and year of accident.

TIME OF ACCIDENT - Enter the local time of accident in military time. Example: 14:30 hrs (not 2:30 p.m.).

EXACT LOCATION OF ACCIDENT - Enter facts needed to locate the accident scene (installation/project name, building/room number, street, direction and distance from closest landmark, etc.).

DESCRIBE THE ACCIDENT IN DETAIL. Fully describe the accident in the space provided. If property damage involved, give estimated dollar amount of damage and/or repair costs involved. If additional space is needed continue on a separate sheet and attach to this report. Give the sequence of events that describe what happened leading up to and including the accident. Fully identify personnel and equipment involved and their role(s) in the accident. Ensure that relationships between personnel and

equipment are clearly specified. Ensure questions below regarding direct cause(s), indirect cause(s), and actions taken are answered. **NOTE!** Review questions in Section 7 below before completing.
DIRECT CAUSE(S) - The direct cause is that single factor which most directly lead to the accident. See examples below.
INDIRECT CAUSE(S) - Indirect cause are those factors, which contributed to, but did not directly initiate the occurrence of the accident.

Examples for Direct and Indirect Cause:

- Employee was dismantling scaffold and fell 12 feet from unguarded opening.
Direct cause: Failure to provide fall protection at elevation
Indirect causes: Failure to enforce safety requirements; improper training/motivation of employee (possibility that employee was not knowledgeable of fall protection requirements or was lax in his attitude toward safety); failure to ensure provision of positive fall protection whenever elevated; failure to address fall protection during scaffold dismantling in phase hazard analysis.
- Private citizen had stopped his vehicle at intersection for red light when vehicle was struck in rear by contractor vehicle. (note contractor vehicles was in proper safe working condition.)
Direct cause: Failure of contractor driver to maintain control of and stop contractor vehicle within safe distance.
Indirect cause: Failure of employee to pay attention to driving (defensive driving).

ACTION(S) TAKEN TO PREVENT RE-OCCURRENCE OR PROVIDE ON-GOING CORRECTIVE ACTIONS. Fully describe all the actions taken, anticipated, and recommended to eliminate the cause(s) and prevent reoccurrence of similar accidents/illnesses. Continue on back or additional sheets of paper if necessary to fully explain and attach to the complete report form.

CORRECTIVE ACTION DATES

- Beginning - Enter the date when the corrective action(s) identified above will begin.
- Anticipated Completion - Enter the date when the corrective action(s) identified above will be completed.

PERSONAL PROTECTIVE EQUIPMENT (PPE) - Mark appropriate box(es) and list PPE which was being used by the injured person at the time of the accident (e.g. protective clothing, shoes, glasses, goggles, respirator, safety belt, harness, etc.)
TYPE OF CONTRACTOR EQUIPMENT - Enter the Serial Number, Model Number and specific type of equipment involved in the mishap (e.g. dump truck (off highway), crane (rubber tire), pump truck (concrete), etc.)
WAS HAZARDOUS MATERIAL SPILLED/RELEASED? - Mark appropriate block and list name(s) of any reportable quantities of hazardous materials spilled/released during the mishap.
WHO PROVIDED FIRST AID OR CLEAN-UP OF MISHAP SITE? - List name(s) of individual(s) and employer, if known.
ANY BLOOD-BORNE PATHOGEN EXPOSURE, OTHER THAN EMT? - Mark appropriate block and list name(s) of individual(s) and employer, if known.
LIST OSHA AND/OR EM 385-1-1 STANDARDS THAT WERE VIOLATED. - Self explanatory.
WAS SITE SECURED AND WITNESS STATEMENT TAKEN IMMEDIATELY? - Mark appropriate block and list by whom.

SECTION 6 - INJURY/ILLNESS/FATALITY INFORMATION

SEVERITY OF INJURY/ILLNESS - Mark appropriate box.
ESTIMATED DAYS LOST - Enter the estimated number of workdays the person will lose from work. Update when final data is known.
ESTIMATED DAYS HOSPITALIZED - Enter the estimated number of workdays the person will be hospitalized. Update when final data is known.
ESTIMATED DAYS RESTRICTED DUTY - Enter the estimated number of workdays the person, as a result of the accident, will not be able to perform all of their regular duties. Update when final data is known.
BODY PART(S) AFFECTED - Enter the most appropriate primary and when applicable, secondary, etc. body part(s) affected (e.g. arm; wrist; abdomen; single eye; jaw; both elbows; second finger; great toe; collar bone; kidney, etc.).
NATURE OF INJURY/ILLNESS FOR PRIMARY BODY PART - Enter the most appropriate nature of injury/illness (e.g. amputation, back strain, dislocation, laceration, strain, asbestosis, food poisoning, heart conditions, etc.).
TYPE AND SOURCE OF INJURY/ILLNESS - Type and Source Codes are used to describe what caused the incident.
(1) TYPE Code stands for an "Action" (Example: Worker, installing conduit, lost his balance and fell five feet from a ladder. Type Code: Fell different levels".) Select the most appropriate Type of Injury from the list below.

TYPE OF INJURY/ILLNESS

STRUCK BY/AGAINST	CONTACTED CONTACTED WITH (INJURED PERSON MOVING) CONTACTED BY (OBJECT WAS MOVING)
FELL, SLIPPED, TRIPPED SAME LEVEL/DIFFERENT LEVEL/NO FALL	EXERTED LIFTED, STRAINED BY (SINGLE ACTION) STRESSED BY (REPEATED ACTION)
CAUGHT ON/IN/BETWEEN	EXPOSED INHALED/INGESTED/ABSORBED/EXPOSED TO
PUNCTURED, LACERATED PUNCTURED BY/CUT BY/STUNG BY/BITTEN BY	TRAVELING IN

(2) SOURCE Code stands for an "object or substance." (Example: Worker, installing conduit, lost his balance and fell five feet from a ladder. Source Code: "Ladder".) Select the most appropriate Source of Injury from the list below:

SOURCE OF INJURY/ILLNESS

<p>BUILDING OR WORKING AREA WALKING/WORKING AREA STAIRS/STEPS LADDER FURNITURE BOILER/PRESSURE VESSEL EQUIPMENT LAYOUT WINDOWS/DOORS ELECTRICITY</p>	<p>DUST, VAPOR, ETC. DUST (SILICA, COAT, ETC.) FIBERS ASBESTOS GASES CARBON MONOXIDE MIST, STEAM, VAPOR, FUME WELDING FUMES PARTICLES (UNIDENTIFIED)</p>
<p>ENVIRONMENT CONDITION TEMPERATURE EXTREME (INDOOR) WEATHER (ICE, RAIN, HEAT, ETC.) FIRE, FLAME, SMOTE (NOT TABACCO) NOISE RADIATION</p>	<p>CHEMICAL, PLASTIC, ETC. DRY CHEMICAL - CORROSIVE DRY CHEMICAL - TOXIC DRY CHEMICAL - EXPLOSIVE DRY CHEMICAL - FLAMMABLE LIQUID CHEMICAL - CORROSIVE LIQUID CHEMICAL - TOXIC LIQUID CHEMICAL - EXPLOSIVE LIQUID CHEMICAL - FLAMMABLE PLASTIC WATER MEDICINE</p>
<p>LIGHT VENTILATION TOBACCO SMOKE STRESS (EMOTIONAL) CONFINED SPACE</p>	<p>INANIMATE OBJECT BOX, BARREL, ETC. PAPER METAL ITEM, MINERAL NEEDLE GLASS SCRAP, TRASH, WOOD FOOD CLOTHING, APPAREL, SHOES</p>
<p>MACHINE OR TOOL HAND TOOL (POWERED: SAW, GRINDER, ETC.) HAND TOOL (NON POWERED) MECHANICAL POWER TRANSMISSION APPARATUS GUARD, SHIELD (FIXED, MOVEABLE, INTERLOCK) VIDEO DISPLAY TERMINAL PUMP, COMPRESSOR, AIR PRESSURE TOOL HEATING EQUIPMENT WELDING EQUIPMENT</p>	<p>INANIMATE OBJECT BOX, BARREL, ETC. PAPER METAL ITEM, MINERAL NEEDLE GLASS SCRAP, TRASH, WOOD FOOD CLOTHING, APPAREL, SHOES</p>
<p>MACHINE OR TOOL HAND TOOL (POWERED: SAW, GRINDER, ETC.) HAND TOOL (NON POWERED) MECHANICAL POWER TRANSMISSION APPARATUS GUARD, SHIELD (FIXED, MOVEABLE, INTERLOCK) VIDEO DISPLAY TERMINAL PUMP, COMPRESSOR, AIR PRESSURE TOOL HEATING EQUIPMENT WELDING EQUIPMENT</p>	<p>INANIMATE OBJECT BOX, BARREL, ETC. PAPER METAL ITEM, MINERAL NEEDLE GLASS SCRAP, TRASH, WOOD FOOD CLOTHING, APPAREL, SHOES</p>
<p>VEHICLE AS DRIVER OF PRIVATELY OWNED, RENTAL VEH. AS PASSENGER OF PRIVATELY OWNED, RENTAL VEH. DRIVER OF GOVERNMENT VEHICLE PASSENGER OF GOVERNMENT VEHICLE COMMON CARRIER (AIRLINE, BUS, ETC.) AIRCRAFT (NOT COMMERCIAL) BOAT, SHIP, BARGE</p>	<p>ANIMATE OBJECT DOG OTHER ANIMAL PLANT INSECT HUMAN (VIOLENCE) HUMAN (COMMUNICABLE DISEASE) BACTERIA, VIRUS (NOT HUMAN CONTACT)</p>
<p>MATERIAL HANDLING EQUIPMENT EARTHMOVER (TRACTOR, BACKHOE, ETC.) CONVEYOR (FOR MATERIAL AND EQUIPMENT) ELEVATOR, ESCALATOR, PERSONNEL HOIST HOIST, SLING CHAIN, JACK CRANE FORKLIFT HANDTRUCK, DOLLY</p>	<p>PERSONAL PROTECTIVE EQUIPMENT PROTECTIVE CLOTHING, SHOES, GLASSES, GOGGLES RESPIRATOR, MASK DIVING EQUIPMENT SAFETY BELT, HARNESS PARACHUTE</p>

SECTION 7 - CAUSAL FACTORS

Review thoroughly. Answer each question by marking the appropriate block. NOTE! If any answer is yes, explain in section 5 above.

(1) DESIGN - Did inadequacies associated with the building or work site play a role? Would an improved design or layout of the equipment or facilities reduce the likelihood of similar accidents? Were the tools or other equipment designed and intended for the task at hand?

- (2) **INSPECTION/MAINTENANCE** - Did inadequately or improperly maintained equipment, tools, workplace, etc., create or worsen any hazards that contributed to the accident? Would better equipment, facility, work site or work activity inspections have helped avoid the accident?
- (3) **PERSONS PHYSICAL CONDITION** - Do you feel that the accident would probably not have occurred if the employee was in "good" physical condition? If the person involved in the accident had been in better physical condition, would the accident have been less severe or avoided altogether? Was overexertion a factor?
- (4) **OPERATION PROCEDURES** - Did lack of or inadequacy within established operating procedures contribute to the accident? Did any aspect of the procedures introduce any hazard to, or increase the risk associated with the work process? Would establishment or improvement of operating procedures reduce the likelihood of similar accidents?
- (5) **JOB PRACTICES** - Were any of the provision of the Safety and Health Requirements Manual (EM 385-1-1) violated? Was the task being accomplished in a manner which was not in compliance with an established job hazard analysis or activity hazard analysis? Did any established job practice (including EM 385-1-1) fail to adequately address the task or work process? Would better job practices improve the safety of the task?
- (6) **HUMAN FACTORS** - Was the person under undue stress (either internal or external to the job)? Did the task tend toward overloading the capabilities of the person: i.e., did the job require tracking and reacting to many external inputs such as displays, alarms, or signals? Did the arrangement of the workplace tend to interfere with efficient task performance? Did the task require reach strengths, endurance, agility, etc., at or beyond the capabilities of the employee? Was the work environment ill-adapted to the person? Did the person need more training, experience, or practice in doing the task? Was the person inadequately rested to perform safely?
- (7) **ENVIRONMENTAL FACTORS** - Did any factors such as moisture, humidity, rain, snow, sleet, hail, fog, cold, heat, sun temperature changes, wind, tides, floods, currents, terrain; dust, mud, glare, pressure changes, lighting, etc., play a part in the accident?
- (8) **CHEMICAL AND PHYSICAL AGENT FACTORS** - Did exposure to chemical agents (either single shift exposure or long-term exposure such as dusts, fibers, asbestos, etc.), silica, gases (carbon monoxide, chlorine, etc.), mists, steam, vapors, fumes, smoke, other particulates, liquid or dry chemicals that are corrosive, toxic, explosive or flammable, by-products of combustion or physical agents such as noise, ionizing radiation, non-ionizing radiation (UV radiation created during welding, etc.) contribute to the accident/incident?
- (9) **OFFICE FACTORS** - Did the fact that the accident occurred in an office setting or to an office worker have a bearing on its cause? For example, office workers tend to have less experience and training in performing tasks such as lifting office furniture. Did physical hazards within the office environment contribute to the hazard?
- (10) **SUPPORT FACTORS** - Was the person using an improper tool for the job? Was inadequate time available or utilized to safely accomplish the task? Were less than adequate personnel resources (in terms of employee skills, number of workers, and adequate supervision) available to get the job done properly? Was funding available, utilized and adequate to provide proper tools, equipment, personnel, site preparation, etc.
- (11) **PERSONAL PROTECTIVE EQUIPMENT** - Did the person fail to use appropriate personal protective equipment (gloves, eye protection, hard-toed shoes, respirator, etc) for the task or environment? Did protective equipment provided or worn fail to provide adequate protection from the hazard(s)? Did lack of or inadequate maintenance of protective gear contribute to the accident?
- (12) **DRUGS/ALCOHOL** - Is there any reason to believe the person's mental or physical capabilities, judgment, etc., were impaired or altered by the use of drugs or alcohol? Consider the effects of prescription medicine and over the counter medications as well as illicit drug use. Consider the effect of drug or alcohol induced "hangovers".
- (13) **JOB/ACTIVITY HAZARD ANALYSIS** - Was a written Job/Activity Analysis completed for the task being performed at the time of the accident? If one was made, did it address the hazard adequately or does it need to be updated? If none made, will one be made? These may also need to be addressed in the Corrective Actions Taken section. Mark the appropriate box. If one was made, attach a copy of the analysis to the report.
- (14) **MANAGEMENT** - Did the lack of supervisor or management support play a part in the mishap? Mark the appropriate box.

SECTION - 8 OSHA INFORMATION - Complete this section if applicable

SECTION 9 - REPORT PREPARER

Providing a completed CSIR to the Contracting Officer is the PRIME CONTRACTOR'S RESPONSIBILITY. Enter the name, date of report, title, employer, phone number and signature of person completing the accident report and provide it to the Contracting Officer, or his representative, responsible for oversight of that contractor activity. **NOTE!** If prepared by other than the Prime Contractor, a person employed by the Prime Contractor must sign that they have reviewed and concur with the report and it's findings (e.g. company owner, project supervisor/foreman, Safety Officer, etc.).

ATTACHMENT J-0200000-06
GOVERNMENT-FURNISHED PROPERTY, MATERIALS, AND SERVICES

Oil – The Government will furnish all oil for the three screw pumps located at Building FC440, Wastewater Treatment Plant, MCB, Camp Lejeune, N.C.



ATTACHMENT J-0200000-08
DENIAL OF CONTRACTOR ID CARD ISSUANCE

UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATION-EAST, MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NC 28542-0004

IN REPLY REFER TO:
1320
PMO

From: Commanding General, Marine Corps Base, Camp Lejeune

Subj: DENIAL OF CONTRACTOR ID CARD ISSUANCE

Ref: (a) MARADMIN 533/08
(b) BO 5512.1C W/Ch 1,2&3

1. After reviewing your background check, this office is not able to issue you an ID card based on the reason indicated below.

Installation access shall be denied if it is determined that an employee:

- a. Is listed on the National Terrorist Watch List.
- b. Is not a U.S. Citizen and is illegally present in the U.S. or whose U.S. citizenship, immigration status or Social Security Number cannot be verified.
- c. Is subject to an outstanding criminal warrant of any type.
- d. Has knowingly submitted false or fraudulent information.
- e. Has been issued a debarment order and is currently banned from any military installations. (PNG)
- f. Is on a prisoner work-release program or currently on parole.
- g. Is a registered sex offender regardless of date of the criminal offense.
- h. Has been convicted of a drug crime within the past five years.
- i. Has obtained a conviction for the following types of criminal offenses within the last five years:
 - 1) Offenses of a sexual nature
 - 2) Offenses of violence
 - 3) Offenses related to gang activity, supremacist or extremist behavior
 - 4) Offenses in which weapon instrumentality was used either as a means of violence or a threat of violence
 - 5) Offenses where offender is pending a trial
- j. Has received a DUI/DWI in the last year. This applies only to Delivery drivers, all others may be allowed access to the installation, but will not be permitted to drive on the installation

Has had driving privileges revoked aboard any installation. This applies only

ATTACHMENT J-0200000-08
DENIAL OF CONTRACTOR ID CARD ISSUANCE

Subj: DENIAL OF CONTRACTOR ID CARD ISSUANCE

- k. to delivery drivers, all others may be allowed access to the installation, but will not be permitted to drive on the installation.
 - l. Has had military active duty terminated by receipt of a dishonorable discharge or bad conduct discharge.
 - m. Has exhibited characteristics, traits or other indications that cause concern for the health, safety or welfare of personnel and/or residents aboard the base; or that cause concern for the physical security or environment of the base (this can be an incident that has occurred at any time in the past and will need to be reviewed by the Officer in the building).
 - n. Any reason the Installation Commander deems reasonable for good order and discipline.
2. Appeal Process. All appeals should be directed to Base Inspector's Office, Bldg 27 for any individual that has been denied access to the base.

Please refer any questions or comments to the supervisor of the Contractor ID Office, **Mr. Pierre Middlebrooks at 450-5976**.

By direction of
Commander, MCIEAST-MCB



ATTACHMENT J-0200000-09
VISITOR CENTER AND CONTRACTOR VETTING ACCESS CONTROL

UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE, NC 28542-0005

5500
PMO

PROVOST MARSHAL SPECIAL ORDER 48-13

From: Provost Marshal, Marine Corps Installations East-Marine
Corps Base, Camp Lejeune

To: Distribution

Subj: VISITOR CENTER AND CONTRACTOR VETTING ACCESS CONTROL

Ref: (a) BO 5512.1C
(b) BO 5560.2N
(c) MARADMIN 533/08

Encl: (1) Sample Delivery Letter
(2) Sample Business Letter

1. Situation. To promulgate policies and procedures in accordance with references (a) through (c), for the operation of the Visitor's Center and Contractor Identification (ID) Office, regarding visitor and contractor vetting for Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ) and Marine Corps Air Station, New River (MCAS New River).

2. Mission. To operate, policies must be in place to guide all Visitor and Contractor ID Office clerks in order to ensure that the daily operations of the offices are conducted fairly, clearly and without question. Uniformity is imperative to earning and keeping the trust and confidence of the individuals who live and work aboard MCIEAST-MCB CAMLEJ and MCAS New River and tenant commands.

3. Execution

a. Provost Marshal's Intent. The purpose of this Order is to establish an effective and efficient access control policy. The Commanding General (CG) MCIEAST-MCB CAMLEJ and Commanding Officer (CO), MCAS New River must ensure all personnel who are granted access to the Installations are properly identified and vetted prior to gaining access.

ATTACHMENT J-0200000-09
VISITOR CENTER AND CONTRACTOR VETTING ACCESS CONTROL

Subj: PROVOST MARSHAL SPECIAL ORDER FOR ACCESS CONTROL FOR THE VISITOR'S CENTER AND CONTRACTOR IDENTIFICATION OFFICE FOR CONTRACTOR VETTING

b. Concept of Operations. Per references (a) through (c), all individuals who access MCIEAST-MCB CAMLEJ, MCAS New River,, and tenant commands are subject to installation access control measures, including identity proofing, vetting, vehicular searches, personnel searches, and internal security regulations.

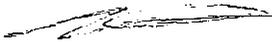
c. Tasks. The Provost Marshal Office's (PMO) will establish entry control point (gate) procedures to prevent unauthorized entry/access by personnel and vehicles and enforce all applicable internal security regulations consistent with this Order.

4. Administration and Logistics. This Special Order is applicable to all personnel assigned to the Visitor's Center and Contractor ID Office. Failure to follow the procedures set forth herein may subject a violator to administrative and/or disciplinary proceedings in appropriate cases.

5. Command and Signal

a. Command. This Order is applicable to MCIEAST-MCB CAMLEJ and MCAS New River.

b. Signal. This Order is effective immediately.



R. E. CATO II

DISTRIBUTION: A

ATTACHMENT J-0200000-09
VISITOR CENTER AND CONTRACTOR VETTING ACCESS CONTROL

Chapter 1

PROCESSING BACKGROUND CHECKS

1. Responsibility. References (a) through (c), and this Order require that contractors provide a letter from the CG, MCIEAST-MCB CAMLEJ and CO, MCAS New River Contracting Office with contract number, name of employees, and two forms of ID that contain a photo. Valid forms of ID include but are not limited to; Military dependent ID card, Military retiree ID card, ID card issued by Federal, State or Local Government Agencies, and/or passport, proof of United States Citizenship or work visa. Only original documents can be accepted, facsimiles, emails, and/or copies cannot be accepted for any missing documents.

2. The Visitor's Center or Contractor ID Office will conduct a nationwide background check. The individual's full name, and date of birth, will be verified using a valid form of identification. If any of the following offenses and/or disposition are listed on the background check, access shall not be granted to the Installations.
 - a. On national terrorist watch list.
 - b. Not a legal U.S. Citizen.
 - c. On a prisoner work-release program or currently on parole.
 - d. A registered sex offender.
 - e. Have been convicted of a felony or drug crime within the past five years.

3. ID checks through the Consolidated Law Enforcement Operations Center (CLEOC) and Criminal Justice Law Enforcement Automated Data Service (CJLEADS) will also be conducted. If any information listed below appears, access to the Installation will be denied.
 - a. Outstanding criminal warrant(s) of any type.
 - b. Pending a felony charge(s).
 - c. Individual whose military active duty has terminated by the receipt of a dishonorable discharge or bad conduct discharge.

ATTACHMENT J-0200000-09
VISITOR CENTER AND CONTRACTOR VETTING ACCESS CONTROL

d. Debarment order stating individual is currently banned from any military installation.

e. Individual who has received a Driving Under the Influence (DUI)/Driving While Intoxicated (DWI) within the last 12 months; individual may be allowed to access the Installation but will not be permitted to drive on the Installation.

f. Current revocation of driving privileges aboard any military installation; individual shall not be allowed access to the Installation or be permitted to drive aboard the Installation.

4. If the individual is not in CLEOC, they must be entered into the system whether or not they plan to receive a DoD decal.

5. If there are no derogatory entries on the individual's record and all paperwork is received; they will be issued a contractor's identification card. This identification card will be issued for a maximum of one year or the complete length of contract, whichever is less. The individual must possess the card at all times. Upon completion or termination, the employee or employer must turn in the card to the Contractor's ID Office. If the employer is unable to obtain a card, the Contracting Office must be notified.

6. If for any reason access is denied, Visitor Center and/or Contractor ID Office personnel will verbally explain the appeal process. An appeal can be submitted to the Assistant Chief of Staff, Security and Emergency Services Office, MCIEAST-MCB CAMLEJ, Building 58. They may also complete the appeal online at the following website: <http://www.mcieast.marines.mil/StaffOffices/CommandInspectorGeneral/Appeals.aspx>.

ATTACHMENT J-0200000-09
VISITOR CENTER AND CONTRACTOR VETTING ACCESS CONTROL

Chapter 3

PROCESSING AND COMPLETION OF BUSINESS LETTER

1. Prioto reporting to the Contractor ID Office, the individual must make an appointment with the office due to the length of the process. The same steps that are outlined in Chapter 1 of this Order will be followed during processing and completion of business letters per enclosure (2). Additionally, the owner will provide the below listed paperwork:

a. Health Code Rating (only required for restaurants). If the restaurant is already established aboard the Installation (i.e. Domino's, Burger King, Wendy's, and/or Michelangelo's) no Health Code Rating is necessary.

b. If the establishment is not a restaurant, they must provide proof of insurance for that business.

c. A copy of the individual's drivers license, social security card, and other required paperwork that is copied will be stored in the facility in an approved locked cabinet per applicable orders and directives.

d. The contractor must keep the letter and the card they are issued on their person at all times. The card and letter will be issued for a maximum of one-year or for the duration of contract, whichever is less. Upon completion or termination, the employee or employer must turn in the card to the Contractor's ID Office.

ATTACHMENT J-0200000-09
VISITOR CENTER AND CONTRACTOR VETTING ACCESS CONTROL

l. Temporary passes, must be stamped with the expiration date of the pass and the Vehicle Registration (VEH REGS) stamp.

m. Upon contract completion or termination of the contract, decals shall be removed from the vehicle. The employer must notify the Contractor ID Office of early termination. ID card and/or decal must be returned, failure to return these items are a direct violation of references (a) through (c), and the individual can be legally processed for withholding government property.

ATTACHMENT J-0200000-09
VISITOR CENTER AND CONTRACTOR VETTING ACCESS CONTROL

SAMPLE DELIVERY LETTER



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE, NC 28542-0005

5000
ADJ
DD MMM YY

From: Commanding General, Marine Corps Installations East-
Marine Corps Base, Camp Lejeune
To: Mr/Ms. *First MI Last, Insert Street, City, North Carolina*
00000

Subj: AUTHORIZATION TO DELIVER SUBSISTENCE ABOARD MARINE CORPS
INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE OR
MARINE CORPS AIR STATION NEW RIVER FOR *RESTAURANT/DELIVERY*
SERVICE NAME, LOCATION OF RESTAURANT, JACKSONVILLE, NORTH
CAROLINA

Ref: (a) BO 5370.4H
(b) BO 10110.2F

1. Per references (a) and (b), you are authorized to conduct business aboard Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) and Marine Corps Air Station New River (MCAS, New River) as a representative subject named establishment, providing you continue to meet the requirements.
2. You certify that you have a valid driver's license and that you are not under suspension or revocation by MCIEAST-MCB CAMLEJ or any state.
3. You will be required to present your driver's license with this authorization upon request. This authorization will be carried at all times while delivering subsistence aboard this Installation.
4. You are required to display this authorization at Building 818 (Visitor's Center) in order to obtain a visitor's pass on each delivery and at any other time as may be necessary. In addition, you are required to provide proof of food orders received and delivery destination to any authority upon request, and also no deliveries will be made to unaccompanied personnel housing (barracks) between the hours of 0001 to 0700.

Enclosure (1)

ATTACHMENT J-0200000-09

SAMPLE BUSINESS LETTER



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE, NC 28542-0005

5000
ADJ
DD MMM YY

From: Commanding General, Marine Corps Installations East-
Marine Corps Base, Camp Lejeune
To: Mr/Ms. *First MI Last, Insert Street, City, North Carolina*
00000

Subj: AUTHORIZATION TO CONDUCT BUSINESS ABOARD MARINE CORPS
INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE OR
MARINE CORPS AIR STATION NEW RIVER E'OR *RESTAURANT/DELIVERY*
SERVICE NAME, LOCATION OF RESTAURANT, JACKSONVILLE, NORTH
CAROLINA

Ref: (a) BO 5370.4H
(b) BO 10110.2F

1. Per references (a) and (b), you are authorized to conduct business aboard Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ)OR Marine Corps Air Station, New River (MCAS, New River) as a representative of subject named establishment, provided you continue to meet the requirements. You are not permitted to visit government quarters and rental housing except by request and appointment. Rental housing includes Midway Park, Tarawa Terrace, and Knox Trailer Park. Personnel soliciting, which includes house-to-house, individual-to-individual and organization-to-organization, either in person or by telephone, anywhere on this Installation, is prohibited. The only authorized method of solicitation is conducted through the United States Postal Service. If an individual replies to such a communication, it then becomes a personal matter and a private transaction.

a. Each time you desire to transact business, you will first obtain clearance from the Area Commander concerned. You are not permitted to enter any storeroom, squad room, troop barracks, or sleeping quarters except when it is designated as a place of meeting by the appropriate Area Commander or immediate Commanding Officer of the individual being contacted.

Enclosure (2)

ATTACHMENT J-0200000-09

Subj: AUTHORIZATION TO CONDUCT BUSINESS ABOARD MARINE CORPS
INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE AND
MARINE CORPS AIR STATION NEW RIVER FOR **RESTAURANT/
DELIVERY SERVICE NAME, LOCATION OF RESTAURANT,**
JACKSONVILLE, NORTH CAROLINA

CERTIFICATION:

My signature below denotes my receipt of the authorization and indicates my having read and understand the orders and regulations governing solicitation and delivery of subsistence aboard MCIEAST-MCB CAMLEJ.

Permit #0000

Validated by: Enter initials

Representative's Signature

ATTACHMENT J-0200000-10
EXHIBIT LINE ITEM NUMBERS
N40085-15-R-0813

Line Item 0001 Firm Fixed Price - Base Period						
ELIN /Sub ELIN	Description	Quantity	Unit of Issue	Freq	Unit Price	Total
A001						
	Screw Pumps					
A001AA	PM Program, Spec Item 3.1 (Quarterly)	3	EA	2		
A001AB	PM Program, Spec Item 3.2 (Semi annual)	3	EA	2		
					TOTAL	

Line Item 0002 IDIQ - Base Period						
ELIN /Sub ELIN	Description	Quantity	Unit of Issue	Freq	Unit Price	Total
A002						
	Screw Pumps					
A002AA	IDIQ Labor	75	MH	1		
A002AB	IDIQ Material	50,000	LS	1	\$1.00	\$50,000.00
					TOTAL	

Line Item 0003 Firm Fixed Price - 1st Option						
ELIN /Sub ELIN	Description	Quantity	Unit of Issue	Freq	Unit Price	Total
B003						
	Screw Pumps					
B003AA	PM Program, Spec Item 3.1 (Quarterly)	3	EA	2		
B003AB	PM Program, Spec Item 3.2 (Semi annual)	3	EA	2		
					TOTAL	

Line Item 0004 IDIQ - 1st Option						
ELIN /Sub ELIN	Description	Quantity	Unit of Issue	Freq	Unit Price	Total
B004						
	Screw Pumps					
B004AA	IDIQ Labor	75	MH	1		
B004AB	IDIQ Material	50,000	LS	1	\$1.00	\$50,000.00
					TOTAL	

Line Item 0005 Firm Fixed Price - 2nd Option						
ELIN /Sub ELIN	Description	Quantity	Unit of Issue	Freq	Unit Price	Total
C005						
	Screw Pumps					
C005AA	PM Program, Spec Item 3.1 (Quarterly)	3	EA	2		
C005AB	PM Program, Spec Item 3.2 (Semi annual)	3	EA	2		
					TOTAL	

**ATTACHMENT J-0200000-10
EXHIBIT LINE ITEM NUMBERS
N40085-**

Line Item 0006 IDIQ - 2nd Option						
ELIN /Sub ELIN	Description	Quantity	Unit of Issue	Freq	Unit Price	Total
C006						
	Screw Pumps					
C006AA	IDIQ Labor	75	MH	1		
C006AB	IDIQ Material	50,000	LS	1	\$1.00	\$50,000.00
					TOTAL	

Line Item 0007 Firm Fixed Price - 3rd Option						
ELIN /Sub ELIN	Description	Quantity	Unit of Issue	Freq	Unit Price	Total
D007						
	Screw Pumps					
D007AA	PM Program, Spec Item 3.1 (Quarterly)	3	EA	2		
D007AB	PM Program, Spec Item 3.2 (Semi annual)	3	EA	2		
					TOTAL	

Line Item 0008 IDIQ - 3rd Option						
ELIN /Sub ELIN	Description	Quantity	Unit of Issue	Freq	Unit Price	Total
D008						
	Screw Pumps					
D008AA	IDIQ Labor	75	MH	1		
D008AB	IDIQ Material	50,000	LS	1	\$1.00	\$50,000.00
					TOTAL	

Line Item 0009 Firm Fixed Price - 4th Option						
ELIN /Sub ELIN	Description	Quantity	Unit of Issue	Freq	Unit Price	Total
E009						
	Screw Pumps					
E009AA	PM Program, Spec Item 3.1 (Quarterly)	3	EA	2		
E009AB	PM Program, Spec Item 3.2 (Semi annual)	3	EA	2		
					TOTAL	

Line Item 0010 IDIQ - 4th Option						
ELIN /Sub ELIN	Description	Quantity	Unit of Issue	Freq	Unit Price	Total
E010						
	Screw Pumps					
E010AA	IDIQ Labor	75	MH	1		
E010AB	IDIQ Material	50,000	LS	1	\$1.00	\$50,000.00
					TOTAL	

ATTACHMENT J-0200000-11

1. The NAVFAC Form PPQ shall be utilized for all evaluations that require a Past Performance Questionnaire (PPQ).

2. The current NAVFAC Form PPQ-0 dated 7 December 2011 is available at:
<https://portal.navfac.navy.mil/portal/page/portal/aq/pdffiles/ppq%20rev%20dec%202011.doc>

3. As stated in the solicitation:

IF A COMPLETED CPARS EVALUATION IS AVAILABLE, IT SHALL BE SUBMITTED WITH THE PROPOSAL. IF THERE IS NOT A COMPLETED CPARS EVALUATION, the Past Performance Questionnaire (PPQ) included in the solicitation is provided for the offeror or its team members to submit to the client for each project the offeror includes in its proposal for Factor 1, Technical Capability. AN OFFEROR SHALL NOT SUBMIT A PPQ WHEN A COMPLETED CPARS IS AVAILABLE.

IF A CPARS EVALUATION IS NOT AVAILABLE, ensure correct phone numbers and email addresses are provided for the client point of contact. Completed PPQs should be submitted with your proposal. If the offeror is unable to obtain a completed PPQ from a client for a project(s) before proposal closing date, the offeror should complete and submit with the proposal the first page of the PPQ (Attachment C), which will provide contract and client information for the respective project(s). Offerors should follow-up with clients/references to ensure timely submittal of questionnaires. If the client requests, questionnaires may be submitted directly to the Government's point of contact, Jackie Meade, via email at jackie.t.meade@navy.mil, prior to proposal closing date. Offerors shall not incorporate by reference into their proposal PPQs or CPARS previously submitted for other RFPs. However, this does not preclude the Government from utilizing previously submitted PPQ information in the past performance evaluation."

ATTACHMENT J-0200000-11

NAVFAC/USACE PAST PERFORMANCE QUESTIONNAIRE (Form PPQ-0)

CONTRACT INFORMATION (Contractor to complete Blocks 1-4)

1. Contractor Information

Firm Name: _____ CAGE Code: _____
Address: _____ DUNs Number: _____
Phone Number: _____
Email Address: _____
Point of Contact: _____ Contact Phone Number: _____

2. Work Performed as: Prime Contractor Sub Contractor Joint Venture Other (Explain)
Percent of project work performed: _____
If subcontractor, who was the prime (Name/Phone #): _____

3. Contract Information

Contract Number: _____
Delivery/Task Order Number (if applicable): _____
Contract Type: Firm Fixed Price Cost Reimbursement Other (Please specify): _____
Contract Title: _____
Contract Location: _____

Award Date (mm/dd/yy): _____
Contract Completion Date (mm/dd/yy): _____
Actual Completion Date (mm/dd/yy): _____
Explain Differences: _____

Original Contract Price (Award Amount): _____
Final Contract Price (to include all modifications, if applicable): _____
Explain Differences: _____

4. Project Description:

Complexity of Work High Med Routine
How is this project relevant to project of submission? (Please provide details such as similar equipment, requirements, conditions, etc.) _____

CLIENT INFORMATION (Client to complete Blocks 5-8)

5. Client Information

Name: _____
Title: _____
Phone Number: _____
Email Address: _____

6. Describe the client's role in the project:

7. Date Questionnaire was completed (mm/dd/yy):

8. Client's Signature:

NOTE: NAVFAC REQUESTS THAT THE CLIENT COMPLETES THIS QUESTIONNAIRE AND SUBMITS DIRECTLY BACK TO THE OFFEROR. THE OFFEROR WILL SUBMIT THE COMPLETED QUESTIONNAIRE TO NAVFAC WITH THEIR PROPOSAL, AND MAY DUPLICATE THIS QUESTIONNAIRE FOR FUTURE SUBMISSION ON NAVFAC SOLICITATIONS. CLIENTS ARE HIGHLY ENCOURAGED TO SUBMIT QUESTIONNAIRES DIRECTLY TO THE OFFEROR. HOWEVER, QUESTIONNAIRES MAY BE SUBMITTED DIRECTLY TO NAVFAC. PLEASE CONTACT THE OFFEROR FOR NAVFAC POC INFORMATION. THE GOVERNMENT RESERVES THE RIGHT TO VERIFY ANY AND ALL INFORMATION ON THIS FORM.

*ADJECTIVE RATINGS AND DEFINITIONS TO BE USED TO BEST REFLECT
YOUR EVALUATION OF THE CONTRACTOR'S PERFORMANCE*

RATING	DEFINITION	NOTE
(E) Exceptional	Performance meets contractual requirements and exceeds many to the Government/Owner's benefit. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor was highly effective.	An Exceptional rating is appropriate when the Contractor successfully performed multiple significant events that were of benefit to the Government/Owner. A singular benefit, however, could be of such magnitude that it alone constitutes an Exceptional rating. Also, there should have been NO significant weaknesses identified.
(VG) Very Good	Performance meets contractual requirements and exceeds some to the Government's/Owner's benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective.	A Very Good rating is appropriate when the Contractor successfully performed a significant event that was a benefit to the Government/Owner. There should have been no significant weaknesses identified.
(S) Satisfactory	Performance meets minimum contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.	A Satisfactory rating is appropriate when there were only minor problems, or major problems that the contractor recovered from without impact to the contract. There should have been NO significant weaknesses identified. Per DOD policy, a fundamental principle of assigning ratings is that contractors will not be assessed a rating lower than Satisfactory solely for not performing beyond the requirements of the contract.
(M) Marginal	Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented.	A Marginal is appropriate when a significant event occurred that the contractor had trouble overcoming which impacted the Government/Owner.
(U) Unsatisfactory	Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains serious problem(s) for which the contractor's corrective actions appear or were ineffective.	An Unsatisfactory rating is appropriate when multiple significant events occurred that the contractor had trouble overcoming and which impacted the Government/Owner. A singular problem, however, could be of such serious magnitude that it alone constitutes an unsatisfactory rating.
(N) Not Applicable	No information or did not apply to your contract	Rating will be neither positive nor negative.

Contractor Information (Firm Name): _____

Client Information (Name): _____

TO BE COMPLETED BY CLIENT

PLEASE CIRCLE THE ADJECTIVE RATING WHICH BEST REFLECTS YOUR EVALUATION OF THE CONTRACTOR'S PERFORMANCE.

1. QUALITY:	
a) Quality of technical data/report preparation efforts	E VG S M U N
b) Ability to meet quality standards specified for technical performance	E VG S M U N
c) Timeliness/effectiveness of contract problem resolution without extensive customer guidance	E VG S M U N
d) Adequacy/effectiveness of quality control program and adherence to contract quality assurance requirements (without adverse effect on performance)	E VG S M U N
2. SCHEDULE/TIMELINESS OF PERFORMANCE:	
a) Compliance with contract delivery/completion schedules including any significant intermediate milestones. <i>(If liquidated damages were assessed or the schedule was not met, please address below)</i>	E VG S M U N
b) Rate the contractor's use of available resources to accomplish tasks identified in the contract	E VG S M U N
3. CUSTOMER SATISFACTION:	
a) To what extent were the end users satisfied with the project?	E VG S M U N
b) Contractor was reasonable and cooperative in dealing with your staff (including the ability to successfully resolve disagreements/disputes; responsiveness to administrative reports, businesslike and communication)	E VG S M U N
c) To what extent was the contractor cooperative, businesslike, and concerned with the interests of the customer?	E VG S M U N
d) Overall customer satisfaction	E VG S M U N
4. MANAGEMENT/ PERSONNEL/LABOR	
a) Effectiveness of on-site management, including management of subcontractors, suppliers, materials, and/or labor force?	E VG S M U N
b) Ability to hire, apply, and retain a qualified workforce to this effort	E VG S M U N
c) Government Property Control	E VG S M U N
d) Knowledge/expertise demonstrated by contractor personnel	E VG S M U N
e) Utilization of Small Business concerns	E VG S M U N
f) Ability to simultaneously manage multiple projects with multiple disciplines	E VG S M U N
g) Ability to assimilate and incorporate changes in requirements and/or priority, including planning, execution and response to Government changes	E VG S M U N
h) Effectiveness of overall management (including ability to effectively lead, manage and control the program)	E VG S M U N
5. COST/FINANCIAL MANAGEMENT	
a) Ability to meet the terms and conditions within the contractually agreed	E VG S M U N

price(s)?	
-----------	--

Contractor Information (Firm Name): _____

Client Information (Name): _____

b) Contractor proposed innovative alternative methods/processes that reduced cost, improved maintainability or other factors that benefited the client	E	VG	S	M	U	N
c) If this is/was a Government cost type contract, please rate the Contractor's timeliness and accuracy in submitting monthly invoices with appropriate back-up documentation, monthly status reports/budget variance reports, compliance with established budgets and avoidance of significant and/or unexplained variances (under runs or overruns)	E	VG	S	M	U	N
d) Is the Contractor's accounting system adequate for management and tracking of costs? <i>If no, please explain in Remarks section.</i>	Yes			No		
e) If this is/was a Government contract, has/was this contract been partially or completely terminated for default or convenience or are there any pending terminations? <i>Indicate if show cause or cure notices were issued, or any default action in comment section below.</i>	Yes			No		
f) Have there been any indications that the contractor has had any financial problems? <i>If yes, please explain below.</i>	Yes			No		
6. SAFETY/SECURITY						
a) To what extent was the contractor able to maintain an environment of safety, adhere to its approved safety plan, and respond to safety issues? (Includes: following the users rules, regulations, and requirements regarding housekeeping, safety, correction of noted deficiencies, etc.)	E	VG	S	M	U	N
b) Contractor complied with all security requirements for the project and personnel security requirements.	E	VG	S	M	U	N
7. GENERAL						
a) Ability to successfully respond to emergency and/or surge situations (including notifying COR, PM or Contracting Officer in a timely manner regarding urgent contractual issues).	E	VG	S	M	U	N
b) Compliance with contractual terms/provisions (<i>explain if specific issues</i>)	E	VG	S	M	U	N
c) Would you hire or work with this firm again? (<i>If no, please explain below</i>)	Yes			No		
d) In summary, provide an overall rating for the work performed by this contractor.	E	VG	S	M	U	N

Please provide responses to the questions above (*if applicable*) and/or additional remarks. Furthermore, please provide a brief narrative addressing specific strengths, weaknesses, deficiencies, or other comments which may assist our office in evaluating performance risk (*please attach additional pages if necessary*):

1604000 - Wastewater	
Table of Contents	
Spec Item	Title
1	General Information
1.1	Concept of Operations
2	Management and Administration
2.1	Definitions and Acronyms
2.2	Personnel
2.2.1	Certification, Training and Licensing
2.3	Special Requirements
2.3.1	Fees, Fines, and Penalties
2.4	References and Technical Documents
3	FFP Work
3.1	Maintenance Program
3.1.1	Wastewater Effluent Quality
3.1.2	Minimum Operator Attendance
3.1.3	Operating Records, Logs, and Reports
3.1.4	Work Completion Reports
3.2	Preventive Maintenance
3.2.1	Sewage Pipelines
3.2.2	Manholes
3.2.3	Wet Wells
3.2.4	Wastewater Instrumentation Systems
3.2.5	Sewage Sump Pumps
3.3	Integrated Maintenance Program
3.3.1	Wastewater Treatment Plant
3.4	Inspection Program
3.4.1	Sewage Collection Pipelines
3.4.2	Manholes
3.4.3	Wet Wells
3.5	Quarterly Preventive Maintenance
3.6	Semi-Annual Preventive Maintenance
3.7	Service Report Records
3.8	Other Recurring Services
3.8.1	Cleaning of Sewer Pipeline
3.8.2	Wet Well Services
3.8.2.1	Wet Well Pumping
3.8.2.2	Wet Well Cleaning
4	IDIQ Work
4.1	Replacement Parts

1604000 - Wastewater		
Spec Item	Title	Description
1	General Information	The Contractor shall provide all labor, management, supervision, tools, material, and equipment to continuously operate, maintain, and repair the Wastewater Treatment Plant and Collection System located at Building FC440 Marine Corps Base, Camp Lejeune, NC.
1.1	Concept of Operations	The intent of 1604000 Wastewater is to specify the requirements to provide Wastewater utilities. Included are services such as operating, maintaining and repairing the Wastewater Treatment Plant and Collection System.

1604000 - Wastewater		
Spec Item	Title	Description
2	Management and Administration	
2.1	Definitions and Acronyms	Definitions and Acronyms are listed in J-1604000-01.
2.2	Personnel	The Contractor shall provide personnel with the qualifications, technical knowledge, experience and skills required to efficiently operate, maintain and repair the Wastewater Treatment Plant and Collection System.
2.2.1	Certification, Training and Licensing	<p>The Contractor shall employ certified wastewater treatment plant operators who are experienced in similar plants and systems to perform the requirements of this functional section.</p> <p>Each Wastewater Treatment Plant Operator must possess or have received through reciprocity a current/valid operator's certificate equivalent to the highest wastewater certification grade/class level issued by the Wastewater Works Operators Certification Board of Examiners from the U.S.</p> <p>All other personnel operating the Wastewater Treatment Plant must have the second highest wastewater certification grade/class level issued by the Wastewater Works Operators Certification Board of Examiners from or from reciprocity from applicable states.</p> <p>The chemist and the laboratory analyst shall complete yearly training in order to keep the personnel updated with the latest local and Federal environmental regulations, public health concerns, laboratory procedures, and safety requirements.</p>
2.3	Special Requirements	Safety requirements, operational restrictions, coordination requirements, workmanship, materials, equipment, and tools.
2.3.1	Fees, Fines, and Penalties	The Contractor shall be responsible for all fees, fines, and penalties assessed by the State if discharge permits are violated in the course of operations or maintenance.
2.4	References and Technical Documents	References and Technical Documents are listed in J-1604000-02.

1604000 - Wastewater				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
3	FFP Work	The Contractor shall provide inspection, repair and alignment per manufacturer's instruction on (3) Industrial Screw Pumps at the Waste Water Treatment facility as defined in this contract for quarterly and semi-annual Preventive Maintenance.	The Contractor shall conduct quarterly and semi-annual preventive maintenance to include any repairs to maintain the equipment specifications. The inspection costs shall include the Contractor's itemized cost to perform all services required by this contract.	Screw pumps are in normal working condition and function properly in accordance with specified standards.
3.1	Maintenance Program	<p>The Contractor shall submit a Maintenance Program to the KO to validate completeness within 30 days following award.</p> <p>The Contractor has full responsibility for any individual repair and replacement job up to and including \$2,000.00.</p> <p>If the repair or replacement work (individual job) exceeds the Contractor's liability limit, the Government, at its discretion, may order the work under the IDIQ work ordered from the Contractor, the Government will only be liable for the amount of work.</p> <p>For each occurrence of work, the Contractor shall include the following data in the appropriate record:</p> <p>The dates when the service(s) who performed the services.</p>	<p>There shall be no additional charge for replacement of parts unless such parts are required due to such causes as fire, water, acts of God, accidents, physical abuse, national disaster, or fluctuations of electrical current and such parts are required due to causes beyond the control and without the fault or negligence of the Contractor. If repairs are required due to one or more of these causes, the Contractor shall furnish to the Government Activity Representative detailed documentation substantiating how damage occurred to the piece of equipment. If the Government Activity Representative or his designated representative concurs that damage resulted from one of the above causes, repairs shall not be made until an IDIQ task order is issued. If the Government Activity Representative determines that damage did not result from one of the above causes, the Contracting Officer will review the documentation and make a determination on the matter. If the Contractor does not agree with the determination, "refer to the "Disputes" clause."</p> <p>One of the (3) Screw Pumps must remain in service at all times. POC is Mr. Gregory Wright at (910) 451-7190 ext. 225 for the Sewer</p>	<p>Maintenance is accomplished per Contractor's Program and schedule.</p> <p>All repair work costing in excess of the Contractor's limit of liability is reported to the KO within 24 hours following Contractor discovery.</p> <p>All repairs costing at or less than the Contractor's limit of liability are responded to within three days of Contractor discovery or Government notification and are accomplished per recommendations.</p>

1604000 - Wastewater				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
		The nature and extent of all service and repair work performed, including: completed PMIS Inspection and testing Checklists; description of conditions and deficiencies found during and PMIS visits; all work performed during inspection and tests and results of those inspection/tests; quantity, description, and cost data of repair/replacement parts used and any required suppliers' quotes.	Plant. Contact the designated representative from Facilities Support Contracts at (910) 451-5783 for the inspection and scheduling of this contract.	
3.1.1	Wastewater Effluent Quality	Not applicable to this contract.		
3.1.2	Minimum Operator Attendance	The Contractor shall provide wastewater treatment certified plant to efficiently and safely operate equipment at all times of operation.	All personnel operating the plant shall meet the training and certification standards in Spec Item 2.2.1. Contractor shall submit a Schedule of Operator Attendance per Section F.	The minimum numbers and types of wastewater treatment plant operators, support personnel, and supervisory operators in direct responsible charge, shall comply, by each applicable shift, with approved Operations and Maintenance Manual or other technical reference that specifies minimum or recommended staffing levels.
3.1.3	Operating Records, Logs, and Reports	The Contractor shall prepare, submit and maintain operating records, logs and reports for in-process tracking of plant output characteristics to ensure records, logs, and reports are current and complete.	Per approved operating permit, LANTNAVFACENGC MINST 11300.4, DoD FGS, or local installation instruction, a monthly Operating Records Report shall be submitted to the KO within three days following the end of the month during which work is performed and shall include copies of daily operating logs, chemical content, pressure readings,	All required operating records, logs, and reports are maintained current and complete and applicable copies provided to the KO per Section F. All required procedures are maintained current and

1604000 - Wastewater				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
		The Contractor shall develop and update operating procedures to ensure operating processes and Plant and Systems configuration are current.	chemical dosages, filter backwash frequencies, flow rates, and other laboratory records, maintenance records, corrosion tests, personnel records, emergency condition records, and operating costs. Sample Operating Records, Logs, and Reports are provided in J-1604000-03.	complete.
3.1.4	Work Completion Reports	The Contractor shall submit a work completion report to the Contracting Officer after completion of each occurrence of service under this contract.	Include which type service, date of service, name of technician, number of screw pumps serviced, and a listing of all services from Spec Item 3.3 and 3.4.	Report is submitted within three days of completion of service.
3.2	Preventive Maintenance (PM) Program	The Contractor shall develop and implement a PM program for wastewater collection systems and wastewater treatment to ensure proper operation, to minimize breakdowns, to maximize useful life and meet all applicable discharge permit requirements.	<p>The Contractor shall develop and submit a PM program per Section F.</p> <p>The Contractor is fully responsible for and shall perform any repairs, including replacement, discovered during scheduled maintenance work up to a total of \$250 per occurrence in direct material and labor cost under FFP portion of the contract. Incidental repairs work performed under maintenance are not considered a trouble call.</p> <p>Notification of repair work exceeding the incidental repairs limit shall be submitted to the KO within 24 hours of identification. Trouble calls or IDIQ work may be issued for repairs exceeding the incidental repairs limit.</p> <p>The Contractor shall not use breakdown maintenance as part of the PM program.</p> <p>The PM program for wastewater systems shall provide economical approach manufacturer's recommended procedures, OEM standards, NASSCO standards, WEF standards, ASME standards, and maintenance required to satisfy equipment warranties and keep</p>	<p>Maintenance is accomplished in accordance with the Contractor's maintenance program plan and work schedule.</p> <p>PM is performed in accordance with manufacturers' recommended procedures, OEM standards, ASME, WEF, and NASSCO.</p> <p>Unscheduled interruptions are minimized such that collection demand and effluent quality requirements are met 99.9 percent of the time annually.</p> <p>NPDES discharge permit requirements are meet.</p>

1604000 - Wastewater				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
			<p>wastewater systems in normal working condition and in compliance with the discharge permit requirements.</p> <p>Excessive or repeated system or equipment breakdowns or deficiencies may indicate the need to adjust or modify the Contractor's PM program. These changes will be made at no additional cost to the Government.</p> <p>If the KO determines that the objective and standards are not met, the Contractor shall adjust or modify the Contractor's PM program at no additional cost to the Government.</p> <p>The Contractor shall submit a Monthly PM Work Schedule per Section F.</p>	
3.2.1	Sewage Pipelines	Not applicable to this contract.		
3.2.2	Manholes	Not applicable to this contract.		
3.2.3	Wet Wells	Not applicable to this contract.		
3.2.4	Wastewater Instrumentation Systems	Not applicable to this contract.		
3.2.5	Sewage Sump Pumps	Not applicable to this contract.		
3.3	Integrated Maintenance Program (IMP)	The Contractor shall develop and implement an IMP for the Wastewater Treatment Plant to ensure all equipment and components remain in optimum condition and sustain maximum life.	<p>The Contractor shall develop and submit an IMP per Section F.</p> <p>The IMP shall include the Contractor's approach for integrated maintenance, including maintenance and inspection tasks, schedules for planned work accomplishment, plan for minimizing occurrence of repair and downtime, process for the identification of the need for repairs, and the process for scheduling and completing repair work.</p>	<p>Maintenance is performed in accordance with the Contractor's IMP and work schedule.</p> <p>The wastewater treatment plant is maintained and repaired to sustain a fully functional and operable condition in accordance with ASME, WEF, NASSCO, and OEM</p>

1604000 - Wastewater				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
			<p>The IMP shall include all equipment and components of the wastewater treatment plant.</p> <p>IMP, inclusive of repair and replacement, shall be performed per ASME and NASSCO standards, and equipment manufacturer's recommendations and commercially accepted practices.</p> <p>All plant and system malfunctions and breakdowns requiring repair or replacement shall have immediate response within 24 hours following Contractor discovery or Government notification and worked continuously to completion.</p> <p>As part of the IMP, the Contractor has full responsibility for any individual occurrence of repair, including replacement, up to and including \$5,000 in direct material and labor cost. The Contractor shall, per Annex 2, notify the KO upon identification that the repair will exceed the liability limit listed above. If the estimated cost of the repair exceeds the FFP liability limit, the Government may order the work under the IDIQ section of this contract; however, the Government will only be liable for the amount of cost exceeding the FFP liability limit.</p>	<p>specifications.</p> <p>Unscheduled interruptions are minimized such that collection demand and effluent quality requirements are met NPDES discharge permit requirements are met.</p> <p>When repair is complete the facility, system, or equipment does not present any hazard or danger to personnel.</p>

1604000 - Wastewater				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
			<p>The Contractor shall perform all repairs, whether identified as part of their routine IMP accomplishment, QC inspections, or notification from the Government that a breakdown or malfunction has occurred.</p> <p>If the Government identifies a problem or a need for repair, the Government will contact the work reception desk. Service trouble calls will not be issued for accomplishment of repairs on systems and equipment maintained under IMP.</p> <p>The Contractor shall submit a Monthly IMP Schedule and IMP Maintenance and Repair Status Report per Section F.</p>	
3.3.1	Wastewater Treatment Plant	Not applicable to this contract.		
3.4	Inspection Program	The Contractor shall develop and implement an inspection program for sewer systems to ensure a complete assessment of condition in a timely manner.	<p>The Contractor shall develop an inspection program for sewer systems. The Contractor shall submit the Inspection Program and Schedule per Section F.</p> <p>Inspection Reports and CCTV Footage shall be submitted per Section F.</p> <p>The Contract shall submit two copies of reports on CD and two copies as paper reports including image photographs, cross section; and plan view report with a diagram of lateral connections, channel and influent/effluent dimensions as appropriate.</p> <p>When used, all CCTV videos shall be NMCI compatible software (i.e., Windows Media Player, Quicktime, etc.)</p>	<p>Inspection is performed in accordance with ASME, WEF, NASSCO, and OEM standards.</p> <p>Inspections are performed per the Contractor's inspection program and work schedule.</p> <p>All photographs and video footage shall be of a quality capable of showing all damage and defects clearly.</p>
3.4.1	Sewage Collection Pipelines	Not applicable to this contract.		
3.4.2	Manholes	Not applicable to this		

1604000 - Wastewater				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
		contract.		
3.4.3	Wet Wells	Not applicable to this contract.		
3.5	Quarterly Preventive Maintenance	The quarterly preventive maintenance of all Screw Pumps shall include an inspection and maintenance. The maintenance shall consist of but not limited to the lubricating, adjusting, calibrating, gauging, and visual detailed inspection of the Screw Pumps. The Contractor shall perform other tasks that may be required to be in compliance with the manufacturer's current equipment specifications.	<p>Service to the lower bearing shall include:</p> <ul style="list-style-type: none"> a. Closing of the effluent gate to each screw pump and clean out influent chamber area surrounding the bearing. (Confined space safety requirements apply.) b. Check the condition of the lower bearing, ensuring the adjusting block and screws are secured (torque as required). c. Verify gauging dimension of lower sleeve bearing is within regulations. d. Inspect lower seal to ensure grease is not being expelled through the indicator or seals. e. Check bearing and tube bolts and torque as required. f. Inspect grease lines verifying they are in good condition and that grease is being expelled through the visual indicator. <ul style="list-style-type: none"> 1. Service to the physical screw condition shall include inspecting the entire length of each screw checking the condition of the frights, deflector position, and through grout. 2. Service to the upper bearing shall include inspection to the gauging and grease seals. <ul style="list-style-type: none"> a. Service to the reducer shall include inspection of the backstop for proper operation, and unusual noise, and verify the alignment of the drive 	

1604000 - Wastewater				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
			<p>sheaver per manufacturer's recommendations.</p> <p>b. Service to the base plate on top pedestal shall include inspection of all the gout and anchors.</p> <p>c. Lubrication services shall include the manual grease and lubrication of the upper bearings, visually inspect the grease flow through the lower bearing, perform necessary maintenance to grease pump if faulty.</p>	
3.6	Semi-Annual Preventive Maintenance	The semi-annual preventive maintenance of all Screw Pumps shall include the following and anything else required for compliance with the manufacturers current equipment specifications.	<p>Serviced shall include:</p> <p>a. Change oil in Gearbox Reducers. Government will provide up to 75 gallons of gearbox oil per semi-annual PM, when required.</p> <p>b. Change oil in backstop flushing with mineral spirits simultaneously with gearbox oil.</p> <p>c. Remove coupling grease and repack couplings.</p> <p>d. Lubricate motors per manufacturer's recommendations.</p> <p>Check coupling alignment and adjust as necessary per manufacturer's specifications.</p>	Screw Pumps are in normal working condition and function properly in accordance with specified standards.
3.7	Service Report Records	<p>Appropriate record entries shall be made within fifteen (15) working days from the completion of all work items performed under this contract.</p> <p>The records shall cover the following work:</p> <p>Preventive Maintenance</p>	Any other information the Contractor chooses to include in the records will be at no additional cost to the Government.	All required records shall be made available to the Government for examination and reproduction upon request, and the original records shall be submitted to the Contracting Officer upon the expiration of the contract.

1604000 - Wastewater				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
		<p>Inspection and Service (PMIS) parts replaced and any adjustments made.</p> <p>Inspection and Test Work.</p> <p>For each occurrence of work, the Contractor shall include the following data in the appropriate record:</p> <p>The dates when the service(s) who performed the services.</p> <p>The nature and extent of all service and repair work performed, including: completed PMIS Inspection and Testing Checklists; description of conditions and deficiencies found during any PMIS visits; all work performed during inspection and tests and results of those inspection/tests and disposition of deficiencies found during inspections/tests; quantity, description, and cost data of repair/replacement parts used and any required suppliers' quotes.</p>		<p>All required records shall be maintained in a readable, complete, orderly, timely and accurate manner or they will not be considered satisfactory. The forms required for these records shall be supplied by the Contractor.</p>
3.8	Other Recurring Services	Not applicable to this contract.		
3.8.1	Cleaning of Sewer Pipeline	Not applicable to this contract.		

1604000 - Wastewater				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
3.5.2	Wet Well Services	Not applicable to this contract.		
3.8.2.1	Wet Well Pumping	Not applicable to this contract.		
3.8.2.2	Wet Well Cleaning	Not applicable to this contract.		

1604000 - Wastewater				
Spec Item	Title	Performance Objective	Related Information	Performance Standard
4	IDIQ Work	IDIQ work may be ordered utilizing DoD EMALL in accordance with Section H or on a task order in accordance with the PROCEDURES FOR ISSUING ORDERS clause in Section G. The order will specify the exact locations and types of work to be accomplished. The period of performance will be specified in each order.	Refer to IDIQ ELINs for task listings, descriptions and related requirements. All periods of performance are measured from issue date of order to acceptance of the work. Performance Standards for IDIQ work will be the same as those in Spec Item 3 where applicable.	
4.1	Replacement Parts	Upon receipt of the repair estimate from the Contractor, the Government will execute one of the following actions at their discretion: Authorize the Contractor to perform the repair/replacement accomplished by a separate contract method.	Historical data can be provided by the Government Representative.	

**ATTACHMENT J-1604000-01
DEFINITIONS AND ACRONYMS**

Definitions	
Equipment, Collateral	Encompasses built-in and large substantially affixed equipment/property that is normally acquired and installed as part of a facility project.
Equipment, Installed	Encompasses building-type equipment, built-in equipment, and large, substantially affixed equipment/property, and is normally acquired and installed as part of a facility project. Installed equipment is normally required to make a facility useful and operable. Removing such equipment would impair the usefulness, safety, or environment of the facility or the facility restoration work required after its removal, is substantial.
Equipment, Personal Property	Personal property equipment includes all equipment other than collateral equipment. Such equipment, when acquired and used in a facility or a test apparatus, can be severed and removed after erection or installation without substantial loss of value or damage thereto or to the premises where installed.
Facilities Life Cycle	A facilities life cycle is divided into four stages, requirements (planning and design), acquisition (construction and acceptance), stewardship (operations, maintenance and repair), and disposal.
Facilities Maintenance Management	The planning, prioritizing, organizing, controlling, reporting, evaluating, and adjusting of facilities maintenance operations to support the CNO/NAVFAC facilities policy and objectives and satisfy customers' facility needs. Defined by the International Facility Management Association as "the practice of coordinating the physical workplace with the people and work of the organization."
Integrated Maintenance Plan	IMP is a recurring state-of-the-art, reliability-centered inspection, testing, maintenance and repair program that determines best practices for managing the functions and consequences of failures of facilities equipment and system components. IMP encompasses accepted commercial practices, including reactive, preventive, predictive and proactive maintenance, into one optimal program. The IMP approach gives the Contractor full responsibility to maintain systems and equipment and perform repairs whenever necessary to ensure equipment and systems are operational and remain in a constant state of readiness.
Life-Cycle Costs	A form of economic analysis that considers the total cost of owning, operating, and maintaining a building or system over its useful life.
Repair	Repair is the restoration of facilities or equipment to such a condition that it may be effectively utilized for its designated purposes by overhaul, reconstruction, or replacement of constituent parts or materials which have deteriorated by action of the elements or usage, and which have not been corrected through maintenance. This term also applies to replacement of the entire unit or system if beyond economical repair. The intent of repair is to have the equipment at normal working condition.
Replacement	Replacement, as a distinct work element, is confined to a program of planned replacement of a facility or its components. It may be further limited to major components such as air conditioning compressors, furnaces or hot water heaters. Replacement is performed when the equipment has reached the end of its useful life; when it no longer can perform due to degradation of its internal components and repair is no longer cost effective. Included under the replacement would be the major rebuilding of any component, since rebuilding also restores performance.
Restoration	Restoration of real property to such a condition that it can be used for its intended purpose. Includes repair or replacement work to restore facilities damaged by inadequate sustainment, excessive age, natural disaster, fire, accident or other causes.
Sustainment	Maintenance and repair activities necessary to keep a typical inventory of facilities in "normal working condition". Sustainment includes regularly scheduled maintenance as well as cyclical major repairs or replacement of components that occur periodically over the expected service life of the facilities.
SCADA	A version of telemetry commonly used in wide-area industrial applications, such as electrical power generation and distribution and water distribution, which includes supervisory control of remote stations as well as data acquisition from those stations over a bidirectional communications link.

ATTACHMENT J-1604000-01
DEFINITIONS AND ACRONYMS

Acronym	Title
ANSI	American National Standards Institute
ASHRAE	American Society of Heating, Refrigerating and Air-Conditioning Engineers
ASME	American Society of Mechanical Engineers

ATTACHMENT J-1604000-02
REFERENCES AND TECHNICAL DOCUMENTS

Reference	Title
Non-Government Publications.	
National Association of Sewer Service Companies, (NASSCO)	
11521 Cronridge Drive, Suite J, Owings, MD 21117	
American National Standards Institute, Inc. (ANSI)	
11 West 42nd Street, New York, NY 10036	

Frenc Creek WWTF (FC440) - Camp Lejeune, NC
SCREW PUMP MAINTENANCE & INSPECTION

Contract N40085-10-D-0244

TASK LIST

Quarterly Maintenance for Pumps 1,2 & 3

$\frac{d}{z}$ $\frac{d}{z}$ $\frac{d}{z}$

Notes or Readings

UPPER BEARING

Upper Bearing Gauging and Inspect Grease Seals

Greased fittings; cleaned all Bearings

Inspect Coupling

Inspect Motor for Wear or Damage

Motor No.1 has vibration

Lubricate Motor or check

GREASE LUBRICATORS

Inspect Lubricator for proper operation and leaks

LOWER BEARING

Pump out and Clean around bearing

Check overall condition of bearing

Remove Bearing Shield and Check all BOLTS for tightness

Check that adjusting block and adjusting screws are secure

Check grease lower seal to verify grease is not leaking out

Pump No.3 slight grease leak

Verify grease lines are in good condition

Verify grease is being expelled thru visual indicator

Verify gauging dimension of lower sleeve bearing is within spec.

GEAR REDUCER

Check 011 Level, add as needed .

0 0 0

--1

Check reducer for unusual noise or vibration

0 0 0

--1

Check Backstop for proper operation. (temperature, noise)

0 0 0

Greased Gearbox Seals

BELT DRIVE

Verify alignment of belt sheaves

Inspect belts for wear

Check belt tension and adjust as needed

Inspect Base Plates, Grout and anchors

Visually inspect entire screw and inspect the following

Screw Flights and Torque Tube

0 0

f

Deflector Plate and Grout In Trough

0 0

1

Pump Barrels being painted

CLEAN ALL OIL AND GREASE FROM GEARBOX AND CONCRETE

French Creek WWTF (FC440) -Camp Lejeune, NC
 SCREW PUMP MAINTENANCE & INSPECTION

Contract N40085-10-D-0244
 TASK LIST

Date: 29JUL-02AUG, 2013
 Service Crew:

Screw Pump No. 03

Completed

Notes or Readings

UPPER BEARING

Grease Bearing and Inspect

New Grease Fittings installed

COUPLING

Check Alignment

Parallel: OK

Angular: OK

Check Coupling O-Rings and Gasket

Relubricate Coupling

MOTOR

Inspect Motor for Wear or Damage

Motor making slight noise

Lubricate Motor

LOWER BEARING

Pump out and Clean around bearing

Removed rags/debris around bearing

Remove Bearing Shield and Check all BOLTS for tightness

Check overall condition of bearing

Check that adjusting block and adjusting screws are secure

Check grease lower seal to verify grease is not leaking out

Inspect Grease Pump / Verify grease lines are in good condition

No Leaks

Verify grease is being expelled thru visual indicator

Verify gauging dimension of lower sleeve bearing is within spec.

GEAR REDUCER

Replace Lubricant

Check Backstop for proper operation. (temperature, noise)

Check Breather

Check reducer for unusual noise or vibration

Slight noise in gearbox

BELT DRIVE

Verify alignment of belt sheaves

Inspect belts for wear

Check belt tension and adjust as needed

GENERAL INSPECTION

Inspect Base Plates, Grout and anchors

Visually Inspect entire screw and Inspect the following

Screw Flights and Torque Tube

some rust on flights and tube

Deflector Plate

Verify Rungs

Grout in Trough

Note: Gate needs new Stem Covers

French Creek WWTF {FC440} -Camp Lejeune, NC
 SCREW PUMP MAINTENANCE REPORT

Contract N40085-10-D-0244

TASK LIST

Date: 29JUL-02AUG, 2013

Service Crew:

Screw Pump No. 02

Completed

Notes or Readings

UPPER BEARING

Grease Bearing and Inspect

New Grease Fittings Installed

COUPLING

Check Alignment

Paralle: OK
 Angular: OK

Check Coupling O- Rings and Gasket

Coupling needs new bolts In future

Relubricate Coupling

MOTOR

Inspect Motor for Wear or Damage

Lubricate Motor

LOWER BEARING

Pump out and Clean around bearing

Remove Bearing Shield and Check all BOLTS for tightness

1 0 1 ----- **1**

Check overall condition of bearing

0 Removed of rags/debris around bearing

Check that adjusting block and adjusting screws are secure

0

Check grease lower seal to verify grease is not leaking out

0 NoLeaks

Inspect Grease Pump / verify grease lines are in good condition

Verify grease is being expelled thru visual Indicator

1 1

Verify gauging dimension of lower sleeve bearing is within spec

1 1

GEAR REDUCER (S/N 3778951)

Replace Lubricant

0 -----

Check Backstop for proper operation. (temperature, noise)

Check Breather

0

Check reducer for unusual noise or vibration

Slight noise in gearbox

BELT DRIVE

Verify alignment of belt sheaves

Inspect belts for wear

0 -----

Check belt tension and adjust as needed

GENERAL INSPECTION

Inspect Base Plates, Grout and anchors

0 -----

Visually Inspect entire screw and Inspect the following

Screw Flights and Torque Tube

Deflector Plate

0 -----

1

Grout in Trough Note: Gate needs new Stem Covers



FC443

30 m
100 ft

PERFORMANCE ASSESSMENT PLAN

**N40085-15-R-0813
Maintenance & Repairs of Screw Pumps FC440
Wastewater Treatment Plant**

**Marine Corps Base
Camp Lejeune, NC**

PREPARED BY:

Facilities Support Contracts (FSC)

28 September 2014

Performance Assessment Plan Contents

1. Introduction	1
1.1 Purpose	1
1.2 Partnering	1
2. Roles and Responsibilities	1
3. Training	2
4. Safety	3
5. Security	3
6. Submittals	3
6.1 Quality Management Plan Submittal	3
6.2 Accident Prevention Plan Submittal	3
7. Meetings	4
8. Methods of Assessment (MOA)	4
9. Quality Management System (QMS)	4
10. Performance Assessment Process	4
10.1 Post-Award Planning	4
10.2 Scheduling Assessments	5
10.3 IDIQ Task Orders	5
10.4 Assessment Procedures	5
10.4.1 AL1 Assessments	6
10.4.2 AL2/3 Assessments	9
10.4.3 Safety Assessment	12
10.4.4 Management and Administration Assessment	12
10.4.5 Contract Discrepancy Reports	12
11. Assessment Summary and Evaluation	13
11.1 Monthly Performance Assessment Summary (MPAS)	13
11.2 Invoice Validation and Withholdings	13
11.3 COR Activity File	13
11.4 Performance Assessment Board (PAB)	14
12. Summary	14

List of Attachments

Attachment A: Functional Assessment Plan (FAP).....	16
Attachment B: Performance Assessment Worksheet	17
Attachment C: QMS Pre-performance Review Checklist	18
Attachment D: Customer Comment Record	21
Attachment E: QMS In-process Review Checklist.....	22
Attachment F: Contract Discrepancy Report (CDR).....	25
Attachment G: FSC Safety Assessment Checklist.....	26
Attachment H: Annex 2 – Management and Administration Evaluation Checklist.....	27
Attachment I: MPAS Coversheet.....	33
Attachment J: PAB Rating Summary	34

Performance Assessment Plan

1. Introduction

1.1 Purpose

The Performance Assessment Plan (PAP) establishes Performance Assessment (PA) provisions for Contract N40085-15-R-0813, Uninterruptable Power Supply.

The PAP describes the methodology for assessing the Contractor's performance that will be used to provide Contractor feedback, update Contractor Performance Assessment Rating System (CPARS). The PAP includes the Functional Assessment Plan (FAP), Attachment A, and standard Performance Assessment Worksheets (PAW), Attachment B, to document and report Government observations of Contractor performance. The Government's role is to assess Contractor's work against measurable performance standards, and per the principles of Performance Based Services Acquisition (PBSA), the Contractor's role is to ensure its quality through successful implementation of its Quality Management System (QMS). Per FAR Subpart 46.4, Government PA "shall be performed at such times and places as may be necessary to determine that the supplies or services conform to contract requirements" in order to ensure payments are made only for services that meet performance standards specified in the contract.

1.2 Partnering

Effective partnering and establishing a positive relationship between the Government and the Contractor is essential in fulfilling a performance-based requirement. The Government's relationship with the Contractor should be one that promotes a strong and positive business alliance to achieve mutually beneficial goals, such as timely delivery and acceptance of high-quality services through the use of efficient business practices. Business relationships should seek to create a cooperative environment to ensure effective communication between the parties. Teamwork, cooperation, and good-faith performance are important for meeting mission objectives and resolving conflicts and problems. Each party should clearly understand the goals, objectives, and needs of the other. It is essential that the Government and the Contractor work together as a team to communicate expectations, agree on common goals, develop a common understanding of measurable standards, and identify and address problems early in the contract to achieve desirable outcomes.

2. Roles and Responsibilities

The Government's key roles and responsibilities for performance assessment are as follows:

FSC Management and Facility Services (FMFS) Branch Head. The FMFS Branch Head provides direct supervision of SPARs, PARs, Spec Writers, etc assigned to the FMFS Branch. The FMFS branch head is responsible for ensuring adequate funding and staffing to support the specification development, contract management, and performance assessment function of the branch as well as all personnel management responsibilities. The COR and PAR are assigned for this contract.

Facilities Support Contract Manager (FSCM). The FSCM is the overall technical lead for the management of Facility Support Contract requirements from cradle to grave.

Contracting Officer (KO). The ACO and/or PCO assigned to the contract. The KO has final responsibility for Contractor PA per FAR Part 42—Contract Administration and Audit Services, non-conformance modifications, and unilateral determination of incentives.

Contracting Officer's Representative (COR). The COR is responsible for monitoring the Contractor's technical compliance and progress based on the contract requirements specified in the PWS and in accordance with the PAP. The COR performs a variety of contract administration duties that includes oversight of PA, documenting and rating Contractor performance, reviewing invoices, and acceptance of work.

Senior PAR (SPAR). The SPAR is responsible for coordinating efforts of multiple PARs assigned to this contract. The SPAR reviews PA schedules and PA documentation for sufficiency and consistency of oversight.

Performance Assessment Representative (PAR). The PAR is assigned as a Technical Point of Contact (TPOC) / Subject Matter Expert (SME) to the COR to perform duties as the on-site representative who assesses Contractor performance. The PAR periodically observes Contractor performance, reviews delivered services, reviews quality management corrective actions, periodically assesses and documents Contractor performance on Performance Assessment Worksheets (PAWs) and the Monthly Performance Assessment Summary (MPAS), and communicates findings as necessary with the Contractor, Senior PAR (SPAR), and Contracting Officer Representative (COR).

Note: Throughout NAVFAC policy, processes, and training, the term Performance Assessment Representative (PAR) refers to anyone responsible for conducting assessments of a NAVFAC administered Facility Support Contract. The term PAR will be used in reference to any individual assigned as a TPOC/SME to provide support to the COR, including as a collateral duty of other PWD or customer personnel, regardless of billet. All personnel assigned these duties must follow the guidance and direction provided to PARs.

Performance Assessment Board (PAB). The PAB is comprised of key technical and administrative personnel appointed in writing by the KO. The PAB will convene on a regular basis to review Contractor performance documentation for the prior evaluation period, and prepare and forward a summary report of findings and recommendations to the KO. The PAB makes recommendations for CPARS and provides input for the determination of contract incentives, if applicable. Details of PAB membership and the process for convening the PAB are provided in paragraph 11.4 below.

3. Training

To effectively implement the PA Program, individuals who monitor the Contractor's performance should be experienced in the annex/sub-annex areas for which they are assigned and adequately trained. Mandatory training standards for all personnel performing PA of NAVFAC contracts are specified in BMS B-14.3, Performance Assessment. Additionally, safety training requirements are detailed in BMS B-14.18, FSC Safety and training for those assigned as CORs is promulgated by NFAS 1.602 and detailed in NAVFAC Instruction 4200.1.

CORs assigned to provide oversight of this contract must meet the applicable training requirements and must be appointed in writing by the KO per BMS S-18.3.6. PARs providing support as

TPOC/SME for the COR must meet the applicable training requirements and must be assigned in writing by per BMS S-18.3.6 and B-14.3.

4. Safety

Proper oversight of Contractor safety is an integral part of effective performance assessment. The PAR must ensure that the Contractor is in compliance with safety requirements specified in Spec Item 2.9 of the contract. The PAR should be present during any local Safety briefings. If the PAR observes a violation of any safety requirements by the Contractor, the PAR should:

- Report the safety hazard resulting from unsafe acts or conditions, defective tools, materials, or equipment used by the Contractor to the COR.
- When imminent danger is apparent (where, if the hazard is not immediately corrected, there is a high probability that a serious accident will occur, life will be in danger or there will be extensive property damage), immediately inform the Contractor and request immediate action is taken to correct the hazard. If the Contractor does not voluntarily take corrective action, require the Contractor to stop work and immediately notify the COR.

Further detail of safety assessment procedures is provided in paragraph 10.4.3 below.

5. Security

The PAR should become familiar with all security requirements specified in Spec Item 2.8.7 of the contract and report any observed violations to the KO.

6. Submittals

The PAR should review reports and other submittals identified in Section F to ensure they comply with applicable requirements and specifications.

6.1 Quality Management Plan Submittal

The Quality Management System Pre-Performance Review Checklist, Attachment C, should be used for the review of the Contractor's QM Plan submittal and as a guideline for discussion of the Contractor's QMS during the post-award kickoff/pre-performance conference. The PAR, SPAR, Contractor Quality Manager and Project Manager, and any applicable subcontractor quality representatives should sign off on the QMS review checklist.

6.2 Accident Prevention Plan Submittal

Per BMS B-14.18, FSC Safety, the FMFS Pre-Performance Safety Checklist should be used for the review of the Contractor's Accident Prevention Plan submittal (including Activity Hazard Analyses (AHAs) and Occupational Risk and Compliance Plans and Programs) and as a guideline for discussion of the Contractor's Safety Program during the post-award kickoff/pre-performance conference. The PAR should coordinate with the local command Safety Representative for assistance in review of Contractor's APP. The PAR, SPAR, Contractor Site Safety and Health Officer (SSHO) and Project Manager, and any applicable subcontractor safety representatives should sign off on the Safety review checklist. The Contractor must submit and have an approved APP before any work may begin on site. Additionally, new or revised AHAs must be submitted and

reviewed at the beginning of each work phase, when new hazards are identified, or when a new work crew is brought on site.

7. Meetings

The PAR should attend and be prepared for required meetings, including partnering sessions. The PAR should be familiar with the Spec Items in Annex 2 titled “Required Conferences and Meetings” and “Partnering.” The FSC Partnering process is addressed in BMS B-14.16.

8. Methods of Assessment (MOA)

The PAR will periodically assess services for conformance to contract performance objectives and standards using the following MOAs:

- Periodic Sampling (PS) – requires a pre-determined plan for assessing a portion of the work, using sample size and frequency at the applicable assessment level.
- Validated Customer Comments (VCC) – consists of customers observing the performance of services they have received and using a pre-determined procedure to provide feedback and/or report observations to the PAR for validation.
- Unscheduled Visits (UV) – impromptu assessments of performance standards and objectives whenever practical.
- Customer’s Evaluation (CE) – consists of collected survey data of Contractor performance from the customer’s perspective through the use of a feedback form.

The MOAs used for assessment of each performance objective and standard are identified within the FAP included in Attachment A.

9. Quality Management System (QMS)

When the Government’s assessment of the Contractor’s performance reveals that the quality management efforts are not effective in ensuring performance objectives and standards are achieved, further action is required. The PAR will conduct a review of the Contractor’s QMS processes and quality inspection and surveillance records for the work item(s) where deficiencies are noted to validate the accuracy and effectiveness of the Contractor’s QMS.

For QMS to be considered acceptable, the Contractor must demonstrate to the Government through quality management and QC corrective and preventive actions that the risk of failure to meet performance standards has been satisfactorily mitigated.

Further detail of the QMS review process is provided within the assessment procedures in paragraph 10.4 below.

10. Performance Assessment Process

10.1 Post-Award Planning

Performance Assessment personnel should review and understand the final contract requirements, including any amendments made during the solicitation period, paying particular attention to

performance objectives and standards and any changes in the scope of work. Performance Assessment personnel should also review the Contractor's technical proposal received in response to the solicitation and initial submittals, such as the QMS program (including Quality Management Plan), Accident Prevention Plan (including Activity Hazard Analyses (AHAs) and Occupational Risk and Compliance Plans and Programs), list of key personnel and employee listing.

Performance Assessment personnel should also meet with customer representatives to review details of the contract and discuss the process for reporting and handling of customer comments and review the contract requirements for partnering and the process described in BMS B-14.16, FSC Partnering, to be prepared for these meetings.

10.2 Scheduling Assessments

Performance Assessment personnel should develop a planned assessment schedule based upon factors such as selected MOAs, Contractor's recurring performance schedule, population of work, and local priorities and conditions. Certain work requirements may necessitate increased assessment based on performance risk considerations, e.g., services that are mission critical or have life safety impacts. Increased assessment may be conducted by adding AL2 or AL3 assessments or by targeting specific samples during routine AL1 assessment. Risk is measured based on two things: the likelihood (or probability) and event will occur and the consequence (or impact) if the event does occur.

The FAP, Attachment A, along with the starting point for assessments based on risk determination should be compared against the Contractor's work schedules as applicable to develop the initial assessment schedule. This schedule may be adjusted when required based on Contractor performance as detailed within the assessment procedures in paragraph 10.4 below.

10.3 IDIQ Task Orders

IDIQ Task Orders (TO) require 100% assessment. This means that all TOs must be verified as satisfactorily complete prior to payment. For EMALL Task Orders, verification is performed by the customer through the validation of the credit card payment and acceptance in EMALL. EMALL orders that involve high-risk evolutions will be indicated as "HIGH RISK" in the EMALL short description. The customer must notify the COR by email or phone immediately upon ordering a high-risk IDIQ TO. The COR will schedule appropriate safety oversight for these evolutions. For all other IDIQ TOs, validation is the responsibility of PA personnel. Scheduling of assessments must be planned based on the nature of the work (i.e. simple, short duration tasks performed at a single location vs. complex work performed over a longer period at multiple locations) and added to the assessment schedule after TO award.

10.4 Assessment Procedures

Every assessment must be documented on a Performance Assessment Worksheet (PAW) using the form provided in Attachment B. The assessment procedures based on the scheduled level of assessment performed are detailed below.

10.4.1 AL1 Assessments

The flowchart in Figure 1 below and corresponding descriptions shown below detail the performance assessment process used by the PAR to observe, assess, and document Contractor's performance for 2-digit Spec Items (AL1).

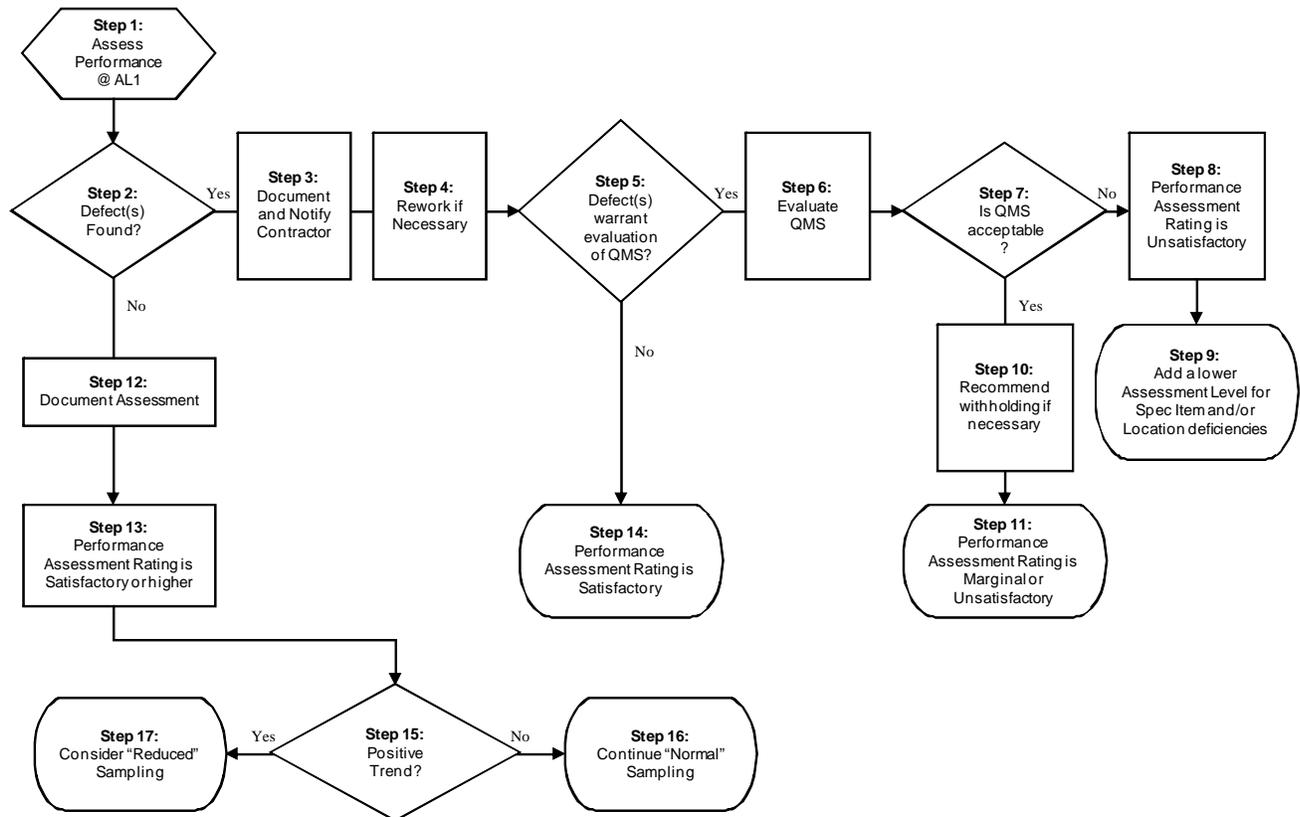


Figure 1. Performance Assessment Process for Assessment Level 1 (AL1)

Step 1: Assess Performance at AL1 – This is the typical starting point of assessment. Assess the Contractor's performance using the MOA, frequencies, and sample sizes indicated at AL1 of the FAP. The starting point may include additional PA at lower assessment levels for mission critical, safety, or environmental related services as determined based on the risk assessment performed during post-award planning. A Performance Assessment Worksheet (PAW) must be used for each assessment indicating this is an AL1 assessment. A PAW is the form used to document and report Government observations and rate Contractor performance.

Step 2: Defect(s) Found – The PAR should evaluate the Contractor's performance of work looking for both failures to comply with performance objectives and standards as well as instances of value-added services or work that exceeds performance standards. Any observation of work that fails to meet any of the specified performance standards will be documented as a defect. Instances of non-conforming work discovered during unscheduled visits (UV) should also be documented as defects. Where customer comments are received (VCC), all alleged defects must be evaluated within a reasonable time to validate that the performance standards were not met. Documentation will be

completed using the Customer Comment Record, Attachment D. Documentation of UVs will be completed on a PAW. DECISION: If a defect is found, continue. If not, jump to Step 12.

Step 3: Document and Notify Contractor – Document any observed negative performance that fails to meet contract performance standards with supporting narrative on the Performance Assessment Worksheet (PAW). If defects are found, the PAR will forward a copy of the PAW to the Contractor. The Contractor shall sign and return the PAW within the specified timeframe to acknowledge receipt of the document. The Contractor's signature does not constitute agreement with the Government's assessment, it merely acknowledges that the Contractor has been notified of a Government observed defect. Should the Contractor disagree with the Government's observations, discussions should be conducted to reach a common understanding of performance objectives and standards.

Step 4: Rework if Necessary – In the case of unsatisfactory or non-performed work, the Government may, at its option, allow the Contractor an opportunity to correct by reperformance at no additional cost to the Government. Rework shall be completed within the timeframe specified in Section E, Consequences of Contractor's Failure to Perform Required Services clause of the contract.

Step 5: Defect(s) Warrant Evaluation of QMS? – Defects warrant evaluation of QMS if: 1) they are "Significant", 2) a "Trend" has been established, or 3) the work is not considered "Substantially Complete". Significant defects include the Contractor's failure to meet performance objectives and standards that result in damage to the Government, or incomplete major or critical work items. Significant defects are subjective and should be discussed in initial partnering sessions with the Contractor. Trends are defects that may be considered minor but are recurring and have not been corrected through the Contractor's QMS. Trends are typically defects found in the same or similar work requirements repeated consistently over several periods of the assessment frequency. Substantially complete means that the performance standard is fully met except for minor or trivial non-conformances per FAR 46.407. A service will be judged to be fully conforming to the contract performance standards if the nonconformance is minor or trivial and there is no omission of essential work, and approximately 95% of the total work (population) assessed meets the performance standard. Substantial completion can be measured based on the total work requirement being assessed or based on any one element of work performance. DECISION: If QMS evaluation is warranted, continue. If not, jump to Step 14.

Step 6: Evaluate QMS – The PAR should evaluate the Contractor's QMS to verify proper controls are in place to ensure the delivery of quality services. The PAR should follow the QMS In-Process Review Checklist, Attachment E, and document findings on this form. This review should begin with a focus on the Spec Items and/or location where defects have been found as opposed to a complete audit of the Contractor's QMS (use Parts A & B of the checklist). The evaluation should identify corrective actions the Contractor is taking for specific discrepancies and identify any QMS changes the Contractor is implementing to preclude systemic problems, avoid repeat discrepancies, and regain Quality Control (QC). If the initial evaluation identifies deficiencies in the Contractor's QMS with insufficient planned corrective actions or QMS changes, or, if corrective actions and QMS changes planned during previous QMS reviews have been ineffective, then broaden the evaluation to a more comprehensive review of the Contractor's QMS program (use Parts C through F of the checklist).

Step 7: Is QMS Acceptable? – The Contractor must demonstrate to the Government that they have taken corrective actions and identified QMS changes to preclude systemic problems, avoid repeat discrepancies, and regain QC. QMS is considered “Acceptable” if the Contractor’s actions will satisfactorily reduce the risk of continued failure to meet performance standards. DECISION: If QMS is unacceptable, continue. If QMS is acceptable, jump to Step 10.

Step 8: Performance Assessment Rating is Unsatisfactory – If the Contractor’s QMS is unacceptable, then the PAR should document all findings, including a summary of the findings associated with the Contractor’s QMS, on the PAW. The PAR should rate the Contractor Unsatisfactory in accordance with the evaluation ratings definitions included in the PAB Rating Summary. The PAR should also document recommendations for withholding of payment on the PAW for non-conforming services when defects cannot be corrected by reperformance.

Step 9: Add a lower Assessment Level for Spec Item and/or Location deficiencies – When the Contractor’s performance is Unsatisfactory at AL1 and QMS is Unacceptable, additional PA at Assessment Level 2 or 3 (AL2 or AL3) should be conducted for the Spec Item and/or location deficiencies as shown in Figure 3. [End of this assessment]

Step 10: Recommend withholding if necessary – Even if the QMS is acceptable and the Contractor has implemented or planned appropriate corrective actions, withholdings may still be warranted. The PAR should document recommendations for withholding of payment on the PAW for non-conforming services when defects cannot be corrected by reperformance.

Step 11: Performance Assessment Rating is Marginal or Unsatisfactory – The PAR shall document all findings, including a summary of the findings associated with the Contractor’s QMS evaluation, on the PAW. The PAR should rate the Contractor Marginal or Unsatisfactory in accordance with the evaluation ratings definitions included in the PAB Rating Summary. The PAR should continue sampling the size identified as “Normal” in the FAP at AL1. [End of this assessment]

Step 12: Document Assessment – Document results of assessment particularly noting how it was validated that performance complied with contract requirements and detailing any instances of value-added services or work that exceeds contract performance standards, with supporting narrative on the PAW.

Step 13: Performance Assessment Rating is Satisfactory or Higher – If the Contractor has performed all work in accordance with the performance objectives and standards, then a performance rating of Satisfactory or higher should be assigned. The PAR should rate the Contractor Satisfactory, Very Good, or Exceptional in accordance with the evaluation ratings definitions included in the PAB Rating Summary. Jump to Step 15.

Step 14: Performance Assessment Rating is Satisfactory – The PAR shall document all findings, including details of the failures to comply with performance objectives and standards on the PAW. Per the evaluation ratings definitions included in the PAB Rating Summary, Satisfactory is defined as "contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory." Therefore, the PAR should rate the Contractor Satisfactory and continue sampling the size identified as “Normal” in the FAP at AL1. [End of this assessment]

Step 15: Positive Trend Established? – If the Contractor has established a trend of Satisfactory, Very Good or Exceptional performance, repeated consistently over several periods of the assessment

frequency, the PAR should consider sampling at the reduced level (Jump to Step 17). If a trend has not yet been established the PAR should continue normal sampling.

Step 16: Continue “Normal” Sampling – The PAR should continue sampling the size identified as “Normal” in the FAP at AL1. [End of this assessment]

Step 17: Consider “Reduced” Sampling – The PAR should adjust sampling to the size identified as “Reduced” in the FAP at AL1. [End of this assessment]

10.4.2 AL2/3 Assessments

The flowchart in Figure 2 below and corresponding descriptions shown below detail the performance assessment process used by the PAR to observe, assess, and document Contractor’s performance for 3-digit and 4-digit Spec Items (AL2/3).

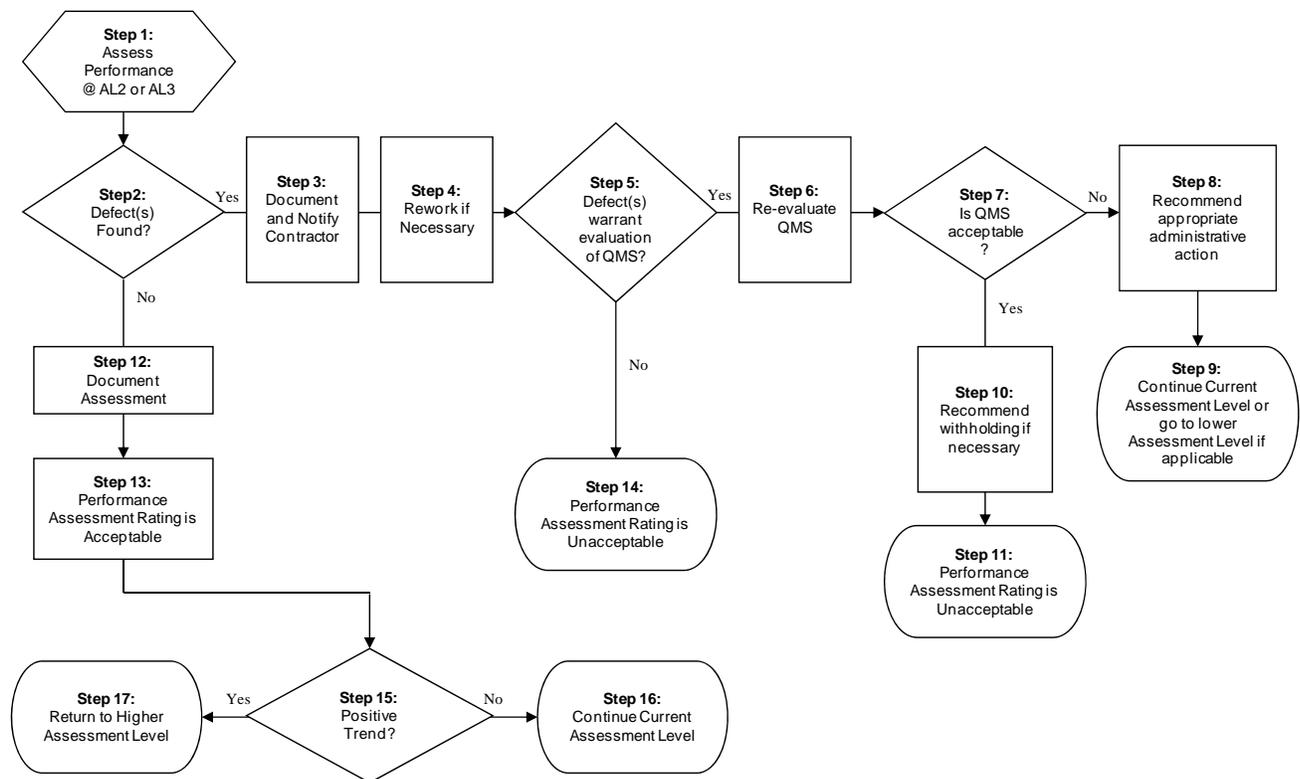


Figure 2. Performance Assessment Process for Assessment Level 2 or 3 (AL2 or AL3)

Step 1: Assess Performance at AL2 or AL3 – Start additional assessment(s) at a lower level if the rating on PAW 1 was Unsatisfactory and QMS was unacceptable. Certain work requirements may necessitate normal assessment at AL2 or AL3 based on performance risk considerations, e.g., services that are mission critical or have life safety impacts. Assess the Contractor’s performance using the MOA, frequencies, and sample sizes indicated at the appropriate assessment level, e.g., AL2 or AL3 of the FAP.

Step 2: Defect(s) Found – If the Contractor has performed all work in accordance with the performance objectives and standards, then a performance rating of Acceptable should be assigned. The PAR will document any instances of value-added services or work that exceeds performance standards with supporting narrative on the Performance Assessment Worksheet (PAW). When the assessed work fails to comply with performance objectives and standards, the PAR will document the defect on the PAW and notify the Contractor. Instances of non-conforming work discovered during unscheduled visits (UV) should also be documented as defects. Where customer comments (VCC) are received, all alleged defects must be evaluated within a reasonable time to validate that the performance standards were not met. Documentation will be completed using the Customer Comment Record, Attachment D. Documentation of UV will be completed on a PAW. **DECISION:** If defect is found, continue. If not, jump to Step 12.

Step 3: Document and Notify Contractor – Document instances of value-added performance that exceeds contract performance standards, and negative performance that fails to meet contract performance standards, with supporting narrative on the PAW. If defects are found the PAR will forward a copy of the PAW to the Contractor. The Contractor shall sign and return the PAW within the specified timeframe to acknowledge receipt of the document. The Contractor's signature does not constitute agreement with the Government's assessment, it merely acknowledges that the Contractor has been notified of a Government observed defect. Should the Contractor disagree with the Government's observations, discussions should be conducted to reach a common understanding of performance objectives and standards.

Step 4: Rework if Necessary – In the case of unsatisfactory or non-performed work, the Government may, at its option, allow the Contractor an opportunity to correct by re-performance at no additional cost to the Government. Rework shall be completed within the timeframe specified in Section E, Consequences of Contractor's Failure to Perform Required Services clause of the contract.

Step 5: Defect(s) Warrant Evaluation of QMS? – Defects warrant evaluation of QMS if 1) they are "Significant", 2) a "Trend" has been established, or 3) the work is not considered "Substantially Complete". Significant defects include the Contractor's failure to meet performance objectives and standards that result in damage to the Government, or incomplete major or critical work items. Significant defects are subjective and should be discussed in initial partnering sessions with the Contractor. Trends are defects that may be considered minor but are recurring and have not been corrected through the Contractors QMS. Substantially complete means that the performance standard is fully met except for minor or trivial non-conformances per FAR 46.407. A service will be judged to be fully conforming to the contract performance standards if the nonconformance is minor or trivial and there is no omission of essential work, and approximately 95% of the total work (population) assessed meets the performance standard. **DECISION:** If QMS evaluation is warranted, continue. If not, jump to Step 14.

Step 6: Re-evaluate QMS – The PAR should reevaluate the Contractors QMS to verify proper controls are in place to ensure the delivery of quality services. This review should be limited to the Spec Items and/or location where defects have been found as opposed to a complete audit of the Contractor's QMS. The evaluation should identify corrective actions the Contractor is taking for specific discrepancies, and identify any QMS changes the Contractor is implementing to preclude systemic problems, avoid repeat discrepancies, and regain Quality Control (QC).

Step 7: Is QMS Acceptable? – The Contractor must demonstrate to the Government that they have taken corrective actions and identified QMS changes to preclude systemic problems, avoid repeat discrepancies, and regain QC. QMS is considered “Acceptable” if the Contractor’s actions will satisfactorily reduce the risk of continued failure to meet performance standards. **DECISION:** If QMS is unacceptable, continue. If QMS is acceptable, jump to Step 10.

Step 8: Recommend appropriate administrative action – The PAR should make recommendations to the Contracting Officer via the SPAR/COR/FSCM for appropriate administrative actions. Administrative actions may include additional performance review meetings, issuance of a Contract Discrepancy Report (CDR), Attachment F, withholding of payment including liquidated damages, or interim CPARS rating. The PAR should also document recommendations for withholding of payment on the PAW for non-conforming services when defects cannot be corrected by reperformance.

Step 9: Continue Current Assessment Level or go to lower Assessment Level if applicable – The PAR shall continue sampling at the size and frequency identified in the FAP at the appropriate assessment level or can move to a lower level of assessment if applicable. Additionally, if there is a negative trend in Contractor performance, the PAR should consider modification of the MOAs, sample sizes, and frequencies included in the FAP.

Step 10: Recommend withholding if necessary – If the Contractor’s QMS is acceptable, then the PAR may still consider recommending withholding of payment for non-conforming services when defects cannot be corrected by re-performance by documenting on the PAW.

Step 11: Document Performance Assessment Rating as Unacceptable – The PAR shall document all findings, including findings associated with the Contractor’s QMS, which justify rating the Contractor’s performance as Unacceptable. The PAR shall continue sampling the size identified in the FAP at the current assessment level. [End of this assessment]

Step 12: Document Assessment – Document results of assessment with supporting narrative on the PAW, particularly noting how it was validated that performance complied with contract requirements.

Step 13: Document Performance Assessment Rating as Acceptable at appropriate assessment level – The PAR shall document all findings which justify rating the Contractor’s performance as Acceptable. Jump to Step 15.

Step 14: Document Performance Assessment Rating as Unacceptable – The PAR shall document all findings which justify rating the Contractor’s performance as Unacceptable. The PAR shall continue sampling the size identified in the FAP at the current assessment level. [End of this assessment]

Step 15: Positive Trend Established? – If the Contractor has established a trend of acceptable performance over a period of time, e.g., three months, the PAR should return to a higher assessment level (Jump to Step 17). If a positive trend has not yet been established the PAR should continue at the current assessment level.

Step 16: Continue Current Assessment Level – The PAR should continue sampling at the size and frequency identified in the FAP at the appropriate assessment level. [End of this assessment]

Step 17: Return to Higher Assessment Level – The PAR should discontinue the additional lower level assessment and move to a higher assessment level or reduce to normal AL1 assessment. [End of this assessment]

10.4.3 Safety Assessment

As detailed in BMS B-14.18, FSC Safety, proper oversight of Contractor safety is an integral part of effective performance assessment. There are two preferred methods for assessing a Contractor's safety performance: 1) Assessing safety while conducting regular periodic sampling; and 2) Documenting "unscheduled visits" to specifically assess safety anytime the performance of work can be observed.

Note: Anytime a safety issue is observed, the PAR should take appropriate immediate action to stop work as necessary until the unsafe practices are properly corrected.

The PAR shall record all safety assessments on the PAW including a supporting narrative regarding the safety issues observed in the comments block. The FSC Safety Assessment Checklist, Attachment G, should be used to identify the specific areas where safety issues were noted and attached to the PAW. Similar to the assessment process detailed above, the PAR should consider the significance of safety issues and any trends observed in evaluating the need for further review of the Contractor's safety program and the addition of more scheduled assessments.

If a detailed review of the Contractor's safety program is deemed necessary, the PAR should evaluate the Contractor's Accident Prevention Plan (APP)/Activity Hazard Analysis (AHA) to verify proper safety controls are in place to ensure their employees are performing work in accordance with EM 385-1-1. This review shall ensure the APP/AHA is site specific and relevant to the service process. The safety program review should identify discrepancies between the Contractor's APP/AHA with the EM 385-1-1 and identify any corrective actions the Contractor is implementing to preclude systemic problems and avoid repeat safety issues. The PAR should coordinate with the local command Safety Representative for assistance in review of Contractor's APP.

The PAR must also be familiar with other safety responsibilities detailed in BMS B-14.18, including assisting with Occupational Safety and Health Administration (OSHA) inspections and ensuring Contractors follow the proper procedure for mishap notification.

10.4.4 Management and Administration Assessment –

Contractor compliance with contract requirements, including those specified in Annex 0200000 or Spec Item 2 of the functional annex, can generally be evaluated through the assessment of work performed. For example, the Contractor must provide properly trained and qualified personnel to perform work in order to meet the standards specified in the contract. However, there remain certain overall management and administration requirements that cannot be effectively assessed through PA scheduled per the FAPs Contract Discrepancy Reports

Contract Discrepancy Reports (CDRs) are a formal administrative action intended to document and track Contractor corrective actions for resolution of continued unsatisfactory performance. CDRs will be issued for repeated failures where the Contractor has an unacceptable QMS that has not been effectively corrected. That is, the following conditions have occurred:

- 1) Defects at AL1 led to a QMS evaluation,
- 2) The Contractor's QMS was found to be unacceptable and additional assessments were scheduled for the AL2/3 level,
- 3) AL2/3 assessments revealed further defects and the QMS evaluation was again unacceptable.

Issuance of a CDR requires the Contractor to evaluate the noted discrepancy, determine root cause of the failure to perform, and develop a plan to ensure contract requirements are met. CDRs require Contractor response and Government acceptance of the Contractor's corrective action. CDRs must be tracked until officially closed out by the Government. The Contract Discrepancy Report format is included in Attachment F.

11. Assessment Summary and Evaluation

11.1 Monthly Performance Assessment Summary (MPAS)

The PAR and SPAR will collect, review, and evaluate the results of all performance assessments including PAW documentation, safety assessments, validated customer comments, customer evaluations, trend data, and Contractor QMS corrective and preventive actions. The PAR summarizes PA information and completes the comments block on the MPAS for each annex/sub-annex. The MPAS for each annex/sub-annex is included with the applicable FAP, Attachment A. The SPAR reviews completed annex/sub-annex MPAS, provides recommended actions as applicable, assigns an overall technical rating for the function, and validates the MPAS by signing it.

11.2 Invoice Validation and Withholdings

Results of performance assessments and other PA information should also be used as part of the validation of the Contractor's monthly invoice amount. The COR will make a determination for the value of the estimated damages to the Government for non-conforming or non-performed work and recommend to the KO the appropriate withholding including liquidated damages (LDs). Documentation must be provided to support the reduced value of services and/or the estimated cost and related profit to correct deficiencies and complete unfinished work.

The COR is designated as a Departmental Accountable Official (DAO) due to the duties for invoice verification and the responsibility to ensure that payment recommendations are made only for services received that meet the performance standards of the contract. The COR must review the submitted invoices for accuracy and completion of required supporting documentation. The COR should reference MPASs with associated PAWs and other assessment documentation to verify completion of required services and determine if any withholdings or deductions are warranted.

For invoices submitted through Wide Area Work Flow (WAWF), the COR performs the inspector role as detailed in BMS S-17.4.14.2 Process Wide Area Work Flow (WAWF) Invoices. For non-WAWF invoices, follow local process for documenting invoice reviews.

11.2 COR Activity File

In order to provide an auditable trail of documentation supporting the assessment of Contractor performance, the COR is required to maintain a file for each contract/order assigned. A list of items that must be included (at a minimum) in a COR file can be found in NAVFAC Instruction 4200.1,

Contracting Officer's Representative. The COR File will be maintained until the end of contract performance, when it is then turned over to the Contracting Officer for inclusion as part of the official contract file.

Hardcopy files are maintained by the COR in a folder(s) annotated with the contract number and period of performance for the included documentation. Supporting documentation (e.g. PAWs) for the current period of performance may be located in individual files retained by each PAR. All content in electronic format is located on a secure shared drive at the following path:

X://PWD Anywhere/FEAD/FMFS/Contract N40085-15-R-0813.

11.3 Performance Assessment Board (PAB)

The Performance Assessment Board membership consists of the following:

PAB Chairperson – COR

PAB Member – SPAR

PAB Member – KO

The PAB will convene on an as needed basis to review and evaluate Contractor performance. The date, time, and location of PAB meetings will be established by the PAB Chairperson and communicated to all PAB members.

Additional participants may include the Site Safety Manager. The personnel may participate in the discussion of Contractor performance, but will have no vote on consensus ratings.

The COR (with support as required from PARs/SPARs) should be prepared to brief the PAB on the monthly summary information and trend data and offer a recommended consensus rating to the PAB based on assessment results. Each PAB member should consider the information presented and individually document ratings with supporting comments for each area defined in CPARS on the PAB Rating Summary form, Attachment J. The PAB Chairperson should develop a consensus rating for each factor and document comments relevant to each rating factor from the PAB review. At, or near, the end of each performance period, the PAB should review previous PAB Rating Summaries in addition to performance during the most recent evaluation period to develop overall input for official CPARS ratings and relevant comments. This final PAB report should be used by the Assessing Official Representative (AOR) for entry into CPARS for the performance period. Additionally, this PAB should make final recommendations for assessing contract incentives in accordance with the Award Fee or Award Option Plan.

Specific details of the PAB process are provided in BMS B-14.26, Performance Assessment Board.

12. Summary

The PAP is based on the premise that the Contractor is responsible for managing and ensuring that quality controls meet the terms of the contract. The PAP facilitates consistent and effective tiered PA to verify the accuracy and completeness of the Contractor's QMS and to assess overall compliance with performance objectives and standards. The Government will evaluate Contractor performance through appropriate assessment methods to ensure payments are made only for services that comply with contract requirements. This PAP is a "living" document that will be revised or modified as circumstances warrant.

Attachment A: Functional Assessment Plan (FAP)

Included only in Government copy

PERFORMANCE ASSESSMENT WORKSHEET

ANNEX/SUB-ANNEX: _____

Attachment B: Performance Assessment Worksheet

PAW (Indicate Level)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> IDIQ
CONTRACT NO:		PAR NAME:		
SAMPLE ID:		DATE:		
SAMPLE LOCATION:				
SPEC ITEM / TO #:		TITLE:		
SAFETY ASSESSMENT: Issues found? <input type="checkbox"/> No <input type="checkbox"/> Yes (document details below)				
COMMENTS: (Document findings/observations of how performance complies with contract requirements and detail any value-added or negative performance, and trends)				
RATING: (For AL-2/3)		<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable	
PAR (signature): _____ DATE: _____				
CONTRACTOR (signature): _____ DATE: _____				
REWORK:	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable	<input type="checkbox"/> N/A	
QMS EVALUATION: (Document effectiveness of contractor's QMS to detect/correct negative performance and reverse trends. Attach QMS review checklist.)				
QMS RATING:	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable	<input type="checkbox"/> N/A	
PERFORMANCE ASSESSMENT RATING: (FOR AL-1 or IDIQ)				
<input type="checkbox"/> Exceptional	<input type="checkbox"/> Very Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Marginal	<input type="checkbox"/> Unsatisfactory

QUALITY MANAGEMENT SYSTEM PRE-PERFORMANCE REVIEW CHECKLIST

Attachment C: QMS Pre-performance Review Checklist

GENERAL INFORMATION			
	NAME	PHONE	EMAIL
CONTRACTOR Project Manager			
CONTRACTOR Quality Manager			
SUB-CONTRACTOR QC			
SUB-CONTRACTOR QC			
PERFORMANCE ASSESSMENT REPRESENTATIVE (PAR)			
SUPERVISORY PAR / COR			
CONTRACT INFORMATION			
TITLE:			
Contract #:	TO#	LOCATION:	
START:	END:	CONTRACT PRICE:	

ACCEPTANCE OF CONTRACTOR'S QUALITY APPROACH DOES NOT LIMIT CONTRACTING OFFICER FROM REQUIRING ADDITIONAL MEASURES IF PERFORMANCE IS UNACCEPTABLE.

QUALITY MANAGEMENT BRIEFING CHECKLIST	
CHECKPOINT (Y/N)	COMMENTS
QUALITY ORGANIZATION:	
Is the QM plan submitted in accordance with Annex 0200000 and Section F requirements?	
Is the Quality organization clearly identified (e.g., org chart) and a list of all Quality personnel provided?	
Are the responsibilities of Quality personnel detailed and lines of authority explained (e.g., Quality staff and Quality Manager reports directly to Prime Contractor management)?	
Are the training and qualification requirements for Quality staff specified and does the Contractor's staff meet these requirements?	
Does the Quality organization show relationship between the Prime Contractor's Quality staff and Subcontractor's management or Quality?	

QUALITY MANAGEMENT SYSTEM PRE-PERFORMANCE REVIEW CHECKLIST

QUALITY APPROACH:		
	Is the QM plan current and specifically tailored for this contract?	
	Does the Contractor's Quality Management System and management approach indicate a clear understanding of the contract requirements?	
METHODS AND PROCEDURES FOR PERFORMANCE OF WORK:		
	Does the Contractor provide detail of their work planning and control to ensure first time quality? This could include:	
	a. Proper selection and training of personnel	
	b. Tracking and verification of training and certification requirements	
	c. Work center supervisor/lead personnel oversight of work performance	
	d. Detailed SOPs and procedures for work requirements	
	e. Routine training and meetings	
	f. Selection procedures for subcontractors	
	g. Management control of subcontracted work	
SURVEILLANCE AND INSPECTION PROCEDURES:		
	Does the Contractor provide detailed procedure for the selection of samples (e.g., percentage of work inspected, process for selection of samples, in-process vs. completed work.)?	
	Does the QM plan detail procedures for the collection, recording, and analysis of inspection and surveillance results?	
	Does the QM plan include processes for utilization analysis of inspection and surveillance results to determine cause and implement corrective actions?	
	Does the QM plan provide a process for preventing recurrence of quality issues and continuous improvement of work performance?	
	Does the QM plan detail specific procedures for the oversight of subcontracted work or the review and analysis of subcontractor quality?	

QUALITY MANAGEMENT SYSTEM PRE-PERFORMANCE REVIEW CHECKLIST

DOCUMENTATION AND RECORDS MANAGEMENT:	
	Does the Contractor have a process for the control and retention of Quality documentation and records?
	Does the Contractor provide the controls in place to ensure all Quality records are documented, maintained reviewed and properly filed?
	Does the QM plan have a process for the review of documentation for completeness, accuracy, and consistency? (This may include management reviews or internal audit plan.)
	Does the QM Plan provide a process for tracking and ensuring all submittal requirements are met?
COMMUNICATION WITH GOVERNMENT:	
	Does the QM plan address the level, format, and frequency of communications with the government? This could include:
	a. Routine, yet informal communications between contractor, quality staff, and Government PARs
	b. Established meeting requirements between Contractor Quality and/or management staff with Government PA and/or contracting personnel.
	c. Progressive reporting and communication based on the frequency or severity of the issue being addressed (e.g., Quality staff to PAR, Quality Manager to SPAR/FSCM, Project Manager to PWO
	d. Details of protocol for attendance at meetings required by contract, including partnering sessions.
REVIEW SIGNATURES	
PAR:	DATE:
SPAR/COR:	DATE:
CONTRACTOR QUALITY MANAGER:	DATE:
CONTRACTOR PROJECT MANAGER:	DATE:
SUBCONTRACTOR:	DATE:
SUBCONTRACTOR:	DATE:

CUSTOMER COMMENT RECORD

ANNEX/SUB-ANNEX: _____

Attachment D: Customer Comment Record

CONTRACT NO:	DATE/TIME RECEIVED:		
RECEIVED BY:			
SOURCE OF COMMENT			
ORGANIZATION: _____ INDIVIDUAL: _____ PHONE: _____			
LOCATION:			
SPEC ITEM:	TITLE:		
<u>DETAILS OF OBSERVATION:</u> (Provide specific details of the requirement observed.) 			
Comment Validation:	<input type="checkbox"/> Valid	<input type="checkbox"/> Non-valid	
<u>COMMENTS:</u> 			
PAR (signature): _____			DATE: _____
CONTRACTOR (signature): _____			DATE: _____
REWORK:	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable	<input type="checkbox"/> N/A
PAR (signature): _____			DATE: _____

QMS IN-PROCESS REVIEW CHECKLIST

Attachment E: QMS In-process Review Checklist

CONTRACT #:	TITLE:
PAR NAME:	DATE:
ANNEX/SUB-ANNEX:	
SPEC ITEM:	TITLE:

QMS REVIEW CHECKLIST	
If observed defects warrant evaluation of QMS, the initial review should be limited to the Spec Items and/or location where defects have been found. This process begins with Part A & B below.	
CHECKPOINT (Y/N)	COMMENTS
A. QUALITY SURVEILLANCE AND INSPECTION SCHEDULES	
1. Is there a quality surveillance and inspection schedule? Does it include:	
a. Surveillance and inspections to be performed?	
b. Frequency of surveillance and inspections?	
2. Is there a current schedule?	
3. Does the schedule reflect all contractual requirements?	
4. Are the number and frequency of surveillance and inspections sufficient?	
5. Do the schedules match the QM plan?	
6. Is the schedule being followed?	
B. DOCUMENTATION AND ANALYSIS OF QUALITY DATA	
1. Are the results of all surveillance and inspections properly documented?	
2. Are quality deficiencies properly resolved and tracked?	
3. Is quality documentation of deficiencies analyzed for trends and root cause?	
4. Is appropriate action taken or planned to prevent recurrence of quality issues?	
5. Is there verification process to ensure corrective and preventative actions are effective?	
6. Are appropriate continuous improvement plans in place and communicated to workforce?	

QMS IN-PROCESS REVIEW CHECKLIST

Comments: (Document corrective actions taken or QMS changes being implemented. If QMS is unsatisfactory, document findings and rationale for additional review conducted below.)

If review conducted above identifies deficiencies in the Contractor's QMS with insufficient planned corrective actions or QMS changes, or, if corrective actions and QMS changes planned during previous QMS reviews have been ineffective, then continue review with Parts C through F below.

CHECKPOINT (Y/N)	COMMENTS
C. QUALITY MANAGEMENT PLAN	
1. Is the written QM plan available on site?	
2. Is the QM Plan current?	
3. Does the QM staff meet the requirements designated in QM plan (in terms of staff provided and qualifications and training)?	
D. WORK PROCESSES AND PROCEDURES	
1. Are work instructions, processes and procedures documented?	
2. Are work instructions, processes and procedures available and used by affected personnel?	
3. Is there a process to communicate work instructions, processes and procedures throughout the project and organization?	
4. Are training records properly maintained for employees who are performing the work?	
E. SURVEILLANCE AND INSPECTION PROCESS	
1. Does the documented surveillance and inspection system match the requirements of the QM plan?	
2. Are surveillance and inspection forms used systematically that document both conformances and non-conformances?	
3. Are the surveillance and inspection criteria linked to the performance objectives and standards of the contract?	
4. Does the communication and follow-up on deficiencies follow the process detailed in the QM plan?	
5. Is analysis performed on surveillance and inspection data to identify trends and opportunities for improvement?	
6. Are there examples of process improvements based on surveillance and inspection data?	

QMS IN-PROCESS REVIEW CHECKLIST

CHECKPOINT (Y/N)	COMMENTS		
F. CUSTOMER COMMUNICATION			
1. Are required meetings being held and attended as scheduled?			
2. Is there documentation of the meetings and associated follow-up activities, i.e. action registers, meeting minutes, agendas?			
3. Is there proper response and tracking of issues identified by Government personnel?			
4. Is there a written documentation of issues, e.g., complaint/compliments logs, registers, records?			
5. Is there a system for correction of defects/problems to satisfy customers?			
6. Is there an escalation procedure if defects/problems are not addressed satisfactorily?			
<p>Comments: (Document corrective actions taken or QMS changes being implemented. If QMS is unsatisfactory, document recommendation to move to a lower assessment level or take appropriate administrative action.)</p>			
QMS RATING:	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable	<input type="checkbox"/> N/A
REVIEW SIGNATURES			
PAR:		DATE:	
CONTRACTOR QUALITY REPRESENTATIVE:		DATE:	

Attachment F: Contract Discrepancy Report (CDR)

CONTRACT DISCREPANCY REPORT		1. CONTRACT NUMBER
GOVERNMENT ACTION		
2. TO (Contractor and Manager Name)	3. FROM (Name of Government Representative)	
4. DISCREPANCY OR PROBLEM		
5. CONTRACTOR NOTIFIED (Date, Time, Contact Name)		
6. SIGNATURE OF CONTRACTING OFFICER		7. DATE
CONTRACTOR ACTION		
8. TO (Contracting Officer)		9. FROM (Contractor)
10. CONTRACTOR RESPONSE (Cause, corrective actions to prevent recurrence. Attach continuation sheet if necessary.)		
11. SIGNATURE OF CONTRACTOR REPRESENTATIVE		12. DATE
GOVERNMENT CLOSE OUT		
13. GOVERNMENT EVALUATION (Acceptance, partial acceptance. Attach continuation sheet if necessary.)		
14. GOVERNMENT ACTIONS (Payment deduction, cure notice, show cause, other.)		
15. SIGNATURE OF CONTRACTING OFFICER		16. DATE
17. SIGNATURE OF REVIEWING OFFICIAL		18. DATE

FSC SAFETY ASSESSMENT CHECKLIST

ANNEX/SUB-ANNEX: _____

Attachment G: FSC Safety Assessment Checklist

CONTRACT NO:				PAR NAME:				
SAMPLE ID:				DATE:				
SAMPLE LOCATION:								
SPEC ITEM / TO #:			TITLE:					
SAFETY ASSESSMENT: Issues found? <input type="checkbox"/> No <input type="checkbox"/> Yes (indicate area of safety deficiency below)								
Administrative						Issue	No Issue	N/A
Is the Contractor staff knowledgeable of Activity Hazard Analyses (AHAs) and Occupational Risk and Compliance Plans and Programs related to the work performed?								
Is the Contractor Site Safety Plan (AHA) on site?								
Have all potential hazards been identified and appropriate controls implemented?								
Are there Emergency Planning/Communication procedures in place?								
Are there First Aid and CPR Trained personnel on site as required?								
Safety Hazards	Issue	No Issue	N/A	Safety Hazards	Issue	No Issue	N/A	
Chemical hazards/MSDS				Accident Prevention (signs, tags, barricades, covers, etc)				
Site Cleanliness (floor care, signage removal, etc)				Hot Work (Welding/Grinding)				
Environmental Conditions (Heat/Cold stress, weather)				Fall Protection/Working at Heights (Ladder Safety, Scaffolding/Staging, Aerial Lifts, etc)				
Lead Paint/Asbestos				Slips, Trips, and Falls				
Biological Hazards (Animals, insects, etc)				Personal Protective Equipment (PPE)				
Soil Disturbance				Respirator Protection				
Underground Utilities/Utility Clearance				Confined and Enclosed Space				
Vehicle Operation and Condition				Trenching/Excavations				
Weight Handling Equipment Safety				Electrical Safety				
Crane Safety				Lockout/Tagout (Control of Hazardous Energy)				
Traffic Control				Ergonomics and Musculoskeletal Hazards				
Equipment Use and Condition				Fire Safety				
Material Handling				Compressed Gas				
<i>Note: Include detailed comments related to Safety assessment on the PAW</i>								

Attachment H: Annex 2 – Management and Administration Evaluation Checklist

See checklist that begins on next page.

ANNEX 2 – MANAGEMENT AND ADMINISTRATION EVALUATION CHECKLIST

Contract #: NXXXXX-YY-Z-1234 Title: _____ Period Assessed: _____

Quality of Product or Service					
Spec Item	Title	Requirement	YES	NO	N/A
2.5	Contractor-Furnished Items	Does the Contractor provide all equipment, materials, parts, supplies, components and facilities to perform the requirements of this contract?			
2.5	Contractor-Furnished Items	Are inadequate or unsafe items removed and replaced by the Contractor at no cost to the Government?			
2.5	Contractor-Furnished Items	Are materials asbestos, lead, and polychlorinated biphenyls (PCBs) free?			
2.5	Contractor-Furnished Items	Are energy efficient tools and equipment used when available?			
2.5	Contractor-Furnished Items	Are samples, Material Safety Data Sheets (MSDS) or Manufacturer’s Data Cut Sheets of Materials provided upon request?			
2.6	Management				
2.6.4	Deliverables	Are records and reports accurate, complete and submitted within the times specified as per Section F?			
2.6.6	Government’s Computerized Maintenance Management Systems (CMMS)	Are the records stored in the Government’s Computerized Maintenance Management Systems (CMMS) maintained accurate and complete?			
2.6.7	Quality Management System (QMS)	Is the Contractor's Quality Management System (QMS) an effective and efficient means of identifying and correcting problems throughout the entire scope of operations?			
2.6.9	System and Equipment Replacement	Are replacement components the same model/style or equivalent as the component being replaced?			
2.6.9	System and Equipment Replacement	Are all substitute replacement components accepted by the KO prior to use?			
2.12	Technical Library	Does the Contractor continually update library material to ensure all data is current, complete, accurate and suitable for intended use?			
2.12	Technical Library	Does the Contractor monitor the use of the libraries to ensure materials are returned and data integrity is not compromised?			
2.13	Warranty Management	Is the Contractor aware of which equipment and components are covered by the original warranty and the warranty duration?			
2.13	Warranty Management	Does the Contractor report any defect in workmanship, material, or parts, and any improper installation of equipment and components that are covered by a warranty?			
<p>COMMENTS: (Document findings of how performance complies with contract requirements and detail any value-added or negative performance, and trends)</p>					
<input type="checkbox"/> Exceptional		<input type="checkbox"/> Very Good		<input type="checkbox"/> Satisfactory	
<input type="checkbox"/> Marginal		<input type="checkbox"/> Unsatisfactory			

ANNEX 2 – MANAGEMENT AND ADMINISTRATION EVALUATION CHECKLIST

Contract #: NXXXXX-YY-Z-1234 Title: _____ Period Assessed: _____

Schedule					
Spec Item	Title	Requirement	YES	NO	N/A
2.6	Management				
2.6.1	Work Reception	Does the Contractor receive, prioritize, correspond, and respond to trouble/service calls and task orders during Government regular working hours and provide a point of contact at a local or toll free number who can perform the above function during other than Government regular working hours?			
2.6.2	Work Control	Has the Contractor implemented all necessary work control procedures to ensure timely accomplishment of work requirements, as well as to permit tracking and reporting of work in progress.			
2.6.2	Work Control	Does the Contractor plan and schedule work to assure material, labor, and equipment are available to complete work requirements within the specified time limits and in conformance with the quality standards?			
2.6.2	Work Control	Are status updates provided within the times specified?			
2.6.3	Work Schedule	Does the Contractor work interfere with normal Government business?			
2.6.3	Work Schedule	In those cases where some interference is unavoidable, does the Contractor minimize the impact and effects of the interference?			
2.6.3	Work Schedule	Does the Contractor provide advance access to all of their work schedules and notify the KO of any difficulty in scheduling work due to Government controls?			
2.6.6	Government’s Computerized Maintenance Management Systems (CMMS)	Are the records stored in the Government’s Computerized Maintenance Management Systems (CMMS) updated within the times specified?			
2.14	FFP Work Procedures	Does the Contractor take full responsibility for work up to the FFP limits that are specified in subsequent annexes or sub-annexes			
2.15	IDIQ Work	Does the contractor submit proposals for task orders on time?			
2.15	IDIQ Work	Does the contractor provide reasonable price proposals for task orders?			
COMMENTS: (Document findings of how performance complies with contract requirements and detail any value-added or negative performance, and trends) 					
<input type="checkbox"/> Exceptional		<input type="checkbox"/> Very Good		<input type="checkbox"/> Satisfactory	
<input type="checkbox"/> Marginal			<input type="checkbox"/> Unsatisfactory		

ANNEX 2 – MANAGEMENT AND ADMINISTRATION EVALUATION CHECKLIST

Contract #: NXXXXX-YY-Z-1234 Title: _____ Period Assessed: _____

Business Relations					
Spec Item	Title	Requirement	YES	NO	N/A
2.3	General Administrative Requirements				
2.3.1	Required Conferences and Meetings	Does the Contractor attend all required conferences and meetings?			
2.3.2	Training for Maintenance and Operation of New and Replacement Systems and Equipment	Does the Contractor attend Government provided training for maintenance and operation of new and replacement systems and equipment?			
2.3.3	Partnering	Do key members of the prime contractor and subcontractors teams (including senior management) participate?			
2.3.3	Partnering	Did partnering demonstrate cohesiveness between the Government and Contractor?			
2.3.4	Permits and Licenses	Has the Contractor obtained and submitted to the KO within the time specified all required permits, licenses, and authorizations to perform work under this contract and comply with all the applicable Federal, state and local laws and regulations?			
2.3.6	Protection of Government Property	Does the Contractor protect Government property and return areas damaged as a result of negligence under this contract to their original condition?			
2.4	Government-Furnished Property, Materials and Services	Does the Contractor maintain Government-Furnished Property in accordance with FAR 52.245, GOVERNMENT PROPERTY and NAVFAC Clause 5252.245-9300, GOVERNMENT-FURNISHED PROPERTY, MATERIALS AND SERVICES?			
2.6.8	Property Management Plan	Has the Property Management Plan shall be submitted per Section F?			
2.6.8	Property Management Plan	Does the contractor's Property Management Plan identify the Contractor's policies, procedures, and practices in receiving and performing physical inventories, repairing and maintaining, preserving and protecting, and reporting the disposition of accepted government property in its possession?			
2.11	Disaster Preparedness	Does the Contractor comply with the installation's Contingency Instruction and support the installation Contingency Response Plan, as directed by the KO?			
<p>COMMENTS: (Document findings of how performance complies with contract requirements and detail any value-added or negative performance, and trends)</p>					
<input type="checkbox"/> Exceptional	<input type="checkbox"/> Very Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Marginal	<input type="checkbox"/> Unsatisfactory	

ANNEX 2 – MANAGEMENT AND ADMINISTRATION EVALUATION CHECKLIST

Contract #: NXXXXX-YY-Z-1234 Title: _____ Period Assessed: _____

Management of Key Personnel					
Spec Item	Title	Requirement	YES	NO	N/A
2.7	Personnel Requirements				
2.7.1	Key Personnel	Has the Contractor submitted a List of Key Personnel, Qualifications and an Organizational Chart that includes the names of personnel and their position title?			
2.7.1	Key Personnel	Does the contractor meet the qualifications of the key position, as described in the contract, with who filled the key position?			
2.7.2	Employee Requirements	Do the Contractor key personnel manage their employees to ensure personnel are fully knowledgeable of all safety, environmental, and energy requirements associated with the work they perform?			
2.7.2	Employee Requirements	Do the key personnel ensure that all personnel are legal residents, speak, read, and comprehend English to the extent that they can perform the contract requirements and comply with installation emergency procedures?			
2.8	Security Requirements	Do the Contractor key personnel ensure that employees are in compliance with all Federal, state, and local security statutes, regulations, requirements, and ensure that all security/entrance clearances are obtained?			
<p>COMMENTS: (Document findings of how performance complies with contract requirements and detail any value-added or negative performance, and trends)</p> 					
<input type="checkbox"/> Exceptional		<input type="checkbox"/> Very Good		<input type="checkbox"/> Satisfactory	
			<input type="checkbox"/> Marginal		<input type="checkbox"/> Unsatisfactory

ANNEX 2 – MANAGEMENT AND ADMINISTRATION EVALUATION CHECKLIST

Contract #: NXXXXX-YY-Z-1234 Title: _____ Period Assessed: _____

Safety					
Spec Item	Title	Requirement	YES		NO
2.9	Contractor Safety Program	Is the Contractor’s safety program in compliance with all safety standards identified in the U.S. Army Corps of Engineers Safety and Health Requirements Manual, EM 385-1-1 and Public Law 91-596, Occupational Safety and Health Act?			
2.9	Contractor Safety Program	Has the Contractor develop and implement an APP (which includes the AHA and the Occupational Risk and Compliance Plans) in accordance with the requirements in Annex 2.			
COMMENTS:					
<input type="checkbox"/> Exceptional		<input type="checkbox"/> Very Good		<input type="checkbox"/> Satisfactory	
		<input type="checkbox"/> Marginal		<input type="checkbox"/> Unsatisfactory	

COR (signature): _____

DATE: _____

COR (printed name): _____

MONTHLY PERFORMANCE ASSESSMENT SUMMARY COVERSHEET

Contract #: NXXXXX-YY-Z-1234 Month/Year: _____

Attachment I: MPAS Coversheet

Not used for this Contract

PERFORMANCE ASSESSMENT BOARD RATING SUMMARY

Contract #: NXXXXX-YY-Z-1234 Period of Rating: _____

Attachment J: PAB Rating Summary

<p>Block 18a - Quality of Product or Service. Assess the contractor's conformance to contract requirements, specifications and standards of good workmanship (e.g., commonly accepted technical, professional, environmental, or safety and health standards). List and assess any sub-elements to indicate different efforts where appropriate. Include, as applicable, information on the following:</p> <ul style="list-style-type: none"> • Are reports/data accurate? • Does the product or service provided meet the specifications of the contract? • Does the contractor's work measure up to commonly accepted technical or professional standards? • What degree of Government technical direction was required to solve problems that arise during performance? 					
	Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory
Rating (place an X in the appropriate box)					
Comments:					
<p>Block 18b - Schedule. Assess the timeliness of the contractor against the completion of the contract, task orders, milestones, delivery schedules, and administrative requirements (e.g., efforts that contribute to or affect the schedule variance). This assessment of the contractor's adherence to the required delivery schedule should include the contractor's efforts during the assessment period that contributes to or affect the schedule variance. This element applies to contract closeout activities as well as contract performance. Instances of adverse actions such as the assessment of liquidated damages or issuance of Cure Notices, Show Cause Notices, and Delinquency Notices are indicators of problems which may have resulted in variance to the contract schedule and should, therefore, be noted in the evaluation.</p>					
	Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory
Rating (place an X in the appropriate box)					
Comments:					

PERFORMANCE ASSESSMENT BOARD RATING SUMMARY

Contract #: NXXXXX-YY-Z-1234 Period of Rating: _____

Block 18c - Cost Control. (N/A).					
Block 18d - Business Relations.					
<p>Assess the integration and coordination of all activity needed to execute the contract, specifically the timeliness, completeness and quality of problem identification, corrective action plans, proposal submittals, the contractor's history of reasonable and cooperative behavior (to include timely identification of issues in controversy), customer satisfaction, timely award and management of subcontracts. Include, as applicable, information on the following:</p> <ul style="list-style-type: none"> • Is the contractor oriented toward the customer? • Is interaction between the contractor and the government satisfactory or does it need improvement? • Include the adequacy of the contractor's accounting, billing, and estimating systems and the contractor's management of Government Property (GFP) if a substantial amount of GFP has been provided to the contractor under the contract. • Address the timeliness of awards to subcontractors and management of subcontractors, including subcontract costs. <p>Consider efforts taken to ensure early identification of subcontract problems and the timely application of corporate resources to preclude subcontract problems from impacting overall prime contractor performance.</p> <ul style="list-style-type: none"> • Assess the prime contractor's effort devoted to managing subcontracts and whether subcontractors were an integral part of the contractor's team. 					
	Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory
Rating (place an X in the appropriate box)					
Comments:					
Block 18e - Management of Key Personnel (For Services and Information Technology Business Sectors only - Not Applicable to Operations Support).					
<p>Assess the contractor's performance in selecting, retaining, supporting, and replacing, when necessary, key personnel. For example:</p> <ul style="list-style-type: none"> • How well did the contractor match the qualifications of the key position, as described in the contract, with the person who filled the key position? • Did the contractor support key personnel so they were able to work effectively? • If a key person did not perform well, what action was taken by the contractor to correct this? • If a replacement of a key person was necessary, did the replacement meet or exceed the qualifications of the position as described in the contract schedule? 					
	Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory
Rating (place an X in the appropriate box)					
Comments:					

PERFORMANCE ASSESSMENT BOARD RATING SUMMARY

Contract #: NXXXXX-YY-Z-1234 Period of Rating: _____

<p>Block 18f – Utilization of Small Business. FAR Subpart 19.7 and 15 U.S.C. 637 contains statutory requirements for complying with the Small Business Subcontracting Program. Assess whether the contractor provided maximum practicable opportunity for Small Business (including Alaska Native Corporations (ANCs) and Indian Tribes) (including Small Disadvantaged Businesses (which also includes ANCs and Indian Tribes), Women Owned Small Businesses, HUBZone, Veteran Owned, Service Disabled Veteran Owned Small Business, Historically Black Colleges and Minority Institutions and ANCs and Indian Tribes that are not Small Disadvantaged Businesses or Small Businesses) to participate in contract performance consistent with efficient performance of the contract. A4.27.1 Assess compliance with all terms and conditions in the contract relating to Small Business participation (including FAR 52.219-8, Utilization of Small Businesses and FAR 52.219-9, Small Business Subcontracting Plan (when required). Assess any small business participation goals which are stated separately in the contract. Assess achievement on each individual goal stated within the contract or subcontracting plan including good faith effort if the goal was not achieved. A4.27.2 It may be necessary to seek input from the Small Business specialist, ACO or PCO in regards to the contractor’s compliance with these criteria. For DoD in cases where the contractor has a comprehensive subcontracting plan, request DCMA Comprehensive Subcontracting Plan Manager to provide input including any program specific performance information. A4.27.3 For contracts subject to a commercial subcontracting plan, the Utilization of Small Business factor should be rated “satisfactory” as long as an approved plan remains in place, unless liquidated damages have been assessed by the contracting officer who approved the commercial plan (see FAR 19.705-7(h)). In such case, the Utilization of Small Business area must be rated “unsatisfactory”. A4.27.4 This area must be rated for all contracts and task orders that contain a small business subcontracting goal.</p>					
	Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory
Rating (place an X in the appropriate box)					
Comments:					
<p>Block 18g - Other Areas. (Safety) Assess the contractor’s conformance to safety requirements, specifications, and adherence to their safety program (including APP, AHAs, and Occupational Risk and Compliance Plans). List and assess any sub-elements to indicate different efforts where appropriate. Include, as applicable, information on the following: • Has the Contractor consistently demonstrated a commitment to safety and properly managed and implemented safety procedures for itself and its subcontractors? • Do the documented safety issues, near misses, and recordable safety incidents indicate the Contractor has followed safe work practices taking into account any upward or downward trends and extenuating circumstances? • Has the Contractor reported safety incidents in a proper and timely manner and taken appropriate corrective actions? • What degree of Government direction was required to solve problems that arise during performance?</p>					
	Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory
Rating (place an X in the appropriate box)					
Comments:					

PERFORMANCE ASSESSMENT BOARD RATING SUMMARY

Contract #: NXXXXX-YY-Z-1234 Period of Rating: _____

Evaluation Ratings Definitions (Excluding Utilization of Small Business)		
Rating	Definition	Note
Exceptional	Performance meets contractual requirements and exceeds many to the Government's benefit. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor was highly effective.	To justify an Exceptional rating, identify multiple significant events and state how they were of benefit to the Government. A singular benefit, however, could be of such magnitude that it alone constitutes an Exceptional rating. Also, there should have been NO significant weaknesses identified.
Very Good	Performance meets contractual requirements and exceeds some to the Government's benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor was effective.	To justify a Very Good rating, identify a significant event and state how it was a benefit to the Government. There should have been no significant weaknesses identified.
Satisfactory	Performance meets contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.	To justify a Satisfactory rating, there should have been only minor problems, or major problems the contractor recovered from without impact to the contract. There should have been NO significant weaknesses identified. A fundamental principle of assigning ratings is that contractors will not be assessed a rating lower than Satisfactory solely for not performing beyond the requirements of the contract.
Marginal	Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented.	To justify Marginal performance, identify a significant event in each category that the contractor had trouble overcoming and state how it impacted the Government. A Marginal rating should be supported by referencing the management tool that notified the contractor of the contractual deficiency (e.g., management, quality, safety, or environmental deficiency report or letter).
Unsatisfactory	Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains a serious problem(s) for which the contractor's corrective actions appear or were ineffective.	To justify an Unsatisfactory rating, identify multiple significant events in each category that the contractor had trouble overcoming and state how it impacted the Government. A singular problem, however, could be of such serious magnitude that it alone constitutes an unsatisfactory rating. An Unsatisfactory rating should be supported by referencing the management tools used to notify the contractor of the contractual deficiencies (e.g., management, quality, safety, or environmental deficiency reports, or letters).