

FUNCTIONAL ASSESSMENT PLAN (FAP)

ELECTRICAL

1602000

ELECTRICAL FAP

<u>Assessment Levels (AL)</u>		<u>Assessment Frequency (Freq)</u>	<u>Method of Assessment (MOA)</u>
AL1	Start assessment at this Level	A – Annually Q – Quarterly M – Once per month BW – Once every 13-16 days W – Once per week R – As required	PS – Periodic Sampling RS – Random Sampling VCC – Validated Customer Complaints UV – Unscheduled Visits CE – Customer’s Evaluation
AL2	Add this Level if Contractor performance for AL1 is Unsatisfactory		
AL3	Add this Level if Contractor performance at AL1 or AL2 is Unsatisfactory		
Note: Return to appropriate Assessment Level when performance improves.			Note: The first method listed in the MOA column below is the primary assessment method.

Spec Item	Performance Objective	Performance Standard	MOA	Assessment Level			Sample Size		Freq
				AL1	AL2	AL3	Normal	Reduced	
3.1	Inspection and Testing Requirements Contractor shall perform electrical inspection and testing in Substations, Load centers, Switching Stations and Buildings.	Inspection, Testing, and Maintenance tasks are scheduled and performed per the Contractors schedule. Testing and inspection services performed and completed in accordance with the Inspection and Testing Program and Schedule.	PS VCC		N/A	N/A	10%	5%	M

Spec Item	Performance Objective	Performance Standard	MOA	Assessment Level			Sample Size		Freq
				AL1	AL2	AL3	Normal	Reduced	
3.1.1	<p>Test and maintain Stand-by Electrical Power Generators The Contractor shall test and maintain stand-by Electrical Power Generators to augment the capacity of the Electrical Power Generation Plant to ensure electrical power is produced to meet demand.</p>	<p>Electrical Power Generators are tested per the Contractor's incorporated schedule.</p> <p>Electrical power is provided in a timely manner to meet the demand following an emergency or outage.</p>	PS	N/A		N/A	10%	N/A	M
4	<p>Non-Recurring 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.</p>	<p>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.</p>	PS	N/A	N/A	N/A	As Required	N/A	R

MONTHLY PERFORMANCE ASSESSMENT SUMMARY

Annex/sub-annex: 1602000 Electrical

Month/Year: _____

Spec Item	Title	AL1 Rating					AL2/AL3 Rating			VCC	
		E	V G	S	M	U	# Samples	A	U		# Samples
3.1	Inspection and Testing Requirements										
3.1.1	Test and maintain Stand-by Electrical Power Generators										
4	Non-Recurring Work										
<p>Comments:</p> 											
<p>Recommended Actions:</p> 											
<p>SPAR Signature: _____ Date: _____</p>											

1.1 Attachment B: Performance Assessment Worksheet (PAW)

PERFORMANCE ASSESSMENT WORKSHEET

ANNEX/SUB-ANNEX: _____

PAW (Indicate Level)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	
CONTRACT NO:		PAR NAME:		
SAMPLE ID:		DATE:		
SAMPLE LOCATION:				
SPEC ITEM:		TITLE:		
COMMENTS: (Document findings/observation of value-added and negative performance, and trends)				
RATING: (For PAW-2/3 only)	<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)				
QMS RATING:	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable	<input type="checkbox"/> N/A	
PERFORMANCE ASSESSMENT RATING: (FOR PAW-1 ONLY)				
<input type="checkbox"/> Exceptional	<input type="checkbox"/> Very Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Marginal	<input type="checkbox"/> Unsatisfactory

CUSTOMER COMPLAINT RECORD

ANNEX/SUB-ANNEX: _____

CONTRACT NO:		DATE/TIME RECEIVED:	
		RECEIVED BY:	
SOURCE OF COMPLAINT			
ORGANIZATION:		INDIVIDUAL:	
PHONE:			
LOCATION:			
SPEC ITEM:		TITLE:	
<u>DETAILS OF COMPLAINT:</u>			
<u>COMMENTS:</u>			
Complaint Validation:	<input type="checkbox"/> Valid	<input type="checkbox"/> Non-valid	
PAR (signature): _____		DATE: _____	
CONTRACTOR (signature): _____		DATE: _____	
REWORK:	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable	<input type="checkbox"/> N/A
<u>QMS EVALUATION:</u> (Document effectiveness of contractor's QMS to detect/correct negative performance and reverse trends)			
QMS RATING:	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable	<input type="checkbox"/> N/A

1.3 Attachment D: Performance Assessment Rating Criteria (PARC)

Adjectival Rating with Description	Percent Rating
<p>Exceptional: The Contractor demonstrates a high level of performance and quality that meets all and exceeds most performance objectives and standards. QMS is presumed effective based on little or no minor performance inconsistencies, all of which have been corrected/resolved. All work is performed in a timely manner and Customer needs are met.</p>	95 to 100
<p>Very Good: The Contractor demonstrates a high level of performance and quality that meets all and exceeds some performance objectives and standards. QMS is presumed effective based on some minor performance inconsistencies, all of which have been corrected/resolved. Vast majority of work is performed in a timely manner and Customer needs are met.</p>	90 to 94.9
<p>Satisfactory: The Contractor demonstrates a level of performance and quality that meets all performance objectives and standards. QMS is acceptable, however, there have been some discussions of management and quality control. Customer needs are predominantly met.</p>	85 to 89.9
<p>Marginal: The Contractor demonstrates a level of performance and quality that meets most but not all performance objectives and standards. Periodic input required from the Government to initiate corrective action. QMS is adequate with Government reminders. Customer needs are usually met.</p>	75 to 84.9
<p>Unsatisfactory: The Contractor demonstrates a level of performance and quality that fails to meet many performance objectives and standards and/or those that have a substantial impact on quality. The Contractor's performance is inadequate or inferior with an excessive number of inconsistencies. Substantial input is required from the Government to acquire corrective actions. QMS documentation and preventive actions are inadequate. Customer feedback indications are unsatisfactory.</p>	Below 75

Note: This table shows two columns, Adjectival and Numerical. Adjectival ratings provide CPARS equivalent descriptions, and, numerical ratings provide comparable values for use in summary performance evaluations where applicable, e.g., Award Fee.

1.4 Attachment E: 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