

**U.S. Department of Energy
Office of Civilian Radioactive Waste Management
Yucca Mountain Site Characterization Office**

**Performance Evaluation Plan
For
Booz-Allen & Hamilton, Inc.
Contract No. DE-AC28-RW12152**

**Part I of II
Revision 3 (Dated 4/2005)**

PEP: June 16, 2002 through June 15, 2007

TABLE OF CONTENTS

PART I OF II

<u>SECTION</u>	<u>Page</u>
1. FEE DETERMINING OFFICIAL.....	1
2. AWARD FEE BOARD.....	1
3. ABSENCE OF FEE DETERMINING OFFICIAL.....	1
4. CHANGES TO PLAN.....	1
5. EVALUATIONS.....	1
6. AWARD FEE PERIODS.....	1
7. AMOUNT OF AWARD FEE.....	1
8. DETERMINING AWARD FEE.....	2
9. PERFORMANCE CATEGORIES.....	2

ATTACHMENTS

1. CONTRACTOR PERFORMANCE EVALUATION QUALITY ASSURANCE REPORT - - TASK PERFORMANCE CATEGORIES.....	4
2. PERFORMANCE MEASURES.....	5

**DOE OCRWM PERFORMANCE EVALUATION PLAN
BOOZ-ALLEN & HAMILTON, INC—CONTRACT NO. DE-AC28-02RW12152**

PERFORMANCE EVALUATION PLAN

1. The Contracting Officer’s Representative (COR) is Kenneth Powers and will act in the same capacity of the Fee Determining Official.
2. In the event of the absence of the COR, the Contracting Officer (CO) will assume the function of the COR. Technical and functional experts, as required, will serve to assist the COR and CO in an advisory capacity. These experts, if used, will provide a recommendation of fee earned.
3. The Performance Evaluation Plan (PEP) may be unilaterally changed by U.S. Department of Energy. Changes will apply to subsequent award fee periods.
4. Formal evaluations will be made only at the end of award fee periods. Interim evaluations will not be used. This does not preclude normal contract monitoring activities and performance discussions with the contractor.
5. The award fee will be determined based on the contractor’s evaluated performance during each award fee period. The first award fee period will begin on contract award date and end six months later. Successive award fee periods will follow in six-month increments in accordance with contract Clause H.37, PAYMENT OF BASE AND AWARD FEE, until the end of the contract. The last award fee period will be adjusted to coincide with the end of the contract.
6. The amount of award fee available for a given award fee period is as follows:

Basic:

<u>Evaluation Period</u>	<u>\$ Amount</u>
1 st Evaluation Period	Completed
2 nd Evaluation Period	Completed
3 rd Evaluation Period	Completed
4 th Evaluation Period	Completed
5 th Evaluation Period	Completed
6 th Evaluation Period	\$564,779.50

<u>Evaluation Period</u>	<u>\$ Amount</u>
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Option 1:

1 st Evaluation Period	\$585,986.50
2 nd Evaluation Period	\$585,986.50

Option 2:

1 st Evaluation Period	\$608,004.00
2 nd Evaluation Period	\$608,004.00

7. Award fees available but not earned in one period will not be carried forward to subsequent award fee periods. The option(s), if exercised, will be considered separately for award fee

DOE OCRWM PERFORMANCE EVALUATION PLAN
BOOZ-ALLEN & HAMILTON, INC—CONTRACT NO. DE-AC28-02RW12152

purposes. The available award fee pool for the basic period is listed in Section B.3 and the option periods in Section B.7.

8. The following procedures will be used to determine the award fee earned:
 - a. Within five (5) working days after the end of each evaluation period, the contractor must provide to the COR a written self-assessment of performance during the period. The self-assessment should discuss major accomplishments made in any Task or Management Performance Categories/Items during the period. The self-assessment may also discuss other accomplishments deemed worthy of consideration during the performance period. The self-assessment should also include the contractor's self-assessment of issues and corrective actions to mitigate deficiencies.
 - b. Within twenty (20) working days after the end of each evaluation period, the COR shall evaluate the contractor's performance during that period. The COR will use the criteria outlined in Attachment No. 1, the contractor's self-assessment and any other available information. The COR shall evaluate the contractor's self-assessment and consider its realism as part of their evaluation of the contractor's performance. The thoroughness and candor of the report will be considered by the COR as an indicator of the degree to which the contractor seeks out problems and solutions, and as an indicator of the contractor's understanding of contract issues. The COR may use any person it deems necessary as an advisor to assist in evaluating the contractor's performance. All data items submitted during and/or for an evaluation period will be used to evaluate the contractor's performance in that period. While it is recognized that the method of evaluation will be to evaluate against the task performance criteria, the COR may also consider any information available to him or her which relates to the contractor's performance of contract requirements.
 - c. Within forty-five (45) working days of the contractor's self-assessment or after the end of each evaluation period, whichever is later the COR will:
 - (1) Unilaterally determine the percentage of available award fee earned; and
 - (2) Notify the contractor and the Contracting Officer (CO), in writing, of his decision along with an evaluation of the contractor's performance as measured against the award fee criteria.
 - d. Within forty-five (45) calendar days after receiving written notification from the COR, the CO will unilaterally amend the contract to authorize payment of any fee awarded by the COR. Provisional payment of potential award fee will be made in accordance with Clause H.37, *PAYMENT OF BASE AND AWARD FEE*, of the contract. In the event that the COR determines the contractor's performance to be unacceptable in any area of contract performance which is specified in the PEP, the COR may at his/her discretion determine the contractor's overall performance to be unacceptable and, accordingly, may withhold the entire award fee for the evaluation period. The decision of the COR shall be final.
9. a. Each task will be evaluated using the task performance criteria. The total of the Task Performance Categories A and B will account for 90 percent of the total award fee percentage and the total of Categories C for 10 percent of the total award fee percentage.

**DOE OCRWM PERFORMANCE EVALUATION PLAN
BOOZ-ALLEN & HAMILTON, INC—CONTRACT NO. DE-AC28-02RW12152**

- b. Award Fee will not be awarded on a Total Weight Rating below 69. The Range of Incentive Effectiveness is shown at the end of this plan with a graph illustrating the percentages of available award fee against the total weighted score.

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BOOZ-ALLEN & HAMILTON, INC—CONTRACT NO. DE-AC28-02RW12152**

Attachment 1

**CONTRACTOR PERFORMANCE EVALUATION QUALITY ASSURANCE REPORT
TASK PERFORMANCE CATEGORIES**

Ratings
 Outstanding (100-95)
 Excellent (94.9-85)
 Satisfactory (84.9 - 75)
 Marginal (74.9 - 69)
 Unsatisfactory (68.9 - below)

Date _____ 20__
 Contract No. _____
 Contractor _____

CATEGORY	CRITERIA	RATING POINTS	WEIGHTING FACTOR	WEIGHTED POINTS
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A QUALITY OF WORK

A1 Completeness	_____	X	.25	_____
A2 Accuracy	_____	X	.25	_____
A3 Effectiveness	_____	X	.10	_____

B TIME OF DELIVERY

B1 Adherence to Plan Schedule	_____	X	.30	_____
Category A & B Total Weighted Points				_____

**C EFFECTIVENESS IN CONTROLLING
AND/OR REDUCING COST**

C1 Complete Task within budget	_____	X	.10	_____
Category C Total Weighted Points				_____

TOTAL WEIGHTED RATING _____

Rated by: _____

Signature: _____

Note: Provide supporting data and/or justification for below satisfactory or outstanding item ratings. (All ratings initially start at Satisfactory.)

**DOE OCRWM PERFORMANCE EVALUATION PLAN
BOOZ-ALLEN & HAMILTON, INC—CONTRACT NO. DE-AC28-02RW12152**

PERFORMANCE MEASURES

PERFORMANCE MEASURES

Performance Measures	Outstanding 100%-95%	Excellent 94.9%-85%	Satisfactory 84.9%-75%	Marginal 74.9%-69%	Unsatisfactory 69% & Below
Quality					
Analyses and inputs are accurate and represent a thorough understanding of the elements involved and the impact to program.	Significantly exceeds the standard of performance. Achieves noteworthy results. Problems are quickly resolved. Outstanding communication and reporting with Task Leader. Support personnel are highly qualified and motivated.	Exceed the standards of performance; although there may be room for improvement in some elements. Problems are resolved in a timely manner. Excellent communication and reporting with Task Leader. Support personnel are highly qualified and motivated.	Meets the standards of performance. Work is planned. Problems are resolved. Good communications and reporting with Task Leader. Support personnel are well qualified.	Below the standards of performance. Deficiencies are such that management attention and corrective action are required. Some work is planned. Problems are adequately resolved. Adequate reporting with Team Leader. Support personnel are adequately qualified.	Significantly below the standard of performance. Deficiencies are serious, and may affect overall results, immediate senior management attention and prompt corrective action is required. Most work is unplanned. Problems are slowly resolved. There is little communication with Task Leader. Support personnel are not well qualified.
Timeliness					
Products and services are done within established time frames and awareness of need dates and related impacts are considered.	Assignments are completed on time. Accomplishes very difficult tasks in a timely manner.	All assignments are completed on time.	Most assignments are completed on time.	Many assignments are completed on time.	Some assignments are done on time.
Cost					
Estimated amount of cost needed to complete work scope is accurate. Tasks are completed within the cost proposed.	Costs are well managed and fully reported. All tasks are completed within or below the cost estimate. Suggestions for cost efficiencies are routinely made.	Costs are well managed and fully reported. All tasks are completed within or below the cost estimate.	Costs are well managed within budget and reported on time. Most tasks are completed within the cost estimate.	Costs are reasonably managed and reported. Many tasks are completed within the cost estimate.	No apparent effort to control costs.