

PERFORMANCE STANDARDS CRITERIA

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WORK AREA: Financial Management

SUB WORK AREA: Budget

PERFORMANCE OBJECTIVE NO.: IV.A.1

OPTION YEAR 1 START: November 1, 2010 COMPLETE: October 31, 2011

| CRITERIA | PERFORMANCE MEASURE | OUTPUT | |
|---|--|---|--|
| | | MINIMUM | TARGET |
| BUDGET FORMULATION-SUPPORT DOE | | | |
| 1. Budget Formulation Support Preparation and Development of Annual Budget Request. | a. Development of budget request backup in worksheet format; record of changes to budget; presentation notes and briefing materials; participate in Cost Control Monitor/Assistant Project Manager/Project Manager reviews; formal budget submission; data base development and maintenance; transmittal of budget documents to Program Office; data base submission and maintenance; Management and Operating (M&O) contractor budget reconciliation. | a(1) Budget documents available prior to schedule dates a(2) Less than 2% error or discrepancies | a(1) Budget documents available 2 days prior to schedule dates a(2) Minimal incident of discrepancy or no incident of discrepancy/error |

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WORK AREA: Financial Management

SUB WORK AREA: Budget

PERFORMANCE OBJECTIVE NO.: IV.A.2

OPTION YEAR 1

START: November 1, 2010

COMPLETE: October 31, 2011

| CRITERIA | PERFORMANCE MEASURE | OUTPUT | |
|---|---|---|--|
| | | MINIMUM | TARGET |
| <p>BUDGET ASSISTANCE IN EXECUTION AND DEVELOPING DOCUMENTATION</p> <p>1. Create and distribute estimates of Unobligated and Uncosted Carryover, and maintain supporting documentation.</p> | <p>a. Estimates will be accurately developed in accordance with guidance and supported by backup documentation. Projections will be provided by the due date. Log will be maintained tracking the original estimate to the final submittal.</p> | <p>a(1) Delivered by established due date</p> <p>a(2) Minimal incident of discrepancy or no incident of discrepancy/error</p> | <p>a(1) Delivered 2 days prior to due date</p> <p>a(2) 100% accuracy</p> |
| <p>2. Create and distribute the Monthly Financial Executive Summary (MFES).</p> | <p>a. Report will be accurately prepared and distributed to DOE management and budget staff. Cost and obligation plans will be analyzed with actual performance to present variance analysis which clearly and accurately convey the status</p> | <p>a(1) 5 days after receipt of either departmental accounting system data or M&O contractor data and availability of local accounting records, whichever is later, or established due date</p> <p>a(2) Minimal incident of discrepancy or no incident of discrepancy/error</p> | <p>a(1) Delivered 2 days prior to due date</p> <p>a(2) 100% accuracy</p> |

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WORK AREA: Financial Management

SUB WORK AREA: Budget

PERFORMANCE OBJECTIVE NO.: IV.A.2

OPTION YEAR 1 START: November 1, 2010 COMPLETE: October 31, 2011

| CRITERIA | PERFORMANCE MEASURE | OUTPUT | |
|---|---|---|---|
| | | MINIMUM | TARGET |
| 3. Assistance in Budget Execution Document Development. | a. Preparation, development, and maintenance of the Annual Operating Plan and presentation to P&FMD Director and Budget Team. | a(1) 5 days after receipt of accounting records or established due date a(2) Minimal incident of discrepancy or no incident of discrepancy/error | a(1) Delivered 2 days prior to due date a(2) 100% accuracy |
| 4. Review and Update of Formulation/ Execution Procedures | a. Annual review and update of the electronic Budget Formulation and Execution Procedures to include all current updates/changes. | a(1) Delivered January 31, 2011 a(2) 100% accuracy | a(1) Delivered January 6, 2011 a(2) 100% accuracy |

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WORK AREA: Financial Management
 SUB WORK AREA: Budget
 PERFORMANCE OBJECTIVE NO.: IV.A.3
 OPTION YEAR 1 START: November 1, 2010 COMPLETE: October 31, 2011

| CRITERIA | PERFORMANCE MEASURE | OUTPUT | |
|--|---|---|---|
| | | MINIMUM | TARGET |
| <p>BUDGET PLANNING & DOCUMENTATION</p> <p>1. Preparation and development of Budget Request guidance; Budget Execution documentation and Annual Operating Plan (AOP)/Performance Plan documentation, Performance Report, and any special project/report.</p> | <p>a. Assist in development of DOE budget guidance in accordance with Office of Management and Budget (OMB) Circular A-11, Field Budget Guidance, Program Office Guidance and DOE O 130.1 Budget Formulation Process.</p> <p>b. Develop AOP/Performance Plan/ Performance Report guidance documentation in accordance with program direction.</p> | <p>a(1) Delivered upon established due date</p> <p>a(2) Minimal incident of discrepancy or no incident of discrepancy/error</p> | <p>a(1) Delivered 1 day prior to due date</p> <p>a(2) 100% accuracy</p> |

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WORK AREA: Financial Management

SUB WORK AREA: Budget

PERFORMANCE OBJECTIVE NO.: IV.A.4

OPTION YEAR 1 START: November 1, 2010 COMPLETE: October 31, 2011

| CRITERIA | PERFORMANCE MEASURE | OUTPUT | |
|--|--|--|---|
| | | MINIMUM | TARGET |
| BUDGET INQUIRIES | | | |
| 1. Maintain all documentation to support responses to inquiries (some of which may be classified). | a. Provide accurate documentation and analysis to inquiries for data upon request. | a(1) Available within 1 day of request a(2) Minimal incident of discrepancy | a(1) Available on the same day of request a(2) 100% accuracy |

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WORK AREA: Financial Management
 SUB WORK AREA: Budget/Accounting
 PERFORMANCE OBJECTIVE NO.: IV.A.5
 OPTION YEAR 1 START: November 1, 2010 COMPLETE: October 31, 2011

| CRITERIA | PERFORMANCE MEASURE | OUTPUT | |
|---|--|--|-------------------------------------|
| | | MINIMUM | TARGET |
| BUDGET SYSTEMS AND DATA BASES 1. Maintain all documentation on financial systems used for Budget formulation and execution; perform data base operation and maintenance; perform system administrator functions. | a. Accuracy and availability of documentation related to financial and budget systems; performs updates and maintenance as required of system administrator. | a(1) Completed within 2 days of receipt of requirements | a(1) Completed within 1 day |
| | | a(2) Minimal incident of discrepancy or no incident of discrepancy/error | a(2) 100% accuracy |
| 2. Keep budget database current to reflect all approved changes. Maintain on shared database that is available to D-C Budget Analyst and DOE P&FMD Budget staff (SharePoint). | a. Accuracy and availability of the most current backup to support target values | a. Complete within 5 working days | a. Complete within 3 working days |
| 3. Perform financial information data entry/retrieval of information from systems regarding funding obligations, cost (Standard Accounting and Reporting System (STARS), Budget Execution and Reporting System (BEARS), Financial Drawdown Sales System (FIDDS), GovTrip and IDW). Participate in implementation of upgrades and testing as required. | a. Input completed accurately and timely. b. Proficient at retrieving accurate and timely information/reports from systems. | a(1) Completed within 1 day of requirement | a(1) Real time data entry/retrieval |
| | | a(2) 100% accuracy | a(2) 100% accuracy |

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WORK AREA: Financial Management
 SUB WORK AREA: Budget/Accounting
 PERFORMANCE OBJECTIVE NO.: IV.A.5
 OPTION YEAR 1 START: November 1, 2010 COMPLETE: October 31, 2011

| CRITERIA | PERFORMANCE MEASURE | OUTPUT | |
|---|--|---|--|
| | | MINIMUM | TARGET |
| BUDGET SYSTEMS AND DATA BASES (continued) | | | |
| 4. Perform monthly reconciliations. | a. STARS Allocation Recon (Funds Distribution System (FDS) to STARS and STARS to Approved Funding Program (AFP)). b. BEARS to STARS Program Office Module (Obligation Recon). | a. Minimal incident of discrepancy or no incident of discrepancy/error | a. 100% accuracy |
| 5. Implement Management Process Enhancements. | a. Implement Management Process Enhancements as identified by the Consultant and approved by DOE P&FMD. | a. 100% implementation of all recommended enhancements by January 31, 2011. | a. 100% implementation of all recommended enhancements by January 21, 2011 |

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WORK AREA: Financial Management
 SUB WORK AREA: Budget/Accounting
 PERFORMANCE OBJECTIVE NO.: IV.A.5
 OPTION YEAR 1 START: November 1, 2010 COMPLETE: October 31, 2011

| CRITERIA | PERFORMANCE MEASURE | OUTPUT | |
|--|--|---|--|
| | | MINIMUM | TARGET |
| BUDGET SYSTEMS AND DATA BASES (continued) | | | |
| 6. Implement office efficiency. Original process should be documented against the enhanced process with time savings recorded as well as original goal and outcome. All process enhancements must occur within the Performance Standard Criteria year and submitted to DOE formally in writing as each process is completed. DOE will confirm via email approved/disapproved as an office efficiency. | a. Reduce processing time to business process. | a. Identify 5 major processes and reduce the processing time to complete by 25% through office efficiency b. Provide candidates and a written plan to achieve efficiencies by March 2010 | a. Identify 7 major processes and reduce the processing time to complete by 40% through office efficiency b. Provide candidates and a written plan to achieve efficiencies by February 2010 |

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WORK AREA: Financial Management
 SUB WORK AREA: Budget
 PERFORMANCE OBJECTIVE NO.: IV.A.6
 OPTION YEAR 1 START: November 1, 2010 COMPLETE: October 31, 2011

| CRITERIA | PERFORMANCE MEASURE | OUTPUT | |
|---|--|--|--|
| | | MINIMUM | TARGET |
| <p>PERFORMANCE MANAGEMENT AND PLANNING</p> <p>1. Support performance-based management activities, Strategic Planning Initiatives and special projects.</p> | <p>a. Provide assistance and support within the prescribed time period in accordance with guidance.</p> | <p>a(1) Completed on or before the prescribed due date</p> <p>a(2) Minimal incident of discrepancy or no incident of discrepancy/error</p> | <p>a(1) Completed 2 days prior to due date</p> <p>a(2) 100% accuracy</p> |
| <p>2. Cross-train on all Budget & Cost Functions internally between D-C Budget Analysts. Provide written quarterly status of cross-training activity accomplished. Also create and provide certification which states that an individual has been cross trained sufficiently in a function to operate in a role of responsibility when the primary budget analyst is not available to act in that role to the Budget Team Leader and Director, P&FMD.</p> | <p>a. Cross-train in every Budget and Cost function to ensure that there is backup coverage to handle the primary's time away from the office.</p> | <p>a. 85% of functions have a backup who can execute the tasks required</p> | <p>a. 100% of functions have a backup who can fully execute the tasks required</p> |

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WORK AREA: Financial Management
 SUB WORK AREA: Budget/Accounting
 PERFORMANCE OBJECTIVE NO.: IV.A.7
 OPTION YEAR 1 START: November 1, 2010 COMPLETE: October 31, 2011

| CRITERIA | PERFORMANCE MEASURE | OUTPUT | |
|--|---|--|--|
| | | MINIMUM | TARGET |
| TRAVEL PROCESSING AND TRAVEL SYSTEMS | | | |
| 1. Support processing of travel related documents (i.e., authorizations and vouchers). | a. Provide assistance and support to travelers within the prescribed time period. | a. Assistance and solution provided within 1 day of request | a. Assistance and solution provided on same day of request |
| 2. Monitor and manage the web-based travel system (GovTrip). | a. Performs updates and maintenance as required of the web-based travel system, and manages day-to-day operation of the system. | a. Completed on or before due date with minimal incidents of discrepancy | a. 100% accuracy |
| 3. Prepare recurring and ad-hoc travel reports. | a. Accuracy and availability of documentation related to travel and accounting systems. | a. Recurring reports provided on due date with 90% accuracy | a. Recurring reports provided 1 day before due date with 100% accuracy |

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WORK AREA: Financial Management
 SUB WORK AREA: Budget/Accounting
 PERFORMANCE OBJECTIVE NO.: IV.A.8
 OPTION YEAR 1 START: November 1, 2010 COMPLETE: October 31, 2011

| CRITERIA | PERFORMANCE MEASURE | OUTPUT | |
|--|---|---|---|
| | | MINIMUM | TARGET |
| FINANCIAL ANNUAL REPORT 1. Develop and prepare a comprehensive year-end executive report analyzing the financial performance of the SPR Project Management Office for the previous fiscal year. | a. Development of a comprehensive publication that analyzes the financial performance of the SPR, to include plan versus actual performance, identification of efficiencies obtained, and a plan to improve financial performance for the upcoming fiscal year. | a. Successfully completed on or before December 31 of each year | a. Successfully completed on or before December 14 of each year |

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WORK AREA: Project Controls and Reports
 SUB WORK AREA: Project Control System
 PERFORMANCE OBJECTIVE NO.: IV.B.1
 OPTION YEAR 1 START: November 1, 2010 COMPLETE: October 31, 2011

| CRITERIA | PERFORMANCE MEASURE | OUTPUT | |
|--|--|---|--|
| | | MINIMUM | TARGET |
| PROJECT CONTROL SYSTEMS (PCS) 1. Assist in the maintenance of PCS procedures and documents. | a(1) Participate in the development, update and revision of PCS documentation related to work and organization structure. a(2) Prepare and maintain documents accurately and with attention to quality of detail information within the documentation. a(3) Work assignments are completed within the established deadlines and due dates. | a(1) Available prior to scheduled reviews a(2) Minimal incident of discrepancy or no incident of discrepancy/error | a(1) Available 1 day prior to scheduled review a(2) 100% accuracy |

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WORK AREA: Project Controls and Reports
 SUB WORK AREA: Project Control System
 PERFORMANCE OBJECTIVE NO.: IV.B.2
 OPTION YEAR 1 START: November 1, 2010 COMPLETE: October 31, 2011

| CRITERIA | PERFORMANCE MEASURE | OUTPUT | |
|---|---|--|--|
| | | MINIMUM | TARGET |
| <p>PROJECT ASSESSMENT BRIEFING</p> <p>1. Analyze and integrate SPR contractor status into an overall Project Assessment Briefing (PAB).</p> | <p>a. Develop, update, and revise PABs, and prepare and develop presentation material. Work is completed when the draft and final PAB is posted to the SPR Intranet within established deadlines and due dates.</p> | <p>a. Final available on Intranet prior to scheduled reviews with minimal incidents of discrepancy</p> <p>b. Draft PAB will be available for review on the Intranet 2 business days prior to PAB</p> | <p>a. Final Available 1 day prior to scheduled review, and 100% accurate</p> <p>b. Draft PAB will be available for review on the Intranet 3 business days prior to PAB</p> |

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WORK AREA: Project Controls and Reports
 SUB WORK AREA: Project Control System
 PERFORMANCE OBJECTIVE NO.: IV.B.3
 OPTION YEAR 1 START: November 1, 2010 COMPLETE: October 31, 2011

| CRITERIA | PERFORMANCE MEASURE | OUTPUT | |
|--|---|---|--|
| | | MINIMUM | TARGET |
| <p>QUARTERLY PROGRAM REVIEW</p> <p>1. Provide the resources to publish, maintain, control and distribute the Quarterly Program Review document and presentation.</p> | <p>a. Work assignments are completed accurately within the established deadlines and due dates.</p> | <p>a. 95% accurate and available 2 working days prior to scheduled dry run reviews</p> <p>b. Final is 100% accurate and received by Project and Program Offices on established due date</p> | <p>a. 100% accurate and available prior to due date</p> <p>b. Final is 100% accurate and received by Project and Program Offices 1 day prior to due date</p> |

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WORK AREA: Project Controls and Reports
 SUB WORK AREA: Project Control System
 PERFORMANCE OBJECTIVE NO.: IV.B.4
 OPTION YEAR 1 START: November 1, 2010 COMPLETE: October 31, 2011

| CRITERIA | PERFORMANCE MEASURE | OUTPUT | |
|--|--|--|--|
| | | MINIMUM | TARGET |
| <p>DOCUMENTATION PRODUCTION SERVICES</p> <p>1. Provide documentation and production service, including writing, editing, word processing, illustration support, and website development and maintenance.</p> | <p>a. Assist the SPRPMO staff in the preparation of periodic and special reports, and website development and maintenance. Documentation will be accurately developed and completed within the prescribed deadlines and due dates.</p> | <p>a. Available within requested time frame with minimal incident of discrepancy</p> | <p>a. Available 1 day prior to the required deadline and 100% accurate</p> |

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WORK AREA: Project Controls and Reports
 SUB WORK AREA: Project Control System
 PERFORMANCE OBJECTIVE NO.: IV.B.5
 OPTION YEAR 1 START: November 1, 2010 COMPLETE: October 31, 2011

| CRITERIA | PERFORMANCE MEASURE | OUTPUT | |
|---|--|--|---|
| | | MINIMUM | TARGET |
| <p>ANALYSIS OF COST AND PERFORMANCE REPORTS ON M&O CONTRACTOR DATA</p> <p>1. Provide analysis of M&O contractor cost and performance reports.</p> | <p>a. All reports and analysis must be completed monthly and be provided in electronic format. Quarterly hard copy packages must also be provided for presentation at Project Assessment Briefings. Assignments must be accurate and timely.</p> | <p>a(1) Information and formal supporting documents must be available on or before the due date</p> <p>a(2) Minimal incident of discrepancy or no incident of discrepancy/error</p> | <p>a(1) Completed documents available 1 day prior to the due date</p> <p>a(2) 100% accuracy</p> |
| <p>2. Provide Accrual and Construction Work in Progress (CWIP) support.</p> | <p>a. Accruals and CWIP will be accurately developed in accordance with established procedures and supported by complete backup documentation which will also be submitted. Submissions will be provided by the due date.</p> | <p>a(1) Close of Business of the 14th workday of each month for cost accruals and the 15th workday of the 3rd month of each quarter for CWIP accruals. 15th workday of the month for DM-DC CWIP reconciliation</p> <p>a(2) Minimal incident of discrepancy or no incident of discrepancy/error</p> | <p>a(1) Delivered 2 days prior to due date for both Accruals and CWIP</p> <p>a(2) 100% accuracy</p> |

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WORK AREA: Business Management
 SUB WORK AREA: Audit Information Systems
 PERFORMANCE OBJECTIVE NO.: IV.C.1.a
 OPTION YEAR 1 START: November 1, 2010 COMPLETE: October 31, 2011

| CRITERIA | PERFORMANCE MEASURE | OUTPUT | |
|--|---|---|---|
| | | MINIMUM | TARGET |
| AUDIT INFORMATION SYSTEMS | | | |
| 1. Ensure the SPRPMO Audit activities and the Internal Control Program activities satisfy internal management objectives and external reporting requirements as set forth in the following SPRPMO and DOE Directives: <ul style="list-style-type: none"> • DOE O 224.3 (01/24/05), Audit Resolution and Follow-up. • DOE O 221.3A (04/19//2008), Establishment of Management Decisions Office of Inspector General Reports. • DOE O 224.2A (11/09/2007), Auditing of Programs and Operations. • DOE O 413.1B (10/28/2008), Internal Control Program. | a. Continue and maintain the Audit Report Review System (ARRS) and support the implementation and reporting requirements of DOE’s management control program. | a(1) Generate monthly composite PDF files of ARRS’s Assignment Matrix documents and periodic Status Reports a(2) Support local audit coordination and reporting needed to meet Department-wide reporting a(3) Support on-time submittal of the annual Assurance Memorandum, OMB Circular A-123 reporting, Management Representation Letter, and Financial Management Oversight Planning and Reporting | a(1) Innovative maintenance of the ARRS through effective use of SharePoint a(2) Innovated use of the SharePoint for audit activities in support of Department-wide reporting a(3) Innovative use of SharePoint supporting the on-time issuances of reports to Headquarters |

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WORK AREA: Business Management
 SUB WORK AREA: Audit Information Systems
 PERFORMANCE OBJECTIVE NO.: IV.C.1.b
 OPTION YEAR 1 START: November 1, 2010 COMPLETE: October 31, 2011

| CRITERIA | PERFORMANCE MEASURE | OUTPUT | |
|---|---|--|---|
| | | MINIMUM | TARGET |
| AUDIT LIAISON AND FOLLOW-UP SUPPORT | | | |
| 1. Provide audit liaison and follow-up support. | a. Infrastructure Develop and maintain intranet pages, objects, and links to facilitate SPRPMO Audit Information Systems. b. Proactive Audit Follow-up Assist in the development of summaries of GAO and DOE audits and audit concerns that might have relevance to the SPRPMO operations. | a. Completed on the anticipated due date b. Provide final draft within 15 working days after the end of the month | a. Completed 2 days prior to the anticipated due date b. Provide final draft within 10 working days after the end of the month |

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WORK AREA: Business Management
 SUB WORK AREA: Security Support/Emergency Management
 PERFORMANCE OBJECTIVE NO.: IV.C.2.a
 OPTION YEAR 1 START: November 1, 2010 COMPLETE: October 31, 2011

| CRITERIA | PERFORMANCE MEASURE | OUTPUT | |
|---|---|---|---|
| | | MINIMUM | TARGET |
| <p>SECURITY SUPPORT</p> <p>1. The contractor must assist in security-related documentation development, reviews, and make recommendations (some of which may be classified).</p> <p>a. Site Security survey/audit reports (some of which may be classified).</p> <p>b. Protection program plans (some of which may be classified).</p> <p>c. Vulnerability Assessments and Trend Surveys (some of which may be classified).</p> <p>d. Security reviews, assessments, and evaluations (some of which may be classified).</p> <p>e. Review security system designs, and provide support in monitoring performance under security construction contracts.</p> | <p>a. Quality/accuracy in accordance with the DOE and SPRPMO process and direction provided by Contracting Officer’s Representative.</p> <p>b. Review Protection Program Plans in Draft and Final version, and compare to data submitted in Vulnerability Assessment scenarios to ensure integrity.</p> <p>c. Perform as member of SPR Performance Testing Working Group (PTWG) and SPR Vulnerability Assessment Team.</p> <p>d. Frequent reviews of security system projects at the field level as directed by DOE-SEOD or Contracting Officer’s Representative to: 1) support DOE oversight of projects, and 2) to ensure security system design(s) meet and perform to requirements and specifications. Assignments will include temporary duty assignments.</p> | <p>a. Work is submitted in a final draft format with all required attachments and enclosures and does not require a considerable level of editing/rewriting by DOE staff</p> <p>b. Survey related work to be submitted based upon current/ approved SPRPMO Security Survey Procedural Guide.</p> <p>c. Develop reports regarding security system design and status, and provide to DOE-SEOD as requested.</p> <p>d. No breach of privacy and confidentially</p> | <p>a. Work is submitted in a final format with all attachments and enclosures and requires minimal editing/rewrite efforts by DOE staff</p> <p>b. Survey related work to be submitted ahead of the requirements in the current/approved SPRPMO Security Survey Procedural Guide.</p> <p>c. Develop reports regarding security system design and status, and provide to DOE-SEOD as requested.</p> <p>d. No breach of privacy and confidentially</p> |

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WORK AREA: Business Management
 SUB WORK AREA: Security Support/Emergency Management
 PERFORMANCE OBJECTIVE NO.: IV.C.2.a
 OPTION YEAR 1 START: November 1, 2010 COMPLETE: October 31, 2011

| CRITERIA | PERFORMANCE MEASURE | OUTPUT | |
|---|---------------------|---------|--------|
| | | MINIMUM | TARGET |
| <p>SECURITY SUPPORT (continued)</p> <p>1. The contractor must assist in security-related documentation reviews and make recommendations (some of which may be classified). (continued)</p> <p>f. Assist in developing a Security Site Plan, Annual Security Management Plan, Continuity of Operations Plan, and support SPRPMO in conducting Security Surveys and Technical Assessments (some of which may be classified).</p> <p>g. Special and ad hoc security tasks, i.e., Independent Oversight Corrective Action Plan, Preplanning Security Analysis, and develop lines of inquiry.</p> <p>h. Assist in development, design and implementation of performance test plans during Surveys, Inspections, Assessments, and Validation Force-on-Force (VFoF) Exercises in support of DOE oversight.</p> | | | |

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WORK AREA: Business Management
 SUB WORK AREA: Security Support Document Reviews, Recommendations, and Report Submissions
 Emergency Management Reviews, Recommendations, and Report Submissions
 PERFORMANCE OBJECTIVE NO.: IV.C.2.b
 OPTION YEAR 1 START: November 1, 2010 COMPLETE: October 31, 2011

| CRITERIA | PERFORMANCE MEASURE | OUTPUT | |
|---|---|--|---|
| | | MINIMUM | TARGET |
| <p>SECURITY SUPPORT DOCUMENT REVIEWS, RECOMMENDATIONS, AND REPORT SUBMISSIONS / EMERGENCY MANAGEMENT REVIEWS, RECOMMENDATIONS, AND REPORT SUBMISSIONS. SERVE AS THE FORMAL FILES REPOSITORY FOR ALL PERSONNEL SECURITY AND PERSONAL IDENTITY VERIFICATION FILES. ALL FILES WILL BE PROTECTED IN ACCORDANCE WITH FOIA AND OPM REGULATIONS.</p> <p>1. The Personnel/ Personal Identity Verification (PIV) Security Specialist will serve as the Registrar Designee for DOE and its prime contractors with the primary purpose to maintain a secure/accurate DOE official PIV records/filing system in accordance with SPRPMO O 206.4, Background Checks and Badging, and DOE N 206.4.</p> | <p>a. Ensure accuracy of the official records by verifying file content in accordance with the SPRPMO process and direction provided by the DOE Contracting Officer’s Representative.</p> <p>b. This position requires complete confidentiality and privacy, and no information can be shared with anyone except the individual submitting the package, the DOE Registrar, and an authorized person from the Office of Personnel Management. Files are to be kept in secure file cabinets behind locked doors at all times when not in use. Or scanned into an DOE approved database.</p> | <p>a. Work is completed with all attachments and enclosures with a 90% accuracy rate for the period</p> <p>b. No breach of privacy and confidentiality</p> | <p>a. Work is completed with all attachments and enclosures with a 100% accuracy rate for the period</p> <p>b. No breach of privacy and confidentiality</p> |

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WORK AREA: Business Management
 SUB WORK AREA: Security Support Document Reviews, Recommendations, and Report Submissions
 Emergency Management Reviews, Recommendations, and Report Submissions
 PERFORMANCE OBJECTIVE NO.: IV.C.2.b
 OPTION YEAR 1 START: November 1, 2010 COMPLETE: October 31, 2011

| CRITERIA | PERFORMANCE MEASURE | OUTPUT | |
|--|---|--|---|
| | | MINIMUM | TARGET |
| <p>SECURITY SUPPORT DOCUMENT REVIEWS, RECOMMENDATIONS, AND REPORT SUBMISSIONS / EMERGENCY MANAGEMENT REVIEWS, RECOMMENDATIONS, AND REPORT SUBMISSIONS. (continued)</p> <p>2. PIV files will be maintained in two categories: (1) active and (2) inactive. Clearance files will be maintained in a separate file. Records will be arranged alphabetically by last name with a color code by company (DOE, CMS, AGSC, D-C) or scanned into an approved database with each file having a specific file number for tracking active and inactive files. Each individual personnel PIV file will be labelled with the unique SPR badge number (assigned unique file record).</p> | <p>a. Ensure accuracy in accordance with DOE and SPRPMO requirements. Submit weekly activity report providing updated PIV, PIV II, and Clearance numbers to the DOE Contracting Officer and SEOD Director.</p> <p>b. Provide a monthly updated spreadsheet that lists employee, employer, employment status, and other data which cross-references the hardcopy files, identifying number of PIV and Clearances per SPR site.</p> | <p>a. Weekly report will be submitted on time and working files are completed with all attachments and enclosures with a 95% accuracy rate for the period</p> <p>b. Monthly spreadsheet numbers will be verified/reconciled against the SPR site by company for PIV and Clearance with 95% accuracy rate</p> | <p>a. Work is completed with all attachments and enclosures with a 100% accuracy rate for the period</p> <p>b. Monthly spreadsheet numbers will be verified/reconciled against the SPR site by company for PIV and Clearance with 100 % accuracy rate</p> |

PERFORMANCE STANDARDS CRITERIA

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WORK AREA: Business Management
 SUB WORK AREA: Security Support Document Reviews, Recommendations, and Report Submissions
 Emergency Management Reviews, Recommendations, and Report Submissions
 PERFORMANCE OBJECTIVE NO.: IV.C.2.b
 OPTION YEAR 1 START: November 1, 2010 COMPLETE: October 31, 2011

| CRITERIA | PERFORMANCE MEASURE | OUTPUT | |
|---|--|---|---|
| | | MINIMUM | TARGET |
| <p>SECURITY SUPPORT DOCUMENT REVIEWS, RECOMMENDATIONS, AND REPORT SUBMISSIONS / EMERGENCY MANAGEMENT REVIEWS, RECOMMENDATIONS, AND REPORT SUBMISSIONS. (continued)</p> <p>3. Mail PIV packages to the Office of Personnel Management after the DOE registrar reviews and signs.</p> | <p>a. Conduct a quality/completeness review of each package and prepare a copy for the file. Ensure accuracy in accordance with DOE and SPRPMO requirements.</p> | <p>a. Work is completed with all attachments and enclosures with a 95% accuracy rate for the period</p> | <p>a. Work is completed with all attachments and enclosures with a 100% accuracy rate for the period</p> |
| <p>4. Track the PIV packages upon receipt through OPM and back to SPR.</p> | <p>a. Ensure that the tracking database is maintained through delivery of the package to OPM, status the processing, and indicate receipt/results of the Background Investigation.</p> | <p>a. Work is completed with all attachments and enclosures with a 95% accuracy rate for the period</p> | <p>a.. Work is completed with all attachments and enclosures with a 100% accuracy rate for the period</p> |

PERFORMANCE STANDARDS CRITERIA

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WORK AREA: Business Management
 SUB WORK AREA: Security Support Document Reviews, Recommendations, and Report Submissions
 Emergency Management Reviews, Recommendations, and Report Submissions
 PERFORMANCE OBJECTIVE NO.: IV.C.2.b
 OPTION YEAR 1 START: November 1, 2010 COMPLETE: October 31, 2011

| CRITERIA | PERFORMANCE MEASURE | OUTPUT | |
|---|---|---|---|
| | | MINIMUM | TARGET |
| <p>SECURITY SUPPORT DOCUMENT REVIEWS, RECOMMENDATIONS, AND REPORT SUBMISSIONS / EMERGENCY MANAGEMENT REVIEWS, RECOMMENDATIONS, AND REPORT SUBMISSIONS (continued)</p> <p>5. Update PIV packages through the OPM Advanced NACI/NAC as needed, working with the DOE Contracting Officer. Initiate PIV II and Clearance process if applicable.</p> | <p>a. Ensure accuracy in accordance with DOE and SPRPMO requirements.</p> | <p>a. Work is completed with all attachments and enclosures with a 95% accuracy rate for the period</p> | <p>a. Work is completed with all attachments and enclosures with a 100% accuracy rate for the period</p> |
| <p>6. Support audits and investigations as needed.</p> | <p>a. Provide support for PIV and Clearance investigations as needed and travel to assist DOE with background checks and badging for PIV, PIV 2 and Clearance functions</p> <p>b. Conduct a self audit of the DOE Official Files once a year.</p> | <p>a. Work is completed with all attachments and enclosures with a 95% accuracy rate for the period</p> <p>b. Audit will record and reconcile the filing and tracking systems to 95% accuracy</p> | <p>a. Work is completed with all attachments and enclosures with a 100% accuracy rate for the period</p> <p>b. Audit will record and reconcile the filing and tracking systems to 100% accuracy</p> |

PERFORMANCE STANDARDS CRITERIA

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WORK AREA: Business Management
 SUB WORK AREA: Security Support Document Reviews, Recommendations, and Report Submissions
 Emergency Management Reviews, Recommendations, and Report Submissions
 PERFORMANCE OBJECTIVE NO.: IV.C.2.b
 OPTION YEAR 1 START: November 1, 2010 COMPLETE: October 31, 2011

| CRITERIA | PERFORMANCE MEASURE | OUTPUT | |
|---|--|---|---|
| | | MINIMUM | TARGET |
| SECURITY SUPPORT DOCUMENT REVIEWS, RECOMMENDATIONS, AND REPORT SUBMISSIONS / EMERGENCY MANAGEMENT REVIEWS, RECOMMENDATIONS, AND REPORT SUBMISSIONS (continued) 7. Notify the registrar of any disputes and prepare packages for the Appeals Board. | a. Ensure accuracy in accordance with DOE and SPRPMO requirements. | a. Work is completed with all attachments and enclosures with a 85% accuracy rate for the period b. No breach of privacy and confidentiality | a. Work is completed with all attachments and enclosures with a 90% accuracy rate for the period b. No breach of privacy and confidentiality |
| 8. Obtain and file current Proxy Registrar nomination letters. | a. Ensure accuracy in accordance with DOE and SPRPMO requirements. | a. Work is completed with all attachments and enclosures with a 85% accuracy rate for the period b. No breach of privacy and confidentiality | a. Work is completed with all attachments and enclosures with a 90% accuracy rate for the period b. No breach of privacy and confidentiality |

PERFORMANCE STANDARDS CRITERIA

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WORK AREA: Business Management
 SUB WORK AREA: Site Security Survey Report
 PERFORMANCE OBJECTIVE NO.: IV.C.2.c
 OPTION YEAR 1 START: November 1, 2010 COMPLETE: October 31, 2011

| CRITERIA | PERFORMANCE MEASURE | OUTPUT | |
|--|--|--|--|
| | | MINIMUM | TARGET |
| SITE SECURITY SURVEY SUPPORT | | | |
| 1. Draft the results of the Site Security Survey at all SPR locations. | a. Accuracy in accordance with the SPRPMO process and direction provided by COR. | a(1) Complete the draft report within 30 business days after the survey and submit to the Survey Team Leader | a(1) Complete the draft report within 15 business days after the survey and submit to the Survey Team Leader |
| 2. Prepare transmittal letters for security surveys submitted to the contractor and DOE Headquarters HSS. | b. Quality/accuracy in accordance with the SPRPMO process and direction provided by COR. | a(2) Submit letters with no more than one error per document to the Security Program Manager | a(2) Submit letters with no one error to the Security Program Manager |
| 3. Make folders, track, and trend all surveys from the survey plan, survey report, contractor corrective actions, and closure. | c. Quality/accuracy in accordance with the SPRPMO process and direction provided by COR. | a(3) No more that two errors per survey | a(3) No errors per survey |
| 4. Track security and emergency operations official assessment tracking application and milestone findings. | d. Quality/accuracy in accordance with the SPRPMO process and direction provided by COR. | a(4) Complete with accuracy and no more than two errors per month | a(4) Complete with accuracy and no errors per month |

PERFORMANCE STANDARDS CRITERIA

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WORK AREA: Business Management
 SUB WORK AREA: Environmental, Safety, and Health, Emergency Operations, Emergency Preparedness, and Fire Safety Support
 PERFORMANCE OBJECTIVE NO.: IV.C.3.a
 OPTION YEAR 1 START: November 1, 2010 COMPLETE: October 31, 2011

| CRITERIA | PERFORMANCE MEASURE | OUTPUT | |
|--|--|---|---|
| | | MINIMUM | TARGET |
| ENVIRONMENTAL, SAFETY AND HEALTH, EMERGENCY PREPAREDNESS, AND FIRE SAFETY SUPPORT 1. Assist SPRPMO in Environmental (E) and Safety and Health (S&H), Emergency Preparedness and Fire Safety support-related assessments, reviews, and reporting, including: support for ESH audits; review of contractor documents; CAS Tracking; attendance at counterpart meetings; presence at the Safety Summit/Tripartite meetings; participation in the monthly Headquarters meetings as needed; review/interpretation of new DOE mandates; and preparation of reports requested by SPRPMO in response to Headquarters directive/data call. | a. Provide assistance and support within the prescribed time period in accordance with guidance. | a(1) Completed on or before the prescribed due date a(2) Minimal incident of discrepancy or no incident of discrepancy/error | a(1) Completed 2 days prior to due date a(2) 100% accuracy |

PERFORMANCE STANDARDS CRITERIA

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WORK AREA: Business Management

SUB WORK AREA: Environmental, Safety, and Health, Emergency Operations, Emergency Preparedness, and Fire Safety Support

PERFORMANCE OBJECTIVE NO.: IV.C.3.a

OPTION YEAR 1 START: November 1, 2010 COMPLETE: October 31, 2011

| CRITERIA | PERFORMANCE MEASURE | OUTPUT | |
|--|---|--|--|
| | | MINIMUM | TARGET |
| <p>ENVIRONMENTAL, SAFETY AND HEALTH, EMERGENCY PREPAREDNESS, AND FIRE SAFETY SUPPORT (cont'd)</p> <p>2. Review and track ES&H EP, and FS CMCR Milestones, DOE Action Tracking (DAT) items, and assessment tracking system (ATS) Findings and other ESH action items as appropriate. Survey applicable CMCRs for approaching Level 2 and 3 completion dates, and provide look-ahead schedule.</p> | <p>a. Provide assistance and support within the prescribed time period in accordance with guidance.</p> | <p>a(1) Completed on or before the prescribed due date</p> <p>a(2) Minimal incident of discrepancy or no incident of discrepancy/error</p> | <p>a(1) Completed 2 days prior to due date</p> <p>a(2) 100% accuracy</p> |
| <p>3. Facilitate Process Improvement Teams (PIT) Support as requested by DOE (examples: Monitoring Site Operations, Green Procurement Team and Personnel Security). Assist with presentation of PIT products.</p> | <p>a. Provide assistance and support within the prescribed time period in accordance with guidance.</p> | <p>a(1) Completed on or before the prescribed due date</p> <p>a(2) Minimal incident of discrepancy or no incident of discrepancy/error</p> | <p>a(1) Completed 2 days prior to due date</p> <p>a(2) 100% accuracy</p> |

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WORK AREA: Business Management

SUB WORK AREA: Environmental, Safety, and Health, Emergency Operations, Emergency Preparedness, and Fire Safety Support

PERFORMANCE OBJECTIVE NO.: IV.C.3.a

OPTION YEAR 1 START: November 1, 2010 COMPLETE: October 31, 2011

| CRITERIA | PERFORMANCE MEASURE | OUTPUT | |
|---|--|---|---|
| | | MINIMUM | TARGET |
| <p>ENVIRONMENTAL, SAFETY AND HEALTH, EMERGENCY PREPAREDNESS, AND FIRE SAFETY SUPPORT (continued)</p> <p>4. Provide technical/analytical support to special committees or project teams as assigned by DOE as the need arises (SPR TEAM, E2P2, PAWG Working Group, Bryan Mound Alarm Display Annunciation System, Bryan Mound Tank 2 (BMT-2) Incident Analysis, 2010 SPR Green Building Charette, and Award Applications).</p> | <p>a. Provide assistance and support within the prescribed time period in accordance with guidance.</p> | <p>a (1) Completed on or before the prescribed due date</p> <p>a(2) Minimal incident of discrepancy or no incident of discrepancy/error</p> | <p>a(1) Completed 2 days prior to due date</p> <p>a(2) 100% accuracy</p> |
| <p>5. Conduct review of DOE oversight of M&O contractor emergency management program or ESHD against the relevant DOE requirements , and provide an after-action report. Assist in updates to SPRPMO Orders, Plans, Procedures, Notices, and other directives as assigned.</p> | <p>a. Provide a detailed report of DOE performance of oversight of M&O contractor.</p> <p>b. Provide updates to SPRPMO directives as new DOE or Headquarters guidance is published</p> | <p>a. Complete on or before the prescribed due date with minimal discrepancies</p> <p>b. Complete on or before the prescribed due date with minimal discrepancies</p> | <p>a. Completed 2 days prior to due date with 100% accuracy</p> <p>b. Completed 2 days prior to due date with 100% accuracy</p> |

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WORK AREA: Business Management
 SUB WORK AREA: Environmental, Safety, and Health, Emergency Operations, Emergency Preparedness, and Fire Safety Support
 PERFORMANCE OBJECTIVE NO.: IV.C.3.a
 OPTION YEAR 1 START: November 1, 2010 COMPLETE: October 31, 2011

| CRITERIA | PERFORMANCE MEASURE | OUTPUT | |
|--|---|--|---|
| | | MINIMUM | TARGET |
| ENVIRONMENTAL, SAFETY AND HEALTH, EMERGENCY PREPAREDNESS, AND FIRE SAFETY SUPPORT | | | |
| 6. Assist SPRPMO in conducting emergency planning, emergency operations, and fire safety assessments/reviews of contractor activities, exercises, and work instructions. Prepare after-action reports as required. | a. Provide a detailed after-action report following the assessment within the prescribed time. | a Complete on or before the prescribed date with minimal incident of discrepancy or no incident of discrepancy/error | a Completed 2 days prior to due date and with 100% accuracy |
| 7 Provide technical assistance in ESHD and Emergency Preparedness special project team assignments.(example: ESHD round robin) | a. Provide assistance and support within the prescribed time period in accordance with guidance | a(1) Complete on or before the prescribed due date a(2) Minimal incident of discrepancy or no incident of discrepancy/error | a(1) Completed 2 days prior to due date a(2) 100% accuracy |

PERFORMANCE STANDARDS CRITERIA

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WORK AREA: Business Management
 SUB WORK AREA: Quality Assurance & Performance Assurance Support
 PERFORMANCE OBJECTIVE NO.: IV.C.4
 OPTION YEAR 1 START: November 1, 2010 COMPLETE: October 31, 2011

| CRITERIA | PERFORMANCE MEASURE | OUTPUT | |
|--|---|--|--|
| | | MINIMUM | TARGET |
| <p>QUALITY ASSURANCE & PERFORMANCE ASSURANCE SUPPORT</p> <p>1. Update and support the development of Quality Program plans, procedures, schedules, surveys, and reports as directed by DOE personnel.</p> | <p>a. Provide assistance and support within the prescribed time period in accordance with guidance.</p> | <p>a. Completed on or before the prescribed due date</p> <p>b. Minimal incident of discrepancy</p> | <p>a. Completed 5 days prior to due date</p> <p>b. 100% accurate</p> |
| <p>2. Assist and support in performing Management Assessment functions including preparation of assessment plans, analyzing/trending results, compiling draft/final reports, and preparing briefing slides as directed by DOE personnel.</p> | <p>a. Provide assistance and support within the prescribed time period in accordance with guidance.</p> | <p>a. Completed on or before the prescribed due date</p> <p>b. Minimal incident of discrepancy</p> | <p>a. Completed 5 days prior to due date</p> <p>b. 100% accurate</p> |

PERFORMANCE STANDARDS CRITERIA

Contract Number
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WORK AREA: Business Management
 SUB WORK AREA: Quality Assurance & Performance Assurance Support
 PERFORMANCE OBJECTIVE NO.: IV.C.4
 OPTION YEAR 1 START: November 1, 2010 COMPLETE: October 31, 2011

| CRITERIA | PERFORMANCE MEASURE | OUTPUT | |
|---|---|--|--|
| | | MINIMUM | TARGET |
| <p>QUALITY ASSURANCE & PERFORMANCE ASSURANCE SUPPORT (continued)</p> <p>3. Assist and support in performing Independent Assessments of the SPRPMO programs and field offices, including initial planning, preparation of assessment plans, assessment team member, entering findings into the SPRPMO official assessment tracking application, compiling draft/final report, analyzing/trending results, preparing briefing slides and assisting in the closure of findings associated with these assessments. Programs will include: On-Site Management Appraisals; Surveillance of Critical Few Performance Measures; SPRPMO Reliability, Availability & Maintainability (RAM); SPRPMO Conduct of Operations; SPRPMO Drawdown Activities; SPRPMO Maintenance Management Program; SPRPMO Oversight Program; and SPRPMO Contractor Assurance Program. Perform and report associated required monitoring, trending, statusing, and technical analysis.</p> | <p>a. Provide assistance and support within the prescribed time period in accordance with guidance.</p> | <p>a. Completed on or before the prescribed due date</p> <p>b. Minimal incident of discrepancy</p> | <p>a. Completed 5 days prior to due date</p> <p>b. 100% accurate</p> |

PERFORMANCE STANDARDS CRITERIA

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WORK AREA: Business Management
 SUB WORK AREA: Quality Assurance & Performance Assurance Support
 PERFORMANCE OBJECTIVE NO.: IV.C.4
 OPTION YEAR 1 START: November 1, 2010 COMPLETE: October 31, 2011

| CRITERIA | PERFORMANCE MEASURE | OUTPUT | |
|---|---|--|--|
| | | MINIMUM | TARGET |
| <p>QUALITY ASSURANCE & PERFORMANCE ASSURANCE SUPPORT (continued)</p> <p>4. Assist in the administration of the SPRPMO official assessment tracking application for findings identified from Management Assessments and Independent Assessments, as identified in Task No. 3 shown above, including providing monthly status of findings, trending data, and preparing briefing charts and/or reports for Senior Management.</p> | <p>a. Provide assistance and support within the prescribed time period in accordance with guidance.</p> | <p>a. Completed on or before the prescribed due date</p> <p>b. Minimal incident of discrepancy</p> | <p>a. Completed 5 days prior to due date</p> <p>b. 100% accurate</p> |
| <p>5. Support and facilitate teams and organizations such as the SPRPMO Quality Council, Process Improvement Teams, Lessons Learned program, etc.</p> | <p>a. Provide assistance and support within the prescribed time period in accordance with guidance.</p> | <p>a. Completed on or before the prescribed due date</p> <p>b. Minimal incident of discrepancy</p> | <p>a. Completed 5 days prior to due date</p> <p>b. 100% accurate</p> |
| <p>6. Provide technical and project management support to DOE Special Projects as required by DOE Management.</p> | <p>a. Provide assistance and support within the prescribed time period in accordance with guidance.</p> | <p>a. Completed on or before the prescribed due date</p> <p>b. Minimal incident of discrepancy</p> | <p>a. Completed 5 days prior to due date</p> <p>b. 100% accurate</p> |

PERFORMANCE STANDARDS CRITERIA

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WORK AREA: Technical Management
 SUB WORK AREA: Scheduling System Support
 PERFORMANCE OBJECTIVE NO.: IV.D.1.a
 OPTION YEAR 1 START: November 1, 2010 COMPLETE: October 31, 2011

| CRITERIA | PERFORMANCE MEASURE | OUTPUT | |
|--|--|--|----------------------|
| | | MINIMUM | TARGET |
| <p>SCHEDULING SYSTEM SUPPORT</p> <p>1. Develop and process Control Milestone Change Requests (CMCRs) and Milestone Completion Notifications (MCNs).,</p> | <p>a. Review CMCRs for accuracy, completeness, and compliance with SPRPMO Order, and process CMCRs and MCNs through K2 Workflow.</p> | <p>a. 95% within 2 days of receipt</p> | <p>a. 100% daily</p> |

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WORK AREA: Technical Management
 SUB WORK AREA: Configuration Management Support
 PERFORMANCE OBJECTIVE NO.: IV.D.2.a
 OPTION YEAR 1 START: November 1, 2010 COMPLETE: October 31, 2011

| CRITERIA | PERFORMANCE MEASURE | OUTPUT | |
|---|---|--|--|
| | | MINIMUM | TARGET |
| <p>CONFIGURATION MANAGEMENT SUPPORT</p> <p>1. Review the applicability and accuracy of Configuration Management documents (Engineering Change Proposals, Deviations, Waivers, Engineering Construction Changes, Advance Change Notices, etc.) in accordance with SPRPMO M 410.1-1A.</p> | <p>a. Review Configuration Management documents processed are in compliance with SPRPMO M 410.1-1A as determined by the Configuration Management Officer.</p> | <p>a. 90% within 10 days of submittal</p> | <p>a. 95% within 10 days of submittal</p> |
| <p>2. Manage Project Configuration Control Board (PCCB) meeting Action Items.</p> | <p>a. Maintain a monthly PCCB Action Items Report.</p> | <p>a. PCCB Action Items Report attached to PCCB Meeting Minutes within 5 working days after the PCCB Meeting</p> | <p>a. PCCB Action Items Report attached to PCCB Meeting Minutes within 3 working days after the PCCB Meeting</p> |

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WORK AREA: Technical Management
 SUB WORK AREA: Data Systems Support
 PERFORMANCE OBJECTIVE NO.: IV.D.3.a
 OPTION YEAR 1 START: November 1, 2010 COMPLETE: October 31, 2011

| CRITERIA | PERFORMANCE MEASURE | OUTPUT | |
|--|--|--|--|
| | | MINIMUM | TARGET |
| <p>DATA SYSTEMS SUPPORT</p> <p>1. Support the assessment analysis, administration, and monitoring of the SPRPMO data system.</p> | <p>a. Maintain and administer DOE systems such as Gov-Trip.</p> <p>b. Maintain and support STARS/STRIPES/I-Manage/BEARS Systems, and COVATS.</p> <p>c. Analyze SPR needs for enterprise level computing systems.</p> <p>d. Assist in the Data Management Project implementation and execute assignments on schedule.</p> | <p>a. Completed on or before the prescribed due date</p> | <p>a. Completed 2 days prior to due date</p> |
| <p>2. SharePoint website development and maintenance.</p> | <p>a. Develop, support, maintain, and update DOE SharePoint sites, areas, and related process workflows utilizing K2 and InfoPath.</p> | <p>a. Completed on or before due date</p> | <p>a. Completed 2 days before due date</p> |

PERFORMANCE STANDARDS CRITERIA

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WORK AREA: Technical Management
 SUB WORK AREA: Special Projects
 PERFORMANCE OBJECTIVE NO.: IV.D.4
 OPTION YEAR 1 START: November 1, 2010 COMPLETE: October 31, 2011

| CRITERIA | PERFORMANCE MEASURE | OUTPUT | |
|--|---|--|---|
| | | MINIMUM | TARGET |
| <p>SPECIAL PROJECTS</p> <p>1. Provide professional, technical, and administrative support to special projects identified by the SPRPMO on an individual basis.</p> | <p>a. Conduct studies, reviews, assessments, and surveys. Perform analyses and prepare reports.</p> | <p>a Delivered by established due date</p> | <p>a Delivered 2 days prior to due date</p> |

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WORK AREA: Technical Management
 SUB WORK AREA: Cost Estimation Support
 PERFORMANCE OBJECTIVE NO.: IV.D.5
 OPTION YEAR 1 START: November 1, 2010 COMPLETE: October 31, 2011

| CRITERIA | PERFORMANCE MEASURE | OUTPUT | |
|---|--|--|---|
| | | MINIMUM | TARGET |
| <p>COST ESTIMATION SUPPORT</p> <p>1. Develop and create reviews of estimates produced by major contractors.</p> | <p>a. Reviews will be accurately developed and presented in accordance with estimating guidance and supported by backup documentation.</p> | <p>a Delivered by established due date</p> | <p>a Delivered 2 days prior to due date</p> |

PERFORMANCE STANDARDS CRITERIA

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WORK AREA: Administrative Support
 SUB WORK AREA: Mailroom
 PERFORMANCE OBJECTIVE NO.: IV.E.1
 OPTION YEAR 1 START: November 1, 2010 COMPLETE: October 31, 2011

| CRITERIA | PERFORMANCE MEASURE | OUTPUT | |
|---|--|---|---|
| | | MINIMUM | TARGET |
| MAIL PROCESSING AND REPRODUCTION 1. Provide support for electronic action tracking system, and mail and reproduction processing (some of which may be classified). | a(1) Processing of all incoming, outgoing, and internal mail, including a variety of overnight express mail services, and pickup and delivery services in a timely and efficient manner. | a(1) 95% accurate and timely | a(1) 100% accurate and timely |
| | a(2) Requests for reproduction services are handled accurately and in a timely manner. | a(2) 80% of requests are completed accurately on or before requested due date | a(2) 95% of requests are completed on accurately or before requested due date |
| | | b. No breach of privacy and confidentiality | b. No breach of privacy and confidentiality |
| 2. Develop a Policies and Procedures Manual for Mail Operations. | a. Review and update annually. | a. June 30 of each year | a. May 31 of each year |
| 3. Develop a Mail Room Management Security Plan. | a. Review and update annually. | a. March 31 of each year | a. February 28 of each year |

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WORK AREA: Administrative Support
 SUB WORK AREA: Mailroom
 PERFORMANCE OBJECTIVE NO.: IV.E.1
 OPTION YEAR 1 START: November 1, 2010 COMPLETE: October 31, 2011

| CRITERIA | PERFORMANCE MEASURE | OUTPUT | |
|---|---|--|--|
| | | MINIMUM | TARGET |
| MAIL PROCESSING AND REPRODUCTION (continued) 4. Provide support for transferring DOE records to the Federal Records Center (FRC) and Records Holding Area (RHA). | a. Coordinate and assemble records transfer forms and boxes for transfer of DOE records to the FRC and RHA. | a(1) Completed records transfer forms are accurate 90% of the time a(2) Records boxes shipped within 30 days of accession number receipt from the FRC a(3) Records training is attended at least every 2 years | a(1) Completed records transfer forms are accurate 100% of the time a(2) Records boxes shipped within 7 days of accession number receipt from the FRC a(3) Records training is attended annually |

PERFORMANCE STANDARDS CRITERIA

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WORK AREA: Administrative Support
 SUB WORK AREA: Word Processing
 PERFORMANCE OBJECTIVE NO.: IV.E.2
 OPTION YEAR 1 START: November 1, 2010 COMPLETE: October 31, 2011

| CRITERIA | PERFORMANCE MEASURE | OUTPUT | |
|--|--|--|---|
| | | MINIMUM | TARGET |
| <p>WORD PROCESSING</p> <p>1. The contractor must establish and maintain a word processing center, including typing and proofreading of various types of correspondence (some of which may be classified). The contractor must ensure that all material to be typed is screened, logged in, processed, proofread, logged out, and customer notified via phone or e-mail.</p> | <p>a. Work is completed accurately within the related time frame. The final product does not contain typographical or grammatical errors. Contractor does not require assistance with format or procedures unless the work represents a completely new assignment.</p> | <p>a. Completed processed work available within requested time frame with minimal typographical or grammatical errors</p> <p>b. No breach of privacy and confidentiality</p> | <p>a. Completed processed work available before the requested time frame and 100% accurate</p> <p>b. No breach of privacy and confidentiality</p> |

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WORK AREA: Reports/Deliverables
 SUB WORK AREA: Reports/Deliverables
 PERFORMANCE OBJECTIVE NO.: IV.F.1
 OPTION YEAR 1 START: November 1, 2010 COMPLETE: October 31, 2011

| CRITERIA | PERFORMANCE MEASURE | OUTPUT | |
|---|--|---|---|
| | | MINIMUM | TARGET |
| UNIFORM REPORTING SYSTEMS REPORTS 1. Uniform Reporting System reports. | a. Accurate and timely preparation and delivery of the following deliverables: (1) Cost Plan (DOE Form 1332.7) (2) Labor Plan (DOE Form 1332.4) (3) Project Status Report | a(1) Available in accordance with requirements specified in the Statement of Work a(2) Minimal incident of discrepancy or no incident of discrepancy/error | a(1) Available 1 day prior to the established required schedule a(2) 100% accuracy |

PERFORMANCE STANDARDS CRITERIA

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WORK AREA: Cost Effectiveness
 SUB WORK AREA: Cost Management
 PERFORMANCE OBJECTIVE NO.: I.V.G
 OPTION YEAR 1 START: November 1, 2010 COMPLETE: October 31, 2011

| CRITERIA | PERFORMANCE MEASURE | OUTPUT | |
|--|--|---------|--------|
| | | MINIMUM | TARGET |
| COST EFFECTIVENESS | | | |
| 1. Cost Effectiveness of work performed under this contract. | a. Effective, efficient, and economic use of resources (people, funds, equipment, and facilities) in carrying out contract activities to achieve favorable performance against contract cost baseline. | N/A | N/A |