

**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, 2009            COMPLETE: October 31, 2010

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
<p>BUDGET FORMULATION-SUPPORT DOE</p> <p>1. Budget Formulation Support Preparation and Development of Annual Budget Request.</p>	<p>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&amp;O) contractor budget reconciliation.</p>	<p>a(1) Budget documents available prior to schedule dates</p> <p>a(2) Less than 2% error or discrepancies</p>	<p>a(1) Budget documents available 2 days prior to schedule dates</p> <p>a(2) Minimal incident of discrepancy or no incident of discrepancy/error</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, 2009                      COMPLETE: October 31, 2010

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(1) Delivered 2 days prior to due date</p>
		<p>a(2) Minimal incident of discrepancy or no incident of discrepancy/error</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&amp;O contractor data and availability of local accounting records, whichever is later, or established due date</p>	<p>a(1) Delivered 2 days prior to due date</p>
		<p>a(2) Minimal incident of discrepancy or no incident of discrepancy/error</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, 2009            COMPLETE: October 31, 2010

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 December 1, 2009  a(2) 100% accuracy	a(1) Delivered November 15, 2009  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, 2009 COMPLETE: October 31, 2010

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
<p><b>BUDGET PLANNING &amp; DOCUMENTATION</b></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, 2009      COMPLETE: October 31, 2010

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, 2009 COMPLETE: October 31, 2010

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, 2009 COMPLETE: October 31, 2010

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 BEARS Process Enhancements.	a. Implement BEARS Process Enhancements as identified by the BEARS Consultant and approved by DOE P&FMD.	a. 100% implementation of all recommended enhancements by established due date	a. 100% implementation of all recommended enhancements 5 days prior to established due date

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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, 2009 COMPLETE: October 31, 2010

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, 2009 COMPLETE: October 31, 2010

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
<p><b>PERFORMANCE MANAGEMENT AND PLANNING</b></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 &amp; 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&amp;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>
<p>3. Continue effort to transition all data from the W drive to SharePoint website and abandon duplicate file maintenance.</p>	<p>a. All single and official documents are to be posted to the designated website on SharePoint.</p>	<p>a. 100% movement, posting, and maintenance to the SharePoint website. Certification Statement of 100% completion by November 15, 2009.</p>	<p>a. 100% movement, posting, and maintenance to the SharePoint website. Certification Statement of 100% completion by November 15, 2009.</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, 2009 COMPLETE: October 31, 2010

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, 2009 COMPLETE: October 31, 2010

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, 2009 COMPLETE: October 31, 2010

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, 2009 COMPLETE: October 31, 2010

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, 2009 COMPLETE: October 31, 2010

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, 2009 COMPLETE: October 31, 2010

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, 2009 COMPLETE: October 31, 2010

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
<p>ANALYSIS OF COST AND PERFORMANCE REPORTS ON M&amp;O CONTRACTOR DATA</p> <p>1. Provide analysis of M&amp;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 14<sup>th</sup> workday of each month for cost accruals and the 15<sup>th</sup> workday of the 3<sup>rd</sup> month of each quarter for CWIP accruals. 15<sup>th</sup> 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, 2009 COMPLETE: October 31, 2010

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
<b>AUDIT INFORMATION SYSTEMS</b>			
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"> <li>• DOE O 224.3 (01/24/05), Audit Resolution and Follow-up.</li> <li>• DOE O 221.3A (04/19//2008), Establishment of Management Decisions Office of Inspector General Reports.</li> <li>• DOE O 224.2A (11/09/2007), Auditing of Programs and Operations.</li> <li>• DOE O 413.1B (10/28/2008), Internal Control Program.</li> </ul>	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, 2009 COMPLETE: October 31, 2010

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, 2009 COMPLETE: October 31, 2010

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
<p><b>SECURITY SUPPORT</b></p> <p>1. The contractor must assist in security-related documentation 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 SPRPMO process and direction provided by Contracting Officer's Representative.</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. 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. 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, 2009 COMPLETE: October 31, 2010

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>			

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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, 2009 COMPLETE: October 31, 2010

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. Copy and file Personnel/Personal Identity Verification (PIV) security background check.</p>	<p>a. Quality/accuracy in accordance with the SPRPMO process and direction provided by the 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.</p>	<p>a. Work is completed with all attachments and enclosures with a 85% 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 90% 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, 2009 COMPLETE: October 31, 2010

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
SECURITY SUPPORT DOCUMENT REVIEWS, RECOMMENDATIONS, AND REPORT SUBMISSIONS / EMERGENCY MANAGEMENT REVIEWS, RECOMMENDATIONS, AND REPORT SUBMISSIONS. (continued)			
2. Make new PIV file folders and assign unique file numbers.	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
3. Mail PIV packages to the Office of Personnel Management after the DOE registrar reviews and signs.	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
4. Track the PIV packages upon receipt through OPM and back to SPR.	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

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 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, 2009 COMPLETE: October 31, 2010

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
SECURITY SUPPORT DOCUMENT REVIEWS, RECOMMENDATIONS, AND REPORT SUBMISSIONS / EMERGENCY MANAGEMENT REVIEWS, RECOMMENDATIONS, AND REPORT SUBMISSIONS (continued)  5. Update PIV packages through the OPM ANACI.	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
6. Update the packages through the OPM NAC.	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

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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, 2009 COMPLETE: October 31, 2010

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

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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, 2009 COMPLETE: October 31, 2010

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
<b>SITE SECURITY SURVEY SUPPORT</b>			
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 10 business days after the survey and submit to the Survey Team Leader	a(1) Complete the draft report within 5 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

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WORK AREA: Business Management  
 SUB WORK AREA: Environmental, Safety, and Health, Emergency Preparedness, and Fire Safety Support  
 PERFORMANCE OBJECTIVE NO.: IV.C.3.a  
 OPTION YEAR 1 START: November 1, 2009 COMPLETE: October 31, 2010

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
ENVIRONMENTAL, SAFETY AND HEALTH, EMERGENCY PREPAREDNESS, AND FIRE SAFETY SUPPORT  1. Assist SPRPMO in environmental (E), safety and health (S&H), emergency preparedness (EP), and fire safety (FS)-related assessments and reviews.	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
2. Review and track ES&H, EP, and FS CMCR Milestones and official assessment tracking application Findings. Survey applicable CMCRs for approaching Level 2 and 3 completion dates, and provide look-ahead schedule.	a. Provide assistance and support within the prescribed time period in accordance with guidance. Look-ahead schedule projected out to 6 weeks should be provided weekly.	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

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WORK AREA: Business Management  
 SUB WORK AREA: Environmental, Safety, and Health, Emergency Preparedness, and Fire Safety Support  
 PERFORMANCE OBJECTIVE NO.: IV.C.3.a  
 OPTION YEAR 1 START: November 1, 2009 COMPLETE: October 31, 2010

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
ENVIRONMENTAL, SAFETY AND HEALTH, EMERGENCY PREPAREDNESS, AND FIRE SAFETY SUPPORT			
3. Conduct review of DOE oversight of M&O contractor emergency management program against the requirements of DOE Order 151.1C.	a. Provide a detailed report of DOE performance of oversight of M&O contractor.	a N/A	a. Report delivered April 1, 2010
4. Track and report M&O contractor status of the official assessment tracking application emergency management open items.	a. Provide a detailed report of status of open official assessment tracking application findings.	a N/A	a Report delivered within 30 days of the end of each quarter

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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, 2009 COMPLETE: October 31, 2010

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
QUALITY ASSURANCE & PERFORMANCE ASSURANCE SUPPORT  1. Assist and support in preparing the SPRPMO Quality Assurance Implementation Survey when received from Headquarters.	a. Provide assistance and support within the prescribed time period in accordance with guidance.	a. Completed on or before the prescribed due date	a. Completed 5 days prior to due date
		b. Minimal incident of discrepancy	b. 100% accurate
2. Assist and support in updating Quality Assurance, Performance Assurance, and Corrective Action Tracking/Trending program plans/procedures and schedules.	a. Provide assistance and support within the prescribed time period in accordance with guidance.	a. Completed on or before the prescribed due date	a. Completed 5 days prior to due date
		b. Minimal incident of discrepancy	b. 100% accurate
3. Assist and support in performing SPRPMO Management Assessments including preparation of assessment plans, analyzing/trending results, compiling draft/final report and preparing briefing slides.	a. Provide assistance and support within the prescribed time period in accordance with guidance.	a. Completed on or before the prescribed due date	a. Completed 5 days prior to due date
		b. Minimal incident of discrepancy	b. 100% accurate

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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, 2009 COMPLETE: October 31, 2010

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
QUALITY ASSURANCE & PERFORMANCE ASSURANCE SUPPORT (continued)			
4. 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 assist 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.	a. Provide assistance and support within the prescribed time period in accordance with guidance.	a. Completed on or before the prescribed due date  b. Minimal incident of discrepancy	a. Completed 5 days prior to due date  b. 100% accurate

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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, 2009 COMPLETE: October 31, 2010

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
QUALITY ASSURANCE & PERFORMANCE ASSURANCE SUPPORT (continued)			
5. Administer the SPRPMO official assessment tracking application for findings identified from Management Assessments and Independent Assessments, as identified in Task No. 4 shown above, including providing monthly status of findings, trending data, and preparing briefing charts and/or reports for Senior Management.	a. Provide assistance and support within the prescribed time period in accordance with guidance.	a. Completed on or before the prescribed due date  b. Minimal incident of discrepancy	a. Completed 5 days prior to due date  b. 100% accurate
6. Assist in the development/update and submission of the DOE/SPRPMO Computer Based Training modules dealing with Quality and Performance Assurance.	a. Provide assistance and support within the prescribed time period in accordance with guidance.	a. Completed on or before the prescribed due date  b. Minimal incident of discrepancy	a. Completed 5 days prior to due date  b. 100% accurate

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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, 2009 COMPLETE: October 31, 2010

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), and maintain scheduling logs.</p>	<p>a. Review CMCRs for accuracy and completeness, and maintain CMCR and MCN logs.</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, 2009 COMPLETE: October 31, 2010

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
CONFIGURATION MANAGEMENT SUPPORT			
1. Manage Class 1 changes to include electronic media.	a. Maintain the log and accuracy of Class 1 and Class II changes electronic media.	a. 90%	a. 95%
2. 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.	a. Review Configuration Management documents processed are in compliance with SPRPMO M 410.1-1A as determined by the Configuration Management Officer.	a. 90% within 10 days of submittal	a. 95% within 10 days of submittal
3. Manage Project Configuration Control Board (PCCB) meeting Action Items.	a. Maintain PCCB Action Items Report via Centra 2000.	a. PCCB Action Items in Centra Action Tracking in 5 working days	a. PCCB Action Items in Centra Action Tracking in 3 working days

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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, 2009 COMPLETE: October 31, 2010

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>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>

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WORK AREA: Administrative Support  
 SUB WORK AREA: Mailroom  
 PERFORMANCE OBJECTIVE NO.: IV.E.1  
 OPTION YEAR 1 START: November 1, 2009 COMPLETE: October 31, 2010

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

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WORK AREA: Administrative Support  
 SUB WORK AREA: Mailroom  
 PERFORMANCE OBJECTIVE NO.: IV.E.1  
 OPTION YEAR 1 START: November 1, 2009 COMPLETE: October 31, 2010

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

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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, 2009 COMPLETE: October 31, 2010

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
<p><b>WORD PROCESSING</b></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, 2009 COMPLETE: October 31, 2010

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

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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, 2009 COMPLETE: October 31, 2010

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