

(WED) 11 8 2006 10:31/ST. 10:30/NO. 5000361428 P 1

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 43
2. AMENDMENT/MODIFICATION NO. M002	3. EFFECTIVE DATE See Blk 16C	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY U.S. Department of Energy SPR Project Management Office 900 Commerce Road East New Orleans, LA 70123	CODE	7. ADMINISTERED BY (If other than item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No. street, county, State and ZIP Code) Deltha-Critique 900 Commerce Road East New Orleans, LA 70123		(✓)	9A. AMENDMENT OF SOLICITATION NO.
CODE		X	9B. DATED (SEE ITEM 11)
FACILITY CODE		X	10A. MODIFICATION OF CONTRACT/ORDER NO. DE-AC96-06PO92716
			10B. DATED (SEE ITEM 11) August 11, 2006

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended.
 Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
 (e) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS; IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(✓) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriate date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(d).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

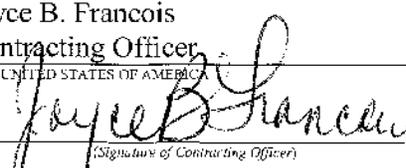
X D. OTHER (Specify type of modification and authority)
Unilateral - Section H, Paragraph H.11, Performance Fee

E. IMPORTANT: Contractor is not, is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

- A. The purpose of this modification is to incorporate the attached Performance Objectives and Measures in Section J (Attachment 7) for the period November 1, 2006 through October 31, 2007
- B. Attachment 7 is deleted in its entirety and hereby substituted.
- C. All other terms and conditions remain the same.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) _____ (Signature of person authorized to sign)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Joyce B. Francois Contracting Officer
15B. CONTRACTOR/OFFEROR	16B. UNITED STATES OF AMERICA
15C. DATE SIGNED	16C. DATE SIGNED 11/08/06
	BY  (Signature of Contracting Officer)

FROM

SECTION J

ATTACHMENT 7

PERFORMANCE EVALUATION PLAN AND
QUALITY ASSURANCE SURVEILLANCE PLAN
FOR TECHNICAL AND MANAGEMENT SUPPORT SERVICES
EVALUATION PERIOD NOVEMBER 1, 2006 THROUGH OCTOBER 31, 2007



U. S. DEPARTMENT OF ENERGY
STRATEGIC PETROLEUM RESERVE
PROJECT MANAGEMENT OFFICE



NEW ORLEANS, LA

PERFORMANCE EVALUATION PLAN

AND

QUALITY ASSURANCE

SURVEILLANCE PLAN

FOR

TECHNICAL AND MANAGEMENT

SUPPORT SERVICES

Evaluation Period

November 1, 2006 through October 31, 2007

INTRODUCTION

Purpose. To provide procedures and policy, assign responsibilities for evaluating contractor performance, and determine the amount of performance fee earned by the proposed Contractor.

Scope. The provisions of this plan apply to the proposed contract for technical and management support services. Any fee determination made based on this plan is limited to the Performance Fee portion of the fee structure established by this proposed contract.

Departmental Policy. The Department expects the Contractor to exercise due diligence in the conduct of all contract activities. The Department further expects that management systems will be in place and enforced to ensure that effective procedures are developed and implemented. The Contractor's failure to oversee, through acts of commission or omission, the conduct of its operations and all of its employees, which potentially or actually causes property damage or loss, endangers the safety, health, or environment, or compromises the ability of the Department to carry out its mission, will be weighed heavily in the performance ratings. By the same standard, the performance ratings will not be adversely affected if the Contractor raises safety issues to the Department of Energy (DOE) for resolution. Furthermore, the performance ratings will not be adversely affected if the Contractor stops an activity that is deemed unsafe even though the Contractor's action may appear to be contrary to DOE direction.

Responsibilities and Process. The responsibilities and process for evaluating contractor performance are established in this plan.

REVIEW AND APPROVAL OF CONTRACTOR'S PERFORMANCE FEE

Applicability:

This plan provides process and policy and assigns responsibilities for determining the level of performance of the proposed Contractor in performance of the contract during the contract period.

The objective of the performance fee provisions of the contract is to afford the Contractor an opportunity to earn fee commensurate with the achievement of optimum contract performance. Optimum performance is not necessarily equated with the highest level of performance available in all areas. Rather, it represents the most favorable degree of performance obtainable in light of the Contractor's most effective use of available resources. In addition to providing special management emphasis to the Performance Standards identified in the contract, the Contractor is responsible for striving to attain the highest standards of excellence in executing its responsibilities under the contract. The Contractor is expected to have a strong self-assessment program to measure performance. The Contractor will receive credit for identifying problems to the Department of Energy (DOE), for developing and implementing corrective actions, and for demonstrating initiative.

Responsibilities:

Contracting Officer. The Strategic Petroleum Reserve Project Management Office (SPRPMO) Contracting Officer is responsible for transmitting the Performance Evaluation Plan to the Contractor.

Contracting Officer's Representative. The Contracting Officer's Representative (COR) prepares the Performance Evaluation Plan, evaluates Contractor performance, and provides a recommended rating. The COR and Technical Monitors shall monitor, review, and evaluate the Contractor's performance against criteria included in this plan, the contract, and generally accepted standards of practice and standard operating procedures. The COR shall solicit input from DOE staff and may obtain input from the proposed Contractor. The COR will prepare a report based on observations, input from others, and information provided in the Contractor's self-assessment report that has been validated by DOE.

Fee Determination Official. The Fee Determination Official (FDO) is responsible for approving this Performance Evaluation Plan. The FDO shall review the performance fee

recommendations and make the final determination of the amount of performance fee earned by and payable to the Contractor.

Interim Evaluation(s):

Contractor performance shall be evaluated at the end of each contract year. However, the Contractor will receive feedback on performance throughout the year informally or via formal correspondence. In addition, within one month following the first six months of the evaluation period, the FDO will meet with Contractor Management to provide the Contractor with an assessment of their performance. This meeting will serve to notify the Contractor of areas needing improvement, thereby allowing the Contractor at least five months to take corrective action. In addition to areas needing improvement, areas of strength will also be discussed. Documentation of the mid-year assessment may be a report, summary of issues discussed in the meeting, or meeting minutes.

Annual Evaluation(s):

At the end of the fiscal year, the COR will compile a report discussing the Contractor's performance. The report shall include a discussion of each of the performance standards addressed in the Statement of Work in Section C of the contract and an adjective rating (see Attachment 1) for each item. In addition to the performance standards, the Contractor's performance will also be evaluated in their support to the SPRPMO and in their management of costs. Support to the SPRPMO will include the following: management and technical support services in the areas of financial management analysis, cost and schedule controls, integration of appraisal and audit information, coordination and documentation and analysis of configuration management systems, integration and documentation of security procedures, administrative functions, travel management, mail and word processing, reproduction, and other special study requirements. The report shall address any other areas of exceptional or unsatisfactory performance.

The ratings will be based on available performance information (e.g., audits, assessments, self-assessments, task force reports, etc.), information received from DOE staff members, and information from the Management and Operating Contractor who utilizes the services of the proposed Contractor. In addition, data maintained by the Contractor and verified by the SPRPMO will be used as input for the evaluation. In most cases, the evaluations of Contractor performance will be made on the basis of a subjective analysis that reflects the evaluators' informed opinion as to the level of performance achieved. The key to effective subjective assessments is that they will be as informed as possible; personal bias or intuitive feelings are not hallmarks of a proper subjective evaluation. The Statement of Work in Section C of the Contract addresses the Performance Objectives, Performance Measures, and Performance Expectations.

The FDO shall review and discuss the Contractor's performance with the COR and Technical Monitors and others as appropriate. A letter summarizing the FDO's evaluation decision and the amount of performance fee earned shall be furnished to the Contractor within 45 calendar days of the Government's receipt of the Contractor's self-assessment report. This letter constitutes official issuance of the performance fee determination.

Performance Evaluation Changes:

See Part I, Section H.11, Performance Fee of the Contract.

Contractor Self-Assessment Reports:

The Contractor is required by Part I, Section H.11, Performance Fee of the Contract to complete a self-assessment report within 7 calendar days after the end of the fiscal year. In addition to the specified requirements for the self-assessment report, the report should include an evaluation for each of the performance areas and each standard identified in the Statement of Work of the Contract. It is also recommended that a mid-year self-assessment evaluation be completed by the Contractor prior to the meeting discussed previously. This will assist in calibrating the SPRPMO and the Contractor and should minimize surprises when the annual evaluation report is completed by the SPRPMO.

Structure of the Fee:

Each individual standard will be given an adjective rating by the COR and an overall adjective rating for all of the standards. The relative importance of the individual standards will be considered by the COR in arriving at one summary adjective rating for all of the standards identified in Attachment 1 of this plan. The COR will identify an adjective rating for supporting the SPRPMO and an adjective rating for managing costs. The FDO/COR shall translate each of the three adjective ratings into performance points. The three performance areas will be weighted as follows: Standards = 70 percent; Support to the SPRPMO = 20 percent; and Management of Costs = 10 percent. These weightings will be used to arrive at an overall number of performance fee dollars using the Fee Conversion Table (Attachment 2) and amount of performance fee available from Table B-1 of the Contract.

The Performance Objectives, Performance Measures, and Performance Expectations are addressed in the Statement of Work, Section C.

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WORK AREA: Financial Management
SUB WORK AREA: Budget
PERFORMANCE OBJECTIVE NO.: IV.A.1
CONTRACT YEAR 1 START: November 1, 2006 COMPLETE: October 31, 2007

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
CONTRACT YEAR 1 START: November 1, 2006 COMPLETE: October 31, 2007

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
BUDGET ASSISTANCE IN EXECUTION AND DEVELOPING DOCUMENTATION			
1. Create and distribute estimates of Unobligated and Uncosted Carryover, and maintain supporting documentation.	a. Estimates will be accurately developed in accordance with guidance and supported by backup documentation. Projections will be provided by the due date.	a(1) Delivered by 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
2. Create and distribute the Monthly Financial Executive Summary (MFES).	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.	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 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

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WORK AREA: Financial Management

SUB WORK AREA: Budget

PERFORMANCE OBJECTIVE NO.: IV.A.2

CONTRACT YEAR 1 START: November 1, 2006 COMPLETE: October 31, 2007

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
3. Assistance in Budget Execution Document Development.	a. Preparation, development, and maintenance of the Annual Operating Plan.	a(1) 5 days after receipt of accounting records or established due date	a(1) Delivered 2 days prior to due date
		a(2) Minimal incident of discrepancy or no incident of discrepancy/error	a(2) 100% accuracy
4. Update of Formulation Execution Procedures	a. Complete update of Budget Formulation and Execution Procedures to include all current updates/changes.	a(1) Delivered November 30, 2006	a(1) Delivered November 15, 2006
		a(2) 100% accuracy	a(2) 100% accuracy

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WORK AREA: Financial Management
SUB WORK AREA: Budget
PERFORMANCE OBJECTIVE NO.: IV.A.3
CONTRACT YEAR 1 START: November 1, 2006 COMPLETE: October 31, 2007

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

CONTRACT YEAR 1 START: November 1, 2006 COMPLETE: October 31, 2007

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
BUDGET INQUIRIES			
1. Maintain all documentation to support responses to inquiries.	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
PERFORMANCE OBJECTIVE NO.: IV.A.5
CONTRACT YEAR 1 START: November 1, 2006 COMPLETE: October 31, 2007

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(2) Minimal incident of discrepancy or no incident of discrepancy/error	a(1) Completed within 1 day a(2) 100% accuracy
2. Perform financial information data entry/retrieval of information from systems regarding funding obligations, cost (STARS, BEARS, FIDDS, GovTrip and IDW).	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(2) 100% accuracy	a(1) Real time data entry/retrieval a(2) 100% accuracy

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WORK AREA: Financial Management
 SUB WORK AREA: Budget
 PERFORMANCE OBJECTIVE NO.: IV.A.6
 CONTRACT YEAR 1 START: November 1, 2006 COMPLETE: October 31, 2007

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>2. Crosstrain on all Budget & Cost Functions</p>	<p>a. Provide assistance and support within the prescribed time period in accordance with guidance.</p> <p>b. Crosstrain in every Budget and Cost function to insure that there is backup coverage to handle the primary's time away from the office.</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. 85% of functions have a backup who can execute the tasks required.</p>	<p>a(1) Completed 2 days prior to due date</p> <p>a(2) 100% accuracy</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
 CONTRACT YEAR 1 START: November 1, 2006 COMPLETE: October 31, 2007

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
TRAVEL PROCESSING AND TRAVEL SYSTEMS 1. Support processing of travel related documents (i.e., authorizations and vouchers). 2. Monitor and manage the web-based travel system (GovTrip). 3. Prepare recurring and ad-hoc travel reports.	a. Provide assistance and support to travelers within the prescribed time period. b. Accuracy and availability of documentation related to travel and accounting systems. Performs updates and maintenance as required of the web-based travel system.	a(1) Assistance and solution provided within 1 day of request.	a(1) Assistant and solution provided on same day of request.

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WORK AREA: Financial Management
 SUB WORK AREA: Budget/Accounting
 PERFORMANCE OBJECTIVE NO.: IV.A.8
 CONTRACT YEAR 1 START: November 1, 2006 COMPLETE: October 31, 2007

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 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 November 15 of each year	a. Successfully completed on or before November 1 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
 CONTRACT YEAR 1 START: November 1, 2006 COMPLETE: October 31, 2007

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

PERFORMANCE STANDARDS CRITERIA

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WORK AREA: Project Controls and Reports
 SUB WORK AREA: Project Control System
 PERFORMANCE OBJECTIVE NO.: IV.B.2
 CONTRACT YEAR 1 START: November 1, 2006 COMPLETE: October 31, 2007

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
PROJECT ASSESSMENT BRIEFING			
1. Analyze and integrate SPR contractor status into an overall Project Assessment Briefing (PAB).	a. Develop, update, and revise PABs, and prepare and develop presentation material. Work is completed when the PAB is posted to the SPR Intranet within established deadlines and due dates.	a. Available on Intranet prior to scheduled reviews with minimal incidents of discrepancy	a. Available 1 day prior to scheduled review, and 100% accurate

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WORK AREA: Project Controls and Reports
 SUB WORK AREA: Project Control System
 PERFORMANCE OBJECTIVE NO.: IV.B.3
 CONTRACT YEAR 1 START: November 1, 2006 COMPLETE: October 31, 2007

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
QUARTERLY PROGRAM REVIEW 1. Provide the resources to publish, maintain, control and distribute the Quarterly Program Review document and presentation. 2. Quarterly DM Contract Proposal Reduction Status	a. Work assignments are completed accurately within the established deadlines and due dates. a. Work assignments are completed accurately within the established deadlines and due dates.	a. 95% accurate and available 2 working days prior to scheduled dry run reviews a. 100% accurate and available 5 working days prior to scheduled dry run review.	a. 100% accurate and available prior to due date a. 100% accurate and available prior to due date.

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WORK AREA: Project Controls and Reports
 SUB WORK AREA: Project Control System
 PERFORMANCE OBJECTIVE NO.: IV.B.4
 CONTRACT YEAR 1 START: November 1, 2006 COMPLETE: October 31, 2007

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
CONTRACT YEAR 1 START: November 1, 2006 COMPLETE: October 31, 2007

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
ANALYSIS OF COST AND PERFORMANCE REPORTS ON M&O CONTRACTOR DATA			
1. Provide analysis of M&O contractor cost and performance reports.	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.	a(1) Information and formal supporting documents must be available on or before the due date a(2) Minimal incident of discrepancy or no incident of discrepancy/error	a(1) Completed documents available 1 day prior to the due date a(2) 100% accuracy
2. Provide Accrual and Construction Work in Progress support.	a. Accruals and Construction Work in Progress 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.	a(1) Close of Business of the 14 th workday of each month for Accruals and the 15 th workday of the 3 rd month of each quarter for Construction Work in Progress a(2) Minimal incident of discrepancy or no incident of discrepancy/error	a(1) Delivered 2 days prior to due date for both Accruals and Construction Work in Progress a(2) 100% accuracy

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WORK AREA: Business Management
SUB WORK AREA: Audit Information Systems
PERFORMANCE OBJECTIVE NO.: IV.C.1.a
CONTRACT YEAR 1 START: November 1, 2006 COMPLETE: October 31, 2007

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
AUDIT INFORMATION SYSTEMS			
1. Ensure the SPRPMO Audit activities and the Management 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 221.3 (12/17/2001), Establishment of Management Decisions Office of Inspector General Reports. • DOE O 224.2 (03/22/2001), Auditing of Programs and Operations. • DOE O 413.1A (04/18/2002), Management 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
 CONTRACT YEAR 1 START: November 1, 2006 COMPLETE: October 31, 2007

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
AUDIT LIASON AND FOLLOW-UP SUPPPORT 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(1) Completed on the anticipated due date b(1) Provide final draft within 15 working days after the end of the month	a(1) Completed 2 days prior to the anticipated due date b(1) Provide final draft within 10 working days after the end of the month

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WORK AREA: Business Management
SUB WORK AREA: On-Site Management Appraisal
PERFORMANCE OBJECTIVE NO.: IV.C.2.a
CONTRACT YEAR 1 START: November 1, 2006 COMPLETE: October 31, 2007

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
ON-SITE MANAGEMENT APPRAISAL			
1. Establish an annual schedule for on-site management appraisals at each SPR site.	a. Issue Control Milestone Change Request (CMCR) in accordance with SPRPMO O 220.1C.	a. Issue CMCR by September 1 of each year	a. 5 calendar days prior to September 1 of each year
2. Prepare and assist in conducting the appraisals, including all activities from initial planning through preparation of the final appraisal report and enter findings into the Assessment Tracking System (ATS), as set forth in SPRPMO O 220.1C.	a. Prepare detailed schedule, team roster, facility inspection matrix, and topics list for each on-site scheduled. b. Enter all findings into the ATS from each on-site management appraisal conducted. c. Develop final report and assist with briefing of findings to DOE management and the contractor senior management for each on-site management appraisal conducted.	a. Prior to each scheduled on-site appraisal b. Prior to the submittal of the final report for each on-site appraisal c. Issue report and brief results no later than 30 days after completing each appraisal	a. 4 weeks prior to each on-site appraisal b. Prior to completing the assessment c. 3 weeks after completing each on-site appraisal
3. Assist in the closure of the on-site appraisal findings in ATS for each on-site management appraisal conducted.	a. Track contractor Corrective Action Plans (CAPs) and DOE responses until outstanding issues are closed.	a. Monthly	a. Completed before requested time frame

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WORK AREA: Business Management
 SUB WORK AREA: Security Support
 PERFORMANCE OBJECTIVE NO.: IV.C.3.a
 CONTRACT YEAR 1 START: November 1, 2006 COMPLETE: October 31, 2007

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
<p>SECURITY SUPPORT</p> <p>1. The contractor must assist in security-related documentation reviews and make recommendations.</p> <ul style="list-style-type: none"> a. Security survey/audit reports. b. Protection program plans. c. Vulnerability assessments. d. Security reviews, assessments, and evaluations. e. Review security system designs, and provide support in monitoring performance under security construction contracts. 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. 	<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>a. Work is submitted in a final format with all attachments and enclosures and requires minimal editing/rewrite efforts by DOE staff</p>

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WORK AREA: Business Management
SUB WORK AREA: Security Support Document Reviews,
Recommendations, and Report Submissions
PERFORMANCE OBJECTIVE NO.: IV.C.3.b
CONTRACT YEAR 1 START: November 1, 2006 COMPLETE: October 31, 2007

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
SECURITY SUPPORT DOCUMENT REVIEWS, RECOMMENDATIONS, AND REPORT SUBMISSIONS 1. Copy and file Personal Identity Verification (PIV) security background check packages. 2. Make new PIV file folders and assign unique file numbers. 3. Mail PIV packages to the Office of Personnel Management after the DOE registrar reviews and signs. 4. Track the PIV packages upon receipt through OPM and back to SPR. 5. Update PIV packages through the OPM ANACL. 6. Update the packages through the OPM NAC. 7. Notify the registrar of any disputes and prepare packages for the Appeals Board.	a. Quality/accuracy in accordance with the SPRPMO process and direction provided by the Contracting Officer's Representative. 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.	a(1) Work is completed with all attachments and enclosures with a 85% accuracy rate for the period November 1, 2006-March 31, 2007 (Relook Targets after 6 months) a(2) No breach of privacy and confidentiality	a(1) Work is completed with all attachments and enclosures with a 90% accuracy rate for the period November 1, 2006-March 31, 2007 (Relook Targets after 6 months) a(2) 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
 (Continued)

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

CONTRACT YEAR 1 START: November 1, 2006 COMPLETE: October 31, 2007

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
SECURITY SUPPORT DOCUMENT REVIEWS, RECOMMENDATIONS, AND REPORT SUBMISSIONS (Cont'd)			
8. Obtain and file current Proxy Registrar nomination letters.			
9. Prepare file copies, and file Continuity of Operations plans, assessments, audits, and inspections.			

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WORK AREA: Business Management
SUB WORK AREA: Site Security Survey Report
PERFORMANCE OBJECTIVE NO.: IV.C.3.d
CONTRACT YEAR 1 START: November 1, 2006 COMPLETE: October 31, 2007

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 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 ATS and milcstone 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: Procurement and Assistance Data System Support
 PERFORMANCE OBJECTIVE NO.: IV.C.4.a
 CONTRACT YEAR 1 START: November 1, 2006 COMPLETE: October 31, 2007

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
PROCUREMENT AND ASSISTANCE DATA SYSTEM SUPPORT 1. Utilize the Procurement and Assistance Data System to collect data. Operate and maintain the database and obtain reports from the system.	a. Provide assistance and support within the prescribed time frame and in accordance with guidance.	a. Completed on or before the prescribed due date with minimal or no incident of discrepancy/error	a. N/A

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WORK AREA: Business Management
 SUB WORK AREA: Data Collection in Support of Reporting Socio-Economic Goals
 PERFORMANCE OBJECTIVE NO.: IV.C.4.b
 CONTRACT YEAR 1 START: November 1, 2006 COMPLETE: October 31, 2007

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
DATA COLLECTION IN SUPPORT OF REPORTING SOCIO-ECONOMIC GOALS 1. Provide required Fiscal Year budget data related to acquisition actions for continuing and new requirements for use in developing SPRPMO socioeconomic goals.	a. Provide assistance and support within the prescribed time frame and in accordance with guidance.	a. Complete on or before prescribed due date with minimal or no incident of discrepancy/error.	a. N/A

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WORK AREA: Business Management
 SUB WORK AREA: Environmental, Safety, and Health Support
 PERFORMANCE OBJECTIVE NO.: IV.C.5.a
 CONTRACT YEAR 1 START: November 1, 2006 COMPLETE: October 31, 2007

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
ENVIRONMENTAL, SAFETY, AND HEALTH SUPPORT			
1. Assist SPRPMO in environmental, safety and health-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

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WORK AREA: Technical Management
 SUB WORK AREA: Scheduling System Support
 PERFORMANCE OBJECTIVE NO.: IV.D.1.a
 CONTRACT YEAR 1 START: November 1, 2006 COMPLETE: October 31, 2007

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
SCHEDULING SYSTEM SUPPORT			
1. Develop and process Control Milestone Change Requests (CMCRs) and Milestone Completion Notifications (MCNs), and maintain scheduling logs.	a. Review CMCRs for accuracy and completeness, and maintain CMCR and MCN logs.	a. 95% within 2 days of receipt	a. 100% daily

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WORK AREA: Technical Management
SUB WORK AREA: Configuration Management Support
PERFORMANCE OBJECTIVE NO.: IV.D.2.a
CONTRACT YEAR 1 START: November 1, 2006 COMPLETE: October 31, 2007

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 I 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
 CONTRACT YEAR 1 START: November 1, 2006 COMPLETE: October 31, 2007

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/I-Manage/BEARS Systems.</p> <p>c. Perform monthly reconciliations 1. STARS Allocation Recon (FDS to STARS and STARS to AFP) 2. BEARS to STARS PO Module (Obligation Recon)</p> <p>d. Analyze SPR needs for enterprise level computing systems.</p> <p>e. Support, maintain, and update DOE Sharepoint sites and areas.</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: Administrative Support
SUB WORK AREA: Mailroom
PERFORMANCE OBJECTIVE NO.: IV.E.1
CONTRACT YEAR 1 START: November 1, 2006 COMPLETE: October 31, 2007

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
MAIL PROCESSING AND REPRODUCTION			
1. Provide support for electronic action tracking system, and mail and reproduction processing.	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
2. Develop a Policies and Procedures Manual for Mail Operations.	a. Review and update annually as necessary.	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 as necessary.	a. March 31 of each year	a. February 28 of each year

PERFORMANCE STANDARDS CRITERIA

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WORK AREA: Administrative Support
SUB WORK AREA: Word Processing
PERFORMANCE OBJECTIVE NO.: IV.E.2
CONTRACT YEAR 1 START: November 1, 2006 COMPLETE: October 31, 2007

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
WORD PROCESSING			
1. The contractor must establish and maintain a word processing center, including typing and proofreading of various types of correspondence. 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.	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.	a. Completed processed work available within requested time frame with minimal typographical or grammatical errors	a. Completed processed work available before the requested time frame and 100% accurate

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WORK AREA: Reports/Deliverables
 SUB WORK AREA: Reports/Deliverables
 PERFORMANCE OBJECTIVE NO.: IV.F.1
 CONTRACT YEAR 1 START: November 1, 2006 COMPLETE: October 31, 2007

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
UNIFORM REPORTING SYSTEMS REPORTS I. 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
 CONTRACT YEAR 1 START: November 1, 2006 COMPLETE: October 31, 2007

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
COST EFFECTIVENESS			
1. Cost Effectiveness or 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
2. Prepare and assist in conducting a comprehensive year-end Executive Report analyzing the financial performance of the SPR Project 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 November 15 of each year	a. Successfully completed on or before November 1 of each year

GRADING TABLE

<u>Rating</u>	<u>Description</u>	<u>Range of Performance Points</u>
Outstanding	Performance substantially exceeds expected levels of performance. Several significant or notable achievements exist.	96-100
Good	Performance exceeds expected levels and some notable achievements exist. Although some notable deficiencies may exist, no significant deficiencies exist.	86-95
Satisfactory	Performance meets expected levels. Minimum standards are exceeded and "good practices" are evident in contract operations. ; Notable achievements or notable deficiencies may or may not exist.	76-85
Marginal	Performance is less than expected. No notable achievements exist; however, some notable deficiencies exist. OR, any notable achievements that exist are more than offset by significant or notable deficiencies.	66-75
Unsatisfactory	Performance is below minimum acceptable levels. Significant deficiencies causing severe impacts on mission capabilities exist. Performance at this level in any area mentioned in the Performance Evaluation Plan may result in a decision by the Fee Determination Official/Contracting Officer's Representative to withhold all award fee for the period.	65 or below
Definitions	<p><u>Significant</u>: This term indicates a major event or sustained level of performance that, due to its importance, has a substantial positive or negative impact on the Contractor's ability to carry out its mission.</p> <p><u>Notable</u>: This term indicates an event or sustained level of performance that is of lesser importance than a "significant" event, but nonetheless deserves positive or negative recognition.</p>	

See Important Note on the following page.

Important Note

The SPRPMO desires the Contractor to perform at the highest levels of excellence; however, the standard anticipated rating level of a qualified, competent, and successful Contractor is Satisfactory. This corresponds to a numerical rating of 80 points on the Department of Energy contractor performance rating scale, and represents the performance level for which the basic fee has been established. Performance ratings above the standard level will reflect the extent to which the Contractor, on its own initiative, is actively involved in performance improvement activities and the extent to which these actions contribute to more efficient, effective, and economical operation, thus forming the basis for earning performance fee. However, a rating above standard (80 points) may be justified by a high level of sustained performance when further improvement in performance would not be cost effective.

If the Contractor's performance is considered unacceptable in any area of contract performance, the Fee Determination Official/Contracting Officer's Representative may, at his or her discretion, determine the Contractor's overall performance to be unacceptable and withhold the entire performance fee for the evaluation period.

FEE CONVERSION CHART

<u>Performance Points</u>	<u>Percent of Available Performance Fee</u>	
100	100.0	
99	100.0	
98	100.0	
97	100.0	
96	100.0	Outstanding
95	94.0	
94	88.0	
93	82.0	
92	75.0	
91	68.0	
90	60.0	
89	51.0	
88	43.0	
87	36.0	
86	30.0	Good
85	25.0	
84	20.0	
83	15.0	
82	10.0	
81	5.0	
80	0.0	
79	0.0	
78	0.0	
77	0.0	
76	0.0	Satisfactory
75-66	0.0	Marginal
65 and below	0.0	Unsatisfactory