

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE 1	OF 64	PAGES 64
2. AMENDMENT/MODIFICATION NO. M012		3. EFFECTIVE DATE See 16C		4. REQUISITION/PURCHASE REQ. NO.	
6. ISSUED BY U.S. Department of Energy Strategic Petroleum Reserve PMO 900 Commerce Road East New Orleans, LA 70123		7. ADMINISTERED BY (If other than Item 6)		5. PROJECT NO. (If applicable)	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) Deltha-Critique 900 Commerce Road East New Orleans, LA 70123		<input checked="" type="checkbox"/>	9A. AMENDMENT OF SOLICITATION NO.		
		<input type="checkbox"/>	9B. DATED (SEE ITEM 11)		
		<input checked="" type="checkbox"/>	10A. MODIFICATION OF CONTRACT/ORDER NO. DE-AC96-06PO92716		
		<input type="checkbox"/>	10B. DATED (SEE ITEM 10) August 11, 2006		
CODE		FACILITY CODE			

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: (a) 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.

<input checked="" type="checkbox"/>	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.
<input type="checkbox"/>	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(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input checked="" type="checkbox"/>	D. OTHER (Specify type of modification and authority) FAR 52.243-3 Change (Cost Reimbursement) and H.7 Ordering Procedures.

E. **IMPORTANT:** Contractor is not, is required to sign this document and return 1 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 following:
1. To incorporate attached electronic Task Order Assignments and revised Performance Objectives and Measures in Section J (Attachment 7) for the period of November 1, 2007 through October 31, 2008.
 2. All other terms and conditions remain 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) L. J. DeFusco, Project Manager		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Joyce B. Francois, Contracting Officer	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED 11/14/07	16B. UNITED STATES OF AMERICA BY (Signature of Contracting Officer)	16C. DATE SIGNED 11/14/07

SECTION J

ATTACHMENT 7

**PERFORMANCE EVALUATION PLAN AND
QUALITY ASSURANCE SURVEILLANCE PLAN
FOR TECHNICAL AND MANAGEMENT SUPPORT SERVICES
EVALUATION PERIOD NOVEMBER 1, 2007 THROUGH OCTOBER 31, 2008**

DEPARTMENT OF ENERGY
 STRATEGIC PETROLEUM RESERVE PROJECT MANAGEMENT OFFICE
 CONTRACT NO. DE-AC96-06PO92716

Contractor: Deltha-Critique			
Task Order No.: IV.A	Revision: Original	Effective Date: 11/01/2007	
Task Title: Financial Management			
Includes Subtasks:			
A.1 Budget Formulation/Execution/Reporting/Travel Processing A.2 Budget Assistance in Execution & Developing Documentation A.3 Budget Planning & Documentation A.4 Budget Inquiries A.5 Budget Systems and Data Base Support/Operations A.6 Process Reengineering Support A.7 Travel Processing A.8 Year-End Financial Performance Report			
Contractor Task Director: Lou DeFusco		Telephone No.: (504) 734-4058	
Title: Project Manager			
Schedule: Start: November 1, 2007		Complete: October 31, 2008	
Approval	Task Monitor	Contracting Officer's Representative	Contracting Officer
Name:	Sheldra Wormhoudt Jennifer Coleman Patricia Ehrle	Sheldra Wormhoudt	Joyce B. Francois
Telephone Number:	734-4296 734-4927 734-4224	734-4296	734-4760
Signature:			
Date:	11/01/2007	11/01/2007	11/01/2007

DEPARTMENT OF ENERGY
STRATEGIC PETROLEUM RESERVE PROJECT MANAGEMENT OFFICE
CONTRACT NO. DE-AC96-06PO92716

TASK ORDER

1. TASK: IV.A

SUBTASKS: FINANCIAL MANAGEMENT

2. ELEMENTS:

- A.1 Budget Formulation/Execution/Reporting/Travel Processing
- A.2 Budget Assistance in Execution & Developing Documentation
- A.3 Budget Planning & Documentation
- A.4 Budget Inquiries
- A.5 Budget Systems and Data Base Support/Operations
- A.6 Travel Processing
- A.7 Year-End Financial Performance Report

3. PERFORMANCE OBJECTIVES:

A.1 Budget Formulation/Execution/Reporting

The contractor must support the SPRPMO line and staff organizations in the preparation of the annual short and long-range budget request and in the proper execution of the annual budget:

- Provide complete documentation in support of:
 - Budget formulation process
 - Budget execution process
 - Budget presentation process
 - Budget reporting process
 - Budget inquiries

Performance Measures

Performance Expectations

a) Quality/Accuracy

Budget documentation (format and content) prepared in accordance with latest update of the SPRPMO Budget Formulation and Execution Procedures, also in accordance with Program Office and DOE Headquarters Guidance.

b) Timeliness

Documentation prepared to support prescribed budget development and submission schedules and Budget Execution schedules.

A.2 Budget Assistance in Execution & Developing Documentation

The contractor must monitor the budget status from its submission to its implementation and execution to ensure successful completion of the process. The contractor is expected to assist the SPRPMO in becoming more proactive, and less reactive, in executing the fiscal year budget. Contractor is to ensure personnel are cross-trained on all budget and cost functions.

Performance Measures Performance Expectations

- | | |
|---------------------|---|
| a) Quality/Accuracy | In accordance with SPRPMO process and direction from COR

100% of Budget functions have a backup who can fully execute the tasks required |
| b) Timeliness | In accordance with schedule established by COR |

A.3 Budget Planning & Documentation

The contractor must assist in development of the following documentation to enable PMO line and staff organizations to prepare, execute and track the SPRPMO budget:

- Budget formulation and execution guidance to the Management and Operating (M&O) contractor
- Development of Planning documentation
- Annual budget execution documentation (internal)
- Annual operating plan documentation (to include performance planning and reporting)
- Budget status documentation
- Special projects/reports

Performance Measures Performance Expectations

- | | |
|---------------------|--|
| a) Quality/Accuracy | In accordance with the latest SPRPMO Budget Formulation and Execution Procedures |
| b) Timeliness | In accordance with SPRPMO milestones and schedule established by COR |

A.4 Budget Inquiries

The contractor must provide input to enable SPRPMO to respond to inquiries (some of which may be classified) pertaining to the budget from:

- Internal SPR Management/Planning and Financial Management Division (PFM&D) Staff
- Government Accounting Office (GAO)
- Other DOE organizations or offices
- Congressional Committees
- Office of Management and Budget (OMB)
- Inspector General (IG)
- Program Office
- DOE Chief Financial Officer (CFO)
- Internal inquiries

Performance Measures

Performance Expectations

a) Quality/Accuracy

In accordance with SPRPMO procedures and direction. Budget documentation (format and content) prepared in accordance with the latest SPRPMO Budget Formulation and Execution Procedures

b) Timeliness

In accordance with SPRPMO directed due dates

A.5 Budget Systems and Data Base Support/Operations

The contractor must support the following systems and databases.

- Financial Management Information Systems for SPRPMO, including Standard Accounting and Reporting System (STARS), Budget Execution and Reporting System (BEARS), I-Manage Data Warehouse (IDW), GOVTrip, and internal SharePoint sites and related process workflows.

This support may include:

- Generating customized reports using information from the systems/databases.
- Maintenance of systems (internal).
- Information input.

- Developing system and process improvement recommendations.
- Developing daily, monthly and fiscal year-end accounting detail supporting the accounting closeout cycle from the systems.
- Providing systems assistance, programming and query-writing, as needed.

Performance Measures

Performance Expectations

a) Quality/Accuracy

In accordance with SPRPMO process and direction provided from COR

b) Timeliness

In accordance with milestones established by COR

A.6 Process Reengineering Support

The contractor must provide support to SPRPMO by coordinating the budget and cost process reengineering efforts as well as the performance management efforts on an SPR-wide basis. This support includes the following:

- Enumerating and defining SPRPMO business processes
- Mapping DOE SPR (including SSC) processes to corresponding M&O contractor processes
- Developing re-engineered DOE budget and accounting processes
- Developing standard definitions and processes for development of budget formulation data
- Supporting SPRPMO’s performance-based management program and performance-based budgeting
- Reviewing and planning integration of processes for development of budget formulation and execution data
- Supporting process identification, linking and integration of process information systems
- Supporting the SPR Planning processes and special projects

Performance Measures

Performance Expectations

- | | |
|---------------------|--|
| a) Quality/Accuracy | Budget documentation (format and content) prepared in accordance with SPRPMO Budget Formulation Procedures |
| b) Timeliness | Documentation prepared to support prescribed budget development and submission schedules |

A.7 Travel Processing

The contractor must support the travel processing function, to include the following:

- Travel Processing, Reporting and Management of GOVTrip (the web-based Travel Manager System).
- Process all documents relating to official travel of the DOE employees at the SPRPMO.
- Review travel authorization forms for Completeness, Accuracy, and Compliance with travel regulations.
- Enter data into the Departmental Standard Accounting and Reporting System (STARS) to establish records and verify funds availability.
- Review Travel Vouchers for completeness, accuracy, and compliance with travel regulations.
- Prepare recurring and ad-hoc travel-related reports.
- Manage any new travel related issues as requirements arise.

Performance Measures

Performance Expectations

- | | |
|---------------------|---|
| a) Quality/Accuracy | In accordance with SPRPMO process and direction provided by the COR and DOE Systems Analyst |
| b) Timeliness | In accordance with schedule established by COR |

A.8 Year-End Financial Performance Report

The contractor must prepare a comprehensive year-end executive report analyzing the financial performance of the SPR Project Office for the previous fiscal year.

Performance Measures

Performance Expectations

a) Quality/Accuracy

In accordance with SPRPMO processes and direction provided from COR

b) Timeliness

Completed on or before December 14 of each year

DEPARTMENT OF ENERGY
 STRATEGIC PETROLEUM RESERVE PROJECT MANAGEMENT OFFICE
 CONTRACT NO. DE-AC96-06PO92716

Contractor: Deltha-Critique			
Task Order No.: IV.B	Revision: Original	Effective Date: 11/01/2007	
Task Title: Project Controls and Reports			
Includes Subtasks:			
B.1 Project Control Systems B.2 Project Assessment B.3 Quarterly Program Review Status, Report, and Planning B.4 Documentation Production Services B.5 Analysis of Cost & Performance Reports on M&O Data			
Contractor Task Director: Lou DeFusco		Telephone No.: (504) 734-4058	
Title: Project Manager			
Schedule: Start: November 1, 2007		Complete: October 31, 2008	
Approval	Task Monitor	Contracting Officer's Representative	Contracting Officer
Name:	Sheldra Wormhoudt	Sheldra Wormhoudt	Joyce B. Francois
Telephone Number:	734-4296	734-4296	734-4760
Signature:			
Date:	11/01/2007	11/01/2007	11/01/2007

DEPARTMENT OF ENERGY
STRATEGIC PETROLEUM RESERVE PROJECT MANAGEMENT OFFICE
CONTRACT NO. DE-AC96-06PO92716

TASK ORDER

1. TASK: IV.B
SUBTASKS: PROJECT CONTROLS AND REPORTS
2. ELEMENTS:
 - B.1 Project Control Systems (PCS)
 - B.2 Project Assessment
 - B.3 Quarterly Program Review Status, Report, and Planning
 - B.4 Documentation Production Services
 - B.5 Analysis of Cost & Performance Reports on M&O Data

3. **PERFORMANCE OBJECTIVES:**

B.1. Project Control Systems

The contractor must assist in the maintenance and updated revision of all of the SPRPMO PCS procedures and documents, for example:

- Work Breakdown Structure (WBS)
- Organization Breakdown Structure

Performance Measures

Performance Expectations

a) Quality/Accuracy

In accordance with SPRPMO process and direction provided from COR

b) Timeliness

In accordance with schedule established by COR

B.2. Project Assessment

The contractor must analyze SPR contractor data/status into an overall Project Assessment Briefing to include posting of the material on the SPR Intranet.

<u>Performance Measures</u>	<u>Performance Expectations</u>
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- | | |
|---------------|---|
| a) Quality | In accordance with SPRPMO process and direction provided from COR |
| b) Timeliness | In accordance with schedule established by COR |

B.3. Quarterly Program Review Status, Report, and Planning

The contractor must provide the capability to publish, maintain, control and distribute the Quarterly Program Review Report with all associated charts, graphs, other presentation materials, and support for related briefings.

<u>Performance Measures</u>	<u>Performance Expectations</u>
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- | | |
|---------------|---|
| a) Quality | In accordance with SPRPMO process and direction provided from COR |
| b) Timeliness | In accordance with schedule established by COR |

B.4. Documentation Production Services

The contractor must provide documentation production services, e.g., writing, editing, word processing, and illustration support for the generation of periodic and special reports, and assist the SPR staff in the preparation of periodic reports in both hardcopy and electronic media.

<u>Performance Measures</u>	<u>Performance Expectations</u>
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|---------------------|---|
| a) Quality/Accuracy | In accordance with SPRPMO process and direction provided from COR with subject clearly stated and presented |
| b) Timeliness | In accordance with schedule established by COR |

B.5. Analysis of Cost & Performance Reports on M&O Data

The contractor must provide analysis of M&O contractor cost and performance reports on a monthly basis to ensure reporting of accrued cost and labor on a timely basis. All reports and analyses must be provided and/or available in electronic format and in hard copy versions as required. The contractor must ensure prompt electronic availability of all reports and analyses to DOE. The contractor must also provide accruals and Construction Work in Progress (CWIP) in accordance with established procedures.

Performance Measures Performance Expectations

- | | |
|---------------------|---|
| a) Quality/Accuracy | In accordance with SPRPMO process and direction provided from COR |
| b) Timeliness | In accordance with schedules established by COR

14 th workday of the month for accruals and 15 th workday of the each quarterly month for CWIP |

DEPARTMENT OF ENERGY
 STRATEGIC PETROLEUM RESERVE PROJECT MANAGEMENT OFFICE
 CONTRACT NO. DE-AC96-06PO92716

Contractor: Deltha-Critique					
Task Order No.: IV.C		Revision: Original		Effective Date: 11/01/2007	
Task Title: Business Management					
Includes Subtasks:					
<ul style="list-style-type: none"> C.1 Audit Information Systems and Audit of SPR Oil Inventories, Lease Revenues, and Lessee Capital Improvements C.2 Site Appraisal C.3 Security Support and Emergency Management C.4 Environmental, Safety, and Health Support 					
Contractor Task Director: Lou DeFusco				Telephone No.: (504) 734-4058	
Title: Project Manager					
Schedule: Start: November 1, 2007			Complete: October 31, 2008		
Approval	Task Monitor		Contracting Officer's Representative		Contracting Officer
Name:	C.1 C.2 C.3 C.4	R. Kallauner J. Gallego J. Packard J. Wallace	Sheldra Wormhoudt		Joyce B. Francois
Telephone Number:	734-4327 734-4174 734-4431 734-4060	R. Kallauner J. Gallego J. Packard J. Wallace	734-4296		734-4760
Signature:					
Date:	11/01/2007		11/01/2007		11/01/2007

DEPARTMENT OF ENERGY
STRATEGIC PETROLEUM RESERVE PROJECT MANAGEMENT OFFICE
CONTRACT NO. DE-AC96-06PO92716
TASK ORDER

1. **TASK:** **IV.C**

SUBTASK: **BUSINESS MANAGEMENT**

2. ELEMENTS:

- C.1 Audit Information Systems and Audit of SPR Oil Inventories, Lease Revenues, and Lessee Capital Improvements
- C.2 Site Appraisal
- C.3 Security Support
- C.4 Environmental, Safety and Health Support

3. **PERFORMANCE OBJECTIVE:**

C.1. Audit Information Systems and Audit of SPR Oil Inventories, Lease Revenues, and Lessee Capital Improvements

- a. The contractor must review and analyze existing SPRPMO audit activities, including the following:
 - GAO Audit
 - DOE OIG Audits
 - OMB Circulars
 - FMFIA/Assurance Memorandum
 - A-123
- b. The contractor must provide the following audit liaison resolution and follow-up support:
 - Develop and maintain intranet pages, objects, and links (internal and external) to facilitate SPRPMO audit information system.
 - Assist in the identification and creation of branches, and sub-branches within PCentra and SharePoint to support the filing and retrieval of information on audits and the filing of materials documenting the audit cycle

- Assist the development of summaries of GAO and DOE audits and audit concerns that might have relevance to the SPRPMO operations.
- Assist in the development of ad-hoc reports requested by SPRPMO's Office of Internal Control and Financial Review.
- Provide support to the DOE Web authors for the design, development, and maintenance of the SPRPMO Web Pages.
- Develop systems requirements and an implementation plan for audit information systems and activities, including those related to the following:
 - Audit liaison activities (including the coordination, completion and submission of the SPR's yearly oil inventory and lease revenue audits).
 - Management control activities
 - Functional appraisals
- Assist in the development of implementation plan and testing procedures for the A-123 project.

<u>Performance Measures</u>	<u>Performance Expectations</u>
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- | | |
|---------------------|--|
| a) Quality/Accuracy | In accordance with SPRPMO process and direction provided from COR. Also, in accordance with DOE IG and KPMG processes and direction. |
| b) Timeliness | In accordance with schedule established by COR and also in accordance with submission schedule established by DOE IG. |

C.2. Site Appraisal

The contractor must support the SPRPMO On-Site Management Appraisal Process, including the following:

- Prepare and maintain a Site Appraisal Plan, and establish an annual schedule for On-Site management appraisals at each SPR site:
- Prepare and assist in conducting the appraisals, including all activities from initial planning through preparation of the final appraisal report and entering findings into the Assessment Tracking System (ATS).
- ATS Administrator for SPRPMO's, including assisting with the closure of the On-Site appraisal findings in ATS, for each On-Site management appraisal conducted. Status to be reported monthly to DOE.

Performance Measures **Performance Expectations**

- a) Quality/Accuracy In accordance with SPRPMO processes and direction provided from COR
- b) Timeliness In accordance with schedule established by COR

C.3. Security Support and Emergency Management

- a. The contractor must assist SPRPMO in security and emergency management related documentation reviews and make recommendations as required.

Performance Measures **Performance Expectations**

- a) Quality/Accuracy In accordance with SPRPMO processes and direction provided from COR
- b) Timeliness In accordance with schedule established by COR

- b. The contractor must assist SPRPMO in security and emergency management related documentation reviews, written recommendations and reports including:

- ES&H assessments and reviews
- Emergency Management reviews, reports, and recommendations
- Security survey/audit reports (some of which may be classified at the Secret/National Security Information level)
- Protection program plans (some of which may be classified at the Secret/National Security Information level)
- Vulnerability assessments (some of which may be classified at the Secret/National Security Information level)
- Security reviews, assessments, and evaluations (some of which may be classified at the Secret/National Security Information level)
- Technical Assessments (some of which may be classified at the Secret/National Security Information level)
- Security and Emergency Operations Division Plans (some of which may be classified at the Secret/National Security Information level)
- Continuity of Operations Assessment and Reports
- Field Training Exercises (some of which may be classified at the Secret/National Security Information level)
- Personnel/PIV Security background check package processing and tracking through the Office of Personnel Management National Agency Check (NAC)
- Site Security Plan and Annual Security Management Plan
- Review security system designs, milestones and inspections to provide support in monitoring performance under security construction contracts

Performance Measures **Performance Expectations**

- a) Quality/Accuracy In accordance with SPRPMO process and direction provided from COR
- b) Timeliness In accordance with schedule established by COR
- c. The contractor must assist in developing a Security Site Appraisal Survey and Inspections Plan, and support the SPRPMO in conducting appraisals and resolving findings through the close-out of the report.

Performance Measures **Performance Expectations**

- a) Quality/Accuracy In accordance with SPRPMO process and direction provided from COR
- b) Timeliness In accordance with schedule established by COR

C.4 Environmental, Safety and Health Support

The contractor must assist SPRPMO in environmental, safety, and health-related assessments and documentation reviews and make written recommendations and reports including:

- Environmental, safety and health (ES&H) reports
- ES&H program plans, manuals, and procedures
- ES&H regulatory records and data
- Contractor-generated documents, including those required by Federal, state, or local statute or regulation
- ES&H reviews, assessments, and evaluations

Performance Measures **Performance Expectations**

- a) Quality/Accuracy In accordance with SPRPMO processes and direction provided from COR
- b) Timeliness In accordance with schedule established by COR

DEPARTMENT OF ENERGY
 STRATEGIC PETROLEUM RESERVE PROJECT MANAGEMENT OFFICE
 CONTRACT NO. DE-AC96-06PO92716

Contractor: Deltha-Critique				
Task Order No.: IV.D		Revision: Original		Effective Date: 11/01/2007
Task Title: Technical Management				
Includes Subtasks:				
D.1 Scheduling System Support D.2 Configuration Management Support D.3 Information Technology				
Contractor Task Director: Lou DeFusco Title: Project Manager			Telephone No.: (504) 734-4058	
Schedule: Start: November 1, 2007		Complete: October 31, 2008		
Approval	Task Monitor		Contracting Officer's Representative	Contracting Officer
Name:	D.1 & 2 D.3	Wayne Elias John O'Brien	Sheldra Wormhoudt	Joyce B. Francois
Telephone Number:	734-4397 734-4560	Wayne Elias John O'Brien	734-4296	734-4760
Signature:				
Date:	11/01/2007		11/01/2007	11/01/2007

DEPARTMENT OF ENERGY
STRATEGIC PETROLEUM RESERVE PROJECT MANAGEMENT OFFICE
CONTRACT NO. DE-AC96-06PO92716

TASK ORDER

1. TASK: IV.D
SUBTASKS: TECHNICAL MANAGEMENT
2. ELEMENTS:
 - D.1. Scheduling System Support
 - D.2. Configuration Management Support
 - D.3. Information Technology
3. PERFORMANCE OBJECTIVES:

D.1. Scheduling System Support

The contractor must perform the following activities:

- Analyze and report Project Schedule status based on approved Control Milestone Change Requests and in accordance with schedule in SPRPMO Order 210.1, for DOE and other DOE prime contractors, through the following means:
 - Site visits
 - Analysis
 - Contractor's approved and updated schedules
- Assist in the oversight of the management and operating contractor's computerized Project Master Schedule System and networks of significant project elements and activities that provide critical path and slack time identification. This assistance also includes continuously monitoring project schedules and providing recurring reports and analyses of schedules to the SPRPMO.
- Monitor, and where appropriate, support initiation of Control Milestone Change Requests to ensure the continuous updating of schedules.
- Verify integration of various SPRPMO and contractor schedules
- Track actual progress
- Conduct analyses
- Identify problem areas and potential problems
- Report status
- Submit recommended courses of action

<u>Performance Measures</u>	<u>Performance Expectations</u>
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- | | |
|---------------------|---|
| a) Quality/Accuracy | In accordance with direction provided by SPRPMO Order 210.1 and COR |
| b) Timeliness | In accordance with schedule established by SPRPMO Order 210.1 and COR |

D.2. Configuration Management Support

The contractor must provide support to DOE in its oversight of the M&O contractor and assist in monitoring DOE and other prime contractors in the project-wide implementation of the SPRPMO CM order. The assistance includes the following:

- Verification that project documentation conforms to applicable CM standards and that the SPRPMO and contractors comply with SPRPMO Manual 410.1-1A.
- Monitoring the baseline configuration to ensure that proposed changes to the system configuration are approved via an approved procedure prior to implementation as stated in SPRPMO Manual 410.1-1A.
- Assisting DOE in making any required revisions or improvements to the SPRPMO CM program.
- Maintain files for Class 1 Changes.
- Maintain PCCB Action Items Report via Centra 2000.

<u>Performance Measures</u>	<u>Performance Expectations</u>
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- | | |
|---------------------|---|
| a) Quality/Accuracy | In accordance with direction provided by SPRPMO M 410.1-1A and COR |
| b) Timeliness | In accordance with schedules established by SPRPMO M 410.1-1A and COR |

D.3. Information Technology

Support the assessment analysis, administration and monitoring of the SPRPMO data systems. The contractor must:

- Maintain and administer DOE systems such as GOVTRIP
- Manage and support STARS/I-Manage/BEARS systems
- Analyze SPR needs for enterprise level computing systems

- Support, maintain and update DOE SharePoint Sites and Areas
- Assist in Change Management and Training as required
- Perform system analysis in office automation and internet tools
- Participate on DOE Business Process Re-Engineering Teams

Performance Measures **Performance Expectations**

- | | |
|---------------------|---|
| a) Quality/Accuracy | In accordance with SPRPMO process and direction provided from COR |
| b) Timeliness | In accordance with schedule established by COR |

DEPARTMENT OF ENERGY
 STRATEGIC PETROLEUM RESERVE PROJECT MANAGEMENT OFFICE
 CONTRACT NO. DE-AC96-06PO92716

Contractor: Deltha-Critique			
Task Order No.: IV.E	Revision: Original	Effective Date: 11/01/2007	
Task Title: Administrative Support			
Includes Subtasks: E.1 Mail Processing E.2 Word processing			
Contractor Task Director: Lou DeFusco Title: Project Manager		Telephone No.: (504) 734-4058	
Schedule: Start: November 1, 2007		Complete: October 31, 2008	
Approval	Task Monitor	Contracting Officer's Representative	Contracting Officer
Name:	F. Lamothe	Sheldra Wormhoudt	Joyce B. Francois
Telephone Number:	734-4195	734-4296	734-4760
Signature:			
Date:	11/01/2007	11/01/2007	11/01/2007

DEPARTMENT OF ENERGY
STRATEGIC PETROLEUM RESERVE PROJECT MANAGEMENT OFFICE
CONTRACT NO. DE-AC96-06PO92716

TASK ORDER

1. TASK: IV.E
SUBTASKS: ADMINISTRATIVE SUPPORT

2. ELEMENTS:
E.1 Mail Processing
E.2 Word Processing

3. **PERFORMANCE OBJECTIVE:**

E.1. Mail Processing

a. The contractor must provide support for the electronic action system and the mail received in the mailroom (some of which may be classified). The contractor must:

- Develop policies and procedures for Manual for Mail Room Operations.
- Establish and maintain an SPRPMO Central Mail Facility.
- Ensure all incoming, outgoing, and internal mail is processed (including a variety of overnight express mail services).
- Ensure pick-up and delivery services are performed in a timely manner.
- Assist in records disposition.
- Develop a mailroom Management Security Plan annually, as necessary.

Performance Measures

Performance Expectations

a) Quality/Accuracy

In accordance with SPRPMO process and direction provided by COR

b) Timeliness

In accordance with schedule established by COR

b. **Reproduction Services** – The contractor must provide support for reproduction services:

- Provide reproduction services

Performance Measures

Performance Expectations

a) Quality/Accuracy

In accordance with SPRPMO process and direction provided by COR

b) Timeliness

In accordance with schedule established by COR

E.2. Word Processing

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 to provide error-free processed work
- Logged out
- Returned to customer

Performance Measures

Performance Expectations

a) Quality/Accuracy

In accordance with SPRPMO processes and direction provided from COR/Requester

b) Timeliness

In accordance with schedule established by COR/Requester

DEPARTMENT OF ENERGY
 STRATEGIC PETROLEUM RESERVE PROJECT MANAGEMENT OFFICE
 CONTRACT NO. DE-AC96-06PO92716

Contractor: Deltha-Critique			
Task Order No.: IV.F	Revision: Original	Effective Date: 11/01/2007	
Task Title: Reports/Deliverables			
Includes Subtasks: <div style="text-align: center; padding-left: 40px;">F.1 Uniform Reporting System Reports</div>			
Contractor Task Director: Lou DeFusco <div style="text-align: center;">Title: Project Manager</div>		Telephone No.: (504) 734-4058	
Schedule: Start: November 1, 2007		Complete: October 31, 2008	
Approval	Task Monitor	Contracting Officer's Representative	Contracting Officer
Name:	Sheldra Wormhoudt	Sheldra Wormhoudt	Joyce B. Francois
Telephone Number:	734-4296	734-4296	734-4760
Signature:			
Date:	11/01/2007	11/01/2007	11/01/2007

DEPARTMENT OF ENERGY
STRATEGIC PETROLEUM RESERVE PROJECT MANAGEMENT OFFICE
CONTRACT NO. DE-AC96-06PO92716

TASK ORDER

1. TASK: IV.F
SUBTASKS: REPORTS/DELIVERABLES
2. ELEMENTS:
F.1 Uniform Reporting System Reports
3. PERFORMANCE OBJECTIVE:

F.1. Uniform Reporting System Reports

The contractor must prepare and submit reports/deliverables:

1. Uniform Reporting System Reports

The following plans and reports must be prepared in accordance the DOE Uniform Reporting System, and in accordance with the delivery requirements identified below:

- a. Cost Plan (DOE Form1332.7)
- b. Labor Plan (DOE Form 1332.4)
- c. Project Status Report
- d. Cost Management Report (DOE Form 1332.9)
- e. Labor Management Report (DOE Form 1332.8)

Delivery Requirements

- Distribution and number of copies will be established by the Contracting Officer Representative or his/her representative in written direction to the contractor.
- Delivery Schedule - All reports specified above must be delivered monthly, by the 15th day of the following month, except as follows:

Written Property Control System 60 days after execution of the definitive contract and updated as required to document changes in the Government-furnished property

- Cost Plan
- 30 days after contract award
 - Whenever there is contract change
 - Annually (60 days prior to beginning of each new DOE fiscal year)

Labor Plan Same as cost plan

DEPARTMENT OF ENERGY
 STRATEGIC PETROLEUM RESERVE PROJECT MANAGEMENT OFFICE
 CONTRACT NO. DE-AC96-06PO92716

Contractor: Deltha-Critique			
Task Order No.: IV.G	Revision: Original	Effective Date: 11/01/2007	
Task Title: Cost Effectiveness			
Includes Subtasks: <div style="text-align: center; padding-left: 40px;">G.1 Cost Management</div>			
Contractor Task Director: Lou DeFusco <div style="text-align: center; padding-left: 40px;">Title: Project Manager</div>		Telephone No.: (504) 734-4058	
Schedule: Start: November 1, 2007		Complete: October 31, 2008	
Approval	Task Monitor	Contracting Officer's Representative	Contracting Officer
Name:	Sheldra Wormhoudt	Sheldra Wormhoudt	Joyce B. Francois
Telephone Number:	734-4296	734-4296	734-4760
Signature:			
Date:	11/01/2007	11/01/2007	11/01/2007

DEPARTMENT OF ENERGY
STRATEGIC PETROLEUM RESERVE PROJECT MANAGEMENT OFFICE
CONTRACT NO. DE-AC96-06PO92716

TASK ORDER

1. TASK: IV.G
SUBTASKS: COST EFFECTIVENESS
2. ELEMENTS:
G.1 Cost Management
3. **PERFORMANCE OBJECTIVE:**

G.1. Cost Management

Effective, efficient, and economic use of resources (people, funds, equipment, and facilities) in carrying out contract activities to achieve favorable performance against cost baseline.



**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, 2007 through October 31, 2008

PERFORMANCE STANDARDS CRITERIA

Contract Number
DE-AC96-06PO92716
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WORK AREA: Financial Management

SUB WORK AREA: Budget

PERFORMANCE OBJECTIVE NO.: IV.A.1

CONTRACT YEAR 1 START: November 1, 2007 COMPLETE: October 31, 2008

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

PERFORMANCE STANDARDS CRITERIA

Contract Number
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WORK AREA: Financial Management

SUB WORK AREA: Budget

PERFORMANCE OBJECTIVE NO.: IV.A.2

CONTRACT YEAR 1 START: November 1, 2007 COMPLETE: October 31, 2008

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(1) Delivered 2 days prior to due date
		a(2) Minimal incident of discrepancy or no incident of discrepancy/error	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(1) Delivered 2 days prior to due date
		a(2) Minimal incident of discrepancy or no incident of discrepancy/error	a(2) 100% accuracy

PERFORMANCE STANDARDS CRITERIA

Contract Number
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WORK AREA: Financial Management

SUB WORK AREA: Budget

PERFORMANCE OBJECTIVE NO.: IV.A.2

CONTRACT YEAR 1 START: November 1, 2007 COMPLETE: October 31, 2008

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(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 Budget Formulation and Execution Procedures to include all current updates/changes.	a(1) Delivered June 30, 2008 a(2) 100% accuracy	a(1) Delivered June 16, 2008 a(2) 100% accuracy

PERFORMANCE STANDARDS CRITERIA

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WORK AREA: Financial Management
 SUB WORK AREA: Budget
 PERFORMANCE OBJECTIVE NO.: IV.A.3
 CONTRACT YEAR 1 START: November 1, 2007 COMPLETE: October 31, 2008

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>

PERFORMANCE STANDARDS CRITERIA

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WORK AREA: Financial Management
 SUB WORK AREA: Budget
 PERFORMANCE OBJECTIVE NO.: IV.A.4
 CONTRACT YEAR 1 START: November 1, 2007 COMPLETE: October 31, 2008

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

PERFORMANCE STANDARDS CRITERIA

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WORK AREA: Financial Management
 SUB WORK AREA: Budget/Accounting
 PERFORMANCE OBJECTIVE NO.: IV.A.5
 CONTRACT YEAR 1 START: November 1, 2007 COMPLETE: October 31, 2008

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.	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 (FIDSS), GovTrip and IDW).	a. Input completed accurately and timely.	a(1) Completed within 1 day of requirement	a(1) Real time data entry/retrieval	
	b. Proficient at retrieving accurate and timely information/reports from systems.	a(2) 100% accuracy	a(2) 100% accuracy	
4. Perform monthly reconciliations.	a.. STARS Allocation Recon (Funds Distribution System (FDS) to STARS and STARS to Approved Funding Program (AFP)).	a. Minimal incident of discrepancy or no incident of discrepancy/error	a. 100% accuracy	
	b. BEARS to STARS Program Office Module (Obligation Recon).			

PERFORMANCE STANDARDS CRITERIA

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WORK AREA: Financial Management

SUB WORK AREA: Budget

PERFORMANCE OBJECTIVE NO.: IV.A.6

CONTRACT YEAR 1 START: November 1, 2007 COMPLETE: October 31, 2008

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
<p>PERFORMANCE MANAGEMENT AND PLANNING</p> <p>1. Support performance-based management activities, Strategic Planning Initiatives and special projects.</p>	<p>a. Provide assistance and support within the prescribed time period in accordance with guidance.</p>	<p>a(1) Completed on or before the prescribed due date</p> <p>a(2) Minimal incident of discrepancy or no incident of discrepancy/error</p>	<p>a(1) Completed 2 days prior to due date</p> <p>a(2) 100% accuracy</p>
<p>2. Cross-train on all Budget & Cost Functions</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>

PERFORMANCE STANDARDS CRITERIA

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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, 2007 COMPLETE: October 31, 2008

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

PERFORMANCE STANDARDS CRITERIA

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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, 2007 COMPLETE: October 31, 2008

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 December 31 of each year	a. Successfully completed on or before December 14 of each year

PERFORMANCE STANDARDS CRITERIA

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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, 2007 COMPLETE: October 31, 2008

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

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, 2007 COMPLETE: October 31, 2008

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

PERFORMANCE STANDARDS CRITERIA

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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, 2007 COMPLETE: October 31, 2008

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.	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 prior to due date

PERFORMANCE STANDARDS CRITERIA

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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, 2007 COMPLETE: October 31, 2008

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>

PERFORMANCE STANDARDS CRITERIA

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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, 2007 COMPLETE: October 31, 2008

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
<p>ANALYSIS OF COST AND PERFORMANCE REPORTS ON M&O CONTRACTOR DATA</p> <p>1. Provide analysis of M&O contractor cost and performance reports.</p>	<p>a. All reports and analysis must be completed monthly and be provided in electronic format. Quarterly hard copy packages must also be provided for presentation at Project Assessment Briefings. Assignments must be accurate and timely.</p>	<p>a(1) Information and formal supporting documents must be available on or before the due date</p> <p>a(2) Minimal incident of discrepancy or no incident of discrepancy/error</p>	<p>a(1) Completed documents available 1 day prior to the due date</p> <p>a(2) 100% accuracy</p>
<p>2. Provide Accrual and Construction Work in Progress support.</p>	<p>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.</p>	<p>a(1) Close of Business of the 14th workday of each month for Accruals and the 15th workday of the 3rd month of each quarter for Construction Work in Progress</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 Construction Work in Progress</p> <p>a(2) 100% accuracy</p>

PERFORMANCE STANDARDS CRITERIA

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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, 2007 COMPLETE: October 31, 2008

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
<p>AUDIT INFORMATION SYSTEMS</p> <p>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:</p> <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. 	<p>a. Continue and maintain the Audit Report Review System (ARRS) and support the implementation and reporting requirements of DOE's management control program.</p>	<p>a(1) Generate monthly composite PDF files of ARRS's Assignment Matrix documents and periodic Status Reports</p> <p>a(2) Support local audit coordination and reporting needed to meet Department-wide reporting</p> <p>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</p>	<p>a(1) Innovative maintenance of the ARRS through effective use of SharePoint</p> <p>a(2) Innovated use of the SharePoint for audit activities in support of Department-wide reporting</p> <p>a(3) Innovative use of SharePoint supporting the on-time issuances of reports to Headquarters</p>

(Modification M012)

PERFORMANCE STANDARDS CRITERIA

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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, 2007 COMPLETE: October 31, 2008

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. 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

PERFORMANCE STANDARDS CRITERIA

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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, 2007 COMPLETE: October 31, 2008

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 30 of each year	a. 5 calendar days prior to September 30 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

(Modification M012)

PERFORMANCE STANDARDS CRITERIA

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WORK AREA: Business Management
 SUB WORK AREA: Security Support/Emergency Management
 PERFORMANCE OBJECTIVE NO.: IV.C.3.a
 CONTRACT YEAR 1 START: November 1, 2007 COMPLETE: October 31, 2008

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
<p>SECURITY SUPPORT</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>

PERFORMANCE STANDARDS CRITERIA

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WORK AREA: Business Management
 SUB WORK AREA: Security Support/Emergency Management
 PERFORMANCE OBJECTIVE NO.: IV.C.3.a
 CONTRACT YEAR 1 START: November 1, 2007 COMPLETE: October 31, 2008

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. Record survey and inspection data into the Safeguards and Information Management System.</p> <p>h. Special and adhoc security tasks (i.e., Independent Oversight Corrective Action Plan, Preplanning Security Analysis).</p>			

PERFORMANCE STANDARDS CRITERIA

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WORK AREA: Business Management
 SUB WORK AREA: Security Support Document Reviews, Recommendations, and Report Submissions
 Emergency Management Reviews, Recommendations, and Report Submissions
 PERFORMANCE OBJECTIVE NO.: IV.C.3.b
 CONTRACT YEAR 1 START: November 1, 2007 COMPLETE: October 31, 2008

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
<p>SECURITY SUPPORT DOCUMENT REVIEWS, RECOMMENDATIONS, AND REPORT SUBMISSIONS / EMERGENCY MANAGEMENT REVIEWS, RECOMMENDATIONS, AND REPORT SUBMISSIONS (SOME OF WHICH MAY BE CLASSIFIED)</p> <p>1. Copy and file Personnel/Personal Identity Verification (PIV) security background check packages (some of which may be classified).</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>
<p>2. Make new PIV file folders and assign unique file numbers.</p>	<p>a. Ensure accuracy in accordance with DOE and SPRPMO requirements.</p>	<p>a. Work is completed with all attachments and enclosures with a 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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PERFORMANCE STANDARDS CRITERIA

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WORK AREA: Business Management
 SUB WORK AREA: Security Support Document Reviews, Recommendations, and Report Submissions
 Emergency Management Reviews, Recommendations, and Report Submissions
 PERFORMANCE OBJECTIVE NO.: IV.C.3.b
 CONTRACT YEAR 1 START: November 1, 2007 COMPLETE: October 31, 2008

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
SECURITY SUPPORT DOCUMENT REVIEWS, RECOMMENDATIONS, AND REPORT SUBMISSIONS / EMERGENCY MANAGEMENT REVIEWS, RECOMMENDATIONS, AND REPORT SUBMISSIONS (SOME OF WHICH MAY BE CLASSIFIED) (continued) 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 breech of privacy and confidentiality	a. Work is completed with all attachments and enclosures with a 90% accuracy rate for the period b. No breech 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 breech of privacy and confidentiality	a.. Work is completed with all attachments and enclosures with a 90% accuracy rate for the period b. No breech 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.3.b
 CONTRACT YEAR 1 START: November 1, 2007 COMPLETE: October 31, 2008

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
SECURITY SUPPORT DOCUMENT REVIEWS, RECOMMENDATIONS, AND REPORT SUBMISSIONS / EMERGENCY MANAGEMENT REVIEWS, RECOMMENDATIONS, AND REPORT SUBMISSIONS (SOME OF WHICH MAY BE CLASSIFIED) (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.3.b
 CONTRACT YEAR 1 START: November 1, 2007 COMPLETE: October 31, 2008

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
SECURITY SUPPORT DOCUMENT REVIEWS, RECOMMENDATIONS, AND REPORT SUBMISSIONS / EMERGENCY MANAGEMENT REVIEWS, RECOMMENDATIONS, AND REPORT SUBMISSIONS (SOME OF WHICH MAY BE CLASSIFIED) (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.3.c
 CONTRACT YEAR 1 START: November 1, 2007 COMPLETE: October 31, 2008

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 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 Support
 PERFORMANCE OBJECTIVE NO.: IV.C.4.a
 CONTRACT YEAR 1 START: November 1, 2007 COMPLETE: October 31, 2008

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, 2007 COMPLETE: October 31, 2008

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, 2007 COMPLETE: October 31, 2008

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
 CONTRACT YEAR 1 START: November 1, 2007 COMPLETE: October 31, 2008

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
DATA SYSTEMS SUPPORT 1. Support the assessment analysis, administration, and monitoring of the SPRPMO data system.	a. Maintain and administer DOE systems such as Gov-Trip. b. Maintain and support STARS/I-Manage/BEARS Systems. c. Analyze SPR needs for enterprise level computing systems.	a. Completed on or before the prescribed due date	a. Completed 2 days prior to due date
2. SharePoint website development and maintenance	a. Develop, support, maintain, and update DOE SharePoint sites, areas, and related process workflows.	a. Completed on or before due date	a. Completed 2 days before due date

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WORK AREA: Administrative Support
 SUB WORK AREA: Mailroom
 PERFORMANCE OBJECTIVE NO.: IV.E.1
 CONTRACT YEAR 1 START: November 1, 2007 COMPLETE: October 31, 2008

CRITERIA	PERFORMANCE MEASURE	OUTPUT	
		MINIMUM	TARGET
<p>MAIL PROCESSING AND REPRODUCTION</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 as necessary.</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 as necessary.</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
 CONTRACT YEAR 1 START: November 1, 2007 COMPLETE: October 31, 2008

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
 CONTRACT YEAR 1 START: November 1, 2007 COMPLETE: October 31, 2008

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

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WORK AREA: Reports/Deliverables
 SUB WORK AREA: Reports/Deliverables
 PERFORMANCE OBJECTIVE NO.: IV.F.1
 CONTRACT YEAR 1 START: November 1, 2007 COMPLETE: October 31, 2008

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
 CONTRACT YEAR 1 START: November 1, 2007 COMPLETE: October 31, 2008

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