

**JSC Engineering, Technology and Science Contract
(JETS)**

Award Fee Plan

Attachment J-11

Contract No.: NNJ13HA01C

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List of Acronyms

Acronym	Definition
CAP	Corrective Action Plan
CO	Contracting Officer
COTR	Contracting Officer's Technical Representative
FAR	Federal Acquisition Regulation
FDO	Fee Determination Official
JETS	JSC Engineering, Technology, and Science Contract
JSC	Johnson Space Center
NASA	National Aeronautics and Space Administration
PEB	Performance Evaluation Board
PEB-IT	Performance Evaluation Board Integration Team
R&D	Research and Development

1.0 Introduction

In accordance with the provisions of the Federal Acquisition Regulation (FAR) and the NASA /JSC policies, an Award Fee Evaluation Plan is established to evaluate contractor performance and determine the award fee to be earned and payable under this contract. The award fee evaluation process will include both objective and subjective assessments of contractor performance.

2.0 Award Fee Provisions

An award fee provision has been established to motivate the contractor to strive for excellence in managerial, technical, schedule, and cost performance. For each period, the contractor may earn award fee from a minimum of zero dollars to the maximum available award fee shown in Appendix 2, Award Fee Distribution. The contractor will be informed of any changes in evaluation factors or weightings prior to the affected award fee period.

Each award fee evaluation is considered to be final. Any unearned award is lost and cannot be moved into subsequent fee evaluation periods. An overall performance evaluation and fee determination of zero may be made for any evaluation period when there is a major breach of safety or security as defined in NFS 1852.223-75, Major Breach of Safety or Security.

The Government shall pay fee to the contractor in accordance with Clause G.2 entitled, “Award Fee for Service Contracts.”

2.1 Performance Evaluation Board Integration Team (PEB-IT)

The Performance Evaluation Board Integration Team (PEB-IT) will be composed of the contract management team, including the Contracting Officer (CO) and Contracting Officer’s Technical Representative (COTR). The COTR will be the focal point for the accumulation and development of award fee evaluation technical reports, reviews, and presentations. The CO will be the focal point for contractor performance evaluations relating to contract management. The PEB-IT will evaluate contractor performance using the evaluation factors listed in Section 2.5 – Evaluation Criteria of this plan.

The PEB-IT will provide the contractor interim performance evaluations every six months. The intent of these interim evaluations is to discuss specific areas where future performance improvement is necessary.

The PEB-IT will prepare a twelve month evaluation report for review by the PEB for each evaluation period. This report will include a recommended adjective rating and numerical score representing the contractor’s performance for the period evaluated.

2.2 Performance Evaluation Board (PEB)

The PEB will be appointed by the Fee Determination Official (FDO) or his designee. A PEB, comprised of selected technical and contract management personnel of NASA, will evaluate the contractor’s performance after each evaluation period to determine whether, and to what extent, the contractor’s performance during the evaluation period is deserving of the payment of award fee. At the end of each evaluation period, the PEB will prepare a summary of the evaluations for

review by the FDO. This summary report will include a recommended adjective rating and numerical score representing the contractor's performance for the period evaluated.

2.3 Fee Determination Official (FDO)

The FDO, a senior NASA official, will determine the contractor's performance score in accordance with the procedures set forth below. After considering available and pertinent information and recommendations, the FDO will make a performance determination for each period in accordance with the provisions of this plan and of Clause B.4 entitled "Estimated Cost and Award Fee."

2.4 Evaluation Procedures

Award fee evaluation periods shall be twelve months in length. Contractor performance will be assessed at the midpoint and at the end of each evaluation period. The CO may provide contractor performance feedback to the contractor at any time during the evaluation period.

The Government may unilaterally identify areas of special emphasis and prioritize their relative importance. These areas of special emphasis will be communicated to the contractor in writing, prior to the beginning of the applicable evaluation period. The contractor may also provide recommended objective performance metrics, weightings, and specific areas of emphasis for consideration by the Government to be used for the evaluation period no later than 30 days prior to the start of each award fee evaluation period.

Objective performance metrics and specific areas of emphasis may be established by the Government and communicated to the contractor at least 15 calendar days, prior to the start of each evaluation period. The Government may unilaterally change the evaluation criteria and weightings prior to the beginning of an award fee evaluation period. Cost performance and small business performance weightings shall not be less than 25% and 10%, respectively.

The contractor shall provide a self-evaluation to the CO within five days after, the end of a performance period.

PEB findings and fee recommendations will be shared with the contractor to allow the contractor the opportunity to take exception to or accept the PEB evaluation findings. The contractor shall provide a written response to the CO within five days stating, acceptance or indicating a need for further FDO consideration. If the contractor takes exception to the PEB findings, such exception shall be stated in writing and be provided to the CO within five working days from the date that the PEB findings were provided to the contractor.

The FDO performance determination will be considered final if no contractor response is received within the five working day period stated above.

The contractor shall submit to the CO a Corrective Action Plan (CAP) for any major weaknesses noted in the PEB report or adverse objective performance metrics identified by the Government as part of the evaluation. The CAP shall be submitted within 15 working days after the final performance determination for each evaluation period. Corrective actions will be closed by concurrence from the CO and the COTR.

2.5 Evaluation Criteria

Contractor performance evaluations will be based upon objective and subjective assessments of contractor performance in the areas of technical and management, cost, and small business performance. Objective performance metrics will be developed and used together with subjective award fee evaluations to arrive at an overall recommended numerical and adjective rating for the period.

In order to earn any award fee, the contractor must receive a numerical rating higher than 49. Appendix 1, Evaluation Definitions, provides the performance level definition adjective ratings and corresponding numerical scores that will be used in performance evaluations.

Evaluation Criteria Weighting

1. Technical and Management Performance	55%
Quality of Work	
Schedule Performance	
Program Management	
Safety and Health	
Technology, Innovation, and Process Improvements	
2. External Customer Development*	10%
3. Cost (Objective Metric)	25%
4. Small Business Goals (Objective Metric)	10%

** Appendix 3 Award Fee Measurement and Criteria for External Customer Commitment provides Jacobs' proposed allocations of the evaluation criteria for External Customer Development.*

2.6 Maximum Available Award Fee Pool

The Award Fee Schedule (see Appendix 2) will reflect the total available award fee for each evaluation period. The total available award fee for each evaluation period shall consist of the sum of the period's available award fee for ordered products and services (by Task Order), including the distributed costs of section 1.

2.7 Provisional Payment of Award Fee

Pending a determination of the amount of award fee earned for periodic evaluations, a portion of the available award fee for that period will be provisionally paid to the Contractor on a monthly basis, in accordance with contract Clause G.2 entitled "Award Fee for Service Contracts."

APPENDIX 1

EVALUATION DEFINITIONS

ADJECTIVE RATING	RANGE OF POINTS	DESCRIPTION
Excellent	100 – 91	Of exceptional merit; exemplary performance in a timely, efficient, and economical manner; very minor (if any) deficiencies with no adverse effect on overall performance.
Very Good	90 – 76	Very effective performance, fully responsive to contract; contract requirements accomplished in a timely, efficient, and economical manner for the most part; only minor deficiencies.
Good	75 – 51	Effective performance; fully responsive to contract requirements; reportable deficiencies, but with little identifiable effect on overall performance.
Satisfactory	50	Meets or slightly exceeds minimum acceptable standards; adequate results; reportable deficiencies with identifiable, but not substantial, effects on overall performance.
Unsatisfactory	Less than 50	Does not meet minimum acceptable standards in one or more areas; remedial action required in one or more areas; deficiencies in one or more areas, which adversely affect overall performance. No award fee shall be paid for an unsatisfactory rating

APPENDIX 2

AWARD FEE DISTRIBUTION

Period	Dates	Max. Avail. Award Fee	Earned Award Fee
1	5/1/13 to 12/31/13	(b)	(4)
2	1/1/14 to 9/30/14		
3	10/1/14 to 9/30/15		
4	10/1/15 to 9/30/16	TBD	TBD
5	10/1/16 to 9/30/17	TBD	TBD
6	10/1/17 to 9/30/18	TBD	TBD
7*	10/1/18 to 9/30/19	TBD	TBD
8*	10/1/19 to 9/30/20	TBD	TBD
9*	10/1/20 to 9/30/21	TBD	TBD
10*	10/1/21 to 4/30/22	TBD	TBD

(b) (4)

APPENDIX 3

AWARD FEE MEASUREMENT AND CRITERIA FOR EXTERNAL CUSTOMER COMMITMENTS

Award Fee Period 1:

(b) (4)

Period	Criteria
(b)	(4)

Award Fee Periods 2 – 18 Overview:

(b) (4)

Period		Strategically Aligned Opportunities Successfully Closed During the Period	Total Offsetting Revenue Booked During the Period
2	1/1/14 to 9/30/14	(b) (4)	(4)
3	10/1/14 to 9/30/15		
4	10/1/15 to 9/30/16		
5	10/1/16 to 9/30/17		
6	10/1/17 to 9/30/18		
7	10/1/18 to 9/30/19		
8	10/1/19 to 9/30/20		
9	10/1/20 to 9/30/21		
10	10/1/21 to 4/30/22		

2) Opportunities Identified:

(b) (4)

Period		Strategically-Aligned Opportunities Identified and Brought to NASA
2	1/1/14 to 9/30/14	(b) (4)
3	10/1/14 to 9/30/15	
4	10/1/15 to 9/30/16	
5	10/1/16 to 9/30/17	
6	10/1/17 to 9/30/18	
7	10/1/18 to 9/30/19	
8	10/1/19 to 9/30/20	
9	10/1/20 to 9/30/21	
10	10/1/21 to 4/30/22	

(b) (4)