

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL _____					A. ITEM NO. DR-51
B. LINE ITEM TITLE: Performance Assessment Plan & Performance Assessment Reports					
C. OPR. UB-L	D. TYPE Plan - 1 Reports - 3	E. INSPECT/ ACCEPT Plan - 2 Reports - 6	F. REQ. Section J	G. INITIAL SUB. Section J	H. AS OF DATE
J. REMARKS: The Performance Assessment Plan requires approval of the Director, International Space Station/Payload Processing. An initial draft as described in Article L-15.A of the CAPPs RFP shall be submitted with the proposal. The complete draft plan shall be submitted within 30 days after contract start and revised to provide a final plan for approval within 90 days after contract start. The plan shall be reviewed at least annually thereafter and updated as required. If there are no changes since the last update, the Contractor shall re-certify its accuracy NLT 1 October of each year. Performance Assessment Reports - Formal Performance Assessment Reports for Category I, II and III Performance/Award Fee Metrics shall be submitted every six months, with interim reports provided at the midpoint of each 6-month performance/award fee period. Report data is due within 15 calendar days of the end of the quarter in the established period.					
K. DISTRIBUTION Per Contracting Officer's letter. Performance/Award Fee metric reports shall be accessible by the government in an electronic web-based version and hard copy. All other metrics shall be accessible by the government in an electronic web-based version.					TOTALS
					NO.
					TYPE

DATA REQUIREMENT DESCRIPTION

1. TITLE Performance Assessment Plan & Performance Assessment Reports	2. NUMBER DR-51
3. USE The Performance Assessment Plan provides the overall contract performance measurement approach. The initial submittal will be used in developing the Government Surveillance Plan, Attachment J-8. The Performance Assessment Reports are a key component of quarterly and semiannual performance/award fee assessments.	4. DATE
	5. ORGANIZATION UB-L
7. INTERRELATIONSHIP Performance/Award Fee Plan; Performance Surveillance Plan	6. REFERENCES Attachments J-5, J-8

8. PREPARATION INFORMATION

8.1 SCOPE: The Performance Assessment Plan shall describe the contractor's overall approach to contract performance assessment, performance metrics and the implementation process for accomplishing metric evaluation and reporting. The Performance Assessment Reports shall provide a self-assessment for the reporting period.

8.2 APPLICABLE DOCUMENTS:
KDP-KSC-P-2402, Award Fee Evaluation Process

8.3 CONTENTS:
The Performance Assessment Plan shall consist of the following:

- Description of the contractor's approach and rationale for assessing performance
- Description of the methods the contractor plans to use to assess performance, systems used, reporting mechanisms, and how the data will be used to improve future performance and adjust to changing requirements.
- Description of management systems and processes used to implement the plan including the developing, timely gathering, compiling, maintaining, auditing, analyzing, reporting, and providing management review of performance metrics.
- Description of the performance metrics including references to SOW paragraphs and performance standards identified in Attachment J-8, Preliminary Performance Surveillance Plan.
- Description of the Performance/Award fee metrics used to address the Performance Fee Metric Subject Areas included in the government's Attachment J-5, Performance/Award Fee Plan, including the rationale for the development process and linkage between the metric categories. These metrics shall be divided into three linked categories:
 - Category I comprised of the most important outcome-based metrics
 - Category II comprised of important leading indicator metrics
 - Category III comprised of trend metrics

Performance/Award Fee Category I, II, and III metrics shall consist of at least the following for each metric:

- Definition/description of the metric
- Graphical representation
- Algorithm (if calculated)
- Assessment criteria for expected (standard) performance

The Performance Assessment Reports for Performance/Award Fee Category I, II, and III metrics shall consist of the following:

- Contractor's summary assessment ("metric scorecard") for all performance/award fee metrics
- Metrics as described in the plan updated to reflect actual performance during the period
- Narrative performance assessment by month for each metric
- Historical performance data
- Index of any changes to metrics since the last period
- Recommended action (i.e. performance improvement initiatives, lessons learned)

8.4 FORMAT: Contractor format is acceptable.

8.5 MAINTENANCE: The plan, including metrics, shall be reviewed annually and updated as required. Changes shall be incorporated as required by change page or complete reissue. Metrics shall be evaluated, updated and reported on a monthly basis on the web. Performance/Award Fee category metrics shall be reported in formal quarterly and semiannual evaluation reports.