



**DEPARTMENT OF THE NAVY**  
COMMANDER, REGIONAL MAINTENANCE CENTERS  
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NORFOLK, VA 23511-2393

CRMCINST 4335.1  
Code 00

30 JAN 2009

CRMC INSTRUCTION 4355.1

From: Commander, Regional Maintenance Centers

Subj: MULTI-SHIP MULTI-OPTION AWARD FEE EVALUATION BOARD  
PROCEDURES

Ref: (a) Federal Acquisition Regulation (FAR Part 16)  
(b) Joint Fleet Maintenance Manual (JFMM) Volume VII  
(c) PEOSHIPSNOTE 4335 Ser PEO Ships/100 dtd 09 Mar 06

Encl: (1) AFEB Testimony Process Flowchart  
(2) AFEB Announcement Letter  
(3) Sample Past Performance Information Survey for CNO  
Availabilities  
(4) Sample Past Performance Information Survey for CM  
Availabilities  
(5) Field Monitor's Evaluation Report Form - AFEB Testimony  
Format  
(6) AFEB Score Sheet  
(7) AFEB Process Spot Check Sheet

1. Purpose. To establish common policies and procedures in the Regional Maintenance Centers (RMCs) for the preparation and conduct of the Award Fee Evaluation Board (AFEB) testimony to ensure timely, consistent, high quality evaluations and decisions from the Board members. These policies, procedures, and responsibilities will be carried out and discharged in a manner consistent with the guidelines in references (a), (b), and (c). If there are any contractual or legal conflicts between this instruction and contractual requirements stipulated in the Multi-Ship Multi-Option (MSMO) contract, the requirements of the contract shall take precedence over this instruction.

2. Information. This is a new instruction and should be read in its entirety. The Commanding Officers of the RMCs will ensure their local AFEB instructions are consistent with this instruction.

3. Background. In accordance with the national MSMO strategy, standardization of AFEB procedures is needed to ensure consistent preparation by testifying personnel thus providing voting members with concise information to make valid award fee decisions. These procedures should be used to assist all testifiers and board members in preparing for, participating in, and documenting the decisions of the AFEB process.

4. Procedures. The MSMO Award Fee and AFEB testimony process flowcharts are provided as enclosure (1). Preparation and participation in the AFEB process will be accomplished as shown in the flowchart and using the following procedures:

a. Announcement and notification of AFEB: To announce an upcoming AFEB, the cognizant Regional Maintenance Center (RMC) will distribute an announcement letter approximately 30 days prior to the scheduled AFEB and will include:

- (1) Contract Line Item Numbers (CLINs),
- (2) Availabilities being evaluated,
- (3) Period of performance,
- (4) Evaluation factors,
- (5) Testimony schedule shown in enclosure (2).

b. AFEB Briefing Materials: Read-ahead material (Contractor Briefing, Category Evaluations, and backup material) will be provided to voting members five business days prior to the meeting.

c. AFEB Testimony: AFEB testimony is to be developed by the Regional Maintenance Center (RMC) category evaluation monitors, to address issues, progress, strengths, weaknesses and trends. The Past Performance Information (PPI) Survey for MSMO Contracts shown in enclosures (3) and (4) are the documents used by the field monitors to provide input to this process. As applicable, monitors should make recommendations for improvement and recognize noteworthy individuals and accomplishments. Presentations should be kept brief but include details in backup material and in written testimony. Monitors must ensure that testimony applies strictly to events that occurred within the evaluation period and that it directly applies to the CLINs or availabilities being evaluated. The written testimony format is provided as enclosure (5). This format is to be strictly adhered to and must be typewritten.

d. AFEB Schedule: The AFEB schedule indicating approximate testimony times will be included in the AFEB announcement.

Monitors will be called according to this schedule. The contractor's presentation, which should not exceed one hour, will be via Power Point and should address all work completed during the evaluation period. The Government testimony, as well as that of the Contractor, should present an overview of work completed and detailed information addressing the grading criteria of technical, schedule, cost and management. The testimony will wrap up with a summary. Each evaluation area should list representative accomplishments, things still to be accomplished, and areas for improvement. Comparison data and metrics consistent with the Award Fee criteria should be included in the oral testimony.

e. AFEB Composition: Award Fee Board composition will constitute five voting members but no more than seven in accordance with Section B of the contract and must include representatives from NAVSEA 21 (PMS 470R), RMC, Fleet Forces Command N43, TYCOMs and the CLASSRON in order to ensure an opportunity for different perspectives to be voiced when issues are addressed. Monitors shall state their name, position, category, and evaluation factor of testimony. Testimony, including Board member questions, should last approximately 15-30 minutes. The recommended rating for the current period should be provided to the Board.

f. Performance Assessment: The contractor, in performing the MSMO contract, will be subject to a past performance assessment in accordance with FAR 42.15 and the Department of the Navy Contractor Performance Assessment Reporting System (CPARS) Guide in effect on the date of award. All information contained in this assessment may be used, within the limitations of FAR 42.15, by the Government for future source selection in accordance with FAR 15.304 when past performance is an evaluation factor for award. The assessment will be conducted at six-month intervals, concurrent with the award fee evaluation periods. Assessments will include the same availabilities being evaluated for each award fee period. The voting members are responsible for ensuring the CPARS input and AFEB outcome are documented using enclosure (6) and the CPARS assessment form. After the Award Fee Board meets, the RMC will issue the CPAR report and provide a copy to the contractor.

g. Process Compliance: AFEB process procedures will be spot checked throughout the contract period using enclosure (7) as guidance.

h. Observers: Observers desiring to attend the AFEB sessions must be approved in advance by the Board Chairperson. The total number of AFEB observers will be at the discretion of the AFEB chairman. Approval will be based on a need to attend and all observers will be excused prior to deliberations of the Board.

5. Responsibility. CRMC is responsible for keeping this instruction current. Point of contact: Robert Thompson, 757-443-2650 ext 4420, email: robert.d.thompson@navy.mil.

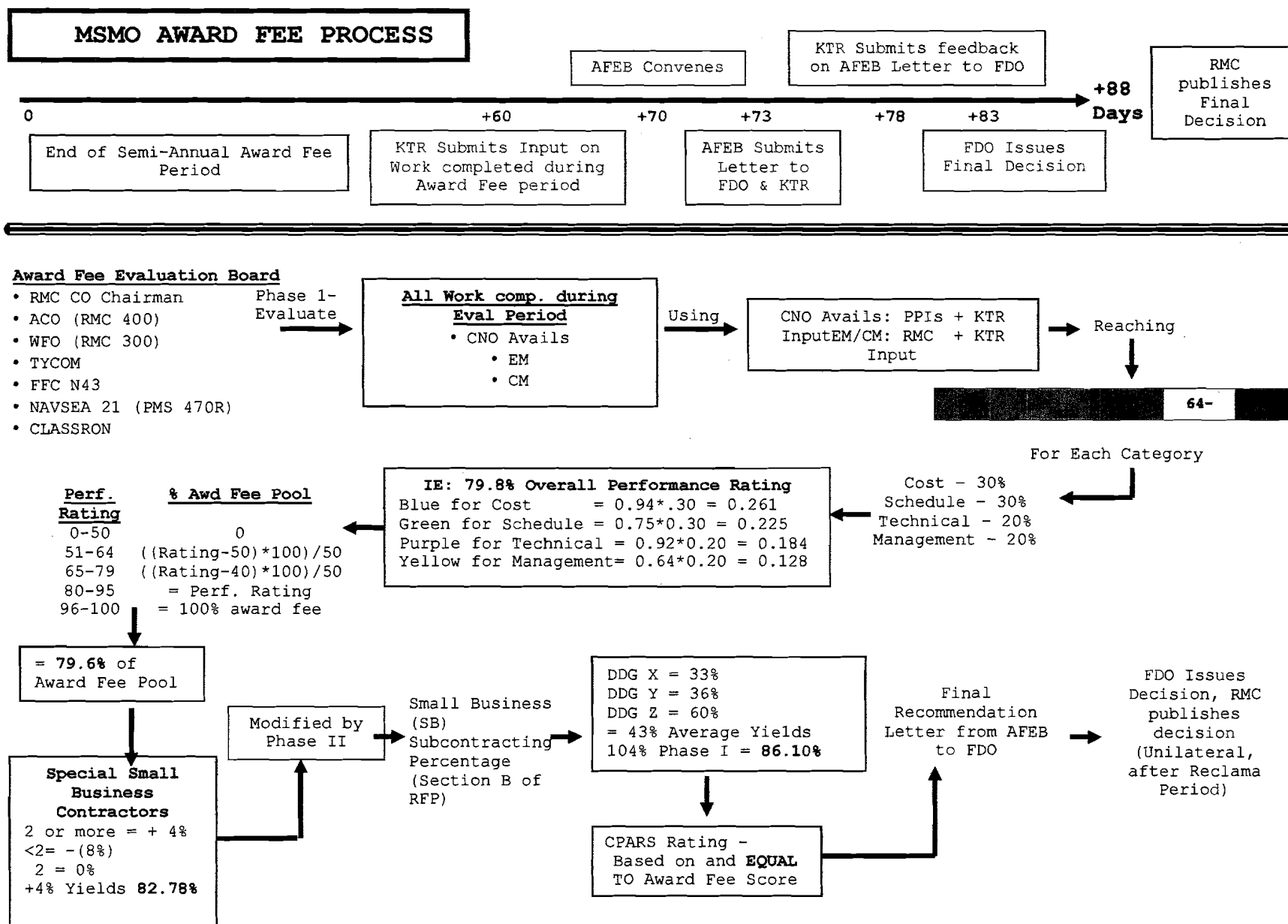
6. Action. The procedures and responsibilities identified in this notice are effective upon issuance.

  
J.C. ORZALLI

Distribution:

MARMC  
SERMC  
SCRMC  
SWRMC  
NWRMC  
HRMC  
JRMCC  
SEA 21F (PMS400F/PMS470)  
FFC N43  
CPF N43

# AFEB Testimony Process Flowchart



**AFEB Announcement Letter**

4335  
RMC 100/Ser XXX  
Date

From: Regional Maintenance Center (SERMC, SWRMC, PHRMC, NWRMC)  
Subj: ANNOUNCEMENT OF AWARD FEE EVALUATION BOARD (AFEB) MEETING  
Ref: (a) MSMO Contract No. N00024-XX-C-XXXX  
Encl: (1) MSMO Contract Award Fee Evaluation Board (AFEB) Agenda  
(2) Evaluation Categories and Factors

1. This letter announces the MSMO Award Fee Evaluation Board (AFEB) meeting for the (Class) contract, reference (a), awarded to (name of contractor). The Pre-Strategy Government only session will commence on (date) at (time), (normally 1.5 hours ahead of the actual board meeting). The AFEB is scheduled for (Date) immediately following the program review. Both meetings will be held at (location and address). The AFEB agenda and testimony schedule is contained in enclosure (1).

2. The purpose of the Award Fee is to encourage and reward the contractor's performance in achieving the MSMO Program objectives as specified in the contract and in discharging related contract obligations. Award Fee procedures are contractually binding.

3. It is essential that monitors be intimately familiar with the performance of the contractor relative to the tasks being evaluated in accordance with enclosure (2).

4. The program points of contact are:

Name	Code	Position	Number
TBD	RMC	COR	(xxx) xxx-xxxx
TBD	RMC	Recorder	(xxx) xxx-xxxx

Participants shall notify TBD, the Recorder, of their attendance no later than (date) at (phone number) or e-mail.

5. (Name), (Organization Code), will act as the AFEB Chairman.

Signature

Distribution:  
COMNAVSEA 21F (PMS400F/PMS470R)  
COMNAVSEA 02  
RMC  
CNSF

Enclosure (2)

**AFEB Announcement Letter Example**

**MSMO CONTRACT**

**AWARD FEE EVALUATION BOARD (AFEB) AGENDA**

(Date)

(Location)

**Representative Award Fee Evaluation Board Members in accordance with Section B of the contract.**

- 1) The Chairperson (RMC Code 100 or designated representative)
- 2) Administrative Contracting Officer (RMC Code 400 or designated representative)
- 3) CNSF/TYCOM representative
- 4) FFC representative
- 5) NAVSEA 21 representative (PMS 470R)
- 6) RMC Code 300 (Waterfront Ops)
- 7) CLASSRON Commander
- 8) Recorder (RMC Representative, Non-voting)

**Observers**

Government: TBD

Contractor: TBD

**AWARD FEE EVALUATION BOARD CONDUCT**

1. **OPENING REMARKS.** C100 and/or Alternate Contracting Officer (ACO) and /or Fleet Determining Official (FDO)
2. **OVERVIEW OF EVENTS.** ACO
3. **PRESENT PHASE II DATA RESULTS.** ACO
4. **INTRODUCTIONS**
5. **CONTRACTOR TESTIMONY.** Not to exceed 60 minutes
6. **CLARIFICATION QUESTIONS AND RESPONSES**
  - a. Questions may be posed by any voting member or FDO
  - b. Responses may be made by any of the contractor personnel
7. **Upon conclusion the chairman of the AFEB will determine if there is a need to excuse any of the contractor team representatives.**

**AFEB Announcement Letter**

**8. GOVERNMENT TESTIMONY.** Class Team Leader, ACO, QA rep, CPARS Manager, others as required

**9. CLARIFICATION QUESTIONS AND RESPONSES**

a. Questions may be posed by any voting member or FDO

b. Responses may be made by any of the government personnel

**10. Upon conclusion all but voting members, FDO, and personnel involved with documentation remain.**

**11. Voting members decide on color range for technical, schedule, cost, and management for 6 month reporting period**

**12. Voting member cast numerical votes**

a. Rotate first vote among the voting members

b. Summarize score and present to AFEB Chairperson

c. Under **NO** circumstances shall the board revote. The Board can recommend to the FDO a change in score based on specific justification.

**13. AFB chair reviews composite score**

**14. Calculate award quantum**

**15. Invite contractor personnel back into room**

**16. Present results of AFEB to contractor.**

a. If the FDO is present, the results will be presented as the final approved score.

b. If the FDO is not available, the Chairman will notify the contractor that the score presented is the recommended AFB Score being presented to the FDO and upon receipt of the FDO letter, the score becomes final.



**AFEB Announcement Letter**

The Award Fee Evaluation Period will include all scheduled availabilities, execution planning, and inter-availability work (i.e. Continuous Maintenance and Emergent Maintenance) completed within the tentative six-month timeframe. Scheduled availabilities, execution planning, and inter-availability work CLINs will be considered completed sixty (60) days following completion of the work for that specific CLIN.

Phase I evaluates the Contractor's performance in four categories: Management, Technical, Schedule, and Cost. Phase I also evaluates whether the Contractor met the requirement of using at least two small business subcontractors for each availability and the extent to which the Contractor subcontracted to the special categories of small businesses detailed in Section H clause, "Small Business Subcontracting Requirement." Specific Award Fee Pool values will be made available by the ACO after award and/or exercise of option(s).

All inter-availability work (i.e. Continuous Maintenance and Emergent Maintenance) completed during an evaluation period shall also be evaluated for award fee purpose concurrently with the execution planning and repair and alteration CLINs, regardless of when the inter-availability work commenced.

**AFEB Announcement Letter****EVALUATION CATEGORIES AND FACTORS**

The following are guidelines to be used by the monitors when evaluating the contractor's performance:

**PERFORMANCE RATINGS**

The following performance ratings are derived from the Award Fee/CPARS matrix:

<b>Adjective Grade</b>	<b>Performance Rating</b>	<b>Definition</b>
<b>BLUE</b> <b>(Exceptional)</b>	100-94	Performance meets and exceeds many contractual requirements, to the Government's benefit. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.
<b>PURPLE</b> <b>(Very Good)</b>	93-80	Performance meets and exceeds contractual requirements, sometimes to the Government's benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective.
<b>GREEN</b> <b>(Satisfactory)</b>	79-65	Performance meets contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.

**AFEB Announcement Letter Example**

<b>Adjective Grade</b>	<b>Performance Rating</b>	<b>Definition</b>
<b>YELLOW</b> <b>(Marginal)</b>	64-51	Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented.
<b>RED</b> <b>(Unsatisfactory)</b>	50-0	Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains serious problem(s) for which the contractor's corrective actions appear or were ineffective.

**SS C-2-                      PAST PERFORMANCE ASSESSMENT (as modified) (JUL 2005)**  
**0019**

(Applicable to CPAF MSMO Contracts)

(a) The contractor, in performing this Contract, will be subject to a past performance assessment in accordance with FAR 42.15 and the Department of the Navy Contractor Performance Assessment Reporting System (CPARS) Guide in effect on the date of award. All information contained in this assessment may be used, within the limitations of FAR 42.15, by the Government for future source selection in accordance with FAR 15.304 when past performance is an evaluation factor for award. The assessment will be conducted at six-month intervals, concurrent with the award fee evaluation periods. Assessments will include the same availabilities being evaluated for each award fee period.

(b) Since communication and feedback regarding contractor performance are always encouraged, the Government may arrange a

**AFEB Announcement Letter Example**

meeting or meetings with the contractor to discuss the contractor's performance during the evaluation period or prior to preparation of the CPAR assessment form. These pre-assessment discussions, if any, will typically focus on firm contract requirements and events, which are deemed to be critical during the evaluation period.

(c) After the Award Fee Board meets, the RMC will issue the CPAR report and provide a copy to the contractor. The contractor will have a 30-calendar day period in which to submit comments, rebuttal statements, or additional information back to the Government. Comments should be focused on the Government's narrative and provide factual views on causes and ramifications of the assessed performance. Contractor comments are limited to the amount of space given in Block 20 of the CPAR assessment form plus two additional 8-1/2 by 11 inch typewritten pages. In rare circumstances, such as a CPAR assessment containing an Unsatisfactory (red) rating, a third typewritten page may be added. All additional pages are considered part of the CPAR form itself. This page limit will be strictly enforced and extra pages will not be reviewed or included with the CPAR. Label all additional pages with the contractor's name, contract number, and period covered by the report. If the contractor elects not to provide comments, it should acknowledge receipt of the CPAR assessment form by signing, dating Block 23 of the form, and returning it to the originating office. Contractors should transmit the CPAR form, with or without comments by certified mail or some other controlled method, clearly marked as "Source Selection Information." Should a contractor want to discuss its CPAR assessment prior to commenting, it must request such a meeting in writing, no later than seven calendar days from the receipt of the CPAR assessment form. This meeting will be held during the contractor's (30) day review period.

(d) If the contractor does not return the CPAR assessment form within the allotted 30 days, Block 22 of a retained copy will be annotated: "The report was delivered/received by the contractor on (date). The contractor neither signed nor offered comment in response to this assessment." The Government will continue processing the CPAR assessment form.

(e) After receipt of contractor rebuttal comments, the assessment will be sent to the reviewing official for review and signature. The reviewing official, for purposes of this clause, is the Fee Determining Official (FDO) specified in the award fee clause of

**AFEB Announcement Letter Example**

this contract. The final CPAR assessment adjective ratings/colors will be the unilateral determination of the reviewing official. The assessment is considered complete when signed by the reviewing official. The assessment is unilateral and not subject to appeal beyond the review and comment procedures described above.

(f) The contractor must protect the CPAR assessment form as **"For Official Use Only, Source Selection Information - See FAR 3.104"** at all times while it is in its possession. —Contractors must ensure that the CPAR form is never released to persons or entities outside the contractor's control and are prohibited from using or referring to CPAR data for advertising, promotional material, pre-award surveys, production readiness reviews, or other similar purposes

(g) The chief executive officer, chief operating officer, or president of the corporate entity responsible for the operating unit for which the assessment was executed can request a copy of the completed assessment, in writing.

(h) The contractor will be assessed on the following elements:

**TECHNICAL (QUALITY OF PRODUCT):****PRODUCT PERFORMANCE**

The assessment of the Contractor's achieved product performance relative to performance parameters required by the contract. The following are examples of various elements which could be evaluated:

- Contractor compliance with contract requirements; (i.e., performance in meeting technical requirements).
- Accuracy of the Contractor's reports and procedures such as condition reports, and process control procedures (PCPs).
- Impact on the availability and resources of the customer by contractor's actions or inactions.
- Contractor's responsiveness to technical direction, (not resulting in any change to the contract price or delivery date).
- Effectiveness of the Contractor recommended solutions.
- Condition of the ship or vessel (whether the ship or vessel was materially ready to support ship's force when needed).
- Contractor's ability to evaluate problems and provide corrective actions.

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- Contractor's responsiveness to and control of technical details to ensure that configuration management is maintained.
- Contractor's effectiveness of control of GFM/CFM through final disposition.
- Contractor's technical effectiveness of selection and control of its subcontractors.
- Quality of Contractor's repairs and alterations.
- Adequacy of the Contractor's Quality Assurance Program.

**SCHEDULE (TIMELINESS OF PERFORMANCE) :**

Assessing the timeliness of the Contractor against the completion of the contract, task orders, milestones, delivery schedules, and administrative requirements. The following are examples of various schedule performance elements which could be evaluated:

- Contractor's effectiveness in meeting scheduled dates and milestones.
- Contractor's effectiveness of coordinating its work with ship's force, RMC, and AIT work items.
- Contractor's responsiveness to contract changes and administrative requirements.
- Contractor's meeting contract redelivery (including contract closeout, reporting responsibilities and contract administration).
- Assessment of liquidated damages.
- Contractor's effectiveness in manpower and material utilization.
- Timeliness and efficiency of the contractor's scheduling system and production schedules.

**COST CONTROL:**

An assessment of the Contractor's effectiveness in forecasting, managing, and controlling contract cost; the following are examples of various elements, which could be evaluated.

- Contractor's effectiveness in forecasting, managing and controlling contract cost.
- Whether the contractor experienced cost over-run or under-run, and percent relative to the negotiated budget.

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- Amount of rework or corrective work for which contractor will be reimbursed.
- Contractor's use and accuracy of historical cost data or other supporting cost data.
- Contractor's effectiveness and completeness of cost estimates and proposals.
- Contractor's timeliness and completeness of Cost Funds Status Reports/Cost Schedule Status Reports.
- Contractor's timeliness and completeness of Variance Analyses.

**MANAGEMENT:****MANAGEMENT RESPONSIVENESS**

Assessment of the Contractor's management timeliness, completeness and quality of problem identification, corrective action plans, proposal submittals (especially responses to undefinitized contract actions), history of reasonable and cooperative behavior, effective business relations, and customer satisfaction. The following are examples of various management responsiveness elements which could be evaluated:

- Contractor's effectiveness in managing the overall contract effort and coordinating with RMC and ship's force.
- Contractor's promptness and accuracy in problem notification.
- The degree of the contractor's reasonableness and cooperation.
- The degree of the contractor's proactive approach in contract performance
- Completeness in identifying and correcting deficiencies (defined as CARs), and their cause/severity, in a timely manner, and effectiveness of contractor recommended solution(s) to prevent recurrence.
- Contractor's effective and timely resolution of warranty items.
- Contractor's effective and timely compliance with environmental regulations and requirements.
- Contractor's effectiveness in their management of quality assurance and test organization.

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- Contractor's proactive work ethics (e.g. teamwork, co-operation, professionalism, and commitment to total project success) which are essential characteristics in the path to each completion milestone.
- Contractor's ability to accept and accomplish growth work without impacting the schedule is also essential.
- Application of lessons learned to future efforts as well as the submittal of effective management and value engineering changes.

**SUBCONTRACT MANAGEMENT**

Assessment of the Contractor's success with timely award and management of subcontracts, including whether the contractor met small/small disadvantaged and women-owned business participation goals. This element does not apply if no work is being subcontracted. The following are examples of various subcontract management elements, which could be evaluated:

- Effectiveness of subcontractor control and purchasing.
- Timeliness and completeness of subcontract consent requests.
- Percent of subcontract ratification requests vice consent requests.
- Contractor's effectiveness in the management of quality and performance of first tier subcontractors.
- Contractor's ability to manage subcontractor and prime contractor schedules to include base work, growth work, and new work.



**AFEB Announcement Letter**

The following ratings and criteria shall be used when assessing all past performance elements:

**Blue (Exceptional).** Performance meets and exceeds many contractual requirements, to the Government's benefit. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.

**Purple (Very Good).** Performance meets and exceeds some contractual requirements, to the Government's benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective.

**Green (Satisfactory).** Performance meets contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.

**Yellow (Marginal).** Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented.

**Red (Unsatisfactory).** Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains serious problem(s) for which the contractor's corrective actions appear or were ineffective.

**Sample Past Performance (PPI) Survey - Multi-Ship Multi-Option  
(MSMO) Contracts - CNO Availabilities**

(Rev 03/08)

**Dear Recipient:**

In accordance with the Past Performance Assessment Clause of the subject contract and in accordance with FAR subpart 42.15, a **Past Performance Assessment Report** shall be conducted. In conformance with CRMCINST 4330 the attached Past Performance Information (PPI) Survey must be completed. Due to your involvement with and knowledge of this contract, it is necessary that you complete and return the attached questionnaire.

PPI surveys are utilized in the Government best value source selection process and the award fee evaluation process. MARMC requires objective rationale, uninfluenced by emotion, surmise, or personal prejudice in rating the contractor's past performance. Please provide serial numbers and dates of all supporting documentation (i.e., quality, safety, and environmental reports and letters of commendation, concern, or show cause). The term "Government's benefit" should be used synonymously with "Customer's benefit" for purposes of this evaluation.

This survey should be completed and submitted to the immediate supervisor/Class Team Leader no later than seven days after CNO availability completion date, and will cover all work for the Planning and Execution CLIN/SUBCLIN.

**Please complete the survey electronically and save and forward it to the appropriate point of contact so the attachment will also be returned. Thank you for your quick response and assistance.**

The following adjectival ratings and criteria shall be used when assessing all past performance elements. If you have questions, please contact RMC POC Name, (Area Code)-Phone Number, Ext. \_\_\_\_\_, at (email address).

**Sample Past Performance (PPI) Survey - Multi-Ship Multi-Option  
(MSMO) Contracts - CNO Availabilities**

**RATINGS AND CRITERIA**

**Exceptional:** Performance meets and exceeds many contractual requirements, to the Government's benefit. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.

**NOTE:** To justify an **Exceptional** rating, you should identify multiple significant events in each category and state how it was a benefit to the GOVERNMENT. However, a singular significant benefit could be of such magnitude that it alone constitutes an Exceptional rating. Also there should have been no significant weaknesses identified.

**Very Good:** Performance meets and exceeds some contractual requirements, to the Government's benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective.

**NOTE:** To justify a **Very Good** rating, you should identify a significant event in each category and state how it was a benefit to the GOVERNMENT. Also there should be no significant weaknesses identified.

**Satisfactory:** Performance meets contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.

**NOTE:** To justify a **Satisfactory** rating, there should have been only minor problems, or major problems the contractor recovered from without impact to the contract. Also, there should have been limited significant weaknesses identified.

**Marginal:** Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being assessed reflects a serious problem for which the contractor did not identify a corrective action or the contractor's proposed action was only marginally effective or not fully implemented.

**Sample Past Performance (PPI) Survey - Multi-Ship Multi-Option  
(MSMO) Contracts - CNO Availabilities**

**Note:** To justify a **Marginal** rating, you should identify a significant event in each category that the contractor had trouble overcoming and state how it impacted the GOVERNMENT. A **Marginal** rating should be supported by referencing the management tool that notified the contract of the contractual deficiency (e.g. Corrective Action Request or letter)

**Unsatisfactory:** Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains serious problems for which the contractor's corrective actions appear or were ineffective.

**Note:** To justify an **Unsatisfactory** rating, you should identify multiple events in each category that the contractor had trouble overcoming and state how it impacted the GOVERNMENT. However, a singular problem could be of such serious magnitude that it alone constitutes an unsatisfactory rating. An **Unsatisfactory** rating should be supported by referencing the management tool that notified the contractor of the contractual deficiency (e.g. Corrective Action Request or letter)

**Note:** Any factor for which you have no knowledge nor can make an objective evaluation, please annotate N/A in the rating block.

**SUPPORTING NARRATIVES ARE MANDATORY**

**Sample Past Performance (PPI) Survey - Multi-Ship Multi-Option  
(MSMO) Contracts - CNO Availabilities**

**Date of Evaluation:**

**Your Name:**                      Position:  
    Organization/Agency/Command:  
    Phone Number:(    )            Cell(    )  
    E-mail Address:

**A. Contractor** (being evaluated)  
 Address, City, State, Zip:

**B. Contract Specialist/Contractor Provide:**

Name of Vessel for (CNO):                      Hull No:  
 Location of Contract Performance:  
 Contract No:                                      CNO CLIN/SUBCLIN No:  
 Award Fee Evaluation Period No:  
 Availability Dates at Completion              From: To:  
 Budgeted Estimated Cost w/fees:  
 Estimate at Completion (EAC):

Name of Vessel Advance Planning (A/P):  
    CNO CLIN/SUBCLIN No:  
    A/P Dates at Completion              From:              To:

**C. Project Manager/Contractor Provide:**    Controlling Work Items  
 and major trade efforts (include specification item number and  
 description):

Spec Item Number:	Description:

Total No. Specifications Written:  
 Total No. Specifications Definitized:  
 Total Advanced Planning Cost:  
 Price Per Spec (Adv Plng Cost/Total No. Written):  
 Total No. Man-hours:  
 Total No. New Work RCCs                      Total No. Growth RCCs:  
 Cumulative Total of Growth RCCs (Proposed Cost/initial  
    estimate): \$  
 Cumulative Total for Growth RCCs (Settled Cost): \$  
 Average Turnaround Time for Pricing Growth (No. Days):

**Sample Past Performance (PPI) Survey - Multi-Ship Multi-Option  
(MSMO) Contracts - CNO Availabilities**

Growth Pool/Level of Effort Pool Remaining Balance: \$  
 Total \$\$ recouped for future maintenance as a result of  
 underrun:  
 Total No. Outside Repair Activities (AITs, IDIQ, FMA):  
 Total No. Outside Repair Activities effectively incorporated  
 into contractor's production schedule:

Major Milestones (list milestone and applicable dates):

Early Milestone	Date Required	Achieved	If missed or early by how many days?	Explanation
		EARLY		
		EARLY		
		EARLY		
		EARLY		
		EARLY		
		EARLY		
		EARLY		

**D. Quality Assurance Specialist/Contractor Provide:**

List Major Subcontractors and description of effort performed:

Name:           Effort  
 Name:           Effort  
 Name:           Effort

Number of Method "B" Corrective Action Requests Issued:

QDR's           SDR's           MDR's

Average number days for acceptable CAR responses:

***If CAR was significant, please provide Serial Number and brief  
 description: Attach (or fax to FAX Number) copies of all CARS  
 involving fires/hot work related incidents:***

No.           Description:  
 No.           Description:  
 No.           Description:  
 No.           Description:

**Sample Past Performance (PPI) Survey - Multi-Ship Multi-Option  
(MSMO) Contracts - CNO Availabilities**

No.	Description:
No.	Description:

Number of Contractor-Generated "Internal" Deficiency Reports Issued:

Total No. Inspections  
 Total No. Inspections Rejected  
 Total No. "G" Point Inspections:  
 Total No. "G" Point Inspections Rejected:  
 Total No. PCPs:  
 Total No. PCPs Approved on First Submittal:  
 Average No. Days from PCP submittal to start of work:

**1. TECHNICAL** (Performance or Quality of Product): Evaluation of the contractor's performance is based on the following:

- Contractor compliance with contract requirements; (i.e., performance in meeting technical requirements).
- Accuracy of the Contractor's reports and procedures such as condition reports and process control procedures (PCPs).
- Impact on the availability and resources of the customer by contractor's actions or in-actions.
- Contractor's responsiveness to technical direction, (not resulting in any change to the contract price or delivery date).
- Effectiveness of the Contractor recommended solutions.
- Condition of the ship or vessel (whether the ship or vessel was materially ready to support ship's force when needed).
- Contractor's ability to evaluate problems and provide corrective actions.
- Contractor's responsiveness to and control of technical details to ensure that configuration management is maintained.
- Contractor's effectiveness in the control of GFM/CFM through final disposition.
- Contractor's technical effectiveness of selection and control of its subcontractors.
- Quality of Contractor's repairs and alterations.
- Adequacy of the Contractor's Quality Management System
- Use and preparation of 4-E specifications

**Sample Past Performance (PPI) Survey - Multi-Ship Multi-Option  
(MSMO) Contracts - CNO Availabilities**

**Provide specific examples of the contractor's work to support ratings. The narrative must tell the whole story and be supported by objective data. Any document referenced should also include the document subject, serial number, and date.**

Strengths:

Weaknesses:

Based on the above comments, and criteria on the coversheet, please fairly and accurately rate the Contractor's Overall Performance in TECHNICAL below.

<input type="checkbox"/> <b>Exceptional</b>	<input type="checkbox"/> <b>Very Good</b>	<input type="checkbox"/> <b>Satisfactory</b>
<input type="checkbox"/> <b>Marginal</b>	<input type="checkbox"/> <b>Unsatisfactory</b>	<input type="checkbox"/> <b>N/A</b>

**2. SCHEDULE. (TIMELINESS OF PERFORMANCE). Evaluation of the contractor's performance based upon the following:**

- Contractor's effectiveness in meeting scheduled dates and milestones.
- Contractor's effectiveness of coordinating its work with that of subcontractors, ship's force, RMC Production Department, AITs and IDIQ contractors.
- Contractor's responsiveness to contract changes and administrative requirements.
- Contractor's meeting contract redelivery (including contract closeout, reporting responsibilities and contract administration).
- Contractor's effectiveness in manpower and material utilization.
- Timeliness and efficiency of the contractor's scheduling system and production schedules.

**Provide specific examples of the contractor's work to support ratings. The narrative must tell the whole story and be supported by objective data. Any document referenced should also include the document subject, serial number, and date.**

Strengths:

Weaknesses:



**Sample Past Performance (PPI) Survey - Multi-Ship Multi-Option  
(MSMO) Contracts - CNO Availabilities**

Based on the above comments, and criteria on the coversheet, please fairly and accurately rate the Contractor's Overall Performance in SCHEDULE below.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> <b>Exceptional</b> | <input type="checkbox"/> <b>Very Good</b>      | <input type="checkbox"/> <b>Satisfactory</b> |
| <input type="checkbox"/> <b>Marginal</b>    | <input type="checkbox"/> <b>Unsatisfactory</b> | <input type="checkbox"/> <b>N/A</b>          |

**3. COST CONTROL** Evaluate the contractors performance:

- Contractor's effectiveness in forecasting, managing and controlling contract costs.
- Whether the contractor experienced cost over-run or under-run, and percent relative to negotiated amount.
- Contractor's effectiveness and completeness of cost estimates and proposals.
- Contractor's use and accuracy of historical cost data or other supporting cost data.
- Contractor's timeliness and completeness of Cost Funds Status Reports/Cost Schedule Status Reports.
- Contractor's timeliness and completeness of Variance Analyses.
- Contractor's use (number) of Special Small Business Subcontractors.
- Contractor's usage (percent of dollars) of total Small Business Subcontracted.

**Provide specific examples of the contractor's work to support ratings. The narrative must tell the whole story and be supported by objective data. Any document referenced should also include the document subject, serial number, and date.**

Strengths:

Weaknesses:

Based on the above comments, and criteria on the coversheet, please fairly and accurately rate the Contractor's Overall Performance in COST CONTROL below.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> <b>Exceptional</b> | <input type="checkbox"/> <b>Very Good</b>      | <input type="checkbox"/> <b>Satisfactory</b> |
| <input type="checkbox"/> <b>Marginal</b>    | <input type="checkbox"/> <b>Unsatisfactory</b> | <input type="checkbox"/> <b>N/A</b>          |

**Sample Past Performance (PPI) Survey - Multi-Ship Multi-Option (MSMO) Contracts - CNO Availabilities**

**4. MANAGEMENT**

a. Management Responsiveness: Evaluation of Contractor's Performance based upon the following:

- Contractor's effectiveness in managing the overall contract effort and coordinating with MARMC and ship's force.
- Contractor's promptness and accuracy in problem notification.
- The degree of the contractor's reasonableness and cooperation.
- The degree of the contractor's proactive approach in contract performance.
- Completeness in identifying and correcting deficiencies (defined as CARs), and their cause/severity, in a timely manner, and effectiveness of contractor recommended solution(s) to prevent recurrence.
- Contractor's effective and timely resolution of warranty items.
- Contractor's effective and timely compliance with environmental regulations and requirements.
- Contractor's effectiveness in their management of quality assurance and test organization.
- Proactive work ethics (e.g. teamwork, cooperation, professionalism, and commitment to total project success).
- The ability of the contractor to accept and accomplish growth work without impacting the schedule.
- Application of lessons learned to future efforts as well as the submittal of effective management and value engineering changes.
- 

b. Subcontract Management (if applicable): Evaluate Contractor's Performance

- Effectiveness of subcontractor control and purchasing.
- Contractor's effectiveness in the management of quality and performance of subcontractors.

**Sample Past Performance (PPI) Survey - Multi-Ship Multi-Option  
(MSMO) Contracts - CNO Availabilities**

- Contractor's ability to manage subcontractor and prime contractor schedules to include base work, growth work, and new work.
- Timeliness and completeness of Subcontract Consent Requests.

**Provide specific examples of the contractor's work to support ratings. The narrative must tell the whole story and be supported by objective data. Any document referenced should also include the document subject, serial number, and date.**

Strengths:

Weaknesses:

Based on the above comments, and criteria on the coversheet, please fairly and accurately rate the Contractor's Overall Performance in MANAGEMENT below:

<input type="checkbox"/> Exceptional	<input type="checkbox"/> Very Good	<input type="checkbox"/> Satisfactory
<input type="checkbox"/> Marginal	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> N/A

**Note: If you have any additional information that will assist in evaluating this contractor's past performance, please forward it to this office. Thank you for your assistance and time.**

**Sample Past Performance (PPI) Survey - Multi-Ship Multi-Option  
(MSMO) Contracts - CM Availabilities**

**(Rev 03/08)**

Dear Recipient:

In accordance with the Past Performance Assessment Clause of the subject contract and in accordance with FAR subpart 42.15, a **Past Performance Assessment Report** shall be conducted. In conformance with CRMCINST 4330 the attached Past Performance Information (PPI) Survey must be completed. Due to your involvement with and knowledge of this contract, it is necessary that you complete and return the attached questionnaire.

PPI surveys are utilized in the Government best value source selection process and the award fee evaluation process. CRMC requires objective rationale, uninfluenced by emotion, surmise or personal prejudice in rating the contractor's past performance. Please provide serial numbers and dates of all supporting documentation (i.e., quality, safety, and environmental reports and letters of commendation, concern, or show cause). The term "Government's benefit" should be used synonymously with "customer's benefit" for purposes of this evaluation.

This survey should be completed and submitted to the immediate supervisor/Class Team Leader no later than 7 days after availability completion date, and will cover all work for the Planning and Execution CLIN/SUBCLIN.

**Please complete the survey electronically and save and forward it to the appropriate point of contact so the attachment will also be returned. Thank you for your quick response and assistance.**

The following adjectival ratings and criteria shall be used when assessing all past performance elements. If you have questions, please contact RMC POC Name at (Area Code) Phone Number, Ext.        (Email Address).

**ADJECTIVE RATINGS AND CRITERIA**

**Exceptional:** Performance meets and exceeds many contractual requirements, to the Government's benefit. The contractual

**Sample Past Performance (PPI) Survey - Multi-Ship Multi-Option  
(MSMO) Contracts - CM Availabilities**

performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.

**NOTE:** To justify an Exceptional rating, you should identify multiple significant events in each category and state how it was a benefit to the GOVERNMENT. However, a singular significant benefit could be of such magnitude that it alone constitutes an Exceptional rating. Also there should have been no significant weaknesses identified.

**Very Good:** Performance meets and exceeds some contractual requirements, to the Government's benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective.

**NOTE:** To justify a **Very Good** rating, you should identify a significant event in each category and state how it was a benefit to the GOVERNMENT. Also there should be no significant weaknesses identified.

**Satisfactory:** Performance meets contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.

**NOTE:** To justify a **Satisfactory** rating, there should have been only minor problems, or major problems the contractor recovered from without impact to the contract. Also, there should have been limited significant weaknesses identified.

**Marginal:** Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being assessed reflects a serious problem for which the contractor did not identify a corrective action or the contractor's proposed action was only marginally effective or not fully implemented.

**Note:** To justify a **Marginal** rating, you should identify a significant event in each category that the contractor had trouble overcoming and state how it impacted the GOVERNMENT. A **Marginal** rating should be supported by referencing the management tool that notified the contract of the contractual deficiency (e.g. Corrective Action Request or letter)

**Sample Past Performance (PPI) Survey - Multi-Ship Multi-Option  
(MSMO) Contracts - CM Availabilities**

**Unsatisfactory:** Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains serious problems for which the contractor's corrective actions appear or were ineffective.

**Note:** To justify an **Unsatisfactory** rating, you should identify multiple events in each category that the contractor had trouble overcoming and state how it impacted the GOVERNMENT. However, a singular problem could be of such serious magnitude that it alone constitutes an unsatisfactory rating. An **Unsatisfactory** rating should be supported by referencing the management tool that notified the contractor of the contractual deficiency (e.g. Corrective Action Request or letter)

**Note:** Any factor for which you have no knowledge nor can make an objective evaluation, please annotate N/A in the rating block.

**SUPPORTING NARRATIVES ARE MANDATORY**

**Sample Past Performance (PPI) Survey - Multi-Ship Multi-Option  
(MSMO) Contracts - CM Availabilities**

**Date of Evaluation:**

**Your Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_  
**Organization/Agency/Command:** \_\_\_\_\_  
**Phone Number:**(    )                      **Cell**(    )  
**E-mail Address:** \_\_\_\_\_

**A. Contractor** (being evaluated)

Address, City, State, Zip:

Contract No: \_\_\_\_\_ Award Fee Evaluation Period No: \_\_\_\_\_

**B. Contract Specialist/Contractor Provide:**

Name of Vessel: \_\_\_\_\_ Hull No: \_\_\_\_\_  
 Location of Contract Performance: \_\_\_\_\_  
 EM/CM/CMAV CLIN/SUBCLIN No: \_\_\_\_\_  
 Availability Dates **at Completion** From: \_\_\_\_\_ To: \_\_\_\_\_  
 Budgeted Estimated Cost w/fees: \_\_\_\_\_  
 Estimate at Completion (EAC): \_\_\_\_\_

**C. Project Manager/Contractor Provide:** Controlling Work Items and major trade efforts (include specification item number and description):

[illegible]

Total No. Specifications Written:  
Total No. Specifications Definitized:  
Total Advanced Planning Cost:  
Price Per Spec (Adv Plng Cost / Total No. Written):  
Total No. Man-hours:  
Total No. New Work RCCs                      Total No. Growth RCCs  
Cumulative Total for Growth RCCs (Proposed Cost/initial estimate): \$

**Sample Past Performance (PPI) Survey - Multi-Ship Multi-Option  
(MSMO) Contracts - CM Availabilities**

Cumulative Total for Growth RCCs (Settled Cost): \$  
 Growth Pool/Level of Effort Pool Remaining Balance: \$  
 Total \$\$ recouped for future maintenance as a result of  
 underrun:

Average Turnaround Time for Pricing Growth (No. Days):  
 Total No. Outside Repair Activities (AITs, IDIQ, FMA):  
 Total No. Outside Repair Activities effectively incorporated  
 into contractor's production schedule:

Major Milestones (list milestone and applicable dates):

Milestone	Required Date	Achieved	If Missed or early, by how many days?	Explanation
		EARLY		
		EARLY		
		EARLY		
		EARLY		
		EARLY		
		EARLY		
		EARLY		
		EARLY		
		EARLY		
		EARLY		

**D. Quality Assurance Specialist/Contractor Provide:** List Major Subcontractors and description of effort performed:

Name: Effort  
 Name: Effort  
 Name: Effort

Number of Method "B" Corrective Action Requests Issued:  
 QDR's                      SDR's                      MDR's

Average No. days for acceptable CAR responses:

If CAR was significant, please provide Serial Number and brief description: Attach (or fax to FAX Number) copies of all CARS involving fires/hot work related incidents:



**Sample Past Performance (PPI) Survey - Multi-Ship Multi-Option  
(MSMO) Contracts - CM Availabilities**

No.	Description:
No.	Description:
No.	Description:
No.	Description:
No.	Description:

Number of Contractor-Generated "Internal" Deficiency Reports  
Issued:

Total No. Inspections  
Total No. Inspections Rejected  
Total No. "G" Point Inspections:      Total No. "G" Point  
Inspections Rejected:  
Total No. PCPs:  
Total No. PCPs Approved on First Submittal:  
Average No. Days from PCP submittal to start of work:

**1. TECHNICAL** (Performance or Product Quality): Criteria used  
to evaluate the contractor's performance:

- Contractor compliance with contract requirements; (i.e., performance in meeting technical requirements).
- Accuracy of the Contractor's reports and procedures such as condition reports and process control procedures (PCPs).
- Impact on the availability and resources of the customer by contractor's actions or in-actions.
- Contractor's responsiveness to technical direction, (not resulting in any change to the contract price or delivery date).
- Effectiveness of the Contractor recommended solutions.
- Condition of the ship or vessel (whether the ship or vessel was materially ready to support ship's force when needed).
- Contractor's ability to evaluate problems and provide corrective actions.
- Contractor's responsiveness to and control of technical details to ensure that configuration management is maintained.
- Contractor's effectiveness in the control of GFM/CFM through final disposition.
- Contractor's technical effectiveness of selection and control of its subcontractors.

**Sample Past Performance (PPI) Survey - Multi-Ship Multi-Option  
(MSMO) Contracts - CM Availabilities**

- Quality of Contractor's repairs and alterations.
- Adequacy of the Contractor's Quality Management System
- Use and preparation of 4-E specifications

**Provide specific examples of the contractor's work to support ratings. The narrative must tell the whole story and be supported by objective data. Any document referenced should also include the document subject, serial number, and date.**

Strengths:

Weaknesses:

Based on the above comments and criteria on the coversheet, please fairly and accurately rate the Contractor's Overall TECHNICAL (performance or product quality) below.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> <b>Exceptional</b> | <input type="checkbox"/> <b>Very Good</b>      | <input type="checkbox"/> <b>Satisfactory</b> |
| <input type="checkbox"/> <b>Marginal</b>    | <input type="checkbox"/> <b>Unsatisfactory</b> | <input type="checkbox"/> <b>N/A</b>          |

**2. SCHEDULE. (TIMELINESS OF PERFORMANCE):** Type criteria used to evaluate the contractor's performance:

- Contractor's effectiveness in meeting scheduled dates and milestones.
- Contractor's effectiveness of coordinating its work with ship's force, MARMC Production Department, and AIT work items.
- Contractor's responsiveness to contract changes and administrative requirements.
- Contractor's meeting contract redelivery (including contract closeout, reporting responsibilities and contract administration).
- Contractor's effectiveness in manpower and material utilization.
- Timeliness and efficiency of the contractor's scheduling system and production schedules.

**Provide specific examples of the contractor's work to support ratings. The narrative must tell the whole story and be supported by objective data. Any document referenced should also include the document subject, serial number, and date.**

**Sample Past Performance (PPI) Survey - Multi-Ship Multi-Option  
(MSMO) Contracts - CM Availabilities**

Strengths:

Weaknesses:

Based on the above comments, and criteria on the coversheet, please fairly and accurately rate the Contractor's Overall Performance in SCHEDULE below:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> <b>Exceptional</b> | <input type="checkbox"/> <b>Very Good</b>      | <input type="checkbox"/> <b>Satisfactory</b> |
| <input type="checkbox"/> <b>Marginal</b>    | <input type="checkbox"/> <b>Unsatisfactory</b> | <input type="checkbox"/> <b>N/A</b>          |

**3. COST CONTROL.** The following criteria are used to evaluate the contractor's performance:

- Contractor's effectiveness in forecasting, managing and controlling contract costs.
- Whether the contractor experienced cost over-run or under-run, and percent relative to negotiated amount.
- Contractor's effectiveness and completeness of cost estimates and proposals.
- Contractor's use and accuracy of historical cost data or other supporting cost data.
- Contractor's timeliness and completeness of Cost Funds Status Reports/Cost Schedule Status Reports.
- Contractor's timeliness and completeness of Variance Analyses.
- Contractor's use (number) of Special Small Business Subcontractors.
- Contractor's usage (percent of dollars) of total Small Business Subcontracted

**Provide specific examples of the contractor's work to support ratings. The narrative must tell the whole story and be supported by objective data. Any document referenced should also include the document subject, serial number, and date.**

Strengths:

Weaknesses:

**Sample Past Performance (PPI) Survey - Multi-Ship Multi-Option  
(MSMO) Contracts - CM Availabilities**

Based on the above comments, and criteria on the coversheet, please fairly and accurately rate the Contractor's Overall Performance in COST CONTROL below.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> <b>Exceptional</b> | <input type="checkbox"/> <b>Very Good</b>      | <input type="checkbox"/> <b>Satisfactory</b> |
| <input type="checkbox"/> <b>Marginal</b>    | <input type="checkbox"/> <b>Unsatisfactory</b> | <input type="checkbox"/> <b>N/A</b>          |

**4. MANAGEMENT**

a. Management Responsiveness: The following criteria are used to evaluate contractor's performance:

- Contractor's effectiveness in managing the overall contract effort and coordinating with MARMC and ship's force.
- Contractor's promptness and accuracy in problem notification.
- The degree of the contractor's reasonableness and cooperation.
- The degree of the contractor's proactive approach in contract performance.
- Completeness in identifying and correcting deficiencies (defined as CARs), and their cause/severity, in a timely manner, and effectiveness of contractor recommended solution(s) to prevent recurrence.
- Contractor's effective and timely resolution of warranty items.
- Contractor's effective and timely compliance with environmental regulations and requirements.
- Contractor's effectiveness in their management of quality assurance and test organization.
- Proactive work ethics (e.g. teamwork, cooperation, professionalism, and commitment to total project success).
- The ability of the contractor to accept and accomplish growth work without impacting the schedule.
- Application of lessons learned to future efforts as well as the submittal of effective management and value engineering changes.

**Sample Past Performance (PPI) Survey - Multi-Ship Multi-Option  
(MSMO) Contracts - CM Availabilities**

b. Subcontract Management (if applicable): Evaluation of contractor's performance based on the following:

- Effectiveness of subcontractor control and purchasing.
- Contractor's effectiveness in the management of quality and performance of subcontractors.
- Contractor's ability to manage subcontractor and prime contractor schedules to include base work, growth work, and new work.
- Timeliness and completeness of Subcontract Consent Requests.

**Provide specific examples of the contractor's work to support ratings. The narrative must tell the whole story and be supported by objective data. Any document referenced should also include the document subject, serial number, and date.**

Strengths:

Weaknesses:

Based on the above comments, and criteria on the coversheet, please fairly and accurately rate the Contractor's Overall Performance in MANAGEMENT below:

<input type="checkbox"/> <b>Exceptional</b>	<input type="checkbox"/> <b>Very Good</b>	<input type="checkbox"/> <b>Satisfactory</b>
<input type="checkbox"/> <b>Marginal</b>	<input type="checkbox"/> <b>Unsatisfactory</b>	<input type="checkbox"/> <b>N/A</b>

**Note: If you have any additional information that will assist in evaluating this contractor's past performance, please forward it to this office. Thank you for your assistance and time.**

**Field Monitor's Evaluation Report Form**  
**AFEB Testimony Format**

**MSMO PROGRAM**

**AWARD FEE FIELD MONITOR'S EVALUATION REPORT**

EVALUATION PERIOD No.: \_\_\_\_\_

CATEGORY: SCHEDULE / TECHNICAL / COST / MANAGEMENT  
(circle applicable category)

SHIP: USS \_\_\_\_\_ CLIN/SUBCLIN: \_\_\_\_\_

1. List Data and Reports Reviewed:
  
  
  
  
  
  
  
  
  
  
2. Summarize Strengths of Contractor Performance:
  
  
  
  
  
  
  
  
  
  
3. Summarize Weaknesses of Contractor's Performance:
  
  
  
  
  
  
  
  
  
  
4. Summarize Overall Performances:
  
  
  
  
  
  
  
  
  
  
5. Remarks:

\_\_\_\_\_  
Name (Print)/Code/Telephone

\_\_\_\_\_  
Signature/Date/Contract Performance Monitor

## AFEB Score Sheet

AFEB CALCULATIONS WORK SHEET - CNO							
AFEB CALCULATIONS FOR: Contractor				CONTRACT: N00024-04-C-XXXX			
EVALUATION PERIOD: #1				DATE OF AFEB: XX Month XX			
VOTER	SCHEDULE	TECHNICAL	MANAGEMENT	COST			
WF OPS OFFICER	100	100	100	100			
CNSL REP	100	100	100	100			
NAVSEA PEO	100	100	100	100			
ACO	100	100	100	100			
CHAIRMAN	100	100	100	100			
SUB-TOTAL	500	500	500	500			
AVERAGE	100.00	100.00	100.00	100.00			
WEIGHTED FACTORS	30%	20%	20%	30%			
SCORE	30%	20%	20%	30%			
COMP SCORE (PERF. RATING)				77%			
AWARD FEE POOL (10%) W/OUT INCENTIVES				\$ 811,348			
TOTAL AWARD FEE POOL W/INCENTIVES				\$ 945,058			
APPLICATION OF PERFORMANCE RATING							
94 - 100 = 100% OF AWD FEE POOL (NO FORMULA)				65 - 79 = PERFORMANCE RATING -40/50			
80 - 93 = PERFORMANCE RATING (NO FORMULA)				51 - 64 = PERFORMANCE RATING -50/50			
USE THIS CALCULATION IF 80-93		% OF AWARD FEE	X	SPECIAL SM BUS SUB-KRS	X	AVG OF SM BUS USED	
(77.00) (NO FORMULA)		77%		104%	DON'T CHANGE	112%	
		\$ 624,138		\$ 649,727	MAX % FROM TBL	\$ 727,694	
USE THIS FORMULA IF 65 - 79		% OF AWARD FEE	X	SPECIAL SM BUS SUB-KRS	X	AVG OF SM BUS USED	
(77.00 - 40) X 100 / 50 =		74.00%		104%	DON'T CHANGE	112%	
		\$ 600,897		\$ 624,413	MAX % FROM TBL	\$ 699,343	
SPECIAL SM BUSINESS SUBCONTRACTED				AVERAGE OF SMALL BUSINESS USED FROM SCHEDULE AS DETERMINED BY COST ANALYST			
2 = ADD'L 0%				83% = ADD'L 8%			
3 OR MORE = ADD'L 4%							
1 OR LESS = MINUS 8%				MAX OF 12% DDG MARMC- OTHERS 8%			
				PERF	FEE EARNED	NO	
				RATING	W/FORMULA	FORMULA	
ADV PLG	\$ 12,259	\$ -	\$ -	ADV PLG	\$ 12,259	77%	\$ 9,439
CNO	\$ 811,348	\$ 32,454	\$ 101,256	CNO	\$ 945,058	77%	\$ 699,343
EM-CM	\$ 69,391	\$ -	\$ 8,327	EM-CM	\$ 77,718	77%	\$ 59,843
TOTAL	\$ 892,998	\$ 32,454	\$ 109,583	MAX W/INCENTIVES	\$ 1,035,035		\$ 796,977

73.1% 77.0%

Enclosure (6)

**AFEB Process Spot Check Sheet**

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**Standards of Conduct**

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- 300-5 1 Do Performance Based Award Fee Board members avoid any action that would cause the appearance of?
- ☐ Using a Government office for private gain;
  - ☐ Giving preferential treatment to any person or entity;
  - ☐ Impeding Government efficiency or economy;
  - ☐ Losing complete independence or impartiality; or
  - ☐ Making a Government decision outside official channels that might affect public confidence in the integrity of the Government.
- 300-5 2 ☐ Have the RMC Board Members completed ethics training?
- ☐ Is there any indication (as noted in the Master File or in Hot Line Complaints) of preferential treatment to any person or entity?
- 300-5 3 ☐ Verify with RMC Legal Office that all RMC Board members have filed Confidential Statements of Affiliations and Financial Interests (SF 450).

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**Board Composition**

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- 303-5 4 ☐ Is the Performance Based Award Fee Board chaired by RMC Code 100 or his designated representative?
- 300-5 5 ☐ Are the following voting members represented on the Performance Based Award Fee Board?
- ☐ RMC Code 100 (or designated representative) -- Chairperson
  - ☐ Cognizant TYCOM representative (e.g. CNSF)
  - ☐ Cognizant PEO representative (e.g. PEO Ships)
  - ☐ Cognizant CLASSRON representative
  - ☐ RMC Code 300 (Waterfront Operations Officer)
  - ☐ RMC Code 400 (Administrative Contracting Officer)



## **AFEB Process Spot Check Sheet**

- 300-5 6 ☐ Does the Performance Based Award Fee Board have a permanent non-voting recorder provided by RMC?
- 300-5 7 ☐ Does the Performance Based Award Fee Board call non-voting Testimony Representatives tied to rating factors?
- ☐ RMC Code 300 Class Team Leader
- ☐ RMC Code 200 QA Representative (Technical)
- ☐ RMC Code 400 (Cost Monitor and Negotiator) (Cost)
- ☐ Others??
- 300-5 8 ☐ In the aggregate, does the Performance Based Award Fee Board consist of no more than eight (8) of the above voting and non-voting government members?
- 300-5 9 ☐ Two contractor representatives were present during the Performance Based Award Fee Board non-voting member testimony?

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### **Award Fee Evaluation Board Process**

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- 300-5 10 ☐ Does the Fee Determining Official (FDO) - Ship Program Manager Representative meet with the Performance Based Award Fee Board voting members and conduct a strategy session prior to the award fee meeting?
- 300-5 11 ☐ Is the contractor afforded the opportunity to provide an opening presentation reviewing the following: areas: Emergent Maintenance/Continuous Maintenance; CNO Availabilities and Execution Planning (60 minutes maximum)
- ☐ Overview of work accomplished
- ☐ Areas that exceeded contract requirements (strengths)
- ☐ Problems encountered and methods to address
- ☐ Cost Containment

**AFEB Process Spot Check Sheet**

- 300-5 12 ☐ Testimony (Management and Schedule):
- ☐ Does the Management and Schedule Category Leader RMC Code 300 Class Team Leader) present the following:
  - ☐ Management Responsiveness
    - ☐ Liaison
    - ☐ Issue and Problem Identification and Resolution
    - ☐ Program Support
  - ☐ Subcontractor Management
  - ☐ AIT Management
  - ☐ Resource Planning and Utilization
  - ☐ Contractual Milestones
    - ☐ Production Completion Date (PCD)
    - ☐ Docking and Undocking (as applicable)
    - ☐ Critical Path Work Item Completion
  - ☐ Integration of Third Party/Subcontractor Schedules
- 300-5 13 ☐ Testimony (Technical): Does the Technical Category Leader (RMC Code 200 QA Representative) present the following:
- ☐ Quality Assurance
    - ☐ Objective Measure (QDR Response Time)
  - ☐ Technical, Design and Engineering Performance
  - ☐ Integrated Logistic Support/Material Support
- 300-5 14 ☐ Testimony (Cost): Does the Cost Category Leader (RMC Code 400 Cost Monitor and Negotiator) present the following:
- ☐ Cost Control and Accounting (Cost Monitor)
    - ☐ Cost over-run/Under-run
    - ☐ Cost Fund Status Reports/Cost Schedule Status Reports
    - ☐ Variance Analysis
  - ☐ Cost Control and Accounting (Negotiator)
    - ☐ Cost Estimates and proposals
- 300-5 15 ☐ Was the contractor's performance in meeting the use of small business subcontractors assessed by the Performance Based Award Fee Board?
- ☐ Phase 1
    - ☐ Use at least two small business subcontractors for each availability
  - ☐ Phase 2
    - ☐ Meets the 40% small business subcontracting requirement for direct production costs:
      - ☐ Small Business Concerns
      - ☐ Veteran owned Small business concerns

**AFEB Process Spot Check Sheet**

- ☐ Service-disabled veteran-owned small business concerns
  - ☐ HUBZone small business concerns
  - ☐ Small disadvantaged business concerns
  - ☐ Women-owned small business concerns
  - ☐ Historically Black Colleges and Universities and minority institutions
  - ☐ Spreads the 40% requirement over a range of availabilities
- 300-5 16 ☐ After all non-voting members including contractors depart, the Performance Based Award Fee Board Members determine the
- ☐ Category Ratings
  - ☐ Final Scores
  - ☐ Areas for Improvement
  - ☐ Final Contractor Performance Assessment Reporting System (CPARS) Ratings (REF: <http://cpars.navy.mil/>)
- 300-5 17 ☐ Is there an effective mechanism for the Performance Based Award Fee Board to debrief results to the Contractor?

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**Award Fee Process - Timeline**


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- 300-5 18 ☐ Does the contractor supply input on work completed during the Award fee period in a timely manner (notionally 60 working days following completion of the end of the Semi-Annual Award Fee Period).
- ☐ Every six months following contract award?
  - ☐ All work completed during the timeframe will be considered including:
    - ☐ Emergent Maintenance
    - ☐ Continuous Maintenance
    - ☐ CNO Availabilities
    - ☐ Execution Planning

**NOTE: Contract Line Item Numbers (CLINs) are considered completed sixty days following completion of the work on that CLIN:**

- 300-5 19 ☐ Does the Performance Based Award Fee Board meet in a timely manner (notionally 70 working days following completion of the end of the Semi-Annual Award Fee Period).
- ☐ Every six months following contract award?

**AFEB Process Spot Check Sheet**

- 300-5 20 ☐ Are the results of the Performance Based Award Fee Board forwarded by letter to the contractor in a timely manner (nominally within 3 working days a letter is submitted to both the Fee Determining Official (FDO) - Ship Program Manager and to the contractor).
- 300-5 21 ☐ Is contractor feedback on Performance Based Award Fee Board decision received by the Fee Determining Official (FDO) - Ship Program Manager within 5 working days?
- 300-5 22 ☐ Does the Performance Based Award Fee Board provide clarification/amplification to the Fee Determining Official (FDO) - Ship Program Manager as requested?
- 300-5 23 ☐ Does the Fee Determining Official (FDO) - Ship Program Manager issue a final decision within 5 working days of receipt of the contractor response to the Performance Based Award Fee Board decision?
- 300-5 24 ☐ Does the RMC notify the contractor in writing of the final determination and issue a unilateral mod to provide the award fee within 5 working days of receipt of the final determination of the award fee from the Fee Determining Official (FDO) - Ship Program Manager?
- 300-5 25 ☐ Does the RMC publish the Final Fee Determining Official (FDO) - Ship Program Manager decision within 88 days of the End of the Semi-Annual Award Fee Period?
- ☐ Every six months following contract award?
- ☐ Issue a unilateral mod to provide the award fee.

**AFEB Process Spot Check Sheet****Understanding Management Evaluation Elements**

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- 300-5 26 ☐ Do Performance Based Award Fee Board voting members consider if contractor actions and decisions are in keeping with the Navy desire to reduce cost/time of maintenance?
- 300-5 27 ☐ Do Performance Based Award Fee Board voting members consider if contractor recommendations focus on efficiency as well as effectiveness, including the use of lean manufacturing processes?
- 300-5 28 ☐ Do Performance Based Award Fee Board voting members consider the contractor's effectiveness in applying lessons learned to improve performance and efficiency?
- 300-5 29 ☐ Do the Performance Based Award Fee Board voting members consider if the customer's housekeeping expectations exceeded the requirements of the NAVSEA Standard Items (and therefore resulted in additional costs)?
- 300-5 30 ☐ Do Performance Based Award Fee Board voting members consider the contractor's Contractor Performance Assessment Reporting System (CPARS) Ratings (REF: <http://cpars.navy.mil/>)?

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**Understanding Technical Evaluation Elements**

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- 300-5 31 ☐ Do Performance Based Award Fee Board voting members consider if the contractor utilizes any innovative processes that benefited the Government?
- 300-5 32 ☐ Do Performance Based Award Fee Board voting members consider how well the contractor delivers the original specification package?
- 300-5 33 ☐ Do Performance Based Award Fee Board voting members consider how well the contractor uses economic workarounds to avoid missed milestones

## AFEB Process Spot Check Sheet

and or rework caused by inadequate technical documentation?

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### Understanding Schedule Evaluation Elements

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300-5 34 ☐ Do Performance Based Award Fee Board voting members consider extenuating circumstances that may have impacted performance?

- ☐ When was the total work package definitized?
- ☐ How cooperative was Ship's Force
- ☐ When was the contract Funded?
- ☐ Was All LLTM properly identified?
- ☐ When was the GFM received?
- ☐ Did the contractor receive schedules from AITs, Ship's Force and RMC Production prior to start?
- ☐ Did AITs, Ship's Force and RMC Production complete their work as scheduled?
- ☐ Were there any conditions (i.e. weather, flooding, fire, etc.) that impacted work?
- ☐ Was the amount of growth added to scope above or below the norm?
- ☐ What was the complexity of the work added?
- ☐ Was the Critical Path impacted by additional work?
- ☐ Did the contractor properly identify material requirements?
- ☐ Did the contractor fully utilize material supplier community to mitigate impact?
- ☐ Were excess materials identifiable in references for definite ordering quantities?

300-5 35 ☐ Do Performance Based Award Fee Board voting members consider Milestone attainment?

- ☐ Production Completion Date
- ☐ Docking and Undocking (when applicable)
- ☐ Critical Path Work item completion
- ☐ Significant (but not Critical Path) Work item completion

300-5 36 ☐ Do Performance Based Award Fee Board voting members consider how well the contractor integrated Third Party and subcontractor schedules?

## **AFEB Process Spot Check Sheet**

- 300-5 37 ☐ Do Performance Based Award Fee Board voting members consider the contractor scheduling system deliverables?
- 300-5 38 ☐ Do Performance Based Award Fee Board voting members consider additional supporting metrics as applicable?
- ☐ Government Furnished Material/Contractor Furnished Material (GFM/CFM) status and analysis report
- ☐ % growth work added at 25%, 50% and 75% progress
- ☐ Critical Path and Total integrated schedule Analysis

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### **Understanding Cost Evaluation Elements**

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- 300-5 39 ☐ Do Performance Based Award Fee Board voting members consider how well the contractor identifies cost under-run or over-runs in a timely manner?
- 300-5 40 ☐ Do Performance Based Award Fee Board voting members consider how the ratio of the Estimate At Completion (EAC) to the Budget At Completion (BAC) is affected by deleted items or de-obligations?
- 300-5 41 ☐ Do Performance Based Award Fee Board voting members consider any extenuating reasons for the COPA T/A time, overruns; such as?
- ☐ Delays in Government Furnished Information (GFI)
- ☐ Delays in Government Furnished Material (GFM)
- ☐ Design issues

**AFEB Process Spot Check Sheet**

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**Calculating the Performance Rating**

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- 300-5 42 ☐ Based on all attributes considered, do Performance Based Award Fee Board voting members assign a maximum raw score of 100 points to each category (management, technical schedule and cost)?
- 300-5 43 ☐ Do Performance Based Award Fee Board voting members derive a numerical Performance Rating by multiplying published pre-determined weights for each category (management, technical schedule and cost) to the corresponding raw score and summing the result?

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**Maintaining Records**

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List the record keeping requirements?