

AWARD TERM PLAN

1.0 INTRODUCTION

This Award Term Plan (hereinafter referred to as the "Plan") serves as the charter which will be used to evaluate the contractor's performance of work required by this contract and to determine whether the performance award term (hereinafter referred to as the "award term option" or "term") will be granted. NIMA requires top-level performance to meet program requirements. Hence, this performance plan is designed to provide an additional incentive to the contractor for outstanding quality performance that will assist NIMA in achieving its transformation goal.

The intent of this plan is to establish procedures for the evaluation of contractor performance by furnishing guidelines and procedures for: (1) evaluating the contractor's performance during evaluation periods as referenced in paragraph 6.2 and (2) furnishing sufficient data to enable the Award Term Approving Official to determine whether the award term will be granted.

2.0 GENERAL

Through this plan, NIMA seeks to provide additional incentives for the contractor to perform at a level NIMA considers better than satisfactory. The award term option will only be exercised if overall performance is evaluated at a level greater than satisfactory in meetings contractual requirements. The factors for this determination are set forth in paragraph 6.1

3.0 PURPOSE

This plan and the specific contract provisions shall serve as a guide to NIMA personnel directly involved in the evaluations of contractor performance.

4.0 OBJECTIVES

The objective of this award term feature is to incentivize contractor performance in the areas delineated in paragraph 6.1. Therefore, the contractor should emphasize these areas in its performance of this contract.

5.0 PERFORMANCE AWARD TERM REVIEW TEAM

5.1 Organization The organization of the team is described in the following paragraphs:

5.1.1 **Award Term Approving Official** -- The Award Term Approving Official is NIMA's Component Acquisition Executive. This person may appoint another individual to perform this function as needed.

5.1.2 **Award Term Review Team.** The Award Term Approving Official will appoint a Team to assist in evaluating the contractor's performance. The Award Term Approving Official may appoint a Chairman to the Team or the Award Term Approving Official may serve as the

Chairman. The team members will ensure a fair and accurate assessment of the contractor's performance for the period being evaluated. The Team Chairman may also use non-voting advisors as necessary.

5.2 Duties of the Team

The duties of the Team area as follows:

- 5.2.1 Implement the plan and propose timely modifications to the plan if required, through the period of contract performance.
- 5.2.2 Evaluate contractor performance for each evaluation period.
- 5.2.3 Prepare and submit to the Award Term Approving Official a written evaluation of the contractor's performance.

5.3 Responsibilities

- 5.3.1 **Award Term Approving Official** Approves the award term plan and the evaluation factors and scoring methodology. Approves the composition of the Team. Determines the contractor performance rating and whether the award term period will be granted based on the factors of the plan. Advises the contractor of annual evaluation results and award term decision and documents the basis for the decision.
- 5.3.2 **Team Chairman.** Structures the Team membership to provide representation that reflects all appropriate aspects of contract performance and provides membership to adequately assess contractor performance for the period being evaluated. Conducts the evaluation under this plan. Schedules Team meetings and serves as a recorder at these meetings. Leads the team in developing a consensus evaluation and in resolving significant differences in ratings. Provides brief summary documentation for the Award Term Approving Official. May provide feedback to the contractor in order to focus the contractor on areas that would lead to improved performance in subsequent periods.
- 5.3.3 **Award Term Review Team** Monitors and evaluates contractor performance for the period under consideration, utilizing the factors set forth in the plan. Makes written evaluations, completes the evaluation worksheets (Award Term Evaluation Form – see attachment) and formulates award term recommendations. Briefs the Award Term Approving Official on evaluations, when requested, and provides supporting data/documentation to support the assessment of performance. Prepared the evaluation report and accompanying narrative justification. Identifies potential improvement areas and areas of emphasis for the next succeeding evaluation period to the Team Chairman for later contractor debriefing.
- 5.3.4 **Contracting Officer** Is a member of the Award Term Review Team. Prepares and distributes contract modifications awarding the term authorized by the Award Term

Approving Official. Maintains term documentation as part of the official order file. Retains historical files and other documentation relating to term matters for the contract.

6.0 PERFORMANCE EVALUATION AND FACTORS

NIMA shall evaluate the contractor's performance in achieving contract requirements for the term periods using the evaluation factors below. NIMA may notify the contractor of areas where emphasis should be placed for an upcoming period.

6.1. Evaluation Factors and Scoring

The contractor's performance will be evaluated on the basis of factors with subjective rating criteria. If the Contracting Officer does not provide specific notice in writing to the Contractor of changes to the evaluation criteria prior to the start of an evaluation period, the same criteria from the preceding period will be used in the subsequent evaluation period.

Each evaluation category and its associated factors is listed in order of importance with the first category listed as having the highest weighting to the last category having the lowest weighting.

Trends in Quality of Plans and Processes

- Trends in Enterprise Engineering Contract Award Fee scores for Quality and specifically for the three areas list below -
 - Quality of Engineering Analysis of Request for Changes.
 - Quality of Enterprise Engineering contract processes delivered and maintained.
 - Quality of evolving and maintaining enterprise architectures.

Support to NIMA's Thrust Area 1 - Continue to develop and foster a world-class workforce.

- The quality and level of Enterprise Engineering support to a NIMA community study to assess required Geospatial Intelligence production requirements (vice traditional geospatial information production requirements) to include near-real time support to the Common Operating Picture.

Support to NIMA's Thrust Area 3 – Stabilize and modernize the digital infrastructure.

- The quality and level of Enterprise Engineering support to identify any Information Technology requirements beyond those provided by ENterprise Geospatial INtelligence Environment (ENGINE).
- The quality and level of Enterprise Engineering support and coordination in evolving and maintaining the operational and technical views of the enterprise architecture.

Support to NIMA's Thrust Area 4 – Integrate and exploit all sensor types and sources.

- The quality and level of Enterprise Engineering support to identify customer requirements for Geospatial Intelligence support to Multi-Intelligence environment.

- The quality and level of Enterprise Engineering support to identify end-to-end plans to fully and horizontally integrate (task, ingest, process, exploit, and disseminate) new sources of data to include airborne, commercial and MASINT.

Support to NIMA's Thrust Area 5 – Rapidly insert technology

- The quality and level of Enterprise Engineering support to identify opportunities and prioritization of technology requirements for rapid technology insertion into NIMA's Operational and Sustainment infrastructure and streamline the process to accelerate technology insertion opportunities.
- The quality and level of Enterprise Engineering support to effectively use the NIMA Production Environment and streamline the technology insertion process.

6.2. Scoring for Award Term Eligibility

To be eligible for the award term entitlement, the evaluation team's consensus scoring, using table 6.2-1 Enterprise Award Term Rating Scale, shall result in a score of good or higher in the majority of the evaluation factors. This eligibility score may be raised after the basic year in recognition that efforts to start and transition into the contract may result in a lower score in the first year. If any individual factor is scored Marginal or lower, the contractor will not be eligible for the award term.

Table 6.2-1 Enterprise Award Term Rating Scale

Rating (Column 1)	Points (Column 2)	Rating Scale Definitions (Column 3)
Excellent	90-100	Contractor's performance of virtually all contract tasks is consistently noteworthy and provides numerous significant tangible or intangible, benefits to the Government. The few areas of improvement are all minor. There are no recurring problems. Contractor's management initiatives effective corrective action whenever needed. Initiative in executing the job and invoking improvements has been well demonstrated .
Good	80-89	Contractor's performance of most contract tasks is consistently above standard and provides numerous significant tangible or intangible, benefits to the Government (e.g., improved quality, responsiveness, increased timeliness, or generally enhanced effectiveness, increased timeliness, or generally enhanced effectiveness of operations). Although some areas may require improvement; these areas are minor and are more than offset by better performance in other areas. Few, if any, recurring problems have been noted, and the Contractor takes satisfactory corrective action.
Average	70-79	Contractor 's performance of most contract tasks is better than adequate and provides some tangible benefits to the Government in several significant areas. While the remainder of the Contractor's effort generally meets the contract requirements, areas requiring improvement are more than offset by better performance in other areas.
Marginal	50-69	Meets contract requirements, generally.

		Occasional delays or difficulty in meeting suspenses. Overall responsiveness could be improved. Quality of delivered product or service is such that the product or service can not be used without some rework.
Poor	0-49	Does not meet contract requirements. Quality of delivered product or service is such that the product or service is seriously flawed and it will be extremely unlikely that the product or service can be used without significant rework.

6.3. Performance Evaluation Periods

Evaluation areas for each performance evaluation period, as identified in paragraph 6.1 of this plan, will be reviewed for each performance evaluations. Performance reviews will be held in every six months.

7.0 Procedures

7.1. Step-by-step Procedures for Award Term Evaluation Periods

Step 1. Team members shall individually initiate their evaluation worksheets (Award Term Evaluation Form) within 5 calendar days after the end of each evaluation period. Informational sessions will be conducted at the end of two consecutive six month periods. The first contract year will be evaluated but no award term determination will be made. This will allow both the contractor and the Government to acclimate to the new contract. Except for contract year 1, an award term decision will be made every two years utilizing two 12 month periods. The first official evaluation for eligibility will be conducted at the end of Contract Year 2. Evaluations will be completed in 10 calendar days and completed worksheets will be submitted to the Team Chairman (if one is appointed) or Award Term Approving Official. Team members shall be prepared to brief their evaluations to the Chairman if necessary.

Step 2. The Team will develop a consensus evaluation of contractor performance in the appropriate areas for the period, using the factors set forth in the plan. The Team shall review all evaluation material along with supporting documentation and may call additional technical and management advisors to provide supporting information as required. Recommendations of the Team, together with supporting justifications, shall be presented to the Award Term Approving Official for final decision on the contractor performance rating. Evaluation activities need to be completed at a point earlier than 90 calendar days after the end of each period being evaluated in order for the evaluation decision to be made and announced no later than 90 days after the period being evaluated.

Step 3. No later than 10 calendar days after the Award Term Approving Official receives the Team's recommendations, the Award Term Approving Official shall make a determination of the contractor's evaluation rating for the period. A brief summary narrative report highlighting

contractor strengths and weaknesses shall be prepared. The announcement of the Award Term Approving Official's decision will be made not later than 90 days after the end of each period being evaluated as indicated in Step 4.

Step 4. The Contracting Officer shall provide the Award Term Approving Official notice or announcement to the contractor of the evaluation rating assigned. The notice shall be forwarded to the contractor not later than 90 days after the end of the applicable evaluation period and the modification adding the award term entitlement will follow as soon as practicable following the notification.

Step 5. If the contractor requests a price adjustment in accordance with the Award Term Clause, the Contracting Officer will negotiate the adjustment and issue a bilateral modification to the order with the new prices prior to commencement of work under the award term. The Contracting Officer will coordinate with the program manager to ensure funds are planned to cover the price adjustment in the award term period.

Step 6. Prior to commencement of work under an award term period, the Contracting Officer will issue a modification to the contract citing funds for the award term that reflect any price adjustment negotiated with the contractor pursuant to the Award Term clause.

8.0 Schedule (Notional)

Award Term Timelines

