

**AWARD TERM PLAN  
FOR  
N00178-04-R-4000  
SEAPORT ENHANCED**

**APPROVED:**

---

**Term Determining Official**  
*(Title)*

## **AWARD TERM PLAN**

### **1.0 INTRODUCTION**

a. This Award Term Plan is the basis for the Seaport Enhanced for the NAVSEA Warfare Center evaluation of the contractor's performance and for presenting an assessment of that performance to the Term Determining Official (TDO). An adjustment to the award term will not result in a contract ordering period of less than five years or greater than fifteen years from the award of the contract. This plan describes the specific criteria and procedures to be used to assess the contractor's performance and to determine the amount of award term earned. Actual award term determinations and the methodology for determining the award term are unilateral decisions made solely at the discretion of the Government.

b. Any contract term extensions earned will be reflected in unilateral contract modifications based upon terms earned as determined by the TDO. The award term earned will be determined by the TDO based upon review of the contractor's performance against the criteria set forth in this plan. The TDO may unilaterally change this plan prior to the beginning of an evaluation period. Changes to this plan that are applicable to a current evaluation period will be incorporated by mutual consent of both parties.

c. This Award Term Plan contractually entitles the contractor to award term extensions based on TDO decision and is only subject to cancellation based on the following specific contingencies: elimination of the requirement; lack of funding; termination for convenience, a total of two TDO determinations of marginal or unsatisfactory ratings, and regulatory or legal prohibition of award terms or restraints on the duration of contracts.

### **2.0 ORGANIZATION**

The award term organization consists of the Term Determining Official (TDO); an Award Term Review Board (ATRB) which consists of a chairperson, the Contracting Officer, a recorder, other functional area participants; and the Performance Monitors.

### **3.0 RESPONSIBILITIES**

a. **Term Determining Official**. The TDO approves the award term plan and any changes. The TDO reviews the recommendation(s) of the ATRB, considers all pertinent data, and determines the earned award term period. The TDO appoints the ATRB Chairperson.

b. **Award Term Review Board**. ATRB members review performance monitors' evaluation of the contractor's performance, consider all information from pertinent sources (including the contractor's self-assessment report), and arrive at an earned award

term period recommendation to be presented to the TDO. The ATRB may also recommend changes to this plan.

c. **ATR B Recorder**. The ATRB recorder is responsible for coordinating the administrative actions required by the performance monitors, the ATRB and the TDO. The recorder will prepare the official minutes of each Award Term session.

d. **Contracting Officer**. The CO appoints the TDO and Award Term Review Board members. The CO modifies the contract ordering period, if necessary, to reflect the TDO decision.

#### **4.0 AWARD TERM PROCESSES**

a. Available Award Terms. The earned award terms will be based on the contractor's performance during each evaluation period. There are two available five year Award Term periods.

b. Evaluation Criteria. If the CO 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. Any changes to evaluation criteria will be made by revising the Award Term Plan and notifying the contractor.

c. Contractor's Self-Assessment. The contractor's self-assessment report is submitted to the CO within 15 days after the end of the evaluation period. This written assessment of the contractor's performance throughout the evaluation period shall address each of the evaluation factors and may also contain any information that may be reasonably expected to assist the ATRB in evaluating the contractor's performance.

d. End-of-Period Evaluations. The ATRB Recorder notifies each ATRB member prior to the end of each evaluation period of the upcoming evaluation. The contractor shall submit a written Self-Assessment Report to the Contracting Officer within 15 calendar days from the end of the evaluation period. The ATRB will review the Contractor's Self Assessment and the performance monitors reports that have been submitted electronically to the portal at completion of each task order period of performance. The ATRB Chairperson recommends an award term to the TDO. The TDO makes the final decision and informs the CO of the earned award term period. If an extension is applicable, the CO issues a modification within 10 calendar days after receipt of the TDOs decision. If the TDO recommends that the Award Term not be awarded, the CO will provide written notification to the Contractor.

e. Award-Term Sessions. The Award Term Review Board will meet within 45 days after the end of the evaluation period. The ATRB shall consider the performance evaluation reports maintained on the portal and the written Self Assessment. The first

session will be held no later than the beginning of year four under the Base Period (April 2007). The second session will be held April 2011.

Attendees – ATRB, TDO, ATRB Recorder, and CO.

## **5.0 AWARD TERM PLAN CHANGE PROCEDURE**

The TDO may unilaterally change this plan prior to the beginning of an evaluation period. The contractor will be notified of changes to the plan by the CO, in writing, before the start of the affected evaluation period. Changes to this plan that are applicable to a current evaluation period will be incorporated by the mutual consent of both parties.

Annexes

1. Evaluation Criteria

## **ANNEX 1**

### **EVALUATION CRITERIA**

Technical Performance on Completed Tasks  
Achievement of Subcontracting Goals (Large Bus. Only)  
Accomplishment of Guaranteed Savings Goals

The above criteria will be evaluated on a pass/fail basis.

Technical Performance on Completed Tasks – The contractor’s performance (as reported on the portal and CPARs) may not be rated below satisfactory on any completed task under the contract. This includes individual ratings on subfactors.

Achievement of Subcontracting Goals (Large Business Only) – The contractor must demonstrate that their proposed subcontracting goals have been met or exceeded. The SeaPort portal will be used a data source as well as the contractor’s written self assessment.

Accomplishment of Guaranteed Savings Goals – The contractor has at a minimum met the proposed goals and can document real cost savings which have been realized by the Government in performance of this contract.