

## Attachment J.10

### Performance Retainage Evaluation Plan

#### 1. Introduction

1.1. In order to facilitate successful performance of the NASA Protective Services Contract (NPSC), the Government will follow this Performance Retainage Evaluation Plan. A retainage amount of 6% shall be withheld at the time of provisional acceptance (to occur every month) in a Performance Retention Pool (PRP). NASA will use the procedures outlined in J.10, J.11, and J.12 to make an evaluation regarding payment from the PRP. The completion of the evaluation and the associated payment from PRP will constitute final acceptance of the services for a six-month period. The Contracting Officer will notify the contractor of the amount of the 6% withheld from billing that may be invoiced when the PRP evaluation is completed.

1.2. The Government will evaluate the contractor's performance, in accordance with the procedures set forth below, at the expiration of each period specified in Table 1 - Evaluation Schedule. These Government evaluations will be based on the contractor's accomplishment of the work covered by the Performance Work Statement and authorized Task Orders (TO(s)) in accordance with the provisions set forth below. The evaluation will also consider the contractor's performance and implementation of effective phase-in. The PRP will be used to fund two assessments. The first assessment will involve performance at the task order level and will be made at the center level. An amount of 4% in the PRP shall be available for this assessment. The assessment for performance at the task order level shall be conducted in accordance with this attachment and attachment J.12.

1.3. The second assessment will involve overall contract performance and will be made by the NSSC. The 2% retainage payment by the NSSC is further broken down to: 1.2% for overall contractor performance and .8% for small business utilization. An amount of 2% in the PRP shall be available for this assessment. The assessment for overall contract performance shall be conducted in accordance with this attachment and attachment J.11 – Performance Evaluation contract Administration Office.

#### 2. Organizational Structure

##### 2.1. Contract Administration Office (CAO)

2.1.1. The CAO will be composed of NASA technical and administrative personnel from the NASA Shared Services Center (NSSC) and headed by the Contracting Officer's Technical Representative (COTR). The COTR will be the focal point for the accumulation and development of evaluation reports, reviews, and presentations, as well as discussions with contractor management on evaluation matters.

2.1.2. The CAO will evaluate the contractor's performance in accordance with Attachment J-11, Performance Evaluation, Contract Administration Office. All determinations shall be reviewed and concurred by the Assistant Administrator's of the Office of Security and Program Protection; and Small Business Programs. The Executive Director of the NSSC (or his/her designee) will be the final approval authority for evaluations conducted by the CAO.