

## APPENDIX B – SAMPLE T&E AWARD FEE CRITERIA

This checklist is not meant to be all inclusive, but rather serves as a sample to guide discussions and decisions relative to award fee planning, accountability, and reporting for the program. To the extent that T&E measures of contractor performance can be objectively measured, an incentive fee, rather than an award fee, should be used to motivate excellent contractor performance. While the samples below may be useful, fee determination must be done solely in accordance with the applicable contract clauses and Award Fee Plan.

EXCELLENT	VERY GOOD	SATISFACTORY	UNSATISFACTORY
<p>T&amp;E reviews met all the entry, exit, and success criteria (including teammates, vendors, and subcontractor reviews).</p> <p>Reviews were successful. Program proceeded as planned. Reliability growth covered with complete risk assessment on all critical areas.</p> <p>T&amp;E baseline data package is complete with no TBDs, omissions, or incorrect data. Requirements management process is actively used with minimal change rate, no technical discrepancies, and only a few administrative discrepancies. Baselines established ahead of schedule.</p> <p>T&amp;E reflects best practices. Best practices are flowed down to subs, teammates, and vendors. Program execution applies the documented program processes.</p> <p>Critical path is defined and actively managed. Proactive risk management processes applied across the program to include, subs, vendors, teammates, and government participants. Risk mitigation plans are in place and on schedule.</p> <p>A deficiency reporting process is clearly identified and part of the review process.</p>	<p>T&amp;E reviews met most of the entry, exit, and success criteria. Only minor omissions. Reviews were successful although there were minor re-reviews but no significant delays to subsequent events. Reliability growth covered with some risk assessment provided on most critical areas.</p> <p>T&amp;E baseline data package is mature and stable with only minor TBDs, omissions, or incorrect data. Requirements management process is in place and used with acceptable change rate with only minor technical discrepancies. Baselines established on schedule.</p> <p>T&amp;E reflects best practices, and program-specific needs. Best practices are flowed down to principal subs, vendors, and teammates. Program execution applies critical documented program processes.</p> <p>Critical path is defined and managed. Risk management process includes subs, vendors, teammates, and government participants. Risk mitigation plans are in place and incorporated into the program. Only minor delays to risk mitigation schedules.</p> <p>A deficiency reporting process is in place and is sporadically used in reviews.</p>	<p>T&amp;E reviews met most of the entry, exit, and success criteria. Reviews were successful although a few items required subsequent re-review. Is consistent with the TES and TEMP, as appropriate, and the SEP. Program experienced some rework with no program impacts to the critical path. Reliability growth covered with risk assessment provided on some critical areas.</p> <p>T&amp;E baseline data package is well defined, mostly mature, and stable with no serious TBDs, omissions, or incorrect data. Requirements management process is in place and used with acceptable change rate and no serious technical discrepancies. Baselines established on schedule.</p> <p>T&amp;E reflects best practices that are critical to high-risk program areas. Best practices are flowed down to critical subs, vendors, and teammates. Program execution usually applies to the documented program processes.</p> <p>Critical path is defined and managed. Risk management process includes critical subs, vendors, and teammates. Risk mitigation plans are focused on critical path and incorporated into the program. Occasional modification of or addition of risk mitigation plans is needed.</p> <p>A deficiency reporting process is in place but not regularly used.</p>	<p>T&amp;E reviews did not meet some of the entry and exit criteria. Omissions are considered significant. Is not consistent with SEP, TES, TEMP as appropriate.</p> <p>Subsequent re-reviews required. Program delays and cost increases experienced. Critical path was affected. Reliability growth not mentioned.</p> <p>T&amp;E baseline data package only partially defined. Requirements management process experiences high change rate and in the state of flux. Program delays or cost increases incurred. Critical path is affected.</p> <p>T&amp;E reflects best practices. Best practices are not flowed down to critical subs, vendors, and teammates. Program has deviated from the documented program processes.</p> <p>Critical path is ill-defined, not well managed. Risk management plans are not well defined and do not include the subs, vendors, or teammates. Continual modification of or addition of risk mitigation plans that affect the critical path are needed.</p> <p>A deficiency reporting process is in place but not used.</p>