

**AWARD-FEE PLAN**  
**FOR**  
**HUD-VASH Housing Placement and Case Management Services**  
**Date of Approval: TBD**  
**Contractors Name: TBD**  
**VA262-16-R-0704**

**Prepared By:**

---

Shavon Bogan, Administrative CO, NCO 22

**Approved By:**

---

Sandra Fusco, Branch Chief, Medical Sharing 2, NCO 22

---

Chelsea Black, Chief, Division 1, NCO 22

---

Kevin W. Blanchard, Director of Contracting, NCO 22

## **Contents**

<b>INTRODUCTION.....</b>	<b>3</b>
<b>ORGANIZATION.....</b>	<b>3</b>
<b>RESPONSIBILITIES .....</b>	<b>3</b>
<b>AWARD-FEE PROCESS.....</b>	<b>4</b>
<b>AWARD-FEE PLAN CHANGE PROCEDURE .....</b>	<b>5</b>
<b>CONTRACT TERMINATION .....</b>	<b>5</b>
<b>AWARD-FEE ORGANIZATION .....</b>	<b>6</b>
<b>AWARD-FEE ALLOCATION BY EVALUATION PERIODS.....</b>	<b>6</b>
<b>EVALUATION CRITERIA.....</b>	<b>8</b>
<b>EVALUATION AND AWARD-FEE MATRIX.....</b>	<b>8</b>

## **Introduction**

This award-fee plan is the basis for the HUD-VASH Housing Placement and Case Management Services provided to the VA Greater Los Angeles Healthcare System's (VAGLAHS) evaluation of the contractor's performance and for presenting an assessment of that performance to the Fee Determining Official (FDO). It describes specific criteria and procedures used to assess the contractor's performance and to determine the amount of award fee earned. Actual award-fee determinations and methodology for determining the award fee are unilateral decisions made solely at the discretion of the Government.

The award fee will be provided to the contractor through contract modifications and is in addition to the firm-fixed price (FFP) provisions of the contract. The award fee earned and payable will be determined by the FDO based upon review of the Contractor's performance against the criteria set forth in this plan. The FDO may unilaterally change this plan prior to the beginning of any evaluation period. The Contractor will be notified of changes to the plan by the Contracting Officer (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 mutual consent of both parties. Unless the CO gives the contractor specific written notice of any changes to evaluation criteria 10 days prior to the start of a new evaluation period, the same evaluation criteria and weights listed for the preceding period will be used in subsequent periods.

## **Organization**

The award-fee organization consists of: the FDO; an Award Fee Review Board (AFRB) which consist of the CO (chairperson), The Contracting Officer Representative (COR), other government functional area participants, and the Performance Monitors.

## **Responsibilities**

### **Fee Determining Official**

The FDO approves the award-fee plan and any significant changes. AFRB members are approved by the FDO. The FDO reviews the recommendations of the AFRB, considers all pertinent data, and unilaterally determines the earned award-fee amount for each evaluation period.

### **Award Fee Review Board**

AFRB members review Performance Monitors' evaluation of the Contractor's performance, consider all information from pertinent sources, and arrive at an earned award-fee recommendation to be presented to the FDO. The AFRB may also recommend changes to the award fee plan. If the Contractor provides a written self-assessment of its performance prior the AFRB's review; the AFRB must consider this assessment when developing the earned award-fee recommendation to the FDO.

### **AFRB Recorder**

The AFRB Recorder is responsible for coordinating the administrative actions required by the Performance Monitors, the AFRB and the FDO, including:

- a. Receipt, processing, and distribution of evaluation reports and supporting documentation from all required sources.
- b. Assisting with internal evaluation of milestones.
- c. Participate in FDO determination briefings with the Contractor

### **Contracting Officer**

The CO is the liaison between the Contractor and Government personnel.

### **Performance Monitors**

Performance Monitors maintain written records of the Contractor's performance in their assigned evaluation areas so that a fair and accurate evaluation is obtained. The Performance Monitors will also prepare a quarterly end-of –period evaluation report as directed by the AFRB.

## **Award-Fee Process**

### **Available Award-Fee Amount**

The available award-fees for each evaluation period (quarterly) are shown in the award-fee matrix tables. The award-fee earned will be paid based on the Contractor's performance during each evaluation period.

### **Evaluation Criteria**

If the CO does not give specific notice in writing to the contractor for any change to the evaluation criteria prior to the start of a new evaluation period, then the same evaluation criteria listed for the preceding period will be used in the subsequent award-fee evaluation period. Any changes to evaluation criteria will be made by contract modification and notifying the Contractor.

### **End-of-Period Evaluations**

The AFRB Recorder notifies each AFRB member and Performance Monitor to begin preparing evaluations and award-fee documents fifteen calendar days before the end of the evaluation period. Performance Monitors must submit their evaluation reports to the AFRB five business days after the end of the evaluation period. The AFRB prepares its evaluation report and recommendation of earned award-fee. The AFRB briefs the evaluation report and recommendation to the FDO. At this time the AFRB may also recommend any significant changes to the award-fee plan for FDO approval. The FDO determines the overall grade and earned award-fee amount for the evaluation period within five business days after receipt of the

AFRB recommendation. The FDO letter informs the Contractor of the earned award-fee amount. The CO issues a contract modification within 10 business days after the FDO's decision is made authorizing payment of the earned award-fee amount.

### **Contractor's Self-Assessment**

When a contractor chooses to submit a self-evaluation, it must be submitted to the CO in writing fifteen days prior to the end of the evaluation period. This written assessment of the Contractor's performance throughout the evaluation period may also contain any information that may be reasonably expected to assist the AFRB in evaluating the Contractor's performance. The Contractor's self-assessment may not exceed three pages.

### **Award-Fee Plan Change Procedure**

All changes shall be approved by the FDO unless delegated to the AFRB Chairperson through contract modification. Unilateral changes may be made to the award-fee plan if the Contractor is provided written notification by the CO before the start of the upcoming evaluation period. Changes affecting the current evaluation period must be by mutual agreement of both parties.

### **Contract Termination**

If the contract is terminated for the convenience of the Government after the start of an award-fee evaluation period, the award-fee deemed earned for that period shall be determined by the FDO using the normal award-fee evaluation process. After termination for convenience, the remaining award-fee amounts allocated to all subsequent award-fee evaluation periods cannot be earned by the contractor and therefore, shall not be paid.

## Award-Fee Organization

### **Members:**

Fee-Determining Official: Chief, Division 1, NCO 22

Award-Fee Review Board Chairperson: Administrative Contracting Officer, NCO 22

### **Award-Fee Review Board Members:**

HUD-VASH Program Coordinator, VAGLAHS: Heidi Weinreich

Contracting Officer Representative: Sheila Lynch

Performance Monitor: TBD

### **Award-Fee Allocation by Evaluation Periods**

The award-fee earned by the contractor will be determined at the completion of each evaluation period shown. The percentage and dollars shown corresponding to each period is the maximum available award-fee amount that can be earned during that particular period.

#### **Base Year: Dates TBD**

<b>Evaluation Period</b>	<b>From</b>	<b>To</b>	<b>Available Award-Fee</b>
1 <sup>st</sup> Quarter			25%
2 <sup>nd</sup> Quarter			25%
3 <sup>rd</sup> Quarter			25%
4 <sup>th</sup> Quarter			25%
			<b>100%</b>

#### **Option Year 1: Dates TBD**

<b>Evaluation Period</b>	<b>From</b>	<b>To</b>	<b>Available Award-Fee</b>
1 <sup>st</sup> Quarter			25%
2 <sup>nd</sup> Quarter			25%
3 <sup>rd</sup> Quarter			25%
4 <sup>th</sup> Quarter			25%
			<b>100%</b>

**Option Year 2: Dates TBD**

<b>Evaluation Period</b>	<b>From</b>	<b>To</b>	<b>Available Award-Fee</b>
1 <sup>st</sup> Quarter			25%
2 <sup>nd</sup> Quarter			25%
3 <sup>rd</sup> Quarter			25%
4 <sup>th</sup> Quarter			25%
			<b>100%</b>

**Option Year 3: Dates TBD**

<b>Evaluation Period</b>	<b>From</b>	<b>To</b>	<b>Available Award-Fee</b>
1 <sup>st</sup> Quarter			25%
2 <sup>nd</sup> Quarter			25%
3 <sup>rd</sup> Quarter			25%
4 <sup>th</sup> Quarter			25%
			<b>100%</b>

**Option Year 4: Dates TBD**

<b>Evaluation Period</b>	<b>From</b>	<b>To</b>	<b>Available Award-Fee</b>
1 <sup>st</sup> Quarter			25%
2 <sup>nd</sup> Quarter			25%
3 <sup>rd</sup> Quarter			25%
4 <sup>th</sup> Quarter			25%
			<b>100%</b>

\*\*The Government may unilaterally revise the distribution of the remaining award-fee dollars among subsequent evaluation periods. The Contractor will be notified of such changes, if and, in writing by the CO before the relevant period is started and the award-fee plan will be modified accordingly.

## Evaluation Criteria

### Veteran Housing Voucher:

Each Veteran receives their housing voucher within 60 days or less of admission into the HUD-VASH program.

### Veteran Housing Placement:

Each Veteran that has received a housing voucher is housed within 90 days of receipt of Veteran's HUD-VASH voucher.

## Evaluation and Award-Fee Matrix

\*\*The below matrix reflect a pass/fail rating for each task in regards to applicable award-fees from the annual award fee pool of \$\_\_\_\_\_.

\*\*\*Award-Fee pools will be determined by October 1<sup>st</sup> of every contract year. Award-Fees may vary from year to year based on available funding.

### Base Year

Quarter	Task	Performance Threshold	Award Fee Percentage	Available Award-Fee
1st	Veteran Housing Voucher	90%	25%	25%
2 <sup>nd</sup>	Veteran Housing Voucher	90%	12.5%	25%
	Veteran Housing Placement	90%	12.5%	
3 <sup>rd</sup>	Veteran Housing Voucher	90%	12.5%	25%
	Veteran Housing Placement	90%	12.5%	
4 <sup>th</sup>	Veteran Housing Voucher	90%	12.5%	25%
	Veteran Housing Placement	90%	12.5%	
Total			100%	100%



**Option Year Two**

<b>Quarter</b>	<b>Task</b>	<b>Performance Threshold</b>	<b>Award Fee Percentage</b>	<b>Available Award-Fee</b>
1 <sup>st</sup>	Veteran Housing Voucher	90%	12.5%	25%
	Veteran Housing Placement	90%	12.5%	
2 <sup>nd</sup>	Veteran Housing Voucher	90%	12.5%	25%
	Veteran Housing Placement	90%	12.5%	
3 <sup>rd</sup>	Veteran Housing Voucher	90%	12.5%	25%
	Veteran Housing Placement	90%	12.5%	
4 <sup>th</sup>	Veteran Housing Voucher	90%	12.5%	25%
	Veteran Housing Placement	90%	12.5%	
Total			100%	100%

**Option Years 3 and 4**

<b>Quarter</b>	<b>Task</b>	<b>Performance Threshold</b>	<b>Award Fee Percentage</b>	<b>Available Award-Fee</b>
1 <sup>st</sup>	Veteran Housing Voucher	90%	12.5%	25%
	Veteran Housing Placement	90%	12.5%	
2 <sup>nd</sup>	Veteran Housing Voucher	90%	12.5%	25%
	Veteran Housing Placement	90%	12.5%	
3 <sup>rd</sup>	Veteran Housing Voucher	90%	12.5%	25%
	Veteran Housing Placement	90%	12.5%	
4 <sup>th</sup>	Veteran Housing Voucher	90%	12.5%	25%
	Veteran Housing Placement	90%	12.5%	
Total			100%	100%