

## ATTACHMENT J-4

### DELIVERABLES

#### Pre-award Deliverables Sample:

Item	Deliverable	Frequency	Due
1	Preliminary Assessment	One time	Per contractor schedule
2	30% IGA	One time	Per contractor schedule
3	60% IGA	One time	Per contractor schedule
4	95% IGA	One time	Per contractor schedule
5	Final IGA/ Proposal	One time	Per contractor schedule

#### Post-award Deliverables:

Item	Deliverable	Frequency	Due
1	Signed Contract	One time	Upon Receipt from agency
2	OPM Data	One Time	Upon contract award
3	Certificate of Insurance	One time	15 days after award
4	Performance Bond	One time	30 days after award
5	Payment Bond	One time	30 days after award
6	Project Schedule (CPM)	Bi-Weekly	Award Kick-off meeting and subsequent project calls.

7	Completed SF1413 and Subcontract Signed Agreements	One Time	Per 52.222-11 – completed SF1413 within 14 days of awarded subcontract
8	Submittal Log	Quarterly Update	Initial Due at Award Kick-off.
9	Work Schedule	Monthly	10 days before work start
10	Work Outside Normal Hours	Per occurrence	5 days before work start
11	Design and Construction Package	Per ECM/Facility	Due date based on proposal and negotiations days after award
12	ECM Installation Quality control Inspection Program	One time	Due date based on proposal and negotiations days after award
13	Commissioning Plan	One time	After Approval of item 11 above
14	Safety and Health Plan	One time	Due date based on proposal and negotiations days after award
15	Notification of Utility Interruption	Per occurrence	15 working days prior to outage
16	Payrolls	Weekly	Due date based on proposal and negotiations days after award
17	Daily Logs	Daily	Due date based on proposal and negotiations days after award
18	Incident Reports	As-Required.	Due date based on proposal and negotiations days after award
19	RFI Log	As-Required, Monthly Updates	Due date based on proposal and negotiations days after award
20	Operation Work Procedure	As-Required	With training class

21	Maintenance Work Procedure and Maintenance Work Requirements and Checklist	One time	With training class
22	O&M Manuals and Spare Parts Lists	One time	Prior to agency acceptance of project
23	Warranty Log and a copy of each Warranty	One time	Prior to agency acceptance of project
24	Commissioning Report	One time	Upon ECM installation and commissioning
25	Post-Installation Report	One time	Prior to Government's acceptance
26	As-built Drawings	Per ECM	Prior to Government's acceptance
27	First Year - M&V Reports	Quarterly	Due date based on proposal and negotiations days after award
28	Annual M&V Report on ECM Performance	Annual	As agreed upon in the IGA
29	Modifications	Per modification	Upon receipt of signed modification