

CONTRACT MANAGEMENT PLAN TEMPLATE (Optional)

CONTRACT MANAGEMENT PLAN

CONTRACTING ACTIVITY NAME

CONTRACT NUMBER

DATE

Name

Contracting Officer

Office Symbol, Telephone Number

Date

Name

Head of Contracting Activity (HCA)

Office Symbol, Telephone Number

Date

CONTRACT MANAGEMENT PLAN

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CONTRACT MANAGEMENT PLAN FOR THE *CONTRACT ACTIVITY NAME*

Please note that this template contains key components that should be considered when drafting a Contract Management Plan (CMP). This list is not all-inclusive and all areas may not apply to your contract. Also, include other components or areas pertinent to your contract.

In addition, information required in the CMP may already exist under another document (i.e. Functional Requirement Accountability Management, Performance Evaluation Measurement Plan (PEMP), Quality Assurance Surveillance Pan (QASP), Risk Management Plans, etc.). You should include these documents as attachments or references within the CMP to create a cohesive management strategy.

Although the procurement person prepares the CMP, it is vitally important that the CMP contain the input of other members of the contract management team to ensure that existing issues, vulnerabilities, and risks are adequately addressed. Consequently, the draft CMP should be routed for input through members of the contract management team.

Purpose of the Contract Management Plan

This section should address the purpose of the Contract Management Plan as it directly relates to the project or program. The purpose should include the value or benefits, intended audience, and the uses of the CMP. See pages 2 and 10 of the Guide for Contract Management Planning for the general purpose and uses of the CMP to ensure successful contract performance.

1.0 Contract Summary and Background of the Scope of Work

In this section, provide a summary of the project or program. This section should include the type of work being performed, the goals of the contract, the place of performance, and significant features of the contract. See Section C of the contract.

2.0 Identification of Key Contract Management Team Members, Including Authorities and Limitations

This section should identify individuals (e.g. Contracting Officer, Contracting Officer Representative, Technical Monitors, Federal Project Director, quality assurance monitors, facilities representatives, program officials, contractor human resource management specialists, organizational property management officer, or other Program Office Security Officials, etc.) that have direct contract oversight responsibilities in ensuring that the government receives the deliverables and services identified in the contract. These individuals may consist of the same membership as the Integrated Project Team (IPT). See page 8 of the Guide for Contract

Management Planning for general roles and responsibilities of the contract management team members.

3.0 Contract Management Team Coordination

The CMP should incorporate detail and specificity regarding identification of the members of the contract management team, the IPT, and their responsibilities. How the members of contract management team and the IPT are integrated to interact to resolve contract management issues is key to effectively managing the contract. The CMP should state how the team members relate to, and coordinate with, each other. Discuss how post award conferences, regular meetings, ad hoc meetings, established relationships, etc. are used to identify, analyze and resolve contract management issues and challenges.

4.0 Contract Identification

The CMP should include the following contract information.

| | |
|---|--|
| Contractor name: | |
| Contract number: | |
| Current period of performance: | |
| Current contract value: | |
| Contract type: | |
| Contractor key personnel: (Note: You may reference the contract clause.) | |

5.0 Contract Management Processes

In this section, identify the critical process or guidelines for successfully managing the contract and reference sections of the contract (e.g. conditions, instructions, contract clauses, etc.) that support these functions. In each critical process, explain how the team members are integrated to effectively address and resolve contract management issues. Successfully integrating team members into an effective team goes a long way toward ensuring issues are addressed in a timely manner and effectively resolved. This interaction can be through regular meetings to discuss pertinent issues or it can be through Ad Hoc groups specifically formed to address more compelling issues and problems.

5.1 Contract Transition Planning

Address the plan for transitioning from an incumbent contractor to a new contractor

and/or contract type and the plan for ensuring that government furnished items, property, or information is accounted for (The incumbent contractor is responsible for reconciling discrepancies.). Include transition strategies, schedules and identify the individuals responsible for facilitating a smooth transition.

5.2 Contract Communication Protocol

In the following sections, address how formal, informal and outside communication is expected to flow. See page 8 of the Guide for Contract Management Planning for information on written and oral direction.

Formal communications with the Contractor

Include in this section technical direction to the contractor, correspondence instructions, and correspondence controls and tracking systems. This section should reference contract requirements regarding formal communication.

Informal communications

In this section, address non binding communication and meetings with CMT and IPT members. Informal communication can occur between members of the CMT and IPT and any contractor employee. This type of communication is non-binding for both the government and contractor and does not constitute contract direction.

Outside Communications

Include in this section the communication protocol with parties other than DOE staff (e.g. non CMT and IPT members, other government agencies (state & local government), etc.) regarding responsibilities and work scope. The section should address the coordination process with CMT and IPT members. It is critical that communications with entities outside of the contractual relationship between the contractor and DOE not be construed as contractual direction to change the scope or terms and conditions of the contract.

5.3 Government Furnished Services/Items (GFS/I) Review Process

Reference any government furnished services, items, property, or information identified in the contract. Also, in this paragraph, discuss the strategy for furnishing and monitoring the GFS/I and the strategy for ensuring the contractor maintain lifecycle accountability of all furnished sensitive and high risk property including contaminated assets. If applicable, address the approach for ensuring the contractor complies with DOE O 580.1 and property clauses identified in the contract. Identify the key individuals responsible for ensuring timely provisions to the contract. Include government reviews approvals and performance, cost and/or schedule impacts if not timely delivered Below is an illustration of a table delineating the GFS/I identified in the contract.

| Scope | Requirement | GFS/I | Responsible Individual |
|---|---|---|------------------------------------|
| The Contractor shall support DOE by performing infrastructure support described in Section C, PWS. | DOE shall ensure Government controlled data systems are available for Contractor access as needed to provide infrastructure activities. | DOE will ensure the following systems are available to the Contractor throughout the period of performance of this contract: Integrated Planning Accountability and Budget Systems Facility Information Management System | Project Manager |
| The Contractor shall store, characterize, process, package, ship and dispose of waste in accordance with applicable laws, regulations and DOE directives. | DOE shall provide disposal rates and requirements for waste. | DOE will provide estimated disposable rates by within 30 days of request. | Contracting Officer Representative |

5.4 Method for Monitoring Performance-Based Objectives

Describe the methods for monitoring and evaluating the performance-based objectives. The Quality Assurance Surveillance Plan (QASP) addresses the methods for monitoring performance against the contract. This section should address contractor oversight (e.g. field inspections, monthly assessment of project status, contract administration, deliverable reports, budgetary data, physical inspections, etc.). Also, identify the roles and responsibilities of the individuals involved in monitoring and evaluating the performance-based objectives. See Page 7 of the Guide for Contract Management Planning for a discussion on the QASP. (Note: If this information is contained in the QASP, you may reference the QASP in this section or provide it as an attachment to the CMP.) Some Performance Evaluation Measurement Plans (PEMPs), which fulfill the requirements for a QASP, also provide this information. See Page 3 of the Guide for Contract Management Planning for a discussion on the link between the PEMP and the CMP.

5.5 Inspection and Acceptance Process

Discuss the strategy for ensuring contract requirements conforms to quality assurance provisions and address the roles and responsibilities of the individuals involved in this process. Also, reference the sections in the contract that addresses inspection and acceptance.

5.6 Invoice Review

Discuss the plan or process (e.g. instructions, certifications, documentation, etc.) for reviewing and approving invoices; and reference the invoice requirements addressed in the contract. Also, discuss the roles and responsibilities of those individuals that have direct involvement in the process.

5.7 Fee Administration

Discuss the strategy for administering the fee (e.g. cost incentives, award, conditional payment, etc.) and reference all contract fee related requirements. Also, discuss the roles and responsibilities of those individuals that have direct involvement in the process. If the information is contained in a PEMP or similar document, it may be referenced in, or attached to, the CMP.

5.8 Contract Change Control Process

Discuss the strategy and procedures for managing the formal change control process to scope, cost and schedule as well as mitigating variances to approved scope, cost or schedule. This paragraph should include the individuals responsible for the review and approval of baseline changes and variances.

5.9 Review of Contractor's Requests for Equitable Adjustments

Discuss the review and approval process for evaluating the requests for equitable adjustments (REAs). Also, include the roles and responsibilities of the parties involved in the process. Discuss procedures for ensuring that REAs are proposed, evaluated, negotiated and contractually implemented in a timely manner.

5.10 Contractor Litigation Management

Address the contractor litigation management process and include contract references to legal management requirements. Also, identify individuals responsible for controlling and overseeing this process.

5.11 Contractor Employee Claims System

Discuss the strategy for monitoring and processing employee claims (e.g. workforce restructuring, contractor human resource, etc.). Also, identify the individuals involved in the process. Reference any areas in the contract that address contractor employee concerns.

5.12 Proposed Settlement of Costs for Post Contract Liabilities

Discuss the strategy for ensuring post contract liabilities will be addressed (e.g. pension plans, post retirement benefits (PRB) other than pension, the displaced workers' medical benefit program (DWMBP), IBNR workers' compensation claims and any associated insurance reserves, etc.). Reference any areas in the contract that addresses post-contract liabilities.

5.13 Contract Records

Identify the records acquired or generated by the contractor in performing this contract (i.e. property records, occupational and health records, audit records, etc.). Discuss the strategy and the parties involved in ensuring that the records will be transferred to the new contract or maintained with the expired contract.

5.14 Contract Closeout

Address the strategy for ensuring that requirements of contract are met when the contract is physically complete. Contract closeout shall conform to the requirements of FAR 4.804, Closeout of Contract Files.

6.0 Contract Deliverables and Performance Risk Areas

6.1 Contract Deliverables

Identify critical milestones and contract deliverables (e.g. Transition Plan, Risk Mitigation Plan, Project Management, Integrated Safety Management System, Quality Surveillance Assurance Plan, Government Furnished Services/Items, Litigation Management Plan, Collective Bargaining Units, etc.); and the individuals responsible for the requirement. Also, reference the contract requirement. These documents are usually required within 90 days of contract award. See Appendix A for a sample of a

deliverables matrix.

6.2 Key Contract Vulnerabilities or Performance Risk Areas

Identify known significant contract vulnerabilities or performance risks and the individuals responsible for mitigating these risks. If DOE O 413.3 is applicable, reference the risk management plan in this section or include it as an attachment to the CMP. See pages 4 of the Guide for Contract Management Planning for examples of contract vulnerabilities and performance risk areas. Below is an illustration of a table delineating the performance risks identified in the contract.

| Risk/Vulnerabilities | Consequences | Mitigating Actions | Responsible Individual |
|---|---|---|--|
| Unknown project end-state (e.g., entombment, Greenfield, or Brownfield, backfill density, demolition to grade or to 3 feet below grade) | Delay in project completion, increased costs and schedule delays; Potential contract modification | Develop a NEPA EIS and Record of Decision. NEPA EIS determination | Project Manager |
| Delay in receipt of T-3 Cask license renewal | Impact sodium-bonded fuel shipments to ANL-W. Delay in project completion, increased costs, reduced resources | Submit SARP addendum. Track activities at DOE-HQ and NRC | Contracting Officer Representative |
| Unaccounted sensitive or high risk property | Health/safety risks to employees and public; potential litigation and liability, congressional visibility; prompt GAO/IG audits | Maintain lifecycle accountability of sensitive or high risk property. Report losses within 24 hours of known loss | Organizational Property Management Officer or Property Administrator |

7.0 Strategy for Cost Reduction

In this section, address any cost reduction or removal of value added contract requirements and procedures. Also, include in this section, the roles and responsibilities of the individuals involved in the process.

8.0 Key Performance Metrics

The section should identify any key performances for determining contractor progress. Below is an illustration of a table delineating major milestones identified in the contract.

| Contract Requirement | Major Milestones | Due Date |
|----------------------|---|-----------|
| M-81-13 | Complete reactor and heat transport system sodium drain | 6/30/2005 |
| M-81-11 | Submit FFTF end point criteria document | 8/31/2005 |
| M-92-10 | Submit Sodium Disposition Evaluation Report | 9/30/2005 |
| M-81-14-T01 | Complete fuel storage facility sodium drain | 4/30/2007 |
| M-81-14-T02 | Initiate interim decay storage vessel sodium drain | 6/30/2008 |
| M-81-00A-T02 | Complete transfer of unirradiated fuel to secure onsite storage | 3/31/2009 |
| M-81-00A-T03 | Complete transfer of irradiated fuel to secure onsite storage | 3/31/2009 |

9.0 Agreements with State, Community, or Other Entities

This section should address any partnering agreements (e.g. Resource Conservation and Recovery Act Permit, Clean Air Act Air Operating Permit, Toxic Substances Control Act, Nuclear Safety Management [10 Code of Federal Regulations (CFR) 830], Radiological Protection (10 CFR 835), State Environmental Policy Act, etc.) with the state, community, or other entities the contractor must comply with in meeting the requirements of the contract. This paragraph should also identify the parties responsible for fostering these agreements.

10.0 Other Special Emphasis Areas

In this section, discuss approaches to contract management and execution (i.e. contract startup, post award orientation for government personnel, post award conference with contractor, lessons learned, etc.) to ensure the government and contractor have a clear understanding of the contract requirements and each other's intent. See page 6 of the Guide for Contract Management Planning for examples of other special emphasis focus areas.

Attachment(s)

List all of the attachments (e.g. Transition Plan, Risk Mitigation Plan, QASP, PEMP, Deliverables Matrix, Property Management Systems, etc.) referenced in the CMP.

Appendix

A. Sample of Deliverables Matrix

Appendix A – Sample of Deliverable Matrix

| PAGE# | CONTRACT CLAUSE#/ DIRECTIVE | DUE DATE/ FREQUENCY | DELIVERABLE | COGNIZANT MANAGER* | ACTION REQUIRED |
|-------|-----------------------------|---------------------|---|--------------------|---|
| B-4 | B.6(b) | Quarterly | The Contractor may submit invoices for ordinary fee payments following the submittal of the Quarterly Critical Analysis in accordance with Clause H.1.03(e)(2). | Jones | Government will review and approve invoice within 30 days of submittal and provide contractor written notice of approval. |
| B-5 | B.6(d)(3) | March 31, 2000 | Invoice of \$4,116,374 for ordinary fee payment during Transition to new Baseline | Jones | Review and provide CO notification of approval within 15 days of receipt. |
| B-5 | B.6(d)(3) | June 30, 2000 | Invoice of \$6,143,838 for ordinary fee payment during Transition to new Baseline | Jones | Review and provide CO notification of approval within 15 days of receipt. |
| B-5 | B.6(d)(3) | September 30, 2000 | Invoice of \$6,143,838 for ordinary fee payment during Transition to new Baseline | Jones | Review and provide CO notification of approval within 15 days of receipt. |
| B-5 | B.6(d)(3) | December 31, 2000 | Invoice of \$6,143,838 for ordinary fee payment during Transition to new Baseline | Jones | Review and provide CO notification of approval within 15 days of receipt. |

*This column should contain the name or position title of the individual responsible for the deliverable.

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| PAGE# | CONTRACT CLAUSE#/ DIRECTIVE | DUE DATE/ FREQUENCY | DELIVERABLE | COGNIZANT MANAGER* | ACTION REQUIRED |
|-------|-----------------------------|---|---|--------------------|---|
| C-3 | C.3.1 | <ul style="list-style-type: none"> • Within 30 days of contract effective date • Annually on September 1 • Quarterly updates • Amendments—45 days in advance of need date | Annual projection which details contractor projection of needed Government Furnished Services/Items, identified in column 3 of exhibit A | Jones | Government will review, approve, and ensure Government Furnished Services/Items provided in accordance with the procedures identified in Section G of the contract. |
| C-4 | C.5 | Unspecified | The Contractor and the Government will develop a Partnering Agreement that establishes a common vision with supporting goals and missions | | |
| C-12 | C, Tech. Ex. A, IV | Unspecified | Prepare a draft interim final ROD | | |
| C-13 | C, Tech. Ex. A, IV,C. | Unspecified | End State: Develop and submit draft interim final ROD and Proposed Plan | | |
| C-14 | C, Tech. Ex. A, V,A. | Annually | Annual updates to the Historical Release Report and CERCLA Administrative Record | | |

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| PAGE# | CONTRACT CLAUSE#/ DIRECTIVE | DUE DATE/ FREQUENCY | DELIVERABLE | COGNIZANT MANAGER* | ACTION REQUIRED |
|-----------------|-----------------------------|--|--|--------------------|-----------------|
| Exhibit E, P. 3 | Exhibit E | Every six months (1 st report due July 2000) | Notify DOE of potential outsourcings that are being considered for implementation during the six month period and report outsourcings that became effective during the preceding six month period. | | |
| F-2 | F.3(a) | Upon completion of elements (1), (2), (3), and (4) of physical completion as defined in Clause C.1.2 | Submit documentation demonstrating completion of elements (1), (2), (3), and (4) of physical completion as defined in Clause C.1.2. Contracting Officer will project the Contractor's expected fee earnings and release withheld fees accordingly. | | |
| F-2 | F.3(b) | Upon physical completion of contract as set forth in Clause C.1.2 | Submit letter declaring that the Rocky Flats Closure Project has been physically completed. | | |
| F-2 | F.3(b) | Upon completion of punch list material deficiencies | Submit a Final Declaration Letter for physical completion of the contract | | |
| F-3 | F.3(c) | 90 days prior to start of fiscal year (June 30) | Submit request for reserve of appropriate budget to fund all or a portion of the Contractor's withheld fee | | |

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| PAGE# | CONTRACT CLAUSE#/ DIRECTIVE | DUE DATE/ FREQUENCY | DELIVERABLE | COGNIZANT MANAGER* | ACTION REQUIRED |
|------------|-----------------------------|---|---|--------------------|-----------------|
| H-2 | H.1.01(a) and (c) | Within 30 days of contract effective date | Submit detailed description of proposed project controls system. | | |
| H-4 H-6 | H1.02.(d)(2) H1.03(d)(2) | Unspecified, Quarterly updates | Develop a Risk Management Plan and provide quarterly updates | | |
| H-5 | H.1.03 (b)(1) | Monthly | Record all actual direct costs incurred for resources applied in the performance of work. | | |
| H-5 | H.1.03 (c)(2) | Annually, by July 31 | Submit an Annual Work Analysis, including a project performance forecast for all upcoming fiscal years and a comprehensive analysis of total project status | | |
| H-6 | H.1.03 (d)(1) | Monthly | Review and analyze differences between planned and actual performance against the total project baseline and the Target Cost and Schedule | | |
| H-6 | H.1.03(d)(3) | Quarterly | Review and evaluate EAC for consistency with observed trends in performance, emerging issues and changes in project risk | | |
| H-7 | H.1.03(e)(2) | Quarterly | Prepare Quarterly Critical Analysis | | |

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| PAGE# | CONTRACT CLAUSE#/ DIRECTIVE | DUE DATE/ FREQUENCY | DELIVERABLE | COGNIZANT MANAGER* | ACTION REQUIRED |
|-------|-----------------------------|---|---|--------------------|-----------------|
| H-8 | H.1.04(e) | June 30, 2000 | Updated baseline to the Rocky Flats Closure Baseline and system of earned value | | |
| H-10 | H.2(e) | Within 5 workdays of receipt of DOE direction | Notify the Contracting Officer in writing that technical direction received by RFFO is believed to be beyond the Statement of Work | | |
| H-12 | H.8 | Unspecified | Submit an audit plan for internal audits and for audits of prime onsite, cost type subcontractors for Contracting Officer approval. | | |
| H-13 | H.10(a) | Within 60 days of contract effective date | Submit Litigation Management Plan | | |
| H-14 | H.11(a) | Within 30 days of contract effective date | Submit list of key personnel | | |
| H-15 | H.16(a)(1) | Within 30 days after contract execution | Participate in a dispute avoidance partnering workshop | | |
| H-16 | H.16(a)(2) | Unspecified | Jointly select a "standing neutral" to resolve disputes | | |

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| PAGE# | CONTRACT CLAUSE#/ DIRECTIVE | DUE DATE/ FREQUENCY | DELIVERABLE | COGNIZANT MANAGER* | ACTION REQUIRED |
|----------------------|-----------------------------|---|--|--------------------|-----------------|
| J,Att C, P.3 and P.6 | J, Att C, II.B.4 and VII.A | Annually on October 1 | Submit proposed small business, small disadvantaged business, and woman-owned small business goals | | |
| J,Att C, P.6 | J, Att C, VI.C | Semi-annually | Provide Small Business Act Reports | | |
| J, Att F, P. 0-1 | J, Att F 4.A | Within 30 days of contract effective date and as required | Management Plan | | |
| J, Att F, P. 0-1 | J, Att F 4.A | Quarterly and as required | Status Report | | |
| J, Att F, P. 0-1 | J, Att F 4.A | Quarterly | Summary Report | | |
| J, Att F, P. 0-1 | J, Att F 4.B | Within 30 days of contract effective date and Quarterly | Milestone Schedule/Plan | | |
| J, Att F, P. 0-1 | J, Att F 4.B | Within 30 days of contract effective date and Quarterly | Cost Plan | | |

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| PAGE# | CONTRACT CLAUSE#/ DIRECTIVE | DUE DATE/ FREQUENCY | DELIVERABLE | COGNIZANT MANAGER* | ACTION REQUIRED |
|------------------|-----------------------------|--|---|--------------------|-----------------|
| J, Att F, P. 0-1 | J, Att F 4.B | Monthly | Milestone Schedule/Status | | |
| J, Att F, P. 0-1 | J, Att F 4.B | Monthly | Cost Management Report | | |
| J, Att F, P. 0-1 | J, Att F 4.D | Within 30 days of contract effective date and with significant changes | Management Control System Description | | |
| J, Att F, P. 0-1 | J, Att F 4.D | Within 30 days of contract effective date and with significant changes | WBS Dictionary/Index | | |
| J, Att F, P. 0-1 | J, Att F 4.D | Monthly | Cost Performance Reports/Format 1— WBS | | |
| J, Att F, P. 0-1 | J, Att F 4.D | Monthly | Cost Performance Reports/Format 3— Baseline | | |
| J, Att F, P. 0-1 | J, Att F 4.E | Within 30 days of contract effective date and Quarterly | Cash Flow Statement | | |

*This column should contain the name or position title of the individual responsible for the deliverable.

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| PAGE# | CONTRACT CLAUSE#/ DIRECTIVE | DUE DATE/ FREQUENCY | DELIVERABLE | COGNIZANT MANAGER* | ACTION REQUIRED |
|------------------|-----------------------------|---|-----------------------------|--------------------|-----------------|
| J, Att F, P. 0-1 | J, Att F 4.E | Within 30 days of contract effective date and Quarterly | Operating Budget | | |
| J, Att F, P. 0-1 | J, Att F 4.F | Quarterly | Quarterly Critical Analysis | | |

*This column should contain the name or position title of the individual responsible for the deliverable.