

May 26, 2011

<b>DIRECTIVE:</b>	<b>JOB CORPS INFORMATION NOTICE NO. 10-85</b>
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**TO:** ALL JOB CORPS REGIONAL DIRECTORS  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

**FROM:** EDNA PRIMROSE  
National Director  
Office of Job Corps

**SUBJECT:** Announcement of the Program Year 2010 Performance Ranges for Outreach/Admissions Contracts

1. Purpose. To announce the Program Year (PY) 2010 performance range for outreach/admissions Performance-Based Service Contracts (PBSC).
2. Background. Since 2002, Job Corps has incorporated incentive fee provisions into all new contracts for center operations in accordance with the Federal Acquisition Regulation (FAR) and the government-wide PBSC initiative. Under the terms of these contracts, incentive fees are earned by the contractor based on achievement of the Outcome Measurement System (OMS) performance goals.
3. PY 10 Performance Range. The PY 2010 (July 1, 2010 – June 30, 2011) performance range for outreach/admissions contracts is based upon the projected performance of all contracts, as determined through analyses of historical data and recent trends.

The performance range established maximum and minimum performance levels for payment, as well as a performance excellence range, as stated below.

Minimum performance level:	The level at which the contractor receives no incentive fee payment.
Maximum performance level:	The level at which the contract receives the maximum available incentive payment.
Performance Excellence level:	The range at which a contractor receives a bonus above the maximum incentive fee.

Incremental incentive fee payment points are established for each contract at each level of OMS performance (to one decimal point) within the established performance range.

The results of data analyses, along with expected incentive fee payout projections, were used to calculate the point within the performance range at which a contract would earn the average incentive fee level. For PY 2010, the resulting average incentive fee performance level is set at 91.0% for outreach/admissions contracts.

4. Action. Effective July 1, 2010, the performance ranges to earn incentive fee on center operating contracts are summarized in the table below:

<b>PY 2010 Outreach/Admissions Incentive Fee Table</b>	
<b>Outreach/Admissions OMS Rating</b>	<b>Incentive Fee Earnings</b>
107.0% and above	Maximum incentive fee + maximum performance excellence bonus
101.1% - 106.9%	Maximum incentive fee + prorated performance excellence bonus
101.0%	Maximum Incentive Fee
91.1% - 100.9%	Prorated portion of incentive fee pool equaling an amount greater than average fee
91.0%	Prorated portion of incentive fee pool equal to average fee
81.0% - 90.9%	Prorated portion of incentive fee pool equaling less than average fee
80.9% and below	No incentive fee

Addressees are to ensure this Information Notice is distributed to all appropriate staff.

The PY10 PBSC Reconciliation Worksheet for outreach/admissions services is attached to this notice (*PBSC PY 10 OA.xls*). Regional offices will email the completed reconciliations, in Excel format, to the Job Corps budget analyst for processing. Word documents and PDF files will not be accepted.

4. Expiration Date. June 30, 2011.

5. Inquiries. Inquiries should be directed to Tina Hess-Williams at (202) 693-3116 or [hess-williams.tina@dol.gov](mailto:hess-williams.tina@dol.gov).

Attachment

Outreach and Admissions Incentive Fee Reconciliation for Contract Years Ending in PY 2010 (July 1, 2010 – June 30, 2011)