




July 1, 2019

**DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 19-01**

**TO:** ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL OFFICE STAFF  
ALL REGIONAL OCM CONTRACTING OFFICERS  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS  
ALL CENTER USERS

**FROM:** DEBRA A. CARR   
Acting National Director  
Office of Job Corps

**SUBJECT:** Announcement of the Program Year 2019 Performance Ranges for Center, Outreach and Admissions, and Career Transition Services Performance-based Service Contracts

1. Purpose. To announce the Program Year (PY) 2019 performance ranges for center operations, Outreach and Admissions (OA), and Career Transition Services (CTS) incentive fee.
2. Background. Since 2002, Job Corps has incorporated incentive-fee provisions into all new contracts for center operations, OA, and career transition operations, in accordance with the Federal Acquisition Regulation (FAR) and the government-wide PBSC initiative. Under the terms of these contracts, the contractor earns incentive fees based on achievements of the Outcome Measurement System (OMS) performance goals. A cost-plus-incentive-fee contract is the most prevalent contract type utilized by the Job Corps program. Under these contracts, incentive fees are paid to contractors (when earned) over and above the reimbursement of allowable costs for operations, OA, CTS, and general administrative expenses.
3. PY 19 Performance Range. The PY 2019 (July 1, 2019 – June 30, 2020) technical performance ranges for center, OA, and career transition operating contracts are intended to recognize and reward high performance. They are based on performance data of all contracts under the recently revised OMS and departmental priorities.

The performance range establishes maximum and minimum technical performance levels for incentive-fee payment, as well as a performance excellence range, as stated below.

Minimum performance level: Contractor receives no incentive-fee payment.

Maximum performance level: Contractor receives the maximum available incentive payment.

Performance Excellence level: The level 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 reach the average incentive fee level.

4. Action. Effective July 1, 2019, the performance ranges for incentive fees earned are summarized in the table below.

<b>Center, OA, and CTS Technical Performance Incentive Fee Table</b>			
<b>Center OMS Range</b>	<b>OA OMS Range</b>	<b>CTS OMS Range</b>	<b>Incentive Fee Earnings</b>
103% and above	105.3% and above	105.7% and above	Maximum performance incentive fee + maximum performance excellence bonus
102.9% - 100.1%	105.2% - 102.3%	105.6% - 104.1%	Maximum performance incentive fee + prorated performance excellence bonus
100.0%	102.2% - 100.4%	104.0% - 102.0%	Maximum incentive fee
99.9% - 98.6%	100.3% - 98.9%	101.9% - 101.5%	Prorated portion of incentive-fee pool equaling greater than average fee
98.5%	98.8% - 97.5%	101.4% - 100.9%	Prorated portion of incentive-fee pool equaling the average fee
98.4% - 98.1%	97.4% - 96.7%	100.8% - 100.4%	Prorated portion of incentive-fee pool equaling less than the average fee
98.0% and below	96.6% and below	100.3% and below	No Incentive Fee

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

The Department of Labor/Employment and Training Administration, Office of Financial Administration, Office of Budget, will provide the field reconciliation worksheets at a later date.

5. Expiration Date. June 30, 2020

6. Inquiries. Inquiries about this notice should be directed to Tina Hess-Williams at [hess-williams.tina@dol.gov](mailto:hess-williams.tina@dol.gov). All other PBSC inquires shall be directed to the cognizant contracting officer.