



## 1. PURPOSE

This document provides SPAWAR policy on the acquisition of services which are not already covered under the DoD/DoN 5000 series documents.

Performance based service acquisition (PBSA) requirements identify objectives in terms of measurable outcomes, and the contractor is responsible for determining how to achieve them.

Related guidance is available under [CMPG 1.1.1.1 Service Requirements](#) and [CMPG 1.2.9.2.2 Work Statement](#).

## 2. POLICY

The acquisition of services shall to the maximum extent practicable be performance-based. Contracts may be reported as performance-based if 50% or more of the services therein are performance-based. See [FAR 37.6](#).

1. Describe requirements in terms of objectives or required results, making the contractor responsible for determining the method of performance;
2. Use measurable, objective performance standards to describe the desired outcome in terms of quality, timeliness, quantity, etc. ([FAR 46.103\(a\)](#));
3. Incorporate a Quality Assurance Surveillance Plan (QASP), which describes how the contractor's performance will be evaluated ([FAR 46.401\(a\)](#));
4. Specify procedures for reductions of fee or price when services are not performed or do not meet contract requirements (see [FAR 46.407](#)); and
5. Include performance incentives where appropriate. A possible method of ensuring compliance is to have the contractor, as part of the technical proposal, convert Government requirements into either a Performance Work Statement (PWS) or Statement of Objectives (SOO). See [Toolbox](#) for The contractor should also propose performance criteria, a QASP, and positive and negative incentives.

### 2.1 Exemptions

Exempted services include architect-engineer, construction, utility services, and services that are incidental to supply purchases (see [FAR 37.102](#)).

### 2.2 Exclusions

The following service areas are excluded from the list of eligible service contracts used to determine how many PBA actions an agency is awarding. Agencies may use PBA procedures for services in the following Federal Procurement Data System (FPDS) service codes; however, they are not included in the agency PBA action reporting requirement:

- a. All Research and Development (R&D) except Management Support codes (A\*\*6) are excluded. Excluded R&D codes (A\*\*1 through A\*\*5 and A\*\*7) include:
  - i. Basic Research,
  - ii. Exploratory Development,
  - iii. Advanced Development,
  - iv. Demonstration/Validation,
  - v. Engineering and Manufacturing Development, and
  - vi. Operational System Development.
- b. Professional Medical Services (not facility-related) – Q501 through Q527
- c. Tuition, Registration, & Membership Fees – U005

### 2.3 Waivers

Non-performance-based service acquisitions shall require approved waiver (see [Approvals](#)).



### 3. RESPONSIBILITIES

- 3.1 **Program Manager / Technical Code** - Works with contracting officer to obtain PBA waiver approval.
- 3.2 **Contracting Officer** - Applies PBA requirements; completes PBA waiver when PBA is not practicable.
- 3.3 **Review Authority** - Evaluates waiver.
- 3.4 **Approval Authority** - May waive PBA requirement.

### 4. APPROVALS

See [Toolbox](#) for the SSC-PAC site-specific PBSA waiver procedure.

Threshold Value (x)	Review Authority	Approval Authority
\$85M < x ≤ \$500M	SPAWAR 2.0/2.0A	DASN(AP)
\$5M < x ≤ \$85M	PCO/Branch Head	SPAWAR 2.0
x ≤ \$5M	Negotiator	PCO/Branch Head

### 5. PROCEDURE

See [Responsibilities](#) section.

### 6. TOOLBOX

#### 6.1 PBSA

- 1. [PBSA Memorandum](#) – OUSD(ATL), Feb 2006
- 2.  [Non-PBA Waiver Approval Format \(up to \\$50M\)](#)
- 3.  [SSC-PAC PBSA Waiver Review and Approval Authority](#) – Jan 2005

#### 6.2 QASPs

- 4.  [Quality Assurance Surveillance Plan \(QASP\) Template](#)
- 5.  [SSC-PAC Sample QASP Format](#)
- 6. [SSC-PAC QASP Instructions](#)

#### 6.3 PWS Samples

- 7.  [Logistics Management Template](#)
- 8.  [Configuration Management Template](#)
- 9.  [Financial Management Template](#)
- 10.  [Program Management Template](#)

### 7. CHANGE HISTORY

Updated material is highlighted by *purple text* and an Alert/New  icon.

Date	Description of Changes
August 2014	Content taken from Acquisition of Services SCPPM to create this more focused PBA SCPPM. Updated format, reorganized content, and updated links. <b>**Need to update Toolbox#2 to \$85M.</b>
March 2014	Last version created in old format. Latest change under this topic was to add ECMRA section.