

## **PWS 13: FACILITY OPERATIONS AND PRODUCTION REPORTING; PRODUCTION SUPPORT (INDIRECT)**

### **1. OBJECTIVE:**

1.1. To identify Contractor reporting requirements for facility operations and production activities and to assist the Government in contract management and the overall management of the Holston Army Ammunition Plant (HSAAP).

1.2. To identify Contractor requirements as it relates to production support.

### **2. FACILITY OPERATIONS AND PRODUCTION COST REPORTING:**

2.1. The Contractor shall submit annual cost reports for actual costs incurred for all production activities. The cost reports shall be itemized for each direct funded production item (Department of Defense (DoD), Department of Energy, third party, and commercial), and include a breakdown by labor, materials, utility/energy costs, subcontracts, indirect costs, etc. Costs/data shall be provided for each production item produced in terms of total cost, volume (in pounds), and average unit costs for that annual period. The cost reports shall also provide the total volume of all production items produced for that annual period, include a detailed breakdown of each Contractor indirect cost pool at the total plant level, and report on any other revenue generating activities executed at HSAAP. (CDRL A1-001)

2.2. The Contractor shall submit quarterly cost reports for actual costs incurred for all facility operations and activities. The cost reports shall be itemized for each indirect funded PWS and include a breakdown by labor, headcount, materials, utility/energy costs, subcontracts, indirect costs, etc. for each month, for each PWS. The incurred cost reports shall reference the work breakdown structure for which each costs was incurred. The cost reports shall include a detailed breakdown of the reporting period and year to date costs of each Contractor indirect cost pool at the total plant level. The cost reports shall also provide the total volume of all production items produced for that 3-month period. The Contractor is encouraged to identify contractual requirements which may seem to drive cost unnecessarily and recommend changes to PWS requirements for the Government to possibly consider in the future (CDRL A1-001). The Contractor shall use cost information to support recommendations for projects as part of the Call Letter Review (PWS 1).

2.3. The Contractor shall provide monthly utility consumption quantities and costs for each utility/fuel consumed at HSAAP in a report submitted quarterly. The reports shall also provide the total volume of all production items produced for that 3-month period. (CDRL A1-002)

2.4. The Contractor shall provide cost reporting as well as cost and schedule performance reporting on any modernization project, even if fixed price, as required and detailed in each modernization project Statement of Work. Those efforts, as required, shall be charged to the individual modernization projects and not this PWS.

2.5. The Contractor shall make all prime, third party, and commercial contracts available to the Government within 30 days upon request.

### **3. PRODUCTION SUPPORT:**

3.1. The Contractor shall provide a monthly Production and Delivery Schedule to include all orders on contract (including DoD, Department of Energy, third party, and commercial) and provide for each an award date, contract number, customer, CLIN number (as applicable), contractual delivery dates, anticipated/actual delivery dates, total contractual quantities, and price. This schedule shall show all orders on contract and shall provide the actual production, at a minimum, for the past month. (CDRL A1-003)

3.1.1. The Contractor shall also show any production in support of any Modernization projects on the Production and Delivery Schedule and any required appendices. (CDRL A1-003)

3.1.2. The Contractor shall provide the 180-day maintenance and safety shutdown schedule for all explosive production buildings and facilities as well as provide any planned maintenance or shutdowns across the facility that could affect production on the Production and Delivery Schedule. (CDRL A1-003)

3.1.3. As a separate appendix, the Contractor shall provide the total volume (in pounds) of each production item produced for all items produced in the prior month along with the total volume of all items produced for the prior month. (CDRL A1-003)

3.1.4. As a separate appendix, the Contractor shall provide the total volume (in pounds) of each production item and production intermediate material produced at each production process building for the previous month. (CDRL A1-003)

3.2. If the Contractor experiences or is at risk of experiencing production delivery delays, to reduce customer impacts, the Contractor shall seek prioritization assistance from the Government as needed and shall work with the Government to reduce delivery delay impacts.

3.3. An operational synchronization meeting with the Government, covering facility and production contractual performance to include any risks and issues, shall be chaired by the Contractor for one hour on a weekly basis, and shall occur no later than Tuesday of each week.

3.4. Utilization of Facilities for Commercial Purposes: See the Armament Retooling and Manufacturing Support (ARMS) PWS for specific requirements on requests.

3.5. Diminishing Manufacturing Sources and Material Shortages (DMSMS)

3.5.1. The Contractor shall manage DMSMS. As part of the DMSMS management, the Contractor shall analyze the risks of all items required for production to determine those that should be proactively monitored for DMSMS issues and those that should be handled reactively. The risk analysis shall be based upon criteria similar to that described in IEC 62402 Edition 2.0 2019-05 sections 9.1 and 9.3.

3.5.2. The results of the DMSMS analysis, planning, and activities, and risk criteria used shall be submitted to the Government as a bi-annual report for approval. Note, with any Government input or approval, the Contractor is still responsible for the successful management of DMSMS. Additionally, this report shall be submitted, notifying the Government of when DMSMS issues are known and/or projected within 1 week of discovery. (CDRL A1-004) The Government encourages informal reporting of DMSMS issues and projected DMSMS issues to expedite the process.

3.5.3. The Contractor may correct DMSMS issues using Contractor resources but only reporting on DMSMS as stated above is a requirement of this PWS. If the Contractor plans to correct a DMSMS issue, it is highly recommended that full coordination with the Government occur.

3.6. All Product Direct Joint Services (PD JS), U.S. Army Combat Capabilities Development Command (known as DEVCOM), DCAA, DA Police Officers, and HSAAP Government Staff representatives onsite shall be given access (generally read only access), via a Contractor network computer in their work area, to review Contractor databases and systems. Access includes, but is not limited to the following areas: Maintenance Resource Planning and Allocation System, preventative maintenance system, work order systems (facility, maintenance, information technology, etc.), installation GIS system, GIS support request system, engineering standards, engineering drawings, electrical area classification, lightning protection records, electronic safety site planning database, property stewardship records, shipping request database related to Government property, inventory management database, visitor's log, Contractor phone directory, conference room scheduler, world wide web access, inspection reports, environmental management system, production documentation (includes, but is not limited to standard operating procedures, manufacturing instructions, process instructions, quality assurance procedures, authorized procedures, safety procedures, analytical data, past/present research and development activities, calibration settings, test procedures, product

specifications, certificates of conformance), and safety documentation (includes, but is not limited to data, tests, incidents database, action logs, process hazard analyses, safety data sheets).

#### **4. INSPECTION AND ACCEPTANCE**

4.1. Joint Program Executive Office Armaments & Ammunition (JPEO A&A), JMC, and HSAAP Government Staff will periodically review and validate the Contractor's performance against this PWS.