

Technical Exhibit 1
Performance Requirements Summary

Technical Exhibit 1: Performance Requirements Summary

Paragraph Number	Required Service	Standard	Requirement	Acceptable Quality Level (AQL)	Method of Surveillance
OBLIGATE PROGRAM AND S&E FUNDS					
5.1.1	Commitments Analysis	Quality & Timeliness	Perform Commitments Analysis daily	2%	Random Sampling
5.1.2	Obligations Processing	Quality & Timeliness	Process funds obligations within 2 business days of receipt	2%	Random Sampling
5.1.3	Cost Report Processing	Quality & Timeliness	Review Cost Reports monthly and post adjustments as necessary	2%	Random Sampling
5.1.4	Close-out Processing	Quality & Timeliness	Process close-out packages in DOLAR\$ and HHS PMS within 2 business days of receipt	2%	Random Sampling
5.1.5	Resolve Suspended Transactions	Quality & Timeliness	Review suspense reports and process suspended transactions daily	2%	Random Sampling
5.1.6	Status of Funds	Quality & Timeliness	Prepare monthly status of funds report within 5 business days of month end	10%	Random Sampling
5.1.7	Vetting Request/Pre-Award Clearances	Quality	Perform Vetting Requests/Pre-Award Clearances	2%	Random Sampling
5.1.8	E-Procurement/PRISM	Quality	Review E-Procurement and PRISM Reports for adjustments	2%	Random Sampling
5.1.9	Obligations Analysis	Quality & Timeliness	Perform monthly Obligations Analysis	2%	Random Sampling
ACCOUNTS PAYABLE					
5.2.1	Invoice Processing	Quality & Timeliness	Process vendor invoices in DOLAR\$	2%	Random Sampling

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5.2.2	Direct Deposit Sign-Up Form (SF-1199A)	Quality & Timeliness	Process Direct Deposit Sign-Up forms within 2 business days of receipt	2%	Customer Complaint
5.2.3	Process ACH forms	Quality & Timeliness	Process ACH (EFT) forms as required and submit to OCFO	2%	Customer Complaint
5.2.4	Audit Confirmations	Quality & Timeliness	Process Audit confirmations as requested	2%	Customer Complaint
5.2.5	Small Purchase Charge Card	Quality & Timeliness	Receive small purchase card activity by the 10th of the current month and reclassify by the end of the following month	2%	Random Sampling
JOB CORPS					
5.3.1	Job Corps Obligations	Quality & Timeliness	Process Job Corps Obligations	2%	Random Sampling
5.3.2	Job Corps Invoices	Quality & Timeliness	Process Job Corps invoices	2%	Random Sampling
CASH RECEIPT					
5.4		Quality & Timeliness	Process Cash receipts daily	2%	Random Sampling
CAPITALIZED ASSET ACCOUNTING					
5.5.1	Monthly Reconciliation CATARS to DOLAR\$	Quality & Timeliness	Perform monthly reconciliation between DOL CATARS to DOLAR\$	10%	Random Sampling
5.5.2	Asset Sampling	Quality & Timeliness	Perform random sampling of capitalized assets to verify capitalized assets are being correctly depreciated	10%	Random Sampling
5.5.3	Inventory	Quality & Timeliness	Perform annual real and personal property inventory	2%	Random Sampling
IPAC – PROCESSING					

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5.6	IPAC	Quality & Timeliness	Process IPAC charges	2%	Random Sampling
RECONCILIATION					
5.7	Monthly reconciliation of DOLAR\$	Quality & Timeliness	Perform monthly reconciliation of DOLAR\$ to HHS-PMS, Treasury, and EIMS	10%	Random Sampling
REGIONAL SUPPORT					
5.8.1	Accounting and Ad-Hoc Support to Regional Offices	Quality & Timeliness	Provide accounting and Ad-Hoc Support to Regional Offices	2 Complaints /Month	Validated Customer Complaint
5.8.2	Provide Regional Coordination and Direction	Quality	Provide Regional Coordination and Direction	2 Complaints /Month	Validated Customer Complaint
COST ACCRUAL ANALYSIS					
5.9	Provide Cost Accrual Analysis	Quality & Timeliness	Perform Cost Accrual Analysis	1%	Random Sampling
OPERATION/VALIDATION OF INTERFACES					
5.10	Operation/Validation of Interfaces	Quality & Timeliness	Provide Operation and Validation of Interfaces	2%	Random Sampling
ACCOUNTING AND FINANCIAL REPORTS					
5.11	Accounting and Financial Reports	Quality & Timeliness	Prepare and Review Accounting and Financial Reports	2%	Random Sampling
CASH MANAGEMENT REVIEWS					
5.12	Cash Management Reviews	Quality	Perform Periodic Cash Management Reviews	2%	Random Sampling

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ACCOUNTING RECORDS MANAGEMENT					
5.13	Accounting Records Management	Quality	Control, maintain, and update hardcopy and electronic accounting related documentation	2 per month	Validated Customer Complaint
GENERAL LEDGER ANALYSIS AND REVIEW					
5.14	General Ledger Analysis and Review	Quality	Perform random review and analysis of the general ledger for anomalies	2%	Random Sampling
COST ACCOUNTING MANAGEMENT MODULE					
5.15	Cost Accounting Management Module	Quality	Maintain the Cost Accounting Management Module	2%	Random Sampling
RECOMMEND IMPROVEMENTS					
5.16	Recommend Improvements	Quality	Evaluate ETA policies, procedures, automated systems and internal controls and recommend improvements	2%	Validated Customer Complaint
AD HOC REVIEW AND ANALYSIS					
5.17	Ad Hoc Review	Quality	Perform ad hoc review and analysis	2%	Validated Customer Complaint
SPECIAL REPORTS					
5.18	Special Reports	Quality	Develop and prepare Special Reports	2%	Validated Customer Complaint