

---

## ODIN PRP Process and Guidance

**Background:** Master Contract A.1.8 (a) established the Performance Retainage Pool (PRP) and the decision for disbursement to be made by the ODIN Program Manager. The Contract sets forth the criteria and time periods of each PRP decision but does not define a time schedule for the process or guidelines for Center's use in developing their recommendation. This has resulted in some inconsistencies among the delivery orders.

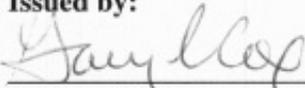
**Policy/Clarification/Guidance:** The following guidelines should be used in determining the earned retainage:

1. The retainage provision was established to ensure successful implementation and operation of the ODIN Operating Model (A.1.8 and C.4), including contractor coordination and cooperation to achieve the interoperability objectives of ODIN.
2. The retainage pool dollars are not bonus or additional money to the Contractor. The amount has been **withheld** from the monthly fixed price of the seat/systems services. In other words, these dollars are part of the price that the Contractor is due for delivering the services.
3. The beginning assumption should be that the Contractor has earned 100% of the retainage pool amount for the period. There should be subtractions for failures and additions for excelling; but the total cannot exceed the 100% pool amount.
4. DOCOTRs should meet regularly with the contractor to keep abreast of the delivery order status in fulfilling the PRP requirements.
5. The Centers should not require formal self-assessments from the Contractor but not restrict the Contractor from providing data of their activities during the period to be considered in the PRP decision.
6. Most important is that this is **not** an award fee process but a retainage of a portion of the fixed price to ensure contractor performance.

**Procedure/Process:** The following is established as the Agency-wide ODIN PRP process:

1. Within 60 days after the evaluation period, the DOCOTR forwards the center recommendation to the ODIN Program Manager.
2. This center recommendation should include the recommended determination, recommended dollar disbursement, total dollars in retainage pool, and narrative to support recommended determination.
3. Within 5 business days of receiving the Center recommendation, the ODIN Program Manager will make final decision and issue letter to ODIN Contractor and Center DOCOTR.
4. ODIN Contractor is then authorized to submit invoice for earned retainage amount.
5. Center finance office will make payment in accordance with center procedures.
6. The attached flowchart illustrates this process and should be distributed to the ODIN Contractors for information.

Issued by:



Gary L. Cox  
NASA ODIN Program Manager

# ODIN Agency Performance Retainage Pool (PRP) Process

Revision: March 27, 2003

**Objective:** To document procedures for ODIN Delivery Order Performance Retainage Pool (PRP) determination

