

Synthetic Contract 3: Facility HVAC Maintenance

1. Pre-Award

Acquisition Plan

1. Requirement Summary:

- Description: Procurement of services for Facility HVAC Maintenance.
- Estimated Dollar Value: \$1,368,573
- Funding Source: Procurement

2. Market Research Summary:

- Methods Used: Online research, industry outreach
- Results: 4 vendors capable of performance
- Available Sources: Multiple small businesses identified

3. Contract Type & Justification:

- Type: Cost Plus Fixed Fee
- Rationale: Based on project nature and cost structure

4. Competition Strategy:

- Competitive: Yes

5. Milestones & Schedule:

- Draft Solicitation: 2025-03-01
- Final Solicitation: 2025-03-15
- Award Date: 2025-05-15

6. Risk Assessment:

- Identified Risks: staff turnover
- Mitigation Strategies: Frequent milestone tracking and performance reviews

2. Award

Contract Award Summary

Contractor Name: GreenWorks Facilities

Contract Number: CN-1323-2025

Award Date: 2025-05-15

Total Value: \$1,368,573

Contract Type: Cost Plus Fixed Fee

Period of Performance: 2025-06-01 to 2026-05-31

Brief Summary of Services/Supplies: Includes full performance for Facility HVAC

Maintenance

Competitive? (Y/N): Y

Justification for Award Decision: Best value determination through technical evaluation and pricing

CO Signature: John Smith Date: 2025-05-15

3. Post-Award

Contract Administration Plan

1. Contract Overview:

- Contractor: GreenWorks Facilities, Contract Number: CN-1323-2025, Award Date: 2025-05-15

2. Key Points of Contact:

- CO: John Smith
- COR: Alice Johnson
- Contractor PM: Jane Doe

3. Roles & Responsibilities:

- COR to monitor monthly deliverables, approve invoices, and report issues

4. Deliverable Schedule:

- Monthly Performance Reports | Monthly | Submitted electronically

5. Risk Monitoring Plan:

- Identified: staff turnover
- Mitigation: Track KPIs biweekly, conduct quarterly reviews

4. Closeout

Contract Closeout Checklist

- [x] Final invoice received and paid
- [x] All deliverables accepted
- [x] Government property returned
- [x] Final performance evaluation completed
- [x] Release of Claims signed by contractor
- [x] Financial records reconciled
- [x] Contract file archived

Closeout Completed By: Alice Johnson

Date: 2026-06-10