



# AGENCY TERM CONTRACTS

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Florida Department of Environmental Protection

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# FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

## Presentation Agenda

- Contractor Performance Evaluations (CPEs)
- Site Assignments
- Change Orders
- Quotes
- Remedial Action Construction (RAC), Operations & Maintenance (O&M), Source Removal (SR) Tips
- Questions & Answers
- Reporting



Source: Capital Region Chamber (<https://capitalregionchamber.com/wp-content/uploads/2025/09/leaders-group.jpg>)



# CONTRACTOR PERFORMANCE EVALUATIONS (CPE)

- Seven Topic Areas: Quality/Accuracy; Timeliness; Invoicing; Reports; Communication; Cost Control; Technical Competence/Expertise.
- A score of 0 in any area results in poor performance and loss of the site. The calculation automatically assigns an aggregate score of 0.5 when this occurs.
- Invoices:
  - Must be submitted within 30 days to receive a score of 2.



Source: <https://www.freepik.com/performance>



# CONTRACTOR PERFORMANCE EVALUATIONS (CPE)

- Site managers should promptly raise potential problems or issues to the team leader (TL) or county manager (e.g., Agency Term Contractor [ATC] denied access).
- Cost Control and Communication scores should be reduced if the department is asked to pay for remobilization when the issue was within the contractor's control (e.g., scheduling or communication with the responsible party).
- CPEs must be completed within 30 days of the Work Order (WO) or Task Assignment (TA) paid-in-full date.

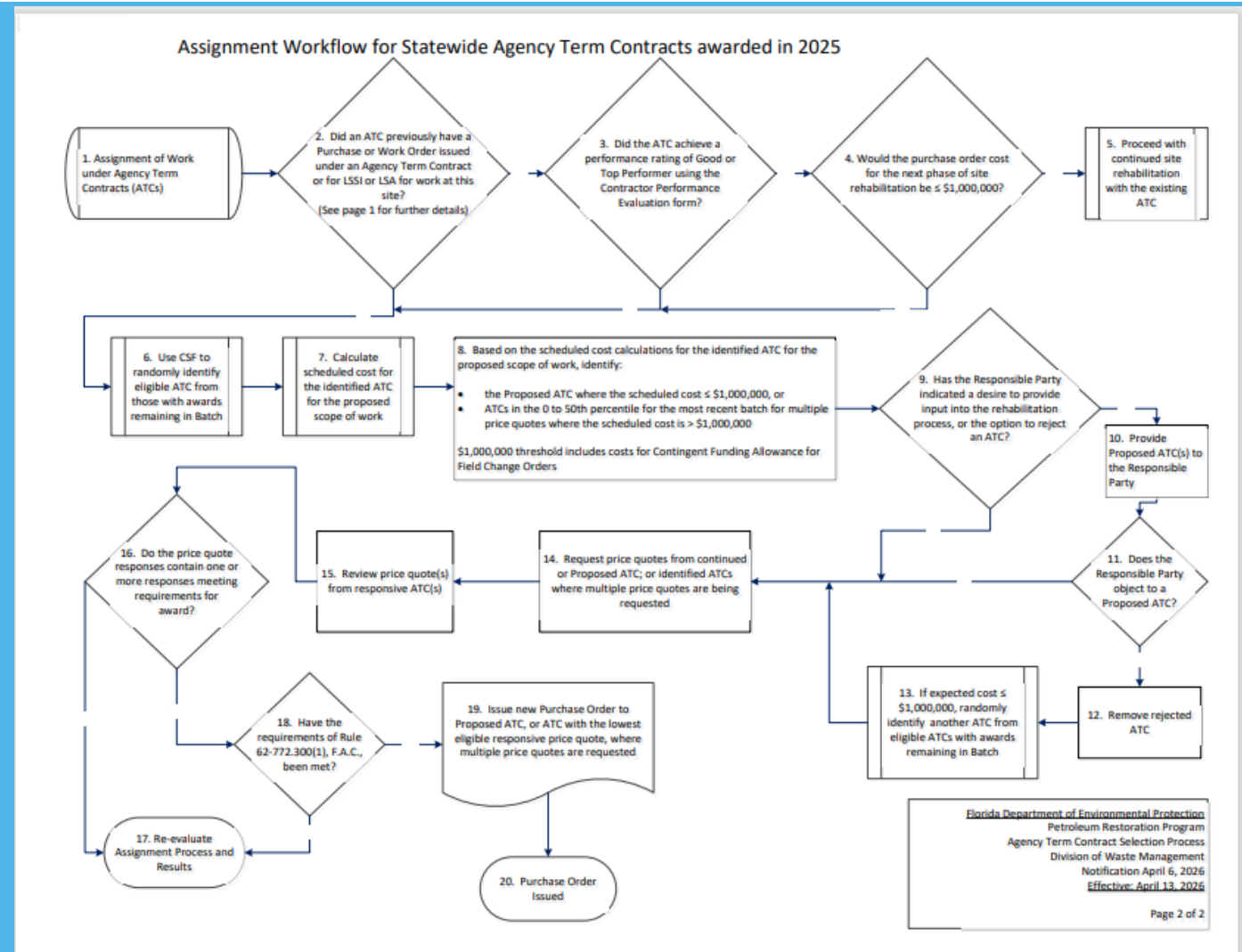


Source: <https://svprojectmanagement.com/checklist>



# CONTINUED SITE ASSIGNMENT

- A site must have a Purchase Order (PO) issued within the past 36 months, or ATC must have worked on the site under the Low Score Site Initiative or Low Score Assessment (Site Characterization Screening (SCS) in Storage Tank and Petroleum Contamination Monitoring (STCM) Reports).
- ATC received a rank of “Good” or “Top Performer.”
- Scope is less than \$1,000,000.





# CHANGE ORDER TIPS: FIELD, RUSH, REGULAR COST, REGULAR NO-COST

## Change Order (COs) Tips: Field, Rush, Regular Cost, Regular No-Cost

- Delegate in Ariba on Demand (AOD). Set up out of office emails.
- Must use the most recent Schedule of Pay Items (SPI) in AOD.
- Attachments should be referenced. Generic References are acceptable in Request for Change (RFCs).
- Check for confidential statements.
- List of deliverables components for interim and letter reports.
- Expired due dates can not be extended.



Source: <https://blog.hailo.com/blog/the-secret-to-improving-employee-engagement-is-better-communication/>



# CHANGE ORDER TIPS: FIELD, RUSH, REGULAR COST, REGULAR NO-COST

- Ensure the PO end date is correct (60 days following the last task) and update if needed.
- Ensure the PO does not exceed the 18-month requirement from the PO start date to PO end date.
- If a response to comments is required, extend the Period of Service (POS) if needed (a TL may approve extensions when the POS exceeds 18 months). All deliverables must be submitted within the POS.
- Limit change orders (COs) and repetitive 30-day extensions.
- STCM must be updated if the final task is withdrawn (the last task must be No. 7).



# QUOTES

- Three quotes are required if the aggregate cost exceeds \$2,500.
- Quotes must be valid through PO issuance.
- Lump-sum and miscellaneous entries are not acceptable.
- Confidential disclaimers are not allowed.
- Quotes should include costs for the final electrical connection between the service pedestal/disconnect and the remediation system/trailer.
- Material quotes must not include labor.

## PO's & PRICE QUOTES

We accept government Purchase Orders and will provide you with a competitive price quote upon request.

Contact us today to discuss terms.





# QUOTES CONTINUED

- Security fencing is included in Source Removal pay items.
- Generator quotes are allowed only for Short- Term Episodic pay items.
- Fuel quotes for generator operation are allowed and must specify the fuel type, cost and online sources, and include a calculation of the estimated gallons of fuel required.
- Quotes requested during the scope offer must be submitted within 10 days. If the Department does not receive quotes within 45 days of the request, it will be considered non-acceptance of the Work Assignment, and the work may be reassigned at the Department's discretion.



# RAC, O&M, SR TIPS

- Professional Engineer (PE) Project Oversight for System Integration and Startup (Pay Items 20-6.a through 20-6.d) requires submittal of field notes and in-field PE oversight (mobilization allowed).
- PE Project Oversight for System O&M (Pay Item 20-8) requires submittal of field notes and a statement in the monthly O&M logs indicating the PE has been involved in monthly operational decision-making. The PE must sign the logs as attestation. This pay item does not require in-field PE oversight.
- All RAC Purchase Requisitions (PRs) must include a minimum of one month of O&M.



Source: <https://www.connerindustries.com/ppe-for-manufacturing/>



# RAC, O&M, SR TIPS

- All SRs must include site restoration, including well replacement.
- When preparing the scope of work, create reasonable invoicing points to reduce significant payment delays.
- Interim fieldwork deliverables should have a due date at least 30 days before the report deliverable due date.
- Task costs should support interim tasks.
- POs cannot include more than 10 total tasks.



Source: <https://www.secura.net/risk-management/personal-protective-equipment-in-the-workplace>



# QUESTION AND ANSWER

When the contractor has remote workers traveling, where do they need to say they are traveling from?

- A. Their temporary personal travel location.
- B. The office headquarters location.
- C. Any location they chose as long as the work is completed.
- D. The closest ATC office location.



# QUESTION AND ANSWER

When the contractor has remote workers traveling, where do they need to say they are traveling from?

D. The closest ATC office location.



# QUESTION AND ANSWER

If a site is at a closure endpoint with offsite wells associated with the discharge and the new offsite real property owner will not provide site access. Select the appropriate course of action:

- A. Abandon the wells by using a forensic contractor to complete the work without the real property owner executing a site access agreement.
- B. The off-site owner will need to sign an agreement to transfer responsibility for existing monitor wells. The Department will provide the off-site real property owner a document transferring responsibility for the proper abandonment of those wells from DEP to the real property owner and, if executed, inform the permitting authority.
- C. The responsible party can complete the abandonment.
- D. The wells can be left as is, since they are on private property and the closure endpoint has been reached for your site.



# QUESTION AND ANSWER

If a site is at a closure endpoint with offsite wells associated with the discharge and the new offsite owner will not provide site access. Select the appropriate course of action:

- B. The off-site owner will need to sign an agreement to transfer responsibility for existing monitor wells. The Department will provide the off-site real property owner a document transferring responsibility for the proper abandonment of those wells from DEP to the real property owner and, if executed, inform the permitting authority.



# QUESTION AND ANSWER

An ATC is given two mobilizations in a task for Soil Borings and Groundwater sampling (separate activities), but they go on the same day, same technician, do the sampling back-to-back and the samples on the Chain of custody are listed together, submitting 1 set of field notes. How many mobilizations would they invoice?

- A. 1 Mobilization.
- B. 2 Mobilizations.
- C. 1.5 Mobilizations.
- D. None of the above.



# QUESTION AND ANSWER

An ATC is given two mobilizations in a task for Soil Borings and Groundwater sampling (separate activities), but they go on the same day, same technician, do the sampling back-to-back and the samples on the Chain of custody are listed together, submitting 1 set of field notes. How many mobilizations would they invoice?

A. 1 Mobilization.



# QUESTION AND ANSWER

What is the penalty for submitting the report deliverable before the Health and Safety Plan (HASP)?

- A. Lower CPE Score.
- B. Retainage withheld.
- C. Lower CPE Score and retainage withheld per contract.
- D. None of the above.



# QUESTION AND ANSWER

What is the penalty for submitting the report deliverable before the HASP?

C. Lower CPE Score and retainage withheld per contract.



# ENTERPRISE SELF SERVICE AUTHORIZATION (ESSA)

## Enterprise Self Service Authorization (ESSA) Guidance:

### The Automated Workflow

- **Contractor:** Submits Deliverable via ESSA
- **System:** ESSA automatically uploads the deliverable Oculus, updates the **STCM Received Date** and notifies the **Site Manager (SM)** via email.

### Document Types

- ESSA documents reports are mapped automatically based on the task report.
- Document Title (Subject) is a free entry field with recommendations for what the ATC should enter.
- Examples: Y1-Q2 PARM Report; Y3-Q1 O&M Report; RAP; Field Notification; Interim SA Report.



# Enterprise Self Service Authorization (ESSA)

## ESSA Guidance:

### Adding a Delegate to Notifications:

- Delegates are **not** automatically copied on these emails unless specified in the contractor portal. To include a delegate:
- **Action:** The contractor must access the **Contractor Information** screen.
- **Update:** Add the delegate's email address to the designated contact field.
- **Result:** The system will now simultaneously notify both the **SM** and the **Delegate** upon every upload.



# ESSA BUSINESS PORTAL

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ESSA  
Enterprise Solutions

Welcome, Jamie Luten [ Sign Out ]

Your Session will time out in 060 minutes.

Home

Process Help About

**Contractor Information**

Please verify or enter the information for the contact you would like to designate for this Petroleum Cleanup Deliverable or Notification submission and edit as needed.

Contractor Name : \*

Contact Name : \*

Contact Phone Number : \*

Contact Extension :

**Note:** This field is limited to 250 characters. If there is more than one e-mail address, please separate them with a comma.

Contact E-mail Address : \*

Enterprise Self Service Authorizations — 3.8.217.1697





# REPORTING

## **STCM Reports** ([Welcome to STCM](#))

Deliverable Reports

CPE Reports

## **Petroleum Restoration Program Reports**

Petroleum Cleanup Funding CAP To Date Report

Work Order Export Report

## **AOD Reports** ([Ariba Spend Management](#))

PRs in Submitted Status\_DEP 3701



[Ariba Spend Management](#)



# THANK YOU

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