

	Petroleum Restoration Program Guidance	Author: N. Lampkin
	Late Deliverable Site Reassignment Process	Updated: 5/30/2019

The following procedure is applicable to any scheduled deliverable (reports, proposals, quotes, etc.):

- If a deliverable due date has been exceeded by 30 days and a time extension was not approved to extend the due date prior to it passing, the Site Manager will issue a **PRP-LateDeliverableNotice-PO** Letter to the ATC requesting the deliverable to be submitted immediately, copy Team Leader and insert a copy into OCULUS.
 - Note: For reports and response to comments received one (1) to seven (7) calendar days past the required due date, retainage will be forfeited on the amount of the Deliverable (report) pay item.
 - Note: For reports and response to comments received more than seven (7) calendar days past the required due date, retainage will be forfeited on the amount of the entire task associated with the deliverable.
- If deliverable still has not been received within 30 calendar days following the **PRP-LateDeliverableNotice-PO** Letter date, Site Manager completes **30 Day Reassignment Letter** and sends it along with a copy of the previous correspondence to the Team Leader for review.
 - Team Leader will route the **30 Day Reassignment Letter** to Program Administrator for signature.
 - Local Program or Teams 5 or 6 letters should be routed to Susan Fields who will route to Program Administrator for signature.
 - Team Leader will route the signed letter back to Site Manager to send to the ATC giving them 30 days to submit deliverable or risk having site reassigned to another ATC. Site manager should insert a copy into OCULUS.
- The Contractor Performance Evaluations (CPE) must reflect the lateness as described above on Project Timeliness 1.a or 1.c regarding the following:
 - Excepting for circumstances beyond the contractor's control, tasks and deliverables were completed on time or ahead of the schedule in the PO.
 - Contractor responses to Department comments and requests were provided within the timeframes stipulated in the review/request and program guidance.
- If the deliverable is not received within 30 days from the date on the **30 Day Reassignment Letter**, then the site will be reassigned.
 - Unless the site qualifies for the Site Owner/Responsible Party to recommend a Contractor, such as a Conditional Closure Agreement or a Cost Share, it will be reassigned via the Contractor Selection Formula.
 - If the Site Owner/Responsible Party qualifies to recommend a Contractor, the site manager will contact the Contractor Selection Coordinator to request an updated Contractor Recommendation form.