

SECTION 4

CONTRACT DELIVERABLES

4.1 USE OF DOCUMENTS

The Contractor agrees that all reports, drawings, studies, specifications, estimates, maps, computations, and other data prepared by or for it under the resultant Contract shall be made available to VRE at all reasonable times during the period of the Contract and upon termination or completion of the work. VRE shall have the right to use the same, without restriction or limitation and without compensation to the Contractor other than that provided for in the Contract.

4.2 GENERAL DELIVERY SCHEDULE

- A. Daily Reports, Report and Deliverables, that are required to be submitted by the Contractor to the VRE, shall be received by VRE no later than 7:00 a.m. of the following day, unless otherwise noted.
- B. Weekly Reports, Report and Deliverables, shall be received by VRE no later than close of business on Monday of the following week.
- C. Monthly Reports, Report and Deliverables, shall be received by VRE no later than close of business on the first business day of the following month.
- D. Quarterly Reports, Report and Deliverables, shall be received by VRE no later than close of business on the first business day of the second month of the subsequent quarter.
- E. Annual Reports, Report and Deliverables, shall be received by VRE no later than close of business on the first business day of the second month of the following year.
- F. Occurrence Reports, Report and Deliverables, shall be received by VRE no later than twenty-four (24) hours after the occurrence triggering a report, unless otherwise noted.
- G. On-Demand Reports, Report and Deliverables, shall be delivered by the Contractor at VRE's request.



4.3 QUALITY ASSURANCE DELIVERABLES

After Issuance of the NTP

Item No.	Description	Due	Section
A.	Quality Assurance Plan	Within 30 days of NTP	2.16.B

Reoccurring Throughout the Contract Term

B.	Revised Quality Assurance Plan	annually by July 1	2.16.B
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4.4 EQUIPMENT AND FACILITY DELIVERABLES

After Issuance of the NTP

A.	Employee Procedures Manual	30 days after NTP issuance	5.9.7.B
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Reoccurring Throughout the Contract Term

B.	Revised Rolling Stock Maintenance Plan (RSMP)	annually	5.5.2.J
C.	Revised Quality Assurance Plan	annually	
D.	Equipment Inspection Report Made in Conjunction with a Passenger or Employee Injury on VRE Rolling Stock	occurrence report; by 7:00 A.M. the day following the activity that precipitated the report	5.5.3.D.1
E.	Report / Explanation, Including Corrective Actions if Required, of all Train Delays of Over 5 Minutes that Result from Mechanical Issues	occurrence report; by 7:00 A.M. the day following the activity that precipitated the report	5.5.3.D.2
F.	Open Items List	update daily by 10:00 A.M.	5.5.3.D.3
G.	Lineup of All Train Sets & Shop Report that Shows the Status of All VRE Equipment	daily	5.5.3.D.4
H.	Service Slips	occurrence report	5.5.5.A
I.	Revised Facility Maintenance Plan (FMP)	annually or as often as necessary	5.6.2.D
J.	Report Summarizing Maintenance & Inspections Performed on VRE's Facilities and Equipment	monthly	5.6.4.A
K.	Record Log of Facility Maintenance Activities	on-demand	5.6.4.E



4.5 TRAIN OPERATIONS DELIVERABLES

After issuance of the NTP

Item No.	Description	Due	Section
A.	VRE Supplemental Operating Instructions (10 copies)	60 days from the date the NTP is issued	6.10.4.A

Reoccurring Throughout the Contract Term

Item No.	Description	Due	Section
B.	Report of any mechanical and safety-related defects discovered en route	occurrence report; within 1 hour of the train's arrival at its final destination	6.3.7.B
C.	Report of lost items found on the trains	daily	6.4.4.C
D.	OS Reports	daily	6.9.1
E.	Conductor Delay Reports	daily	6.9.2
F.	Incident / Injury Reports	occurrence report	6.3.4, 6.6, 6.7 & 6.9.3
G.	Monthly OTP by Train	monthly	6.9.4
H.	Crew List	daily, 30 minutes prior to the departure of the first train	6.3.3.D & 6.9.5
I.	Report of Cancelled Trains	monthly and annually	6.9.6
J.	Summons Report	monthly	6.9.7
K.	Significant Service Disruption Report	occurrence report	6.6, 6.7 & 6.9.8
L.	Report of FRCs Handed Out	monthly	6.9.9
M.	List of Blanked Jobs	monthly	6.9.10
N.	Report of Results of Efficiency Tests	quarterly	6.9.11
O.	Report of Results of Drug & Alcohol Tests	quarterly	6.9.12
P.	Report of Fitness for Duty Checks	quarterly	6.9.13
Q.	Road or Pedestrian Grade Crossing Near Miss Reports	monthly	6.9.14



4.6 MANAGEMENT DELIVERABLES

After Issuance of the NTP

Item No.	Description	Due	Section
A.	A list of potential candidates selected to carry out all of the functions related to the Contract services	within 60 days from the date the NTP is issued	7.2.C
B.	Training Program Plan	within 90 days from the date the NTP is issued	7.5.1.A

Reoccurring Throughout the Contract Term

C.	Update to the Management Plan	annually	7.2.B
D.	Update to the Training Program Plan	annually by April 1	7.5.1.A
E.	Training Report, which shall list and describe each training conducted during the quarter preceding	quarterly	7.5.4
F.	Records of all aspects of the Contractor's provision of Train Operations and Maintenance Services and other activities carried out under the Contract	maintained during the term of the Contract and for 7 years after the expiration of the Contract	7.6.1.A
G.	Full and accurate accounting records, including source documentation, of all expenses and revenues related to the provision of Contract services	on-demand	7.6.2



4.7 SYSTEM SAFETY AND SECURITY DELIVERABLES

After Contract Award

Item No.	Description	Due	Section
A.	System Safety Program Plan (SSPP)	by the start of mobilization; plan has to be approved by VRE 60 days prior to the commencement of Contract services	8.2.C
B.	System Security Plan (SSP)	by the start of mobilization; plan has to be approved by VRE 60 days prior to the commencement of Contract services	8.3.C
C.	Emergency Preparedness Plan (EPP)	by the start of mobilization; plan has to be approved by VRE 60 days prior to the commencement of Contract services	8.4.B
D.	Emergency Response Plan (ERP)	by the start of mobilization; plan has to be approved by VRE 60 days prior to the commencement of Contract services	8.5.B
E.	Inventory of Safety Sensitive Positions	by the start of mobilization	8.9.2.E

Prior to the Commencement of Contract Services (July 1, 2010)

F.	Contingency Plan	At least 90 days before the commencement of Contract services	8.6.A
G.	Drug-Free Workplace Policy	At least 90 days before the commencement of Contract services	8.9.C
H.	Guidelines for Drug & Alcohol Testing	At least 60 days before the commencement of Contract services	8.9.1.B



Reoccurring Throughout the Contract Term

Item No.	Description	Due	Section
I.	Revised System Safety Program Plan (SSPP)	annually by May 1 st of each Contract year or within 45 days of request by VRE	8.2.D & 8.2.K
J.	Revised System Security Plan (SSP)	annually by May 1 st of each Contract year or within 30 days of receipt of revisions from VRE	8.3.A & 8.3.E
K.	Revised Emergency Preparedness Plan (EPP)	annually by May 1 st of each Contract year or within 30 days of receipt of revisions from VRE	8.4.A & 8.4.C
L.	Revised Emergency Response Plan (ERP)	annually by May 1 st of each Contract year or within 30 days of receipt of revisions from VRE	8.5.A & 8.5.C
M.	Revised Contingency Plan	annually by May 1 st of each Contract year	8.6.B
N.	Revised Drug-Free Workplace Policy	annually by May 1 st of each Contract year	8.9.D
O.	Report of Any Violations of the Drug-Free Workplace Policy	occurrence report; within 5 days of a violation	8.9.H
P.	Revised Guidelines for Drug & Alcohol Testing	annually by May 1 st of each Contract year	8.9.1.B
Q.	Incident / Injury Report	occurrence report	8.11.2.D



4.8 INFORMATION SYSTEMS MANAGEMENT DELIVERABLES

Prior to Commencement Date

Item No.	Due	Section	Section
A.	Request for Computer Equipment that does not meet the Software Vendor's recommended configuration	90 days from Mobilization	9.2.1.B

4.9 MOBILIZATION DELIVERABLES

After issuance of the NTP

Item No.	Due	Section	Section
A.	Transfer Environmental Permits	no later than July 1, 2010	10.11

Reoccurring Throughout the Mobilization Period

Item No.	Due	Section	Section
B.	Organizational Chart	bi-weekly	10.7



4.10 ENVIRONMENTAL SERVICES DELIVERABLES

After issuance of the Notice to Proceed

Item No.	Description	Due	Section
A.	Draft program to manage the transfer, updating and record keeping for all permits, licenses, and certificates	within thirty (30) days of Notice to Proceed	11.2.B
B.	Final program (submitted in electronic format to VRE)	within ninety (90) days of Notice to Proceed	11.2.C
C.	Draft Emergency-Spill Response/Spill Prevention Control and Countermeasure (SPCC) Plan	within thirty (30) days of Notice to Proceed	11.2.D
D.	Draft policy and procedures manual and draft guidelines for handling and managing hazardous waste and materials	within thirty (30) days of Notice to Proceed	11.4.B
E.	Draft Environmental Services Work Plan	within thirty (30) days of Notice to Proceed	11.5.B
F.	Health and Safety Plan	within thirty (30) days of Notice to Proceed	11.6.B

Reoccurring Throughout the Contract Term

G.	Updated Emergency Spill Response/SPCC Plan	July 1 st of each Contract year	11.2.D
H.	All applications for permits, certificates, and licenses and correspondence with regulatory agencies regarding permits, certificates, licenses and the like relating to the Service Property, Support Property and systems	ninety (90) days prior to expiration of permits, certificates, and licenses	11.2.F
I.	Fuel usage logs, which are to include total monthly fuel usage for all combustion units, and total CRMF fuel usage for the previous twelve (12) months.	monthly	11.3.B-E
J.	CRMF Engine hour run time reports	monthly	11.3.H

