



Department of Energy

Official File

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ENVIRONMENT, FISH AND WILDLIFE

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In reply refer to: KEWB-4

Dear Contractor,

Last year, we told you about future plans to capture metrics and location data for Fish and Wildlife contracts. That future is now upon us. In a few weeks, functionality will be available in Pisces (<http://www.efw.bpa.gov/contractors/usingpisces.aspx>) that will enable you to begin entering metrics and location data for all applicable work elements in your Statements of Work (SOWs). The purpose of this letter is to give you advance notice of an upcoming request; you don't need to do anything right now.

Before January 1, 2006, the Pisces team will launch the latest version of Pisces, which will include metrics and location data entry capabilities. Following the debut of this functionality, you will have until February 15, 2006 to enter required metrics and location data for all work elements you have in Pisces.

Note: Not all work elements require metrics or location data. Examples of work elements that do not require metrics or location data include "Produce Environmental Compliance Documentation," and "Coordination." If none of your work elements have metrics or location requirements, you are exempt from this activity.

For a complete list of work elements and associated metrics, refer to:
<http://www.efw.bpa.gov/contractors/MetricsGuidanceForWorkElements.pdf>.

For the list of work elements that require location data points, please refer to:
<http://www.efw.bpa.gov/contractors/LocationGuidanceForWorkElements.pdf>.

When must contractors report metrics and location data?

You may begin entering metrics and location data after **January 1, 2006**. The due date for entry of metrics and location data for all applicable work elements is **February 15, 2006**.

Why capture metrics and location data?

Metrics and location data are crucial for Fish and Wildlife program reporting. Put simply, this information will enable the Program to clearly demonstrate what it is accomplishing where, and how much those accomplishments cost.

Much of the metrics data will be used for Endangered Species Act (ESA) reports that BPA is required to submit each year. In past years, we have asked contractors doing ESA-related work to email us with their accomplishments at the end of the year.

This year's data gathering activity, which builds upon our previous efforts, has four noteworthy differences:

- Contractors will enter metrics and location for all Fish and Wildlife program work elements that require them, not just ESA-related metrics;
- Contractors will be able to quickly and easily determine which elements of their work require metrics and location data, based on indicators in Pisces;
- Data will be entered and stored online, via Pisces, and
- After this year's catch-up activity, which will capture data for existing work elements in Pisces, contractors will be enter metrics as they complete deliverables throughout the year, rather than all at once.

How will location data be captured?

For each work element requiring location data, you will enter the latitude and longitude of at least one point expressed in decimal degrees.

You may identify a point using the map interface built into Pisces, or key in longitude and latitude data acquired from other sources (e.g., GPS, other GIS/mapping system, or physical map). The latitude and longitude will represent location for non-point features such as the mid-point of a fence or the center of an acquired land parcel. We are not capturing lines or areas (polygons) at this time, though Pisces may allow this in the future.

Some work elements may be described by more than one location point. Points should be recorded for all features of a work element that have discrete locations (such as operations and maintenance on multiple fish screens that have been grouped under one work element in the SOW). When multiple work elements occur in the same location, exact latitude and longitude will be required for each. Pisces provides an optional "Notes" field where you may describe the location and/or explain any caveats.

How will metric data be captured?

Metrics are based on work elements. The metrics you'll enter are determined by the work elements in each SOW. Some work elements have multiple metrics associated with them; others (such as "Manage and Administer Projects" and "Provide Technical Review") do not have any required metrics.

Metrics, like location data, will be entered in the work element details panel, where today you enter milestones. With the next release of Pisces, two new tabs will appear in the work element details panel: one for location and one for metrics. The metrics tab for each work element will have a field for entering actual metrics achieved for completed deliverables, a contractor comment field and a COTR comment field. For each work element, Pisces will prompt you with the metrics associated with that work element. While you should enter at least one metric for each work element, some of the suggested metrics may not apply to your work. Pisces will allow you to "uncheck" those metrics that do not apply.

Thank you for your assistance in implementing our shared goal: to measure and celebrate project accomplishments, and to demonstrate the effectiveness of the integrated fish and wildlife program.



William C. Maslen
 Director, Division of Fish and Wildlife
 Bonneville Power Administration

More questions and answers about metrics and location

Q. How do I know if I have to enter metrics and/or location data for my contract?

A. For now, compare your SOW to the list of Fish and Wildlife Program metrics (sorted by work element) posted at <http://www.efw.bpa.gov/contractors/MetricsGuidanceForWorkElements.pdf>. For location requirements, check your SOW against the list posted at <http://www.efw.bpa.gov/contractors/LocationGuidanceForWorkElements.pdf>. If none of the work elements in your SOW have metrics associated with them, and none require a location entry, you don't have to do anything. However, if any of your work elements have associated metrics or require location data, you must enter those data for those work elements.

Q. I just went into Pisces to enter metrics and location for my work elements, but I can't figure out where I am supposed to enter my data.

A. If you log into Pisces prior to January 1, the functionality won't be there yet. Once the newest version of Pisces is launched, when you select a work element and then click on the "Details" button, you'll see two new tabs: one for metrics and location. This is where you will enter your data.

Q. Will you provide any training on how to use the new functionality?

A. Written training materials will be posted on our website prior to January 1. When the newest version of Pisces is launched, we will send an email to all Pisces users to notify you that you can begin entering metrics and location data. Included in that communication will be a link to the training materials for the new Pisces functionality.

Q. My FY05 contract with BPA ended September 30, 2005. I'm now working under my FY06 contract that began October 1, 2005. Do I have to enter metrics and location data for my FY05 contract, my FY06 contract, or both?

A. The answer is both – if they are in Pisces. BPA's objective is to capture metrics and location data for every applicable work element in Pisces. Therefore, we are asking you to enter metrics and location data for any of your work elements in Pisces that have metrics or location data requirements. So, if your SOW from last year is in Pisces and contains work elements that have associated metrics and/or location requirements, you must enter these. If your FY05 SOW was

not entered in Pisces, or has no work elements with metrics or location requirements, you do not need to enter this data

Q. Do I have to enter metrics and location for work I did under a previous contract, say, one that began in FY04 and ended FY05?

A. Was this contract's SOW entered into Pisces? If not, then no, you do not need to report on it. In fact, there would be no place in Pisces to do so. But you should enter metrics and location data for any SOW that *is* in Pisces, regardless of whether it is active or complete, if it has work elements requiring this data.

Q. Field season is over. Does BPA expect me to trudge out to my project site in the bitter cold with my GPS data logger to gather location data for my project?

A. No. The data entry field in Pisces will allow you to pinpoint your work elements on a Pisces-generated map. You can also use a map service such as the [Northwest Subbasin Geographic Data Browser](http://nppc.bpa.gov/) (<http://nppc.bpa.gov/>) or [Google Earth](http://earth.google.com/) (<http://earth.google.com/>) to gather latitude and longitude for each of your work elements.

Q. Do I have to enter metrics and/or location data in Pisces? Can I email my information to my BPA COTR and have him or her enter it?

A. BPA COTRs are a competent, generous, caring bunch. They want to do everything they can to help their contractors succeed. However, entering metrics and location data is your responsibility as a contractor. In fact, it likely is one of your BPA contract requirements. If you do not yet have a Pisces account, you can obtain one by visiting our website: <http://www.efw.bpa.gov/contractors/usingpisces.aspx>.