

QUALITY ASSURANCE SURVEILLANCE PLAN

For: Radiation Safety Inspection Services

Contract Number: TBA

Contract Description: This contract is for the service of providing on-site Radiation Physicist services for the Department of Veterans Affairs (VA) VISN 18 which could include the following facilities: Tucson, AZ; El Paso, TX; Albuquerque, NM; Prescott, AZ; Phoenix, AZ; Amarillo, TX; and Big Spring, TX. Services include Radiation Surveys and Consultation/Training.

Contractor's name: TBA (hereafter referred to as the contractor).

1. PURPOSE

This Quality Assurance Surveillance Plan (QASP) provides a systematic method to evaluate performance for the stated contract. This QASP explains the following:

- What will be monitored.
- How monitoring will take place.
- Who will conduct the monitoring.
- How monitoring efforts and results will be documented.

This QASP does not detail how the contractor accomplishes the work. Rather, the QASP is created with the premise that the contractor is responsible for management and quality control actions to meet the terms of the contract. It is the Government's responsibility to be objective, fair, and consistent in evaluating performance.

This QASP is a "living document" and the Government may review and revise it on a regular basis. However, the Government shall coordinate changes with the contractor. Copies of the original QASP and revisions shall be provided to the contractor and Government officials implementing surveillance activities.

2. GOVERNMENT ROLES AND RESPONSIBILITIES

The following personnel shall oversee and coordinate surveillance activities.

- a. Contracting Officer (CO) - The CO shall ensure performance of all necessary actions for effective contracting, ensure compliance with the contract terms, and shall safeguard the interests of the United States in the contractual relationship. The CO shall also assure that the contractor receives impartial, fair, and equitable treatment under this contract. The CO is ultimately responsible for the final determination of the adequacy of the contractor's performance.

Assigned CO: Daniel Thiel

Organization or Agency: Department of Veterans Affairs V18 Network Contracting Office

- b. Contracting Officer's Representative (COR) - The COR is responsible for technical administration of the contract and shall assure proper Government surveillance of the contractor's performance. The COR shall keep a quality assurance file. The COR is not empowered to make any contractual commitments or to authorize any contractual changes on the Government's behalf.

Assigned COR: Eddie Ohnesorgen

c. Other Key Government Personnel – N/A

3. CONTRACTOR REPRESENTATIVES

The following employees of the contractor serve as the contractor’s program manager for this contract.

a. Program Manager – _____

b. Other Contractor Personnel – _____

Title: _____

4. PERFORMANCE REQUIREMENTS SUMMARY (PRS)

Performance standards define desired services. The Government performs surveillance to determine if the contractor meets, exceeds, or does not meet these standards.

The Performance Requirements Summary Matrix below lists how the Government shall use these standards to determine contractor performance and shall compare contractor performance to the Acceptable Quality Level (AQL).

Task	SOW Paragraph	Indicator	Standard	Acceptable Quality Level	Method of Surveillance	Incentive
Perform radiation protection surveys and provide written report of results to Radiology Service/Radiation Safety Officer (RSO).	2.A.	Completion of survey and report.	Perform survey upon date/time agreed upon between the Imaging Service/RSO and the contractor. Provide report within five (5) working days of survey.	100%	a. & b.	Exercise of Option Periods
Review and analyze radiation exposure records and provide results to Imaging Service and RSO.	2.B.	Analyze exposure level records and provide results.	Review and analyze records upon date/time agreed upon between the Imaging Service/RSO and the contractor. Provide report within five (5) working days of review.	100%	b.	Exercise of Option Periods
Perform radiation safety inspections on all imaging equipment providing final reports to Imaging Service/RSO.	2.C.	Perform radiation safety inspections and provide reports.	Perform safety inspections upon date/time agreed upon between the Imaging Service/RSO and the contractor. Provide report within five (5) working days of survey.	100%	a. & b.	Exercise of Option Periods
Provide consultation for additional services as needed, i.e., safety training.	2.D.	Provide consultation.	Provide consultation upon date/time agreed upon between the Imaging Service/RSO and the contractor.	100%	a.	Exercise of Option Periods
Review Computed Tomography (CT) protocol optimization.	2.E.	Review CT optimization.	Review CT protocol optimization once per year upon date/time agreed upon between the Imaging Service/RSO and the contractor.	100%	a. & b.	Exercise of Option Periods

Provide shielding design calculations for each new or replacement x-ray imaging system.	2.F.	Provide shielding design calculations.	Provide shielding design calculations for new or replacement x-ray imaging systems upon date/time agreed upon between the Imaging Service/RSO and the contractor.	100%	a. & b.	Exercise of Option Periods
Establish a skin dose program.	2.G.	Establishment of skin dose program.	Establish a skin dose program upon date/time agreed upon between the Imaging Service/RSO and the contractor.	100%	b.	Exercise of Option Periods
Review the radiation safety programs for all applicable services.	2.H.	Review radiation safety programs for all applicable services.	Review the radiation safety programs for all applicable services during each site visit.	100%	a. & b.	Exercise of Option Periods
Evaluate technical Quality Assurance (QA)/Quality Control (QC) program.	2.I.	Evaluate QA/QC program.	Evaluate QA/QC program annually upon date/time agreed upon between the Imaging Service/RSO and the contractor.	100%	a. & b.	Exercise of Option Periods
Comply with all State and Federal rules, laws and regulations and maintain compliance with Occupational Safety and Health Administration (OSHA), The Joint Commission (TJC), ACR, Food and Drug Administration (FDA), and MQSA.	2.J.	Comply with all State and Federal rules, laws and regulations and maintain compliance with OSHA, TJC, ACR, FDA, and MQSA.	Compliance with laws, rules, and regulations.	100%	a.	Exercise of Option Periods
Ensure referenced equipment meets NRC/TJC compliance and all Federal and State rules, regulations and laws.	2.K.	Ensure NRC/TJC, federal, and state compliance with all rules, regulations, and laws	Compliance with laws, rules, and regulations.	100%	a.	Exercise of Option Periods
Conduct quality control surveys and certifications of the radiographic equipment listed in the SOW and ensure the radiographic equipment's compliance with applicable federal and state regulatory requirements.	3.A. - 3.F.	Conduct QC surveys and certifications of listed equipment and ensure federal and state compliance.	Conduct quality control surveys and certifications of the radiographic equipment date/time agreed upon between the Imaging Service/RSO and the contractor.	100%	a. & b.	Exercise of Option Periods
Provide documentation of measured values used to certify compliance for all Bureau of Radiological Health (BRH) compliance tests.	3.G.	Provide documentation supporting compliance with BRH tests.	Provide documentation supporting compliance with BRH tests upon date/time agreed upon between the Imaging Service/RSO and the contractor.	100%	b.	Exercise of Option Periods

Furnish a follow-up inspection to verify compliance of any necessary corrective action performed to correct deficiencies found.	3.H.	Furnish follow-up inspections to correct any deficiencies found.	Furnish follow-up inspections upon between the Imaging Service/RSO and the contractor.	100%	a. & b.	Exercise of Option Periods
Furnish a measured skin entrance dose (in mR or mrem) for each x-ray tube tested using typical technique for the unit under typical tests.	3.I.	Furnish a measured skin entrance dose.	Furnish a measured skin entrance dose for each x-ray tube upon between the Imaging Service/RSO and the contractor.	100%	a. & b.	Exercise of Option Periods
Furnish radiation dose rate for each mode of operation for typical prolonged fluoroscopically guided invasive procedures performed on fluoro units.	3.J.	Furnish radiation dose rate.	Furnish radiation dose upon date/time agreed upon between the Imaging Service/RSO and the contractor.	100%	a. & b.	Exercise of Option Periods
Conduct radiation survey once per calendar year with the intervals between annual inspections not to exceed 14 months as scheduled at mutually agreed upon times between the Imaging Service/RSO and the contractor.	3.K.	Conduct Radiation Survey.	Conduct radiation survey once per calendar year upon coordination between the Imaging Service/RSO and the contractor. Intervals between annual inspections are not to exceed 14 months.	100%	a. & b.	Exercise of Option Periods

5. INCENTIVES

The Government shall use Exercise of Option Period and past performance as incentives. Incentives shall be based on meeting or exceeding performance standards.

6. METHODS OF QA SURVEILLANCE

Various methods exist to monitor performance. The COR shall use the surveillance methods listed below in the administration of this QASP.

- a. DIRECT OBSERVATION. (Can be performed periodically or through 100% surveillance.)

Contractor will perform radiation survey, draft identified reports, and provide consultation/training upon a date and time mutually agreed upon between the Imaging Service/RSO and the contractor and in accordance with the SOW and PRS.

- b. DOCUMENTATION REVIEW. (Reviews submitted reports on a periodic basis. Reviews may be scheduled [Daily, Weekly, Monthly, Quarterly, or annually] or unscheduled, as required.)

The contractor will prepare and submit all reports as required by the SOW and submit them in accordance with the dates outlined in the PRS.

7. DOCUMENTING PERFORMANCE

a. ACCEPTABLE PERFORMANCE

The Government shall document positive performance. All reports shall become a part of the contract documentation and file.

b. UNACCEPTABLE PERFORMANCE

When unacceptable performance occurs, the COR shall inform the contractor. This will normally be in writing unless circumstances necessitate verbal communication. In any case the COR shall document the discussion and place it in the COR file.

When the COR determines formal written communication is required, the COR shall prepare a Contract Discrepancy Report (CDR), and present it to the contractor's program manager.

The contractor shall acknowledge receipt of the CDR in writing. The CDR will specify if the contractor is required to prepare a corrective action plan to document how the contractor shall correct the unacceptable performance and avoid a recurrence. The CDR will also state how long after receipt the contractor has to present this corrective action plan to the COR. The Government shall review the contractor's corrective action plan to determine acceptability.

Any CDRs shall become a part of the supporting documentation for any contractual action deemed necessary by the CO.

8. FREQUENCY OF MEASUREMENT

a. Frequency of Measurement.

During contract performance, the COR will periodically analyze whether the negotiated frequency of surveillance is appropriate for the work being performed.

b. Frequency of Performance Assessment Meetings.

The COR shall meet with the contractor quarterly to assess performance and shall provide a written assessment.

Signature – Contractor Program Manager

Signature – Contracting Officer's Representative