

Quality Assurance Surveillance Plan (QASP) – Mobile MRI Services – NWIVAHCS

The contractor will be evaluated in accordance with the following:

1. PURPOSE: MOBILE MRI LINCOLN AND GRAND ISLAND CAMPUSES

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 through contract modification. 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: Julie Stout

Organization or Agency: Department of Veterans Affairs Network Contracting Activity 23
Minneapolis, MN 55415

- 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: Michael Cladwell, Interim Radiology Supervisor

Organization or Agency: Nebraska-Western Iowa VA Health Care System, Omaha, Nebraska

3. PERFORMANCE STANDARDS

Performance standards define desired services. The Government performs surveillance to determine the level of Contractor performance to these standards.

| Indicator | Acceptable Quality Level | Method of Surveillance | Disincentive |
|---------------------------------------|---|---|--|
| Cancellations | 95% | Number of days services cancelled due to equipment failure. | If acceptable quality level is not achieved, individual provider may be removed from providing service or task order may be terminated |
| Key Personnel | 100% | Provide required Medical Service as specified in the requirements. | If acceptable quality level is not achieved 2 weeks in a row, individual may be removed from providing service or task order may be terminated |
| Quarterly reporting of adverse events | 100% | Review of the quarterly adverse event information collected by the contractor | If acceptable quality level is not achieved, individual provider may be removed from providing service or task order may be terminated |
| Security/Privacy | No occurrences of security/privacy breaches or violations | Direct observation and/or validated witness reports | If acceptable quality level is not achieved, individual provider may be removed from providing service or task order may be terminated |
| Quality | 95% | Direct observation on completeness, image quality, and protocol. | If acceptable quality level is not achieved, individual provider may be removed from providing service or task order may be terminated |

4. RATINGS

Metrics and methods are designed to determine rating for a given standard and acceptable quality level. The following ratings shall be used:

| | |
|----------------------|--|
| SATISFACTORY: | Performance meets contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory. |
|----------------------|--|

| | |
|-------------------------------|---|
| | <p>Note: To justify a Satisfactory rating, there should have been only minor problems, or major problems the contractor recovered from without impact to the contract. Also there should have been NO significant weaknesses identified.</p> |
| <p>UNSATISFACTORY:</p> | <p>Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element being assessed contains serious problem(s) for which the contractor's corrective actions appear or were ineffective.</p> <p>Note: To justify an Unsatisfactory rating, you should identify multiple significant events in each category that the contractor had trouble overcoming and state how it impacted the GOVERNMENT. However, a singular problem could be of such serious magnitude that it alone constitutes an unsatisfactory rating. An Unsatisfactory rating should be supported by referencing the management tools used to notify the contractor of the contractual deficiencies (e.g. Management, Quality, Safety or Environmental Deficiency Reports, or letters).</p> |

5. DOCUMENTING PERFORMANCE

- a. The Government shall document positive and/or negative performance. Any report may become a part of the supporting documentation for any contractual action and preparing annual past performance using CONTRACTOR PERFORMANCE ASSESSMENT REPORT (CPAR).
- b. If contractor performance does not meet the Acceptable Quality level, the CO shall inform the contractor. This will normally be in writing unless circumstances necessitate verbal communication. In any case the CO shall document the discussion and place it in the contract file. When the COR and the CO determines formal written communication is required, the COR shall prepare a Contract Discrepancy Report (CDR), and present it to CO. The CO will in turn review and will present to the contractor's program manager for corrective action.

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 CO. The Government shall review the contractor's corrective action plan to determine acceptability. The CO shall also assure that the contractor receives impartial, fair, and equitable treatment. The CO is ultimately responsible for the final determination of the adequacy of the contractor's performance and the acceptability of the Contractor's corrective action plan.

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

6. FREQUENCY OF MEASUREMENT

- a. Frequency of Measurement.

The frequency of measurement is defined in the contract or otherwise in this document. The government (COR or CO) will periodically analyze whether the negotiated frequency of surveillance is appropriate for the work being performed.

- b. Frequency of Performance Reporting.

The COR shall communicate with the Contractor and will provide written reports to the Contracting Officer quarterly (or as outlined in the contract or COR delegation) to review Contractor performance.

7. COR AND CONTRACTOR ACKNOWLEDGEMENT OF QASP

SIGNED:

Donald Lanier

DATE

PACS Supervisor

SIGNED:

CONTRACTOR NAME/TITLE

DATE

| CONTRACT DISCREPANCY REPORT | |
|---|---------------------------------------|
| 1. CONTRACT NUMBER | 2. REPORT NUMBER FOR THIS DISCREPANCY |
| 3. TO: <i>(Contracting Officer)</i> | 4. FROM: <i>(Name of COR)</i> |
| 5. DATES | |
| a. CDR PREPARED | b. RETURNED BY CONTRACTOR: |
| c. ACTION COMPLETE | |
| 6. DISCREPANCY OR PROBLEM <i>(Describe in detail. Include reference to PWS Directive; attach continuation sheet if necessary.)</i> | |
| 7. SIGNATURE OF COR | Date: |
| 8. SIGNATURE OF CONTRACTING OFFICER | Date: |
| 9a. TO <i>(Contracting Officer)</i> | 9a. FROM <i>(Contractor)</i> |
| 10. CONTRACTOR RESPONSE AS TO CAUSE, CORRECTIVE ACTION AND ACTIONS TO PREVENT RECURRENCE. <i>(Cite applicable quality control program procedures or new procedures. Attach continuation sheet(s) if necessary.)</i> | |
| 11. SIGNATURE OF CONTRACTOR REPRESENTATIVE | Date: |

12. GOVERNMENT EVALUATION. *(Acceptance, partial acceptance, reflection. Attach continuation sheet(s) if necessary.)*

13. GOVERNMENT ACTIONS *(Acceptance, partial acceptance, reflection. Attach continuation sheet(s) if necessary.)*

14. CLOSE OUT

| | NAME | TITLE | SIGNATURE | DATE |
|---------------------|------|-------|-----------|------|
| CONTRACTOR NOTIFIED | | | | |
| COR | | | | |
| CONTRACTING OFFICER | | | | |