

# **QUALITY ASSURANCE SURVEILLANCE PLAN**

**For:** Medical Services

**Contract Number:** VA255-12-R-0296

**Contract Description:** Off-Site Wet Read X-Ray Services

**Contractor's name:** TBA

## **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: Robert Nicholas

Organization or Agency: NCO 15

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: Nancy Miller

### **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 –

### **4. PERFORMANCE STANDARDS**

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

The Quality Assurance requirements as described in section B of the performance work statement, includes performance standards. The Government shall use these standards to determine contractor performance and shall compare contractor performance to the Acceptable Quality Level (AQL).

## PERFORMANCE STANDARDS MATRIX

TASK	Indicator	Standard	Acceptable Quality Level	Method of Surveillance
1.	Patient results received within designated timeframe.	5 days	100%	Patient log is shared between Employee Health and Imaging for documentation purposes of timelines
2.	Results shall be accurate with no room for inaccuracies.	Accurate 99% of the time.	100%	However this would be done – is there a way how we know how accurate the results are?
3.	VA will monitor reports using data from VISTA/CPRS systems	Monthly performance report will be sent to contractor	100%	Vista/CPRS and paper copy sent from contractor

### 5. INCENTIVES

The Government shall use Exercise of Option Period and past performance as incentives. Incentives shall be based on meeting, or failing to meet performance standards. Meeting or exceeding required standards will result in the option year being renewed. Failure to meet required standards may result in the termination of the contract.

### 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.

Review of employee patient X-rays by the ordering service.

- a. **RANDOM SAMPLING.** (Designed to evaluate performance by randomly selecting and inspecting a sample of cases.

Task 1-3

- b. 100% Acceptable Quality Level

## 8. RATINGS

Metrics and methods are designed to determine if performance exceeds, meets, or does not meet a given standard and acceptable quality level. A rating scale shall be used to determine a positive, neutral, or negative outcome. The following ratings shall be used:

Acceptable/Unacceptable performance

## 9. DOCUMENTING PERFORMANCE

### a. ACCEPTABLE PERFORMANCE

The Government shall document positive performance. Any report may become a part of the supporting documentation for any contractual action.

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

## 10. FREQUENCY OF MEASUREMENT

### a. Frequency of Measurement.

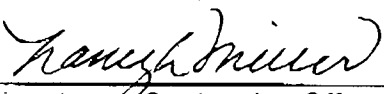
During contract performance, the COR will periodically analyze whether the negotiated frequency of surveillance is appropriate for the work being performed.

### b. Frequency of Performance Assessment Meetings.

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

After award of the contract, both the contractor's Program Manager and the COR shall sign this document.

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Signature – Contractor Program Manager

  
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Signature – Contracting Officer's Representative