

QUALITY ASSURANCE SURVEILLANCE PLAN (QASP) - RECORDS MANAGEMENT CENTER

The following Quality Assurance Surveillance Plan lists various requirements from the Performance Work Statement and outlines the performance standard for determining the contractor’s success in meeting the requirements, the maximum allowable deviation from these standards that the Government will accept before the contractor’s prospect of receiving an award term are negatively impacted and the method of surveillance the Government will utilize to monitor the contractor’s performance. .

THE FOLLOWING TASKS WILL BE MEASURED IN ACCORDANCE WITH THIS QUALITY ASSURANCE SURVEILLANCE PLAN AND EVALUATED IN ACCORDANCE WITH ITEM 1 OF THE CLAUSE ENTITLED “AWARD TERM OPTION INCENTIVE PLAN.”

PWS TASK #	Performance Standards	Maximum Allowable Deviation	Surveillance Method
II.D.	Full time on-site supervision is present during hours of operation.	No more than five occurrences of unsupervised staff per year	Random checks by the COR
IV.B.	Files are organized in accordance with Regional file structures and EPA Administrative Records guidance.	No more than five occurrences of misfiled documents per year	Customer complaints and random inspection of files by COR
III.D.4.	Confidential documents are clearly segregated, marked, and protected from unauthorized disclosure.	None	Customer complaints and random inspection of site files and ARs
IV.E.5	Files identified for disposition are properly labeled and boxed in accordance with EPA, National Archives and Records Administration and Region 2 guidance.	No more than a combination of five errors of omission on forms and/or box contents per year.	Random inspection of boxes by COR prior to shipping.