Quality Assurance Surveillance for Program Support for DPTSSP and OPPB Required Tasks Task Standard Method of Standard to be Surveillance Measured Meet with GPO and other Contacts GPO within CMHS staff to discuss Plan Meeting is arranged Deadline Met Deadline 1.1 of Performance **GPO** Verification Deadline met and 1.2 Submit a detailed draft Plan Conformance to SOW and documents are of Performance for GPO guidance provided by the comprehensive, accurate **GPO** review and of professional quality **GPO** Verification Deadline met and 1.3 Conformance to SOW and documents are Submit a final Plan of guidance provided by the comprehensive, accurate Performance to GPO **GPO** and of professional quality Deadline met and 1.4 Conformance to SOW and documents are Provide IT Plan and IT guidance provided by DMS-**DMS-IT Verification** comprehensive, accurate Security Plan IT and of professional quality Develop for review by the Deadline met and GPO a draft plan Conformance to SOW and documents are addressing the coordination 2.1 guidance provided by the **GPO** Verification comprehensive, accurate of transition of services and **GPO** and of professional activities from incumbent quality Meet with incumbent Deadline met and provider related to transfer Conformance to SOW and documents are 2.2 of materials and begin guidance provided by the **GPO** Verification comprehensive, accurate transfer **GPO** and of professional quality Receive from incumbent Deadline met and grantee records, manuals, Conformance to SOW and documents are training tools, exhibit guidance provided by the comprehensive, accurate **GPO** Verification materials, correspondence 2.3 **GPO** and of professional files, shelf supplies, audio quality and videos, etc. Provide 3 copies of plan for Deadline met and 3.1 transfer of project to either Conformance to SOW and documents are government or a new guidance provided by the **GPO** Verification comprehensive, accurate contractor **GPO** and of professional quality Appropriate staff participate Participate in 5 or more **Deadlines Met** Meetings arranged 3.2 meeting with new contractor in required meetings Provide complete Conformance to SOW and Deadline met and

Quality Assurance Surveillance for Program Support for DPTSSP and OPPB				
Required Tasks		Task Standard	Method of Surveillance	Standard to be Measured
3.3	documentation of all hardware, software, materials, and data produced	guidance provided by the GPO	GPO Verification	documents are comprehensive, accurate and of professional quality
4	Submit IT Plan/Security Plan	Complies with all DMS/IT requirements, OMB Circular	GPO and SAMHSA DMS/IT review	Deadline met and documents are comprehensive, accurate and of professional quality
5	Meet with GPO to discuss requirements	Contacts GPO within deadline	Meeting is arranged	Deadline met
5	Recruit, screen individuals to place onsite	Identify minimum 3 people that meet GPO requirements	GPO reviews qualifications of 3 recommended people	Onsite personnel selected and hired within deadline
5	Provide ongoing supervision of onsite personnel	Contractor maintains regular contact with onsite personnel and provides guidance as necessary	GPO concerns about onsite personnel performance are addressed in a timely manner	Contractor is proactive in addressing issues and responds to GPO concerns within 3 days of receipt of the concern
5	Meet with GPO to discuss requirements	Contacts GPO within deadline	Meeting is arranged	Deadline met
6	Recruit, screen individuals to place onsite	Identify minimum 3 people that meet GPO requirements	GPO reviews qualifications of 3 recommended people	Onsite personnel selected and hired within deadline
6	Provide ongoing supervision of onsite personnel	Contractor maintains regular contact with onsite personnel and provides guidance as necessary	GPO concerns about onsite personnel performance are addressed in a timely manner	Contractor is proactive in addressing issues and responds to GPO concerns within 3 days of receipt of the concern
7	Meet with GPO to discuss requirements	Contacts GPO within deadline	Meeting is arranged	Deadline met
7	Recruit, screen individuals to place onsite	Identify minimum 3 people that meet GPO requirements	GPO reviews qualifications of 3 recommended	Onsite personnel selected and hired within deadline

Quality Assurance Surveillance for Program Support for DPTSSP and OPPB Required Tasks Task Standard Method of Standard to be Surveillance Measured people Contractor maintains Contractor is proactive in 7 Provide ongoing GPO concerns about addressing issues and regular contact with onsite supervision of onsite onsite personnel personnel and provides responds to GPO personnel performance are guidance as necessary concerns within 3 days addressed in a of receipt of the concern timely manner 8 Meet with GPO to discuss Contacts GPO within requirements Meeting is arranged Deadline met deadline 8 Recruit, screen individuals Onsite personnel **GPO** reviews Identify minimum 3 people selected and hired within to place onsite qualifications of 3 that meet GPO recommended deadline requirements people Contractor maintains Contractor is proactive in 8 Provide ongoing GPO concerns about regular contact with onsite addressing issues and supervision of onsite onsite personnel personnel and provides responds to GPO personnel performance are quidance as necessary concerns within 3 days addressed in a of receipt of the concern timely manner 9 Meet with GPO to discuss Contacts GPO within requirements Meeting is arranged Deadline met deadline Identify minimum 3 people 9 Recruit, screen individuals **GPO** reviews Onsite personnel that meet GPO to place onsite qualifications of 3 selected and hired within requirements recommended deadline people Contractor is proactive in Contractor maintains 9 Provide ongoing GPO concerns about regular contact with onsite addressing issues and supervision of onsite onsite personnel personnel and provides responds to GPO personnel performance are guidance as necessary concerns within 3 days addressed in a of receipt of the concern timely manner 10 Monthly Progress Report Conformance to delivery **GPO** Verification Deadline met and requirements documents are comprehensive, accurate and of professional quality 10 Final Report Conformance to SOW **GPO** Verification Deadline met and requirements documents are comprehensive, accurate and of professional quality