



MAY 20 2005

GSA Acquisition Letter V-05-07

MEMORANDUM FOR ALL GSA CONTRACTING ACTIVITIES

FROM: DAVID A. DRABKIN   
SENIOR PROCUREMENT EXECUTIVE


SUBJECT: Federal Acquisition Regulation Class Deviation—Quality Assurance Surveillance Plans (QASP)

1. Purpose: This Acquisition Letter provides guidance for implementing the requirements at FAR 46.103 and 46.401 regarding preparation of a quality assurance surveillance plan for service contracts.
2. Background. When contracting for services, FAR 46.103 requires contracting officers to obtain from the requiring activity a quality assurance surveillance plan (QASP). The QASP should be prepared in conjunction with the preparation of the statement of work. FAR 46.401. This is not always practical or in the best interest of the Government. For instance, preparing the QASP in advance may result in sending an unintended message to the contractor in terms of the solution the Government desires. Also, the Government might decide that it can more easily evaluate an offeror's understanding of the contract requirements by having the offeror prepare and submit the QASP as part of its technical proposal. When the solicitation contains a Statement of Objectives, offerors are required to prepare and submit a statement of work as part of their proposal. Consequently, it makes sense to have the offeror prepare a QASP in conjunction with its preparation of the statement of work.
3. Effective Date. Upon signature.
4. Termination Date. This Acquisition Letter will expire one year from issuance or upon incorporation into the General Services Administration Acquisition Manual, whichever is earlier.
5. Applicability. This Acquisition Letter applies to all contracting activities that include QASPs in their solicitations and contracts.
6. Reference to Regulations: FAR 46.103 and 46.401.

7. Instructions/procedures.

- a. Contracting officers may include in solicitations a requirement that offerors prepare and submit quality assurance surveillance plans as part of the offeror's technical proposal and should evaluate the QASP as part of the Government's best value determination.
  
- b. Contracting officers are advised not to incorporate the offeror's QASP into the terms of the contract. The QASP, whether developed by the Government or by the contractor, is used by the Government as a method of assessing the contractor's performance; therefore, the Government should be free to modify the QASP as necessary to meet changing conditions.

Concurrence:



Julia Wise

Chair

Civilian Agency Acquisition Council

Date: *May 20, 2005.*