Performance Standards:
Estimates of Expenditures for Mental
Health and Substance Abuse Treatment

Task	Indicator	Standard	AQL	Surveillance Method
1	Meeting with the government project officer (GPO)/Prepares Plan of Performance	Reflects understanding of work including challenges that may be encountered and innovative plans to minimize those, comprehensive coverage of the tasks, timeliness of meeting. Work plan is realistic and anticipates challenges.	100% completion	GPO monitoring and deliverables
2a	Establish expert panel/Hold first panel meeting	Expert panel members recommended are appropriate and mix allows for adequate coverage of issues; Interaction with panel member minimizes burden on them and is business like; panel recommendations received on time and first panel held within first 6 months of contract; arrangements and support for panel meeting shall minimize burden on panel members and reflect high quality; panel members shall be paid promptly on submission of necessary materials.	80% of panel members recommended are approved; Panel meeting timely; Meeting arrangements conductive to the task; Meeting materials relevant, high-quality, easy to use and facilitate the accomplishment of meeting goals. 80% of all panel members participate. 80% of all panel members have been paid within 45 days of the event.	GPO monitoring Review of correspondence with panel members; review of meeting materials; review of list of unpaid panel members.
2b	Expert panel meeting in Washington, D.C.	Contractor proposes appropriate meeting schedule. Meetings are scheduled well in advance at a time most (if not all) panel members can attend; meeting materials are sent to members at least two weeks prior to the meeting; Meeting rooms are comfortable and fit the purpose of the meeting; Participants are paid appropriately within 45 days.	Panel meetings are proposed at appropriate times and arrangements are timely; Meeting arrangements conducive to the task; Meeting materials relevant, high-quality, easy to use and facilitate the accomplishment of meeting goals. 80% of all panel members participate. 80% of all panel members have been paid within 45 days of the event. Outstanding payments are reported to GPO on time.	Feedback from expert panel members; GPO monitoring and review.

3	Identification, Recruitment and Use of Specialized Consultants.	Recommendation for members is timely; persons with appropriate skill levels are included; correspondence with these members minimizes burden on them and is timely. List of possible specialized consultants reflects an understanding of the specialized issues that relate to the spending estimates project.	80% of initial recommendations for technical and other consultants are accepted. Information about conference calls is user friendly; calls are high quality audio 80% of all non-federal participants have been paid within 45 days of event. Outstanding payments are reported to GPO on time.	GPO review and monitoring Review of list of 60 days unpaid list (deliverable). Feedback from specialized consultants and advisory panel.
4a	IT MIS and IT Security Plans	Plan is submitted on time, is practical and requires minimal changes for approval.	90% of initial plan is accepted as proposed by GPO and DMS-IT.	GPO and DMS-IT feedback.
4b	Implement IT MIS Plan and IT Security Plan	Timely and implemented as approved. Information produced is timely and accurate.	Reports resulting from the IT MIS and IT Security are 95% accurate; inaccuracies are identified and fixed within two weeks.	GPO monitoring. Written progress reports.
5	Monthly contract progress reports	Brief as possible but always include list of activities, problems identified and action taken as well as updates of the literature and a brief assessment of team functioning and activities undertaken to support good team functions.	Reports are 100% accurate. 95% of the time the reports are no longer than 5 pages Reports include material about team functioning 100% of the time.	GPO monitoring; Deliverables.
6	Ongoing literature review	Literature review is comprehensive, and identifies articles and papers relevant to MH/AOD spending estimates including the methods used for developing such estimates. Review errs on the side of being over inclusive rather than under inclusive.	Reports include the results of the ongoing literature review and copies of relevant articles 90% of all relevant literature is included. Material is synthesized in a meaningful way.	GPO monitoring; Deliverables. Feedback from reviewers and Advisory Panels.

7	Special Reports and Products	High level of quality, innovation and creativity. Make relevant recommendations about needed special reports. Utilizes a reasonable work process which with GPO approval includes a delivery of brief proposal for the report topic, outline, draft and final versions.	Suggested report topics are policy relevant. Draft reports are 85% accurate. Draft reports include 95% of the approved outline.	GPO review. Deliverable review. Reviewer comments.
8	Proposed Methodology Report	High level of scientific rigor, includes thorough literature review pertinent to methodology, use of all appropriate available sources of data, accurate description of all methods so that they can be replicated without question; identification of limitations and areas that may be able to be improved in the future; Report is readable and understandable.	All appropriate sources of data are proposed. 95% of the report reflects the actual methodology used. Revisions are made at the request of the GPO.	GPO monitoring. Feedback from reviewers and Advisory Groups. Deliverable review.
9a	Preparation of draft Technical Findings Report	Methods implemented are those that were approved; they are accurate; the draft technical report is written so that it follows an approved outline, is accurate, understandable, of high quality, and incorporates relevant literature, and data displays and comparisons that are relevant to key MH/SA issues.	The draft is 85% accurate. Follows the approved outline 95%. Includes appropriate references to the literature. Writing is clear; no more than 25% of the report requires substantive revision.	GPO monitoring Feedback from reviewers and Advisory Groups. Deliverable review.

9b	Preparation of final estimates/Final Technical Finding s Report	High level of quality; comprehensive report and discussion of trends most relevant to the estimates. Revisions reflect the comments of the Advisory Panel, other reviewers and the GPO. Contractor is responsive to comments. Minimal editorial corrections are required after the second draft. Final copy is submitted in suitable format.	Revision reflects 100% of comments received or otherwise noted in writing. Report is 95% accurate. Less than 5% of report requires additional editorial changes. All typographical, spelling, tense and grammar errors have been corrected.	GPO review. Deliverable review.
10	Preparation of the Draft General Report and Draft Journal Article	Report follows approved outline and is of high quality for a non-technical audience. Simple language and graphics are used instead of complex numeric tables.	The draft is 85% accurate. Follows the approved outline 95%. Includes appropriate references to the literature. Writing is clear; no more than 25% of the report requires substantive revision. Written for readers at the 12th grade level or below. 85% of the graphics are clear and correct.	GPO monitoring. Review of deliverables. Comments from reviewers.

11	Preparation of the Final General Report and Final Journal Article	Revisions reflect the comments of the Advisory Panel, other reviewers and the GPO. Contractor is responsive to comments. Minimal editorial correction are required after the second draft. Final copy is submitted electronically in suitable format. The writing is clear and grammar, punctuation, tense and spelling is correct.	The Final version of each of these reports is 100% accurate. Follows the approved outline 95%. Includes appropriate references to the literature. Writing is clear; no more than 5% of the report requires substantive revision. Written for readers at the 12th grade level or below. 100% of the graphics are clear and correct. Less than 1% of corrections for grammar, punctuation, tense and spelling are needed. Reports are within 110% of budgeted amount.	GPO monitoring. Review of deliverables. Comments of reviewers and advisory panels. Comments from clearance processes.
12a	Preparation of supporting materials for briefings and press conferences	The contractor consults with the GPO about the various audiences for the briefings and press conferences and provides a menu of draft graphics. Graphics are delivered in both hard copy and electronic copy in PowerPoint, and are such that revisions can be made at CSAT, if the GPO desires. Posters for the press conference are submitted in a timely way for CSAT review.	90% of the pictures assist in comprehension of the material. Electronic files are flexible and can be edited easily by CSAT after delivery. Revisions in electronic and hard copy files including those for posters are responsive to comments and completed by deadline.	GPO monitoring. Deliverable review. Comments of reviewers and audience.
12b	Briefings for SAMHSA staff	High level of polished presentation; Responds knowledgably to questions. Able to anticipate some questions.	All graphics are error-free and include appropriate logos. Presentation is relaxed, clear and hits major policy relevant points.	GPO monitoring. Deliverable review. Audience comments.

12c	Presentation of Project Results	Recommends appropriate venues for project presentations. Submits abstracts for consideration after approval by the GPO. Submits presentation materials to GPO at least 3 weeks prior to the presentation. Presentation materials are consistent with the requirements of the contract and require only minor revision.	At least 50% of abstracts submitted are accepted. All materials to GPO and to potential venue are timely. Presentation of professional quality.	GPO review. Deliverables review Meeting evaluation, if available.
13a	Draft Final Contract Report	Good level of quality and accuracy; Can be used as easy contract reference. Timely; Few changes needed.	100% of major contract activities are included. Timely.	GPO monitoring. Deliverable review.
13b	Final Contract Report	Revisions are responsive to comments received. Can be used as easy contract reference.	Timely. 100% of major contract activities are included.	GPO monitoring. Deliverable review.

14	Turnover and Transition Work	By the 10th month of the final performance period, Contractor provides plans for transfer of project to the government or new Contractor. Participate in five or more meetings with new contractor to effect smooth transition. Within 60 days of expiration of the contract, the contractor must provide complete documentation and Government property to SAMHSA or new contractor. During a 2 week transitional period, Contractor's senior personnel must train new personnel.	GPO monitoring, expert panels or consultants if used, provide objective feedback.	GPO monitors turnover activities. New contractor and government acknowledge effective completion of turnover and full disclosure without undue delays or disruption of contractor's services.
15	Contract Management	Contract is effectively and efficiently managed. The contractor notifies the GPO of any problems encountered in the performance of the work and proposes solutions in a timely way.	GPO is aware of all major challenges encountered in performing the work. The contractor always consults with the GPO regarding proposed solutions to problems. Major deliveries of reports and other materials are met on time.	GPO monitoring.