

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

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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

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7	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
8	Meet with GPO to discuss requirements	Contacts GPO within deadline	Meeting is arranged	Deadline met
8	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
8	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
9	Meet with GPO to discuss requirements	Contacts GPO within deadline	Meeting is arranged	Deadline met
9	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
9	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
10	Monthly Progress Report	Conformance to delivery requirements	GPO Verification	Deadline met and documents are comprehensive, accurate and of professional quality
10	Final Report	Conformance to SOW requirements	GPO Verification	Deadline met and documents are comprehensive, accurate and of professional quality