

**Quality Assurance Surveillance Plan  
U.S. Counties along the Mexican Border Initiative**

<b>Required Tasks</b>	<b>Performance Standards</b>	<b>Method of Quality Assurance Surveillance</b>	<b>Standard to be met/allowed deviation</b>
Task 1 Management	The contractors will adhere to all report and meeting timelines	GPO, deliverables	The contractor will adhere to all report and meeting timelines and will work with the GPO to set up scheduled meeting times. The contractor will also make sure they seek GPO's approval as required.
Task 2 Annual Meeting	Contractor adheres to guidance provided by GPO	GPO, deliverables	Annual meeting organized and convened in a timely fashion. Materials developed and prepared on time
Task 3 Training and Technical Assistance	Contractor maintains high levels of quality assurance and responsiveness to GPO; contacts GPO immediately with issues; remains within cost estimates and meets establish timelines for service delivery; clients are satisfied with TA services.	GPO, trainee feedback	GPO- guidance is followed and GPO is immediately appraised of any problems; no cost overruns; time delays justified in advance; minimum of 75% of clients reporting satisfaction with TA provided.
Task 4 Materials Adaptation	Contractors successfully adapt material in a timely fashion according SAMHSA/HHS Standards	GPO, deliverables	GPO sees draft of materials and approves them.
Task 5 IT Materials and Project Resources	The contractor and GPO manage the contract activities with support of the project tracking system	GPO, Deliverables	Project tracking system is implemented in a timely fashion It contains fields and functions required by the GPO and is user friendly. Reports are timely and concise.
Task 6 GPRA	The contractor will use and report on CSAP Common GRPA Measures	GPO, GRPA coordinator	CSAP's GPRA TA measures will be used in all TA and relevant training activities. Data are aggregated and reported on time and on a regular basis as determined by the GPO.
Task 7 Briefing, Presentations and Communication	The contractor adheres to SAMSHA formats.	GPO, deliverables	The contractor will adhere to all SAMSHA communication standards and will make sure all communication is timely and accurate
Task 8 Turnover of Contract	The contractor will make sure all products developed under this contract are turned over to SAMHSA/CSAP	GPO, deliverables	The contractor will turnover all documents in a timely, organized and accurate fashion using CD- Rom and hard copy
Overall Contract Management, to include cost and time	Contractor maintains high level of quality assurance, responsiveness to GPO & Contracts Officer, reliability, completeness of tasks: contacts GPO immediately with any issues or problems.	GPO & Contracting Officer monitoring; deliverables; budget	GPO receives no more than 4 valid complaints per 12 months. No invoice per 12 months requiring suspension or disallowance due to mistakes, incompleteness or unallowable costs.

<b>Required Tasks</b>	<b>Performance Standards</b>	<b>Method of Quality Assurance Surveillance</b>	<b>Standard to be met/allowed deviation</b>
	Contractor remains within or below cost estimates; meets time frames identified by GPO; notifies GPO immediately of any budget issues; no cost overruns.	estimates; invoices and reports.	