

**Center for the Application of Prevention Technologies
(CAPT)
Quality Assurance Surveillance Plan**

Required Surveillance Task	Performance Standards	Method of Surveillance (Quality Assurance)	Standards to be met/allowable deviation
<p>Task 1.</p> <p>Development of Start-Up and Transition Work Plans, Development of the CAPT Core and Regional Expert Teams</p>	<p>High level of quality in the development and comprehensiveness of the Start Up and Transition Plan from the previous CAPT regional contractors. Submissions of these plans are expected 6 weeks from the start of contract. The Contractor adheres to the guidance given in the SOW to the development of the CAPT Core and Regional Teams associated with this contract.</p>	<p>Project Officer and Alternate Project Officer will review and monitor these plans. The PO and Alternate PO will approve key personnel for this contract.</p>	<p>98% of completion of work around the Start Up and Transition Plans no later than 6 weeks (no more than 2 drafts and 2 revisions) EDOC along with the development of the CAPT Core and Regional Teams with qualified individuals.</p>
<p>Task 2.</p> <p>Assess Annual T/TA, Regional T/TA Plans for SPF Grantees, other PRNS grantees & state epidemiologic workgroups (SEWs)</p>	<p>High level of quality in the assessment, development and comprehensiveness of the T/TA Plans. Collaborate in a customer friendly manner with prevention officials, grantees, & CSAP staff in determining T/TA needs.</p>	<p>Submission of T/TA Plans to the PO and Alternate PO for review. Emphasis on collaboration and communication with all parties involved.</p>	<p>98% completion of T/TA plans (no more than 2 drafts and 2 sets of revisions) plans 4-12 months EDOC.</p>
<p>Task 3.</p> <p>Provide T/TA for prevention workforce of SAMHSA/CSAP grantees to facilitate SPF steps, principles & areas of emphasis (e.g., NOMs, Evidence-Based Practices)</p>	<p>High level of quality & customer satisfaction in planning, delivering, & reporting of all T/TA to meet needs of all SAMHSA/CSAP grantees. High level of quality for meeting planning and facilitation; coverage of needed topics, comprehensive and coordinated logistical support, and on-time completion of meetings. Meets all SAMHSA/CSAP standards associated with the list serve that connects HIV/AIDs & Methamphetamine Prevention grantees.</p>	<p>Deliverables to the PO and Alternate PO who will provide feedback on all meetings and workshops. Provide updates on List Servs to PO and Alternate PO.</p>	<p>98% Completion of provision of T/TA to meet assessed needs. High customer satisfaction with Regional Workshops, Annual T/TA Meeting, and 1, 2½ Day Workshops (1 complaint for each workshop and meeting and no more than 5 workday delays in task schedule). Agenda (2 revisions) and content (2 drafts and revisions) for T/TA workshops will be submitted 12 days prior to trainings. List Serve</p>

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	High level of quality as evidenced by having a thorough understanding of the SPF, principles & areas of emphasis (e.g., NOMs, Evidence-Based Practices).		will be ongoing 4-12 months EDOC.
Task 4. Attend and/or Convene Required Meetings	Contractor staff shall attend all meetings and conferences associated with this task. High level of quality for meeting implementation and conference calls with timely completion of budgets associated with these efforts. Administrative arrangements for conference calls will be made in an efficient and cost effective manner, and all parties will receive ample notice of these calls.	Deliverables to the PO and Alternate PO which include budgets and conference call schedules.	100% of attendance at all meetings and conferences. 100% compliance with Federal Travel Regulations.
Task 5. Develop Communications Products	The Contractor will adhere to all HHS/SAMHSA communication and publication standards and procedures. High level of quality as to the utility & customer satisfaction of Communications Products. The Contractor will also make sure the listing of multi-media topics are appropriate for the audience they serve.	Deliverables to the PO and Alternate PO which include the Publication Clearance Packages, Utility & Customer Satisfaction Report on Communications Products, and a complete listing of multi-media topics.	95% Completion; listing of proposed suggested topics 4 months EDOC; Completion of Utility & Customer Service Report (2 sets of revisions) by year 5; and Publication (3 sets of revisions) Clearance Packages meet expected delivery dates.
Task 6. Modify and Maintain the CAPT Web site	Detailed plan to transition the existing CAPTUS website to the new CAPT contractor. The Contractor will have appropriate technical expertise to transition, modify and maintain the CAPT Web site. Maintain constant contact with end users, and provide continuous updates about the transition. High level of quality and detailed recommendations associated with the Web site	Deliverables to PO and Alternate PO include the Web site report, updates will be given to the PO and Alternate PO along with the end user about Web site updates.	75% Completion of Web site transition within 6 weeks EDOC; after transition, 98% satisfactory effort to modify and maintain CAPT Web site with a minimum of problems to customers. 100% compliance with Federal Web site Regulations.

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	report.		100% completion of Web site information as part of the annual report.
Task 7. Collaborate with CSAP and CSAP Contractors	High level of report quality that includes various opportunities for collaboration with other CSAP contractors. Participate in meetings to leverage networking and minimize duplication efforts.	Deliverables to PO and Alternate PO will be 1 report. Active Participation in 5 meetings.	98% Completion of 1 report 12 months EDOC. 100% Attendance of meetings as scheduled.
Task 8. Respond to Brief Turnaround Requests- Presentations, Briefings and Brief Reports	All brief turnaround requests will be done in a timely and high quality manner.	Deliverables- 25 quick turnaround requests.	98% Completion of turnaround requests.
Task 9. Evaluation, Performance Measurement and Reporting of CAPT Services	High level of quality in planning, evaluating and writing of Performance Management Reports, and Plans, Technical Documents, Monthly and Activity Reports. The same level of standards will adhere with all HHS Regulations associated with the preparation of OMB Packages. High level of quality and adequate return on participant evaluations, concise and accurate analysis and on time delivery of Evaluation Reports.	Deliverables to PO and Alternate PO includes 1 Measurement Plan (2 drafts with revisions), 1 Evaluation report (2 drafts with revisions), 1 Summary of T/TA (up to 2 revisions), 3 data collections, 12 invoices and 12 Activity Reports, and 10 Technical Documents per year.	98% Completion of reports based on the following deadline: Measurement plan 2 months EDOC. Evaluation Report annually. Summary of T/TA ongoing Data Collection 3 times a year. Monthly Report and Invoices 12 times a year. Technical Documents TBD.
Task 10. Implement SAMHSA/CSAP's Service to Science Initiative-Provide Customized Consultative Evaluation TA, Regional Academies, and	High level of quality in planning and implementation of consultation services for the Service to Science Team. High level of quality; comprehensiveness and coverage related to the development of nomination procedures and readiness assessment protocols. High level of quality associated	Deliver to PO and Alternate PO listing of necessary Service to Science Team members. All Service to Science Academies products will have up to 2 revisions. There will only be allowed 1 complaint	98% Completion of Service to Science activities. 100% of attendance at all meetings and conferences.

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Mini Subcontracts to Enhance the Evaluation Capacity	with planning, facilitation; comprehensive coverage of needed topics and creativity in meeting planning; on-time completion of products associated with the initiative, and comprehensive coordination and logistics for planning the Service to Science Academies. All mini-subcontracts will be awarded on time and according to guidance provided.	associated with this task and the Academies shall take place on the scheduled dates.	
Task 11 Transition at the End of Contract-Closeout	Plan includes transfer of government property, files, electronic files, software, etc. and proposal to PO and Alternate PO for plan implementation. Contractor shall state what methods they will use to retain their file to the terms and conditions of the contract (i.e., location of file storage, contact person & telephone). Comprehensive Closeout Work Plan will be delivered to the PO and Alternate PO.	3 Copies of Transfer plan (no more than 1 revision). 1 Closeout Work Plan (no more than 1 revision).	100% Completion of this plan no later than 8 months of the final performance period. Delivery of plans 3 months prior to expiration of contract.
Overall Contract Management to include cost and time	Contractor maintains high level of quality assurance, responsiveness to PO and Contracts Officer; reliability, completeness of tasks; contacts PO immediately with any issues or problems. Contractor remains within or below cost estimates; meets time frames identified with PO; notifies PO immediately of any budget issues; no cost overruns.	PO and Contracting Officer monitoring; deliverables; budget estimates; invoices and reports.	PO receives no more than 4 valid complaints per 12 months requiring suspension or disallowance due to mistakes, incompleteness or unallowable costs.