**Contract Surveillance Plan for**

**Integration and Production Services**

## Purpose

This Contract Surveillance Plan (CSP) document is developed and applied by the Government to ensure systematic Quality Assurance (QA) methods are used in the administration and surveillance of tasking under the Contract. The intent is to ensure the Contractor performs In Accordance With (IAW) the Statement of Work (SOW), and the Government receives the quality of services called for in each Task Order (TO) SOW.

This Contract is to provide in-service engineering support of combat identification and multi-mission data link systems; production and fabrication of system and sub-system components; integration of system and subsystem components; shipping of systems, sub-systems, components, and parts; development of training curriculum, training materials, and delivery of formal training programs; logistics engineering support; supply system management and material control; testing of combat identification and multi-mission data link systems; repair of combat identification and multi-mission data link systems; laboratory maintenance; QA; and technical management support. The tasking may also include providing of combat identification and multi-mission data link systems technical assistance by phone, electronic mail or on-site aboard U.S. Navy ships, onboard shore installations, at the pertinent host country, aboard the host country’s ships, or at other sites as directed by the U.S. Government.

This Contract will have Cost Plus Fixed Fee (CPFF) term Contract Line Item Numbers (CLINs) for labor and corresponding cost reimbursable CLINs for Other Direct Costs (ODCs). The Contract will have five (5) one-year ordering periods. A properly executed CSP will assist the Government in achieving the objectives of this procurement.

## Authority

Authority for issuance of this CSP is provided under Contract Section E - Inspection and Acceptance which provides for inspections and acceptance of the services, products, and documentation called for in the Contract executed by the Contracting Officer (KO) or a duly authorized representative.

## Scope

To fully understand the roles and responsibilities of the parties, it is important to first define the distinction in terminology between Quality Control Plan (QCP) and the CSP. The Contractor, and not the Government, is responsible for the QCP, which defines the management and quality control actions necessary to meet the quality standards set forth in the Contract and all resultant orders.

The CSP provides Government surveillance oversight of the Contractor’s efforts to assure they are timely, effective, and delivering the results specified in the Contract and each TO.

## Government Resources

The following definitions for Government resources are applicable to this plan:

**KO:** A person duly appointed with the authority to enter into a contract (Procuring Contracting Officer (PCO)), or a person with the authority to administer contracts (Administrative Contracting Officer (ACO)) and make related determinations and findings on behalf of the Government. The anticipated PCO for this Contract is Stacey MacMillan. KOs are designated via a written warrant that sets forth limitations of authority.

**Contracting Officer’s Representative (COR):** An individual appointed in writing by the PCO to act as their authorized representative to assist in administering the contract. The COR will be appointed in the resulting Contract. The limitations of authority are contained in the letter of appointment.

**Alternate Contracting Officer’s Representative (ACOR):** An individual appointed in writing by the PCO to act as their authorized representative, in the absence of the COR, to assist in administering the Contract. The ACOR will be appointed in the resulting Contract. The limitations of authority are contained in a written letter of appointment.

**Government Project Lead (GPL):** The COR designates individual GPLs to assist in administering of specific efforts under the Contract.

## Responsibilities

The following Government resources will have responsibility for the implementation of this CSP:

**KO:** The KO (PCO or ACO) ensures performance of all necessary actions for effective contracting, ensures compliance with the terms of the Contract and safeguards the interests of the U.S. in the contractual relationship. The KO assures the Contractor receives impartial, fair, and equitable treatment under the Contract. The KO is ultimately responsible for the final determination of the adequacy of the Contractor’s performance.

**COR:** The COR is responsible for technical administration of the Contract and assures proper Government surveillance of the Contractor’s performance. The COR is not empowered to make any contractual commitments or to authorize any changes on the Government’s behalf. Any changes that the Contractor deems may affect the Contract price, terms or conditions shall be referred to the KO for action.

**ACOR:** The ACOR assists the COR for technical administration of the Contract and assures proper Government surveillance of the Contractor’s performance. The ACOR is not empowered to make any contractual commitments or to authorize any changes on the Government’s behalf. Any changes that the Contractor deems may affect the Contract price, terms or conditions shall be referred to the KO for action.

**GPL:** The GPL is responsible for assisting in administering of specific efforts under the Contract. A GPL cannot, in any manner, alter the scope of the Contract, make commitments, or authorize any changes on the Government’s behalf.

## Methods of QA Surveillance

**a. Contractor Performance Assessment Reporting System (CPARS):** The marketplace for this type of effort is very competitive. As such, the successful Offeror has a vested interest in the Government-generated CPARS under this Contract. Additionally, an evaluation using the CPARS format will be performed at the end of each ordering year. This evaluation will be one (1) determinant in the award of future contracts or TOs. The Government will address the quality of product or service, schedule, cost control, business relations, management, utilization of Small Business (SB), and other important areas for this procurement. Some of the monitoring methods to be used will be Government observation, review of reports, customer feedback, and review of Contract Data Requirements Lists (CDRLs). As this information may affect future source selections throughout the Department of Defense (DoD), as well as the continuation of this tasking, the annual Government assessment will be used appropriately as an additional performance oversight and communication tool within the policies of this CSP.

**b. CSP:** This document will be used by the COR, ACOR, and GPLs in the technical administration of this Contract. In addition to the below instructions, the form to be used for documentation of QA surveillance is the checklist provided herein.

## Surveillance

Enclosure (2) sets forth the performance standards, incentives, and surveillance methods for the Contractor, the COR, and GPLs while Enclosures (1) and (3) provides the checklist and means for the COR to document the results of the surveillance and will be provided to the KO.

## Documentation

In addition to providing monthly reports to the KO, the COR will maintain a complete QA file. The file will contain copies of all reports, evaluations, recommendations, and any actions related to the Contractor’s performance of the QA function, including the originals of the QA Checklists. All such records will be maintained for the life of the Contract. The COR will forward these records to the KO at termination or completion of the Contract.

## Enclosures

Enclosure (1): Surveillance Activity Checklist (SAC)

Enclosure (2): Quarterly Evaluation By CDRL

Enclosure (3): Annual Surveillance Summary

**ENCLOSURE (1): SAC**

**Quarterly Surveillance:**

The COR will perform a quarterly assessment of Quality, Schedule, Cost Control, Business Relations, Management, Utilization of SB, and Other Areas as applicable utilizing the CPARS evaluation rating definitions listed in Enclosure (3).

**ENCLOSURE 3: ANNUAL SURVEILLANCE SUMMARY**

The COR will perform an assessment of overall contract performance utilizing the CPARS evaluation rating definitions listed in Enclosure (3). This assessment will be completed annually covering the previous twelve (12) months.

Annual Surveillance Completed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**All SOW and CDRL tasks, including sub-tasks, will be assessed focusing on the following.**

Quality – Assess the Contractor’s effort to transform operational needs and requirements into an integrated solution. Areas of focus may include the planning and management of program tasks, the quality of support provided throughout all phases of contract execution, the integration of program management specialties, management of interfaces, and the management of a totally integrated effort of all program management concerns to meet cost, performance, and schedule objectives. Assess how successfully the Contractor meets program quality.

Schedule – Assess the Contractor’s adherence to the required delivery schedule by assessing the Contractor’s efforts during the assessment period that contributed to or affected the schedule variance. Also address the significance of scheduled events (i.e., design reviews), discuss causes, and assess the effectiveness of Contractor corrective actions.

Cost Control – Assess the Contractor’s effectiveness in forecasting, managing, and controlling contract cost. If the Contractor is experiencing cost growth or under-run, discuss the causes and Contractor-proposed solutions. For contracts where task or contract sizing is based upon Contractor-provided person-hour estimates, assess the relationship of these estimates to ultimate cost. Also, assess the extent to which the Contractor demonstrates a sense of cost responsibility through the efficient use of resources in each work effort. In addition, assess the extent to which the Contractor demonstrates a sense of cost responsibility through the efficient use of resources in each work effort.

Management – Assess the Contractor’s success with timely award and management of subcontracts, including whether the Contractor met small/small disadvantage and women-owned business participation goals. Discuss the extent to which the Contractor discharges its responsibility for integration and coordination of all activity needed to execute the Contract, identifies and applies resources required to meet schedule requirements, assigns responsibility for tasks/actions required by the Contract, and communicates appropriate information to affected program elements in a timely manner. Assess the Contractor’s risk mitigation plans. If applicable, identify any other management areas that are unique to the Contract and issued TOs.

Utilization of SB – Assess the Contractor’s success in utilizing and meeting SB goals.

Regulatory Compliance – Assess compliance with all terms and conditions in the contract relating to applicable regulations and codes. Consider aspects of performance such as compliance with financial, environmental (i.e. Clean Air Act, Clean Water Act), safety, and labor regulations as well as any other reporting requirements in the contract terms and conditions.

Other Areas – Assess additional evaluation areas unique to the Contract and issued TOs, or that cannot be captured elsewhere.

**The evaluation ratings are as follows:**

Exceptional Performance: Performance meets contractual requirements and exceeds many to the Government’s benefit. The contractual performance of the element or sub-element being evaluated was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.

Very Good Performance: Performance meets contractual requirements and exceeds some to the Government’s benefit. The contractual performance of the element or sub-element being evaluated was accomplished with some minor problems for which corrective actions taken by the contractor were effective.

Satisfactory Performance: Performance meets contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.

Marginal Performance: Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being evaluated reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor’s proposed actions appear only marginally effective or were not fully implemented.

Unsatisfactory Performance: Performance does not meet most contractual requirements and recovery is not

likely in a timely manner. The contractual performance of the element or sub-element contains a serious problem(s)

for which the contractor’s corrective actions appear or were ineffective.