



United States
Department of
Agriculture

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ACQUISITION OPERATING PROCEDURE (AOP)

3/25/2015

FROM: Richard R. Jiron
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SUBJECT: AOP No. 23: Quality Assurance Surveillance Plan

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- ◆ **PURPOSE:** The purpose of this Acquisition Operating Procedure (AOP) is to provide guidance for the Quality Assurance Surveillance Plan (QASP) that is used in performance-based service contracts, as applicable. The QASP describes measurable performance standards and methods used by the government to provide surveillance and oversight of the contractor's quality controls efforts to ensure timely, effective, and delivery results as specified in the performance work statement (PWS).
 - ◆ **EFFECTIVE DATE:** This AOP is effective on 3/25/2015.
 - ◆ **AUTHORITIES:** Federal Acquisition Regulation 37.6 Performance-Based Acquisition and Subpart 37.604 Quality Assurance Surveillance Plan; and 46 Quality Assurance and Subpart 46.103, Contracting Office Responsibilities.
 - ◆ **APPLICABILITY:**
 1. The QASP is required to measure the performance standards as identified in PWS or in the offerors' PWS that resulted from the statement of objectives (SOO) in the contract.
 2. The Contracting Officer (CO) will:
 - a. Develop the QASP in collaboration with the Contracting Officer Representative, or require offerors to submit a QASP as part of the proposal submission for the development of the government's plan.
 - b. Be responsible to accept and enforce the QASP.
 3. QASP template and sample documents are found on the POD Homepage at <http://www.dm.usda.gov/oppm/pod/index.htm>. Also, sample QASPs are found on the Seven-Steps to Performance-Based Acquisition webpage at https://www.acquisition.gov/comp/seven_steps/library3.html.
 - ◆ **EXPIRATION DATE:** This AOP will remain in effect until canceled.