QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)
FOR
Harvesting NCAH Corn Silage

1. **PURPOSE**

This Quality Assurance Surveillance Plan (QASP) is a Government developed and applied document used to make sure that systematic quality assurance methods are used in the administration of the Performance Based Service Contract (PBSC) standards included in this contract and in subsequent task orders issued there under. The intent is to ensure that the Contractor performs in accordance with performance metrics set forth in the contract documents, that the Government receives the quality of services called for in the contract and that the Government only pays for the acceptable level of services received.

The QASP has been developed by the requiring activity. It is designed to provide direction to personnel performing contract surveillance activities. Personnel surveying the contract terms and conditions and SOW requirements will periodically review the QASP throughout the life of the contract.

The Contracting Officer's Representative (COR) will assign fields to harvest and placement location of silage bags.

2. **SCOPE**

The QASP is put in place to provide Government surveillance oversight of the Contractor's quality control efforts to ensure the products/results specified in the PR&C or task order are delivered on time and meet the requirements of the PR&C or task order. The QASP is not intended to duplicate the Contractor's Management Plan.

3. **GOVERNMENT RESOURCES**

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

Contracting Officer - A person duly appointed with the authority to enter into, administer, or terminate contracts and make related determinations and findings on behalf of the Government.

Contracting Officer's Representative (COR) - An individual designated in writing by the Contracting Officer to act as his authorized representative to assist in administering a contract. The source and authority for a COR is the Contracting Officer. COR limitations are contained in the written letter of appointment.

4. **RESPONSIBILITIES:**

The Government resources shall have responsibilities for the implementation of this QASP as follows:

Contracting Officer – The Contracting Officer ensures performance of all necessary actions for effective contracting, ensures compliance with the terms of the contract and safeguards the interests of the United States in the contractual relationship. It is the Contracting Officer that ensures the Contractor receives impartial, fair, and equitable treatment under the contract. The Contracting Officer is ultimately responsible for the final determination of the adequacy of the Contractor's performance.

Contracting Officer's Representative (COR) - The COR is responsible for technical administration of the project and ensures proper Government surveillance of the Contractor's performance. The COR is not empowered to make any contractual commitments or to authorize any contractual changes on the Government's behalf. Any changes that the Contractor deems may affect contract, price, terms, or conditions shall be referred to the Contracting Officer for action.

5. **METHODS OF QA SURVEILLANCE**

The below listed methods of surveillance shall be used in the administration of this QASP.

Customer Feedback – Customer feedback may be obtained from random customer complaints. Customer complaints, to be considered valid, must set forth clearly and in writing the detailed nature of the complaint, must be signed and must be forwarded to the COR. The COR shall maintain a summary log of all formally received customer complaints as well as a copy of each complaint in a documentation file.

Periodic Inspection – The COR shall conduct periodic inspections during the harvest to include inspection of fields, harvesting process and bagging operations to verify compliance with specifications as outlined in Statement of Work. These may include visual appraisal of chopped silage prior to bagging, bag construction/tension, testing of moisture content, review of documented weight and safety records.

100% Inspection – Forage Test Analysis will be run on each bag when opened to assess dry matter content, nutrient content and particle size.

6. **LEVELS AND STANDARDS OF SERVICE**

The standards of services are held to and comply with the standards specified in the PR&C, commercial/industry, and military/government standards.

7. IDENTIFIED QA SURVEILLANCE ITEMS

Required Services (Tasks)	Performance Standards	Acceptable Quality Levels	Methods of Surveillance
**Chop at optimum Dry Matter (DM)*	63-68% DM	62-70%	Forage Moisture Test and/or forage probe
**Assure consistent chopped particle size*	Particle size of ¾"	85% or greater at the ¾" size with none larger than 1 ½" size	Visual evaluation of chopped silage prior to bagging
**Assure silage is tightly packed to eliminate air pockets*	No evidence large quantity of air or air pockets.	No evidence large quantity of air or air pockets.	Visual evaluation of bag tension and construction (i.e. bulges, wrinkles, etc.)
**Track, record, and provide verified weight (tons) of silage harvested by truck/wagon load*	Track accurate weight of silage hauled by each truck or wagon used.	Records legible and easy to understand	Certified weight scale
**Track, record, and provide verified weight (tons) of silage harvested per field*	Track accurate weight of silage harvest by field.	Records legible and easy to understand	Review of weight/load documents during harvest.
Safety – personnel and government property	No personnel safety issues or damage to government property and/or equipment	No reported safety issues	Observation and safety reports

8. DOCUMENTATION

The COR shall, in addition to providing documentation to the Contracting Officer, maintain a complete Quality Assurance file. All such records will be retained for the life of this contract.