Quality Assurance Surveillance Plan (QASP)

Project: Renovation of Building 6, Task Order 1 (Security and Force Protection)

1. Introduction

This QASP is a government document used to guide the monitoring and evaluation of the contractor's performance in meeting the requirements of the Statement of Work (SOW). It provides a systematic method to assess whether the services and deliverables meet the required standards and identifies the responsible party for surveillance. The primary individual responsible for this surveillance is the Contracting Officer's Representative (COR).

2. Purpose

- Ensure contractor performance aligns with all terms and conditions of the SOW.
- Provide a basis for objective and documented performance assessment.
- Ensure all deliverables and required outcomes are achieved at the specified quality level.
- Identify potential performance issues early to allow for timely corrective action.

3. Performance Monitoring

The COR will use the methods of surveillance listed below to monitor the contractor's performance. The results of this surveillance will be documented and used to verify that the contractor has fulfilled all contractual obligations.

4. Performance Requirements & Surveillance Matrix

The following table details the specific tasks from the SOW, the required performance standards, and the methods and frequency of surveillance.

SOW Ref	Performance Requirement	Performance Standard	Surveillance Method	Surveillance Frequency
2.1	Demolition & Site Prep	All existing windows removed; openings infilled flush, matching insulation and finish; debris legally disposed of.	100% Inspection	Upon completion of demolition.

2.2	Architectural & Structural	Non-serviceable skirting replaced; security vestibule constructed to dimensions; sub-flooring, framing, and footers improved to support SCIF door.	100% Inspection & Measurement	During and after construction.
2.3	HVAC	Two new 1-ton mini-split units installed in the server room and main office; condensers placed on an approved concrete pad.	100% Inspection; Review of COR approval for placement.	During and after installation.
2.4	Electrical System	Electrical system proven to support all specified loads; back-up power solution proposed and installed if required.	Review of contractor's assessment report; 100% inspection and testing upon completion.	Before work begins and at project end.
2.5	IDS Certification	Intrusion Detection System (IDS) is installed by a UL 2050 certified installer.	Review of Documentation	Prior to installation.
2.6	Perimeter Fencing	6' high chain-link fence with concertina wire installed with a 10' standoff; Two gates (personnel and equipment) installed at approved locations.	100% Inspection & Measurement	During and after installation.
2.7	SCIF Door & Hardware	One ICD-705 compliant SCIF door assembly with specified GSA-approved hardware installed.	100% Inspection; Review of Material Submittals.	Upon installation.

2.8	Electronic Security Systems	CCTV and IDS installed per ICD-705, UL 2050, and NEC. All devices are on the APL. Exterior cabling is in rigid conduit.	Review of Material Submittals; 100% Inspection; Final testing verification.	Before installation and at project end.
3.1	Security & Access	Personnel information for NACI checks submitted at least 7 days prior to site access. All personnel are U.S. Citizens.	Review of Documentation	Before any personnel access the site.
3.2	Administrative	Contractor maintains active SAM.gov registration throughout the contract period.	Periodic Check of SAM.gov	Monthly, or prior to payment.
3.5	Warranty & Quality Control	Contractor provides a minimum 1-year warranty and maintains an approved Quality Control Plan (QCP).	Review of Documentation	At contract start and during warranty calls.
4.1	Project Schedule	A detailed work schedule (AF3064) is submitted and updated as needed.	Review of Submission	At project start and weekly.
4.2	Material Submittals	Submittals for HVAC, generator, CCTV, SCIF door, and IDS are provided and approved.	Review of Submission	Prior to ordering materials.
4.3	Weekly Reports	Weekly status reports with photos and work description are submitted.	Review of Submission	Weekly.

4.4	Final Test Results	Final testing results for all systems (HVAC, Electrical, ESS) are submitted and meet performance requirements.	Review of Submission; Witness Final Testing.	At project completion.