QASP for Post 9/11 Survey

TASKS	Task Ref	Indicator/Deliverable	Standard	AQL	Method(s) of Surveillance
TASK #1 Program and Project Management Services	7.1.1	Provide and maintain a detailed Project Management Plan that includes a Quality Control Plan	1 month after award of contract	95%	100% Inspection
	7.1.2	Provide and maintain a detailed Project Plan	1 month after award of contract	95%	100% Inspection
	7.1.3	Provide a Confidentiality Plan and Data Security Procedures	1 month after award of contract	95%	100% Inspection
	7.1.4	Provide toll free number and email technical support	4 months after award of contract	95%	100% Inspection
	7.1.5	Prepare Agendas and minutes for weekly meetings	Weekly, throughout the life of the contract	95%	100% Inspection
	7.1.6	Provide weekly reports during data collection	Weekly, throughout the data collection period	95%	100% Inspection
	7.1.7	Provide monthly reports during the award period	Monthly, throughout the life of the contract	95%	100% Inspection
TASK #2	7.2.1	Assist with obtaining necessary IRB and OMB Approvals	6 months after award of contract	85%	Contractor-reported data

Data Collection Surveys/Studies and Reporting	7.2.2	Perform vital status update in coordination with VA on members of the cohort	4 months	90%	Contractor-reported data
	7.2.3	Develop Contact Information/ Locate Addresses: i.e., location algorithm	4 months after award of contract	90%	Contractor-reported data
	7.2.4	Design questionnaire (web based and CATI)	5 months after award of contract	95%	100% Inspection
	7.2.5	Secure a domain name; host site; program and manage electronic survey instrument	6 months after award of contract	90%	Contractor-reported data
	7.2.6	Print and mail study materials as directed (n=109,000)	8-21 months after award of contract	95%	Contractor-reported data; Periodic Surveillance; Progress Report
	7.2.7	Create a telephone script for Computer-Assisted Telephone Interviews (CATI)	5 months after award of contract	90%	Contractor-reported data
	7.2.8	Conduct a Pilot Study (n=100)	10 months after award of contract	90%	Progress Report
	7.2.9	Conduct data collection using the appropriate mode: web-based, CATI (n=109,000),	8-24 months after award of contract	95%	Progress Report

	7.2.10	Create a pdf of returned hard copy documents as indicated	8-28 months after award of contract	70%	Contractor-reported data
	7.2.11	Develop and implement a Data Management system	3 months after award of contract	90%	100% Inspection
	7.2.12	Data Entry: Scanning and editing questionnaire responses; coding open-ended questions; format of data entry and reporting; late-arriving questionnaires, etc	8-30 months after award of contract	95%	Periodic Surveillance
	7.2.13	Create and manage an incentive plan	Throughout the life of the contract, beginning in month 5	85%	Periodic Surveillance; Progress Reports
	7.2.14	Conduct literature reviews	4 months after award of contract	90%	Contractor-reported data
	7.2.15	Create a coding manual	5 months after award of contract	90%	Contractor-reported data
	7.2.16	Submit interim data sets	4 times throughout data collection	85%	Contractor-reported data
	7.2.17	Submit pre-final databases	28 months after award of contract	95%	Contractor-reported data

	7.2.18	Submit final databases	30 months after award of contract	95%	Contractor-reported data
	7.2.19	Prepare draft methodology report for review	32 months after award of contract	80%	Contractor-reported data
	7.2.20	Prepare final methodology report for review	34 months after award of contract	95%	Contractor-reported data
	7.2.21	Develop a Data Destruction Plan	12 months after award of contract	95%	Contractor-reported data
TASK #3 Simple & Complex Data Analyses	7.3.1	Provide focused methods and technique information papers (n=3)	34 months after award of contract	85%	Periodic Surveillance
	7.3.2	Develop programming language for coding procedures	5 months after award of contract	90%	Contractor-reported data
	7.3.3	Develop and perform an analysis plan for calculation of sampling weights and correction factors	32 months after award of contract	90%	Contractor-reported data
	7.3.4	Perform non-response analysis	35 months after award of contract	90%	Periodic Surveillance
TASK #4 Educational and Informational Materials	7.4.1	Create a 1-page information sheet (n=1)	8 months after award of contract	90%	100% Inspection; User Survey
	7.4.2	Create and format brochures for marketing purposes (n=1)	5 months after award of contract	90%	User survey; Contractor-reported data

	7.4.3	Create and format Fact Sheets (n=1)	5 months after award of contract	90%	User survey; Contractor-reported data
	7.4.4	Create promotional materials (n=6 social media posts)	5 months after award of contract	90%	Contractor-reported data; Progress Report