Quality Assurance Surveillance Plan (QASP)

Weed Control and Vegetation Management Services

BPA Number: [To Be Inserted at Award]
Date: [To Be Inserted at Award]

1.0 Purpose and Authority

This Quality Assurance Surveillance Plan (QASP) has been developed to provide an systematic, commercial-grade surveillance method for the Blanket Purchase Agreement (BPA) for Weed Control and Vegetation Management Services at Holloman AFB, NM.

This QASP is established in accordance with streamlined procedures under **RFO Part 12 (Acquisition of Commercial Products and Commercial Services)**. It defines *how* the Government will monitor, evaluate, and document the Contractor's performance to ensure it conforms to the Performance Work Statement (PWS) requirements.

This is a government-developed oversight document. It does not form a part of the master agreement itself but is used by the Government's quality assurance personnel to verify that the services received meet or exceed commercial and regulatory standards.

2.0 Roles and Responsibilities

The following personnel are responsible for the administration and surveillance of this BPA:

- **Contracting Officer (CO):** The CO is the only individual authorized to enter into, administer, modify, or terminate the master BPA or individual BPA calls. The CO retains ultimate responsibility for resolving performance disputes, issuing formal corrective actions, and authorizing alternative payment approvals.
- **Contracting Officer's Representative (COR) / Quality Assurance Program Manager (QAPM):** Typically designated from the Civil Engineering (CE) flight or the 704th Test Group. The COR/QAPM is responsible for the day-to-day surveillance of the Contractor's work, performing inspections, verifying licensing, reviewing service reports, and recommending acceptance or rejection of work to the CO.
- **Government Purchase Card (GPC) Cardholder / Ordering Official:** Authorized individuals designated in writing by the CO who can place individual BPA calls and execute GPC payments *only after* the COR/QAPM has verified and documented that the seasonal application was successfully executed and complies with the PWS.

- **Contractor Representative:** The Contractor's designated supervisor or project manager responsible for overall performance quality, safety compliance, and communicating scheduled application dates to the COR.

3.0 Performance Requirements Summary (PRS)

The Performance Requirements Summary (PRS) maps the critical PWS tasks to measurable performance standards, allowable deviations (Acceptable Quality Levels), and the government methods of surveillance.

PWS Task & Deliverable	Performance Standard	Acceptable Quality Level (AQL)	Method of Surveillance	Performance Remedy / Impact
Task 1: Herbicide Application *(PWS 2.1)*	100% coverage of all gravel and paved areas listed in Appendix A. Proper use of pre- and post-emergent herbicides to kill existing weeds and prevent new growth. Visual marking dye must be visible during application.	**95% Effectiveness.** No missed areas or bands of live vegetation within the designated treatment zones.	**100% Inspection** of treated areas within 7 to 10 days post-application.	**Non-Conformance Remedy:** Contractor must re-treat missed or ineffective areas within 5 calendar days of notification at no additional cost. GPC payment withheld until successful re-treatment.
Task 1: Safety & Environmental Compliance *(PWS 2.1.3)*	Applications must be made per EPA regulations, NMDA guidelines, and manufacturer	**Zero (0) incidents** of unauthorized drift, chemical spills, or safety violations.	**Periodic Inspection** and immediate reporting of any environmental	**Safety Hold:** Immediate work stoppage. Contractor is liable for remediation/replacement of damaged non-target vegetation. Possible BPA termination.

	labels. Prevent herbicide drift to non-target vegetation, government property, or personnel.		drift or bystander complaints.	
Task 2: Performance Warranty *(PWS 2.2)*	Treat any new weed regrowth in serviced areas within the 2-month (60-day) spot-spray warranty period at no additional cost.	**100% Compliance.** Contractor must respond and treat regrowth within **5 calendar days** of Government notification.	**Customer Feedback & Periodic Inspections** during the 60-day post-application window.	**Warranty Default:** If the contractor fails to perform warranty treatments, the CO may issue a Cure Notice, utilize alternative commercial sources to perform the work at the contractor's expense, or document poor past performance.
Task 3: Service Report Submission *(PWS 2.3)*	Submit detailed service report to the COR within 72 hours of application completion, including EPA chemical names, quantities used, dates, and applicator names/licenses.	Reports must be submitted within **72 hours** of application for **100%** of calls.	**100% Review** of submitted reports upon receipt.	**Payment Hold:** Individual BPA call invoices/GPC payments will not be processed or authorized until the completed Service Report is received and validated.
Contractor Qualifications *(PWS 3.1)*	All personnel applying pesticides must possess and maintain a valid	**100% Compliance.** All applicators on-site must	**License Verification** prior to the start of *each*	**Immediate Work Stop:** Any unlicensed individual found applying chemicals

Commercial Pesticide Applicator License from the NMDA.	be actively licensed.	BPA call application.	will be ordered off-site immediately.

4.0 Surveillance Methodologies

To efficiently manage this single-vendor BPA, the Government will utilize three primary surveillance methodologies:

4.1 100% Inspection (Standard Seasonal Applications)

Because herbicide application occurs in discrete, seasonal events (Spring and Fall), the COR/QAPM will conduct a **100% visual inspection** of all treatment areas listed in Appendix A approximately 7 to 10 days after the Contractor completes an application call. This timeframe allows the visual marking dye to fade and the post-emergent herbicides to take full visual effect on existing weeds.

- The inspector will use a standardized **Weed Control Surveillance Checklist** (see Section 6.0) to document coverage.
- Special attention will be paid to fence lines, joints in paved walkways, and storage yards where application is structurally challenging.

4.2 Periodic Inspection (Warranty Monitoring)

During the mandatory 60-day regrowth warranty period following each full application, the COR/QAPM and facility managers will perform periodic walk-throughs of the areas.

- If new vegetation emerges, the COR/QAPM will document the location with photographs and immediately email a **Warranty Cure Request** to the Contractor.
- The 5-day response window begins upon transmission of this email.

4.3 100% Document Review

The COR/QAPM will review 100% of the Service Reports submitted under Task 3.

- The report will be cross-referenced against the NMDA applicator licenses on record.
- Chemical quantities logged in the report will be reviewed to ensure they align with EPA guidelines and manufacturer-recommended ratios for the estimated acreage.

5.0 Documentation and Performance Reporting

5.1 Government Documentation

The COR/QAPM must maintain a complete performance file for the duration of the 5-year BPA. This file will contain:

1. Copies of all issued BPA calls and GPC payment confirmations.
2. Completed Surveillance Checklists for each seasonal application.
3. Copies of all Contractor Service Reports.
4. Photographic evidence of any non-conformance or warranty-treated regrowth.
5. Records of any NMDA license updates or modifications.

5.2 Contractor Feedback (Acceptable Performance)

If the inspection reveals that the contractor met the performance standards (AQL of 95% or higher), the COR/QAPM will sign the Surveillance Checklist, check the "Acceptable" box, and notify the designated GPC cardholder that payment is cleared for processing.

5.3 Corrective Action Procedures (Unacceptable Performance)

If the Contractor's performance is found unacceptable (e.g., missed areas, failure to respond to warranty calls, or late reports), the following steps will be taken:

1. **Verbal/Written Notification:** The COR/QAPM will verbally notify the Contractor's on-site supervisor and follow up with a formal written **Corrective Action Report (CAR)** sent via email within 24 hours of the inspection.
2. **Contractor Response:** The Contractor must acknowledge receipt of the CAR and state their plan to remediate the deficiency.
3. **Re-performance Window:** The Contractor has 5 calendar days from notification to correct the deficiency (e.g., re-treat missed areas) at no additional cost.
4. **Re-inspection:** The COR/QAPM will re-inspect the deficient areas. If acceptable, the CAR will be closed out and GPC payment cleared.
5. **Escalation:** If the Contractor fails to correct the deficiency within the 5-day window, or exhibits a pattern of recurring unacceptable performance, the COR/QAPM will immediately forward all documentation to the CO for formal contractual action,

which may include withholding payment, issuing a Cure Notice, or canceling the master BPA.

6.0 Weed Control Surveillance Checklist

(To be completed by the COR/QAPM for each BPA Call)

- **BPA Call Number:** _____
- **Performance Period Evaluated:** [ ] Spring Application / [ ] Fall Application / [ ] Warranty / [ ] Spot Call
- **Date of Inspection:** _____
- **Inspector Name/Title:** _____

Inspection Item	Yes	No	N/A	Comments / Findings / Photographic References
1. Contractor Licensing Verified? *Are valid NMDA applicator licenses on file for all on-site applicators?*	[ ]	[ ]	[ ]	
2. Application Schedule Complied With? *Was application completed outside monsoon season (June 15 – Sep 30)?*	[ ]	[ ]	[ ]	
3. Herbicide Coverage Satisfactory? *Is there visual evidence of comprehensive application with marking dye?*	[ ]	[ ]	[ ]	
4. Broadleaf Weeds/Grasses Controlled? *Did the treatment successfully control target vegetation in gravel/paved areas (no green growth)?*	[ ]	[ ]	[ ]	
5. No Drift or Damage Observed? *Is there zero evidence of chemical drift, burn, or damage to non-target landscaping/trees?*	[ ]	[ ]	[ ]	

6. Service Report Received within 72 hrs? *Does report contain dates, areas, EPA-approved chemicals used, and quantities?* [ ] [ ] [ ]

7. Regrowth Warranty Active? *Has the contractor successfully resolved any regrowth requests within 5 days?* [ ] [ ] [ ]

Warranty End Date: _____

Overall Performance Rating for this Call:
[ ] **Acceptable** (GPC Payment Authorized)
[ ] **Unacceptable** (CAR Issued - Payment Withheld)

Inspector Signature: _____ **Date:** _____

Contractor Representative Signature: _____ **Date:** _____