

Quality Assurance Surveillance Plan

Project Title: Native Aspirations 3

TASK NO.	TASK NAME	PERFORMANCE STANDARDS	ACCEPTABLE QUALITY LEVEL (AQL)
Task 1	Review and Revise Plan of Performance	Timely, comprehensive revisions that are consistent with the contract purpose, goals, and time frames and that incorporate feedback from the GPO and other Federal staff initially and on an ongoing basis.	(1) The contractor completes the task within the specified time frame; (2) the task is performed adequately in terms of comprehensiveness, relevancy, and effectiveness; (3) the performance adequately addresses important issues and functions; (4) the plan incorporates feedback initially and on an ongoing basis.
Task 2	Needs Assessment	Timely and comprehensive needs assessments of highest need Tribal areas, indigenous peoples of the Pacific Islands and other U.S. Territories, and updates on Native Aspirations 1 and 2 communities.	(1) The contractor completes the task within the specified time frame; (2) the task is performed adequately in terms of comprehensiveness, relevancy, and effectiveness; (3) the performance adequately addresses important issues and functions; (4) the plan incorporates feedback initially and on an ongoing basis.
Task 3	Community Engagement	Timely undertaking and completion of community engagement tasks which shall include, but are not limited to: 1) extend invitations and conduct site visits for participation in the project, 2) work with community members to develop a training and technical assistance plan for community readiness assessment, mobilization, planning, and development of a Community Prevention Plan approved by Tribal Council and in coordination with other technical assistance providers and evaluation contractors.	(1) The contractor completes the task within the specified time frame; (2) the task is performed adequately in terms of comprehensiveness, relevancy, and effectiveness; (3) the performance adequately addresses important issues and functions; (4) the plan incorporates feedback initially and on an ongoing basis.
Task 4	Technical Assistance and Training	Timely undertaking and completion of technical assistance and training tasks which shall include, but are not limited to: 1) review relevant training programs, 2) procure trainers and facilitators, 3) conduct site visits to provide training and technical assistance, 4) enlist community members, 5) coordinate and reimburse for training activities, 6) develop a database for tracking activities.	(1) The contractor completes the task within the specified time frame; (2) the task is performed adequately in terms of comprehensiveness, relevancy, and effectiveness; (3) the performance adequately addresses important issues and functions; (4) the plan incorporates feedback initially and on an ongoing basis.
Task 5	Monitor and Evaluate Implementation of Community Prevention Plan	Timely undertaking and completion of monitoring and evaluation tasks which shall include, but are not limited to: 1) responsiveness to community needs and requests, 2) completion of process evaluation protocol, 3) bi-yearly descriptions of progress and results, 4) coordination and participation in the Evaluation of Native Aspirations project.	(1) The contractor completes the task within the specified time frame; (2) the task is performed adequately in terms of comprehensiveness, relevancy, and effectiveness; (3) the performance adequately addresses important issues and functions; (4) the plan incorporates feedback initially and on an ongoing basis.

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Task 6	Sustainability and Mentorship Activities	Timely undertaking and completion of sustainability and mentorship tasks which shall include, but are not limited to: 1) collaborate with communities to develop or enhance their plans for sustainability, 2) provide opportunities for mentoring and advising other Native Aspiration sites and youth, 3) assist communities in planning for transitions in leadership and transfer of knowledge.	(1) The contractor completes the task within the specified time frame; (2) the task is performed adequately in terms of comprehensiveness, relevancy, and effectiveness; (3) the performance adequately addresses important issues and functions; (4) the plan incorporates feedback initially and on an ongoing basis.
Task 7	Dissemination of Findings and Work Products	Timely completion of plan for production and dissemination of Findings and Work Products, submission of materials to GPO for concept and content clearance from the Office of Communications, and completion of tasks described in the plan.	(1) The contractor completes the task within the specified time frame; (2) the task is performed adequately in terms of comprehensiveness, relevancy, and effectiveness; (3) the performance adequately addresses important issues and functions; (4) the plan incorporates feedback initially and on an ongoing basis.
Task 8	Reporting	Reports are timely, accurate, complete, and incorporate GPO comments and revisions	(1) The contractor completes the task within the specified time frame; (2) the task is performed adequately in terms of comprehensiveness, relevancy, and effectiveness; (3) the performance adequately addresses important issues and functions; and (4) the plan incorporates feedback initially and on an ongoing basis.
Task 9	Meetings and Communications	(1) Timely, comprehensive, and relevant meetings and conference calls with GPOs and other relevant Federal staff and contractors; (2) development of and implementation of comprehensive and relevant summary reports; and (3) convening annual face-to-face meetings with GPOs and other relevant federal staff, the Evaluation of Native Aspirations contractor, and the Native Aspirations Tribal Evaluation Working Group.	(1) The contractor completes all tasks within the specified time frames; (2) conference calls/meetings with GPOs and other relevant Federal staff are completed within the specified time frames; (3) written communication with the GPOs and Native Aspirations sites is timely and relevant to the evaluation; (4) participation in scheduled meetings and staffing of conferences is accomplished effectively and efficiently.
Task 10	Task Order and Data Management System	Timely development and submission of a Task Order and Data Management System plan, an IT Plan and an IT Security plan, with modifications and updates completed as needed.	(1) The contractor completes the task within the specified time frame; (2) the task is performed adequately in terms of comprehensiveness, relevancy, and effectiveness; and (3) the performance adequately addresses important issues and functions.
Task 11	Transition Plans and Task Order Closeout	Timely Processing of contract close out activities such as delivering to the GPO all materials, publications, software, online course materials and the data base system used to manage all components of this task order.	(1) The contractor delivers all materials within the specified time frame and (2) the contractor assists in an orderly transition by providing technical support and program assistance to the GPO.

