

U.S. EPA QUALITY ASSURANCE REVIEW FORM FOR CONTRACT ACTIONS

I. General Information

a. Vehicle Type:

<input type="checkbox"/> Solicitation/Sole Source	RFP #:	
<input type="checkbox"/> Delivery Order / Work	SOW #: and	
<input type="checkbox"/> Assignment / Task Order	Contract #:	

b. Descriptive Title: _____

c. Sponsoring Organization
(e.g., Branch, Division, Office, etc.): _____

d. Project Duration: _____

e. Is this a new or continuation of an existing project?

II. Scope of Work

	YES	NO
· the collection, generation, use and/or reporting of environmental data? <i>(Environmental data are defined as any measurements or information that describe environmental processes, location, or conditions; ecological or health effects and consequences; or the performance of environmental technology. For EPA, environmental data include information collected directly from measurements, produced from models, and compiled from other sources such as data bases or the</i>	_____	_____
· design, construction, and/or operation of environmental technologies?	_____	_____
· development and/or use of models?	_____	_____
· other activities that need quality assurance or control requirements as identified in your organization's Quality Management Plan? If yes, list: _____	_____	_____

If all answers are No, skip Section III and complete Section IV.

b. Estimate of percentage of costs or level-of-effort allocated to the activities identified above: _____ %

III. Quality-Related Requirements [Where applicable, reference a specific section of the Statement of Work.]

a. For Solicitations Only -- complete (b) - (f) below, as well

1. Insert the percentage of technical evaluation points assigned to the offeror's quality system documentation, or *P/F* if the evaluation is pass/fail.
2. List any quality standards (from your organization's Quality Management Plan) that you will use in lieu of, or in addition to, *Specifications and Guidelines for Quality Systems for Environmental Data Collection and Environmental Technology Programs* (ANSI/ASQC E4).

Title: [EPA Requirements for Quality Management Plans](#)
Numbering: [EPA QA/R-2 \(available at: <http://www.epa.gov/quality>\)](#)
Date: [March 2001](#)
Requirements (Tailoring): [Submit QMP to RQAM for review & approval. Prior to initiation of environmental data activities, the contractor's QMP and QAPP must be approved by the RQAM. The recipient's QMP shall be reviewed and updated annually, or more frequently as needed.](#)

Title: [EPA Requirements for Quality Assurance Project Plans](#)
Numbering: [EPA QA/R-5 \(available at: <http://www.epa.gov/quality>\)](#)
Date: [March 2001](#)
Requirements (Tailoring): [Submit QAPP to Project Officer for review & approval. Prior to the initiation of environmental data activities, the contractor's QMP & QAPP must be approved. QAPPs that are developed for multiple projects and/or span over one year shall be reviewed & updated at least annually.](#)

Title: [Uniform Federal Policy for Quality Assurance Project Plans: Evaluating, Assessing and Documenting Environmental Data Collection and Use Programs](#)
Numbering: [EPA-505-B-04-900A \(available at: <http://www.epa.gov/fedfac/documents/qualityassurance.htm>\)](#)
Date: [March 2005](#)
Requirements (Tailoring): [Submit QAPP to Project Officer for review & approval. Prior to the initiation of environmental data activities, the contractor's QMP & QAPP must be approved. QAPPs that are developed for multiple projects and/or span over one year shall be reviewed & updated at least annually.](#)

- b. QA Documentation Options -- For solicitations, complete items 1-4; for all other actions, complete items 3-4. All documentation specified under "Other" must be defined in your organization's Quality Management Plan(s) and be consistent with requirements defined in EPA Manual 5360 A1. For items checked under #2, there must be adequate information in the SOW for the offeror to develop this documentation.

Before Award Documentation¹

1. _____ Documentation of an organization's Quality System. A QMP developed in accordance with either:
_____ EPA QA/R-2; or
_____ Other: _____
- _____ Combined documentation of an organization's Quality System and application of QA and QC to the single project covered by contract. Developed in accordance with either:
_____ EPA QA/R-2 and EPA QA/R-5; or
_____ Other: _____
- _____ Not applicable.
2. _____ Programmatic QA Project Plan. Developed in accordance with either:
_____ EPA QA/R-5; or
_____ Other: _____
- _____ Documentation of the application of QA and QC activities to the single project covered by contract. QA Project Plan developed in accordance with either:
_____ EPA QA/R-5; or
_____ Other: _____
- _____ Not applicable.

After Award Documentation

3. _____ Documentation of an organization's Quality System. QMP developed in accordance with either:
_____ EPA QA/R-2; or
_____ Other: _____
- _____ Combined documentation of an organization's Quality System and application of QA and QC to the single project covered by the contract. Developed in accordance with either:
_____ EPA QA/R-2 and EPA QA/R-5; or
_____ Other: _____
- _____ Not applicable.

4. _____ Documentation of the application of QA and QC activities to applicable project(s).
 Developed in accordance with either:
 _____ EPA QA/R-5;
 _____ A supplement to the following Programmatic QA Project Plan; or
 _____ Other: _____
- _____ Programmatic QA Project Plan with supplements for each specific project.
 Developed in accordance with:

- _____ Existing documentation of the application of QA and QC activities will be used.
 Either :
 _____ Documentation developed pre-award;
 _____ Documentation will be identified in individual Statements of Work; or
 _____ Documentation identified in Section _____ of Statement of Work

	YES	NO
c. <u>Reports</u> -- Are quality reports or reports containing quality assurance information (for example, status of quality system implementation, review of a quality system, quality control data, etc.) required?	<u> X </u>	<u> </u>
If yes, identify the required reports and the time frame for submission: <u>Indication of annual review and update of QMP and/or QAPP(s) shall be reported in the contractor's annual report of performance.</u>		

	Pre-Award	Post-Award
d. <u>Assessments</u> -- Select all quality assessments that may be performed either pre-award or post-award:		
On-site evaluation of offeror's/contractor's facility	<u> </u>	<u> </u>
Assessments of the offeror's/contractor's Quality System (e.g., quality system audits, management system reviews, etc.)	<u> </u>	<u> X </u>
Project-specific assessments (e.g., technical systems audits, surveillance, performance evaluations, data quality assessments, peer reviews, readiness reviews)	<u> </u>	<u> X </u>

_____ QMP refers to a Quality Management Plan. Programmatic QA Project Plan refers to a QA Project Plan that would cover multiple projects with similar activities. EPA QA/R-2 refers to EPA Requirements for Quality Management Plans (QA/R-2) (EPA/240/B-01/002, 03/20/01) and EPA QA/R-5 refers to EPA Requirements for Quality Assurance Project Plans (QA/R-5) (EPA/240/B-01/003, 03/20/01) – copies of these documents are available at www.epa.gov/quality.

For each assessment, specify type, date to perform, and who will perform it (if known):

On-Site Evaluation -- To be performed by the CO/PO with the assistance of other qualified EPA personnel as requested, annually, or more frequently if deemed necessary.

Date: _____ Personnel: _____

Quality System Assessment -- To be performed by the CO/PO with the assistance of other qualified EPA personnel as requested, annually, or more frequently if deemed necessary.

Date: _____ Personnel: _____

Project-Specific Assessments -- To be performed by the CORs (the Work Assignment Managers) on a routine basis for all sites/projects that each COR manages. Annually, the CORs will also prepare Performance Evaluations for each Site/Project that received Contractor support. These evaluations will be provided to the PO to be included in the Contractor's Annual Performance Evaluation.

Date: _____ Personnel: _____

- e. Procedures to Update Documentation -- Identify any procedures/requirements for updating EPA-approved quality-related documentation:

The recipient's QMP shall be reviewed and updated annually, or more frequently as needed.

Program QAPPs (as required per II.b.4. above) that are developed for multiple projects and/or span over one year shall be reviewed and updated at least annually. Minor organizational and/or policy changes shall be reported to EPA per requirements in III.c. above.

- f. Other Requirements -- Identify any other pertinent quality-related requirements (as identified in your organization's Quality Management Plan):

Prior to the initiation of environmental data operations (as defined in II.a. above), the contractor's QMP must be approved by the ROAM, the QAPP must be approved by the Project Officer with assistance from QA and other technical experts, as necessary.

IV. Approvals

The signatures below verify that the Statement of Work has been reviewed to ascertain if quality assurance or quality control activities are needed and that the appropriate quality requirements have been established.

Contracting Officer Representative

Date

Quality Assurance Manager

Date