

Quality Assurance Surveillance Plan (QASP)

Remote Sensing - Scientific and Engineering Research and Development Support Services

Version 1.0

1 Vision 3
1 Mission..... 3
2 Purpose 3
3 Authority 4
4 Roles and Responsibilities 4
4.1 Contracting Officer (KO)..... 4
4.2 Contracting Officer's Representative (COR)..... 4
4.3 Contracting Specialist (CS)..... 5
4.4 Contractor Representatives 5
6 Performance Requirements and Method of Surveillance 5
6.1 Contract Surveillance 5
6.2 Surveillance Matrix 6
6.3 Corrective Action Report (CAR) 6
Appendix 1 - Surveillance Matrix..... 7
Appendix 2 - Corrective Action Report (CAR)..... 26

Quality Assurance Surveillance Plan (QASP)

Remote Sensing - Scientific and Engineering Research and Development Support Services

1 Vision

Provide world class engineering and operational support services for space, air, and surface based remote sensor systems used to model and perform scientific analysis of the Earth's ocean and land interface with the atmosphere and improve worldwide weather prediction capabilities.

1 Mission

Provide scientific and engineering R&D services to support the Remote Sensing Division (RSD), NRL Code 7200, to formulate, design, develop, fabricate, integrate, test, verify, operate, and perform data analysis of laboratory, field and spaceflight and ground system hardware and software, including developing and validating technologies for enabling future science missions.

Tasks range from supporting mission concept design and feasibility analyses through to the laboratory, in-field or flight (including on-orbit operation) of deployed systems, the analysis of engineering data obtained from them, and the development and operation of algorithms for analyzing data. The tasks include providing on/off-site multi-disciplinary scientific, engineering and management services to support the development, implementation and use of components, subsystems, systems, and scientific instruments for NRL laboratory and "field experiments".

2 Purpose

This Quality Assurance Surveillance Plan (QASP) is a government-developed document used to determine if the contractor's performance meets the performance standards contained in the contract. The QASP establishes procedures on how this assessment/inspection process will be conducted. It provides the detailed process for a continuous oversight process:

- What will be monitored
- How monitoring will take place
- Who will be conduct the monitoring
- How monitoring efforts and results will be documented

The contractor is responsible for implementing and delivering performance that meets contract standards using its Quality Control Plan. The QASP provides the structure for the government's surveillance of the contractor's performance to assure that it meets contract standards. It is the government's responsibility to be objective, fair and consistent in evaluating contractor performance.

The QASP is not part of the contract nor is it intended to duplicate the contractor's quality control plan. This QASP is a living document. Flexibility in the QASP is required to allow for an increase or decrease in the level of surveillance necessary based on contractor performance.

The government may provide a copy of the QASP to the contractor to facilitate open communication. In addition, the QASP should recognize that unforeseen or uncontrollable circumstances might occur that are outside the control of the contractor. Bottom line, the QASP should ensure early identification and resolution of performance issues to minimize impact on mission performance.

3 Authority

Authority for issuance of this QASP is provided under Part 46 of the Federal Acquisition Regulation, Inspection of Services clauses, which provide for inspection, acceptance and documentation of the service called for in the contract or order. This acceptance is to be executed by the contracting officer or a duly authorized representative.

4 Roles and Responsibilities

The following personnel shall oversee and coordinate surveillance activities.

4.1 Contracting Officer (KO)

The KO provides primary program oversight, nominates the COR, and ensures the COR is trained before performing any COR duties. The KO ensures performance of all necessary actions for effective contracting, compliance with the contract terms, and is responsible for safeguard the interests of the United States in the contractual relationship. The KO also ensures that the Contractor receives impartial, fair, and equitable treatment under this contract. The KO is responsible for documenting the final assessment of the Contractor's performance in the Government's past performance tracking system.

Assigned KO: <enter name>
Organization or Agency: Naval Research Laboratory Code <enter code>
Telephone: <enter number>
Email: <enter address>

4.2 Contracting Officer's Representative (COR)

The QASP is the primary tool for documenting contractor performance. The COR uses the QASP to conduct the oversight/surveillance process. The COR keeps a Quality Assurance file that accurately documents the contractor's actual performance. The purpose is to ensure that the contractor meets the performance standards contained in the contract. The COR is required to provide an annual performance assessment to the KO which will be used in documenting past performance.

The COR is responsible for providing continuous technical oversight of the contractor's performance and supports performance assessment activities. The COR is not empowered to make any contractual commitments or any contract changes on the

government's behalf. The COR is responsible for reporting early identification of performance problems to the KO. While the COR may serve as a direct conduit to provide Government guidance and feedback to the Contractor on technical matters, they are not empowered to make any contractual commitments or any contract changes on the government's behalf.

Assigned COR: <upon award, enter name>
Organization or Agency: Naval Research Laboratory Code <upon award, enter code>
Telephone:<upon award, enter number>
Email: <upon award, enter address>

4.3 Contracting Specialist (CS)

The CS will be the KO's primary assistant in the execution of the contract, and will be the contractor's primary point of contact for contractual matters. The CS is not empowered to make any contractual commitments or to authorize any contractual change on the Government's behalf.

Assigned CS: <enter name>
Organization or Agency: Naval Research Laboratory Code <enter code>
Telephone: <enter number>
Email: <enter address>

4.4 Contractor Representatives

The following employees of the contractor serve as the contractor's Task Manager for this contract. (Complete this section after the contract award)

Program Manager - <upon award, enter name>
Telephone: <upon award, enter number>
Email: <upon award, enter address>

5 Performance Requirements and Method of Surveillance

This section describes the special requirements for this effort. The following subsections provide details of various considerations on this effort.

5.1 Contract Surveillance

The goal of the QASP is to ensure that contractor performance is effectively monitored and documented. The COR's contribution is their professional, non-adversarial relationships with the KO, PM and the contractor, which enables positive, open and timely communications. The foundation of this relationship is built upon objective, fair, and consistent COR evaluations of contractor performance against contract requirements. The COR uses the methods contained in this QASP to ensure the contractor is in compliance with contract requirements. The COR function is responsible for a wide range of surveillance requirements that effectively measure and evaluate the contractor's performance. Additionally, this QASP is based on the premise that the

contractor, not the government, is responsible for management and QC/QA actions to successfully meet the terms of the contract.

5.2 Surveillance Matrix

The Surveillance Matrix (Attachment 1) is the list of performance objectives and standards that must be performed by the contractor. This matrix details the method of surveillance the COR will use to validate and inspect these performance elements. Inspection of each element will be documented in the COR file.

Performance objectives define the desired outcomes. Performance Standards define the level of service required under the contract to successfully meet the performance objective. The inspection methodology defines how, when, and what will be assessed in measuring performance. The Government performs surveillance, using this QASP, to determine the quality of the contractor's performance as it relates to the performance element standards. The Performance Rating Standards (PRS) listed below provide the foundation of the COR's inspection checklist ratings.

5.3 Corrective Action Report (CAR)

If Contractor performance in any area covered by the QASP is determined to be unsatisfactory the COR will issue a Corrective Action Report (CAR) in the format provided in Table xx, below for contractor action and remediation.

In evaluating the quality of contractor's performance, the following performance ratings may be used.

Performance Rating	Criteria
Excellent / Outstanding	Performance meets contractual requirements and exceeds many to the government's benefits. The contractual performance of the element or sub-element being assessed was accomplished with no problems and contractor actions were highly effective.
Good	Performance meets contractual requirements. The contractual performance contains some minor problems for which corrective actions taken by the contractor were satisfactory.
Unsatisfactory	Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance contains serious problem(s) for which the contractor's corrective actions appear or were ineffective.

Appendix 1 - Surveillance Matrix

Statements	Standards/AQLs	Inspections	Ratings
<p>3.1 HICO-RAIDS Experiment Payload (HREP) Operations</p> <p><u>Deliverables:</u> A002 Quarterly Progress Report A008 Final Report</p>	<p>a) Timely AQL: 15 days after the end of a quarterly reporting period.</p> <p>b) Completeness AQL: Address interim results, meetings/reviews attended, problems or issues encountered</p> <p>c) Timely AQL: 90 days after completion of the Task Order</p> <p>d) Complete AQL: Addresses key issues, technical and scientific objectives, findings and recommendations resulting from HREP Operations and Data Analysis technical efforts.</p>	<p>What: Quarterly Progress Report How: Read progress report on a quarterly basis. Who: COR; PI Standard(s): a, b -----</p> <p>What: Final Report How: Review final report and reconcile with Quarterly Progress Reports. Who: COR; PI Standard(s): c, d</p>	
<p>3.1.1 The Contractor shall conduct mission operations support for the HICO instrument.</p> <p><u>Deliverables:</u> A007 Other Data Deliverables</p>	<p>a) Timely AQL: In accordance with established schedule</p> <p>b) Completeness AQL: Provides continuous operations</p> <p>c) Effective AQL: Minimize down time due to system anomalies</p>	<p>What: Periodic HICO Operations Report How: Review HICO Operations Report and compare with user feedback on as needed basis. Who: COR; PI; User Standard(s): Inspection applies to all standards</p>	

Statements	Standards/AQLs	Inspections	Ratings
<p>3.1.2 The Contractor shall interact with Air Force HREP Test Team located at Johnson Space Center to coordinate HICO mission operations for conduct of combined HICO/HREP operations.</p> <p><u>Deliverables:</u> A005 Contracted Funded Technical Tools and Data A007 Other Data Deliverables</p>	<p>a) Timely AQL: In accordance with established schedule b) Completeness AQL: Provides continuous operations c) Effective AQL: Minimize down time due to system anomalies</p>	<p>What: Periodic HICO/HREP Operations Report How: Review HICO/HREP Operations Report and compare with user feedback on an as needed basis. Who: COR; PI; User Standard(s): Inspection applies to all standards</p>	
<p>3.2 Passive Microwave Sensor Engineering</p> <p><u>Deliverables:</u> A002 Quarterly Progress Report A008 Final Report</p>	<p>a) Timely AQL: 15 days after the end of a quarterly reporting period. b) Completeness AQL: Address interim results, meetings/reviews attended, problems or issues encountered c) Timely AQL: 90 days after completion of the Task Order d) Complete AQL: Addresses key issues, technical and scientific objectives, findings and recommendations resulting from Passive Microwave Sensing technical efforts.</p>	<p>What: Quarterly Progress Report How: Read progress report on a quarterly basis. Who: COR; PI Standard(s): a, b ----- What: Final Report How: Review final report and reconcile with Quarterly Progress Reports. Who: COR; PI Standard(s): c, d</p>	

Statements	Standards/AQLs	Inspections	Ratings
<p>3.2.1 The Contractor shall perform mechanical, RF, electronic, electrical, and software design analysis of instruments and support equipment for ground-based, airborne, and space-based passive remote microwave sensors.</p> <p><u>Deliverables:</u> A004 Technical Reports</p>	<p>a) Timely AQL: In accordance with established schedule b) Comprehensive AQL: Address findings, key issues and recommendations resulting from design analysis efforts.</p>	<p>What: Technical Reports How: Read technical report and assess the completeness of the data provided and the accuracy of conclusions. Who: COR; PI Standard(s): Inspection applies to all standards</p>	
<p>3.2.2 The Contractor shall perform engineering tasks to test, calibrate, and integrate passive microwave remote sensors and their associated support equipment for installation in host vehicle/platforms.</p> <p><u>Deliverables:</u> A005 Contracted Funded Technical Tools and Data A006 Software, Algorithms, Programs, and Source Code</p>	<p>a) Timely AQL: In accordance with established schedule b) Timely AQL: Documentation delivered coincident with operating hardware. c) Comprehensive AQL: Provides sufficient detail to build additional instruments if required.</p>	<p>What: Design documentation; Delivered hardware How: Review design documentation. Observe deliverable hardware in operations and review test documentation to ensure that hardware meets the technical specifications delivered. Who: COR; PI Standard(s): Inspection applies to all standards</p>	
<p>3.2.3 The Contractor shall design, acquire, and modify ground support equipment (GSE) for use in conducting integration and test of passive microwave remote sensing instruments.</p>	<p>a) Timely AQL: In accordance with established schedule b) Meets technical specifications AQL: 100% c) Comprehensive AQL: Provides sufficient detail to</p>	<p>What: Contract Funded Technical Tools and Data Report Software Algorithms Programs and Source Code Report How: Review reports and compare with Quarterly Progress Reports. Discuss with results with users.</p>	

Statements	Standards/AQLs	Inspections	Ratings
<p><u>Deliverables:</u> A005 Contracted Funded Technical Tools and Data A006 Software, Algorithms, Programs, and Source Code</p>	<p>build additional copies if required.</p>	<p>Who: COR; PI; User Standard(s): Inspection applies to all standards</p>	
<p>3.3 Passive Microwave Data Handling Software</p> <p><u>Deliverables:</u> A002 Quarterly Progress Report A008 Final Report</p>	<p>a) Timely AQL: 15 days after the end of a quarterly reporting period. b) Completeness AQL: Address interim results, meetings/reviews attended, problems or issues encountered c) Timely AQL: 90 days after completion of the Task Order d) Complete AQL: Addresses key issues, technical and scientific objectives, findings and recommendations resulting from Passive Microwave Sensing technical efforts.</p>	<p>What: Quarterly Progress Report How: Read progress report on a quarterly basis. Who: COR; PI Standard(s): Inspection applies to all standards ----- What: Monthly Cost Report Contractor On-Site Labor Report How: Read reports and compare with observed effort. Who: COR; PI Standard(s): Inspection applies to all standards ----- What: Final Report How: Review final report and reconcile with Quarterly Progress Reports. Who: COR; PI Standard(s): Inspection applies to all standards</p>	
<p>3.3.1 The Contractor shall develop data</p>	<p>a) Timely AQL: In accordance with</p>	<p>What: Software documentation delivered.</p>	

Statements	Standards/AQLs	Inspections	Ratings
<p>processing software for calibration and processing of passive microwave data.</p> <p><u>Deliverables:</u> A006 Software, Algorithms, Programs, and Source Code</p>	<p>established schedule</p> <p>b) Completeness AQL: Contains at least the information identified in the Version Description Guide provided as an attachment to this proposal.</p> <p>c) Comprehensive AQL: Provides enough information for the Government to maintain configuration control of the software artifacts</p>	<p>Who: COR; PI Standard(s): Inspection applies to all standards</p>	
<p>3.3.2 The Contractor shall develop data processing software for analysis of passive microwave data products.</p> <p><u>Deliverables:</u> A006 Software, Algorithms, Programs, and Source Code</p>	<p>a) Timely AQL: In accordance with established schedule</p> <p>b) Completeness AQL: Contains at least the information identified in the Version Description Guide provided as an attachment to this proposal.</p> <p>c) Comprehensive AQL: Provides enough information for the Government to maintain configuration control of the software artifacts</p>	<p>What: Software documentation delivered. Who: COR; PI Standard(s): Inspection applies to all standards</p>	
<p>3.3.3 The Contractor shall implement software configuration management and control for passive microwave data handling software developed</p>	<p>a) Timely AQL: In accordance with established schedule.</p> <p>b) In accordance with Contractor supplied and COR approved</p>	<p>What: Software configuration documentation How: Review configuration baseline and baseline update documentation to ensure reflects</p>	

Statements	Standards/AQLs	Inspections	Ratings
<p>under this task.</p> <p><u>Deliverables:</u> A006 Software, Algorithms, Programs, and Source Code</p>	<p>Software Configuration Management and Control Plan AQL: 100%</p>	<p>the current Government approved baseline. Who: COR; PI Standard(s): Inspection applies to all standards</p>	
<p>3.4 Synthetic Aperture Radar (SAR)/Interferometric Synthetic Aperture Radar (ISAR) Systems Support</p> <p><u>Deliverables:</u> A002 Quarterly Progress Report A008 Final Report</p>	<p>a) Timely AQL: 15 days after the end of a quarterly reporting period. b) Completeness AQL: Address interim results, meetings/reviews attended, problems or issues encountered c) Timely AQL: 90 days after completion of the Task Order d) Complete AQL: Addresses key issues, technical and scientific objectives, findings and recommendations resulting from SAR/ISAR technical efforts.</p>	<p>What: Quarterly Progress Report How: Read progress report on a quarterly basis and compare with observed progress. Who: COR; PI Standard(s): a, b ----- What: Final Report How: Review final report and reconcile with Quarterly Progress Reports. Who: COR; PI Standard(s): c, d</p>	
<p>3.4.1 The Contractor shall maintain mechanical and electrical/electronic systems for airborne and ground-based SAR/ISAR radar mounts.</p>	<p>a) Identifies and corrects deficiencies AQL: 100% b) Provides for continuous operation AQL: 95% no impact to system operations/test schedules</p>	<p>What: Quarterly Progress Report How: 100% user feedback Who: COR; User Standard(s): Inspection applies to all standards</p>	

Statements	Standards/AQLs	Inspections	Ratings
<u>Deliverables:</u> A002 Quarterly Progress Report			
3.4.2 The Contractor shall modify, design, and acquire equipment for use in conducting integration and test of SAR/ISAR sensors. <u>Deliverables:</u> A005 Contracted Funded Technical Tools and Data A006 Software, Algorithms, Programs, and Source Code	a) Timely AQL: In accordance with established schedule b) Meets technical specifications AQL: 100% c) Comprehensive AQL: Provides sufficient detail to build additional copies if required.	What: Contract Funded Technical Tools and Data Report Software Algorithms Programs and Source Code Report How: Review design documentation. Observe deliverable hardware in operations and review test documentation to ensure that hardware meets the technical specifications delivered. Who: COR; PI; User Standard(s): Inspection applies to all standards	
3.5 Fluid Flow Phenomena Research			
3.5.1 The Contractor shall conduct laboratory test tank and field experiments to analyze, model, and verify fluid flow phenomena for oceans and other natural bodies of water. <u>Deliverables:</u> A002 Quarterly Progress Report A004 Technical Reports A008 Final Report	a) Timely AQL: 15 days after the end of each quarterly period of performance b) Completeness AQL: Address interim results, meetings/reviews attended, problems or issues encountered c) Timely AQL: 30 days after completion of a specific experiment. d) Completeness AQL: Address findings and key issues associated with experiments	What: Review progress report How: Read progress report on a quarterly basis. Who: COR; PI Standard(s): a, b ----- What: Review Technical Report at the completion of specific experiments How: Read technical report and assess the completeness of the data provided and the accuracy of conclusions.	

Statements	Standards/AQLs	Inspections	Ratings
	<p>conducted</p> <p>e) Timely AQL: 90 days after completion of the Task Order</p> <p>f) Comprehensive AQL: Addresses key issues, technical and scientific objectives, findings and recommendations resulting from research conducted examining fluid flow phenomena in micro- and macro environments.</p>	<p>Who: COR; PI Standard(s): c, d -----</p> <p>What: Fluid flow phenomena section of the Final Report. How: Read final report and compare results with Quarterly Status Reports. Assess comprehensiveness of scientific results. Who: COR PI Standard(s): e, f</p>	
<p>3.6 Aerosol and Cloud Processes Research</p> <p><u>Deliverables:</u> A002 Quarterly Progress Report A008 Final Report</p>	<p>a) Timely AQL: 15 days after the end of a quarterly reporting period.</p> <p>b) Completeness AQL: Address interim results, meetings/reviews attended, problems or issues encountered</p> <p>c) Timely AQL: 90 days after completion of the Task Order</p> <p>d) Complete AQL: Addresses key issues, technical and scientific objectives, findings and recommendations resulting from conducting Aerosol and Cloud Processes Research efforts.</p>	<p>What: Quarterly Progress Report How: Read progress report on a quarterly basis and compare with observed progress. Who: COR; PI Standard(s): a, b -----</p> <p>What: Final Report How: Review final report and reconcile with Quarterly Progress Reports. Who: COR; PI Standard(s): c, d</p>	

Statements	Standards/AQLs	Inspections	Ratings
<p>3.6.1 The Contractor shall conduct research and development studies to evaluate computer models of marine aerosols and cloud processes.</p> <p><u>Deliverables:</u> A004 Technical Reports</p>	<p>a) Timely AQL: 30 days after the completion of evaluation of GFE model. b) Complete AQL: Provides complete description of phenomena being investigated and results of specified modeling effort.</p>	<p>What: Model Technical Evaluation Report How: Read technical report and assess the completeness of the data provided and the accuracy of conclusions. Who: COR; PI Standard(s): a, b</p>	
<p>3.6.2 The Contractor shall conduct research and development studies to improve and expand software models for simulating marine aerosol and cloud processes.</p> <p><u>Deliverables:</u> A004 Technical Reports A006 Software, Algorithms, Programs, and Source Code</p>	<p>a) Timely AQL: 30 days after delivery of improved/expanded model. b) Complete AQL: Provides complete description of phenomena being investigated and results of specified modeling effort. c) Comprehensive AQL: Contains at least the information identified in the Version Description Guide provided as an attachment to this proposal.</p>	<p>What: Model Technical Evaluation Report How: Read technical report and assess the completeness of the data provided and the accuracy of conclusions. Who: COR; PI Standard(s): a, b ----- What: Software Model Version Description Document How: Review the VDD to assure that software documentation requirements have been met and all actions have been accomplished to update the software baseline for the specified model. Who: COR; PI Standard(s): a, c</p>	

Statements	Standards/AQLs	Inspections	Ratings
<p>3.6.3 The Contractor shall develop or modify GFE provided aerosol and cloud process algorithms for use in future Aerosol Particle Size (APS) and Visible Infrared Imager Radiometer Suite (VIIRS) instruments.</p> <p><u>Deliverables:</u> A006 Software, Algorithms, Programs, and Source Code</p>	<p>a) Timely AQL: 30 days after completion algorithm development effort. b) Comprehensive AQL: Contains at least the information identified in the Version Description Guide provided as an attachment to this proposal.</p>	<p>What: Algorithm Version Description Document How: Review the VDD to assure that software documentation requirements have been met and all actions have been accomplished to update the software baseline for the specified algorithm. Who: COR; PI Standard(s): Inspection applies to all standards</p>	
<p>3.6.4 The Contractor shall conduct marine aerosol and cloud processes field measurement experiments for determining their effects on natural and artificial optical radiation.</p> <p><u>Deliverables:</u> A004 Technical Reports</p>	<p>a) Timely AQL: 30 days after completion of a specific field measurement experiment. b) Complete AQL: Address findings, key issues and recommendations resulting from field measurement experiment.</p>	<p>What: Technical Report How: Read technical report and assess the completeness of the data provided and the accuracy of conclusions. Who: COR; PI Standard(s): Inspection applies to all standards</p>	
<p>3.7 Upper Atmospheric Remote Sensor Engineering Support</p> <p><u>Deliverables:</u> A002 Quarterly Progress Report A008 Final Report</p>	<p>a) Timely AQL: 15 days after the end of a monthly reporting period. b) Completeness AQL: Reflects resources assigned and hours worked on this task. c) Timely AQL: 15 days after the end of a quarterly reporting period. d) Completeness</p>	<p>What: Quarterly Progress Report How: Read progress report on a quarterly basis and compare with observed progress. Who: COR; PI Standard(s): c, d ----- What: Final Report How: Review final report and reconcile with Quarterly Progress</p>	

Statements	Standards/AQLs	Inspections	Ratings
	<p>AQL: Address interim results, meetings/reviews attended, problems or issues encountered</p> <p>e) Timely</p> <p>AQL: 90 days after completion of the Task Order</p> <p>f) Complete</p> <p>AQL: Addresses key issues, technical and scientific objectives, findings and recommendations resulting from conducting Upper Atmospheric Remote Sensor Engineering efforts.</p>	<p>Reports.</p> <p>Who: COR; PI</p> <p>Standard(s): e, f</p>	
<p>3.7.1 The Contractor shall perform optical, electronic, mechanical, and thermal design analysis of instruments and support equipment for ground-based remote sensing the atmosphere above the atmospheric boundary, space-based, and airborne.</p> <p><u>Deliverables:</u> A004 Technical Reports</p>	<p>a) Timely</p> <p>AQL: In accordance with established schedule</p> <p>b) Comprehensive</p> <p>AQL: Address findings, key issues and recommendations resulting from design analysis efforts.</p>	<p>What: Technical Reports</p> <p>How: Read technical report and assess the completeness of the data provided and the accuracy of conclusions.</p> <p>Who: COR; PI</p> <p>Standard(s): Inspection applies to all standards</p>	
<p>3.7.2 The Contractor shall perform engineering tasks to fabricate, test, calibrate, and integrate upper atmospheric sensing instruments and their associated support equipment</p>	<p>a) Timely</p> <p>AQL: In accordance with established schedule</p> <p>b) Timely</p> <p>AQL: Documentation delivered coincident with operating hardware.</p>	<p>What: Design documentation; Delivered hardware</p> <p>How: Review design documentation. Observe deliverable hardware in operations and review test documentation to</p>	

Statements	Standards/AQLs	Inspections	Ratings
<p>for installation in host vehicle/platforms.</p> <p><u>Deliverables:</u> A005 Contracted Funded Technical Tools and Data A006 Software, Algorithms, Programs, and Source Code</p>	<p>c) Completeness AQL: Provides sufficient detail to build additional instruments if required.</p>	<p>ensure that hardware meets the technical specifications delivered. Who: COR; PI Standard(s): Inspection applies to all standards</p>	
<p>3.7.3 The Contractor shall design, acquire, and modify ground support equipment (GSE) for use in conducting integration and test of upper atmosphere remote sensing instruments.</p> <p><u>Deliverables:</u> A005 Contracted Funded Technical Tools and Data A006 Software, Algorithms, Programs, and Source Code</p>	<p>a) Timely AQL: In accordance with established schedule b) Meets technical specifications AQL: 100% c) Comprehensive AQL: Provides sufficient detail to build additional copies if required.</p>	<p>What: Contract Funded Technical Tools and Data Report Software Algorithms Programs and Source Code Report How: Review reports and compare with Quarterly Progress Reports. Discuss with results with users. Who: COR; PI; User Standard(s): Inspection applies to all standards</p>	
<p>3.7.4 The Contractor shall conduct operations support of installed remote sensing instruments for monitoring the upper atmospheric environment.</p> <p><u>Deliverables:</u> A007 Other Data Deliverables</p>	<p>a) Timely AQL: In accordance with established schedule b) Completeness AQL: Provides continuous operations c) Effective AQL: Responds to re-tasking d) Effective AQL: Outages scheduled to</p>	<p>What: Upper Atmosphere Sensor Operations Report How: Review Upper Atmosphere Sensor Operations Report and compare with user feedback, on an as required basis. Who: COR; PI; User Standard(s): Inspection applies to all standards</p>	

Statements	Standards/AQLs	Inspections	Ratings
	minimize impact to operations		
<p>3.8 Radio, Infrared (IR), and Optical Astronomy Sensor Systems Engineering and Operations Support</p> <p><u>Deliverables:</u> A002 Quarterly Progress Report A008 Final Report</p>	<p>a) Timely AQL: 15 days after the end of a quarterly reporting period. b) Completeness AQL: Address interim results, meetings/reviews attended, problems or issues encountered c) Timely AQL: 90 days after completion of the Task Order d) Complete AQL: Addresses key issues, technical and scientific objectives, findings and recommendations resulting from conducting SE and Operations support of Radio, IR, and Optical Astronomy sensors.</p>	<p>What: Quarterly Progress Report How: Read progress report on a quarterly basis and compare with observed progress. Who: COR PI Standard(s): a, b ----- What: Final Report How: Review final report and reconcile with Quarterly Progress Reports. Who: COR; PI Standard(s): c, d</p>	
<p>3.8.1 The Contractor shall perform optical, electronic, mechanical, and thermal design analysis of instruments and support equipment for space-based, airborne, and ground-based multispectral astronomic sensors.</p> <p><u>Deliverables:</u> A004 Technical Reports</p>	<p>a) Timely AQL: In accordance with established schedule b) Comprehensive AQL: Address findings, key issues and recommendations resulting from design analysis efforts.</p>	<p>What: Technical Reports How: Read technical report and assess the completeness of the data provided and the accuracy of conclusions. Who: COR; PI Standard(s): Inspection applies to all standards</p>	
3.8.2	a) Timely	What: Design documentation;	

Statements	Standards/AQLs	Inspections	Ratings
<p>The Contractor shall perform engineering tasks to fabricate, test, calibrate, and integrate multispectral astronomic sensors for installation in host vehicle/platforms.</p> <p><u>Deliverables:</u> A005 Contracted Funded Technical Tools and Data A006 Software, Algorithms, Programs, and Source Code</p>	<p>AQL: In accordance with established schedule b) Timely AQL: Documentation delivered coincident with operating hardware. c) Completeness AQL: Provides sufficient detail to build additional instruments if required.</p>	<p>Delivered hardware How: Review design documentation. Observe deliverable hardware in operations and review test documentation to ensure that hardware meets the technical specifications delivered. Who: COR; PI Standard(s): Inspection applies to all standards</p>	
<p>3.8.3 The Contractor shall design, acquire, and modify ground support equipment (GSE) for use in conducting integration and test of astronomical sensors.</p> <p><u>Deliverables:</u> A005 Contracted Funded Technical Tools and Data A006 Software, Algorithms, Programs, and Source Code</p>	<p>a) Timely AQL: In accordance with established schedule b) Meets technical specifications AQL: 100% c) Comprehensive AQL: Provides sufficient detail to build additional copies if required.</p>	<p>What: Contract Funded Technical Tools and Data Report Software Algorithms Programs and Source Code Report How: Review reports and compare with Quarterly Progress Reports. Discuss with results with users. Who: COR; PI; User Standard(s): Inspection applies to all standards</p>	
<p>3.8.4 The Contractor shall conduct operations support of installed remote sensing instruments for conducting radio, infrared, and optical astronomy.</p> <p><u>Deliverables:</u></p>	<p>a) Timely AQL: In accordance with established schedule b) Completeness AQL: Provides continuous operations c) Effective AQL: Responds to re-tasking</p>	<p>How: Review Astronomic Instrument Operations Report and compare with user/customer feedback on an as required basis. Who: COR; PI; User Standard(s): Inspection applies to all standards</p>	

Statements	Standards/AQLs	Inspections	Ratings
A007 Other Data Deliverables	d) Effective AQL: Outages scheduled to minimize impact to operations		
3.9 Information Technology Support <u>Deliverables:</u> A002 Quarterly Progress Report A008 Final Report	a) Timely AQL: 15 days after the end of a quarterly reporting period. b) Completeness AQL: Address interim results, meetings/reviews attended, problems or issues encountered c) Timely AQL: 90 days after completion of the Task Order d) Complete AQL: Addresses key issues, technical and scientific objectives, findings and recommendations resulting from Information Technology Support technical efforts.	What: Quarterly Progress Report How: Read progress report on a quarterly basis. Who: COR; PI Standard(s): a, b ----- What: Final Report How: Review final report and reconcile with Quarterly Progress Reports. Who: COR; PI Standard(s): c, d	
3.9.1 The Contractor shall provide Information Technology (IT) systems support for UNIX, Microsoft Windows, Linux, and Macintosh workstations. <u>Deliverables:</u> A007 Other Data Deliverables	a) Provides Quarterly IT Systems Management Report AQL: 15 days after the end of each quarterly period of performance b) Implementation complies with NRLINST 5239.1 Information Systems Security Plan AQL: 100% c) Responsive to COR requests for	What: Quarterly IT Systems Management Report How: Review Quarterly IT Systems Management Report and compare with user/customer feedback Who: COR Standard(s): Inspection applies to all standards	

Statements	Standards/AQLs	Inspections	Ratings
	<p>new or updated computer hardware/software</p> <p>AQL: In accordance with established schedule</p> <p>d) All repairs and PM is done so as to minimize impact with the function of the facility.</p> <p>e) Performs Configuration Management functions in accordance with NRL local instructions.</p>		
<p>3.9.2 The Contractor shall maintain, develop, and implement web services for the Remote Sensing Division (NRL Code 7200).</p> <p><u>Deliverables:</u> A007 Other Data Deliverables</p>	<p>a) Provides Quarterly IT Systems Management Report</p> <p>AQL: 15 days after the end of each quarterly period of performance</p> <p>b) Responsive to COR requests for new or updated Web functionality</p> <p>AQL: In accordance with established schedule</p> <p>c) Implementation complies with NRLINST 5239.1 Information Systems Security Plan</p> <p>AQL: 100%</p> <p>d) Meets Information Assurance requirements of DOD 5220.22-M National Industrial Security Program Manual (NISPOM)</p> <p>AQL: 100%</p> <p>e) Identifies and corrects deficiencies and failures</p>	<p>What: Quarterly IT Systems Management Report</p> <p>How: Review Quarterly IT Systems Management Report and compare with user/customer feedback</p> <p>Who: COR</p> <p>Standard(s): Inspection applies to all standards</p>	

Statements	Standards/AQLs	Inspections	Ratings
	<p>AQL: 95% corrected within one day of notification</p> <p>f) Displays program documentation, review packages, address listings, program schedules, other designated information</p> <p>AQL: Available 24/7; easily searchable; updated daily/weekly as required</p>		
<p>3.10 Technical Documentation Development and Program Review Support</p> <p><u>Deliverables:</u> A002 Quarterly Progress Report A008 Final Report</p>	<p>a) Timely AQL: 15 days after the end of each quarterly period of performance.</p> <p>b) Completeness AQL: Address interim results, meetings/reviews attended, problems or issues encountered</p> <p>c) Timely AQL: 90 days after completion of the Task Order</p> <p>d) Complete AQL: Addresses key issues in developing technical documentation and supporting program/technical reviews.</p>	<p>What: Quarterly Progress Report How: Read progress report on a quarterly basis and compare with observed progress. Who: COR; PI Standard(s): a, b ----- What: Final Report How: Review final report and reconcile with Quarterly Progress Reports. Who: COR; PI Standard(s): c, d</p>	
<p>3.10.1 The Contractor shall assist in developing system design documentation for use at assigned system design reviews.</p>	<p>a) Timely AQL: In accordance with schedule established to support assigned technical/program review</p> <p>b) Complete</p>	<p>What: Technical documentation package How: Review documentation. Who: COR; PI Standard(s): Inspection applies to</p>	

Statements	Standards/AQLs	Inspections	Ratings
<p><u>Deliverables:</u> A007 Other Data Deliverables</p>	<p>AQL: Provides sufficient detail to allow decision objectives of the assigned review to be met. c) Accuracy AQL: Less than 5% errors requiring document revision.</p>	<p>all standards</p>	
<p>3.10.2 The Contractor shall attend system design reviews to present technical assessments of design solutions and recommend a preferred design solution for assigned systems.</p> <p><u>Deliverables:</u> A007 Other Data Deliverables</p>	<p>a) Timely AQL: 5 days after assigned technical/program review. b) Accuracy AQL: Reflects recommendations made (accepted/rejected) and provides rational/data supporting subject recommendations.</p>	<p>What: Post Technical Review Assessment How: Read technical assessment and compare with decisions made a specific review. Who: COR; PI Standard(s): Inspection applies to all standards</p>	
<p>3.10.3 The Contractor shall assist in developing acquisition technical documentation and requests for proposals for new programs of opportunity.</p> <p><u>Deliverables:</u> A007 Other Data Deliverables</p>	<p>a) Timely AQL: In accordance with established schedule b) Complete AQL: Addresses all program areas</p>	<p>What: Acquisition Documents How: Review documents delivered as required. Who: COR; PI Standard(s): Inspection applies to all standards</p>	
<p>3.10.4 The Contractor shall create computer graphic illustrations, drawings, and other graphic material for inclusion in studies, proposals, and program and technical presentations.</p>	<p>a) Timely AQL: In accordance with established schedule. b) Accuracy AQL: 5% error rate on initial delivery; 0% error rate on final</p>	<p>What: Computer graphics files and hard copy items How: Review items when delivered. Compare with supporting non-graphical data to ensure accuracy. These items may be delivered as</p>	

Statements	Standards/AQLs	Inspections	Ratings
<p><u>Deliverables:</u> A007 Other Data Deliverables</p>	<p>c) Completeness AQL: Includes all necessary data in the designated format</p>	<p>part of documents, computer graphic presentations, or as separate items in both electronic and hard copy form. Who: COR; PI Standard(s): Inspection applies to all standards</p>	
<p>3.10.5 The Contractor shall design and develop test procedures and manuals for instrument pre-launch, post-launch, and flight operations.</p> <p><u>Deliverables:</u> A007 Other Data Deliverables</p>	<p>a) Timely AQL: In accordance with established schedule b) Complete AQL: Addresses all program areas</p>	<p>What: Technical Documents How: Review documents delivered as required. Who: COR; PI Standard(s): Inspection applies to all standards</p>	

11. COR DETERMINATION
 ACCEPTED REJECTED

12. CLOSE DATE