

**EPA Contract Number :** \_\_\_\_\_  
**TASK ORDER Number :** \_\_\_\_\_

**QAR Form**

**QUALITY ASSURANCE REVIEW FOR ASSISTANCE AGREEMENT**

Copies if this signed form must be:  
 a) included in the Task Order Manager's file-of-record for the Task Order;  
 b) sent to the Contracting Officer's Representative; & c) placed on file with the QA manager.

**I. GENERAL INFORMATION**

Descriptive Title for the Task Order: \_\_\_\_\_

Sponsoring Office: \_\_\_\_\_

For projects involving modeling or environmental related data:

- Percentage of technical evaluation points assigned to QA: \_\_\_\_\_
- Approximate Dollar Amount of Modeling/Environmental Data services: \_\_\_\_\_
- Duration: \_\_\_\_\_

		Yes	No
<b>II. DOES THIS ASSISTANCE AGREEMENT ENTAIL MODELING OR ENVIRONMENTAL DATA ?</b> <i>(If yes, complete Sections III and IV of this form. If no, sign this form and submit it with the Task Order Package)</i>			
<b>III. QUALITY ASSURANCE REQUIREMENTS</b> <i>(Projects involving modeling or environmental related data)</i>			
a.	A written quality management plan (QMP) documenting the commitment of the fund recipient's management to meet the QA requirements of the scope of work shall be included in the Proposal or Work Plan ?		
b.	A written QA Project Plan (QAPP) shall be submitted with the proposal ?		
c.	A written QA Project Plan (QAPP) shall be submitted before starting data collection ?		
d.	Demonstration of measurement capability using performance samples provided by the Agency shall be required as evaluation criteria (see Section IV) ?		
e.	An on-site evaluation of the fund recipient's facilities will be made to ensure that a QA system is operational and is adequate for successful completion of this project (see Section IV) ?		
f.	QA reports will be required (see Section IV) ?		

g.	For projects entailing use of existing environmental data, a plan for assessing quality of existing data to determine whether or not existing data meets quality criteria established for this project shall be either submitted either as part of the <i>proposal</i> or as a <i>deliverable</i> ?		
h.	For projects entailing modeling, the fund recipient shall demonstrate the validity of the model or its application to this project as part of the <i>proposal</i> or as a <i>deliverable</i> ?		

**IV. SCHEDULE OF PERFORMANCE EVALUATIONS, QA AUDITS, AND QA REPORTS**

*(For projects involving modeling or environmental-related data, additional rows may be added).*

Parameter Measured	QA Reference Sample or Device	Split Samples for Cross-Comparison	Required for Preaward	Frequency During Implementation

**V. DETERMINATION** *(For projects involving modeling or environmental-related data).*

System Audits are required ? :       No    Yes       Pre - award       Post - award

QA Reports are required ? :    with Progress Report       with Final Report

Other QA requirements ? :    No               Yes, see attachment

The signatures below verify that the QA requirements have been considered and established as needed.

**TASK ORDER MANAGER**

**QA OFFICER**

\_\_\_\_\_  
Signature                      Date

\_\_\_\_\_  
Signature                      Date

**PROJECT OFFICER**

\_\_\_\_\_  
Signature                      Date

For EPA's National Watershed Protection Program Multiple-Award Technical Support Contracts:

- (1) After signature, a copy of this form shall be forwarded along with the TASK ORDER PACKAGE to:  
EPA Office of Acquisition Management / Contracts Management Division, Cincinnati, Ohio.
- (2) A copy shall also be maintained on file with the QA Officer and with the Task Order Manager.