ATTACHMENT 4 - QUALITY CONTROL PLAN

PR/MAR #:	Tender #: G062

PR/MAR Description:

Essential Specifications and Testing Requirements

1. Under this Monitoring, Evaluation, and Research Master Service Agreement, deliverables will vary according to each individual Request for Task Order Proposal (RFTOP). Common examples of deliverables include: reports, data sets, protocols, instruments, Standard Operating Procedures, IPTTs, assessment milestones, and Theories of Change. Each RFTOP will detail the individual deliverables expected for the scope of work. Deliverables will be related to the Lot (see Master Agreement) under which these RFTOPs are procured.

2. Quality for deliverables under this Master Service Agreement is defined as products which are complete, accurate, readable, timely and conform to the terms expressed in each Task Order. These deliverables will be reviewed for quality by program staff and approved by the designated contract manager before in advance of payment to organizations for services rendered.

3. Quality will be ensured via various inspection methods, including but not limited to: formal and informal check-ins between MC staff and contractor throughout the life of contract; requiring the submission of draft products for review prior to deliverable acceptance and payment.

Contract Testing Requirements

All deliverables submitted by the contractor will be reviewed. These deliverables will be reviewed by program field team members involved in the procurement of these services. Confirmation of deliverable quality will be required in advance of payment to contractors for the services rendered.

Non-Conformance

In cases where the deliverable does not meet expectations or defined standards, the contractor will be notified and the deliverable will be revised to meet those standards. Costs associated with this revision of any sub-standard deliverable will be borne by the contractor and will not be passed on to the Mercy Corps program.