

QASP / QASP Waiver (Smart Form) Add, View, Edit, or Delete

The following SPM users will be able to add, delete, and edit a QASP or a QASP Waiver:

- Contracting Specialist
- Contracting Officer

1. The user logs into PIEE and navigates to the Surveillance and Performance Monitoring (SPM) module.

The screenshot shows the PIEE 6.7.0 dashboard. At the top left is the PIEE logo and version number. Navigation links for 'My Account', 'Help', and 'Logout' are visible. A warning message states: 'Warning: The Procurement Integrated Enterprise Environment (PIEE) Cryptographic module is currently down. You will not be able to sign, submit, or process documents until it is running again. This does not impact any user action that utilizes a CAC or Digital Certificate to sign documents.' The main content area is titled 'Welcome to the Procurement Integrated Enterprise Environment' and features several module categories:

- Award:** Solicitation, SAM (System for Award Management)
- Post Award Admin:** SPM (Surveillance and Performance Monitoring), CCM (Contracting Communication Module), EDA (Electronic Data Access)
- Payment:** WAWF (Wide Area Workflow), myInvoice
- Operational Support:** JAM (Joint Appointment Module), PCM (Purpose Code Management)
- Other:** WBT (Web Based Training)

The SPM module icon is highlighted with a red border. At the bottom, there is a 'System Messages' section.

2. The user clicks Menu.



3. The user clicks COR Surveillance and Oversight.

Surveillance and Performance Monitoring Module Menu Exit

Menu

Q COR Surveillance and Oversight
Search and view/edit contracts for which you have an active role on a COR appointment in JAM or for which you are actively performing surveillance.

COR Surveillance File
Search and View COR Surveillance File data.

Admin Reports - EDA
Open EDA in a new window to run Administrative Reports.

Admin Reports - PBIS
Open PBIS in a new window to run Administrative Reports.

[Home](#) [Help](#)

4. The Search folder is displayed; the user enters search criteria and clicks the Search button.

Joint Appointment Module Create Appointment - Search Appointments - My Appointments - COR Lookup Contract Surveillance - Warrants - Exit

Search as Contracting Officer - Search

Contract Number Equal To	Delivery / Task Order Number Equal To	Pre Award Number Equal To	Nomination / Appointment Status Select -
COR First Name Equal To	COR Last Name Equal To	Home Organization DoDAAC Equal To	COR Type - Select -
Contract Officer First Name Equal To	Contract Officer Last Name Equal To	Contract Specialist First Name Equal To	Contract Specialist Last Name Equal To
Supervisor / Commander First Name Equal To	Supervisor / Commander Last Name Equal To	QA POC First Name Equal To	QA POC Last Name Equal To
ACO First Name Equal To	ACO Last Name Equal To	Issuing Office DoDAAC Equal To	

[Search](#) [Reset](#) [Help](#)

5. The user selects an Appointment by selecting the appropriate Contract Number.

Joint Appointment Module Create Appointment ▾ Search Appointments ▾ My Appointments ▾ COR Lookup Contract Surveillance ▾ Warrants ▾ Exit

Search as Contracting Officer - Results

Display items Filter:

COR Name	COR Home DoDAAC	COR Type	Nomination / Appointment Status	Pre Award Number	Contract Number	Delivery / Task Order Number	Contract Officer Name	Contract Specialist Name	Supervisor / Commander Name	Last Action Date	Issuing Office DoDAAC
BURTON, WADE		N/A	Active COR		DAJB0389D0109	O000	mkgovcortco, mk	govlest, mk	KAMAE, AL	2019/03/18	FA3030
Blajian, Matthew	FU4417	Primary	Active COR		0123456		CORT, Cora	CORT, Cora	Blajian, Cora	2020/04/06	S0512A
Clarke, Mae	S0512A	Alternate	Active COR		0123456		Newmar, Julie	Mattox, Matt	Hook, Emma	2020/07/22	S0512A
Lee, Ruta	S0512A	N/A	Active COR		123456	D003	Newmar, Julie	Mattox, Matt	Hook, Emma	2020/07/13	S0512A
Lee, Ruta	S0512A	Alternate	Active COR		2208948331	167	Newmar, Julie	Mattox, Matt	Hook, Emma	2020/07/15	FU4417
Castle, Cory	S0512A	Alternate	Active COR		DPAPACTIVE1114		Pco 2, Paul	Pco 2, Paul	Summerfield, Sandra	2019/03/04	S0512A
COR, Kathryn	S0512A	Primary	Active COR		F4161402D0002	0031	Contracting Officer, Kathryn	Contract Specialist, Kathryn	Super, Sammy	2020/07/16	FA3030
Lee, Ruta	S0512A		Active COR		FA303018M7608		Donald, James	CORT, Cora	Hook, Emma	2020/05/07	FU4417
Clarke, Mae	S0512A	Primary	Active COR		FA303022A1234	S0512A18F1983	Newmar, Julie	Mattox, Matt	Hook, Emma	2020/06/22	S0512A
Mylong, John	S0512A	Primary	Active COR		FA303022A1234	S0512A18F1983	Newmar, Julie	Mattox, Matt	Connaughton, Tym	2020/06/25	S0512A

Showing 1 to 10 of 16 items Previous Next

[← Back](#) [Export \(CSV\)](#) [Help](#)

6. The user clicks QA Surveillance Plan / Waiver.

Surveillance and Performance Monitoring Module  Menu  Exit

Contract Management - Active COR + Expand All - Collapse All

- + Contracting Information Help
- + Contractor Information Help
- + Period of Performance for Monitoring Help
- + Contract Place of Performance Help
- + QA Surveillance Plan / Waiver Help
- + COR Information Help
- + Supervisor / Commander Information Help
- + COR Certifications Help
- + Supervisor / Commander Certifications Help
- + Contracting Officer Certifications Help
- + Designation Letter Help

100%

7. Contract Specialists and Contracting Officers can modify a QASP on an active COR appointment in SPM.

Contract Management - Active COR

[+ Expand All](#) [- Collapse All](#)

[+ Contracting Information](#)

[Help](#)

[+ Contractor Information](#)

[Help](#)

[+ Period of Performance for Monitoring](#)

[Help](#)

[+ Contract Place of Performance](#)

[Help](#)

[- QA Surveillance Plan / Waiver](#)

[Help](#)

Delivery Order	Type	Document	Description	Service Type	Reporting Interval	Remarks	Plan Date	Action
No QASPs found								

[+ Add QASP](#)

Delivery Order	Type	Document	Description	Waiver Date	Action
0013	WAIVER	QASP Waiver (Smart Form)		2020/08/03	View Edit Delete

[+ COR Information](#)

[Help](#)

[+ Supervisor / Commander Information](#)

[Help](#)

[+ COR Certifications](#)

[Help](#)

8. If a user attempts to delete the only QASP or QASP Waiver (Smart Form) prior to adding a new QASP or QASP Waiver an error message will be received.

Surveillance and Performance Monitoring Module Menu Exit

Contract Management - Active COR Expand All Collapse All

- + Contracting Information Help
- + Contractor Information Help
- + Period of Performance for Monitoring Help
- + Contract Place of Performance Help
- QA Surveillance Plan / Waiver Help

Error : QASP Waiver cannot be deleted. At least one QASP Surveillance Plan or QASP Waiver is required.

Delivery Order	Type	Document	Description	Service Type	Reporting Interval	Remarks	Plan Date	Action
No QASPs found								

+ Add QASP

Delivery Order	Type	Document	Description	Waiver Date	Action
0013	WAIVER	QASP Waiver (Smart Form)		2020/08/03	View Edit Delete

- + COR Information Help
- + Supervisor / Commander Information Help
- + COR Certifications Help

9. The user can also add a QASP Waiver by clicking Add QASP Waiver (Smart Form).

QA Surveillance Plan / Waiver

Delivery Order	Type	Document	Description	Service Type	Reporting Interval	Remarks	Plan Date	Action
0013	PLAN	Document.docx			Annually		2020/08/03	View Edit Delete
0013	PLAN	Doc1.docx			Annually		2020/08/03	View Edit Delete

+ Add QASP

Delivery Order	Type	Document	Description	Waiver Date	Action
No QASP Waivers found					

+ Add QASP Waiver (Smart Form)

+ COR Information

+ Supervisor / Commander Information

+ COR Certifications

+ Supervisor / Commander Certifications

+ Contracting Officer Certifications

+ Designation Letter

10. Enter the required information and click the Submit button.

Surveillance and Performance Monitoring Module

+ Add Smart Form - Quality Assurance Surveillance Plan Waiver

WAIVER OF QUALITY ASSURANCE PLAN
MEMORANDUM FOR RECORD

Contract Number: F0960397D0008 Delivery / Task Order: 1024 QASP Waiver Date *: 2020/08/03

I, Kathryn Contracting Officer 2, hereby waive the requirements for a Quality Assurance Surveillance Plan (QASP) against the contracts/orders referenced above.

The QASP waiver is granted in accordance with one of the the following (choose one):
(SAP) - This contract was awarded using simplified acquisition procedures

Back Submit Help

11. The system will remove the QASP and add the QASP Waiver.

Surveillance and Performance Monitoring Module Menu Exit

Contract Management - Active COR Expand All Collapse All

[+ Contracting Information](#) Help

[+ Contractor Information](#) Help

[+ Period of Performance for Monitoring](#) Help

[+ Contract Place of Performance](#) Help

[- QA Surveillance Plan / Waiver](#) Help

Info : QA Surveillance Plan Waiver added

Delivery Order	Type	Document	Description	Service Type	Reporting Interval	Remarks	Plan Date	Action
No QASPs found								

[+ Add QASP](#)

Delivery Order	Type	Document	Description	Waiver Date	Action
1024	WAIVER	QASP Waiver (Smart Form)		2020/08/03	View Edit Delete

[+ COR Information](#) Help

[+ Supervisor / Commander Information](#) Help

[+ COR Certifications](#) Help

12. The user can edit the QASP or the QASP Waiver by clicking the Edit button.

Surveillance and Performance Monitoring Module Menu Exit

Contract Management - Active COR Expand All Collapse All

+ Contracting Information Help

+ Contractor Information Help

+ Period of Performance for Monitoring Help

+ Contract Place of Performance Help

- QA Surveillance Plan / Waiver Help

Info : QA Surveillance Plan Waiver added

Delivery Order	Type	Document	Description	Service Type	Reporting Interval	Remarks	Plan Date	Action
No QASPs found								

+ Add QASP

Delivery Order	Type	Document	Description	Waiver Date	Action
1024	WAIVER	QASP Waiver (Smart Form)		2020/08/03	View Edit Delete

+ COR Information Help

+ Supervisor / Commander Information Help

+ COR Certifications Help

13. The user edits the information and clicks the Update button.

Surveillance and Performance Monitoring Module Menu Exit

Edit Smart Form - Quality Assurance Surveillance Plan Waiver

WAIVER OF QUALITY ASSURANCE PLAN
MEMORANDUM FOR RECORD

Contract Number: F0960397D0008 Delivery / Task Order: 1024 QASP Waiver Date *: 2020/08/03

I, _____, hereby waive the requirements for a Quality Assurance Surveillance Plan (QASP) against the contracts/orders referenced above.

The QASP waiver is granted in accordance with one of the the following (choose one):

(SAP) - This contract was awarded using simplified acquisition procedures

Back Update Help

14. The user can view the QASP and QASP Waiver by clicking the view button.

Surveillance and Performance Monitoring Module

Period of Performance for Monitoring Help

Contract Place of Performance Help

QA Surveillance Plan / Waiver Help

Delivery Order	Type	Document	Description	Service Type	Reporting Interval	Remarks	Plan Date	Action
No QASPs found								

Add QASP

Delivery Order	Type	Document	Description	Waiver Date	Action
1024	WAIVER	QASP Waiver (Smart Form)		2020/08/03	View Edit Delete

COR Information Help

Supervisor / Commander Information Help

COR Certifications Help

Supervisor / Commander Certifications Help

Contracting Officer Certifications Help

Designation Letter Help

Workflow History Help

15. The user can view the QASP as a PDF by clicking the View as PDF button.

Surveillance and Performance Monitoring Module Menu Exit

View Smart Form - Quality Assurance Surveillance Plan Waiver

WAIVER OF QUALITY ASSURANCE PLAN
MEMORANDUM FOR RECORD

Contract Number: F0960397D0008 Delivery / Task Order: 1024 QASP Waiver Date *: 2020/08/03

I, _____, hereby waive the requirements for a Quality Assurance Surveillance Plan (QASP) against the contracts/orders referenced above.

The QASP waiver is granted in accordance with one of the the following:
(SAP) - This contract was awarded using simplified acquisition procedures

Back View as PDF Help

