



## STEP: Complete Contract Engagement Interview

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### Process:

Once the Contract Engagement Team has identified that the contractor qualifies for QualityNet IT Services, the Contract Engagement Team will conduct an interview with the CMS COR and New Contractor to understand what type of work the contractor will be doing and what the contractor will require in order to perform the work. The Contract Engagement Team will determine what services the contractor is eligible for based on the contractor's requirements.

At this point, a request for approval of these services will be sent to the CMS Service Leads. After the request for services have been processed, the Contract Engagement Team will start onboarding the contract into the approved services.

### TimeLine:

This interview process should begin within 5 business days of the Period of Performance beginning.

### Participants:

*Architect Lead*

*Infrastructure Lead*

*Security Lead*

*CMS COR*

*New Contractor*

*Engagement Lead*

*DSIF Onboarding Lead*

*Project Manager*