



STEP: Complete Contract Engagement Process

Process:

The PM3 Contract Engagement Team completes the onboarding of the New Contractor into QualityNet IT Services. After this process is completed, a welcome packet is created and sent to the New Contractor's Security Official (SO). This informational packet will include the following:

- *Welcome Message*
- *List of SO Responsibilities*
- *List of Approved Services*
- *Description of Approved Services*
- *Instructions for Onboarding Users.*

TimeLine:

This process should be completed and the welcome packet sent within five (5) business days from completion of the Contract Engagement Interview.

Participants:

Architect Lead

Infrastructure Lead

Security Lead

CMS COR

New Contractor

Engagement Lead

DSIF Onboarding Lead

Project Manager

HIDS Onboarding Lead