



STEP: Create Contract Engagement Plan

Process:

In preparation for the start of a new contract, the Contract Engagement Team needs to finalize a plan for implementing the contract based on the High-Level Project Schedule created earlier and the information discussed in the Contract Engagement Overview. The transition period is the time frame of the transition from an outgoing contractor to a new contractor or the launching of a completely new contract. Once the plan is approved, the CMS COR will incorporate the plan into the requisition package.

(Note: The timeline of the plan should account for a period of protest and/or potential delays due to a protest.)

TimeLine:

This plan should be finalized and approved at least thirty (30) days prior to the awarding of the contract.

Participants:

Architect Lead

Infrastructure Lead

Engagement Lead

CMS COR

Project Manager

DSIF Onboarding Lead

Security Lead