



# STEP: Create Contract Transition Plan

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## Process:

In preparation for the start of a new contract, the Transition 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 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:** *timeline of the plan should account for a period of protest and/or potential delays due to protest.*)

## TimeLine:

This plan should be finalized and approved at least 30 days prior to the awarding of the Contract.

## Participants:

*Architect Lead*

*Infrastructure Lead*

*Transition Lead*

*CMS COR*

*Project Manager*

*DSIF Onboarding Lead*

*Security Lead*