



STEP: New Contract Kick-Off Meeting

Process:

The New Contract Kick-off is the meeting which initiates the start of contract work for the New Contractor. It is the point at which the new contracting organization is now onboarded into the HCQIS environment and can begin work on fulfilling the contract. At this meeting, introductions are made between the key stakeholders from ISG and the New Contracting organization. The goal of this meeting is to provide an opportunity to discuss assumptions, expectations, goals, and objectives regarding the overall contract and to discuss the immediate next steps in order to come to a common understanding.

Timeline:

This meeting is held within ten (10) days of the Period of Performance beginning.

Participants:

Architect Lead

Infrastructure Lead

Security Lead

CMS COR

New Contractor

Transition Lead

DSIF Onboarding Lead

Project Manager