



STEP: Complete Contract Engagement Request

Process:

Once the Contract has been awarded and the period of performance has begun, the first step is to determine what kind of work the contractor will be performing in order to meet the deliverables. The type of work that the contractor is doing will determine if there is a need for QualityNet IT Services. To start this process, the CMS COR and New Contractor must complete an initial form to request the start of the contract engagement. Based on the information provided, the Contract Engagement Team will determine if there is a need for QualityNet IT Services.

If it is found that the New Contractor will need these services, an interview will be scheduled. Using the information provided, the Contract Engagement Team will prepare for the interview, ensuring the attendance of all necessary parties. The gathered information will also be used for entitlements and permissions for key roles in HARP.

The following information will need to be provided:

- Contract Number (Required)
- Task Order Number (if applicable)
- DUA Number (required for SAS VIYA)
- Period of Performance start and end dates (Required)
- Contract Short Name (Required)
- Contract Full Legal Name (Required)
- Prime Contractor Company Name (Required)
- Contract Category (ADO, NQIIC, BFCC, ESRD, Support, Analytics) (Required)
- Site Location (Required)
- Contracting Officer Representative (COR) (Required)
- COR HARP ID (Required)
- Contractual Duties (Mandatory)
- Shipping Address (Required)
- Contractor Shipping POC Name and Corp Email (Required)
- Billing Address (Required)
- Contractor Financial POC Name and Corp Email (Required)
- Security Point of Contact (SPOC) - First Name, Last Name, Corp Email, and Phone Number (Required)
- Security Point of Contact HARP ID (Required)
- Security Point of Contact Distribution Group (Required)
- Security Official (SO) Information - First Name, Last Name, Corp Email, and Phone Number (Required)
- Security Official HARP ID (Required)

TimeLine:

This request should be made once the Period of Performance begins.

Participants:

CMS COR

New Contractor