



STEP: Conduct Readiness Reviews

Process:

Readiness Reviews are conducted to determine if all the necessary steps have been followed during the implementation period to ensure a smooth transition between the Incoming Contractor and the Outgoing Contractor. The results of the reviews are reported to the Contract Engagement Team. These reviews are held as needed. Best practices suggest that at least Preliminary and Final Readiness Reviews should be conducted.

TimeLine:

Readiness Reviews ideally should be held within sixty (60) days of the Period of Performance beginning. Depending on the progress of the transition, the **Preliminary Readiness Review** should be held no later than **2–3 weeks prior to the end of the transition period** or the Outgoing Contractor's contract end date. The **Final Readiness Review** should be held no later than **1 week prior to the end of the transition period** or the Outgoing Contractor's contract end date.

Participants:

Architect Lead

Infrastructure Lead

Security Lead

CMS COR

Project Manager

Engagement Lead

DSIF Onboarding Lead

New Contractor