

Contract Kick-off Meeting Checklist

INSTRUCTIONS

This checklist is a sample only. The questions are not exhaustive; they are just the beginning. Agencies considering a contract kick-off meeting with a contractor should start with these questions, modify, or add to the questions as appropriate before the meeting.

Aligning with a Contractor

- What obligations does the contractor agree it has to perform? Do not assume the contractor has read the Statement of Work or the final contract.
- What roles at the contractor's business (and individuals in those roles) will accomplish those obligations?
 - What skills or functional background do those individuals have?
- What are the levels of authority?
 - Should you tell the contractor's staff who comes to wax the floors, for example, to remember to wax the hallway or should you talk to the owner?
 - Should you tell the contractor's president that, example, a test failed to meet expectations or the lead software architect? Or both?
- What tools or systems will be required to coordinate with multiple internal team members?
- What tools do the contractor want to use to communicate with the Agency? (Calls, email, meetings, meeting notes)
- What agency obligations are the contractor relying on? (Approvals, scheduling meetings etc.)
 - Does the agency agree with the obligations?
- From the contractor's perspective does the agency have implied (unstated) obligations to the contractor? (If so, clear those up at this meeting.)