

Bid & Contract Phase Checklist

Project Name: _____ Date: _____

The Bid & Contract Phase seeks a resource solution to the defined requirements, managing vendor relationships in order to reduce project risk.

This checklist can be completed at any point in the project, particularly at the end of the Bid & Contract Phase, or else any major checkpoint where significant analysis solicitation or sourcing has been completed. The questions presume that contracting is taking place on the project, and that some form of Statement of Work is being produced.

		<i>Score should range from 0 (No) to 10 (Yes).</i>	Score (0-10)
1.	Has the project identified appropriate vendors to carry out work on the project so that all planned work is accounted for?		
2.	Has the project determining performance criteria for all vendors; particularly with respect to cost, quality, and schedule?		
3.	Has the project defining project acceptance criteria; particularly in terms of acceptance testing plans and product technical standards?		
4.	Has the project mapped the acceptance plan to the documented requirements to assure that all requirements are covered in the criteria?		
5.	Has the project assessed the agreement exchanged between project management and any vendors to assure the fulfillment of all project goals?		
6.	Has the project clearly identified and planned all products to be delivered by any vendor?		
7.	Has the project clearly identified and prioritized a list of dependencies between any vendor and other contracting projects?		
8.	Has the project clearly defined the conditions under which any revisions to the requirements or products are to be submitted, either to or from any vendors?		
9.	Has the project clearly defined the acceptance provisions and criteria to be used in evaluating the products and services delivered under any agreements?		
10.	Has the project clearly defined the evaluation criteria that will be applied to the vendor in assessing compliance and satisfaction with contracted services?		
		<i>Total Score:</i>	

Notes: