

Agenda

Contract Kickoff Meeting

Contract Name

Date/Time (MT/PT)

Location address and description

- Welcome
- Attendees Introductions
 - Note absent staff
 - Provide contact information
- State of Idaho Basic Contracting Principles
 - Roles and Responsibilities
 - Who will be involved in the Contract?
- Contract Specific information
 - Contract Deliverable Details
 - Product
 - Delivery date(s)
 - Reports/Documentation
 - Works Orders/Service Agreements
 - Milestones
 - Incentives
 - Safety
 - Types of payments/Invoicing procedures
 - Who do I contact, and when?
 - Deliverable issues and concerns
 - Contract changes or issues
 - Escalation Plan
- Next Steps:
 - DOP's Mission and Contract Goals
 - Managing the contract/communication plan
 - Onboarding Timeline

- Go Live
- Content
- Meeting schedule(s)
- Contingency Plan
- Demo

➤ Questions

➤ Summary

- Task List with deadlines
- Thank for attendance, participation