Contract Pre-Planning

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# What is pre-planning?

Pre-Planning (Pre-P) is a tool to use before you begin the contract process. It will help you set goals and clarify your objectives when developing your project. By planning ahead you’ll save time during the contract process and the project may begin quicker.

# Getting started

Before you begin, it’s a good idea to talk with other staff about your project. Whether it’s an informal discussion or a planned meeting, there are Pre-P tools available to help you.

* Common questions and answers (provide link to each document bulleted)
* Contract definitions
* Staff who can assist

**Questions and expectations**

To Pre-P for your project, think about the following things as you may need to answer questions about them during the contract process. By answering the questions this prepares the program to think, understand and make decisions on your program project needs and the services to be performed.

You are expected to ensure transparency and accountability.

Is the project aligned with the Agency mission, priorities, and strategic plan?

What tasks need to be accomplished for the project outcomes?

What are the services that the Agency needs to be performed to meet the goals of the project and timeline of when the work needs to be performed?

What are the skills and abilities of an entity that is capable of performing the services?

Where are the services to be performed and the risks associated with performing the services?

When do the services need to be performed to meet the program and funding requirements?

How will the project be funded and what are the restrictions with the funding?

What is the statutory authority?

Project/Contract Management of the contract will be conducted by whom in the Program?

Are there state employees available to perform the services?

Who can assist with questions prior to submitting a contract request?