**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.

* [Introduction to preplanning](https://lorax.pca.state.mn.us/sites/default/files/Contract%20Prep%20Intro%206-17-2015.docx)
* [Common questions and answers](https://lorax.pca.state.mn.us/sites/default/files/Pre%20Planning%20common%20questions%204-9-2015%5B1%5D.docx)
* [Project development contacts](https://lorax.pca.state.mn.us/sites/default/files/Pre-planning%20Contact%206-17-15.docx)
* [Clean Water Fund tips](https://lorax.pca.state.mn.us/sites/default/files/Contract_CWF_tips2-11-2015%5B1%5D.docx)

Your role in the contract process

A lot of people are involved in developing contract. The roles and responsibility matrix defines the phases of a contract and who is involved in the various tasks. This will help you understanding your responsibility within each phase of a contract.

* [Roles and Responsibilities](http://s-sp33/appnet/docpop/docpop.aspx?docid=1640710&client=activex)
* [RFP Solicitation Roles and Responsibilities](http://s-sp33/appnet/docpop/docpop.aspx?docid=1640587&client=activex)

Questions and expectations

To Pre-P for your project, you will be asked some questions about the project. These questions will help you understand what’s needed in a contract 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? (create link)
* 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? What are 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? What are the restrictions with the funding?
* What is the statutory authority?
* Who will be managing the contract and project?
* Are there state employees available to perform the services?