# **Contract transition‑out checklist**

## What is the contract transition‑out checklist?

The contract transition‑out checklist is a list of tasks to ensure the efficient and effective transition‑out of a supply arrangement.

## How to apply the contract transition‑out checklist?

The contract transition‑out checklist ensures that supplier performance is maintained until the end of contract term and other contractual obligations are met including appropriate transfer of intellectual property and documentation.

|  |  |  |
| --- | --- | --- |
| Item | Item description | Yes/No |
| 1 | Have contract details been updated in the organisation’s financial management system including payment of any outstanding invoices? |  |
| 2 | Have contract details been updated in the contract register/contract management system? |  |
| 3 | Has consideration been given to maintaining continuity of services during the transition period? |  |
| 4 | Has relevant access in terms of security, IT, etc. been withdrawn? |  |
| 5 | Has documentation/inventory, etc. been returned as required? |  |
| 6 | Has all documentation been filed in accordance with public records requirements? |  |
| 7 | Have key stakeholders been advised that the supply arrangement has expired? |  |
| 8 | Has the supplier been requested to provide a contract closure report with recommendations for continuous improvement? |  |
| 9 | Has a contract closure report been completed by the contract manager, including information on lessons learned? |  |

## Using this tool

This tool accompanies the [Contract management - Goods and services procurement guide](https://www.buyingfor.vic.gov.au/contract-management-goods-and-services-procurement-guide)

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