

Contracts Outsourcing Checklist



Filled Out By

Email

Company Name and Address

1. Determine Business Model Map

Completed

Pinpoint your end goals of any outsourcing arrangement.

2. Statement of Objectives and Workload Allocation

Completed

What are the specific tasks you would like completed, and what percentage would you like to outsource to Torchwood GovCon?

3. What are your specific desired outcomes, and how would you measure progress?

Completed

Please use this area to tell us what outcomes you expect, and how we can define and quantify them. Torchwood GovCon believes that this is the most important part of working together. Once we've worked together to achieve a statement of milestones, metrics, and outcomes, we can deliver the required level of performance to you.

4. Who are the Stakeholders in your company?

Completed

Will we be reporting to Business Development? To Finance? To Legal? Someone else? Who will we interface with in completing the tasks?

5. Will we have access to the people actually completing the work on this contract?

Completed

Please describe the type of work that is being done, and whether we will have access to personnel should questions arise.

6. What type of contract would you like us to work on?

Completed

Federal? State and Local? Commercial? Fixed Price? Time and Materials?

7. Do you have any subcontractors on this contract?

Completed

If you have subs, please describe them, and let us know whether you need us to administer those contracts as well.

8. Please let us know if you are post award but pre-contract negotiation stage.

Completed

Notes

9. Will you be in need of any contract drafting services?

Completed

Please describe

10. Will you need us on-site to perform the functions you envision?

Completed

Please describe location(s) and days of the week we will be needed on-site, if any.