1. Identify contract or supplier



2. Identify dependencies, interfaces, etc.



3. Identify trigger for exit

|  |
| --- |
| Natural end of contract |
| Failure of the vendor |
| Breach of agreement |
| Breach of confidentiality |
| Regulatory concern |
| Voluntary Exit |

**Consider in the event the vendor relationship ends:**

4A. Does the contract allow for withdrawal for cause/without cause? Mark the box if Answer is Yes

|  |
| --- |
| For Cause |
| Without Cause |

Comments: :



4B. What are the termination requirements?



4C. Estimate the time required to deconvert



4D. Estimate the cost to deconvert (include cost for data extract)



4E. What happens to our data/information when the relationship ends?



4F. How is access control terminated?



4G. How do contract terms impact migration if moving to another provider?



4H. Will there be any downtime during the transition to a new vendor?

|  |
| --- |
| Yes |
| No |

Comments:



5. Could we take this service or application in-house?

|  |
| --- |
| Yes |
| No |

6. Provide a list of alternative vendors along with contact information, etc. :



Completed By:



Completion Date:

 [(clear)](https://app2.ncontracts.com/modules/3VendorManager/Vendors_DocumentTypePreview.aspx?PREVIEW=DO_NOT_SEND_ENTER_DATA&D=26)

Next review due date (must be completed annually) :
 [(cle](https://app2.ncontracts.com/modules/3VendorManager/Vendors_DocumentTypePreview.aspx?PREVIEW=DO_NOT_SEND_ENTER_DATA&D=26)