Annex 2

Checklist for Documentation Recording when Contract Ends

1. Statement of rationale – clear and objective reasons providing justification for the decision to cease the service at contract end.
2. Minutes from all meetings held throughout the process.
3. Assessments – copies of needs assessment, impact findings and engagement proposal. This information could be documented by way of the detailed report at the completion of stage 1.
4. Formal notice of termination (where required by the contract) or notice of intention to end contract – a copy of the letter sent to the contractor stating that the Commissioner will be terminating the contract / will not be renewing the contract when it expires.
5. Exit plan – a copy of the exit plan agreed with the contractor to ensure that all elements of the services are managed smoothly and effectively.
6. All written communications between the contractor and the Commissioner about contract end including any file notes of telephone conversations that are pertinent to the decision making process.