**HUIT VMO**

**Vendor Termination Checklist**

This checklist may be used when a decision has been made, by HUIT, to end a specific contracted service with a supplier. This includes a decision not to renew a service at the end of a contract term.

Please note that if a service is being terminated die to suppliers poor performance or other breach of contract, it is advisable to contact Strategic Procurement before notifying supplier of plans to stop service.

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|  | **Action** | **Action Owner** |
| **1** | Review existing contract for termination language to determine Harvard options | Vendor Contract Manager |
| **2** | If required for clarity of options, review contract termination language with Strategic Procurement | Vendor Contract Manager, SP |
| **3** | Follow contract guidelines to notify supplier of intent to terminate (or intent not to renew) | Vendor Relationship Manager |
| **4** | Request draft transition plan from supplier that details all steps required for their exit  | Service Owner |
| **5** | Ensure supplier returns any Harvard data and assets in required format  | Vendor Contract Manager |
| **6** | Ask supplier for written confirmation that they have returned or destroyed all Harvard data | Vendor Contract Manager |
| **7** | Audit outstanding invoices and validate accuracy. Remediate with supplier  | Service Owner |
| **8** | Identify all supplier personnel with network, systems, facilities access. Plan for termination of access. | Vendor Contract Manager |
| **9** | Schedule last day of service; last day of supplier access | Vendor Contract Manager |
| **10** | Verify removal of all supplier software from Harvard systems | Service Owner  |
| **11** | Update contract record in Novatus as Contract Terminated | Vendor Contract Manager |