**Assessment of Risk Prior to RQS Creation**

Below are questions to carefully consider in the risk assessment process:

* Analysis of current contract. Which parts have been successful and which need revision?
* Are all requirements still appropriate or do they need to be tightened or loosened?
* Are the service levels still appropriate or do they need to be scaled up or down?
* What is the balance of risk between agency and vendor?
* Does this balance need to be changed? (higher vendor risk can frequently mean higher

cost for the agency)

* What is the past and current quality level of service/goods delivered?
* What, if any, problems have surfaced in the life of the contract?
* What solutions were presented? Were these solutions successful?
* Was the level of risk going forward reduced by the new solutions? If not, why not?
* How was the risk of previous problems resurfacing mitigated?
* How was that mitigation monitored?
* What are the critical success factors for this contract going forward?
* What are the possible risks to those success factors going forward?
* Will the new budget be sufficient to cover the same services?