

Renewal evaluation & exit strategy

Part 1: Renewal evaluation criteria

- 1. Performance Review**
 - Key Performance Indicators: Evaluate the service provider's performance against established KPIs
 - Service Quality Assessment: Assess the overall quality of services provided during the contract term
- 2. Cost-Benefit Analysis**
 - Cost Comparison: Compare the current contract costs with potential new bids or market rates
 - Value Assessment: Evaluate the value added by the current provider versus alternative options
- 3. Market Analysis**
 - Current Market Trends: Analyze recent developments and trends in the logistics market
 - Provider Capabilities: Assess the capabilities of potential new providers
- 4. Organizational Alignment**
 - Strategic Fit: Determine how well the current service aligns with your organization's evolving needs
 - Flexibility and Scalability: Assess the provider's ability to adapt to changing requirements
- 5. Stakeholder Feedback**
 - Internal Stakeholder Opinions: Gather feedback from key internal stakeholders on service satisfaction
 - Customer Satisfaction: Assess feedback from end-users or customers on service quality
- 6. Decision Matrix for Renewal**
 - Criteria: List the criteria for renewal decision (e.g., cost, performance, flexibility)
 - Weightings and Scoring: Assign weightings and score the current provider against each criterion
- 7. Renewal or Re-tender Recommendation**
 - Conclusion: Based on the evaluation, recommend either contract renewal or re-tendering
 - Rationale: Provide a detailed rationale for the recommendation

Part 2: Exit strategy template

- **Overview of Exit Strategy**
 - Purpose: To ensure a smooth and structured transition at the end of the logistics contract
 - Scope: Applicable to all activities related to contract conclusion, asset transfer, and data management
- **Exit Planning**
 - Timeline
 - Start Date
 - End Date
 - Key Milestones: [List key milestones and associated deadlines]
- **Asset and Resource Management**
 - Physical Assets: Plan for the transfer or disposal of physical assets (e.g., equipment, vehicles)
 - Digital Assets: Outline the process for transferring digital assets (e.g., data, software licenses)
- **Third-Party Contract Transfers**
 - List of Third-Party Contracts: [List all relevant contracts]
 - Transfer Process: Define the steps for transferring or concluding third-party contracts
- **Data Management and Transfer**
 - Data Transfer Protocol: Outline methods for secure data transfer to prevent loss or corruption
 - Post-Contract Data Access: Establish guidelines for accessing data post-contract
- **Financial Settlements and Obligations**
 - Final Payments: Procedures for final invoicing and payments
 - Settlement of Disputes: Mechanisms for resolving any financial disputes
- **Employee Transition**
 - Staff Reassignment/Redundancy Plans: Plan for the reassignment or redundancy of staff involved in the contract
 - Communication Plan: Strategy for informing and supporting staff during the transition