

# Termination Contingency Plan

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## ABOUT

Use this resource to create a third-party relationship termination contingency plan. This resource is based on the Interagency Guidance on Third-Party Relationships: Risk Management. [Learn more about the guidance.](#)

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## CONTINGENCY OPTIONS

Upon termination of the third-party's service, or in case the service became indefinitely unavailable, what would the organization do to ensure continuity of the service?

- Transfer the service to an alternate third-party service provider
- Assume operation of the service by performing the service in-house
- Discontinue the service

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## CONTINGENCY PLAN

For services supporting critical operations, has the organization identified alternate third parties or made in-house arrangements required for a conversion? If "yes," please describe in the comments.

<input type="checkbox"/> Yes	Comments
<input type="checkbox"/> No	<div style="border: 1px solid #ccc; height: 40px;"></div>
<input type="checkbox"/> N/A	

What resources (e.g., time, money, expertise, etc.) would a transition require?

During the transition, how does the organization plan to manage the service?

Will there be any downtime during the transition? If “yes,” please explain in the comments.

- Yes
- No
- N/A

Comments

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## DISENGAGEMENT PLAN

Does a termination clause exist in the contract? If “yes,” please explain in the comments.

- Yes
- No
- N/A

Comments

What are the third party’s data retention and destruction processes?

How will the organization retrieve data from the third party?

In what form will the data be returned to the organization?

Will any residual data be left with the third party? If “yes,” please explain in the comments.

- Yes
- No
- N/A

Comments

Will the vendor's access to the organization's systems or facilities need to be modified or restricted following termination? If "yes," please describe in the comments.

Yes      Comments

No

N/A

Will customers be impacted by the disengagement? If "yes," please explain in the comments.

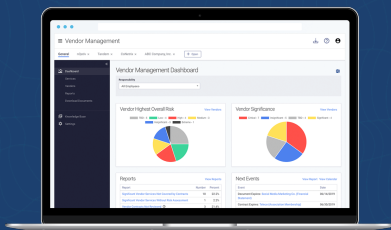
Yes      Comments

No

N/A

**Additional details related to the disengagement strategy.**

Describe any information related to disengagement from the third-party service, not addressed by previous questions. This could include, but is not limited to, changes in processes, system configurations, personnel, intellectual property, or other interdependencies which may be affected by the transition.



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