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**Performance Gap Analysis**

**Assessing School Services: Best Practices for Making Services Transitions**

The (NAME OF SCHOOL) board is desirous of effectuating a services transition, effective (DATE). The Academy Board has addressed all events and activities that must occur to ensure new service readiness within the desired time frame. This analysis addresses both the potential performance and operational gaps and options for filling the gaps in services that existing vendor has left void and/or gaps if vendor chooses to exit the school prior to the desired and articulated termination date. This analysis will help inform the RFP process within the prescribed time frame.

Currently, vendor provides the following services:

* Service a
* Service b
* Service c
* Service d

Additionally, vendor, in conjunction with the board, oversees the operations of (services-specific statement performed, in conjunction with board), which include the following:

* Maintenance and operation of the school facilities, including custodial services
* Food services
* Transportation services
* Compliance reporting
* Budget/finance preparations and reporting

In considering the above, the Academy Board, has developed the table below that clearly articulates existing vendor services, identified gaps (as discussed between Academy Board and vendor) and requirements of new vendor.

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| **Service** | **Identified Gaps** | **(New) Requirements** |
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In addition to the areas identified above, the Academy Board recognizes that existing vendor has resourced the Academy with proprietary systems and materials. Namely, the following:

* Proprietary item one
* Proprietary item two
* Proprietary item three

As the Academy Board pursues a new vendor, it will consider using the new vendor to meet these needs or research other options for satisfying these services.

Additionally, the existing vendor has contracted for certain operational services. The Academy Board has determined that it will (ASSUME CONTRACTUAL RESPONSIBILITIES OR ALLOW NEW VENDOR TO NEGOTIATE THOSE CONTRACTS).