

Staff Augmentation Checklist: 20 Rules and 12 Contract Clauses

The Uvik Software Staff Augmentation Standard, 2026. Tick each item before you sign the next statement of work.

Scope

- 1 Define the outcome**
Target: 1 or 2 outcomes with a number and a date
- 2 Write a role card**
Target: Role card before the first vendor call
- 3 Run the control test**
Target: Written decision with the reason
- 4 Budget the total cost**
Target: 12-month total cost comparison

Select

- 5 Vet the employment model**
Target: Employed engineers, 12+ months tenure
- 6 Test on your code**
Target: 1 live session on your code
- 7 Require a seniority floor**
Target: Seniority floor in role card and contract
- 8 Check overlap and language**
Target: 4+ hours daily overlap

Contract

- 9 Replacement guarantee**
Target: 30-day replacement with time to replace
- 10 IP, NDA and DPA**
Target: IP, NDA, DPA signed before day 1
- 11 T&M SOW with notice**
Target: T&M, monthly, 30-day notice, no lock-in >3 months
- 12 Define the exit**
Target: Handover, docs list, 24-hour access revocation

Embed

- 13 Access on day 1**
Target: 100% of access items on day 1
- 14 One internal owner**
Target: 1 named internal owner in the SOW
- 15 First-ticket plan**
Target: First merged PR in 5 working days
- 16 Same rituals**
Target: 100% of rituals from week 1

Run

- 17 Same KPIs**
Target: Same dashboard as internal engineers
- 18 30/60/90 reviews**
Target: 3 documented reviews in 90 days
- 19 One AI-tool policy**
Target: 1 written AI-tool policy, all engineers
- 20 Knowledge in the repo**
Target: 0 single-owner components after 90 days

12 contract clauses (MSA and SOW)

- 1 Engagement model:** T&M staff augmentation, client-managed
- 2 Named engineer and seniority floor**
- 3 Rate card and invoicing:** no markups, no recruitment fee
- 4 Working hours:** 4+ hours of overlap
- 5 Replacement guarantee:** 30 days, no cost; time to replace
- 6 Notice period:** 30 days both sides; no lock-in above 3 months
- 7 IP assignment:** all work product, from creation, no licence-back
- 8 Confidentiality:** NDA before profiles; survives 3 to 5 years
- 9 Data protection:** DPA, roles, sub-processors, 72-hour breach notice
- 10 Security:** managed device, MFA, least privilege, 24-hour revocation
- 11 Non-solicitation and conversion fee**
- 12 Exit and knowledge transfer:** 2-week handover, docs, data return

KPI targets

- 48 h to profiles
- 14 days to embedded
- 5 working days to first PR
- 4+ h overlap
- 30-day replacement
- 30/60/90 reviews

Readiness score

10 yes/no questions on the page. 9 to 10: ready. 6 to 8: fix access and the contract first. 0 to 5: fix the fundamentals or choose outsourcing.