 JOHNS HOPKINS <small>JOHNS HOPKINS HEALTH SYSTEM</small>	Johns Hopkins Health System Johns Hopkins Health System, Finance Policies and Procedures Manual Supply Chain	<i>Policy Number</i>	FIN155	
		<i>Effective Date</i>	05/01/2017	
		<i>Approval Date</i>	04/19/2017	
	<i>Subject</i>	Contract Management System and Contract Review	<i>Page</i>	1 of 3
			<i>Supersedes</i>	N/A

This document applies to the following Participating Organizations:

Howard County General Hospital Johns Hopkins All Children's Hospital, Johns Hopkins Bayview Medical Center Johns Hopkins Community Physicians Inc.

Johns Hopkins HealthCare LLC Johns Hopkins Home Care Group Johns Hopkins Imaging, LLC Sibley Memorial Hospital

Suburban Hospital The Johns Hopkins Health System The Johns Hopkins Hospital Corporation

Keywords:

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I. PURPOSE

The purpose of this policy is mitigate risk by establishing procedures to manage the Ecteon Contraxx Contract Management System ("CMS") and assign responsibilities to Johns Hopkins staff to enter into legally binding contracts and store contracts for safekeeping.


The CMS will facilitate the safekeeping of Johns Hopkins contracts in accordance with finance policies by (1) tracking Johns Hopkins contracts in review through the Supply Chain Procurement Department; and (2) serving as a repository for all Johns Hopkins executed contracts effective on or after January 1, 2014.

II. EXCLUSIONS

Employment and independent contractor contracts are excluded from this policy.

III. DEFINITIONS

Contract	A written agreement which binds Johns Hopkins to legal and financial terms and executed by an authorized Johns Hopkins' signer.
Contract Administration Manager	The Johns Hopkins staff member responsible for managing the operation of the CMS.
DocuSign	Authorized signers may sign contracts through DocuSign, a secure electronic signature platform.

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IV. CONTRACT REVIEW

- A. All Johns Hopkins contracts must be in writing in accordance with finance policies.
- B. Contract Administration staff are responsible for negotiating and drafting contracts and must be knowledgeable of Johns Hopkins contract policies and procedures.
- C. All purchase contract requests are to be submitted to Supply Chain Contract Administration by email to JHHSContractAdmin@jhmi.edu, and upon receipt, will be assigned to a contract administrator for review.
- D. Standard terms and conditions as provided in the Johns Hopkins contract templates should be used for all contracts, if possible. If variations to the standard terms and conditions are requested, the contract administrator will review and consult with the Corporate JHHS Legal Department, as necessary, in accordance with finance policies.
- E. Once contract negotiations are complete, the contract will be signed by an authorized signer in accordance with finance policies.
- F. All executed contracts must be entered (with the exception of those exclusions noted above) into the CMS for safekeeping. Contract Administration is responsible for entering contracts and contract related information into the CMS.

V. SAFEKEEPING CONTRACTS

Contracts will be managed in accordance with the Contract Management Procedures set forth below.

- A. Track Contracts Reviewed through Contract Administration
 1. CMS will track workflow of each contract reviewed by the Contract Administration team. The CMS contract record will include, as applicable, the following contract related information:
 - a. Data fields: including contract description, value, and relevant dates.
 - b. Negotiation communications
 - c. Internal notes and correspondence
 - d. Relevant documents related to the contract
 - e. Workflow status
 - f. Contract expiration alerts
 - g. Executed contract
- B. Serve as Safekeeping Repository of all Johns Hopkins Contracts
 1. The CMS will be the safekeeping repository for all Johns Hopkins contracts, except for exclusions noted above.
 2. All Johns Hopkins' contracts are confidential, and Johns Hopkins is legally and contractually bound to permit access only on a need to know basis to perform job duties. An employee may request contract information by contacting the employee's Supply Chain representative, emailing JHHSContractAdmin@jhmi.edu, or contacting the Contract Administration Manager in Supply Chain. To protect contract confidentiality, guidelines for access to Ecteon, subject to the discretion of General Counsel or CFO, will be as follows:
 - a. Hospital Affiliates Contracts (defined as JHHS, JHH, JHBMC, JHACH, HCGH, JHCP, SMH, SHI, JH Imaging): All Hospital Affiliate Vice President's and above, Hospital Affiliate Vice Presidents' designees, as well as Supply Chain JHHS staff which includes JHHS Contract Administration, can view the Contract Record for all Hospital Affiliates contracts, except those CSAs, NDAs, and MOUs noted below.
 - b. Non-Hospital Affiliates (defined as those not listed as Hospital Affiliates above, including JH Home Care Group, JH HealthCare): All Non-Hospital Affiliate Vice Presidents and above, Supply Chain JHHS staff which includes JHHS Contract Administration, and Non-Hospital Affiliate Vice Presidents' designees would be able to view only their own Non-Hospital Affiliate's Contract Records, except those CSAs, NDAs, and MOUs noted below.

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- c. Restricted Access: Consulting Services (CSA), Non-Disclosure (NDA), and Memorandum of Understanding (MOU) Agreements: Only Vice Presidents and above and JHHS Contract Administration staff would be able to view the Contract Record for CSAs, NDAs, and MOUs.
- d. User CMS Access. CMS login will expire if a user has not logged into the CMS during a calendar quarter.

VI. REFERENCE

Johns Hopkins Finance Policies:

- [FIN003 Approval Authority: General Policy](#)
- [FIN004 Required Levels of Approval Authority: Purchases for Non-Capital Goods and Services](#)
- [FIN005 Required Levels of Approval Authority: Capital](#)
- [FIN007 Management Delegation of Signature Authority](#)
- [FIN008 Signature Authority: Purchase Orders and Agreements Supported by Purchase Orders](#)
- [FIN009 Signature Authority: Procedures for Obtaining Independent Contractors and Consulting Services](#)

VII. RESPONSIBILITIES

Supply Chain Procurement

1. Manage Contract Management System and related processes. Upon request, process and review new purchase contracts, engaging JHHS Legal Department or other staff, as necessary

VIII. PROCEDURES

A. Contract Requestor

1. Obtain quote and related documentation to draft contract.
2. Submit request with quote and related documentation to JHHSContractAdmin@jhmi.edu, or for All Children's, Sibley Memorial, and Suburban Hospitals, submit to affiliate Supply Chain representative who will submit through JHHSContractAdmin@jhmi.edu.

B. Supply Chain Procurement

1. New Contract Requests:
 - a. Upon receipt of new contract request from Requestor, Contract Administration team will review contract, track review in CMS, and store executed contract in CMS.
 - b. Upon full execution of contract, Contract Administrator will return executed contract to Requestor with instructions to enter shopping cart.

IX. REVIEW CYCLE

Three (3) years

X. APPROVAL

Electronic Signature(s)	Date
Mike Larson Senior Vice President of Finance/CFO, JHHS	04/19/2017