

Contract Review Committee (CRC) Existing Agreement Workflow

For Reference:

- [Contract Review Committee Guiding Principals](#)
- [Legal Resource Page](#)

Expiring Agreement Workflow:

1. Contract owner will receive notice of expiring contract from Hospital Administrative Leader or legal team via outlook email and description of contract review process / expectations. This will be a separate email from the ContractSafe notifications contracts owners are currently receiving.
2. Contract owner to confirm receipt of notification back to sender
3. Within 20 days of notification, the contract owner will complete the forms / documents below and submit them to the contract review committee. Please send the following to Moriah Farmer at ndk8gm@uvahealth.org:
 - a. Expiring contract intake form
 - b. Clinical contract evaluation form (if clinical based contract, see guiding principles document for more detail)
 - c. Draft or existing contract with any change recommendations
 - d. Business justification for contract renewal - use the [SBARQ template](#)
4. Contract owner will attend CRC to discuss expiring contract and review business justification
5. After committee review, contract owner will partner with one-up leader and site of care administrator for final approval and execution
 - a. Ensure contract owner is following [legal standard operating procedure](#)