

Contract Committee Expiring Contract Intake Form

Purpose: To provide a simple intake for expiring contracts and early awareness of new or anticipated contracts with minimal effort for the submitter.

1. Request Basics

Submitted By (Name & Department):

Email:

Facility / Site (if applicable):

Executive Sponsor:

2. Request Type (check one)

- ☐ Expiring Contract
- ☐ Renewal / Extension
- ☐ Urgent / Time-Sensitive

3. Contract Snapshot

Vendor Name:

Brief Description of Services:

Owning Department:

4. Key Dates

Contract End Date (if expiring):

Expected Start Timeframe (if new):

5. Cost Estimate

Enter Annual agreement expense:

6. Risk Check (check one)

- ☐ Direct patient care / clinical services
- ☐ Access to patient data (PHI)
- ☐ IT system or data integration
- ☐ Service is operationally critical and cannot stop easily
- ☐ None of the above / Not sure

7. Recommendation (if expiring contracts only)

- ☐ Renew
- ☐ Renegotiate
- ☐ Terminate
- ☐ Not sure

8. Attachments

- ☐ Current contract
- ☐ Proposal / quote
- ☐ Draft agreement

Document link or location (if applicable):

Committee Reviewer Notes (Committee Use Only)

Assigned Reviewer:

Committee Status:

Committee Meeting Date:

Decision:

Conditions / Required Follow-Up:

Final Approval Authority (if applicable):

Reviewer Notes: