



Contract Administration is a Shared Service for the Following Legal Entities: 1) Stanford Health Care; 2) Lucile Salter Packard Children's Hospital at Stanford ("Lucile Packard Children's Hospital" or "Stanford Children's Health"); 3) The Hospital Committee for the Livermore-Pleasanton Areas ("Stanford Health Care - ValleyCare"); 4) Stanford University Medical Network Risk Authority, LLC ("The Risk Authority"); 5) University HealthCare Alliance; 6) Packard Children's Health Alliance; 7) Stanford Health Care Advantage; 8) Stanford Blood Center, LLC; 9) CareCounsel, LLC

The Stanford Medicine - Contract Administration department provides centralized contract management and legal review services that include coordinating contract requests, advising on contractual matters, negotiating and drafting legal documents, performing legal review and facilitating timely renewal or termination of contracts to meet internal policies and external regulations and optimize legal and business terms. This document showcases the top ten accomplishments from Fiscal Year 2021.

<p>1  Implemented Fully Remote Work Model Due to COVID-19 Protocols</p> <p>Contract Administration successfully implemented a fully remote work model in which all staff work remotely from home offices, with occasional use of hoteling office space. The department managed all essential functions through the remote environment including regular work and onboarding and training of personnel. The team piloted use of new collaborative work tools and converted all office spaces to hoteling locations. This established a model that can be leveraged by other departments transitioning to remote or hybrid models, which will contribute to reduced real estate footprint requirements and enable facilities cost savings in the future.</p>	<p>2  Reduced Expired Contracts by Over 50% to an All-Time Low of 8%</p> <p>Contract Administration partnered with stakeholders to actively manage contracts by renewing or terminating contracts in advance of expiration. Contract Administration reduced the percentage of expired contract in the contract database to an all-time low of 8% by the fiscal year end. This enables timely renewal or termination of expiring contracts and improves the relevance of database search results.</p>
<p>3  Completed Over 80% of Contract Requests within 25 Business Days</p> <p>Contract Administration's service level agreement is to provide advice, a draft, or a revised contract within 10 business days of receiving a complete and correct request. Contract Administration met this service level agreement nearly 90% of the time. Additionally, over 80% of all contracts were completed within 25 business days.</p>	<p>4  Reviewed Over 4,500 Contracts</p> <p>Contract Administration reviewed over 4,500 contracts while continuing to manage approximately 7,500 contracts for nine affiliated Stanford Medicine entities.</p>
<p>5  Contributed to Contingent Workforce Program Resulting in Significant Savings</p> <p>Contract Administration partnered with Human Resources to implement new pricing and contract terms with temporary staffing vendors. To support this important strategic initiative, Contract Administration drafted a new master staffing agreement template, and negotiated and completed 39 new master agreements. These will result in over \$20 million in cost savings annually and a coordinated, streamlined process for onboarding temporary staff.</p>	<p>6  Sustained 88% StandOut Employee Engagement</p> <p>Contract Administration team members participated in employee engagement activities and maintained the percentage of overall team engagement at 88%.</p>
<p>7  Administered Over 200 Annual Contract Evaluations</p> <p>Contract Administration administered annual contract evaluations for over 200 contracts to satisfy requirements of the <i>Centers for Medicare & Medicaid Services</i> and <i>The Joint Commission</i> for monitoring of contracts relating to the provision of care, treatment, and services provided to patients. Results were presented to the Boards of Directors of Stanford Health Care, Lucile Packard Children's Hospital, and Stanford Health Care - ValleyCare.</p>	<p>8  Assisted Successful Tax-Exempt Bond Re-Financing</p> <p>Contract Administration partnered with the Stanford Health Care and Lucile Packard Children's Hospital Finance departments to help ensure successful refinancing of tax-exempt bonds taking advantage of the current interest rate environment. Contract Administration identified relevant contracts, prepared reports for the Finance departments, and provided contract documents in support of the due diligence process.</p>
<p>9  Partnered with the Office of the General Counsel to Optimize Legal Resources</p> <p>Contract Administration collaborated with the Office of the General Counsel to optimize legal resources by providing support for legal matters including dispute resolution, negotiation of strategic contracts requiring specialized expertise, financing and acquisition due diligence, and document production. Leveraging Contract Administration resources has enabled savings in outside legal counsel expenses.</p>	<p>10  Provided Tax-Exempt Bond Compliance and Legal Support Services</p> <p>Contract Administration helped ensure Stanford Medicine's compliance with federal tax rules relating to use of tax-exempt bond financed property, which includes the Stanford Health Care and Lucile Packard Children's Hospital main hospital campus. Contract Administration reviewed approximately 7,500 contracts, identified the management and services contracts that pertain to the reporting requirement, and prepared quarterly reports for the Finance departments.</p>