













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 Health Care - 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 2020.

<p>1 </p> <p>Supported Stanford Medicine's Successful Response to COVID-19</p> <p>Contract Administration expedited review of over 100 contracts needed for Stanford Medicine's COVID-19 response and assisted stakeholders by interpreting contracts, terminating contracts, and re-negotiating contracts to obtain more favorable terms. Contract Administration expedited preparation of customized letters and reports to support business operations.</p>	<p>2 </p> <p>Drafted Vendor Invoicing and Payment Provisions Contributing to Significant Savings</p> <p>Contract Administration partnered with the Stanford Medicine Finance department to implement new vendor invoicing and payment practices to provide fast pay discounts, improve cash flow, and reduce payment processing costs. To support this important strategic initiative, Contract Administration drafted new invoicing and payment provisions and updated contract templates with the new terms.</p>
<p>3 </p> <p>Reviewed Over 4,900 Contracts & Reduced Expired Contracts by 32%</p> <p>Contract Administration reviewed over 4,900 contracts while continuing to manage over 7,500 contracts for nine affiliated Stanford Medicine entities. Additionally, Contract Administration significantly reduced the percentage of expired contracts in the contract database, which optimizes legal and business terms and the relevance of database search results.</p>	<p>4 </p> <p>Completed 84% 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 over 92% of the time. Additionally, 84% of all contracts were completed within 25 business days.</p>
<p>5 </p> <p>Created New Independent Contractor Questionnaire Ensuring Compliance with Law</p> <p>In partnership with the Office of the General Counsel, Contract Administration drafted a new Independent Contractor Questionnaire and analysis playbook, updated the temporary staffing contract template, and responded to stakeholder questions to ensure Stanford Medicine's compliance with new California laws concerning independent contractors and temporary staffing arrangements.</p>	<p>6 </p> <p>Administered Over 266 Annual Contract Evaluations</p> <p>Contract Administration administered annual contract evaluations for over 266 contracts to satisfy the requirements of the <i>Centers for Medicare & Medicaid Services</i> and <i>The Joint Commission</i> for annual monitoring of contracts for the provision of care, treatment, and services provided to patients. Contract Administration submitted the survey results to the Quality departments of each hospital for presentation to the Boards of Directors.</p>
<p>7 </p> <p>Provided Tax-Exempt Bond Compliance and Legal Support Services</p> <p>Contract Administration partnered with the Treasury Services department to ensure Stanford Medicine's compliance with federal tax rules relating to use of tax-exempt bond financed property, which includes the SHC and LPHC hospital campus. Contract Administration reviewed 7,500 contracts, identified the management contracts that pertain to the reporting requirement, and prepared quarterly reports for Treasury Services.</p>	<p>8 </p> <p>Partnered with the Office of the General Counsel to Optimize Legal Resources</p> <p>Contract Administration works with the Office of the General Counsel to optimize legal resources by providing support for legal matters including dispute resolution, financing and acquisition due diligence, and document production. Contract Administration helped negotiate and resolve vendor disputes resulting in over \$1.5 million in value. Leveraging Contract Administration resources has enabled savings in outside legal counsel expenses.</p>
<p>9 </p> <p>Sustained 84% StandOut Employee Engagement</p> <p>Contract Administration team members participated in employee engagement activities and maintained the percentage of overall team engagement at 84%.</p>	<p>10 </p> <p>Presented Best Practices at National Conferences</p> <p>Contract Administration shared its expertise and knowledge with colleagues by presenting at the national <i>Healthcare Law & Compliance Institute</i> and <i>Association of Corporate Counsel</i> annual conferences.</p>