Contract Review Process
sContracts (Symplr)
Jan 2023

Notes:

- There is a new email address to use for IT contracts - ITContracts@houstonmethodist.org. Please use this email address for internal use only. Emails to vendors should come from your email address. Email vnicholson@houstonmethodist.org will not longer be used for emails regarding contracts and will not be addressed.
- Status of agreements or docusign can be found in sContracts, please do not email or send teams message for these statuses.
- Please do not add IT Contracts or Divya on emails to the vendor.
- Please do send an email, teams and call for the same request. One request is sufficient.
- If you have a **quick question**, Vickie prefers Teams. I will answer as quick as possible. If you prefer email, please use ITContract@houstonmethodist.org.

Before Adding Agreement to sContracts:

- For vendors who are currently not in sContracts you will need to choose "New Vendor" as the Primary Other Party to start the review process. When you are in the Agreement Source Phase please include in the description section the Vendor name and an description of what the agreement is for. Once agreement is signed and MARS has set the vendor up, Vickie will update Agreement with the correct Vendor name.
- If you are adding a SOW, Order, etc. and do not find the vendor in sContracts send the vendor name to ITContracts@houstonmethodist.org so Vickie can add the Master before you process other documents. This is so we can link documents to the master. Adding existing masters to sContracts has not been completed so this could happen.
- (**Operational Owner**) Develop RFP and Business Case on Selected Product
- (**Operational Owner/Director**) If vendor requires Non-Disclosure Agreement, send HM Template to Vendor to be reviewed and then add to sContracts for start the internal review process. VP of originating area to sign prior to discussion of their product.
- (**IT Director**) Input to the SAR
- (**IT Security**) Evaluate Security – Requires an overall "B" rating. Any area with less than a "B" requires vendor discussion.
- (**IT Director**) IT Director arranges call with vendor for Security review if questions prior to Security sign-off.
- (**IT Infrastructure**) Evaluate SAR and review Technical aspects.
- (**IT Director**) IT Director arranges call with vendor for Technical review if questions prior to Technical sign-off
- (**IT Director**) Review with other Directors for conflicts and ownership
- (**IT Director**) Create Business Case (for new Products)
- (**Operational Owner**) Present Business Case to Council(s) for approval of new product
- (**IT Director**) Secures Council Approval when required (new Products)
- (**IT Director**) Data Governance Approval if PHI is to be shared outside HM
- (**IT Director**) Provide to vendor HM BAA and Data Processing Agreement (DPA) if access to PHI
- (**Vendor**) All documents must be in Word Format (**No Exceptions**): (1) MSA; (2) SOW; (3) Orders, Amendments, etc. If vendor will not provide one please convert the document to word.
- (**Vendor**) A new Vendor needs HM's forms: (1) Auth for Payment; (2) Risk Management Questionnaire; (3) Supplier Add-Change; this must be signed by IT Manager or Director, not vendor (4) Vendor Ownership; (5 & 6) Data Processing Agreement and BAA (if PHI); (7) Their W-9;

(8) Certificate of Insurance - new MSA needs this as well (listing HM Attn: Corp Risk as the Certificate Holder)

- (**Vendor**) SOW w/ Consultants require an Attestation Form completed
- (**IT Director**) If Epic access is required, ensure Epic has approved. If not, fill out Epic request form and provide to Epic for approval. This includes consultant and new products that will interact with Epic.
- (**IT Director/Managers**) Initial review of agreements to update Business terms. Managers need to review the agreement before entering into sContract. Manager will not have reviewing/editing access in sContracts.
- (**IT Director**) Review for: (1) Term; (2) other agreements referenced or Linked, (3) Auto-renewals, (4) FOB., etc. Load all into sContracts. Include SAR approval or waiver,
- (**IT Director**) Prioritize Agreements
- (**Operational Owner(s)**) Help prioritize Agreements
- (**Phase Owner/Initiator**) Initiate contract in sContracts, complete form phase and agreement phase
- (**IT Contract Coordinator**) Ensure all documents are loaded: (1) NDA – if applicable (2) BAA (3) DPA – if PHI access (4) MSA/Amendment/SOW, etc. Where applicable (5) Auth for Payment; (6) Risk Management Questionnaire; (7) Supplier Add-Change; (8) Vendor Ownership; (9) Vendor W-9; (10) Certificate of Insurance; (11) Attestation form.
- (**IT Contract Coordinator**) Initiate IT review of agreements and add reviewers

Master Agreements	SOWS, Amendments, Addendums Orders, etc.
a. Director	a. Director
b. Admin Director	b. Admin Director
c. Risk – Charles Putnam	c. VP
d. Security – Barry Beckett	d. Legal
e. Infrastructure – Michael Shimp	e. Back to Directors/VP if needed
f. VP	f. Vendor
g. Legal	
h. Back to Directors/VP if needed	
i. Vendor	

- (**Vendor**) Vendor reviews and returns redlines to IT Director.
- (**IT Director**) IT Directors uploads vendor's edits to sContracts
- (**IT Coordinator**) IT Coordinator reviews vendors edit/comments. Clean up edits and any open edits/comments are sent back to appropriates internal reviewers. **This process could take several reviews.**
- (**IT Director**) When Legal questions persist, IT Director is to set up negotiation call w Legal, Vendor, Security, Risk, & IT VP as needed.
- (**IT Contract Coordinator**) When all issues are resolved, agreements are cleaned up and added to docusign.
- (**IT Coordinator**) Add all documents to docusign for legal stamp and IT/Vendor signatures