**FOUR COUNTY**

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| **SUBJECT:** | REVIEW AND RENEWAL OF CONTRACTS | | | | | | | | 10.1.008B | |
| **SECTION:** | ADMINISTRATION | | | | | | **MANUAL:** | COMPREHENSIVE | | |
| **SERIES NUMBER:** | | |  | **PROCEDURE NUMBER:** | | 1 | **SEQUENCE NUMBER:** | | | 008 |
| **ORIGINATION DATE:** | | | 5-1-09 | |  | |  | | |  |
| **SUPERSEDES:** | | 10.1.008, 10.1.008A | | | | | **REVISION DATE:** | | | 8-7-15 |

POLICY/PURPOSE: It is the policy of Four County Counseling Center to review all contracts prior to the time of their renewal to assure that the vendor is meeting the needs of the agency relative to the parameters of the contract. In

addition, new contracts are reviewed before initiation and annually.

PROCEDURE:

I. REVIEW AND RENEWAL

A. Sixty (60) days prior to the expiration date of the contract it will be forwarded to the department who initiated the contract along with form AD0902 (Contract Review/Renewal).

B. The department manager will review the contract and the performance of a vendor, utilizing the review form, to assure the vendor is providing the services

requested in the contract. If the contracts involve patient care the department manager will complete additional forms specific to the contract, such as Pharmacy services, Dietary services, etc.

C. Once the review is completed, the results for non-patient care services will be sent to ELT for review. Patient care contracts will be sent to Health Issues for review.

1. If the review is positive, the manager will renew the contract and send the completed contract and review form to the Controller for distribution to the

appropriate committee for review.

1. If during the contract review process it is determined to not renew a contract, the President/CEO will be notified. The President/CEO has the ultimate authority to approve/deny the discontinuance of any agency contract.
2. Contracts are review by the Board of Directors on an as needed basis and during their annual review of all agency contracts at their April Board of Directors meeting.

10.1.008B

Approved by:

President/Chief Executive Officer

Board President/Designee

Signatures on file