



## Policy and Procedure

**Section:** Provider Relations

**Subject:** Managing Entity Provider Network Contract Management

**Policy Number:** PR 002, Contracting Process

**Effective Date:** May 1, 2015

**Revision Date:** April 1, 2016, December 17, 2017

**Review Date:** September 17, 2018

**Policy Statement:** This policy establishes uniform procedures and standards for the development, writing and execution of contracts between the Managing Entity (ME) and a Provider. Contracts include a standard contract document that is universal to all contracts, and other amendments, attachments, and exhibits. Amendments, attachments, and exhibits may be standardized across a given program or type of contract, modified during the negotiation process with a particular provider, or uniquely designed for a particular contract. Standardized contract documents are typically revised over time, meaning that a particular contract may include documents that are not the most current versions. Due to these factors and others, each contract has the potential to be unique.

**Policy:** Contracting Process Policy refers to the delineation of the procedures related to contracting processes after the procurement process or during the renewal year. The objective of these processes is to ensure contracting improves client outcomes and to more efficiently utilize our limited community resources.

### Procedures:

#### A. Contracts:

- I. The Concordia Team assists the ME in the negotiation process based on the source of the contract procurement and/or renewal, by aggregating a contract summary.
- II. The Concordia Team actively participates in contract negotiations and will produce a negotiation memorandum that will include the key items agreed upon during the negotiation.
- III. This memorandum is signed by the Provider and the ME, after the negotiation is completed.
- IV. The contract is written utilizing the Standard or Government Contract based on the agreed upon items and including the Provider specific attachments and exhibits.
- V. The contract is reviewed by Concordia team.
- VI. The contract is reviewed and approved by the ME.
- VII. Once approved the contract is sent to the Provider for review and signature.
- VIII. Once signed by the provider, the contract is signed by the ME and executed.
- IX. One copy of the executed contract will be sent to the provider and another will be maintained in the Contract E-File: Electronic (electronic copy is shared with the ME through Provider Portal as described in PR 001, Contract Management Policy).

**B. Amendments:**

- I. Amendments are changes or additions to the contract. They can result from funding or programmatic changes; and will occur as per request of the ME.
- II. The ME will request in writing an amendment to The Concordia Team and will provide the outline of the required modification.
- III. The Concordia Team will modify the contract per the outline requested and will send the document to the ME for final approval
- IV. Once approved the amendment will be sent to the Provider for signature.
- V. Once signed by the provider, the amendment is signed by the ME and executed.
- VI. One copy of the executed amendment will be sent to the provider and another will be maintained in the Contract E-File: Electronic (electronic copy is shared with the ME through Provider Portal as described in PR 001, Contract Management Policy).

**Definitions:** See PR Policy Definitions