Sacred Heart UNIVERSITY

CONTRACT REVIEW PROCESS

1 SHU staff and Vendor negotiate and agree on business terms of Contract (parties, start/end date, payment, mutual rights and responsibilities, etc.)

2 Once Contract terms are agreed upon, SHU staff submits Contract and Legal Review Form via email to: legalreview@sacredheart.edu

3 SHU Legal and Risk Manager review Contract and return a marked up version to SHU staff with necessary legal language modifications.

4 Legal revisions to contract reviewed by SHU Legal with Vendor.

5 After new agreement is reached on language, SHU staff to review the updated Contract draft.

6 SHU staff to double check name, title, and email of all Contract signatories and all required cc's for execution. SHU staff will then send to SHU Legal.

7 SHU Legal will upload Contract into Contract Safe, the SHU Legal on-line data base.

8 Contract will be transferred electronically to DocuSign by SHU Legal for e-signing by Vendor. Vendor always signs contract first.

9 Contract returns to SHU Legal for "approval stamp" and is automatically sent to indicated VP/SHU signatory for e-signing.

10 Fully executed Contract is automatically forwarded to all indicated parties and cc's. Viola!
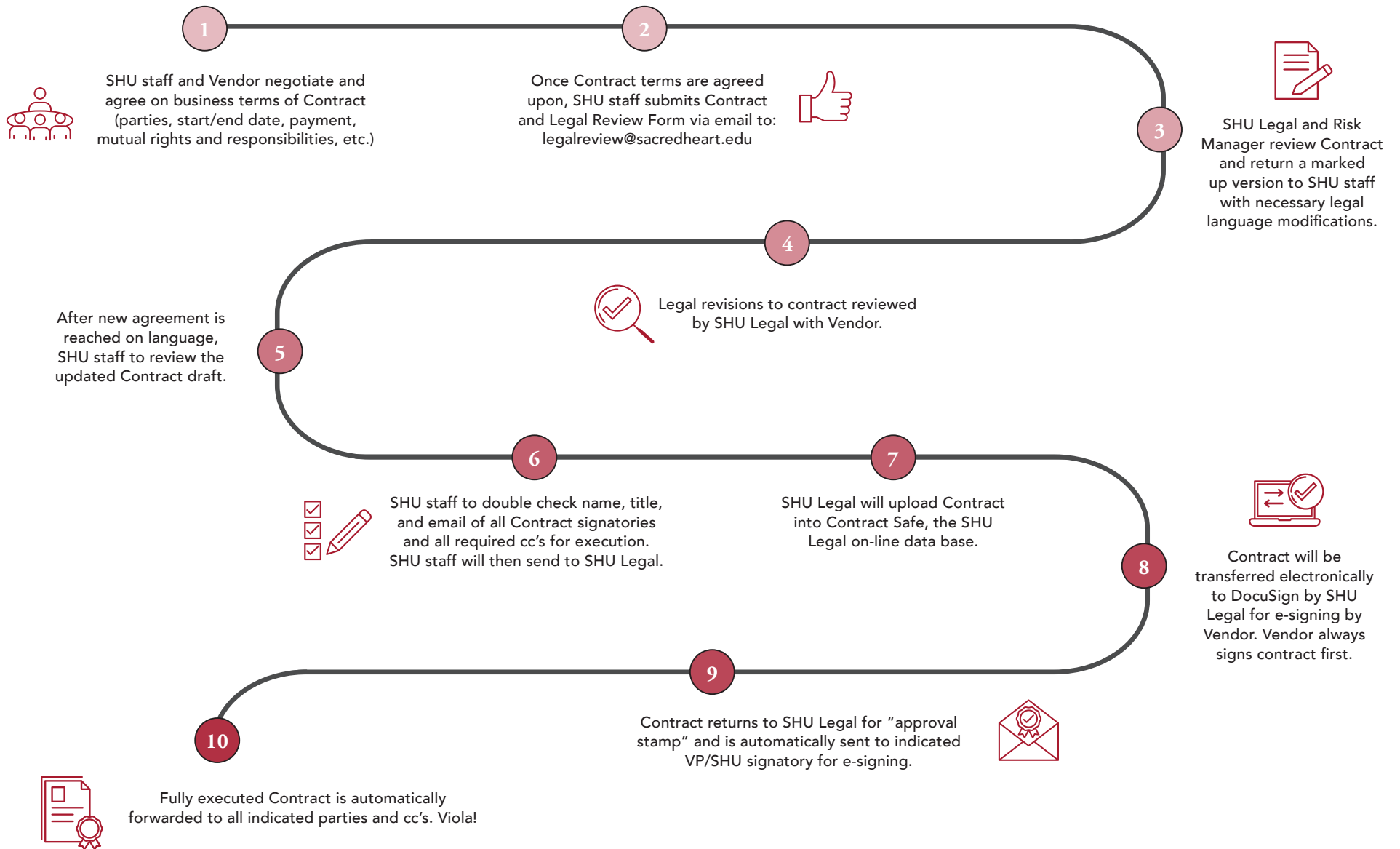
The Contract Review process is a simple, clear, and easy way to track Contracts. The process also creates an electronic folder for future reference.