

**SEATTLE CHILDREN'S RESEARCH INSTITUTE
OPERATING POLICIES / PROCEDURES**

DEPARTMENT: Project Management Office (PMO)
POLICY NUMBER: PMO-03
REPLACES: RPM-Events-001
EFFECTIVE DATE: September 21, 2007
REVISION DATE: July 25, 2008
POSTED FROM: August 4, 2008

TITLE: Outside Vendor Contracts

SUMMARY:

Project sponsors are responsible for outside contracts and must ensure that they are reviewed and approved by the appropriate parties.

POLICY/PROCEDURE:

All contracts entered into with outside vendors are the responsibility of the project sponsor. Before entering into a contract with an outside vendor, the contract must be reviewed by the project sponsor, and submitted to in-house legal counsel and risk analysis for review and approval.

All legal and risk analysis suggested changes must be negotiated into the contract and/or applied to the furthest extent possible. If in-house counsel deems the contract to be unacceptable and negotiations have failed another vendor must be chosen and the contract review process begins again.

Upon completion and finalization of the contract, the project sponsor must sign the contract and keep a copy in the appropriate file.

The goals of this policy are to:

- Assure that all contracts are adequately reviewed by legal department and project sponsor.
- Ensure all risks and liabilities associated with the contract are understood and carefully considered.

03-1.1 The project leader will provide vendor options to project sponsor for review. After sponsor selection of outside vendors, the project leader will provide a copy of the outside vendor contract to in-house counsel and risk analyst.

03-1.2 If changes in the contract are necessary pursuant to legal and/or risk analysis the project leader will facilitate the negotiation process between vendor and in-house counsel.

03-1.3 When negotiations are complete and contract terms are finalized, the project leader will provide a copy of the revised contract to the project sponsor for review and signature.

03-1.4 The project manager will keep the original signed contract in the project file until closure of the event project. Upon closure, all original contracts will be transferred to the project sponsor for filing with historical records.

Submitting Office: Project Management Office (PMO)

Approved by:

\s\ Heather Lindemann, PMP, Director of Project Management & Strategic Initiatives, 09/24/2008

\s\ Approver Name, Title, Date