

Contract Development and Review Process

November 2024

A. NEW CONTRACTS

Step 1 – Initiator should check in the Contracts and Compliance section of the SHP Website to determine if a Rutgers – The State University contract or MOU is available that fits the needs of the proposed contract.

<https://shp.rutgers.edu/contracts-and-compliance/>

Step 2 – If an appropriate SHP Standard Template is available, it should be downloaded and the appropriate sections should be completed. Please be sure that you keep the formatting of the contract (footers stay in place) and that you make no changes other than dates, facility name, and facility signature. Please remove the brackets around the sections that require completion as well as the description in each entry **{EXAMPLE}**. Once completed, it should be sent to the contracting party for review along with the document “Rutgers Key Provisions” also included on the webpage.

IMPORTANT:

If an *academic affiliation agreement* is to be initiated, contact Dr. Barbara DeMarco, Senior Associate Dean for Education for guidance before you begin.

Dr. Barbara DeMarco
Senior Associate Dean for Education
Phone: (973) 972-2375
Email: gladsobh@shp.rutgers.edu

If a suitable *SHP standard template* is not available, contact Mr. Eric Dwojak for Guidance

Eric Dwojak, MS
Program Coordinator, Contracts
Phone: (973) 972-0817
Email: dwojakej@shp.rutgers.edu

Step 3 – If contracting party agrees to use the Rutgers standard template as is, it may be signed by the contracting party. You MUST obtain a signature from the facility through DocuSign or an original (wet) signature. The signed contract must be sent as a PDF file to Eric via email at dwojakej@shp.rutgers.edu along with a completed “Contract Approval Form” from the link on the Contracts and Compliance webpage. It will then be uploaded to the Rutgers’ Total Contract Management (TCM) system for Rutgers approvals and signatures.

Step 4 – if the contracting party requests changes to the Rutgers template or if they insist upon using their own template, please remind them to consider Rutgers key contract terms in preparing their draft. Any changes to the Rutgers template done by the site should be done in Microsoft Word utilizing the track change feature. A site that insists on using their own template should provide us the document in the Microsoft Word format. The word version of the contract should be forwarded to Eric via email along with the contact information for the contracting party.

Step 5 – Eric will review the draft and contact you if there are terms that need to be negotiated. Eric will serve as a liaison between Rutgers legal and you.

Step 6 – Once a final draft is prepared that meets everyone’s requirements, Eric will route for final Dean’s Office and Rutgers Legal Department signatures in TCM.

B. RENEWALS

Step 1 – Sent the renewal draft via e-mail to Eric at dwojakej@shp.rutgers.edu . Please ensure that the proposed contract materials are in Microsoft Word format. If you have the original MediTract number or the current TCM number, please include it on the email.

Step 2 – Eric will review the draft and contact you if any changes are needed and will facilitate negotiation between you, Rutgers legal and the contracting party as necessary.

Step 3 – Once both parties agree to all terms, Eric will route contract through TCM for Dean’s Office and Rutgers Legal Department signatures.

C. ADDENDUMS

Step 1 – Send addendum draft, a PDF file of the original contract and any previous addendums to Eric at dwojakej@shp.rutgers.edu. If MediTract or TCM contract numbers are available for the original contract and/or previous addendums, please indicate in the email.

Step 2 – Eric will review and route for approvals as appropriate. If changes are needed, Eric will coordinate and facilitate negotiations between you, Rutgers legal and the contracting party.