BCHO Integrated Contracts Process

The purpose of this document is to provide guidance for BCHO regarding the process for integrating into an existing UCSF, The Regents, UC Health, or UCOP contract (“UCSF Contract”) with a vendor.

1. All contract integrations need to go through the standard BCHO Contract review process. This is to ensure that all documentation is correct, to determine if a BAA is needed, and allow Finance to approve the spend.
2. BCHO is already part of a UCSF contract if the UCSF contract contains the following language:

“UC Affiliate” (Standard language in many UC Contracts)

“UC Affiliate Location” (Standard language in many UC contracts)

“Affiliate” (without a narrow definition that excludes BCHO)

“UCSF Benioff Children’s Hospital Oakland”

“Children’s Hospital & Research Center at Oakland”

* 1. If BCHO is part of the contract, then an SOW, Statement of Work, for work/services for BCHO is needed. The SOW should reference the underlying UCSF contract. The underlying UCSF contract’s terms and conditions will govern the relationship with the vendor. The SOW should also contain a place for BCHO to sign (per CFO requirement).
1. If the above language (#2 above) is not in the contract, or if “Affiliate” or “Affiliates” is expressly defined by the UCSF Contract or whether there is a reference to “UC locations” or “Facility Locations” that does not clearly include BCHO, then analysis by BCHO Contracting is needed. An amendment to include BCHO into the UCSF contract may be needed. This Amendment needs to reference the UCSF Contract and needs to be signed by UCSF, the vendor, and an acknowledgement signing by BCHO.
	1. If BCHO is not part of the UCSF Contract, and there is a fully executed current UCSF Contract, then the BCHO contract’s primary responsible person should reach out to their UCSF counterpart and determine whether it makes financial and/or other sense for BCHO to amend/integrate into the existing UCSF contract.
2. Additional requirements
	1. If a BAA is needed, then BCHO should amend into a fully executed UCSF BAA, rather than entering into a separate BAA. For this to occur, the fully executed UCSF BAA and the two-page BCHO BAA Amendment need to be attached to the contract documents.
	2. All of the above documents (UCSF Contract and SOW, etc.) need to be attached to a UCSF Contract Integration Approval Cover Sheet and routed through the standard BCHO contract approval process.
	3. For all of the above, BCHO background check and health clearance requirements must be met when applicable. This may mean including language pertaining to such clearances.
	4. For all integrated UCSF Contracts, cost savings based on the integrated contract needs to be tracked and noted on the Integrated Contract Approval Cover Sheet.
3. If it is not clear whether the UCSF Contract encompasses BCHO, then please reach out to BCHO Contracting for guidance.