

## ADMINISTRATIVE POLICY



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### **SUBJECT: SUPPLIER INCLUSION POLICY**

**POLICY:** When fiscally responsible and operationally compatible, Nationwide Children's Hospital will purchase supplies and services from MBE, WBE and local businesses. Nationwide Children's Hospital will encourage corporate partners and group purchasing organizations to procure from diverse suppliers.

**PURPOSE:** To promote the support of minority (MBE), woman (WBE) and Central Ohio owned businesses.

### **SPECIAL INSTRUCTIONS:**

Nationwide Children's Hospital (NCH) supports, encourages and provides equal access to all business opportunities for MBE, WBE, and Central Ohio owned business enterprises (hereinafter referred to as minority). We are committed to developing a diverse supplier base that is reflective of our entire community. This commitment extends to second and third tier suppliers via our first tier/prime suppliers.

All potential suppliers of goods or services to NCH are required to provide the following information with your bid response:

- a. Your company's inclusion policy (if available),
- b. Your bid solicitation and award process,
- c. A list of minority subcontractors that were solicited for contracting opportunities,
- d. A list of minority subcontractors that will perform work on this project \* ,
- e. The scope and estimated value of work performed by minority subcontractors, and/or
- f. A description of the reporting process used to track the utilization of and payments to minority subcontractors.

All NCH potential and current suppliers may be required to undergo background checks or government-sanctioned screenings as required by health care regulations or accreditation standards or NCH policies.

\*NCH will identify applicable minority business directories to assist potential suppliers.

**1. Registration.** Registration for suppliers and service providers is through the Material Management, Purchasing department of NCH. Registration will be managed and maintained to generate solicitation lists as well as reports about vendor population including geographical location, race, gender, employee composition (as appropriate) and business areas.

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**2. Certification.** In order to be considered in the supplier diversity program, suppliers must document certification classification through a recognized organization/agency. Suppliers must submit a NCH Supplier Inclusion Application and supporting documentation. NCH will accept certification from the following agencies; National Minority Supplier Development Council, Women's Business Enterprise Council, The State of Ohio, City of Columbus, and the Ohio Department of Transportation.

**3. A Minority –Owned Business Enterprise or MBE** is a for-profit enterprise, regardless of size, physically located in the United States or its trust territories, which is owned operated and controlled by minority groups. "Minority group members" are United States citizens who are Asian, Black, Hispanic and Native American. Ownership by minority individual's means that the business is at least 51% owned by such individuals or, in the case of a publicly owned business, at least 51% of the stock is owned by one or more such individuals. Further, those minority group members control the management and daily operations.

**4. Woman –Owned Business Enterprise or WBE** is a for-profit enterprise, regardless of size, physically located in the United States or its trust territories, which is owned operated and controlled by women. Ownership means that the business is at least 51% owned by such individuals or, in the case of a publicly owned business, at least 51% of the stock is owned by one or more such individuals. Further, those individuals control the management and daily operations.

**5. Locally Owned Business** is a business or corporate headquarters that resides in the greater Columbus Metropolitan Statistical Area (MSA) which includes all surrounding areas with direct contact to Franklin County. Additionally NCH is committed to the economic health of the neighborhood in which it resides.

**6. Vendor Set-up.** New suppliers will be asked to complete a "Supplier Inclusion Application". The information provided will be used to determine whether a business qualifies for "diversity supplier" designation. Once established, the supplier will be identified as a diversity supplier in the GEAC system file.

**7. Contract Awards.** Contract will be awarded based on established criteria. The criteria will be included in the bid solicitation and will include but will not be limited to product specifications, quality, service specifications, total delivered costs and logistics. Consideration

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will also be given to supplier's status as a certified MBE, WBE, locally owned business and/or adherence to NCH's supplier diversity policy.

**8. Reporting/Monitoring.** Periodic reports on the utilization of MBE, WBE and locally owned businesses will be generated. The contracting department will gather utilization data.

Approved by: \_\_\_\_\_  
Richard J. Miller, Chief Operating Officer