

HOLLYWOOD PRESBYTERIAN MEDICAL CENTER

Manual: Supply Chain	
Title: Supplier Diversity (AB962)	
Formulated: July 1, 2021	Page 1 of 4
Reviewed Only: (no changes)	Revised:
Date Approved:	

Purpose:

To outline a standardized policy and procedure designed to encourage fair, transparent and competitive business opportunities and optimize the benefits of supplier diversity in business partnerships that reflect the community's makeup, interests, and unique needs.

Hollywood Presbyterian Medical Center's (HPMC) is fully committed to the inclusion of small and diverse suppliers into our business partnership practices.

Scope: All business partners for supplies, services, and other categories of business activities for the CHA Hollywood Presbyterian Medical Center.

Definition(s):

"Disabled veteran business enterprise" means a business certified by the administering agency as meeting all the following requirements:

1. It is a sole proprietorship at least 51 percent owned by one or more disabled veterans or, in the case of a publicly owned business, at least 51 percent of its stock is unconditionally owned by one or more disabled veterans;

a subsidiary that is wholly owned by a parent corporation, but only if at least 51 percent of the voting stock of the parent corporation is unconditionally owned by one or more disabled veterans; or

a joint venture in which at least 51 percent of the joint venture's management, control, and earnings are held by one or more disabled veterans.
2. The management and control of the daily business operations are by one or more disabled veterans. The disabled veterans who exercise management and control are not required to be the same disabled veterans as the owners of the business.
3. It is a sole proprietorship, corporation, or partnership with its home office located in the United States, which is not a branch or subsidiary of a foreign corporation, foreign firm, or other foreign-based business.

HOLLYWOOD PRESBYTERIAN MEDICAL CENTER

Manual: Supply Chain	
Title: Supplier Diversity (AB962)	
Formulated: July 1, 2021	Page 2 of 4
Reviewed Only: (no changes)	Revised:
Date Approved:	

“LGBT business enterprise” means at least 51 percent of a business is owned by a lesbian, gay, bisexual, or transgender person to persons”.

“Minority business enterprise” means a business enterprise, physically located in the United States or its trust territories, that is at least 51 percent owned by a minority group or groups, or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more minority groups. “Minority” includes African Americans, Hispanic Americans, Native Americans, and Asian Pacific Americans.

“Women business enterprise” means a business enterprise physically located in the United States or its trust territories, that is at least 51 percent owned by a woman or women, or, in the case of any publicly owned business at least 51 percent of the stock of which is owned by one or more women.

“Diverse Suppliers” means suppliers that satisfy one or more of the following criteria:

1. Minority business enterprise
2. Women business enterprise
3. Disabled veteran business enterprise
4. Small Disadvantaged Business
5. LGBT business enterprise

Policy:

It is the policy of CHA Hollywood Presbyterian Medical Center (HPMC) to engender and bolster relationships within the communities served through the development, inclusion, and utilization of certified minority, women, lesbian, gay, bisexual, transgender (LGBT), and disabled veteran business enterprises, that exhibit high standard of excellence, whenever feasible.

Whenever practicable, HPMC will request from new and prospective suppliers, information on whether they qualify and/or certified under small and diverse supplier category per established HPMC sourcing practices, request for information (RFI), and request for proposals (RFP). HPMC will also encourage our primary suppliers and distributors to provide opportunities to small and diverse suppliers and manufacturers for the products ordered through them. Activities towards meeting supplier diversity goals as well as the status thereof will be monitored and periodically reported to MEC through QAPI/AR&L committees.

HOLLYWOOD PRESBYTERIAN MEDICAL CENTER

Manual: Supply Chain	
Title: Supplier Diversity (AB962)	
Formulated: July 1, 2021	Page 3 of 4
Reviewed Only: (no changes)	Revised:
Date Approved:	

Procedure:

1. The Supplier Diversity classification shall be recorded in the Materials Management Information System (MMIS), under Vendor Notes for identification and reporting purposes.
2. During sourcing of new vendors, the purchasing team shall inquire whether a vendor qualifies within the Supplier Diversity category and add the classification under Vendor Notes in MMIS.
3. During comparative analysis of all sourcing information, if all factors are equal from all vendors, including but not limited to price, clinical acceptability, service quality, safety, freight, lead time, etc., a vendor under the Supplier Diversity category shall be given first consideration.

On an annual basis, Materials Management will work in conjunction with the Accreditation, Regulatory and Licensing department to prepare and submit a report to the Office of Statewide Health Planning and Development (OSHDP) office on the diversity of HPMC's procurement efforts – including minority, women, LGBT, and disabled veteran business enterprise – during the previous year.

The report will be prepared using the agency approved template report form and will include the following:

1. HPMC's supplier diversity policy statement.
2. HPMC's outreach and communications to minority, women, LGBT, and disabled veteran business enterprises, including:
 - a. How HPMC encourages and seeks out minority, women, LGBT, and disabled veteran business enterprises to become potential suppliers.
 - b. How HPMC encourages its employees involved in procurement to seek out minority, women, LGBT, and disabled veteran business enterprises to become potential suppliers.
 - c. How HPMC conducts outreach and communication to minority, women, LGBT, and disabled veteran business enterprises.
 - d. How HPMC supports organizations that promote or certify minority, women, LGBT, and disabled veteran business enterprises.
 - e. Information regarding appropriate contacts at the hospital for interested business enterprises.

HOLLYWOOD PRESBYTERIAN MEDICAL CENTER

Manual: Supply Chain	
Title: Supplier Diversity (AB962)	
Formulated: July 1, 2021	Page 4 of 4
Reviewed Only: (no changes)	Revised:
Date Approved:	

References:

California State Assembly Bill No. 962 (AB962) – Hospitals: Procurement Contracts

California Military and Veterans' Code – Division 4, Chapter 6, § 999(b)(7)(A)

California Health and Safety Code §1339.87 (a)(1)