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Page: 1 of 3

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Scope:  Medical Center  Beckman Research  Philanthropy  Foundation

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## **Supplier Diversity Policy**

### **I. PURPOSE / BACKGROUND**

At City of Hope (COH), diversity of skills, experience and cultural background are essential ingredients to providing compassionate care to all patients, achieving innovative discoveries, and advancing vital education focused on eliminating cancer, diabetes, and other life-threatening diseases. COH is dedicated to fostering a community that embraces diversity; this is reflected in COH's Supplier Diversity Policy which affirms that certified diverse and small suppliers have the opportunity, access, and invitation to participate in requests for proposals and supplier contracts.

COH recognizes the need for and the benefits of supporting entrepreneurial-ship, particularly sourcing and stimulating the growth of minority, women, veteran, disabled veteran, and LGBTQ+-owned, and historically underutilized business enterprises, as well as small businesses. COH, therefore, has adopted a proactive policy of promoting, engaging, and providing equal access to business opportunities with diverse suppliers. COH is committed to ensuring all transactions are procured through a fair and open competitive environment. To support this commitment, COH actively collaborates with diverse suppliers to foster healthy and fair business relations.

COH is committed to diversity and strives to hire, develop, and retain a workforce and supply base that reflects the community where we work and serve. COH requires those providing products and services to COH to prohibit discrimination on the basis of any protected characteristic in accordance with applicable laws, and COH encourages them to promote diversity, including providing opportunities to diverse suppliers.

### **II. POLICY**

It is the policy of COH to seek out and provide contracting opportunities to and document the use of Diverse 2nd Tier Suppliers.

All Suppliers providing products or services to COH must comply with this policy. Suppliers claiming status as a Diverse Supplier must be certified by a third-party agency accepted by COH. Examples of accepted third party agencies are listed in Appendix One. COH does not accept self-certification for supplier diversity.

#### **A. Supplier Requirements**

##### **1. Utilization Requirement**

Supplier must use good faith efforts to meet a minimum Utilization Requirement of 5% for orders received from COH in any calendar year during the Term of contract between COH and Supplier. Supplier will satisfy the Utilization Requirement through the use of Diverse Suppliers and may include its subcontractors who do not provide services or products directly for COH in meeting its Utilization Requirement. If Supplier does not meet the Utilization Requirement, COH may place Supplier on an ineligible list for ongoing bid opportunities until Supplier demonstrates that it has satisfied this requirement.

### **Supplier Diversity Subcontractor Plan**

- a. Within 15 calendar days of COH's engagement of Supplier, Supplier must provide COH with its plan outlining the methodology used by Supplier regarding the use of Diverse Suppliers ("Diversity Plan"). Diversity Plan must be submitted to [SupplierDiversity@coh.org](mailto:SupplierDiversity@coh.org).
- b. The Diversity Plan must, at a minimum, address the following:
  - 1) Use and consideration of Diverse Suppliers as Suppliers' subcontractors and vendors for products or services provided to COH.
  - 2) Supplier's Utilization Requirements.
  - 3) Records documenting: (i) procedures adopted by Supplier to comply with the Diversity Plan, including the establishment of a Diverse Suppliers source list; (ii) awards made to Diverse Suppliers on the source list; and (iii) specific efforts to identify and award contracts to Diverse Suppliers.
  - 4) Name and contact information of the Supplier liaison manager designee responsible for interfacing with COH regarding the Diversity Plan and administering Supplier's Diversity Plan.

## **2. Reporting**

Upon written request, Supplier will, within 15 calendar days of the end of each calendar quarter, submit to COH reports detailing its use of Diverse Suppliers during the preceding calendar quarter. Supplier will submit these reports in the form specified by COH. The reports will be electronic and must include the total amount (expressed in dollars) of subcontracts between Supplier and any Diverse Suppliers during that calendar quarter. Contact [SupplierDiversity@coh.org](mailto:SupplierDiversity@coh.org) for any questions.

## **3. Good Faith Request**

Supplier must make good faith efforts to meet its Utilization Requirements. COH will notify Supplier in writing if COH determines that Supplier has not made good faith efforts to comply with this policy.

## **4. Audits**

Suppliers must cooperate in any studies or surveys conducted by or on behalf of COH, or federal or state agencies to determine the extent of Supplier's compliance with this policy.

Owner: Manager, Supplier Diversity

Sponsor: Vice President, Corporate Accounting and Operations

### Appendix One – Acronyms, Terms and Definitions Applicable to this Policy

1. **City of Hope (“COH”)** – City of Hope National Medical Center (“COHNMC”), Beckman Research Institute (“BRI”), Philanthropy and City of Hope Medical Foundation (“COHMF”), collectively referred to as City of Hope (“COH”) for purposes of this policy.
2. **Third party agency** – COH will accept Diverse Supplier certification from the following certifying agencies:
  - National Minority Supplier Development Council (NMSDC)
  - US Pan Asian Chamber of Commerce (USPAACC)
  - Women’s Business Enterprise National Council (WBENC)
  - National Women’s Business Owners Corporation (NWBOC)
  - The National Gay and Lesbian Chamber of Commerce (NGLCC)
  - US Department of Veteran Affairs (VA)
  - National Veteran Business Development Council (NVBDC)
  - [www.thesupplierclearinghouse.com](http://www.thesupplierclearinghouse.com)
  - Small Business Administration 8(a) or Small Disadvantaged Business (SDB) Programs (SBA)
  - Small Business Administration’s 8(a) Program
  - Small Business Administration’s SDB Program
  - Small Business Administration’s HUBZone Program
  - Historically Black Colleges & Universities
3. **Diverse Supplier** – City of Hope maintains a Diverse 2<sup>nd</sup> Tier Supplier Program. Diverse Supplier refers to one or more of the following (as defined by the National Minority Supplier Development Council and Small Business Administration):
  - Minority-Owned Business (MBE) A business that is at least 51% owned, controlled, and operated by a US citizen who is African American, Asian American, Native American or Hispanic American, or, in the case of a publicly owned business, at least 51% of the stock is owned and controlled by one or more such individuals.
  - Woman-Owned Business (WBE)
  - Lesbian, Gay, Bi-Sexual and Transgender (LGBTBE)
  - Veteran Owned Business (VOB)
  - Service-Disabled Veteran Owned Business (SDVOB)
  - 8(a) Program - a company that has received 8(a) certification from the Small Business Administration.
  - Historically Underutilized Zone (HUBZone) - a company that is certified by the Small Business Administration.
  - Small Disadvantaged Business Program (SDB) - a company that is certified as disadvantaged by the Small Business Administration.
  - HBC/U (Historically Black Colleges & Universities)
4. **LGBTQ+** – An acronym for “lesbian, gay, bisexual, transgender, queer” with a “+” sign to recognize the limitless sexual orientations and gender identities.
5. **Supplier** – Refers to any third party that City of Hope pays to provide goods and services including suppliers, contractors, manufacturers, distributors, etc.
6. **Utilization Requirement** – Target percentage for Supplier’s use of Diverse Suppliers or Small Business (US Small Business Administration certification only) in providing services and deliverables.