

Individual Supplier Diversity Plan Template

******Please Note: you may use this template to assist you in gathering the information required for submission. Provide the following information to the extent that the data is available. All plans are required to be submitted in the Hospital Disclosures and Compliance System. All information provided on this plan will be available for viewing by the public, including numerical and written responses******

Hospital Name:

Reporting Organization:

HCAI Hospital ID:

Report Period Start Date:

Report Period End Date:

Supplier Diversity Policy Statement:

Please describe your hospital's short-term goals and timetables, but not quotas, for increasing procurement from women, minority, LGBT, and disabled veteran business enterprises.

Please describe your hospital's long-term goals and timetables, but not quotas, for increasing procurement from women, minority, LGBT, and disabled veteran business enterprises.

Please describe the methods in which the hospital encourages and seeks out both prime and subcontract suppliers from women, minority, LGBT, and disabled veteran business enterprises to become potential suppliers.

Please describe the methods in which the hospital encourages its employees involved in procurement to seek out women, minority, LGBT, and disabled veteran business enterprises to become potential suppliers.

Please describe the methods in which the hospital conducts outreach and communication to women, minority, LGBT, and disabled veteran business enterprises.

Please describe the methods in which your hospital supports, partners with, or interacts with organizations and other entities in the procurement ecosystem that promote, certify, or contract with women, minority, LGBT, and disabled veteran business enterprises.

Please describe the methods in which your hospital resolves any issues that may limit or impede an enterprise from becoming a supplier.

Please describe the past implementation of relevant recommendations made by the Hospital Supplier Diversity Commission.

Please describe the planned implementation of relevant recommendations made by the Hospital Supplier Diversity Commission.

Please describe your hospital’s procurement process.

Website Link(s):

If there is more than 1 website, each website entered should be separated by a comma, otherwise the entire entry may be listed on our public site as a single URL.

Do you require suppliers to be certified?

Do you accept self-certification?

Diverse Procurement Spending – Minorities

For the reporting period, enter the whole dollar amounts procured by your hospital from those business enterprises that employ the majority of their workforce in California. If \$0 were spent on procurement for a category enter \$0. If the data is not accessible, please leave the category blank. Tier I procurement means the procurement by direct contract between a hospital and a supplier directly to provide goods and services that support the operations of your hospital. Tier II procurement means procurement by any agreement or arrangement between a contractor and any third party.

Business Ownership	Tier I Procurement	Tier II Procurement	Total Procurement
African American			
Hispanic American			
Native American			
Asian Pacific American			
Unknown Minority			
TOTAL			

Diverse Procurement Spending – Other

For the reporting period, enter the whole dollar amounts procured by your hospital from those business enterprises that employ the majority of their workforce in California. If \$0 were spent on procurement for a category enter \$0. If the data is not accessible, please leave the category blank. When a supplier qualifies for more than one diverse category, their procurement total is reported in each category. To prevent the procurement from being counted multiple times in the combined total, the less duplicate amount should be reported in the less duplicate amount row.

Business Ownership	Tier I Procurement	Tier II Procurement	Total Procurement
Minority	(Total from previous table)	(Total from previous table)	(Total from previous table)
Women			
LGBT			
Disabled Veteran			
Less Duplicate Amount (-)			
Combined Total			

What is your hospital's total procurement? Total procurement includes all procurement from diverse and non-diverse suppliers by the hospital. Diverse procurement shall not exceed the hospital's total procurement.

Procurement means the purchase or lease of supplies, services, equipment, and capital expenditures related to buildings and fixed equipment during the previous calendar year. Procurement does not include items such as employee salaries and wages, fixed asset depreciation, amortization, or taxes.

Enter the contact information for the individual(s) that business enterprises who are interested in contracting with your facility can reach out to.

Name:

Email:

Phone Number:

Enter the contact information for the individual(s) of the diverse business outreach liaison of your hospital.

Name:

Email:

Phone Number:

Does your hospital use a third-party procurement company (for example, a Global Purchasing Organization)?

Procurement Company Name:

Website Link:

Additional Information:

Other Relevant Information (optional).

Glossary of Terms and Abbreviations

Department: means the Department of Health Care Access and Information.

Director: means the Director of the Department of Health Care Access and Information.

Disabled Veteran Business Enterprise: means a business certified by the administering agency as meeting all of the following requirements:

- 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.
- 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.
- 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.

Facility: used to indicate a hospital.

HCAI ID: a number used by the Department of Health Care Access and Information to identify the different facilities.

HCAI: Department of Health Care Access and Information formerly the Office of Statewide Health Planning and Development.

HDC System: Hospital Disclosures and Compliance System.

HDCU: Hospital Disclosures and Compliance Unit.

Hospital: (pertaining to HSD reporting) means any facility that is licensed with operating expenses of fifty million dollars (\$50,000,000) or more, and each licensed hospital with operating expenses of twenty-five million dollars (\$25,000,000) or more that is part of either a hospital system, or regional network.

Hospital System/Regional Network: means two or more hospitals owned, sponsored, or managed by the same organization.

HSD: Hospital Supplier Diversity.

LGBT Business Enterprise: means a business enterprise that is at least 51 percent owned by a lesbian, gay, bisexual, or transgender person or persons or a publicly owned business with at least 51 percent of the stock of which is owned by one or more lesbian, gay, bisexual, or transgender persons;

and whose management and daily business operations are controlled by one or more of those individuals.

LGBT: lesbian, gay, bisexual, or transgender.

Minority Business Enterprise: means a business enterprise that is at least 51% owned by a minority individual or group(s) or a publicly owned business with at least 51 % of the stock of which is owned by one or more minority groups, and whose management and daily business operations are controlled by one or more of those individuals. The contracting hospital shall presume that minority includes, but is not limited to, African Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, and other groups.

- *African Americans:* Black Americans-persons having origins in any black racial groups of Africa.
- *Hispanic Americans:* Hispanic Americans-all persons of Mexican, Puerto Rican, Cuban, South or Central American, Caribbean, and other Spanish culture or origin.
- *Native Americans:* Native Americans-persons having origin in any of the original peoples of North America or the Hawaiian Islands, in particular, American Indians, Eskimos, Aleuts, and Native Hawaiians.
- *Asian Pacific Americans:* Asian Pacific Americans-persons having origins in Asia or the Indian subcontinent, including, but not limited to, persons from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, Taiwan, India, Pakistan, and Bangladesh.

Operating Expenses: means total patient-related operating expenses for the most recent fiscal year reported to the department on the Hospital Annual Financial Disclosures Report.

OSHPD: Office of Statewide Health Planning and Development.

Procurement: means the purchase or lease of supplies, services, equipment, and capital expenditures related to buildings and fixed equipment during the previous calendar year. Procurement does not include items such as employee salaries and wages, fixed asset depreciation, amortization, or taxes.

Reporting Organization: If a plan is being completed by someone other than the facility, please enter the name of the reporting organization.

Tier I Procurement: means the procurement by direct contract between a hospital and a supplier directly to provide goods and services that support the operations of the hospital.

Tier II Procurement: means procurement by any agreement or arrangement between a contractor and any third party.

Unknown Minority: means a diverse business who is certified as minority owned, but unclear which category it should be reported under.

Women business enterprise: means a business enterprise that is at least 51% owned by a woman or women, or, in the case of any publicly owned business at least 51% of the stock of which is owned by one or more women.

WMDVLGBTBE: means a women-owned, minority-owned, disabled veteran-owned and/or LGBT-owned business enterprise.