

Hospital Supplier Diversity Commission

Draft Voluntary Guidelines

Organizational Strategy

1. Create a supplier diversity policy statement that promotes the use of diverse suppliers. ([HSDC Year 1 Recommendation](#))
2. Define goals for a supplier diversity program and draft a clear mission statement. Create a code of conduct that ensures fair access to all suppliers ([AHA Increasing Supplier Diversity in Health Care Manual](#))
3. Consider opportunities to diversify other hospital contracts, such as those for advertising and marketing. ([AHA Increasing Supplier Diversity in Health Care Manual](#))
4. Avoid framing the supplier diversity program as a quota system or social program. Instead, emphasize its importance as a business strategy that will provide a competitive advantage to the organization ([AHA Increasing Supplier Diversity in Health Care Manual](#))
5. Provide subcontracting opportunities for diverse businesses to help them establish a track record that sets them the path to becoming prime contractors. ([HBR Article](#))
6. Tie Supplier Diversity programs with organization's Health Equity priorities. Inclusive procurement and intentionally seeks to foster economic growth in a community, it helps to address the underlying factors affecting health equity. Supporting diverse-owned businesses is often a critical linkage between a company's supply chain and health equity. Money spent with local, diverse-owned businesses can have a ripple effect, multiplying the economic impact through additional spending in the community by those businesses and their employees ([HBR Article](#))

Organizational Practices

7. Identify and address internal policies that may limit or impede diverse suppliers ability to competitively respond to bids. ([HSDC Year 1 Recommendation](#))
8. Implement a supplier diversity webpage to inform diverse suppliers on the hospital's procurement process including the contact information of a diverse business outreach liaison ([HSDC Year 1 Recommendation](#))

9. Implement a policy to require diverse suppliers to get their certification through an authorized certification body prior to contract award. ([HSDC Year 1 Recommendation](#))
10. Ensure that at least one diverse candidate is always considered for a supplier position ([AHA Increasing Supplier Diversity in Health Care Manual](#))

Governance

11. Appoint a champion within the organization who will be accountable for implementing supplier diversity and tracking performance goals and dollars spent on diverse suppliers. ([AHA Increasing Supplier Diversity in Health Care Manual](#))
12. Share supplier diversity processes and strategic initiatives across the hospital at all levels. ([Children's Hospital of Philly Strategies](#))

Metrics

13. Incorporate supplier diversity goals into the hospital's or health system's strategic plan and include specific targets for diversity spending. Frame supplier diversity goals as strategic and business imperatives, rather than simply "the right thing to do." ([AHA Increasing Supplier Diversity in Health Care Manual](#))
14. Develop internal data analytics processes to measure supplier diversity program's effectiveness and progress. ([Children's Hospital of Philly Strategies](#))

Third Party

15. Communicate with your group purchasing organization to ensure its practices reflect your hospital's goals. ([AHA Increasing Supplier Diversity in Health Care Manual](#))
16. If your hospital or health system isn't doing so already, consider working with a group purchasing organization to gain access to a wide network of diverse suppliers. ([AHA Increasing Supplier Diversity in Health Care Manual](#))
17. Develop and cultivate strategic partnerships with local chambers of commerce and other entities to facilitate the expansion of a diverse vendor network. ([Children's Hospital of Philly Strategies](#))

Outreach and Communications

18. Cultivate relationships with diverse suppliers through favorable financial terms, technical and managerial services and educational seminars. ([AHA Increasing Supplier Diversity in Health Care Manual](#))

19. Offer training and mentoring to diverse owned businesses to prepare them to partner with your hospital ([Children's Hospital of Philly Strategies](#))
20. Host match making events to connect diverse vendors with leaders in your hospital who are looking for business contracts. ([Children's Hospital of Philly Strategies](#))
21. Provide details about past and future contracting opportunities to provide diverse businesses with valuable information on the types of goods and services that are procured by an agency and upcoming contracting opportunities, which helps diverse businesses understand what the hospital is planning to purchase in the next one or two years. ([HBR Article](#))
22. Communicate supplier diversity as a priority across the organization. Keep leadership across the organization informed about supplier diversity progress and share success stories on how the supplier diversity program has made a difference to those suppliers and how they have helped the hospital achieve its goals. ([HBR Article](#))

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