

SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS

POLICY STATEMENT

DATE: October 1998

TITLE: Purchasing and Procurement Statement of Policy

POLICY: South Broward Hospital District continues to deliver high quality health care services to individuals, irrespective of race, color, sexual orientation, gender or national origin. South Broward Hospital District remains committed to the goals and objectives of Title VI, 42 U.S.C. _ 2000(d). South Broward Hospital District welcomes potential suppliers of goods and services. South Broward Hospital District recognizes the many difficulties commonly experienced by small business enterprises¹ in competing with their larger counterparts. South Broward Hospital District seeks to strengthen the economic base of the entire local community by encouraging the growth of small business enterprises located within the geographic boundaries of South Broward Hospital District. South Broward Hospital District's mission is to promote an increasing level of participation by small business enterprises in its procurement process. It is the policy of South Broward Hospital District, consistent with federal, state and local laws, to take action to optimize contracting opportunities for small business enterprises in the areas of purchasing, construction and other professional services, and to ensure that such enterprises are afforded meaningful opportunities to compete for District contracts.

PROCEDURE: I. Overview

This Purchasing and Procurement Policy is a blend of equal opportunity business initiatives, administered by South Broward Hospital District, which are race, ethnic and gender, and sexual orientation neutral in nature and designed to increase opportunities for all eligible small business enterprises in District purchasing and procurement activities. Furthermore, this Purchasing and Procurement Policy was strategically designed to ensure equal opportunities for all qualified businesses through internal procedures which are aimed toward increasing District procurement from small business enterprises, enhancing community loyalty and the growing small business market in Broward County, the relevant market area.

II. Policy

It is the policy of the District not to discriminate and to provide equal opportunities to all qualified persons regardless of race, color, gender, sexual orientation or national origin. In implementing this policy, the District is committed to ensuring full and equitable participation by small business enterprises in the provision of goods and services to the District. In an effort to achieve this objective, the District will continue to make every effort to ensure that all businesses, particularly small business enterprises, are afforded the opportunity to participate in the District's purchasing process.

III. Scope

Except as otherwise provided herein, and when not in conflict with the District's obligations and requirements as a member of the Group Purchasing Organization, this Purchasing and Procurement Policy applies to the District's solicitation of commodities, goods and services, professional services and construction by the District.

The District will monitor and evaluate the results of this Purchasing and Procurement Policy periodically to determine whether the District should continue, modify, expand or end this Policy.

IV. Administration

The primary responsibility and accountability for implementing the Purchasing and Procurement Policy rests with the Chief Executive Officer of the District. The Chief Executive Officer will designate a responsible management level individual who will give direction to subordinates, as necessary, to carry out all actions required to meet the commitments of this Purchasing and Procurement Policy.

The Chief Executive Officer through his or her management level designee may promulgate policies and procedures consistent with this Procurement Policy and any federal or state law, regulation or grant requirement.

V. District Implementation

The District will continue to take necessary and reasonable steps permissible by law to ensure that small business enterprises located within the service area of South Broward Hospital District (the relevant market

area) have a reasonable opportunity to participate in the District's procurement process. In furtherance thereof, the District will continue to:

- a. Monitor all of the procurement and contracting opportunities within the District;
- b. Compile and annually update a contract solicitation list and/or vendor list of known small business enterprises²;
- c. Maintain records consistent with prevailing law;
- d. Review purchases and contracts to identify appropriate small business enterprise contracting opportunities that would not cause a substantial adverse impact to the District;
- e. Set procurement delivery schedules that do not unreasonably discourage participation by small business enterprises;
- f. Provide any interested party with available information about District contract requirements;
- g. Schedule construction pre-bid or pre-proposal meetings, where appropriate, to inform potential contractors of policy initiatives and other bid/proposal requirements; and encourage small business enterprises to attend pre-bid or pre-proposal meetings;
- h. Provide instructions with respect to contract requirements;
- i. Provide information on subcontracting practices and bonding requirements;
- j. Insure that bid/proposals, specifications and plans are written or drawn so as not to prejudice or unreasonably limit participation by any applicant;
- k. When appropriate and economically feasible, limit the use of multi-year contracts and renewal provisions in contracts so as not to inhibit participation by small business enterprises;
- l. Utilize neutral alternatives to encourage participation by any small business enterprise in District contracting;
- m. Provide notice of District contracting opportunities in local or regional newspapers and, if appropriate and economically feasible, other targeted local media outlets;
- n. Provide reasonable response time in notices as not to inhibit participation by small business enterprises in the submission of bids/proposals;
- o. Sponsor training seminars for the purpose of informing potential bidders, proposers and vendors of the business opportunities available within the District;
- p. Promote this Purchasing and Procurement Policy, both internally and externally, though the use of appropriate and reasonable outreach programs.

VI. Contract Documents

The following provisions will be included in the body of any District purchasing and/or procurement contract documents entered into after the date this Policy is formally adopted:

- a. A provision indicating that this Purchasing and Procurement Policy is incorporated by reference;
- b. A provision that any party, including any prime contractor, subcontractor and/or joint venturer contracting with the District shall comply with all applicable portions of the Purchasing and Procurement Policy;
- c. A provision that during performance of the contract, the contractor shall not discriminate on the basis of race, color, gender, national origin, sexual orientation or any other category specifically protected by all applicable laws, in the solicitation for or purchase of goods and/or services, or the subcontracting of work in the performance of the contract.

RATIONALE:

South Broward Hospital District is fully committed to encouraging the development of small business enterprises in Broward County, the relevant market area. South Broward Hospital District's goal is to strengthen and expand its supplier base while continuing to provide equal opportunities for all vendors.

South Broward Hospital District remains committed to its equal opportunity business initiatives which are designed to include small business enterprises in all facets of its operations, including, without limitation, the procurement of goods and services.

1. The term "small business enterprise," as used in this Procurement Policy, is hereby defined as follows:

1. an independently owned and operated entity certified, or certifiable, as a small business by the Federal Small Business Administration (SBA);
2. a business certified by any political subdivision or governmental entity in Broward County, including the Broward County Office of Small/Minority Business Affairs; or
3. any business, irrespective of the race, color, national origin, or gender or sexual orientation of the owner, that has average/gross sales (a) in commodities of less than \$2,000,000 for the last three years; (b) in professional services of less than \$3,000,000 for the last three years; or (c) in construction of less than \$7,000,000 for the last three years.

2. The District's Small Business Enterprise contractor and/or vendor list shall be reviewed no less than annually and updated as deemed appropriate. Contractors and vendors wishing to be placed or remain on the District's contractor and/or vendor list are required to apply to the District on an annual basis. The District will also take appropriate action to certify vendor eligibility and ensure the integrity of this policy.