DIVERSE SUPPLIER SUBCONTRACTING PLAN  
(TO BE SUBMITTED WITH BID)- SUPPLIER DIVERSITY  

APPENDIX E:  

SECTION 7: SUPPLIER DIVERSITY  

It is an overall objective of GHS to encourage involvement by Diverse Business Enterprises as contractors and suppliers in business activities generated by GHS, while assuring that such activities will be conducted in accordance with all applicable laws. It is the declared policy and intent of GHS to strive to maximize participation of Diverse Business Enterprises through all business contracting opportunities. GHS is committed to ensuring that Diverse Business Enterprises are given every opportunity to participate in contracting opportunities.  

In adherence to GHS’s commitment to Supplier Diversity, Solicitors of a GHS contract must clearly as defined by GHS herein, demonstrate good faith effort to achieve the Supplier Diversity goal set forth. By the documentation of Direct and/or Indirect Tier II goods and/or services to be purchased from Diverse Business Enterprises certified by one (1) or more of the third-party certification agencies recognized by GHS. Such spend with Diverse Business Enterprises will be monitored. In connection with such monitoring, Contracted GHS Suppliers will be required to report Diverse Supplier Spend to GHS monthly in a manner in GHS’s sole discretion. In addition, a copy of reported Diverse Supplier spend, must be attached with the submission of any invoices to GHS. Failure to demonstrate the defined Good Faith Effort to achieve GHS’s Supplier Diversity goal, objectives, or to report in a manner prescribed by GHS, shall be a material breach of any controlling contract between GHS and Contractor or vendor.  

GHS prohibits discrimination on the basis of race, color, gender, religion, national origin, or disability in connection with employment of any person, or the award of any contract. GHS will provide equal opportunities without regard to race, color, gender, religion, national origin, or disability, by requiring that any vendor doing business with GHS provide equal opportunity to persons and businesses employed by, or contracting with the supplier of products and services to GHS.  

The Supplier Diversity Goal for this Solicitation is % MWBE of the contract value.  

GHS expects that the policies, programs and practices of its vendors/Contractors are carried out in an equitable fashion and that Certified Diverse Business Enterprises are afforded an equitable opportunity to share in contract/subcontract opportunities.  

Vendors interested in doing business with GHS are required to sign the Certification below and complete the Supplier Diversity Section in its entirety and submit it with their bid response.  

Past Performance: Offeror shall (1) summarize in writing its past performance for client healthcare institutions in actively fostering the participation of Diverse Business Enterprises utilized by the institution, (2) provide three (3) or more client references for this purpose for whom it has provided applicable service to within the past two (2) years, with the name, phone number and e-mail of a specific knowledgeable contact person for each such client reference.  

Present Commitment: Offeror shall submit in writing its present commitment and business plan to facilitate and promote the participation of Diverse Suppliers by completion of the attached Diverse Supplier Subcontracting Plan (DSSP). Diverse Business Enterprises utilized as Tier II contractors and suppliers must be certified by one or more of the Third Party Certification Agencies recognized by GHS.  

Post-award performance: The specific, measurable performance criteria included in the Proposal for present commitment to Diverse Suppliers shall, subject to negotiation and mutual consent, become part of the awarded contract as specific, measurable requirements of vendor performance for the duration of the contract. Such spend with Diverse Business Enterprises will be monitored. In connection with such monitoring Vendor will be required to report to GHS monthly, in a manner in GHS's sole discretion, all direct and/or indirect certified spend with Diverse Business Enterprises.
DIVERSE SUPPLIER SUBCONTRACTING PLAN  
(TO BE SUBMITTED WITH BID)- SUPPLIER DIVERSITY

Definition: Diverse Business Enterprise’s

(MBE) National Minority Supplier Development Council: A minority-owned business is a for-profit enterprise, regardless of size, physically located in the United States or its trust territories, which is 51% owned, operated and controlled by minority group members, defined from the following:

Asian-Indian - A U.S. citizen whose origins are from India, Pakistan or Bangladesh.

Asian-Pacific - A U.S. citizen whose origins are from Japan, China, Indonesia, Malaysia, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Thailand, Samoa, Guam, the U.S. Trust Territories of the Pacific or the Northern Marianas.

African American - A U.S. citizen having origins in any of the Black racial groups of Africa.

Hispanic - A U.S. citizen of Hispanic heritage, from any of the Spanish-speaking areas of the following regions: Mexico, Central America, South America or the Caribbean Basin only.

Native American - A person who is an American Indian, Eskimo, Aleut or Native Hawaiian, and regarded as such by the community of which the person claims to be a part.

(WBE) Women’s Business Enterprise National Council: A Woman-Owned Business Enterprise is an independent business concern that is at least 51% owned and controlled by one or more women who are U.S. citizens or Legal Resident Aliens; whose business formation and principal place of business are in the US or its territories; and whose management and daily operation is controlled by one or more of the women owners.

(LGBTBE) National Gay and Lesbian Chamber of Commerce: Includes businesses physically located in the United States or its trust territories that are at least 51 percent unconditionally owned and operated by at least one lesbian, gay, bisexual and/or transgender (LGBT) person or persons who are either U.S. citizens or lawful permanent residents. In addition, they must exercise independence from any non-LGBT business enterprise.

U.S. Small Business Administration:

(DBE) Small Disadvantaged Business - A small business that is at least 51 percent owned, operated and controlled by one or more individuals who are both socially and economically disadvantaged.

HUB Zone Business - A small business operating in a "Historically Underutilized Business Zone." HUB zones are defined at http://map.sba.gov/hubzone/init.asp

Veteran Business Enterprise:

(VBE) Veteran-Owned Business - A small business that is at least 51% owned, operated and controlled by one or more veterans.

(DVBE) Service-Disabled Veteran-Owned Business - A small business that is at least 51% owned, operated and controlled by one or more veterans with a service-connected disability.

Supplier Diversity Program Required Forms

In order for the bid package to be considered complete Bidders must submit the following completed documents:

- Business Identification and Nondiscrimination
- Diverse Supplier Subcontracting Plan
- Certification of Efforts
- Statement of Intent
- Supplier Diversity Certification
DIVERSE SUPPLIER SUBCONTRACTING PLAN
(TO BE SUBMITTED WITH BID)- SUPPLIER DIVERSITY
These documents are considered a part of and should be submitted with the Bid. Failure to provide the information on the part of the Bidder will result in the bid being determined non-responsive.

**BUSINESS IDENTIFICATION AND NONDISCRIMINATION**

*(TO BE SUBMITTED WITH BID)*

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Business as defined by the US. Small Business Administration (DBE, SBE, HubZone)</td>
<td></td>
</tr>
<tr>
<td>Minority Business Enterprise (MBE)</td>
<td></td>
</tr>
<tr>
<td>If yes, please indicate the percentage of minorities who own, control or operate your company:</td>
<td></td>
</tr>
<tr>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>African American</td>
<td>Asian American</td>
</tr>
<tr>
<td>Hispanic/Latino</td>
<td>Pacific Islander</td>
</tr>
<tr>
<td>Native American</td>
<td>Other</td>
</tr>
</tbody>
</table>

WOMAN-OWNED BUSINESS ENTERPRISE (WBE)

| Disabled Veteran Business Enterprise or Veteran Business Enterprise (DVBE, VBE) |
| IS YOUR COMPANY CERTIFIED AS ONE OF THE BUSINESS DESIGNATIONS ABOVE? |
| If yes, please give the certifying agency and include a copy of your current certification with your bid response. The 3rd party certifying agencies recognized and accepted by GHS are included. |

LOCAL SMALL BUSINESS |
| If yes, please indicate in which county your company is located? |
| DeKalb | Fulton | Business location in both counties | Other |

**PART II - NONDISCRIMINATION POLICIES AND PROCEDURES**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>Are you an individual and do not employ anyone?</td>
<td></td>
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<tr>
<td>If yes, you do not need to complete the remainder of the questions.</td>
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<tr>
<td>Does your company have an Equal Employment Opportunity/Affirmative Action statement posted on company bulletin boards?</td>
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<tr>
<td>Do you notify all recruitment sources in writing of your company’s Equal Employment Opportunity/Affirmative Action employment policy?</td>
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<tr>
<td>Do your company advertisements contain a written statement that you are an Equal Employment Opportunity/Affirmative Action employer?</td>
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<tr>
<td>Do you belong to any unions?</td>
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<tr>
<td>If yes, have you notified each union in writing of your commitments to non-discrimination?</td>
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<tr>
<td>Does your company have a collective bargaining agreement with workers?</td>
<td></td>
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<tr>
<td>If yes, do the collective bargaining agreements contain non-discrimination clauses and/or your Equal Employment Opportunity policy covering all workers?</td>
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<tr>
<td>Does your company, at least annually, maintain a written record of and review the Equal Employment Opportunity policy and Affirmation Action obligations with all employees including those having any responsibility for employment decisions?</td>
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<tr>
<td>Do you conduct, at least annually, an inventory and evaluation of minority and female personnel for promotional opportunities and encourage these employees to seek, train and prepare for such opportunities?</td>
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<tr>
<td>Do you conduct, at least annually, a review, of all supervisors’ adherence to and performance under the vendors, and Contractor’s Equal Employment Opportunity policies and Affirmative Action obligations?</td>
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<tr>
<td>Is there a person in your company who is responsible for Equal Employment Opportunity? If yes, please give name, phone and email address.</td>
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</table>

Please explain any no answers, use additional paper as necessary:

Authorised Representative Signature: ___________________________ Date: ___________________________
The following are questions concerning the efforts your company will make to ensure that Diverse Supplier’s will have an equitable opportunity to compete for lower tier subcontracts associated with the Grady Health System agreement:

What product/service areas do you envision the inclusion of Diverse Suppliers and how is this determined? __________

________________________________________________________________________

How are Diverse Supplier capabilities determined by your company? ______________

________________________________________________________________________

How will you ensure the maximum possible inclusion of Diverse Suppliers in all of your purchasing solicitations (i.e. Request for Proposals, Request for Information, and Request for Quotes, etc.)? ______________

________________________________________________________________________

How will your company ensure that Diverse Suppliers are made aware of upcoming subcontracting opportunities and how will you prepare them to respond appropriately? ______________

________________________________________________________________________

How will you monitor your company’s Diverse Supplier subcontracting performance to this agreement and make any adjustments to achieve the subcontracting plan goals? ______________

________________________________________________________________________

Will your Diverse Supplier subcontracting administrator:

   Yes / No

_________ Develop and maintain bidders’ lists of Diverse Suppliers from all possible sources

_________ Oversee the establishment and maintenance of your company’s contract and subcontract award records associated with this Grady Health System agreement?

_________ Conduct or arrange the training of your company’s purchasing personnel on the Grady Health System agreement goals and processes to achieve this goal?

_________ Review purchasing solicitation documents to remove statements, clauses, etc. which may tend to prohibit Diverse Supplier participation

_________ Screen proposed purchasing solicitation documents for subcontracting opportunities and implement appropriate procurement policies and procedures to improve and increase opportunities to Diverse Suppliers

_________ Introduce Diverse Suppliers to company purchasing personnel based on commodity or service in which these vendors may have a mutual or potential concern

_________ Maintain records demonstrating that procedures have been adopted and implemented to comply with the reporting requirements and supplier diversity goals within the Grady Health System

_________ Prepare and submit monthly, required Diverse Supplier reports to Grady Health System?
In adherence to GHS’s commitment to Supplier Diversity, GHS suppliers must clearly as defined herein demonstrate good faith effort, for Tier II direct goods and/or services to be purchased from Diverse Business Enterprises certified by one or more of the 3rd party certification agencies recognized by GHS. Such spend with Diverse Business Enterprises will be monitored. In connection with such monitoring Contracted GHS Suppliers will be required to report to GHS monthly, in a manner in GHS’s sole discretion, all direct spend with Certified Diverse Business Enterprises. The Supplier Diversity Goal for this Solicitation is % of the total contract value.

Company Name: ____________________________  Agreement Term: ____________________________
GHS Business Unit: ____________________________  GHS Business Unit Contact Name: ____________________________
Phone Number: ____________________________  Vendor Contact e-mail: ____________________________

Description of goods/services provided under this primary agreement (include name of project if applicable):

_____________________________________________________________________________________

Who will be responsible for coordinating your company’s Diverse Supplier subcontracting activities during the period of this contract?

Name/Title: ____________________________  Company: ____________________________
Address: ____________________________  Phone: ____________________________
Fax: ____________________________  E-Mail Address: ____________________________

State the total dollar value planned to be subcontracted associated with this GHS agreement:

_____________________________________________________________________________________


DIVERSE SUPPLIER SUBCONTRACTING PLAN (PROGRAM MANAGEMENT) (TO BE SUBMITTED WITH BID) - SUPPLIER DIVERSITY

Please list all of the GHS Accepted 3rd Party Certified Diverse Suppliers you have identified that will serve as Direct Tier 2 Subcontractors associated with this GHS project and the projected spend amounts with each Company:

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Address</th>
<th>Contact</th>
<th>Phone</th>
<th>E-Mail</th>
<th>Certification Type</th>
<th>Business Classification (Product/Service)</th>
<th>Direct Projected Spend in Dollars</th>
<th>Direct Projected Spend by Percentage</th>
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<tbody>
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</table>

Submitted by:  
Title  
Authorized Representative Signature  
Date
DIVERSE SUPPLIER SUBCONTRACTING PLAN (PROGRAM MANAGEMENT)
(TO BE SUBMITTED WITH BID)- SUPPLIER DIVERSITY

CERTIFICATION OF EFFORTS
(TO BE SUBMITTED WITH BID) – SUPPLIER DIVERSITY

Vendor: ____________________________
Solicitation Name: ____________________  Solicitation Number: ________________

I certify that the following efforts were made to achieve Certified Diverse Supplier participation.

a) Provided written notices to certified diverse business enterprises who have the capability to perform the work of the contract or to provide the service

   [ ] Yes [ ] No

b) Direct mailing, electronic mailing, facsimile or telephone requests

   [ ] Yes [ ] No
c) Provided interested certified diverse business enterprises with adequate information about plans, requirements and specifications of the contract in a timely manner to assist them in responding to a solicitation

   Allowed certified diverse business enterprises the opportunity to review specifications and all other solicitation related items at no charge, and allowed sufficient time for review prior to the bid deadline

   [ ] Yes [ ] No
d) Acted in good faith with interested certified diverse business enterprises, and did not reject certified diverse business enterprises as unqualified or unacceptable without sound reasons based on a thorough investigation of their capabilities

   [ ] Yes [ ] No
e) Did not impose unrealistic conditions of performance on certified diverse business enterprises seeking subcontracting opportunities

   [ ] Yes [ ] No

f) Additionally, I contacted the referenced certified diverse business enterprises and requested a bid. The responses I received were as follows:

<table>
<thead>
<tr>
<th>Name and Address of certified diverse business enterprises</th>
<th>Type of work and Contract Items, Supplies or Services to be Performed</th>
<th>Response</th>
<th>Reason for Not Accepting Bid</th>
</tr>
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(If additional space is required this form may be duplicated)

If applicable, please complete the following:

I hereby certify that certified diverse business enterprises were “Unavailable” or “Unqualified” to submit bids to provide goods and services for this Solicitation response. I further certify that efforts have been made to establish “Joint Ventures”, and said entities were also unavailable at this time.

Reasons for the “Unavailability” or being determined “Unqualified”;

Sample Text

Submitted by:

__________________________________________  __________________________________________
Authorized Representative Signature  Title

__________________________________________
Date
DIVERSE SUPPLIER SUBCONTRACTING PLAN (PROGRAM MANAGEMENT
(TO BE SUBMITTED WITH BID) - SUPPLIER DIVERSITY

STATEMENT OF INTENT
TO BE COMPLETED BY ALL KNOWN JOINT VENTURE PARTNERS/SUBCONTRACTORS/CONSULTANTS
(TO BE SUBMITTED WITH BID) - SUPPLIER DIVERSITY

Vendor: ________________________________

Solicitation Name: ________________________

Solicitation Number: ________________________

________________________________________ agrees to enter into a contractual agreement with
Prime Supplier

________________________________________, who will provide the following goods/services

Joint Venture Partner/Subcontractor/Consultant

in connection with the above referenced Solicitation as a certified diverse business enterprises:

________________________________________

________________________________________

________________________________________

for an estimated amount of $____________________ or ____________________% of the total contract value.

________________________________________

Prime Supplier

________________________________________

Joint Venture Partner/Subcontractor/Consultant

Intend to work together in accordance with this Contract Compliance Section of the bid, contingent upon award and
execution of a contract with Grady Health System with to the aforementioned Prime Supplier.

I hereby certify that this statement is true and correct:

Prime Supplier Signature: ________________________

Joint Venture/Subcontractor/Consultant Signature:

________________________________________

Print Name: __________________________

Print Name, Title and Date:

________________________________________

Title: __________________________

Address:

________________________________________

Date: __________________________

Phone

________________________________________

Email:

Fax:
SUPPLIER DIVERSITY CERTIFICATION:

I certify that the statements made by me in this Supplier Diversity Section are complete and true to the best of my knowledge and belief, and are made in good faith. I understand that if I knowingly make any misstatements of facts, I am subject to disqualification and debarment from participation in future GHS contracting opportunities, held liable for breach of contract and subject to the enforcement of any remedies available under the contract or as a matter of contract law. I agree that no changes shall be made to this section without the written consent of GHS.

Authorized Representative Signature

______________________________    Date
Title