

Thank you for your interest in doing business with Wishard Health Services. The following information will assist vendors in following our organization's purchasing policies.

- 1. SUPPLIER REGISTRATION: Prior to conducting business with Wishard, vendors must register with our third-party supplier, VendorMate. Suppliers must wear a VendorMate-issued badge while on-site and have an appointment prior to a visit. Access VendorMate's website at: www.wishard.edu/vendor-relations and follow the instructions. There is a fee assessed based on answers to certain questions in the questionnaire. VendorMate uses the fees collected to check suppliers against government watch lists and terrorist watch lists. Wishard receives no monies from VendorMate and pays no fees to them. Should you experience technical difficulty with the website, contact VendorMate at the toll-free number on the website.
- 2. **COMPETITIVE PRICING POLICY**: With the exception of construction projects, Wishard has established competitive pricing guidelines based on state statute.
- 3. CONSTRUCTION PROJECTS/REPLACEMENT HOSPITAL: All construction projects are subject to the Public Works laws. All construction projects are released for bid through a competitive bid process. Bids are advertised in *The Indianapolis Star*, the *Indianapolis Business Journal Court* and *Commercial Record*. The most responsive and responsible bidder is awarded the project. When responding to a bid, it is very important that all required documents noted in the front-end bid documents are returned completed as requested. Failure to do this is considered a non-responsive bid which cannot be considered for award.
- 4. **INTRODUCING NEW PRODUCTS AND SERVICES TO WISHARD:** Wishard has a formal process for introducing new products and services called Value Analysis. Various cross-functional teams evaluate new products and services for fit and function within Wishard. Trials are conducted as appropriate and at NO CHARGE to Wishard. The Value Analysis Facilitator is Patti Maners RN. She meets with prospective suppliers via appointment only. She may be reached at 317-630-7792 or via e-mail at patti.maners@wishard.edu.
- 5. **PURCHASE ORDERS ARE REQUIRED:** Wishard has a strict institution-wide policy regarding how purchases are made. All purchases require a purchase order issued by an authorized agent and to a registered supplier. Products or services delivered to Wishard without a PO are considered a gift to the Wishard Foundation. The PO numbering convention is 4500xxxxxxx. The following Purchasing Agents are authorized to issue POs:
  - Terri Covington: 317-630-6183, terri.covington@wishard.edu
  - John Sanders: 317-630-6093, john.sanders@wishard.edu
- 6. **CONTRACTING WITH WISHARD:** Wishard has a formal contracting process that begins in the Purchasing Department with the contracting staff following approval to purchase a product or service from a Value Analysis Team (VAT) or from the department VP. For further information on contracting, contact the appropriate Contract Analysts below:
  - Robin Anderson: 317-630-6841, robin.anderson@wishard.edu (Med/Surg Supplies and Novation)
  - Randy Hayes: 317-630-6937, randall.hayes@wishard.edu (Contracted Services: IT, PFS, BioMed, etc.)

## FOR ADDITIONAL INFORMATION PLEASE CONTACT:

Anita Sears, C.P.M. 317-630-6743

Associate Director of Purchasing and Contracting
Purchasing Office Main Phone Number: 317-630-6099 - Fax: 317-630-6187
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