



Doing Business with Eskenazi Health

- 1) **SUPPLIER REGISTRATION:** Registration, including fee payment, is required through a third party supplier, GHX/Vendormate, **prior to conducting business** with Eskenazi Health. **Suppliers must wear a Vendormate issued badge with the current day's date while on-site and have an appointment prior to a visit.** Access GHX/Vendormate's Eskenazi website at: <https://www.GHX.com>. There is a fee to register. The fee is based on answers to the assessment questionnaire. VendorMate uses the fees collected to check supplier businesses and representatives monthly against 9 government watch lists. Eskenazi Health receives no monies from VendorMate and pays no fees to them. To address technical issues with VendorMate website, contact VendorMate at the toll-free number noted on the website.
- 2) **COMPETITIVE PRICING POLICY:** Eskenazi Health has established competitive pricing guidelines based on Indiana State Statute; however, Eskenazi Health was exempted from following Statute several years ago except for construction projects which follow the Public Works laws (see below).
- 3) **CONSTRUCTION PROJECTS:** 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* and 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 provide the requested documents is considered a non-responsive Bid which cannot be considered for Award.
- 4) **SUPPLIER DIVERSITY:** Eskenazi Health strives to provide economic support to our community and welcomes diverse businesses to participate in our contracting and procurement opportunities. Diversity certification is highly encouraged.
- 5) **INTRODUCING NEW PRODUCTS and SERVICES TO ESKENAZI:** A formal process for introducing new products and services to Eskenazi Health was established in 2005. The process is called Value Analysis. There are 12 established Value Analysis cross-functional teams throughout Eskenazi Health. Their main focus is evaluating new products and services for fit and function within Eskenazi Health. Trials are conducted as appropriate and at NO CHARGE to Eskenazi. Once a product sponsor is obtained, new product requests are submitted by a sales representative through MedApproved, our web-based product evaluation process tool. To submit a product, the representative must upload the requested information at www.medapproved.com. Please allow 30-60 days to complete the MedApproved process.
- 6) **PURCHASE ORDERS ARE REQUIRED:** Eskenazi Health has a strict institution-wide policy regarding how purchases must be made. **All purchases require a purchase order issued by an authorized agent.** Products or services delivered to Eskenazi Health without a Purchase Order are considered a gift to the Eskenazi Foundation. The PO numbering convention is 4500xxxxxx. Contact Eskenazi Health Purchasing at: purchasing@eskenazihealth.edu.
- 7) **CONTRACTING WITH ESKENAZI HEALTH:** Eskenazi Health 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 Vice President.