# **UCSF Health Supplier Diversity Program**

# **For Staff**

The UCSF Health Supplier Diversity Program promotes business relationships and procurement opportunities with small, diverse and disadvantaged suppliers wishing to provide goods and/or services to UCSF Health.

*"It is University of California policy that no firm seeking to do business with the University shall be discriminated against..." Additively, the "University recognizes that it has a responsibility to provide procurement opportunities to a diverse supplier pool…" and "seeks to dedicate an appropriate portion of the University’s business to small, diverse and disadvantaged businesses through outreach programs..."* (<https://policy.ucop.edu/doc/3220485/BFB-BUS-43>)

## UCSF Anchor Institution Mission (“AIM”)

UCSF is committed to working with the community to leverage its operating budget to strengthen its ability to improve the health of the city’s underserved and under-resourced communities, including but not limited to minority, women, LGBT and disabled veteran enterprises, and to promote health equity. UCSF leadership, under the direction of Chancellor Sam Hawgood, has accepted a report titled “Advancing Health Equity in San Francisco: An Assessment of UCSF’s Anchor Institution Capacity and Recommendations for Strategic Direction.”

For the procurement pillar, Chancellor Hawgood endorsed the following specific action to launch the work and to advance UCSF as an anchor institution.

* Define UCSF’s purchasing power so that more spending can be sourced from small, local businesses that are owned by or employ under-resourced populations.

Thus, UCSF Health is committed to working with small and diverse businesses where possible.  The money spent with the small and diverse supplier community goes back into the local community. The money spent locally stays local.

More information regarding the UCSF Anchor Institution Initiative can be found at <https://anchor.ucsf.edu/>.

## UC Small Business First Program (“SB1st”)

The University of California is committed to providing contracting and procurement opportunities with certified Small Businesses (SBs), Microbusinesses (MBs), and Disabled Veteran Business Enterprises (DVBEs). Wherever practicable, the Small Business First program calls for solicitations for the procurement of goods and/or services valued between $10,000 to $250,000 to be awarded to a certified SB/MB/DVBE (with some waivers and exemptions allowed).  For additional information, please see the [UC Small Business First Memo](https://www.ucop.edu/procurement-services/for-ucstaff/small-business-first/general-memo-small-business-first.pdf) issued by UCOP.

**Requirements:**  UC contracts and procurements between $10,000 to $250,000 that cannot be procured via an existing strategically-sourced agreement, should be awarded to a SB/MB/DVBE under the Small Business First Program.

The informal solicitation process for Small Business First requires:

* One quote from a SB/MB/DVBE for purchases up to $100,000
* Two quotes SB/MB/DVBE for purchases of $100,000 and up to $250,000

Purchases Exempt from UC Small Business First Program:

* Medical and patient care
* Purchases that are sole source/unique professional services/emergency
* Purchases through existing strategically-sourced agreements (Vizient GPO/Local/UCOP/UC Health Contracts)
	+ [UCOP Systemwide Contract Listings](https://www.ucop.edu/procurement-services/for-ucstaff/systemwide-contract-lists/systemwide-contract-listings.html)
	+ [UC Health Systemwide Contract Listing](https://www.ucop.edu/uc-health/initiatives/supply-chain-procurement/index.html%22%20%5Co%20%22UC%20Health%20Systemwide%20Contract%20Listing%22%20%5Ct%20%22_blank)
* Other exemptions not applicable to UCSF Health (see [UCOP Small Business First Website](https://www.ucop.edu/procurement-services/for-ucstaff/small-business-first/index.html#:~:text=With%20the%20Small%20Business%20First,Veteran%20Business%20Enterprises%20(DVBEs).))

**Small Business First Waiver:** There is a waiver process when the Small Business First program is not feasible, or when contracting with businesses other than a certified small or disadvantaged business is justified.

Refer to the [UCOP Small Business First Website](https://www.ucop.edu/procurement-services/for-ucstaff/small-business-first/index.html) for more information.

## UC Sustainable Practices Policy

Above efforts will also enable UCSF Health to support the Sustainable Procurement goals outlined in the UCOP Sustainable Practices Policy, which includes a goal of reaching 25% spend with Economically and Socially Responsible (EaSR) suppliers as a total percentage of addressable spend. EaSR Spend is defined as spend on products or services supplied by a business holding at least one of the UC-recognized classifications or certifications listed below.

Business Classifications:

* Small Business Enterprise (SB/SBE)
* Disadvantaged Business Enterprise
* Women-owned Business Enterprise
* Minority Business Enterprise
* Veteran-owned Business Enterprise
* Service Disabled Veteran-owned Business Enterprise (DVBE)

More information regarding the 25% EaSR requirement can be found at [UCOP Sustainable Procurement Guidelines](https://www.ucop.edu/procurement-services/for-ucstaff/sustainable-procurement/sustainableprocurementguidelines.pdf).

## Resources for Searching Small and Diverse Businesses

Requesters can search businesses via the following methods:

1. Search the State of California Cal eProcure Website: <https://caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx>
2. Contact Procurement Services at ContracKing@ucsf.edu for assistance in identifying a small or diverse supplier.
3. If you would like support in your effort to include diverse, small and local business in your decision-making for goods and/or services, please contact [Marliz Copado](https://supplychain.ucsf.edu/news/meet-marliz-copado-scms-anchor-institution-initiative-professional) at marliz.copado@ucsf.edu.