



Section: Procurement

Subject: Supplier Diversity

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**I. Purpose**

The Public Health Trust is committed to provide equal access and opportunity to all suppliers and to facilitate nondiscriminatory business relationship by promoting and increasing the diversity of vendors within the supply chain. This Supplier Diversity Policy has been developed to encompass all activities of Jackson Health System (JHS) associated with outreach, identification and participation of Small and Historically Underutilized Businesses (S/UBs), including Minority-, Women-, Veteran- and/or Service Disabled Veteran-owned businesses in JHS Contracting Opportunities for construction, architectural and engineering services and other goods and services (including professional services). The intent of this policy is not to violate any contracting policies of Miami-Dade County or the JHS Procurement Regulation Policy 248. This policy supports the JHS commitment to Non-Discrimination and Diversity & Inclusion in contracting practices.

Mission - To actively encourage and promote the use of small and diverse businesses, from Miami-Dade County and beyond, through close collaboration with internal teams, external organizations and our supply chain partners; achieving the best value for all facilities, goods and services procured by the Trust.

Vision - We will be recognized as a trusted pro-active leader and advocate for supply chain diversity and inclusion for Miami-Dade County and the healthcare industry.



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## II. Procedure

### A. Miami-Dade County Small Business Enterprise Program Requirements

JHS participates in three Miami-Dade County Small Business Enterprise (SBE) Programs:

- SBE Goods & Services Program
- SBE Construction Services Program
- SBE Architecture & Engineering Program

These programs mandate and facilitate participation in JHS procurement opportunities by certified small business enterprises ([certification based on County requirements](#)) operating in Miami-Dade County. The Miami-Dade County Department of Small Business Development certifies local firms as an “SBE” based on various revenue thresholds. Jackson’s participation in these programs does not change as a result of the implementation of this Supplier Diversity Policy. The SBE Programs remain consistent with Miami-Dade County Code requirements [Code of Ordinances, Sections 2-8.1.1.1.1, 2-8.1.1.1.2, 10-33.02, and 2-10.4.01].

### B. Non-Discrimination and Diversity and Inclusion Commitments

This Supplier Diversity Policy is based on and consistent with the JHS's commitments to non-discrimination and diversity and inclusion in all contracting practices.

1. Diversity and Inclusion Commitment - As an economic engine and major employer in Miami-Dade County, JHS is proud of its inclusive hiring practices and broadly diverse workforce. Contractors and vendors must actively support JHS’ commitment to diversity and inclusion and reflect their support in their teams performing work for Jackson. We expect that contractors will work to achieve diversity in JHS contracts by employing diverse work forces, engaging diverse development teams, hiring subcontractors with diverse ownership and workforces, and employing locally based SBEs and employees reflective of the racial, gender and ethnic diversity of Miami Dade County. Contractors and vendors are encouraged to actively dialogue with JHS about our policies and practices associated with achieving diversity and inclusion in all that we do.
2. Non-Discrimination Commitment - JHS requires that suppliers, which is intended to include contractors and vendors, shall not discriminate on the basis of race, color, gender, pregnancy, marital status, familial status, sexual orientation, gender identity and/or expression, religion, ancestry, national origin, disability, or age except that programs may target services for specific participant groups. Additionally, suppliers shall demonstrate the standards, policies, and practices necessary to render services in a manner that respects the worth of the individual and protects and preserves the dignity of people of diverse cultures, classes, races, religions, sexual orientation, gender identity and/or expression and ethnic backgrounds. It is expressly understood that upon receipt of evidence of discrimination, JHS reserves the right to review vendor performance and contract termination options.

If a supplier or any owner, subsidiary, or other firm affiliated with or related to the supplier, is found by the responsible enforcement agency or the courts to be in violation of the laws underlying this commitment, JHS may, at its own discretion, no longer conduct business with that supplier.



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### C. Supplier Diversity Policy Statement

JHS' purchasing practices are designed to provide equal access and opportunity to all suppliers and prohibit discriminatory business relationships. It is the aim of Jackson to provide all segments of Miami-Dade County with a full, fair and meaningful opportunity to participate in our contracts regardless of race, gender or ethnic origin. We are committed to creating a cadre of suppliers in our supply chain that represent the diversity in the communities we serve. Jackson encourages and supports the participation of historically underutilized businesses that can successfully compete for prime or sub-contracting opportunities.

### D. Scope and Intent

1. This policy shall apply to all purchases of goods and services, including professional services, and contracts for construction and construction related services, made by JHS consistent with JHS Procurement Regulation Policy 248.
2. Although not covered by the requirements of JHS Procurement Regulation Policy 248, opportunities for S/UB participation in excluded categories (as defined in the Regulation) may arise from time to time. The spirit and intent of this policy requires all JHS departments to, whenever practicable, seek the counsel of the Procurement Management Department in using available strategies and options that could afford opportunities for S/UBs to participate.

### E. JHS Department Responsibilities

The Supplier Diversity Policy and programs that support it will be administered and managed by the Chief Procurement Officer (CPO) and Director, Small Business Enterprise Program. Each department within JHS shares responsibility to promote, support, and assist in carrying out the Supplier Diversity Policy. All departments are accountable for taking the required steps to support the Supplier Diversity Policy.

### F. Outreach Efforts

Key components of JHS' Supplier Diversity initiatives are the formal efforts to identify, solicit and ensure S/UB participation in applicable JHS contracting opportunities. JHS's commitment to the achievement of equitable contracting opportunities is the driving force behind establishing such outreach initiatives. S/UB outreach practices are established to inform, solicit and prepare potential S/UB contractors for success in the JHS procurement process. Outreach communications are both JHS system-wide and external (contractors, potential contractors, government agencies, community stakeholders).

1. **Internal Outreach Communication Efforts**  
As detailed in the JHS Departments Responsibilities Section of this Policy, all JHS departments have a responsibility to support and assist in promoting and carrying out the Supplier Diversity Policy. In support of this policy, JHS' Small Business Enterprise Program office shall establish, in conjunction with appropriate departments, practices to enhance qualifications, competitiveness, and opportunities for S/UB involvement.
2. **External Outreach Communication Efforts**  
JHS' Small Business Enterprise Program office will continue to develop formal practices to ensure communication and participation by external S/UB-related organizations and agencies in assisting JHS to objectives for identification and participation. Outreach to these



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organizations and agencies will continue to be focused on establishing communications that inform, facilitate networking, and assist in the overall development and management of system goals. JHS' Small Business Enterprise Program office, along with other JHS department representatives, shall participate in sponsored activities and work with these organizations and agencies as the external partners for generating support and participation by the S/UB communities. The office shall maintain a list of the relevant organizations and agencies where JHS is actively involved.

#### G. Electronic Procurement and Vendor Registration

All current and proposed vendors/contractors are required to register in JHS' Supplier Portal, an electronic procurement solicitation system, to be notified of upcoming opportunities to do business. Current and proposed vendors must complete a Vendor Registration Application prior to receiving an award or renewing a contract.

#### H. SBE Certification Efforts

JHS' Small Business Enterprise Program office shall ensure that all current and proposed vendors/contractors interested in participating in SBE solicitation or contract measures are appropriately certified by Miami-Dade County's Internal Services Department, Division of Small Business Development (SBD). SBD is responsible for certifying, decertifying and recertifying applicants for the SBE Program. JHS shall continue to refer interested vendors who are not currently certified to SBD for assistance with certification.

Suppliers that are currently certified as a Miami-Dade County SBE are listed on Certification Lists, which can be accessed through SBD's website, <http://www.miamidade.gov/smallbusiness/certification-lists.asp>.

#### I. Listings of Underutilized Businesses

JHS' Small Business Enterprise Program office shall maintain a listing of all underutilized businesses registered in Supplier Portal by trade areas (i.e., construction, professional services, architects and engineers, other goods and services, etc.). This listing of underutilized businesses may be used to notify firms of business opportunities, as well as provide information for interested JHS bidders/proposers and contractors. The office shall have access to listings from other state agency and organizations that can be used to supplement sourcing activities by various JHS Departments, as appropriate.

Underutilized businesses may provide evidence of certification related to their bona-fide ethnic, gender and/or military veteran status from appropriate certifying organizations. A sample of acceptable certifying agencies include, but are not limited to, State of Florida Office of Supplier Diversity, Florida State Minority Supplier Development Council, and the Women's Business Enterprise National Council.

#### J. Strategic Procurement Initiatives

##### 1. Authorized Initiatives

The Procurement Management Department may utilize any of several authorized strategic initiatives, in accordance with Miami-Dade County SBE Code requirements, and as defined in Procurement Regulation Policy 248 to further supplier diversity results.



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2. Other Best Practice Initiatives and Solutions  
The Chief Procurement Officer, Procurement Management, and the Small Business Program Office, shall work collaboratively in determining and developing strategic initiatives, such as a Mentor/Protégé Developmental Program, to be used in support of the Supplier Diversity Policy.

#### K. Reporting Requirements

The CPO shall instruct JHS' Small Business Program office to provide the PHT Board and the Miami-Dade County Division of Small Business Development with data, measures and routine reporting on diverse supplier activity. Specifically:

1. Appropriate performance metrics to determine progress of the SBE Program as well as efforts to encourage participation of more historically underutilized businesses in the JHS procurement process.
2. Routine reports for the CPO on program progress on a quarterly basis or as required.
3. An annual report for the PHT Board of program progress, indicating progress of incorporating small and historically underutilized businesses in all aspects of procurement. The annual report should incorporate a mix of qualitative and quantitative discussions in the areas of procurement (e.g., # suppliers, dollars spent, direct and sub-contract percentages); supplier development (e.g., initiatives to assist S/UBs in building capabilities) and program quality measurements (e.g., # RFPs with S/UB participation in bid process; # outreach events)
4. Required reporting for Miami-Dade County Division of Small Business Development shall be created and submitted in a timely manner consistent with that office's requirements

#### L. Adherence with the Supplier Diversity Policy

All employees of the Trust and contracted vendors including, but not limited to, those specifically identified in this Policy, are directed to advance the Supplier Diversity policy.

### III. References

None.

**Responsible Party:** Director, Small Business Enterprise Program  
Procurement Management

Vice President, Chief Procurement Officer  
Division of Strategic Sourcing, Jackson Health System

**Reviewing Committee(s):** Not Applicable

**Authorization:** Department Head

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