

**HACKENSACK UNIVERSITY MEDICAL CENTER**  
**Administrative Policy Manual**

**Vendor Qualification**

**Policy #: 520-26.1**

**Original Issue: January 2007**

**Page 1 of 2**

---

**GENERAL**

**Purpose**

The purpose of this policy is to pre-qualify potential vendors for the Medical Center and to maintain an approved vendor list by category.

**Policy**

Hackensack University Medical Center recognizes the importance of the vendor relationship as it contributes to the financial health of the organization. These relationships must be conducted in a professional and fiscally responsible manner. Relationships must be ethical in nature, irreproachable and conducted for the fiscal health and clinical effectiveness of the Medical Center. Vendor relationships must be established and maintained based on acceptable business practices and in compliance with established policies.

**Administration**

The Executive Vice President and Chief Financial Officer and the Director of Purchasing are responsible for the administration and subsequent revisions to this policy.

**PROCEDURE**

1. Any person or organization interested in providing materials or services to HUMC will be required to complete a Vendor Qualification Application. The application package includes a Vendor Qualification Form, [Sanction Form](#), [IRS W-9](#) and [DEHP/PVE Free Pledge letter](#). Two versions of the Vendor Qualification request form are available: [Version 1 \(long form\)](#) is to be used for all regular suppliers of tangible goods and materials requiring discussion of payment and freight terms (i.e., medical/surgical distributors, printers, office supply, etc.). [Version 2 \(short form\)](#) is to be used for suppliers of intangible goods or services where freight and payment terms are not negotiated (guest speakers, web designers, consultants).
2. Materials Management will distribute the Vendor Qualification Package to prospective vendors.
3. In addition to the Vendor Qualification Materials Management may investigate potential vendors by review of information available through sources such as, (but not limited to), Dunn &

Bradstreet Reports; Registration with the State; Better Business Bureau and Internet Websites.

4. An approved bidders list will be maintained by Materials Management.
5. Failure to complete all forms or in some cases Information submitted by a potential vendor may disqualify them from doing business with HUMC. The reason for disqualification will be documented and maintained on file in Materials Management.
6. New vendors to HUMC who have not completed a Vendor Qualification Form will be excluded from doing business with the Medical Center. An exception may be made for an emergency situation but the vendor will be required to complete the qualification form immediately following the emergency.