



# Contracting with CHCA

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*Vendor Guidelines for Pursuing*

*New Contract Opportunities*

## Vendor Guidelines for Pursuing New Contract Opportunities

CHCA endorses and is committed to observing the Healthcare Supply Chain Association (HSCA) Code of Conduct.

CHCA is a national health care alliance owned by forty-three (43) children's hospitals and is a group affiliate of Premier Purchasing Partners, Inc. (Premier). Premier is CHCA's sole group purchasing organization (GPO). As an affiliate member of Premier, CHCA Participating Hospitals have access to all Premier contracts. Participating Hospitals purchased an estimated \$2.1 billion of contracted products in 2010 from a variety of categories, including nutrition services, surgery/anesthesia, facilities, capital equipment, imaging capital equipment, IT, etc.

In conjunction with Premier, CHCA continually seeks to develop contracting opportunities for Participating Hospitals. We actively participate in processes and programs that routinely evaluate and provide opportunities to contract for innovative, clinical products or services. At the request of Participating Hospitals, CHCA may develop independent contracts to supplement the Premier portfolio. Vendors seeking to establish a relationship with CHCA should complete the following steps **before contacting CHCA**:

**1. Contact Premier to investigate opportunities.** Premier may refer the vendor back to CHCA.

- If referred back to CHCA, please identify Premier contact.

**2. Vendor should prepare CHCA Owner Hospital utilization data** (if possible, a minimum of 2 years of utilization data per facility) including:

- Vendor key contact (person with ability to negotiate a national contract)
- Provide the following for each of the vendor's children's hospital customers:
  - ✓ Sales volume data per product(s) and/or service(s)
  - ✓ Potential savings opportunities (based upon proposed discounted pricing, changes in pricing tiers, etc.)
  - ✓ New sales activity/potential at CHCA children's hospitals (prospects) - CHCA children's hospital key contact
- List vendor's pediatric specific products

**3. The following formats should be used** when submitting the data:

- Subject Line: Product category/Vendor name/Product (Dietary/Acme/Plastic Utensils)
- Data Format: Microsoft Excel or Microsoft Word

**4. Submit completed information** to [traci.parsons@chca.com](mailto:traci.parsons@chca.com)

- *Please note: Incomplete submissions will not be reviewed.*



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## **The internal CHCA process includes the following steps:**

- CHCA will work with Owners Hospitals to evaluate a submitted opportunity.
- CHCA will communicate outcome of opportunity evaluation to vendor.
- CHCA will work with vendor to negotiate terms and conditions.
- CHCA will provide to vendor a draft contract in the CHCA contract template, including the negotiated terms and conditions.
- CHCA's Supply Chain Management Executive Committee (comprised of Participating Hospital representatives) will have final approval of all contracts.

To obtain further information about establishing a contractual relationship with CHCA or questions about the process, please email [traci.parsons@chca.com](mailto:traci.parsons@chca.com). Thank you for your interest in working with CHCA.

When a contract is negotiated by CHCA, the Contract Number will begin with CH, followed by a two-letter Line of Business code. These contracts will end with a sequential number that is assigned as a new contract is added to the Catalog. **Example:** CH-MM-004 is the fourth contract CHCA negotiated for the Supply Chain Management line of business.

## **Contracting Product Categories**

The list below explains the Line of Business code used in the CHCA contract numbering schema:

AC: Alternate Care  
CA: Cardiology  
CE: Capital Equipment  
DI: Dietary  
DS: Distribution  
FA: Facilities  
HK: House Keeping  
HR: Human Resources  
IM: Imaging  
IT: IT/Telecom  
LA: Lab  
MM: Materials Management  
NS: Nursing  
OR: Surgical Services  
RX: Pharmacy  
WC: Women's & Children's