



Rancho Los Amigos National Rehabilitation Center

ADMINISTRATIVE POLICY AND PROCEDURE

SUBJECT: VENDOR RELATIONS

Policy No.: A301
Supersedes: January 15, 2006
Revision Date: September 6, 2016
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PURPOSE:

To establish guidelines for vendor representative activity within Rancho Los Amigos National Rehabilitation Center (RLANRC), such guidelines being consistent with County policy security needs, and promotion of internal efficiency.

POLICY:

To provide reasonable opportunities for vendor representatives to detail their services, supplies and equipment to appropriate staff, while regulating the flow of information, knowledge and service to both the vendor and RLANRC without interruption to patient care.

PROCEDURE:

It is necessary that all RLANRC staff comply with the following procedures to ensure a safe efficient environment for patients and staff:

1. All vendor representatives must **first** register with the Supply Chain Operations Department Procurement Office before entering RLANRC or contacting staff.
 - A. After signing in, on the vendor log, appointments will be verified and a numbered RLANRC vendor badge will be issued. The representative is authorized to visit only those departments listed on the vendor log.

PLEASE NOTE: If a RLANRC staff member is contacted by a vendor representative without the appropriate RLANRC vendor badge, vendor should be referred to the Supply Chain Operations Procurement Office, 7601 E. Imperial Hwy. All complaints regarding vendor representatives will be directed to the Supply Chain Operations, Director who will pursue them to an appropriate conclusion.

- B. On completion of business, the representative will return the RLANRC vendor badge to the Procurement Office.
2. Evaluation of services, supplies and equipment, including samples, must be coordinated through Supply Chain Operations after review, approval and evaluation by the Medical Center Product Evaluation Committee. An *GHX* request, approved by Administration, must be submitted to the Procurement Office by the requesting RLANRC department/service so that a purchase order "For

EFFECTIVE DATE: June 1997

COUNTY OF LOS ANGELES- DEPARTMENT OF HEALTH SERVICES

APPROVED BY:

Signature(s) on File.

Evaluation Only at No Charge" may be issued evaluation of equipment for a specific length of time. Upon completion of the evaluation, the equipment is returned to the vendor through RLANRC, Receiving Office (7601 E. Imperial Hwy, Ext. 57926). This procedure ensures proper documentation and an audit trail for incoming and outgoing equipment and for Biomedical Department safety certification.

3. Only the Procurement Office is authorized to issue purchase orders for purchasing of items for RLANRC.
4. All negotiations and transactions with suppliers or manufacturers shall be conducted in such a manner that RLANRC will not be indebted to the supplier/manufacturer or its integrity compromised.
5. Purchase of items for personal use by RLANRC staff is not permitted through the Medical Center and will not be processed by Supply Chain Operations.
6. The acceptance of gifts, entertainment, etc. from County vendors or their representatives by RLANRC staff is strictly prohibited.

REFERENCES: County Fiscal Manual Nos. 4.1.2, 4.1.3
ISD/Purchasing and Central Services No. 204
DHS Policy Nos. 810, 811, 822, 830

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