



## GUIDANCE for VENDORS

### TIER II SUPPLIER REPORTING

Use the guidance below to report your company spend, in accordance with the following schedule, unless a different agreed upon schedule exists via a Master Service Agreement (MSA):

Q1 (spend for the period Jan 1 – March 30) by no later than July 15th.

Q2 (spend for the period Apr 1 – June 30) by no later than July 15th.

Q3 (spend for the period Jul 1-Sept 30) by no later than October 15th.

Q4 (spend for the period Oct 1-December 31) by no later than January 15th.

Reports should be submitted electronically to [supplier.engagement@bcbsri.org](mailto:supplier.engagement@bcbsri.org)

### About Supplier Engagement & Innovation at BCBSRI

Blue Cross & Blue Shield of Rhode Island is committed to increasing our procurement of products and services from non-traditional suppliers, socially disadvantaged, small, and historically underutilized enterprises as well as local small businesses. Investing in and partnering with a supplier base reflecting our customers and our community advances our vision to improve health and well-being by leading access to high quality, affordable, and equitable care in Rhode Island. We are committed to creating opportunities that will have a significant positive economic impact throughout our state.

### About the Tier II Supplier Reporting

Who completes it: It should be completed by your company's supplier engagement lead or someone with an equivalent level of knowledge.

How long will it take: We estimate that it will take 15-20 minutes to answer all questions.

How will data be used: Data collected will only be made public in an aggregate, anonymized form and all individual responses will be considered confidential. We will protect information submitted by vendors in accordance with the contract and in accordance with the BCBSRI's policies and procedures.

## Scope of the Reporting

As part of your vendor relationship with BCBSRI, we are seeking your support for our supplier engagement & innovation program and request that you share your company's supplier engagement goals and **report on your spend with *certified non-traditional suppliers, socially disadvantaged, small, and historically underutilized enterprises, including disability-, minority-, woman-, veteran-, and LGBTQ-owned businesses as listed in the report.***

Keep in mind that a diverse business is one that is at least 51% owned, operated, and controlled by one or more individuals of a diverse background. BCBSRI is currently asking our prime vendors to provide spend data with regards to the below certified diverse supplier groups only:

Disability-Owned Business Enterprise ("DOBE")	DBOE
Historically Underutilized Business Zones ("HUBZone")	HUBZone
LGBT-Owned Business Enterprise ("LGBTBE")	LGBTBE
Minority Business Enterprise ("MBE")	MBE
Small Business Enterprise ("SBE")	SBE
Veteran Business Enterprise ("VBE")	VBE
Veteran Disability-Owned Business Enterprises ("V-DOBE")	V-DOBE
Women Business Enterprise ("WBE")	WBE
Equivalent Federal, State, and Local Certification Bodies	MBE/MWBE

For information on certifications applicable to the above-mentioned diverse business categories, please refer to Appendix 1, at the end of this Guidance Note.

## Important Information

- Reporting your company spend with the above listed businesses should be done by utilizing the forms provided. Please note that BCBSRI reserves the right to perform validation of the reported Tier 2 expenditure.
- If you have not yet established a supplier engagement program and/or are unable to track or report to BCBSRI your expenditure with the above-mentioned suppliers, we ask that you indicate this information in the relevant section of the report.
- Information and instructions on how to respond to the report questions are provided in the following section of this guidance note.
- For assistance completing the report or any other question, please contact Supplier Engagement & Innovation team via email at [supplier.diversity@bcbsri.org](mailto:supplier.diversity@bcbsri.org)
- For more information about BCBSRI Supplier Engagement & Innovation initiatives, visit our website:

## Responding to the Reporting Survey

To better support you in completing the survey and reporting your company spend with diverse businesses; we encourage you to review this section carefully.

PART I. General Information		
1	*What is your Company Name as registered with BCBSRI?	Provide in the full name of your company as stated in official records and provided to BCBSRI during the registration process so we may match your response accurately with our records.
2	*What is your TAX ID number? *	Provide the vendor's government-issued tax ID number provided upon registration with BCBSRI.
3	*Who is your company's supplier engagement contact?	Provide the first and last name, email address and phone number, including country code, of the person in your company responsible for leading supplier engagement efforts. If your company does not have a designated supplier engagement contact person, please include information of the contact person completing this survey in case any clarification is required.

## PART II. Supplier Engagement & Innovation Information

4	*How does your company address Supplier Engagement & Inclusion? Please select all those that apply below for describing your company's activities.	This is a multiple-select option question. Select from the listed options all those that are true to your company's situation when it comes to Supplier Engagement & Innovation.
5	Please briefly detail recent progress that your company has made with regards to supplier engagement & inclusion during the last year.	Briefly describe the progress your company has made, including any goals set or achieved, additional diverse categories, certified categories or geographies targeted, etc., during the reporting period.
6	*Are you able to track and report to BCBSRI your company spend with diverse businesses for BCSRI current Fiscal Year, i.e. the period between January 1- December 31 (or the closest 12-month period)?	This is a Yes or No answer. Depending on your selection you will be required to answer questions #7 & #8 or skip directly to question #9.
7	*If you cannot report your company spend with diverse suppliers, please indicate why.	This is a multiple-choice answer, select the option that best describes your company's situation when it comes to reporting the corresponding spend.
8	*Please indicate the estimated target date for when you will be able to begin reporting this information to BCBSRI.	Provide an indicative date by which you anticipate your company will be able to report on the specified spend. We strongly encourage our suppliers to establish Supplier Engagement Programs and hope that this date will be no later than one year from receiving this request.
9	If your reporting period does not match BCBSRI's Fiscal Year (January 1 to December 31), please indicate the start and end dates of the most recent 12-months period you are able to report.	Provide data for the most recent 12-month period you can report noting the start and end date in your response. If you are reporting your diverse spend in alignment with BCBSRI fiscal year 12-month period, please leave this question blank.

**PART III. Diverse Spend Data: Direct Spend**

10	*Did you engage any diverse suppliers as subcontractors for carrying out work under your BCBSRI contract(s) during the reporting period?	This is a multiple-choice answer, select the option that best describes your company's situation. If (i) your company has not engaged any subcontractors, or (ii) your subcontractors were not diverse businesses, please indicate "No" as your response to this question. If you select No or Unable to determine whether any of the subcontractors engaged in servicing our BCBSRI contract(s) are diverse businesses, you will move to question #12.
11	*What is your Company's total company spending with these diverse subcontractors directly related to your BCBSRI contract(s) during the reporting period?	Indicate the total dollar amount (to the nearest dollar) of expenditure for each diverse supplier category as applicable.

**PART IV. Diverse Spend Data: Indirect Spend**

12	Did your company have spend with diverse businesses during the reporting period for goods and services that do not directly relate to performing work under your BCBSRI contract?	This is a multiple-choice answer, select the option that best describes your company's situation. Depending on your selection you will be required to answer questions #13 & #14 or skip directly to question #15.
13	What is your Company's total spend with diverse-owned businesses during the reporting period?	Please indicate your company's total dollar amount expenditure with diverse businesses for goods and services that do not directly relate to performing work under your BCBSRI contract. A portion of this diverse spend will be allocated to BCBSRI and reported as your indirect diverse spend. Please do not calculate the allocation yourself, we will take care of the calculation based on your company's total dollar amount expenditure with diverse businesses.

14	*What is your company's Total Revenue during the reporting period?	Provide the total dollar amount of the company's revenue during the reporting period.
15	Attestation	Confirm that all the information reported in this form is accurate and complete to the best of your knowledge and belief. By attesting to the information provided and clicking the DONE button, your report for the BCBSRI Tier 2 Spend is complete and your responses submitted to BCBSRI Supplier Engagement & Innovation Program. No further action is necessary.
*Denotes answer to the question is mandatory.		

#### APPENDIX 1

Certification is provided to diverse businesses through recognized third-party certification bodies as well.

as equivalent Federal, State, and Local Certification Bodies. Indicative examples of certification bodies per diverse supplier group include the following (this is not an exhaustive list):

Diversity business category	Examples of certification bodies
Woman-Owned Business Enterprises (WBE)	<ul style="list-style-type: none"> <li>• WBENC</li> <li>• Federal, State, and Local Certification Bodies</li> </ul>
Minority-Owned Business Enterprises (MBE)	<ul style="list-style-type: none"> <li>• NMSDC</li> <li>• Federal, State, and Local Certification Bodies</li> </ul>
Disabled-Owned Business Enterprise (DOBE)	<ul style="list-style-type: none"> <li>• Disability:IN</li> <li>• Federal, State, and Local Certification Bodies</li> </ul>
LGBT-Owned Business Enterprises (LGBTBE)	<ul style="list-style-type: none"> <li>• NGLCC</li> </ul>
Veteran Disability-Owned Business Enterprises ("V-DOBE")	<ul style="list-style-type: none"> <li>• National Veteran Business Development Council (NVBDC)</li> <li>• National Veteran-Owned Business Association (NaVOBA)</li> </ul>