



GUIDANCE TO VENDORS

TIER II SUPPLIER DIVERSITY

QUARTERLY REPORTING

Thank you for participating in the Blue Cross & Blue Shield of RI's (BCBSRI) Tier 2 Supplier Diversity Quarterly Reporting for the current fiscal year.

Please use the guidance below to report your company's spend with diverse businesses, in accordance with the following schedule:

Q1	(spend for the period Jan 1-March 31)	by no later than April 15th
Q2	(spend for the April 1-June 30)	by no later than July 15th
Q3	(spend for the period July 1-Sept 30)	by no later than October 15th
Q4	(spend for the period Oct 1-December 31)	by no later than January 15 th

Reports should be submitted electronically to supplier.diversity@bcbsri.org

About Supplier Diversity at BCBSRI

Supplier Diversity & Inclusion is a highly valued strategic initiative at BCBSRI. We are committed to promoting, increasing, and improving the business participation of underrepresented diverse business enterprises in our procurement process. We firmly believe that a more diverse supplier base contributes to a more resilient supply chain and that investing in and partnering with a diverse supplier base reflecting our customers and our community advances our vision to lead a state of comprehensive health and well-being for all Rhode Islanders. We are committed to creating opportunities that will have a significant positive economic impact throughout our state.

About the Supplier Diversity Reporting

Who completes it: It should be completed by your company's supplier diversity 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 use: 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 Exercise

As part of your vendor relationship with BCBSRI, we are seeking your support for our supplier diversity program and request that you share your company’s supplier diversity goals and **report on your spend with certified diverse suppliers** during the corresponding period.

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:

Minority Business Enterprise	MBE
Women Business Enterprise	WBE
LGBT-Owned Business Enterprise	LGBTBE
Disability-Owned Business Enterprise	DOBE
Veteran Business Enterprise	VBE
Other Considerations	
Small Business Enterprise (“SBE”)	SBE
Historically Underutilized Business Zones (“HUBZone”)	HUBZone

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 diverse businesses should be done by utilizing the forms provided by BCBSRI. Please note that BCBSRI reserves the right to perform validation of the reported Tier 2 expenditure.
- If you have not yet established a supplier diversity program and/or are unable to track or report to BCBSRI your expenditure with diverse suppliers, we ask that you indicate this information in the relevant section(s) of the report.
- Information and instructions on how to respond to the questions on the report are provided in the following section of this guidance note.
- For assistance completing the report or any other question, please contact the Supplier Diversity Program via email at supplier.diversity@bcbsri.org attention to Supplier Diversity Program Director.
- For more information about BCBSRI Supplier Diversity Program initiatives, visit our website: [Supplier Diversity Program | Blue Cross Blue Shield of Rhode Island \(bcbsri.com\)](https://www.bcbsri.com)

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 diversity 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 diversity efforts. If your company does not have a designated supplier diversity contact person, please include information of the contact person completing this survey in case any clarification is required.

PART II. Diversity information		
4	*How does your company address Supplier Diversity & Inclusion? Please select all those that apply below for describing your company's supplier diversity 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 Diversity.
5	Please briefly detail recent progress that your company has made with regards to Supplier Diversity & Inclusion during the past quarter.	Briefly describe the progress your company has made, including any goals set or achieved, additional diverse 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 the reporting 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 the 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 supplier diversity 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 supplier diversity spend. We strongly encourage our suppliers to establish Supplier Diversity Programs and hope that this date will be no later than one year from receiving this request.
PART III. Diverse Spend Data: Direct Spend		
9	*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 #11.
10	*What is your Company's total 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		

11	Did your Company have spent 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 #12 & #13 or skip directly to question #14.
12	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.
13	*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.
14	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 Diverse Spend is complete and your responses submitted to BCBSRI Supplier Diversity 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:

Diversity business category	Examples of certification bodies
Woman-Owned Business Enterprises (WBE)	<ul style="list-style-type: none"> • WBENC • Federal, State, and Local Certification Bodies
Minority-Owned Business Enterprises (MBE)	<ul style="list-style-type: none"> • NMSDC • Federal, State, and Local Certification Bodies

Disabled-Owned Business Enterprise (DOBE)	<ul style="list-style-type: none"> • Disability:IN • Federal, State, and Local Certification Bodies
LGBT-Owned Business Enterprises (LGBTBE)	<ul style="list-style-type: none"> • NGLCC
Veteran Disability-Owned Business Enterprises (“V-DOBE”)	<ul style="list-style-type: none"> • National Veteran Business Development Council (NVBDC) • National Veteran-Owned Business Association (NaVOBA)