



Vendor Contracting Process

1. AzHHA Affiliated Partners Program (APP) applications should be submitted through AzHHA website.
2. AzHHA APP staff reviews each application to determine uniqueness and insures it doesn't overlap with current vendors and meets expressed member needs. This may include discussing the services with appropriate members.
3. If the determination is made that the vendor services might meet members' needs and there is an interest level, then AzHHA APP moves forward in the vetting process. If it feels that the vendor's services do not match members' needs, a "No Thank You" letter is sent.
4. The next step in the vetting process is to have the vendor present their offerings to the AzHHA APP staff at AzHHA's offices. Terms and conditions of an Affiliated Partner relationship are discussed with the vendor at this time. An administrative fee is charged to each vendor, the rate is typically a **2% administrative fee on collected revenue** paid quarterly, with a required yearly fee of **\$5,000** for an "Affiliated Partners Program" designation. This fee is due on the yearly anniversary date of the agreement. In some cases, the 2% administrative fee is waived, and a yearly administrative fee is paid to AzHHA APP. This "fee" will be mutually agreed upon by vendor and AzHHA APP.
5. AzHHA APP staff then determines whether to continue to process vendor's request to become an Affiliated Partner. The vendor shall be contacted as to the status of their request. If all parties agree with the terms and conditions discussed, then a written agreement is drafted by AzHHA APP.
6. The written agreement is drafted and reviewed by our legal department. Needed documents for review would include vendor/hospital agreement, scope of services and a listing of current member use if applicable.
7. During this time frame a background check is made of vendor references.
8. Upon satisfactory completion of this background check, the vendor's services are presented to the 'AzHHA APP Board of Directors' for review and approval. *The APP Board of Directors consists primarily of member hospital CEOs who guide and direct the services of AzHHA APP.*
9. Upon approval by the APP Board, the final agreement is sent to the vendor for their review and approval. After vendor review and acceptance of the agreement, the agreement is signed and executed by both parties.

10. At agreement renewal time, an evaluation and hospital member review/feedback inquiry are conducted. If at that time no usage by AzHHA members has been achieved the vendor agreement may be terminated by either party.

11. It is the vendor's responsibility to maintain contact with AzHHA APP on a quarterly basis to keep us informed of new offerings, progress with member usage, personnel changes (primary contacts) and any other changes that would affect our relationship and those areas that would be of interest to our members.

12. Sponsorship opportunities are always available to vendors. Please contact John Koeneker, vice president of business development at jkoeneke@azhha.org for these opportunities.

Affiliated Partners Program Services

1. Newsletter release via the "AzHHA Connection" newsletter indicating a new relationship between the vendor and AzHHA APP. An email announcement will be sent to the appropriate target audience indicating the new relationship.

2. Description of vendor services added to the Affiliated Partners Program website and inserted for a month into the vendor spotlight section.

3. Addition to the Affiliated Partners Program Brochures (handed out on member visits) by AzHHA staff.

4. Inclusion in the "AzHHA Connection Newsletter".

5. Introduction letter from "AzHHA APP" indicating your Affiliated Partner status.

6. Targeted emails to selected audience (two per year) sent out by AzHHA APP.

7. At vendors discretion offering AzHHA members a webinar hosted by AzHHA and conducted by vendor. AzHHA APP will send out the webinar invite to selected target audience.

8. Each year the vendor will be afforded the opportunity to place their services in the "vendor spotlight" section of the Affiliated Partners Program page on the website.

9. Access to current AzHHA member contact data base at the discretion of AzHHA APP. The data base includes c-suite and director level personnel.

10. Review of vendor services on member visits by AzHHA staff.

11. Set up meetings if appropriate.

Please sign and return this document indicating you have reviewed its content.

Signature: _____