**POLICY**

It is the policy of the Upstate Carolina NCORP (UC-NCORP) to comply with NIH Grants Policy Statement in regards to contracting vendors.

**DEFINITIONS**

Vendor: a person or company whose principal product lines are office supplies, equipment (medical) and or service.

**GUIDELINES**

*8.3.4.3 Contracting with Small Businesses, Minority-Owned Firms, and Women's Business Enterprises*

*Recipients must make positive efforts to use small businesses, minority-owned firms, and women’s business enterprises as sources of goods and services whenever possible. Recipients should take the steps outlined in the applicable administrative requirements (45 CFR 75.330) to implement this policy.*

**PROCEDURES**

UC-NCORP will use Spartanburg Regional Healthcare Services District, Inc. vetted and approved vendors for all purchases. In the event that there is not an approved vendor for required services and materials the NIH Grants Policy Statement above will be followed to source from small businesses, minority owned firms, and women’s business enterprises.

**REFERENCES:** NIH Grant Policy Statement, December 2019

**ASSOCIATED FORMS:**

NA

**COMMITTEE APPROVAL:**

Policy and Procedure Committee