

Dear Vendor,

Texas Children's has implemented a vendor program that includes a series of policies aimed at better managing the rising complexity of regulatory compliance issues. The policies were developed with employee and patient safety in mind and will enforce protocols for a more professional and consistent relationship with vendors.

All current active vendors and new vendors to Texas Children's must be registered in the Vendormate credentialing system in order to do business with Texas Children's. Please direct the persons responsible for managing your company's relationship with Texas Children's to the website address, <https://texaschildrenshospital.vendormate.com>, to register your business. Registration for the program can also be found at www.vendorprogram.texaschildrens.org.

In addition to a platform for policy and documentation exchange, the Texas Children's Vendor program allows us to maintain a repository of contact, financial, legal, and product information for our vendors.

Below is a list of some of the reasons why we have implemented the Texas Children's Vendor Program.

- **Health & Human Services Office of Inspector General (OIG)** – Federal government mandate to check all vendors against the “List of Excluded Individuals/Entities” for a Medicare/Medicaid Fraud sanction list
- **U.S. Treasury – Office of Foreign Assets Control (OFAC)** – Federal government mandate to continuously monitor that no vendor representatives are on the Terrorist watch list
- **Deficit Reduction Act** – Federal regulation of policy and training presentation
- **Stark Law / Anti-kickback** – Federal statute requires an auditable record of all disclosures of conflicts of interest
- **The Joint Commission Audits** – Accreditation requires facility access controls and documentation of immunizations and product/service competency
- **Ensure contact information is always current** – Internal initiative to create a centralized location for all company and representative contact information
- **Compliance with all corporate policies** – Internal initiative to develop a systematic approach to deliver and accept or upload corporate policies and required documents

There is a nominal annual fee for vendor registration which is per company, not per representative. The fee ranges from \$25 to \$299 per year and the actual fee is determined by the vendor's risk profile. The annual fee is paid to our partner, Vendormate, Inc., and is used to purchase third party data, perform screening and credentialing, store compliance information and documentation, notify vendors of training, policy changes, and compliance regulations, and monitor and alert company status throughout the year. We require each of your representatives who interact with us to register and provide his/her representative details. Once a company has registered in Vendormate, additional account representatives can be added to the account at no additional cost to the company.

We thank you for your service to Texas Children's and appreciate your participation in this program. If you have business questions or require technical assistance in completing the registration, please contact texaschildrenshospital@vendormate.com.

Sincerely,



Joe Castanon
Assistant Director Supply Chain

How to Register

- Go to <https://texaschildrenshospital.vendormate.com>

OR

- Go to www.texaschildrenshospital.org, select About Texas Children's/For Vendors

A Federal Tax identification number (FEIN) and a Credit Card are required to complete the initial registration. Additional representatives only need the Federal Tax identification number (FEIN)

- **Vendor registration should be done at the vendor's location. Kiosks at the Hospital are for vendor badging for pre-approved appointments only.**

Sign-In Locations at the Hospital to badge-in for pre-approved appointments are listed below:

A valid appointment and current credentials are required for sign in Kiosk locations.

Facility Name	Sign-In Location
Mark A. Wallace Lobby	Information Desk
Meyer Building Lobby	Security Desk
Feigin Center Lobby	Security Desk
West Tower Lobby	Information Desk
West Tower OR	OR Administration
West Campus	Security Desk
The Woodland Hospital	Information Desk
The Pavilion for Women	Information Desk

Vendor Program Fees

The criteria is predetermined by Texas Children's and is not selected by the vendor

Criteria	Fee
Active High profile vendors	\$299 per year per company
Active Medium profile vendors	\$125 per year per company
Low Profile vendors	\$25 per year per company