



Indiana University Health

Indiana University Health
Design & Construction
1633 N. Capitol Avenue, 11th Floor
Indianapolis, IN 46202

August 19, 2024

To: IU Health Design & Construction Vendors

Re: Building an Approved Vendor Database

At IU Health, we are constantly enhancing our services, and we are pleased to announce an initiative by our Design & Construction Department to build a comprehensive Vendor database. This is a multi-phase process aimed at improving communication effectiveness and streamlining the solicitation of project-specific proposals from vendors who align with our predetermined criteria. Additionally, this process helps us identify companies that may need assistance in some areas.

Our values of Purpose, Excellence, Compassion, and Team allow us to deliver the best care and services to our healthcare leaders. We believe these values intersect with our commitment to fostering a collaborative environment and strong relationships with our vendors while delivering projects fairly, quickly, and efficiently.

Phase 1:

We invite all current and potential vendors to click on this hyperlink and complete a Smartsheet Form [Vendor Information Intake Form](#). This form will gather essential information about your firm using specific criteria. *Please ensure the form is completed in its entirety, along with all requested data and attachments, in the same browser session since partial progress cannot be saved for later submission.*

Phase 1 items within the Form are as follows:

1. Agreement to sign our Professional or Master Service Agreement (PSA/MSA) unmodified.
 - a. Designers - [Master Agreement for Architect Engineer Services.pdf](#)
 - b. Construction Managers - [CM Master Services Agreement \(With Exhibits\).pdf](#)
 - c. Consultants - [Professional Services Agreement With Exhibits.pdf](#)
2. Years of Healthcare Experience
3. Diversity Status of your Firm – Minority Business Enterprise (MBE), Woman Business Enterprise (WBE), Veteran Business Enterprise (VBE), or Not Applicable – note that you will need a copy of your certificate to attach to the Form. Certifying bodies are the following: Mid States (NMSDC), WBENC, City of Indianapolis (OMWBD), and State of Indiana (IDOA).
4. Safety (only applicable to Construction Managers) – note that the following information will be requested on the Form and should be obtained *prior to starting the Form*.
 - a. Status per IU Health Safety website [IUH Design & Construction \(verodms.com\)](#). Must be “Approved” or “Conditional” to meet this criteria. *Note that if your firm is not listed on the website, you will need to engage IU Health Safety (click “Contact Us” on website link above).*
 - b. Safety Total Recordable Incident Rate (TRIR) for current year, last year, two years ago
 - c. Safety Experience Modification Rate (EMR) for current year, last year, two years ago

Phase 2:

Upon completion of Phase 1, successful vendors will gain access to a second Smartsheet Form. This form will collect additional details about your firm, such as preferred location, size, and type of project. This phase is critical for finalizing our Vendor database for communication and "pre-qualification" to receive project-specific proposals.

Design and Construction anticipates utilizing the information collected in Phase 1 and Phase 2 in October of 2024. Your consideration on future project awards is dependent upon completion of Phase 1 and Phase 2.

We believe this new process will create a comprehensive database of pre-qualified Vendors and allow for equitable procurement of design and construction services. We thank you in advance for your effort and participation.

Please feel free to submit any questions about this process, or if you were notified that your company was unsuccessful during Phase 1, to Holly Carter (hcarter5@iuhealth.org).

Sincerely,

A handwritten signature in black ink, appearing to read 'KH', with a long horizontal flourish extending to the right.

Kyle Hardie
Vice President
Indiana University Health
Design & Construction

