

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES
Health Care Department Operations Manual

5.5.15 Supplier Communication

(a) Policy

- (1) California Correctional Health Care Services (CCHCS)/Division of Health Care Services (DHCS) shall conduct acquisition activities in an open and fair environment that promotes competition among prospective suppliers. CCHCS encourages the exchange of product or service information among all interested parties and shall stay within procurement integrity requirements.
- (2) CCHCS/DHCS staff shall:
 - (A) Treat suppliers equitably, without discrimination, and without imposing unnecessary constraints on the competitive market.
 - (B) Be open, fair, and impartial in all processes.
 - (C) Maintain consistency in all processes and actions.
 - (D) Act and conduct business with honesty, avoiding the appearance of impropriety.

(b) Applicability

This policy and procedure applies to all CCHCS/DHCS staff.

(c) Procedure

- (1) Detailed procedures for communicating with suppliers can be found in the “Guidelines for Supplier Communication” on Lifeline under the Acquisitions Management Section (AMS) webpage under the “Resources and Publications” tab at the following link:
<http://lifeline/PolicyandAdministration/BusinessServices/AcquisitionsManagement/Pages/Resources.aspx>.
- (2) For general inquiries, contact AMS at CCHCSAcquisitionsManagement@cdcr.ca.gov.

References

- Department of General Services, State Contracting Manual, Volume 1, Chapter 9, Section 9.07, Ethics
- Department of General Services, State Contracting Manual, Volume 2, Chapter 2, Procurement Planning
- Department of General Services, State Contracting Manual, Volume 3, Chapter 2, Procurement Planning
- National Association of State Procurement Officers, Effective Communication between State Procurement and Industry (2012)

Revision History

Effective: 08/2017