

BUSINESS CONTINUITY PLANNING REQUIREMENTS FOR VENDORS, CONTRACTORS AND SUPPLIERS

A. Definitions:

“*Business Continuity Plan*” means a collection of procedures and information which is developed, compiled and maintained in readiness for use in the event of an emergency or disaster.

“*KP*” means the integrated health care delivery organization doing business as Kaiser Permanente™, which includes Kaiser Foundation Health Plan, Inc. and its subsidiaries, Kaiser Foundation Hospitals and the Permanente Medical Groups.

“*Supplier*” means a vendor, contractor or supplier who is providing goods or services to a Customer.

B. Requirements:

KP requires Suppliers to maintain and routinely test comprehensive Business Continuity Plans to ensure appropriate and timely recovery of services to KP during times of business interruption. All Suppliers in contract with KP must provide a 24/7 contact.

Prior to awarding a contract and/or upon request, Supplier must provide its Business Continuity Plan to KP for review.

The Business Continuity Plan must address methods to minimize the impact of an event on the health and safety of KP physicians, employees, and members and to ensure consistent quality performance and service from essential Suppliers. For those Suppliers determined to be essential to KP’s operations, the Suppliers will be required to participate in Business Continuity Planning testing.

A Business Continuity Plan should be reviewed and updated as required by operational needs but in no case less frequently than once per year. Revisions should address changes to technology, functions, procedures, or personnel that could impact the integrity and viability of the recovery plan.

Supplier is responsible for ensuring that its subcontractors and suppliers maintain and test their Business Continuity Plans.

If a Supplier is unable to provide a Business Continuity Plan, the Supplier will complete a KP Business Continuity Planning and Resiliency Survey to confirm evidence of a Business Continuity Plan and understanding of their Business Continuity Program. To access the survey directly please visit: <http://supplier.kp.org/formsreqs/index.html>

Business Continuity Plans or the Business Continuity Planning and Resiliency Survey must be emailed to the Kaiser Permanente Business Continuity Management department at bcm@kp.org or mailed to:

Business Continuity Management
Kaiser Permanente
1800 Harrison Street, 18th Floor
Oakland, CA 94612

A copy of the Supplier Business Continuity Plan or Business Continuity Planning and Resiliency Survey will be stored in KP’s Sustainable Planner Business Continuity repository. A copy will be provided upon request.

For additional questions contact: bcm@kp.org