



**Supplier Rules of Engagement for Product Evaluation**

**FACILITY EVALUATION RULES – Supplier must comply with the following requirements for medical product evaluations:**

- a) Bring only the products selected by Kaiser Permanente for the evaluation to the facility.
- b) NO DISCUSSION OF PRICING OR OTHER NON-EVALUATED PRODUCTS WITH THE FACILITY STAFF.
- c) Product for evaluation must be shipped at no charge; product must arrive at the facility for evaluation one week prior to the evaluation start date.
- d) Supplier representatives MUST NOT assist in the completion of the evaluation forms for the facility staff.
- e) Suppliers MUST NOT communicate with the facility staff regarding the evaluation until the final product decision has been reached.
- f) Suppliers may not provide alternative evaluation forms to the evaluation facility staff; suppliers may not take possession of or make copies of the evaluation form.
- g) Suppliers may not provide any form of incentive to facility staff for completing the evaluation forms (no food, prizes or other items).
- h) All supplier representatives assisting in the evaluation must check in with the facility Buy to Pay (Supply Chain) management, obtain a vendor visitation badge to be on the facility premises, and comply with the other Vendor Visitation Requirements (available for review at: <http://supplier.kp.org/formsreqs/index.html>).

Evaluation Product(s): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Company: \_\_\_\_\_