

BUSINESS CONTINUITY PLANNING REQUIREMENTS FOR VENDORS, CONTRACTORS, AND SUPPLIERS

1. DEFINITIONS

- 1.1. “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.
- 1.2. “KP” means the integrated health care delivery organization doing business as Kaiser Permanente®, including Kaiser Foundation Health Plan, Inc., Kaiser Foundation Hospitals, the Permanente Medical Groups, and all subsidiaries and successors of the foregoing, and Risant Health, Inc., and its subsidiaries, partners, and successors.
- 1.3. “Supplier” means a vendor, contractor or supplier who is providing goods or services to KP.
- 1.4. “Survey” means KP’s Vendor Business Continuity Planning and Resiliency Survey.

2. 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 complete the Survey. In addition, Supplier may be asked to provide its Business Continuity Plan. To access the Survey directly please visit: <http://supplier.kp.org/formsreqs/index.html>

The completed Survey should be emailed to the Kaiser Permanente’s National Business Continuity Management team at BCM@kp.org.

Suppliers who are identified as the most critical to KP’s operations may be required to participate in business continuity testing.

Supplier is responsible for ensuring that their organization, its subcontractors, and sub-suppliers have a business continuity program that maintains and test their Business Continuity Plan(s) on a routine basis.

For additional questions contact: BCM@kp.org