

Jackson Health System
Policy and Procedures
USER ACCESS PROGRAM (UAP)

The Board of Trustees of the Public Health Trust of Miami-Dade County has approved the formulation of a "User Access Program" as an eighteen (18) month pilot program pursuant to PHT Resolution No. 5/10-030.

The User Access Program (UAP) establishes a mandatory two percent (2%) deduction on all vendor invoices for newly established contracts, as well as negotiated modifications of existing contracts, including renewals, subject to the exclusions provided below. The Program applies to all purchases and contracts procured by the Procurement Management Department of JHS. Included in the UAP are one-time, term, blanket and pool contracts. Excluded from the program are "micro" purchases (\$500 and less), purchases less than \$10,000 and purchases paid partially or in full with federal funds, employee benefits contracts and revenue generating contracts, as further detailed below.

Type of Exemption	Comments
Federal Funded Purchases	Exemption applies to purchases paid partially or in full with federal funds designated to departments which receive certain federal funds. In cases where multiple departments are included in the contract where some departments will use federal funding and other departments will not use federal funding; the contract should be designated UAP. However, the PO for departments using federal funding should not reflect the UAP. If the funding is a portion federal and a portion non-federal; two separate POs should be prepared for this department (one with UAP and one without).
Revenue Generating Contracts	Exemption applies to retail and concession contracts
Employee Benefits Related Contracts	Exemption applies to employee benefits contracts: medical plans, dental plans, life insurance, short-term/long-term disability, deferred compensation, group legal, spending accounts, and other employee related services for which the employees pay the cost of the contract.
Purchases less than \$10,000	Exemption applies to purchases less than \$10,000, as well as "micro" purchases (\$500 and less).
Contracts where rates are set by the Public Health Trust (PHT) Board	None
Emergency Purchases	If user department does the procurement and PMD only processes the Purchase Order, then no UAP will apply. If PMD does the procurement, the UAP applies.

During the eighteen month (18) "pilot" period, this list of exemptions will be evaluated by the Chief Procurement Officer, and modified, if necessary, with the approval of the Chief Financial Officer.

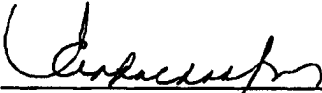
The program is prospective in its implementation and effect. It is not unilateral, that is, the vendor must be advised in advance or otherwise agree to accept the 2% UAP deduction. Jackson Health System solicitation documents will include language that fully informs bidders/proposers of the UAP, including requests for quotes or proposals against existing multi vendor or "pool" contracts. Even oral requests for bids, quotes or proposals shall include reference to the UAP in advance of any price submissions or price negotiated. Every PHT staff shall make every effort to include the language as a bilateral contract modification at the time of renewal of any PHT established contract.

The Strategic Sourcing Division, in conjunction with the Accounts Payables Department, will administer and coordinate the Program. The vendor providing goods or services under this UAP contract shall invoice the contract price and shall accept as payment thereof the contract price less the 2% UAP deduction as full and complete payment for the goods and/or services as specified on the invoice. In the alternative, the vendor will be invoiced for the deduction on a monthly basis.

Proceeds from the program shall be used to defray the cost of PHT operations. Expenses necessary to effectively administer the program shall be deducted and applied for UAP administration and software requirements. Management and monitoring of the overall effectiveness of the UAP resides with the Strategic Sourcing Division/Procurement Management Department, with the collaboration of the Accounts Payable Department.

Jackson Health System will implement the User Access Program on an eighteen (18) month "pilot" basis to test the feasibility and market acceptance of this program in a health system environment and to monitor the amount of savings generated by the program. The Strategic Sourcing Division shall make an interim report to the Board of UAP status six (6) months after program implementation. After sixteen (16) months a full report will be presented to the

PHT Board and the Board shall determine prior to the end of eighteen (18) months from program implementation, whether to extend the UAP.

APPROVED BY: 
Dr. Eneida O. Roldan
President & CEO

9/13/10
Date

APPROVED BY: 
Walter T. Shaw
Chief Financial Officer

9/9/2010
Date

APPROVED BY: 
Theodore G. Lucas
VP, Strategic Sourcing

Sept. 9. 2010
Date