

Welcome to the H. Lee Moffitt Cancer Center & Research Institute

*You, our vendors and suppliers,
are an integral component of our
business and our success as we
endeavor to accomplish our Mission.*

*We value the resources
our vendors and suppliers
offer to the Center.*

*In order to ensure a mutually
successful business relationship
guidelines have been established for
vendors and vendor representatives
who visit and want to conduct
business with the Center. As you
review these guidelines and interact
within the Center, if any additional
information is desired, you can contact
the Materiel Management Department,
the Pharmacy Department,
or the Office of
Corporate Compliance.*

Our Mission

*The mission of H. Lee Moffitt Cancer
Center & Research Institute at the
University of South Florida is to
contribute to the prevention
and cure of cancer.*

Code of Ethics and Business Conduct

*The H. Lee Moffitt Cancer Center &
Research Institute endorses a Code of
Ethics and Business Conduct that is
committed to "excellence" in ethical,
legal and regulatory compliance.
The Moffitt Cancer Center has an
established Corporate Compliance
Program that proactively ensures
compliance with all laws, regulations,
and standards that apply to the Center's
business. This Corporate Compliance
Program advocates good corporate
citizenship at all levels of the
organization, including vendors who
conduct business with the Center.
A Code of Ethics and Business
Conduct guideline will be provided to
all vendors and their representatives.*

Guidelines for Vendors and Vendor Representatives



**H. LEE MOFFITT CANCER CENTER
& RESEARCH INSTITUTE**
At the University of South Florida

H. LEE
MOFFITT 
Cancer Center & Research Institute
A National Cancer Institute
Comprehensive Cancer Center
At the University of South Florida

POINTS OF CONTACT

The H. Lee Moffitt Cancer Center and Research Institute at the University of South Florida conducts procurement activities through a centralized purchasing system. Your primary point of contact while conducting business at our institute will be the Materiel Management Department or the Pharmacy Purchasing Department.

LOCATION AND BUSINESS HOURS

The Materiel Management Purchasing Department is located at the Moffitt Business Center, 10441 University Center Drive, Tampa, FL 33612-6422. The Purchasing Department is open 8:00 a.m. to 5:00 p.m. Monday through Friday. The mailing address is:

12902 Magnolia Drive
Mailstop MBC-PUR
Tampa, FL 33612-9416
Telephone number is 813-745-7840
Facsimile number is 813-745-7814

The Pharmacy Purchasing Department is located at the Moffitt Cancer Center, ground level. The mailing address is:

12902 Magnolia Drive
Mailstop MCC-PHARM
Tampa, FL 33612-9416
Telephone number is 813-745-7218
Facsimile number is 813-745-3994

VENDOR CERTIFICATION

H. Lee Moffitt Cancer Center & Research Institute maintains a vendor certification program. All vendors must complete and submit a Vendor Profile to the Materiel Management Purchasing Department or the Pharmacy Purchasing Department, which will be reviewed and approved before purchase orders are issued and invoices paid. All vendors are screened through the OIG and GSA exclusion databases. In addition, other screenings may be required, depending on the type of product or service being provided to the Center.

During the certification process, you will be provided a copy of the Center's established policy of Guidelines for Vendors and our Code of Ethics standards to follow while conducting business with Moffitt.

VISITATION

Visits to the Center are conducted by appointment only, including visits to physicians and other health care providers.

VENDOR VISITS AND IDENTIFICATION

Vendor representatives are required to make appointments: "cold-calling" is not allowed. All vendors must sign in at one of the following locations and receive a photo badge, which is to be worn during your visit on our campus.

MCC Security Desk (Hospital, Red Valet)
MCB Reception Desk (Clinic, Gold Valet)
SRB Reception Desk (Gold Valet)
MRC Reception Desk
MBC Reception Desk

PATIENT CONFIDENTIALITY

The protection of our patients' confidential information is of utmost importance to the Cancer Center. Vendor representatives are not permitted to have access to patient information, nor are they permitted to participate in tumor boards during patient care discussions. Access to areas where patient care is conducted is restricted. Access may be granted in limited situations and only with prior authorization from the Privacy Officer.

PURCHASE ORDERS

An approved purchase order must be obtained prior to providing pharmaceuticals, equipment, supplies, and/or services, including repairs. You should not accept an order without a purchase order number that is provided by the Materiel Management or Pharmacy Purchasing department. This requirement includes samples and evaluation products. All purchase orders contain conditions of purchase, a copy of which can be provided upon request.

PRODUCT STANDARDIZATION

Decisions on products and equipment are evaluated by the Product Evaluation Committee and will include a financial analysis and outcomes of actual product trials.

Center decisions on pharmaceuticals must be approved by the P&T committee for formulary addition.

EVALUATION AND LOANER ITEMS

All pharmaceutical items, equipment, and products to be evaluated or loaned to the Center must have an assigned purchase order from the Materiel Management Department or Pharmacy Purchasing Department. Moffitt Cancer Center will not be responsible for any equipment or product brought into the facility without the appropriate authorization and purchase order number.

MEDICATION SAMPLES

To ensure proper control, quality, storage, and dispensing records, all drugs within the institution fall under the control of the Department of Pharmacy. Sample drugs within the Center are not exempt from this requirement. All sample medications dispensed to patients for use at home will be labeled in accordance to current Federal and State statutes. Samples of controlled substances are prohibited by law.

DRUG FORMULARY

Nonformulary drugs may not be promoted in Seminars or Continuing Education Seminars. In extenuating clinical circumstances, when a formulary drug is not acceptable, the physician may initiate a "Nonformulary Request" form, provided by the Pharmacy Department, and intended for one patient only.

VENDOR DISPLAYS

No displays will be permitted in the Center.

VENDOR PRESENTATIONS

Vendors may be requested to participate in educational presentations of products approved by the Product Standardization Committee and with prior written approval by Materiel Management, Pharmacy, or Corporate Compliance.

SEMINARS AND CONTINUING EDUCATION

All programs must be coordinated with the Department of Education and with the Pharmacy Department, if drug information is included. Seminars and Continuing Education includes programs intended for and arranged by the medical staff.

DELIVERIES

All equipment and products must be delivered to the Receiving Department located at the following address unless the purchase order specifies alternative shipping arrangements:

3011 W. Holly Drive, Tampa, FL 33612

Deliveries will be received Monday through Friday, 8:00 a.m. to 3:30 p.m. A packing slip must accompany shipments and must reference the purchase order number to assure acceptance. Deliveries that require special handling are by appointment only. All deliveries should be shipped FOB Destination.

INSPECTION OF ELECTRICAL ITEMS AND EQUIPMENT

Biomedical Engineering will be responsible for inspecting all electrical items and all medical equipment for compliance to applicable regulations and to ensure the safe use prior to the item being forwarded to the requesting department.

INVOICES

Invoices that do not reflect or reference an approved purchase order number will not be honored and will be returned to the vendor. Moffitt's standard payment terms are Net45. It is our custom to remit invoices promptly in order to receive any payment discounts.

BIDS AND QUOTATIONS

H. Lee Moffitt Cancer Center & Research Institute is committed to a competitive bid process. All bids and quotations are initiated through Materiel Management or the Pharmacy Purchasing Department. The Request for Proposal process will include terms and conditions appropriate for the commodity. Any questions concerning a bid or quotation should be directed to the Materiel Management or Pharmacy Purchasing representative listed on the bid. Direct contact with the requesting department may be grounds for disqualification. All bid and quotation submissions will remain confidential.

CONTRACTS

All contracts for supplies, services, and equipment will be reviewed by the Materiel Management Department or the Pharmacy Purchasing Department. All contracts require the signature of an authorized representative in the Materiel Management or Pharmacy Department or those individuals authorized by policy. Moffitt Cancer Center will not recognize any liability for payment on any contractual agreement without the proper authorization.

ENFORCEMENT

The H. Lee Moffitt Cancer Center & Research Institute is committed to our published code of ethics and policies. Violation of the Code of Ethics or of the policies set forth for vendors or its representatives could result in prohibition of personnel or product from the Center and the voiding of existing agreement.