**NLN Affiliated Constituent League**

**Policy and Procedure**

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| policy number | **4.11** |
| policy name | Vendors |
| **date of origin** | (Date) |
| purpose | Stated principles concerning fair requests for vendor services. |
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| 1. **policy** | When selecting vendors, XYZ League of Nursing is committed to doing business with all people and companies, without bias. We openly seek bids and request RFPs from a vast variety of sources. We give maximum opportunity to minority, women, and disabled veteran-owned companies.  We do not automatically renew contracts but evaluate the performance of our vendors according to the following factors:  • Ability to provide quality product in a timely and consistent manner  • Responsiveness to emergencies  • Competitive pricing  • Favorable terms and conditions  • Order accuracy rate  • Delivery lead times  • Reliable support services |

Revision Dates: