



## ***UPMC Perks Vendor Guidelines***

### ***What are UPMC Perks?***

UPMC Perks are discounts offered to UPMC staff and physicians on merchandise, recreation, and services.

### ***How can my company be listed on UPMC Perks?***

All requests by vendors for inclusion on UPMC Perks must be submitted using the UPMC Perks Vendor Application Form and Vendor Application Agreement, and are reviewed by the UPMC Perks Advisory Board in accordance with criteria established by UPMC policy.

### ***Who is the discount open to?***

Discounts must be open to employees of all UPMC institutions and affiliates. Staff must show a valid UPMC ID to obtain a vendor discount. A valid UPMC ID is any ID that includes the words "UPMC" or "University of Pittsburgh Medical Center" on the ID, or the name of one of the UPMC institutions listed below. All discount offers must include an authorized vendor contact name and phone number.

UPMC institutions and affiliates include:

- Beatty Pointe Village
- Canterbury Place
- Children's Hospital of Pittsburgh of UPMC
- Community Care Behavioral Health
- Cranberry Place
- Cumberland Crossing
- Eye & Ear Institute
- Lighthouse Pointe at Chapel Harbor
- Magee Womancare Associates
- Magee-Womens Hospital of UPMC
- Seneca Hills Village
- Seneca Manor
- Seneca Place
- Sherwood Oaks
- Strabane Trails Village
- Strabane Woods of Washington
- Sugar Creek Station
- The Heritage Shadyside
- The Village at Hampton Fields
- University of Pittsburgh Physicians
- UPMC Bedford Memorial
- UPMC Braddock
- UPMC Cancer Centers
- UPMC Community Medicine Inc.
- UPMC Horizon
- UPMC McKeesport
- UPMC Mercy
- UPMC Montefiore
- UPMC Northwest
- UPMC Passavant
- UPMC Passavant Cranberry
- UPMC Presbyterian
- UPMC Shadyside
- UPMC South Side
- UPMC St. Margaret
- Vanadium Woods Village
- Weatherwood Manor
- Western Psychiatric Institute and Clinic

### ***How long is the discount offer time commitment?***

Discount offers are expected to run through the calendar year (12 months), except for specific time-sensitive offers. UPMC will contact vendors 60 days before the expiration of the current agreement regarding renewal.

***How much is the discount offer?***

UPMC expects that Perks discount offers are of value to UPMC staff and physicians. At minimum, the value of the discount must be 10 percent for annual, ongoing discount offers, and 20 percent for specific, time-sensitive offers. UPMC recognizes that these discount values do not apply to all offers. Offers are subject to review.

***How is the discount offer obtained?***

When obtaining the discount offer, UPMC expects that vendors require UPMC staff and physicians to provide proof of employment by presenting a valid UPMC ID. Vendors are required to provide the original price for the service or item *before* the UPMC staff member or physician is required to present his or her ID. Once this estimate is provided, the UPMC staff member or physician will present his or her ID to receive the Perks discount.

***How is the discount offer promoted?***

UPMC Perks discount offers are promoted on the internal staff website, in a printed quarterly flier, and in the internal employee newsletter, as space permits.

***Can vendors promote their offers within UPMC facilities?***

Vendors are prohibited from on-site visits, displays, posting or distributing fliers, and/or solicitation of any kind while on UPMC property unless specifically permitted as part of a UPMC-sanctioned event. This policy applies to all vendors and no exceptions will be made.

***Refusal of offer***

UPMC reserves the right to refuse and/or cancel the discount offer for any reason, in its sole discretion. Participation in UPMC Perks is subject to UPMC's mission and policies, including those relating to conflicts of interest. UPMC reserves the right to decline businesses who offer primary services similar to any of UPMC's hospitals and/or facilities.

***Corporate partnerships***

Some vendors maintain corporate partnerships with UPMC. Therefore, UPMC reserves the right to refuse any applicant who may offer a competitive service or product.

***Cancel of offer***

UPMC expects the vendor to address complaints received from staff and physicians in a timely manner, and communicate the resolution of complaints to the UPMC Perks Advisory Board. UPMC reserves the right to cancel the discount offer at any time if warranted by unresolved complaints received from staff, or if more than three episodes of negative feedback are received from staff and physicians.

***Risk and liability***

UPMC does not support, endorse, guarantee, solicit, nor does it have any interest in any organization that offers a discount to UPMC staff and physicians through the UPMC Perks program. The employee, as an individual, assumes any and all risk in doing business with the vendor.