



Supplier Diversity Program Guide

Welcome

Our VSP Vision™ companies welcome you to get to know us better and discover what guides us as we build supplier relationships.

VSP Vision offers world-class products and services to eye care professionals and employers. Our group of leading companies provides comprehensive eye care coverage, access to cutting-edge frame styles and brands, design of custom interiors and merchandising systems, innovative e-commerce and practice management solutions and electronic medical records software, ophthalmic products, and technologically advanced lab services. For additional information about what services and products VSP® offers its members, please visit our website at [vsp.com](https://www.vsp.com).

With the strength and experience of these companies behind it, VSP Vision stands apart and delivers benefits, services, products, and solutions that are unparalleled in the industry.

Diverse

We're committed to identifying diverse suppliers.

We partner with diverse suppliers—businesses that are independently certified as a minority business enterprise (MBE), woman-owned business enterprise (WBE), disabled veteran business enterprises (DVBE), and lesbian, gay, bisexual, transgender business enterprise (LGBTQ+). We're committed to identifying diverse suppliers for our products and services.

Submit your supplier information and third-party certification documentation to supplierdiversity@vsp.com. Once we've reviewed your information and find it's a mutual fit for both parties, we will add it to our supplier database.

Fair

We conduct our bidding process fairly and professionally.

We conduct our bidding process fairly and professionally to ensure that all suppliers have an equal opportunity to bid on and earn our business.

We keep supplier information confidential before and after the bidding process, and inform potential suppliers of our final decision.

Open

Qualified suppliers can register to become our supplier.

Any qualified supplier can register to be considered a VSP Vision supplier. The first step is to have the supplier email their information along with their certificate as a diverse supplier. We select suppliers based on value, service, quality, delivery, and availability.

We use several products and services:

- Business forms
- Capital equipment
- Computer supplies
- Facilities maintenance services
- Marketing
- Promotional products
- Office equipment
- Office furniture
- Office supplies
- One to full-color printing
- Paper products
- Software
- Translation

Ethical

We operate under principled, legal business practices.

We take pride in building positive, impartial relationships with the supplier community in all phases of the purchasing cycle. We operate under principled, legal business practices.

Our aim is to find the best value for our expenditures. For these reasons, we don't accept hospitality or entertainment offers during the request for proposal, bidding, or negotiation processes.

Selective

We expect quality products and services from our suppliers.

We continually review the price, delivery, quality, and service of all materials we buy.

We expect our suppliers to:

- provide 100% on-time delivery and quality performance;
- stand by the quality of their products and services;
- provide open, timely, and accurate process communications;
- address concerns quickly and appropriately; and
- maintain competitive pricing.

Contact Us

We look forward to hearing from you!

If you're interested in becoming a supplier, email your company product or service information to **supplierdiversity@vsp.com**.

Or mail your information to:

Attn: Corporate Procurement and Travel
3333 Quality Drive Rancho Cordova, CA 95670

If you'd like to talk with or meet a member of our team, please email **supplierdiversity@vsp.com** to schedule an appointment.



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